

DRAFT

**Horseheads Central School District
Business Meeting of the Board of Education
Transportation Department Training Room
September 25, 2014**

Present: Apgar, Boulas, Brinhaupt, Conklin, Jacobus, Johnson, Lynch, Reasons, Sadler, Stollo

Also Present: Bostwick, Buzzetti, Bracy, Christansen, Marino, McDonough, Patterson, Scaptura, Williams

Absent:

Call to Order: Board President Brian Lynch called the Business Meeting to order at 6:00 PM.

Minutes

Moved by Apgar, seconded by Stollo.

RESOLVED, that the Horseheads Central School District Board of Education accepts the minutes of the Special Meeting of August 25, 2014, and Business Meeting of August 28, 2014, as submitted.

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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Stollo			
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MOTION CARRIED

President's Remarks

Board President Brian Lynch welcomed everyone to tonight's meeting. Brian stated this is the first meeting of this school year and thanked Ella Preston for hosting it at the Transportation Department. Brian stated this is the first time the meeting has been held in a very long time at the Transportation Department and it is very timely with the Report being presented from the Transportation Department. Brian reviewed the procedures for the Questions and Comments Section and reminded the Public to state their full name before commenting.

Agenda Changes

Board President Brian Lynch stated there will be an Executive Session directly after tonight's Regular Session to discuss Collective Negotiations, approve CSE/CPSE/504 Recommendations and review the Employment History of a particular employee.

Questions and Comments from the Public

David Crowley, Pierce Hill Road, Big Flats, thanked the Board for selecting him to the Elmira Heights-Horseheads Consolidation Feasibility Study Community Advisory Committee. Mr. Crowley stated his biggest concern being on the Committee is that as a Committee and a Board we get the word out to the public about what is going on and why we are doing it, that part of the reason is to save taxes but that is not the entire reason. We need to communicate with the public everything we do, the reasons and possible outcome. Mr. Crowley stated that he plans to attend as many Board meetings as possible and will bring all things to the Board that he feels is important so that all information can be communicated to the community. Board President Brian Lynch thanked Mr. Crowley for volunteering to serve on the Committee and stated he appreciates the comments that he shared with the Board. Brian stated this is a very important Committee which is why the timeframe is a lengthy one.

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Awards, Honors and Recognition

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

- Ralph thanked the staff, students, and families for their support to a great start to the 2014-15 school year and stated he is very proud of them.
- Seniors Adam Bassler, Sebastian Bauco, and Asha Thurasamy who have earned Commended Student status in the 2015 National Merit Scholarship Program.
- September is Attendance Awareness Month. The District is participating with Chemung County and area school districts to remind students and parents that regular attendance in school is essential to academic success. Ralph stated the School Matters logo is on the District website, social media, and in District and School newsletters.
- The High School Marching Band won first place in the Large Schools 3 division at the New York State Field Band Competition in Jordan-Eldbridge on September 6th.
- The Middle School will hold an Ice Bucket Challenge assembly tomorrow. Students have been raising funds for the McCarthy Family Trust, and if they raise \$1,000, a local celebrity will do the challenge. A group of staff members and a student chosen by raffle will also do the challenge.
- Gardner Road Elementary School received a letter from the Food Bank of the Southern Tier thanking them for their donation of food items valued at nearly \$1,300. Ralph stated this is a wonderful act of community spirit.
- September Students of the Month at the High School are as follows:
 - o Grade 9: Brayden Box, Brandon Kelley, Cameron Kuebel, Christopher Nobles
 - o Grade 10: Shannon Cantando, Brittany Jefferson, Micayla Monks, Joseph Rickard
 - o Grade 11: Ben Clark, Albert DeRenzo, Brian Eno, Bruce Jefferson
 - o Grade 12: Casey Lester, Alexander Lowman, Nick VanGorden, Samantha White

Board Member Rose Apgar stated that she attended the Band Competition in Corning last Saturday. Rose stated the students did really well and took first place.

Presentations

External Audit Report(Bonadio Group)

Representatives from the Bonadio Group presented the Board with highlights from the Independent External Audit Report and stated 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. Internal Control Over Financial Reporting, Extra-Classroom Activity Funds and Financial Statements for the Year Ending June 30, 2014, were reviewed.

It was noted that during the Audit it was observed that the General Fund's unassigned and nonspendable fund balance was greater than the New York State Real Property Tax Law §1318 limit. On June 30, 2014, the District's General Fund unassigned and committed fund balance was 18.76% of the subsequent year's approved budget causing the District to not be in compliance with New York State Real Property Tax Law §1318. It was recommended that the District monitor the appropriate categories of fund balance in an effort to comply with New York State Real Property Tax Law §1318.

The following Internal Control Matters were identified in relation to the Extra-Classroom Activity Funds: 1. Receipts Procedures and Documentation—It was noted that twenty-two instances of a receipt lacking adequate supporting documentation, one instance of a receipt lacking a deposit slip and two instances of a receipt lacking the remittance of sales tax. It was recommended that receipt postings into the accounting records be documented as to the

amount collected with copies of checks received, receipts for cash received and where appropriate, a reconciliation of items sold or other indications that all funds collected are being presented for deposit. 2. Disbursement Procedures and Documentation—One instance of a disbursement lacking adequate supporting documentation and two instances of a payment order form lacking information about which activity/club to charge. It was recommended that all disbursements be supported by adequate documentation such as vendor invoices and all payment order forms indicate the activity/club to charge in accordance with District policy.

A Summary of Significant Accounting Policies including the Basis of Accounting, Reporting Entity, Cash and Equity Classification—Fund Balance was reviewed with the Board.

Board President Brian Lynch thanked the Bonadio Group for presenting a very thorough report and for working with the Audit Committee the last couple of months in the completion of the report in a timely fashion so that it can be submitted to the State. Brian stated the break-up of the Financial Report was very detailed, the presentation was excellent and that the District will continue to work on the deficit that District currently has.

Update On The District's Transportation System

Transportation Supervisor Ella Preston reported on the Transportation System, noting that the goal of the program is to keep students safe on the busses and to do so efficiently. Ella stated that basically the Department works really hard to stay within our budget, however, the Department spent quite a bit of money over the past year trying to update things that were costing the Department money such as installing new Bus Lifts which are top of the line. However, Ella expressed one minor concern regarding the Wash Bay that was updated six years ago. There is an issue during the winter when buses are being washed with water running towards the walkways which cannot be helped. Ella stated she is currently working with Director of Facilities Mike Coghlan to come up with a drainage system to prevent this from happening in the future. Ella also stated that the Fuel Station has had a major update including the pumps, pavement around it and the system underneath which reads the amount of fuel that is available. Ella stated that Equipment Service Manager Jason Johnson is in charge of the system with Rhonda Matthews(Secretary) as a back-up. Also, the Department was down one mechanic due to retirement and it was decided not to replace him as we took on Elmira Heights and came up with another mechanic. However, recently another man was hired who will start on October 6th. Ella was also proud to acknowledge that the Department continues to have a great rate of continuing to rank above the 90 percentile with the New York State Department of Transportation. Ella stated that she is working with Superintendent Dr. Ralph Marino on future plans that are needed by October 1st as this coming summer she will be retiring.

Board President Brian Lynch thanked Ella for a very thorough report.

Report From The Superintendent

Update on the Consolidation Feasibility Study with Elmira Heights Central School District

Superintendent Dr. Ralph Marino presented the Board with an update on the Feasibility Study with Elmira Heights Central School District. Ralph stated that the Community Advisory Committee met for the first time on September 8th and their next meeting is on October 6th where they will meet at 4:30 PM for a tour of some of the Horseheads facilities(the Intermediate School and Center Street Elementary School), with the meeting beginning at 6:00 PM. In the future, there will be a tour of the Elmira Heights Facilities so that all 32 members will know the layout of both Districts' facilities. Ralph stated that all meetings of the Community Advisory Committee are open to the public and encouraged the public to view the information that is on the District Website as it is very informative and to look at all the questions that came from the committee as he is very impressed with them. Ralph stated as the Committee takes on this Study those questions will be answered.

Revised 2014-2015 District Strategic Plan Implementation Team Membership List

Moved by Apgar, seconded by Strollo.

RESOLVED, that the Horseheads Central School District Board of Education approve the Revised 2014-2015 District Strategic Plan Implementation Team Membership List as presented.

<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 brought the revised 2014-2015 District Strategic Plan Implementation Team Membership List to the Board for Board action

Revised 2014-2015 School Calendar

Moved by Brinthaup, seconded by Strollo.

RESOLVED, that the Horseheads Central School District Board of Education approve the revised 2014-2015 School Calendar as presented.

<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 brought the revised 2014-2015 School Calendar to the Board for Board action. Ralph noted that two half-days, December 2nd and March 4th, will be added to the 2014-2015 Calendar so that we are able to continue our work with Bill Daggot, from 1:00 PM – 3:00 PM on December 2nd, with the staff. Ralph stated a community forum will take place which will be a regional event that our District will be hosting. Ralph noted that on March 4th Dr. Harris will work with the teachers. Ralph stated that this is BOCES aidable.

Report from the Board of Education President

Donation to Ridge Road School From Target

Moved by Johnson, seconded by Strollo.

RESOLVED, that the Horseheads Central School District Board of Education approve the Donation of \$627.05 from Target 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 donation of a check for \$627.05 from Target to the Board for Board action. Brian stated that this donation is part of the "Take Charge of Education With Target" and will be put in to Ridge Road's Trust and Agency account.

2014-2015 Roster for the District's Facility Capacity/Utilization and Grade Configuration Task Force(Advisory Committee as per Board Policy 7810)

Moved by Strollo, seconded by Apgar.

RESOLVED, that the Horseheads Central School District Board of Education approve the 2014-2015 Roster for the District's Facility Capacity/Utilization and Grade Configuration Task Force(Advisory Committee as per Board Policy 7810) as presented.

<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 2014-2015 Roster for the District's Facility Capacity/Utilization and Grade Configuration Task Force(Advisory Committee as per Board Policy 7810(we have to review all the possible changes) to the Board for Board action.

Board Member Jim Jacobus inquired as to what grade level or subjects do the Instructional Staff teach. Superintendent Dr. Ralph Marino stated Lisa Earley is the Social Worker at Ridge Road Elementary School and Christine Fischer is the Foreign Language Teacher at the Middle School.

Change Board of Education Mid-Year Retreat from January 15 to January 5, 2015

Moved by Apgar, seconded by Johnson.

RESOLVED, that the Horseheads Central School District Board of Education approve the date change of the Board of Education Mid-Year Retreat from January 15 to January 5, 2015 as presented.

<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 date change of the Board of Education Mid-Year Retreat from January 15 to January 5, 2015, to the Board for Board action

Election of Area 4 Director to NYSSBA Board of Directors

Moved by Apgar, seconded by Brinthaup.

RESOLVED, that the Horseheads Central School District Board of Education approve the Election of Sandra Ruffo, Area 4 Director to NYSSBA Board of Directors as presented.

<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

Board President Brian Lynch brought the nomination of Sandra Ruffo as Area 4 Director to NYSSBA Board of Directors to the Board for Board action. Board President Brian Lynch stated there is an opening for the position of Area 4 Director to NYSSBA Board of Directors. Brian stated that after reviewing the resumes for the two potential candidates for the position, Sandy Ruffo has served 30 years on the School Board and based on the material she presented she is very experienced. Board Members Rose Apgar and Doug Johnston stated they are not familiar with either candidate.

Schedule District Organizational Meeting for July 1, 2015

Board President Brian Lynch brought the date of July 1, 2015, as the scheduled date of the District Organizational Meeting to the Board for information only and stated that Board action will occur at the October Board meeting. Brian stated that we have to meet before July 15th and due to the 4th of July holiday, Wednesday, July 1st, looks like the best date to meet.

Resolution Regarding Funding for Food and Beverages for the Elmira Heights-Horseheads Consolidation Feasibility Study Community Advisory Committee Meetings

Moved by Brinthaup, seconded by Stollo.

RESOLVED, that the Horseheads Central School District Board of Education authorizes the expenditure of funds to provide food and beverages for the following Elmira Heights-Horseheads Consolidation Feasibility Study Community Advisory Committee Meetings(CAC) being held in the Horseheads Central School District:

- October 6, 2014
- December 15, 2014
- March 16, 2015
- In addition, a yet to be determined lunch meeting with area business leaders and realtors.

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

MOTION CARRIED

Board President Brian Lynch brought the Resolution Regarding Funding for Food and Beverages for the Elmira Heights-Horseheads Consolidation Feasibility Study Community Advisory Committee Meetings to the Board for Board action. Brian stated that about two years ago the Board eliminated all food purchases, however, we are looking at supplying Food and Beverages(Pizza and Soda) for the Elmira Heights-Horseheads Consolidation Feasibility Study Community Advisory Committee Meetings due to the long hours that they will meet.

Report from the Director of Elementary Education

There wasn't a report.

Report from the Director of Secondary Education

Strategic Plan Update—Performance Year 4 Targets(Shawn McDonough)

Assistant Director of Elementary and Secondary Education Shawn McDonough updated the Board on the Year Four Targets for the Strategic Plan. Shawn noted that this report is presented on an annual basis and stated the status of each of the Strategic Intent is listed with the appropriate Action Plan. Board President Brian Lynch stated that he and Board Member Doug Johnson serve on the Committee so they have seen it a few times.

Report from the School Business Executive

Disposal of District Property

Moved by Jacobus, seconded by Apgar.

RESOLVED, that the Horseheads Central School District Board of Education approves the Disposal 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 Administrator Katy Buzzetti brought the approval of the Disposal of District Property to the Board for Board action.

Treasurer’s Report(August 2014)

Moved by Jacobus, seconded by Apgar.

BE IT RESOLVED, that the Horseheads Central School District Board of Education approves the Treasurer’s Report for August 2014 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 Administrator Katy Buzzetti brought the approval of the Treasurer’s Report for August 2014 to the Board for Board action.

Claims Auditor Report(August 2014)

Moved by Brinthaup, seconded by Johnson.

BE IT RESOLVED, that the Horseheads Central School District Board of Education approves the Claims Auditor Report for August 2014 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 Administrator Katy Buzzetti brought the approval of the Claims Auditor Report for August 2014 to the Board for Board action. Board Member Jim Jacobus stated he would like to see us significantly reduce the Exception Report and inquired as to why we do not have Confirming POs when things occur on an annual basis.

High School Extra-Classroom Treasurer’s Report(August 2014)

Moved by Jacobus, 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 2014 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 Administrator Katy Buzzetti brought the approval of the High School Extra-Classroom Treasurer’s Report for August 2014 to the Board for Board action.

Middle School Extra-Classroom Treasurer’s Report(July and August 2014)

Moved by Sadler, seconded by Strollo.

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 2014 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 Administrator Katy Buzzetti brought the approval of the Middle School Extra-Classroom Treasurer’s Report for July and August 2014 to the Board for Board action.

Budget Transfers Report(August 2014)

Moved by Apgar, seconded by Jacobus.

BE IT RESOLVED, that the Horseheads Central School District Board of Education approves the Budget Transfers Report for August 2014 as submitted.

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

Johnson

Lynch
Sadler

Strollo

MOTION CARRIED

School Business Administrator Katy Buzzetti brought the approval of the Budget Transfers Report for August 2014 to the Board for Board action.

Revenue and Expense Report(August 2014)

Moved by Jacobus, seconded by Apgar.

BE IT RESOLVED, that the Horseheads Central School District Board of Education approves the Revenue and Expense Report for August 2014 as submitted.

Ayes	Noes	Abstained	Absent
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Apgar

Boulas

Brinhaupt

Conklin

Jacobus

Johnson

Lynch

Sadler

Strollo

MOTION CARRIED

School Business Administrator Katy Buzzetti brought the approval of the Revenue and Expense Reports for August 2014 to the Board for Board action.

Budget Transfers Over \$10,000

Moved by Apgar, seconded by Jacobus.

BE IT RESOLVED, that the Horseheads Central School District Board of Education approve Budget Transfers in the amount of \$201,971.44, which exceed the Superintendent's \$10,000 approval limit.

Ayes	Noes	Abstained	Absent
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Apgar

Boulas

Brinhaupt

Conklin

Jacobus

Johnson

Lynch

Sadler

Strollo

MOTION CARRIED

School Business Administrator Katy Buzzetti brought the approval of Budget Transfers in the amount of \$201,971.44, which exceed the Superintendent's \$10,000 approval limit to the Board for Board action.

Donation and Increase in Appropriations From Target to the Middle School

Moved by Jacobus, seconded by Apgar.

WHEREAS, the appropriation expenditure for fiscal year 2014-2015 was approved and set on May 20, 2014...AND...

WHEREAS, the District has received a donation of \$140.78 on behalf of Target and the Take Charge of Education program. When parents, teachers and other school supporters shop with their REDcard, Target donates up to 1% of their purchase to their designated eligible K-12 school.

BE IT RESOLVED, that the Board of Education accepts the above gift and directs the budget be amended accordingly.

The appropriation for the following codes should be increased:

A2110-10-00-00-450	\$140.78	Middle School Supplies
A980-2705	\$140.78	Revenue – Donation

BE IT FURTHER RESOLVED, that such changes in appropriation become effective September 25, 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

School Business Administrator Katy Buzzetti brought the approval of a Donation and Increase in Appropriations from Target to the Middle School to the Board for Board action. Katy stated the Middle School received a donation of \$140.78 on behalf of the Target and the Take Charge of Education Program.

Donation and Increase in Appropriations From Target to the High School

Moved by Brinthaup, seconded by Jacobus.

WHEREAS, the appropriation expenditure for fiscal year 2014-2015 was approved and set on May 20, 2014...AND...

WHEREAS, the District has received a donation of \$733.10 on behalf of Target and the Take Charge of Education program. When parents, teachers and other school supporters shop with their REDcard, Target donates up to 1% of their purchase to their designated eligible K-12 school.

BE IT RESOLVED, that the Board of Education accepts the above gift and directs the budget be amended accordingly.

The appropriation for the following codes should be increased:

A2110-12-00-00-450	\$733.10	High School Supplies
A980-2705	\$733.10	Revenue – Donation

BE IT FURTHER RESOLVED, that such changes in appropriation become effective September 25, 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

School Business Administrator Katy Buzzetti brought the approval of a Donation and Increase in Appropriations From Target to the High School to the Board for Board action. Katy stated the High School received a donation of \$733.10 on behalf of the Target and the Take Charge of Education Program.

Donation and Increase in Appropriations From The Arts Council to the High School

Moved by Apgar, seconded by Jacobus.

WHEREAS, the appropriation expenditure for fiscal year 2014-2015 was approved and set on May 20, 2014...AND...

WHEREAS, the District has received a donation of \$250.00 on behalf of The ARTS Council of the Southern Finger Lakes. This donation will be used towards High School art supplies.

BE IT RESOLVED, that the Board of Education accepts the above gift and directs the budget be amended accordingly.

The appropriation for the following codes should be increased:

A2110-12-21-00-450	\$250.00	High School Art Supplies
A980-2705	\$250.00	Revenue – Donation

BE IT FURTHER RESOLVED, that such changes in appropriation become effective September 25, 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

School Business Administrator Katy Buzzetti brought the approval of a Donation and Increase in Appropriations From The ARTS Council of the Southern Finger Lakes to the High School to the Board for Board action. Katy stated the High School received a donation of \$250.00 on behalf of the The ARTS Council of the Southern Finger Lakes.

Current Tax Certioraris

Superintendent Dr. Ralph Marino stated that this information was reviewed in detail at the Finance Committee level in June and stated the Board based a resolution withdrawing \$800,000 then and now we are under budget by \$2.7 million based on possible claims against the school district. Ralph stated that if this does not change we will be looking at putting \$1 million back into the budget at the June 2015 Board meeting. Ralph stated this will be watched very closely.

2014-2015 Pilot(Payment in Lieu of Taxes)

Board President Brian Lynch stated the Finance Committee looks at the Pilots on a regular basis to see how far out they are. Presently they are a 20 to 30 year agreement. Superintendent Dr. Ralph Marino stated that if these business did not have a Pilot we would get about \$2 million not half of it(\$1 million). Board Member Jim Jacobus stated that some of the names of the Pilots are also on the Tax Certioraris which means they are trying to lower their taxes which really upsets him.

Contract with Erway Ambulance

Moved by Jacobus, seconded by Apgar.

BE IT RESOLVED, that the Horseheads Central School District Board of Education approve the Contract with Erway Ambulance as presented.

<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 Administrator Katy Buzzetti brought the approval of the Contract with Erway Ambulance to the Board for Board action.

EdTechTeacher Professional Development Agreement

Moved by Apgar, seconded by Jacobus.

RESOLVED, that the Horseheads Central School District Board of Education approve the EdTechTeacher Professional Development Agreement as presented.

<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 Administrator Katy Buzzetti brought the approval of the EdTechTeacher Professional Development Agreement to the Board for Board action.

Board Member David Sadler stated that this was discussed at the Finance Committee and he still does not understand what it is that the teachers are receiving from this Agreement. David stated this Agreement is not very well defined. We are agreeing for someone to come in and teach kids to use IPADS for a very large sum of money. Unless we have more in writing that clearly defines what they are going to do and how they are going to do it, David stated he questions the wisdom of this Agreement. David inquired as to why we don't reach out to the local colleges for their expertise in this area. David stated it seems like a lot of money to teach students to use electronics who are already adapt to using them.

Board President Brian Lynch stated that the Agreement looked fantastic to him based on the Presentation that was presented to the Board last spring. Superintendent Dr. Ralph Marino stated that the services that are provided are more than what would be received from a student or professor in that field. The services that are provided are from specialists/trainers who know the specific applications that the teachers are using.

Director of Student Services Kim Williams stated that it focuses on instruction. It is really moving the Special Education staff and the students forward. They meet with the staff and then they go into the classroom setting. Kim stated that they are on-call 24/7 via telephone or email.

Board Member Warren Conklin inquired as to what is the difference the District will receive from the presentation that was held in the spring. Kim stated the staff was not proficient last spring, whereas they will be this year. Kim stated this is grant-funded and that some of the apps are free. Superintendent Dr. Ralph Marino stated that this is what we need to do to make sure our students are well-educated.

Agreement with J/P Associates, Inc.

Moved by Apgar, seconded by Strollo.

RESOLVED, that the Horseheads Central School District Board of Education approve the Agreement with J/P Associates, Inc. as presented.

<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 Administrator Katy Buzzetti brought the approval of the Agreement with J/P Associates, Inc. to the Board for Board action.

Board Member Warren Conklin inquired if the Board could be presented with more information as to what this Agreement entails. Director of Student Services Kim Williams stated this Agreement involves consultation for Direct Math, Reading and Writing. Kim stated that Specialists will come in and coach the teachers, will offer advice and consult with her on a monthly basis and will re-evaluate the levels the teachers are at when they come back to the District at a later date. Kim stated this is also grant-funded.

Board Member David Sadler stated this is another open-ended Agreement for no greater than \$24,000 without things being a little more narrowly defined. It is a little vague as to what the terms are, when or where things occur. David stated it makes him nervous to agree to a Agreement so open-ended.

Board President Brian Lynch stated that the dollar figures for the Agreement is between \$12,000 - \$24,000.

2014-2015 School Patrol Officer Agreement with Chemung County

Moved by Brinthaup, seconded by Strollo.

RESOLVED, that the Horseheads Central School District Board of Education approve the 2014-2015 School Patrol Officer Agreement with Chemung County as presented.

<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>	<u>Absent</u>
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Apgar
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 Jacobus
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 Sadler
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MOTION CARRIED

School Business Administrator Katy Buzzetti brought the approval of the 2014-2015 School Patrol Officer Agreement with Chemung County to the Board for Board action.

Western NY Educational Service Council Contract For Feasibility Study with Elmira Heights

Moved by Apgar, seconded by Jacobus.

RESOLVED, that the Horseheads Central School District Board of Education approve the Western NY Educational Service Council Contract For Feasibility Study with Elmira Heights as presented.

<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>	<u>Absent</u>
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Apgar
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Brinthaup
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 Jacobus
 Johnson
 Lynch
 Sadler
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MOTION CARRIED

School Business Administrator Katy Buzzetti brought the approval of the Western NY Educational Service Council Contract For Feasibility Study with Elmira Heights to the Board for Board action.

External Audit Report 2013-2014

Moved by Jacobus, seconded by Strollo.

RESOLVED, that the Horseheads Central School District Board of Education approve the External Audit Report for 2013-2014 as presented.

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

MOTION CARRIED

School Business Administrator Katy Buzzetti brought the approval of the External Audit Report for 2013-2014 to the Board for Board action.

GST BOCES 2014-2015 Student Transportation Cooperative Agreement

Moved by Jacobus, seconded by Apgar.

RESOLVED, that the Horseheads Central School District approve the GST BOCES 2014-2015 Student Transportation Cooperative Agreement as presented.

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

MOTION CARRIED

School Business Administrator Katy Buzzetti brought the approval of the GST BOCES 2014-2015 Student Transportation Cooperative Agreement to the Board for Board action.

Human Resources Director's Report

Human Resources Sub-Committee Recommendations

Moved by Brinthaup, seconded by Apgar.

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

CIVIL SERVICE SUBSTITUTES/TEMPORARY EMPLOYEES:

	<u>POSITION</u>	<u>EFFECTIVE</u>	<u>SALARY*</u>
Brantner, Cynthia	Substitute (various)	08/26/14	\$8.00-\$8.75/hr.
Love, Loisann	HH. Christian/Temporary 1:1 RN	09/03/14-12/19/14	\$17.34/hr.

Martone, Sabrina	Substitute Cleaner	09/03/14	\$10.92/hr.
Martin, Khody	Substitute Cleaner	09/02/14	\$10.92/hr.
Nitterour, John	Substitute Cleaner	09/02/14	\$10.92/hr.
Park, Sieun	Student Lifeguard	09/10/14	\$8.00/hr.
Smith, Dean	LTS Social Work Assistant/BF	09/02/14	\$260/day
Willsey, Susan	Substitute (various)	09/08/14	\$8.00/-8.75/hr.

CIVIL SERVICE NEW HIRES:

	<u>LOCATION/POSITION</u>	<u>EFFECTIVE</u>	<u>SALARY</u>
Bryan, Linda	MS/Sr. Clerk Typist (provisional)	09/22/14	\$22,543
Cole, Karen	MS/Cleaner	08/25/14	\$23,293
Pelchy, Michelle	BF/Social Work Assistant	09/10/14	\$29,000
Swartwood, David	Transp./Bus Washer – 4 hr.	09/10/14	\$15.90/hr.

CIVIL SERVICE RESIGNATIONS:

	<u>LOCATION/POSITION</u>	<u>EFFECTIVE</u>
Hess, Ronald	Transportation/Bus Driver	08/31/14
Tong, Timothy	MS/Cleaner	08/25/14

INSTRUCTIONAL CHANGE IN HOURS:

	<u>LOCATION/POSITION</u>	<u>EFFECTIVE</u>
Wilson, Kristin	IS/Teaching Assistant (from 6 to 7 hrs./day)	09/03/14

INSTRUCTIONAL LEAVES:

	<u>LOCATION/POSITION</u>	<u>EFFECTIVE</u>	<u>SALARY</u>
Gilbert, Jennifer	IS/Grade 5	9/11/14 – TBD	\$52,940 (Paid Med.)

INSTRUCTIONAL LONG-TERM SUBSTITUTES:

	<u>LOCATION/POSITION</u>	<u>EFFECTIVE</u>	<u>SALARY</u>
Gage, Emma	IS/Music	09/18/14 – 11/3/14	\$41,135 (prorated)
Fish, Paula	GR/Class-size Teaching Assistant	09/10/14 – tbd	\$10.57/hr.
Stasiw, Kathy	GR/Class-size Teaching Assistant	09/10/14 - tbd	\$10.57/hr.

INSTRUCTIONAL SUBSTITUTE TEACHERS:

	<u>STATUS/POSITION</u>	<u>PREFERENCE</u>
Comfort, Kelly	Certified	Secondary
Cook, David	Degreed	Secondary
Lovell, Sara	Certified	Secondary
O'Brien, Lori	Degreed	Elementary
Springs, Rickyna	Non-Degreed	Elementary
Winston, Casey	Degreed	Elementary/Secondary

INSTRUCTIONAL TENURE RECOMMENDATIONS:

	<u>LOCATION/POSITION</u>	<u>CERTIFICATION AREA</u>	<u>EFFECTIVE</u>
Dolaway, Rebecca	BF/Teaching Assistant	Teaching Assistant	01/30/15

INSTRUCTIONAL CONTRACT SUBSTITUTES:

	<u>LOCATION/POSITION</u>	<u>EFFECTIVE</u>	<u>SALARY</u>
Sabatini, Meagan	IS/MS / Contract Substitute	09/01/14 -6/30/15	\$75/day
Smith-Nichols, Christy	IS / Contract Substitute	09/01/14 – 6/30/15	\$75/day

INSTRUCTIONAL TRANSFERS:

	<u>LOCATION/POSITION</u>	<u>EFFECTIVE</u>
DeGraw, Barbara	MS/Teaching Assistant	09/01/14

INSTRUCTIONAL NEW HIRES:

	<u>LOCATION/POSITION</u>	<u>EFFECTIVE</u>	<u>SALARY</u>
Kathan, Ellen	GR/Teaching Assistant	09/16/14	\$11,733
Kraus, Heather	MS/Teaching Assistant	09/15/14	\$13,688
Spencer, Kathy	BF/Grade 2	09/01/14	\$50,920 *

* Revision due to typographical error.

MENTORING APPOINTMENTS:

<u>MENTOR</u>	<u>LOCATION/POSITION</u>	<u>MENTEE</u>	<u>STIPEND</u>
DeRichie, Cynthia	CS/ESL	Levey, Hannah	\$ 1,500

HOMEBOUND INSTRUCTION APPOINTMENTS:

	<u>RATE</u>
Rutherford, Rosemarie	\$18/hr.

FALL 2014 COACHING APPOINTMENTS:

	<u>LOCATION/POSITION</u>	<u>STIPEND</u>
Jacobs, Doug	Interim Varsity Head Coach Boys Volleyball	\$1,705.20
	<u>Ayes</u>	<u>Noes</u>
	<u>Abstained</u>	<u>Absent</u>

Apgar
Boulas
Brinhaupt
Conklin
Jacobus
Johnson
Lynch
Sadler
Strollo

MOTION CARRIED

Director of Human Resources Judy Christiansen brought recommendations from the Human Resources Sub-Committee to the Board for Board action.

Report from the Director of Student Services**District Plan for Special Education 2013-2014 and 2014-2015**

Director of Student Services Kim Williams presented the highlights of the District Plan for Special Education 2013-2014 and 2014-2015 to the Board. Kim reviewed the Programs and Services that are offered to the students, the Methods of Program Evaluation, Board of Education Policies and Practices, the Special Education Estimated Budget and the District Plan.

Board Member Doug Johnson required the class rate of 12-1. Assistant Director of Elementary and Secondary Education Shawn McDonough stated that we are well under the State.

Board Member Jim Jacobus stated that he is really pleased with the budget going from \$5.7 million to \$5.2 million when most people are talking about how it is climbing and yet ours is going down which is nice to see. Board President Brian Lynch stated that those are great numbers. Superintendent Dr. Ralph Marino stated that enrollment is dropping which is due to the dedication of the Special Education Department staff, however, he noted that there are more families moving to the District who have children with Special Needs so you will see our numbers increase.

Report from the Student Representative to the Board

Student Representative Kate Reasons reported on High School activities including the first day of school, Spirit Week, Homecoming, Senior Magazine Sales, Financial Planning Night for Parents and the start of the Fall Sports. Katie also stated that on the first day of school the Freshmen Seniors assisted them throughout the day which was a new format this year. Board President Brian Lynch thanked Kate for a very thorough report and stated it sounds like the Freshmen had a great first day. Brian also stated that the Financial Planning Night which is held for parents is very informative.

Report from the Athletic and Extra-Curricular Sub-Committee**Minutes From the September 8, 2014, Meeting**

Chair Warren Conklin reported on the September 8, 2014, meeting of the Extra-Curricular Sub-Committee. Warren stated there has been an addition of basketball games to the

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Basketball Schedule therefore it has been extended by one game and that the Committee also was presented an update on last year's Concussion Management Program and the possibility of increasing ticket prices for home athletic contests.

Report from the Audit Sub-Committee

Minutes From the September 15, 2014, Meeting

Chair Pam Strollo reported on the September 15, 2014, meeting of the Audit Sub-Committee. Pam stated that the Committee reviewed a draft of the External Audit which was presented earlier this evening.

Report from the Finance Sub-Committee

Minutes of September 15, 2014, Meeting

Chair Jim Jacobus reported on the September 15, 2014, meeting of the Finance Sub-Committee. Jim stated that all of the items that were presented earlier tonight under the School Business Executive's Report was discussed with a lengthy discussion regarding the current Tax Certioraris and 2014-2015 Pilots. Jim stated the Committee also discussed the Alternative Veteran's Exemption, reviewed the Low-Income Senior Citizen and Disabled Persons with Limited Income Exemptions for September 2015 and the 2014-2015 State Aid Factors. Jim also stated that there will be meetings in the community in January for Input Sessions regarding next year's budget.

Report from the Human Resources Sub-Committee

Minutes of September 10, 2014, Meeting

Chair Mark Brinthaup reported on the September 10, 2014, meeting of the Human Resources Sub-Committee. Mark stated the Committee also reviewed the District's Health Insurance with Judy Christiansen presenting an update of the Health Insurance Audit and Claims Information. Mark stated the Committee also discussed the 2014-2015 Substitute Rates with the District being one of the lowest paying for per diem substitute teachers.

Report from the Curriculum and Assessment Sub-Committee

Minutes of September 4, 2014, Meeting

Chair Warren Conklin reported on the September 4, 2014, meeting of the Curriculum and Assessment Sub-Committee. Warren stated the Committee was presented a very nice presentation of the Summer Learning Academy that took place at the Intermediate School this past summer. The Committee also was presented an Enrollment Update, FOSS Update, STEM Update, APPR Update, Summer 2013 Curriculum Work Summary and International Center for Leadership in Education Presentation from Jay Hillman.

Report from the Planning and Development Sub-Committee

There wasn't a report.

Report from the Policy Referral/Review Sub-Committee

Minutes of September 9, 2014, Meeting

Chair Doug Johnson reported on the September 9, 2014, meeting of the Policy Referral/Review Sub-Committee. Doug stated that the Committee discussed the goals for the 2014-2015 school year.

Newly Proposed Policy 5510: Parents' Bill of Rights Relating To Student Data

Moved by Jacobus, seconded by Boulas.

RESOLVED, that the Horseheads Central School District approve the Newly Proposed Policy 5510: Parents' Bill of Rights Relating To Student Data as presented.

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

Lynch
Sadler
Strollo

MOTION CARRIED

Chair Doug Johnson presented the Board with a first reading of the Newly Proposed Policy 5510: Parents' Bill of Rights Relating to Student Data and requested to waive the second reading and take Board action tonight. Doug stated that this Policy is being recommended by our Law Firm and is taking directly from the Education Law.

Proposed Changes to the District-Wide School Safety Plan(Pages 1,6,7,12,13,15, 19 and 21)

Chair Doug Johnson presented the Board with a first reading of Proposed Changes to the District-Wide School Safety Plan(Pages 1,6,7,12,13,15, 19 and 21). Doug stated these changes to the District-Wide School Safety Plan will be presented to the Board for a second reading and Board action at the October Board Meeting.

Proposed Changes to Policy 4750: Promotion and Retention of Students

Chair Doug Johnson presented the Board with a first reading of Proposed Changes to Policy 4750: Promotion and Retention of Students. Doug stated these proposed changes will be presented to the Board for a second reading and Board action at the October Board Meeting.

Board Vice-President Pam Strollo inquired as to the rationale for Item No. 1 – No student promotion or placement decision for grades three and four shall be based solely on student performance on the ELA or Mathematics State assessments. Doug stated it is quoted directly from the law. Director of Human Resources Judy Christiansen stated it came directly from our attorney.

Board Member Jim Jacobus stated he is at a lost to understand why Nos. 5, 6, and 8 are not included when it is his understanding that the law includes them. Board President Brian Lynch stated that this will be looked into.

Proposed Changes to Policy 4000: Student Learning Objectives and Instructional Goals

Chair Doug Johnson presented the Board with the first reading of Proposed Changes to Policy 4000: Student Learning Objectives and Instructional Goals. Doug stated these changes are based on recommendations from an update from NYSSBA and that these proposed changes will be presented to the Board for a second reading and Board action at the October Board Meeting

Board Member David Sadler stated that he thought that our existing subjects and standards were pretty good, well-written, well-explained but with these proposed changes it seems as though we are agreeing ahead of time to anything the State may want us to do. We pretty much agree to do whatever they want and it seems as though we have agreed not to even question the State or express our dissatisfaction with what the State says. Doug stated that we can send a letter by Resolution that we do not agree with what is being done right now, however, the State sends us the Regulations that we are required to follow. The State has the ability to take away our State aid if we don't follow their regulations. David stated that he is not saying that we should disobey the law, but he does not want to see us hurt ourselves in the future. David inquired if we are in compliance now? Director of Human Resources Judy Christiansen stated that we discovered that we currently are not in compliance which is why we are changing it.

Board Member Karen Boulas stated that she sees it as we say we are well at the minimum, go with the State regulations, but say we are not going above and still be in compliance. Doug stated that at the end of the day the State tells us what to do as stated in Education Law 1709. We have some discretion; however, we do not have a lot of options.

Board Member Warren Conklin stated that instead of each year or every two years typing out the objectives mandated from the State, could we say, that whatever the State says we will comply. Judy stated that the School Board received the condensed draft with a download of 15 pages that we must comply with the State regulations per NYSSBA.

Report From the Visitation Committee

September 19, 2014 Tour of the Transportation Department

Chair Rose Apgar stated that Ella Preston provided a nice summary of the September 19th Tour of the Transportation Department earlier this evening in her report. Rose stated that is it nice to come to the Department and see first-hand what occurs here on a daily basis. Rose stated that she commends Ella and Jason for continuing to remain in compliance with the audit. Rose stated that Jason is going on the Website and is able to sell parts that are no longer needed resulting with more money going into the Reserve Fund. The money for the sales will be used towards purchasing eight cameras to be used for outside security. Rose stated the facility is in great shape.

Questions and Comments from Board Members

There were no Questions or Comments from Board members.

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 7:14 PM.

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

Moved by Jacobus, seconded by Apgar.
RESOLVED, that the Horseheads Central School District Board of Education go into Executive Session at 7:17 PM to approve CSE/CPSE/504 Recommendations and discuss the Employment History of a particular employee.

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

Moved by Jacobus, seconded by Brinthaup.
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>
Apgar			
Boulas			

Brinhaupt
Conklin
Jacobus
Johnson
Lynch
Sadler
Stollo

MOTION CARRIED

Moved by Sadler, seconded by Jacobus.

RESOLVED, that the Horseheads Central School District Board of Education Meeting adjourn from Executive Session at 8:24 PM and reconvene to its Regular Meeting of the Board of Education at 8:25 PM.

<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>	<u>Absent</u>
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Apgar
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Johnson
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Sadler
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MOTION CARRIED

Moved by Brinhaupt, seconded by Jacobus.

RESOLVED, that the Horseheads Central School District Board of Education Meeting adjourn from its Regular Meeting of the Board of Education at 8:26 PM.

<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

Respectfully submitted by:

Candy L. Maine,

Candy Maine, District Clerk

