

**DRAFT**

**Horseheads Central School District  
Business Meeting of the Board of Education  
Multi-Media Center(High School South Wing)  
September 29, 2011**

**Present:** Brinthead, Buck, Conklin, Holleran, Jacobus, Lively, Miller, O'Malley, Strollo

**Also Present:** Brock, Christiansen, Donahue, Learn, Marino, McDonough, Sechrist, Squires, Williams, Woodworth

**Absent:** Lynch

**Call to Order:** Vice-President Dr. Michael Buck called the meeting to order at 6:00 PM.

**Minutes**

Moved by Brinthead, seconded by Holleran.

RESOLVED, that the Horseheads Central School District Board of Education accepts the minutes of the Special Meeting of August 11, 2011, and the Business Meeting of August 25, 2011, as submitted.

Ayes	Noes	Abstained	Absent
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Brinthead

Buck

Conklin

Holleran

Jacobus

Lively

Lynch

Miller

Strollo

MOTION CARRIED

**President's Remarks**

Vice-President Dr. Michael Buck welcomed everyone to tonight's meeting. He stated President Brian Lynch is out of town on business, therefore, he will run tonight's meeting.

**Agenda Changes**

Vice-President Dr. Michael Buck stated Agenda Item 6.1 – the 2010-2011 Internal Audit Report will be next on the agenda. He also stated there will be an Executive Session directly after tonight's Regular Session to approve CSE/CPSE recommendations, to discuss Collective Bargaining with the CSEA Unit and to discuss the employment history of a particular employee.

### **Questions and Comments from the Public**

There were no Questions or Comments from the Public.

### **Awards, Honors and Recognition**

Superintendent Dr. Ralph Marino recognized the following honors and achievements:

- All of the staff for a great opening to the school year. Dr. Marino stated even with a lot of moving to get school ready; Opening Day went very, very well. He is truly appreciative of everyone.
- Eighth-grader Matt Dunn who won the Youth Award at the 2011 Street Painting Festival in Elmira in July. Ralph stated Matt is only thirteen years old; his work is very, very impressive.
- All of the seven schools(the staff, students and their families) and the District Offices for spearheading a collection of many donations of items for the flood victims in the valley. Ralph stated the District has received many anonymous donations including monetary. He is very, very appreciative of the generosity of this School District. Ralph also thanked Bus Drivers, Frank Rugiero and John Healey, for delivering the donations, some 40 to 50 boxes to Waverly High School for their collection for the Red Cross.
- Shaunak Amin, Jonathan Bergman, Matthew Eisner, Kevin Hansen, Nors Hexum, Sol Immerman and Paarth Shah on being named Commended Students in the 2012 National Merit Program. Ralph stated he is very proud of them and their high performance on the 2010 PSAT tests.
- High School Senior Andrew Grella who put together our first Raider Report, a way to communicate additional information of what is occurring in our Athletic Program to the community.

### **Presentations**

#### **2010-2011 Internal Audit Report(Jessica Lawrence)**

Jessica Lawrence presented the Board with the 2010-2011 Internal Audit Report. Jessica stated this report is the result of the Risk Assessment that was done in 2010-2011. Jessica reviewed the Executive Summary, the Audit Score, Objective and Methodology, Audit Procedures, Observations and Recommendations with the Board. Jessica stated that she broke the District down into groups and looked at four areas that might be spikes in risks. Due to the fact that the Business Administrator retired in the fall of 2010 and the District chose not to fill the position, the objective of the audit was, "The appropriate segregation of duties structure is in place between the Business Office and the Office of the Superintendent." Jessica stated that she met with various key individuals throughout the District, Business Office and Central Business Office and also reviewed the Finance and Audit Committee meeting minutes, along with Board meeting minutes as part of the Audit testing. Jessica stated that based on what she seen and the proactive steps that have been taken by the Superintendent along with the Board, she believes controls and the related policies and procedures over governance and Control Environment are present, and the appropriate segregation of duties structure appears to be in place

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between the Business Office and the Office of the Superintendent. Jessica stated that all of her findings were very positive and that as the relationship evolves and the Business Administrator is not a separate individual, keep in the back of your mind as the year continues and if individuals leave, responsibilities may have to be redistributed in order to maintain the proper segregation.

Board Vice-President Dr. Michael Buck and Superintendent Dr. Ralph Marino thanked Jessica for a very thorough report.

### **2010-2011 Independent External Audit Report(Bonadio Group)**

External Auditors Gerald Archibald and Karl Hagen from the Bonadio Group presented the Board with the 2010-2011 Independent External Audit Report. Gerald stated that he reviewed the Financial Report and the Management Letter which includes an overview of the previous year's recommendation in preparation for this Audit. Mr. Archibald stated that he is encouraged by the District's Administration and the Board's willingness to accept and address their previous recommendations. He reviewed the status of the previous year's recommendations noting that the Fixed Assets – Capital Projects Accounting and Reconciliation is still in Process and that the Projection Error in Fiscal 2010 General Fund Operating Results and Capital Asset Disposals has been completed. He reviewed identified deficiency in internal control that is considered to be a weakness in the area of Capital Asset Reporting. He also identified deficiency in internal control that is not considered to be material weaknesses in the areas of Actuarial Calculation of Other Postretirement Employee Benefits and the Reconciliation of the General Fund Balance. He went over recommendations so that major adjustments to the capital asset accounts at the end of each fiscal year can be prevented and that the District provide actual contribution data, up to the most recently completed fiscal year, to the actuary in order to improve the accuracy of the estimate for OPEB liability and the District review and reconcile fund balance accounts on at least a quarterly basis to ensure fund balance accounts are properly reported in the District's financial statements.

Gerald stated the full fifty-four pages of financial statements were reviewed in detail with the Audit Committee. An overview of the Financial Statements consists of: 1. The District experienced a decrease of \$6.8 million in total net assets during the course of the year. The decrease in net assets was caused primarily by the District's recognition of an additional accrual for other post-employment benefit(OPEB) obligations of \$7.8 million during the 2010-2011 fiscal year, 2. In the District-wide financial statements for 2010-2011, total revenue decreased by \$4.3 million to \$66.2 million from 2009-2010. Expenses for the District decreased by \$4.2 million to \$73.0 million during 2010-2011, 3. Capital asset additions during 2011 amounted to \$2.3 million, primarily due to the purchase of buses and capital project activity, 4. The District issued no additional long-term obligations during the year, 5. The District's 2011 total revenue in the District's General Fund was below its budgeted revenue by \$546k due primarily to lower than expected miscellaneous revenue and state aid, offset by higher

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actual funding through the ARRA stabilization grants than that which was included in the budget, and 6. At June 30, 2011, the District's Governmental Fund financial statements reported combined fund balances of \$33.6 million, an increase of \$656k from June 30, 2010.

Board Member John Lively inquired regarding the Government Fund Balance (Page 15 of the Report). He wanted to know if all the additional categories were included in this. Gerald stated that the initial area the State looks at is the 4% of the unassigned which is at the 4% level. From the State position this would be in excess of the 4% guideline. The intended use of those fund balances, those additional amounts of committed balance are added to the unassigned balance. A letter will likely be generated from the State to the District regarding this 4% excess. However, Gerald stated, "The District is in a position to address this letter."

Karl Hagen reviewed the Extra-Classroom Activities Funds Report. He stated that this is a difficult area for many school districts. Compared to last year's Management Letter there has been significant improvement. He stated the training that was given last fall resulted in positive improvement. He reviewed the status of the previous year's recommendations noting that the Segregation of Duties, Receipts Procedures and Documentation and Opening Balance Variance are still in process. He stated, that the Disbursements Procedures and Documentation and Clubs not clearly identified with student involvement are completed. Recommendations include: 1. The District's Administration review the process in which financial documents are delivered to the Central Treasurers of the High School, Middle School and Athletics Extraclassroom Clubs, and evaluate whether it is practical to reallocate any of the responsibilities within the respective main offices of each school location. Also the same individual review and approve the Extraclassroom bank reconciliations in a timely manner, including a review of outstanding items and all Extraclassroom activities should be clearly documented by an elected student treasurer. These student books should be maintained and reconciled to the Central Treasurer's records on a periodic basis.

Vice-President Michael Buck thanked Gerald and Karl for presenting a very thorough report and for working with the Audit Committee the last couple of months in the completion of the report in a timely fashion so that it can be submitted to the State.

#### **2011 Summer Capital Projects Update**

Director of Secondary Education/Facilities Jay Hillman updated the Board on the Summer Capitol Projects. Jay thanked the Maintenance and Custodial Staff for the great job they did this summer getting everything ready for the start of school. Jay stated all of the projects except for the Middle School roof are complete. Now, they are moving on to the annual visual inspections and getting bids out for next year's summer work.

**Superintendent’s Report**

**Senior Class Trip to New York City, May 19-20, 2012**

RESOLVED, that the Horseheads Central School District Board of Education approves the Senior Class Trip to New York City, May 19-20, 2012 as submitted.

<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>	<u>Absent</u>
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Brinthaup

Buck

Conklin

Holleran

Jacobus

Lively

Lynch

Miller

Strollo

MOTION CARRIED

Dr. Ralph Marino presented the Board with the request of approval for the Senior Class Trip to New York City, from May 19-20, 2012, for Board action. Dr. Marino stated we are going to try and help revive the economy in New York State by visiting New York City. We are also moving the trip from late fall to the spring so that students will be in a better financial position to attend the trip. It is very important for the class to come together and really make it a Senior Trip. The number of students has dropped significantly over the past few years and by offering this trip during the spring, at a lower price, we may be able to increase attendance. This will be a weekend trip which will offer the students may different options of how to spend their weekend. The cost of the trip is \$275.00. It is also possible for the students to earn up to \$200.00 in magazine sales which will offset the cost of the trip and bring it down to \$75.00.

Board Member Mary Anne Holleran stated the “Option Idea” is wonderful. It is a great opportunity for the students to choose what is best for them.

**2011-2012 Strategic Plan Implementation Team Membership List**

RESOLVED, that the Horseheads Central School District Board of Education approves the 2011-2012 Strategic Plan Implementation Team Membership List as submitted.

<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>	<u>Absent</u>
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Brinthaup

Buck

Conklin

Holleran

Jacobus

Lively

Lynch

Miller

Strollo

MOTION CARRIED

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Dr. Ralph Marino presented the Board with the 2011-2012 Strategic Plan Implementation Team Membership List for Board action. Dr. Marino stated this will probably be brought back to the Board at the October meeting with a few additional names.

**President’s Report**

**Appointment of Voting Delegate to the NYSSBA Annual Meeting**

Moved by Miller, seconded by Jacobus.

RESOLVED, that the Horseheads Central School District Board of Education approves the Appointment of Board Member Mary Anne Holleran as the Voting Delegate for the 2011 New York State School Boards’ Association meeting in Buffalo in October.

<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>	<u>Absent</u>
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Brinthead

Buck

Conklin

Holleran

Jacobus

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Miller

Strollo

MOTION CARRIED

Board Vice-President Dr. Michael Buck presented the Board with the Appointment of Board Member Mary Anne Holleran as the Voting Delegate for the 2011 New York State School Boards’ Association meeting in Buffalo in October for Board action. Dr. Buck stated that we are charging Board Member Mary Anne Holleran to vote for us. Dr. Buck stated that Mary Anne is our sole attendee this year and she has agreed to represent us. On behalf of the Board he thanked her for being this year’s Board delegate.

**NYSSBA Resolutions to be Enacted Upon at their Annual Meeting on October 29, 2011**

Board Vice-President Dr. Michael Buck reviewed the NYSSBA Resolutions that will be enacted upon at their annual meeting on October 29, 2011. Dr. Buck stated that the results of this meeting will charge NYSSBA with how they will represent all the school districts in the State. The Board discussed in detail where they stand on the proposed resolutions. Dr. Buck stated that Resolutions 1–7 are being presented as Expiring NYSSBA Positions Recommended for Adoption on Consent. The Board reviewed Resolutions 8-19.

Board Member Warren Conklin expressed his concern over the bad assumptions that could be derived from Resolution No. 10. He stated there isn’t any evidence to support this Resolution and that it could make it easy to fire the teachers who make a higher salary than where a new hired teacher would start at. He is worried that the assumption will be made that the most senior person is the least

qualified. Board Member Mary Anne Holleran stated she read it simply as compensation by performance of benchmark. It is more about teaching the performance.

Board Member Jim Jacobus expressed concern over Resolution No. 13. He stated he sees this Resolution as a form of age discrimination and he cannot agree with it. There has been talk regarding changes to be made to the benchmarks but no guarantee that they will be done correctly. There is absolutely nothing to do with teachers being competent or incompetent. He wants this to be fair and equitable for everyone. Board Member Pam Strollo stated it should not be the use of seniority alone, but a combination of factors, not first in, first out.

Board Member Jim Jacobus stated that he is against Resolution No. 15 as it goes against the Collective Bargaining Process. Board Member John Lively agrees with Jim. He stated that if this passes then it would allow the State to prescribe something that should be decided by the school district and its employees. Board Vice-President Dr. Michael Buck stated they could negotiate 20% and 30% with the minimum at 15%.

Board Member John Lively stated that he is in agreement with Resolution No. 19 as we need this.

Board Member Mary Anne Holleran asked High School Principal Karen Donahue for her opinion of Resolution No. 21, Grade Weighing. Karen stated that as the State continues to put things in place that are common across all the Districts then would be the time to do this as we would all go hand-in-hand in the future. But for now, we are good the way we are.

Dr. Michael Buck stated that when Mary Anne is at the convention, there may be new amendments that are presented. It will be up to Mary Anne to keep in the back of her mind the discussion we have held tonight, what our concerns are when she decides to either stand for or against a resolution.

### **Assistant Superintendent's Report**

#### **Summer Learning Academy**

GST BOCES STEM Curriculum Mentor Michael Bostwick, who served as the Summer Learning Academy (SLA) Coordinator this summer, reported on the program. Michael stated this is the second year of the Summer Learning Academy. It is funded by federal grant monies, is a four-week program which served 99 out of 100 K-6 students at Gardner Road Elementary School, Monday through Thursday mornings, 8:00 AM – 11:00 AM. There were ten classrooms with two ESL teachers which ended up with a 10:1 student to teacher ratio. Michael stated that even though he was the Coordinator of the Program he also taught two hours a day in a classroom. The students qualified for the Program based on teacher recommendations, report card data and Academic Intervention Services. Michael stated the two main goals of the Program were to work on skill deficiencies in reading, writing and mathematics and to decrease summer

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learning loss. He stated that the team collaboration was a bonus. Michael reviewed the following aspects of the Program such as Themes and Learning Activities which consisted of a different focus each week such as sports, water, nature, camping. The Teachers teamed up and collaborated on activities such as travel, vacation. There were Reading Buddies and Assemblies that were held on three of the four Mondays. Presenters were brought in to go along with the themes. Data results were reviewed through the use of Teacher and Parent Surveys that were completed. Parent's surveys at the end of the summer gave the Program high marks, with 98% agreeing that their children enjoyed the overall SLA experience. Ninety-six percent said the Program offered a good balance of necessary work and fun, while 95% said the program provided consistent extra help. Assistant Superintendent Alice Learn stated all of the testing information from the Pre and Post Test is compiled by Chris McGinnis; the information is placed in the student's AIS folder which will make it possible for us to track the students.

### **Challenger**

GST BOCES STEM Curriculum Mentor Michael Bostwick, reported on the Challenger Program. Michael stated this program was held at the Wings of Eagles Discovery Center for all the sixth-graders. He stated that this Program consists of the students working together as a team using many different types of skills to be able to successfully complete a mission. Michael described a Hurricane Mission which is similar to a video conference. There is a commission manager whom the team has to report to. The students are all prepared and organized as they have to make decisions quickly and come together collaboratively as a team. The students are very engaged the entire time they are there. Michael stated the way the students came together was amazing; unbelievable. It is incredible what students are able to do when they face a challenge. There is a lot of integration with math and the use of formulas to come up with calculations to use in graphing, etc. When students are under pressure they really step up to solve a problem.

Director of Secondary Education/Facilities Jay Hillman stated this program was set up by the Wings of Eagles. The staff at the Wings of Eagles made it very clear to Jay that when we were there that our students were ready to work together and were very inquisitive with the questions they asked. The staff commented that our students did a phenomenal job and commended them for their behavior. This opportunity gave our students the chance to apply Habits of the Mind. Michael stated the students received a lot of great comments from Allison, the Coordinator of the Program. Alice told Michael the students were very respectful, highly prepared and very involved and that they were the leader in this Program.

Board Member Mary Anne Holleran agreed with Michael's comments, "The students you would expect to do the least are the ones that sometimes step up and put their best effort forward." This is an amazing opportunity for our sixth-grade students.

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**Race to the Top Update**

Assistant Superintendent Alice Learn reported on the District's progress towards meeting the requirements for the state's Race to the Top implementation planning and the common core standards. A network team(Alice Learn, Jay Hillman and Virginia Abrunzo) attended the Regional Summer Institute where they were trained on implementing the state's common core standards in math and ELA and the School-Based Inquiry Model. They also learned about Evidence-Based Observation in support of teacher/principal evaluations systems and an update on the state's Race to the Top progress. To date, no Race to the Top funds have been spent.

**Re-Authorize Third-Party Tutoring Contract**

Moved by Holleran, seconded by Miller.

RESOLVED, that the Horseheads Central School District Board of Education approve the re-authorization of the Third-Party Tutoring Contact as submitted.

<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>	<u>Absent</u>
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Brinthaup  
 Buck  
 Conklin  
 Holleran  
 Jacobus  
 Lively

Lynch

Miller  
 Strollo

MOTION CARRIED

Assistant Superintendent Alice Learn brought the re-authorization of the Third-Party Tutoring Contact to the Board for Board action. Alice stated the term of this Agreement is effective September 7, 2011 and will terminate on August 31, 2012. It is federally funded.

**Section 100.2 Commissioner's Regulations Variance**

Moved by Brinthaup, seconded by Holleran.

RESOLVED, that the Horseheads Central School District Board of Education approve a variance to Section 100.2 of the Commissioner's Regulations to be submitted to the State.

<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>	<u>Absent</u>
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Brinthaup  
 Buck  
 Conklin  
 Holleran  
 Jacobus

Lynch

Miller  
 Strollo

MOTION CARRIED

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Assistant Superintendent Alice Learn brought a variance to Section 100.2 of the Commissioner’s Regulations which will be submitted to the State to the Board for Board action. Alice stated this variance is to allow for re-configuration of the Grades 5-8 Administrators at the Intermediate/Middle School and will allow for one Principal per BED code per school.

**Acting School Business Administrator’s Report  
Increase in Appropriations(Target to the High School)**

Moved by Brinthead, seconded by Lively.

WHEREAS, the appropriation expenditure for fiscal year 2010-2011 was approved and set on May 17, 2011...AND....

WHEREAS, the Horseheads Central School District has insufficient appropriated expenditures for this service....THEREFORE.....

BE IT FURTHER RESOLVED, that the 2010-2011 budget be increased by \$535.24 and this increase be funded by the reimbursement to revenue code A980-2705.

The appropriation for the following codes should be increased:

A-2110-12-450	\$535.24	High School Supplies
A-980-2705	\$535.24	Revenue – Gifts & Donations

BE IT FURTHER RESOLVED, that the Horseheads Central School District authorize the expenditure of the sums set forth in the budget in the total amount of \$69,339,607.55....AND.....

BE IT FURTHER RESOLVED, that such changes in appropriation become effective September 29, 2011.

<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>	<u>Absent</u>
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Brinthead  
Buck  
Conklin  
Holleran  
Jacobus

Lynch

Miller  
Strollo

MOTION CARRIED

Acting School Business Administrator Dr. Ralph Marino stated the Horseheads Central School District received \$535.24 from Target and the Take Charge of Education Program. When parents, teachers, and other school supporters use their REDcards, Target donates up to 1% of their purchase to their designated eligible K-12 school.

**Increase in Appropriations(E-RATE)**

Moved by Brinthaupt, seconded by Jacobus.

WHEREAS, the appropriation expenditure for fiscal year 2010-2011 was approved and set on May 17, 2011...AND....

WHEREAS, the Horseheads Central School District has insufficient appropriated expenditures for this service....THEREFORE.....

BE IT FURTHER RESOLVED, that the 2010-2011 budget be increased by \$2,018.51 and this increase be funded by the reimbursement to revenue code A980-2770.

The appropriation for the following codes should be increased:

A-1680-99-30-39-219	\$2,018.51	Computer Hardware
A-980-2770	\$2,018.51	Revenue – Prior Year

BE IT FURTHER RESOLVED, that the Horseheads Central School District authorize the expenditure of the sums set forth in the budget in the total amount of \$69,341,626.06....AND.....

BE IT FURTHER RESOLVED, that such changes in appropriation become effective September 29, 2011.

<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>	<u>Absent</u>
Brinthaupt			
Buck			
Conklin			
Holleran			
Jacobus			
			Lynch

Miller  
Strollo

**MOTION CARRIED**

Acting School Business Administrator Dr. Ralph Marino stated the Horseheads Central School District received \$2,018.51 from Sprint Nextel E-Rate reimbursement on phone services from prior year. This money is to be used towards purchasing district-wide computer equipment through BOCES.

**Student Transportation Cooperative Agreement with BOCES**

Moved by Brinthaupt, seconded by Jacobus.

RESOLVED, that the Horseheads Central School District Board of Education approves the Student Transportation Cooperative Agreement with BOCES as presented.

<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>	<u>Absent</u>
Brinthaupt			
Buck			
Conklin			
Holleran			

Cont'd

Jacobus  
Lively

Lynch

Miller  
Strollo

**MOTION CARRIED**

Acting School Business Administrator Dr. Ralph Marino brought the Student Transportation Cooperative Agreement with BOCES to the Board for Board action. Dr. Marino stated this is an agreement that is made by and among twenty-one participating school districts for the purpose of providing transportation to their respective students on a cooperative basis during the school year commencing July 1, 2011 and ending June 30, 2012.

**Western New York Educational Service Contract**

Moved by Strollo, seconded by Holleran.

RESOLVED, that the Horseheads Central School District Board of Education approves the Western New York Educational Service Contract as presented.

<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>	<u>Absent</u>
Brinthaup			
Buck			
	Conklin		
Holleran			
	Jacobus		
Lively			
			Lynch
Miller			
Strollo			

Miller  
Strollo

**MOTION CARRIED**

Acting School Business Administrator Dr. Ralph Marino brought the Western New York Education Service Contract to the Board for Board action. Dr. Marino stated this is an agreement that authorizes Dr. Susan Gray to provide trainings and facilitate discussions that encompasses team building, needs assessment and identification of District priorities that will include District goals and objectives for the next three to five years. This agreement is in effect from July 1, 2011 through June 30, 2012.

Board Member Warren Conklin inquired as to the total cost and the anticipated number of hours of participation. Dr. Marino stated that he will look into this and will present it to the Board at a later date. He stated that this does include the two-day retreat that is held in August, the half-day retreat in January and preparation time. Board Member Conklin also inquired as to why these services were started prior to Board approval. Dr. Marino stated this has been done in the past and it also occurs with personnel appointments.

**Universal Pre-K Agreement with Sue Ungvasky**

Moved by Jacobus, seconded by Strollo.

RESOLVED, that the Horseheads Central School District Board of Education approves the Universal Pre-K Agreement with Sue Ungvasky as presented.

Cont'd



RESOLVED, that the Horseheads Central School District warrant and tax roll for 2009-2010 be adjusted as follows:

<b>2009-2010 ADJUSTMENTS TO TAX WARRANT</b>						
Town	Owner	Tax Map #	Original Taxable Assessment	Revised Taxable Assessment	Difference Taxable Assessment	Difference in Tax Levy
Horseheads	The Center at Horseheads, LLC	49.03-3-5	4,778,800	3,100,000	-1,678,800	-30,715.03
<b>TOTAL REDUCTION TO TAXABLE ASSESSMENT</b>					<b>-\$1,678,800</b>	
<b>TOTAL REDUCTION IN TAX LEVY</b>						<b>-\$30,715.03</b>

Ayes \_\_\_\_\_ Noes \_\_\_\_\_ Abstained \_\_\_\_\_ Absent \_\_\_\_\_

Brinthead  
Buck  
Conklin  
Holleran  
Jacobus  
Lively

Lynch

Miller  
Strollo

MOTION CARRIED

Acting School Business Administrator Dr. Ralph Marino brought a Tax Certiorari Settlement for 2008-2009 and 2009-2010 with the Center at Horseheads to the Board for Board action. Dr. Marino stated the District received an Order and Decree of Settlement from the Supreme Court, County of Chemung, regarding a correction to the 2008-2009 and 2009-2010 tax assessment rolls for the above property. The Court order was made that the assessment of the property be corrected and reduced by \$1,678,800.

**Repair Reserve Fund Transfer**

Moved by Brinthead, seconded by Holleran.

BE IT RESOLVED, that the Horseheads Central School District Board of Education approve the transfer of \$3,576.00 to the General Fund for the 2011-2012 school year from the Repair Reserve Fund.

Ayes \_\_\_\_\_ Noes \_\_\_\_\_ Abstained \_\_\_\_\_ Absent \_\_\_\_\_

Brinthead  
Buck  
Conklin  
Holleran  
Jacobus  
Lively

Lynch

Miller  
Strollo

MOTION CARRIED

Cont'd

Acting School Business Administrator Dr. Ralph Marino brought the approval of a transfer of \$3,576.00 to the General Fund for the 2011-2012 school year, from the Repair Reserve Fund to the Board for Board action.

**Debt Retirement Resolution**

Moved by Brinthead, seconded by Holleran.

WHEREAS, the appropriation expenditure for fiscal year 2010-2011 was approved and set on May 17, 2011...AND....

WHEREAS, the Horseheads Central School District has insufficient appropriated expenditures for this service....THEREFORE.....

BE IT FURTHER RESOLVED, that the 2010-2011 budget be increased by \$1,600,000.00 and this increase be funded by the Appropriated Fund Balance code A5999-000.

The appropriation for the following codes should be increased:

A9901-960	\$1,600,000.00	Debt Service
A5999-000	\$1,600,000.00	Appropriated Fund Balance

BE IT FURTHER RESOLVED, that the Horseheads Central School District authorize the expenditure of the sums set forth in the budget in the total amount of \$70,941,626.06....AND.....

BE IT FURTHER RESOLVED, that such changes in appropriation become effective September 29, 2011.

<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>	<u>Absent</u>
Brinthead			
Buck			
Conklin			
Holleran			
Jacobus			
Lively			
			Lynch
Miller			
Strollo			

**MOTION CARRIED**

Acting School Business Administrator Dr. Ralph Marino brought the approval of a Resolution to Increase Appropriations for Fiscal Year 2011-2012 to the Board for Board action. Dr. Marino stated this is to retire \$1,600,000.00 in long-term debt.

**GST BOCES Cooperative Bid for Copier Paper**

Moved by Jacobus, seconded by Miller.

BE IT RESOLVED, that the Horseheads Central School District Board of Education approve GST BOCES Cooperative Bid for Copier Paper as submitted.

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<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>	<u>Absent</u>
Brinthaupt			
Buck			
Conklin			
Holleran			
Jacobus			
Lively			
Miller			Lynch
Strollo			

**MOTION CARRIED**

Acting School Business Administrator Dr. Ralph Marino brought the approval of the GST BOCES Cooperative Bid for Copier Paper to the Board for Board action.

**Pilot Update**

Acting School Business Administrator Dr. Ralph Marino presented the Board with the 2011-2012 Pilot Updates. Dr. Marino stated this report shows what year of the Pilot the businesses are in and the amount that the District receives.

Board Member Warren Conklin inquired as to what the amount is that affects the District. Dr. Marino stated that presently the District is not receiving \$259,352.63 in taxes due to Pilots.

**Tax Certiorari Update**

Acting School Business Administrator Dr. Ralph Marino presented the Board with the Tax Certiorari Update. Dr. Marino stated that the District has set aside \$1.8 million for monies that may need to be refunded to those who have applied for reassessment of their property. Presently, we are approximately \$300,000 short in the reserve. We will have to move it in October if we have to pay out the settlements that have not yet been signed by the Judge.

Board Member Jim Jacobus sated it still bothers him tremendously when a company or business receives a Pilot Agreement and then they want their assessment significantly reduced. At some point in time, the rest of the taxpayers have to make up that money and it also hurts us with State Aid. Board Vice-President Dr. Michael Buck inquired as to the vitality of having to remove money from this in June and now we may have to put money in it.

**Disposal of District Property Requests  
(Items from the High School and Ridge Road School)**

Moved by Jacobus, seconded by Holleran.

RESOLVED, that the Horseheads Central School District Board of Education approves the Disposal of District Property Requests from the High School and Ridge Road Elementary School as submitted.

<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>	<u>Absent</u>
Brinthaupt			
Buck			
Conklin			

Cont'd



Holleran  
Jacobus  
Lively

Lynch

Miller  
Strollo

**MOTION CARRIED**

Acting School Business Administrator Dr. Ralph Marino brought the request of the Disposal of District Property Requests from the High School and Ridge Road Elementary School to the Board for Board action. Board Member Jim Jacobus stated he noticed there are a significant number of library books being removed from Ridge Road Elementary School and wondered if it would be possible to donate them to some of the schools to the East of us where the flooding occurred. Dr. Marino stated that we are working on this.

**Early Retirement Incentive Resolution**

Moved by Conklin, seconded by Holleran.

RESOLVED, that the Horseheads Central School District Board of Education authorizes the Superintendent of Schools to negotiate a district-wide Early Retirement Incentive with any interested association/unit in the District. The parameters of such an incentive are as follows:

- Annual aggregate salary savings of \$250,000 beginning with the 2012-2013 school year and beyond; and
- A deadline for participation being November 1, 2011.

<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>	<u>Absent</u>
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Brinthaup			
Buck			
Conklin			
Holleran			
Jacobus			
Lively			

Lynch

Miller  
Strollo

**MOTION CARRIED**

Acting School Business Administrator Dr. Ralph Marino brought the request to authorize the Superintendent of Schools to negotiate a district-wide Early Retirement Incentive with any interested association/unit in the District to the Board for Board action. Dr. Marino stated this is similar to last year's Early Retirement Incentive. This will be very helpful in preparing the 2012-2013 budget and will also help us with the loss of the Federal Jobs bill. The District does have the money set aside for this. This proposal has been reviewed by the Finance and the Human Resources Sub Committees.

**2010-2011 Internal Audit Report**

Moved by Brinthead, seconded by Lively.

RESOLVED, that the Horseheads Central School District Board of Education approves the 2010-2011 Internal Audit Report as presented.

<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>	<u>Absent</u>
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Brinthead

Buck

Conklin

Holleran

Jacobus

Lively

Lynch

Miller

Strollo

MOTION CARRIED

Acting School Business Administrator Dr. Ralph Marino brought the 2010-2011 Internal Audit Report to the Board for Board action. Board Member Jim Jacobus stated that this is the first one that has been excellent which speaks volumes for the District.

**2010-2011 Independent External Audit Report**

Moved by Jacobus, seconded by Holleran.

RESOLVED, that the Horseheads Central School District Board of Education approves the 2010-2011 Independent External Audit Report as presented.

<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>	<u>Absent</u>
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Brinthead

Buck

Conklin

Holleran

Jacobus

Lively

Lynch

Miller

Strollo

MOTION CARRIED

Acting School Business Administrator Dr. Ralph Marino brought the 2010-2011 Independent External Audit Report to the Board for Board action.

**2010-2011 Extra Classroom Activity Audit Report**

Moved by Brinthead, seconded by Jacobus.

RESOLVED, that the Horseheads Central School District Board of Education approves the 2010-2011 Extra Classroom Activity Audit Report as presented.

<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>	<u>Absent</u>
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Brinthead

Buck

Conklin

Holleran

Jacobus

Cont'd

Lively

Lynch

Miller

Stollo

MOTION CARRIED

Acting School Business Administrator Dr. Ralph Marino brought the 2010-2011 Extra Classroom Activity Audit Report to the Board for Board action.

**2010-2011 Single(Federal) Audit Report**

Moved by Holleran, seconded by Stollo.

RESOLVED, that the Horseheads Central School District Board of Education approves the 2010-2011 Single(Federal) Audit Report as presented.

<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>	<u>Absent</u>
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Brinthaup

Buck

Conklin

Holleran

Jacobus

Lively

Lynch

Miller

Stollo

MOTION CARRIED

Acting School Business Administrator Dr. Ralph Marino brought the 2010-2011 Single(Federal) Audit Report to the Board for Board action. Dr. Marino stated we did not have any Corrective Action on it.

**Athletic Accounts Report(August 2011)**

Moved by Lively, seconded by Jacobus.

RESOLVED, that the Horseheads Central School District Board of Education approves the Athletic Accounts Report for August 2011 as presented.

<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>	<u>Absent</u>
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Brinthaup

Buck

Conklin

Holleran

Jacobus

Lively

Lynch

Miller

Stollo

MOTION CARRIED

Acting School Business Administrator Dr. Ralph Marino brought the Athletic Accounts Report for August 2011 to the Board for Board action.

**High School Extra Classroom Report(June, July and August 2011)**

Moved by Brinthaup, seconded by Lively.

Cont'd

RESOLVED, that the Horseheads Central School District Board of Education approves the High School Extra Classroom Report(June, July and August 2011) as presented.

<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>	<u>Absent</u>
Brinthead			
Buck			
Conklin			
Holleran			
Jacobus			
Lively			
Miller			Lynch
Stollo			

MOTION CARRIED

Acting School Business Administrator Dr. Ralph Marino brought the High School Extra Classroom Report(June, July and August 2011) to the Board for Board action. Board Member John Lively stated he is happy to see the Class of 2011's balance is down to \$200.00.

**Middle School Extra Classroom Report(July and August 2011)**

Moved by Jacobus, seconded by Holleran.

RESOLVED, that the Horseheads Central School District Board of Education approves the Middle School Extra Classroom Report(July and August 2011) as presented.

<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>	<u>Absent</u>
Brinthead			
Buck			
Conklin			
Holleran			
Jacobus			
Lively			
Miller			Lynch
Stollo			

MOTION CARRIED

Acting School Business Administrator Dr. Ralph Marino brought the Middle School Extra Classroom Report(July and August 2011) to the Board for Board action.

**Claims Auditor Report(June and July 2011)**

Moved by Jacobus, seconded by Lively.

RESOLVED, that the Horseheads Central School District Board of Education approves the Claims Auditor Report for June and July 2011 as presented.

<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>	<u>Absent</u>
Brinthead			
Buck			
Conklin			
Holleran			

Cont'd

Jacobus  
Lively

Lynch

Miller  
Strollo

**MOTION CARRIED**

Acting School Business Administrator Dr. Ralph Marino brought the Claims Auditor Report for June and July 2011 to the Board for Board action.

**Treasurer’s Report(July and August 2011)**

Moved by Jacobus, seconded by Holleran.

RESOLVED, that the Horseheads Central School District Board of Education approves the Treasurer’s Report for July and August 2011 as presented.

<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>	<u>Absent</u>
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Brinthaup			
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Buck			
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Conklin			
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Holleran			
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Jacobus			
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Lively			
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Lynch

Miller  
Strollo

**MOTION CARRIED**

Acting School Business Administrator Dr. Ralph Marino brought the Treasurer’s Report for July and August 2011 to the Board for Board action.

**Human Resources Director’s Report**

**Human Resources Sub-Committee Recommendations**

Moved by Lively, seconded by Brinthaup.

RESOLVED that the Horseheads Central School District Board of Education approves the Human Resources Sub-Committee Recommendations as submitted.

CIVIL SERVICE CLEARANCE FOR EMPLOYMENT (FINGERPRINTED):

STATUS/POSITION

Ellis, Kay	Non-Instructional Substitute
Schrock, Aimee	Non-instructional Substitute

CIVIL SERVICE SUBSTITUTE/TEMPORARY APPOINTMENTS:

	<u>STATUS/POSITION</u>	<u>EFFECTIVE</u>	<u>SALARY</u>
Aikman, Dawn	Substitute Bus Driver (in-training)	08/08/11	\$9.56/hr.
Doolittle, Debra	Substitute Clerical	09/08/11	\$7.35/hr.
Ellis, Kay	Substitute Clerical, School Monitor	09/06/11	\$7.25-7.35/hr.
Keith, George W.	Substitute Bus Driver (call-in)	09/07/11	\$10.56/hr.
Lackey, Emily	Student Lifeguard	09/09/11	\$7.25/hr.
Schrock, Aimee	Sub clerical, teaching assistant, teacher aide	09/12/11	\$7.25-7.35/hr.
	School monitor, food service helper		
Stephens, Cyril	Substitute Bus Driver (in-training)	08/08/11	\$9.56/hr.

Cont'd

**CIVIL SERVICE APPOINTMENTS:**

	<u>STATUS/POSITION</u>	<u>EFFECTIVE</u>	<u>SALARY</u>
Butler, Theresa	IS/Teacher Aide – 3 hr.	09/01/11	\$9.43/hr.
Stephens, Cyril	Transportation/Bus Driver (4 hr.)	09/01/11	\$10.76/hr.
Ungvarsky, James	Transportation/Bus Driver (re-hire)	10/27/11	\$12.60/hr.

**CIVIL SERVICE LEAVES:**

	<u>STATUS/POSITION</u>	<u>EFFECTIVE</u>
Pearson, Carla	HS/School Monitor	09/06/11-11/30/11(medical)

**CIVIL SERVICE RECALL:**

	<u>STATUS/POSITION</u>	<u>EFFECTIVE</u>	<u>SALARY</u>
Pearson, Carla	HS/School Monitor 3.5 hr.	09/06/11	\$9.60/hr.

**CIVIL SERVICE CHANGE IN HOURS:**

	<u>STATUS/POSITION</u>	<u>EFFECTIVE</u>
Johns, Linda	HS/School Monitor – 3.5 hrs./day	09/01/11
Mattison, Jacqueline	GR/School Monitor – 2.75 hrs./day	09/01/11
Quick, Deborah	HS/School Monitor – 3.5 hrs./day	09/01/11
Reese, Julie	Transportation/Bus Driver – 2 hr./day	09/01/11

**CIVIL SERVICE RESIGNATIONS:**

	<u>STATUS/POSITION</u>	<u>EFFECTIVE</u>
Fanelli, Christina	BF/Sr. Clerk Typist	10/3/11

**CIVIL SERVICE RETIREMENTS:**

	<u>STATUS/POSITION</u>	<u>EFFECTIVE</u>
Ungvarsky, James	Bus Driver/Transportation	10/25/11

WHEREAS, **Jean Sheahan** will retire as an Occupational Therapist, effective September 1, 2011; WHEREAS, Jean is in her 11th year with the District; WHEREAS, Jean will be sorely missed by staff and students; BE IT RESOLVED, that the Board accepts Jean’s retirement and hopes her future years are fulfilling.

**CIVIL SERVICE SALARY ADJUSTMENT:**

	<u>STATUS/POSITION</u>	<u>EFFECTIVE</u>	<u>SALARY ADJUSTMENT</u>
Park, Larry	Head Plumber/Facilities	10/01/11	Additional \$5,000

**CIVIL SERVICE TRANSFERS:**

	<u>STATUS/POSITION</u>	<u>EFFECTIVE</u>
Callahan, Carol	HS/Licensed Practical Nurse	09/01/11
Owen, Mary	HHC/TTC/Montessori/SMOM	09/01/11
Trojanowski, Carol	IS/MS-Registered Nurse	09/01/11

**INSTRUCTIONAL LEAVES:**

	<u>STATUS/POSITION</u>	<u>EFFECTIVE</u>	<u>SALARY</u>
Hennessey, Elizabeth	RR/Music	9/6/11 – 10/4/11	Maternity Ext. Unpaid
White, Kim	MS/FACS	9/20/11 – 11/3/11	Medical Paid

**INSTRUCTIONAL RECALL:**

	<u>STATUS/POSITION</u>	<u>EFFECTIVE</u>	<u>SALARY</u>
Pribulick, Julie	HS/Teaching Assistant 1:1	09/01/11	\$13,921

Cont'd

INSTRUCTIONAL RESIGNATIONS:

	<u>STATUS/POSITION</u>	<u>EFFECTIVE</u>
Clemons, Pamela	IS/Teaching Assistant	09/06/11
Daly, John (Jack)	HS/Social Studies	01/31/12

INSTRUCTIONAL TEMPORARY ASSIGNMENTS:

	<u>STATUS/POSITION</u>	<u>EFFECTIVE</u>	<u>SALARY</u>
Buchanan, Lisa	GR/Teaching Assistant (class-size)	9/13/11-tbd	\$7.30/hr.
Davenport, Bonnie	CS/Teaching Assistant (class-size)	9/06/11-tbd	\$10.75/hr.
Hansell, Aimee	CS/Teaching Assistant (class-size)	9/06/11-tbd	\$10.75/hr.
Hess, Lisa	CS/Teaching Assistant (class-size)	9/06/11-tbd	\$10.75/hr.
Noe, Michele	GR/Teaching Assistant (class-size)	9/15/11-tbd	\$7.30/hr.

INSTRUCTIONAL TENURES:

	<u>STATUS/POSITION</u>	<u>EFFECTIVE</u>
Howe, Deborah	MS/Teaching Assistant	12/15/11

INSTRUCTIONAL TRANSFERS:

	<u>STATUS/POSITION</u>	<u>EFFECTIVE</u>
Close, Brenda	BF/Teaching Assistant 1:1	09/01/11
Stryker, Alicia	IS/Teaching Assistant	09/19/11
Whitson, Sarah	IS/Teaching Assistant 1:1	09/01/11

INSTRUCTIONAL NEW HIRES:

	<u>STATUS/POSITION</u>	<u>EFFECTIVE</u>	<u>SALARY</u>
Bratz, Tiffany	HS/French Teacher	9/1/11	\$40,344
McMillen, Joseph	HS/Social Studies	9/1/11	\$42,544

INSTRUCTIONAL LONG-TERM SUBSTITUTE TEACHERS/TEACHING ASSISTANTS:

	<u>STATUS/POSITION</u>	<u>EFFECTIVE</u>	<u>SALARY</u>
Dolaway, Rebecca	IS/Teaching Assistant	9/6/11-12/9/11	\$7.30/hr.
Hamilton, Holly	RR/Music	9/6/11 – 10/5/11	\$44,333 (Prorated)
Licht, Elizabeth	MS/FACS	9/20/11 – 11/4/11	\$42,544 (Prorated)
McUmer, Tracy	RR/Special Education LTS	9/1/11 – 11/28/11	\$43,505 (Prorated)
Raymond, Abbe	HS/Art	9/12/11 – 1/27/12	\$82.50 / day
Yarrington, Bryan	HS/Social Studies LTS	9/1/11 – 1/31/12	\$41,549 (Prorated)

INSTRUCTIONAL CONTRACT SUBSTITUTE TEACHERS:

	<u>STATUS/POSITION</u>	<u>EFFECTIVE</u>	<u>SALARY</u>
Canfield, Lindsey	HS/Contract Substitute	9/13/11 – 6/30/12	\$75/day
Cuer, Katie	HS/Contract Substitute	9/1/11 – 6/30/12	\$75/day
Kellogg, Rebecca	GR/Contract Substitute	9/1/11 – 6/30/12	\$75/day
Kramer, Barbara	CS/Contract Substitute	9/1/11 – 6/30/12	\$75/day
Licht, Elizabeth (Libby)	MS/Contract Substitute	9/1/11 – 6/30/12	\$75/day
McUmer, Tracy	RR/Contract Substitute	11/29/11 – 6/30/12	\$75/day
Quagliana, Lisa	HS/Contract Substitute	9/1/11 – 6/30/12	\$75/day
Regan, Paul	MS/Contract Substitute	9/1/11 – 6/30/12	\$75/day
Sherwood, Naomi	IS/Contract Substitute	9/1/11 – 6/30/12	\$75/day
Sherwood, Marie	BF/Contract Substitute	9/1/11 – 6/30/12	\$75/day
Spallone, Liza	IS/Contract Substitute	9/1/11 – 6/30/12	\$75/day
Clearwater (Taylor), Melody	HS/Contract Substitute	9/1/11 – 6/30/12	\$75/day

**INSTRUCTIONAL SUBSTITUTE TEACHERS:**

	<b><u>STATUS/POSITION</u></b>	<b><u>PREFERENCE</u></b>
Amato, Melissa	Certified	Elementary/Secondary
Buck, Laura	Certified	Elementary/Secondary
Calla, Ashley	Certified	Elementary/Secondary
Carapella, Kara	Certified	Elementary/Secondary
Krotje, Carol	Certified	Elementary
Nosar, Alana	Certified	Elementary/Secondary
Spaziani, Lindsay	Degreed	Elementary
Springer, Kelli	Certified	Elementary
Walker, Kristal	Certified	Elementary/Secondary
Webert, Michael	Degreed	Secondary

**INSTRUCTIONAL BENEFIT AMENDMENT:**

	<b><u>STATUS/POSITION</u></b>	
Abrunzo, Virginia	Dir. Elementary Ed./ Physical Ed. Dir.	10 additional vacation days – can be used or paid out in the 2011-2012 school year.
Brock, Bobbi	IS/MS Principal	10 additional vacation days – can be used, converted or paid out in the 2011-2012 school year.
Hillman, Jay	Dir. Secondary Ed./ Facilities Dir.	10 additional vacation days – can be used or paid out in the 2011-2012 school year.
Holloway, Ron	GR Principal	10 additional vacation days – can be used or paid out in the 2011-2012 school year.
McCawley, Michael	HS Asst. Principal/ Dir. of Athletics	10 additional vacation days – can be used or paid out in the 2011-2012 school year.

**COACHING APPOINTMENTS:**

	<b><u>POSTION</u></b>	<b><u>EFFECTIVE</u></b>	<b><u>STIPEND</u></b>
Carapella, Kara	JV Girls Soccer Head Coach	Fall 2011	\$3,633
Gill, Teresa	Mod. Cross Country Head Coach	Fall 2011	\$2,635
Strong, Meghan	V Girls Soccer Head Coach	Fall 2011	\$4,706

**COACHING RESIGNATIONS:**

	<b><u>POSTION</u></b>	<b><u>EFFECTIVE</u></b>
Shane, Erin	V Girls Soccer Head Coach	9/1/11

**EXTENDED SCHOOL YEAR SUBSTITUTE TEACHERS:**

	<b><u>POSITION</u></b>	<b><u>EFFECTIE</u></b>	<b><u>SALARY</u></b>
Johnson, Suzette	Substitute Teacher	7/6/11 – 8/16/11	Reg. Base Rate / Hr.

**STIPEND RESIGNATIONS:**

	<b><u>POSITION</u></b>	<b><u>EFFECTIE</u></b>
Anastasio, Melanie	HS/Interact Club Advisor	9/6/11
Anastasio, Melanie	HS/Science Club Advisor	9/6/11
Steigerwald, Mona	HS/Interact Club Advisor	9/6/11
Hunter, Terrie	HS/Interact Club Advisor	9/6/11



<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>	<u>Absent</u>
Brinthaup			
Buck			
	Conklin		
Holleran			
	Jacobus		
Lively			
			Lynch
Miller			
Strollo			

**MOTION CARRIED**

Director of Human Resources Judy Christiansen brought recommendations from the Human Resources Sub-Committee to the Board for Board action. Judy stated this report was reviewed by the Human Resources Sub-Committee.

Board Member Warren Conklin inquired as to what is the total cost of the Instructional Benefit Amendment. Judy stated that it varies per person as it is at a per deim rate. Board Member Jim Jacobus inquired if this is going to be an increase in their salary or just a “cash benefit” similar to a bonus. Judy stated that Mrs. Brock is the only administrator who is able to cash it in due to the fact that she is going to retire.

**Director of Student Services Report  
Special Education Update**

Director of Student Services Kim Williams along with Assistant Director of Student Services Shawn McDonough, CSE Chair P-5 Theresa Woodworth and CSE Chair 6-12 Kelly Squires updated the Board on the annual goals of the Student Services Office. Kim reviewed the three Student Achievement Goals, how the team looks at the data every two weeks to move instruction forwards. She stated informal and formal meetings are held with the CSE staff. Kim also reviewed the Medicaid procedure and stated that we try to get back as much money from Medicaid as possible. Theresa noted that we are the only District that didn't have any citations against us on the Pre-School Medicaid Audit.

Assistant Director of Student Services Shawn McDonough reviewed his position on the Implementation Team and how he shares data with his team and the Board of Education. Several times throughout the year he also attends the Outcomes and Assessments meetings where he shares updates from the Implementation Team with the Board of Education.

CSE Chair P-5 Theresa Woodworth stated that she continues to work with staff and parents at the CSE meetings. She holds informal meetings with the parents and staff prior to the actual CSE meeting. Theresa reviewed the formation of an IEP and how goals are written based on when the IEP is written, data is looked at and goals are adjusted in relationship to the rate of improvement which sets the following year's goals.

Cont'd

Board Member Mary Anne Holleran thanked Kim and her staff for their dedication to the special needs of some of the students in the Horseheads District.

### **Student Representative's Report**

#### **Update on High School Activities**

Student Representative Kaitlyn O'Malley reported on activities occurring in the High School including the Senior Class Magazine Sale which started on September 21<sup>st</sup> and ends on October 7<sup>th</sup>. The goal is for each senior to sell \$621 which will help pay for their cap and gown and prom ticket. Freshmen First Day was very successful. The students were extremely involved and enthusiastic during the Pep Rally. Kaitlyn stated it was really nice to see the staff so involved this year. The Home Coming Dance was very well attended. The DJ was very firm with what he wanted from the student body when it came to appropriate dancing. The Senior Panoramic Pictures will be taken in October. The Jr. Fundraiser begins on October 5<sup>th</sup>. Parent Night is October 15<sup>th</sup> and College Information Day is October 20<sup>th</sup> at the Arnot Mall. The Guidance Office has scheduled student field trips to the Mall for that event. Senior Interviews are being held. Mr. Hyde is holding Variety Show Auditions. Board Vice-President Dr. Michael Buck stated this is the most thorough and entertaining Student Report he has ever heard.

### **Legislative Liaison Report**

There wasn't a report.

### **Report from the Visitation Committee**

There wasn't a report.

### **Report from the Athletic and Extra-Curricular Committee**

There wasn't a report.

### **Report from the Audit Committee**

Chair Pam Stollo thanked Board Member Mark Brinthaup for chairing the September 19<sup>th</sup> meeting as she was late due to commitments at work. Items discussed at the meeting included the Governance Audit and the External Audit Report. A discussion occurred regarding the 2011-2012 Audit Committee Goals which consist of Ensuring that internal and external audits are completed on time and delivered to SED on schedule with defined corrective action plans. There was a review of the past five audits from State Controller to determine trend and areas of focus. The Committee is going to invite CBO to a Committee meeting to better understand procedures, checks and balances and network security with implementation of WinCap.

### **Review of the Finance Committee**

Chair Jim Jacobus reported on the September 19<sup>th</sup> meeting of the Finance Committee. He stated all of the items that were presented earlier tonight under the Acting School Business Administrator's Report were discussed. The

Committee also discussed and approved the Superintendent's request for offering an Early Retirement Incentive for a projected \$250,000 savings. The following items were also discussed the Softball Field Upgrades, the Tax Certiorari Update, PILOT Update, Future Capital Improvements, the Employee Benefit Accrued Liability Reserve Fund, 2010-2011 Internal and External Audit, Property Tax Cap Presentation, Administrative Restructuring Issues and the 2012-2013 School Budget Planning and Development Process.

#### **Report from the Outcomes and Assessment Committee**

Chair Mary Anne Holleran reported on the September 20<sup>th</sup> meeting of the Outcomes and Assessment Committee. The Committee discussed Goals for the Committee which have been tabled. The 2011 Spring AP Results have also been tabled due to incomplete information. Updates were presented from the Implementation Team, Summer Curriculum Work, 2011-2012 Professional Development Plan, GST Virtual Learning Services, APPR, FOSS, NYSED, STEM and UPK. The Preliminary Report Card was also discussed. School Report Cards will most likely be issued in February.

#### **Report from the Planning and Development Committee**

Chair John Lively reported on the September 20<sup>th</sup> meeting of the Planning and Development Committee. The Committee discussed last year's Committee Goals and deemed them complete. This year's 2011-2012 Goals were discussed. Mary Anne Holleran gave an update from the September 13<sup>th</sup> Strategic Plan Implementation meeting that was held. She reported that the Team continues to have active participation of over thirty members from a variety of interest groups—teachers, administrators, parents, business people and members of the community.

#### **Report from the Human Resources Committee**

Chair Mark Brinthaupt stated the Human Resources Recommendations including the Human Resources Recommendations and the Civil Service Salary Adjustment and the Instructional Benefit Adjustments that were presented to the Board for approval tonight were discussed at the September 14<sup>th</sup> meeting. The Committee also discussed Tenure Reviews for 2011-2012, the Retirement Incentive and established 2011-2012 Goals.

#### **Report from the Policy Referral/Review Committee**

##### **Meeting Minutes of September 13, 2011**

Chair Ruth Miller reported on the September 13<sup>th</sup> Meeting of the Policy Referral/Review Committee. She stated the Committee discussed the Goals for 2011-2012 which includes the Review of all Policies in the 3000 Series and to Review one-half of the Policies in the 4000 Series.

##### **Proposed Changes to Board Policy 5420: Student Health Services**

Moved by Jacobus, seconded by Holleran.

RESOLVED, that the Horseheads Central School District Board of Education accepts Proposed Changes to Board Policy 5420: Student Health Services as submitted.



### **Questions and Comments from Board Members**

Board Member Warren Conklin inquired if we, as a Board, should take a stand in relationship to policies. It seems like we are reactive a lot of times as things are done, but we don't always react in a timely fashion as we have to wait for a Board meeting to occur. Should we see what NYSSBA says and follow what they do. We also need to remember that what might be best for one district might not be what is best for us. He stated that he would be willing to act in the best interest of the District as a legislative liaison for the Board.

Board Member Mark Brinthaup stated this is an interesting idea and it is very generous of Warren to offer to write positive statements for the District that could be used more formerly. Furthermore, he stated he does not see a problem with Warren discussing issues individually with legislatures and reporting back to the Board. It would be very beneficial for the Board.

Board Member Pam Strollo stated in the past Board members have written to the state legislatures. Board Member John Lively stated he would be happy to meet with Assemblyman Friend, O'Mara and Reed to educate them on the operations of a school district.

Board Member Jim Jacobus stated there might be a situation where an immediate response may be needed, so as a Board, we may want to give Warren some leeway to speak about those issues. We may not know in advance, prior to a Board Meeting, when a particular event may occur, so we would not be able to approve it in advance.

Board Member John Lively stated that Warren will speak to them appropriately as any Board member would, give his individual opinion, but will not make a comment on behalf of the entire Board.

Board Vice-President Dr. Michael Buck inquired if there would be a procedure that the Board would want to craft, something to bring to the Board when making ideas. Dr. Buck stated that Warren will bring information back to the Board so that we may be able to craft a position statement of where we stand. He stated this is a great idea. Superintendent Dr. Marino stated that the Board may want to coordinate this to ensure proper communication is occurring.

Board Member Mary Anne Holleran stated that if there is anything the Board wants her to share at the convention, to please give her the information immediately since she is going on behalf of the Board.

Board Member Mark Brinthaup stated he has been receiving many phone calls from his neighbors in the vicinity of the football stadium complaining of the loud noise that is coming from the sound system when they are setting up for a game. Superintendent Dr. Marino stated this will be looked into.

Board Member Warren Conklin stated he read the letter that Superintendent Dr. Marino sent the Board from Commissioner King regarding cheating. He asked for clarification regarding the number of erasures on a test and what is considered to be cheating. Superintendent Dr. Marino stated the number of erasures on a test is going to be a threshold amount by the size of the students. It won't be based on just one individual student's test but by a certain percentage of the class. This is based on the Atlanta scandal; it is reactionary. Jay Hillman stated that some of the new Regents exams have to be answered in pen.

Board Member John Lively inquired to a recent article in the Star-Gazette relating to the Marching Band and the persistent rumor that the School Board is not giving money to the Band. It is very disappointing to see this type of communication in the Star-Gazette. Superintendent Dr. Marino stated seventy-five parents attended the Parent Meeting on Tuesday evening and that the parents were very supportive of the District and its program. Board Member Warren Conklin asked why Dr. Marino, Board President Brian Lynch or the Board doesn't respond when letters like this are written in the newspaper. This letter was factually inaccurate and yet the Board or the District didn't do anything to defend ourselves. Dr. Marino stated that if he were to write back in response to the letter that was written to the editor, it wouldn't be the last as someone else would write and it would continue to go back and forth. Also, how do you choose which letter to respond to? Dr. Marino stated he would not be able to choose just one, but would have to answer all of them. He stated this is a very sensitive issue and that we have some very informed parents who will make their voice heard. Board Member Mark Brinthaup and Board Vice-President Dr. Michael Buck were in agreement with Dr. Marino.

Board Member John Lively inquired to the Intermediate School installing a Slushy Machine in its Cafeteria and if the Middle School and High School are also serving them. He stated he is a little disappointed with this because it represents a sugar, sweet beverage at the same time that chocolate and strawberry milk are also made available to the students. This is a link between consumption and child obesity and feels the District is not doing enough to address this issue. He stated that David Kabel commented that he is reluctant to take off any of the a la carte items because this is where they make their money. This is something the District needs to address. Board Member Ruth Miller stated she was aware that a slushy machine was available to the students last year at the Middle School. She stated that she sends her children to school with money for lunch and it is their decision what they purchase with it. She doesn't want someone to control what her children may and may not purchase. This was one of the benefits that her children looked forwards to upon entering the High School.

Board Member Vice-President Dr. Michael Buck stated that this was a very productive communication session amongst the Board and is very happy to see it take place.

**Adjournment to Executive Session**

Moved by Jacobus, seconded by Lively.

RESOLVED, that the Horseheads Central School District Board of Education Meeting adjourned from its Regular Meeting of the Board of Education at 8:46 PM.

<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>	<u>Absent</u>
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Brinthaup

Buck

Conklin

Holleran

Jacobus

Lively

Lynch

Miller

Strollo

MOTION CARRIED

Moved by Jacobus, seconded by Brinthaup.

RESOLVED, that the Horseheads Central School District Board of Education go into Executive Session at 8:50 PM to review and act upon CSE/CPSE recommendations to discuss Collective Bargaining with the CSEA Unit and to discuss the employment history of a particular employee.

<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>	<u>Absent</u>
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Brinthaup

Buck

Conklin

Holleran

Jacobus

Lively

Lynch

Miller

Strollo

MOTION CARRIED

Moved by Miller, seconded by Holleran.

RESOLVED, that the Horseheads Central School District Board of Education approve the CPSE/CSE recommendations as presented.

<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>	<u>Absent</u>
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Brinthaup

Buck

Conklin

Holleran

Jacobus

Lively

Lynch

Miller

Strollo

MOTION CARRIED

Moved by Lively, seconded by Conklin.

RESOLVED, that the Horseheads Central School District Board of Education Meeting adjourn from Executive Session at 9:24 PM and reconvene to its Regular Meeting of the Board of Education at 9:25 PM.

<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>	<u>Absent</u>
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Brinthaup

Buck

Conklin

Holleran

Jacobus

Lively

Lynch

Miller

Stollo

MOTION CARRIED

Moved by Holleran, seconded by Jacobus.

RESOLVED, that the Horseheads Central School District Board of Education Meeting adjourn from its Regular Meeting of the Board of Education at 9:26 PM.

<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>	<u>Absent</u>
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Brinthaup

Buck

Conklin

Holleran

Jacobus

Lively

Lynch

Miller

Stollo

MOTION CARRIED

Respectfully Submitted By:

*Candy L. Maine*

Candy L. Maine,  
District Clerk