

**Horseheads Central School District
Business Meeting of the Board of Education
Center Street Elementary School Auditoria
October 27, 2011**

Present: Brinthead, Conklin, Jacobus, Lively, Lynch, Miller, O'Malley, Strollo

Also Present: Bailey, Christiansen, Donahue, Doubrava, Learn, Marino, McDonough, Sechrist, Sotero, Squires, Williams, Woodworth

Absent: Buck and Holleran

Call to Order: President Brian Lynch called the meeting to order at 6:00 PM.

Minutes

Moved by Brinthead, seconded by Strollo.

RESOLVED, that the Horseheads Central School District Board of Education accepts the minutes of the Business Meeting of September 29, 2011, as amended.

Ayes	Noes	Abstained	Absent
Brinthead			Buck
Conklin			Holleran
Jacobus			
Lively			
Lynch			
Miller			
Strollo			
MOTION CARRIED			

President's Remarks

President Brian Lynch welcomed everyone to tonight's meeting. Brian stated the Board really enjoys traveling to the various schools and hearing the school's presentations. He stated Vice-President Dr. Michael Buck is out of town on business and Board Member Mary Anne Holleran is in Buffalo attending the School Board Convention.

Agenda Changes

President Brian Lynch stated Agenda Item 9.3 – SED Accountability Status will be tabled because the District will not receive the SED information until later this month. Brian also stated there will be an Executive Session directly after tonight's Regular Session to approve CSE/CPSE recommendations and to discuss the employment history of three particular employees.

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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:

- Senior Andrew Grella who is writing "The Raider Report," a bi-weekly recap of High School sports. The report is also posted on the District website. Ralph stated that Andrew is doing a wonderful job with this report.
- Big Flats Elementary School adopted MacArthur Elementary School in Binghamton after the school was lost to flooding. The school staff, students, families and community donated eighty boxes full of supplies. Ralph is very proud of them for the compassion they shown to this school.
- High School Social Studies Teacher Jeff Van Zile was recognized by the College Board's Advanced Placement Program and Educational Testing Service for significant contributions in scoring students' work. In June, Jeff worked with nearly 377 other AP Government and Politics teachers to score nearly 226,000 exams. Ralph is very proud of Jeff for being selected to be part of this.
- Some fifty Middle and High School music students were selected to participate in New York State School Music Association(NYSSMA) events in November and December. Ralph is very proud of them for being selected to attend these events.

Bill Oliver, a Representative from Utica National Insurance Group, the District's Insurer, presented plaques to the four individuals who helped with a medical emergency on a bus last year: Bus Driver Susan Swartwood and students Corey McCann, Scott Rockwell and Ashley Bowes were honored for their quick thinking to help a student suffering a seizure on their bus on May 20th. Superintendent Dr. Ralph Marino stated this is a very, very proud Raider moment for our District.

Presentations

Center Street Presentation: "Powerful Partnerships"

Members of the Center Street Student Council welcomed Superintendent Dr. Ralph Marino and the Board of Education to our school and stated that tonight the Board will learn how we partner with others to make Center Street Elementary School and its students successful.

Third Grade Teacher Kelli French stated that the staff at Center Street Elementary School looks at ways to give our students more one-on-one support. Center Street staff uses a program called, "Adopt A Reader," that targets students using AIMS Web Data and teacher recommendation. Community support members also come into the school and spend at least 15 minutes weekly working with a student in the area of reading.

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Speech Therapist Lindsay Hyer presented the Board with a sample of different Grade Level Brochures that are sent home to the parents. Lindsay stated it is a communication piece for the parents to show them what we teach, activities and events that occur in the school and ways to contact the student's teacher. This brochure encourages collaboration between the parents and the teachers. It is also very beneficial to prospective families moving into the Horseheads area as it outlines the education that we expect for students at Center Street Elementary School.

Fourth Grade Teacher Amy Karastury reported on Center Street's Recycling Program. The purpose of the program is to educate the students on how recycling products impacts our community and the whole world. Amy stated last week the school began to recycle juice bags. Assemblies have been held to teach students the importance of recycling. An E-book focused on recycling was also made using every student's voice throughout the book. The Green Club reduced garbage from four bags to one and a half bags in a one-week timeframe.

Fourth Grade Teacher Elaine Benton explained how the use of technology impacts Center Street Elementary School. Elaine explained how students use School Box Pro to discuss literature with other students via the web. The students use this tool to communicate with their peers, with other students in the community and abroad. Last year the students formed a relationship with students in Russia. During English class the students are encouraged to use proper grammar skills while communicating on-line with their peers. A partnership has also been formed with High School students to create broadcasts that focus on bullying and character education for their announcements.

Third Grade Teacher Elizabeth Sutton discussed assemblies that are held at Center Street Elementary School. She stated that due to the economy, the staff had to think "outside of the box" when deciding on which assemblies to hold for the students this year. With Principal Patty Sotero's assistance, they were able to locate a number of free but exciting assemblies for the students. In the past the school has had "Billy Goat Gruff," and neighboring High School students have come over to perform in the area of fine arts and education. All the performances that have been held at the school have been top notch and enjoyed by all.

Physical Education Teacher Jennifer Bryant and Art Teacher Amy Klossner reported on cross-curriculum education in the special areas. A very powerful partnership has been formed between the Physical Education and Art classes. The students learn that they are the same, but different and the importance of being themselves and taking pride in their uniqueness. Digital Descriptors in Art, Community Books, Morning Motor Circuit and Get Up and Move It Program were presented. The Character Education and Reading Programs were presented along with traits of the programs which include compassion, respect and responsibility. The Good Apple Awards Program was presented with its main

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goal being to make the student a better person and the world a better place.

Second Grade Teacher Amy Lese reported on how the staff partners together to learn additional strategies for reading and how they are incorporated into the curriculum. Amy discussed the "The Café Book Program" that is used throughout the school.

Pre-K Teacher Anna Fuksman described a partnership that has been formed with Mrs. Mendez who is in charge of the French Club at the school. She stated there are presently twenty students in the Club with twenty more on a waiting list.

Center Street Elementary School PTO Update

PTO President Becky Doloway reported on the group's accomplishments so far this year. Becky stated the goal of the PTO is for our families, staff and community to partner together to have a better school/learning environment for our students. She stated the PTO has already raised enough money to fund this year's field trips, provide the teachers with money to help with classroom expenses and to provide activities for the students. Becky stated the PTO had to increase their goal for the collection of Box Tops this year as the PTO has already met its goal and also exceeded sales from their Fall Book Fair. Currently a clothing fund raiser is being held. Becky stated that Center Street Elementary School has many proud parents, students and staff members who go above and beyond to make Center Street a high performing school.

Center Street Elementary School Principal Patty Sotero stated that, "The mind is not a vessel to be filled by a fire to be ignited," and that the staff at Center Street Elementary School is forming partnerships to ignite a love for reading that will burn in our students their entire life. Patty thanked the PTO for their continued support and generosity in helping to supplement the school's extra finances that are needed to provide field trips, assemblies, etc. Patty also thanked the school staff and community who provide so much for our students to help make them be successful and the Board of Education for all that they do to help make all of this possible.

Board Member Pam Stollo stated this is her fourth year on the Board and is impressed with the high level of importance that the staff has put into the reading program/development and the use of technology for the students and for themselves. She is very impressed with the creativity of the staff and the partnerships with the community that has been formed.

Board President Brian Lynch read a brief report from Board Member Mary Anne Holleran who was very sorry that she could not be here tonight to hear this presentation. In her letter, Mary Anne stated that it is always a pleasure to begin the Board's first school visit at Center Street Elementary School. She commended the custodial staff for the cleanliness of the school and the staff and students for the artwork that was displayed. She commented that capturing the Character Education Program with photos was a very clever way to display them. She was very impressed with the art awards, the Go Green Program and the school-wide Bucket Program.

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Board Member Ruth Miller stated she is also very impressed with the "Book the Café Program" and am very pleased to see that everyone has a copy of this book.

Board President Brian Lynch thanked Principal Patty Sotero and the staff for everything they do on a daily basis to ensure the students' success. He stated that he is very, very impressed with tonight's presentation and the things that occur at Center Street Elementary School. Brian stated the students did an outstanding job tonight. It is wonderful to see the programs and events that are occurring at the school and is also nice for the community to see the great things that are occurring at Center Street Elementary School. The Grade Level brochures are an excellent communication piece for the parents and the public. Brian stated he is very impressed with the PTO and the job they have done in reaching their financial goal within two months into the start of the school year. He is also very impressed with the French Club. It is unbelievable to see what these students have accomplished so early in the year.

Property Tax Cap Presentation

Superintendent Dr. Ralph Marino stated that part of the budget that was approved by the Governor and Legislature at the end of March last year involved the Property Tax Cap. Dr. Marino felt it was very important that the Board understand the full meaning of this cap and how it will impact the District. Therefore, he invited Steve Goals here to present to the Board tonight.

Steve Goals, Senior Specialist from the Questar III BOCES State Aid and Financial Planning Service, reported on the property tax cap that was signed into law earlier this year. Steve walked the Board through the complexity of the budget so that the Board could better understand the cap and will be able to educate the public. The Board needs to fully understand what it is as they prepare the 2012-2013 budget. Steve reviewed Property Tax Cap Chapter 97 of the Laws of 2011, the Total Levy to support a Proposed Budget, the Tax Levy Limit, Budget Deadlines and Requirements that Remain in Place, Options that the Board has, What Happens if the Budget is Not Approved by the Public, What Contingent Budget Laws are still in Effect, New Information that needs to be Reported and Communication Challenges. Overall, New York State has a property tax cap, not a "2% Cap." The property tax cap limits the school district levy not the individual tax bill of resident taxpayers. The actual allowable tax levy increase will vary by District. The formula allows for certain expenses to be exempt from the cap, therefore, allowing the total tax levy increase to be greater than the "perceived" cap. The Board of Education can present a budget that "overrides" the cap but will need 60% voter approval. Voters are approving the budget, spending plan, not the tax levy.

Board President Brian Lynch thanked Steve Goals for providing the Board with a very thorough understanding of the 2% Property Tax Cap. If anyone has any further questions, please send them to Dr. Marino who will forward them to Steve.

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Superintendent’s Report

New York State School Board Recognition Week, Oct. 31-Nov. 4, 2011

Superintendent Dr. Ralph Marino presented each Board member with a certificate thanking them for their service to the District and the Horseheads community. Dr. Marino stated he is very appreciative of everything the Board does for the students, staff and families of the Horseheads community and the time they put into serving as a Board member.

President’s Report

Donation to the High School Varsity H Softball Program

Moved by Brinthead, seconded by Jacobus.

RESOLVED, that the Horseheads Central School District Board of Education accepts the anonymous donation of \$5,000 for the Horseheads High School Varsity H Softball Program. This donation will, in turn, be matched(\$5,000) by the Corning Incorporated Foundation, for a total donation of \$10,000. The donation is being made to help support the additional improvements to the equipment and facilities.

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

MOTION CARRIED

Board President Brian Lynch brought the anonymous donation of \$5,000 for the Horseheads High School Varsity H Softball Program to the Board for Board action. This donation will, in turn, be matched(\$5,000) by the Corning Incorporated Foundation, for a total donation of \$10,000. Brian stated this is a very generous donation.

Assistant Superintendent’s Report

Professional Development Plan

Moved by Stollo, seconded by Miller.

RESOLVED, that the Horseheads Central School District Board of Education approve the 2011-2012 Professional Development Plan as submitted.

<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>	<u>Absent</u>
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Brinthead			
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Jacobus			
Lively			
Lynch			

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Miller
Strollo

MOTION CARRIED

Assistant Superintendent Alice Learn brought the approval of the 2011-2012 Professional Development Plan to the Board for Board action. Director of Elementary Education Virginia Abrunzo stated this is a state required document that is approved on a yearly basis. The purpose of the plan is to improve the quality of teaching and learning by ensuring that teachers participate in substantial professional development aligned to goals identified in the District's Strategic Plan.

Board Member Warren Conklin stated that on Page 7 of the PDP, it outlines expectations of increase test scores but the range is not consistent with what is in Enclosure 9.2. How can we have two conflicting languages and how do we address two documents that are not consistent, referring to the minimum of 10%? Virginia stated that one document was changed after this was done and that we have the opportunity to revise them in the future. Board President Brian Lynch stated that 9.2 is a Proposal. Superintendent Dr. Ralph Marino stated the documents were done by two different committees and that we can go back and revisit the PDP to make the two documents compatible. We have been out of compliance for eleven years and now we are trying to fix it. Board Member Conklin asked if the PDP has to be negotiated with other groups. Director of Human Resources Judy Christiansen stated this is not a negotiated document. It is a work in progress so that we can become in compliance with the State. As we move forward the two will align. Board Member Conklin stated he is concerned that if we approve both documents tonight he doesn't know which one will supersede the other due to language. Board President Brian Lynch stated we have done this before and because it is a working document we will have the opportunity to make updates as appropriate.

Revised Strategic Plan Intents

Moved by Lively, seconded by Strollo.

RESOLVED, that the Horseheads Central School District Board of Education approve the Revised Strategic Plan Intents as submitted.

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

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Jacobus

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Miller

Strollo

MOTION CARRIED

Assistant Superintendent Alice Learn brought the Revised Strategic Plan Intents to the Board for Board action. Assistant Director of Student Services Shawn

McDonough stated that the Team is responsible to monitor the Plan as it serves the Strategic Intents. The suggestions for the revisions for the intents came from the Implementation Team. Shawn stated that the Team's intent is to achieve the best possible reflection for the District and education for the students as possible. The Committee decided that 10% would be the best number to bring to the Board as it is the minimum number with the highest being at 15%.

Board President Brian Lynch stated that what the Board had in place was to be a higher number than last year's number as the Board wanted to see the level increase every year. The problem is the State changed the level which made it become complicated. Brian's concern is that if the District sets a number for 10% to be reached in 2014, he is afraid every scoring above 10% will make it look as though we are not raising our expectations. Therefore, he is not comfortable with going with the minimum number. Brian isn't sure what the approach used is as we have already scored above 10% in a majority of the classes; therefore, he suggested that the Board table this item for now and give it back to the Team.

Board Member John Lively inquired as to when the Team was discussing the revisions they were aware of the new information regarding the change in data. John stated the 10% would do an injustice to our District since some of our scores are already higher than 10%. This is not a favorable number to him. John is in agreement with Board President Lynch that this item should be tabled and sent back to the Team to look at with the most current data. The Team needs to set a goal of improving by a specific percentage.

Board Member Jim Jacobus is in agreement with Board Member John Lively that there should be a certain percentage rate of increase each year.

Moved by Brinthead, seconded by Jacobus.

RESOLVED, that the Horseheads Central School District Board of Education table this item and send it back to the Team to give them an opportunity to revisit this item with the most current data available.

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

Moved by Brinthead, seconded by Jacobus.

RESOLVED, that the Horseheads Central School District Board of Education withdraw the above motion.

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

Jacobus

Lively

Lynch

Miller

Strollo

MOTION CARRIED

Due to further Board discussion, the above motion was withdrawn to continue further Board discussion.

Board Member Pam Strollo stated she is concerned with completely removing #3 because there were stakeholders who put this forward as a vision. Her concern is that we might lose our way if we take away our vision to strive to achieve excellence. It would be helpful to understand the discussion that was held to suggest these revisions.

Assistant Director of Student Services Shawn McDonough stated the criteria for schools to become Blue Ribbon Schools worried the experts that the time period for all the schools to become Blue Ribbon Schools is not what is important, but it is the fact that we want to strive for excellence and are able to show it in a different way.

Board Member John Lively is in agreement with Board Member Strollo. It does not mean that we have to be picked by the State to fulfill the intent, but have a high bar to strive for. If the Blue Ribbon Schools does not provide it, we need to strive for something else that does.

Board President Brian Lynch is also in agreement with Board Members Strollo and Lively. We need to have an outline of what we want to be the best, what requirements are we striving to reach.

Board Member Warren Conklin stated there was discussion in the IT Committee regarding Statements 1 and 2 that we will do this. If we do not achieve it, what happens? Board President Brian Lynch stated that the Board would make recommendations for ratifications to changing the documents.

Board Member John Lively stated if we do not meet it in three years, then we should take a hard look at what we did to try and achieve it. We may need to look at a different approach.

Student Representative Kaitlyn O'Malley stated the program should be individualized more. She commented that education is more of an individualized process and needs to be looked at in a way as to what is best for the individual student. She asked if this has been looked at or has it only been looked at as a whole? Superintendent Dr. Ralph Marino stated that the District has to follow what the State requirements are and as the State changes them, the District also has to change the way students are assessed along with teaching styles.

Moved by Brinthead, seconded by Jacobus.

RESOLVED, that the Horseheads Central School District Board of Education table Agenda Item 9.2 - Revised Strategic Plan Intents in its entirety and send it back to the Team to give them an opportunity to revisit this item with the most current data available.

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

Jacobus
Lively
Lynch
Miller
Stollo

MOTION CARRIED

Board President Brian Lynch thanked the Team for all of their hard work and effort.

SED Accountability Status

Assistant Superintendent Alice Learn stated this Item will be tabled because the District will not receive the SED information until later this month

ESL Handbook

Dr. Ralph Marino stated this handbook is for information only. The handbook was developed by ELS Teacher Cynthia DeRichie and former teacher Maria Krol-Levanowitz and was funded through the Title 3 Grant. Currently, there are 17 students in our ESL program, with home languages of Chinese, French, Korean, Portuguese, Russian, Spanish, Vietnamese, Gujarati, Urdu and Uzbek.

Acting School Business Administrator's Report

**Disposal of District Property Requests
(District-wide Non-Compatible Technology Equipment; High School Library, Food Service Department, Ridge Road Elementary School)**

Moved by Jacobus, seconded by Brinthead.

RESOLVED, that the Horseheads Central School District Board of Education approves the Disposal of District Property of District-wide Non-Compatible Technology Equipment and Disposal Requests from the High School Library, Food Service Department, Ridge Road Elementary School as submitted.

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

MOTION CARRIED

Acting School Business Administrator Dr. Ralph Marino brought the Disposal of District Property Requests of District-wide Non-Compatible Technology Equipment and requests from the High School Library, Food Service Department and Ridge Road Elementary School to the Board for Board action. Board Member Pam Strollo inquired if the technology equipment is in access or in addition to what we presently have and if we are donating the equipment. Dr. Marino stated the equipment will be placed on E-Bay. If we are not able to sell it on E-Bay, the equipment will then be disposed of.

Increase in Appropriations(From IS PTO to Co-SER)

Moved by Lively, 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 \$242.25 and this increase be funded by the reimbursement to revenue code A980-2705.

The appropriation for the following codes should be increased:

A-2110-99-490	\$242.25	BOCES CoSer 401 – Arts in Education
A-980-2705	\$242.25	Revenue –Donation

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 \$70,941,868.31....AND.....

BE IT FURTHER RESOLVED, that such changes in appropriation become effective October 27, 2011.

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

MOTION CARRIED

Acting School Business Administrator Dr. Ralph Marino stated the District received a donation of \$242.25 from the Intermediate School PTO. This donation will go towards funding the "Show of Love" assembly that was held at the Intermediate School on September 23, 2011.

Assetmaxx Renewal Agreement

Moved by Brinthaup, seconded by Miller.

RESOLVED, that the Horseheads Central School District Board of Education approves the Assestmaxx Renewal Agreement as presented.

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

MOTION CARRIED

Acting School Business Administrator Dr. Ralph Marino brought the Assetmaxx Renewal Agreement to the Board for Board action. Dr. Marino stated this is an Application Service Provider Agreement between AssetWorks, Inc. and the Horseheads Central School District. It is a one-year agreement, effective August 1, 2011, for \$1,300. Dr. Marino stated that the District needs to have one more year to finish converting from Assestworks to WinCap. The two systems will run parallel with each other as the final conversion is taking place.

Budget Transfers over \$10,000

Moved by Jacobus, seconded by Strollo.

BE IT RESOLVED, that the Horseheads Central School District Board of Education approves the budget transfers which exceed the Superintendent's \$10,000 approval limit as submitted.

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

Cont'd

Holleran

Jacobus
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Miller
Strollo

MOTION CARRIED

Acting School Business Administrator Dr. Ralph Marino brought the approval of budget transfers which exceed the Superintendent's \$10,000 approval limit to the Board for Board action. Dr. Marino stated these transfers are required to fund restored jobs, cover long-term substitute teacher positions, cover salary codes and negative balances.

2010-2011 Tax Bill Correction

Moved by Jacobus, seconded by Brinthaup.

RESOLVED, that the Horseheads Central School District warrant and tax roll for 2010-2011 be adjusted as follows:

2010-2011 ADJUSTMENTS TO TAX WARRANT						
Town or Village	Owner	Tax Map #	Original Taxable Assessment	Revised Taxable Assessment	Difference Taxable Assessment	Difference in Tax Levy
Horseheads	Materne	51.03-1-74	\$7,700	\$3,000	-\$4,700	-\$82.88
TOTAL REDUCTION TO TAXABLE ASSESSMENT					-\$4,700	
TOTAL REDUCTION IN TAX LEVY						-\$82.88
ADJUSTMENTS MADE TO EXEMPTIONS						
Horseheads	Kim	48.03-1-2.35	\$300,100	\$270,100	-\$30,000	-\$529.06
ADDITIONAL STAR EXEMPTION					-\$30,000	
ADDITIONAL STAR REIMBURSEMENT						-\$529.06

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

Jacobus
Lively
Lynch
Miller
Strollo

MOTION CARRIED

Acting School Business Administrator Dr. Ralph Marino brought a 2010-2011 Tax Correction to the Board for Board action. Dr. Marino stated the District received notice from the Chemung County Real Property Tax Service Agency concerning approved applications for correction to the 2010-2011 tax roll for property owned

Resolution to Transfer Funds from the EBLAR to the General Fund

Moved by Lively, seconded by Jacobus.

BE IT RESOLVED, that the Horseheads Central School District Board of Education approve the transfer of \$5,822,295 from the Employee Benefit Accrued Liability Reserve(EBLAR) to the General Fund for the 2011-2012 school year to fund the Gap Elimination Adjustment for the same amount deducted from the District’s State Aid, as per the provisions enacted by the Governor and legislature in March 2011.

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

MOTION CARRIED

Acting School Business Administrator Dr. Ralph Marino brought the approval of the transfer of \$5,822,295 from the Employee Benefit Accrued Liability Reserve(EBLAR) to the General Fund for the 2011-2012 school year to fund the Gap Elimination Adjustment for the same amount deducted from the District’s State Aid, as per the provisions enacted by the Governor and legislature in March 2011 to the Board for Board action. Dr. Marino stated this is a one time opportunity which allows for a gap adjustment allowance.

Resolution to Transfer Funds from the Capital Reserve Funds to the General Fund

Moved by Jacobus, seconded by Strollo.

BE IT RESOLVED, that the Horseheads Central School District Board of Education approve the transfer of \$650,000 to the General Fund(inter-fund transfer to Capital Fund) for the 2011-2012 school year, from the Capital Reserve as per the provisions of the Reserve and voter approval on May 17, 2011.

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

MOTION CARRIED

Acting School Business Administrator Dr. Ralph Marino brought the approval of

the transfer of \$650,000 to the General Fund(inter-fund transfer to Capital Fund) for the 2011-2012 school year, from the Capital Reserve as per the provisions of the Reserve and voter approval on May 17, 2011 to the Board for Board action. Dr. Marino stated this is in addition to the \$800,000 work the District does each year. It is the accounting that allows us to move the money to pay our bills.

MOU Between the District and Schuyler Head Start

Moved by Brinthead, seconded by Miller.

BE IT RESOLVED, that the Horseheads Central School District Board of Education approve the MOU between the District and Schuyler Head Start.

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

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MOTION CARRIED

Acting School Business Administrator Dr. Ralph Marino brought the approval of the MOU between the District and Schuyler Head Start to the Board for Board action.

Claims Auditor Report(September 2011)

Moved by Jacobus, seconded by Lively.

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

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

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MOTION CARRIED

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

Middle School Extra Classroom Report(September 2011)

Moved by Strollo, seconded by Lively.

RESOLVED, that the Horseheads Central School District Board of Education approves the Middle School Extra Classroom Report for September 2011 as presented.

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

MOTION CARRIED

Acting School Business Administrator Dr. Ralph Marino brought the Middle School Extra Classroom Report for September 2011 to the Board for Board action.

High School Extra Classroom Report(September 2011)

Moved by Brinhaupt, seconded by Lively.

RESOLVED, that the Horseheads Central School District Board of Education approves the High School Extra Classroom Report for September 2011 as presented.

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

MOTION CARRIED

Acting School Business Administrator Dr. Ralph Marino brought the High School Extra Classroom Report for September 2011 to the Board for Board action.

Athletic Accounts Report(September 2011)

Moved by Lively, seconded by Strollo.

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

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

MOTION CARRIED

Cont'd

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

Human Resources Director's Report

Human Resources Sub-Committee Recommendations

Moved by Brinthaupt, seconded by Strollo.

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):

	<u>STATUS/POSITION</u>
Heun, Bobby	Non-Instructional Substitute
Mathews, Alice	Non-Instructional Substitute
Reed, Roberta	Non-Instructional Substitute
Wixson, Nancy	Non-Instructional Substitute

CIVIL SERVICE SUBSTITUTE/TEMPORARY APPOINTMENTS:

	<u>STATUS/POSITION</u>	<u>EFFECTIVE</u>	<u>SALARY</u>
Buffington, Kayleigh	Student Lifeguard	10/03/11	\$7.25/hr.
Casler, Megan	Student Lifeguard	09/27/11	\$7.25/hr.
Corbin, Stephanie	Student Lifeguard	09/29/11	\$7.25/hr.
Forsyth, Kelly	Substitute Cleaner	10/03/11	\$10.92/hr.
French, Scott	Substitute Bus Driver in Training	09/14/11	\$9.56/hr.
Hackett, Thomas	Substitute Bus Driver in Training	09/14/11	\$9.56/hr.
Heun, Bobby	Substitute Cleaner	09/28/11	\$10.92/hr.
Layton, Deborah	LTS Clerical/BF	10/03/11	\$10.40/hr.
Mathews, Alice	Substitute Food Service Helper, School Monitor	10/05/11	\$7.25/hr.
Reed, Roberta	Substitute Food Service Helper	10/11/11	\$7.25/hr.
Spencer, Dian	Substitute Food Service Helper	10/17/11	\$7.25/hr.
Wixson, Nancy	Substitute School Monitor, Teaching Assistant, Teacher Aide	10/03/11	\$7.25/hr.

CIVIL SERVICE APPOINTMENTS:

	<u>STATUS/POSITION</u>	<u>EFFECTIVE</u>	<u>SALARY</u>
Aikman, Dawn	Bus Driver (Unassigned)/Transportation	09/29/11	\$10.56/hr.

CIVIL SERVICE RESIGNATIONS:

	<u>STATUS/POSITION</u>	<u>EFFECTIVE</u>
Forsyth, Kelly	GR/Cleaner	09/30/11
Snowman, Treasa	MS/Food Service Helper	10/27/11

CIVIL SERVICE SALARY ADJUSTMENT (REVISED DATE*):

	<u>STATUS/POSITION</u>	<u>EFFECTIVE</u>	<u>SALARY ADJUSTMENT</u>
Park, Larry	Head Plumber/Facilities	07/01/11*	Additional \$5,000

CIVIL SERVICE – ADDITIONAL TIME

	<u>STATUS/POSITION</u>	<u>EFFECTIVE</u>
Hourihan, Gladys	School Monitor/MS	10/13/11
Additional 15 minutes added		

INSTRUCTIONAL LEAVES:

	<u>STATUS/POSITION</u>	<u>EFFECTIVE</u>	<u>SALARY</u>
Palumbo, Andrea	RR/Special Education	9/6/11 – 11/28/11 Extended	\$44,333

INSTRUCTIONAL RESIGNATIONS:

	<u>STATUS/POSITION</u>	<u>EFFECTIVE</u>
Krol-Levanowitz, Maria	District/ESL	10/21/11

INSTRUCTIONAL TRANSFERS:

	<u>STATUS/POSITION</u>	<u>EFFECTIVE</u>
Howe, Deborah	IS/Teaching Assistant 12:1:1 Classroom	10/05/11

LONG-TERM SUBSTITUTES:

	<u>STATUS/POSITION</u>	<u>EFFECTIVE</u>	<u>SALARY</u>
Dolaway, Rebecca	IS/Teaching Assistant	9/6/11-12/9/11	\$10.31/hr.

INSTRUCTIONAL SUBSTITUTE TEACHERS:

	<u>STATUS/POSITION</u>	<u>PREFERENCE</u>
Bradshaw, Megan	Certified	Elementary/Secondary
Gomes, Paula	Degreed	Elementary/Secondary
Holzlein, Kelly Ann	Non-Degreed	Elementary
Scouten, Heather	Certified	Elementary

ADMINISTRATIVE RETIREMENT:

	<u>STATUS/POSITION</u>	<u>EFFECTIVE</u>
Learn, Alice	Asst. Superintendent/Educational Support	June 30, 2012 (Date revised)

COACHING APPOINTMENTS:

	<u>POSTION</u>	<u>EFFECTIVE</u>	<u>STIPEND</u>
Blauvelt, Sara	Mod. Girls Basketball Head Coach	Winter 2011/2012	\$1,977
Spencer, Lee	Mod. Boys Basketball Head Coach	Winter 2011/2012	\$2,525
Wilson, Eric	JV Wrestling Head Coach	Winter 2011/2012	\$5,636

HOMEBOUND INSTRUCTION:

	<u>POSITION</u>	<u>SALARY</u>
Canfield, Lindsey	Tutor	\$16/Hr.

ADMINISTRATIVE MENTOR APPOINTMENT:

<u>MENTOR</u>	<u>MENTEE</u>	<u>EFFECTIVE</u>	<u>STIPEND</u>
Carney, Bill (Retired)	Suggs, Mary Anne	2011-2012	\$1,000

EXTRACURRICULAR STIPENDS 2011-2012:

<u>SCHOOL</u>	<u>NAME</u>	<u>POSITION</u>	<u>STIPEND</u>
Big Flats	Hillson	Erin	TV Station Coordinator (Split) \$ 865.00
	Williams	Amy	TV Station Coordinator (Split) \$ 865.00
	Cavanaugh-Wheeler	Jennifer	Building Facilitator-LRE \$ 1,500.00

Center St.

Benton	Elaine	WCSN Faculty Advisor	\$	1,735.00
Miller	Kristen	Building Facilitator LRE	\$	1,500.00

Cont'd

Business Meeting of the Board of Education October 27, 2011

Page 20

Gardner Rd.

Darmstadt	Jill	Building Facilitator-LRE	\$	1,500.00
Griffith-Schirmer	Virginia	T V Station Coordinator	\$	1,830.00

Ridge Rd.

Early	Lisa	TV Station Coordinator	\$	1,730.00
Conklin	Kim	Building Facilitator-LRE	\$	1,500.00

Intermediate

Marcellus	Cindy	WISH TV Advisor (split)	\$	867.50
Lewis	Stephanie	WISH TV Advisor (split)	\$	867.50
Stewart	Kay	6th Grade Show Choir Director	\$	353.00
O'Connell	Lisa	Building Facilitator-LRE	\$	1,500.00
Fluman	Abby	Building Facilitator-LRE	\$	1,500.00
Crans	Sherri	Odyssey of the Mind Coach	\$	214.52
Johnston	Naomi	Odyssey of the Mind Coach	\$	214.52
Myers	Christine	Odyssey of the Mind Coach	\$	218.86
Schrock	Shavon	Odyssey of the Mind Coach	\$	218.86

High School

Collier	Danielle	Central Treasurer	\$	3,480.00
Milliken	Joseph	AV Coordinator (split)	\$	1,392.00
Weidemann	Margaret	AV Coordinator (split)	\$	1,464.00
Lane	Deborah	Student Council Advisor	\$	1,830.00
Doren	Pamela	Student Council Advisor	\$	1,735.00
Gallagher	Timothy	Marching Band Dir.	\$	4,152.00
Kisloski	Deborah	Yearbook Gen. Adv.	\$	3,132.00
Kisloski	Deborah	Yearbook Literary Adv	\$	1,044.00
Kisloski	Deborah	Yearbook Photo Adv.	\$	1,740.00
Kisloski	Deborah	Yearbook Subscription Adv.	\$	1,566.00
Brice-Hyde	Jamy	Yearbook Advertising Adv.	\$	1,038.00
Hurd	Danielle	9th Grade Advisor	\$	1,464.00
Donaldson	Susan	10th Grade Advisor	\$	1,464.00
Hugg	Justin	11th Grade Advisor	\$	1,392.00
Lenhardt	Britt	12th Grade Advisor	\$	4,164.00
Hamula	Michael	12th Grade Advisor	\$	4,176.00
McCarthy	Killeen	National Honor Society Advisor	\$	1,038.00
Doren	Pamela	Academic Challenge Advisor	\$	1,464.00

Cont'd

High School (Continued)

Hynes	William	Drama Advisor	\$	3,470.00
Thompson	Darby	Asst. Drama Advisor	\$	2,082.00
Hynes	William	Asst. Drama Advisor (Split)	\$	1,038.00
Thompson	Darby	Asst. Drama Advisor (Split)	\$	1,038.00
			\$	353.00
Steigerwald	Ramona	Science Club (split)		
Hunter	Terrie	Science Club (split)	\$	353.00
Brice-Hyde	Jamy	Mock Trial Club Advisor	\$	915.00
Hillman	Kevin	Varsity H Advisor (school year)	\$	7,413.00
Keenan	Patricia	Athletic Receipts Manager	\$	2,082.00
Hartman	Jason	Athletic Manager	\$	6,940.00
Zembek	Jared	Aquatics Director	\$	7,320.00
Kathy	Sisti	Interact Club Advisor	\$	1,730.00
Brice-Hyde	Jamy	Debate Club Advisor	\$	1,098.00

Middle School

Simons	Nancy	Central Treasurer	\$	1,765.00
Ross	Rebecca	SC Bookstore Manager (7 mos.)	\$	1,301.25
Carpenter	Brian	SC Bookstore Manager (3 mos.)	\$	432.50
Leland	Dora	Student Council Advisor	\$	1,566.00
Stratton	Julie	Student Council Advisor	\$	1,566.00
O'Brian	Kevin	Yearbook Advisor	\$	1,735.00
Palmer	Dan	HMS Live (split)	\$	1,830.00
Donovan	Charles	HMS Live (split)	\$	1,830.00
Palmer	Dan	Musical (split)	\$	1,464.00
Stratton	Julie	Musical (split)	\$	1,464.00
Steele	Brian	Technology Club Co-Advisor	\$	915.00
Watson	Rick	Technology Club Co-Advisor	\$	870.00
Ross	Rebecca	Science Olympiad (split)	\$	1,098.00
Steele	Brian	Science Olympiad (split)	\$	1,298.00
Seifert	Timothy	National Junior Honor Society	\$	870.00

District-Wide

Seifert	Timothy	Central Treasurer Athletics	\$	2,928.00
Kelly	Amy	Inst. Strat. Co-Implement. Fac. (Split)	\$	3,000.00
Mryglot	Kimberly	Inst. Strat. Co-Implement. Fac. (Split)	\$	3,000.00
May	Stephanie	Instructional Strategy Coach	\$	1,500.00
McCarthy	Brendan	Transition Coordinator	\$	4,942.00

Administrative Mentor

Carney	William	Administrative Mentor	\$	1,000.00
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Cont'd

<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 and approved by the Human Resources Sub-Committee.

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

Director of Student Services Kim Williams reported on the Special Education Program. She stated that even with the addition of forty new students who moved into our area last month expenses have reduced. We are going to continue to work hard to get to the 11%. Kim reviewed Curriculum Based Measurement, AIMS Web, the Direct Instructional Reading Program, Fast for Word, National Assessment of Education Process, Systemic Changes. Kim also explained how Student Services is collaborating with the Educational Support Center in the areas of RIT, AIS and CIM. Board President Brian Lynch thanked Kim for a very thorough report.

Gardner Road Revised Comprehensive Educational Plan

Moved by Lively, seconded by Strollo.

RESOLVED, that the Horseheads Central School District Board of Education approves the Gardner Road Revised Comprehensive Educational Plan as presented.

<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 Student Services Kim Williams and Gardner Road Elementary School Principal Ron Holloway brought the Gardner Road Revised Comprehensive Educational Plan to the Board for Board action.

Cont'd

Board Member Jim Jacobus commented it looks as though a lot of this document is exactly the same as the original document that was submitted previously from Gardner Road Elementary School with the exception of some date changes. Jim stated that he becomes concerned when he looks at the Plan and still sees 2009-2010 on its pages and it makes him believe that he may be still looking at the original document. It isn't clear to him what he is looking at is current. Jim stated that in his opinion we still have the same problems at Gardner Road and inquired as to what parts of the document have been changed.

Principal Holloway stated a lot of the changes can be found on Page 7 of the Plan. Ron stated that all of the changes on Page 34 have been met and sent to the State. Page 34 lists the revisions and the justifications for them. A lot of our numbers went up which made the bar go up one point. We focused on the instruction of writing which did go up. One of the things we are going to do is to look at the data and how we can move forwards to target specific deficiencies so that we are able to continue to improve our scores. This will give the teachers the time to work with the data and with the grant money that we have. Ron stated that Part 3 is the only thing that we are able to change when doing revision and justifying where we are. Part 2 is the new demographic data that would change.

Board Member Warren Conklin inquired if Part 3 – Key actions to be implemented in 2009-2010 left the old information so that there could be a comparison. Ron stated it was implemented in 2009-2010 and because it is still in effect thought we should keep it in the document for comparison purposes.

Board Member Jim Jacobus inquired as to what is being done to help those students who moved from fourth grade to the fifth grade at the Intermediate School. Director of Student Services Kim Williams stated that we are really immersing in the Reading Program and that we are looking at data every two weeks to see how the kids are doing. Kim will also contact Intermediate/Middle School Principal Bobbi Brock for more information and will follow-up with the Board.

Student Representative's Report

Update on High School Activities

Student Representative Kaitlyn O'Malley reported on activities occurring in the High School including the Food Drive, Parents Night, fundraisers, school photos, the Variety Show and senior activities. The Senior Magazine Drive ended in early October. Those students who sold magazines will enjoy a dance for all of their hard work. The Junior Class just ended their fundraiser and the National Honor Society is holding their annual poinsettia sale. Board President Brian Lynch thanked Kaitlyn for providing the Board with a very thorough report.

Legislative Liaison Report

There wasn't a report.

Report from the Visitation Committee

Chair Warren Conklin reported on the October 21st Visit at Center Street Elementary School. Warren stated it was a very enjoyable tour. There was evidence of citizenship throughout the building. The energy level the students have is tremendous. The school is in exemplary condition.

Report from the Athletic and Extra-Curricular Committee

Board President Brian Lynch stated that the October 3rd minutes give a summary of what occurred at the meeting. Current policies and legislation, Code of Conduct Rules of Eligibility, Report on Extracurricular Activities Positions/Stipends and Committee Goals were discussed.

Report from the Audit Committee

There wasn't a report.

Review of the Finance Committee

Chair Jim Jacobus reported on the October 17th 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 the School Aid Specialists Review, the Five-Year Capital Facilities Plan, Administrative Restructuring, the 2011-2012 Subcommittee Goals, Senior Citizen Tax Exemption, EBALR & Capital Reserve Fund Resolutions and the 2012-2013 Budget Planning and Development Process.

Report from the Outcomes and Assessment Committee

Board President Brian Lynch stated that the October 4th minutes give a summary of what occurred at the meeting. Topics discussed at the meeting include Financial Literacy, An Update of the High School Schedule, 2011 Spring AP Results, 2011-2012 School Accountability, Gardner Road SINI Update, Strategic Planning Implementation Update, Race to the Top/Network Team Update, Treasures Update, RTI Update, APPR Update, and the 2011-2012 Committee Goals.

Report from the Planning and Development Committee

There wasn't a report.

Report from the Human Resources Committee

Chair Mark Brinthaup stated the Human Resources Recommendations that were presented to the Board for approval tonight were discussed at the October 12th meeting. The Committee also discussed Tenure Reviews for 2011-2012, the Retirement Incentive, Administrative Restructuring Issues and Special Education Staffing Issues. Mark stated the Committee was not able to complete Tenure Recommendations because they did not have all the necessary information that was needed.

Report from the Policy Referral/Review Committee

Chair Ruth Miller stated that due to conflicts in schedules the Committee was not able to meet this month. However, there are two policies that need to be approved.

Proposed Changes to Board Policy 9270.1: Substitutes

Moved by Brinthead, seconded by Jacobus.

RESOLVED, that the Horseheads Central School District Board of Education approves the Proposed Changes to Board Policy 9270.1: Substitutes as submitted.

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

MOTION CARRIED

Chair Ruth Miller brought the second reading of Proposed Changes to Board Policy 9270.1: Substitutes to the Board for Board action. Ruth stated that the following information will be added to Paragraph 4 of the Policy: "Substitutes shall be secured in the following order: 1. Certified, Degreed, but not Certified and 3. Non-Degreed.

Current and Proposed Replacement Policy 2450: Policy Dissemination

Moved by Jacobus, seconded by Strollo.

RESOLVED, that the Horseheads Central School District Board of Education approves the Proposed Changes to Board Policy 2450: Policy Dissemination.

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

MOTION CARRIED

Chair Ruth Miller brought the second reading of Proposed Changes to Board Policy 2450: Policy Dissemination to the Board for Board action. Ruth stated this Policy has been changed to reflect that the District no longer provides Board Policy Manuals. The Board Policies are all accessible via the District's Website.

Questions and Comments from Board Members

There were no Questions or Comments from the Board Members.

Cont'd

Adjournment to Executive Session

Moved by Jacobus, seconded by Stollo.

RESOLVED, that the Horseheads Central School District Board of Education Meeting adjourned from its Regular Meeting of the Board of Education at 8:38 PM.

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

Moved by Jacobus, seconded by Stollo.

RESOLVED, that the Horseheads Central School District Board of Education go into Executive Session at 8:44 PM to review and act upon CSE/CPSE recommendations and to discuss the employment history of three particular employees.

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

Moved by Brinthead, seconded by Jacobus.

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>
Brinthead			
			Buck
Conklin			Holleran
Jacobus			
Lively			
Lynch			
Miller			
Stollo			
MOTION CARRIED			

Cont'd

Moved by Miller, seconded by Strollo.

RESOLVED, that the Horseheads Central School District Board of Education Meeting adjourn from Executive Session at 9:23 PM and reconvene to its Regular Meeting of the Board of Education at 9:24 PM.

<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

Moved by Brinthead, seconded by Lively.

RESOLVED, that the Horseheads Central School District Board of Education Meeting adjourn from 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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Brinthead

Buck

Conklin

Holleran

Jacobus

Lively

Lynch

Miller

Strollo

MOTION CARRIED

Respectfully Submitted By:

Candy L. Maine

Candy L. Maine,
District Clerk

