

**HCSD Board Members:**

Brian Lynch, Pres.; Pam Strollo, VP; Rose Appar; Karen Boulas;  
Mark Brinhaupt; Warren Conklin; James Jacobus; Doug Johnson;  
David Sadler; and Student Rep. Kate Reasons and Alternate  
Danielle Fuller-Sincock

**Central Administrative Team:**

Ralph Marino, Jr., Ed.D., Superintendent  
Judy Christiansen, Human Resources, Dir.  
Kim Williams, Student Servs. Director  
Karen Bracy, Elem. Ed. Director  
Jay Hillman, Secondary Ed. Director  
Katy Buzzetti, School Business Admin.

**HORSEHEADS CENTRAL SCHOOL DISTRICT  
REGULAR BOARD OF EDUCATION BUSINESS MEETING  
AUGUST 28, 2014  
6 P.M.  
MULTI-MEDIA CENTER, HIGH SCHOOL SOUTH WING**

**AGENDA**

**PLEDGE OF ALLEGIANCE**

**1. CALL TO ORDER**

**BOARD PRESIDENT**

- 2. MINUTES** (Special Mtg. of June 26, 2014; Business Mtg. June 26, 2014; Organizational Mtg. July 2, 2014; Business Mtg. July 2, 2014; Special Mtg. July 22, 2014; Special Mtg. July 31, 2014; and Special Mtg. August 11, 2014)

**BOARD ACTION**

**3. BOARD PRESIDENT’S REMARKS AND AGENDA CHANGES** (if any)

**BOARD PRESIDENT**

**4. QUESTIONS AND COMMENTS**

**COMMUNICATION FROM THE AUDIENCE**

**5. AWARDS, HONORS, AND RECOGNITION**

**BOE, SUPT., AND/OR DISTRICT ADMINS.**

**6. PRESENTATIONS**

- 6.1 PAYROLL & PERSONNEL INTERNAL AUDIT REPORT**

**JULIE KEPHART, INTERNAL AUDITOR**

**7. REPORT FROM SUPERINTENDENT**

**RALPH MARINO, JR. INFORMATION ONLY**

- 7.1 UPDATE ON THE CONSOLIDATION FEASIBILITY STUDY WITH ELMIRA HEIGHTS CENTRAL SCHOOL DISTRICT**

**BOARD ACTION**

- 7.2 2014-15 DISTRICT STRATEGIC PLAN IMPLEMENTATION TEAM MEMBERSHIP LIST**

**BOARD ACTION**

- 7.3 SUPERINTENDENT’S 2014-15 EMPLOYMENT GOALS AND OBJECTIVES**

<b>8. REPORT FROM PRESIDENT</b>	<b>BOARD PRESIDENT</b>
8.1 COMMUNITY ADVISORY COMMITTEE ROSTER FOR THE CONSOLIDATION FEASIBILITY STUDY WITH ELMIRA HEIGHTS CENTRAL SCHOOL DISTRICT	BOARD ACTION
8.2 RESOLUTION PERTAINING TO PUBLIC OFFICERS LAW, §18	BOARD ACTION
8.3 CHANGE BOE MID-YEAR RETREAT FROM JAN. 15 TO JAN. 6, 2015	BOARD ACTION
<b>9. REPORT FROM DIRECTOR OF ELEMENTARY EDUCATION</b>	<b>KAREN BRACY</b>
9.1 PRIVATE TUTORING AGREEMENTS (ST. MARY OUR MOTHER AND HORSEHEADS CHRISTIAN SCHOOL)	BOARD ACTION
<b>10. REPORT FROM DIRECTOR OF SECONDARY EDUCATION</b>	<b>JAY HILLMAN</b>
<b>11. REPORT FROM SCHOOL BUSINESS ADMINISTRATOR</b>	<b>KATY BUZZETTI</b>
11.1 DISPOSAL OF DISTRICT PROPERTY	BOARD ACTION
11.2 INCREASE IN APPROPRIATIONS (OHIOPLYE PRINTS)	BOARD ACTION
11.3 INCREASE IN APPROPRIATIONS (BOX TOPS FOR ED.)	BOARD ACTION
11.4 INCREASE IN APPROPRIATIONS (BF PTO)	BOARD ACTION
11.5 INCREASE IN APPROPRIATIONS (CS PTO)	BOARD ACTION
11.6 INCREASE IN APPROPRIATIONS (GR PTO)	BOARD ACTION
11.7 INCREASE IN APPROPRIATIONS (RR PTO)	BOARD ACTION
11.8 BUDGET TRANSFERS OVER \$10,000	BOARD ACTION
11.9 TREASURER'S REPORT (JUNE & JULY 2014)	BOARD ACTION
11.10 CLAIMS AUDITOR REPORT (JUNE & JULY 2014)	BOARD ACTION
11.11 HIGH SCHOOL EXTRACLASSROOM TREASURER'S REPORT (JUNE & JULY 2014)	BOARD ACTION
11.12 MIDDLE SCHOOL EXTRACLASSROOM TREASURER'S REPORT (JUNE 2014)	BOARD ACTION
11.13 ATHLETICS EXTRACLASSROOM TREASURER'S REPORT (JUNE & JULY 2014)	BOARD ACTION
11.14 BUDGET TRANSFERS REPORT (JUNE & JULY 2014)	BOARD ACTION
11.15 REVENUE & EXPENSE REPORTS (JUNE & JULY 2014)	BOARD ACTION
11.16 REAL ESTATE APPRAISER RFP VENDOR RECOMMENDATION	BOARD ACTION
11.17 RESOLUTION TO APPOINT A SECOND INDEPENDENT APPRAISER FOR BROAD STREET SCHOOL FACILITY	BOARD ACTION
11.18 REALTOR RFP VENDOR RECOMMENDATION	BOARD ACTION
11.19 TRANSPORTATION STUDY PROPOSAL FROM TRANSPORTATION ADVISORY SERVICES (TAS)	BOARD ACTION
11.20 REVISION TO THE 2014-15 TAX WARRANT	BOARD ACTION
11.21 MEMORANDUM OF UNDERSTANDING BETWEEN CHEMUNG COUNTY HEAD START AND THE DISTRICT	BOARD ACTION
11.22 SEIMEN'S CONTRACT FOR HVAC AUTOMATION SERVS.	BOARD ACTION
11.23 FAST CONTRACT FOR FIRE ALARM INSPECTIONS	BOARD ACTION
11.24 2013-14 PAYROLL AND PERSONNEL INTERNAL AUDIT REPORT	BOARD ACTION

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|-------|---|--------------------------|
| 11.25 | CORRECTIVE ACTION PLAN—2013-14 PAYROLL AND PERSONNEL INTERNAL AUDIT REPORT  | BOARD ACTION             |
| 11.26 | RESOLUTION ACCEPTING GIFT CARDS FROM HOBBY LOBBY  | BOARD ACTION             |
| 11.27 | AGREEMENT FOR PROFESSIONAL SERVICES WITH HUNT ENGINEERS, ARCHITECTS, AND LAND SURVEYORS, P.C., FOR A CERTIFIED BOUNDARY SURVEY AND A PHASE 1 ENVIRONMENTAL ASSESSMENT OF BROAD STREET SCHOOL FACILITY | BOARD ACTION             |
| 11.28 | DAY AUTOMATION RESOLUTION   | BOARD ACTION             |
| 12.   | <b>REPORT FROM HUMAN RESOURCE DIRECTOR</b>  | <b>JUDY CHRISTIANSEN</b> |
| 12.1  | HR COMMITTEE RECOMMENDATIONS  | BOARD ACTION             |
| 12.2  | RESOLUTION APPOINTING MEDICAL INSPECTOR   | BOARD ACTION             |
| 13.   | <b>REPORT FROM DIRECTOR OF STUDENT SERVICES</b>   | <b>KIM WILLIAMS</b>      |
| 14.   | <b>REPORT FROM STUDENT REPRESENTATIVE TO THE BOARD</b>  | <b>KATE REASONS</b>      |
| 15.   | <b>REPORT FROM THE ATHLETIC &amp; EXTRA-CURRICULAR SUB-COMMITTEE</b>  | <b>WARREN CONKLIN</b>    |
| 16.   | <b>REPORT FROM THE AUDIT SUB-COMMITTEE</b>  | <b>PAM STROLLO</b>       |
| 17.   | <b>REPORT FROM THE FINANCE SUB-COMMITTEE</b>  | <b>JIM JACOBUS</b>       |
| 17.1  | MINUTES FROM AUGUST 18, 2014, MEETING   | INFORMATION ONLY         |
| 18.   | <b>REPORT FROM THE HUMAN RESOURCES SUB-COMMITTEE</b>  | <b>MARK BRINTHAUPT</b>   |
| 19.   | <b>REPORT FROM THE CURRICULUM &amp; ASSESSMENT SUB-COMMITTEE</b>  | <b>WARREN CONKLIN</b>    |
| 20.   | <b>REPORT FROM THE PLANNING &amp; DEVELOPMENT SUB-COMMITTEE</b>   | <b>PAM STROLLO</b>       |
| 20.1  | MINUTES FROM AUGUST 25, 2014, MEETING   | INFORMATION ONLY         |
| 21.   | <b>REPORT FROM THE POLICY REFERRAL/REVIEW COMMITTEE</b>   | <b>JUDY CHRISTIANSEN</b> |
| 21.1  | MINUTES FROM SPECIAL MTG., AUGUST 11, 2104  | INFORMATION ONLY         |
| 21.2  | PROPOSED CHANGES TO POLICY 7810: CLOSING OF FACILITIES  | BOARD ACTION             |
| 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>   |                          |
| 24.1  | CSE/CPSE/504 RECOMMENDATIONS  |                          |

25. **RECONVENE TO PUBLIC SESSION**

26. **ADJOURNMENT**

**UPCOMING 2014-15 BOARD MEETINGS:**

Sept. 25, 6 p.m., Transp. Dept.  
Oct. 23, 6 p.m., IS, Cafeteria  
Nov. 20, 6 p.m., HS, MMC  
Dec. 18, 6 p.m., CS Cafeteria

**UPCOMING 2014-15 BOARD SUB- COMMITTEE MEETINGS:**

Athletic & Extra Curr., Sept. 8, 4 p.m. Supt.'s Conf. Room  
Audit, Sept. 15, 4 p.m., Supt.'s Conf. Room  
Curriculum & Assessment, Sept. 4, 5 p.m., Ed. Support  
Finance, Sept. 15, 5 p.m., Supt.'s Conf. Room  
Human Resources, Sept. 10, 3 p.m., Supt.'s Conf. Room  
Planning & Development, Sept. 9, 7:30 a.m., Supt.'s Conf. Room  
Policy, Sept. 9, 4:30 p.m., Supt.'s Conf. Room

**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**  
**2014-2015 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 2014 -2015 school year. Some of the goals may be specific to certain stakeholder groups.

**GOAL #1**

**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 #2**

**District Reorganization & Sustainability**

- Evaluate and select options from facility utilization and grade configuration task force work by June 30, 2015
- Conduct joint district consolidation feasibility study with Elmira Heights School District. Review draft of consolidation feasibility study by June 30, 2015.
- Identify additional shared service alternatives

**GOAL #3**

**Strategic Plan**

- Continued communication with the Strategic Plan Implementation Team via 2 members of the Planning and Development Committee.
  - Performance against Year Four targets by September 30, 2014
  - Establishment of Year Five Targets by September 30, 2014
  - Report to the full Board of Education by committee representatives by January 31, 2015
  - Final Report on Year Four progress to the Board of Education by June 30, 2015

**GOAL #4**

**Financial Planning and Development**

- Maintain the financial soundness of the school district
- Continue to update the district's five-year budget and reserve forecast by 10/31/14, 1/31/15, and 4/30/15
- Develop a voter approved 2015-2016 budget that maintains quality programming, while being fiscally responsible to the community
- Successfully negotiate 10 employee contracts that are fair and equitable to all stakeholders

**GOAL #5**

**Professional Development and District Culture**

**Board Development Plan—**

- 100% Participation in Board Annual Retreat in August 2014
- 100% Participation in BOE Annual Mini-Retreat in January 2015
- 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 2014