

**ROMULUS CENTRAL SCHOOL  
ROMULUS, NY 14541**

**BOARD OF EDUCATION MEETING MINUTES  
JUNE 12, 2012  
7:00 P.M. – BOARD CONFERENCE ROOM**

**PRESENT: Robert McCann – President; Susan Backlund; Seth Brandow; Rebecca Jessop; Timothy Kuryla; James O. Somerville**

**ABSENT: Laurie Asermily – Vice-President**

**OTHERS PRESENT: Michael J. Hoose – Superintendent; Leanne B. Keel – District Clerk; Robert J. Boulware – Business Manager; Lynn Rhone – K-12 Principal; Michael Pane – Athletic Director; Kara Mapstone – Newly Elected BOE Member; Christopher Puylara – RFA President; Amanda Pundt – RFA Vice-President; Donna Newcomb; Randy Ray – Attorney, Cayuga Onondaga BOCES; M/M Kyle Collinsworth; Steven Goldberg**

Mr. McCann called the meeting to order at 6:25 p.m., and asked for an Executive Session regarding specific personnel.

**EXECUTIVE SESSION**

**EXECUTIVE SESSION:** Motion made by Ms. Backlund, seconded by Mr. Kuryla, and carried unanimously, to enter into Executive Session at 6:25 p.m., for the purpose of discussion of specific personnel.

**REGULAR SESSION RECONVENED**

Motion to reconvene in regular session at 6:51 p.m., made by Ms. Backlund, seconded by Mr. Kuryla, and carried unanimously.

Mr. McCann called the meeting to order at 7:01 p.m., welcomed guests and led the Pledge of Allegiance.

**CLERK'S REPORT:**

**CORRECTION IN MINUTES**

1.1M Approval of the Minutes of May 22, 2012

Motion made by Mr. Kuryla, seconded by Mr. Somerville.

**CORRECTION:** Mr. McCann announced that the BOE have already created a “draft” letter which, after revision, will be sent to the entire Romulus District community \*delete [along with a survey form.]

Motion carried unanimously as amended.

1.2M Approval of Payroll for May, 2012

Motion made by Mr. Brandow, seconded by Ms. Backlund, and carried unanimously.

1.3M Approval of the Student Activities Report for April, 2012

Motion made by Mr. Somerville, seconded by Mrs. Jessop, and carried unanimously.

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1.4M Acceptance of **information copies** of Claims Auditor Report for May, 2012.

1.5M Authorization for Suzanne Nicholson to attend the NYSASBO Summer Workshop, Albany, NY, July 15-18, 2012, at \$950.00 approximately.  
Motion made by Ms. Backlund, seconded by Mrs. Jessop, and carried unanimously.

**SUPERINTENDENT'S REPORT:**

2.1 Update

Mr. Hoose mentioned that the Summer student food service program will be offered July 9, 2012 through August 9, 2012 at no cost to children 18 years and under from 11:30 – 12:30 Monday through Thursday. He also reviewed the Budget Vote exit poll that 94 voting members of the school community completed regarding the budget itself, our academic program, the merger study, and expenditure of dollars from the District's reserve accounts to balance school budgets.

Also, NYSEG and the NYS Public Service Commission will hold two sessions for public comments in the RCS Cafeteria on June 19, 2012 from 3:00-6:00 p.m. and 7:00 p.m. until all concerns have been addressed. The purpose regards the amendment of a certificate of public convenience and necessity regarding the installation of gas line service to RCS and other potential customers on sites neighboring the proposed pipeline extensions in the Towns of Fayette, Romulus, and Varick. This is a portion of the Capital Project whose contractor bids will be opened on June 26, 2012.

And, a draft of a NYS mandated RCS APPR document has been created which is relative to observation and evaluation processes for teachers.

**STUDENT PARTICIPATION IN A FOREIGN TRAVEL CLUB**

2.2M Authorization for Romulus Central School students and teacher(s) to participate in the South Seneca Central School foreign travel Yorkers Club on a trip to Costa Rica during the 2012-13 school year. Insurance liability is being researched.  
Motion made by Ms. Backlund, seconded by Mr. McCann, and carried unanimously.

**SCHOOL YEAR CALENDAR REVISED**

2.3M Approval of the **revised the 2012-2013 school year calendar**  
Motion made by Ms. Backlund, seconded by Mr. Kuryla, and carried unanimously.

**BUSINESS MANAGER'S REPORT:**

**WORKERS' COMPENSATION RESERVE FUND**

3.2M Authorization that, upon the recommendation of the Superintendent of Schools, the Board of Education of the Romulus Central School District authorizes the **funding of the Workers' Compensation Reserve Fund**, and as authorized by General Municipal Law, up to a maximum of not to exceed \$150,000 from unappropriated fund balance as of June 30, 2012.

Motion made by Mr. Brandow, seconded by Mr. Kuryla, and carried unanimously.

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**ERS RETIREMENT CONTRIBUTIONS RESERVE FUND**

3.3M Authorization that, upon the recommendation of the Superintendent of Schools, the Board of Education of the Romulus Central School District authorizes the **funding of the ERS Retirement Contributions Reserve Fund**, and as authorized by General Municipal Law, up to a maximum of not to exceed \$500,000 from unappropriated fund balance as of June 30, 2012.

Motion made by Mr. Kuryla, seconded by Mr. Brandow, and carried unanimously.

**CAPITAL BUILDING RESERVE FUND**

3.4M Authorization that, upon the recommendation of the Superintendent of Schools, the Board of Education of the Romulus Central School District authorizes the **funding of the Capital Building Reserve Fund**, and as authorized by General Municipal Law, up to a maximum of not to exceed \$150,000 from unappropriated fund balance as of June 30, 2012.

Motion made by Ms. Backlund, seconded by Mr. Somerville, and carried unanimously.

**CAPITAL BUS RESERVE FUND**

3.5M Authorization that, upon the recommendation of the Superintendent of Schools, the Board of Education of the Romulus Central School District authorizes the **funding of the Capital Bus Reserve Fund**, and as authorized by General Municipal Law, up to a maximum of not to exceed \$150,000 from unappropriated fund balance as of June 30, 2012.

Motion made by Ms. Backlund, seconded by Mr. McCann, and carried unanimously.

**MIDDLE LEVEL STUDENT AWARDS**

3.6M Authorization to award, to chosen Middle Level students, the following awards and donation amounts as indicated from various individuals or organizations:

- . Manning Lilla American Legion Post #46, Ovid, NY - 2 @ \$10.00
- . V.F.W. Patriot's Pen Youth Essay – 1 @ \$100.00
- . V.F.W. Patriot's Pen Youth Essay – 1 @ \$75.00
- . V.F.W. Patriot's Pen Youth Essay – 1 @ \$50.00
- . Five Points Correctional Facility Make A Difference Award – 3 @ \$25.00
- . Manning Lilla Unit #463 Auxiliary of the American Legion –  
Emily Coleman Award – 1 @ \$10.00
- . Seneca Falls Ladies Auxiliary of the B.P.O.E. Elks  
Lodge #992 Award - 1 @ \$25.00
- . Parent Teacher Community Connection (PTCC) Most Influential Middle  
Level Teacher Award (Gift Certificate) – 1 @ \$50.00
- . Middle Level Math Awards – 4 @ \$25.00
- . C. Scott Sampson Award – 4 @ \$25.00

Motion made by Mr. Kuryla, seconded by Ms. Backlund, and carried unanimously.

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**HIGH SCHOOL STUDENT AWARDS**

3.7M Authorization to award, to chosen High School students, the following awards and donation amounts as indicated from various individuals or organizations:

- . Seneca County Medical Society & Auxiliary Award – 1 @ \$100.00
- . Daughters of the American Revolution (D.A.R.) Sa-Go-Ye-Wat-Ha Chapter  
NSDAR Highest Average in American History – 1 @ \$15.00
- . Parent Teacher Community Connection (PTCC) Most Influential  
Teacher Award (Gift Certificate) – 1 @ \$50.00
- . Math Awards – 2 @ \$15.00
- . Math Awards – 2 @ \$20.00
- . Richard Wagner Award – 1 @ \$10.00
- . Jack Bristol Award – 2 @ \$50.00
- . Joseph W. Trainor Award – 1 @ \$10.00
- . Robert H. Lisk Award – 1 @ \$50.00
- . Keyboarding Award – 1 @ \$10.00

Motion made by Mr. Somerville, seconded by Mr. Kuryla, and carried unanimously.

**GRADUATION AWARDS AND SCHOLARSHIPS**

3.8M Authorization of Awards and Scholarships to be granted on Graduation Day, June 23, 2012.

Motion made by Mr. Kuryla, seconded by Mr. McCann, and carried unanimously.

**AMENDMENT OF THE 403(B) RETIREMENT PLAN**

3.9RS To amend the Romulus Central School District 403(b) Retirement Plan in order to comply with the Heroes Earnings Assistance and Relief Tax Act of 2008 (HEART) and the Worker, Retiree, and Employer Recovery Act of 2008 (WRERA) which provide assistance to 403(b) participants serving in the armed forces as well as their families:

WHEREAS the Romulus Central School (“Employer”) maintains the Romulus Central School 403(b) Retirement Plan Document (“Plan”); and

WHEREAS the Plan was duly adopted on the 9<sup>th</sup> day of December, 2008, by the Employer; and

WHEREAS the Employer desires to conform the Plan to the requirements of the Heroes Earnings Assistance and Relief Act of 2009 (“HEART”) and the Worker, Retiree and Employer Recovery Act of 2008 (“WRERA”);

NOW, THEREFORE, BE IT RESOLVED that Sections **1.16 Includible Compensation, 1.24 Severance from Employment, 4.1 Loans, and 5.3 Minimum Distributions**, of the Plan are hereby amended to read as follows:

**1.16 Includible Compensation**

An Employee’s actual wages in box 1 of Form W-2 for a year for services to the Employer, but subject to a maximum of \$200,000 (or such higher maximum as may apply under Section 401(a)(17) of the Code) and increased (up to the dollar maximum)

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by any compensation reduction election under Section 125, 132(f), 401(k), 403(b), or 457(b) of the Code (including any Elective Deferral under the Plan). The amount of Includible Compensation is determined without regard to any community property laws. Beginning in 2009 and thereafter, such term also includes any "differential pay" that may be received while performing qualified military service under Section 414(u) of the Code.

**1.24 Severance from Employment**

For purpose of the Plan, Severance from Employment means severance from employment with the Employer and any Related Entity. However, a Severance from Employment also occurs on any date on which an Employee ceases to be an employee of a public school, even though the Employee may continue to be employed by a Related Employer that is another unit of the State or local government that is not a public school or in a capacity that is not employment with a public school (e.g., ceasing to be an employee performing services for a public school but continuing to work for the same State or local government employer). Notwithstanding any provision to the contrary, a Participant is treated as having a severance from employment during any period that such individual is performing service in the uniformed services described in Code Para3401(h)(2)(A).

**4.1 Loans**

Loans shall be permitted under the Plan to the extent permitted by the Individual Agreements controlling the Account assets from which the loan is made and by which the loan will be secured. Any such loans shall satisfy the requirements of Code section 72(p) and applicable Treasury Regulations.

Loan applications shall be reviewed and authorized by the Employer's agent; i.e., third party administrator, and said agent shall inform the Service Provider of such authorization so as to proceed with the Service Provider's process of issuance of the loan.

Information Coordination Concerning Loans. Each Service Provider is responsible for all information reporting and tax withholding required by applicable federal and state law in connection with distributions and loans. To minimize the instances in which Participants have taxable income as a result of loans from the Plan, the Administrator shall take such steps as may be appropriate to coordinate the limitations on loans set forth in this Section, including the collection of information from Service Providers, and transmission of information requested by any Service Provider, concerning the outstanding balance of any loans made to a Participant under the Plan or any other plan of the Employer. The Administrator shall also take such steps as may be appropriate to collect information from Service Providers, and transmission of information to any Service Provider, concerning any failure by a Participant to repay timely any loans made to a Participant under the Plan or any other plan of the Employer.

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Maximum Loan Amount: No loan to a Participant under the Plan may exceed the lesser of:

- (a) \$50,000, reduced by the greater of (i) the outstanding balance on any loan from the Plan to the Participant on the date the loan is made or (ii) the highest outstanding balance on loans from the Plan to the Participant during the one-year period ending on the day before the date the loan is approved by the Administrator (not taking into account any payments made during such one-year period); or
- (b) One half of the value of the Participant's vested Account Balance (as of the valuation date immediately preceding the date on which such loan is approved by the Administrator).

For purposes of this Section 4.1, any loan from any other plan maintained by the Employer and any Related Employer shall be treated as if it were a loan made from the Plan, and the Participant's vested interest under any such other plan shall be considered a vested interest under this Plan; provided, however, that the provisions of this paragraph shall not be applied so as to allow the amount of a loan to exceed the amount that would otherwise be permitted in the absence of this paragraph.

**Loan Repayments for Employees in Qualified Uniformed Service.**

Notwithstanding any other provision of an applicable Individual Agreement, loan repayments by eligible uniformed services personnel may be suspended as permitted under Section 414(u)(4) of the Code and the terms of any loan shall be modified to conform with such requirements.

### **5.3 Minimum Distributions**

Each Individual Agreement shall comply with the minimum distribution requirements of Section 401(a)(9) of the Code and the regulations thereunder. For purposes of applying the distribution rules of Section 401(a)(9) of the Code, each Individual Agreement is treated as an individual retirement account (IRA) and distributions shall be made in accordance with the provisions of Section 1.408-8 of the Income Tax Regulations, except as provided in Section 1.403(b)-6(e) of the Income Tax Regulations. Notwithstanding the preceding, any distributions otherwise required under this section for the 2009 tax year are waived in accordance with the provisions of the Worker, Retiree and Employer Recovery Act of 2008, unless such waiver cannot be accommodated under the Individual Agreement that governs a Participant's Account.

BE IT, FURTHER RESOLVED that the Plan shall include the following new sections **5.7 Qualified Military Service Distributions** and **9.12 qualified Military Service Benefits**:

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**5.7 Qualified Military Service Distributions**

Any Participant whose employment is interrupted by qualified uniformed service in the military under section 414(u) of the Code and dies or incurs a Disability while so serving shall be deemed to have resumed employment with the Employer on the day preceding such death or Disability and then to have incurred a Severance From Service on the actual date of death or Disability.

Any Participant that takes a distribution from the Plan under Section 414(u) following any interruption in employment that qualifies as qualified uniformed service thereunder may not make Elective Deferrals for a period of six (6) months following the date such distribution occurred.

**9.12 Qualified Military Service Benefits**

Notwithstanding any other provision of this Plan, any Participant whose employment is interrupted by qualified uniformed service in the military under section 414(u) of the Code shall be entitled to all rights, benefits and protections afforded to such individuals thereunder, and such provisions are incorporated into this Plan. Uniformed services by any individual shall be determined as described in section 3401(h)(2)(A) of the Code.

BE IT FURTHER RESOLVED that this amendment is effective as required under HEART and WRERA.

IN WITNESS WHEREOF, the Employer has caused this Amendment to be adopted this 12<sup>th</sup> day of June, 2012.

Motion made by Ms. Backlund, seconded by Mr. Kuryla, and carried unanimously.

**FOOD SERVICE REPORT:**

**CAFETERIA MEAL COSTS FOR 2012-13**

12.1M Authorization to establish the cost of Cafeteria meals for the 2012-13 school year as follows:

- . Breakfast
  - . Current - \$1.50
  - . New - \$1.60
- . Lunch:
  - . Current K-4 \$2.00
  - . New K-4 \$2.10
  - . Current MS/HS \$2.10
  - . New MS/HS \$2.20

Motion made by Mr. McCann, seconded by Mr. Brandow, and carried unanimously.

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**COMMITTEE REPORT:**

**BOE POLICIES REVISED**

15.1M Policy Committee **second reading and final approval** of the following policies:

- . School Bus Safety Program, Policy #5730 (Revision)
- . Credential Options for Students with Disabilities, Policy #7222 (Required)
- . Regular Board Meetings and Rules, Policy #1510 (Revision)
- . Public Access to Records, Policy #3310 (Revision)

Motion made by Mr. McCann, seconded by Mr. Kuryla, and carried unanimously.

**PK-12 PRINCIPAL'S REPORT:**

**CHANGE IN 4<sup>TH</sup> GRADE SCHEDULE**

4.1 Update

Mrs. Rhone stated at length that scheduling for the 2012-13 school year will change for 4<sup>th</sup> grade students and the 5/6 grade students will not be on the bell schedule.

**RESIGNATIONS:**

**MELODY REYNOLDS RESIGNS**

7.1RG Melody Reynolds – Temporary School Bus Monitor, effective June 30, 2012

Motion made by Mr. McCall, seconded by Mr. Kuryla, and carried unanimously.

**KIMBERLY MASON RESIGNS**

7.2RG Kimberly Mason – Food Service Worker, effective June 21, 2012

Motion made by Mr. Kuryla, seconded by Ms. Backlund, and carried unanimously.

**LEAVE OF ABSENCE:**

**MELISSA LILYEA LEAVE OF ABSENCE**

7.3L Melissa Lilyea – Middle Level Social Studies Teacher, a childbearing leave of absence, effective August 29, 2012 through December 5, 2012, pending Physician's release.

Motion made by Mr. Brandow, seconded by Mr. Kuryla, and carried unanimously.

**PERSONNEL APPOINTMENTS: As Recommended by Mr. Hoose**

6.1A Jacqueline Jensen – Substitute Teacher, 7-12, Certified, **retroactive to June 1, 2012**

Motion made by Mr. Kuryla, seconded by Mrs. Jessop, and carried unanimously.



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**ANNE SEPE REHIRED**

6.2A Anne Sepe – To be rehired as a .6 FTE Special Education Teacher, effective October 2, 2012, at a salary of \$33,122.00, with benefits as stipulated in the current Romulus Faculty Association (RFA) Re-employment Agreement for the period of October 2, 2012 through the end of the 2012-13 school year.

Motion made by Mr. McCann, seconded by Mrs. Jessop, and carried unanimously.

**RICHARD JENSEN GRANTED PERMANENT STATUS**

6.3A Richard Jensen – Building Maintenance Mechanic/School Bus Driver – Permanent Promotion employee status from Provisional Promotion status, effective July 3, 2012.

Motion made by Mr. Kuryla, seconded by Mr. Somerville, and carried unanimously.

**RICHARD OLDFIELD GRANTED PERMANENT STATUS**

6.4A Edward Oldfield – Building Maintenance Mechanic/School Bus Driver – Permanent Promotion employee status from Provisional Promotion status, effective June 15, 2012

Motion made by Mr. Kurlya, seconded by Mrs. Jessop, and carried unanimously.

**SUMMER MAINTENANCE WORKERS**

6.5A Authorization of the following **Summer Maintenance Workers, effective July 2, 2012 through but no later than August 16, 2012 @ the following per hour rates of pay for 7-1/2 hours per day:**

- . Jessica Rhone - \$7.50 per hour
- . Jenny Tompkins - \$7.50 per hour
- . Paige McDonald - \$7.50 per hour
- . Samuel Dickenson - \$7.25 per hour
- . Tim Nicholson - \$7.25 per hour

Motion made by Ms. Backlund, seconded by Mr. Brandow, and carried unanimously.

**ATHLETIC DIRECTOR'S REPORT:**

13.1 Update

Mr. Pane mentioned that there were many positive comments regarding the combined Baseball Team, 47 students participated in Spring sports, the annual Sports Banquet was held June 4, 2012, and the K-6 Field Days will be held June 13, 2012 from 9:00 a.m. to 2:00 p.m.

**EXTRACURRICULAR APPOINTMENT:**

6.6RS WHEREAS the Romulus Central School District and South Seneca Central School District Athletic Directors, Superintendents, and several BOE members met to ascertain the advantages of COMBINING sports teams; and

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**COMBINED JV/VARSITY BOYS' BASKETBALL**

WHEREAS the Romulus Central School District and the South Seneca Central School District have agreed on terms for combining certain sports;

BE IT, THEREFORE RESOLVED THAT upon recommendation of Michael J. Hoose, Superintendent, the Romulus Central School Board of Education approves the **COMBINED TEAMS of Boys' Junior Varsity and Varsity Basketball for the 2012 Winter season;** and

BE IT, FURTHER RESOLVED THAT the Romulus Central School District will be the host school with the Romulus Central School District Coaches' salary schedule and Coaches' handbook being followed; and

BE IT, FURTHER RESOLVED THAT the athletes from each District will follow their own school's Code of Conduct and Eligibility Policy; and

BE IT, FURTHER RESOLVED THAT all of the costs associated with the Junior Varsity and Varsity Basketball program for the 2012 Winter season (such as supplies, court maintenance, officials, salaries and transportation) will be equally shared between the Romulus Central School District and the South Seneca Central School District.

Motion made by Mr. McCann, seconded by Ms. Backlund. **Motion carried with four 'yes' votes. Mr. Brandow and Mr. Somerville abstained.**

**COMMITTEE ON SPECIAL EDUCATION REPORT:**

- 9.1M Approval of the recommendations as listed in the CSE Minutes as follows:
- . April 16, 20, 24, 30, 2012
  - . May 2, 4, 9, 10, 15, 16, 23, 30, 2012

Motion made by Mr. Kuryla, seconded by Mr. Somerville, and carried unanimously.

9.2M Approval of the recommendations as listed in the 504 Minutes of May 23, 2012

Motion made by Mr. McCann, seconded by Mr. Kuryla, and carried unanimously.

**COMMITTEE ON PRESCHOOL SPECIAL EDUCATION REPORT:**

9.3M Approval of the recommendations as listed in the CPSE Minutes of April 20, 2012

Motion made by Mrs. Jessop, seconded by Mr. Kuryla, and carried unanimously.

**PRESIDENT'S REPORT**

**PRESIDENT'S REPORT**

Mr. McCann requested that BOE members interested in attending the annual NYSSBA Convention in Rochester, NY make a commitment to attend all three days due to cost of registration, Baccalaureate will be held Sunday, June 17, 2012 at 6:00 p.m., and Mr. Hicks, President of the Friends of the MacDougall School House has requested that he be issued a key, temporarily, to the school house after it is 'turned over' to the RCSD. The purpose for this will be to oversee repairs that will be made. Mr. McCann stated that the School Attorney will be contacted regarding this request.

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**EXECUTIVE SESSION**

**EXECUTIVE SESSION:** Motion made by Mr. Kuryla, seconded by Ms. Backlund, and carried unanimously, to enter into Executive Session at 8:42 p.m. to discuss specific personnel. Mr. Hoose, Mr. Bulware and Mrs. Mapstone were invited to attend.

**REGULAR SESSION RECONVENED**

Motion to reconvene in regular session at 9:19 p.m. made by Mrs. Jessop, seconded by Ms. Backlund, and carried unanimously

**ADJOURNMENT**

Motion to adjourn at 9:20 p.m. made by Ms. Backlund, seconded by Mr. Brandow, and carried unanimously.

LEANNE B. KEEL  
DISTRICT CLERK