

MINUTES OF BOARD OF EDUCATION MEETING
January 13, 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, Philip Burrows, Mary McNamara, Lisa Moosbrugger, Jeanine Lupisella, Ed Johnson, and Renee Williams.

1. **Meeting Called to Order**

President Rasmussen called the meeting to order at 7:18 p.m.

A. Board Members Absent:

2. **Call for Executive Session**

Motion by Mr. Mendrick, seconded by Mrs. Hunt, 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. Willison, seconded by Mr. Mendrick, to return to Public Session at 7:18 p.m.

Approved unanimously.

4. **Approval of Agenda**

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

5. **Consensus Agenda**

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

A. Approval of Minutes of the December 9, 2008 Board Meeting

B. Approval of Bill Schedule # 5

The District's Claims Auditor has certified the audit of General Fund Bill Schedule #5 , checks in number, in the total amount of \$2,471,721.96 dating from December 5, 2008 through January 6, 2009.

C. Approval of Personnel

CONTINUATION OF LONG TERM TEACHING APPOINTMENT

BONNIE WADACH

Speech Therapist

K - 12

7373 Ziegler Drive

Lima NY 14485

Salary: \$49,416 (annual salary to be prorated to effective dates of employment)

Effective: 1/30/09 – 3/13/09 (original appointment was from 9/18/08 – 1/29/09)

Education: Nazareth College, MS

SUNY Geneseo, BS

Experience: Honeoye Falls-Lima School District, Reading Teacher, 2002

Honeoye Falls-Lima School District, Special Education Teacher, 2003-04

Honeoye Falls-Lima School District, Special Education Teacher, 1983-88

Certification: Permanent Special Education, Reading

Continuation of long term substitute replacement for teacher on medical leave

DRIVER EDUCATION APPOINTMENT

DAN GRUSCHOW

Driver Education

High School

Salary: \$8,480.00

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

Effective: 1/30/08 – 6/30/09

MIDDLE SCHOOL ELA TUTORIAL APPOINTMENTS

Merritt Donna Tutorial Program – Middle ELA

\$32.25 per hour

Mufford Erin Tutorial Program – Middle ELA

\$32.25 per hour

Effective: 1/5/09

Stipend as per teacher contract

TEACHING SUBSTITUTE APPOINTMENTS

LINDA BLOEMBERG

K-12

1703 Dalton Road

Lima, NY 14485

MARY CARINI

K-12

9 Falcon Lane West

Fairport, NY 14450

LYNN JONES

K-12

23 Old Country Lane

Fairport, NY 14450
 SUSAN KRAUSS K-12
 58 East Street
 Honeoye Falls, NY 14472
 LINDA LOPATA K-12
 100 Newcastle Road
 Rochester, NY 14610
 LISA MUGNOLO K-12
 445 Five Points Road
 Rush, NY 14543
 MIRIAM O'CONNELL K-12
 7 Chelsea Park
 Pittsford, NY 14534
 MICHAEL RADI K-12
 16 Brigham Circle
 Honeoye Falls, NY 14472

NON-TEACHING APPOINTMENTS

DENISE OKITA 7349 Seneca Avenue Lima, NY 14485 Effective: 11/24/08 Salary: \$15.00/hr.	Records Inventory Specialist	Central Office
DARLENE SPAIN 272 Mendon Center Road Honeoye Falls, NY 14472 Effective: 11/24/08 Salary: \$15.00/hr.	Records Inventory Specialist	Central Office
MICHELLE KEITHLER 2689 Doran Road Lima, NY 14485 Effective: 1/5/09 Salary: \$8.89/hr.	After School Supervision	Middle School

D. Approval of Committee on Preschool Special Education Recommendations

E. Approval of Committee on Special Education Recommendations

Approved unanimously.

6. Open Forum

There was no discussion during the open forum period.

7. Board of Education Report

A. Announcements

1. Paperless BOE Packet Introduction

Board members were provided laptops to enter into the electronic board packet with the assistance of Cindy Gorley, Manager of HF-L's Technology Department. This is the first session testing the electronic packet, with members of the board. There were slight system delays when members attempted to sign in simultaneously. Formatting options were discussed. Cindy and Rhonda will continue to adjust the new system as feedback from BOE members is considered.

2. SEI Design Presents Referendum Option Analysis.

Mike Ebertz, from SEI Design, began discussion with regard to options. Mike spoke about a traditional bid received through the cabling contract on the 10th. Mike spoke about the transition of the telecommunications project, and the process of completion of each phase. He made reference to a raining and hardware schedule. The old cabling will be removed after full installation of all new equipment has been completed.

With regard to the Capital Project front, SEI Design initiated to have Seegar slim back rather than attempting to expand. As long as the scope is consistent, if there is no impact, we should be safe.

Mike stated that, if it is desired to have a vote on the capital project with the annual vote, the scope would need to solidified by the first week in March. There was discussion about the fact that resolutions are not a necessity in May. They may take place in December. Mike stated that, typically December is a better time for a public referendum. Discussions indicated it is likely that we will go to a December proposal, rather than May, due to the state of the state. There are many state related circumstances still unknown at this point.

With regard to the status of submission of projects submitted to the state, Mike Ebertz stated that all have been approved and they are awaiting more.

Overview of energy related scope – a summary was passed out of the scope (roofing, doors, windows, hvac, and equipment). All aidable. Mike stated that it is difficult to quantify an addition. Savings can be seen in the upfront costs at this point.

Dick spoke about state and federal programs Nycerta. Energy efficiencies can create pools for fund participation by changing to more efficient. Units are tabulated and a rebate check is issued. They are great options but cannot be quantified at this point and can be approached after the project is complete and can be quantified. Cogeneration is another option. Not many other options are available at this point. Rebates can be discussed later, as well as PON's: Program Opportunity Notices. Some investigation can be done to do so and see which funds are available. Solar is an opportunity, but with

some expense. Scaled down versions can also be done, with less expense. The loads that the solar power is applied to, are isolated. For example, the parking lot lights. There are complicated system controls. Currently there is nothing in the project with this type of scope of work. Presently \$200,000 in some neighboring school districts is being spent to achieve power savings. All heating plans have been improved at all of our schools. There is probably not enough need at this point to go entirely to geo-thermal. Commitment to a well-field can then, never be developed. Mike will look into and report the payback time on the proposed projects for reducing energy.

Aid allocation effects the payment plan of some of the plans. Maximizing state aid by applying for work at all buildings at the same time, is possible. Cost allowances can be seen.

A summary data sheet was provided to show pricing structure for all options. Because of the timing of the phasing of the projects, different pricing structures can be realized. The state finance formulas determine the allocation of money.

Payment schedules vary. The break down for local share was requested.

A give and take of what is most important may need to take place next, so that a refined option can be presented.

Dr. Kavanaugh stated that the entire project has not been looked at yet. It was suggested that all limited aid items should be pulled out and then re-examined for importance. This process has begun, plus with the piece from Municipal Solutions and then the stimulus package, which is still being decided. Generally aidable things are all or nothing. There is a limit at any given site of how much can be aidable. This is based on formulas, related to student enrollment and demographics.

Do local refundable expenditures have to be reimbursed to the state? The reimbursement rate is 98% and typically not seen in districts in this demographic area. A clear operational expense would have to be made to justify.

The board decided that it is time to meet with Municipal Solutions at the 1/27 meeting, and look at options. They will also be seeking to find what NYserta can do.

Labeling options need to be considered for clarification in reporting to boe members.

B. Audit Committee

1. Claim Auditor's Report.

It was decided by Hal Gaffin, Audit Committee, that the Claims Auditor does not need to attend each meeting, unless the ratio of citations is more than 3%. There was discussion about traveling and sales tax expenses related to lack of paperwork.

Motion by Mr. Mendick, seconded by Mr. Gaffin, to approve the Claim Auditor's Report, as presented.

Approved unanimously.

C. Action Items

1. Team of Seven

Linda Hunt reported that Rush Henrietta longer supports a robotics program and would like seven of their students to join the HF-L team. They bring one mentor/teacher and are dedicated to this effort. The students have not been participating yet. This is week-two of the program. There is no limit of participation at this point, and will not displace any students. Darren Ledwith, HF-L Robotics, will notify RH of the board approval.

Motion by Mr. Gaffin, seconded by Mr. Stottler, to approve the Team of Seven, as presented.

Approve unanimously.

2. Contract with Envoy, Inc.

Motion by Mr. Krest, seconded by Mr. Allan, to approve the contract with Envoy, Inc., as presented.

Approved unanimously.

D. Discussion Items

1. Old Business

There was no discussion of old business.

2. New Business

a. First Review of Thomson South-Western Textbook.

Renee Williams, Assistant Superintendent for Instruction, discussed the textbook replacement cycle. The group in charge of examining options used the document evaluation process to determine the need for the books. Software is tied into the book and is included. Programming is provided and available.

A board member asked about the option of rental of textbooks. Renee will research this via details provided by a board member. He suggested that the rental cost is approximately 1/3 of a purchase price. Renee stated that used books are another option that we sometimes use. A question was asked about how often the replacement takes place. The last update that we had was in 1995 for this content. Business classes sometimes use virtual materials. Otherwise, the standard formatting is still in textbook format.

Citations are embedded into classes. A style guide was created at the middle school, which is integrated into all classes. It is not in particular to just this one class.

E. Reports and Communications

Jyothi Purushotham, student Board Member, reported that mid-terms will take place soon. January 30 will be the first semi-formal dance. Proceeds will go toward graduation and the Ugandan water project. Battle of the Bands competition will have proceeds going to the Ugandan water project.

1. MCSBA Labor Relations Committee Update

Ron Mendrick reported that there was discussion about tenure, and that determinations may face challenge opportunities in the future. New regulations state that performance cannot be held against a teacher. However, you can use if the teacher made an adjustment. A teacher can be held accountable for that. The regulations also say that a teacher should be given a teacher-improvement plan. If tenure

is considered to be denied, an improvement plan is an important piece to add. The suggestion is to establish a high bar for who gets tenure. Involving teachers, mentors and raising the bar, granting permanent employment after tenure is given. A disciplined approach is required. Changes are somewhat pro-employee.

2. MCSBA Information Exchange Committee Update

Chuck Allan, Michelle Kavanaugh and Dick Rasmussen attended the last meeting and reported that there are many opportunities to explore in terms of funding and rebates for capital project. SEI Design can do this and perhaps other consultants. Grease testing to determine usability of bio-diesel fuels is being done now.

3. Instructional Program Report – Program Evaluations

Renee Williams, Mary McNamara, and Lisa Moosbrugger presented. Renee thanked Lisa and Mary for their work. Much better data is coming out as there is now the ability to dig deeper.

Mary McNamara spoke about benefits and the raising of awareness about performance data for subgroups. Throughout the process, teachers freely discuss sub-groups. Data analysis has brought about a comfort level. For example, the MS English department wanted to go onto data mentor to look at problem areas before testing in the coming weeks, as was part of a team meeting. Operational Plans are showing evidence of recommendations being made. Assessments are being broken down to determine areas of weakness and strengths in daily practice. In recent Collins training, there was real evidence of growth. Renee reported that HF-L and only one other district have a formal process for program evaluation, in place. We are ahead of the game. A rubric was handed-out to show the operational plan feedback. This shows strengths and weaknesses. There was constructive feedback. Having this feedback allows full integration of program.

A board member expressed his desire to see surveys which better define results. Lisa described interpretation among the problems when designing surveys with community members. Program evaluation needs to be a flushing out system and it was the process to help the group determine what program evaluation really is. Surveys deserve a more thorough understanding of what is hoped to be concluded from it. Establishing a procedure to have approval was discussed in the past. Survey Monkey was being accepted at the time and participation was highly encouraged. It is now realized that a standard and expectation can be used, based on administration.

The science report showed lower scores than expected and mastery levels are low. Mary spoke about interpretation of data that can sometimes scew data and results. Teachers are going to give feedback to the state in response to some testing. Some teachers are also volunteering to partake in the test creation at State Ed.

Renee spoke about an audit that she, Mary and Lisa did recently. Mary spoke about feedback on Data Mentor and the fact that this year was the first year that regents data and benchmarks were available.

There was discussion about buildings and grounds fees being re-thought. Use the facilities might have line items to pay for use of buildings and fields. This might promote more accountability. Restriction of use seems to be untested, at this point. B & G should not pay for repair and cleaning out of their own budgets.

Ed Johnson, Director of Finance and Operations, stated that dollars have been allocated, including over-time, to the B & G department to cover these costs. Phil Burrows spoke about the fact that meetings have been taking place and community groups have been met with and the project is going well. All community members are expressing an understanding and appreciation of cost controls. Communications are ongoing and an audit of usage fees is under way. It is hoped that by the end of January, an updated fee structure, along with dialog, will be presented to individual groups. Mike, Brian, Ed & Phil are actively working on real costs to justify any increases or changes. It is a complex task, but seeks to find a positive outcome. Phil received positive feedback from cleaning crews in response to recent changes in work schedules and flexibility.

Tracking and reservation could be enhanced, according to Dick Rasmussen. Providing just a line for over-time funds does not create a good picture. Phil Burrows stated that he will provide an updated fee schedule to Rhonda for distribution to the board. Tracking of hours and work orders and how it all reconciles back to hours worked per day, will be considered, as well as cost comparisons from year to year.

4. Balanced Score Card

Phil Burrows explained that there has been much reflection on feedback from the Empire State Advantage. They would like to start having dialog about what should be measured, which may not have been measured in the past. Renee Williams stated that feedback and input may be achievable by placing information on Survey Monkey and will provide the opportunity for feedback. Phil feels that a workshop may be advantageous, for collective dialogue. Bob Willison, VP Board member, asked how we measure our communication with students. Phil agreed that more work should be done in this area. Dick asked if measures can be institutionalized so that connections can be made and built on over a number of years, to move from one cycle to the next. It was explained that the challenge comes from limitations to measure certain areas of strength or weakness.

A board member asked why we are doing this when we already have a Strategic Plan in place? Phil explained that there are givens to accomplishing strategic intents, but measuring continuous improvements is a margin that is difficult to manage. We must be excellent in the foundational areas to achieve intents.

Dr. Kavanaugh explained that the score card is the big picture. The strategic intent communicates only approximately six-key areas. Other input and output measures link us back to the strategic plan. There is prompting that takes place by looking deeper.

8. **Superintendent's Report**

A. Announcements

Dr. Kavanaugh reported on the following:

- New report card piloting bus conduct report
- Art department directed by Kelly Recktenwald re: assets management
- ELA assessments began today grades 3-5, next week grades 6-8
- The Ugandan project was an outgrowth from the global café event. (The court yard has a snowman as part of a project with guesses when the head will fall off – all proceeds go to Ugandan.)
- With regard to the school calendar – there is some interest in eliminating fragmented weeks during holiday times in relation to energy savings and attendance rates.

B. Business Office Reports

1. Treasurer's Report. **Motion** by Mr. Willison, seconded by Mr. Stottler, to accept the Treasurer's Monthly Report, as presented.
Approved unanimously.
The audit committee reviewed both the October & November treasurers reports.
Approved unanimously.
2. Food Service Financial Report
The Board agreed to move the Food Service Report under the Audit Committee reports from now on. Kathy Palmer reported. Kathy reported that the figures have been reconciled and that the ADP is increasing. The Nutrikids online program starts this Friday. An announcement will be made on Thursday of this week, to families. A board member stated that the Employers Soc. Security does not seem to be included and is excluded from the totals. Ed will check and verify this. Hal asked about the interfund transfer. The actual figure is \$26,000, as opposed to 35,000. Kathy spoke about the rescue fund – it is continuing to grow. Charges are also seeing a surge. Notices continue to be sent to families and bills are paid. There has been success in collection attempts. Levels of participation increase with new programs coming into place. It was clarified that government commodities are not reflected in the costs per meal. The board asked to see the true charges per meal. Dr. Kavanaugh spoke about the interventions that Kathy is putting into place to see increased revenue. Also, a reduction in labor costs is also being addressed. Ed stated that unit costs provide further clarification.
Motion by, Mr. Willison, seconded by Mr. Allan, to approve the Food Service Financial Report, as presented.
Approved unanimously.
3. Adjusted Mileage Reimbursement Rate
Motion by, Mrs. Hunt, seconded by Mr. Mendrick, to approve the adjustments to the mileage reimbursement rate, as presented.
Approved unanimously.
4. Approval to Dispose of Equipment
Motion by, Mrs. Hunt, seconded by Mr. Willison, to approve the disposal of equipment, as presented.
Approved unanimously.
5. Analysis of the Governor's Budget
Dr. Kavanaugh explained that Ed Johnson discussed the increase of \$273,000 as an addition in state aid from BOCES. Essentially, the number was too low. A recalculation will be allocated through the state. This will be reflected in our numbers over the coming weeks. Dr. Kavanaugh distributed a hand-out. She explained that HF-L is being bench marked against the median as opposed to being the benchmark. We are promoting cost-effectiveness, and should be rewarded and see a removal of disincentives. Possible intervention with the commissioner and legislators was discussed. It was decided that our correspondence needs to state clearly, our distinction. Possibly another organization might be pursued, as well.
It was discussed that writing to legislators as well as face-to-face meetings might be beneficial. There was agreement that communication should be sought.

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 December 9, 2009 Board Meeting
Approval of Bill Schedule # 5
Approval of Personnel
Approval of Committee on Preschool Special Education Recommendations
Approval of Committee on Special Education Recommendations
2. Gift to School
Motion by Mr. Willison, seconded by Mr. Krest, to accept the gift of \$100. to the HF-L Transportation Dept. from the Honeoye Falls Fire Dept.. The approximate value of this gift is \$100. **Approved** unanimously.
Motion by Mr. Willison, seconded by Mr. Krest, to accept the gift of aquarium equipment from Mr. Glen Bodman, community resident, to the School. The approximate value of this gift is \$100. **Approved** unanimously.
Motion by Mr. Willison, seconded by Mr. Krest, to accept the gift of \$500. from a grant from BJ's Wholesale Club, to the School. The approximate value of this gift is \$500. **Approved** unanimously.

Motion by Mr. Willison, seconded by Mr. Krest, to accept the gift of 3-large exercise balls from an anonymous donor to the High School Wellness Center. The approximate value of this gift is \$60.

Approved unanimously.

Motion by Mr. Willison, seconded by Mr. Krest, to accept the gift of various office supplies and paper from John Fullerton, Xerox Corp, to the Manor School. The approximate value of this gift is \$400.

Approved unanimously.

Motion by Mr. Willison, seconded by Mr. Krest, to accept the gift of one truck-mounted salter from the mendon Highway Department to the Buildings and Grounds Department. The approximate value of this gift is \$2,000. **Approved** unanimously.

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

There were no questions from the audience regarding agenda items.

10. **Adjournment**

Motion by Mrs. Hunt, seconded by Mr. Stottler, to adjourn the meeting at 10:04p.m.

Rhonda Schaefer, Clerk of the Board of Education