

**MINUTES OF BOARD OF EDUCATION MEETING**  
**March 3, 2009 - 6:00 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, and Robert Willison. Student representative Jyothi Purushotham was present.

**Staff Members Present:** Superintendent Dr. Michelle Kavanaugh, Allison Armstrong, Philip Burrows, Ed Johnson, and Renée 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 6:05 p.m.

A. Board Members Absent: Gary Stottler

2. **Approval of Agenda**

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

3. **Consensus Agenda**

**Motion** by Mr. Willison, seconded by Mr. Allan, to approve the items designated as Consensus Agenda items. **Approved** unanimously.

4. **Open Forum**

There was no discussion during the open forum period.

5. **Board of Education Report**

A. Announcements

1. Review of School Calendar Options

Discussion took place regarding communication of the calendar with the community. It was decided that a generalized response with the most commonly asked questions or misconceptions, will be drafted and sent to families via a frequently used medium. Based on some community response, the reason behind the changes seems to have been lost. The communication and distribution of the calendar, and asking for feedback from community was commended. A board member shared that a BOCES representative had commented on the fact that she wished all schools would follow the same calendar. Information related to attendance issues was provided and discussed. Dr. Kavanaugh spoke about attendance data that was shared with the board in their packets. Clearly, the half day before Thanksgiving was the worst of all days for low attendance and the week of Thanksgiving was second worst. The day before any break was third lowest in attendance. Elementary attendance around vacations has improved, and high school has become worse during the past five years. There was discussion regarding sustaining the week off at Thanksgiving as a pattern for at least one more year to address the attendance issue. This could continue into 2010-2011 as well. The model that places the three staff development days before Labor Day, could be continued once the calendar goes back to the way it normally is. There was discussion as to whether or not asking teachers to come in the third week in August would be any better. Phil and Renee stated that teachers expect to be in their classrooms the week before, so the answer is no, to that question. The contract says that at the end of the school year, elementary teachers are entitled to two full days or four half days without students present, while still getting in 183-182 instructional days. The more we can provide flexibility in the calendar, the more we are able to build in the two full days. Short term solutions need to be looked at and also the possibility to reconsider contractual items affecting half

A memo of understanding may become available if the district holds Superintendents Conference days differently. Attendance data shows that the half days are not effective and are difficult for parents. From a safety standpoint, with transportation, there is risk involved in managing the changes. A question was posed as to whether or not the district will have picked up real additional instructional time with proposed changes. Phil Burrows explained that the vocational program participants would most likely not participate in their BOCES programs on conflicting program days. There is an issue for the high school when the district is open and BOCES is closed. Approximately 35 students are impacted. It was explained that the BOCES calendar is developed first with the expectation that component districts would follow suit. Unfortunately there are issues that are not taken into consideration, such as the BOCES calendar is built on 180 instructional days, and not all component districts are. The range of teacher days fluctuates greatly amongst districts. HF-L is among the high end of teacher days. From a staff perspective, the HFLEA Executive Committee prefers the proposed calendar but has concerns about the Veterans day holiday due to teacher conferences. Elementary teachers like the two full days off at the end of the year. Board members were in agreement that communication regarding instructional days needs to be clear as well as sharing the attendance data. General consensus was to approve at the next session on March 10. Objectives will be laid out to determine a way to measure if any changes are deemed successful.

## 6. Personnel

**ELIZABETH FILIPIAK**

Mathematics

Middle School

1 Shrewsbury Lane

Fairport NY 14450

Effective: 3/12/09 – 6/30/09

Salary: \$34,500 – annual salary to be prorated to effective dates of employment

Education: Roberts Wesleyan MS

SUNY Geneseo, BS

Certification: Initial Mathematics 7-12

Replacement position for teacher on parental leave of absence

**Motion** by Mr. Mendrick, seconded by, Mr. Krest, to approve the personnel appointments, as presented.

**Approved** unanimously.

## 7. Budget Study Session

### A. Discussion of Expenditure Budget

#### ▪ Strategic Plan Action Planning

Before discussion of expenditures, some spending constraints which will continue into next year, were discussed.

They are:

- ❖ Heating. Lighting, Rearrangement of cleaning teams. Mike has been working with an energy consultant and it was determined that the district is missing some meters. Meters will be added, which will provide more finite data on energy savings.
- ❖ Staffing reduction of the Copy Clerk position
- ❖ Rollback of overtime
- ❖ Copying costs – next week a lease agreement will be presented which is part of a long term plan. New high tech, cost-effective units can scan at a high rate of speed and will be used for online meetings and will reduce copying costs. There will also be a reduction of printers in classrooms.
- ❖ Elimination of some smaller field trips; Some outside organizations are funding the larger field trips.
- ❖ With emergency purchasing procedures in place, we are seeing reductions in all areas of spending.
- ❖ The elementary PM Transportation transfer initiative is starting this month versus next year.
- ❖ Secretaries are willing to voluntarily reduce and pro-rate the number of days they are working. Ed and Michelle will be talking more with the secretarial unit next week.
- ❖ A reduction in substitutes is largely in part due to the fewer staff developments taking place during the day and are now taking place after school.

Phil Burrows discussed expenditures, with progress on strategic plan and intents. The district has had a good deal of conversation about assessment and improving cost benefit analysis. Renee and Phil have looked at all plans and how they align with the strategic plan. In terms of expenditures, and with the interest and performance in math and science, the following points were discussed:

- 1) Move program development ahead, particularly with regard to the Board priority for Inquiry Learning.
- 2) Work related to assessment comparisons to curriculum maps, will continue
- 3) A recommendation to shift math lab from a paraprofessional model to a teacher model. There is an experienced increase in requirements for regents with advanced designation as opposed to just Math A & Math B. Content will need to be mastered to qualify for that level. A shift in DIU model will take place.
- 4) With regard to ELA, connecting data available on students and grade level performance is critical work that is happening right now.
- 5) Correlating curriculum maps is informing instruction and will move our students ahead.
- 6) LOTE – the work being done at the elementary level will yield more capable language learners. Given the financial challenges, there has been a scale back of the original plan. Self-paced, self learning without additional FTE's will take place at the High School.
- 7) Regarding development of the whole child. Risky behavior is helped with community assets groups and other groups. Dr. Kavanaugh has enhanced this tremendously. Efforts are much more strategic and broader.

#### ▪ Staffing Reductions – Impact on Class Size

- Reduced class sizes amidst state aid reductions will be a challenge to maintain.
- Reading and Language Arts will continue to be monitored.
- Kindergarten is harder to predict and enrollment sometimes will present the opportunity to reallocate our resources by moving a position from K to Grade 1.
- Kindergarten projections will become clearer in the coming weeks.
- The 6<sup>th</sup> Grade level is a larger group coming in. Projections for this current group of 10 sections, will be scaled back to 9, while staying within class size guidelines.
  - Reductions in one full section of each of English, Science, Social Studies and Math will be reduced at middle school, with a resulting class size of approximately 25.
  - Projections indicate more traveling teachers in the next couple of years.
  - One team will teach a group of eighth grade students next year.
  - Keeping the class size smaller in grade 7 is a focus as more new information is shared at this level and it is the first transition into a teaching model of teams.
  - Further discussion was asked about grade six numbers and cohort numbers. Phil confirmed that the average class size was dropped to approximately 22 this year.

- Focus for reduced class sizes was placed on the early elementary grade level because of student achievement research results.
- First and fifth grade are two areas of focus when the budget becomes more healthy. If the opportunity becomes available, this will be an area of first consideration for reallocating resources.
- One contingency position remains.
- There will be some interscholastic increases in some JV coaching positions as a result of savings in many other areas of the program. They are still seeing a significant reduction in costs. The complicating factors in participating against higher level leagues, is that there won't be additional heats available for JV leagues, there will be actual JV level teams that require coaching oversight.
- Varsity and JV total number of swimmers was questioned, with regard to a sufficient number of life guards. Phil stated that there is new regulation stating that one lifeguard must oversee and one monitors swimmers in a more concentrated manner. There are two lifeguards at all practices.
- With regard to the Hockey program, the interscholastic DIU called for a graduating program to eventually pick up all costs of the programs. With the assistance of the Hockey Boosters, the program becomes an option.
- Was there ever negotiation with the Officials Associations with regard to referee costs? Phil stated that he will follow up with Brian for more information. To this point, fewer competitions and fewer officials at lower level sports, are providing a savings.
- Long Range Plan Implications  
Phil spoke briefly to remind the board that we need to think about reductions in a sustained way and recognize that we may realize these changes for a period of time.  
With regard to curriculum mentoring, there have not been reductions, but some auditing has been done around the tutoring.
- In terms of para-professional positions, what are the kinds of services that this will be impacting? The first supports that will be removed are those things that do not directly impact instruction. Some structural changes will need to take place to support easy access. Classroom design for needs and efficiency are being looked at. A group or two may not have the para-professional support. Accommodations will have to be made by the classroom teachers in some cases. There is approximately a 20% reduction in staffing. Some shared responsibilities will take place. Dick spoke about tracking the impact of changes such as this. First, looking for undue negative impact and second, if there is no effect, then they may become strategic changes. Principals and staff are willing to make changes and adapt to new situations. Larger classes and fewer para-professionals may make it difficult to determine any precise cause of impact issues.

#### B. Discussion of the Revenue Picture

With a combination of an increase of bonds and BANS, the district had a substantial increase, the debt service increased by about \$800,000. dollars. Looking at construction projects in terms of all of the buildings, repair, maintenance and renovations comes through the capital projects.

- Projected Tax Rates

Ed Johnson spoke showing true tax rate per thousand. When looking at Monroe County, it is evident that our per pupil costs, compared to all other schools in the county, HF-L is clearly the lowest. HF-L's tax rate is the third lowest in the county. When coupled with the success of our instruction and in the success of our students, we are a lean operating, successful school district. We are acutely aware of the property tax rate increases in Mendon. The scenario presented this year brings HF-L to an increase of 2.8% increase. This is on a budget of 3.0% and levy of 3.33%. Our rates have gone down in the past four years.

Dr. Kavanaugh spoke about some information she received on Friday on Albany discussions. Some mixed messages seem to be taking place. There was general consensus on waiting until Albany adopts their budget before we adopt ours. The legal time constraints do place limitations on when we can adopt. Depending on how much of the deficit reductions have an impact on us, we may be able to build some things back in or reduce the levy further.

- Use of Reserves

Reserve Committee members will meet to discuss potential use of reserves.

There is a real challenge in making decisions with the absence of information. The proposed budget does not include funding reserves. Finding those sources comes from following best practices by our external auditors.

- Being a self contained business entity forces us to budget carefully.
- Looking at reserves for use of one time purchases will be discussed further with the reserves committee.
- There is \$500,000 in appropriated fund balance that carries over from year to year and will continue to do so. If this is decreased in future years, it could become a strain on the tax levy.
- Ending balances on line items will be better known in the near future. Projections are that approximately \$500,000 will be able to go into the reserves fund. The remaining \$500,000 goes toward the budget. The district can maintain 4% of our budget in an undesignated fund balance.

#### C. Contingency Budget

Ed Johnson explained the data provided in the packet.

*All reports are kept duly a part of these minutes.*

#### D. Review Budget Calendar

The PBAC will deliver its presentation next week to the Board. A recent BOE/PBAC meeting provided an opportunity for the sharing of views and information. Another budget study session is scheduled for 3/17 and the BOE will decide if this meeting is needed or not. If the legislature has conclusive information, we may have something to consider. The board is scheduled to adopt its calendar on 3/24. The budget could be

adopted in the early part of April. Dr. Kavanaugh stated that it is conceivable that board action could be tabled to adopt the spending budget on April 14. A special meeting could also be called for April 7. There was general consensus that, until the actual budget is known, action should not take place. In the event that the district receives additional funding, Phil offered to provide representative figures so that the board can make decisions on what to add back in. At present, the Governor's budget is being considered. It was agreed that we continue to gauge the anticipated release of information from Albany because some mandates may dictate use of monies.

Layoffs would take place after a spending plan is adopted, and is approved by the voters. The individuals who may be impacted are already aware of this possibility.

In terms of flexibility for an expenditure budget, it was questioned as to whether or not there is an option to remove buses and purchase them on a bond referendum, or a similar opportunity. Dr. Kavanaugh clarified that a bond or use of reserve funds to purchases buses would need to be included in resolutions to the voter.

E. **Communication Plan for 2009-10 Budget Vote**

There was discussion about whether or not the PTA will host a candidates night this year. The actual budget presentation will take place during a regular meeting.

There was discussion about the process of adopting a budget too early, due to limitations to make any changes, other than to the tax levy. The communication plan this year, will be similar to last year.

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. Allan, to adjourn the meeting at 9:25p.m.

*All documents that are "duly made a part of these minutes" are kept in a supplemental file that corresponds with today's minutes.*

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Rhonda Schaefer, Clerk of the Board of Education