

MINUTES OF BOARD OF EDUCATION MEETING
February 10, 2009 - 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, Shawn Krest, Ronald Mendrick, Janet Somes, Gary Stottler, and Robert Willison. Student representative Jyothi Purushotham was present.

Staff Members Present: Superintendent Dr. Michelle Kavanaugh, Allison Armstrong, Mike Koss, Philip Burrows, and Ed Johnson.

1. **Meeting Called to Order**

President Rasmussen called the meeting to order at 7:12 p.m.

A. Board Members Absent:

2. **Call for Executive Session**

Motion by Mr. Mendrick, seconded by Mr. Krest, to move to Executive Session at 6:05 p.m. for the purpose of discussion of collective negotiations pursuant to Article 14 of the Civil Service Law and the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation. **Approved** unanimously.

3. **Return to Public Session**

Motion by Mr. Mendrick, seconded by Mr. Krest, to return to Public Session at 7:12p.m. **Approved** unanimously.

4. **Approval of Agenda**

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

5. **Consensus Agenda**

Motion by Mr. Stottler, seconded by Mr. Mendrick, to approve the items designated as Consensus Agenda items.

A. Approval of Minutes of the January 27, 2009 Board Meeting

B. Approval of Personnel

TUTOR APPOINTMENT

DONNA MERRITT K-12 Tutor
 152 Hammocks Drive
 Fairport, NY 14450

NON-TEACHING RESIGNATIONS

CHARILYN BUCHANAN Secretary II High School
 599 Mendon-Ionia Road
 Honeoye Falls, NY 14472
 Effective: 1/31/09

ANN MOONEY Food Service Helper Manor School
 7042 West Main Rd., #49
 Lima, NY 14485
 Effective: 1/16/09

NON-TEACHING SUBSTITUTE APPOINTMENT

MICHELLE BOOTH Food Service Helper
 34 Greenlea Road
 Honeoye Falls, NY 14472
 Effective: 1/1/09
 Salary: \$7.50/hr.

NON-TEACHING RESIGNATION

JOHN RAPP Custodian Buildings & Grounds
 Effective: 2/28/09

Approved unanimously.

6. **Open Forum**

Craig Moffitt, HF-L graduate of 1974, and present community member reported to the board his concerns regarding community Soccer, for both youth and adults. His primary concern was with regard to a new Semmel Road soccer field. He shared his opposition, stating that, in his opinion, town, village and school parks can accommodate the need without purchasing land. He spoke about the potential and his support for the pay for play concept, further stating that he would like to be an advocate.

Cindy Matthews, community resident, and now a senior citizen, with two children who are past graduates of HF-L, spoke to the board in response to a letter received from Dr. Kavanaugh and Renee Williams. The letter was responding to a plea re: use of facilities for seniors, should be at no cost. Cindy spoke about her dissatisfaction about a change to add fees for senior citizens. She shared with the board that she and her family are fifth generation business owners, in the farming industry.

7. Student Board Member Update

Jyothi Purshotham reported on the following:

- January 30 is the date of the Winter Semi-Formal Dance. At this time, 150+ students have purchased tickets to attend. This money raised (\$1600.), will be contributed to National Honor Society.
- Wellness Week/Family Fun Night had a large number of participants. There was card playing, Dance, Dance Revolution, basketball, and a student forum to discuss the economic crisis.
- The girls basketball night will highlight HF-L seniors, this Friday.

8. Public Hearing

A. Approval Real Property Tax Exemption.

Dick Rasmussen discussed the annual hearing and the increase in threshold this year. Ed Johnson reported that the majority of the districts in Monroe County start at \$28,000. Some are lower. Livingston County has a lower sliding scale, starting at \$19,500. Honeoye Falls-Lima is at the low end in terms of Monroe County, for the sliding scale. Consistently this has been raised by \$1000. over the last years.

Motion by Mr. Gaffin, seconded by Mr. Willison, approved both resolutions, as presented.

Approved unanimously.

9. Board of Education Report

A. Announcements

B. Audit Committee

C. Action Items

No action items were scheduled on agenda

D. Discussion Items

1. Old Business

There was no discussion of old business.

2. New Business

a. Discussion of Proposed 2009-10 School Calendar

Dr. Kavanaugh spoke about some of the advantages of starting school early in September. We avoid a fragmented week at Thanksgiving which has proven to be the most problematic attendance week. Additionally, we would reduce half days by five. Because of the lateness of Labor day, 50-50 split are leaning toward starting before labor day. This would leave the option of using Veterans day as a staff day.

There was discussion about how calendar changes would impact those students at BOCES, and whether or not these students would miss out on instruction before Thanksgiving.

We presently already attend until the end of June. If we go into July, we lost state aid.

The Regents examination schedule presents a challenge, and new teachers contract adds one additional teaching day. Finding an additional day is the challenge.

Getting away from half days was supported and agreed on as advancement. There was discussion that this has happened in the past when Labor Day starts late.

Good Friday was given as a suggestion to use as Supt. Conf. Day.

There are a certain number of instructional weeks that must be attended prior to Regents. The number of weeks in August & September do vary. If we make this change, we still end up with a full four weeks in August.

It was clarified that March 19 is scheduled due to state assessment scoring. The majority of teachers are not involved in scoring.

Jyothi Purshotham stated that, from a students perspective it would be okay to start earlier as many students are starting with athletic practice anyway.

Parent conferences are scheduled earlier this year.

Veterans Day was discussed again as an option to use.

There have been years in the past that we have done this. Dr. Kavanaugh will put the calendar out to see what the community thinks. She will provide feedback at a later meeting.

b. Discussion of Public Use of School Facilities.

Dr. Kavanaugh spoke about the proposal and fee structure and possible change to the new Erie I policy as related to public use of school facilities. Regulations included a change in fees. Mike Koss and Brian Donohue are both taking care of direction and overseeing the use of facilities. Phil Burrows highlighted the sorting out process stating that getting the inside look at things has been interesting and has needed to be looked at. There was discussion about Saturday utilization and is presently seen as inconsistent. It will be beneficial to reach an area of common fee structure. Support groups would be charged if custodians are needed. Some are looking at building in the fees already, community support, so far. Outdoor fees are much lower due to less heat and lighting. Phil asked for comments and questions:

- Pool fee structures can still be looked at, though there is not much free time in the pool during 8-4:30.
- Board regulation does not define who the recognized support groups are, just that they exist.
- It does not seem fair to include the YMCA and scouts groups as recognized groups. Phil stated that a possible sharing, for example, a grounds beautification by the scouting groups.
- YMCA utilizes 50% of building time. It should possibly be moved out of the recognized group categories. At present, they do not pay for use of our facilities. This will be looked at further.
- Those who are already paying are not going to see any change. There are very few paying at present. If a bldg. has to be opened up, then a charge is applied.

- If we went to 100% on just the community groups, we would bring in approximately \$30,000 in fees. There is no feedback yet from the organizations about this change. For some who don't use the facilities frequently, the fees would be nominal. For others, such as basketball, the fees might be significant. Initial discussions with these groups have been positive.
- Communications between the two offices (B & G and Treasurer's Office) are healthy due to the new system of automatic generation of billing when a facility is booked through the system.
- Field use would like to work with community users, small group to do the paint job, perhaps, would reduce their fee. There are strategic ways to control costs and will be strongly considered.
- Mike Koss would be doing the coordination of who is doing what.
- A flat \$10. user fee per day, per field would cover mowing costs, for example.
- Support to kids programs through the community are generally given a break unless there are significant school expenses. This concept can certainly be looked at further. Some incremental costs are \$0.
- There was discussion regarding service organizations and what criterion is considered when defining in this way.
- Each program will need to have open dialog in order to keep operations profitable.
- Consistency and discipline was a thought by one board member
- Subsidizing and considering educational funds were discussed.
- Youth sports programs would see the biggest change in fees
- Classroom costs and gym use costs the same?

E. Reports and Communications

1. MCSBA Labor Relations Committee Update

Ron Mendrick spoke about NYSUT representation at the latest meeting. There was discussion about increasing work day hours, graduate course credits, and discussion regarding teacher pay for assignments beyond day to day activities.

2. BOE Priorities Update.

Jan Somes reported that existing priorities were missing a couple of pieces, one being a financial component. Most key points were kept, and the committee added two additional items, plus some language changes. Reorganization has renumbered some areas that are working well. The Diversity culture was considered to be embraced and successful. The hope is to see the inquiry based learning take on a life of its own.

Hal Gaffin stated that the fiscal responsibility needed to be added, particularly with negotiations coming up in our contracts. The board must make certain that they are looking at the burdens based on contractual obligations, and then continue leveraging the QED process and review. It was agreed to enhance the QED process, consider resources, and end with the best, most affordable program.

Two other items discussed were being familiar with the numbers so there is familiarity when the level of resources are changing. Based on the range of assumptions, translation scenarios can be made. Operating at various levels could be provided in different scenarios.

The hope is that the DIU's might get this information at the same time they are getting feedback from the board and later than feedback from the PBAC. The fiscal responsibility by the board was the main addition to the BOE Priorities. A finalized version will go for approval at the 2/24/09 meeting.

10. **Superintendent's Report**

A. Announcements

1. QED Process Evaluation.

- Dr. Kavanaugh spoke about the potential for an earlier start to the school year.
- Working smart is a common concept.
- Training regarding a focused approach to goal setting is being considered. Clarification to the DIU's of what the board would like, would be of help.
- HF-L was recognized as a High Performing/Gap Closing School for the fifth year in a row.
- A handout was provided from the Three Village School District. As we continue to think about a response to our legislators, we may want to keep this in mind.

B. Business Office Reports

1. Quarterly Extra Classroom Financial Statements

Ed Johnson reported that things are in good working order. The audit was finished by Ray Wager's office and things are going well.

Motion by Mrs. Hunt, seconded by Mr. Allan, to approve the Quarterly Extra Classroom Financial Statement.

Approved unanimously.

2. Capital Project Change Orders.

Ed Johnson, spoke about eight change orders. Some questions were raised about the need for lighting in the gym, the reduction of size and number of lighting was reconsidered and architects had to work through this. Conduit changes and going around objects which original design did not include. Lower power and lighting over the seating area are among the changes.

We will ask the project manager to explain these changes at the next meeting.

No board action is needed – Superintendent is authorized to certify these change orders.

3. Amortization Schedule of Debt Service

Current and projected debt for capital project, was described by Ed Johnson. Ed discussed payouts over the life of their obligation. BAN interest of approximately 4.3%. He discussed total financing, principal and interest. BANS are projected to remain steady. The hope is that they will drop but is not likely. Projections to show aid, corresponding with debt would be helpful. Ed asked the board to remember that the aid comes the following year.

4. Single Audit Report

Dick reported that the audit report has been revised and there are no findings.

Motion by Mrs. Hunt, seconded by Mr. Allan, to approve the Single Audit Report, as presented.

Approved unanimously.

C. Old Business

There was no discussion of Old Business

D. New Business

1. Consensus Agenda Items to be voted on

Approval of Minutes of the January 27, 2009 Board Meeting

Approval of Personnel

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

There were no questions from the audience regarding agenda items.

12. **Budget Study Session**

A. Review of Central Office Operational Plan.

Michelle Kavanaugh, Superintendent of Schools, Cindy Gorley, Manager of Technology Support, Ed Johnson, Director of Finance and Operations & Phil Burrows, Deputy Superintendent, conducted an overview of the Central Office Operational Plan. Dr. Kavanaugh spoke about creating capacity for continuous improvement throughout the organization. She spoke of a new thinking scenario in place, which involves measurement becoming more of a focus and also with an emphasis on maintenance, refinement and institutionalizing. The new model includes the following: Design, Measure, Analyze, Improve and then Control. Dr. Kavanaugh spoke about creating capacity within the organization. She spoke about risk and inefficiency, risk in youth behavior, the goal for instructional improvement. She pointed out that the technology department has provided solutions with regard to data collection and management, reducing errors, professional development programs, student data networks, work order processes, teacher data analysis, including Data Mentor, RTI Direct, and others. In the area of risk reduction the opportunity to work in human resource management and risk association. Dr. Kavanaugh spoke about the recruitment and hiring procedures becoming standardized in all buildings. She also touched on the multitude of grant resources received across the district. The records retention grant was helpful in getting records in order and reducing risk. Audits and risk assessment reports have been addressed. Reallocation of staff has provided the opportunity to have one centralized registrar and one data manager. This has reduced error and increased efficiency. With regard to fiscal accountability we continue to be the lowest per pupil spending and lowest tax district in the county, with an average levy increase of 2.39%, well below what the CPI is. There is a marked improvement in disciplinary action district wide. There have been no superintendent's hearings this year.

Phil Burrows spoke about a decrease in CSE referrals and a reduction of outside placements for students with disabilities. HF-L presently has just one student attending a BOCES operational program this school year. The number of students with disabilities continues to decrease. Phil reported that the district is realizing some benefits from early intervention – he spoke of vast improvements in this area. There was some discussion with regard to the number of 504-plans and clarification was provided that, It is not unusual for students with IEP's to move into section 504 placements following early intervention strategies. Sub-populations are proving to be successful as measured by outcomes. Spanish instruction is successful. Enriched K shows all students hitting benchmarks. Inquiry based learning continues and is gaining momentum. We are among the few high performing, gap closing schools in the state. Goals for the year ahead include changes associated with the use of technology and data as related to risk management. The assets committee has been revitalized and the risky behavior survey will take place soon.

Ed Johnson spoke about deficit reductions and situations weighing on our projections. Among them, are sales tax, pressure to keep the levy low, terms of employment and unemployment, and funding for future capital projects as the state re-prioritizes. Ed stated that the district is addressing citations of the audit. Five audits during the year are providing controls and are a source to reveal any areas of weakness.

Phil Burrows spoke about cost reductions and containment options. Also included are the administrative cost savings by placement changes and elimination of TOSA position at Middle School.

Phil answered a question with regard to substantial staffing reductions and spoke about the potential of fifteen reductions in non teaching, and nine reductions in teaching.

Dr. Kavanaugh spoke about parking lot issues:

- The school web page is suffering with a skeleton staff and limited capacity to implement changes.
- Door to door census would provide more reliable data.
- Support services for special needs students and the lack of a psychologist for their needs.
- Last years' sales tax issue, this year the economic condition.
- QED process and long range capital project needs.
- Special Education costs are skyrocketing.

Phil spoke about the success of maintaining a special education budget which is much lower than in the past, without any sacrifice to the program. The district has seen a \$57,000 reduction from last year to this year. With regard to a 10% increase in healthcare costs – Ed Johnson explained that with the reduction in staff, our costs will go down some. The new Value Plan will also bring savings to the district.

Renee Williams answered questions with regard to who comprises an evaluation team within a DIU. Renee stated that Care Reps work with Coordinators of teaching and learning to form the team. There was an expressed interest at considering outside evaluators.

Renee clarified for the board that, at present, she and Dan McCarthy are monitoring the new model of AT and enrichment learning. Renee stated that she and Dan are studying and reviewing data. Renee stated that the efforts of the AT person are being focused more on the Manor school and lower grade levels as opposed to K-12. The focus in this area has shown significant improvements at Manor school.

Cindy spoke about upcoming leases options on some pieces of technical equipment. Maintaining capacity while reducing costs has been her department's goal. She clarified for the board that a warranty is included in the price of leased laptops during a three year contract.

Phil discussed allocation of staff to enable continuation of some programs. Discussions took place regarding class size projections.

13. **Adjournment**

Motion by Mr. Mendrick, seconded by Mr. Gaffin, to adjourn the meeting at 9:08 p.m.

Rhonda Schaefer, Clerk of the Board of Education