

**MINUTES OF BOARD OF EDUCATION MEETING
August 26, 2008 - 7:00 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, Gary Stottler, and Robert Willison.

Staff Members Present: Superintendent Dr. Michelle Kavanaugh, Allison Armstrong, Philip Burrows, Lisa Moosbrugger, Mary McNamara, Ed Johnson, David Roth, and Renee Williams.

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 7:13 p.m.

- A. Board Members Absent: Shawn Krest, Ronald Mendrick, and Janet Somes.

2. Public Session

Motion by Mr. Gaffin, seconded by Mr. Allan, to begin Public Session at 7:13 p.m.

Approved unanimously.

3. Approval of Agenda

Motion by Mr. Gaffin, seconded by Mr. Allan, to approve the agenda as presented. **Approved** unanimously.

4. Consensus Agenda

Motion by Mr. Gaffin, seconded by Mr. Allan, to approve the items designated as Consensus Agenda items.

- A. Approval of Minutes of the August 12, 2008 Board of Education Meeting

- B. Approval of Bill Schedule #1

The District's Claims Auditor has certified the audit of General Fund Bill Schedule #1, checks in number, in the total amount of \$ 1,991,255.80 dating from June 19, 2008 through August 20, 2008.

- C. Approval of Personnel

TEACHING APPOINTMENT

CELESTE HARRIS

Global Studies

High School

209 Ontario Street

Honeoye Falls, New York 14472

Salary: \$5,807 (1/6th FTE salary)

Effective: 9/1/07 – 6/30/08

Education: St. John Fisher College, MS; SUNY Geneseo BA

Experience: Honeoye Falls-Lima District, Long Term Special Education Substitute, 2007

Honeoye Falls-Lima District, Long Term Social Studies Substitute, 2004-05

Honeoye Falls-Lima District, Para-Professional, 1994-2007

Certification: Initial Social Studies 7-12

Will remain a 5/6th Para-professional for the 2008-09 school year

AMY SINOPOLI Universal Pre-Kindergarten Liaison

Lima Primary School

Salary: \$2,230.90 (20 half days @ 1/200th of annual salary)

Effective: 9/1/08 – 6/30/09

Funded by New York State Grant for UPK

REGULAR TEACHING APPOINTMENT

HEATHER WAYMOUTH

Reading Specialist

High School

4804 Norstar Blvd, #321

Liverpool, NY 13088

Salary: \$34,500

Effective: 9/1/08

Appointment pending Initial Certification was approved at the 8/12/08 BOE Meeting

Initial certification received and is effective 9/1/08

DRIVER EDUCATION APPOINTMENT

DAN GRUSCHOW

Driver Education

High School

Salary: \$14,416

68 students (class and driving) @\$212 per student as per teacher contract

Effective: 9/1/07 – 1/29/09

INTERSCHOLASTIC COACHING APPOINTMENT

<u>Last Name</u>	<u>First Name</u>	<u>Name of Activity</u>	<u>Stipend</u>
Lewis	Mindy	JV Tennis Coach	\$2,542.00

Effective: 8/27/08

CURRICULUM WRITING APPOINTMENTS

<u>Last Name</u>	<u>First Name</u>	<u>Curricular Area</u>	<u># Days</u>
Daggs	Brett	Libraries: 21 st Century Skills	1.0

Emens	Maggie	Literacy Guide	0.5
Whitney	Aileen	Applied Statistics	2.0
Bell	Heather	Applied Statistics	2.0
Arrigenna	Jim	PE Curriculum Alignment	0.5
Rizzo	Sam	Accounting	2 hours

Stipend as per teacher contract = \$214.40 per day
Effective: 7/1/08 – 6/30/09

TEACHER MENTOR APPOINTMENTS

<u>Last Name</u>	<u>First Name</u>	<u>Teacher Mentor Level</u>	<u>Stipend</u>	<u>Building</u>
Borrelli	Andrea	Teacher Mentor, Level 3	\$350.00	High School
Fraser	Becky	Teacher Mentor, Level 3	\$350.00	Lima Primary
Gitsis	Patty	Teacher Mentor, Level 3	\$350.00	High School
Hazard	Sali	Teacher Mentor, Level 1	\$1,250.00	Manor School
Hoffend	Jean	Teacher Mentor, Level 1	\$1,250.00	High School
Merrill	Mike	Teacher Mentor, Level 1	\$1,250.00	High School
Muhlenkamp	Megan	Teacher Mentor, Level 1	\$1,250.00	High School
Pangia	Kristen	Teacher Mentor, Level 2	\$750.00	Manor School
Phillips	Emily	Teacher Mentor, Level 1	\$1,250.00	Manor School
Porrey	Joyce	Teacher Mentor, Level 3	\$350.00	Manor School
Recktenwald	Jeff	Teacher Mentor, Level 1	\$1,250.00	High School
Reichman	Alex	Teacher Mentor, Level 3	\$350.00	Manor School
Reichman	Alex	Teacher Mentor, Level 1	\$1,250.00	Manor School
Reinhart	Betty	Teacher Mentor, Level 3	\$350.00	Manor School
Ripley	Adrienne	Teacher Mentor, Level 2	\$750.00	Lima Primary
Vitale	Antonio	Teacher Mentor, Level 1	\$1,250.00	Middle School
Vitale	Michele	Teacher Mentor, Level 3	\$350.00	Manor School
Weaver	Joelle	Teacher Mentor, Level 1	\$1,250.00	Manor School
Witkowski	Dianne	Teacher Mentor, Level 2	\$750.00	High School
Zenns	Holly	Teacher Mentor, Level 3	\$350.00	Middle School

Effective: 9/1/08 – 6/30/09

Stipend as per teacher contract

NON-TEACHING APPOINTMENT

ANN MOONEY Food Service Helper Manor School
7042 West Main Rd., #49
Lima, NY 14485

Effective: 9/1/08

Salary: \$7.75/hr.

MINDI LEWIS

Middle School

2520 Clay Street

Lima, NY 14485

Effective: 9/1/08

Salary: \$8.89/hr.

MICHELLE KEITHLER

Paraprofessional

Middle School

2689 Doran Road

Lima, NY 14485

Effective: 9/1/08

Salary: \$8.89/hr.

EMERGENCY CONDITIONAL NON-TEACHING APPOINTMENT

RENEE MAGEE Paraprofessional

Middle School

71 Ontario Street

Honeoye Falls, NY 14472

Effective: 9/1/08

Salary: 8.38/hr.

Permanent appointment pending full fingerprint clearance

NON-TEACHING SUBSTITUTE APPOINTMENT

RAE DONLON Food Service Helper

Food Service

7042 West Main Road, #27

Lima, NY 14485

KATHIE DICKINSON

Bus Driver

Transportation

29 Seneca Road

Rochester, NY 14622

NON-TEACHING SUMMER PARAPROFESSIONAL APPOINTMENT

ANNE LAMENDOLA

D. Approval of Committee on Preschool Special Education Recommendations

E. Approval of Committee on Special Education Recommendations

Approved unanimously.

5. **Open Forum**

There was no discussion during the open forum period.

6. **Board of Education Report**

A. Announcements

Capital Project Update – Bob Roberts, Christa Construction

Mike Ebertz, of SEI Design provided a technology update to the board. The architectural firm is finalizing design documents, in preparation to be sent to SED tomorrow, along with other paperwork. The next phase of updating network hardware, voice communication systems, handsets, equipment to process data hardware and voice hardware, will begin soon. All previous bidders are still eligible to bid on these phases of the project. A Technical consultant identified areas of efficiency, and at this time, there is a projected savings of approximately \$100,000. These savings dollars are intended to go into technology needs in our classrooms. Paperwork completion may allow work to begin in classrooms by the Holidays.

Bob Roberts, of Christa Construction, reported that flooring and tile will reach completion by the start of school. HVAC work continues at Manor School, which will provide AC in their cafeteria. The front entry sidewalk of District Office was also completed. Three of four security systems will be in place by the start of school. This will involve entry by choice and use of a button for door release.

Mr. Roberts asked the board to refer to Section 3 of the report, which shows a financial breakdown of the project, including change orders. Also taken into account are some change orders on our agenda for approval this evening. A synopsis on the additional \$120,000 spent, is that the hot water holding tank had a leak. Alternative ideas were not acceptable and would have caused issues if a break were to occur during the school year. Redesigns were considered and the new system is a much better design on a project which was required anyway. The expected lifetime of the new equipment and boilers is 25-years.

Dick Rasmussen, Board President, stated the report shows if the tank ruptures, in its present location, there is an electrical room next door and asked if they should consider relocation of one of the rooms. There was discussion regarding sump pumps being used to protect the electrical equipment. Mike Ebertz will report back to us with suggested options. Mr. Ebertz stated that the tanks now are much smaller due to efficiency updates and re-design. Mike suggested that we might consider installing a control and a valve as an option for automatic shutdown. Controls can be put in place at this point, according to Mike Ebertz. Mike further explained that because of the size and age of the old tank, it would be extremely difficult to know how deteriorated the unit was. With the new units, much smaller in size, we now have monitoring controls.

A question was asked about a redesign in the pedestals in our science labs to permit utilities. Mike Ebertz stated that labs can be updated at any time, if desired. The fire suppression system and fuel pumps were discussed. Bob Roberts explained the design and what the contract called for. He stated that the Director of Transportation suggested waiting until both issues could be addressed. Mike Ebertz stated that, at present, while there is nothing out of compliance, the general sector (gas stations and such) are required to have the suppression systems in place. An option was discussed about installing the suppression system versus the pumps. Mike Ebertz will look further at the options.

B. Audit Committee

1. Approval of Claim Auditor's Report.

Motion by Mrs. Hunt, seconded by Mr. Allan, to approve the Claims Auditor Report, as presented.

Approved unanimously.

Pat Floeser, Claims Auditor, presented the Claims Auditor Report to the board and asked if the board had any questions. Regarding corrective actions, a board member inquired if a relatively small number of people are repetitively not following procedure. Pat answered that, yes, some are hearing from her, as needed, and are encouraged to follow process. There are still those who need better planning and some reminding. On the whole, the Board noted that reported items are well below our expected 2% threshold.

Hal Gaffin, Audit Committee Chair, reported that the Audit Committee met earlier in the evening to review the Treasurer's Reports for May and June, 2008. They also discussed a change in the report format. Hal reported that, in the future, Treasurer's reports will look similar to that which is presented in the Budget. Hal stated that the reports can be modified to suit the needs of measuring our financial performance.

Hal also reported that the district will renew its contract with Rotenberg Associates. The contract will be on the agenda for approval, at the September 9, 2008 meeting.

C. Action Items

1. Approval of Houghton Mifflin Pre-Calculus Math Textbook

Motion by Mr. Stottler, seconded by Mr. Willison, to approve the Claims Auditor Report, as presented.

Approved unanimously.

2. Approval of Capital Project Change Orders

Motion by Mrs. Hunt, seconded by Mr. Allan, to approve two Capital Project Change Orders, as presented. **Approved** unanimously. The Change Order Credit, for \$44,900 was not approved at this time.

Board members approved a change order in the amount of \$27,383, for material, labor and equipment required to install the heat exchanger and all associated work noted on the architectural drawings SKP-6, SKJP-8 and SKP-9 at the High School

Board members approved a change order in the amount of \$92,700, to provide material, labor and equipment to furnish and install the following items at the High School, per drawings SKP-6, SKP-8, SKP-9.

- Provide two (2) 285,000 BTU water heaters
- Two (2) 200 gallon ASME glass line storage tanks
- One 15 gallon ASMI thermal expansion tank
- Single Hi-Lo mixing valve
- Three (3) hot water circulating pumps
- Furnish or modify existing house keeping pads for new heaters and storage tanks
- Demo existing hot water heater and existing pipe
- Connecting piping and miscellaneous accessories to provide a complete working system
- Insulation
- Controls

The third change order, in the credit amount of \$44,900, which would provide a credit of material, labor and equipment to delete all plumbing work associated with the fuel island at the transportation building as shown on Contract drawings P500 will not be approved at this time.

The fuel pump suppression system, and fuel island will be re-evaluated, due to conversation between the board, architect and construction manager of the project.

3. Approval of Recommendations related to Transportation Costs

Motion by Mr. Willison, seconded by Mrs. Hunt, to approve the Recommendations related to Transportation Costs, as presented. **Approved** unanimously.

Dr. Kavanaugh, Superintendent of Schools, reported on the fuel cost impact on our budget. She reported that, Peggy Potter, Director of Transportation has had recent discussion with her DIU in consideration of the removal of some activity busses. The decision was made that one day, Wednesday, would be eliminated, which will provide the district a savings of \$9,000. - \$10,000 in fuel and related transportation costs. If necessary, the other two days, would need to be eliminated, but not at this time. Peggy Potter and Brian Donohue will also be looking at reducing athletic transportation costs. Leadership team will encourage staff to schedule extra help and activities on Tuesdays and Thursdays. Scheduling should not be an issue. A question was asked about how much we spend annually in gas. Ed Johnson, Director of Finance and Operations, stated that \$400,000 was an approximated cost. Ed further stated that at the time budget numbers were projected last March, no one realized that the increases would be as significant as they have been. Dr. Kavanaugh reported that many of the other districts were seeing greater shortfalls. There was a suggestion made by a board member to consider all options, before cutting any further out of transportation.

Dr. Kavanaugh reported that the Greater Rochester Quality Council has asked the District to be used as a model site for applying quality tools to reduce fuel costs. A team of volunteer "blackbelts" trained in quality applications would provide this free service. Peggy is excited about the opportunity to look at innovative ways to reduce costs.

There was an inquiry about whether or not the option of using hybrid vehicles is still in discussion. Dr. Kavanaugh reported that Renée Williams is in the process of working with Tom Edwards on a grant for retro-fitting busses with hybrid compatible components. Approval of this grant would be a first step approach toward a grant for submission for actual hybrid busses. Conceptually, we would have to agree to analysis, to be considered. Our mechanics feel that they could easily monitor and report findings.

4. BOE Priorities 2008-09 School Year

Discussion and suggestions were made regarding the BOE Priorities for the 2008-09 School Year

- The Board should closely look at the Strategic Plan and Intents to be certain that they are consistent.
- We, as a board, should urge others to pay attention to the goals. If there are actions to be taken, then the board should review and discuss recommendations.
- One would not know that the Human Resource process has changed significantly by looking at the Priorities. The document appears to be outdated.
- A mini-retreat was discussed. A Leadership Team/Board of Education meeting, will be arranged in September/October. It was agreed that identification before entering into the QED process, would be important.
- Naming a priority would be helpful and may belong on the list, for example: recruiting, hiring, retaining developing staff.
- Perhaps a statement could be added to say we have world-class employees, etc.

D. Discussion Items

1. Old Business

There was no discussion of old business.

2. New Business

a. NYSSBA Convention (October 16-19, 2008) Appointed Delegate

Motion by Mr. Stottler, seconded by Mrs. Hunt, to name Chuck Allan as, Appointed Delegate for the Annual NYSSBA Convention, scheduled for October 16-19, 2008.

Approved unanimously.

b. Discussion of 2008-09 QED Program Budget Guidelines

Dick Rasmussen spoke about the budget guidelines and consulted the board about their recommendations. It was noted that a sub-group can sometimes better handle the language on this with potentially difficult decisions to make as we are faced with state cuts. There was conversation about strict guidelines during unstable times, with many changes occurring this year.

An opinion was shared about expansion of program, versus looking at other options and entirely new models of delivery. Another opinion was that our DIU is pragmatic, and will continue to be so, and that looking at new programs, reallocations, efficiencies are all necessary.

E. Reports and Communications

1. Annual Special Education Report

Phil Burrows, Deputy Superintendent, asked board members to refer to the reports, which show that the numbers of students participating in BOCES placement, is down from 50 to 19 students in the past three years, with private placements under six students. Phil stated that, as a district, our services provided in-house are financially efficient. Mr. Burrows reported that we had our first student graduate with an advanced regents diploma with honors and we have had greater numbers of advanced regents diplomas with special needs over the past five years. Compared to state wide, HF-L far exceeds other areas. This is the first year that the functional skills program was expanded to the High School. This contributed in a reduction of students in BOCES placements. Lima and Manor have done well with stretching capacity to work with high needs students, many of whom are in the autism spectrum with cognitive challenges. Families are thrilled and buildings are meeting the needs of a more diverse population. Phil stated that he is proud of the buildings and the success of the program. It was reported that when students are placed in outside placements, or private schools, the district is responsible for special education needs, but not tuition. He explained that, due to changes as of 07-08, the district is responsible for special needs of all students in our district, including Lima Christian students who live outside our district. He stated that this becomes an expenditure for two districts. Districts have collaboratively resolved the service cost but have yet to resolve administrative costs. Talks continue regarding CSE meeting costs and evaluation costs.

A question was asked if colleges are assisting students with disabilities. Phil explained that students come back to report how they are doing in college and share positive information with other students with disabilities regarding their experiences.

Phil reported that vocational instruction, sometimes used, can move into an IEP graduation and mathematics program which aligns with a functionally focused curriculum.

Phil reported that children are referred to the committee for evaluation earlier in age in recent years.

This is providing earlier, consistent intervention. He stated that, as a result, students are fairing well.

2. Annual Student Attendance Report

Phil Burrows reported that the district is required to review our attendance patterns annually. A consistent pattern of 95.5% rate is the goal established by the original Attendance Committee. Middle School had the highest rates of attendance which is partially attributed to the recognition and enthusiasm of achieving perfect attendance. Seniors have poorer attendance than their underclass peers. Problem attendance has patterns that start fairly early on. Medical conditions seem to dictate the elementary patterns. Manor school can indicate some other problem areas and respond well by taking a strong role in encouraging and tracking attendance issues. There is a strong partnership effort made by the District to families to encourage good attendance, which has a clear correlation to student success. Tardiness can be an issue. Phil stated that David Roth, HS Principal, spoke about a document which was sent to the community in the newsletter regarding communication. A large number of students were missing the important communication by missing homeroom. Our district will incorporate homeroom and 1st set together in 2008-09. The first set teachers tend to like this option as they do end up with some extended instructional time. Leaders also like it because they can count on better communication. Students will be more inclined to be on time for class than for homeroom.

A board member shared that a second set timeframe has worked well for some schools. David Roth, High School Principal, shared that a similar approach here is to make announcements at the end of first set. Because of advances in technology, the classroom teacher can take care of handouts and other communications as they have been unable to do, in the past. Adjustments may need to take place with teachers due to some busses that are late daily, due to transportation constraints. David Roth clarified that the majority of students coming in late are traditionally not students limited by the school transportation. They tend to be those driving on their own or making the choice to be late.

3. Annual School Report Card

Renee Williams, Assistant Superintendent for Instruction, reported on the school report cards and stated that, unfortunately, the state still lags in its delivery timeframe of results. She pointed out that the results just released, are from testing which took place two years ago. HF-L has a mastery rate that is high. Our areas of strength are held among the highest in the region, as in Math. Reports show mastery rate improvements in LOTE as we focused on LOTE in the Strategic Plan. Mastery rates in Science are also rising. We have a standard set of benchmarking schools. Renee reported that there are areas of exceptional strength. Comparisons also indicate areas of weakness and allow us to look further at curriculum development. Math and Science are the key areas and the Science inquiry piece is increasing. Middle School English shows that it needs growth. Presently, there is a plan to look at strategies that will be implemented this Fall. A board member asked how long we have been tracking these trends. He stated if measurement techniques do change and looking at many tracking methods would seem to be a real helpful tool. Renee agreed. Mary McNamara, Coordinator of Teaching and Learning, shared that standard terms have been put into place. Renee spoke about a tool called, Data Mentor, for which teachers are being trained to use to track student performance. A board member asked if the ACT and SAT results are used for analysis. Renee reported that English teachers tend to look at this test and the results and are always looking at what is required. The essay portion has been revised and needs to have more focus. Dick Rasmussen shared that a database showing NYS states, relevant sections, or lack thereof, of SAT and ACT might prove beneficial as a comparison mechanism, to see what the validity between those exams would be and might show a testing problem. Science

mastery levels appear to be lower. Increased collaboration between math and science need to be addressed and encouraged. Mary McNamara reported that a program evaluation for 9-12 Science will be provided to the board and will show how the teachers are responding to concerns. Technical writing has become a real focus as well as teaching reading through science.

The board thanked Renee, Mary and Lisa, for the informative report.

7. Superintendent's Report

A. Announcements

- In recent discussions with local municipalities, the Village was commended that the new signs at crosswalks are in good timing for the start of schools.
- Rochester Gas and Electric will be doing extensive tree cutting the first week of school on East and Main Streets. The outcome should have a positive impact on our frequent power outages.
- Mayor Milne will be having community meetings about our youth frequenting Harry Allen Park. Captain Sienna reports that they have seen no increase in incidents. Nevertheless, there is a concern among some residents.
- A Records Retention Grant has been given preliminary approval, in the amount of \$40,900. We expect to hear about final approval in the coming weeks.
- Kindergarten enrollment is above projection. A handout was provided.
- Invitations to the board:
 - Strategic Planning CORE Team Meeting is scheduled for Sept 24, 7pm. Hal Gaffin and Janet Some are members from our board.
 - Tuesday, September 2, we will welcome all staff, new and old, to the 2008-09 school year. Board members are invited to start the day at 8am, for breakfast, in the Middle School cafeteria. The Superintendent's program will begin at 8:30am, in the Middle School Auditorium. If you plan to join us, we will reserve a seat for you. This year our theme is: True North: Making Our Way. HF-L shirts can be worn if you plan to attend.
 - Our annual tour of schools will take place on Wednesday, September 3. The tour will begin at 9:00am from Central Office. If you would like to join, you are more than welcome. Please contact Rhonda if you plan to attend.

Bob Willison, Board of Education Vice President, asked about the status of the athletic grant. Renee Williams reported that the bikes were delivered today and wiring is taking place. Regarding the grant with Lima for Healthy Choices, Renee will check in with Jeanine Lupisella.

B. Business Office Reports

1. **Treasurer's Report.** **Motion** by Mr. Willison, seconded by Mrs. Hunt, to accept the Treasurer's Monthly Report for the period from May 1, 2008 to May 31, 2008 as presented.

Type of Fund	Revenues	Appropriations	Balance
General Fund	\$1,690,296	\$2,474,009	\$9,706,249
* Reserved Cash			\$3,899,376
School Lunch Fund	\$81,432	\$92,199	\$50,940
Special Aid Fund	\$1,765	\$570	\$1,324,960
Trust & Agency	\$1,752,348	\$1,734,339	\$902,804
Capital – Construction	\$0	\$0	\$42
Capital – Buses	\$45	\$0	\$51,112
Debt Services	\$187	\$0	\$196,851

Approved unanimously.

Ed Johnson reported that Treasurer's Reports continue to be caught up.

2. Quarterly Extra Classroom Financial Statements

Motion by Mr. Willison, seconded by Mrs. Hunt, to approve the Quarterly Extraclassroom Financial Statements, as presented. **Approved** unanimously.

C. Old Business

D. New Business

1. Consensus Agenda Items to be voted on

- Approval of Minutes of the August 12, 2008 Board of Education Meeting
- Approval of Bill Schedule # 1
- Approval of Personnel
- Approval of Committee on Preschool Special Education Recommendations
- Approval of Committee on Special Education Recommendations

8. Questions from Audience Regarding Agenda Items

There were no questions from the audience regarding agenda items.

9. Adjournment

Motion by Mr. Willison, seconded by Mr. Stottler, to adjourn the meeting at 9:11 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.