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ELWOOD PUBLIC SCHOOLS Elwood, New York

BOARD OF EDUCATION REORGANIZATION MEETING

July 1, 2014 - Elwood Middle School Auditorium - 7:00 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 Trustees Michael LaMena and Julia Fried 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:

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......Keri Loughlin

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."

District Treasurer [Ed. Law 2114, 2130, 2503;
 Commissioner's Regulations 170.2]Lorraine Dunkel

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.....Laura Irace (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 2014/2015:

1.	Purchasing Agent [Commissioner's Regulations 170.2]Keri Loughlin		
2.	Deputy Claims AuditorTimothy Mayette	(TAB B)	
3.	Deputy TreasurerNancy Barkocy		
4.	Deputy Purchasing Agent [Commissioner's Regulations 170.2]Jennifer Richards		
5.	External AuditorCullen & Danowski	(TAB C)	
6.	Internal AuditorNawrocki Smith, LLP	(TAB D)	
7.	General CounselIngerman Smith LLP	(TAB E)	
8.	Special Education CounselFrazer & Feldman	(TAB F)	
9. School Physician [Ed. Law 902, 1709-21; Commissioner's Regulations 136			
10.	Bond Counsel	(TAB G)	
11.	Fiscal AdvisorNYMAC	(TAB H)	
12.	Third Party Administrator a. Workmen's CompensationNassau County Schools Cooperative Workers' Compensation Self-Insured Trust Administered by Wright Risk Management	(TAB I)	
13.	Insurance and Bond BrokerNYSIR	(TAB J)	
14.	Architect of RecordBBS	(TAB K)	
15.	Central Treasurer - Extraclassroom Activity Fund [Ed. Law 2503; Commissioner's Regulations 172.4]		
15.	Records Access Officer		
16.	Records Management Officer [Commissioner's Regulations 185.2(a)(1)Keri Loughlin		

17.	Asbestos (LEA) Designee [AHERA, Public Law 99-519] and Integrated Pest Management Coordinator [Commissioner's Regulations 155.4 (d)(2)
18.	Compliance Officer §504
19.	Title IX Hearing Officers a. District
20.	Designated Educational Officer for Project SaveKeri Loughlin [Commissioner's Regulations 155.17]
21.	Medicaid Compliance OfficerKeri Loughlin
22.	Student Residency OfficerKeri Loughlin
23.	Homeless Student LiaisonKeri Loughlin [Board Policy 5151 and Administrative Regulation 5151-R]
24.	Supervisor of the Register of AttendanceTracey Benfante [Board Policy 5011]
25.	Dignity Act Coordinators a. District Dianne Wilkinson b. Building Level Harley

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, 2014 to June 30, 2015:

General Accounts -- requiring one authorized signature (the Treasurer): • TD Bank

- Citibank
- J.P. Morgan Chase BankMBIA 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

 Recommend the Board authorize the establishment of Petty Cash funds and designate respective custodians for each fund for the 2014/15 school year, as follows:

\$100.00Teena Nguyen
\$100.00Irene Dougherty
\$100.00 Karen Cleveland
\$100.00 Deborah Karle
\$100.00Maria Colarossi
\$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 2014/15 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 to be the IRS standard mileage rate per mile for business miles driven.
- 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 2014/15 on which school must be held be eliminated from the 2014/15 State aid attendance worksheet, if it is in the best interest of the district.
- 5. Recommend the Board re-establish an Audit Advisory Committee (Policy 6690) (TAB L) for the 2014/15 school year, re-adopt the charter [Board Policy 6690-E] and appoint the following members to the Committee for the 2014-15 school year:

 William M. Comeau

 Andrew L. Kaplan

 Michael Kaszubski

 Kenneth Rubin

 (TAB L)
- Recommend the Board re-adopt 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 (TAB N) Education for the 2014/15 school year.
- 9. Recommend the Board approve the members of the Committee on Preschool Special Education for the 2014/2015 school year.
- 10. Recommend the Board approve the list of Surrogate Parents for the 2014/2015 CSE/CPSE meetings [Commissioner's Regulations 200.2(e)(2)].
- 11. Recommend the Board appoint Impartial Hearing Officers for the 2014/15 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

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BOARD OF EDUCATION REGULAR BUSINESS MEETING AND HEARING ON THE CODE OF CONDUCT

July 1, 2014 - Elwood Middle School Auditorium

AGENDA

- A. <u>HEARING ON THE CODE OF CONDUCT</u> -- presentation of proposed changes to the Code of Conduct (see Tab R)
- B. REPORT FROM THE SUPERINTENDENT OF SCHOOLS Peter C. Scordo
- C. <u>COMMENDATIONS</u> 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. <u>RESIDENTS' REMARKS</u> 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. <u>UNFINISHED BUSINESS</u> -- (No Recommended Items)
- F. FINANCIAL MATTERS -- (No Recommended Items)
- 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 Q)

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

Submitted to the Board
June 13

June 16

Meeting Dates

May 30

February 28; May 8 (2 meetings), 19,

30 (2 meetings)

2. 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
June 17
June 19
June 19
Meeting Dates
June 13 (3 meetings)
March 14; April 9, 25 (2 meetings);
May 20
June 23
April 9

c. Recommend the Board adopt the following policies:

(TABR)

- Amended Policy 9500.1 -- Confidential Personnel Employment Provisions (second reading)
- 2. Policy 6420 Online Banking Services (second reading)
- 3. Amended Policy 5300 -- Code of Conduct (first reading and second reading)
- 4. Amended Policy 6700 Purchasing (first and second reading)
- 5. Amended Policy 6690 -- Audit Committee (first and second reading)
- d. Business Agenda as per attached

(TABS)

2. <u>DISCUSSION ITEMS</u> -- (No Recommended Items)

H. ITEMS NOT LISTED ON AGENDA

I. COMMUNICATIONS

J. <u>RESIDENTS' REMARKS</u>

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

- Negotiations
- 2. Personnel
- Legal Matters

L. ADJOURNMENT

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ⁱ In accordance with policy 2410, policies may be introduced and adopted at the same meeting if a majority of Board members agree.

ELWOOD PUBLIC SCHOOLS Elwood, New York

BOARD OF EDUCATION PERSONNEL ACTIONS

NS 4

July 1, 2014

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: Cl

P-5: Terminations

P-9: Changes in Table of Organization

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) RITA GUTTILLA

Position Science Teacher

Assignment Elwood-John H. Glenn High School

Effective Date
Reason

July 1, 2015
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

July 1, 2014

P-8-- Other (all compensation items are included in the 2014-15 budget):

a) 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:

Name: Tracey Benfante Kevin Conron John McDonald Delia Nietzel Teena Nguyen Jason Winters	Title: District Data Coordinator Micro-repair Technician Plant Facilities Adm. Lunch Director Accountant Network & Systems I	Effective Date: July 1, 2014 July 1, 2014 July 1, 2014 July 1, 2014 July 1, 2014 July 1, 2014
Nancy Barkocy	Superintendent's Secretary	July 1, 2014
Patricia Buckley	Confidential Secretarial Asst	July 1, 2014
Jennifer Richards-Foley	Confidential Account Clerk	July 1, 2014
Nancy Schwier	Confidential Secretarial Asst	July 1, 2014
Lisa McNamara	School Nurse	July 1, 2014
Linda Pellegrino	School Nurse	July 1, 2014
Karen Wenda	School Nurse	July 1, 2014
Linda Wilson	School Nurse	July 1, 2014

b) Recommend the Board of Education approve the attached Employment Agreements for the following employees and authorize the Board of Education President to execute same:

<u>Name:</u>	$\underline{Title:}$	<u>Term:</u>
Ellen Best-Laimit	Assistant to the Supt.	July 1, 2014-June 30, 2015
$Barbara\ Falotico$	$Staff\ Developer$	July 1, 2014-June 30, 2015
Louis Tuorto	Athletic Manager	July 1, 2014-Juine 30, 2015

- c) Recommend the Board of Education approve Ashleen Betts as the Varsity Girls' Cheerleading Coach at the stipend of \$4,056 (step 1) for the fall season of the 2014-15 school year. Compensation is 1/200th of the annual salary per day worked.
- d) Recommend the Board of Education approve Shannon Colligan as the Varsity Girls' Soccer Coach at the stipend of \$7,310 (step 4) for the fall season of the 2014-15 school year. Compensation is 1/200th of the annual salary per day worked
- e) Recommend the Board of Education approve Jason Joiner as a substitute custodian.

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:

No Recommended Actions

Elwood Union Free School District Board of Education Business Items

July 1, 2014 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

- a. Recommend the Board approve the agreement and business associate agreement with **Dr. Scott Gross** for both 2013-2014 and 2014-2015 school years; **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 agreement and business associate agreement for the Affordable Care Act implementation with **Seneca Consulting Group**, **Inc.** for the 2014-2015 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 licensing and maintenance fee with **Education Data Services**, **Inc.** for the 2014-2015 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 engagement letter with **BookSmart Accounting** providing accounting consulting services for the 2014-2015 school year; **and** that the Board hereby authorizes the Board President to execute the necessary documents on behalf of the Board of Education.
- e. Recommend the Board approve the agreement/renewal pricing proposal with **Centris Group** for IEP Direct/RTIm Direct for the 2014-2015 school year; **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 **Bollinger Insurance Inc.** to administer Student Accident Insurance coverage.
- g. Recommend the Board approve participation with the following agencies providing Special Education Services for the 2014-2015 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:

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- Mill Neck Manor School for the Deaf
- Harmony Heights
- Cleary School for the Deaf
- Metro Therapy Inc.
- Developmental Disabilities Institute
- The Summit School
- h. Recommend the Board approve **Special Education** agreements for the 2014-2015 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:

- Gayle E. Kligman Therapeutic Resources
- CJI Consulting, Inc.
- Hope for Youth
- St. James Tutoring Inc.
- Nassau Suffolk Services for Autism
- SCO Family of Services/Madonna Heights
- Health Source Group, Inc.
- NYSARC, Inc.
- Islip Tutoring Service, Inc.

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

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

School Districts providing Special Education services for parentally placed students:

- Syosset Central School District
- i. Recommend the Board approve the agreement with Simaren Corp. d/b/a Wisdom Protective Services to provide Licensed Security Services for the 2014-2015 school year; and that the Board hereby authorizes the Board President to execute the necessary documents on behalf of the Board of Education.

TAB 2: BID/RFP AWARDS

a. Recommend the Board hereby award the LISFSDA Cooperative Food Service bids as recommended by the Long Island Schools Food Service Directors Association for the 2014/2015 school year; and that the Board hereby authorizes the Board President to execute the necessary documents on behalf of the Board of Education.

TAB 3: HEALTH SERVICE CONTRACTS

 a. BE IT RESOLVED, that the Board of Education approves the following school districts to provide 2014/2015 Health and Welfare Services to the Elwood Union Free School District:

Name of District **Private School Bay Shore** Bay Shore Christian Academy **Brentwood** MDQ Academy Commack Holy Family Regional Jewish Academy Half Hollow Hills Upper Room Christian School **Harborfields** LOL Montessori - Centerport Hicksville Holy Trinity HS Huntington Huntington Montessori St. Patrick's Jericho LuHi Schecter School of LI **Locust Valley** Friends Academy Northport LOL Montessori - Northport St. Paul's Trinity Regional **Oyster Bay** East Woods School St. Dominic HS Smithtown Harbor Country Day **South Huntington** St. Pius LI School for the Gifted St. Anthony's HS Syosset Our Lady of Mercy West Islip St. John the Baptist

TAB 4: DONATIONS

Westbury

 a. Recommend the Board accept the STOP & SHOP A+ REWARDS donation totaling \$131.43 funding the co-curricular budget at JOHN H. GLENN HIGH SCHOOL. The appropriate revenue and expenditure budget codes will be adjusted accordingly.

Holy Child Academy

- b. Recommend the Board accept the **STOP & SHOP A+ REWARDS** donation totaling \$199.65 funding Cultural Arts programs at **HARLEY AVENUE PRIMARY SCHOOL**. The appropriate revenue and expenditure budget codes will be adjusted accordingly.
- c. Recommend the Board accept the SUFFOLK ASSOCIATION OF SCHOOL BUSINESS OFFICIALS (SASBO) scholarship totaling \$500.00 to be awarded to a graduating student in recognition of their efforts to "advance the business of education". The appropriate revenue and expenditure budget codes will be adjusted accordingly.
- d. Recommend the Board accept the donation totaling \$677.35 from **Elwood Middle School PTA** funding Cultural Arts for the 2013-2014 school year. The appropriate revenue and expenditure budget codes will be adjusted accordingly.

e. Recommend the Board accept the **BOX TOPS FOR EDUCATION** donation totaling \$141.50 funding the cultural arts programs for the 2013-2014 school year at **Elwood Middle School**. The appropriate revenue and expenditure budget codes will be adjusted accordingly.

TAB 5: OTHER

- a. Recommend the Board approve the distribution (12 monthly payments) of anticipated tax monies received by the school district on behalf of the **Elwood Public Library** for the 2014-2015 school year in the amount of \$1,482,489.56.
- b. **BE IT RESOLVED**, that the Board of Education approves **school lunch prices** for the 2014-2015 school year as follows:

Harley Ave Primary School	\$2.10
James H. Boyd Inter School	\$2.10
Elwood Middle School	\$2.25
John H. Glenn High School	\$2.25

- c. Recommend the Board approve the Food Services Income Eligibility Guidelines for Free & Reduced Price Meals or Free Milk for the 2014-2015 school year.
- d. Recommend the Board approve the disposal of one (1) IBM Personal Wheelwriter typewriter from **ELWOOD MIDDLE SCHOOL** due to condition.
- e. Recommend the Board approve the **John H. Glenn Football** team trip to attend camp at **Fresh Air Fund/Sharpe Reservation** from August 21-26, 2014. The donations will be included on the August agenda.
- f. Recommend the Board approve the **John H. Glenn Volleyball** trips to **Burnt Hills, NY** on September 5-6, 2014 and September 19-20, 2014 and to **Horseheads, NY** on October 17-18, 2014 for Volleyball Tournaments. The donations will be included on the August agenda.
- g. Recommend the Board approve the **John H. Glenn Music Department** optional curricular trip to **Lake Buena Vista**, **Florida** from January 16-19, 2015 for participation in Disney Performing Arts Workshops, subject to preparation of a written legal agreement.