

DRAFT

**Horseheads Central School District
Business Meeting of the Board of Education
Middle School(LGI)
April 26, 2012**

Present: Brinthaup, Buck, Conklin, Lively, Lynch, Miller, O'Malley, Strollo

Also Present: Abrunzo, Bailey, Brock, Christiansen, Donahue, Doubrava, Holloway, Marino, McCawley, McDonough, Saptura, Sechrist, Williams, Woodworth

Absent: Holleran, Jacobus

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

Minutes

Moved by Brinthaup, seconded by Miller.

RESOLVED, that the Horseheads Central School District Board of Education accepts the minutes of the Business Meeting of March 29, 2012, and the Community Budget Meeting of April 4, 2012, as submitted.

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

MOTION CARRIED

President's Remarks

Board President Brian Lynch welcomed everyone to tonight's meeting. Brian stated it is good to see a full crowd and that the Board always looks forwards to seeing the kids at the various schools and the presentations. Brian stated that due to conflicts in their schedules Board Members Jim Jacobus and Mary Anne Holleran were unable to attend tonight's meeting.

Agenda Changes

Board President Brian Lynch stated there will be an Executive Session directly after tonight's Regular Session to approve CSE/CPSE/504 recommendations, discuss the Annual Evaluation of the Superintendent, the Superintendent's Employment Agreement and the employment history of a particular employee which could lead to an appointment. Brian explained the process for the Questions and Comments section from the Public which is next on the agenda.

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:

- Thirty-eight High School band and vocal students participated in 43 solo performances at the New York State School Music Association Festival at Bradford. They all received ratings in the "A" range. Ralph stated this is very, very impressive.
- High School instrumental students received advice, instruction and guidance from the Ithaca College Brass Ensemble on April 20th. The group performed a concert for the Concert Band and Wind Ensemble and afterward, the college students worked with our students on warm-up and breathing exercises. This was a very wonderful opportunity for our students. Ralph is very appreciative of the music teachers for arranging this.
- Senior Paarth Shah has been selected as the winner of a special scholarship through the National Merit Scholarship Corporation sponsored by Lockheed Martin Corporation Foundation. Ralph stated this is very impressive.
- Miranda Rice, a Ridge Road parent, recently secured a donation for the school from her employer, Verizon. She volunteered 63 hours last year in Kristen Mucci's class. As a result, Verizon gave the school \$750 as part of her employee volunteer program. Ralph stated this is very, very impressive.
- The Middle School Grade 8 White Team had their own March Madness last month, keeping track of homework completion percentages. Their goal was 96% completion; they achieved 96.5%. Ralph stated this is outstanding.
- Intermediate School Art Teacher Sherri Crans' Odyssey of the Mind Team competed in the state competition on March 31st at Binghamton University and placed sixth in a field of twenty-one teams. Ralph is very proud of them.
- High School Social Worker Phil Scherer earned the John O'Brien Award through the Southern New York Basketball Officials Association. The award is given to an individual who has volunteered his/her time to support young people and basketball in the community. Phil has been a volunteer assistant basketball coach for the past eighteen years. Phil donated the \$200 he received back to the Boys' Basketball Program. Ralph stated this is very impressive.
- Junior Hunter Hoobler won the Women's History Award at the State National History Day competition in Cooperstown on April 23rd for her research on Dorothea Dix. Ralph is very proud of her.

Presentations

Middle School PTO Update

PTO Co-Chair Michelle Harshbarger presented the Board with an update from the PTO. Michelle reported on the activities and events the group coordinates and sponsors during the year including the Character Education Assembly that is held at the beginning of the year, yearbooks they purchase for identified students, Quality Award Parties for the students and Staff Appreciation Day.

Cont'd

Michelle stated fundraising is achieved through Spiritwear Sales and operating the Concession Stands at the School Dances. Michelle stated the PTO has had a very successful year with many, many parent volunteers who are always willing to lend a hand in any way possible. She thanked all of the parent volunteers for their dedication to the Horseheads Intermediate School.

Middle School Presentation – “Finding the Balance”

Middle School Principal Bobbi Brock, teachers Melissa Johnson, Christine Murphy and Nancy Simons, along with a large group of music students reported on the Middle School.

Language Teacher and Co-Chair of the Site-Based Team Christine Murphy reported on the Site-Based Team’s efforts to find balance and maintain balance despite the state of the economy. Christine reported that the Team has three subcommittees that are working to meet their goals: Literacy, Green Initiative and Character and Wellness. The Team has been promoting Literacy through activities such as “March Madness Competition in the area of homework completion,” “The Big Read,” and through various Book Studies. Christine stated the “Slop Bucket” is a new Green Initiative that started in the Cafeteria this year. The idea is for the students to dispose of any liquid beverages so that they are able to increase recycling in the Cafeteria in order to save more money.

Math Teacher Nancy Simons and Student Sophia Genier described the school’s many activities supporting each other and the community including the flood victim relief drive, Heavenly Hats Day, the highway clean-up project and trick-or-treat for UNICEF. Students also participated in the SPCA drive, food drive, book drive for the Ernie Davis Middle School Library, hat and mitten tree, adopt-a-family, caroling at Appleridge, Read Across America and Read and Shoot.

Vocal Music Teacher Dan Palmer and seventeen of his music students performed their version of the popular anthem, “Empire State of Mind.” Soloists Rebeka Stoddard, Kenneth Bamum and Dominic Magistro took the audience on a tour of the history of the Horseheads Middle School. English Teacher Chuck Donovan and the students of HMS Live created a slide show to go along with the song.

Board President Brian Lynch thanked the staff and students for an amazing presentation. Brian stated the performance was exceptional and the students should do well at their competition. Brian thanked the PTO for their commitment to the staff and students. He stated that the PTO does a tremendous job and puts in endless number of hours to ensure a quality education for the students at the Middle School. It is nice to hear that that the PTO has a very large number of parent volunteers which tells him that the PTO is doing a great job in the school. Brian thanked the Site Based Team members and the staff for continuing to provide a quality education to the students despite the many challenges that they face. Brian stated the Mock Interviews are the highlight of the year for him.

Cont’d

Board Member Pam Strollo thanked all of the students for an excellent presentation of singing and slides. It was a fabulous presentation. Pam also stated that the Mock Interviews are one of the highlights of the year for her too.

Board Member Ruth Miller thanked Mr. Palmer and his students for a fabulous presentation. It was absolutely wonderful. She also thanked Mrs. Carney for facilitating the Mock Interviews. Ruth stated overall the Middle School presentation was excellent.

Board Member Warren Conklin stated that Board Member Mary Anne Holleran and he visited the Middle School last week. Warren thanked Middle School Principal Bobbi Brock for hosting the visit. He stated the school is in wonderful shape. The electric will be updated this summer and the Fire Alarm System will be enhanced. Every classroom will have visuals so that you can see when a fire alarm occurs. Warren thanked Mr. Palmer and his students for an amazing performance and Mrs. Carney for the "Thank You Letters" that were sent as follow-up to the Mock Interviews.

Board Vice-President Dr. Michael Buck thanked Middle School Principal Bobbi Brock, Assistant Principal Rance Sechrist and the staff and students for an excellent presentation and performance. He also inquired if the performance could be made available for the community to view.

Energy Management Update

High School Science Teacher and Energy Manager Dan Delorme updated the Board on the cost avoidance made possible through the Energy Management Program, Energy Education. In the past fifteen years the District has participated, the District has avoided more than \$5.5million in energy costs. The savings this year from February 1, 2011, to January 31, 2012, was more than \$550,000. The operating costs for the Energy Program are less than \$15,000; the Program pays for itself in about ten days per year. Dan noted that the District has successfully saved energy costs due to good planning and foresight by former administrators and board members and the support of the current leadership. He noted that other Districts have had to resort to emergency measures in these difficult financial times, but Horseheads has been able to gradually improve. Dan stated the goals of the Program are to minimize waste in the District and maintain comfort in occupied areas during the instructional day. His duties include performing audits, collecting data, identifying areas of interest that he sees as improvement opportunities. Dan stated the District uses Energy Cap Pro Software for energy accounting which calculates what the expense would be without the Program, the money we spend and the money that isn't spent because of using the Program. Changes in the District that have effected utility consumption include new computers and technology tools, heating changes that took effect in September 2009 through March 2010 with a result of \$379,748.88, September 2008-March 2009 - \$334,865.74 and a Cost Avoidance increase during this period of \$45,000.00. Dan stated we just finished our third year with the Cost Avoidance at approximately \$130,000-\$135,000. He also noted areas for further improvement.

Cont'd

Board President Brian Lynch thanked Dan for a very thorough presentation. Brian stated the numbers are amazing, \$45,000 is a sizable amount and being able to save \$550,000 on cost avoidance is such a large part of our budget. Brian thanked Dan and Larry Park for all of their hard work and for attending national conferences to increase their knowledge in the area of energy conservation.

Presentation of Chairman's Sustainability Award from Energy Education

Jim Galletly from Energy Education presented the District with the Chairman's Sustainability Award, lauding the District's success. He noted that the company has been impressed with the District's commitment during the last fifteen years. He also noted that the District paid a fee to the company for the first four years, but the company now provides support at no cost. Jim stated that his company is currently working with 1,200 school districts across the state, primarily K-6; however, Horseheads is unique that it has sustained this program for 15 years. Many districts stop running the official program and resort back to what they have always done and end up not being successful. However, Horseheads continues to move forwards with the Program even without asking for our assistance. Therefore, Assemblyman Christopher Friend wanted to make sure that Dan Delorme and the Horseheads Central School District were recognized for their outstanding success with the Program. Board President Brian Lynch stated this is a tremendous honor and thanked the Energy Team (Dan Delorme and Larry Park) for their commitment to the Energy Program and Education of the District's staff.

Presentation of the Internal Audit Risk Assessment Update Report

Internal Auditor Jessica Hill presented the Board with an Update of the Internal Audit Risk Assessment Report. Jessica reviewed the Executive Summary, the Audit Scope, Objective and Methodology, gave Results and Recommendations, discussed previous Audits and Corrective Action Plans and reviewed the Three Year Internal Audit Plan. Jessica stated an annual risk assessment is required by the New York State Five Point Plan on School District Accountability Legislation and Commissioner's Regulations 170.12. She stated she performed the risk assessment update during February 2012. Jessica stated the objectives are the same as normal and will follow State Commissioner of Education guidelines as required. The Internal Audit concludes that the areas of Purchasing and Accounts Payable, Assets and Inventory and Payroll and Personnel presented an elevated risk level and recommend detailed testing of one of these areas to be completed for the 2011-2012 school year. Jessica stated last year these areas were discussed due to the changes in administration in which it has been noted that a diligent approach has been taken by the District to correct these areas. The Three Year Internal Audit Plan will be broken down as follows: Year 1: 2011-2013 – Purchasing and Accounts Payable, Year 2: 2012-2013 – Assets and Inventory and Year 3: 2013-2014: Payroll and Personnel. Board Member Mark Brinthaup thanked Jessica for a very thorough report. Board President Brian Lynch also thanked Jessica for a very thorough report and for providing the Board with last year's comparison.

Cont'd

Superintendent's Report

Draft of 2012-2013 Board of Education Meetings

Superintendent Dr. Ralph Marino presented the Board with a draft of the 2012-2013 Board of Education Meetings. Ralph stated that the April 16, 2012, Special Business Meeting is tentative as he is still waiting to receive guidance from BOCES. Ralph stated this will be brought to the Board for Board action at its May meeting.

Possible May 29, 2012 Superintendent's Conference Day

Moved by Strollo, seconded by Miller.

RESOLVED, that the Horseheads Central School District Board of Education approves the a request for a Superintendent's Conference Day to be held on May 29, 2012.

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

Lively
Lynch
Miller
Strollo

MOTION CARRIED

Superintendent Dr. Ralph Marino brought a request for a Superintendent's Conference Day to be held on May 29, 2012, to the Board for Board action. Ralph stated that due to the District using only one Snow Day this would be the perfect time to give the teachers another opportunity for staff development. There is a tremendous amount of work(Board of Regents Reform) that needs to take place before next September. Board Member John Lively inquired if this would be a day of no school for the students but a work day for the staff. Board Member Warren Conklin inquired as how it would affect the end of the year and instructional time with the students. Dr. Marino stated that the District has set aside five snow days and we have only used one, therefore, even with using another day, it would not interfere with instructional time. He also stated this would be the perfect time to do this as it is very difficult for staff to meet during the summer.

President's Report

Donation from Verizon to Ridge Road Elementary School

Moved by Brinthaup, seconded by Miller.

RESOLVED, that the Horseheads Central School District Board of Education approves the donation of \$750.00 from Verizon to Ridge Road Elementary School.

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

Holleran
Jacobus

Lively
Lynch
Miller
Strollo

MOTION CARRIED

Board President Brian Lynch brought the donation of a check for \$750.00 from Verizon to Ridge Road Elementary School to the Board for Board action. Brian stated the donation is due to 63 volunteered hours that Miranda Rice, a Ridge Road Parent, provided to the school last year.

Assistant Superintendent's Report

Pre-K thru Grade 6 Math Adoption

Moved by Miller, seconded by Strollo.

RESOLVED, that the Horseheads Central School District Board of Education approves the adoption of the Pre-K thru Grade 6 Math Adoption.

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

Holleran
Jacobus

Lively
Lynch
Miller
Strollo

MOTION CARRIED

Assistant Superintendent Alice Learn brought the adoption of the Pre-K thru Grade 6 Math Adoption to the Board for Board action. Alice stated the goal of the Committee is to recommend a Math Program that is aligned to Common Core Learning Standards for Grades PreK-6 for implementation in September 2013. She stated the Committee will identify criteria for the Math Program, evaluate program samples according to Board Policy/Regulation 4511R and communicate progress to grade level/department. She stated Virginia Abrunzo and Shawn McDonough will be the Co-Facilitators. Board Member Pam Strollo stated since it is a K-6 Math Program, will the Committee look at aligning Grade 6 with 7? Alice stated that yes, what is being done is critical and will align with the higher grade levels. Board Member Warren Conklin inquired if the forty-one teachers who are on the Committee will be taking that time off during the school day in order to complete this adoption? Alice stated that they will for the actual training so that it can be implemented in the Fall of 2013.

Acting School Business Administrator's Report

Disposal of District Property(Equipment from Ridge Road School)

Moved by Lively, seconded by Strollo.

Resolved, that the Horseheads Central School District Board of Education approves the Disposal of District Property(from Ridge Road School).

Cont'd

<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 the Disposal of District Property(a large gray computer cart and an old AV cart from Ridge Road School) to the Board for Board action.

Increase in Appropriations(from Big Flats Elementary School PTO)

Moved by Lively, seconded by Strollo.

WHEREAS, the appropriation expenditure for fiscal year 2011-2012 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 2011-2012 budget be increased by \$256.36 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	\$256.36	BOCES CoSer 401 – Arts in Education
A-980-2705	\$256.36	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 \$71,027,022.60....AND.....

BE IT FURTHER RESOLVED, that such changes in appropriation become effective April 26, 2012.

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

Cont'd

Miller
Strollo

MOTION CARRIED

Acting School Business Administrator Dr. Ralph Marino stated the District received a donation of \$256.36 from the Big Flats PTO. This donation will go towards funding the "Stephen Swinburne" performance that was held at the Big Flats Elementary School on March 22, 2012.

Increase in Appropriations(from Ridge Road Elementary School PTO)

Moved by Brinthaupt, seconded by Lively.

WHEREAS, the appropriation expenditure for fiscal year 2011-2012 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 2011-2012 budget be increased by \$204.00 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	\$204.00	BOCES CoSer 401 – Arts in Education
A-980-2705	\$204.00	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 \$71,027,226.60....AND.....

BE IT FURTHER RESOLVED, that such changes in appropriation become effective April 26, 2012.

<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 stated the District received a donation from Ridge Road PTO for \$204.00. This donation will go towards funding the "Nels Ross Creman(in Jest-Science Circus)" performance that was held at Ridge Road Elementary School on March 9, 2012.

Increase in Appropriations(From Center Street Elementary PTO)

Moved by Lively, seconded by Strollo.

WHEREAS, the appropriation expenditure for fiscal year 2011-2012 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 2011-2012 budget be increased by \$204.00 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	\$204.00	BOCES CoSer401 – Arts in Education
A-980-2705	\$204.00	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 \$71,027,431.60....AND.....

BE IT FURTHER RESOLVED, that such changes in appropriation become effective April 26, 2012.

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

Lynch
Miller
Strollo

MOTION CARRIED

Acting School Business Administrator Dr. Ralph Marino stated the District received a donation of \$204.00 from the Center Street Elementary PTO. This donation will go towards funding the “Tedd Arnold” performance that was held at Center Street Elementary School on February 28, 2012.

2011-2012 Tax Bill Correction

Moved by Lively, seconded by Miller.

RESOLVED, that the Horseheads Central School District Board of Education approve an adjustment to the 2011-2012 warrant and tax roll as submitted.

2011-2012 ADJUSTMENTS MADE TO EXEMPTIONS						
Town Or Village	Owner	Tax Map #	Original Taxable Assessment	Revised Taxable Assessment	Difference Taxable Assessment	Difference in Tax Levy
Catlin	Liberatore	28.00-1-52	\$30,800	\$21,800	-\$9,000	-\$167.90
TOTAL REDUCTION TO TAXABLE ASSESSMENT					-\$9,000	
TOTAL REDUCTION IN TAX LEVY						-\$167.90

Cont'd

<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 2011-2012 Tax Bill Correction to the Board for Board action. Ralph stated that the District received notice from the Chemung County Real Property Tax Service Agency concerning an approved application for correction to the 2011-2012 tax roll for property listed at the Town of Catlin – Liberatore(Owner). Ralph stated there was an incorrect entry of acreage resulting in an incorrect assessment.

Claims Auditor Report(March 2012)

Moved by Brinhaupt, seconded by Lively.

BE IT RESOLVED, that the Horseheads Central School District Board of Education approves the Claims Auditor Report for March 2012 as submitted.

<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 approval of the Claims Auditor Report for March 2012 to the Board for Board action.

Revenue & Expense Report(March 2012)

Moved by Lively, seconded by Strollo.

BE IT RESOLVED, that the Horseheads Central School District Board of Education approves the Revenue and Expense Report for March 2012 as submitted.

<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 approval of the Revenue and Expense Report for March 2012 to the Board for Board action.

Budget Transfers Over \$10,000

Moved by Miller, seconded by Lively.

BE IT RESOLVED, that the Horseheads Central School District Board of Education approves budget transfers totaling \$24,934.00, which exceeds the Superintendent's \$10,000 approval limit.

<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 approval of budget transfers totaling \$24,934.00 which exceeds the Superintendent's \$10,000 approval limit to the Board for Board action. Ralph stated these transfers are required to cover the costs of security system enhancements, purchase two treadmills and cover negative balances. Board Member Warren Conklin asked for clarification of the enhancements to the security system. Ralph stated there are some broken devices due to being exposed to the weather that needed replacing. With this enhancement there will be no future expense to the District.

Appointment of Election Inspectors, Interim Clerk and CPAs for the 2012-2013 Budget Vote

Moved by Lively, seconded by Strollo.

<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 approval of the appointment of Election Inspectors, Interim Clerk and CPAs for the 2012-2013 Budget Vote to the Board for Board action. Board President Brian Lynch stated that the second appointment is always the Board President.

Appointment of External Auditors for the 2012, 2013 and 2014 Year-End Audits

Moved by Brinthaup, seconded by Miller.

RESOLVED, that the Horseheads Central School District Board of Education approves the recommendation that The Bonadio Group provide External Auditing Services for the Horseheads Central School District for the fiscal years ending June 30, 2012, 2013 and 2014.

<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 recommendation that The Bonadio Group provide External Auditing Services for the Horseheads Central School District for the fiscal years ending June 30, 2012, 2013 and 2014 to the Board for Board action. Board Member Warren Conklin inquired if we had to go with the lowest bid. Board Member Pam Strollo stated the Bonadio Group came in at a very significant rate and the Group is very familiar with the District.

GST BOCES Food Service Management Bids for 2012-2013

Moved by Miller, seconded by Strollo.

RESOLVED, that the Horseheads Central School District Board of Education approves the GST BOCES Food Service Management Bids for the 2012-2013 school year as submitted.

<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 GST BOCES Food Service Management Bids for the 2012-2013 school year to the Board for Board action.

Eastern Copier Rental Agreement

Moved by Strollo, seconded by Miller.

RESOLVED, that the Horseheads Central School District Board of Education approves the Eastern Copier Rental Agreement as submitted.

<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 Eastern Copier Rental Agreement to the Board for Board action. Ralph stated this is a one-year rental agreement which will help us with the budget gap. All of the printers will be removed from the classrooms by next April which at that time we will have a full five-year lease agreement for over forty machines.

Internal Audit Risk Assessment Update Report

Moved by Lively, seconded by Brinthaup.

RESOLVED, that the Horseheads Central School District Board of Education approves the Internal Audit Risk Assessment Update Report as submitted.

<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 Internal Audit Risk Assessment Update Report to the Board for Board action. Dr. Marino stated that Jessica presented this report earlier tonight under Presentations.

Human Resources Director's Report

Human Resources Sub-Committee Recommendations

Moved by Miller, seconded by Brinthaup.

Cont'd

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>
Drake, Debbie	Non-Instructional Substitute

CIVIL SERVICE SUBSTITUTE RATE INCREASE:

	<u>EFFECTIVE</u>	<u>SALARY</u>
Substitute Registered Nurse Hourly Rate	04/28/12	\$16.00/hr.

CIVIL SERVICE SUBSTITUTE/TEMPORARY APPOINTMENTS:

	<u>STATUS/POSITION</u>	<u>EFFECTIVE</u>	<u>SALARY</u>
Drake, Debbie	Substitute Food Service Helper	03/19/12	\$7.25/hr.

CIVIL SERVICE SUBSTITUTE/TEMPORARY APPOINTMENTS:

	<u>STATUS/POSITION</u>	<u>EFFECTIVE</u>	<u>SALARY</u>
French, Scott	Call-in Bus Driver	03/14/12	\$10.83/hr.

NON-INSTRUCTIONAL LEAVE OF ABSENCE:

	<u>STATUS/POSITION</u>	<u>EFFECTIVE</u>
Bennitt, Marcia	MS/Registered Nurse	03/19/12-06/30/12. (partial paid)
Dyer, Hilarie	Business Office/Secretary	04/17/12 (maternity leave 6-8 wks.)
Mower, Bernie	GR/Cleaner	01/29/12-03/23/12 (unpaid)

INSTRUCTIONAL TENURE RECOMMENDATIONS:

	<u>STATUS/POSITION</u>	<u>CERTIFICATION AREA</u>	<u>EFFECTIVE</u>
Griffin, Dawn	HS/Teaching Assistant	Teaching Assistant	09/01/12
Salisbury, Tamara	MS/Teaching Assistant	Teaching Assistant	09/01/12

INSTRUCTIONAL TRANSFER:

	<u>STATUS/POSITION</u>	<u>EFFECTIVE</u>
Close, Brenda	GR/1:1 Teaching Assistant	03/27/12
Davenport, Bonnie	GR/Teaching Assistant (class-size K)	04/16/12
Netherton, Wendy	GR/12:1:1 /Teaching Assistant	04/16/12
Wallisky, Julie	BF/Split 1:1 TA & Classroom TA	04/02/12

INSTRUCTIONAL LEAVE OF ABSENCE:

	<u>STATUS/POSITION</u>	<u>EFFECTIVE</u>	<u>SALARY</u>
* Hyer, Lindsay	CS/Speech	05/30/12 – 06/30/12	\$45,219 (unpaid)
Saks, Damian	HS/Science	04/03/12 – 06/30/12	\$53,467 (paid)
* Extended Leave			

INSTRUCTIONAL RESIGNATIONS:

	<u>STATUS/POSITION</u>	<u>EFFECTIVE</u>
Whitson, Sarah	IS/Teaching Assistant	04/27/12
Dauchy, Nicole	MS/Teaching Assistant	06/30/12

INSTRUCTIONAL SABBATICAL LEAVE:

	<u>STATUS/POSITION</u>	<u>EFFECTIVE</u>
Hynes, William	HS/English	9/1/12 – 1/25/13 Paid

INSTRUCTIONAL CONTRACT SUBSTITUTES:

	<u>STATUS/POSITION</u>	<u>EFFECTIVE</u>	<u>SALARY</u>
Johnston, Eric	IS/Contract Substitute	04/02/12 - 06/30/12	\$75/day
Saunders, Justine	GR/Contract Substitute	04/02/12 - 06/30/12	\$75/day
*Scherer, Echo	HS/Contract Substitute	02/21/12 - 06/30/12	\$75/day *

Reported incorrectly as a resignation on 3/29/12 HR Recommendations.

INSTRUCTIONAL CONTRACT SUBSTITUTE RESIGNATIONS:

	<u>STATUS/POSITION</u>	<u>EFFECTIVE</u>	<u>SALARY</u>
Kellogg, Rebecca	GR/Contract Substitute	3/30/12	\$75/day

INSTRUCTIONAL LONG-TERM SUBSTITUTES:

	<u>STATUS/POSITION</u>	<u>EFFECTIVE</u>	<u>SALARY</u>
McLaughlin, Kenneth	HS/Science	04/02/12 - 06/30/12	\$47,958 (Prorated)
Spallone, Liza	BF/Grade 4	04/02/12 - 06/30/12	\$42,177 (Prorated)
*Ardevini, Dana	CS/Speech	5/30/12 - 06/30/12	\$40,125 (Prorated)

* Extended assignment.

INSTRUCTIONAL SUBSTITUTE TEACHERS:

	<u>STATUS/POSITION</u>	<u>PREFERENCE</u>
Bennett, Brittany	Non-Degreed	Secondary
Dolaway, Rebecca	Non-Degreed	Elementary
Raven, Gloria	Certified	Elementary/Secondary
Siglin, Sara	Non-Degreed	Elementary/Secondary

COACHING APPOINTMENTS

	<u>POSITION</u>	<u>EFFECTIVE</u>	<u>STIPEND</u>
* Gush, Jeff	Head Coach Modified Track	Spring 2012	\$3,404
Laney, Jerry	Head Coach Varsity Girls Soccer	Fall 2012	\$4,733
Mucci, Mark	Head Coach Varsity Boys Soccer	Fall 2012	\$4,706
Strong, Megan	Head Coach JV Girls Soccer	Fall 2012	\$4,024

* Correction to stipend amount.

EXTRA-CURRICULAR STIPEND APPOINTMENTS:

	<u>POSITION</u>	<u>STIPEND</u>
Fesetch, Kelli	Varsity H Summer Camp Advisor	\$4,413

ADDENDUM:

CIVIL SERVICE LONG TERM SUBSTITUTE:

	<u>STATUS/POSITION</u>	<u>EFFECTIVE</u>	<u>SALARY</u>
Ciccotti, Jeanette	Business Office/LTS Secretary	04/18/12(6-8 wks)	\$10.40/hr.

CIVIL SERVICE RESIGNATION(LTS/TEMPORARY):

	<u>STATUS/POSITION</u>	<u>EFFECTIVE</u>	
Thompson, Lisa	Business Office/LTS Secretary	04/26/12(last day to work)	
	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u> <u>Absent</u>
	Brinhaupt		
	Buck		
	Conklin		

Holleran
Cont'd

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 and addendum was reviewed and approved by the Human Resources Sub-Committee.

Director of Student Services Report

There wasn't a report.

Student Representative's Report

Update on High School Activities

Student Representative Senior Kaitlyn O'Malley reported on events/activities occurring in the High School including Caps and Gowns and the Annual Student Blood Drive which were held on May 1st, there will be No School on May 3rd due to a Superintendent's Conference Day, SATs will be on May 5th and there is a two to three week peak for students who are studying for AP exams. 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 April 17, 2012, visitation of the Middle School under the Middle School Report which was given earlier tonight.

Report from the Athletic and Extra-Curricular Committee

Board Vice-President Dr. Michael Buck reported on the April 2, 2012, meeting of the Athletic and Extra-Curricular Committee. Dr. Buck stated the Committee continues to discuss the recommended changes in the Sports Code of Conduct. Due to the Committee wanting to work through these edits prior to submitting the policy for legal review and to the Board for Board action and with the constraints of the academic calendar, the Committee decided to carry this over to next year.

Report from the Audit Committee

Chair Pam Strollo reported on the April 5, 2012, meeting of the Audit Committee. Pam stated that the Committee reviewed the Internal Audit Risk Assessment Report that was presented earlier this evening by Jessica Hill.

Review of the Finance Committee

Board President Brian Lynch reported on the April 16, 2012, meeting of the Finance Committee. He stated all of the items that were presented earlier tonight

Cont'd

under the Acting School Business Administrator's Report were discussed. Dr. Marino introduced Jane St. Amour-Bradley, the new CBO BOCES School Business Official and Accountant. Jane will be working 2.5 days per week for the next school year.

Report from the Outcomes and Assessment Committee

Board President Brian Lynch stated the Committee met on April 3, 2012, and heard updates regarding Gardner Road and Middle School SINI. Jay Hillman presented an overview of the FOSS Resolution for September 2013 Adoption and the Grade 7-8 Math Adoption. Virginia Abrunzo presented a draft time line of the Pre-K-6 Math.

Report from the Planning and Development Committee

There wasn't a report.

Report from the Human Resources Committee

Chair Mark Brinthaupt stated the Human Resources Recommendations that were presented to the Board for approval tonight were discussed at the April 4, 2012, meeting. The Committee also discussed the status of present Negotiations, the Mid-Year Retirement Incentive and Tenure Reviews that were conducted for three employees who were all recommended for tenure.

Report from the Policy Referral/Review Committee

Proposed Changes to Current Board Policy 4334: Advanced College Placement

Chair Ruth Miller presented the Board with the first reading of proposed changes to current Board Policy 4334: Advanced College Placement. Ruth stated the proposed change is as follows, the first line of the second paragraph should begin with, "Any High School student.....," instead of "Any 11th or 12th grade student..." This is required by law as we are not able to limit it to just 11th and 12th grade. It has to be opened to 10th grade students also. Ruth stated this proposal will be brought to the Board at its May meeting for Board action.

Proposed Changes to Current Board Policy 4340: Adult Education Programs

Chair Ruth Miller presented the Board with the first reading of proposed changes to current Board Policy 4340: Adult Education Programs. Ruth stated the proposed change is as follows, in the third paragraph, "Schuyler-Chemung-Tioga Area" will be changed to GST. Ruth stated this proposal will be brought to the Board at its May meeting for Board action.

Proposed Changes to Current Board Policy 4514: Showing of Video Cassettes/DVDS in the Classroom

Chair Ruth Miller presented the Board with the first reading of proposed changes to current Board Policy 4514: Showing of Video Cassettes/DVDs in the classroom. Ruth stated the proposed changes are as follows, the title has been

Cont'd

changed to "Showing of Video Cassettes or Electronics and/or Digital Media in the Classroom," and "or electronic and/or digital media" will be added to the first line of the first paragraph after the word, "cassette," and again in the second paragraph, the first sentence after the word, "cassette." Ruth stated this proposal will be brought to the Board at its May meeting for Board action. Ruth thanked Board Vice-President Dr. Buck for providing assistance with this policy change.

Proposed Changes to Pages 4 and 8 of the Code of Conduct

Chair Ruth Miller presented the Board with the first reading of Proposed Changes to Pages 4 and 8 of the Code of Conduct. Ruth stated, the following has been added to the Policy, on Page 4, a new paragraph has been inserted after the second paragraph to read, "'Discrimination and/or harassment" means an intentional act against any student, on school property or at a school function, that creates a hostile environment by conduct, with or without physical contact by verbal threats, intimidation or abuse, of such a severe nature that is: (a) has or would have the effect or unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical well-being; or (b) reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; Such conduct shall include, but is not limited to, threats, intimidations or abuse based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex. Ruth stated, on Page 8 of the Code, the following will be added to Part A, 9. Engaging in any act of discrimination or harassment as defined in this Code. Under B, 7. add the following after regulation, "or its bullying policy and regulation, and add 17. Engaging in any act of discrimination or harassment as defined in this Code. Ruth stated this proposal will be brought to the Board at its May meeting for Board action.

Proposed Change to Current Board Policy 5420: Student Health Services

Chair Ruth Miller presented the Board with the first reading of proposed changes to current Board Policy 5420: Student Health Services. Ruth stated the proposed change is as follows, the following will be added on Page 3 of the Policy, after Management of Injury, "Head Injuries/Concussions," The Superintendent shall develop protocols to govern concussion or head injury management. The protocols shall provide that: All students who have sustained a concussion must be evaluated by their private health care provider; The student must bring a note from the healthcare provider to the school nurse and the school nurse shall coordinate the progress of the student's recovery through communication with the student and parents, the student's health care provider, teachers, coaches and administrators. District coaches and athletic trainers will be trained about concussion prevention, identification and management. Ruth stated this proposal will be brought to the Board at its May meeting for Board action.

Questions and Comments from Board Members

Board Member John Lively inquired as to when will the Board know if Gardner Road and the Intermediate School will continue to remain as SINI schools. Superintendent Dr. Marino stated they will be on the list for a couple of years as it is a two-year status. The school has to be successful two years in a row to be removed from SINI status. We don't normally learn of the status until late July.

Adjournment to Executive Session

Moved by Brinthead, seconded by Miller.

RESOLVED, that the Horseheads Central School District Board of Education Meeting adjourned from its Regular Meeting of the Board of Education at 7:30 PM.

<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 Miller, seconded by Lively.

RESOLVED, that the Horseheads Central School District Board of Education go into Executive Session at 7:35 PM to approve CSE/CPSE/504 recommendations, discuss the Annual Evaluation of the Superintendent, the Superintendent's Employment Agreement and the employment history of a particular employee which could lead to an appointment.

<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 Miller.

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
Strollo

MOTION CARRIED

Moved by Lively, seconded by Miller.

RESOLVED, that the Horseheads Central School District Board of Education Meeting adjourn from Executive Session at 9:26 PM and reconvene to its Regular Meeting of the Board of Education at 9:27 PM.

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

Brinthaup
Buck
Conklin

Holleran
Jacobus

Lively
Lynch
Miller
Strollo

MOTION CARRIED

Moved by Brinthaup, seconded by Strollo.

RESOLVED, that the Horseheads Central School District Board of Education Meeting adjourn from its Regular Meeting of the Board of Education at 9:28 PM.

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

Brinthaup
Buck
Conklin

Holleran
Jacobus

Lively
Lynch
Miller
Strollo

MOTION CARRIED

Respectfully Submitted By:

Candy L. Maine,
Candy L. Maine, District Clerk