

**DRAFT**

**Horseheads Central School District  
Business Meeting of the Board of Education  
Big Flats Elementary School  
December 20, 2012**

**Present:** Apgar, Brinthaup, Buck, Clark, Conklin, Jacobus, Johnson, Lynch, Miller, Stollo

**Also Present:** Abrunzo, Bailey, Bradley, Christiansen, Coghlan, Hillman, Holloway, Marino, Patterson, Scaptura, Sechrist, Williams

**Absent:**

**Call to Order:** Board Vice-President Pam Stollo called the Meeting to order at 6:02 PM.

**Minutes**

Moved by Brinthaup, seconded by Apgar.

RESOLVED, that the Horseheads Central School District Board of Education accepts the minutes of the Business Meeting of November 29, 2012, as submitted.

<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>	<u>Absent</u>
Apgar			
Brinthaup			
Buck			
Conklin			
Jacobus			
Johnson			
			Lynch
Miller			
Stollo			
MOTION CARRIED			

**President's Remarks**

Board Vice-President Pam Stollo welcomed everyone to tonight's meeting. Pam stated that Board President Brian Lynch will arrive later tonight due to a family engagement he had to attend. Pam stated she is thrilled to be back at Big Flats as is the rest of the Board. Pam reviewed the procedures for the Questions and Comments section and reminded those present to please state their name and address before making any comments. Additionally, she reminded those present that complaints about specific personnel should be taken through the appropriate administrative channels.

**Agenda Changes**

Board Vice-President Pam Stollo stated there are no Agenda changes. However, there will be an Executive Session directly after tonight's Regular

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Session to approve CSE/CPSE/504 recommendations and review the mid-year assessment of the Superintendent of Schools.

### 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:

- Big Flats Elementary School Fourth Graders in Mrs. Apelbacher's class for spearheading a gently-used book drive for the Bright Red Bookshelf and the Family Reading Partnership of Chemung Valley. Ralph stated as of today, they collected 582 books which is very impressive.
- The following students are this year's Horseheads Elks' Hoop Shoot Champions:
  - o 8-9 year old girls – Alicia Carroll, Grade 4, Ridge Road
  - o 8-9 year old boys – Tyler Blitz – Grade 4, Big Flats
  - o 10-11 year old girls – Kendal Cook, Grade 6, Intermediate School
  - o 10-11 year old boys – Andrew McLaughlin, Grade 4, Gardner Road
  - o 12-13 year old girls – Marissa Adams, Grade 6, Intermediate School
  - o 12-13 year old boys – Michael Limoncelli, Grade 6, Intermediate School

The six students now go on to inter-regionals. Ralph stated he is very proud of those six students.

- Horseheads Graduate Eric Hollenbeck was featured in the Star-Gazette for his work in film. His second feature film, "Toy's House," will debut at the Sundance Film Festival in Utah in January. Ralph stated he is very proud of Eric for all of his hard work and accomplishments.
- Seniors Kyle Evans, John McCracken, Andrew Miller and Sam Roorda, students in the GST BOCES Conservation Program, traveled to Indianapolis in October for the National FFA Convention. The students represented the state in the National Forestry Career Development competition, a two-day event. Andrew Miller and Kyle Evans received a silver medal, Sam Roorda and John McCracken, received a bronze medal and the Team received a bronze plaque. Eight other students from area high schools also attended. Ralph stated he is very impressed with these students.
- High School Freshman class officers ran a toy drive for Toys for Tots and collected 138 toys. Ralph stated this was a very generous thing to do for the youth of our community.
- The High School's December Students of the Month are:
  - o Grade 12: Emily Dobson, Dakota Martin, DJ Mott, Shawna Rorie
  - o Grade 11: Brianna Black, Jessica Rutherford, Erin Stollo, Rachel Zine
  - o Grade 10: Hannah Bush, Mike Berberian, Jessica Makara, Samantha Verdonck
  - o Grade 9: Jacob Burlingame, Alexi Deiseroth, Skylar Downs, Nathan Sweet

Ralph stated that December's trait is "Caring." He is very proud of these students for their accomplishments at the High School. Cont'd

**Presentations****Big Flats PTO Update**

Big Flats Elementary School Principal Liz Scaptura on behalf of the staff, students and parents welcomed the Board and the Public to tonight's meeting. Principal Scaptura stated that she believes the school meets the definition of "home" and that we are fortunate to call our school "Our Second Home". She acknowledged the school staff and stated, "Without our staff, we wouldn't be able to provide the warm, caring and nurturing environment that one associates with a home."

Big Flats PTO Co-President Laurie Tarantino stated she is very grateful to be involved in such a loving and caring school. She stated that she is very thankful that the staff and Principal Scaptura allow the PTO to help out at the school. The love that our children receive on a daily basis is very evident as you walk throughout the school. The volunteers are in awe of each and every one of the staff members and what they do for our children on a daily basis.

**Big Flats School Presentation, "Our Home"**

Second Grade Teacher Elizabeth Bostwick presented the FOSS Science Program to the Board. She stated currently there are eight teachers implementing the Program. Elizabeth reviewed the highlights of the Program and how it is best practiced. She stated it supports the teachers by impressive attributes that increases the encouragement of students who are not intricately motivated.

Fourth Grade Teacher Lisa Comer presented the new "Treasures" Program which is a component of the ELA Program. She stated that the teachers help each other help students become successful with the Program. She stated that the teachers meet two times a month on Tuesday to come together to share ideas and review how the Program is going. She stated that the teachers come with great ideas and are ready to help each other which really has an impact on our students' achievement.

Special Education Teacher Amy Kelley stated that Big Flats Elementary School has a strong connection with our community. Four volunteers, Barbara Dick, Barbara Harkness, Robert Babcock and Douglas Cotton, described the community service they provide to students at the school. Barbara Dick is known as "Mrs. D" who shares her love of poetry with the fourth grade students. She stated she has been working in the district for nineteen years helping children read poetry. She stated she adores helping the children find their creative voice and loves the school, the faculty and the students. She stated that not only do the children learn about poetry, but they also learn to explore new ways to think. An example of this is when they learned about Black History during the month of February and were introduced to Langston Hughes. She stated that the children talk about their dreams while she promotes the idea that they have choices in their life to make that will help them decide who they are and what their values are. She stated she also teaches them to understand what metaphors are and has assisted the children create poems centered around "Bullying."

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Barbara Harkness, a volunteer in Mr. Sumner's second grade classroom, stated this is her third year volunteering at the school. She has been well-received by the teachers and the students of the school. She stated when she first started volunteering at the school; she read to the Kindergarten students and now reads to the third graders. She described the Webcam Presentation that was held when Principal Liz Scaptura spoke to the students while visiting China. It was a wonderful experience to watch the children interact with their principal knowing she was in another part of the world. The students were very quiet, very attentive and appropriate throughout the interaction.

Robert Babcock, teaches Public Speaking Skills in Mrs. Apelbacher's fourth grade classroom. Mr. Babcock stated it is a great thrill this year to be working with the fourth graders in the area of Public Speaking, Communicating, Writing, Listening and Reading. He stated the past is not so easily remembered and sometimes we forget the intent of education and what we want our students to learn. We want our students to be knowledgeable, taking some skills that they were taught many, many years ago, stir the embers and bring them to the present. Mr. Babcock stated in Mrs. Apelbacher's class he has witnessed the growth of the students as they perform research and understanding what they find. The theme of what he teaches them revolves around developing topics, organizing presentations, developing style and then the final delivery. He also helps the students learn to speak stronger and use gestures and have facial contact with their audience. He hopes that this process will continue with them as they enter the Middle School and go on to the High School.

Douglas Cotton, who volunteers in Mrs. Schiefen's four grade classroom, has been a volunteer at the school for the past five years. He stated he has a great deal of respect for Mrs. Schiefen and all of the staff at Big Flats Elementary School. He talks to the students about the local role models who are successful in their personal lives such as Joe Pasquarelli(18 News), Joel Robinson(Executive Director of the Red Cross), Kirk Manwaring(Giants), Bob O'Brien(Cotton Hanlon), Tom O'Mara(State Senate), who were students of the Horseheads School District.

Third Grade Teacher Kim Chalk introduced Trica Hutten from the Big Flats Community Center. Trica stated her five children went through Big Flats Elementary and that Big Flats is like a second home to her. She thanked Principal Liz Scaptura, the staff and the parents for all they do to ensure the students success and safety. She stated Big Flats is a unique community. The Youth Department offers several programs to the Big Flats Community with some that are just specific to the school. A Gardening Club is offered in the Spring with all vegetables harvested given to the Senior Citizens at the Community Center. As a result of a Cooking Class the fourth graders take, they cook a fancy dinner for their teachers and the principal. The Community Center also offers a Winter TAFFY Program which has been in existence for 57 years this summer. The Center also helps teach the children characteristics of good citizenship and helps employ the Character Education traits of the District. Last year there were 450 students enrolled in the TAFFY Program with the theme being "Sportsmanship".

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Third Grade Teacher Kim Chalk stated that Big Flats also has partnered with Julie Albertelli of the SPCA for several years. She stated that first graders collected gifts for the Center and the third graders completed a project of making dog biscuits with the help of their grandparents. These activities taught the students to work in a cooperative group. Two area dentists visit in the Kindergarten and Second Grade classrooms teaching the students the importance of taking care of their teeth. The students also made "Blankets of the Hearts" to give to area nursing homes. In the past blankets were given to the Red Cross. These activities speak volumes of the caring community that revolves around Big Flats Elementary School.

Big Flats Principal Liz Scaptura spoke of the school's Character Education Program, "Big Flats Elementary School Shining Stars," which follows the district-identified six character traits. Liz stated the Program is made up of two components: 1. The Big Flats Rising Star Award – Each Board Member was presented one for being honorable members of the School Board and for how much they care about the students, staff and parents of the District, and 2. Big Flats Elementary Shining Star Exemplars Ceremony that is held at the High School in May to recognize the "Rising Stars." Last year, sixty students were recognized. Liz stated the beautiful banners identifying the traits that are displayed in the Cafeteria were donated by Life Touch. The presentation concluded with a "flash mob," and a group of fourth grade students singing, Phillip Phillips' "Home."

Board Vice-President Pam Strollo thanked Principal Scaptura, the staff, students and parents for a fabulous presentation. She thanked the students for staying late and working so hard. Pam stated the song, "Home," strongly conveys the meaning of the school. The banners are absolutely fantastic. The volunteers who come into the school on a daily basis is a tremendous asset to the children. Pam stated that Mrs. "D" has made a difference in her own children's life and continues to do so as a result of when she volunteered in their classroom when they were students at Big Flats.

Board Member Mark Brinhardt stated it was a very well done presentation that spoke volumes of how caring Big Flats Elementary School is. He also thanked Principal Scaptura, the staff, students and parents for all they do for the school and encouraged them to keep it up as they are definitely going in the right direction.

Board Member Doug Johnson thanked Principal Scaptura, the staff and the children for making Big Flats one of the best schools in the District.

Board President Brian Lynch stated he is very sorry that he missed the presentation. Brian stated he had three children graduate from Big Flats Elementary School and he knows personally what a wonderful school it is. He stated he came in at the end of the presentation and from what he seen it looked like it was a fantastic presentation. He thanked Principal Scaptura, the staff and the parents for all they do as it means a lot the students.

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Superintendent Dr. Ralph Marino also thanked Principal Scaptura, the staff and students for a wonderful presentation. He also thanked the staff for providing a great learning environment to the students. Ralph stated his daughter has wonderful memories of when she was a student at Big Flats Elementary School.

**APPR(Annual Professional Performance Review) Update for Teachers and Principals**

Director of Human Resources Judy Christiansen and Director of Secondary Education Jay Hillman updated the Board with an overview of the APPR for teachers and principals. They reviewed the different components for both the teachers and principals. The “framework” for teaching, showing student growth, the teacher evaluation formula and the performance index calculation were explained. The six domains within the principal's rubric were reviewed. A seventh area involving the principal establishing goals with the Superintendent has been selected. The process has a lot of potential and a lot of challenges for all of us. Jay submitted the APPR to the State right before Thanksgiving and then resubmitted the Plan hoping the approval process will be received shortly.

Board Member Mark Brinthaupt inquired as to how are Numbers 5 and 6 rated? Judy stated there is a Rubric that gives very specific criteria for each of the domains and effectiveness will be looked for.

Board Member Jim Jacobus inquired as to how much time it will take for the principals, the teachers and the Superintendent to prepare for this. Judy stated that from the beginning to the end it takes about five hours for one teacher. The one for the building principals will be at least two visits, one will be planned and one will be unplanned. Jim asked how the Physical Education and Arts teachers are evaluated. Judy stated they are developing their own tests.

Board Member Warren Conklin commented that on the Rubric there was an indication of services. Judy stated this was an option from the State. They had to be state approved services and so far none have been approved. Jay stated that Resource Room students are still looked at as being on the teacher's roll. The Resource Room may have something completely different if not a co-teacher, however, the teacher is responsible for that child. Judy stated that this refers to the 15:1 or the 12:1 students.

Board Member Michael Buck stated this needs to be approached with a positive attitude.

Board Member Doug Johnson thanked Judy and Jay for all of the hard work they have put into this Plan. He realizes there is a lot involved and inquired as to what kind of percentage of the administrator's time this will comprise of. Judy stated that any administrator in the District can do this. We have seven additional administrators at Central Office who can help with walkthroughs or unannounced visits. Judy stated there is an electronic platform to ensure that the work gets done. Superintendent Dr. Ralph Marino stated the next one or two years will be

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rough to manage this as we are just starting it and it involves an incredible amount of training. The amount of time is a shock to the system, however, we will provide the support that is needed and will keep the Board apprised of it.

Board Vice-President Pam Strollo stated this is a huge undertaking. She read the eight-page letter and wondered how it will turnaround in a timely fashion with training having to be completed in three weeks.

Board President Brian Lynch thanked Judy and Jay for a very thorough presentation and the incredible amount of time they have put into this Plan.

**Report From The Superintendent**

**High School Varsity Softball Team’s Trip to Myrtle Beach, March 31-April 4, 2013**

Moved by Jacobus, seconded by Strollo.

RESOLVED, that the Horseheads Central School District Board of Education approves the request for the High School Varsity Softball Team’s Trip to Myrtle Beach, March 31-April 4, 2013, as submitted.

<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>	<u>Absent</u>
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- Apgar
- Brinthaup
- Buck
- Conklin
- Jacobus
- Johnson
- Lynch
- Miller
- Strollo

MOTION CARRIED

Superintendent Dr. Ralph Marino brought the request for the High School Varsity Softball Team’s Trip to Myrtle Beach, March 31-April 4, 2013, to the Board for Board action.

**High School Music Students(3) Trip to the All-Eastern Honors Ensembles in Hartford, Connecticut, April 4-7, 2013**

Moved by Jacobus, seconded by Miller.

RESOLVED, that the Horseheads Central School District Board of Education approves the request for the High School Music Students(3) Trip to the All-Eastern Honors Ensembles in Hartford, Connecticut, April 4-7, 2013, as submitted.

<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>	<u>Absent</u>
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- Apgar
- Brinthaup
- Buck
- Conklin
- Jacobus
- Johnson

Lynch  
 Miller  
 Strollo

**MOTION CARRIED**

Superintendent Dr. Ralph Marino brought the request for the High School Music Students(3) Trip to the All-Eastern Honors Ensembles in Hartford, Connecticut, April 4-7, 2013, to the Board for Board action.

**High School Varsity Baseball Teams Trip to Myrtle Beach, March 30-April 7, 2013**

Moved by Jacobus, seconded by Strollo.

RESOLVED, that the Horseheads Central School District Board of Education approves the request for the High School Varsity Baseball Teams Trip to Myrtle Beach, March 30-April 7, 2013, as submitted.

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

**MOTION CARRIED**

Superintendent Dr. Ralph Marino brought the request for the High School Varsity Baseball Teams Trip to Myrtle Beach, March 30-April 7, 2013, to the Board for Board action.

**2013-2104 Budget Development & Planning Process Update**

Superintendent Dr. Ralph Marino updated the Board on the budget process, noting that the Building/Department Budgets are due December 21<sup>st</sup>. All non-personnel budget codes are being reduced by 25%. Ralph also noted the two Resident’s Budget Input Sessions will be held on January 28<sup>th</sup> and February 4<sup>th</sup>, as well as three Budget Workshops that will be held in the community on February 7<sup>th</sup>, March 7<sup>th</sup> and April 11<sup>th</sup>.

**Report from the Board of Education President**

**Board of Education Mid-Year Retreat, January 24, 2013—Change in Original Date of January 10, 2013**

Moved by Miller, seconded by Strollo.

RESOLVED, that the Horseheads Central School District Board of Education approves the change in the Original Date of the Board of Education Mid-Year Retreat, of January 10, 2013, to January 24, 2013.

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



Conklin  
Jacobus  
Johnson  
Lynch  
Miller  
Strollo

**MOTION CARRIED**

Board President Brian Lynch brought the change in the original date of the Board of Education Mid-Year Retreat of January 10, 2013, to January 24, 2013, to the Board for Board action.

**Report from the Director of Elementary Education**

No report was given.

**Report from the Director of Secondary Education**

No report was given.

**Report from the School Business Executive**

**Disposals of District Property**

Moved by Jacobus, seconded by Miller.

RESOLVED, that the Horseheads Central School District Board of Education approves the Disposals of District Property as submitted.

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

Apgar  
Brinthaup  
Buck  
Conklin  
Jacobus  
Johnson  
Lynch  
Miller  
Strollo

**MOTION CARRIED**

School Business Executive Jane Bradley brought the approval of the Disposals of District Property to the Board for Board action.

**Increase in Appropriations(E-Rate from Verizon Wireless)**

Moved by Brinthaup, seconded by Apgar.

WHEREAS, the appropriation expenditure for fiscal year 2012-2013 was approved and set on May 15, 2012...AND....

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

BE IT FURTHER RESOLVED, that the 2012-2013 budget be increased by \$163.16 and this increase be funded by the reimbursement to revenue code A980-2770-200.

The appropriation for the following codes should be increased:

A-1680-99-30-39-219	\$163.16	Computer Hardware
A-980-2770-200	\$163.16	Misc. Revenue – E-Rate

BE IT FURTHER RESOLVED, that the Horseheads Central School District authorize the expenditure of the sums set forth in the budget in the total amount of \$69,569,386.43....AND.....

BE IT FURTHER RESOLVED, that such changes in appropriation become effective December 20, 2012.

BE IT FURTHER RESOLVED, that the Horseheads Central School District Board of Education authorizes the transfer of funds from code A1680-99-30-219 to various equipment and contractual codes such as A1680-14-490, A2110-99-490 or other codes that are eligible for E-Rate reimbursement.

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

Brinthaup

Buck

Conklin

Jacobus

Johnson

Lynch

Miller

Strollo

**MOTION CARRIED**

School Business Executive Jane Bradley stated the Horseheads Central School District received \$163.16 from Verizon Wireless for E-Rate reimbursement on phone services from prior year. This money is to be used towards purchasing district-wide computer equipment through BOCES.

**Increase in Appropriations(E-Rate from Verizon Global)**

Moved by Jacobus, seconded by Apgar.

WHEREAS, the appropriation expenditure for fiscal year 2012-2013 was approved and set on May 15, 2012...AND....

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

BE IT FURTHER RESOLVED, that the 2012-2013 budget be increased by \$316.25 and this increase be funded by the reimbursement to revenue code A980-2770-200.

The appropriation for the following codes should be increased:

A-1680-99-30-39-219	\$316.25	Computer Hardware
A-980-2770-200	\$316.25	Misc. Revenue – E-Rate

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BE IT FURTHER RESOLVED, that the Horseheads Central School District authorize the expenditure of the sums set forth in the budget in the total amount of \$69,569,702.68....AND.....

BE IT FURTHER RESOLVED, that such changes in appropriation become effective December 20, 2012.

BE IT FURTHER RESOLVED, that the Horseheads Central School District Board of Education authorizes the transfer of funds from code A1680-99-30-219 to various equipment and contractual codes such as A1680-14-490, A2110-99-490 or other codes that are eligible for E-Rate reimbursement.

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

**MOTION CARRIED**

School Business Executive Jane Bradley stated the Horseheads Central School District received \$316.25 from Verizon Business Global LLC for E-Rate reimbursement on phone services from prior year. This money is to be used towards purchasing district-wide computer equipment through BOCES.

**Increase in Appropriations(Community Foundation for STEM Initiative)**

Moved by Miller, seconded by Brinthaup.

WHEREAS, the appropriation expenditure for fiscal year 2012-2013 was approved and set on May 15, 2012...AND....

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

BE IT FURTHER RESOLVED, that the 2012-2013 budget be increased by \$7,500.00 and this increase be funded by the reimbursement to revenue code A980-2705.

The appropriation for the following codes should be increased:

A-2110-99-00-00-450	\$7,500.00	BOCES CoSer525-STEM Initiative
A-980-2705	\$7,500.00	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 \$69,577,202.68....AND.....

BE IT FURTHER RESOLVED, that such changes in appropriation become effective December 20, 2012.

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

Brinhaupt

Buck

Conklin

Jacobus

Johnson

Lynch

Miller

Strollo

MOTION CARRIED

School Business Executive Jane Bradley stated the Horseheads Central School District received a donation from the Community Foundation of Elmira-Corning and the Finger Lakes, Inc. in the amount of \$7,500.00. This donation will increase CoSer 525 to help fund and support the Middle School STEM(Science, Technology, Engineering, and Math) Initiative.

**Contract for Health and Welfare Services with the Corning-Painted Post School District**

Moved by Jacobus, seconded by Miller.

RESOLVED, that the Horseheads Central School District Board of Education approves the Contract for Health and Welfare Services with the Corning-Painted Post School District as submitted.

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

Brinhaupt

Buck

Conklin

Jacobus

Johnson

Lynch

Miller

Strollo

MOTION CARRIED

School Business Executive Jane Bradley brought the Contract for Health and Welfare Services with the Corning-Painted Post School District to the Board for Board action.

**2012-2013 Tax Bill Adjustment**

Moved by Brinhaupt, seconded by Jacobus.

RESOLVED, that the Horseheads Central School District warrant and tax roll for 2012-2013 be adjusted as follows:

2012-13 ADJUSTMENTS TO TAX WARRANT						
Town	Owner	Tax Map #	Original Taxable Assessment	Revised Taxable Assessment	Difference Taxable Assessment	Difference in Tax Levy
Horseheads	Jalaluddin	58.02-18	\$479,000	\$448,000	-\$31,000	-\$566.07
<b>TOTAL REDUCTION TO TAXABLE ASSESSMENT</b>					<b>-\$31,00</b>	
<b>TOTAL REDUCTION IN TAX LEVY</b>					<b>-\$566.07</b>	

Ayes                          Noes                          Abstained                          Absent

Apgar  
 Brinlhaupt  
 Buck  
 Conklin  
 Jacobus  
 Johnson  
 Lynch  
 Miller  
 Strollo

**MOTION CARRIED**

School Business Executive Jane Bradley stated the District received notice from the Chemung County Office of Supreme and County Clerk’s Office with decisions for Small Claims Assessment Reviews that the Hearing Officer has approved the above change in the Tax Roll. The adjustment will reflect on the 2012-2013 tax roll accordingly.

**Resolution for District-Wide Spending Freeze**

Moved by Jacobus, seconded by Apgar.

BE IT RESOLVED, that the Horseheads Central School District Board of Education approves a district-wide spending freeze beginning December 21, 2012, and ending June 30, 2013, for all budget codes except those items pertaining to health and safety and those items required by federal law, state law, Commissioner’s Regulations, collective bargaining agreements, lease agreements, BOCES, and any other binding contracts/agreements including any local, state or federal grants. Any emergency expenditure(s) must be presented to the Superintendent or the School Business Executive for contemplation of approval.

Ayes                          Noes                          Abstained                          Absent

Apgar  
 Brinlhaupt

Buck

Conklin  
 Jacobus  
 Johnson  
 Lynch  
 Miller  
 Strollo

**MOTION CARRIED**

School Business Executive Jane Bradley brought a Resolution for a District-Wide Spending Freeze to the Board for Board action. Board Member Dr. Michael Buck inquired as to what the purpose of this is and what items would not be allowed to be purchased. Superintendent Dr. Ralph Marino stated this Resolution is to reduce the \$5.3 million deficit. Dr. Marino stated that it will include classroom supplies. A letter will be sent to the administrators tomorrow. Dr. Buck stated he is concerned because this involves money that was approved by the taxpayers last spring and that the teachers need these funds to purchase resources in the classroom to meet the expectations of the Board, the State and the APPR. He stated he will vote no.

**Watchdog Building Partners, LLC, Proposal for Summer 2013 Construction Management Services**

Moved by Brinthead, seconded by Apgar.

RESOLVED, that the Horseheads Central School District Board of Education approves the Watchdog Building Partners, LLC, Proposal for Summer 2013 Construction Management Services Contract as submitted.

<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>	<u>Absent</u>
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Apgar  
 Brinthead  
 Buck  
 Conklin  
 Jacobus  
 Johnson  
 Lynch  
 Miller  
 Stollo

MOTION CARRIED

School Business Executive Jane Bradley brought the Watchdog Building Partners, LLC, Proposal for Summer 2013 Construction Management Services Contract to the Board for Board action.

**BOCES Initial Service Request for 2013-2014**

Moved by Jacobus, seconded by Apgar.

RESOLVED, that the Horseheads Central School District Board of Education approves the BOCES Initial Service Request for 2013-2014 as submitted.

<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>	<u>Absent</u>
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Apgar  
 Brinthead  
 Buck  
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 Jacobus

Johnson

Lynch  
 Miller  
 Stollo

MOTION CARRIED

School Business Executive Jane Bradley brought the BOCES Initial Service Request for 2013-2014 to the Board for Board action.

**Reserve Fund Report**

School Business Executive Jane Bradley presented an overview of the Reserve Fund Report to the Board. Jane wanted it to be noted that the \$700,000 was withdrawn from the Capital Reserve Fund on October 25, 2012, for Summer 2013 repair work, leaving a balance of \$17,277. Jane also stated that the Tax Certiorari Reserve will need to increase at the end of this year in order for the District to keep up with this liability. It should also be noted that \$1,066,690 was withdrawn from the Reserve for Employee Benefit Accrued Liability Fund on November 30, 2012, leaving a balance of \$3,819,880. Jane stated now, the District is at the legal limit which is the number the State wants.

**GST BOCES Cooperative Bid for Auto and Bus Parts**

Moved by Brinthead, seconded by Jacobus.

WHEREAS, it is the plan of a number of public school districts in Schuyler-Steuben-Chemung-Tioga-Allegany Counties of New York to bid jointly on auto and bus parts under the direction of the Schuyler-Steuben-Chemung-Tioga-Allegany Counties Board of Cooperative Educational, dba, Greater Southern Tier BOCES, popularly known as GST BOCES.

WHEREAS, the Horseheads Central School District is desirous of participating with the GST BOCES and other school districts in Schuyler-Steuben-Chemung-Tioga-Allegany Counties in the joint bidding of the Commodities mentioned about as authorized by General Municipal Law, Section 119-0, and,

BE IT RESOLVED, that the Board of Education of the Horseheads Central School District hereby appoints GST BOCES, to represent it in all matters related above, and, that the Horseheads Central School District is hereby appointed as the school district's representative to GST BOCES in all matters leading up to the entering into a contract for the purchase of the above mentioned commodities.

BE IT FURTHER RESOLVED, that the Horseheads Central School District Board of Education agrees (1) to abide by the decisions of the GST BOCES Purchasing Manager regarding the quality standards, (2) that unless all bids are rejected, award of contracts will be according to the recommendations of the GST Purchasing Manager (#) that after award of contract(s) it will conduct all business directly with the successful bidder(s).

Ayes	Noes	Abstained	Absent
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Apgar			
Brinthead			
Buck			
Conklin			
Jacobus			

Johnson

Lynch  
Miller  
Strollo

**MOTION CARRIED**

School Business Executive Jane Bradley brought the GST BOCES Cooperative Bid for Auto and Bus Parts to the Board for Board action.

**Residents' Budget Input Sessions: January 28 and February 4, 2013, at 7:00 PM**

School Business Executive Jane Bradley stated there will be two Residents' Budget Input Sessions, one on January 28<sup>th</sup> and the other on February 4<sup>th</sup>, both at 7:00 PM. Board Member Mark Brinthaup stated these meetings are strictly for the Finance Committee, those four members only. It is not a Board meeting; therefore, the Board does not need to be in attendance.

**Budget Transfer Report(November 2012)**

Moved by Jacobus, seconded by Strollo.

RESOLVED, that the Horseheads Central School District Board of Education approves the Budget Transfer Report for November 2012 as submitted.

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

**MOTION CARRIED**

School Business Executive Jane Bradley brought the Budget Transfer Report for November 2012 to the Board for Board action.

**Claims Auditor Report(November 2012)**

Moved by Brinthaup, seconded by Strollo.

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

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

**MOTION CARRIED**



School Business Executive Jane Bradley brought the approval of the Claims Auditor Report for November 2012 to the Board for Board action. Jane wanted it to be noted that we did not have any exceptions to the report. Board Member Jim Jacobus stated in all the years that he has been on the Board this is the first time the report has been without exceptions. This is very impressive.

**Revenue and Expense Reports(November2012)**

Moved by Miller, seconded by Jacobus.

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

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

MOTION CARRIED

School Business Executive Jane Bradley brought the approval of the Revenue and Expense Reports for November 2012 to the Board for Board action.

**Human Resources Director's Report**

**Human Resources Sub-Committee Recommendations**

Moved by Jacobus, seconded by Apgar.

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

**NON-INSTRUCTIONAL CLEARANCES**

Christiansen, Samuel	Non-instructional Substitute
Keister, Susan	Non-instructional Substitute

**NON-INSTRUCTIONAL SUBSTITUTE/TEMPORARY APPOINTMENTS:**

	<u>STATUS/POSITION</u>	<u>EFFECTIVE</u>
Lyons, Erin	Non-instructional Substitute	11/27/12
Marshall, Allyson	Student Lifeguard	11/26/12

**CIVIL SERVICE APPOINTMENTS:**

	<u>STATUS/POSITION</u>	<u>EFFECTIVE</u>	<u>SALARY</u>
Goodman, Pamela	CS/2:1 Registered Nurse	01/07/13	\$21,517 (step 3)
Layton, Deborah	Athletics/Sr. Clerk Typist (probationary)	12/05/12	No change

**CIVIL SERVICE RESIGNATIONS:**

	<u>STATUS/POSITION</u>	<u>EFFECTIVE</u>
Kicak, Bonnie	MS/Food Service Helper	12/21/12

**CIVIL SERVICE RETIREMENTS:**

	<u>STATUS/POSITION</u>	<u>EFFECTIVE</u>
Boulas, Arlene	Facilities/Sr. Clerk Typist	01/31/13 (revised date)

**CIVIL SERVICE TRANSFERS:**

	<u>STATUS/POSITION</u>	<u>EFFECTIVE</u>
Burlew, Sheila	MS/Food Service Helper 4 hrs./day	01/07/13

**INSTRUCTIONAL LEAVES:**

	<u>STATUS/POSITION</u>	<u>EFFECTIVE</u>	<u>SALARY</u>
*Kamas, Shannah	BF/Kindergarten	09/10/12 – 03/13/13	\$54,621 (Partial Paid)
Snyder, Pamela	IS/Grade 6	12/07/12 – 01/18/13	\$58,437 (Medical Paid)
Warham, Diana	GR/12:1 Special Education	11/12/12 – 12/10/12	\$65,975 (Medical Paid)
*Extended leave.			

**INSTRUCTIONAL LONG-TERM SUBSTITUTES:**

	<u>STATUS/POSITION</u>	<u>EFFECTIVE</u>	<u>SALARY</u>
Hamilton, Holly	GR/Music	01/28/13 – 06/30/13	\$45,497 (prorated)
Johnston, Naomi	IS/Grade 6	01/07/13 – 03/07/13	\$41,743 (prorated)
*Sherwood, Marie	BF/Kindergarten	09/10/12 – 03/15/13	\$41,743 (prorated)
*Extended assignment.			

**INSTRUCTIONAL CONTRACT SUBSTITUTES:**

	<u>STATUS/POSITION</u>	<u>EFFECTIVE</u>	<u>SALARY</u>
Baker, Stephanie	IS/MS – Contract Substitute	12/03/12 – 06/30/13	\$75/day
Jordan, Carly	HS – Contract Substitute	12/10/12 – 06/30/13	\$75/day
Kapushinski, Jillian	IS/Contract Substitute	12/04/12 – 02/28/13	\$75/day

**INSTRUCTIONAL NEW HIRES:**

	<u>STATUS/POSITION</u>	<u>EFFECTIVE</u>	<u>SALARY</u>
Gruters, Angela	MS/Teaching Assistant (1:1)	01/07/13	\$10.44/hr.
Spirawk, Tara	CS/Teaching Assistant (15:1/Res. Rm.)	02/01/13	\$10.44/hr.

**INSTRUCTIONAL TRANSFERS:**

	<u>STATUS/POSITION</u>	<u>EFFECTIVE</u>
Dolaway, Rebecca	BF/Teaching Assistant – AIS/RTI	02/01/13
Karnas, Kathleen	MS/Teaching Assistant - Resource Room	01/31/13
Martin, Patricia	CS/Teaching Assistant-Computer Lab	02/01/13

**INSTRUCTIONAL SUBSTITUTE TEACHERS:**

	<u>STATUS/POSITION</u>	<u>PREFERENCE</u>
Balmer, Lindsey	Certified	Elementary
Eisenhauer, Robin	Non-Degreed	Elementary
Hunt, Alyssa	Non-Degreed	Elementary/Secondary
Lyons, Erin	Degreed	Elementary

**WINTER COACHING VOLUNTEERS:**

Scherer, Phil	Boys Basketball
McLain, Mike	Boys Basketball
McMillen, Joe	Boys Basketball
Stevens, Mark	Wrestling

Blauvelt, Sara                      Girls Basketball Modified  
 Thomas, Haley                      Cheerleading

**SPRING COACHING VOLUNTEERS:**

Harter, Kerri                      Girls Varsity Coach  
 Cook, John                          Varsity Baseball  
 Peworchick, Tyler                Jr. Varsity Boys Lacrosse

**SPRING COACHING APPOINTMENTS:**

	<b><u>POSITION</u></b>	<b><u>STIPEND</u></b>
<u>Softball</u>		
Rijo, Audrey	Varsity Head Coach	\$4,384.80
Blauvelt, Sara	Jr. Varsity Head Coach	\$3,619.80
Spaziani, Lindsay	Modified Head Coach	\$2,679.60
<u>Track</u>		
Jansen, Tom	Varsity Head Coach	\$4,611.60
Malnoske, John	Varsity Asst. Coach	\$3,806.40
<u>Baseball</u>		
Limoncelli, Jeff	Varsity Head Coach	\$4,611.60
Scott, Andy	Jr. Varsity Head Coach	\$3,806.40
Laney, Jerry	Modified Head Coach	\$2,818.20
<u>Lacrosse</u>		
Cook, Pete	Varsity Boys Head Coach	\$4,611.60
Bell, Chris	Varsity Boys Asst. Coach	\$3,608.80
Neubauer, Jason	Jr. Varsity Boys Head Coach	\$3,619.20
Monks, Steve	7 <sup>th</sup> & 8 <sup>th</sup> Boys Head Coach	\$2,818.20
Walker, Stephanie	Varsity Girls Head Coach	\$4,372.20
Lese, Shane	Modified Girls Head Coach	\$2,818.20
<u>Tennis</u>		
Palmer, Dan	Head Coach	\$4,209.00
<u>Golf</u>		
Browning, Ed	Varsity Girls Golf	\$4,611.60

**2012-2013 EXTRA-CURRICULAR STIPENDS :**

	<b><u>POSITION</u></b>	<b><u>STIPEND</u></b>
*McCarthy, Brendan	Transition Coordinator	\$6,500 – Grant Funded
*Stipend revised.		

**HOMEBOUND INSTRUCTION APPOINTMENTS:**

	<b><u>RATE</u></b>			
Brubaker, Jacqueline	\$18/hr.			
<u>Ayes</u>		<u>Noes</u>	<u>Abstained</u>	<u>Absent</u>
Apgar				
Brinthaup				
Buck				
Conklin				
Jacobus				
Johnson				

Cont'd

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 the recommendations have been reviewed and approved by the Human Resources Sub-Committee. Judy pointed out for clarification that under the "Spring Coaching Volunteers," Kerri Harter should be listed as Girls Varsity Coach for Golf.

**Dental Plan Renewal With EBS REMSCO, January 1 – December 31, 2013**

Moved by Miller, seconded by Apgar.

RESOLVED that the Horseheads Central School District Board of Education approves the Dental Plan Renewal with EBS REMSCO, from January 1 – December 31, 2013, as submitted.

<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>	<u>Absent</u>
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Apgar			
Brinthaupt			
Buck			
Conklin			
Jacobus			
Johnson			
Lynch			
Miller			
Strollo			

**MOTION CARRIED**

Director of Human Resources Judy Christiansen brought the Dental Plan Renewal with EBS REMSCO, from January 1 – December 31, 2013, to the Board for Board action. Judy stated that these are the exact same administrative costs as last year.

**Report from the Director of Student Services**

No report was given.

**Report from the Student Representative to the Board**

Student Representative Abigail Clark reported on activities occurring at the High School for December including Report Cards going out on December 19<sup>th</sup>, Ordering of Cap and Gowns for the Seniors, Candy Grams, Winter Break, Regents Week, 8<sup>th</sup> Grade Parent Information Session that will be held on January 15<sup>th</sup>, Upcoming Concerts, Parent's Night and Guidance Office Bridges Presentation on January 30<sup>th</sup>. Board President Brian Lynch thanked Abigail for presenting a very thorough report.

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

**Minutes of the December 3, 2012, Meeting**

Chair Warren Conklin reported on the December 3, 2012 meeting of the Athletic and Extra-Curricular Committee. Warren stated Bob Crandall presented the

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Committee with an overview of the ImPACT Concussion and how it is being used in the Corning-Painted Post School District. As a result of the presentation and the training that is required, the Committee decided, if feasible, that next fall would be the target date for implementation. Warren stated that it is the Committee's hope that we will have at least one person trained by March.

**Report from the Audit Committee**

No report was given.

**Review of the Finance Committee**

**Minutes of the December 10, 2012, Meeting**

Chair Jim Jacobus reported on the December 10, 2012 meeting of the Finance Committee. Jim stated that all of the items that were presented earlier tonight under the School Business Executive's Report were discussed. Additionally, the Committee discussed the 2013-2014 Budget Planning and Development Process. Jim stated a draft Budget and draft Tax Cap will be brought to review at the January 21<sup>st</sup> meeting.

**Report from the Human Resources Committee**

**Minutes of the December 12, 2012, Meeting**

Chair Mark Brinthaup reported on the December 12, 2012 meeting of the Human Resources Committee. Mark stated that the Human Resources Recommendations that were approved earlier this evening were reviewed and approved by the Committee. Additionally, the Committee reviewed the Health Care Costs and the Superintendent's Evaluation Process.

**Report from the Outcomes and Assessment Committee**

No report was given.

**Report from the Planning and Development Committee**

**Minutes of the December 3, 2012 Meeting**

Chair Pam Strollo reported on the December 3, 2012 meeting of the Planning and Development Committee. Pam stated the Committee discussed the Board of Education Mid-Year Retreat that will be held on January 24<sup>th</sup> and the topics that are proposed for the presentations. Pam stated that since an APPR Update was presented earlier this evening, this topic will not be covered at the Board Retreat. The Committee also heard updates on the Strategic Plan and the PreK-12 Facility Capacity Grade Configuration Study.

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

Chair Ruth Miller reviewed the minutes of the December 11, 2012 meeting. Ruth stated the Committee continues to review the 5000 Series.

**Changes to Policy 5152.1: Admission of Foreign Students**

Moved by Johnson, seconded by Jacobus.

RESOLVED that the Horseheads Central School District Board of Education approve the changes to Policy 5152.1: Admission of Foreign Students as submitted.

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

MOTION CARRIED

Chair Ruth Miller brought a second reading of Changes to Policy 5152.1: Admission of Foreign Students to the Board for Board action.

**Changes to Policy 5153: Assignment of Students to Schools and Classes**

Moved by Apgar, seconded by Jacobus.

RESOLVED that the Horseheads Central School District Board of Education approve the changes to Policy 5153: Assignment of Students to Schools and Classes as submitted.

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

MOTION CARRIED

Chair Ruth Miller brought a second reading of Changes to Policy 5153: Assignment of Students to Schools and Classes to the Board for Board action.

**Proposed Changes to Policy 5162: Student Dismissal Precautions**

Chair Ruth Miller presented the Board with a first reading of proposed changes to Policy 5162: Student Dismissal Precautions. Ruth stated the changes are in the second and third paragraphs of the policy. The following is being added to the end of the first sentence in the second paragraph, "after school hours." Paragraph three of the Policy has been changed to read as follows: "A student may be released to either parent unless a custodial parent supplies the Superintendent of Schools with a certified copy of a **legally binding instrument, such as the court order or decree of divorce, separation, or custody, to the contrary.** Ruth stated this will be presented to the Board at its' January meeting for a second reading and Board action.

**Report from the Visitation Sub-Committee**

**December 14, 2012, Visit of Big Flats Elementary School**

Board Member Rose Apgar reported on the December 14, 2012 visit to Big Flats

Cont'd

Elementary School. Rose stated it was a very good visit and it was a joy to see all the students very engrossed in what they were doing. Rose stated there are three classroom doors that have panels of glass that will be tested to see if they are temper proof. If not, they will have to be replaced. Rose stated that condensation appears on the lower level of the school, especially if there is alot of rain which is being monitored. She also stated the outside lighting was replaced and the new doors are in.

**Questions and Comments from Board Members**

Board Member Warren Conklin inquired regarding the Spending Freeze that was approved earlier tonight, "How will the Spending Freeze impact the use of school field trips involving the music groups in relationship to using the school vans? If the vans cannot be used, how will this impact the safety of the students?." Superintendent Dr. Ralph Marino stated that these trips were approved prior to the Spending Freeze so they will not be affected. Ralph also stated, "It is a competition the students will be going for, not a field trip."

**Adjournment to Executive Session**

Moved by Strollo, seconded by Apgar.

RESOLVED, that the Horseheads Central School District Board of Education Meeting adjourned from its Regular Meeting of the Board of Education at 7:48 PM.

<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>	<u>Absent</u>
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- Apgar
- Brinthaup
- Buck
- Conklin
- Jacobus
- Johnson
- Lynch
- Miller
- Strollo

MOTION CARRIED

Moved by Jacobus, seconded by Apgar.

RESOLVED, that the Horseheads Central School District Board of Education go into Executive Session at 7:52 PM to approve CSE/CPSE/504 recommendations and discuss the mid-year Assessment of the Superintendent of Schools.

<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>	<u>Absent</u>
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- Apgar
- Brinthaup
- Buck
- Conklin
- Jacobus
- Johnson
- Lynch
- Miller
- Strollo

MOTION CARRIED

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Moved by Brinthaupt, seconded by Jacobus  
RESOLVED, that the Horseheads Central School District Board of Education approve the CPSE/CSE/504 recommendations as presented.

Ayes                      Noes                      Abstained                      Absent

- Apgar
- Brinthaupt
- Buck
- Conklin
- Jacobus
- Johnson
- Lynch
- Miller
- Strollo

MOTION CARRIED

Moved by Miller, seconded by Apgar.  
RESOLVED, that the Horseheads Central School District Board of Education Meeting adjourn from Executive Session at 8:45 PM and reconvene to its Regular Meeting of the Board of Education at 8:46 PM.

Ayes                      Noes                      Abstained                      Absent

- Apgar
- Brinthaupt
- Buck
- Conklin
- Jacobus
- Johnson
- Lynch
- Miller
- Strollo

MOTION CARRIED

Moved by Conklin, seconded by Johnson.  
RESOLVED, that the Horseheads Central School District Board of Education Meeting adjourn from its Regular Meeting of the Board of Education at 8:47 PM.

Ayes                      Noes                      Abstained                      Absent

- Apgar
- Brinthaupt
- Buck
- Conklin
- Jacobus
- Johnson
- Lynch
- Miller
- Strollo

MOTION CARRIED

Respectfully submitted by:

*Candy L. Maine*, District Clerk



