

**ELWOOD PUBLIC SCHOOLS  
REGULAR BUSINESS MEETING OF THE BOARD OF EDUCATION  
March 15, 2012  
Elwood Middle School Auditorium - 7:30 p.m.**

**AGENDA**

- A. **PLEDGE OF ALLEGIANCE** – Board President
- B. **CALL TO ORDER** – District Clerk (7:30 p.m.)
- C. **APPROVAL OF MINUTES OF PREVIOUS MEETING(S)** (TAB A)  
1. Business Meeting – February 16, 2012  
2. Special Meeting – March 1, 2012
- D. **COMMENDATIONS** (7:30 p.m. - 7:45 p.m.)  
This section of the agenda gives the Board of Education an opportunity to publicly recognize and commend individuals for outstanding accomplishments or contributions made to Elwood schools. Tonight we honor:  
**Recipients of the Elwood Education Endowment grants**  
**Participants in the Long Island Science and Engineering Fair:** *Lauren Fried, Michael Gilmor, Ribu Mathew, Jeff Park, Daniela Plunkett, Eun Sung Suh, Young Joon Suh*
- E. **REPORT FROM THE SUPERINTENDENT OF SCHOOLS/SUPERINTENDENT'S COMMENTS REGARDING TONIGHT'S AGENDA** – Mr. Peter C. Scordo (7:45 p.m. – 7:50 p.m.)  
1. Report from Michael Diesu, Student Liaison
- F. **RESIDENTS' REMARKS** (7:50 p.m. – 8:20 p.m.)  
The Board encourages all residents to attend its meetings, and this section of the agenda affords them the opportunity to speak. Persons wishing to speak should identify themselves and any organization they represent at the meeting. Comments should be kept as brief as possible and may not exceed three minutes (Board Policy 3452). Public discussion of matters relating to staff, students, or others at which their reputations, privacy or right to due process could be in some way violated is prohibited.
- G. **DISCUSSION ITEMS** -- None
- H. **FINANCIAL MATTERS** (TAB B)  
1. Recommend the Board acknowledge receipt for audit of the Treasurer's Report for the month ended January 31, 2012.  
2. Recommend the Board acknowledge receipt for audit of the Revenue Report for the month ended January 31, 2012.  
3. Recommend the Board acknowledge receipt for audit of the Cash Flow Report for general funds for the month ended January 31, 2012.  
4. Recommend the Board acknowledge receipt for audit of the Budget Status Report for the month ended January 31, 2012.  
5. Recommend the Board acknowledge receipt for audit of the Trial Balances for all funds as of January 31, 2012.  
6. Recommend the Board approve the budgetary transfer.

**I. BUSINESS MATTERS**

*(8:20 p.m. – 8:30 p.m.)*

BE IT RESOLVED THAT, upon the recommendation of the Superintendent of Schools, the following business matters be approved:

1. **Personnel Agenda** -- as per attached

*(TAB C)*

2. **Special Education**

a. Recommend the Board approve the Committee on Special Education's recommendations for students' classifications/placements and/or discontinuance of services:

Submitted to the Board

Meeting Dates

February 16

January 17, February 1

February 17

February 10 (2 meetings)

February 21

February 6, 10, 15, 16

February 23

January 31

February 27

February 9, 13, 17

February 29

February 1, 8

March 2

February 9

March 5

February 8

March 7

February 7, 14, 15

b. Recommend the Board approve the Committee on Preschool Special Education's recommendations for students' classifications/placements and/or discontinuance of services:

Submitted to the Board

Meeting Dates

February 10

November 18

February 28

February 14

February 29

February 9

3. **Other**

Recommend the Board approve Policy 5285 - Concussion Management (*second reading*).

*(TAB D)*

4. **Business Agenda** -- as per attached

*(TAB E)*

**J. RESIDENTS' REMARKS**

*(8:30 p.m. – 9:00 p.m.)*

Remarks are limited to items voted on and/or discussed at this business meeting. Persons wishing to speak should identify themselves and any organization they represent at the meeting. Comments should be kept as brief as possible and may not exceed three minutes (Board Policy 3452). Public discussion of matters relating to staff, students, or others at which their reputations, privacy or right to due process could be in some way violated is prohibited.

**K. EXECUTIVE SESSION**

*(9:00 p.m.)*

a. Personnel matters

**L. ADJOURNMENT**

ELWOOD PUBLIC SCHOOLS  
Elwood, New York

BOARD OF EDUCATION PERSONNEL ACTIONS

March 15, 2012

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KEY:	P-1: Position Abolition	P-6: Tenure Appointments
	P-2: Position Creation	P-7: Other Appointments
	P-3: Resignations	P-8: Other
	P-4: Leaves	P-9: Changes in Table of Organization
	P-5: Terminations/Excesses	

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The Superintendent of Schools recommends that the Board of Education approve the following personnel action items:

P-1-- Position Abolitions:	No Recommended Actions
P-2-- Position Creations:	No Recommended Actions
P-3-- Resignations:	
A) Instructional:	No Recommended Actions
B) Civil Service:	
1) <b>EUGENIA EGAN</b>	
Position	Confidential Secretarial Assistant
Assignment	Special Education Office, District Office
Effective Date	January 30, 2013
Reason	Retirement
P-4-- Leaves:	No Recommended Actions
P-5-- Terminations:	No Recommended Actions
P-6-- Tenure Appointments:	No Recommended Actions
P-7-- Other Appointments:	No Recommended Actions

BOARD OF EDUCATION PERSONNEL ACTIONS

March 15, 2012

P-8-- Other:

- a) Recommend the Board of Education reappoint the following individuals on an emergency conditional basis until New York State mandated fingerprint background check results in final clearance:

<u>Employee</u>	<u>Job Area</u>	<u>Effective Date</u>
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*No recommendations at this time.*

- b) Recommend the Board of Education appoint the following individuals on an emergency conditional basis until New York State mandated fingerprint background check results in final clearance:

<u>Employee</u>	<u>Job Area</u>	<u>Effective Date</u>
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*No recommendations at this time.*

- c) Recommend the Board of Education approve Lauren D'Italia as the Co-Student Council Moderator Advisor at the James H. Boyd Intermediate School at a stipend of \$453.25 for the remainder of the spring semester (replacing a teacher who resigned).
- d) Recommend the Board of Education approve John Romano as the Junior Varsity Baseball Coach for the spring 2012 season at a stipend of \$5,091.
- e) Recommend the Board of Education approve Robert Daly and Steven Schwier (current Special Education Teaching Assistants) as one-to-one aides for Special Education students who are participating in Boys' Spring Track.
- f) Recommend the Board of Education authorize the Superintendent to sign the attached outline for an Eleven Month Secretarial position.
- g) Recommend the Board of Education approve the Salary and Benefits Agreement for Geraldine LaCentra, a confidential Secretarial Assistant effective July 1, 2011.
- h) Recommend the Board of Education approve the attached addendum to the Schedule of Substitute Teachers/Nurses for the 2011/2012 school year.

- P-9-- Recommend the Board of Education approve the following changes in Table of Organization as a result of new and pending appointments:

*No recommendations at this time.*

ELWOOD PUBLIC SCHOOLS  
Elwood, New York

BOARD OF EDUCATION PERSONNEL ACTIONS

March 15, 2012



ADDENDUM TO THE ORIGINAL PERSONNEL AGENDA

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KEY:	P-1: Position Abolition	P-6: Tenure Appointments
	P-2: Position Creation	P-7: Other Appointments
	P-3: Resignations	P-8: Other
	P-4: Leaves	P-9: Changes in Table of Organization
	P-5: Terminations/Excesses	

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The Superintendent of Schools recommends that the Board of Education approve the following personnel action items:

P-7-- Other Appointments:

A) Instructional:

1) **EMILY DELGIORNO**

Position	Teaching Assistant (Special Education)
Type of Appointment	Probationary
Assignment	James H. Boyd Intermediate School
Effective Date	March 7, 2012
Certification	Initial Childhood Education (Grades 1-6) and Students With Disabilities (Grades 1-6)
Expiration Date	March 6, 2015
Tenure Eligibility	March 7, 2015
Tenure Area	Teaching Assistant
Salary	Teaching Assistant, Step 1
Reason	To fill a vacant position on the Table of Organization

P-8-- Other:

- a) Recommend the Board of Education approve the revised addendum to the Schedule of Substitute Teachers/Nurses for the 2011/2012 school year.

## CONCUSSION MANAGEMENT

In the School District, students participate in interscholastic sports, intramural sports and physical education classes. Although the Board of Education takes reasonable care to prevent student injuries, the Board of Education recognizes that concussions and head injuries are the most commonly reported injuries in children and adolescents who participate in interscholastic athletic activity, physical education class, extracurricular or school-sponsored activities. Therefore, the District adopts the following policy and guidelines to assist in the proper evaluation and management of head injuries.

Concussion is a mild traumatic brain injury. Concussion occurs when normal brain functioning is disrupted by a blow or jolt to the head. Recovery from concussion will vary. Avoiding re-injury and over-exertion until fully recovered are the cornerstones of proper concussion management.

The District will establish a Concussion Management Team (CMT). The CMT will consist of the Athletic Director, school nurse, the school physician, a coach of an interscholastic team, or such other appropriate personnel as designated by the School District. The District's CMT will oversee the implementation of the Concussion Management and Awareness Act in the School District, including, but not limited to: coordination of mandatory biennial training relating to concussions for all coaches, physical education teachers, nurses and athletic trainers that work with, and provide instruction to, students engaged in school sponsored athletic activities. Training will include, but not be limited to: the definition of a concussion; signs and symptoms of concussions and how they may occur; post concussion and second impact syndromes; practices regarding prevention; guidelines for return to activity; school protocols; and available area resources for concussion management and treatment. The CMT shall establish and implement a program which provides information on concussions to parents and guardians throughout each school year.

Any student believed to have sustained a concussion or who is demonstrating signs, symptoms or behaviors consistent with a concussion, while participating in a school sponsored class, extracurricular activity, or interscholastic athletic activity shall be immediately removed from the game or activity and shall be evaluated as soon as possible by an appropriate health care professional. The District will take steps to notify the student's parents or guardians and recommend appropriate monitoring to parents or guardians. The CMT will act as a liaison for any student returning to school and/or athletic activity following a concussion. If there is any doubt whether a student has sustained a head injury, the injury will be treated as a concussion until proven otherwise. If a student sustains a concussion at a time other than when engaged in a school sponsored activity, the District expects that the student's parent/guardian will report the condition to the school nurse so that the District can support proper management of the condition.

No student shall return to school while experiencing symptoms consistent with those of a head injury. No student shall resume athletic activity until he/she has been symptom free for not

less than twenty-four (24) hours. The student shall not return to school sponsored or interscholastic activity until evaluation by, and receipt of a written and signed authorization from, a licensed physician. Regardless of such evaluation, the school's chief medical officer will make the final decision on return to school or interscholastic activity, including physical education class and after-school sports. Any student who continues to have signs or symptoms upon return to activity must be immediately removed from play and reevaluated by his/her health care provider. Once the student is symptom free for twenty-four (24) hours thereafter, the student will be required to present a physician's authorization stating that he/she has been cleared to resume activities. The school's chief medical officer shall review the new documentation provided by the student in order to determine if it is safe for the student to return to his/her regular school activities.

Depending on the severity of the head injury and the individual circumstances of the student, appropriate modifications may be made to the student's participation in school in an effort to reduce the risk of re-injury and promote recovery. Collaboration will help ensure the development of an appropriate concussion management plan for the student. Parents and/or students are expected to accurately and promptly report injuries so that the student's health can be protected.

The School District shall make information available on its website regarding concussion and the guidelines for return to school activities once a concussion has been sustained by a student. The School District shall also include such information in any parent/guardian permission form or consent form required for a student's participation in interscholastic sports.

The CMT shall develop school protocol for concussion management for the School District. Such protocol shall be developed and implemented in accordance with applicable law and this policy.

**Adopted:**

Ref: N.Y. Education Law §305

Elwood Union Free School District

Board of Education Business Items

**March 15, 2012**

Board Agenda

Key:	B1: Contracts	B5: Other
	B2: Bid awards	
	B3: Health Services	
	B4: Donations	

The Superintendent of Schools recommends that the Board of Education approve the following business action items:

**B1: Contracts**

*(Tab 1)*

- a. Recommend the Board approve the **Joint Municipal Cooperative Bidding Program** with **Eastern Suffolk BOCES** for the 2012/2013 school year which allows the Elwood School district to participate in the bids and RFP's administered by Eastern Suffolk BOCES; *and* that the Board hereby authorizes the Board President to execute the necessary documents on behalf of the Board of Education.
- b. Recommend the Board approve the resolution for participation with **Western Suffolk BOCES Joint Municipal Cooperative Bidding for Special Education Services** (OT/PT, Speech, Social Worker, and other services) for the 2012/2013 school year; *and* that the Board hereby authorizes the Board President to execute the necessary documents on behalf of the Board of Education.
- c. Recommend the Board approve **Islip Tutoring Services, Inc.** as a provider of **Supplemental Education Services (SES)** for the remainder of the 2011/2012 school year subject to negotiation by Board counsel of a mutually acceptable agreement; *and* that the Board hereby authorizes the Board President to execute the necessary documents on behalf of the Board of Education.
- d. Recommend the Board approve the recommendation from NYMAC based on the bids received, selecting **Morgan Keegan & Company, Inc. as underwriter for the refunding of 2003 bond issue**; *and* that the Board hereby authorizes the Board President to execute the necessary documents on behalf of the Board of Education. (TABLED 2/16/12)
- e. Recommend the Board approve the agreement with **GUARDIAN Life Insurance Company of America** for *Dental, Long Term Disability, Basic and Voluntary Life Insurance* effective April 1, 2012; *and* that the Board hereby authorizes the Board President to execute the necessary documents on behalf of the Board of Education.



- f. Recommend the Board approve the engagement with **Educational Data Services, Inc.** for April 1, 2012 through March 31, 2013 for the skilled Trades & Ancillary Bids Package at the rate of \$1,990 per year. This service creates, evaluates and awards bids for services, maintenance and repairs in various trades on a time and materials basis.

**B2: Bid Awards/RFP**     *No Recommended Actions*     *(Tab 2)*

**B3: Health Service Contracts**     *(Tab 3)*

- a. Recommend the Board approve the **Health Services Contract** with **Hicksville Public School District** for Health & Welfare Services for the 2011/2012 school year; and that the Board hereby authorizes the Board President to execute the necessary documents on behalf of the Board of Education.

**B4: Donations**     *(Tab 4)*

- a. Recommend the Board approve the **donation of \$2,000 from James H. Boyd Intermediate School PTA** to be used for the Boyd 5<sup>th</sup> grade students taking a Skyline Cruise for a fun and educational trip to the Statue of Liberty on June 7, 2012.

**B5: Other**     *(Tab 5)*

- a. Recommend the Board adopt the attached resolutions and accompanying documents to comply with various statutory requirements in connection with the **Annual Public Budget Hearing, Vote & Election in May 2012.**
- b. Recommend the Board accept the recommendation of the CF/BAC and approve a **School Lunch price increase** of \$.25 effective July 1, 2012.