

MINUTES OF BOARD OF EDUCATION MEETING
December 9, 2008
BOE and Master Facilities Meeting 6:00 – 7:30 p.m.
Regular Session to begin at 7:30 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, Brian Donohue, Ed Johnson, and Renee Williams.

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

1. Joint BOE/Master Facilities Planning Committee Meeting Called to Order

President, Dick Rasmussen called the meeting to order at 6:04 p.m.

Dick explained to the group that they would be discussing the next two to three Capital Projects. The goal tonight was to develop a sense of priorities versus work that is not as urgent. Understanding the community's thoughts is an important piece in determinations. All participants introduced themselves. State approvals were discussed. Mike Ebertz & Ted Mountain, of SEI Design, provided information. They stated that, establishing priorities would be the goal of the meeting. Mike explained the process and the five-year plan. He explained each of the possible scenarios for capital improvements. He stated that discussion during this meeting is a pre-cursor to the spring vote. A powerpoint presentation was used, showcasing project history. Mike asked for participation from meeting members to indicate the priority of need for individual project categories. Options were discussed regarding each building, highlighting the pros and cons of doing each.

Three options were presented regarding the Lima Primary School. Two of the options would eliminate use of the existing building; one of these would include building of a brand new building, the second would be to add a K-2 wing at Manor school. The third option would be to renovate and add a major wing and addition to the existing Lima Primary Building. Mike confirmed that, with the recent renovations at Lima Primary, the building is in good physical and mechanical condition, stating that is not a building in need of a tremendous amount of work, by itself. By moving the Lima Primary to the Manor school, maintenance issues would be an asset as well as a transportation efficiency. Students may also stand to gain access to spending time with Manor, Middle and High school students. Programs and opportunities could be enhanced, as a result. Discussion took place regarding building a new site for K-1 in Mendon and maintaining a K-1 renovated site in Lima. It was quickly understood that expense and efficiencies would eliminate this option. (additional administration, transportation, maintenance, etc.) Option 3 was decided as the most agreeable.

Middle school Scheme A included moving the music rooms in closer proximity to the auditorium, and art rooms would be moved to the existing music areas. Both options included adding and changing the configuration of the Main Office space to enhance security features. Student traffic flow seemed to flow well with Scheme A. Also with Scheme A there is the option of shutting off the rest of the building when music events are taking place in the auditorium, containing visitors in one place. Ken Goold, Music Teacher, spoke about the benefit of having a music "wing" as this is the District Auditorium and it houses many functions related to music. Holiday concerts, as well as musicals. Scheme A was the popular choice.

High School had just one option, which included utilizing twenty-five percent of the courtyard space and turning it into program space. The option improves cafeteria space and District Office layout. The option also includes team room additions for use by sports and physical education teams and equipment. The main office space would be moved and enhanced with security features. The lobby would become more visitor friendly, as athletic areas would be added to accommodate sports equipment during activities. Accessibility to the second floor and the amount of classroom space displaced eliminated the possibility of moving the District Office there. Instead, the existing District Office space could be modified and enhanced for improved working areas. Bussing and drop off points are still being debated as to optimal location for fairness and safety for both buses and parents dropping off students.

B & G conversion of its existing location would include eliminating one half of the structure and using the other half for the I.T department and training space, as well as the potential of moving the Board of Education Room, there.

The Transportation Department would see a change in adding the B & G department to the existing transportation area and adding a new transportation wing, which would be state aidable. This change would not affect the athletic fields. Renovations to the area would have an expense. Current conditions at the transportation site limit lifting of the busses for maintenance, unless the overhead doors remain open. So, renovating this space is practical. Management of the fleet of vehicles would also be enhanced.

Lima site work was discussed and parking at the site would be increased by 28-spaces. A new bus loop and addition of baseball field and tennis court, would be included. The play ground would be relocated. The ballpark includes fencing, bleachers, and a storage building. There is consideration being given to upgrade the tennis court to a combination basketball court, as well. Restroom use was discussed. Mike Ebertz presented an option of adding exterior entry doors to the restroom facilities.

Maintaining the sidewalk between Middle and Manor schools, was suggested, with the addition of an "event", or "conditional" road between the Manor and Middle schools.

The storage space for PE equipment was rated as a high need. There is an additional space proposed at the middle school with outside entry restrooms. Discussion took place about maintenance of these facilities. It was concluded that while some maintenance would be required, expenses would be minimal.

Artificial turf was discussed, for a football field. Some pros to using artificial turf are that fields cannot be used at times because of conditions or risk of damage. The turf allows all weather play and multiple games per day without worry of damage. Sectional games are played on artificial turf and teams are often transported to artificial turf fields to practice prior to games. This would eliminate the need to do so.

Resurfacing of the track was another possible enhancement.

2. Public Session Called to Order

President Rasmussen called the meeting to order at 7:30 p.m.

A. Board Members Absent:

Motion by Mr. Mendrick, seconded by Mr. Stottler, to begin Public Session at 8:10 p.m.

Approved unanimously.

3. Approval of Agenda

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

4. 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 November 18, 2008 Board of Education Meeting

B. Approval of Bill Schedule #4

The District's Claims Auditor has certified the audit of General Fund Bill Schedule #4 , checks in number, in the total amount of \$1,589,451.19 dating from October 31, 2008 through December 2, 2008.

C. Approval of Personnel

TEACHER TENURE APPOINTMENT

ALICIA DIFRANCO Library Media Specialist Middle School

Tenure Area: Special Subject Tenure Area School Library & Media Specialist

Effective Date of Tenure: 1/9/09

MANOR MATH TUTORIAL APPOINTMENTS

Bennett	Linda	Tutorial Program - Manor Math	\$32.25 per hour
Coyle	Jonell	Tutorial Program - Manor Math	\$32.25 per hour
Denaker	Steven	Tutorial Program - Manor Math	\$32.25 per hour
Gearinger	Lori	Tutorial Program - Manor Math	\$32.25 per hour
Rositano	Molly	Tutorial Program - Manor Math	\$32.25 per hour
Schaefer	Scott	Tutorial Program - Manor Math	\$32.25 per hour
Zelbacher	Louise	Tutorial Program - Manor Math	\$32.25 per hour

Effective: 12/10/08

TEACHING SUBSTITUTE APPOINTMENTS

BETHANY BOYES K-12

122 Greystone Lane
Rochester, NY 14618

HEIDI CLARKE K-12

7526 Corby Road
Honeoye Falls, NY 14472

CALLEIGH BROOKS K-12

36 Terrace Hill
Penfield, NY 14526

CHRISTINA BUSH K-12

2 Pine Tree Trail
Rush, NY 14543

IAN BUCKLEY K-12

14 Arlington Park
Canandaigua, NY 14424

LAURA EICHENAUER K-12

35 Sylvan Knoll
Rush, NY 14543

MARCY HART K-12

10 Trout Creek Run
Honeoye Falls, NY 14472

JENNIFER HORTON K-12

342 Beckwith Road

W. Henrietta, NY 14586
 ASHLEY HUGHES K-12
 29 Pendergast Road
 Phoenix, NY 13135
 JESSICA MCMANUS K-12
 74 Beacon Hills Drive S.
 Penfield, NY 14526
 CYNTHIA MERRIFIELD K-12
 41 Sturbridge Lane
 Pittsford, NY 14534
 PATRICIA MOYNIHAN K-12
 11 Persimmon Dr.
 Penfield, NY 14526
 SHERYL TURNER K-12
 1160 Honeoye Falls 5 Points Road
 Honeoye Falls, NY 14472
 PATTI VANWERT K-12
 11 Gladbrook Road
 Pittsford, NY 14534
 DAVID WALROD K-12
 1190 Paul Road, Apt. #1
 Churchville, NY 14428

NON-TEACHING SUBSTITUTE APPOINTMENTS

KELLY SCHUELER Bus Driver Transportation
 1873 Ontario Street
 Honeoye Falls, NY 14472
 GREGORY MISSELL Bus Driver Transportation
 3782 O'Neill Road
 Lima, NY 14485

NON-TEACHING SWIM PROGRAM SALARY ADJUSTMENTS

DANICA CUNNINGHAM \$9.00
 COURTNEY DOBERTIN \$9.00
 CAMERON LANPHERE \$9.35
 MARGARET MARKHAM \$9.20

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. **Student Board Member Update**

7. **Board of Education Report**

A. Announcements

Dick Rasmussen asked the board about best dates for the Holiday Reception for staff. Two dates that would work for the staff are be Thursday, December 18 or Monday, December 22. Board members will bring cookies and serve ice cream to staff. December 22nd was decided on for the Holiday Reception.

Dick asked the board for their thoughts about a gathering of the BOE/LT sometime after Christmas, and before the New Year. An email survey to narrow down a date, will be sent out. Dick would like to host the party this year.

B. Audit Committee

1. Claim Auditor's Report.

Pat Floeser, Internal Claims Auditor, submitted her one page internal auditor's report. She opened the floor to questions.

Motion by Mr. Krest, seconded by Mr. Allan, to approve Claims Auditor's report, as presented.

Approved unanimously.

It was suggested and agreed that the Audit Committee Chair review future Claims Auditors reports to determine if attendance by the Claims Auditor is necessary at a given meeting.

C. Action Items

1. BOCES 2 Recommended bidders for Engineering & Biomedical Supplies

Motion by Mr. Gaffin, seconded by Mrs. Hunt, to approve the BOCES 2 Recommended bidders for Engineering & Biomedical Supplies, as presented. **Approved** unanimously.

2. Pediatric Therapy Services, Service Agreement

There was no discussion.

3. Assistive Technology Coordination Agreement

There was no discussion.

4. Provider Agreement

There was no discussion.

5. Speech Therapy Services Agreement

Questions were asked regarding fees related to this agreement. Phil Burrows, Deputy Superintendent, explained that the frequency of these services is typically set by IEP requirements of individual students. Hourly rates are set and calculated by the frequency of services to reach a fee. These types of services are budgeted under district wide services in the budget. It was suggested that these types of agreements can be taken to the board at all future re-organizational meetings.

D. Discussion Items

1. Old Business

There was no discussion of old business.

2. New Business

There was no discussion of new business.

E. Reports and Communications

1. MCSBA Legislative Committee Update

Dick Rasmussen spoke about a position paper on property tax relief that was approved during a recent executive session of the MCSBA. Dick offered the position paper for use by board members. Mandates and laws were discussed to the degree that they place constraints and expense on the districts. A 3020a, for example, is an expensive mandate that is commonly unknown.

Linda Hunt and Shawn Krest reported on a recent visit to Albany to meet with lawmakers with the MCSBA. A breakdown of budget and mandate expenses was provided by one school district during the December 1 visit. Criminal testing, compulsory school age, full day kindergarten, and retirement, were some of the topics discussed. Federal changes toward the NCLB were discussed. It was suggested that Commissioner Mills should be transitioning in with no interim. Cuts to education were discussed and there was agreement that cuts for the 2010 budget would be seen. Contracts for Excellence were looking to modify establishment of new contracts and fund existing contracts. Excel money is still available at this point, they were told. Retirement incentives were discussed but not considered feasible. Upcoming majority staff reiterated that no immediate budget cuts were foreseen, but that the following year cuts would be seen. Education cuts were not specifically discussed. In terms of target increases in funding, it was noted that we have about 30% of our budget in state aid and that a future best case scenario may be - no increase, but it was not probable.

8. Superintendent's Report

A. Announcements

Dr. Michelle Kavanaugh, reported the following:

- Jyothi Purushotham, student board representative, reported to the Superintendent, that \$4000 was raised by students by collecting pennies to benefit Hillside Children's center. As a result, HF-L students have won the contest in the region and will have a concert as their prize.
- The Magna Award recognizes our district as a top performing school. Dr. Kavanaugh thanked the board for this and expressed her pride in their achievement.
- The district was also identified as being in the Silver Medal category in US News and Report. The ranking is based on academic achievement for all students, not just AP scores, but how well students in sub groups achieved. This is the second year we have achieved this status of this new award.
- Mike Merrill was honored Coach of the Year.
- Lego Robotics, Team Gear Freeze, was the champion runner up team at a recent RIT competition.

B. Business Office Reports

1. Treasurer's Report – September

Motion by Mrs. Hunt, seconded by Mr. Gaffin, to accept the Treasurer's Monthly Report for the month of September, as presented.

Approved unanimously.

Cynthia Pfeifer, District Treasurer and the Assistant Treasurer, prepared the September report for the Board of Education. Ed Johnson, Director of Finance and Operations explained to the board that the Treasurer's Reports should be caught up by early February. Ed reported that the Treasurer's Report and reconciliation must be available for the School Lunch Fund report to be complete. Timely Treasurer's reports from this point forward should ensure current financials by which the food service department can rely on, to present accurate financial reporting.

2. Food Service, Monthly Report

Motion by Mr. Stottler, seconded by Mrs. Hunt, to accept the Food Service Monthly Report, as presented.

Approved unanimously.

Kathy Palmer, Food Service Coordinator, reported to the board that she has worked briefly with the new Treasurer and will be working on more comprehensive data for her next report. In terms of revenues, pre-payments, when they are spent, will show as an expense and a revenue again. This will shift up into sales. The Nutrikids online payment program is in the process of being developed. A newsletter will go home with students and also via e-news notes. The rescue fund has seen a successful implementation. Kathy explained that this is a loan arrangement for any student who does not have money for lunch. Kathy thanked those who have contributed to the donation-based program. Kathy reported on a healthy and successful first day of the new deli station at the high school.

Ed Johnson reported that the food service department continues to look at cost reductions and ways to operate food service operations while eliminating debt. He believes that trends should be reversed

over time. Ed shared that part of the difficulty in preparing a clear report for the board was that we had a lack of month-by-month data over a six to seven year period of time. The Food Service subcommittee should meet in February when Treasurer's reports are made current. Several positive changes have been made and comparisons from last year are positive. Unit costs and participation will continue to be a focus. Kathy reported that Cynthia Pfeifer is very knowledgeable with the school lunch system and financials and this will certainly prove helpful as she continues to reconcile.

A clearer picture should be available by the end of January. The board asked for this timely reporting to allow understanding of the true financial status of the department. A deadline of January 27 was agreed upon.

3. Approval to Dispose of Equipment

Motion by Mr. Stottler, seconded by Mrs. Hunt, to approve the disposal of equipment request, as presented.

Approved unanimously.

4. Budget Transfer Request

No action is required.

5. Recommended Reductions to 2008-09 Expenditure Budget

Dr. Kavanaugh reported that Ed Johnson will answer questions about the analysis. During a November 24 meeting, Dr. Kavanaugh and Mike Koss discussed a plan to eliminate late night cleaning. Billing for use of facilities was also discussed. The buildings and grounds department was agreeable to the new arrangements. Spending projections from last year are reportedly higher this year. The routing software and elimination of bus runs have exceeded savings expectations. After analyzing fuel consumption, with exceeded savings, we will not discontinue an additional day of after school bus runs at this time.

Dr. Kavanaugh spoke about additional efficiencies in transportation. Air handlers, boilers and hot water tanks are proving to be efficient, as well. Parking lot attendants will be fewer and will reduce over time. Cindy Gorley has set all printers and computers to enter into sleep mode at night. Cindy can control those that are left on, to shut completely off. She is analyzing printer copier efficiencies and is continuing to explore contract costs. Community Education pricing changes will go into effect in January.

The Records Retention project being conducted with a grant funded by the NYS Archives, is being accelerated. As a result, additional space will become available at the warehouse. This space will be available to the Athletic Department. The temporary PODS storage units may no longer be needed.

Discussion about paperless board packets took place. Board members agreed to try a paperless packet for the next meeting on January 13. Rhonda Schaefer and Cindy Gorley will provide instruction on where to access the file. A screen and projector will be used to display the packet at the January 13 meeting. A traditional packet will also be sent to board members.

Phil stated that efficiencies to achieve reductions were discussed. He reported that staff have been responsive with regard to cut backs. Leadership Team is presently two-thirds of the way through their review of Operational Plans. Recognizing future program reduction discussions may have to take place, but program cuts have not been discussed specifically, yet. Phil reported that the staff understands that January will be a defining month. Phil stated that staff is clear on the fact that positions are at risk.

The board would like to see the analysis related to the recommended reductions.

The revenue picture should be revealing and should provide clarity on the local tax levy. Knowledge to create prioritization will help us to identify our most affordable program. Emphasizing efficiency gains will be of value. There was discussion about the desire not to raise taxes.

C. Old Business

- 1.
- 2.

D. New Business

1. Consensus Agenda Items to be voted on

Approval of Minutes of the November 18, 2008

Approval of Bill Schedule #4

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. Mendrick seconded by Mrs. Hunt, to accept the gift of one chair, for the Manor Library in memory of Alex Reichman. The gift is being donated by Mr. Douglas Sedgwick, Sedgwick Business Interiors, to the Manor School. The approximate value of this gift is \$750.00. **Approved** unanimously.

3. Gift to School

Motion by Mr. Mendrick, seconded by Mrs. Hunt, to accept a monetary gift of \$500.00 through a grant from the 2008 Exxon Mobil Educational Alliance. The grant money has been awarded to purchase math resource materials for the Manor School. The approximate value of this gift is \$500.00.

Approved unanimously.

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

There were no questions from the audience regarding agenda items.

10. **Adjournment**

Motion by Mrs. Some, seconded by Mr. Stottler, to adjourn the meeting at 10:08 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