

WAYNE CENTRAL SCHOOL DISTRICT BOARD OF EDUCATION MEETING AGENDA



DATE: October 9, 2002
TIME: 6:30 p.m.
PLACE: Ontario Primary School

- 6:30 Call to Order /Pledge of Allegiance
6:30 Executive Session
7:30 Approval of Agenda/Approval of MINUTES Att. 1
7:35 Public Comment
7:40 Board Member Comments
7:45 Board President's Comments
- 7:50 Action Item Report
- 7:55 Superintendent's Report
1. Capital Project Update - M. Havens
2. AIS Program - L. Spring Att. 2
3. Eagle Scout Presentation - B. Moeller
4. BOCES Construction Project - M. Havens
5. Ray Wager Report
6. Financial Report - G. Atseff
7. Student Questions
- 8:20 Items for Board Action:
1. Personnel Action Att. 3
2. CSE Action Att. 4
3. NYSSBA Board Ballot Att. 5
4. Consensus Agenda: Att. 6
1. Accept Treasurer's Reports - July & August
2. Accept Financial Report
3. Accept Gifts to the District
4. Approve Change Order
5. Red Ribbon Week Resolution
- 8:40 Public Comment/Board Comments

Adjournment

Next Meeting: October 24, 2002 7:30 p.m. Walworth Town Hall

District Mission Statement

Based on the belief that all students can learn, the staff of the Wayne Central School District accepts the responsibility to teach all students, regardless of differences, the fundamental skills. We further accept the responsibility to challenge all students to attain higher levels of achievement. Wayne Central will provide the opportunity, environment, and encouragement to meet this goal while developing the whole child, physically, socially, emotionally, and culturally.

WAYNE CENTRAL SCHOOL DISTRICT
Ontario Center, New York 14520

BOARD OF EDUCATION MINUTES

UNOFFICIAL UNTIL APPROVED

DATE: Wednesday, September 25, 2002
TYPE: Regular Business Meeting

TIME: 7:00 p.m.
PLACE: Performing Arts Center
James A. Beneway High School

PRESENT: Trustees Brunner, Diller, Griswold, Johnson, Lyke, Robusto, Wyse; District Clerk Switzer; Administrators Havens, Young, Armocida, La Ruche, Siracuse, Saxby, Woodard, Atseff, Spring, Buddington, Blankenberg, Green, Prince

ABSENT: Trustees Ratcliffe & Triou

GUESTS: Visitor's Roster filed in clerk's agenda file, this meeting

I. CALL TO ORDER: 7:00 p.m. by Richard A. Johnson, School Board President

II. PLEDGE OF ALLEGIANCE

III. APPROVAL OF AGENDA & MINUTES (September 11, 2002)

Mr. Robusto offered a **MOTION** to approve the agenda for this evening's meeting and the minutes of the meeting of September 11, 2002, both as presented. 7 Ayes, 0 Nays, 2 Absent (Mr. Ratcliffe, Mr. Triou), Carried.

IV. PUBLIC COMMENT - None

V. BOARD MEMBER COMMENTS

A. Mrs. Lyke reported on attendance at a recent **legislative workshop** sponsored by the NYS School Boards Association. She noted varied topics were discussed by David Little, director of governmental relations, including nomination of new members of the Board of Regents and proposed increase from 2% to 4% in the amount of fund balance school districts may maintain.

B. Mrs. Brunner noted the workshop scheduled by the Four County School Boards Association on Saturday, October 5 for Area 2 school districts on **proposed resolutions** which delegates will consider at the annual meeting of the state school boards' association in October and encouraged trustees to review them. She cited her prior experience as the district's sole voting delegate and will present a proposal later in the agenda that the Board of Education name both primary and alternate voting delegates.

VI. BOARD PRESIDENT'S COMMENTS

- A. Mr. Johnson extended **welcome** persons present to the community forum on the proposed capital facilities proposals and recognition and reception for 2002 retirees.
- B. Mr. Johnson noted the **yard signs** for the October 8th referendum placed by volunteers throughout the community and commended persons involved in placing them.

VII. COMMUNITY FORUM – Proposed Capital Facilities Improvement Project

Mr. Havens presented information on proposed capital facilities project which eligible voters of the school district will consider at a special school district meeting on October 8, 2002 (copy of informational materials filed in clerk's agenda file, this meeting)

He displayed and narrated photos to illustrate the two propositions, one for site work and facilities improvements in each of the five (5) schools and a second one, dependent on approval of the first, for construction of a swimming pool at the high school. He also reviewed estimated costs and revenues for the proposals. Sketches of proposed facilities and site improvements at the high school were also on display.

Questions from the audience included debt reduction, operating expenses for a swimming pool, impact of a pool on insurance costs, effect of pool operating costs and tax increase if the propositions are approved, the term of the pouring rights contract, consideration of the proposed capital improvement projects in term so budget reductions in 2002-2003,

Also, consideration of additional pool operating costs in light of staff reductions in the 2002-2003 budget, future staffing costs for the proposed new science classrooms, ability to hire new teachers as well as absorb costs for pool operations, impact of proposed pool construction on parking space at the high school and estimated staffing needs for 2003-2004.

Mr. Havens provided details on the varied topics raised.

VIII. ADDITIONAL PUBLIC COMMENT

- A. Mrs. Laura Loomis, 7736 Tamarack Lane, Ontario, noted that districts that operate swimming pools find they are the most highly used facilities and user fees could assist in operating costs. She also believes that education is preparation for life and swimming is a life skill; she cited the nearly 4,000 lives lost last year from accidental drowning.

IX. ITEMS FOR BOARD OF EDUCATION ACTION

APPOINTMENT OF ELECTION PERSONNEL FOR OCTOBER 8, 2002

Mr. Havens presented the recommendation for appointment of school election personnel for the special school election of October 8, 2002 for review and consideration by the Board of Education:

Mr. Griswold offered a **MOTION** to approve the appointment of school election personnel for the special school election of October 8, 2002 as prepared by the school district clerk and recommended by the superintendent of schools. 7 Ayes, 0 Nays, 2 Absent (Mr. Ratcliffe, Mr. Triou), Carried (copy filed in clerk's agenda file, this meeting)

DESIGNATION OF ALTERNATE & DELEGATE VOTING DELEGATES

Mrs. Brunner offered a **MOTION** to name Mrs. Lyke as delegate and Mrs. Diller as alternate delegate to the annual meeting of the NYS School Boards Association, October 24-27, 2002. 7 Ayes, 0 Nays, 2 Absent (Mr. Ratcliffe, Mr. Triou), Carried.

X. RECOGNITION OF AND RECEPTION FOR RETIREES - 2002

Mr. Johnson introduced Mrs. Brunner for recognition of retirees for 2002.

Mrs. Brunner offered a **MOTION**, seconded by Mr. Wyse, to adopt **RESOLUTIONS** to honor retirees for 2002, **TO WIT:**

RESOLUTION COMMENDING ROBERT E. PEARLES, JR. UPON THE OCCASION OF HIS RETIREMENT IN THE FIELD OF ELEMENTARY EDUCATION AND HUMAN RESOURCES

WHEREAS, for 33 years, Robert E. Pearles, Jr., has directed his time, talents and energies to the educational needs and services of students and staff, *and*

WHEREAS, the career of Robert E. Pearles, Jr., encompassed 17 years as an elementary teacher in the Fairport Central School District and 16 years as an administrator in the Wayne Central School District, *and*

WHEREAS, Robert E. Pearles, Jr., served the students and families of the school district as principal of Ontario Elementary School from 1986 to 1997 and as Director of Human Resources from 1997 to 2002, *and*

WHEREAS, Robert E. Pearles, Jr., served the role of deputy school district clerk and district clerk pro tem from 1998 to the present, *and*

WHEREAS, Robert E. Pearles, Jr., placed the needs of his students and staff members foremost in all of his efforts and shared in the successes and challenges of those with whom he worked in a caring, compassionate and patient manner, *and*

WHEREAS, Robert E. Pearles, Jr., set high standards of achievement and success for those with whom he worked and served as a mentor and coach for new and experienced employees in all areas of the school district, *and*

WHEREAS, Robert E. Pearles, Jr., will retire as of July 3, 2002, concluding 16 years of service to the Wayne Central School District, *and*

WHEREAS, the Board of Education recognizes that the contributions of each employee are essential to student achievement and success,

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the Wayne Central School District that the service of Robert E. Pearles, Jr. is recognized and commended, with grateful appreciation, and

BE IT FURTHER RESOLVED, that a copy of this resolution be presented to Robert E. Pearles, Jr., and that the school district clerk is hereby directed to cause the text of this resolution to appear in the minutes of the Board of Education meeting of June 26, 2002

**RESOLUTION COMMENDING CATHERINE CONTINO
UPON THE OCCASION OF HER RETIREMENT IN THE FIELD
OF PRIMARY & ELEMENTARY EDUCATION**

WHEREAS, Catherine Contino retired on June 30, 2002, and

WHEREAS, said retirement concludes a career of 32 years of service to Wayne Central School District, and

WHEREAS, Catherine Contino served the students of Freewill Elementary School, of which she was a charter staff member, and the residents of the community, as a teacher of first and second grades, and

WHEREAS, Catherine Contino served on district-wide committees for science, professional development and children at-risk, on numerous curriculum writing committees and served in numerous leadership roles in the Wayne Central Teachers' Association, including president, and

WHEREAS, Catherine Contino served as team representative at Freewill Elementary School, was instrumental in the observance of the school's 25th anniversary, the Carnival of the Arts, the National Science Olympiad and as a member of the building planning team and on staff committees in areas including conflict resolution, science, language arts and enrichment, among others, and

WHEREAS, the Board of Education recognizes that the contributions of each employee are essential to student achievement and success,

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the Wayne Central School District that the service of Catherine Contino is recognized and commended, with grateful appreciation, and

BE IT FURTHER RESOLVED, that a copy of this resolution be presented to Catherine Contino and that the school district clerk is hereby directed to cause the text of this resolution to appear in the minutes of the Board of Education meeting of September 25, 2002

**RESOLUTION COMMENDING MARLENA DIETRICH
UPON THE OCCASION OF HER RETIREMENT IN THE FIELD
OF PRIMARY & ELEMENTARY EDUCATION**

WHEREAS, Marlena Dietrich retired on June 30, 2002, and

WHEREAS, said retirement concludes a career of 31 years of service to Wayne Central School District, and

WHEREAS, Marlena Dietrich served the students of Ontario Primary School, and the residents of the community, as a teacher of first, second and third grades, and

WHEREAS, Marlena Dietrich served on district-wide committees ranging from language arts and writing to computer technology and staff wellness and curriculum improvement workshops, as well as a building representative to the Ontario Primary-Elementary PTA, and

WHEREAS, Marlena Dietrich served as a second grade team leader at Ontario Primary School, as a member of the building planning team and on staff committees in areas including science, social studies, pupil management, math and writing, among others, and

WHEREAS, the Board of Education recognizes that the contributions of each employee are essential to student achievement and success,

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the Wayne Central School District that the service of Marlena Dietrich is recognized and commended, with grateful appreciation, and

BE IT FURTHER RESOLVED, that a copy of this resolution be presented to Marlena Dietrich and that the school district clerk is hereby directed to cause the text of this resolution to appear in the minutes of the Board of Education meeting of September 25, 2002

**RESOLUTION COMMENDING FRANCES HASTINGS
UPON THE OCCASION OF HER RETIREMENT IN THE FIELD
OF PRIMARY & ELEMENTARY EDUCATION**

WHEREAS, Frances Hastings retired on July 1, 2002, and

WHEREAS, said retirement concludes a career of 31.5 years of service to Wayne Central School District, and

WHEREAS, Frances Hastings served the students of Ontario Primary School, and the residents of the community, as a teacher of first, second and third grades, and

WHEREAS, Frances Hastings served as assistant principal at Ontario Primary School, as a building representative to the Ontario Primary-Elementary PTA, and as a leader and role model for new staff members, and

WHEREAS, Frances Hastings served on district-wide committees in areas including language arts, report card design, district school improvement planning team, social studies and transition of new students in BOCES classrooms, and summer curriculum improvement workshops and in building level committees ranging from writing, health and metric curricula to principals' advisory council, student recognition, science and health, among others, and

WHEREAS, the Board of Education recognizes that the contributions of each employee are essential to student achievement and success,

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the Wayne Central School District that the service of Frances Hastings is recognized and commended, with grateful appreciation, and

BE IT FURTHER RESOLVED, that a copy of this resolution be presented to Frances Hastings and that the school district clerk is hereby directed to cause the text of this resolution to appear in the minutes of the Board of Education meeting of September 25, 2002

**RESOLUTION COMMENDING DAUGHN HIGGINS
UPON THE OCCASION OF HER RETIREMENT AS A
FOOD SERVICE WORKER, COOK MANAGER
AND COUNSELING OFFICE TYPIST**

WHEREAS, Daughn Higgins has retired effective June 27, 2002, and

WHEREAS, said retirement concluded a career of 27 years service to the Wayne Central School District and the residents of the community, and

WHEREAS, Daughn Higgins served staff, students and families at James A. Beneway High School as a food service worker (6 years), cook manager (7 years), and typist in the counseling office (14 years), and

WHEREAS, Daughn Higgins' service was marked by her care and concern for the staff, students and families with whom she worked in food service and in maintaining student schedules and data,

issuing working permits and preparing and retrieving student data from microfilm files in the counseling office, and

WHEREAS, the Board of Education recognizes that the contributions of each employee are essential to student achievement and success,

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the Wayne Central School District that the service of Daughn Higgins is recognized and commended, with grateful appreciation, and

BE IT FURTHER RESOLVED, that a copy of this resolution be presented to Daughn Higgins and that the school district clerk is hereby directed to cause the text of this resolution to appear in the minutes of the Board of Education meeting of September 25, 2002.

**RESOLUTION COMMENDING SHIRLEY NEWMAN
UPON THE OCCASION OF HER RETIREMENT
AS A FOOD SERVICE WORKER AND AS A
TEACHER AIDE & TEACHING ASSISTANT**

WHEREAS, Shirley Newman has retired effective June 30, 2002, and

WHEREAS, said retirement concluded a career of 25 years service to the Wayne Central School District and the residents of the community, and

WHEREAS, Shirley Newman served as a food service worker for 2 years and as a teacher aide and teaching assistant in the areas of reading and special education for 23 years at Ontario Elementary School, and

WHEREAS, Shirley Newman was highly regarded by her students, fellow employees and her supervisors, and

WHEREAS, Shirley Newman's service was marked by her thoughtfulness for others and her care and concern for the children in her charge in the classroom and her efforts to complete professional development related to serving the needs of local students, and

WHEREAS, the Board of Education recognizes that the contributions of each employee are essential to student achievement and success,

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the Wayne Central School District that the service of Shirley Newman is recognized and commended, with grateful appreciation, and

BE IT FURTHER RESOLVED, that a copy of this resolution be presented to Shirley Newman and that the school district clerk is hereby directed to cause the text of this resolution to appear in the minutes of the Board of Education meeting of September 25, 2002

**RESOLUTION COMMENDING PATRICIA PIERSON
UPON THE OCCASION OF HER RETIREMENT IN THE FIELD
OF PRIMARY & ELEMENTARY EDUCATION**

WHEREAS, Patricia Pierson retired on June 30, 2002, and

WHEREAS, said retirement concludes a career of 32 years of service to Wayne Central School District, and

WHEREAS, Patricia Pierson served students of Freewill Elementary School, of which she was a charter staff member, and Walworth Elementary School, and the residents of the community, as a teacher of kindergarten children, and

WHEREAS, Patricia Pierson served on numerous curriculum writing committees and was an advocate for and specialist in early childhood education, and

WHEREAS, Patricia Pierson served as kindergarten team representative at Freewill Elementary School and played an instrumental role in annual screening and orientation of children to insure a successful start of their school careers, and

WHEREAS, the Board of Education recognizes that the contributions of each employee are essential to student achievement and success,

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the Wayne Central School District that the service of Patricia Pierson is recognized and commended, with grateful appreciation, and

BE IT FURTHER RESOLVED, that a copy of this resolution be presented to Patricia Pierson and that the school district clerk is hereby directed to cause the text of this resolution to appear in the minutes of the Board of Education meeting of September 25, 2002

**RESOLUTION COMMENDING FRANCES SCHOONMAKER
UPON THE OCCASION OF HER RETIREMENT AS A
SCHOOL BUS DRIVER & HEAD BUS DRIVER**

WHEREAS, Frances Schoonmaker has retired effective July 31, 2002 and

WHEREAS, said retirement concluded a career of 34 years in pupil transportation, 22.5 of them in service to students and residents of the Wayne Central School District, and

WHEREAS, Frances Schoonmaker served as a substitute school bus driver for two years, a full-time school bus driver for 19 years and head bus driver for 3 years, and

WHEREAS, Frances Schoonmaker also served as a certified school bus examiner for the NYS Department of Motor Vehicles and a state school bus safety instructor, and

WHEREAS, Frances Schoonmaker also served in several leadership roles for the Finger Lakes School Bus Road-eeo Association, including several terms as president, of which she serves, and

WHEREAS, Frances Schoonmaker's service was marked by her thoughtfulness for others and her care and concern for the children in her charge on the school bus and for the training and success of school bus drivers, and

WHEREAS, the Board of Education recognizes that the contributions of each employee are essential to student achievement and success,

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the Wayne Central School District that the service of Frances Schoonmaker is recognized and commended, with grateful appreciation, and

BE IT FURTHER RESOLVED, that a copy of this resolution be presented to Frances Schoonmaker and that the school district clerk is hereby directed to cause the text of this resolution to appear in the minutes of the Board of Education meeting of September 25, 2002.

**RESOLUTION COMMENDING MARIANNE TARBELL
UPON THE OCCASION OF HER RETIREMENT IN THE FIELD
OF PRIMARY & ELEMENTARY EDUCATION**

WHEREAS, Marianne Tarbell retired on July 1, 2002, and

WHEREAS, said retirement concludes a career of 30 years of service to Wayne Central School District, and

WHEREAS, Marianne Tarbell served students of Ontario Elementary School, and the residents of the community, as a teacher of fourth grade, and

WHEREAS, Marianne Tarbell served on numerous curriculum writing committees and building level committees on topics ranging from math to Frameworks, and

WHEREAS, Marianne Tarbell served as a fourth grade team leader at Ontario Elementary School and was actively involved in the efforts to serve the less fortunate in the community through the Richard Weisenreder Memorial Fund, and

WHEREAS, the Board of Education recognizes that the contributions of each employee are essential to student achievement and success,

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the Wayne Central School District that the service of Marianne Tarbell is recognized and commended, with grateful appreciation, and

BE IT FURTHER RESOLVED, that a copy of this resolution be presented to Marianne Tarbell and that the school district clerk is hereby directed to cause the text of this resolution to appear in the minutes of the Board of Education meeting of September 25, 2002

**RESOLUTION COMMENDING ELLYN CEGLIE
UPON THE OCCASION OF HER RETIREMENT IN THE FIELD
OF SECONDARY HEALTH EDUCATION**

WHEREAS, Ellyn Ceglie will retire effective October 23, 2002, and

WHEREAS, said retirement concludes a career of 28.5 years of service to Wayne Central School District, and

WHEREAS, Ellyn Ceglie served the students of Thomas C. Armstrong Middle School, and the residents of the community, in the area of health education, and

WHEREAS, Ellyn Ceglie distinguished herself as a mentor to her peers and to persons new to the teaching profession, and

WHEREAS, Ellyn Ceglie served as a member of the Task Force on Introduction to Occupations, district committees on health education and summer curriculum improvement workshops, as a ski club chaperone and organized of the "Run For Health" long-distance fitness program for local students, and

WHEREAS, the Board of Education recognizes that the contributions of each employee are essential to student achievement and success,

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the Wayne Central School District that the service of Ellyn Ceglie is recognized and commended, with grateful appreciation, and

BE IT FURTHER RESOLVED, that a copy of this resolution be presented to Ellyn Ceglie and that the school district clerk is hereby directed to cause the text of this resolution to appear in the minutes of the Board of Education meeting of September 25, 2002

On the question, the **RESOLUTIONS** were adopted by a vote of 7 Ayes, 0 Nays, 2 Absent (Mr. Ratcliffe, Mr. Triou)).

Trustees and administrators joined in reading and of these **RESOLUTIONS** and presentation of framed Retirement Certificates. Retirees present included Mr. Pearles, Mrs. Higgins, Mrs. Hastings, Mrs. Dietrich and Mrs. Schoonmaker.

Retirees were recognized by applause from trustees, school trustees, families and visitors present.

STUDENT QUESTIONS

- A. Lisa Robusto, 2509 Lake Road, Ontario, asked about the possibility of students going outdoors at lunch. Mr. Havens noted that some disturbance of classes underway had occurred in prior years and suggested that she and her classmates discuss the issue with the high school principal.

ADJOURNMENT

Mr. Griswold offered a **MOTION** to adjourn the meeting at 8:47 p.m. 7 Ayes, 0 Nays, 2 Absent (Mr. Ratcliffe, Mr. Triou), Carried.

Respectfully submitted,

JAMES E. SWITZER
School District Clerk

APPROVAL OF MINUTES

The foregoing minutes of the Board of Education were submitted for review & (approved as presented)(corrected as noted) at the meeting of

October 9, 2002

School District Clerk

Wayne Central School District
Academic Intervention Services
District Description (Revised)

2002-2003

ACADEMIC INTERVENTION SERVICES

Academic Intervention Services means additional instruction and/or student support services that supplement the instruction provided in the general curriculum and assist students in meeting the State learning standards. Academic Intervention Services are intended to assist students who are at risk of not achieving the State learning standards in English language arts, mathematics, social studies and/or science, or who are at risk of not gaining the knowledge and skills needed to meet or exceed designated performance levels on State assessments. Academic Intervention Services shall be made available to students with disabilities on the same basis as non-disabled students, provided, however, that such services shall be provided to the extent consistent with the student's individualized education program.

The Wayne Central School District, located in Wayne County has a student enrollment of 2800 pupils. The district believes that all students should be afforded appropriate and targeted opportunities for academic assistance and intervention, based on root cause analysis of multiple measures so that they may be successful in meeting the New York State Learning Standards. The following District Description of Academic Intervention Services (AIS) includes criteria for eligibility, and two (2) components of AIS:

- Additional instruction that supplements the general curriculum (regular classroom instruction); and/or
- Student support services needed to address barriers to improved academic performance

Services will be provided to students in English language arts and mathematics in grades K-12 and social studies and science in grades 4-12.

Eligibility for Academic Intervention Services

Eligibility for AIS Services may be determined by State assessment results and/or district procedures.

State Assessments

Students in grades 4-8 will be eligible for AIS if they score below the designated performance level on the Elementary or Intermediate State assessments in ELA, mathematics, science or social studies. Students scoring at Level 1 and 2 will be reviewed for AIS services.

Students in grades 9-12 will be eligible for AIS if they score below the approved passing grade on any Regents exam required for graduation in ELA, mathematics, science, or social studies.

District Procedures

In grades where no state assessments are given, students will be eligible for AIS if they are determined to be at risk of not meeting State standards, according to criteria established by the District. The district procedure will always be used when a student is absent for all or part of a State assessment, or when a student transfers from out-of-state or the country.

Criteria For Eligibility for Academic Intervention Services

First Level of Screening

Performance below the district established standard on one of the following:

- Early Literacy Profile
- Terra Nova
- New York State Assessments
 - ELA - Grade 4 and 8
 - Math - Grade 4 and 8
 - Social Studies - Grade 5 and 8
 - Science - Grade 4 and 8
- Regents examinations required for graduation
- Other assessments

Second Level of Screening

A minimum of two of the following must confirm First Level of Screening findings:

- Portfolio Assessment (which may include)
 - Writing samples
 - Running Records
 - Other
- Early Literacy Assessments
- Anecdotal Records
- Writing Samples
- Report Card Grades
- Classroom Performance (class work, chapter and unit tests, participation, homework, etc.)
- Local final examinations
- Other student records such as: reports, evaluations, discipline records, health-related issues, mobility issues, family issues, etc.
- Attendance records
- Recommendations from Pupil Services Team or Instructional Services Team
- LEP/ELL
- Other assessments

Types of AIS Services That May Be Provided

The Wayne Central School District will provide Academic Intervention Services (AIS) in the areas of academic instruction and support services. Decisions related to the frequency and intensity of service will be made based upon individual student needs.

All students are eligible for AIS, including those with disabilities and/or limited English proficiency if they fail to meet the designated State performance standards or district approved procedures. Additionally, Limited English Proficient (LEP)/English Language Learner (ELL) students who do not achieve the annual designated performance standards as stipulated in CR Part 154 are eligible for AIS.

This general plan is intended to describe services for students in the district in grades K-12. Additionally, the district will review individual building needs each year by disaggregating data on:

- Needs analysis of student performance information to determine root cause
- The number of students receiving AIS at each grade level and within each standards area
- The range of performance levels of eligible students as determined through State assessments and district approved procedures
- Staffing needs, instructional approaches, and scheduling options needed to meet the range of intensity and services required by AIS
- Ongoing oversight, monitoring and review

Possible Range of Academic Intervention

Services will be determined based on individual need.

- Progress Monitoring
- Scheduling options
- Computer Assisted Instruction
- Co-teaching
- Individualized Instruction
- Speech and Language Therapy
- Small Student to Staff Ratio
- Structured Study Halls
- Instructional Modification
- Academically based OT/PT
- Small Group Instruction
- Before/After-school or summer programs MAY be an option
- Academic Learning Center assistance
- Alternative Education Placement
- Other

Non-Academic Considerations

Coordination of services based on individual need could include consideration of:

- Attendance
- Discipline
- Family factors
- Health factors
- Nutrition factors
- Mobility/transfer

Possible Range of Support Services

- School/Family/Community Partnerships (e.g. Hopeworks)
- Communication (e.g. parent/teacher conferences)
- Counseling

Student Progress Reports

Student reports will document progress of students, and determine when the student warrants being discontinued from AIS. Quarterly progress reports will be sent to parents describing the nature and intensity of service provided, how the service was provided and by whom, and the reasons for continuation or discontinuation of the AIS, including State assessment data and the measures of evidence used in the district procedure.

Procedures for Parent Notification

The Building Principal or designee will be responsible for parental notification indicating a need for Academic Intervention Services. This notification will be made in writing and will include a summary of the services being provided to the student including when the services will be provided. The reason(s) for AIS will be reviewed, and the consequences of not achieving the standards will be stated. Parents will also be kept apprised of their child's progress through quarterly written reports, parent conferences or consultations each semester, and suggestions for working with the student at home. When AIS is discontinued, the parent will be notified in writing that the services will be ending, the criteria for ending services, the current performance level of the student, and the assessment(s) that were used in determining the student's level of performance.

Criteria for Ending AIS

Academic Intervention Services will end when the student has successfully attained the district standards according to the state and/or district criteria for beginning services.

Process and Timeline

Academic Intervention Services may start at any time, but must begin no later than the beginning of the semester following a determination that a student needs such services. At the high school level, AIS cannot be postponed until students are scheduled for a course in which AIS is needed. This must be determined individually for each student based on need.

Dear Parents,

As you are aware school has had many changes one and most critical is what is being required of our students to graduate. Every child must satisfactorily meet the established New York State standards in English/language arts, mathematics, social studies and science. These standards will be assessed at various grade levels during the student's elementary and secondary education. Failure to satisfactorily achieve these standards during your child's secondary education will prevent him/her from receiving a New York State high school diploma.

To ensure that all students succeed The New York State Education Department has mandated schools to be proactive and provide Academic Intervention Services to students having difficulty meeting these on going assessments.

Based upon the following information and assessment (child's name) has been identified as a student in need of Academic Intervention Services in (the area of subject or support). Attached are the results of testing and or concern(s), which were used to determine (your child's need). Please take a moment to review this material. The service(s), which will be offered to (child's name), include:

- List service(s)
- Frequency
- Times
- Locations
- Instructor's name

Ongoing evaluation will help determine the specific level of interventions and the need to continue or terminate these services. The overall objective for providing these services is to increase your child's success in meeting the New York State graduation requirements.

As always, we thank you for your support and cooperation in allowing us to assist your child in being successful. If you have questions about the results, I encourage you to call _____ at _____ to get more information about these services.

Sincerely,

(Date)

Dear Parents,

The New York State standards are assessed at various grade levels during your child's elementary education. The New York State Education Department has mandated schools to provide Academic Intervention Services to students believed to be in jeopardy of not succeeding on these assessments. Academic Intervention Service is being recommended at this time to better prepare your child to meet these standards. The goal of A.I.S. services is to provide your child with specific support they need to successfully meet and exceed the standards. Proactive in nature, A.I.S. can address the learning and emotional difficulties before they can adversely effect a student's overall school performance.

Based on _____ progress in reading, writing, math as observed by his or her classroom teacher he or she has been identified as a student in need of Academic Intervention Services Through Title I funding under the No Child Left Behind Act. The services which will be provided to _____ include _____

_____. These services will be provided by highly qualified and certified individuals.*

Ongoing evaluation will determine if your child will continue to need these services. According to these same measures, when your child reaches a _____, we will be able to discontinue or reduce these intervention services. Of course, classroom work, parental and teacher recommendations, and your child's progress will play a significant role in the determination of further services. The overall objective is to increase the likelihood that your child will be successful on New York State assessments.

Sincerely,

Principal, School

* Upon request, you may view the credentials of these service providers to ensure that they are highly qualified, verify their certification status, and have appropriate degrees.

(Date)

Dear (Parent/Guardian Name),

_____ (full name of student) has been recommended to continue receiving Academic Intervention Services through the following program(s):

LIST PROGRAM(S)

Your child will continue to receive Academic Intervention Services based on the following criteria:

LIST CRITERIA/RATIONAL

_____ (staff member) will be responsible for providing the above designated Academic Intervention Services. _____ (student's name) will be scheduled to receive

- LIST: Services
- Frequency
- Times
- Locations

If you have any questions, please contact (staff member/telephone number/eMail address).

Sincerely,

Sample Letter: Discontinue AIS

(Date)

Dear (Parent/Guardian Name),

We are pleased to inform you that _____ (full name of student) has successfully completed _____ (list service) from _____ (dates). Your child was originally provided Academic Intervention Services do to:

LIST CRITERIA/RATIONAL

(Name of testing and/or teacher recommendation) show that he/she has obtained the competencies necessary to perform at an acceptable level for his/her grade level at this time.

Attached you will find the exit criteria for the Academic Intervention Services provided. If you have any questions, please contact (staff member/telephone number/eMail address).

Sincerely,

(Date)

Dear (Parent/Guardian Name),

Please be advised that your child must satisfactorily meet the established New York State standards in English/Language Arts, Mathematics, Social Studies and Science. These standards are assessed at various grade levels during your child's elementary and secondary education. Your child's failure to satisfactorily achieve these standards at the secondary level will prevent him/her from receiving a New York State high school diploma. Academic Intervention Service is being recommended at this time to better prepare your child to meet these standards.

The New York State Education Department has mandated schools to provide Academic Intervention Services to students believed to be in jeopardy of not succeeding on the _____ (state test name). Based on (student's name) progress in _____ (course/subject name) as evidenced by _____ (test name or other reason), _____ (student's name) has been identified as a student in need of Academic Intervention Services in the area of _____ (subject/support). Attached are the results of testing and/or concern(s), which were used to determine your child's need. Please take time to review this material. If you have questions about these results, please contact _____ (staff member/telephone number/eMail address).

The services, which will be provided to _____ (child's name) include:

LIST: Services
Frequency
Times
Locations
Teacher's Name

Ongoing evaluation will help determine the specific level of intervention. The overall objective for providing these services is to increase the likelihood your child will be successful in meeting New York State graduation requirements.

Sincerely,

(Date)

Dear Parents,

The New York State standards are assessed at various grade levels during your child's elementary education. The New York State Education Department has mandated schools to provide Academic Intervention Services to students believed to be in jeopardy of not succeeding on these assessments. Academic Intervention Service is being recommended at this time to better prepare your child to meet these standards. The goal of A.I.S. services is to provide your child with specific support they need to successfully meet and exceed the standards. Proactive in nature, A.I.S. can address the learning and emotional difficulties before they can adversely effect a student's overall school performance.

Based on _____ progress in reading, writing, math as observed by his or her classroom teacher he or she has been identified as a student in need of Academic Intervention Services. The services which will be provided to _____ include _____

Ongoing evaluation will determine if your child will continue to need these services. The overall objective is to increase the likelihood that your child will be successful on New York State assessments.

Sincerely,

Sample Letter: Quarterly Report

(Date)

Dear (Parent/Guardian Name),

We have now completed the _____ quarter. During this past ten weeks your child has receive Academic Intervention Services. The support services include work in the areas of _____ (course/subject name).

Attached is your child's Quarterly Progress Report. After reviewing his/her progress and quarterly grades your child:

_____ Demonstrates competency

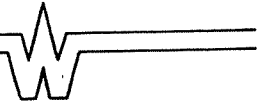
_____ Is improving

_____ Needs improvement

We encourage your involvement in this process. This can be done by checking homework on a nightly basis, by being supportive before, during and after he/she completes assignments, and by keeping in contact with your child's teacher. If you have any questions or concerns, please contact the school at _____ (telephone number) to set up a parent conference.

Sincerely,

WAYNE CENTRAL SCHOOL DISTRICT



Lawrence T. Spring
Assistant Superintendent for Instruction

Date

To whom it may concern:

The new federal education legislation, the "No Child Left Behind" Act of 2001, has instituted a requirement in which principals in schools receiving Title I funds must attest that their school is in compliance with the qualifications for teacher and paraprofessional requirements.

As a principal of a school in Wayne CSD receiving Title I funds, I do so attest.

Sincerely,

(signature)

WAYNE CENTRAL SCHOOL DISTRICT

To: Michael Havens, Superintendent of Schools
 From: Abi Buddington, Director of Human Resources
 Re: Personnel Action
 Date: October 9, 2002

The following is submitted for your review and approval.

INSTRUCTIONAL STAFF

Recommendation for Tenure:

<u>Name:</u>	<u>Tenure Area:</u>	<u>Tenure Date:</u>
Bob Armocida	Educational Administration	11/21/02
Sandy Woodard	Educational Administration	11/07/02

Resignations:

Michelle Guerrieri - resigned from her position of Department Chairperson for Special Education effective September 27, 2002. *For personal reasons*

Marian Wulfert - resigned from her position of Grade 8 Mars Team Leader effective October 1, 2002.

Leave of Absence:

Jenny Wing - Elementary Teacher assigned to Thomas C. Armstrong Middle School, a paid disability leave of absence, anticipated January 6, 2003 through February 28, 2003. *For the purpose of child-rearing.*

Appointments:

Sharon Hetzler - Special Education Teacher assigned to Thomas C. Armstrong Middle School, a two-year probationary position effective September 26, 2002 through September 25, 2004 at \$42,142. *Replacement for Michelle Guerrieri.*

Colleen Meagher - Elementary Teacher assigned to Freewill Elementary School, a temporary appointment effective September 1, 2002 through January 24, 2003 at \$32,750. *Replacement for both Lori Dow and Laurie Gilbert.*

CSE Recommendations to the Board of Education

Date: 10/9/02

The Committee recommends that the following program be arranged, or approved, for the following students. Parents are in agreement with this recommendation.

Student: # 7744
 School: Ontario Elementary
 Classification: LD/written expression
 Recommended Placement : Consultant Teacher for academic support

Grade && Year: 03 (02-03)
 Time of Services: 2 hours/week
 Triennial Due: 2005/06
 Last Program: Regular Education

Reason for Placement/Services: Needs in class support / test modifications.

Other Placement/Services Considered, but Not Selected: Resource Room

Related	Speech and/or Language:	None
	Occupational Therapy:	None
	Physical Therapy:	None
	Counseling:	None
	Adapted Physical Education:	None
	Other:	None

Student: # 8884
 School: BOCES/Alternative High School-ODX
 Classification: OHI (declassified)
 Recommended Placement : 504 Accommodation Plan

Grade && Year: 10 (02-03)
 Time of Services: n/a
 Triennial Due: 2005/08
 Last Program: Consultant Teacher for all academic areas

Reason for Placement/Services: Alternative approach for emotional needs

Other Placement/Services Considered, but Not Selected: Consultant Teacher

Related	Speech and/or Language:	None
	Occupational Therapy:	None
	Physical Therapy:	None
	Counseling:	2X/month at 30 minutes
	Adapted Physical Education:	None
	Other:	None

Student: # 96766
 School: Roosevelt Children's Center @ Williamson
 Classification: Preschool Child w/a Disability
 Recommended Placement : Integrated Special Class 8:1:2

Grade && Year: Preschool (02-03)
 Time of Services: 5x/wk 1/2 days (PM)
 Triennial Due:
 Last Program: EI

Reason for Placement/Services:

Other Placement/Services Considered, but Not Selected: Integrated Special Class 8:1:2

Related	Speech and/or Language:	3x/wk@30min (2 ind/1group)
	Occupational Therapy:	2x/wk@30min (ind)
	Physical Therapy:	None
	Counseling:	None
	Adapted Physical Education:	None
	Other:	None

CSE Recommendations to the Board of Education

Date: 10/9/02

The Committee recommends that the following program be arranged, or approved, for the following students. Parents are in agreement with this recommendation.

Student: # 97338	Grade && Year: 03 (02-03)
School: Freewill Elementary	Time of Services: 3 hours/week
Classification: SI	
Recommended Placement : Consultant Teacher for Language Arts	Triennial Due: 2005/08
	Last Program: Regular Education

Reason for Placement/Services: Needs in class support / test modifications.

Other Placement/Services Considered, but Not Selected: Resource Room

Related	Speech and/or Language:	90 minutes/week (special ed push in; pull out)
	Occupational Therapy:	None
	Physical Therapy:	None
	Counseling:	30 minutes/week (consultant) indirect/direct
	Adapted Physical Education:	None
	Other:	None

Student: # 97455	Grade && Year: K (02-03)
School: Stepping Stones-ODX	Time of Services: 2.5 hours/week (SEIT)
Classification: MD	
Recommended Placement : SEIT Services	Triennial Due: 2005/04
	Last Program: Integrated Special Class

Reason for Placement/Services:

Other Placement/Services Considered, but Not Selected:

Related	Speech and/or Language:	5X/week@30 min. (1 small group/4 individual)
	Occupational Therapy:	3X/week@30min. (1 small group/2 individual)
	Physical Therapy:	3X/week@30min. (1 small group/2 individual)
	Counseling:	None
	Adapted Physical Education:	None
	Other:	1:1 Aide; music therapy 2X30 grp/1X30 indiv; Cranial Therapy

Student: # 97862	Grade && Year: 10 (02-03)
School: Wayne Central High School	Time of Services: TBD
Classification: None	
Recommended Placement : 504 Accommodation Plan	Triennial Due:
	Last Program: 504 Plan (Webster)

Reason for Placement/Services:

Other Placement/Services Considered, but Not Selected:

Related	Speech and/or Language:	None
	Occupational Therapy:	None
	Physical Therapy:	None
	Counseling:	None
	Adapted Physical Education:	None
	Other:	None

CSE Recommendations to the Board of Education

Date: 10/9/02

The Committee recommends that the following program be arranged, or approved, for the following students. Parents are in agreement with this recommendation.

Student: # 97870
School: Wayne Central Middle School
Classification: LD/math
Recommended Placement : Consultant Teacher for math support

Grade && Year: 06 (02-03)
Time of Services: 2 hours/week
Triennial Due: 2005/07
Last Program: Regular Education

Reason for Placement/Services: Needs in class support / test modifications.

Other Placement/Services Considered, but Not Selected: Resource Room

Related	Speech and/or Language:	None
	Occupational Therapy:	None
	Physical Therapy:	None
	Counseling:	None
	Adapted Physical Education:	None
	Other:	None

Student: # 97984
School: Wayne Central Middle School
Classification: LD/math reasoning, Rdg. Comp, basic Rdg. skills,
Recommended Placement : Special Class for ELA; Social Studies

Grade && Year: 08 (02-03)
Time of Services: 60%
Triennial Due: 2001/06
Last Program: Special Class (Pal-Mac)

Reason for Placement/Services:

Other Placement/Services Considered, but Not Selected:

Related	Speech and/or Language:	None
	Occupational Therapy:	None
	Physical Therapy:	None
	Counseling:	None
	Adapted Physical Education:	None
	Other:	None

Att. 5



SCHOOL BOARDS ASSOCIATION

SINCE 1896, THE VOICE OF PUBLIC SCHOOL LEADERSHIP

August 5, 2002

To: Area 2, 4, 6, 8 and 10 School Board Members
From: President Sandra Lockwood
Subject: **Board of Director's Election**

The following school board members have been nominated by at least five member school boards to be candidates for a two-year term on the Board of Directors of the New York State School Boards Association. Each member school board, acting at a regular or special meeting, is entitled to cast one vote for one candidate from its area.

- Area 2 — Lynn Gay, Wayne-Finger Lakes BOCES
- Area 4 — Michael Masse, Fayetteville-Manlius
- Area 6 — Marion Elliott, Salmon River
- Area 8 — Martha (Marti) Stayton, Oneonta
- Area 10 — Anne Byrne, Nanuet

The ballot upon which the official action of your board is to be recorded has been mailed to your superintendent. The **original ballot must be signed by the president or vice president** of your board and mailed, to the attention of Timothy G. Kremer, **so as to reach the Association's office by 4:45 p.m., Thursday, October 10, 2002.** Please call Pat Martel, Executive Assistant at 518-783-0200 or 800-342-3360 if you have any question about the voting process.

cc: Area 2, 4, 6, 8 and 10 Superintendents

24 Century Hill Drive, Suite 200
Latham, New York 12110-2125

WAYNE CENTRAL SCHOOL DISTRICT
Ontario Center, New York

TO: Board of Education
FROM: Michael Havens
RE: Consensus Agenda
DATE: October 9, 2002

The following items are recommended for approval as presented in a Consensus Agenda:

1. Accept July Treasurer's Report
2. Accept August Treasurer's Report
3. Accept Independent Auditor's Report and Management Letter
4. Accept Gift to District
5. Approve Change Order
6. Adopt Red Ribbon Week Resolution

/les

TREASURER'S REPORT

July 1-31, 2002

GENERAL FUND
 TREASURER'S MONTHLY REPORT
 From the period of July 1 - 31, 2002

Prior period available balance \$73,492.54

RECEIPTS DURING MONTH

DATE	SOURCE	AMOUNT
07/01/02	Transfer from Special Aid	\$ 15,588.38
07/01/02	Wayne Finger Lakes Boces	\$ 18,592.04
07/01/02	Wayne Finger Lakes Boces	\$ 10,342.25
07/08/02	Wayne Finger Lakes Boces	\$ 2,005.00
07/08/02	Medicaid	\$ 9,753.95
07/16/02	Wayne Finger Lakes Boces	\$ 131,062.34
07/16/02	Wayne Finger Lakes Boces	\$ 2,136.66
07/24/02	Wayne Finger Lakes Area Schools	\$ 1,695.22
07/25/02	Hillside Children's Center	\$ 28,336.32
07/01-31/02	Handicapped Tuitions	\$ 36,492.07
07/01-31/02	Building use	\$ 663.00
07/01-31/02	Summer School Receipts	1,611.00
07/01-31/02	Med/Dental Reimburse	\$ 632.46
07/01-31/02	Transfers from Money Market	\$ 305,000.00
07/01-31/02	Miscellaneous	\$ 955.04
Total Receipts		564,865.73

Total receipts, including balance \$638,358.27

DISBURSMENTS DURING MONTH

From Check No. 24000	To Check No. 24036	\$	245,946.32
	Payrolls	\$	335,266.13
	Money Market		
Total disbursements			\$581,212.45
Cash Balance			\$57,145.82

BANK RECONCILIATION

Balance as given on bank statement		134,042.73
Less total of outstanding checks		76,912.41
Net balance in bank		57,130.32
Amount of receipts undeposited (add)		15.50
Total available balance		\$57,145.82

Received by the Board of Education
 and entered as a part of the
 minutes of the Board meeting held

This is to certify that the above
 Cash balance is in agreement with
 my bank statement as reconciled

'20

 Clerk of Board of Education

 Treasurer of School District

 Date

Treasur-

SCHOOL LUNCH FUND
 TREASURER'S MONTHLY REPORT
 From the period of July 1 - 31, 2002

Prior period available balance \$95,906.84

RECEIPTS DURING MONTH

DATE	SOURCE	AMOUNT
07/24/02	WCS General Fund	75.60
07/24/02	Ontario Primary Elem PTA	226.00
07/31/02	Ontario Friends of the Park	169.45
07/01-31/02	Lunch/Break Sales HS	243.85
07/01-31/02	State Aid	19,973.00

Total Receipts \$20,687.90

Total receipts, including balance \$116,594.74

DISBURSEMENTS DURING MONTH

By check			
From Check No.	To Check No.		
	Payroll	4,114.96	
By Debit Charge	Bank Debits		
	Total disbursements		<u>\$4,114.96</u>
	Cash Balance		<u>\$112,479.78</u>

BANK RECONCILIATION

Balance as given on bank statement	113,532.15
Less total of outstanding checks	<u>1,052.37</u>
Net balance in bank	112,479.78
Amount of receipts undeposited (add)	
Total available balance	<u><u>\$112,479.78</u></u>

Received by the Board of Education
 and entered as a part of the
 minutes of the Board meeting held

This is to certify that the above
 Cash balance is in agreement with
 my bank statement as reconciled

2002

 Clerk of Board of Education

 Treasurer of School District
 Date

CAPITAL RESERVE
 TREASURER'S MONTHLY REPORT
 From the period of July 1 - 31, 2002

Prior period available balance \$545.55

RECEIPTS DURING MONTH

DATE	SOURCE	AMOUNT
	Total Receipts	<u>\$0.00</u>
	Total receipts, including balance	\$545.55
DISBURSEMENTS DURING MONTH		
By check		
From Check No.	To Check No.	
By Debit Charge		<u> </u>
	Total disbursements	<u>\$0.00</u>
	Cash Balance	<u><u>\$545.55</u></u>

BANK RECONCILIATION

Balance as given on bank statement	545.55
Less total of outstanding checks	<u>-</u>
Net balance in bank	545.55
Amount of receipts undeposited (add)	<u>-</u>
Total available balance	<u><u>\$545.55</u></u>

Received by the Board of Education
 and entered as a part of the
 minutes of the Board meeting held

This is to certify that the above
 Cash balance is in agreement with
 my bank statement as reconciled

 20

 Clerk of Board of Education

 Treasurer of School District
 Date

CAPITAL PROJECTS
 TREASURER'S MONTHLY REPORT
 From the period of July 1 - 31, 2002

Prior period available balance \$77.59

RECEIPTS DURING MONTH

DATE	SOURCE	AMOUNT
Total Receipts		-
Total receipts, including balance		\$77.59

DISBURSEMENTS DURING MONTH

By check					
From Check No.	To Check No.				
By Debit Charge					
Total disbursements		\$0.00			
Cash Balance		\$77.59			

BANK RECONCILIATION

Balance as given on bank statement		77.59	
Less total of outstanding checks			
Net balance in bank		77.59	
Amount of receipts undeposited (add)		-	
Total available balance		\$77.59	

Received by the Board of Education
 and entered as a part of the
 minutes of the Board meeting held

 20

 Clerk of Board of Education

This is to certify that the above
 Cash balance is in agreement with
 my bank statement as reconciled

 Treasurer of School District
 Date

BUS RESERVE
 TREASURER'S MONTHLY REPORT
 From the period of July 1 - 31, 2002

Prior period available balance 19,848.99

RECEIPTS DURING MONTH

DATE	SOURCE	AMOUNT
Total Receipts		\$0.00
Total receipts, including balance		\$19,848.99

DISBURSEMENTS DURING MONTH

By check	To Check No.	
From Check No.		
By Debit Charge	Purchase CD	
Total disbursements		\$0.00
Cash Balance		\$19,848.99

BANK RECONCILIATION

Balance as given on bank statement	19,848.99
Less total of outstanding checks	
Net balance in bank	19,848.99
Amount of receipts undeposited (add)	-
Total available balance	\$19,848.99

Received by the Board of Education
 and entered as a part of the
 minutes of the Board meeting held

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 Cash balance is in agreement with
 my bank statement as reconciled

20

 Treasurer of School District
 Date

Clerk of Board of Education

TRUST AND AGENCY
 TREASURER'S MONTHLY REPORT
 From the period of July 1 - 31, 2002

Prior period available balance \$71,955.97

RECEIPTS DURING MONTH

DATE	SOURCE	AMOUNT
07/03/02	General Fund PR	\$ 36,608.11
07/03/02	General Fund Fica/Med	\$ 9,314.44
07/09/02	Cafeteria PR	\$ 651.05
07/09/02	Cafeteria Fica/Med	\$ 176.04
07/09/02	General Fund PR	\$ 700.69
07/09/02	General Fund Fica/Med	\$ 207.08
07/16/02	NSF redeposit	\$ 36.00
07/17/02	Transfer from Unemployment	\$ 502.90
07/18/02	General Fund PR	\$ 61,729.54
07/18/02	General Fund Fica/Med	\$ 14,210.56
07/18/02	Cafeteria PR	\$ 548.40
07/18/02	Cafeteria Fica/Med	\$ 116.24
07/1-31-02	Medical/Dental	\$ 40,180.35
07/01-31/02	Commissions	\$ 637.82
07/01-31/02	Interest	40.26

Total Receipts \$165,659.48

Total receipts, including balance \$237,615.45

DISBURSEMENTS DURING MONTH

By check		
From Check No.3192	To Check No. 3212	18,055.80
By Debit Charge	Transfers for payroll	<u>116,830.36</u>
	Total disbursements	<u>\$134,886.16</u>
	Cash Balance	<u>\$102,729.29</u>

BANK RECONCILIATION

Balance as given on bank statement	119,894.48
Less total of outstanding checks	<u>17,165.19</u>
Net balance in bank	102,729.29
Amount of receipts undeposited (add)	<u>-</u>
Total available balance	<u>\$102,729.29</u>

Received by the Board of Education
 and entered as a part of the
 minutes of the Board meeting held

This is to certify that the above
 Cash balance is in agreement with
 my bank statement as reconciled

UNEMPLOYMENT INS. RES.
 TREASURER'S MONTHLY REPORT
 From the period of July 1 - 31, 2002

Prior period available balance \$0.00

RECEIPTS DURING MONTH

DATE	SOURCE	AMOUNT
07/17/02	Transfer from Money Market	502.90
Total Receipts		\$502.90

Total receipts, including balance \$502.90

DISBURSEMENTS DURING MONTH

By check		
From Check No.	To Check No.3199	\$ 502.90
By Debit Charge		
		\$ 502.90

Total disbursements \$ 502.90

Cash Balance \$0.00 \$0.00 \$0.00

BANK RECONCILIATION

Balance as given on bank statement

Less total of outstanding checks

Net balance in bank

Amount of receipts undeposited (add)

Total available balance

MONEY MARKET
SAVINGS

98,901.72

Received by the Board of Education
and entered as a part of the
minutes of the Board meeting held

This is to certify that the above
Cash balance is in agreement with
my bank statement as reconciled

20

Clerk of Board of Education

Treasurer of School District
Date

LIABILITY INSURANCE RESERVE
 TREASURER'S MONTHLY REPORT
 From the period of July 1 - 31, 2002

Prior period available balance

RECEIPTS DURING MONTH

DATE	SOURCE	AMOUNT
	Total Receipts	_____

Total receipts, including balance

DISBURSEMENTS DURING MONTH

By check		
From Check No.	To Check No.	
By Debit Charge		_____

Total disbursements _____

Cash Balance _____

BANK RECONCILIATION

Balance as given on bank statement

Less total of outstanding checks

Net balance in bank

Amount of receipts undeposited (add)

Total available balance

MONEY MARKET
SAVINGS

74,810.83

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Received by the Board of Education
and entered as a part of the
minutes of the Board meeting held

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Cash balance is in agreement with
my bank statement as reconciled

20

Clerk of Board of Education

Treasurer of School District
Date

SPECIAL AID
 TREASURER'S MONTHLY REPORT
 From the period of July 1 - 31, 2002

Prior period available balance \$20,891.55

RECEIPTS DURING MONTH

DATE	SOURCE	AMOUNT	
07/01/02	Literacy Grant	250.00	
07/20/02	State Aid	47,496.00	
07/25/02	State Aid	76,986.11	
	Total Receipts		\$124,732.11
	Total receipts, including balance		\$145,623.66

DISBURSEMENTS DURING MONTH

By check			
From Check No. 753	To Check 755	1,028.00	
By Debit Charge			
	Trans to GF	15,588.38	
	Total disbursements		\$16,616.38
	Cash Balance		\$129,007.28

RECONCILIATION WITH BANK
STATEMENT

Balance as given on bank statement	131,590.28	
Less total of outstanding checks	2,583.00	
Net balance in bank	129,007.28	
Amount of receipts undeposited (add)		
Total available balance		\$129,007.28

Received by the Board of Education
 and entered as a part of the
 minutes of the Board meeting held

This is to certify that the above
 Cash balance is in agreement with
 my bank statement as reconciled

Clerk of Board of Education

Treasurer of School District

Date

TREASURER'S REPORT

August 1-31, 2002

TREASURER'S MONTHLY REPORT
ENDING BALANCES OF ALL WCSD FUNDS AS OF August 1-31, 2002

GENERAL FUND

Checking Account	53,900.54
Money Market	621,618.37
	<u>675,518.91</u>

SCHOOL LUNCH FUND

Checking Account	106,459.28
Money Market Account	58,284.64
	<u>164,743.92</u>

CAPITAL RESERVE FUND

Checking Account	545.55
Money Market	543,721.22
	<u>544,266.77</u>

CAPITAL PROJECTS

Checking Account	77.59
Money Market	420,069.74

BUS RESERVE

Checking Account	19,848.99
Money Market	127,540.06
	<u>147,389.05</u>

TRUST AND AGENCY

Checking Account (Now)	120,809.31
------------------------	------------

UNEMPLOYMENT INS.

MONEY MARKET	99,036.21
	-

LIABILITY INSURANCE

MONEY MARKET	75,014.24
	-

SPECIAL AID ACCOUNT

Checking Account	\$35,228.76
------------------	-------------

Date

Leora L. Stramonine,

Received by the Board of
and entered as a part of the
minutes of the Board meeting

Clerk of Board of Education

GENERAL FUND
TREASURER'S MONTHLY
From the period of August 1-31, 2002

Prior period available balance \$57,145.82

RECEIPTS DURING MONTH

DATE	SOURCE	AMOUNT
08/01/02	BUS RESERVE	\$ 83,178.40
08/05/02	COUNTY OF MONROE	\$ 1,403.72
08/08/02	HEALTH ECONOMICS	\$ 3,464.63
08/16/02	TRANSFER FROM SPECIAL AI	\$ 109,848.86
08/20/02	WAYNE FINGER LAKES BOCE	\$ 22,357.21
08/23/02	VOID CHECK	\$ 44,667.22
08/28/02	WAYNE CO TREAS. SALES TA	\$ 254,157.87
08/01-30/02	SUMMER SCHOOL RECEIPTS	\$ 1,815.00
08/01-30/02	HANDICAPPED TUITIONS	\$ 22,716.53
08/01-30/02	COMMISSIONS	\$ 3,790.01
08/01-30/02	BUILDING USE	\$ 370.00
08/01-30/02	MONEY MARKET	\$ 900,000.00
08/01-30/02	MISCELLANEOUS	\$ 628.99

Total Receipts 1,448,398.44

Total receipts, including balance \$1,505,544.26

DISBURSMENTS DURING

From Check No. 24037	To Check No.24283	\$	790,578.53
	Payrolls	\$	661,065.19
	Money Market		

Total disbursements \$1,451,643.72

Cash Balance \$53,900.54

BANK RECONCILIATION

Balance as given on bank 247,278.01

Less total of outstanding 238,099.19

Net balance in bank 9,178.82

Amount of receipts
undeposited (add) 44,721.72

Total available balance \$53,900.54

Received by the Board of
and entered as a part of the
minutes of the Board meeting

This is to certify that the
Cash balance is in
my bank statement as

'20

Treasurer of School District

SCHOOL LUNCH FUND
 TREASURER'S MONTHLY
 From the period of August 1-31, 2002

Prior period available balance \$112,479.78

RECEIPTS DURING MONTH

DATE	SOURCE	AMOUNT
08/15/02	REBATES	123.50
08/1-30/02	HS LUNCH/BREAK	190.35
08/1-30/02	STATE AID	2,807.00

Total Receipts \$3,120.85

Total receipts, including balance \$115,600.63

DISBURSEMENTS DURING

By check

From Check No. 3261	To Check No. 3271	842.12
	Payroll	8,299.23

By Debit Charge Bank Debits

Total disbursements \$9,141.35

Cash Balance \$106,459.28

BANK RECONCILIATION

Balance as given on bank 107,790.25

Less total of outstanding 1,330.97

Net balance in bank 106,459.28

Amount of receipts
undeposited (add)

Total available balance \$106,459.28

Received by the Board of
Education of the Board meeting
held

2002

Clerk of Board of Education

This balance is in
agreement with
reconciled

Treasurer of School District
Date

CAPITAL RESERVE
 TREASURER'S MONTHLY
 From the period of August 1-31, 2002

Prior period available balance \$545.55

RECEIPTS DURING MONTH

DATE	SOURCE	AMOUNT
------	--------	--------

	Total Receipts	\$0.00
--	----------------	--------

	Total receipts, including balance	\$545.55
--	-----------------------------------	----------

DISBURSEMENTS DURING

By check

From Check No.

To Check No.

By Debit Charge

	Total disbursements	\$0.00
--	---------------------	--------

	Cash Balance	\$545.55
--	--------------	----------

BANK RECONCILIATION

Balance as given on bank	545.55
--------------------------	--------

Less total of outstanding	-
---------------------------	---

Net balance in bank	545.55
---------------------	--------

Amount of receipts undeposited (add)	-
---	---

Total available balance	\$545.55
-------------------------	----------

Received by the Board of
 and entered as a part of the
 minutes of the Board meeting

20

This is to certify that the
 Cash balance is in
 my bank statement as

 Clerk of Board of Education

 Treasurer of School District
 Date

CAPITAL PROJECTS
 TREASURER'S MONTHLY
 From the period of August 1-31, 2002

Prior period available balance \$77.59

RECEIPTS DURING MONTH

DATE	SOURCE	AMOUNT
------	--------	--------

	Total Receipts	-
--	----------------	---

	Total receipts, including balance	\$77.59
--	-----------------------------------	---------

DISBURSEMENTS DURING

By check

From Check No.

To Check No.

By Debit Charge

	Total disbursements	\$0.00
--	---------------------	--------

	Cash Balance	\$77.59
--	--------------	---------

BANK RECONCILIATION

Balance as given on bank	77.59
--------------------------	-------

Less total of outstanding	-
---------------------------	---

Net balance in bank	77.59
---------------------	-------

Amount of receipts undeposited (add)	-
--------------------------------------	---

Total available balance	\$77.59
-------------------------	---------

Received by the Board of
 and entered as a part of the
 minutes of the Board meeting

 20

 Clerk of Board of Education

This is to certify that the
 Cash balance is in
 my bank statement as

 Treasurer of School District

Date

BUS RESERVE
 TREASURER'S MONTHLY
 From the period of August 1-31, 2002

Prior period available balance 19,848.99

RECEIPTS DURING MONTH

DATE	SOURCE	AMOUNT
	Total Receipts	<u>\$0.00</u>
	Total receipts, including balance	\$19,848.99
DISBURSEMENTS DURING		
By check		
From Check No.	To Check No.	
By Debit Charge	Purchase CD	
	Total disbursements	<u>\$0.00</u>
	Cash Balance	<u>\$19,848.99</u>

BANK RECONCILIATION

Balance as given on bank	19,848.99
Less total of outstanding	<u> </u>
Net balance in bank	19,848.99
Amount of receipts undeposited (add)	<u> -</u>
Total available balance	<u>\$19,848.99</u>

Received by the Board of
 and entered as a part of the
 minutes of the Board meeting

 20

 Clerk of Board of Education

This is to certify that the
 Cash balance is in
 my bank statement as

 Treasurer of School District
 Date

UNEMPLOYMENT INS.
 TREASURER'S MONTHLY
 REPORT
 From the period of August 1-31, 2002

Prior period available balance \$0.00

RECEIPTS DURING MONTH

DATE	SOURCE	AMOUNT
Total Receipts		_____

Total receipts, including balance

DISBURSEMENTS DURING MONTH

By check		
From Check No.	To Check No.	
By Debit Charge		_____

Total disbursements _____

Cash Balance

BANK RECONCILIATION

Balance as given on bank

Less total of outstanding _____

Net balance in bank

Amount of receipts undeposited (add) _____

Total available balance

MONEY MARKET SAVINGS 99,036.21

Received by the Board of and entered as a part of the minutes of the Board meeting

_____ 20

Clerk of Board of Education

This is to certify that the Cash balance is in my bank statement as

 Treasurer of School District
 Date

LIABILITY INSURANCE
 TREASURER'S MONTHLY
 From the period of August 1-31, 2002

Prior period available balance

RECEIPTS DURING MONTH

DATE	SOURCE	AMOUNT
	Total Receipts	_____
	Total receipts, including balance	
DISBURSEMENTS DURING MONTH		
By check	To Check No.	
From Check No.		
By Debit Charge		_____
	Total disbursements	_____
	Cash Balance	=====

BANK RECONCILIATION

Balance as given on bank	
Less total of outstanding	_____
Net balance in bank	
Amount of receipts undeposited (add)	_____
Total available balance	

MONEY MARKET SAVINGS	=====	75,014.24
----------------------	-------	-----------

Received by the Board of
 and entered as a part of the
 minutes of the Board meeting

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 Cash balance is in
 my bank statement as

20

Clerk of Board of Education

Treasurer of School District
 Date

SPECIAL AID
 TREASURER'S MONTHLY
 From the period of August 1-31, 2002

Prior period available balance \$129,007.28

RECEIPTS DURING MONTH

DATE	SOURCE	AMOUNT
08/06/02	STATE AID	3,000.00
08/12/02	STATE AID	2,083.00
08/15/02	STATE AID	4,000.00
08/15/02	STATE AID	15,340.00

Total Receipts 24,423.00

Total receipts, including balance \$153,430.28

DISBURSEMENTS DURING

By check		
From Check No.755	To Check 773	8,352.66
By Debit Charge	Trans to GF	109,848.86
Total disbursements		<u>\$118,201.52</u>

Cash Balance \$35,228.76

RECONCILIATION WITH
 BANK STATEMENT

Balance as given on bank	36,756.08	
Less total of outstanding	<u>1,527.32</u>	
Net balance in bank	35,228.76	
Amount of receipts undeposited (add)	<u> </u>	
Total available balance		<u><u>\$35,228.76</u></u>

Received by the Board of
 and entered as a part of the
 minutes of the Board meeting

This is to certify that the
 Cash balance is in
 my bank statement as

20

Clerk of Board of Education

Treasurer of School District
 Date

TO: Michael Havens
FROM: Gregory J. Atseff
Assistant Superintendent for Business
DATE: October 9, 2002
RE: Independent Auditor's Report and Management Letter

Attached is a copy of the General Purpose Financial Statements and the Management Letter for the school fiscal year ended June 30, 2002, as prepared by Raymond F. Wager, CPA, P.C., Corona Executive Commons, 332 Jefferson Road, Rochester, NY 14623.

A copy of the General Purpose Financial Statements and the Management Letter have been forwarded to the New York State Education Department, Office of Audit Services, 524 Education Building, Albany, NY 12234. The General Purpose Financial Statements must be filed by October 1 of the current fiscal year.

Recommend that the Board of Education adopt a resolution at the October 9, 2002, board meeting accepting the Independent Auditor's Report and the Management Letter for the fiscal year 2001-2002.

It will be necessary for the district to file with the State Education Department a certified excerpt of the minutes of the Board of Education meeting noting the acceptance of the 2001-2002 General Purpose Financial Statements. In addition, the District must publish a notice within ten days that such report is available for public inspection.

/db

Attachments


TO: Michael Havens
Superintendent of Schools
FROM: Gregory J. Atseff
Assistant Superintendent for Business
DATE: October 9, 2002
RE: Gifts to the District

Recommend that the Board of Education, at their meeting to be held on October 9, 2002, accept from Martino Flynn a gift of various desks, files, chairs and other office furniture and accessories for use in the high school. The total value of these items is \$12,454.00.

/db

c: Lee Stramonine
Helen Jensen
Lorry Morrin, Wayne High School Principal

To: Michael Havens, Superintendent of Schools

From: Gregory Atseff, Assistant Superintendent for Business 

Date: October 3, 2002

Re: Change Order CO-4

Attached is a copy of Change Order CO-4, from Marcor Remediation. This change order is for the cost for additional floor tile to match the tile pattern at Beneway Senior High School.

Please present the following resolution to the Board of Education at their meeting on October 9, 2002:

Resolution

Resolved; that upon the recommendation of the Superintendent of Schools, the Board of Education of the Wayne Central School District hereby approves Change Order CO-4 for \$20,520.00.

CLARK PATTERSON ASSOCIATES

186 North Water Street, Rochester, New York 14604 PHONE: (585) 454-7600 FAX: (585) 454-7618

Change Order Form

Owner
Architect
Contractor
Field
Other

THIS DOCUMENT HAS IMPORTANT LEGAL CONSEQUENCES. ATTORNEY CONSULTATION, WITH RESPECT TO ITS COMPLETION OR MODIFICATION, IS ENCOURAGED.

PROJECT: Wayne CSD 1998 Bond Issue
(Name & address) Flooring Replacement Project
Wayne Central School District
6200 Ontario Center Road
Ontario Center, New York 14520

CONTRACTOR: Marcor Remediation, Inc.
(Name & address) 460 Buffalo Road, Suite 5
Rochester, New York 14611

SED
PROJ. MANAGER Mary Ann Clune

CHANGE ORDER NO.: CO-4
DATE: August 7, 2002
ARCHITECT'S PROJECT NO.: 41104.01
CONTRACT DATE: June 29, 2001
CONTRACT FOR: Flooring Replacement
SED PROJECT NO(s): 65-08-01-06-0-006-006

The Contract is changed as follows:

Provide additional VCT flooring (material only) as indicated in the attached documentation.

ADD: \$20,520.00

Total for this Change Order: \$20,520.00

Not valid unless signed by the Owner, Architect and the Contractor.

The original (Contract Sum)(Guaranteed Maximum Price) was:

\$284,469.00

The net change by previous Change Order(s) is:

\$11,524.91

The (Contract Sum)(Guaranteed Maximum Price) prior to this Change Order was:

\$295,993.91

The (Contract Sum)(Guaranteed Maximum Price) will be (increased) (decreased) (unchanged) by this Change Order in the amount of:

\$20,520.00

The new (Contract Sum)(Guaranteed Maximum Price) including this Change Order will be:

\$316,513.91

The Contract Time will be (increased) (decreased) (unchanged) by (number in text form) (0) days:

The date of Substantial Completion as of the date of this Change Order therefore is:

August 9, 2002

Architect:

Clark Patterson Associates
186 North Water Street
Rochester, New York 14604

Contractor:

Marcor Remediation, Inc.
460 Buffalo Road, Suite 5
Rochester, New York 14611

Owner:

Wayne Central School District
6200 Ontario Center Road
Ontario Center, New York 14520

By: 

Date: 08/07/02

By: 

Date: 9/5/02

By: _____

Date: _____