

MINUTES OF BOARD OF EDUCATION MEETING
October 21, 2008 - 7:00 P.M.
Honeoye Falls-Lima Central School District
High School Cafeteria
Honeoye Falls NY 14472

Board Members Present: President Richard Rasmussen, Chuck Allan, Linda Hunt, Shawn Krest, Ronald Mendrick, Janet Somes, Gary Stottler, and Robert Willison.

Staff Members Present: Superintendent Dr. Michelle Kavanaugh, Allison Armstrong, Philip Burrows, Dan McCarthy, James Nelson, Ed Johnson, David Roth, Matthew Weider, 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 7:00 p.m.

A. Board Members Absent: C. Harold Gaffin, and student representative, Jyothi Purushotham.

2. Approval of Agenda

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

3. Consensus Agenda

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

A. Approval of Minutes of the October 4, 2008 Board Meeting

B. Approval of Personnel

MANOR ELA TUTORIAL APPOINTMENTS

Coyle	Jonelle	Tutorial Program – Manor ELA	\$32.25 per hour
Rositano	Molly	Tutorial Program – Manor ELA	\$32.25 per hour
Schaefer	Scott	Tutorial Program – Manor ELA	\$32.25 per hour
Wenzel	Jennifer	Tutorial Program – Manor ELA	\$32.25 per hour

Effective 10/16/08

INTERSCHOLASTIC COACHING APPOINTMENTS – 2008-09 SCHOOL YEAR

Last Name	First Name	Name of Activity	Stipend	Longevity	Total	Building
Donegan	Bill	Basketball Boys Mod	\$4,186	\$1,000	\$5,186	Middle School
Hoyt	Dan	Basketball Boys Mod	\$2,886	\$750	\$3,636	Middle School
Battle	Christina	Basketball Girls Mod	\$2,789	\$0	\$2,789	Middle School
DeCarlo	Aaron	Basketball Girls Mod	\$3,203	\$0	\$3,203	Middle School
Pangia	John	Wrestling Modified	\$3,505	\$250	\$3,755	Middle School
Higgins	Pat	Basketball B Mod A	\$3,328	\$250	\$3,578	High School
Webster	Charles	Basketball B JV	\$4,519	\$250	\$4,769	High School
Neenan	Kevin	Basketball B Vars.	\$5,982	\$750	\$6,732	High School
Clark	Robert	Basketball Gi Mod A	\$3,505	\$500	\$4,005	High School
Muhlenkamp	Megan	Basketball Gi JV	\$3,660	\$250	\$3,910	High School
Willoughby	Steve	Basketball G Vars	\$5,470	\$750	\$6,220	High School
Buschang	Savannah	Cheerleading JV	\$2,600.	\$0	\$2,600	High School
Bennett	Jamie	Skiing Alpine	\$3,279	\$250	\$3,529	High School
Gardner	Bernie	Skiing Nordic	\$4,680	\$1,000	\$5,680	High School
Gardner	Jana	Skiing Nordic Asst.	\$3,120	\$0	\$3,120	High School
Ghidui	David	Skiing Nordic Asst.	\$2,789	\$0	\$2,789	High School
Schueckler	Norm	Swimming Boys	\$5,582	\$1,250	\$6,832	High School
Tyler	Dan	Swimming Boys Asst.	\$3,596	\$0	\$3,596	High School
Smith	William	Wrestling Assist.	\$2,789	\$0	\$2,789	High School
Wu	Steve	Wrestling Varsity	\$4,287	\$250	\$4,537	High School

APPROVAL OF SIXTH TEACHER ASSIGNMENT

AARON DECARLO Technology High School

Stipend: \$3,750 (as per teacher contract)

Effective: 9/1/08 – 1/29/09

Sixth Teaching Assignment (one semester and stipend is prorated)

CONTINUED EMERGENCY CONDITIONAL TEACHING APPOINTMENT

NORA LYNCH School Psychologist

K-12

3653 Pebble Beach Road

Lakeville NY 14480

Emergency Conditional Appointment approved at the 8/12/08 BOE Meeting

Continued Emergency Conditional Appointment 11/1/08 – 11/30/08

Regular teaching appointment pending full fingerprint clearance

TEACHING SUBSTITUTE APPOINTMENTS

CHRISTOPHER CAMPBELL K-12
716 Rose Lane
Rochester NY 14623
SEAN DONNELLAN K-12
1858 Livingston Street
Lima NY 14485
KELLY KNICKERBOCKER K-12
5615 E. Lake Road, #4
Conesus NY 14435
RYAN LEAHEY K-12
4568 Reservoir Road
Geneseo NY 14454
LISA MUGNOLO k-12
445 Five Points Road
Rush NY 14543
RENEE SMITH K-12
4929 East Lake Road
Livonia NY 14487
SHAWNNA SWEET K-12
1 Babcock Farms Lane
Pittsford NY 14534

NON-TEACHING APPOINTMENTS

CHRISTINE SACKETT Food Service Helper Manor School
245 East Street, Apt. 516
Honeoye Falls, NY 14472
Salary: \$9.31/hr.
Effective: 9/1/08

NON-TEACHING SUBSTITUTE APPOINTMENTS

ELAINE LACZ Lunchroom Monitor
8 Hawks View
Honeoye falls, NY 14472
Effective: 9/1/08

NON-TEACHING SWIM PROGRAM SALARY ADJUSTMENTS (EFFECTIVE 10/1/08)

MIKAELA COCHRAN \$9.25
DANNICA CUNNINGHAM \$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. **School Board Recognition Week**

Dr. Kavanaugh, Superintendent of Schools, spoke to the board about the School board proclamation and shared her respect for our committed and loyal members. She stated that they are an excellent example of governance, in that they are available for us not only locally, but regionally and sometimes nationally, on our behalf. We are fortunate to have a group who works hard together, civilly. Dr. Kavanaugh spoke about some tokens of appreciation being presented this evening. Board members each received three lapel pins, presented on a thank you card. Two pins for recognition as board members, specifically, and the third, the school's official, cougar-paw. She asked members to wear their lapel pins with pride for all they do.

David Roth, High School Principal, thanked board members for their service, and presented each member with a framed and gift-wrapped, black & white photograph, capturing pieces of community architecture and several of the community's areas of natural beauty. The photographs were taken by three high school photography students, Nadine Tiberio, Mollee Thomas, and Michael Trinidad.

Dan McCarthy, Manor Intermediate School Principal, spoke on behalf of the HF-L PTA. He asked board members to take notice of the wonderful student art work, displayed around the room, as well as the poem and certificate of appreciation provided at each board member's seat, from elementary level students. Dan read the poem aloud, and announced that the PTA will again, donate \$100.00 to the Community Reads Program, on behalf of the BOE.

6. **High School Program Highlights**

David Roth, High School Principal, introduced the High School Foreign Exchange students. Each student introduced themselves and spoke briefly to the board:

Lucero Paulina Martin del Compo, of Mexico, thanked the district for having her and said that everyone has been wonderful and extremely welcoming. She stated that she has been busy taking pictures of this beautiful area of the country.

Fredrik Johannes Kaksonen, of Finland, stated that he lives in the capital of Finland, so being in a small town is a very new experience for him. He stated that, contrary to what some believe, Finland does play American style football. Fredrik has signed up to play football on the HF-L football team. He said that he is happy to be here.

Mariua Oleksandrivna Tarasenko, of Ukraine, stated that where she is from, they are famous for enterprise. They have no bugs or mosquitoes. She stated that this has been a wonderful experience, so far, which is helping her to decide what she would like to do in the future.

David Roth, introduced his four new staff members; each addressed the board:

Brett Daggs – High School Library Media Specialist: Brett shared that it is wonderful to be here, at HF-L. Brett shared with the board that, he decided to teach after a previous 25-year career. He likes being able to interact with students from all grade levels, as well as all of the teachers in the building. He spoke about a program that he is extending for the month, called, “Teen Read”. It is displayed on the bulletin board outside the library identifying favorite books. Brett encourages students and staff, alike, to become involved.

Holly Englert, High School Reading Specialist: Holly stated that she is presently teaching a reading and writing program. She also services students with 504-Plans, presently. She too, stated that she is very happy to be teaching, here, at HF-L.

Jo-Ann Hussion, High School English Teacher: Jo-Ann thanked the board for approving her appointment and stated that she is thrilled to be here. She shared with the board that she presently teaches both grades 9 & 11 English. She has taught, previously, for sixteen years and has her Masters in Literacy. She is thoroughly enjoying integrating literacy into her course work.

Heather Waymouth, High School Reading Specialist: Heather just received her Master’s Degree at Syracuse University. Her position here at HF-L has a focus on academic support as well as language development skills. She spoke about a literacy project involving student interviews of people they know make a difference. Heather, too, shared that she was happy to be here at HF-L.

David Roth described an initiative at the High School to match students with adult mentors.

7. Board of Education Report

A. Announcements

1. Capital Project Update, Christa Construction.

Bob Roberts, of Christa Construction, stated that September and October were productive months, with the contractors becoming familiar with working off hours to lessen the impact on students and teachers. At the High School, ductwork for HVAC systems is ongoing, while the electricians have mobilized and are working alongside of the HVAC contractor to wire up the new units. At the Middle School, masonry restoration is complete and the HVAC work at the cafeteria is 95% complete. At Lima Primary School, both the new domestic hot water system and the new HVAC boiler system are 90% complete. At Manor Elementary School, masonry restoration is ongoing and the new HVAC system in the cafeteria is 95% complete.

The design team is continuing to research the best and most economical solution for the transportations canopy. Bob asked if the canopy project could potentially be postponed until the actuality of a change order is complete. This segment of the project is presently scheduled for completion by the end of May.

Bob spoke about the budget summary. He stated that there is \$17,683. in change orders, pending. They have not touched allowances of \$105,000. Approximately \$300,000 still remains in the contingency. He feels the project is in really good shape.

Ted Mountain stated that the technology project should be promptly reviewed.

B. Audit Committee

1. Claim Auditor’s Report

Motion by Mr. Willison, seconded by Mr. Stottler, to approve the Claim Auditor’s Report, as presented.

Pat Floeser presented her report. There were no questions from the board.

C. Action Items

1. Program Budget Advisory Council Membership – Revised

Motion by Mr. Allan, seconded by Mr. Willison, to accept the Program Budget Advisory Council revised membership, as presented.

S. Leigh Bradley, is the newest member.

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. NYSSBA Delegates Report

Chuck Allan, BOE Member, reported on his attendance to the NYSSBA Annual Convention, on behalf of the Board of Education. Chuck reported that, the Board Code of Conduct was the hot topic at the meeting, this year. A lot of time was spent on the subject, with specific attention to the ethical behavior of board members.

2. Master Facilities Committee Update

Dr. Kavanaugh reported that, the committee was receptive to the options for change at all buildings.

Ted Mountain, of SEi Design, stated that he has appreciated the process thus far and has had the opportunity to meet at all buildings and has met all of the principals. He appreciates the feedback and helpful comments. Ted stated that the Central Office meeting went well. He feels they have a good base on the programmatic size. Infrastructure is another focus. Building tours will take place soon, and roofing experts will view buildings. Ted stated that, regarding the financial end of things, financial aid scenarios are continually looked at and pursued.

Bob Roberts, of Christa Construction reported that, the group conducted a very successful and productive meeting with Cindy Gorley, HF-L's Manger of Technology. Bob reported that needs can be met within the department at minimal extra costs. Placement of smart boards in a consistent location, was one of their goals.

A board member spoke about wants and needs and weighing them out. (Structural versus luxury items.) She asked that functional items be covered in specific detail in an upcoming report.

8. Superintendent's Report

A. Announcements

Dr. Kavanaugh updated the board on the following items:

- With regard to the status of a new school in Mendon, St. John Bosco School: The school was in operation in the city and is now moving into Westminster Church, at the four-corners in Mendon.
- The Office of the State Comptroller posted on their website a list of schools reported as having excess reserve funds. Honeoye Falls-Lima was included on the list, along with many other districts. Dr. Kavanaugh indicated that the district had consulted our external auditor, Ray Wager, well in advance of this and were advised that we were in good standing. Ed Johnson, Director of Finance and Operations, explained to the board what Ray Wager had to say about the report. The Comptroller's Office submitted their list, comparing the reserve for employee benefits compared to the liability for compensated assets. According to Ray, 18 out of 20 schools that he audits were not deficient and the numbers were wrong. They picked up a wrong number consistently, from each district. Ed further explained that government accounting standards don't recognize certain transactions on the books; obligations that are not due beyond a one year period. The discrepancy amounts to \$500,000, in the opposite direction. Ray Wager's office will write to the SED to report the error and will be in contact with all school districts. We are in good standing, according to Ray Wager.

B. Business Office Reports

1. Extra Classroom Financial Statements

Motion by Mr. Krest, seconded by Allan, to accept the Extra Classroom Financial Statements, as presented.

Ed Johnson, Director of Finance and Operations reported that, while the Student Council account in the Middle Schools appears to have a high balance, it is due mostly to upcoming long-distance field trips to Quebec and Boston. "There are no specific legal limits to a Student Council account balance", Ed Johnson, reported.

2. Treasurer's Report

Ed Johnson reported that a new multi-page treasurer's report format provides more detail in response to some of the state audit comments, in terms of oversight. He stated that the report is a work in progress and that, the Business Office will continue to work with the Audit Committee to fine-tune the report.

One report outlines the general fund and shows the receipts and disbursements and reconciliation.

Ed stated that the audit committee has discussed adding some more description detailing what each fund encompasses.

3. Food Service Monthly Report

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

Kathy Palmer, Food Service Coordinator, shared with the board her areas of focus for improvement. This type of report will be provided to the board on a monthly basis. Kathy stated that, at this point in time, her biggest concern is getting students back in the program. New items are coming up and a push will continue, attempting to keep students in participation. A plan to implement the Nutri-kids Online program would be a convenience to parents. She explained that accounts can be created online, by parents. Funds can be added to the child's account. The system enables the parents to track expenditures and will send an email alert when the balance is becoming low. Because the money is cashless and is shown to increase participation in the program - where there is money, students will spend. There is no fee to the district, immediately. There is \$1.75 per transaction, payable by the family, when money is added to the student account. When asked if there might be an issue with fraud, or use of another's account, Kathy responded that, when a child keys in their ID number on a keypad, their photo ID shows up. Lunch ladies get to know their students by face and name.

Board members asked if parents might be spending a lot of time monitoring this and what happens to unused funds. Kathy reported that any left-over funds roll over until the student graduates and can be transferred to siblings, if desired. If parents choose not to do so, or there is no younger sibling to transfer to, a check is issued to the family for the remaining balance. Kathy clarified that this is a completely optional program.

With regard to the financial health of the food service program, Kathy stated that September is a month of many purchases. Perpetual inventory provides a monthly usage statement. At the end of October, Kathy will have financials for the month of September. The system of tracking with caterers and vendors has been changed in an effort to keep things more current and up to date.

Kathy clarified for the board that creating an account through Nutri-Kids is just one of the many components of the system. The district already uses many of the other internal components. Auditors appreciate this program due to the tracking ability. In response to further questions that some board members had, Kathy stated that, the process is a Kathy shared that, additionally, this will provide a time savings for her, as parents are now calling her office for the information and with the addition of the system, they can check this for themselves. This is convenient for parents also, because it is a

cashless system. It prevents the loss of money or checks, and eliminates confusion over what is left in an account. Parents have been asking Kathy for this information.

Kathy further shared that this system is in place and working well in other districts. The program is completely funded by the parent's transaction fee. There is no extra cost to the district.

Kathy will share at an upcoming meeting, the status of the grant at Manor School.

3. School Tax Collection Report

Motion by Mr. Krest, seconded by Mr. Allan, to accept the School Tax Collection Report, as presented.

Approved unanimously.

Ed Johnson, Director of Finance and Operations, clarified for board members that we will get a check in January for the STAR rebate.

4. Position Certification

Motion by Mr. Allan, seconded by Mr. Mendrick, to accept the Position Certification, as presented.

Approved unanimously.

As a follow-up to the OSC internal control audit this summer, the District received a letter from the State Controller's Office requesting written verification that a standard workday has been established for all positions covered under HF-L CSD employment for retirement purposes. They did not find documentation for the positions of physical therapist or lifeguard. After we investigated, we found documentation for the position of physical therapist, but not for lifeguard or internal claims auditor.

BE IT RESOLVED that, the Honeoye Falls-Lima Central School Board be and hereby establishes the following as a standard workday for appointed officials for the purpose of determining days worked reportable to the New York State and Local Employees' Retirement System. Appointed Officials of Lifeguard and Internal Claims Auditor will work a five day work week, six hours per day.

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 4, 2008 Board Meeting

Approval of Personnel

Approval of Committee on Preschool Special Education Recommendations

Approval of Committee on Special Education Recommendations

Dan stated that kudos to Kathy Palmer for her wonderful contributions.

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

There were no questions from the audience regarding agenda items.

10. **Adjournment**

Motion by Mr. Stottler, seconded by Mrs. Somes, to adjourn the meeting at 8:54p.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