

MINUTES OF BOARD OF EDUCATION MEETING
January 27, 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.

Staff Members Present: Superintendent Dr. Michelle Kavanaugh, Allison Armstrong, Philip Burrows, Peggy Potter, Ed Johnson, Renee Williams, Mike Koss and Shawn Williams. .

1. **Meeting Called to Order**

President Rasmussen called the meeting to order at 7:00 p.m.

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

2. **Call for Executive Session**

Motion by Mr. Mednick, seconded by Mr. Stottler, 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. Stottler, to return to Public Session at 7:00p.m.

Approved unanimously.

4. **Approval of Agenda**

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

Board President, Dick Rasmussen announced on item to be removed for the agenda this evening. Item 9-D.2.a, a gift to school, may be presented at a future meeting.

5. **Consensus Agenda**

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

- A. Approval of Minutes of the January 13, 2009 Board Meeting

- B. Approval of Personnel

REQUEST FOR PARENTAL LEAVE OF ABSENCE

CHRISTINE MERRILL Mathematics Middle School

Parental Disability Leave: 3/16/09 – 5/10/09

Unpaid Parental Leave of Absence: 5/11/09 – 11/6/09

MIDDLE SCHOOL MATH TUTORIAL APPOINTMENTS

Battle	Christina	Tutorial Program – Middle Math	\$32.25 per hour
Clark	Jennifer	Tutorial Program – Middle Math	\$32.25 per hour
Gearinger	Lori	Tutorial Program – Middle Math	\$32.25 per hour
Lewis	Adam	Tutorial Program – Middle Math	\$32.25 per hour
Lewis	Mindi	Tutorial Program – Middle Math	\$32.25 per hour
Tran	Hoa	Tutorial Program – Middle Math	\$32.25 per hour

Effective: 1/28/09

Stipend as per teacher contract

EXTRA CURRICULAR RESIGNATION

Muscarella Carolyn Advisor Musical-Choreographer

Effective: 1/9/09

EXTRA CURRICULAR APPOINTMENT

Palomaki Rachel Advisor Musical-Choreographer \$985.00

Effective: 1/28/09

NON-TEACHING RESIGNATION

LAUREN SHAFFER Asst. District Treasurer Business Office

251 Sibley Road

Honeoye Falls, NY 14472

Effective: 1/4/09

NON-TEACHING APPOINTMENT

LAUREN SHAFFER Materials Processing Clerk High School/ Middle School

251 Sibley Road

Honeoye Falls, NY 14472

Effective: 1/5/09

NON-TEACHING APPOINTMENTS – REVISED EFFECTIVE DATE OF 11/10/08

DENISE OKITA Records Inventory Specialist

7349 Seneca Avenue

Lima, NY 14485

DARLENE SPAIN Records Inventory Specialist
272 Mendon Center Road
Honeoye Falls, NY 14472

REVISION TO NON-TEACHING APPOINTMENT

JOHN BIELICKI Central Kitchen Manager Food Service
12 Church Street
Honeoye Falls, NY 14472
Reduction in hours from 37.5 to 31.5 per week
Effective: 1/23/09

NON-TEACHING SUBSTITUTE APPOINTMENTS

WILLIAM SCHUSTER Bus Driver Transportation
101 Big Tree Street
Livonia, NY 14487

ELIZABETH GARTLAND Nurse
130 Drumlin View Drive
Mendon, NY 14506
Effective: 11/5/08

MICHELLE IRWIN Paraprofessional
13 ½ Monroe Street
Honeoye Falls, NY 14472
Effective: 1/5/09

C. Approval of Committee on Preschool Special Education Recommendations

D. Approval of Committee on Special Education Recommendations

Approved unanimously.

6. **Open Forum**

There was no discussion during the open forum period.

7. **Student Board Member Update**

The student board member was not present.

8. **Board of Education Report**

A. Announcements

1. Team 2228 Cougar Tech Annual Financial Report

Terry Gossard of Team 2228, Cougar Tech Team, presented the club's annual financial report asking members to keep in mind that the report runs September through November. Prior to this time period, the school was maintaining the funds. Presently, the Mendon Foundation handles the accounts. Terry spoke about the fiscal health of the program as well as fund raisers and donations which have been added. There will be an addition in funds due to Rush Henrietta's team of seven, which operates as a part of the HF-L Team. Regional event expenses were discussed. Terry explained the typical life-span of each robot and added that the robots can be used in outreach programs within the district after life-span is reached. It was explained that start-up teams are favored in grant endeavors. The Team has been fortunate with Corporate Sponsorship.

2. Capital Project Update.

Along with the monthly report, Bob Roberts, of Christa Construction, provided clarification about additional asbestos removal at the High School.

3. Update on Master Facilities Scope

At our last Board of Education meeting, the Board was interested in further information on scope and cost impact of the long-range master facility plan detail. Administration met with our architect and construction managers to review scope and omit any non-aidable items that could be removed across all sites. The resulting scope and cost estimates were provided at this meeting by Mike Ebertz and Ted Mountain, of SEI Design, Inc. It is important to note that the architect combined all previous options into a single global option (Option 5). This does not preclude the district from phasing Option 5 into a number of separate referendums after information is considered from the financial consultant.

Information was provided by our financial consultant, Jeff Smith, of Municipal Solutions, to include a long-range plan for the financing of debt in a changing bond market and also to project the impact on the tax levy. Jeff provided a handout of updated construction estimates and discussed local cost impacts. He explained the process for which state aid is paid. Assumptions were discussed. Discussions took place regarding financing of each proposed phase of the project, to include estimated average increases to homeowners for each proposition.

Municipal Solutions will continue to monitor the economic stimulus plan. Projections may be better known by President' Day. Jeff explained that state education department avenues are explored by the architects. Due to the district merger, years ago, the district is poised well for aid. Weighing out needs and the shifting economic ground are the main factors at this time.

The board inquired if other options were considered in phase 2 with regard to turf. Mike Ebertz will provide this data to the board at a later time. There was consensus of the board regarding interest in re-examining options which take place over a period of time as opposed to one full project.

The architects and financial consultant explained that there is pressure to become more formalized by the state. The variables are somewhat known right now, but change could come at any time from the state.

The financial report from Municipal Solutions is duly kept a part of these minutes.

B. Audit Committee

1. Single Audit Report - table

Hal Gaffin, Audit Committee Chair, shared that the Extra Classroom Report had no significant citations to report. A final draft was handed out at the meeting tonight by Ed Johnson. The Single Audit Report has a mis-reporting with regard to one area of concern. It was decided to request a corrected copy from the auditor based on fact. Consensus was to table this item until a later time.

Motion by Mr. Stottler, seconded by Mr. Krest, to table the Single Audit Report until a later time.

Approved unanimously.

2. Extra-classroom Activity Funds Report.

Motion by Mr. Stottler, seconded by Mr. Krest, to approve the Extra-classroom Activity Funds Report, as presented.

Approved unanimously.

C. Action Items

1. Approval to Dispose of Equipment

Motion by Mr. Willison, seconded by Mr. Allan, to approve the disposal of equipment, as presented.

Approved unanimously.

2. Approval of Thomson South-Western Keyboarding Textbook

Motion by Mr. Krest, seconded by Mr. Allan, to approve the Thomson South-Western Keyboarding Textbook, as presented.

Approved unanimously.

D. Discussion Items

1. Old Business

There was no discussion of old business.

2. New Business

a. Agreement for Physical Therapy Services

Motion by Mr. Willison, seconded by Mr. Allan, to approve the agreement for Physical Therapy Services, as presented.

Approved unanimously.

E. Reports and Communications

1. MCSBA Legislative committee Update

There was no report regarding MCSBA's Legislative Committee.

9. **Superintendent's Report**

A. Announcements

There were no superintendent's announcements.

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 December 1, 2008 to December 31, 2008 as presented.

Approved unanimously.

Hal Gaffin, Audit Committee Chair, reported that the Audit Committee reviewed the Treasurer's report during an audit committee meeting earlier in the evening. Reports are now up to date. In addition to the regular report, a report entitled, the "Due To/Due From" report, is included. The school lunch fund shows the balance owed to the general fund. The new format is helpful to the board to show progress in this area and others.

2. Food Service, Monthly Financial Report

Director of Finance and Operations, Ed Johnson, reported that the calculations under the expenditures were corrected from the last report. The board had requested more detailed information with regard to the per meal cost, which has been identified in this report and ties into the Treasurer's Report. Ed explained that the Interfund Transfer, which the report shows – is prorated over the period of time agreed on. He stated that after the progression of some additional months, this transfer may be discontinued. Ed explained that the ST-3 is a comprehensive state aid report which must be reported annually.

Motion by Mr. Allan, seconded by Mr. Stottler, to approve the Food Service Monthly Financial Report, as presented.

Approved unanimously.

3. Capital Project Change Orders

Motion by Mr. Stottler, seconded by Mr. Allan, to approve the capital project change orders, as presented.

Approved unanimously.

4. Budget Transfer.

There was no discussion related to this budget transfer.

5. Budget Transfer.

There was no discussion related to this budget transfer.

6. 2009/10 Budget Information.

Data regarding the implications of various scenarios on the levy were explained by the Director of Finance and Operations, Ed Johnson. Also included at the request of the board, was a draft of projected community user revenues for next year.

C. Old Business

D. New Business

1. Consensus Agenda Items to be voted on

Approval of Minutes of the January 13, 2009 Board Meeting

Approval of Personnel

Approval of Committee on Preschool Special Education Recommendations

Approval of Committee on Special Education Recommendations

2. Gifts to School

Motion by Mr. Willison, seconded by Mrs. Hunt, to accept the monetary gift of \$2,500. to create and install a number of "international" birdhouses around the Lima Primary School campus nature trail and garden. The gift is being awarded by the Rochester Area Community Foundation. The value of this gift is \$2,500 . **Approved** unanimously.

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

There were no questions from the audience regarding agenda items.

11. **Budget Study Session**

A. Review of Transportation Operational Plan

Peggy Potter and Tom Edwards presented. Peggy shared some challenges within the Transportation Dept.:

- Fuel prices are improving
- Tire and maintenance costs continue to rise
- New bus increase in prices due to emission mandates
- Maintenance on older busses – costs continue to increase and an increasing number of busses are in need of replacement parts.

Positives:

- Safety record – very few incidences
- DOT inspection - 99% rate of passing
- Relationships with other districts are excellent for co-op bussing, driver training, networking, support groups.
- Routing software is exceptional and has fallen into place nicely
- Anti idling regulation just mandated, we put into place two years ago, this is going well.
- Transfers are going well
- Improvement in mileage and fuel usage
- Two nights versus three of after school runs is presenting a savings. Figures will be better known by the end of the year.
- Monroe County League change projects significant cost savings for transportation
- Little overtime

Savings have not yet been factored into the budget. There was some discussion about reporting and reductions are not yet shown. The DIU's are reconvening to discuss potential cuts.

Phil Burrows explained that BOCES services are used primarily for wheel-chair bus transportation, only. There is minimal use by BOCES transportation services.

Departmental Outlook

- Additional transfers are being considered to consolidate runs for a cost savings – there are efficiencies and scenarios considered.
- Would like to pilot a program to increase transportation efficiencies at the beginning of the school year.
- Realignment of replacement cycle over a period of years has led the department to a significant increase in parts costs. Ed spoke about the cycle of 12-years in a typical rotation. State aid on busses is approximately 70%, the following year.
- Emissions in the past few years totaled approx. \$6,000 per bus.
- A new set of emissions in the next few years will total approx. \$6,000 per bus.
- DIU discussions include the increase in larger mechanical projects taking mechanics time for regular maintenance.
- Productivity is going up in some areas due to incorporated costs

With regard to alternative fuel(s):

- Tom Edwards spoke about a grant that HF-L is in the running for, the NYSERTA grant.
- There are hybrid busses which can be approached by this same grant, if first grant is successful, which would fund 85% of a bus.
- Fuel savings will be better know in the coming months.

With regard to savings projected last year:

- Peg stated that, yes, significant savings have been seen, in all areas.
- Data needs to be compared over a span of time to see true savings.
- It was asked to please add the changes that took place last year, as projected.

With regard to bus routing and utilization of the mass communications segment of the new system:

- Peg stated that, the system has been tested once.

- Dr. Kavanaugh stated that there is a meeting scheduled with the communication company in the coming weeks, to discuss this.

PBAC/BOE Member comments: Hybrid busses were discussed. Transportation department came in at a budget that was basically flat and that was impressive. The data was appreciated. Dick stated that short and long term issues still need to be considered. The cycle of bus replacement needs to get back on track. Phil stated that Peggy is working hard and has developed a plan by which trade values will assist with sustaining us at the present time. Status of busses in this rotation cycle is kept in good recorded data by Peggy. Busses are a separate line item in the budget, which will be reviewed in the central office review.

B. Review of Buildings & Grounds Operational Plan

Mike Koss, Director of Buildings & Grounds and Joe Flansburg spoke about department positives:

- Equipment replacement cycle is on schedule
- Plows are holding up well
- One truck is nearing need of replacement
- Salter on an HF-L truck was donated by the town of Mendon and is working well
- Software system to the Bldg. Use has been successful and is being utilized by staff. Reports are easily generated.
- Que Centre system s working very well, also. Very pleased with the program and will be expanding the program.
- Starting Jan. 12, cleaning schedule changes took effect as well as the closing down of buildings earlier. Overall, this has been going well. Much support and success by all individuals involved.
- A Bldg. use fee database showing use of the facilities was developed.
- Newer, more efficient mechanics through the capital project will provide exceptional savings, approx. \$21,000 in electric, and \$13,000 in natural gas savings
- Team cleaning approach is working well, so far.
- The seeder will again, be asked for, as a wish list. Borrowed seeders do not present timely opportunities to maintain our fields and provide optimal health of the fields.
- This would provide fewer injuries to students and fewer shared opportunities because of the poor condition of the fields. A seeder would cultivate and provide much better turf.
- Rotation of vacuum cleaners has worked out well and they would like to continue
- B & G Plan asks for \$18,000 in equipment total, (\$10,000 for the seeder).
- If in conjunction with the Village or the Town, Lima or Mendon Country Clubs, might be an option to look at.
- Students may assist Eric Waterstraat in the tech. responsibilities for all of the district functions in the auditoriums. Presently, Eric is the only trained, qualified, employee. This turns into significant overtime opportunities.
- Snow plowing is an area which increases overtime costs
- Evening functions also create overtime needs
- Concert use on Friday versus Saturday, is an option being considered. Additional fees may need to be added for use facilities on week-ends.
- Facility use was discussed and will continue to be considered. Many groups, associated with our students, use the facilities. Phil stated that working with these groups for some shared services, might lower costs for them and benefit us, as well. Users are supportive, thus far. Collaborative efforts are being considered.

With regard to work orders, are they useful in providing tracking information?

- Joe explained that there are several sorting options to show status and maintain accountability. All work orders must be closed in a timely manner and the system assists to streamline the process.
- The system is used as a follow-up tool.
- The system is BOCES aidable. It has several additional modules that can be utilized in time, such as inventory, etc.
- As requested by the board, Joe will provide a follow-up of what was asked for or planned for last year, it would be helpful to see what happened.
- Goals and assessments need to actually look at outcomes.

Joe provided program updates via hand-out. The board commended the department for their multiple responsibilities.

Discussion took place with regard to a budget based on expenses.

C. Review of 6-8 Site Operational Plan

Shawn Williams, Middle School Principal, presented the 6-8 Site Operational Plan

Highlights:

- Most students are meeting or exceeding standards
- Coordinator role by Mary McNamara assists in guidance of teachers
- A cultural shift is occurring in the MS building due to the success of PBIS
 - Referrals are not about insubordination and disrespect, they are now tardies
 - Student expectations are understood
 - Positive generates more positive premise is working
 - This has led to a shift in better use of staff time
 - The Counselor addition and survey results are exceptional
 - Tracks to Excellence is a shift in focus with significant increase in participation
 - Benchmarks are being addressed and common directions, creating a consistent goal

- Schools to Watch Program provides focus – accelerated programs, support for AIS students. Various sub-group performance is a focus.
 - Sustaining momentum is a goal and creating consistency (Team meetings, sharing, growing, mining goals). Staff appreciate their growth in this way.
- Top Priorities:
- Hoping to maintain staff, but have recommended staff reductions
 - Supplies will be reduced

Class size information will be provided from Shawn in a follow-up.

Shawn spoke about potential reductions. He asked the board to consider fluctuations in enrollment, in the coming years. Adjustments to the explanation of outcomes in the DIU Process were discussed and considered. Because a full cycle is required to assess progress or weakness, it is sometimes difficult to chart these outcomes.

With regard to Accelerated Science:

The Middle School is looking at “Schools to Watch” for modeling. A combination of 7th & 8th grade sciences is being considered. A considerable amount of research will be required to support any change in program.

With regard to the Counseling Center:

Time spent with teachers is related to the students. Team Meetings, processes to support kids, time with parents, telephone calls with students - is valuable time because it is all to support the students.

12. **Adjournment**

Motion by Mr. Mendrick, seconded by Mr. Allan, to adjourn the meeting at 10:16pm p.m.

Rhonda Schaefer, Clerk of the Board of Education