

MINUTES OF BOARD OF EDUCATION MEETING
April 7, 2009 - 6:00 P.M.
Honeoye Falls-Lima Central School District
High School Board of Education Conference Room
Honeoye Falls NY 14472

Board Members Present: President Richard Rasmussen, Chuck Allan, C. Harold Gaffin, Linda Hunt, Shawn Krest, Ronald Mendrick, Janet Somes, Gary Stottler, and Robert Willison.

Staff Members Present: Superintendent Dr. Michelle Kavanaugh, Allison Armstrong, Philip Burrows, Ed Johnson, Renee Williams and Rhonda Schaefer.

Others Present: *Per sign in sheets that are duly made a part of these minutes.*

1. Meeting Called to Order

President Rasmussen called the meeting to order at 6:05 p.m.

- A. Board Members Absent: Student representative Jyothi Purushotham was not present.

2. Approval of Agenda

Motion by Mr. Willison, seconded by Mr. Stottler, to approve the agenda as presented. **Approved** unanimously.

3. Open Forum

Dr. Kavanaugh spoke about a webcast sponsored by the State Education Department which is being used to communicate details about the federal requirements for use of stabilization funds. Districts will be required to submit quarterly reports on line, which must indicate and prove how districts are spending the money they are receiving. We will need to report on jobs saved created, programs delivered targeted at student achievement, and tax increases averted. Also required will be metrics, such as teacher evaluation initiatives using stabilization funds. We will also need to prove that we are supplementing IDEA Special Education expenditures versus supplanting previous expenditures. Additional information regarding federal guidelines, reveal that funds may not be used for the purchase of or upgrades to buses. Ed reported that additional codes will be established to assist the state in analyzing the spending of any money in each district. It is understood that districts will report to the state and the state will report to the federal government. Oversight and accountability are the focus.

4. Board of Education Report

A. Discussion Items

1. Review of Fund Balance

Ed Johnson advised the board that fund balance is monitored on a monthly basis. He is confident that \$500,00 will be able to go to the reserve accounts.

2. Recommended Use of Reserves

There was discussion earlier in the evening at a meeting of the reserves committee. Committee members informed the Board the details of their discussion. A meeting will take place with Ray Wager's office to see what other options are available to us. A report will be provided to the board following that meeting. With regard to the proposed establishment of Bus Purchase Capital Reserve, it was decided to hold on considering this reserve. A Board member questioned whether we needed to spend funds out of the Capital Reserve, in the 2009-10 budget. This is not relevant for next year's budget since the expenditure identified in the 2007 vote has already occurred.

3. Recommended Budget

Phil Burrows reported that members of the PBAC provided the changes from site to site at their meeting last evening. Dr. Kavanaugh, Renée Williams, Ed Johnson & Phil Burrows met with faculty at their meetings on Monday to share budget information and answer questions. This was followed by a QED meeting and then to the PBAC meeting. In terms of changes, Phil spoke of the following recommendations:

- Kindergarten enrollment is slightly under projection. A recommendation was move to move one teaching position from grade K to grade 1, which will lower class size for grade 1.
- Recommendation to restore a para-professional position at Lima – A board member asked why. Phil shared that the younger students with special needs are strongly considered. Additionally, Ed Johnson stated that we are also responding to new state requirements for IDEA funding. When asked how many para-professional positions will remain, Phil Burrows stated that Lima will be down by just one para-professional from this year. Projections are still being considered at the Manor & Middle Schools. Phil is hoping for just one para-professional reduction at Manor. Four reductions may still take place in the secondary levels.
- Recommendation to restore staff development at Lima Primary as well as an addition of a .2FTE Spanish position to cover grade 2. Originally, it was planned to accomplish this out of the existing staff, but the delivery of program by a traveling teacher would not be as optimal.
- Middle School recommendation to add back a grade 6 teaching position to address class size.
- K-6 teaching staff – no layoffs of individuals.
- Middle School recommendation: reassignment of a science position, which may result in a split in time between MS & HS. Some acceleration opportunities and AIS services in Science will be the target.

- Middle School staff development opportunities to be restored.
- High School para-professionals may still be reduced and reallocated to the elementary level.
- Reallocation of a portion of a Physical Education position from Middle School to the High School level.
- A board member asked about the allocation of para-professionals between grade levels and asked if this was complex to handle. Phil answered that accommodations are met by matching skill sets and encouraging voluntary moves. Additional training is provided.
- A net \$35,000 reduction in staff development will occur after restoring some funds. We are in the process of rolling out Professional Learning Communities. This staff development was suspended this year due to budget constraints but is sorely missed. Some consultant work may still be needed to implement the new teacher evaluation system. Improvement of instruction is the goal. Gains are being seen by past work.
- The Wednesday after-school transportation run will be restored.
- One Buildings and Grounds position has been restored, leaving a reduction of one cleaner
- A retirement from the Transportation department may not be filled.
- No reductions in Secretarial staff, however two vacancies have remained unfilled.
- District wide services will see a restoration in contingency teaching positions and budgeting more for BOCES and private school tuition for special education costs. (Transfer students have needs for extra attention).
- Services at MS & HS: Recommendation to add in the IDEA component for one .5FTE Psychologist.
- K-6 staff remains whole, with one resignation and one unfilled position
- Two contingency positions must remain in the budget to be in a position to accommodate any growth in population.
- Non-teaching has gone from 10 layoffs to 6 layoffs (one resignation, results in 5 potential layoffs). The hope is that this will decrease through attrition as we get closer to the end of the year.
- The staff has been appreciative of the open communication regarding possible layoffs.
- Ed Johnson spoke about the projected full restoration.
 - The resulting tax rate would decrease by .27%, based on a 1% growth, according to assessors.
 - Phil stated that the PBAC was pleased to hear that despite the revenue changes, we may still see a surplus. Some of our new efficiencies are now becoming habit, and will continue. Extra efforts to recognize people for their efforts will be made.
 - Our operating budget will increase by 3.19%.
 - PBAC shared some confusion about Capital project. There are some misconceptions in the community regarding astro-turf in the current project budget. This is incorrect.
 - PBAC thought that members of the community are very concerned and a strong rationale will need to be communicated so that our neighbors fully understand the obstacles.
 - PBAC had little concern about our budget, but larger concerns about Albany, their decision making and what this means long-term.
 - Long term concern was discussed by PBAC members about a similar scenario next year. The PBAC often believes that materials and supplies lack in the face of a tough budget.
 - It was asked if the proposed budget was supported by the PBAC. Phil answered that they gave solid support.
 - Dick Rasmussen spoke about looking ahead for purchases without recurring costs (ex. Smart Boards).
 - In response to a question about how confident we are in the numbers provided by Albany, Dr. Kavanaugh stated that our recommendations are in line with federal guidelines, there is balance in this budget and we are managing the levy and tax rate. The confidence rate at this point is 90% or better.

4. Options to a Recommended Budget

A spreadsheet was provided to show equivalencies.

5. Budget Site Summaries

There was no discussion regarding Budget Site Summaries.

B. Action Items

1. Approval of 2009-10 Budget Proposal for Voter Referendum

There was discussion and agreement that the tax increase below 1% was appropriate. Board members discussed their overall feeling of relief that the stimulus and stabilization was somewhat sorted out. Dr. Kavanaugh defined that the stabilization was to be used to close the deficit reduction gap and all Federal money was formula driven.

Motion by Mr. Willison, seconded by Mrs. Hunt, to approve the 2009-10 Budget Proposal for Voter Referendum, as presented.

Approved unanimously.

It was suggested that when putting budget information together for the community, it is essential for the district to make clear that we had limited options in how we could use the federal money. Open communication and transparency will be the goal. Also, an explanation of position reductions and clarifying which positions will see an impact, will be made clear. Between reductions, attrition, and unfilled positions, one or two teachers are at risk of being laid off. This may be reduced further with time.

Dr. Kavanaugh stated that there has been no information from Albany, at this point, about a retirement incentive.

Dick thanked the DIU's, Leadership Team and PBAC for responding so well, reconvening often and sacrificing multiple hours of volunteer work to this effort.

5. **Superintendent's Report**

A. Announcements

There were no superintendent's announcements.

6. **Questions from Audience Regarding Agenda Items**

There were no questions from the audience regarding agenda items.

7. **Adjournment**

Motion by Mr. Willison, seconded by Mr. Stottler, to adjourn the meeting at 7:03 p.m.

All documents that are "duly made a part of these minutes" are kept in a supplemental file that corresponds with today's minutes.

Rhonda Schaefer, Clerk of the Board of Education