

MINUTES OF BOARD OF EDUCATION MEETING
November 4, 2008 - 6:00 P.M.
Honeoye Falls-Lima Central School District
Manor School Library
Honeoye Falls NY 14472

Board Members Present: President Richard Rasmussen, 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, Dan McCarthy, Lisa Moosbrugger, Peggy Potter, Ed Johnson, and Renee 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 6:16 p.m.

- A. Board Members Absent: Chuck Allan

2. **Call for Executive Session**

Motion by Mr. Stottler, seconded by Mr. Mendrick, to move to Executive Session at 5:05 p.m. for the purpose of discussion of 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. Stottler, seconded by Mr. Krest, to return to Public Session at 6:16 p.m. **Approved** unanimously.

4. **Approval of Agenda**

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

5. **Consensus Agenda**

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

- A. Approval of Minutes of the October 21, 2008 Board Meeting

- B. Approval of Bill Schedule # 3

The District's Claims Auditor has certified the audit of General Fund Bill Schedule #3, checks in number, in the total amount of \$3,703,205.45 dating from September 19, 2008 through October 29, 2008.

- C. Approval of Personnel

REQUEST FOR CONTINUED UNPAID PARENTAL LEAVE OF ABSENCE

REBECCA CAMOBRECO Grade 5

Manor School

Unpaid Parental Leave Effective: 12/24/08 – 6/30/09 (original unpaid leave was 9/1/08 – 12/23/08)

CONTINUED LONG TERM SUBSTITUTE TEACHING APPOINTMENT

NATALIE WHEELER Grade 5

Manor School

101 North Main Street

Perry NY 14530

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

Effective: 12/24/08 – 6/30/09 (original appointment was 9/1/08 – 12/23/08)

Education: SUNY Geneseo, BS

Experience: PS 139, Brooklyn NY, Grade 1 Teacher, 2008

Perry Central School, Substitute Teacher, 2005-07

Certification: Initial, Childhood Education Grades 1-6; Students w/ Disabilities Grades 1-6

Continuation of replacement position for teacher on parental leave of absence

TEACHING APPOINTMENT

JOHN GRASER Grade 3

Manor School

26 Westview Terrace

Rochester, NY 14620

Salary: \$34,500 (annual salary to be prorated with effective date of employment)

Effective: 10/31/08 – 6/30/09

Education: Nazareth College, MS; SUNY Geneseo College BS

Experience: Substitute Teacher, Grade 3; Substitute General Education/Special Education K-12

Pittsford Central School District

Certification: Initial, Special Education; Elementary Education

REGULAR TEACHING APPOINTMENT

NORA LYNCH School Psychologist

K-12

3653 Pebble Beach Road

Lakeville NY 14480

Effective: 10/28/09

Full fingerprint clearance received from SED

EXTRA CURRICULAR ADVISOR RESIGNATION

McCaffrey Beth Advisor Class of 2009

Effective 10/28/08			
<u>MANOR ELA TUTORIAL APPOINTMENT</u>			
Gearinger	Lori	Tutorial Program – Manor ELA	\$32.25 per hour
Effective 10/16/08			
<u>EXTRA CURRICULAR APPOINTMENT</u>			
Recktenwald	Jeff	Advisor Class of 2009	\$886.50. High School
Effective 10/28/08			
<u>TEACHING SUBSTITUTE APPOINTMENTS</u>			
CHRISTINE ANTALEK		K-12	
2105 Michigan Avenue			
Lima, NY 14485			
STEPHEN BEHIL		K-12	
5115 Purcell Road			
Hemlock, NY 14466			
EVE WILLOUGHBY		K-12	
62 Fairlea Road			
Honeoye Falls, NY 14472			
<u>NON-TEACHING RESIGNATION</u>			
TRICIA ECKHARDT		District Treasurer	Central Office
Resignation effective: 11/15/08			
<u>NON-TEACHING LEAVE OF ABSENCE</u>			
LAUREN SHAFFER		Materials Processing Clerk	Middle School
Effective: 10/27/08			
<u>NON-TEACHING SIX-MONTH SALARY REVIEW INCREASE</u>			
ANNE TUBBS		Administrative Assistant	Central Office
Six-Month Salary Review Increase as per contract; equal to 4.5% of current salary			
Annual Salary to be prorated to effective date: \$40,203 – increased from \$38,472			
Effective: 10/23/08			
<u>TEMPORARY TREASURER SUPPORT</u>			
LAUREN SHAFFER		Asst. District Treasurer	Business Office
251 Sibley Road			
Honeoye Falls, NY 14472			
Effective: 10/27/08			
Salary: \$12.00/hr.			
<u>EMERGENCY CONDITIONAL NON-TEACHING APPOINTMENT</u>			
ADAM KERR		Cleaner	Buildings and Grounds
7027 Rush-Lima Road			
Honeoye Falls, NY 14472			
Salary: \$8.00/hr.			
<u>NON-TEACHING SUBSTITUTE APPOINTMENTS</u>			
DON LAMB		Bus Driver	Transportation
23 Ontario Street			
Honeoye Falls, NY 14472			
KATHIE DICKINSON		Food Service Helper	
29 Seneca Road			
Rochester, NY 14622			

Approved unanimously.

6. Open Forum

Wendy Gould, Law Attorney, spoke to the board regarding a transportation issue on Hyde Park, in the village of Honeoye Falls. Dick Rasmussen, BOE President, announced that the Superintendent is willing to continue to work with the family along with Peggy Potter, Director of Transportation, to seek a resolution.

7. External Audit Report

Ray Wager, of Ray Wager Auditing Firm, was in attendance to report on the Financial Condition of the School District. He explained the following:

- The Executive Summary is a comparison of balance sheets from last year to this year
- Total fund balances increased by 1.3 million dollars. The budget generated this amount via a tax levy approved in August of 2008
- HF-L Reserves are appropriately funded
- HF-L's Capital Reserve fund has funding for future projects. Because state aid in future budgets is unknown, reserve funds position our district well for the future.
- Retirement contributions will increase due to TRS. Our reserve fund will help to offset any increase.
- The Accrued Liability Reserve is used to pay for costs associated with retirement. NYS criticized that districts have overfunded this reserve. The state did not report on the correct numbers. HF-L is not over funded, on the contrary we may be slightly underfunded. The state has been notified of this error.
- The school lunch fund is presently carrying a deficit balance. The current balance is, -\$122,000. Changes are being made to address these problems.
- The Management Letter makes suggestions and recommendations for controls. No item is significant or presents a material weakness. Some improvements and controls are suggested.
- Questions:

- Is there a particular area for focus for a future internal audit?
 - Mr. Wager suggested that:
 - risk assessment should reveal the areas of risk or weakness.
 - Payroll and benefits, is typically, an area for focus due to their scope
 - Cash management and bank reconciliation are always a good area for focus (collateral, etc.)
 - Fixed Asset Inventory can be another area, although not as important

Motion by Mrs. Hunt, seconded by Mr. Mendrick, to accept the External Audit Report, by the firm of Ray Wager, as presented.

Approved unanimously.

8. Manor School Highlights

Dan McCarthy, Manor School Principal, introduced his new staff:

- Jodie Duckett, 2nd Grade Teacher with a background in Special Education: Jodie moved back to the area to be with family. She thanked the administration for its support and is thrilled to be here.
- John Graser, 3rd Grade Teacher: John is the most recent member to join the Manor staff. He replaces A. Reichman. John stated that he is happy to be here. He shared that the school and staff have been wonderful through the transition. The children are doing well under the circumstances and staying busy. He comes to HF-L from the Pittsford CSD, where he was serving as a long term substitute.
- Landy Hernandez, 3rd Grade Teacher: Landy will be teaching at HF-L for a full year for Kelly Danks. She just moved here from Texas, where she taught for 16 years. She brings with her, many areas of strength. She stated that she is appreciative of the staff and administrative support.
- Robert Knell, 3rd Grade Teacher: Robert is serving as a long term substitute for Tricia Crabbe. He stated that he is very fond of the district and that it is an honor to be here. He has been busy taking advantage of the many staff development opportunities.
- Nora Lynch, School Psychologist: Nora spent 14-years in the Rush-Henrietta School District, serving multiple grade levels and private placements. She has been drawn to a smaller community. Since her arrival, she has received excellent support and extends accolades to the district. She is grateful for opportunity to serve in the HF-L District.
- John Russ, Manor School PE: John taught in both the 8th and 10th grade health classes, here at HF-L, last school-year. He stated that he believes he has found his niche and loves teaching elementary level students. John stated that he feels blessed to teach here having been a past graduate.
- Jessica Stein, Special Education, Grades 2 & 3: Jessica returns to HF-L after working as a paraprofessional at the Middle School. Her goal has been to return to HF-L. She stated that the administrative support has been tremendous.
- Melinda Tomkins, Grade 2: Melinda graduated in 1998. She has previously taught in the Rochester City School District. She shared that she is grateful to be here and feels at home. She also stated that all administrators in the district have been wonderful.
- Jennifer Truong, Grade 2: Jennifer has taught in Dansville, at Allendale Columbia, and in Washington DC. She just moved to Honeoye Falls from Geneseo. She stated that the administration has been outstanding, and she is grateful to be here.
- Natalie Wheeler, Grade 5: This is Natalie's second year of teaching. She taught her 1st year in NYC. Her family is from Pery, NY, and she returned to the area to be apart of a similar small town community. Natalie stated that she loves the staff, administration and knowledge that staff share. She also shared that, Lisa Moosbrugger has been outstanding and she is impressed with the extent of inquiry based learning at HF-L.

A. Visit Gym to See Interactive Equipment.

Members of the board, audience, and staff members, traveled to the Gym to see the new interactive equipment.

8. Board of Education Report

Jyothi Purushotham, Student Board Representative, reported that the annual National Honor Society inducted 87 new people. There are now, over 150-members from the Honeoye Falls-Lima School District.

A. Announcements

Dick Rasmussen spoke about a recent Master Facilities Planning Committee meeting. He stated that in early December, the Board of Education and architects will look at priorities with regard to the Master Plan. Concerns were raised with regard to the recent audit findings at Greece Central School District, and the involvement of Christa Construction. Discussion on the topic, lead to the following conclusions:

- Our Project Manager has served HF-L v in the past and has been sound
- HF-L has been extremely proactive in the process; it has been an entirely interactive process thus far
- HF-L may seek to understand details of reported findings at Greece CSD
- HF-L's relationship with SEI Design, architectural firm, and Christa Construction, have been non-questionable to this point

B. Audit Committee

C. Action Items

1. Contract Approval – Asset Control Solutions.

Ed Johnson, Director of Finance and Operations, stated that this is the second year of a three-year contract. The data and software was set up and implemented in the district, last year. The initial year contract amount was for \$7,000, with two remaining years of \$5,850 each. The service has been recommended in past audits in the district.

Motion by Mr. Krest, seconded by Mr. Willison, to approve a three-year contract with Asset Control Solutions, as presented. **Approved** unanimously.

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 Information Exchange Committee Update.

Dick Rasmussen, Board President, Dr. Michelle Kavanaugh, Superintendent of Schools and Chuck Allan, Board of Education member, were in attendance at the last MCSBA Information Exchange Committee meeting. Data for Intervention Services was discussed. HF-L is ahead of recommendations, in terms of best practices.

2. MCSBA Labor Relations Committee Update.

Ron Mendrick, Board Member and Committee Representative, will forward minutes from the meeting regarding a bill which has been passed. He stated that there is some indication that the Governor will be looking at Education more closely in the coming years. Cuts are foreseen. Discussion also included, district services, such as auditing, payroll and other, to contract for services through area BOCES.

Dick Rasmussen reported on a recent Claims Auditing workshop, which he attended, along with board member, Linda Hunt, and HF-L's Internal Claims Auditor, Patricia Floeser. The interactive workshop presentation was led by a retired Business Official. President Rasmussen, Linda and Pat, agreed that HF-L was among the minority of those who had looked closely at payroll through an audit. Overall, they felt that HF-L is already practicing most of what was presented.

10. **Superintendent's Report**

A. Announcements

Dr. Kavanaugh, Superintendent of Schools, reported on the following items:

- A Records Retention Grant has been fully approved by the NYS Archives. This effort will allow the hiring of temporary help, to assist the district in conducting a records inventory of the entire district.
- HF-L was featured, recently, in the "Just for Kids" – SUNY Albany, research report. A link will be added to our website in the near future.
- The HF-L Girls Volleyball team earned the Livingston County Sportsmanship Award.
- Wally Dyer will be inducted into the Section V Hall of Fame.
- Dr. Kavanaugh and Renée Williams visited the St. John Bosco School, in Mendon today. A report will follow at the next Board of Education meeting on November 18.
- A December 1st trip to Albany is being organized again, through the Monroe County School Boards Association. Members of the Office of Education and some New York State Legislators, will be present to discuss the state budget. All board members are welcome and encouraged to attend. There is no cost to the district and transportation is provided. If interested, please contact Rhonda Schaefer, for more information and to register.
- Global Café II is scheduled to take place on Wednesday, November 5, 7PM, at the Middle School cafeteria. Green Technology and the GM Fuel Cell, will be among some of the several displays.

B. Business Office Reports

The July 2008 Treasurer's report, was presented in its new format. The report is more detailed and explanatory. Ed Johnson stated that continued feedback from the Board is encouraged.

1. Treasurer's Report.

Motion by Mr. Willison, seconded by Mr. Gaffin, to accept the Treasurer's Monthly Report for the period from July 1, 2008 to July 31, 2008 as presented.

Approved unanimously.

A copy of this report, in its entirety, is duly made a part of these minutes.

Linda Hunt, BOE member, reported that she attended the District PTA meeting as the liaison from the board, for music boosters. She met the new PTA leaders. They approved their budget. Their programming this year will be a bullying program directed at the elementary age student. Their fundraiser will be a faculty vs. Sabres alumni basketball game in early April. The next District PTA meeting is scheduled for November 20.

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 October 21, 2008 Board Meeting

Approval of Bill Schedule # 3
Approval of Personnel

11. **Questions from Audience Regarding Agenda Items**
There were no questions from the audience regarding agenda items.

12. **Adjournment**
Motion by Mr. Willison, seconded by Mrs. Hunt, to adjourn the meeting at 7:48 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