

ELWOOD PUBLIC SCHOOLS  
Elwood, New York

**BOARD OF EDUCATION  
REORGANIZATION MEETING**

July 1, 2013 – Elwood Middle School Auditorium – 7:30 p.m.

**REORGANIZATION AGENDA**

*The District Clerk will preside.*

**CALL TO ORDER**

- I. **Pledge of Allegiance**
- II. **Administration of Oath of Faithful Performance of Office to Newly Elected Board Trustee**

Newly elected Trustee Andrew L. Kaplan to be administered Oath [Public Officers Law, Sections 10 and 30 and New York State Constitution, Article XIII-1].

**OATH OF FAITHFUL PERFORMANCE OF OFFICE**

“I do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of New York, and that I will faithfully discharge the duties of the Office of Trustee according to the best of my ability.”

III. **Election of Board President and Vice President**

1. Election of President [Ed. Law 1701, 2504, 2563]. Oath to be administered.

**OATH OF FAITHFUL PERFORMANCE OF OFFICE**

“I do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of New York, and that I will faithfully discharge the duties of the Office of President of the Board of Education according to the best of my ability.”

*From this point, the newly elected President will assume the chair.*

2. Election of Vice President [Ed. Law 1701, 2504]. Oath to be administered.

**OATH OF FAITHFUL PERFORMANCE OF OFFICE**

“I do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of New York, and that I will faithfully discharge the duties of the Office of Vice President of the Board of Education according to the best of my ability.”

**IV. Administration of Oath of Faithful Performance of Office to Superintendent of Schools**

Peter C. Scordo to be administered Oath [Public Officers Law, Sections 10 and 30 and New York State Constitution, Article XIII-1]. District Clerk to administer Oath.

**OATH OF FAITHFUL PERFORMANCE OF OFFICE**

“I do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of New York, and that I will faithfully discharge the duties of the Superintendent of Schools according to the best of my ability.”

**V. Appointment of Officers**

Recommend the Board make the following appointments:

- 1. District Clerk [Ed. Law 2114, 2130, 2503; Commissioner's Regulations 170.2] .....Nancy Mancini

**OATH OF FAITHFUL PERFORMANCE OF OFFICE**

“I do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of New York, and that I will faithfully discharge the duties of the District Clerk according to the best of my ability.”

- 1. Alternate District Clerk.....William Pastore

**OATH OF FAITHFUL PERFORMANCE OF OFFICE**

“I do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of New York, and that I will faithfully discharge the duties of Alternate District Clerk according to the best of my ability.”

- 2. District Treasurer [Ed. Law 2114, 2130, 2503; Commissioner's Regulations 170.2] .....Nancy Raguzin

**OATH OF FAITHFUL PERFORMANCE OF OFFICE**

“I do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of New York, and that I will faithfully discharge the duties of the Treasurer according to the best of my ability.”

- 3. Claims Auditor.....Camille Racioppi **(TAB A)**

**OATH OF FAITHFUL PERFORMANCE OF OFFICE**

“I do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of New York, and that I will faithfully discharge the duties of Claims Auditor according to the best of my ability.”

## VI. Other Appointments

Recommend the Board make the following appointments and set respective salaries, fees or retainers for 2013/2014:

1. Purchasing Agent [Commissioner's Regulations 170.2].....William Pastore
2. Deputy Claims Auditor .....Laura Irace **(TAB B)**
3. Deputy Treasurer .....Nancy Barkocy
4. Deputy Purchasing Agent  
[Commissioner's Regulations 170.2] .....Jennifer Richards
5. External Auditor.....Cullen & Danowski **(TAB C)**
6. Internal Auditor .....Nawrocki Smith, LLP **(TAB D)**
7. General Counsel.....Ingerman Smith LLP **(TAB E)**
8. Special Education Counsel .....Frazer & Feldman **(TAB F)**
9. School Physician [Ed. Law 902, 1709-21;  
Commissioner's Regulations 136 .....Scott Gross, M.D.
10. Bond Counsel .....Hawkins Delafield & Wood, LLP **(TAB G)**
11. Fiscal Advisor .....NYMAC **(TAB H)**
12. Third Party Administrator
  - a. Workmen's Compensation .....Nassau County Schools  
Cooperative Workers'  
Compensation Self-Insured  
Trust Administered by Wright  
Risk Management **(TAB I)**
  - b. Unemployment.....Equifax Workforce Solution (formerly known  
as Talx Unemployment Cost Management Service) **(TAB J)**
13. Insurance and Bond Broker .....NYSIR **(TAB K)**
14. Central Treasurer - Extraclassroom Activity Fund [Ed. Law 2503;  
Commissioner's Regulations 172.4] ..... High School .....Laura Irace  
Middle School.....Alfred Adamo
15. Records Access Officer .....William Pastore  
[Public Officers Law 878(b)(ii)]
16. Records Management Officer  
[Commissioner's Regulations 185.2(a)(1).....William Pastore

17. Asbestos (LEA) Designee [AHERA, Public Law 99-519] and Integrated Pest Management Coordinator [Commissioner's Regulations 155.4 (d)(2)].....Richard Rouse
18. Compliance Officer §504 .....Dr. Gary Furman
19. Title IX Hearing Officers
  - a. District ..... Pamela Fine
  - b. District .....William Pastore
  - c. Building Level
    - Harley.....Dana Basile
    - Boyd .....Principal
    - Middle School .....Dr. Hugh Gigante
    - High School ..... Dr. Vincent Mulieri
20. Designated Educational Officer for Project Save..... William Pastore [Commissioner's Regulations 155.17]
21. Medicaid Compliance Officer .....William Pastore
22. Student Residency Officer .....William Pastore
23. Homeless Student Liaison .....William Pastore [Board Policy 5151 and Administrative Regulation 5151-R]
24. Supervisor of the Register of Attendance .....Tracey Benfante [Board Policy 5011]
25. Dignity Act Coordinators
  - a. District .....Dianne Wilkinson
  - b. District .....TBD
  - c. Building Level
    - Harley.....Dana Basile, Dr. Wendi Fischer
    - Boyd .....Principal, Adam Goudreau
    - Middle School .....Dr. Hugh Gigante, Eileen Maiori, Lauren Buchholz, Todd Schwartz , Sherine DeJesus
    - High School ..... Dr. Vincent Mulieri, Leroy Cole, Joanna Sepp

## VII. Designations

1. Recommend the Board designate the following banks as depositories for funds, each bank having a \$20 million limit which may be kept on deposit at any time, and that the banks be authorized to recognize the signatures of the officers as listed in the payment of funds or the transaction of business of said school district accounts for the fiscal year July 1, 2013 to June 30, 2014:

General Accounts -- requiring one authorized signature (*the Treasurer*):

- TD Bank
- Citibank
- J.P. Morgan Chase Bank
- MBIA Class
- Capital One
- Flushing Bank



Extraclassroom Activity Funds at the Middle School and High School -- requiring two authorized signatures (*Principal and Central Treasurer*):

- J.P. Morgan Chase

**EXCEPTION TO THE ABOVE:** If any payment exceeds \$5,000, the check must be signed by the District Treasurer or Deputy Treasurer and the Superintendent.

Such checks will therefore have two (2) signatures. Also, checks for administrators and other staff exceeding \$500 must be signed by the District Treasurer and either the Deputy Treasurer or the Superintendent. Checks drawn on activity funds shall require any two of the following signatures: Superintendent, appropriate faculty advisor, appropriate central activity fund treasurer or school district treasurer.

2. Recommend the Board designate **NEWSDAY** and **LONG ISLANDER/RECORD** as the official district newspapers [Ed. Law 2004; General Municipal Law 103].

**VIII. Authorizations**

1. Recommend the Board authorize the Superintendent of Schools to certify payrolls [Commissioner's Regulations 170.2; Ed. Law 1720, 2523].

2. Recommend the Board authorize a surety bond for the following employees in excess of the dishonesty coverage (faithful performance) of \$100,000:

Treasurer	\$1,000,000
Assistant Superintendent/Business	\$1,000,000
District Clerk	\$250,000

3. Recommend the Board authorize the establishment of Petty Cash funds and designate respective custodians for each fund for the 2013/14 school year, as follows:

Central Administration . . . .	\$100.00	.....	Nancy Raguzin
Senior High School . . . . .	\$100.00	.....	Irene Dougherty
Elwood Middle School . . . . .	\$100.00	.....	Karen Cleveland
Harley Avenue Primary . . . .	\$100.00	.....	Deborah Karle
James Boyd Intermediate . .	\$100.00	.....	Maria Colarossi
Buildings and Grounds . . . .	\$100.00	.....	Kathleen Fanara

4. Recommend the Board authorize the Superintendent of Schools to approve budget transfers not to exceed \$5,000 [Commissioner's Regulations 170.2(1)]; budget transfers in excess of \$5,000 require the approval of the Board of Education and two signatures: the Superintendent of Schools and the School Board President. [Board Policy 6150]

5. Recommend the Board authorize the Superintendent of Schools to take action on administrative and teacher requests to attend conferences, conventions and workshops within the limits of the 2013/14 budget appropriations and in accordance with Board Policy [General Municipal Law 77-b].

**IX. Other**

1. Recommend the Board re-adopt all Board of Education Policies in effect during the previous school year, including the Code of Conduct (Policy 5300) .
2. Recommend the Board establish the mileage reimbursement rate at 56.5 cents per mile through December 31, 2013 [Ed. Law 2118].
3. Recommend the Board delegate to the Superintendent and each building principal the power to suspend a student for a period not to exceed five (5) consecutive school days at any one time [Ed. Law 3214].

4. Recommend the Board adopt the following Resolution:  
*BE IT RESOLVED*, that each of the religious holidays designated by the Commissioner of Education during the school year 2013/14 on which school must be held be eliminated from the 2013/14 State aid attendance worksheet, if it is in the best interest of the district.
5. Recommend the Board establish an Audit Advisory Committee for the 2013/14 school year and re-adopt the charter [Board Policy 6690-E]. **(TAB L)**
6. Recommend the Board readopt the District-wide Safety Plan.
7. Recommend the Board approve the resolution adopting Section 18 of the Public Officers Law of the State of New York (supplemental indemnification). **(TAB M)**
8. Recommend the Board approve the members of the Committee on Special Education for the 2013/14 school year. **(TAB N)**
9. Recommend the Board approve the members of the Committee on Preschool Special Education for the 2013/2014 school year. **(TAB O)**
10. Recommend the Board approve the list of Surrogate Parents for the 2013/2014 CSE/CPSE meetings [Commissioner's Regulations 200.2(e)(2)]. **(TAB P)**
11. Recommend the Board appoint Impartial Hearing Officers for the 2013/14 CSE/CPSE meetings from the most current certified list maintained in the New York State Impartial Hearing Reporting System. [Commissioner's Regulations 200.2(e)(1)(ii).
12. Recommend the Board appoint Howard Edelman and Robert Simmelkjaer as Hearing Officers for Civil Service Law, Section 75 proceedings.

## **X. Adjournment**

ELWOOD PUBLIC SCHOOLS  
Elwood, New York

**BOARD OF EDUCATION  
BUSINESS MEETING**

July 1, 2013 – Elwood Middle School Auditorium

**AGENDA**

- A. **APPROVAL OF MINUTES OF PREVIOUS MEETING(S)** -- (None)
- B. **REPORT FROM THE SUPERINTENDENT OF SCHOOLS** – Peter C. Scordo
- C. **COMMENDATIONS** - 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 the Elwood School District. *(Deferred until schools reopen.)*
- D. **RESIDENTS' REMARKS** – 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 relate to school matters, and they 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. ***(30 minutes)***
- E. **UNFINISHED BUSINESS** -- (No Recommended Items)
- F. **FINANCIAL MATTERS** **(TAB Q)**  
1. Recommend the Board approve the budget transfers.
- G. **NEW BUSINESS**  
1. **PRESENTATION**: None  
2. **ACTION ITEMS**:  
BE IT RESOLVED THAT, upon the recommendation of the Superintendent of Schools,  
The following business matters be approved:
- a. **Personnel Agenda** – as per attached **(TAB R)**
- b. **Special Educaton**
1. Recommend the Board approve the Committee on Special Education's recommendations for students' classifications/placements and/or discontinuance of services:

<u>Submitted to the Board</u>	<u>Meeting Dates</u>
June 18	Feb. 1 March 4, 15, May 2 (2 meetings), 13, 14, 23, 24
June 19	May 1, 2, 9, 24, 30 (2 meetings), June 5 (2 meetings), 7, 13, 18,
June 20	May 8, 9, 20, 21, 22, 24, 28, June 4, 5, 6, 11 (2 meetings)
June 21	

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

<u>Submitted to the Board</u>	<u>Meeting Dates</u>
June 21	May 7, 31
June 25	May 10, 31

- c. **Business Agenda** – as per attached (TAB S)
  - d. Recommend the Board adopt amended policy 5405 – Wellness Policy (*second reading*). (TAB T)
2. DISCUSSION ITEMS -- (No Recommended Items)

H. ITEMS NOT LISTED ON AGENDA

I. COMMUNICATIONS

J. RESIDENTS' REMARKS

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. **(30 minutes)**

K. EXECUTIVE SESSION

1. Negotiations
2. Personnel

L. ADJOURNMENT

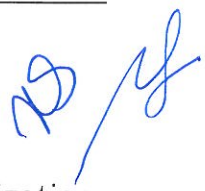
ELWOOD PUBLIC SCHOOLS  
Elwood, New York

BOARD OF EDUCATION PERSONNEL ACTIONS

July 1, 2013

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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/Excessed



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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:

1) **EILEEN KELLY GORMAN**

Position	Teacher
Assignment	District-wide
Effective Date	June 30, 2013
Reason	To accept the Director of MST K-12 position

2) **STEVEN SCHWIER**

Position	Teaching Assistant
Assignment	Elwood-John H. Glenn High School
Effective Date	July 1, 2013
Reason	Resignation

B) Civil Service:

1) **ANNE COSMAI**

Position	Clerk Typist
Assignment	Elwood Middle School
Effective Date	July 1, 2013
Reason	To accept the Principal Clerk position

2) **LISA FASSBERGER**

Position	Cook
Assignment	Elwood Middle School
Effective Date	July 1, 2013
Reason	To accept the CWI position

BOARD OF EDUCATION PERSONNEL ACTIONS

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P-4-- Leaves:

A) Instructional:

- 1) **PAMELA ORLEMAN-FINE**  
Position Elementary Principal  
Assignment James H. Boyd Intermediate School  
Effective Date July 1, 2013 through June 30, 2014  
Reason To accept the Director of Humanities K-12 position

P-5-- Terminations/Excessed Staff: No Recommended Actions

P-6-- Tenure Appointments: No Recommended Actions

P-7-- Other Appointments:

A) Instructional (Pursuant to New York State Education Law Section 3013, the following employee is being appointed to a full time position):

- 1) **LYNN WINTERS**  
Position Assistant Principal  
Type of Appointment Full-time  
Assignment Elwood-John H. Glenn High School  
Effective Date July 1, 2013  
Certification Professional School District Leader and Initial School Building Leader  
Expiration Date August 24, 2014  
Tenure Eligibility August 25, 2014  
Tenure Area Assistant Principal  
Salary 12 month Assistant Principal, Step 5  
Reason To fill a vacant position on the Table of Organization

BOARD OF EDUCATION PERSONNEL ACTIONS

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B) Instructional (Regular Appointments):

1) **PAMELA ORLEMAN-FINE**

Position	Director of Humanities K-12
Type of Appointment	Probationary
Assignment	District Office
Effective Date	July 1, 2013
Certification	Permanent School Administrator/Supervisor
Expiration Date	June 30, 2016
Tenure Eligibility	July 1, 2016
Tenure Area	Director of Humanities K-12
Salary	12 month Director, Step 10
Reason	To fill a vacant position on the Table of Organization

2) **EILEEN GORMAN**

Position	Director of MST K-12
Type of Appointment	Probationary
Assignment	District Office
Effective Date	July 1, 2013
Certification	Professional School District Leader and Initial School Building Leader
Expiration Date	June 30, 2016
Tenure Eligibility	July 1, 2016
Tenure Area	Director of MST K-12
Salary	12 month Director, Step 2
Reason	To fill a vacant position on the Table of Organization

B) Civil Service:

1) **ANNE COSMAI**

Position	Principal Clerk
Civil Service Title	Principal Clerk
Type of Appointment	Permanent (Full-time, 11 months)
Assignment	Guidance Office, Elwood-John H. Glenn High School
Effective Date	July 2, 2013
Prob. Expiration Date	December 23, 2013
Certification	Civil Service (Competitive Class)
Salary	In accord with the contract between the District and the Elwood Secretarial Association
Reason	To fill a vacant position on the Table of Organization



BOARD OF EDUCATION PERSONNEL ACTIONS

July 1, 2013

2) **LISA FASSBERGER**

Position	Custodial Worker I
Civil Service Title	Custodial Worker I
Type of Appointment	Permanent (Full-time, 12 months, nights)
Assignment	Elwood Middle School
Effective Date	July 2, 2013
Prob. Expiration Date	July 1, 2014
Certification	Civil Service (Labor Class)
Salary	In accord with the contract between the District and the Elwood Custodial Unit
Reason	To fill a vacant position on the Table of Organization

P-8-- Other (*all compensation items are included in the 2013-14 budget*):

- a) Recommend the Board of Education approve the Susanne Woods as an ESL Teacher for three hours per day for ten (10) days during the Summer Program at the compensation rate of \$66.00 per hour.
- b) Recommend the Board of Education approve Paul DiPasquale as an ESL Teacher for three hours per day for ten (10) days during the Summer Program at the compensation rate of \$45.00 per hour.
- c) Recommend the Board of Education approve Erica Cisek as a Reading Teacher for the Special Education Extended Services Summer Program for 3 hours per day for 6 weeks at the compensation rate of \$66.00 per hour.
- d) Recommend the Board of Education approve the following IBI providers for the 2013-2014 school year. Compensation rate is \$66.00 per hour for teachers, \$50 per hour for Support Provider and \$25.00 per hour for Teaching Assistants:

*Helen Aliano, Adam Goudreau, Christine Graber, Phylis Hutzel, Jackie Layton, Gina McManus, Danielle Palma, Kerrin Serenita, Michelle Simeone and Scott Simpson*

- e) Recommend the Board of Education approve Frank Mannino to be the JV Football Assistant Coach for the 2013 Fall Season at the stipend of \$5,105 (Step 1).
- f) Recommend the Board of Education approve Martha Hanley, Integrated Technology Specialist Teacher, for up to five days of employment from June 24 through June 28, 2013 at the compensation rate according to the collective bargaining agreement.



BOARD OF EDUCATION PERSONNEL ACTIONS

July 1, 2013

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- g) Recommend the Board of Education approve Donna Fife as the Summer Reading Moderator for the Elwood Middle School for up to ten (10) hours during the summer at the compensation rate of \$66.00 per hour.
  - h) Recommend the Board of Education approve the following teachers for the K-5 ELA Curriculum Writing Project at the compensation rate of \$64.00 per hour for fifteen (15) hours each:

*Project: K-5 ELA/Common Core Alignment*

*The goal of this project is to align the ELA curriculum to the Common Core Learning Standards*

*Angela Casano, Keri Colmone, Julian Gordon, Fran Layne, Michelle Schlieben, Amy Schombs, Christine Shay, Melissa Sheahan, and Susanne Woods*

- i) Recommend the Board of Education approve the Social Workers below for summer employment. Compensation is according to the Side Letter of Agreement:

<u>Name:</u>	<u>Number of Days:</u>
<i>Sherine Arafat-DeJesus</i>	<i>Up to 2 days</i>
<i>Eric Neithardt</i>	<i>Up to 2 days</i>
<i>Lisa Mitchell</i>	<i>Up to 2 days</i>

- j) Recommend the Board of Education approve Lorelei Stephens and Jaime Lauth for up to eight (8) days of summer employment in regard to CSE/IEP related activities. Compensation is 1/200<sup>th</sup> of their annual salary.
- k) Recommend the Board of Education approve the following Special Education Coordinators for summer employment. Compensation is 1/200<sup>th</sup> of their annual salary.

<u>Name:</u>	<u>Number of Days:</u>
<i>Veronique Hayek</i>	<i>Up to 20 days</i>
<i>Margaret Mahoney</i>	<i>Up to 10 days</i>

- l) Recommend the Board of Education approve Patricia Umland, a retired Head Clerk Secretary, for up to 20 days of summer employment in order to train the new secretary in the Guidance Office at the Elwood-John H. Glenn High School. Compensation is \$33.48 per hour.

BOARD OF EDUCATION PERSONNEL ACTIONS

July 1, 2013

- m) Recommend the Board of Education approve the Secretaries below for summer employment. Compensation is based on their normal daily or hourly rate of pay as per their collective bargaining agreement:

<u>Name:</u>	<u>Number of Days:</u>
<i>Susan DiStefano</i>	<i>up to 10</i>
<i>Ann Gengenbach</i>	<i>up to 10</i>
<i>Virginia Rouse</i>	<i>up to 16</i>
<i>Linda Schmidt</i>	<i>up to 10</i>

- n) Recommend the Board of Education approve Annemarie Chalao as a Mentor for the last quarter of the 2012-2013 school year at the stipend of \$250.
- o) Recommend the Board of Education approve the following employees as Mentors during the 2013-2014 school year:

<u>Mentor:</u>	<u>Period:</u>	<u>Stipend:</u>
<i>Erica Cisek</i>	<i>First Semester</i>	<i>\$500 per semester</i>
<i>Annemarie Chalao</i>	<i>First Semester</i>	<i>\$500 per semester</i>
<i>Kristine Cornwell</i>	<i>First Semester</i>	<i>\$500 per semester</i>
<i>Beth Theodorellis</i>	<i>First Semester</i>	<i>\$500 per semester</i>

- p) Recommend the Board of Education approve the attached Amendments to the Salary and Benefits Agreements for the following employees and authorize the Board of Education President to execute said Amendments:

<u>Name:</u>	<u>Title:</u>	<u>Effective Date:</u>
<i>William Pastore</i>	<i>Assistant Superintendent</i>	<i>July 1, 2013</i>
<i>Gene Tranchino</i>	<i>Executive Director</i>	<i>July 1, 2013</i>
<i>Dianne Wilkinson</i>	<i>Executive Director</i>	<i>July 1, 2013</i>
<i>Tracey Benfante</i>	<i>District Data Coordinator</i>	<i>July 1, 2013</i>
<i>Kevin Conron</i>	<i>Micro-repair Technician</i>	<i>July 1, 2013</i>
<i>Delia Nietzel</i>	<i>Lunch Director</i>	<i>July 1, 2013</i>
<i>Nancy Raguzin</i>	<i>District Treasurer</i>	<i>July 1, 2013</i>
<i>Richard Rouse</i>	<i>Ass't Plant Fac Mgr</i>	<i>July 1, 2013</i>
<i>Jason Winters</i>	<i>Network &amp; Systems II</i>	<i>July 1, 2013</i>
<i>Nancy Barkocy</i>	<i>Superintendent's Secretary</i>	<i>July 1, 2013</i>
<i>Demetra Doscas</i>	<i>Confidential Principal Clerk</i>	<i>July 1, 2013</i>
<i>Jennifer Richards-Foley</i>	<i>Confidential Account Clerk</i>	<i>July 1, 2013</i>
<i>Nancy Schwier</i>	<i>Confidential Secretarial Asst</i>	<i>July 1, 2013</i>

BOARD OF EDUCATION PERSONNEL ACTIONS

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<i>Maureen Cavanagh</i>	<i>School Nurse</i>	<i>July 1, 2013</i>
<i>Lisa McNamara</i>	<i>School Nurse</i>	<i>July 1, 2013</i>
<i>Linda Pellegrino</i>	<i>School Nurse</i>	<i>July 1, 2013</i>
<i>Karen Wenda</i>	<i>School Nurse</i>	<i>July 1, 2013</i>
<i>Linda Wilson</i>	<i>School Nurse</i>	<i>July 1, 2013</i>

- q) Recommend the Board of Education approve the attached Employment Agreement between the Elwood Public School District and Dr. Ellen Best-Laimit as Assistant to the Superintendent for Special Projects effective July 1, 2013 through June 30, 2014.
- r) Recommend the Board of Education approve an additional 0.2 FTE (6<sup>th</sup> Grade Band) for Paul Lasurdo, a Music Teacher at the Elwood Middle School, bringing him to a total of 1.20 FTE for the 2013/2014 school year. This assignment is within the Table of Organization.
- s) Recommend the Board of Education approve the attached Memorandum of Agreement between the Elwood Cafeteria Staff Association effective July 1, 2013 through June 30, 2016.
- t) Recommend the Board of Education approve the increase in hours for Denise Preto, a Food Service Worker at the Elwood-John H. Glenn High School, from 6.0 hours per day to 7.25 hours per day. This assignment is within the Table of Organization.
- u) Recommend the Board of Education approve the appointment of the following college/summer custodial help at the rate of \$8.00 per hour:
- Elijah Ortiz* *Eff. July 2, 2013*
- v) Recommend the Board of Education approve Patricia Farrell for summer employment of 3.25 hours for the screening of new kindergarten students.
- w) Recommend the Board of Education affirm the action taken on Thursday, June 20, 2013 Board of Education meeting for the Side Letter Agreement with the Elwood Public School District and the ETA regarding the terms and conditions of employment for Social Workers.
- x) Recommend the Board of Education approve Anne Cosmai for up to the equivalent of five days to work in the Elwood Middle School Library in order to finish the year-end work and transition for the new Clerk Typist.

BOARD OF EDUCATION PERSONNEL ACTIONS

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P-9-- Recommend the Board of Education approve the following changes in the Table of Organization:

Secretarial:

1) Reduction of a 12 month Principal Clerk position in the Elwood-John H. Glenn High School Guidance Office to an 11 month position.

2) Increase of a 10 month Senior Clerk Typist position in the Elwood-John H. Glenn High School to an 11 month position.

*The above shift is budget neutral and does not require additional staffing within the Table of Organization.*

P-8—Other Additional:

- a) Recommend the Board of Education approve Jan Fairchild, currently a ten-month Senior Clerk Typist in the Guidance Office at the Elwood-John H. Glenn High School, to be an eleven-month Senior Clerk Typist. This results in a neutral change for the Table of Organizational and budget.

ELWOOD PUBLIC SCHOOLS  
Elwood, New York

BOARD OF EDUCATION PERSONNEL ACTIONS  
ADDENDUM TO THE ORIGINAL PERSONNEL AGENDA

July 1, 2013

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

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

P-8-- Other:

- a) Recommend the Board of Education approve the following resolution:

RESOLVED that the Board of Education herewith appoints Lynn F. Burke as Interim Elementary Principal of the James H. Boyd Intermediate School, and

BE IT FURTHER RESOLVED, that the Board of Education President is authorized to execute the attached employment agreement, and

BE IT FURTHER RESOLVED, that this appointment is subject to Section 211 of the Retirement and Social Security Law of the State of New York, and in the event the period of employment of Lynn F. Burke as Interim Elementary Principal of the Harley Avenue School will result in wages exceeding \$30,000, her employment thereafter shall be subject to receipt of a waiver issued by the NYS Education Department, permitting her employment beyond said period of time, as provided for in Section 211 of the aforesaid statute.

- b) Recommend the Board of Education approve the attached addendum to the Schedule of Substitute Teachers/Nurses for the 2012/2013 school year.

Elwood Union Free School District

Board of Education Business Items

**July 1, 2013**  
Board Agenda

Key: Tab 1 - Contracts  
Tab 2 - Bid Awards  
Tab 3 - Health Service Contracts  
Tab 4 - Donations  
Tab 5 - Other

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

**Tab 1: Contracts**

*(Tab 1)*

- a. Recommend the Board approve the agreement with **SCOPE Pre-school program** for the 2013-2014 school year; **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 Treasury Management Service Agreement with **TD Bank** for the 2013-2014 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 the service agreement with **Health Source Group, Inc.** for the 2013- 2014 school year; **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 contract with **OMNI Financial Group** for 403(b) Plan Administrator Services for the school year 2013-2014; **and** that the Board authorizes the Board President to execute the necessary documents on behalf of the Board of Education.
- e. Recommend the Board approve the **Food Services Income Eligibility Guidelines** for **Free & Reduced Price Meals or Free Milk** for the 2013-2014 school year; **and** that the Board authorizes the Board President to execute the necessary documents on behalf of the Board of Education.

- f. Recommend the Board approve the Consultant Agreement with **WCole Consulting (Walter Cole)** for academic year 2013-2014; and that the Board hereby authorizes the Board President to execute the necessary documents on behalf of the Board of Education.
- g. Recommend the Board approve the Consultant Agreement with **Robert Villanti** for academic year 2013-2014; and that the Board hereby authorizes the Board President to execute the necessary documents on behalf of the Board of Education.
- h. Recommend the Board approve participation with the following agencies providing **Special Education Services** for the 2013-2014 school year under the **Federal Idea/ASEP** (Approved Special Education Program) Part B, Section 611 and Section 619 funds flow-through program, subject to negotiation and approval by Board counsel of mutually acceptable agreements; **and** that the Board hereby authorizes the Board President to execute the necessary documents on behalf of the Board of Education.
- Alternatives for Children
  - Building Blocks Developmental Pre-School
  - Cleary School for the Deaf
  - Developmental Disabilities Institute, Inc.
  - Metro Therapy
  - Mill Neck Manor School for the Deaf
  - Nassau Suffolk Services for the Autistic
  - County of Suffolk, acting through its duly constituted Suffolk County Department of Health Services
- i. Recommend the Board approve **Special Education** agreements for the 2013-2014 school year subject to negotiation and approval by Board counsel of mutually acceptable contracts/agreements; **and** that the Board hereby authorizes the Board President to execute the necessary documents on behalf of the Board of Education:

**- Schools/agencies that may be providing Special Education services:**

- Cleary School for the Deaf, Nesconset, NY
- Mill Neck Manor School for the Deaf, Mill Neck, NY
- Daytop Preparatory, Hartsdale, NY
- Developmental Disabilities Institute (fee established by NYSED) Smithtown, NY
- Nassau Suffolk Services for Autism, Martin C. Barell School (fee established by NYSED) Commack, NY
- Fay J. Linder/AHRC Center for Autism & D.D. at Brookville Center

- Summit School – Upper Nyack, NY
- Harmony Heights – Oyster Bay, NY
- NYS ARC Inc. – Suffolk, NY
- Madonna Heights – Dix Hills, NY

**- School districts that may provide Special Education services for students parentally placed in private/parochial schools:** (fees are dependent on services rendered; not known at this time)

- Northport-East Northport UFSD
- Half Hollow Hills SD
- Hauppauge UFSD

**- School Districts that may send students to Elwood UFSD for Special Education services:** (the fee will be based on the non-resident tuition fee established by the NYSED)

- Cold Spring Harbor CSD
- Commack UFSD
- North Babylon UFSD
- Northport-East Northport UFSD
- Kings Park CSD

**Tab 2: Bid/RFP Awards**    *No Recommended Actions*

*(Tab 2)*

**Tab 3: Health Service Contracts**    *No Recommended Actions*

*(Tab 3)*

**Tab 4: Donations**

*(Tab 4)*

- a. Recommend the Board accept the \$1,223.00 donation from **BAE Systems** toward the Elwood School District signs project.
- b. Recommend the Board accept the donation of \$8,491.21 from the **James H. Boyd PTA** for the James H. Boyd Cultural Arts Program.



- c. Recommend the Board accept a \$50 grant from the **Astoria Federal Savings Bank** for the purchase of art materials and supplies at Elwood Middle School.

**Tab 5: Other**

*(Tab 5)*

- a. Recommend the Board approve the disposal of obsolete books from the **John H. Glenn High School Library** due to condition and relevancy.
- b. Recommend the Board approve the disposal of obsolete **District computer** and related technology equipment due to condition and relevancy.
- c. Recommend the Board approve the disposal of obsolete books from the **Harley Avenue Primary School Library** due to condition and relevancy.
- d. Recommend the Board approve the disposal of technology equipment from **Elwood Middle School** due to condition and relevancy.
- e. Recommend the Board approve the disposal of obsolete books from the **James H. Boyd Intermediate School Library** due to condition and relevancy.
- f. Recommend the Board approve the **John H. Glenn Football** team trip to attend camp at the **Fresh Air Fund/Sharpe Reservation** from August 22- 27, 2013. The donations will be included on the August agenda.
- g. Recommend the Board approve **Varsity Volleyball trips** to **Burnt Hills, NY** on September 6-7, 2013 and September 20-21, 2013 **and to Horseheads, NY** on October 18-19, 2013 for Volleyball Tournaments. The donations will be included on the August agenda.

## WELLNESS POLICY

The Board of Education recognizes that poor nutrition and the lack of physical activity have created a health issue in this country affecting not only long-term health and well-being, but also a student's ability and motivation to learn. To positively affect our students' health and education, and to support the prevention of child, adolescent, and adult obesity, the Board of Education in consultation with the School District's Health and Nutrition Advisory Committee adopts this wellness policy.

### A. School Meals

Meals served through the national school lunch and breakfast programs will:

- Meet nutrition requirements established by local, state, and federal regulation
- Offer a variety of fruits and vegetables
- Support the use of whole grains
- To the extent possible, serve only low-fat (1%) and fat free milk

**Breakfast** - Children should be encouraged to eat breakfast, either at home or at school, in order to meet their nutritional needs and enhance their ability to learn. Our schools will to the extent possible provide opportunities for breakfast by operating the School Breakfast Program and notifying parents and students of its availability.

**Free and Reduced Price Meals** - Schools will prevent the overt identification of students eligible for free and reduced price school meals. In accordance with the Child Nutrition and WIC Reauthorization Act of 2004, the district will establish guidelines for reimbursable school meals, which are not less restrictive than the regulations and guidance issued by the Secretary of the United States Department of Agriculture.

**Sharing of Foods and Beverages**— Given concerns about allergies and other potential health risks, as well as parental rights to maintain restrictions on their children's diets, school staff ~~shall~~should use ~~their~~best reasonable efforts to ~~prevent~~diseourage the sharing of food or beverages during meal and snack times.

#### **Foods and Beverages Sold Outside of Reimbursable Meals:**

**Elementary/Middle School** - All foods and beverages sold individually during the school day or through programs for students after the school day should be comprised of a variety of healthy choices. The Elwood School District follows the *NYSChoose Sensibly* guidelines as follows:

#### **Beverages**

- One serving per package
- All low fat milks, including low fat flavored milks are acceptable
- Juice drinks must contain 100% real fruit juice

- No more than 15 grams of sugar
- No more than 10 mg of caffeine
- Water or flavored waters shall not contain added sugar, artificial sweeteners or caffeine

### Snacks

- One serving per package
- No more than 7 grams of fat and 2 grams of saturated fat
- No more than 15 grams of sugar
- No more than 360 mg of sodium
- Will include a variety of fresh fruits and vegetables

**High School** - In John Glenn High School, food and beverages sold individually will offer a variety of healthy choices and will include a majority of selections that fall under the *NYS Choose Sensibly Program*. ~~*It should be noted that the District will continue to phase in the abovementioned guidelines within John Glenn High School to create continuity among District standards.*~~

### Beverages

- All low fat milks, including low fat flavored milks, are acceptable
- Juice drinks must contain at least 25% real fruit juice
- No more than 30 grams of sugar, per serving
- Water or flavored waters shall not contain added sugar, artificial sweeteners or caffeine

### Snacks

- One serving per package
- Will have no more than 40% of its calories from fat
- No more than 30 grams of sugar
- No more than 360 mg of sodium
- Will include a variety of fresh fruits and vegetables

## B. Food in the Classroom

Food may be used in the classroom on a limited basis. Furthermore, all rewards and favors will be non-food based.

Food in the classroom is limited to the following:

### 1. Snacks at Harley Avenue Primary School:

A snack is food brought from home for individual consumption by elementary school children. A child's snack brought from home is a family decision and not



subject to the rules and guidelines described in this wellness policy. A list of suggested healthy snacks will be provided to parents. Prior to the first day of classes, Summer letters will be sent home to parents of students in classes designated as “Peanut or Nut-Free Zones” with information about appropriate snacks safe and unsafe items for the class. The school nurse will contact eall parents of children who bring a snack to school that is non-compliant for an environment with children that may have an allergy to peanuts and/or nut productsunsafe snacks to school to remind them.

## 2. Celebrations:

Birthdays, seasonal and holiday celebrations are an important part of childhood and our cultural traditions. It is encouraged that special readings, songs, games, crafts, etc. are used as an alternative to food based celebrations. These special events may occur frequently and at the discretion of the classroom instructor, based on the need for instructional time. Celebrations of any nature that include food will be limited to one per week and take place during snack time or at an alternate time deemed appropriate by the classroom teacher. It is further recommended that food celebrations follow school nutritional standards.

### a. Harley Avenue Primary School

#### Non-Food Birthday Celebrations:

All children’s birthdays may willbe celebrated on or near their actual birthdays. This will happen in conjunction with snack time and will include the wearing of a birthday crown and the singing of “Happy Birthday.” Goody bags are prohibited.

#### Classroom, Grade Level or School-wide Celebrations:

All foods brought in for classroom, grade-level or school-wide celebrations will be store bought and labeled. When food-related activities are planned in classes where children have allergies, the classroom teacher will confer with submit a list of food items to the school nurse for review. Every effort will be made to have all of the food elements ofall celebrations in the cafeteria instead of the classroom. Generally speaking, all foods offered should be safe for all children. The school nurse will consult with the parent and classroom teacher if extenuating circumstances exist. Again, the goal is to keep students well safe-while ensuring that no child feels excluded.

### b. James H. Boyd Intermediate School

#### Non-Food Birthday Celebrations:

Children’s birthdays will be celebrated without food. Goody bags are prohibited. At the discretion of the classroom teacher or principal, the



The birthday child will may receive alternate recognition such as receive a birthday pin or badge, a no-homework pass and/or having e his/her name announced over the PA system.

Classroom, Grade Level or School-wide Celebrations:

All foods brought in for classroom, grade-level or school-wide celebrations will be store bought and labeled. When food-related activities are planned in classes where children have allergies, the classroom teacher will confer with submit a list of food items to the school nurse for review. Every effort will be made to have all celebrations in the cafeteria instead of the classroom. Generally speaking, all foods offered should be safe for all children. The school nurse will consult with the parent and classroom teacher if extenuating circumstances exist. Again, the goal is to keep students safe while ensuring that no child feels excluded.

C. Educational Efforts Regarding Food Allergies

Students at Harley Avenue Primary School and James H. Boyd Intermediate School shall receive the equivalent of a thirty minute training module dealing with the nature and effects of food allergies.

C.D. Fundraising Activities

To support children's health and nutrition education efforts, the sale/distribution of food to be used in fundraising efforts during the regular school day will be limited to foods and portion sizes that meet "Choose Sensibly" guidelines and supplied from a Board of Health approved source. Additionally, the sale or distribution of certain sweetened foods will comply with New York State law.

D.E. School Sponsored Events

The administration will encourage that foods and beverages offered or sold at school-sponsored events outside the school day meet the nutrition standards for meals or for foods and beverages sold individually.

E.F. District Health Education will continue to:

1. Teach, encourage, and support healthy choices by students.
2. Promote good nutrition and physical education to students.
3. Encourage students to get a good night's sleep and start each day with a healthy breakfast.
4. Provide information to the community that encourages all families to teach children about the importance of good nutrition and physical activity as well as other healthy behavioral choices to foster health and well-being.
5. Integrate nutrition and exercise physiology concepts into various subject areas.

F.G. Physical Activity

The Board of Education and Administration will assure compliance with all current NYSED rules and Commissioner's regulations pertaining to physical education and physical activity.

DRAFT

1. In accordance with National and State recommended guidelines, the District recognizes the benefits of providing students with at least sixty minutes of activity per day. District opportunities for physical activity may include: physical education classes, recess periods, interscholastic athletics and intramural play, and various physical activity programs.
2. Elementary and Middle School students will continue to receive supervised recess periods during the day, preferably outdoors, during which the District expects participation in physical activity. When possible, recess may be scheduled before the student's lunch period. The Elwood School District discourages the practice of withholding recess time for disciplinary purposes.
3. Physical activity equipment will continue to be well maintained and kept safe for student use, and will be made available to all students.
4. Elementary school teachers are encouraged to develop opportunities in lesson plans that utilize physical activities, promote nutrition education and overall healthy behavioral practices.
5. The Elwood School District will continually work towards implementing a broader selection of fitness electives in the physical education program.
6. The School District ~~may~~ will, from time to time, provide parents with information to assist them in ways to incorporate physical activity into their children's lives.
7. **Physical education instruction shall be provided to students in accordance with all applicable laws, rules and regulations.**
- 7.8. Other School Based Activities
  - a. The District Wellness Policy goals should be considered when planning school-based activities such as school events, field trips, dances and assemblies.
  - b. Students will be encouraged to adopt personal fitness plans and goals that support wellness.

## **G.H. Policy Oversight and Implementation**

The Wellness Policy will be adopted under the authority of the Board of Education. **The district will engage students, parents, food service professionals, physical education teachers, school health professionals, the school board, administrators, and other interested community members in developing, implementing, monitoring, and reviewing and updating district-wide wellness policies.** This District's Health and Nutrition Advisory Committee will recommend standards and goals described in this policy to the Board of Education. The Health and Nutrition Advisory Committee's purpose is described further in EUFSD Board Policy IAB -- "*District Health and Nutrition Advisory Committee*".



It is the responsibility of the Superintendent of Schools, the ~~Principals Director of Health, Physical Education & Athletics~~, and the School Lunch Director, to ensure ~~the district~~ implementation of and compliance of-with this policy. Additionally, they will advise the Health and Nutrition Advisory Committee regarding the need for change or updates to the policy.

The Superintendent of Schools will cause the dissemination of this policy's content to all ~~d~~District employees and ensure best efforts to inform and update all members of the school community about the content and implementation of this policy.

The Superintendent of Schools or designee will periodically measure and make available to the public an assessment on the implementation of this policy, including: the extent to which the schools of the district are in compliance with this policy; the extent to which this policy compares to model local school policies; and a description of the progress made in attaining the goals of this policy.

This policy will be reviewed annually or when deemed necessary by the Board of Education or the members of the Health and Nutrition Advisory Committee in order to evaluate progress, and to specifically assess the financial impact of implementation. The School Food Service Program operates on a self-sufficient basis and must remain financially solvent.

Adoption date: February 12, 2009

Amended: