

Clark	Robert	Softball Varsity	\$5,051.	\$250.	\$5,301.	High School
MacPherson	Caitlin	Softball Assistant	\$2,600.	\$0.	\$2,600.	High School
Rapp	Steve	Tennis Boys	\$3,897.	\$1,250.	\$5,147.	High School
Gardner	Bernie	Track Boys	\$5,052.	\$1,000.	\$6,052.	High School
Trott	Jim	Track Boys Asst.	\$3,534.	\$1,000.	\$4,534.	High School
Muhlenkamp	Megan	Track Girls	\$3,459.	\$0	\$3,459.	High School
Ghidu	David	Track Girls Asst.	\$2,703.	\$0.	\$2,703.	High School

Effective: 3/11/09

TUTORIAL APPOINTMENTS

Last Name	First Name	Name of Activity	Stipend	Building
Cloen	Lisa	Tutoring Reading Together	\$32.25 / hr	Manor School
Duckett	Lisa	Tutoring Reading Together	\$32.25 / hr	Manor School

Effective: 9/1/08 – 6/30/09

HIGH SCHOOL MUSICAL APPOINTMENTS

Last Name	First Name	Name of Activity	Stipend
Beckmann	Marlene	Accompanist	\$1,000.00
Croston	Chelsea	Choreography	\$450.00
Goold	Kenneth	Sound Design	\$300.00
Shaffer	Lauren	Producer	\$200.00

Effective: 3/1/09 – 3/31/09

TEACHING SUBSTITUTE APPOINTMENTS

JAMES FOWLER	K-12
75 Blackwatch Trail Fairport, NY 14450	
KERRIE FRANKLIN	K-12
42 Matthew Drive Fairport, NY 14450	
KIMBERLY GAGNIER-LESTER	K-12
11 Langpap Road Honeoye Falls, NY 14472	
ANNE TOOMAJIAN	K-12
15 Oxford Street Troy, NY 12180	
TRISTA TWOMEY	K-12
1214 Park Avenue, Apt. 4 Rochester, NY 14610	

NON-TEACHING RETIREMENTS

ELIZABETH KRETCHMER	Secretary II	Lima Primary School
7277 College Street Lima, NY 14485		
Effective: 7/1/09		
ELEANOR SEXTON	Secretary II	Central Office
25 Picture Book Park W. Bloomfield, NY 14585		
Effective: 8/1/09		

PERMANENT NON-TEACHING APPOINTMENT

ADAM KERR	Cleaner	Buildings and Grounds
7027 Rush-Lima Road Honeoye Falls, NY 14472		
Permanent appointment; emergency conditional appointment was approved on 11/4/08		

PERMANENT NON-TEACHING SUBSTITUTE APPOINTMENTS

JANE O'TOOLE	Lunchroom Monitor	
4 Hawks View Honeoye Falls, NY 14472		
Paraprofessional		
Secretary		
Permanent appointment; emergency conditional appointment was approved on 10/7/08		
DOUGLAS MCMANUS	Cleaner	Buildings and Grounds
305 Pond Road Honeoye Falls, NY 14472		
Permanent appointment; emergency conditional appointment was approved on 10/7/08		

NON-TEACHING SUBSTITUTE APPOINTMENTS

KAREN EIPERT	Nurse	
18 Locke Drive Pittsford, NY 14534		
KELLY POLFLEIT	Paraprofessional	
1729 Parkside Place Lima, NY 14485		
SHARYN ERICKSON	Food Service Helper	
184 Ontario Street Honeoye Falls, NY 14472		

EMERGENCY CONDITIONALNON-TEACHING SUBSTITUTE APPOINTMENT

MARIA CLARK Paraprofessional

26 Locust Street
Honeoye Falls, NY 14472

Permanent appointment pending full fingerprint clearance

Approved unanimously.

4. **Open Forum**

There was no discussion during the open forum period.

5. **Board of Education Report**

A. Announcements

Jyothi reported on the robotics program, she spoke about the sectionals at .

Musical is next week

B. Audit Committee

C. Action Items

1. Approval of 2009-10 School Calendar.

Dr. Kavanaugh reported that a number of additional parents contacted her about the potential calendar changes the morning of this meeting. At her request, the board agreed to table the calendar until further review takes place. The HFLEA will be asked to consider the traditional calendar, once again. The HFLEA brought forward an additional concern regarding constraints around traditionally scheduled parent conferences. A proposal will be made to establish a committee to include parents, teachers, community and board members to look at and reconsider the scheduling of parent conferences. Because the late Labor Day is not a one year issue, Dr. Kavanaugh suggested a separate committee to look at the calendar the following 1 to 3 years out, and to assertively address the concerns around ½ days. The goal will be to adopt a 2009-10 calendar at the March 24, Board of Education meeting. There was a suggestion about a possible community forum or other venue to provide a better understanding and representation of families these changes most affect.

Some of the comments and suggestions regarding the calendar were as follows:

- Half-days are non-productive. This is one of the main problems which needs to be addressed.
- One board member commented on best practice and the fact that other countries, and even states, have longer school days and years than we do.
- The best *educational* approach should be the goal.
- Don't wait until January, each year, to begin calendar discussion for the following year; Long-term decisions need to be considered.
- Should the district consider more avenues as part of a wider communication plan?
- Dr. Kavanaugh clarified that the calendar changes began based on potential cost-savings discussions during the DIU process. The concerns were communicated to the PBAC, then onto the Key Communicators, and then into a News Notes communication.
- Without knowing the state assessment schedule, the district would need to leave the door open to modifications in advance planning of draft calendars, if the state makes changes in Regents and State assessment schedules.
- A board member suggested that parents may not understand the limitations the district is faced with when creating the school calendar. It was agreed that a consistent message, explaining the issues that the district is facing, should be carried forward to community members
- A third calendar option might be to eliminate some of the ½ days, and start school on the 8th, with an MOU with the HFLEA. Dr. Kavanaugh clarified that even with the previous calendar, there is also a need for an MOU.
- Dr. Kavanaugh will provide a timeline for discussion on the issues, at the 3/24 Board of Education meeting.
- Dr. Kavanaugh communicated that the parents are speaking out more on values based issues versus educational issues; many parents mentioned quality family time as their concern.
- Any additional communication will be sent to all parents who addressed the Superintendent and/or Board Members, with their comments or concerns. They will be invited to serve on a committee regarding school calendar creation.

Motion to table the 2009-10 school calendar, as presented.

Approved unanimously

D. Discussion Items

1. Old Business

a. First Review of Outstanding Erie I Policies

Suggested revisions were made to those policies which were tabled for further review during the May 13, 2008 Board of Education Meeting. The draft policies were provided for discussion.

Policy 7121 Diagnostic Screening of Students: Diagnostic screening should be provided by the RTI Team as opposed to identification based on students scoring below level two on specific exams.

Policy 7130 Entitlement to Attend: A statement regarding mandatory age requirements was removed because this is a restatement of law.

Policy 7132 Non-Resident Students: The original policy outlined circumstances in which non-resident students could attend the school. HF-L does not allow this, therefore the statement was

removed. With regard to the School Staff members, a paragraph was added stating that children of staff members may attend, tuition free “as per” contractual agreement. With regard to future students, a deletion was made to remove “payable in advance”, when describing tuition fees for families who have signed a contract to buy or build a residence in the School District and any children may enroll for the semester in which they expect to become residents.

Policy 8110 Curriculum Development, Resources and Evaluation: Semantic changes only.

Policy 8220 Career And Technical Education: Added Equal Opportunity statement.

Policy 8242 Civility, Citizenship and Character Education Interpersonal Violence Prevention Education: Changes as indicated.

Policy 8311 Grouping For Instruction: Policy was omitted.

Policy 8360 Religious Expression In The Instructional Program: Semantic changes only.

Policy 8460 Field Trips: Semantics changes regarding fees for field trips and compliance with Commissioners Regulations.

Policy 8470 Home Instruction (Home Schooling): Semantic changes only.

- b. First Review of Revised Erie I Policy, Disposal of District Property
Wayne VanderByl, school attorney, added language to the Disposal of District Property Policy for the District.
- c. Lease Purchase for Xerox Copiers & Vehicle
Ed Johnson, Director of Finance and Operations provided background information regarding a proposed Lease Purchase installment arrangement with Xerox Corporation. Ed will provide a resolution seeking approval at the next board meeting
- d. Lease Purchase through BOCES for Technology Hardware
Ed Johnson presented background information with regard to a proposed installment purchase agreement with BOCES. The district would like to obtain student laptop units and PC desktop units at a “not to exceed” rate. The exact number of units will be determined once model selection, pricing and financing arrangements are finalized. It is anticipated that a final recommendation will be brought to the Board late April or early May. It was clarified that no voter approval is required since this is an installment purchase arrangement for instructional purposes. BOCES will obtain the required SED approval. Phil Burrows followed-up by reporting that the last two leases with BOCES have recognized challenges, and have simultaneously reduced expenses.

2. New Business
There was no discussion of New Business.

E. Reports and Communications

1. MCSBA Labor Relations Committee Update.
Ron Mendrick, Board of Education Member, reported on the RASH Plan (Rochester Area Schools Health Plan), which was discussed at the latest Labor Relations Committee meeting. Ron explained that the consortium has restructured a premium plan. A key piece of the plan is success in minimizing of rate increases. The group discussed self-funding, but will not do so at this time.
2. MCSBA Legislative Committee Update
There was no update.
3. Strategic Plan Update
Renee Williams, ASI, provided an update on the Strategic Plan. Renee explained that the Strategic Plan is used as the core of the QED process. She stated that alignment and data are important next steps with priorities, strategic planning and the balanced score card. These topics will be discussed during an upcoming Leadership Team – Board of Education retreat over the summer. Renee shared the Strategic Plan Connections and Highlights. She provided information on five strategic intents:
 1. **Strategic Intent – Participation in Mathematics and Science Instruction**
By June 2012, 75% of all High School graduates will receive credit in four mathematics courses and four science courses.
 2. **Strategic Intent – Participation and Mastery in Languages Other Than English**
By June 2012, 75% of High School graduates will demonstrate mastery level skills in one Language Other Than English as measured by achieving 85% or better on the Regents exam.
 3. **Strategic Intent – Mastery of English Language Arts**
By June 2012, 95% of all Kindergarten through Grade 9, and Grade 11 students will meet grade level standards in English/Language Arts as measured by grade level, standardized or State assessments.
 4. **Strategic Intent – Development of the Whole Child**
By June 2012, 80% of Elementary through High School students will demonstrate or report possession of 15 of the 20 External Developmental Assets as measured by the Monroe County Youth Risk Behavior Survey and District developed surveys of students, teachers and parents.
 5. **Strategic Intent – Meeting Exit Standards**
By June 2012, 95% of High School graduates will demonstrate accomplishment of Exit Standards through content of written personal statements and transition portfolios.

Board Members were encouraged to take the balanced scorecard survey, available in hard-copy or on-line via Survey Monkey.

Renee explained that Item mapping is now in alignment with the state standards. She believes this will narrow the gap between 8th grade and later years' exams. She also shared that the collection of Collins Writing folders shows signs of significant improvement. There is more work and a better use of Collins strategies. Teachers are expecting the inspection of work and they look forward to the feedback. Renee reported that this is the last year the district will work with a Collins Writing consultant, due to budget constraints. Systemic change has taken place as a result of implementing the strategies and students know what the expectations are now.

Dr. Kavanaugh spoke regarding LOTE and early introduction, clarifying that the strategic planning process looks at world class performance. At present, US students fall short on LOTE exposure, but targets are within the district's vision. Renee explained that the Community Education program at HF-L is assisting the effort by canvassing certified teachers to continue providing Spanish Instruction in an afterschool setting for grades 3, 4 & 5.

Renee stated that the data in the report prepared tonight comes directly from the operating plans, so the data is connected. She added that the work done over the summer could serve as a template for DIU's. Renee thanked the board for their high expectations.

6. Superintendent's Report

A. Announcements

Dr. Kavanaugh reported on the following items:

- Our Boys and Girls Ski Teams, (Nordic & Alpine combined) have achieved the top honor – the Scholar Athlete Award for NYS. The averages are: 97.7 for the girls and 95.8 for the boys. Teams will be asked to present to the board at a future meeting.
- Three Community Foundation Grants of \$2500 each were received by high school teachers: Tammy Pulver and Nicole Williams for video conferencing and one to Kelly Recktenwald for Assets banners.
- The District received notification that, despite a weakened economy, our bond ratings are sustained at A2 - above average. The result is a lower bond interest rate saving the taxpayers between \$200,000 to \$300,000 over the life of the current loan. Our management of fund balance and reserves was one of the reasons for above average ratings.
- The March 31 Healthy Rites of Passage III will focus on an emerging issue of interest to parents, a teen cell phone trend involving "sexting". Phil and Christine Gehpard are arranging a program in partnership with the National Center for Missing/Exploited Children and the Monroe County Sheriff's Office.
- A Community Ed Advisory Council is being formed – by March 30. Renee has already received strong interest. One of the areas of focus will be in ideas to achieve and maintain self-sustaining status.
- An interest has emerged from some parents who are asking that the HS review the venue for graduation. This discussion has prompted the need for a committee comprised of parents, staff and community. Concerns involve the location during inclement weather (heat, rain, etc.).
- Data concerning unemployment rates for our area towns is unavailable due to the demographic size. The state tracks trends only for communities with 25,000 or greater population. Rates were obtained for our larger neighboring communities. For Henrietta, the rate of unemployment in January was at 6.1%; Pittsford's rate was 4.6%.
- A number of administrators and board members will attend a PBIS Summit tomorrow. Chuck Allan reported that the Rochester City School District and others will be implementing PBIS.

B. Business Office Reports

There were no scheduled Business Office Reports.

C. Old Business

There was no scheduled Old Business.

D. New Business

1. Consensus Agenda Items to be voted on

Approval of Minutes of the February 24, 2009 Board Meeting

Approval of Personnel

6. Questions from Audience Regarding Agenda Items

Joyce Benham, community resident, addressed the board regarding changes to the 2009-10 school calendar. She questioned which calendar would be proposed. Linda Hunt, acting President, clarified that the district is searching for a compromise. Linda clarified for the guest that the response to the request for elimination of ½ days is unknown from the HFLEA, at this time. The district may consider other calendar options altogether. The parent asked that all data be shared with parents as to why changes are being recommended.

Additionally, the parent wondered when parents of elementary school children were asked for their input regarding the Spanish program. Renee Williams and Dr. Kavanaugh stated that incoming kindergarten parents were polled via a questionnaire sent home through the mail and again at the end of last year.

7. Budget Study Session

Joe Stankaitis and Jodi Allison reported the following budget recommendations on behalf of the Program Budget Advisory Council:

Budget Recommendations

The Program Budget Advisory Council (PBAC) has spent the last seven weeks studying most aspects of the school district's programs and budgets. The fifteen member Council is made up of five new members, seven

experienced members and three representatives from the Board of Education. The Council membership has engaged in rich discussion and debate throughout the process, maintaining a focus on the District's Strategic Plan. **The District's process for planning a school program and budget, and all of the conversations with the Program Budget Advisory Council have been colored by the loss of revenue expected in the 2009-10 school year. The Council would like to commend the Decision Input Units for the diligence demonstrated throughout this arduous process, and the insight of the Leadership Team in making highly strategic, difficult decisions.**

In its review of the 2009-10 school year program recommendations, the Program Budget Advisory Council made 28 recommendations and offered numerous comments to the Sites and Decision Input Units (DIUs). The Sites and DIUs considered these recommendations and modified the operational plans, program change proposals and budgets. The PBAC would like to commend all involved with the DIUs and Sites for their due diligence in planning instructional programs and services that are fiscally responsible.

The Program Budget Advisory Council supports the proposed budget of \$39,952,033 which it finds thoughtfully responsible and designed to maintain the high quality educational opportunities available to HF-L students. The Council recognizes the economic concerns of the community, particularly given the loss of state aid revenue, interest earnings and sales tax revenue. In spite of this challenge, the QED process was effective in preserving the integrity of the District's educational programs. The Council believes the administration and members of Decision Input Units were reasonable and prudent in their program planning for the 2009-10 school year. Furthermore, the PBAC would like to commend the Board of Education and District as a whole for their efforts in communicating initiatives to control expenses in the 2008-09 school year, and building relationships with various stakeholder groups affected by expenditure reduction efforts.

The proposed budget reviewed by this Council is a 3.30% budget increase (compared to the 2008-2009 budget) after the modifications and reductions made by the DIUs and the administration following our initial review. The proposed budget yields a projected increase in the local tax levy of 3.33% for the 2009-10 school year. **The tax rate is projected to increase 2.28%.**

The proposed budget includes a 1.22% increase in other operating expenses. This modest level of increase was accomplished through the work of Sites in eliminating over one million dollars in operating expenses. This includes a reduction of \$721,625 in salary and benefits to nine teaching positions and fifteen other staff positions. It also includes the reduction of instructional supplies and equipment used in teaching.

The proposed budget includes an increase of \$803,000 or 2.08% in debt service associated with the capital project that is underway in the district. The project is focused on security and improved energy efficiency, and is fully funded by state building aid and capital reserves, **thus having no impact on the local tax levy.**

The significant reductions to the District's programs and services have been driven by weakened revenue projections. The Governor's proposed State budget calls for a decrease in State aid to HF-L Schools of \$1,447,880. The District is also projecting a loss of \$120,000 in interest earnings, and a loss of sales tax revenue due to reduced consumer spending.

The Program Budget Advisory Council understands the Federal Stimulus program will direct \$261,000 to the school district, over each of the next two years, to off-set the local share of special education expenses. Should additional federal stabilization funds become available as a revenue source, the Council recommends a balanced approach to easing the local tax levy burden and reinstating projected reductions in staff and supplies.

The Council would like to go on record as supporting the School District's administration. Over the last three years, this group has responded to the economic challenges faced by the District by eliminating two administrative positions. The Leadership of this District works tirelessly to improve the instructional program offered to our children. The impact of improved classroom instruction can be measured in the improved performance of our students. Our administrators attend to countless administrative duties, and work side by side our teachers in the classroom to help them improve classroom instruction. They should be commended and encouraged to continue their improvement efforts.

The Program Budget Advisory Council supports the Board of Education's efforts to establish and fund reserves. It is reasonable and prudent for the Board to seek to secure the fiscal position of the school district. The development of reserves is indicative of good budget management, including effective management of spending. The Council supports the recommendation to use a portion of reserves to offset the projected budget increase, as a strategy to minimize changes in the tax levy this year.

The Program Budget Advisory Council looked at a number of facilities issues throughout its deliberations. It is clear that a capital improvement project is the most effective means of maintaining the community's investment in its school buildings and grounds. The facilities need to be matched to instructional needs if the District is to accomplish the Intents and Goals contained in the Strategic Plan. The Council encourages the Board of Education and Capital planning groups to move forward with maintenance, renovation and improvement plans as alluded to in the operational plans.

The Program Budget Advisory Council believes the cost of an HF-L education represents an excellent value. HF-L provides the lowest cost per pupil program of any district in Monroe County. The community faces one of the lowest tax rates in the County, in spite of a limited industrial base, and while boasting one of the finest instructional programs among public schools across the State and nation. The Council is proud of the District's, June 2008, 97% graduation rate with Regents diplomas. An increase in student performance at a mastery level in many academic courses as measured by state assessment and Regents exam grades, an increased number of Regents

Diplomas with Advanced Designation, and an increase in the scores achieved in Advanced Placement exams clearly speak to the value of an HF-L education. Our teachers and staff go above and beyond to see that the needs of students and families are met. They give during the school day and beyond the school day. Their commitment to our children and a quality education is evident and appreciated.

The QED Process

The Program Budget Advisory Council feels that the Quality Education Design (QED) Process continues to be an effective and inclusive tool for program and budget development. While the Program Budget Advisory Council felt a great deal of anxiety early in its deliberations, as the task of balancing student needs and revenue loss seemed insurmountable, the process again served the District well. The Decision Input Units, School Improvement Teams and District Leadership interacted candidly and actively in seeking opportunities to maintain a strong instructional program that is financially supportable and sustainable.

As the District plans its evaluation of the 2009-10 Quality Education Design process, the Program Budget Advisory Council recommends that the charge to the committee focus on provision of clear cost/benefit data from program to program. In looking forward, this data will assist Sites, the PBAC and Board of Education in making the difficult decision to remove program support.

The QED Process has put what the District's Values Statements say into action:

- ❖ ***The School District must partner with the community to provide a safe, nurturing, and challenging environment in preparing self-directed learners for a diverse workplace and world;***
- ❖ ***The School District must expect high levels of achievement by its students, staff and members of the community;***
- ❖ ***The School District must value, model and expect healthy, ethical conduct;***
- ❖ ***The School District must foster continuous improvement, creativity and transformational innovation.***

Recommended Actions

1. The Program Budget Advisory Council recommends that community members communicate to the Governor and County and State Legislators their concerns including a consistent and fair methodology for funding public education and the need for mandate relief.
2. We recommend that communication regarding this budget focus on the factors pushing the tax levy, including lost revenue. We should also emphasize the value of an HF-L education - highlighting the successes of our programs, and sharing student and program accomplishments.
3. In communicating the content of the budget, we recommend stating that this budget represents a conservative approach to funding our programs. It was accomplished by reducing a number of staff positions and controlling expenditures in the 2008-09 school year, and extending those cost containments in areas such as utilities into the 2009-10 school year.
4. The Board of Education should advertise the work it has done to provide property tax exemptions to senior citizens and persons with disabilities.
5. We recommend that the QED Process Evaluation Committee focus on recommendations to DIUs for providing clear program evaluation data and assessment from program to program.
6. The Program Budget Advisory Council gained extensive knowledge of the educational programming in our classrooms and throughout the District. The PBAC's challenge is to effectively communicate to the community what it has learned through the QED Process.
7. Should additional federal stimulus become available as a revenue source, the Council recommends a balanced approach to easing the local tax levy burden and reinstating projected reductions in staff and supplies.

Jodi Allison summarized the recommendations stating that intense communication needs to continue regarding the value of education that is received, here at HF-L. She stated that the QED process focused on metrics and data which were essential to making useful decisions and the recommended actions. Jodi stated that a focus on the strategic intents and how the results tie back will be beneficial when communicating a proposed budget. Joe suggested a metric should be used. A reduction in Superintendent's Hearings is one example, due to the emphasis on counselors and implementation of PBIS. Each DIU might want to identify a measurement.

The board thanked Joe and Jody for the hard work and dedication of the Program Budget Advisory Council.

Dr. Kavanaugh shared with the board, a scenario with regard to the possibility of a full restoration budget. The concern is that Federal stabilization funds will not be identified until the end of March or mid April. The district has been notified of the stimulus money for IDEA, but not the stabilization funds. The stimulus funds coming to the District (\$261,000) are included in the budget. There are no projections for stabilization at this time. Therefore, they are only included in this restoration scenario, assuming that the Deficit Reduction is eliminated. The Federal Government has made it clear that district funds must be used in a transparent way for student learning. Districts' should not place monies in reserves, for example. The state has said only that they are projecting an on-time budget. April 19 is the last possible date for budget adoption based on the voting timeline. The Board has a meeting scheduled on April 14 and could vote then. One board member remarked that some NY districts are negotiating no salary increase. Ed Johnson stated that savings at HF-L would be approximately \$850,000, if all staff did not take raises, this year.

Ed Johnson explained that, in the Full Restoration Scenario, the tax rate increase would be ½% versus 2%. This includes adding back in 8 staff positions and one bus, and would require reconvening of the PBAC. Ed stated that it is

important to have a process in place if restoration can take place. He stated that the recommendation is for school districts to look ahead and project 3-5 years ahead. Planning ahead for future reserves, such as for retirement, and perhaps for busses, should be considered.

Ed clarified that when referring to restoration, it is an assumption of restoration of monies which were cut, only. The district is assuming no additional state aid and there are still operating cost increases that would need to be addressed. Ed summarized that with a \$2.4 million loss and only \$1.5 million back, there is still a large gap. He suggested that there are ways to manage the gap. The district continues to look at recurring and nonrecurring costs, and some one-time costs. Ed explained that a large portion of our increase this year is due to the capital project. He stated that our operating expenses must be kept down. Tax rates have been going down for the past four years.

Linda Hunt, acting President stated that, unless the Board has the information it needs from the State, the timeline for adoption may go beyond the 3/24/09 date.

8. **Adjournment**

Motion by Mrs. Somes, seconded by Mr. Stottler, to adjourn the meeting at 10:00p.m. **Approved** unanimously.

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