

**DRAFT**

**Horseheads Central School District  
Business Meeting of the Board of Education  
High School Auditorium  
September 26, 2013**

**Present:** Apgar, Boulas, Brinhaupt, Conklin, Jacobus, Johnson, Lynch, Sadler, Smith, Strollo

**Also Present:** Bradley, Donahue, Marino, McDonough, Patterson, Preston, Scaptura, Williams

**Absent:**

**Call to Order:** Board President Brian Lynch called the meeting to order at 6:01PM.

**Minutes**

Moved by Brinhaupt, seconded by Apgar.

RESOLVED, that the Horseheads Central School District Board of Education accepts the minutes of the Business Meeting of August 29, 2013, as amended.

Ayes	Noes	Abstained	Absent
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Apgar			
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Boulas			
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Brinhaupt			
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Conklin			
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Jacobus			
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Johnson			
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Lynch			
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Sadler			
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Strollo			
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MOTION CARRIED

**President's Remarks**

Board President Brian Lynch welcomed everyone to tonight's meeting. Brian reviewed the procedures for the Questions and Comments Section and reminded those present to please state their name and address before making any comments.

**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, Collective Negotiations and the Employment History of one particular person.

**Questions and Comments from the Public**

There were no Questions or Comments from the Public.

**Awards, Honors and Recognition**

Superintendent Dr. Ralph Marino stated the opening of school was very, very smooth. Ralph stated we are very, very fortunate to have wonderful people in many, many places throughout the District that makes the District operate.

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

- Horseheads High School Senior Carrie Wang, on being named a Semifinalist in the 2014 National Merit Scholarship Competition. Ralph stated he is very proud of Carrie.
- Horseheads High School students Seniors Sophia He, Benjamin Morse and Alexandria Stryker, on being named commended students in the 2014 National Merit Program. Ralph stated he is very proud of these three students.

- Carrie Wang, Tyler Struble and Patrick Leslie on earning inclusion in the 2013 New York State School Music Association(NYSSMA) Conference in Rochester December 5<sup>th</sup> – 8<sup>th</sup> .
  - Sixteen High School students of the month for September:
    - 9<sup>th</sup> Grade: Hunter Grantier, Samuel Henderson, Katherine Matthews, Robert Whipple
    - 10<sup>th</sup> Grade: Kevin Earley, Kalanna Lester, Bevan MacPike, Amelia O'Shell
    - 11<sup>th</sup> Grade: Daniel Anderson, Austin Andryshak, Austin Gambrell, Marlea Nolan
    - 12<sup>th</sup> Grade: Jeffrey Hansen, Patrick Leslie, Alexander Wheeler, Lauren Woolhiser
- The Character Trait this month is "Respect." Ralph is very proud of these students.
- The Cross Country Team, on winning the Windsor Invitation on September 7<sup>th</sup>(winning JV Boys, JV Girls, Varsity Boys and Varsity Girls Competitions). Ralph sated that he is very proud of these teams and Coach Jansen.

## Presentations

### Internal Audit Report

Jessica Hill presented the Board with the 2012-2013 Internal Audit Report. Jessica stated this Audit is the result of the Risk Assessment that was completed last year. Jessica reviewed the Executive Summary, the Audit Scope, Objective and Methodology, Audit Procedures, Observations and Recommendations with the Board. Jessica reviewed the Scope that is required by law to provide testing for one or two areas based on the District's controlled weaknesses and strengths. The Objectives and Methodology and Exceptions and Recommendations were also reviewed. Jessica stated the District has adequate policies and has implemented a sufficient process for reporting and tracking assets which include tagging and physical inspections, insurance coverage is reviewed on a regular basis and is adequate and purchases, additions and disposals of assets and inventory are conducted in accordance with laws, regulations and policy.

Jessica stated that when looking for various assets throughout the District, the Internal Audit was unable to locate 5 out of 46 items in the sample tested. It was noted that 2 of the items which could not be located/identified were musical instruments. Inventory tags were not present on many instruments, making it very difficult to identify specific items. Two of the assets that could not be located were "inventory" items(bookshelf, filing cabinet) valued at less than \$500. It was also noted throughout the process that there were multiple different Horseheads Inventory tags(up to 4) on the same asset. Jessica recommended that the District should examine instruments over the \$500 district threshold and ensure inventory tags are properly affixed, and serial numbers are recorded in the database. Old inventory tags should be removed anytime a full physical inventory is performed and new tags will be used. For any items traced by the old tag numbers(technology), the numbers should be recorded.

Jessica noted there were 4 out of 46 items tested that were not found in the room/building noted in the District's asset database, but in different rooms and/or buildings entirely. Jessica recommended the District should establish a process for notifying the individual responsible for fixed assets of relocations of assets and inventory and develop and implement a process involving those individuals directly involved with moving District assets, such as the Custodial/Maintenance and Information Technology Departments.

Jessica noted that the District does not have recent appraisal information representing current property replacement values. Jessica recommended that the District should have an appraisal performed in order to obtain updated replacement values for its assets.

Jessica noted that the Transportation Department was unable to locate a Formal Inventory Tracking System for tires or parts and noted that the Department experienced the passing of a key individual involved with this process. There was a lack in cross training, making it very difficult to determine the existence of these records. Jessica recommended the District should ensure that an Inventory Tracking System is set up for tires and bus parts, which can be updated each time tires/parts are ordered or used. In addition, cross training should occur for key roles to ensure procedure integrity, should there be turnover in key staff.

Jessica stated that she met with various key individuals throughout the District, Business Office and Central Business Office and also reviewed the Finance and Audit Committee meeting minutes, along with Board meeting minutes as part of the Audit testing.

Board Member Mark Brinthaup inquired if there is a recommended sequence for the timeframe of performing an appraisal for the District. Jessica stated that an appraisal should be done every five years; however, the District is not bound to do so. Jessica stated that it is imperative to do one on a regular basis to ensure there is proper documentation is in place.

Board Member David Sadler inquired as to where does the District stand regarding the Corrective Action Plan which is stated on Page 4 of the Report. Jessica stated that the District has 90 days after the report is presented to the Board to submit it to the State. Jessica stated that the District probably already has it in rough draft and some of the recommendations presented tonight have already been corrected.

Board President Brian Lynch thanked Jessica for a very thorough and informative presentation and also for working with the Board and the Audit Committee.

### **2012-2013 External Audit Report**

The Bonadio Group presented the Board with the 2012-2013 Independent External Audit Report. This Report was previously reviewed in its entirety with the Audit Committee. The Financial Report and the Management Letter which included an overview of the previous year's recommendation in preparation for this Audit was reviewed with the Board. Overall, the report expressed an unqualified opinion on the basic financial statements of the Horseheads Central School District. The Financial Statements are unmodified, there was one instance of non-compliance related to financial statements was noted, no deficiencies related to Federal Award Programs were noted and the Report on compliance with Federal Award Programs was unmodified. The Financial and Budget Highlights were reviewed. Budget Highlights consist of Revenues under budget by \$800,000, Expenditures under budget by \$5,300,000, Budget Results – Project Results – Deficit of \$5,075,000(use of fund balances) and Actual Results – Deficit of \$1,313,646(positive variance of \$4,513,000).

It was noted that our Communication of Matters Related to Internal Control over Financial Reporting identifies recommendations for improvement in procedures and internal control. There was a significant deficiency in internal control: The General fund's unassigned and nonspendable fund balance was greater than the New York State Real Property Tax Law Section 1318 limit. It should be noted that the District is aware of this and is trying to spend it.

Board President Brian Lynch thanked the Bonadio Group for presenting a very thorough and excellent report and appreciates seeing the last three years of the trends of the balances. .

### **Transportation System**

Transportation Supervisor Ella Preston reported on the Transportation System, noting that there have been many changes this year including the lost of 6 drivers due to early retirements. Ella stated only three of the positions were replaced which caused more consolidation of bus runs. Ella noted that one of the changes includes due to the shortages of extra drivers to take home the parochial run from Elmira, we need to have our High School buses wait for the bus to arrive and take those students home on normal High School runs.

Ella stated that our new Service Manager Jason Johnson is working hard to update and improve our Service Department. He will be introducing a new Inventory and Vehicle Maintenance Program with the assistance of Dan Tice from GST BOCES. Both programs will be up and running next year.

Ella stated that due to the financial crisis throughout the State we are no longer trading in our busses, as the market is down about \$3,000.00 for a ten-year old bus. Ella stated that we tried Auctions International this year and received \$7,900.00 for our first bus and just sold two more school busses for about \$5,000.00 and the old band bus for \$1550.00

Ella stated that Dan Tice assisted us with sending out the Bus Passes electronically by email this summer. We only had to send about 200 out of 2,700 in the postal mail which gave a cost savings of about \$1,700.00.

Ella stated the Transportation Department has also taken on the Service Maintenance for the twelve Elmira Heights buses, ten other vehicles and some larger equipment. We have also been allowed to hire another mechanic to help with the larger workload on the Department. Also, as bus drivers resign or retire from the Elmira Heights District, we are contracting drivers to them and are using their busses since they are newer than ours. Ella also noted that the Safety Examiner is back full time as it is no longer a shared service.

Board Member Karen Boulas asked for clarification of what a Bus Pass is. Ella stated it is like the letter the parents used to receive in the postal mail stating their child's Bus Location, Pick-Up Time, Drop-Off Time and Bus Conduct. Now, the District has a Bus Notes Program that works well with School Tool where the Attendance Clerks at the schools input where the students are going on a daily basis.

Board Member Rose Apgar inquired regarding the student who was on the wrong bus. Ella stated the student was located and safe.

Board President Brian Lynch thanked Ella for a very thorough presentation and stated he is pleased to see that we are getting more value from our used busses and it was great idea to go to Auction with them.

### **Report From The Superintendent**

#### **Change in 2013-2014 Board Meeting Schedule: June 19, 2014 to June 26, 2014**

Moved by Jacobus, seconded by Brinthaup.

RESOLVED, that the Horseheads Central School District Board of Education approves the following change in their 2013-2014 meeting schedule: The June 19, 2014, meeting will be changed to June 26, 2014.

<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>	<u>Absent</u>
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Apgar			
Boulas			
Brinthaup			
Conklin			
Jacobus			
Johnson			
Lynch			
Sadler			
Strollo			

MOTION CARRIED

Superintendent Dr. Ralph Marino stated that because graduation is late this year, the Board Meeting is usually that Thursday before graduation, which would mean the 2013-2014 Board Meeting Schedule will need to change from June 19, 2014, to June 26, 2014.

#### **Schedule District Organizational Meeting For July 3, 2014(No Business Meeting that evening)**

Superintendent Dr. Ralph Marino stated that this is for discussion only to see what the Board's thoughts are as to having the Organizational Meeting scheduled for July 3, 2014, and then the next Board Meeting would be held in August, however; if any items need to be acted on before that meeting they may be acted upon at the Special Meeting of the Board of Education

which will be held in August to approve the Property Tax Warrant. Board Member Warren Conklin inquired if this meeting could be held in the morning so that it would not interfere with plans for the Fourth of July Holiday. Dr. Marino stated this would be possible. Board President Brian Lynch stated that this will go on the October agenda for Board action.

**Senior Class Overnight Trip Request, May 17-18, 2014(New York City)**

Moved by Jacobus, seconded by Johnson.

RESOLVED, that the Horseheads Central School District Board of Education approves the request for an Overnight Field Trip for the Senior Class, May 17-18, 2014(New York City) as submitted.

<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>	<u>Absent</u>
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- Apgar
- Boulas
- Brinhaupt
- Conklin
- Jacobus
- Johnson
- Lynch
- Sadler
- Stollo

MOTION CARRIED

Superintendent Dr. Ralph Marino presented a request for approval for an Overnight Field Trip for the Senior Class, May 17-18, 2014(New York City) to the Board for Board action. Dr. Marino stated the price is \$369.00 per student. There is no cost to the District.

**Updated 2013-2014 Strategic Plan Implementation Team**

Moved by Jacobus, seconded by Stollo.

RESOLVED, that the Horseheads Central School District Board of Education approves the Updated 2013-2014 Strategic Plan Implementation Team as submitted.

<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>	<u>Absent</u>
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- Apgar
- Boulas
- Brinhaupt
- Conklin
- Jacobus
- Johnson
- Lynch
- Sadler
- Stollo

MOTION CARRIED

Superintendent Dr. Ralph Marino presented the Updated 2013-2014 Strategic Plan Implementation Team to the Board for Board action. Dr. Marino stated this list was presented at the August meeting at which time the majority of the participants was approved. Now, we have the final list including Board Member Doug Johnson as the other Board representative and two Middle and High School students to fill the four Student slots.

**Report from the Board of Education President**

**Voting Delegate(And Alternates) for the 2013 NYSSBA Convention**

Moved by Brinhaupt, seconded by Stollo.

RESOLVED, that the Horseheads Central School District Board of Education approves Board Member Rose Apgar as Voting Delegate(And Board Member Doug Johnson as Alternate) for the 2013 NYSSBA Convention.

<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>	<u>Absent</u>
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- Apgar
- Boulas
- Brinhaupt
- Conklin

Jacobus  
Johnson  
Lynch  
Sadler  
Strollo

**MOTION CARRIED**

Board President Brian Lynch brought the appointment of Board Member Rose Apgar as Voting Delegate and Board Member Doug Johnson as Alternate for the 2013 NYSSBA Convention to the Board for Board action.

**NYSSBA Positions and Resolutions Being Recommended for Adoption and/or Approval at the Annual NYSSBA Convention(October 2013)**

Moved by Brinthaup, seconded by Jacobus.

RESOLVED, that the Horseheads Central School District Board of Education table the approval of the NYSSBA Positions and Resolutions Being Recommended for Adoption and/or Approval at the Annual NYSSBA Convention(October 2013) as submitted.

<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>	<u>Absent</u>
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Apgar			
Boulas			
Brinthaup			
Conklin			
Jacobus			
Johnson			
Lynch			
Sadler			
Strollo			

**MOTION CARRIED**

Board President Brian Lynch brought the NYSSBA Positions and Resolutions being recommended for Adoption and/or Approval at the Annual NYSSBA Convention(October 2013) to the Board for Board action. Board Member Rose Apgar stated that BOCES has not had a meeting yet, therefore, the NYSSBA Positions and Resolutions being recommended for Adoption and/or Approval at the Annual NYSSBA Convention have not been discussed yet. Board President Brian Lynch stated that the normal process is that Rose would review the recommendations with us before she leaves for the Convention. Rose stated that a lot of recommendations that are not recommended are still brought to the Board from the floor and some do pass. Rose stated she will provide Dr. Marino's office with an update after the BOCES meeting so the Board is more aware of the alignment with the Resolutions.

Board Member Doug Johnson inquired if the Board should discuss Resolution 17 – Truth In Testing Legislation. Doug also stated that a Resolution that was submitted to the Resolution Committee on time was omitted, therefore, they are not taking action on it because it was lost in the shuffle in Albany. However, it will be discussed on the floor. Dr. Marino stated that he will see if Cathy Knowles has it. Board President Brian Lynch stated that we will go with the BOCES opinion on this and wait for the updates from the Superintendent's Office and will bring this back to the Board in October.

**Donation from Tops to Ridge Road School**

Moved by Jacobus, seconded by Apgar.

RESOLVED, that the Horseheads Central School District Board of Education approves a donation from Tops for \$70.44 for Ridge Road's share of the Tops in Education Program. This donation will go into Ridge Road Elementary School's Trust and Agency account.

<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>	<u>Absent</u>
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Apgar			
Boulas			
Brinthaup			
Conklin			
Jacobus			

Johnson  
 Lynch  
 Sadler  
 Strollo

**MOTION CARRIED**

Board President Brian Lynch brought a donation from Tops for \$70.44 for Ridge Road’s share of the Tops in Education Program to the Board for Board action

**Donation from Target to Ridge Road School**

Moved by Brinthaup, seconded by Jacobus.

RESOLVED, that the Horseheads Central School District Board of Education approves a donation from Target for \$651.66 for Ridge Road’s share of the “Take Charge of Education” donation. This donation will go into Ridge Road Elementary School’s Trust and Agency account.

<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>	<u>Absent</u>
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Apgar  
 Boulas  
 Brinthaup  
 Conklin  
 Jacobus  
 Johnson  
 Lynch  
 Sadler  
 Strollo

**MOTION CARRIED**

Board President Brian Lynch brought a donation from Target for \$651.66 for Ridge Road’s share of the “Take Charge of Education” donation to the Board for Board action

**Facility Capacity/Utilization and Grade Configuration Study 72-Member Community Focus Group**

Moved by Brinthaup, seconded by Apgar.

RESOLVED, that the Horseheads Central School District Board of Education hereby creates a 72-member Facility Capacity/Utilization and Grade Configuration Study Community Focus Group for the purpose of meeting for one day(October 26, 2013, 8:00 AM to 4:00 PM) with Dr. Paul Seversky and Mr. Jeff Robbins to examine 17 options that pertain to facility utilization and grade configuration. The District will provide food and refreshments for the Community Focus Group. There will be an application process, and the Board of Education’s Planning and Development Committee will select the 72 members. The final roster will be brought to the full Board for action on October 24, 2013.

<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>	<u>Absent</u>
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Apgar  
 Boulas  
 Brinthaup  
 Conklin  
 Jacobus  
 Johnson  
 Lynch  
 Sadler  
 Strollo

**MOTION CARRIED**

Board President Brian Lynch brought the Facility Capacity/Utilization and Grade Configuration Study 72-Member Community Focus Group to the Board for Board action. Brian stated that this is the formal approval of the 72 member Community Focus Group. The group will evaluate the 17 options listed in a Study of what school buildings will be used it the future and what grade configurations will be in them. Board Member Warren Conklin inquired as to the number of people who have inquired since it was released in the newspaper. Dr. Marino

stated that we have had a large number of applicants due to it also being sent electronically through School Tool. Dr. Marino stated the deadline to sign up is October 7<sup>th</sup>. The Planning and Development Committee will look at all the applications on October 9<sup>th</sup> so that they can be sent to Paul with the first meeting scheduled for October 26<sup>th</sup>.

### **Facility Capacity/Utilization and Grade Configuration Study Timeline and Charge**

Board President Brian Lynch stated that at the last Board meeting, the Board spent a fair amount of time discussing a possible acceleration of the Facility Capacity/Utilization and Grade Configuration Study Timeline and Charge. Since that meeting, it was learned that there is a restriction on this from Hunt Engineer(the main constraint) and having to go to the community for vote with a six-month window. Superintendent Dr. Ralph Marino stated that the six-months is when the lights are physically turned off and the doors are locked for the final time. Ralph stated depending on the size of the project, particularly if it involves SEQR(an Environmental Study), there is more of a review process that needs to happen before we go to the public as we have to have the exact dollar amount when we go the public. The Board reviewed the proposed Timeline and Charge which would offer September 2015 as the earliest date which would give us plenty of time.

Board Member Doug Johnson stated that at the last meeting he was strongly in favor of moving up the timeframe, however, since that meeting he has been talking to some administrators and is in favor of slowing it down. The administrators do not have the time to design and answer all the questions involved at this time and we do not want to set ourselves up for failure at the beginning of this process. Doug stated that he is concerned that we will go through our Reserves before we can come up with the best solution, however, we don't want to rush it and make important decisions that will cost even more money later. Doug stated he is comfortable with what we came up with and keeping the Timeline the way it is.

Board President Brian Lynch stated that he is certainly happy to hear this evening that we do not have as much of a deficit as we thought we did. It was good to have the number come up as we only have one shot and it is important to set it up properly.

Board Member Karen Boulas inquired if we would still have the flexibility to go with a faster timeline if the project ends up being smaller than anticipated. Board President Brian Lynch stated this is correct. It depends on what Hunt Engineer comes up with.

Board Member Warren Conklin stated that based on this Timeline when is the earliest that construction could begin. Also, do we believe financially we can go the rate we have been for another three years? Superintendent Dr. Ralph Marino stated the Summer of 2016. Dr. Marino stated that we will not be able to maintain the level of programs and services that we currently have. Depending on the option and the size of the scenario chosen, we could be looking at four years of financial distress. Also, if the first project gets voted down, we will lose twelve months as we will have to regroup. During this timeframe, the staff and programs that we currently maintain would continue to shrink the size of the organization. We cannot run ourselves out of cash completely. It is also important to remember that the State Education Department is behind and it takes one year to approve our application. Another option is we could also exceed the

Property Tax Cap, however, we are not willing to go above the Tax Cap, we will have to reduce staff and programs. No one really has the exact answer. In reality we used \$3.5 million of our savings to keep what we have and we know the deficit will continue. We will look at the Five-Year Projections next month.

Board Member Jim Jacobus stated that no matter what option we choose at some point in time we will have to have discussions in other areas to reduce our costs as we won't have any other option. Jim further stated somewhere along the line we need to find the other \$3 million. We need to look at other possibilities to reduce costs within the District. Jim stated this will be difficult but if there is no money, there is no money.



Board Member Mark Brinthaup stated unfortunately we have to start somewhere and say the Timeline is laid out and assuming we have the flexibility to alter it as we go along, then why don't we start with what we have?

Board Member David Sadler stated that at the School Board Association one speaker made the claim we cannot go bankrupt, but solvent. What would happen if the District gets to this point? Superintendent Dr. Ralph Marino stated the Governor would use Legislative Control; there would be removal of the Board, the Superintendent and the Business Manager and the District work under a Control Board. The District could be giving bailout money to keep it afloat. The State has never had to face sixty school districts on a watch list because of financial conditions before.

Board Member Warren Conklin inquired if there may be a chance that we should anticipate any negative environmental concerns. Also, are we still working under the assumption that there may be any collaboration with the Elmira Heights School District? Superintendent Dr. Ralph Marino stated that there is the possibility of wetlands at Big Flats which could add on money, so yes absolutely we need to consider the environment which is why we need that three to six months window to disclose to the public. Dr. Marino stated that there are eight or nine partnering school districts that are also applying for the same money. Unfortunately the pool of money is limited which is why it is taking a long time to divide it. Dr. Marino stated that according to the BOCES Grant Specialist we should know by October 1<sup>st</sup>. We could do a positive momentum and run both processes to see what works for us.

#### **Report from the Director of Elementary Education**

There wasn't a report.

#### **Report from the Director of Secondary Education**

##### **Strategic Plan Update—Performance Year 3 Targets**

Assistant Director of Elementary and Secondary Education Shawn McDonough gave an Update of the Performance Year 3 Targets of the Strategic Plan. Shawn stated this is the performance of year 3 of the targets and the new items do not have status yet as they were just approved by the Board at its June Board Meeting.

#### **Report from the School Business Executive**

##### **Disposals of District Property**

Moved by Jacobus, seconded by Brinthaup.

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>
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Apgar			
Boulas			
Brinthaup			
Conklin			
Jacobus			
Johnson			
Lynch			
Sadler			
Strollo			

MOTION CARRIED

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

##### **Agreement Between Schuyler Head Start and the District**

Moved by Brinthaup, seconded by Strollo.

RESOLVED, that the Horseheads Central School District Board of Education approves the Agreement between Schuyler Head Start and the District as submitted.

<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>	<u>Absent</u>
Apgar			
Boulas			
Brinthaup			
Conklin			
Jacobus			
Johnson			
Lynch			
Sadler			
Strollo			

**MOTION CARRIED**

School Business Executive Jane Bradley brought the approval of the Agreement between Schuyler Head Start and the District to the Board for Board action.

**Increase in Appropriations(from Tops to Center Street)**

Moved by Apgar, seconded by Strollo.

WHEREAS, the appropriation expenditure for fiscal year 2013-2014 was approved and set on May 21, 2013...AND....

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

BE IT FURTHER RESOLVED, that the 2013-2014 budget be increased by \$130.52 and this increase be funded by the reimbursement to revenue code A980-2705.

The appropriation for the following codes should be increased:

A-2110-04-450	\$130.52	Center Street Elementary Supplies
A-980-2705	\$130.52	Revenue – Gifts & Donations

BE IT FURTHER RESOLVED, that the Horseheads Central School District authorize the expenditure of the sums set forth in the budget in the total amount of \$69,642,126.93....AND.....

BE IT FURTHER RESOLVED, that such changes in appropriation become effective September 26, 2013.

<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>	<u>Absent</u>
Apgar			
Boulas			
Brinthaup			
Conklin			
Jacobus			
Johnson			
Lynch			
Sadler			
Strollo			

**MOTION CARRIED**

School Business Executive Jane Bradley stated the Horseheads Central School District received \$130.52 from Tops Markets and the Tops in Education Program. Board President Brian Lynch inquired as to why this Appropriation wasn't listed under the President's Report like the other one was. Jane stated that this Appropriation goes into the General Fund and the one under the President's Report goes into the Trust and Agency Fund.

**Increase in Appropriations(from Tops to Middle School)**

Moved by Jacobus, seconded by Apgar.

WHEREAS, the appropriation expenditure for fiscal year 2013-2014 was approved and set on May 21, 2013...AND....

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

BE IT FURTHER RESOLVED, that the 2013-2014 budget be increased by \$25.00 and this increase be funded by the reimbursement to revenue code A980-2705.

The appropriation for the following codes should be increased:

A-2110-10-450	\$25.00	Middle School Supplies
A-980-2705	\$25.00	Revenue – Gifts & Donations

BE IT FURTHER RESOLVED, that the Horseheads Central School District authorize the expenditure of the sums set forth in the budget in the total amount of \$69,642,151.93.....AND.....

BE IT FURTHER RESOLVED, that such changes in appropriation become effective September 26, 2013.

<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>	<u>Absent</u>
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- Apgar
- Boulas
- Brinthead
- Conklin
- Jacobus
- Johnson
- Lynch
- Sadler
- Stollo

MOTION CARRIED

School Business Executive Jane Bradley stated the Horseheads Central School District received \$25.00 from Tops Markets and the Tops in Education Program.

**Increase in Appropriations(from Tops to the High School)**

Moved by Brinthead, seconded by Stollo.

WHEREAS, the appropriation expenditure for fiscal year 2013-2014 was approved and set on May 21, 2013...AND....

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

BE IT FURTHER RESOLVED, that the 2013-2014 budget be increased by \$146.92 and this increase be funded by the reimbursement to revenue code A980-2705.

The appropriation for the following codes should be increased:

A-2110-12-450	\$146.92	High School Supplies
A-980-2705	\$146.92	Revenue – Gifts & Donations

BE IT FURTHER RESOLVED, that the Horseheads Central School District authorize the expenditure of the sums set forth in the budget in the total amount of \$69,642,298.85.....AND.....

BE IT FURTHER RESOLVED, that such changes in appropriation become effective September 26, 2013.

<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>	<u>Absent</u>
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- Apgar
- Boulas
- Brinthead
- Conklin

Jacobus  
Johnson  
Lynch  
Sadler  
Stollo

**MOTION CARRIED**

School Business Executive Jane Bradley stated the Horseheads Central School District received \$146.92 from Tops Markets and the Tops in Education Program.

**Increase in Appropriations(from Target to Center Street)**

Moved by Jacobus, seconded by Stollo.

WHEREAS, the appropriation expenditure for fiscal year 2013-2014 was approved and set on May 21, 2013...AND....

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

BE IT FURTHER RESOLVED, that the 2013-2014 budget be increased by \$69.64 and this increase be funded by the reimbursement to revenue code A980-2705.

The appropriation for the following codes should be increased:

A-2110-04-450	\$69.64	Center Street Elementary Supplies
A-980-2705	\$69.64	Revenue – Gifts & Donations

BE IT FURTHER RESOLVED, that the Horseheads Central School District authorize the expenditure of the sums set forth in the budget in the total amount of \$69,642,368.49.....AND.....

BE IT FURTHER RESOLVED, that such changes in appropriation become effective September 26, 2013.

<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>	<u>Absent</u>
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Apgar  
Boulas  
Brinthaup  
Conklin  
Jacobus  
Johnson  
Lynch  
Sadler  
Stollo

**MOTION CARRIED**

School Business Executive Jane Bradley stated the Horseheads Central School District received \$69.64 from Target and the Take Charge of Education Program.

**Increase in Appropriations(from Target to Middle School)**

Moved by Jacobus, seconded by Apgar.

WHEREAS, the appropriation expenditure for fiscal year 2013-2014 was approved and set on May 21, 2013...AND....

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

BE IT FURTHER RESOLVED, that the 2013-2014 budget be increased by \$220.18 and this increase be funded by the reimbursement to revenue code A980-2705.

The appropriation for the following codes should be increased:

A-2110-10-450	\$220.18	Middle School Supplies
A-980-2705	\$220.18	Revenue – Gifts & Donations

BE IT FURTHER RESOLVED, that the Horseheads Central School District authorize the expenditure of the sums set forth in the budget in the total amount of \$69,642,588.67.....AND.....

BE IT FURTHER RESOLVED, that such changes in appropriation become effective September 26, 2013.

<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>	<u>Absent</u>
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Apgar  
 Boulas  
 Brinthaup  
 Conklin  
 Jacobus  
 Johnson  
 Lynch  
 Sadler  
 Stollo

MOTION CARRIED

School Business Executive Jane Bradley stated the Horseheads Central School District received \$220.18 from Target and the Take Charge of Education Program.

**Increase in Appropriations(from Target to High School)**

Moved by Brinthaup, seconded by Jacobus.

WHEREAS, the appropriation expenditure for fiscal year 2013-2014 was approved and set on May 21, 2013...AND....

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

BE IT FURTHER RESOLVED, that the 2013-2014 budget be increased by \$715.01 and this increase be funded by the reimbursement to revenue code A980-2705.

The appropriation for the following codes should be increased:

A-2110-12-450	\$715.01	High School Supplies
A-980-2705	\$715.01	Revenue – Gifts & Donations

BE IT FURTHER RESOLVED, that the Horseheads Central School District authorize the expenditure of the sums set forth in the budget in the total amount of \$69,643,303.68.....AND.....

BE IT FURTHER RESOLVED, that such changes in appropriation become effective September 26, 2013.

<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>	<u>Absent</u>
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Apgar  
 Boulas  
 Brinthaup  
 Conklin  
 Jacobus  
 Johnson  
 Lynch  
 Sadler  
 Stollo

MOTION CARRIED

School Business Executive Jane Bradley stated the Horseheads Central School District received \$715.01 from Target and the Take Charge of Education Program.

**Tax Certiorari Settlement—Pepsi Bottling Group**

Moved by Jacobus, seconded by Brinthaup.

BE IT RESOLVED, that the Horseheads Central School District Board of Education hereby authorizes settlement of the Pepsi Bottling Group #1928 vs. the Assessor and the Board of Assessment Review of the Town of Horseheads(Tax Certiorari), authorizes refunds as required by law; authorizes the appropriation of sufficient funds from the District’s Tax Certiorari Reserve Account; and authorizes and directs the Board President, Superintendent, and School Attorney to take all actions necessary to effectuate the foregoing resolutions.

Ayes	Noes	Abstained	Absent
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- Apgar
- Boulas
- Brinthaup
- Conklin
- Jacobus
- Johnson
- Lynch
- Sadler
- Strollo

MOTION CARRIED

School Business Executive Jane Bradley brought the approval of the Tax Certiorari Settlement—Pepsi Bottling Group to the Board for Board action.

**Updated List of Tax Certioraris**

School Business Executive Jane Bradley reviewed the Pending Tax Certioraris after removing DDR Horseheads, LLS and Pepsi Bottling Group. Jane stated that we are almost down to \$1 million. Board President Brian Lynch stated this is quite a bit since the last time we seen the list.

**2013-2014 List of Pilots**

School Business Executive Jane Bradley reviewed the 2013-2014 List of Pilots. Board Member Warren Conklin inquired if there has been any mention as to what the County is going to do with Belden, the former Thomas and Betts Building, now that it is closed? Jane stated that according to the Chemung County Real Property Office, this should invalidate their PILOT agreement. However, they are waiting to hear from the IDA on how to proceed. This property was not on the 2013 tax roll and the County isn’t sure if they should bill them the full value now or wait until next year and bill them as an omitted tax.

**Hunt Engineers, Architects and Land Surveyors, P.C., Resolution for SEQR Review for Safety/Security Capital Project**

Moved by Brinthaup, seconded by Strollo.

RESOLVED that the Horseheads Central School District Board of Education, hereby declares the Horseheads Central School District Board of Education as the lead agency for purposes of the State Environmental Quality Review Act and Regulations(SEQRA) associated with the capital project 1923-012.

Hunt Architects and Engineers selected by the Horseheads Central School District has recommended to the Board of Education that the Board determine that Hunt project number 1923-012 is a Type II action as that term is defined in the State Environmental Quality Review Act and will not have a significant impact on the environment. The project is therefore not subject to further review under SEQRA.

Ayes	Noes	Abstained	Absent
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- Apgar
- Boulas
- Brinthaup
- Conklin
- Jacobus
- Johnson

Lynch  
 Sadler  
 Strollo  
**MOTION CARRIED**

Moved by Brinthaup, seconded by Strollo.

RESOLVED, that the Horseheads Central School District Board of Education acting as lead agency for purposes of the State Environmental Quality Review Act and Regulations and upon the recommendation of the School District's architect and engineer hereby determines that Hunt Project Number 1923-012 is a Type II action which will not have a significant impact on the environment and is not subject to further review under the State Environmental Quality Review Act.

<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>	<u>Absent</u>
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Apgar  
 Boulas  
 Brinthaup  
 Conklin  
 Jacobus  
 Johnson  
 Lynch  
 Sadler  
 Strollo

**MOTION CARRIED**

School Business Executive Jane Bradley brought the approval of Hunt Engineers, Architects and Land Surveyors, P.C., Resolution for SEQR Review for Safety/Security Capital Project to the Board for Board action.

Superintendent Dr. Ralph Marino stated that at some point as we are moving forward with this we will have to make a decision as to what buildings we want to go forwards with in the installation of the Security Upgrades. We cannot go out to bid and then back off once the bids are awarded.

**2012-2013 Internal Audit—Assets and Inventory Report**

Moved by Jacobus, seconded by Brinthaup.

RESOLVED, that the Horseheads Central School District Board of Education approves the 2012-2013 Internal Audit—Assets and Inventory Report as submitted.

<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>	<u>Absent</u>
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Apgar  
 Boulas  
 Brinthaup  
 Conklin  
 Jacobus  
 Johnson  
 Lynch  
 Sadler  
 Strollo

**MOTION CARRIED**

School Business Executive Jane Bradley brought the approval of 2012-2013 Internal Audit—Assets and Inventory to the Board for Board action.

**2012-2013 External Audit**

Moved by Brinthaup, seconded by Strollo.

RESOLVED, that the Horseheads Central School District Board of Education approves the 2012-2013 External Audit as submitted.

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

Brinhaupt  
 Conklin  
 Jacobus  
 Johnson  
 Lynch  
 Sadler  
 Strollo

**MOTION CARRIED**

School Business Executive Jane Bradley brought the approval of 2012-2013 External Audit to the Board for Board action.

**Budget Transfers Over \$10,000**

Moved by Brinhaupt, seconded by Johnson.

BE IT RESOLVED, that the Horseheads Central School District Board of Education approves Budget Transfers totaling \$1,493,583.50 which exceed the Superintendent's \$10,000 approval limit.

<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>	<u>Absent</u>
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Apgar  
 Boulas  
 Brinhaupt  
 Conklin  
 Jacobus  
 Johnson  
 Lynch  
 Sadler  
 Strollo

**MOTION CARRIED**

School Business Executive Jane Bradley brought Budget Transfers totaling \$1,493,583.50 which exceeds his \$10,000 approval limit to the Board for Board action. Board Member David Sadler inquired as to when looking at some of these numbers that are over \$10,000 does it relate to the start of the school year? Superintendent Dr. Ralph Marino stated that the budget that goes to the Board is approved in April and we have had to adjust staffing numbers based on the number of students. Ralph stated this will not be a monthly amount.

**Claims Auditor Report(August 2013)**

Moved by Brinhaupt, seconded by Strollo.

BE IT RESOLVED, that the Horseheads Central School District Board of Education approves the Claims Auditor Report for August 2013 as submitted.

<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>	<u>Absent</u>
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Apgar  
 Boulas  
 Brinhaupt  
 Conklin  
 Jacobus  
 Johnson  
 Lynch  
 Sadler  
 Strollo

**MOTION CARRIED**

School Business Executive Jane Bradley brought the approval of the Claims Auditor Report for August 2013 to the Board for Board action.

**High School Extra-Classroom Treasurer's Report(August 2013)**

Moved by Brinhaupt, seconded by Apgar.

BE IT RESOLVED, that the Horseheads Central School District Board of Education approves the High School Extra-Classroom Treasurer's Report for August 2013 as submitted.



<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>	<u>Absent</u>
Apgar			
Boulas			
Brinthaup			
Conklin			
Jacobus			
Johnson			
Lynch			
Sadler			
Strollo			

**MOTION CARRIED**

School Business Executive Jane Bradley brought the approval of the High School Extra-Classroom Treasurer’s Report for August 2013 to the Board for Board action.

**Middle School Extra-Classroom Treasurer’s Report(July and August 2013)**

Moved by Jacobus, seconded by Apgar.

BE IT RESOLVED, that the Horseheads Central School District Board of Education approves the Middle School Extra-Classroom Treasurer’s Reports for July and August 2013 as submitted.

<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>	<u>Absent</u>
Apgar			
Boulas			
Brinthaup			
Conklin			
Jacobus			
Johnson			
Lynch			
Sadler			
Strollo			

**MOTION CARRIED**

School Business Executive Jane Bradley brought the approval of the Middle School Extra-Classroom Treasurer’s Reports for July and August 2013 to the Board for Board action.

**Athletics Extra-Classroom Treasurer’s Report(August 2013)**

Moved by Brinthaup, seconded by Jacobus.

BE IT RESOLVED, that the Horseheads Central School District Board of Education approves the Athletics Extra-Classroom Treasurer’s Report for August 2013 as submitted.

<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>	<u>Absent</u>
Apgar			
Boulas			
Brinthaup			
Conklin			
Jacobus			
Johnson			
Lynch			
Sadler			
Strollo			

**MOTION CARRIED**

School Business Executive Jane Bradley brought the approval of the Athletics Extra-Classroom Treasurer’s Report for August 2013 to the Board for Board action. Board Vice-President Pam Strollo inquired if the Summer Camp Fund is redistributed throughout the year. Jane stated that the advisors will get everything in order through the invoices which also include the advisors stipend which will then make the fund decrease. Jane stated this should occur within a couple of months.

**Budget Transfers Report(June 2013)**

Moved by Jacobus, seconded by Strollo.

BE IT RESOLVED, that the Horseheads Central School District Board of Education approves the Budget Transfers Report for June 2013 as submitted.

<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>	<u>Absent</u>
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Apgar  
Boulas  
Brinthaup  
Conklin  
Jacobus  
Johnson  
Lynch  
Sadler  
Strollo

MOTION CARRIED

School Business Executive Jane Bradley brought the approval of the Treasurer's Reports for June 2013 to the Board for Board action. Board Member Warren Conklin inquired if it is an oddity that we are paying the Boys' and Girls' Basketball Officials in June. Jane stated this is not the pay date of the officials; it is when the negative balances are cleaned up which are part of the budget transfers.

**Revenue and Expense Report(June 2013)**

Moved by Brinthaup, seconded by Jacobus.

BE IT RESOLVED, that the Horseheads Central School District Board of Education approves the Revenue and Expense Report for June 2013 as submitted.

<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>	<u>Absent</u>
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Apgar  
Boulas  
Brinthaup  
Conklin  
Jacobus  
Johnson  
Lynch  
Sadler  
Strollo

MOTION CARRIED

School Business Executive Jane Bradley brought the approval of the Revenue and Expense Report for June 2013 to the Board for Board action.

**Change Order for Heating Unit for Gardner Road Elementary School**

Moved by Jacobus, seconded by Apgar.

BE IT RESOLVED, that the Horseheads Central School District Board of Education approves an increase in our current contract with HMI Mechanical Systems, Inc. in the amount not to exceed \$24,999 to replace the heating unit in the Gardner Road Elementary School Cafeteria.

<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>	<u>Absent</u>
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Apgar  
Boulas  
Brinthaup  
Conklin  
Jacobus  
Johnson  
Lynch  
Sadler  
Strollo

MOTION CARRIED

School Business Executive Jane Bradley brought the approval of a Change Order for the Heating Unit for Gardner Road Elementary School to the Board for Board action. Superintendent Dr. Ralph Marino stated that this is coming out of the \$1.5 million Capital Construction, not from the General Fund.

**Contract with Erway Ambulance Service**

Moved by Brinthaup, seconded by Jacobus.

RESOLVED, that the Horseheads Central School District Board of Education approves the Contract with Erway Ambulance Service as submitted.

Ayes	Noes	Abstained	Absent
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- Apgar
- Boulas
- Brinthaup
- Conklin
- Jacobus
- Johnson
- Lynch
- Sadler
- Strollo

MOTION CARRIED

School Business Executive Jane Bradley brought the Contract with Erway Ambulance Service to the Board for Board action.

**GST BOCES Student Transportation**

Moved by Jacobus, seconded by Apgar.

RESOLVED, that the Horseheads Central School District Board of Education approves the GST BOCES Student Transportation Agreement as submitted.

Ayes	Noes	Abstained	Absent
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- Apgar
- Boulas
- Brinthaup
- Conklin
- Jacobus
- Johnson
- Lynch
- Sadler
- Strollo

MOTION CARRIED

School Business Executive Jane Bradley brought the GST BOCES Student Transportation Agreement to the Board for Board action. Board Member Warren Conklin stated that this Agreement commences July 1<sup>st</sup> and it concerns him that if there is a liability to the District and the Agreement is not in effect yet as the Board has not approved it, if there is a student injury will the District be able to pay the claim? Superintendent Dr. Ralph Marino stated that he is the only Superintendent who did not sign this Agreement last week because he felt he should have Board approval first. Ralph stated our students are covered because we have Student Coverage that falls under the Umbrella of our insurance plan.

**Early Retirement Incentive**

Moved by Jacobus, seconded by Strollo.

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

- Annual aggregate salary savings of \$250,000 beginning with the 2014-2015 school year and beyond; and
- A deadline for participation being November 15, 2013.

<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>	<u>Absent</u>
Apgar			
Boulas			
Brinthaupt			
Conklin			
Jacobus			
Johnson			
Lynch			
Sadler			
Strollo			

**MOTION CARRIED**

School Business Executive Jane Bradley brought the Early Retirement Incentive to the Board for Board action. Board President Brian Lynch stated that this topic was discussed at the Finance and Human Resources Sub-Committee Meetings.

**Human Resources Director's Report****Human Resources Sub-Committee Recommendations**

Moved by Strollo, seconded by Apgar.

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

**CIVIL SERVICE SUBSTITUTE SUBSTITUTE/TEMPORARY APPOINTMENTS:**

	<u>POSITION</u>	<u>EFFECTIVE</u>
Breitung, Josh	Substitute Cleaner	09/06/13
Dickinson, Pamela	CS/LTS Social Work Assistant	09/03/13-09/27/13
Leonard, Kim	Substitute and Substitute Cleaner	08/26/13 09/09/13
Littrell, Lyalya	Substitute	09/13/13
Mallare, Tami	Substitute	09/04/13
Neal, Patricia	Substitute	08/22/13
Valentine, Kyle	Substitute Cleaner	09/13/13

**CIVIL SERVICE PROBATIONARY APPOINTMENTS:**

	<u>LOCATION/POSITION</u>	<u>CLASSIFICATION</u>	<u>PROB. BEGINS / END DATE</u>	<u>SALARY</u>
Bennett, Richard	Transp./Bus Driver	non-competitive	09/04/13-09/04/14	\$11.50/hr.
Cook, Jodelle	BF/School Monitor	non-competitive	09/03/13-09/03/14	\$8.83/hr.
Kraipovich, Mary Beth	Transp./Bus Driver	non-competitive	09/04/13-09/04/14	\$11.10/hr.
Lampman, Allen	Transp./Bus Driver	non-competitive	09/04/13-09/04/14	\$11.10/hr.
Lewis, Mary	IS/Teacher Aide 3 hr.	non-competitive	09/06/13-09/06/14	\$9.32/hr.
Neal, Shawn	Transp./Automotive Mechanic	non-competitive	09/16/13-09/16/14	\$30,000
Reese, Julie	Transp./Bus Driver	non-competitive	09/04/13-09/04/14	\$11.50/hr.
Sempler, Jacqueline	BF/School Monitor	non-competitive	09/03/13-09/03/14	\$8.83/hr.
Shook, James	Transp./Bus Driver	non-competitive	09/04/13-09/04/14	\$11.50/hr.
Zummak, Terri	Transp./Bus Driver	non-competitive	09/04/13-09/04/14	\$11.50/hr.

**CIVIL SERVICE RESIGNATIONS:**

	<u>LOCATION/POSITION</u>	<u>EFFECTIVE</u>
Breitung, Michelle	HS/School Monitor	09/20/13
Kiefer, Suzanne	Transp./Bus Driver	08/30/13

**INSTRUCTIONAL PROBATIONARY APPOINTMENTS:**

	<u>LOCATION/POSITION</u>	<u>PROB. BEGINS/END DATE</u>	<u>SALARY</u>
Duncan, Kristin	CS/Teaching Assistant (1:1)	09/17/13-9/17/16	\$10.57/hr.

**INSTRUCTIONAL LEAVES:**

	<u>LOCATION/POSITION</u>	<u>EFFECTIVE</u>	<u>SALARY</u>
Palumbo, Andrea	RR/15:1	02/26/14 – 04/09/14	\$48,129 Medical Paid
Soltis, Erika	HS/PE	12/10/13 – 03/07/14	\$52,123 Medical Paid
Theetge, Mary	HS/Art	02/20/14 – 05/26/14	\$55,732 Medical Paid
Thompson, Darby	HS/English	09/12/13 – 10/10/13	\$60,032 Medical Paid

**INSTRUCTIONAL LONG-TERM SUBSTITUTES:**

	<u>LOCATION/POSITION</u>	<u>EFFECTIVE</u>	<u>SALARY</u>
Baker, Mary Frances	HS/English	09/12/13 – 10/10/13	\$42,888 (prorated)
Underwood, Samantha	GR/Music	09/01/13 – 06/30/14	\$41,135

**INSTRUCTIONAL CONTRACT SUBSTITUTES:**

	<u>LOCATION/POSITION</u>	<u>EFFECTIVE</u>	<u>SALARY</u>
Sechrist, Sarah	RR/Contract Sub	09/01/13 - 06/30/14	\$75/day
Spencer, Kathy	BF/Contract Sub	09/01/13 – 11/01/13	\$75/day

**INSTRUCTIONAL CONTRACT SUBSTITUTES RESIGNATIONS:**

	<u>LOCATION/POSITION</u>	<u>EFFECTIVE</u>
Johnston, Eric	MS/Contract Substitute	09/01/13
Quagliana, Lisa	HS/Contract Substitute	09/01/13

**INSTRUCTIONAL RECALLS:**

	<u>LOCATION/POSITION</u>	<u>EFFECTIVE</u>
Adams, Amanda	GR/Teaching Assistant	09/01/13

**INSTRUCTIONAL SUBSTITUTE TEACHERS:**

	<u>STATUS/POSITION</u>	<u>PREFERENCE</u>
Denkenberger, Amanda	Certified	Elementary/Secondary
Hartigan, Elizabeth	Degreed	Elementary/Secondary
Homerda, Bryant	Degreed	Secondary
Kent, Brianna	Certified	Elementary/Secondary
Lisi, Colleen	Certified	Secondary
Milliken, Caley	Degreed	Elementary/Secondary
Mittan, Melissa	Certified	Secondary
Reasons, Mary	Degreed	Elementary/Secondary
Roberts, Todd	Certified	Elementary
Sekella, Jennifer	Certified	Elementary
Serner, Christine	Non-Degreed	Elementary
Walton, Kacie	Degreed	Elementary/Secondary
Woodworth, Matthew	Degreed	Elementary/Secondary

**INSTRUCTIONAL RESIGNATIONS:**

	<u>LOCATION/POSITION</u>	<u>EFFECTIVE</u>
Mallare, Tami	GR/Teaching Assistant	08/30/13

**INSTRUCTIONAL RETIREMENTS:**

WHEREAS, **Debra Maloney** will retire as a Social Studies Teacher, effective January 30, 2014; WHEREAS, Debra is in her 24<sup>th</sup> year with the District; WHEREAS, Debra will be sorely missed by staff and students; BE IT RESOLVED, that the Board of Education accepts Debra's retirement and hopes her future years are fulfilling.

**INSTRUCTIONAL NEW HIRES / PROBATIONARY APPOINTMENTS:**

	<u>LOC. / TENURE AREA</u>	<u>PROB. BEGINS / END DATE</u>	<u>CERT.</u>	<u>SALARY</u>
*Donlon, Jessen	BF/Speech	09/01/13 – 09/01/15	Speech	\$53,758
*Fuller, Kyle	HS/English	09/01/13 – 09/01/16	English	\$41,135
Hamilton, Holly	CS/Music	09/01/13 – 09/01/15	Music	\$46,788
Keister, Susan	GR/Teaching Assistant	09/03/13-09/03/16	Pending	\$10.57/hr.
Proulx, Rachel	RR/Music	09/01/13 – 09/01/16	Music	\$43,926
*Prutsman, Tonia	CS/Elementary	09/01/13 – 09/01/16	Elementary	\$46,788
*Zoerb, Megan	MS/Special Education	09/01/13 – 09/01/16	Spec. Ed.	\$41,135

\*Previously BOE approved.

**INSTRUCTIONAL TRANSFERS:**

	<u>LOCATION/POSITION</u>	<u>EFFECTIVE</u>
Grinnell, Katy	BF/Resource Room	09/01/13
Gruters, Angela	MS/Teaching Assistant 12:1:1	09/18/13
Martin, Patricia	CS/Teaching Assistant 1:1	09/01/13
Martin, Patricia	CS/Teaching Assistant-Res. Rm.	09/10/13

Stryker, Alicia IS/Teaching Assistant 09/01/13  
 Wahl, LouAnn IS/Teaching Assistant 09/01/13

**INSTRUCTIONAL ASSIGNMENT WHILE ON MEDICAL LEAVE:**

	<u>LOCATION/POSITION</u>	<u>EFFECTIVE</u>	<u>SALARY</u>
*Tremaine, Jennifer	BF/Speech	09/01/13 – 06/30/14	\$1,207.30

\* Jen Tremaine will work .025 for the purpose of Medicaid reporting. FTE salary is \$48,292.

**DIGNITY ACT DISTRICT COORDINATOR:**

Christiansen, Judy Human Resources Director

**DIGNITY ACT BUILDING COORDINATORS:**

Scaptura, Elizabeth Big Flats Elementary Principal  
 Sotero, Patricia Center Street Elementary Principal  
 Patterson, Patrick Gardner Road Elementary Principal  
 Bailey, Anne-Marie Ridge Road Elementary Principal  
 Bostwick, Michael Intermediate School Principal  
 Holloway, Ron Middle School Principal  
 Donahue, Karen\_ High School Principal

<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>	<u>Absent</u>
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Apgar  
 Boulas  
 Brinthaup  
 Conklin  
 Jacobus  
 Johnson  
 Lynch  
 Sadler  
 Strollo

**MOTION CARRIED**

Board Member Mark Brinthaup brought recommendations from the Human Resources Sub-Committee to the Board for Board action.

**Report from the Director of Student Services**

**Resolution Ratifying the Appointment of the Impartial Hearing Officer**

Moved by Jacobus, seconded by Strollo.

RESOLVED, that the Horseheads Central School District Board of Education approves the appointment of Paul T. Bumbalo, Esq. as Hearing Officer in regard to a pending request for a hearing and is requested to issue a decision within the appropriate time period of law and regulations.

<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>	<u>Absent</u>
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Apgar  
 Boulas  
 Brinthaup  
 Conklin  
 Jacobus

Johnson

Lynch  
 Sadler  
 Strollo

**MOTION CARRIED**

Director of Student Services Kim Williams brought the appointment of Paul T. Bumbalo, Esq. as Hearing Officer in regard to a pending request for a hearing and is requested to issue a decision within the appropriate time period of law and regulations to the Board for Board action.

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

Student Representative Austin Smith updated the Board on September and October activities at the High School, including Freshman First Day, Spirit Week, Parents' Night(a Financial Aid

Meeting will also be held), the Victory Dance and fundraisers. Board President Brian Lynch thanked Austin for a thorough report and stated it is a busy start of the school year at the High School.

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

No report was given.

#### **Report from the Audit Sub-Committee**

##### **Minutes of September 16, 2013, Meeting**

Chair Pam Strollo reported on the September 16, 2013, meeting of the Audit Sub-Committee. Pam stated that the Committee reviewed the Internal Audit as presented by Ms. Hill earlier this evening and also reviewed the External Audit Draft as presented by the Bonadio Group earlier this evening. The Committee also discussed the trend of State Aid and the Five-Year Budget Projection which will be reviewed by the Board at an up-coming Board meeting.

#### **Report from the Finance Sub-Committee**

##### **Minutes of September 16, 2013, Meeting**

Chair Jim Jacobus reported on the September 16, 2013, 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. Jim stated that the Committee also reviewed the Chemung County Sherriff's Office SRO Program, the Trends of the 2013-2014 State Aid Factors, Review of the Low-Income Senior Citizen and Disabled Persons with Limited Income Exemptions for September 2014 with a full Resolution being presented to the Board at its October meeting and the Five-Year Budget Projection.

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

##### **Minutes of September 11, 2013, Meeting**

Chair Mark Brinthaup reported on the September 11, 2013, meeting of the Human Resources Sub-Committee. Mark stated the Committee established Goals for the 2013-2014 School Year, discussed the Human Resources Recommendations that were presented to the Board earlier this evening and the Possible Retirement Incentive. Mark stated that the Director of Human Resources Judy Christiansen will provide a list of teachers eligible for tenure in 2013-2014 school year as well as a schedule for the Committee's review of those teachers at the October meeting.

#### **Report from the Curriculum and Assessment Sub-Committee**

##### **Minutes of September 5, 2013, Meeting**

Chair Warren Conklin reported on the September 5, 2013, meeting of the Curriculum and Assessment Sub-Committee. Warren stated Kristen Miller reported on the Summer Learning Academy, Jay Hillman presented updated information on CTE, an Enrollment Update, Intermediate School Local Assistance Plan, Pre-K-4 Report Cards, Summer Curriculum Work Summary, NYS Curriculum Modules, PARCC Assessments, FOSS, STEM and APPR Updates and the Honda Grant Proposal. The Goals of the Committee were tabled until the October Meeting.

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

##### **Minutes of September 11, 2013, Meeting**

Chair Pam Strollo reported on the September 11, 2013, meeting of the Planning and Development Sub-Committee. Pam stated the Committee reviewed Board of Education Policy 7810, reviewed the revised timeline and discussed the roles of the Focus Group, Strategic Plan Implementation Team in the process. The 2013-2014 Board of Education Goals will be drafted at the next meeting.

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

##### **Minutes of September 11, 2013, Meeting**

Chair Doug Johnson reported on the September 11, 2013, meeting of the Policy Referral/Review Sub-Committee. Doug stated the Committee set Goals for the 2013-2014 School Year which includes reviewing Policies 5313-5405 and 6000-6600. Cont'd

**Proposed Change to Board Policy 2370: Public Participation at Board Meetings**

Chair Doug Johnson brought the first reading of a Proposed Change to Board Policy 2370: Public Participation at Board Meetings to the Board for information only. Doug stated that the Committee recommended that the Policy be amended to include a specific time limitation of three minutes for individual speakers. The recommendation shall go to the Board for a second reading and Board action at the October Board Meeting. Board Vice-President Pam Strollo inquired if the Board may still entertain a motion for an extension of the Public Comments Section if necessary. Doug stated that the Board may still do this.

**Proposed Change to Board Policy 7810: Closing of Facilities**

Chair Doug Johnson brought the first reading of Proposed Change to Board Policy 7810: Closing of Facilities to the Board for Board action. Doug stated that the Committee recommended that the Policy be amended to conform to State Law by having the advisor committee discretionary instead of mandatory. Doug stated that this was referenced to a little earlier in the evening. This is not a law that we have to follow, it was a Policy made by the Board. The way the Policy is written now, it is mandatory.

Board Member Jim Jacobus stated that he is opposed to this change because the timing of it is not good. Jim stated he believes that it will increase belief in the community that we will exclude people in the decision making process. Jim stated it is better if everyone is involved.

Board Member Karen Boulas inquired as to what the rationale was for why it was put in place. Doug stated that Horseheads gave NYSSBA all the policies at the time for their review. The District did not have any policies in place on Closing Facilities back then, so this one was probably adopted without any real decision at that specific time.

Board President Brian Lynch stated that he has been thinking about this Policy a lot also and in the beginning he was more in favor of supporting it, however, after hearing Board Member Jim Jacobus' concern and with the timeline remaining as is, we should follow this constraint as stated in paragraph two of the Policy.

Superintendent Dr. Ralph Marino stated that the School Attorney and he believe a closing is when you turn off the lights and lock the building for the last time and the earliest this may even occur would be September 2015 which would be when we would be in alignment with the Commissioner's Regulations. Board President Brian Lynch stated that in light of what we have learned from the School Attorney we can keep it in affect.

Board Vice-President Pam Strollo stated that she supports Board President Brian Lynch and Board Member Jim Jacobus' statements. Pam also stated that after having more time to think about it and hearing the additional input from the School Attorney that the timeline will allow us the appropriate time that we need, then she is in support of tabling this.

Board Member David Sadler inquired as to who makes up the Advisory Committee. Superintendent Dr. Ralph Marino stated the Advisory Committee is made up of the volunteers from the Implementation Team with the help of Paul and Jeff who will investigate as to who will do the Impact Statement. Ralph stated that he envisions that the Task Force will do this.

Board Member David Sadler stated that he does not see any need of imposing additional burdens on us. We are over and above the law which makes it seem more conducive waving the Board of a first reading and proposing it tonight, however, we need to place into the perception that we are not going to follow our own guidelines but follow what we have historically done.

Board Member Doug Johnson stated that we don't want to mix up the two issues. We are talking about what is happening right now and the Policy in favor of it and say, yes we will taker the six-months to do it. However, Doug stated he is not in favor of Policies that bind us and the future Boards if it is not necessary.



Board Member Warren Conklin stated that he does not feel the public will see the differences. He stated that in his mind the more we simplify it, it would seem more conducive waving the Board of the first reading and proposing changing it tonight. We don't want the public to have the perception that we are not going to follow our own guidelines.

Board Vice-President Pam Strollo stated that at the August Board Meeting we were worried about the timeframe, but now there is no need to worry, so we do not need to act on changing this Policy tonight. We have the opportunity to further discuss this and decide for the long-term of the District if this Policy warrants making the modification.

Board Member Jim Jacobus stated that he understands what Board Member Doug Johnson is saying regarding the perception of a lot of people in our community, however, this School Board has made decisions in the past that not all the members of the Community was in support of and we may have to make them again as they will be in the best interest of the students. Jim stated we will not always be able to make everyone happy no matter what decision we make.

Moved by Jacobus, seconded by Strollo.

RESOLVED, that the Horseheads Central School District Board of Education table Proposed Change to Board Policy 7810: Closing of Facilities at this time as it is not debatable.

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

Boulas

Brinthaup

Conklin

Jacobus

Johnson

Lynch

Sadler

Strollo

MOTION CARRIED

Board President Brian Lynch stated that after a very thorough discussin of the Board and based upon what we have heard tonight, we do not need to accelerate the timeline, therefore, as a Board we will send this Policy back to the Policy Referral/Review Sub-Committee for further discussion, it will be brought back to the Board at a future date.

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

Board Member Warren Conklin inquired if it is possible at the beginning of the school year to send "Staff Welcome Back Information" via email instead of a post card in the postal mail. It seems as though this method would save the District mailing costs and printing. Superintendent Dr. Ralph Marino stated that an issue with this is that it is imperative that the staff know that they are returning, but not all of the staff check their email over the summer and some staff do not have email. Board Member Karen Boulas stated that maybe if the process starts at the beginning of the year and the staff is aware of the start-up of school including the day, the Welcome Back Conference Day, and then follow-up at the end of the year with an email while staff are still present, the postcard would not need to be mailed.

Board Member Karen Boulas stated that the NYSSBA Conference was very informative and that she learned a lot. She inquired if the District is required to pay a fee and if so is it high. Board Member Doug Johnson stated that it is important for us to be a member of NYSSBA because they lobby for us and if we want our voices heard we need to be a part of it. Superintendent Dr. Ralph Marino stated that NYSSBA plays a very important role in our District not only with workshops and conferences but also assisting us with issues and information that may be needed to help resolve them. Dr. Marino stated the money we pay to be part of NYSSBA more than pays for itself in a relatively short period of time.

**Adjournment to Executive Session**

Moved by Jacobus, seconded by Apgar.

RESOLVED, that the Horseheads Central School District Board of Education Meeting adjourn from its Regular Meeting of the Board of Education at 8:04 PM.

<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>	<u>Absent</u>
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- Apgar
- Boulas
- Brinthead
- Conklin
- Jacobus
- Johnson
- Lynch
- Sadler
- Strollo

MOTION CARRIED

Moved by Apgar, seconded by Jacobus.

RESOLVED, that the Horseheads Central School District Board of Education go into Executive Session at 8:09 PM to approve CSE/CPSE/504, Collective Negotiations and the Employment History of one particular person.

<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>	<u>Absent</u>
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- Apgar
- Boulas
- Brinthead
- Conklin
- Jacobus
- Johnson
- Lynch
- Sadler
- Strollo

MOTION CARRIED

Moved by Brinthead, seconded by Jacobus.

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

<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>	<u>Absent</u>
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- Apgar
- Boulas
- Brinthead
- Conklin
- Jacobus
- Johnson
- Lynch
- Sadler
- Strollo

MOTION CARRIED

Moved by Sadler, seconded by Strollo.

RESOLVED, that the Horseheads Central School District Board of Education Meeting adjourn from Executive Session at 9:45 PM and reconvene to its Regular Meeting of the Board of Education at 9:46 PM.

<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>	<u>Absent</u>
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- Apgar
- Boulas
- Brinthead
- Conklin
- Jacobus
- Johnson

Lynch  
Sadler  
Stollo  
MOTION CARRIED

Moved by Jacobus, seconded by Brinthead.  
RESOLVED, that the Horseheads Central School District Board of Education Meeting adjourn from its Regular Meeting of the Board of Education at 9:47 PM.

<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>	<u>Absent</u>
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Apgar			
Boulas			
Brinthead			
Conklin			
Jacobus			
Johnson			
Lynch			
Sadler			
Stollo			

MOTION CARRIED

Respectfully submitted by:

*Candy L. Maine*

Candy Maine, District Clerk

