

**HCSD Board Members:**

Brian Lynch, Pres.; Pam Stollo, VP; Rose Apgar; Karen Boulas;  
Mark Brinthaup; 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  
DECEMBER 18, 2014  
6 P.M.  
CENTER STREET ELEMENTARY SCHOOL CAFETERIA**

**AGENDA**

**PLEDGE OF ALLEGIANCE**

**1. CALL TO ORDER**

**BOARD PRESIDENT**

**2. MINUTES** (Nov. 20, 2014, Business Meeting)

**BOARD ACTION**

**3. BOARD PRESIDENT’S REMARKS AND**

**BOARD PRESIDENT**

**AGENDA CHANGES** (if any)

**4. QUESTIONS AND COMMENTS**

**COMMUNICATION FROM  
THE AUDIENCE**

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

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

**6. PRESENTATIONS**

6.1 CENTER STREET PTO UPDATE

STACEY HUFTALEN, PTO  
PRESIDENT

6.2 CENTER STREET PRESENTATION:  
“LEARNING IS AN ACTIVE SPORT; LET’S PLAY!”

PATRICIA SOTERO, MEMBERS  
OF THE SITE TEAM, AND  
MICHAEL LEHMANN

6.3 DISTRICT-WIDE TECHNOLOGY & SECURITY  
IMPROVEMENTS

JEFF ROBBINS AND RYAN,  
GARRISON, HUNT ENGINEERS,  
ARCHITECTS, AND LAND  
SURVEYORS, P.C.

**7. REPORT FROM SUPERINTENDENT**

**RALPH MARINO, JR.  
INFORMATION ONLY**

7.1 UPDATE ON THE FACILITY CAPACITY/UTILIZATION AND  
GRADE CONFIGURATION TASK FORCE

7.2 UPDATE ON THE CONSOLIDATION FEASIBILITY STUDY  
WITH ELMIRA HEIGHTS CENTRAL SCHOOL DISTRICT

**INFORMATION ONLY**

7.3 2015-16 BUDGET PLANNING AND DEVELOPMENT PROCESS	INFORMATION ONLY
7.4 BOYS BASEBALL TEAM 2015 SPRING BREAK TOURNAMENT IN MYRTLE BEACH, SC	BOARD ACTION
<b>8. REPORT FROM BOARD PRESIDENT</b>	<b>BRIAN LYNCH</b>
8.1 DONATION OF MUSEUM OBJECTS FROM THE WINGS OF EAGLES TO THE INTERMEDIATE SCHOOL AND MIDDLE SCHOOL	BOARD ACTION
8.2 DONATION FROM THE HORSEHEADS WRESTLING BOOSTER CLUB TO THE HORSEHEADS ATHLETIC DEPT.	BOARD ACTION
<b>9. REPORT FROM DIRECTOR OF ELEMENTARY ED.</b>	<b>KAREN BRACY</b>
<b>10. REPORT FROM DIRECTOR OF SECONDARY ED.</b>	<b>JAY HILLMAN</b>
10.1 GST BOCES APPROVED CREDITS FOR CTE PROGRAMS 2014-15	BOARD ACTION
<b>11. REPORT FROM SCHOOL BUSINESS ADMINISTRATOR</b>	<b>KATY BUZZETTI</b>
11.1 DISPOSALS OF DISTRICT PROPERTY	BOARD ACTION
11.2 TREASURER'S REPORT (OCT. 2014)	BOARD ACTION
11.3 CLAIMS AUDITOR REPORT (NOV. 2014)	BOARD ACTION
11.4 MIDDLE SCHOOL EXTRACLASSROOM TREASURER'S REPORT (OCT. 2014)	BOARD ACTION
11.5 ATHLETICS EXTRACLASSROOM TREASURER'S REPORT (NOV. 2014)	BOARD ACTION
11.6 BUDGET TRANSFERS REPORT (NOV. 2014)	BOARD ACTION
11.7 REVENUE & EXPENSE REPORTS (NOV. 2014)	BOARD ACTION
11.8 BUDGET TRANSFERS OVER \$10,000	BOARD ACTION
11.9 DONATIONS & INCREASE IN APPROPRIATIONS (CS PTO FOR ARTS IN EDUCATION)	BOARD ACTION
11.10 2014-15 TAX BILL CORRECTION	BOARD ACTION
11.11 GST BOCES 2015-16 INITIAL REQUEST FOR SERVICES	BOARD ACTION
11.12 GST BOCES 2015-16 COST ALLOCATION METHODOLOGY	BOARD ACTION
11.13 PROPOSAL FROM HUNT ENGINEERS, ARCHITECTS, AND LAND SURVEYORS, P.C., FOR BOUNDARY SURVEY AND MAPPING	BOARD ACTION
11.14 PROPOSAL FROM HUNT ENGINEERS, ARCHITECTS, AND LAND SURVEYORS, P.C., FOR 2015 BUILDING CONDITION SURVEY ADDED SERVICES	BOARD ACTION
11.15 AGREEMENT WITH CHEMUNG COUNTY FOR UPK SPECIAL EDUCATION EVALUATIONS	BOARD ACTION
11.16 RESOLUTION TO DISSOLVE EXTRACLASSROOM ACTIVITY CLUB	BOARD ACTION
<b>12. REPORT FROM HUMAN RESOURCE DIRECTOR</b>	<b>JUDY CHRISTIANSEN</b>
12.1 HR COMMITTEE RECOMMENDATIONS	BOARD ACTION
12.2 UPDATE ON THE PROPOSED RETIREMENT INCENTIVE	INFORMATION ONLY
<b>13. REPORT FROM DIRECTOR OF STUDENT SERVICES</b>	<b>KIM WILLIAMS</b>
13.1 RESOLUTION TO APPOINT A MEDICAL INSPECTOR	BOARD ACTION
<b>14. REPORT FROM STUDENT REPRESENTATIVE TO THE BOARD</b>	<b>KATE REASONS</b>

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|------------------------------------------------------------------------------------------------|-----------------------------------------|
| 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 CURRICULUM &amp; ASSESSMENT SUB-COMMITTEE</b>                           | <b>WARREN CONKLIN</b>                   |
| 17.1 MINUTES FROM DEC. 4, 2014, MEETING                                                        | INFORMATION ONLY                        |
| 18. <b>REPORT FROM THE FINANCE SUB-COMMITTEE</b>                                               | <b>JIM JACOBUS</b>                      |
| 18.1 MINUTES FROM DEC. 8, 2014, MEETING                                                        | INFORMATION ONLY                        |
| 19. <b>REPORT FROM THE HUMAN RESOURCES SUB-COMMITTEE</b>                                       | <b>MARK BRINTHAUPT</b>                  |
| 19.1 MINUTES FROM DEC. 10, 2014, MEETING                                                       | INFORMATION ONLY                        |
| 20. <b>REPORT FROM THE LEGISLATIVE LIAISON(S)</b>                                              | <b>ROSE APGAR and/or WARREN CONKLIN</b> |
| 20.1 LEGISLATIVE UPDATE                                                                        | INFORMATION ONLY                        |
| 21. <b>REPORT FROM THE PLANNING &amp; DEVELOPMENT SUB-COMMITTEE</b>                            | <b>PAM STROLLO</b>                      |
| 21.1 MINUTES FROM DEC. 9, 2014, MEETING                                                        | INFORMATION ONLY                        |
| 22. <b>REPORT FROM THE POLICY REFERRAL/REVIEW COMMITTEE</b>                                    | <b>DOUG JOHNSON</b>                     |
| 22.1 MINUTES FROM DEC. 9, 2014, MEETING                                                        | INFORMATION ONLY                        |
| 22.2 PROPOSED CHANGES TO POLICY 6210:<br>LOCAL TAX LEVY COLLECTION                             | BOARD ACTION                            |
| 22.3 PROPOSED CHANGES TO POLICY 6710:<br>PURCHASING AUTHORITY                                  | BOARD ACTION                            |
| 22.4 PROPOSED CHANGES TO POLICY 6252:<br>GATE RECEIPTS AND ADMISSIONS                          | BOARD ACTION                            |
| 22.5 PROPOSED CHANGES TO POLICY 6410:<br>AUTHORIZED SIGNATURES                                 | BOARD ACTION                            |
| 22.6 CURRENT POLICY 6900 (DISPOSAL OF<br>DISTRICT PROPERTY) AND PROPOSED<br>REPLACEMENT POLICY | DISCUSSION ONLY                         |
| 23. <b>REPORT FROM THE VISITATON COMMITTEE</b>                                                 | <b>ROSE APGAR</b>                       |
| 23.1 DEC. 12, 2014, TOUR OF CENTER STREET SCHOOL                                               | INFORMATION ONLY                        |
| 24. <b>QUESTIONS/COMMENTS FROM BOARD MEMBERS</b>                                               |                                         |
| 25. <b>MOTION TO ADJOURN TO EXECUTIVE SESSION</b>                                              |                                         |
| 25.1 CSE/CPSE/504 RECOMMENDATIONS                                                              |                                         |

**26. RECONVENE TO PUBLIC SESSION**

**27. ADJOURNMENT**

**UPCOMING 2014-15 BOARD MEETINGS:**

Jan. 29, 6 p.m., MS Cafeteria  
Feb. 5, 6 p.m., Comm. Budget Mtg., Erin Town Hall  
Feb.26, 6 p.m., BF Cafeteria  
March 5, 6 p.m. Comm. Budget Mtg., BF Comm. Cntr.

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

Athletic & Extra Curr., Jan. 5, 3 p.m. Supt.'s Conf. Room  
Audit (no meeting scheduled at this time)  
Curriculum & Assessment, Jan. 8, 5 p.m., Ed. Support  
Finance, Jan. 20, 5 p.m., Supt.'s Conf. Room  
--Jan. 15, 6 p.m., Finance Committee Community Budget  
Input Session, HH Fire Dept.  
--Jan. 26, 6 p.m., Finance Committee Community Budget  
Input Session, BF Fire Dept.  
Human Resources, Jan. 14, 3:30 p.m., Supt.'s Conf. Room  
Planning & Development, Jan. 13, 7:30 a.m., Supt.'s Conf. Room  
Policy, Jan. 13, 4 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