I. **Opening of Meeting**
   A. Call to Order – 7:00 p.m.
   B. Convene meeting to Open Session
   C. Pledge of Allegiance

II. **Approval of Minutes**
   A. Minutes of October 16, 2013 Regular Board Meeting.

III. **Student Senate Report**
   A. Student Senate Report

IV. **Superintendent’s Report**
   A. Superintendent’s Report - Board of Education Recognition Video

V. **Board of Education Report**
   A. President’s Report
   B. Committee Reports

VI. **Presentation:**
   A. Special Education LAP School Designation – Laura Heffernan, Kathy Johnston

VII. **Recognition of Visitors - (This time is set aside for visitors to address the Board of Education on any agenda items)**

   “It is the policy of the Board of Education to allow public comment during the visitor’s period of the meeting, it is not our policy to engage in public debate. Your comments and statements are heard and are greatly appreciated. If there is information we can provide for you after the meeting, feel free to contact the superintendent’s office with your request and we will do our best to get information for your needs, as soon as possible.”

VIII. **Finance**

   It is recommended that the Board of Education approve the following finance action items A through D:

   A. **Professional Development Advancement** – It is recommended that the Board of Education approve the salary adjustments for professional development advancement, as proposed by the Professional Advancement Committee.
B. Treasurer’s Report and Budget Status Reports – It is recommended that the Board of Education accept the Treasurer’s Reports for the month of September and the Budget Status Report for period ending September 30, 2013.

C. Approve Bethlehem Public Library PILOT Memorandum of Agreement – It is recommended that the Board of Education approve the Memorandum of Agreement for PILOT payments to be made to the Bethlehem Public Library effective July 1, 2013 and ending on June 30, 2015, as per attached agreement.

D. Accept Indoor Track Boosters Club Donation and Approve Budget Amendment - It is recommended that the Board of Education accept the Indoor Track Booster Club donation to be used to fund coaching positions for the Indoor Track Program and amend the 2013-14 budget, as per attached.

IX. Professional Personnel

It is recommended that the Board of Education approve the following instructional staff action items A through H. (All appointments and payments for services are subject to out possession of proper certification and transcripts substantiating credits and diplomas and a notice from the Commissioner of Education, that (s)he is fully cleared for employment.)

<table>
<thead>
<tr>
<th></th>
<th>Name:</th>
<th>Position:</th>
<th>Location:</th>
<th>Effective Date:</th>
<th>Reason:</th>
<th>Length of Service:</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td>Kellee A. DeOlde</td>
<td>1.0 School Psychologist</td>
<td>Hamagrael Elementary</td>
<td>11/15/13</td>
<td>Resignation for Personal Reasons</td>
<td>7 Years</td>
</tr>
<tr>
<td>B.</td>
<td>Pamela M. Stewart</td>
<td>1.0 Special Education Teacher</td>
<td>Slingerlands Elementary</td>
<td>6/30/14</td>
<td>Resignation for Retirement Reasons</td>
<td>26 Years</td>
</tr>
<tr>
<td>C.</td>
<td>Katherine E. Burkart</td>
<td>Guidance Counselor</td>
<td>High School</td>
<td>February 14, 2014 through May 29, 2014</td>
<td>Maternity Leave</td>
<td></td>
</tr>
<tr>
<td>D.</td>
<td>Kara Saint John</td>
<td>Special Education Teacher</td>
<td>Hamagrael Elementary School</td>
<td>December 12, 2013 through June 30, 2014</td>
<td>Change to Maternity Leave Date</td>
<td></td>
</tr>
<tr>
<td>E.</td>
<td>Amy Higgs</td>
<td>1.0 Substitute Replacement Elementary Teacher</td>
<td>Eagle Elementary</td>
<td>$215.00 BA Step 1</td>
<td>BA – Colgate University – Russian Studies</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>MA – University of Pennsylvania – Elementary Education</td>
<td></td>
</tr>
</tbody>
</table>
Certification Status: Pre-Kindergarten, Kindergarten and Grades 1-6
Reason: Maternity Leave of Monica Nicholson

F. Name: Hannah M. Straw
Position: 1.0 Substitute Replacement Elementary Teacher
Building: Eagle Elementary
Substitute Start Date: 1/6/14
Substitute End Date: 4/9/14
Daily Rate: $215.00 BA Step 1
Education: BS – College of Saint Rose – Childhood Education
MS – College of Saint Rose – Literacy (Birth-Grade 6)
Certification Status: Early Childhood Education (Birth-Grade 2)
Literacy (Birth-Grade 6)
Childhood Education (Grades 1-6)
Reason: Maternity Leave of Sasha Casey

G. It is recommended that the Board of Education approve the following appointment for a volunteer for the 2013-14 school year:

Elizabeth A. Halvorsen Counseling Center

H. It is recommended that the Board of Education approve the following Interscholastic Sports Coach Recommendations for the 2013-14 school year:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Annual Salary or Prorated Rate</th>
<th>Year/Step</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ashley Gansle</td>
<td>Girls Indoor Track Asst. 2</td>
<td>$3,014</td>
<td>Year 2/Step 2</td>
</tr>
<tr>
<td>Lily Corrigan</td>
<td>Girls Modified Lacrosse, Head Coach</td>
<td>$2,967</td>
<td>Year 4/Step 4</td>
</tr>
<tr>
<td>Mark Nealon</td>
<td>Boys Varsity Basketball, Unpaid Asst.</td>
<td>$0</td>
<td>District Teacher</td>
</tr>
<tr>
<td>Patricia Piccini</td>
<td>Girls Varsity Basketball, Unpaid Asst.</td>
<td>$0</td>
<td>District Teacher</td>
</tr>
<tr>
<td>Janey Julian</td>
<td>Girls Indoor Track, Unpaid Asst.</td>
<td>$0</td>
<td>District Teacher</td>
</tr>
<tr>
<td>John Lanchantin</td>
<td>Boys Varsity Basketball, Unpaid Asst.</td>
<td>$0</td>
<td>Certified Coach</td>
</tr>
</tbody>
</table>

**X. Support Personnel**

It is recommended that the Board of Education approve the following support staff action items A through G. (All appointments and payments for services are subject to our possession of proper payroll documentation and a notice, if appropriate, from the Commissioner of Education that (s)he is fully cleared for employment.)

A. Name: Laurie Vandenburg
Position: 10 Month Temporary Food Service Helper
Location: Middle School
Salary Grade: Step 1 of Salary Grade C, $11.52 per hour
Hours Per Day: 3 hours per day
Effective Date: 11/12/13
End Date: 6/30/14
Reason: Christine DeSignore accepting another position within the District

B. Name: Maura O’Brien
Position: 12 Month, Provisional - Technology Procurement & Support Specialist
Location: High School – Technology Office
Salary: Step 1 of Salary Grade 5, $32,018 Annually, $20,319 Prorated from effective date
Hours Per Day: 7.5 hours per day
Effective Date: 11/12/13
Reason: Resignation of Harriet Jaffe
| C. | Name: Maura O’Brien  
Position: 10 Month Temporary School Monitor (Noon Hour Aide)  
Location: Slingerlands Elementary School  
Effective Date: 11/8/13  
Reason: Resignation to accept another position within the district |
| --- | --- |
| D. | Name: Lisa Maher  
Position: 10 Month Temporary School Monitor (Noon Hour Aide)  
Location: Slingerlands Elementary School  
Effective Date: 11/12/13  
Salary Grade: Step 1, Grade 3-1, $15.05 per hour  
Hours Per Day: 2.75 hours per day  
Effective Date: 11/12/13  
End Date: 6/30/14  
Reason: Resignation of Maura O’Brien |
| E. | Name: Mildred Cushing  
Position: 10 Month School Monitor (Aide to Students with Disabilities)  
Location: Bethlehem Middle School  
Hours Per Day: Decrease from 6.5 to 6.25 hours per day  
Effective Date: 10/16/13  
End Date: 6/30/14  
Reason: Due to needs of student with disabilities |
| F. | It is recommended that the Board of Education approve the following list of Transportation Bus Drivers and Bus Attendants changes for the 2013-2014 school year effective 11/12/13:  
1. Patricia Biche, Bus Attendant, Revised from 6 to 6.25 hours per day (31.25 hours weekly)  
2. Anna Salisbury, Bus Attendant, Revised from 4 to 5.75 hours per day (28.75 hours weekly)  
3. Mary Mann, Bus Driver, Revised from 5 to 5.50 hours per day (27.5 hours weekly)  
4. Mike Davis, Bus Driver, Revised from 6.75 to 7 hours per day (35 hours weekly)  
5. Pamela Lopienski, Bus Driver, Revised from 5 to 5.25 hours per day (26.25 hours weekly)  
6. Isaac London, Bus Driver, Revised from 4.75 to 5 hours per day (25 hours weekly)  
7. Dave Martin, Bus Driver, Revised from 4.5 to 5 hours per day (25 hours weekly)  
8. Eric Orner, Bus Driver, Revised from 6.75 to 7 hours per day (35 hours weekly)  
9. Laurie Vandenburgh, Bus Driver, Revised from 4.25 to 4.5 hour per day (22.50 hours weekly) |
| G. | Name: Matt Assini  
Position: 10 Month Temporary Noon Hour Aide  
Location: Eagle Elementary School  
Hours Per Day: Increase from 2 to 2.5 hours per day  
Effective Date: 11/12/13  
End Date: 6/30/14  
Reason: Correction of existing hours |
XI. **Correspondence for Action**

It is recommended that the Board of Education approve the following correspondence action items A through B:

A. Committee on Special Education/Preschool Special Education Recommendations – It is recommended that the Board of Education approve the Committee on Special Education recommendations and the Committee on Preschool Special Education recommendations for the following meeting dates:

   10/25/2013, 10/24/2013, 10/23/2013, 10/22/2013, 10/21/2013, 10/18/2013, 10/17/2013, 10/16/2013, 10/15/2013, 10/10/2013, 10/09/2013, 5/29/2013

B. Policies – It is recommended that the Board of Education conduct a first reading of the following policies.

   5405 Wellness Policy on Nutrition and Physical Education
   5405-R Wellness Policy on Nutrition and Physical Education Regulations

XII. **Recognition of Visitors**

This time is for visitors to address any items not on this agenda.

“It is the policy of the Board of Education to allow public comment during the visitors’ period of the meeting, it is not our policy to engage in public debate. Your comments and statements are heard and are greatly appreciated. If there is information we can provide for you after the meeting, feel free to contact the superintendent’s office with your request and we will do our best to get information for your needs, as soon as possible.”

XIII. **Future Meetings and Events**

A. Wednesday, Nov. 20 7:00 p.m.  **Regular Board Meeting**

B. Wednesday, Dec. 4 7:00 p.m.  **Regular Board Meeting**

C. Wednesday, Dec. 18 7:00 p.m.  **Regular Board Meeting**

XIV. **Proposed Executive Session (if necessary)**

A. Adjourn to Executive Session

B. Reconvene to Open Session

XV. **Adjourn the Meeting**
MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING is entered into by and between the BETHLEHEM CENTRAL SCHOOL DISTRICT (the "District"), and the BETHLEHEM PUBLIC LIBRARY (the "Library"), dated this 6th day of Nov., 2013.

WHEREAS, the District is a duly constituted central school district organized and existing under the Education Law of the State of New York; and

WHEREAS, the Library is a school district public library organized and existing under the Education Law of the State of New York; and

WHEREAS, the District receives PILOT payments pursuant to certain PILOT agreements (the "PILOT Agreements") entered into by various private developers participating in Industrial Development Agency projects within the District. The District is not required by statute or pursuant to the PILOT Agreements to distribute any of the PILOT monies it receives to the Library; and

WHEREAS, when the District is required to pay a tax refund to tax payers as the result of a court order assessment reduction or an administrative error on the tax roll, the District has no legal authority to recover from the Library the Library's proportionate share of the tax refund; and

WHEREAS, the District and the Library wish to enter into an agreement with respect to the distribution of PILOT monies and payment of real property tax refunds.

NOW, as and for a Memorandum of Understanding, the parties hereto agree as follows:

1. To the extent that PILOT monies are received by the District pursuant to a duly authorized and executed PILOT Agreement, the District agrees to pay to the Library a proportionate share of the PILOT monies received as if such PILOT monies were levied taxes.

2. Where the District is required to make a real property tax refund attributable to either an administrative correction of an error on the tax roll or by court ordered assessment reduction, the Library agrees to pay to the District an amount equal to the proportionate reduction of taxes levied for Library purposes based on the yearly tax rate of the taxing entity for the involved tax year. Such payment may be offset from the monies the Library is entitled to receive under paragraph 1 of this Agreement or any other
amounts due and owing by the Library to the District. The school district shall provide the library with all necessary documentation relating to the payments and any offsets.

3. The District agrees to provide the Library any notice it receives related to anticipated PILOT monies prior to the preparation of the Library’s budget.

4. The District agrees to inform the Library in a timely manner of any significant real property tax refunds referred to herein.

5. The parties agree and understand that this Agreement does not grant the Library any third-party beneficiary rights under any of the PILOT agreements, unless otherwise provided, including any right to enforce the PILOT Agreements or participate in any proceeding which may arise under the PILOT Agreements or the law related thereto.

6. If there is a change in law that alters either party’s consideration under this Agreement, the parties agree to consider an early termination of this Agreement.

7. This Agreement constitutes the complete agreement by and between the parties and may not be amended unless agreed to in writing and executed by both parties.

8. This Agreement shall expire on June 30, 2015.

Dated: 

BETHLEHEM CENTRAL SCHOOL DISTRICT

By: ___________________________

Dated: 

BETHLEHEM PUBLIC LIBRARY

By: ___________________________
Be it resolved that the 2013-2014 budget be amended as follows:

**A510 ESTIMATED REVENUE:**

- A2705 Gifts and Donations $7,469

**A960 APPROPRIATIONS:**

- A2855.150-01-0000 Salaries/Coaches $6,028
- A9020.800-01-0000 Teachers Retirement $980
- A9030.800-01-0000 Social Security $461

**Purpose:**

to reflect BCHS Boosters gift to fund coaches for the 2013-2014 Indoor Track Season.
WELLNESS POLICY ON
NUTRITION AND PHYSICAL EDUCATION

The well-being and support we can provide our students in maintaining a healthy lifestyle is the goal of our local wellness policy. Section 204 of the Child Nutrition and Women, Infants and Children Reauthorization Act of 2004 (PL 108-265) requires all school districts to establish a local wellness policy.

Statement of Commitment
The Bethlehem Central School District is committed to providing a school environment that promotes and protects children’s health, well-being, and ability to learn by providing comprehensive curricula and experiences in Health and Physical Education that support healthy eating and physical activity. Therefore, it is the policy of the Bethlehem Central School District that:

A. All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.
B. Foods and beverages sold or provided by schools participating in the National School Lunch Program will meet or exceed the minimum nutrient standards established by the USDA School Food Service Program.
C. Snacks and beverages sold in vending machines or provided a la carte in the cafeteria by the schools participating in the National School Lunch Program shall contain no more than 35 percent of total calories from fat and sugars and trans-fats.
D. The School Food Service Program will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutritional needs of students.
E. To the maximum extent practical, K-8 schools in the District will participate in available Federal Meals Programs including the School Breakfast Program and National School Lunch Program.
F. Schools will provide education to foster lifelong habits of healthful eating and physical activity.
G. The District is committed to providing an environment in all of our schools where students will be supported by mental health services to ensure their achievement and success.
H. The District will encourage and support healthy eating by students.
I. The District will encourage staff to be role models for healthy behaviors.

To Achieve These Goals
The District will follow the Center for Disease Control's Coordinated School Health Model. The Coordinated School Health Team will consist of parents/community members, school administration, representatives from health and physical education, counseling, psychological and social services, health services, the Director of Food Service, and teachers and will be chaired by the superintendent of Schools or his/her designee. The Health Team will act in an advisory role to provide input to the superintendent and the Board of Education. Final policy decisions are determined by the Board of Education.

ADOPTED: June 20, 2007
REVISED: September 19, 2007
REVISED: January 4, 2012
REVISED: November 7, 2013
WELLNESS POLICY ON NUTRITION AND PHYSICAL EDUCATION REGULATIONS

The District will create an environment that supports healthy eating habits, good nutrition, physical education, and a supportive mental health program in the following areas:

**Nutrition Services**

A. Improving the nutritional quality of all foods served to District students – in the cafeteria and vending machines – by considering the following actions:

1. Increasing whole foods (whole grains and fresh, locally grown and/or organic fruits and vegetables) and reducing refined carbohydrates (at least half of the grains served will be whole grains);
2. Reducing processed and prepackaged foods;
3. Increasing foods from local farms;
4. Using only healthy fats/oils, eliminating trans fats;
5. Increasing hormone-free food products;
6. Offering vegetarian options;
7. Following standard serving portions recommended by the USDA;
8. Ensuring all K-8 students have adequate time to eat and encouraging all High School students to have a designated lunch period;
9. Exploring the use of food containers and packaging products emphasizing the reduction of solid waste;
10. Ensuring schools will only serve low-fat milk and offer nondairy alternatives; and
11. Following the Institute of Medicine’s recommendation for beverage serving size.
12. Ensuring that snack food items sold individually contain no more than the federal guidelines for fat, sugar, and sodium.

B. Sharing and publicizing information about the nutritional content of meals with students and parents

**Districtwide**

A. Integrating nutrition in all schools by establishing nutrition education in the school curriculum at each grade level, developing innovative, hands-on programs.
B. Providing students, staff members, and parents with health and wellness information on the District Web site, monthly newsletter articles, and wellness events.
C. Allowing drinking water to be available for students and staff
D. Encouraging all District children to eat a healthy breakfast.
E. Providing professional development for the Director of Food Service and on-site cooks.
F. Providing students with a pleasant environment in which to eat.
G. Prohibiting the use of food and candy in a classroom as a reward.

**Physical Education**

Students should develop the knowledge and skills necessary to perform a variety of physical activities, maintain physical fitness, regularly participate in physical activity, understand the value and benefits of physical activity, and enjoy physical activity as an ongoing part of a healthy lifestyle.

A. Physical education will be the environment where students learn, practice, and are assessed on developmentally appropriate motor skills, social skills, and knowledge.
B. Physical education will be incorporated into students’ schedules. The District will strive to meet requirements for physical education as outlined by the State Education Department.
C. The District will have a written physical education curriculum for each grade level.
D. The physical education program shall be provided adequate space and equipment and conform to all the applicable safety standards.
E. Physical education courses will be taught by a certified instructor.
F. Physical education teachers will be provided professional development comparable to other teachers in the District.
G. Sports may take the place of Physical Education at the secondary level according to State Education Department Regulations and Guidelines and/or BCSD pilot guidelines for academic credit.

Health Education
Students should develop the knowledge and skills necessary to achieve and maintain physical, social, and emotional health that will contribute to a better quality of life for the individual, the family, and the community.

A. Health Education will be the environment where students learn, practice, and are assessed on developmentally appropriate health skills (Planning & Goal Setting, Decision Making, Stress Management, Communication, Health Advocacy)
B. Health education will be incorporated into student’s schedules. The District will strive to meet requirements for health education as outlined by the State Education Department.
C. The District will have a written health education curriculum for each grade level.
D. Health education will be taught by a certified instructor.
E. Health education teachers will be provided professional development comparable to other teachers in the District.

Recess/Intramurals at the Elementary School Level
A. Schools will provide a daily-supervised recess period, preferably outdoors, during which schools should encourage moderate to vigorous physical activity.
   1. Where age appropriate, extracurricular activities such as physical activity clubs and intramurals will be provided and open to all students.
   2. Physical activity opportunities shall be offered daily during the school day.
   3. Staff members shall not deny participation in recess or other physical activities as a form of discipline for punishment unless the safety of students is in question.
B. The District facilities may be made available outside of school hours for physical activity programs offered by community-based organizations.