

# WAYNE CENTRAL SCHOOL DISTRICT BOARD OF EDUCATION MEETING AGENDA

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June 23, 2005      6:30 p.m.      Ontario Elementary Conference Room

- 6:30      Executive Session
- 7:30      Call To Order/Pledge of Allegiance
- 7:40      Approval of Agenda/Approval of [MINUTES](#)      Att. 1
- 7:45      Public Comment
- 7:50      Board Member Comments
- 7:55      Action Items
- 8:00      Superintendent's Report
1. School Improvement Goals: Facilities and Finance
  2. Full Day Kindergarten
  3. Ties Program
  4. Performance Contract Report
  5. [Foundation](#)/Naming Rights      Att. 2
  6. Retreat
- 9:00      Board Action
1. [Reserve](#) Accounts      Att. 3
  2. Accept [Gift](#) to the District      Att. 4
  3. [Confidential](#) Employee Agreements      Att. 5 (a,b)
- 9:05      [Policy](#) – First and Second Readings      Att. 6
- 9:10      Board Member Comments
- 9:15      Adjournment

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Next Meeting Date:    July 14, 2005      7:30 p.m.      Ontario Elementary Conference Room

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***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:** Thursday, June 9, 2005

**TIME:** 7:00 p.m.

**TYPE:** Regular Business Meeting

**PLACE:** District Office

**PRESENT:** Trustees Brunner, Davis, Diller (arrived @ 7:05 p.m.), Johnson, Lyke, Robusto, Triou, Wyse; Trustee-Elect Schultz; District Clerk Switzer; Administrators Havens, Armitage, Armocida, La Ruche, Siracuse, Cox, Schiek, Spring, Callahan, Green

**ABSENT:** Trustee Griswold

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

**I. CALL TO ORDER:** 7:00 p.m. by John D. Triou, School Board President

**II. EXECUTIVE SESSION** (Personnel)

Mr. Robusto offered a **MOTION** to adjourn the meeting, at 7:01 p.m., for an executive session on personnel matters pertaining to specific persons. 7 Ayes, 0 Nays, 2 Absent (Mrs. Diller, Mr. Griswold), Carried.

(Mrs. Diller entered the meeting at 7:05 p.m.)

**III. RECONVENE:** 7:34 p.m.

**IV. PLEDGE OF ALLEGIANCE**

**V. APPROVAL OF AGENDA & MINUTES** (May 26, 2005)

Mr. Triou presented a nomination for Mrs. Jeanne Durfee of Walworth as NYSSBA Area 2 Director for the NYS School Boards Association as an additional agenda item. Mr. Wyse offered a **MOTION** to approve the agenda for this evening's meeting, as revised, and the minutes of the meeting of May 26, 2005, as presented. 7 Ayes, 0 Nays, 1 Absent (Mr. Griswold), 1 Abstention (Mr. Johnson), Carried.

**VI. PUBLIC COMMENT** - None

**VII. BOARD MEMBER COMMENTS**

A. Mrs. Lyke reported on attendance at the **annual meeting of the Four County School Boards Association** and the remarks by featured speaker Dr. Albert Simone, President of Rochester Institute of Technology, on the pressing need for more engineering students, especially females. She asked if our district offers an engineering program; Mr. Havens noted that he is working with RIT to bring such courses to our high school. He also note that we have numerous females who earn science awards at the middle school but that number drops

at the high school and that it is an issue school officials plan to address. Mrs. Lyke noted that field experience for engineering students is also important.

- B. Mr. Johnson extended apologies for his absence from recent meetings due to work commitments and extended ***thanks to residents*** for their support of him for another term as a trustee. He also extended congratulations to Mr. Schultz and Mr. Davis on their election to new terms.
- C. Mr. Davis stated that he attended the recent ***varsity awards ceremonies*** and was impressed with the accomplishments of our athletes. He noted the exceptional vocal presentation of the National Anthem by Leah Hill and the speech on sport's ethics by Luke Baum at that event. He thanked Mr. Blankenberg and his staff for their efforts in presenting this event.

## **VIII. BOARD PRESIDENT'S COMMENTS**

- A. Mr. Triou stated that he had the opportunity to join his daughter and her classmates on a field trip to the butterfly museum in Ontario, Canada, and ***complimented*** Mrs. Rutan and staff members at Freewill Elementary School for their excellent planning efforts, including crossing the border, and complemented the students on the excellent behavior.

## **IX. REPORT ON ACTION ITEMS BY THE SUPERINTENDENT OF SCHOOLS - None**

## **X. REPORTS OF THE SUPERINTENDENT OF SCHOOLS**

### **A. FIELD TRIP BY STUDENTS AT FREEWILL ELEMENTARY SCHOOL**

Mr. Havens noted that he, too, was pleased to again participate in the field trip with students and staff from Freewill Elementary School to the butterfly museum. He is impressed with the excellent organization of the event and is always pleased to accompany our students.

### **B. UPDATE ON 2002 CAPITAL IMPROVEMENT PROJECT**

Mr. Havens introduced Mr. Michael Jordan, project superintendent, to present a progress report on the 2002 Capital Improvement Project for information of the Board of Education.

Mr. Jordan reviewed plans for Phase 2 of the project during the 2005 summer recess and noted that the new classroom wing at the high school is slated for use by students and staff in September of 2005. He presented digital photos of varied locations and aspects of project activities.

After the close of the school year, work will begin in multiple locations in the district, ranging from sidewalk repair at the middle school and floor and carpeting replacements at Freewill Elementary School to asbestos removal and exterior wall upgrades at Ontario Primary School and corridor work and final adjustments in the wheelchair lift at Ontario Elementary School.

In addition, the fields and site at the Ontario Center campus will see installation of the all-weather surface on the track, grading, drainage and retention pond work, completion of parking areas and the new bus loop at the south end of the high school, and construction of the press box and new bleachers, scoreboard and goal posts. The district logo on the floor of the new entry is completed at the high school and exterior work is nearing completion.

Mrs. Brunner asked for clarification on the modifications planned for the work desks in the science labs; Mr. Jordan provided clarification.

Mr. Triou asked about the modifications for the track and field venues on the high school fields; Mr. Jordan reviewed the modifications made.

Mr. Davis asked how irrigation of newly planted grass seed is planned in those areas where field watering equipment is not available and if the contractor is obligated to provide irrigation for the new field areas. Mr. Jordan reviewed the contract specifications that call for that to occur.

Trustees thanked Mr. Jordan for his report and explanations.

### **C. UPDATE ON COMMENCEMENT EXERCISES • CLASS OF 2005**

Mr. Havens introduced Mrs. Holly Armitage, assistant principal at the high school, to present information on commencement exercises for the Class of 2005. Mrs. Armitage reviewed plans for the new tradition of caps and gowns for trustees and faculty and their participation in the processional at commencement. The event is set for 7:00 p.m. on Friday, June 24<sup>th</sup> at the performing arts center of Finger Lakes Community College in Canandaigua.

### **D. DISCUSSION OF NAMING RIGHTS AND FORMATION OF FOUNDATION**

Mr. Havens noted that a subcommittee comprised of Mr. Robusto, Mr. Schultz and himself has worked since earlier this year on gathering information about naming rights for school facilities and formation of a foundation to provide support for school district activities. He presented a PowerPoint display of key points of their research for review and discussion by the Board of Education.

Mr. Robusto noted that he introduced discussion on the topic of ***naming rights*** for school facilities at a school board meeting six (6) months ago. He noted that the school board takes pride in the district's "forward-thinking" reputation and feels that both naming rights and a foundation would reinforce the effort to "think outside the box" in terms of school finance.

Mr. Robusto added that some 4,800 foundations exist in the United States and they provide options for corporate or individual sponsors to make tax-deductible donations to support educational programs and activities outside of the school district's operating budget.

Naming rights started in 1973 with a \$1.5 million contribution by a corporate sponsor for Rich Stadium. Since that time, both individual and corporate

sponsorships have resulted in naming facilities such as Frontier Field, Blue Cross Arena at the War Memorial, Golisano Children's Hospital and Simon School of Business, among others. He outlined the marketing and promotional activities that would accompany a naming rights project.

For our school district, potential areas for naming rights are the new science classrooms, the old and new gyms and the new varsity field at the high school.

Trustee-Elect Schultz, who served on the committee during his appointed term as a school trustee, reviewed the steps in the bidding process for naming rights and guidelines related to qualifications or restrictions on bidders, acceptable and non-acceptable product lines of sponsors, and terms and conditions of sponsorships. He also shared information collected on seeking proposals for naming rights (e.g. sealed or open bids, on-line auction, and silent auction) and the review, selection and award process.

Mr. Havens reviewed information collected by the committee on the ***role and formation of an educational foundation***. The purpose of a foundation is to provide greater involvement of the community in the school district and provide opportunities for students by non-taxpayer sources. He cited examples of laptops for each child and electronically updated exterior sign boards of items that foundations might support. In addition, some grant applications require that the school district identify a foundation as part of the application.

He reviewed the steps required and a possible timeline to create and establish a foundation, adopt bylaws, recruit and select board members and officers and obtain 501-c-3 status. If organizational efforts and meetings take place in June and July, steps to seek sponsors for the first facility with naming rights (e.g. new art, science and technology classroom wing at the high school) could begin next fall.

*Discussion among trustees and school officials is generally summarized as follows:*

Mr. Robusto noted a recent feature in the newsletter of the state school boards' association on the topic of foundations and the enthusiasm and interest that it can generate is a positive effort for the school district.

Mrs. Brunner stated that she would like to review sample bylaws of a foundation, the relationship between the elected Board of Education and an appointed Board of Directors for a foundation, and the control and allocation of funds managed by a foundation. She added the need for trustees to have a clear picture of the operation of a foundation.

Mrs. Lyke stated that she has developed a list of items on which she would need additional information based on the presentation this evening. Mr. Robusto agreed that clear guidelines for a foundation are important.

Mr. Wyse asked how the selection of officers and directors of a foundation would occur. Mr. Havens stated that the governing board of a foundation is generally separate from the membership of the Board of Education and a

representative of the school district serves as a member of the foundation board. He has gathered information from several districts on the process use for recruitment of volunteers for those roles. He added that the final decision on acceptance of donations or funds from a foundation is handled by the Board of Education in the same manner as presently in place of acceptance of gifts, grants or bequests.

Mr. Wyse asked how a Board of Education would control a foundation if it no longer conforms with the goals and mission of district in a future year. Mr. Havens noted that such issues are addressed, in writing, at the outset of the process.

Mr. Wyse cited the example of a corporate or individual product or sponsor of naming rights of a school facility who adds a product or changes its image in the future in a manner that is no longer an appropriate or proper image for the school facility. He added that such a situation could pose a future legal issue. Mr. Robusto stated that those issues are addressed in the contract or agreement for naming rights; if a future issue occurred, the naming right, and revenue, would end and the facility would no longer bear that name.

Trustee-Elect Schultz noted that issues such as this are best addressed in the schedule of payments from a sponsor and provisions for termination of the naming rights contract during the term of an agreement.

Mr. Wyse noted the past history of our school district to recognize many years of service and contributions such as James A. Beneway Senior High School, Thomas C. Armstrong Middle School and Bernard Porray Field. He would not want to lose the ability to bestow that honor on another individual of similar stature or accomplishment in the future.

Mr. Robusto noted that when an individual is honored or recognized, some one else is also slighted. Mr. Schultz noted that accommodation of local tradition or policy is possible and cited the decision to continue the original name of the War Memorial in the naming rights of Blue Cross Area at the War Memorial in the City of Rochester. Mr. Havens noted that these issues present important topics to consider.

Mrs. Lyke asked if the new public information officer would have a role in the marketing efforts of an educational foundation. Mr. Havens noted that the staffing for foundation efforts would remain separate from persons employed by the school district to avoid any conflicts of interest.

Mrs. Lyke asked if the records of a foundation are audited, if persons who handle funds are bonded and who handles disbursement of funds. Mr. Havens reviewed the financial requirements of an educational foundation as a 501-C-3 organization.

Mr. Johnson noted that when he served as an officer of the football booster group, they hired an independent auditor to audit their financial records.

Mr. Johnson stated he would like to review additional information on an educational foundation and naming rights and to review samples of bylaws for foundations in place in other school districts. .

Mr. Triou asked if trustees would like to conduct a special meeting on these topics. Mr. Havens stated that he would share sample bylaws of a foundation with trustees and welcomed any additional questions trustees might have on these two topics.

Mrs. Brunner would like clarification of the roles and responsibilities of elected school trustees and appointed foundation board members and what decision-making process would occur.

Mr. Triou suggested seeking additional information on these two topics from other school districts in our region.

Mr. Wyse suggested that such additional information include the amounts of funds raised by the foundations and the use(s) of those funds.

Mrs. Lyke noted that it appears that an educational foundation is comparable in many ways to accept a gift or bequest from the estate of a person who had a prior affiliation with the school district.

Following discussion, trustees agreed to include the topic of an educational foundation and naming rights as agenda items for the business meeting of June 23, 2005. Mrs. Brunner suggested an earlier start time for that meeting to accommodate those items.

#### **E. NOMINATION OF JEANNE A. DURFEE AS AREA 2 DIRECTOR OF THE NYS SCHOOL BOARDS ASSOCIATION**

Mrs. Lyke noted that former trustee Jeanne A. Durfee is seeking support from component school districts for nomination as Area 2 Director for the NYS School Boards Association. They noted that she is presently a member of the Board of Education of Wayne-Finger Lakes Board of Cooperative Educational Services and is a former vice-president and president of our Board of Education.

Mrs. Brunner asked if it is a paid position. Mrs. Lyke stated it is not. She added that each candidate for nomination is required to obtain nominations from five (5) member district school boards. She added that no other person in the territory encompassed by Area 2 has indicated an interest in the position at this time and Mrs. Durfee has expressed her willingness to serve in the role. The former Area 2 Director, Mrs. Lyn Gay, must step down since she no longer serves as a component board member.

Mrs. Lyke offered a **MOTION**, seconded by Mrs. Brunner, to adopt a **RESOLUTION** to nominate Jeanne A. Durfee as a candidate for Area 2 Director of NYS School Boards Association, **TO WIT:**



**RESOLUTION TO NOMINATE JEANNE A. DURFEE  
AS A CANDIDATE FOR AREA 2 DIRECTOR OF THE  
NEW YORK STATE SCHOOL BOARDS ASSOCIATION**

**RESOLVED**, that the Board of Education of the Wayne Central School District, Ontario Center, Wayne County, New York, hereby nominates Jeanne A. Durfee, 3947 Boynton Road, Walworth, New York, as a candidate for Area 2 Director of the NYS School Boards Association.

On the question, the **RESOLUTION** was adopted by a vote of 8 Ayes, 0 Nays, 1 Absent (Mr. Griswold).

**F. RECOGNITION OF TRUSTEE WYSE AT MIDDLE SCHOOL CONCERT**

Mr. Havens noted the efforts of Mr. Wyse as a musician for the recent middle school concert. Mr. Wyse noted that always enjoys working with students and staff members.

**G. STUDENT QUESTIONS**

(1) Nicole Lacz, 7163 Slocum Road, Ontario, asked if rumors she has heard about removal of air conditioning at the high school due to expense was true. Mr. Havens stated it was not true. Mrs. Lyke noted that a graduate of the high school filled a promise while a student to donate air conditioning equipment to the computer lab when their earnings allowed; the donation was made and the school district always welcomes additional donations.

(2) Diana Lee, 2066 Ridge Road, Ontario, asked about the share of school district funds expended for the fine arts compared to sports. Mr. Havens noted that the proper balance is always a concern and noted new initiatives in the fine arts planned next year and in future years in conjunction with model schools and the new art classrooms at the high school.,

**X. RECESS:** 8:55 p.m.

**XI. RECONVENE:** 9:00 p.m.

**XII. ITEMS FOR BOARD OF EDUCATION ACTION**

**A. PERSONNEL CHANGES**

Mr. Havens presented the following personnel changes for review and consideration by the Board of Education:

***INSTRUCTIONAL STAFF***

***TENURE RECOMMENDATIONS:***

**RESOLUTION TO GRANT TENURE TO  
DESIGNATED INDIVIDUALS IN THE  
AREAS NOTED AT RESPECTIVE EFFECTIVE DATES**

**RESOLVED**, that, upon the recommendation of the superintendent of schools, the following named persons, who are certified in their respective areas, are hereby appointed to tenure in the tenure areas and at effective dates, as noted:

<b><u>Name</u></b>	<b><u>Tenure Area</u></b>	<b><u>Date</u></b>
Sarah Fry	Elementary Education	August 31, 2005
Shari Sohn	Elementary Education	August 31, 2005
Patricia Dombroski	Elementary Education	August 31, 2005
Jill Ghysel	Elementary Education	August 31, 2005
Daniel Kielon	Elementary Education	August 31, 2005
Sarah Lohr	Elementary Education	August 31, 2005
Christine Uetz	Elementary Education	August 31, 2005
Tara Fisher	Health	August 31, 2005
Martin Molisani	Health	August 31, 2005
Amber Wawrzaszek	Math	August 31, 2005
James Tiffin	Math	August 31, 2005
Diane Wolcott	Reading Coordinator	August 31, 2005
Jacqueline Shiers	Special Education	August 31, 2005
Rebecca Walzer	Social Studies	August 31, 2005
Erin O'Brien	Social Studies	August 31, 2005
Gregory Geesler	Social Studies	August 31, 2005
Danielle Powelczyk	Technology	August 31, 2005
<u>Teaching Assistant:</u>		
Patricia Genesky	Teaching Assistant	September 3, 2005

**RESIGNATIONS:**

**Edward Currier**, science teacher, assigned to the middle school, effective July 1, 2005 (retirement after 37 years of service to Wayne Central School District)

**Richard Galvin**, school counselor, assigned to the high school, effective June 30, 2005 (retirement after 24 years of service to Wayne Central School District)

**Diana Page**, science-biology teacher, assigned to the high school, effective June 30, 2005 (personal reasons)

**Carolyn Stowe**, elementary education teacher, assigned to Ontario Elementary School, effective June 30, 2005 (retirement after 33 years of service to Wayne Central School District, includes service at Freewill Elementary School)

**APPOINTMENTS:**

**Nicole Welch**, ELA Coach, assigned to Ontario Elementary and Freewill Elementary Schools, a re-assignment effective September 1, 2005 through June 30, 2006 at contract salary (replacement for James Adamo, retired)

**LEAVES OF ABSENCE:**

**Jennifer Borowiak**, reading teacher, assigned to the middle school, an extension of unpaid leave of absence effective September 1, 2005 through June 30, 2006 (child rearing)

**Suellen Terranova**, elementary education teacher, assigned to the Ontario Elementary School, an unpaid FMLA disability leave anticipated September 1, 2005 through January 20, 2006 (child rearing)

### **Additional Per Diem Substitute Teachers • 2004-2005 School Year**

See Listing, Clerk's Agenda File, This Meeting

### **Amended & Additional Coaching Appointments • 2004-2005 School Year Fall, 2005, Sectional & State Qualifier & Championship Stipends, 2005,**

See Listing, Clerk's Agenda File, This Meeting

### **Summer Instructional Program Appointments (Transition, Reading & Special Ed Camp, Fitness/Conditioning Program)**

See Listing, Clerk's Agenda File, This Meeting

### **SUPPORTIVE STAFF:**

#### **RESIGNATIONS:**

**Linda Elmer**, typist, assigned to the high school, effective June 27, 2005 (retirement after 10 years service to Wayne Central School District)

**Gerald Hargarther**, senior custodian, district-wide, effective May 23, 2005 (promotion to senior maintenance mechanic)

#### **APPOINTMENTS:**

**Gerald Hargarther**, senior maintenance mechanic, assigned to the district facilities department, a probationary civil service appointment effective May 23 through November 22, 2005 at \$24.67 per hour (replacement for Robert Miller, promoted to director of facilities).

Mrs. Brunner noted the lengthy record of service contributed by each of the retirees presented above. Their departure is a loss to the school district; she extended best wishes to each of them.

Mr. Wyse offered a **MOTION** seconded by Mr. Johnson, to approve/adopt the personnel changes as recommended by the superintendent of schools. 8 Ayes, 0 Nays, 1 Absent (Mr. Griswold), Carried.

## **B. CONSENSUS AGENDA**

- (1) Reports of the School District Treasurer (A/O 4/30/05)
- (2) Award Bids for Physical Education, Athletic & Health Supplies & Equipment
- (3) Award Bid for Floor Scrubber
- (4) Resolution for Non-Public School Health Services Contract – Rochester City School District
- (5) Resolution for Non-Public School Health Services Contract – Pittsford CSD
- (6) Resolution for Non-Public School Health Services Contract – East Irondequoit CSD
- (7) Resolution for Non-Public School Health Services Contract – Penfield CSD

- (8) Accept Gift to School District (Freewill Elementary Parents' Group – Staff Room Refrigerator)

Mr. Havens presented the consensus agenda for review and consideration by the Board of Education.

Mrs. Brunner offered a **MOTION**, seconded by Mrs. Brunner to approve/adopt the consensus agenda, as presented by the superintendent of schools, as follows:

- (1) Receive & file **reports of the school district treasurer** for the period ending April 30, 2005 (copies attached to these minutes in the minute book)
- (2) Award **bids for physical education, athletic & health supplies & equipment** for 2005-2006 to the lowest responsible bidders, multiple bid award (copy of bids filed in clerk's files)
- (3) Award bids for a **floor scrubber** to Hill Markers, P.O. Box 7, Amsterdam, NY 12010, in an amount of \$9,869.00 (second lowest bidder, low bid rejected due to variance from specifications) (copy of bid in clerk's files)
- (4) Adopt a **RESOLUTION** for **non-public school health services contract** with the Rochester City School District, **TO WIT:**

**RESOLUTION FOR HEALTH SERVICES CONTRACT  
WITH ROCHESTER CITY SCHOOL DISTRICT  
(Non-Public School Pupils, 2004-2005)**

**RESOLVED**, that the Board of Education of Wayne Central School District hereby approves a contract with the Board of Education of Rochester City School District for health service charges, pursuant to §912 of the State Education Law, for pupils at non-public schools in the 2004-2005 school year, and authorizes the President and Clerk of the Board of Education to execute said contract, pending approval of same by the superintendent of schools (copy of contract filed in clerk's files)

- (5) Adopt a **RESOLUTION** for **non-public school health services contract** with the Pittsford Central School District, **TO WIT:**

**RESOLUTION FOR HEALTH SERVICES CONTRACT  
WITH PITTSFORD CENTRAL SCHOOL DISTRICT  
(Non-Public School Pupils, 2004-2005)**

**RESOLVED**, that the Board of Education of Wayne Central School District hereby approves a contract with the Board of Education of Pittsford Central School District for health service charges, pursuant to §912 of the State Education Law, for pupils at non-public schools in the 2004-2005 school year, and authorizes the President and Clerk of the Board of Education to execute said contract, pending approval of same by the superintendent of schools (copy of contract filed in clerk's files)

- (6) Adopt a **RESOLUTION** for **non-public school health services contract** with the East Irondequoit Central School District, **TO WIT:**

**RESOLUTION FOR HEALTH SERVICES CONTRACT  
WITH EAST IRONDEQUOIT CENTRAL SCHOOL DISTRICT  
(Non-Public School Pupils, 2004-2005)**

**RESOLVED**, that the Board of Education of Wayne Central School District hereby approves a contract with the Board of Education of East Irondequoit Central School District for health service charges, pursuant to §912 of the State Education Law, for pupils at non-public schools in the 2004-2005 school year, and authorizes the President and Clerk of the Board of Education to execute said contract, pending approval of same by the superintendent of schools (copy of contract filed in clerk's files)

- (7) Adopt a **RESOLUTION** for *non-public school health services contract* with the Penfield Central School District, **TO WIT:**

**RESOLUTION FOR HEALTH SERVICES CONTRACT  
WITH PENFIELD CENTRAL SCHOOL DISTRICT  
(Non-Public School Pupils, 2004-2005)**

**RESOLVED**, that the Board of Education of Wayne Central School District hereby approves a contract with the Board of Education of Penfield Central School District for health service charges, pursuant to §912 of the State Education Law, for pupils at non-public schools in the 2004-2005 school year, and authorizes the President and Clerk of the Board of Education to execute said contract, pending approval of same by the superintendent of schools (copy of contract filed in clerk's files)

- (8) Accept a *gift to school district* of a refrigerator, valued at \$700.00 for use in the staff room at Freewill Elementary School from the Freewill Elementary Parents' Group

On the question, the consensus agenda was adopted/approved by a vote of 8 Ayes, 0 Nays, 1 Absent (Mr. Griswold).

### **XIII. POLICY COMMITTEE ITEMS**

*Policy 7220* – Graduation Requirements – Revised – First Reading

*Regulation 7220* – Graduation Requirements – New – First Review

*Regulation 5790* – Transportation on School Busses of Persons Other Than Students – New – First Review

Mr. Johnson presented the policy and regulation items, noted above, for review and consideration by the Board of Education.

Mr. Triou asked if the additional hours for community service incorporated in the increased graduation requirements will pose any limitations for students. Mr. Havens noted that our students presently must fulfill fifteen (15) hours of community service and he believes they will meet the additional requirement without problems.

Mrs. Lyke asked if there is a need for additional staff positions and time to arrange for community service and internships and maintain records of same. Mr. Havens stated that the requirements would require additional time and staff.

Mr. Davis expressed a concern that many adults feel that they have too much to deal with already in their career and family responsibilities and asked if the new requirements pose the same pressures and restraints on our students and prevent them from having time to "be a kid." Mr. Havens stated that the new

requirements are intended to provide a more rigorous curriculum for our students as they prepare for their futures and careers. He noted that our requirements may exceed those of neighboring school districts but they are still less than those in other industrialized nations.

Mr. Johnson noted the proposal is to phase-in the new requirements over a five (5) year period and that he believes our students can adjust to them with the support and resources of our staff. He also believes that the increased requirements prepare our students for future careers and pursuits and that our expectations are well-outlined in the policy and regulations.

Mr. Wyse noted that he, and the several other trustees who have also attended the workshops, continuously heard at model school's training that a rigorous and relevant curriculum is essential for future success of our students in the 21<sup>st</sup> century. He added that "you will never achieve a goal you do not set."

Mr. Johnson invited trustees to advise him of any additional concerns about these proposals prior to the next scheduled policy meeting on Wednesday, June 15<sup>th</sup> at 4:00 p.m. at the district office.

Mr. Triou noted that the proposed regulation to transport persons other than students on busses had its origin in a request by a resident who has served as a substitute at Freewill Elementary School for more than twenty (20) years who is in need of a ride to school at times due to a disability which prevents use of an automobile. This proposal allows use of school busses at the discretion of the superintendent of schools.

Mrs. Lyke suggested replacing the term "emergency basis" with "as needed" and added that the person who originated this request serves as a good role model for others.

By **consensus**, trustees approved first reading and review of the proposed policies and regulation, respectively, as revised.

#### **XIV. ADDITIONAL PUBLIC COMMENT – None**

#### **XV. ADDITIONAL BOARD MEMBER COMMENTS**

- A. A, Mrs. Brunner stated that she was pleased to attend the recent **retirement event** for Mrs. Woodard and Mr. Davis and thanked Mr. Callahan for his efforts in planning and emcee for the event.
- B. Mrs. Brunner noted that she intends to seek **election as vice-president** of the Board of Education for the 2005-2006 school year.
- C. Mrs. Lyke asked who from the Board of Education will attend the **annual workshops for model schools**. Mr. Havens noted that Mr. Triou and Mr. Schultz will join with school staff this summer and bring the number of trustees who have attended the training to seven (7).

- D. Mrs. Lyke suggested that the persons who attend those workshops seek information in the ***International Baccalaureate (IB) Program*** and the need to include ***more female students in engineering programs***. Mr. Havens noted that the IB program has components for elementary, middle and high school levels. Mr. Johnson noted that the Wilson Magnet High School in the Rochester City School District has an IB program that is ranked fifth in the United States.
- E. Mrs. Diller noted that she will conclude her three (3)-year term as a trustee on June 30<sup>th</sup> and ***thanked*** everyone for their support during that term. She feels it was a valuable learning experience. Mrs. Lyke stated she would hope Mrs. Diller would return for another term in the future and trustees extended thanks to Mrs. Diller for her contributions and service as a school board member.

## **XVI. ADJOURNMENT**

Mr. Wyse offered a **MOTION** to adjourn the meeting at 9:21 p.m. 8 Ayes, 0 Nays, 1 Absent (Mr. Griswold), Carried.

Respectfully submitted,

**JAMES E. SWITZER**  
School District Clerk

**APPROVAL OF MINUTES** ES

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

**June 23, 2005**

-----  
School District Clerk

JES/jes:wp



## Statement of purpose and objectives

Att. 2

The **purpose** of the Foundation is to:

- Enhance the excellent educational programs that are synonymous with the Wayne Central School District and encourage the community to be active participants in student education.

The **goal** of the Foundation is to:

- Promote hands-on instruction and support innovation in the classroom through teacher grants, workshops, speakers, special programs, field trips, enrichment programs.

**While choosing directors, one should consider:**

- General qualifications.
- Community relations.
- Ability to help your organization qualify for 501(c) (3) tax-exempt status.

The role of the board of directors is to develop and implement “organizational policies and goals, budgeting, fundraising, and disbursing a group’s fund.” The profile of a potential director: any member of the community with broad practical skills, with contacts in your nonprofit’s area, with fundraising or accounting experience. The members on the board should be between nine and 15

Scope and programs of the nonprofit.

- Board members' responsibilities and time commitments.
- Rewards for serving on your board.

This description will give the board members an idea of what is expected of them. The full board of directors can delegate some of its duties to an executive committee of two or more directors.

Three types of foundation boards.

1. School board-controlled foundation – all foundation directors are appointed or controlled by the Board of Education.
2. Autonomous foundation board – the foundation board is entirely separated from the school board. The school does not need to give its approval to the changes the foundation board may want to operate.
3. The embedded model- the foundation is a separate, autonomous corporation. As members of the foundation board, school administrators represent the school’s interest. Changes need to be approved unanimously by the school board representatives and the other members of the foundation board.

While deciding on which type of board will be most appropriate for the foundation, **it is also critical to determine what the relationship between the foundation and the school or the school district will be.** Board members should be financially committed to the foundation, thus setting a positive, credible example.



The basic format of a board includes a chairman, a president, a vice-president, a treasurer, and a secretary.

The board must be able to:

- Determine the needs of the school. In order to establish the school or the school district needs McCormick suggests we should look at education programs, financial data (the local budget for education), and external environmental factors (inflation, demographic changes).
- Involve the parents and the community leaders.

## *Our Purpose*

**T**he **Wayne Central Education Foundation** is a private, not-for-profit organization established to raise funds to foster, encourage, and promote public education programs in Wayne Central Schools, Ontario/Walworth, NY.



The goal of the Foundation is to promote excellence in Education by recognizing students for scholastic achievement, encouraging teachers to take innovative approaches to public education, and fostering community service.

The Foundation accomplishes this by working collaboratively with the business leaders, service organizations, educators, and residents of the community.

Independent of the school district, the Foundation raises and disburses funds for projects beyond those supported by regular school sources. The additional funding helps fill the gap that exists between the programs teachers would like to have and those available to them through district budgeting.

The Foundation has also become the manager of a growing number of financial endowments, established by community members in

the name of friends and loved ones. The endowments generate revenue to provide scholarships and other educational opportunities as directed by the endowments.

## *Support Public Education*

**Y**our assistance is vital to the cause of educational excellence in your community. A gift to the Wayne Central Education Foundation can help support student enrichment activities both in and out of the classroom.



To: Michael Havens, Superintendent of Schools

From: Gregory Atseff, Assistant Superintendent for Business

Date: June 16, 2005

Re: Create New Reserve Funds

Per the discussions from the March 24<sup>th</sup> work session, with Ray Wager, the district's external auditor, I am recommending the creation of two (2) new reserve funds.

The first is the ERS reserve. This reserve allows the district the ability to offset large increases in employer contribution rates.

The second is the Retirement Benefits reserve. This reserve gives the district the ability to pay for benefits for retired employees, directly from the reserve.

Both reserves are intended to give the district general fund budget stability.

I recommend that the Board of Education approve the creation of these two (2) new reserves, at their June 23, 2005 meeting.

**TO:** Michael Havens  
Superintendent of Schools  
**FROM:** Gregory J. Atseff  
Assistant Superintendent for Business  
**DATE:** June 23, 2005  
**RE:** Gift to the District

Recommend that the Board of Education, at their meeting to be held on June 23, 2005, accept from the Thomas C. Armstrong Middle School PTA a gift of \$8,000 to purchase items for the library.

/db

c: Lee Stramonine  
Helen Jensen  
Robert Armocida, Principal

## WAYNE CENTRAL SCHOOL DISTRICT

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To: Board of Education

From: Michael Havens, Superintendent of Schools  
(Prepared by Mark D. Callahan, Director of Human Resources)

Re: Confidential Employee Bridge Agreement

Date: June 23, 2005

### **RESOLUTION TO ESTABLISH SALARY, BENEFITS & WORKING CONDITIONS OF CONFIDENTIAL DISTRICT OFFICE PERSONNEL**

BE IT RESOLVED, by the Board of Education that Confidential District Office Personnel serving in the positions of Administrative Assistant, Payroll Account Clerk, Senior Typist (Business Office), Senior Typist (Human Resources Office), and District Treasurer shall be entitled to the salary, benefits and working conditions (exclusive) defined in the collective bargaining agreement between the Superintendent of Schools and the Wayne Central School District Employee Unit Local 859/9112 of the Civil Service Employees' Association, Inc.

# WAYNE CENTRAL SCHOOL DISTRICT

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To: Board of Education

From: Michael Havens, Superintendent of Schools  
(Prepared by Mark D. Callahan, Director of Human Resources)

Re: Confidential Employee Wage Adjustments

Date: June 23, 2005

Each year the Board of Education determines wage increases for confidential employees of the district. As in past years, it is recommend that their salaries be adjusted by the same amount as the comparable union represented people. Those amounts and positions are stated below.

## CONFIDENTIAL DISTRICT OFFICE PERSONNEL

Upon the recommendation of the Superintendent of Schools, the salary of the following named positions is adjusted by \$.65/hour or 3.5%, whichever is greater, effective July 1, 2005:

- Administrative Assistant
- Payroll Account Clerk
- Senior Typist - Business Office
- Senior Typist – Human Resources Office
- District Treasurer

## DISTRICT-WIDE SUPERVISORY PERSONNEL

Upon the recommendation of the Superintendent of Schools, the salary of the following named positions is adjusted by 3.5% effective July 1, 2005:

- Assistant Superintendent for Business
- Assistant Superintendent for Instruction
- Director of Student Services
- Director of Human Resources
- Director of Food Service
- Director of Facilities
- Director of Transportation
- Technology Coordinator*
- School District Clerk



**Policy Submitted for First Reading**

4531-R Regulations for Field Trips (Annual Review)

**Policy Submitted for Second Reading**

5790 Transportation by School Buses of Persons  
Other than Students

7220 Graduation Requirements

7220-R Graduation Requirements

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## **REGULATIONS FOR FIELD TRIPS**

### **FIELD TRIP GUIDELINES**

***Building principals are directed to review field trip regulations with staff members annually.***

#### **A. REQUEST FOR APPROVAL OF FIELD TRIP**

- (1) Written requests for field trips are to be submitted to the building principal at least twelve (12) school days prior to the anticipated date of the trip. Such requests shall contain the purpose of the trip, the teacher's name, subject, number of students, date of request, and the times of departure and return
- (2) Upon receipt of the written request, the building principal shall review the request in terms of the educational value and budgetary limitations. The building principal will approve or deny the request and so notify the teacher in writing
- (3) If approved, the building principal shall forward a transportation request form to the transportation office ten (10) or more school days before the scheduled date of the trip

#### **B. SCHEDULING OF FIELD TRIPS**

- (1) Field trips will be scheduled by the transportation manager in the order the requests are received.
- (2) Field trips scheduled to take place during the school day are not to interfere with regularly scheduled bus transportation.
- (3) Field trips will originate and end at the school.

#### **C. PERMISSION OF PARENTS/GUARDIANS**

- (1) Written permission must be obtained from the parent/guardian of each student who participates in a field trip. The written permission form must be returned to the child's teacher at least one-(1) week prior to the date of the field trip.
- (2) Special arrangements will need to be made with the parent/guardian of any student who requires any type of medication to be taken while he or she is on the field trip. All arrangements for matters related to the storage, handling and administration of any medication shall be made in writing to the school nurse. The school nurse shall inform the building principal and the teacher(s) involved, in writing, of such arrangements and may contact the school physician for advice on the matter. An appropriate written record shall be maintained during the field trip and returned to the school nurse at the conclusion of the field trip.

#### **D. SUPERVISION OF FIELD TRIPS**

- (1) Teachers or other instructional personnel will supervise students on field trips. The specific number of such personnel shall be determined by the building principal based on the nature of the particular field trip.
- (2) Parents or other adults may accompany a field trip to *assist* with supervision provided that they are approved in advance by the building principal

- (3) The teacher(s) supervising the field trip shall be responsible for enforcing all school rules and regulations at all times on school busses and at the site of visitations.
- (4) An appropriate educational experience, as well as supervision, shall be provided to students not participating in school field trips.
- (5) ***Staff members and volunteers who serve as chaperones for a field trip are on duty at all times during the field trip. Consumption of alcohol or use of any controlled substance that could impair judgment is prohibited at all times during the field trip. On extended field trips, this regulation extends for twenty-four (24) hours.***
- (6) ***Any use of alcohol or any controlled substance is considered a disciplinary matter subject to appropriate discipline.***

**REGULATION APPROVED:** May 21, 1997 **REVISED:** January 9, 2002, June ..., 2005

*Policy Regulations Handbook • Wayne Central School District*

## **REGULATIONS FOR FIELD TRIPS**

### **EXTENDED FIELD TRIP GUIDELINES**

Extended field trips are those that involve an overnight stay and/or travel outside New York State.

Recommendations for extended field trips need to be submitted, in writing, by the building principal to the superintendent of schools at least sixty-(60) calendar days prior to the anticipated date of the trip. The specific written approval of the superintendent of schools, or his or her designee, must be obtained prior to making any commitments for the trip.

The request shall contain the purpose of the trip, the name(s) of the teacher(s) and any additional chaperone(s) who will be supervising the trip, the number of students, means of transportation, planned itinerary, requested date, and the times of departure and return.

The superintendent of schools, or his or her designee, shall inform the Board of Education of approved extended field trips.

*Specific guidelines for extended field trips follow:*

- (1) Busses may be rented in accordance with state law and with the approval of the superintendent of schools, or his/her designee, who shall inform the Board of Education of such approval.
- (2) School facilities and time shall not be used by staff members or outside commercial interests to promote or solicit non-school sponsored trips.
- (3) Medical release, emergency information and health information forms must be completed, signed and returned with the permission form by the parent/legal guardian in order for a student to participate in an extended field trip.
- (4) Special arrangements will need to be made with the parent/legal guardian of any student who requires any type of medication to be taken while he or she is on the field trip. All arrangements for matters related to the storage, handling and administration of any medication shall be made, in writing, to the school nurse. The school nurse shall inform the building principal and the teacher(s) involved, in writing, of such arrangements and may contact the school physician for advice on the matter. An appropriate written record shall be maintained during the field trip and returned to the school nurse at the conclusion of the field trip.
- (5) Prior to participation of a student in the extended field trip, the parent/legal guardian shall provide, in writing, proof of valid cancellation insurance or a waiver for same.

*Non-Instructional Business Operations*

**TRANSPORTATION BY SCHOOL BUSES OF PERSONS OTHER THAN STUDENTS**

Use of school busses is reserved for the transportation of students to and from school or school activities.

The superintendent of schools is authorized to approve transportation of residents to and from school on an emergency "**as-needed**" basis.

In granting such a request, he or she must consider at least the following criteria:

- (1) There must be a bus route in existence at the time
- (2) The request must be for a limited period of time or an emergency situation
- (3) The request must be made in writing to the superintendent of schools
- (4) The needs and the safety of the students must always take precedence over adults

The superintendent of schools will consult the transportation manager prior to making a decision.

The decision of the superintendent of schools is final.

Regulation Approved: June ..., 2005

Students

## GRADUATION REQUIREMENTS

In order to graduate from Wayne Central School District, a student must complete or may exceed the requirements set forth in Part 100 of the Commissioner's Regulations.

The Board of Education reserves the right to establish requirements for graduation that exceed the minimum standards as defined by the New York State Board of Regents.

In order to graduate and receive a diploma from the Wayne Central School District, a student must complete the following requirements:

### CLASSES OF 2006 THRU 2009

#### Course Requirements

English	4 credits	Fine Arts	1 credit
Social Studies	4 credits	Language Other Than English	1 credit
Math	3 credits	Health	0.5 credit
Science	3 credits	Electives	3.5 credits
Physical Education	2 credits		
			<b>Total Credits Required: 22.0</b>

*Students Will Take A Minimum Of Six (6) Classes Annually*

### Testing Requirements

Earn a minimum of 65% on the following Regents examinations:

English	Math A	
Global History	US History	One (1) Science Exam

### E. CLASS OF 2010 AND THEREAFTER

#### Course Requirements

English	4 credits	Parenting/Personal Finance	0.5 credit
Social Studies	4 credits	Technology Application	0.5 credit
Math	3 credits	Language Other Than English	1.0 credit
Science	3 credits	Health	0.5 credit
Physical Education	2 credits	Electives	4.5 credits
Fine Arts	1 credit		
			<b>Total Credits Required: 24.0</b>

*Students Will Take A Minimum Of Six (6) Classes Annually*

**POLICY ADOPTED:** June ..., 2005

**WAYNE CENTRAL SCHOOL DISTRICT**  
Ontario Center, New York 14520

Students

## **GRADUATION REQUIREMENTS**

### **F. CLASS OF 2010 AND THEREAFTER (continued)**

#### **Career and Citizen Requirements**

Community Service	20 hours
Co-curricular Program	0.5 school year or One (1) Sport Season
Internship	40 hours
Senior Portfolio Project	
Senior Paper	

#### **Testing Requirements**

Earn a minimum of 65% on the following Regents examinations:

English	Math A	
Global History	US History	One (1) Science Exam

The superintendent of schools is directed to develop regulations and procedures to identify the content of local requirements and certify that the graduation competencies have been met.

**POLICY ADOPTED:** June ..., 2005

**WAYNE CENTRAL SCHOOL DISTRICT**  
Ontario Center, New York 14520

Policy Handbook • Wayne Central School District

Students

## GRADUATION REQUIREMENTS

1. **Community Service-** As part of meeting the competencies in **Commencement Outcome #1: Citizen**, all students will participate in a meaningful, community based, learning experience before graduation. Twenty (20) hours of community service will be completed by the end of their senior year. A minimum of five (5) hours will be completed each year; however, students may finish the requirement early.

Students will choose from a list, approved by the building principal, of places to volunteer, work as a class or, with approval of the building principal, they may choose their own sites. Each school year, the high school administration will provide a list of approved sites to the superintendent of schools. The approved list will also appear on the district website and in the community service booklet.

**Content:** Content will vary depending on the site. The community service goal is to have students making meaningful connections and enrich the lives of others through unpaid service. The service should benefit individuals, public organizations or the community.

**Certification:** The advisory teacher will certify community service with final sign off from the building principal.

2. **Parenting & Personal Finance Courses** – As part of New York State requirements, all students must complete a course in parenting and personal finance. This two-part program meets that requirement as well as providing students skills in **Commencement Outcome #5: Consumer** and **Commencement Outcome #7: Parent & Family Member**.

**Content:** The parenting course will minimally include roles and responsibilities of parenting, growth and development, and healthy family systems. The personal finance/managing your money course will include banking, budgeting, insurance and retirement, saving and investing, credit, taxes, the job process and consumer rights and protection

**Certification:** A passing grade of 65% will signify that this requirement has been met.

3. **Co-curricular Participation-** All students will participate in at least one (1) semester of a club or one (1) sport by the conclusion of their senior year. This component will help students achieve the competencies in **Commencement Outcome #4: Leader**. The high school administration will certify that the student has met his or her co-curricular participation requirement.

**Content:** Sports team content will vary. Clubs will be student run, teach leadership skills and Robert's Rules of Order, and have a community service component.

**Certification:** The building principal will certify that students have satisfied the requirement through club participation. The director of athletics will certify student participation in a sport.

Regulation Approved: June .., 2005

Students

## GRADUATION REQUIREMENTS

4. **Internship-** All students will complete a forty (40) hour internship between the end of their sophomore year and January of their senior year. The internship is a culminating activity providing students more in-depth experience in an area in which they may wish to pursue a career. This helps achieve the skills needed for **Commencement Outcome #2: Worker/Wage Earner/Business Owner**. Students enrolled in the technical career center or the new visions programs may count those programs as their internship experience.

**Content:** The assistant superintendent for instruction will approve specific competencies for the internship.

**Certification:** The building principal will certify that the internship has been successfully completed.

5. **Technology Application** – Each student will master skills in the Microsoft Office Suite or similar business standard products. Students who can demonstrate competency in the skills may take an opt-out exam in place of the course. This program is designed to meet the competencies in **Commencement Outcome #2: Worker/Wage Earner/Business Owner**.

**Content:** Word processing, spreadsheet, publishing, presentation, web page design

**Certification:** A passing grade of 65% will signify that this requirement has been met.

6. **Commencement Portfolio Project** - As the culminating activity, all students will complete a commencement portfolio during their senior year

**Content:** The portfolio will include at least:

- (a) Transcript
- (b) Resume
- (c) Cover Letter
- (d) Interest Inventory
- (e) Record Of Community Service And/Or Leadership
- (f) Participation In Co-Curricular Activity
- (g) Examples Of Quality Work Representing All Commencement Outcomes & Demonstrating Adult Roles And Skills
- (h) Oral Presentation Of Portfolio Contents
- (i) Oral Presentation Of Student's Interest Area
- (j) Explanation Of Student's Self Reflection Paper
- (k) Career Plan

For each student's exhibition, he or she must select a person from the business community or someone knowledgeable in their interest field and another person of their choice, not a parent or guardian, to be part of the assessment panel.

**Certification:** The student's advisory teacher will certify the commencement portfolio has been successfully completed. The senior project research paper will be included in the English 12 course and graded by the English 12 teacher. The advisory teacher will certify the project is completed at a distinction, mastery or not mastery level. A distinction or mastery level is required for graduation.



**Regulation Approved:** June ..., 2005

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