

**MINUTES OF BOARD OF EDUCATION MEETING  
November 18, 2008 - 7:00 P.M.  
Honeoye Falls-Lima Central School District  
Lima Primary School Cafeteria  
Lima NY 14485**

**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, Jeanine Lupisella, Lisa Moosbrugger, 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 7:09 p.m.

A. Board Members Absent:

**2. Approval of Agenda**

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

**3. Consensus Agenda**

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

A. Approval of Minutes of the November 4, 2008 BOE Meeting

B. Approval of Personnel

TEACHER MENTOR APPOINTMENTS

<u>Last Name</u>	<u>First Name</u>	<u>Mentor – Level</u>	<u>Stipend</u>	<u>School</u>
Hazard	Sali	Teacher Mentor, Level 3	\$280.00	Manor School
Nahum	Maria	Teacher Mentor, Level 1	\$1,000.00	Manor School
Sinisgalli	Anita	Teacher Mentor, Level 1	\$1,000.00	Manor School

Effective: 11/1/08

COACHING APPOINTMENT

<u>Last Name</u>	<u>First Name</u>	<u>Coaching Area</u>	<u>Stipend</u>	<u>Longevity</u>	<u>Total Stipend</u>	<u>School</u>
Palmer	Pam	Cheerleading Varsity	\$3,987	\$1,000	\$4,987	High School

Effective: 11/19/08

TEACHING SUBSTITUTE APPOINTMENT

RUTH BROWN K-12

Valentown Road  
Victor, NY 14564

NON-TEACHING APPOINTMENT

MIKE FARMER Student Helper Buildings and Grounds

7094 ½ Rush Lima Road  
Honeoye Falls, NY 14472

CYNTHIA PFEIFER District Treasurer/Business Office Coordinator Central Office

6040 Cleary Road  
Livonia, NY 14487

Salary: \$60,000/yr.

Effective: 12/01/08, on a part-time basis

Effective: 01/05/09, on a full-time basis

NON-TEACHING SWIM PROGRAM SALARY ADJUSTMENTS

JOSH DOMALSKI	\$10.35
ANN KULP (SUPERVISOR)	\$11.65
ANN KULP (OFFICE)	\$10.00
JAMIE TROTT	\$10.35
WAYNE CRAIG	\$11.15
GLEN CUMMINGS	\$10.90
BRIAN DONNER	\$10.30
TODD GEARY	\$11.05
LINDA JONES	\$11.05
JENNIFER BOCK	\$ 8.15
ERIN CARROLL	\$ 7.35
MACKENZIE DEUBLER	\$ 8.25
ETHAN GARDNER	\$ 7.75
BRIAN GUENTHER	\$ 8.25
SARAH HUTCHINSON	\$ 7.35
LAUREN JAENECKE	\$ 7.90
ZACH JONAS	\$ 8.20
ANDREW LANPHERE	\$ 8.50

CAMERON LANPHERE	\$ 8.35
MARGARET MARKHAM	\$ 8.20
KRISTEN PAMPER	\$ 8.50
SHANLEY RICHARDS	\$ 8.15
MELISSA SHUKOFF	\$ 7.35
JACKSON SOMES	\$ 7.35
KRISTIN SPANGSNBERG	\$ 7.95
DAVID VOLZER	\$ 8.00
KELLY YOUNG	\$ 8.00

C. Approval of Committee on Preschool Special Education Recommendations

D. Approval of Committee on Special Education Recommendations

**Approved** unanimously.

4. **Open Forum**

There was no discussion during the open forum period.

5. **Lima Primary School, Program Highlights**

Jeanine Lupisella, Lima Primary Principal, introduced her new staff:

Chelsea Croston, First Grade Spanish – Chelsea is an HF-L Alumnus, and is honored to be back. She stated that she has found her school community and family here.

Daniel Englert, Special Education Teacher – Daniel has been in PBIS and health behavioral training. He has been teaching for thirteen years. He stated that the support here is exceptional and that his commitment is to all students. He thanked the board for the opportunity.

Annette Hauenstein, First Grade Teacher – Annette was previously a Literacy Professor from Brockport. She taught first grade in another district for several years. She shared with the board that the professionals in this building are superior.

Beth Laughrey, First Grade Teacher – Beth comes to HF-L from Boston. This is her sixth year teaching first grade. She stated that she is grateful to be here. She is appreciative for the level of support from parents and administration.

Nicole Williams, First Grade Teacher – This is Nicole's seventh year teaching. She taught second grade, previously. She moved to Rochester from the Lancaster area. Nicole shared that she is glad to be here and thankful for the multitude of development opportunities. She is in the process of grant writing and hopes for a successful outcome.

Jeanine spoke about several programs at Lima Primary School, to include:

**Character Counts**

"Smarty's Garden of Good Character" – Jeanine explained that the "smart cookie" program has changed to "smart garden friends" to reflect the implementation of more healthy initiatives. The change was initiated through the Wellness Team. The team of healthy vegetables teaches good character traits, each with it's own theme. The concept also ties into the actual garden and vegetables grown in the Lima Primary garden.

This character connection program connects with PBIS.

Jeanine shared with the board that her goals are based, in part, on data analysis. Findings indicate that the months of December, January and March were the highest months for disciplinary issues. New initiatives are under way to target positive behavior during these times and throughout the year.

6. **Board of Education Report**

A. Announcements

1. Middle School Robotics Team Presentation

Middle School First Robotics Team 7556, or "Team GearFreeze", reported to the board. The group was led by Michael Gushue, and member students. Their message was with regard to the deer population in our area and related injuries, insurance rates, the spread of disease, such as Lyme disease, and destruction to residential vegetation. They reported that bow hunting will not work as a means to control the population, due to the size of Mendon Ponds Park. The team performed a comical skit about other possible solutions to the problem, to include, "take a deer home for dinner campaign". The group will present their message to other community groups as well.

Dick Rasmussen thanked the board and community for donations and sentiments during the loss of his wife. He stated that the community has been wonderful during this difficult time.

Dick suggested that the Board of Education meet with the Master Facilities Committee at 6pm on December 9 and start the public session BOE Meeting, at 7:30pm.

Dr. Kavanaugh stated that the board would not be rescheduling the board mini-retreat in light of financial constraints. Conversation led to the creation of a sub committee to align district goals with board priorities. Gary Stottler, Hal Gaffin, and Jan Somes volunteered to participate on this committee.

Jyothi Purushotham, Student Board Representative, reported that the penny drive to raise funds for the Hillside Agency, has created competition between all high schools in the area. The winners earn a free concert and the funds go to Hillside Agency, for a very good cause. Jyothi also reported that recently, murals are being created for the Wellness Center.

2. Capital Project Update – Christa Construction

Bob Roberts, Christa Construction, reported on the status of the Capital Project.  
*A copy of the report is duly kept as a part of these minutes.*

B. Audit Committee

1. Claim Auditor's Report.

Pat Floeser, Internal Claims Auditor, presented her monthly report to the Board of Education.  
*A copy of the report is duly kept a part of these minutes.*

**Motion** by Mrs. Hunt, seconded by Mr. Gaffin, to accept the Claims Auditors Report, as presented.

**Approved** unanimously.

C. Action Items

D. Discussion Items

E. Reports and Communications

1. MCSBA Legislative Committee Update

There was no report available.

2. MCSBA Information Exchange Committee Update

Chuck Allan reported that board norms were the topic of discussion at the latest meeting.

3. Instructional Program Report:

a. Enriched Developmental Kindergarten

Jeanine Lupisella reported that she is seeing positive results in the learning by students in this program. She reported that there was a slightly different acclimation period of time for students who attended only ½ day versus full day program, when entering into first grade the following year. Following routine and attention spans were somewhat shorter for half day students. Fewer students seem to be requiring academic services this year. Behavior has improved this year. The system for early release is working well and does not cost the district any money. There is no foreseeable reason to discontinue this early release option next year. Information will continue to be made available to the board with regard to Spanish progression and how this impacts later learning.

b. Inquiry

Lisa Moosbrugger, K-5 Curriculum Coordinator, explained to the board how inquiry looks, in the classroom. Renée Williams, Assistant Superintendent for Instruction, spoke about Lisa's past work in Inquiry. Lisa stated that science is one of the best ways to get started. Math and Literacy are also strong ways to get started. Lisa shared that the comfort level and interest by teachers does vary. She clarified that overnight results are not expected. She has many video samples to share in future reports to the Board.

7. **Superintendent's Report**

A. Announcements

1. Review of New School

Dr. Kavanaugh asked for any questions regarding her report on the newly opened, St. John Bosco School, in our district in Mendon. Her report is duly kept as part of these minutes. She clarified that one pre-k student from our district presently attends the new school. She also clarified that HF-L's responsibility is to ensure that the curriculum is "substantially equivalent" and we must provide a report to SED. It is inconclusive at this point. Our district is in charge of reviewing their progress.

- Chris Preston and Bill Smith, Middle School Social Studies teachers, have their students participating in the Patriot's Pen Essay competition. She will keep the board posted with the outcome.
- Jean Hoffend was honored with the Golden Apple award.
- Thanks to Linda Hunt and Gary Stottler for participating in the latest Global Café event.
- An international video summit will take place related to the green effort, on Friday. The event speaks to 21<sup>st</sup> Century skills and inquiry.
- A number of Model UN Awards were received recently. Two regional leadership positions were achieved at the Model UN Conference. Four of seven students participating, are ninth graders.
- The High School Robotics team won the Chairmanship Award. The students are appreciative of their relationship with the Mendon Foundation. A financial report will follow soon.
- Today is School Related Professionals Day, in recognition of their service.

B. Business Office Reports

1. Treasurer's Report – August

Ed Johnson, Director of Finance and Operations, presented the August Treasurer's Report.

**Motion** by Mr. Gaffin, seconded by Mr. Willison, to approve the Treasurer's report, as present.

**Approved** unanimously.

*A copy of the report is duly kept a part of these minutes.*

2. Monthly Food Service Report – October

Kathy Palmer, Food Service Coordinator stated that there has been an increase in participation in Manor and the High School. Clarifications were made about some baseline purchases that are made each month. Kathy explained that product usage dictates the ordering and those costs remain fairly consistent. Items are not kept in surplus. Days of service create variables from month to month. Time

is being spent tracking patterns to assist in moving forward to implement a plan for paying back to the general fund.

A new deli station at the High School has made to order sandwiches, wraps and soups, daily. The daily breakfast program is successful and is served into break times in the morning. Kathy highlighted the Nutri-Kids online program. Informational letters will be going home with students. Discussion with the Business Office Manager and the Superintendent will take place to bring forward recommendation to address the issue of charging lunches.

*The report presented is made duly a part of these minutes.*

Motion by Mr. Willison, seconded by Mr. Allan, to approve the October Food Service Report.

**Approved** unanimously.

3. HF-L CSD 403(b) Retirement Plan Document

Ed Johnson spoke about the 403(b) plan, which has been reviewed by counsel and is a new mandate for schools to have in place by January, 2009. The Omni Group are beneficiary consultants who have worked with our district and other districts for many years. They facilitate the process with the financial institutions. This is a new mandate per IRS requirement.

Motion by Mr. Gaffin, seconded by Mr. Willison, to approve the HF-L CSD 403(b) Retirement Plan Document, as presented.

**Approved** unanimously.

4. Municipal Solutions, Bond Anticipation

Ed Johnson spoke about the market at the present time. He stated that recommendations are to consider 12-month BANS. They have been concluded to be at a best term rate. Bond rates are expected to improve in approximately one year. Other considerations, such as Dormitory Authority rates, will be watched.

**Motion** by Mr. Krest, seconded by Mr. Gaffin, to approve the Municipal Solutions Bond Anticipation, as presented.

**Approved** unanimously.

5. Budgetary Transfer

A transfer of funds was approved by the Superintendent of Schools to pay for a second session of the Global Nomads Group videoconference on 11/21/08. The first session was paid for by the science department and the Green Team. This is simply a notification to the Board of Education as the transfer amount is under \$2,000. No board action is required.

6. District Response to OSC & External Audits

*Reports are duly kept a part of these minutes.*

**Motion** by Mr. Gaffin, seconded by Mrs. Hunt, to approve the district response to the OSC and External Audits, as presented.

**Approved** unanimously.

7. District Response to Comptroller's report re: Employee Benefit Accrued Liability

The State Comptroller recently issued a report citing Honeoye Falls-Lima Central School District, as one of several districts in New York State to have an over funded Employee Benefit Accrued Liability Reserve, at the end of the 2006-07 school year. The district disagrees and the Board received confirmation of this from our External Auditor at the November 4, 2008, Board of Education meeting. The district has responded, in detail, to the State Comptroller.

8. Response to Potential Mid-Year Cuts

It has been determined that in January, legislators will reconvene to discuss mid-year cuts. A spending freeze is in place and DIU's have been reconvened. The Board President spoke about the willingness by staff to implement cuts, as needed and be resourceful, as discussed in recent Gems & Stones meetings.

Peg Potter is monitoring fuel costs closely with Ed Johnson. Revenue projections were based on a healthy economy. Interest earnings will be closely watched by the new Treasurer.

There was some debate about when to implement cuts and at what magnitude. The board president spoke about our fiduciary responsibilities and his concern is that decisions must be made in a manner which allows us to recover. Tax levy was also recommended to be part of discussion now, well in advance of the time of the budget. December 9 is when we may be able to provide further detail to the board. Phil Burrows stated that Leadership Team and Principals' Council have met twice in the past couple of weeks to discuss strategies. Consensus was shared about getting the message out to the community about how residents can help and the fact that these are real changes. A Public Relations campaign was a suggestion made and also to make use of the web site to report on this situation.

Shawn Krest left for a conference call at 9:50pm.

9. Consultant Services Agreement

**Motion** by Mr. Mendrick, seconded by Mr. Gaffin, to approve the Consultant Services Agreement, as presented.

**Approved** unanimously.

C. Old Business

D. New Business

1. Consensus Agenda Items to be voted on

Approval of Minutes of the

Approval of Personnel  
Approval of Committee on Preschool Special Education Recommendations  
Approval of Committee on Special Education Recommendations

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

There were no questions from the audience regarding agenda items.

9. **Adjournment**

**Motion** by Mrs. Somes, seconded by Mr. Allan, to adjourn the meeting at 10:13p.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