

**HCSD Board Members:**

Brian Lynch, President; Pam Stollo, Vice-President;  
 Rose Apgar; Karen Boulas; Mark Brinthaup; Warren Conklin;  
 James Jacobus; Doug Johnson; David Sadler; and Student Rep.  
 Austin Smith and Alternate Paige DeRichie

**Central Administrative Team:**

Ralph Marino, Jr., Ed.D., Superintendent  
 Judy Christiansen, Human Resources, Dir.  
 Kim Williams, Student Servs. Director  
 Virginia Abrunzo, Elem. Ed. Director  
 Jay Hillman, Secondary Ed. Director  
 Jane St. Amour-Bradley, School Business Executive

**HORSEHEADS CENTRAL SCHOOL DISTRICT  
 REGULAR BOARD OF EDUCATION BUSINESS MEETING  
 JUNE 26, 2014  
 SPECIAL MEETING TIME: 5:00 P.M.  
 MULTI-MEDIA CENTER, HIGH SCHOOL SOUTH WING**

**AGENDA**

**PLEDGE OF ALLEGIANCE****1. CALL TO ORDER****BRIAN LYNCH, PRESIDENT****1.1 MOTION TO ADJOURN TO EXECUTIVE SESSION**

- 1.1.1 Employment history of a particular person leading  
to possible appointment

**1.2 MOTION TO RECONVENE TO PUBLIC SESSION****1.3 A BRIEF RECEPTION WILL BE HELD FOR STAFF  
RECEIVING TENURE (5:45 P.M.)**

**2. MINUTES** (Business Mtg., May 29, 2014, and  
 Joint Elmira Heights/Horseheads Mtg.,  
 June 9, 2014)

**BOARD ACTION****3. BOARD PRESIDENT'S REMARKS AND  
AGENDA CHANGES (if any)****BRIAN LYNCH****4. QUESTIONS AND COMMENTS****COMMUNICATION FROM  
THE AUDIENCE****5. AWARDS, HONORS, AND RECOGNITION**

- 5.1 STUDENT REP. TO THE BOARD, AUSTIN SMITH,  
 AND ALTERNATE, PAGE DERICHIE

**BOE, SUPT., AND/OR  
DISTRICT ADMINS.****6. PRESENTATIONS****6.1 DATA CENTER UPDATE****VIRGINIA ABRUNZO AND JAY  
HILLMAN****6.2 NEW YORK STATE EDUCATION DEPARTMENT  
REPORT CARD RESULTS****VIRGINIA ABRUNZO AND JAY  
HILLMAN****6.3 STUDENT/STAFF HEALTH, SAFETY, &  
WELLNESS****JUDY CHRISTIANSEN**

<b>7. REPORT FROM SUPERINTENDENT</b>	<b>RALPH MARINO, JR.</b>
7.1 RESOLUTION APPROVING THE SUPT.'S ATTENDANCE AT THE NYSCOSS FALL LEADERSHIP SUMMIT (Sept. 21-23, 2014) and THE NYSCOSS WINTER INSTITUTE (March 8-10, 2015)	BOARD ACTION
7.2 SAFETY/SECURITY CAPITAL PROJECT UPDATE	INFORMATION ONLY
<b>8. REPORT FROM PRESIDENT</b>	<b>BRIAN LYNCH</b>
8.1 DIRECTOR OF PHYSICAL EDUCATION AND ATHLETICS POSITION	DISCUSSION ONLY
8.2 SOLICITATION OF BOE MEMBER NAMES WHO ARE INTERESTED IN BEING NOMINATED FOR THE POSITION OF BOARD PRESIDENT AND BOARD VP	INFORMATION ONLY
8.3 PROPOSED 2014-15 BOE/DISTRICT GOALS	DISCUSSION ONLY
8.4 SUGGESTIONS FOR BOARD OF EDUCATION MEETING PRESENTATIONS FOR 2014-15, INCLUDING SCHOOL PRESENTATIONS	DISCUSSION ONLY
8.5 MAY 19, 2015, SCHOOL BUDGET VOTE/BOARD OF EDUCATION ELECTION LOCATIONS AND TIMES	DISCUSSION ONLY
<b>9. REPORT FROM DIRECTOR OF ELEMENTARY ED.</b>	<b>VIRGINIA ABRUNZO</b>
<b>10. REPORT FROM DIRECTOR OF SECONDARY ED.</b>	<b>JAY HILLMAN</b>
10.1 2014-15 PROFESSIONAL DEVELOPMENT PLAN	BOARD ACTION
10.2 STRATEGIC PLAN IMPLEMENTATION TEAM YEAR 5 TARGETS (Shawn McDonough)	BOARD ACTION
10.3 STRATEGIC PLAN KEY INITIATIVES FOR SITE BASED TEAMS (Shawn McDonough)	INFORMATION ONLY
<b>11. REPORT FROM SCHOOL BUSINESS EXECUTIVE</b>	<b>JANE BRADLEY</b>
11.1 DISPOSAL OF DISTRICT PROPERTY	BOARD ACTION
11.2 INCREASE IN APPROPRIATIONS (from IS PTO)	BOARD ACTION
11.3 INCREASE IN APPROPRIATIONS (from RR PTO)	BOARD ACTION
11.4 BUDGET TRANSFERS OVER \$10,000	BOARD ACTION
11.5 TREASURER'S REPORT—MAY 2014	BOARD ACTION
11.6 CLAIMS AUDITOR REPORT—MAY 2014	BOARD ACTION
11.7 HIGH SCHOOL EXTRAClassroom TREASURER'S REPORT—MAY 2014	BOARD ACTION
11.8 MIDDLE SCHOOL EXTRAClassroom TREASURER'S REPORT—MAY 2014	BOARD ACTION
11.9 ATHLETICS EXTRAClassroom TREASURER'S REPORT—MAY 2014	BOARD ACTION
11.10 BUDGET TRANSFERS REPORT—MAY 2014	BOARD ACTION
11.11 REVENUE & EXPENSE REPORTS—MAY 2014	BOARD ACTION
11.12 BOND COUNSEL RFP VENDOR RECOMMENDATION	BOARD ACTION
11.13 FINANCIAL CONSULTANT RFP VENDOR RECOMMENDATION	BOARD ACTION
11.14 PHYSICAL INVENTORY & VALUATION SERVICES RFP VENDOR RECOMMENDATION	BOARD ACTION
11.15 AGREEMENT WITH WESTERN NY EDUCATIONAL SERVICE COUNCIL	BOARD ACTION
11.16 CAPITAL PROJECT SEQRA RESOLUTION	BOARD ACTION
11.17 2014-15 TAX COLLECTION AGREEMENT	BOARD ACTION
11.18 DCMO BOCES 2014-15 COOPERATIVE PURCHASING RESOLUTIONS	BOARD ACTION

11.19	2014-15 BROAD ST. LEASE AGREEMENT WITH CHEMUNG COUNTY YMCA	BOARD ACTION
11.20	2014-15 BROAD ST. LEASE AGREEMENT WITH ECONOMIC OPPORTUNITY PROGRAM	BOARD ACTION
11.21	2014-15 BROAD ST. USE OF FACILITIES AGREEMENT WITH HIGHER HOPE CHURCH	BOARD ACTION
11.22	2014-15 SHARED ATHLETIC DIRECTOR AGREEMENT WITH ELMIRA CITY SCHOOL DISTRICT	BOARD ACTION
11.23	RESOLUTION TO DECLARE BROAD ST. ELEMENTARY SCHOOL AS SURPLUS PROPERTY AND APPOINT A REAL ESTATE APPRAISER FOR THE APPRAISAL OF BROAD ST. ELEMENTARY SCHOOL	BOARD ACTION
11.24	RESOLUTION TO APPOINT A REALTOR FOR THE SALE OF BROAD ST. ELEMENTARY SCHOOL	BOARD ACTION
11.25	RESOLUTION TO APPOINT DISTRICT AS LEAD AGENCY FOR SEQRA REVIEW	BOARD ACTION
11.26	2014-15 GST BOCES CONTRACT FOR COOPERATIVE EDUCATIONAL SERVICES	BOARD ACTION
11.27	RESOLUTION TO TRANSFER FUNDS FROM THE EMPLOYEE BENEFIT ACCRUED LIABILITY RESERVE (EBALR) TO THE GENERAL FUND	BOARD ACTION
11.28	RESOLUTION TO TRANSFER FUNDS FROM THE TAX CERTIORARI RESERVE TO THE GENERAL FUND UNASSIGNED FUND BALANCE	BOARD ACTION
11.29	RESOLUTION TO TRANSFER FUNDS TO THE ERS RESERVE FUND FROM THE GENERAL FUND UNASSIGNED FUND BALANCE	BOARD ACTION
11.30	RESOLUTION OF THE COMMITMENT OF FUNDS DESIGNATION	BOARD ACTION
11.31	2014-15 BUS RUN AGREEMENT WITH ELMIRA HEIGHTS CENTRAL SCHOOL DISTRICT	BOARD ACTION
11.32	2014-15 UNIVERSAL PRE-KINDERGARTEN AGREEMENT WITH CHEMUNG COUNTY YMCA	BOARD ACTION
11.33	2014-15 UNIVERSAL PRE-KINDERGARTEN AGREEMENT WITH SUSAN UNGVARSKY	BOARD ACTION
<b>12.</b>	<b>REPORT FROM HUMAN RESOURCE DIRECTOR</b>	<b>JUDY CHRISTIANSEN</b>
12.1	HR SUB-COMMITTEE RECOMMENDATIONS	BOARD ACTION
12.2	RESOLUTION FOR 5-YEAR SALARY AND BENEFITS FOR MEMBERS OF THE HORSEHEADS CENTRAL SCHOOL DISTRICT ASSOCIATION OF ADMINISTRATORS	BOARD ACTION
<b>13.</b>	<b>REPORT FROM DIRECTOR OF STUDENT SERVICES</b>	<b>KIM WILLIAMS</b>
<b>14.</b>	<b>REPORT FROM STUDENT REPRESENTATIVE TO THE BOARD</b>	<b>AUSTIN SMITH</b>
<b>15.</b>	<b>REPORT FROM THE ATHLETIC &amp; EXTRA-CURRICULAR SUB-COMMITTEE</b>	<b>WARREN CONKLIN</b>
15.1	MINUTES FROM JUNE 9, 2014, MEETING	INFORMATION ONLY
<b>16.</b>	<b>REPORT FROM THE AUDIT SUB-COMMITTEE</b>	<b>PAM STROLLO</b>
16.1	MINUTES FROM JUNE 10, 2014, MEETING	INFORMATION ONLY

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| 17. <b>REPORT FROM THE FINANCE SUB-COMMITTEE</b><br>17.1 MINUTES FROM JUNE 16, 2014, MEETING  | <b>JIM JACOBUS</b><br>INFORMATION ONLY   |
| 18. <b>REPORT FROM THE HUMAN RESOURCES SUB-COMMITTEE</b><br>18.1 MINUTES FROM JUNE 11, 2014, MEETING  | <b>MARK BRINTHAUPT</b><br>INFORMATION ONLY   |
| 19. <b>REPORT FROM THE CURRICULUM &amp; ASSESSMENT SUB-COMMITTEE</b><br>19.1 MINUTES FROM JUNE 5, 2014, MEETING<br>19.2 INSERVICE DATA REPORT AS OF MAY 8, 2014   | <b>WARREN CONKLIN</b><br>INFORMATION ONLY<br>INFORMATION ONLY  |
| 20. <b>REPORT FROM THE PLANNING &amp; DEVELOPMENT SUB-COMMITTEE</b><br>20.1 MINUTES FROM JUNE 11, 2014, MEETING   | <b>PAM STROLLO</b><br>INFORMATION ONLY   |
| 21. <b>REPORT FROM THE POLICY REFERRAL/REVIEW SUB-COMMITTEE</b><br>21.1 MINUTES FROM JUNE 11, 2014, MEETING<br>21.2 PROPOSED CHANGES TO THE CODE OF CONDUCT (pages 7, 9, 10, 12, 14)<br>21.3 PROPOSED CHANGE TO POLICY 5500: STUDENT RECORDS<br>21.4 PROPOSED CHANGES TO POLICY 6130: BUDGET ADOPTION<br>21.5 PROPOSED DELETION OF POLICY 6135: CONTINGENCY BUDGET<br>21.6 PROPOSED CHANGES TO POLICY 6140: BUDGET IMPLEMENTATION<br>21.7 PROPOSED CHANGES TO POLICY 6150: BUDGET TRANSFERS<br>21.8 PROPOSED CHANGES TO POLICY 6210: LOCAL TAX LEVY | <b>DOUG JOHNSON</b><br>INFORMATION ONLY<br>BOARD ACTION<br>BOARD ACTION<br>DISCUSSION ONLY<br>DISCUSSION ONLY<br>DISCUSSION ONLY<br>DISCUSSION ONLY<br>DISCUSSION ONLY |
| 22. <b>REPORT FROM THE VISITATON COMMITTEE</b>  | <b>ROSE APGAR</b>  |
| 23. <b>QUESTIONS/COMMENTS FROM BOARD MEMBERS</b>  |  |
| 24. <b>MOTION TO ADJOURN TO EXECUTIVE SESSION</b><br>24.1 CSE/CPSE/504 RECOMMENDATIONS<br>24.2 REVIEW OF BOE SELF-EVALUATION  |  |
| 25. <b>RECONVENE TO PUBLIC SESSION</b>  |  |
| 26. <b>ADJOURNMENT</b>  |  |

**UPCOMING 2013-14 BOARD MEETINGS:**  
Organizational Mtg., July 2, 6 p.m., Multi-Media Cntr.

**UPCOMING 2014-15 BOARD SUB- COMMITTEE MEETINGS:**  
(None scheduled at this time)  
Athletic & Extra Curr.  
Audit  
Curriculum & Assessment  
Finance  
Human Resources  
Planning & Development  
Policy

**NOTE: These board meetings and sub-committee meetings are subject to change.**

## **Our Mission**

### **“Quality Education for All”**

The Mission of the Horseheads Central School Community is to provide a quality education for all within a nurturing environment which promotes excellence, growth, and a sense of civic responsibility.

## **Our Vision**

We, the Horseheads School Community, want a district that:

- is nurturing and responsive;
- strives for balance in a supportive, safe, encouraging environment;
- recognizes the need for continual improvement in an ever-changing world;
- has a clearly defined focus on learning outcomes, collaboration, and support systems; and
- creates an environment within which everyone can thrive and achieve his/her highest potential.

## **Our Beliefs**

We believe:

- everyone can achieve his/her highest potential;
- trust is essential for growth;
- learning is cooperative;
- programs are inclusive;
- success will be nurtured and expected;
- learning is performance-based;
- decisions are data-based; and
- responsibility, respect and results guide our every effort.

## **Exit Outcomes**

The Horseheads Central School graduate will be...

- a life-long learner;
- a caring, productive citizen;
- an effective communicator;
- a creative problem-solver;
- a quality decision-maker;
- a healthy, well-rounded person

**HORSEHEADS CENTRAL SCHOOL DISTRICT**  
**2013-2014 BOARD/DISTRICT GOALS**

The Board of Education embraces the importance of short-term and long-term strategic planning in relation to Character Education/Wellness, Student Achievement, Community Relations/Partnerships, Buildings/Facilities, Financial Planning/Development, and Professional Development/District Culture. Our district has made a significant investment in this model of planning and development for all facets of the operation. We encourage our staff and community members to visit the district's website ([www.horseheadsdistrict.com](http://www.horseheadsdistrict.com)) for more information on the 10-Year Strategic Plan and Implementation Team. Below are the Board of Education's goals for the school district for the 2013 -2014 school year. Some of the goals may be specific to certain stakeholder groups.

**GOAL #1**

Strategic Plan

- Continued communication with the Strategic Plan Implementation Team via 2 members of the Planning and Development Committee.
  - Performance against Year Three targets by September 30, 2013
  - Establishment of Year Four Targets by September 30, 2013
  - Report to the full Board of Education by committee representatives by January 31, 2014
  - Final Report on Year Four progress to the Board of Education by June 30, 2014

**GOAL #2**

Student Achievement

- The percentage of students in our District who achieve a level 3 or 4 on all NYS assessments in grades 3-8 will be a minimum of 10% higher than the state average of students who achieve a level 3 or 4. If a building's percentage is already at 10% above the state average, the building's site-based team will determine the desired achievement level.
- The percentage of students in our District who achieve 85% (mastery) on NYS Regents exams will be a minimum of 10% higher than the state average of students who achieve 85%; we will also see the percentage of students in our District who achieve 65% (passing) will be a minimum of 10% higher than the state average of students who achieve 65%. If a building's percentage is already at 10% above the state average, the building's site-based team will determine the desired achievement level.

**GOAL #3**

Financial Planning and Development

- Short Term Planning
  - Maintain the financial soundness of the school district
  - Continue to update the district's five-year budget and reserve forecast by 10/31/13, 1/31/14, and 4/30/14
  - Develop a voter approved 2014-2015 budget that maintains quality programming, while being fiscally responsible to the community
  - Successfully negotiate 12 employee contracts that are fair and equitable to all stakeholders
- Long Range Planning
  - Establish task force to identify opportunities to improve the District organizational structure, operation, and enhance capability/capacity
  - Identify additional shared service alternatives and explore consolidation opportunities with neighboring districts

**GOAL #4**

Professional Development and District Culture

Board Development Plan—

- 100% Participation in Board Annual Retreat in August 2013
- 100% Participation in BOE Annual Mini-Retreat in January 2014
- 100% New Board Member Participation in "New School Board Member Academy" and mandated "Fiscal Oversight Training"
- 33% Participation in NYSSBA Workshops and Conferences
- 100% Participation in at least one Workshop, Conference, or on-line Training Session
  - Assess progress in December 2013

Staff Development Plan—

- Research and develop, based upon identified needs, staff development plans for all personnel