

# WAYNE CENTRAL SCHOOL DISTRICT BOARD OF EDUCATION MEETING AGENDA



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DATE: December 10, 2003  
TIME: 7:00 p.m.  
PLACE: District Office Board Room

- 7:00 Call to Order /Pledge of Allegiance  
7:00 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. Full Day Kindergarten  
    2. Academic Report – Mr. Havens Att. 2  
    3. [Budget](#) Calendar - Mr. Atseff Att. 3  
    4. Financial Update – Mr. Atseff  
    5. Student Questions  
  
Break  
  
8:40 Items for Board Action:  
    1. [Personnel](#) Action Att. 4  
    2. CSE Action Att. 5  
    3. [Consensus](#) Agenda: Att. 6  
        1. Approval of Single Audit  
        2. Accept Treasurer's Report  
  
8:50 Policy [First](#) & [Second](#) Readings Att. 7  
  
8:55 Public Comment/Board Comments  
Adjournment

Next Meeting: January 7, 2003 7:30 p.m.

Ontario Elementary School

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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:** Wednesday, November 19, 2003  
**TYPE:** Regular Business Meeting

**TIME:** 7:30 p.m.  
**PLACE:** Middle School Media-Center

**PRESENT:** Trustees Brunner, Diller, Griswold, Johnson, Lyke, Robusto, Triou; District Clerk Switzer; Administrators Havens, Armocida, La Ruche, Siracuse, Saxby, Woodard, Atseff, Spring, Callahan, Prince

**ABSENT:** Trustees Ratcliffe & Wyse

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

I. **CALL TO ORDER:** 7:30 p.m. by Richard A. Johnson, School Board President

**Prior to start of the business meeting, trustees and school personnel conducted a tour of the building to fulfill the requirement of §1705 of the Education Law for annual building visits.**

II. **PLEDGE OF ALLEGIANCE**

III. **APPROVAL OF AGENDA & MINUTES** (November 5, 2003)

Mrs. Brunner offered a **MOTION** to approve the agenda for this evening's meeting and the minutes of the meeting of November 5, 2003, both as presented. 7 Ayes, 0 Nays, 2 Absent (Mr. Ratcliffe, Mr. Wyse), Carried.

A. IV. **PUBLIC COMMENT** - None

V. **BOARD MEMBER COMMENTS**

A. Mrs. Diller extended **compliments to the students in advanced placement global studies** class on their excellent behavior during a recent trip to Boston. She stated that in more than 15 years as a travel agent, she has never worked with such a great group or witnessed such great appreciation as was expressed by those students.

B. Mrs. Lyke reported on attendance at the recent meeting of the **legislative committee of the Four Co. School Boards Association**. The committee is working on position papers for both state and federal legislation and is focusing on specific issues such as mandate relief, timely adoption of the state budget and implications of the federal No Child Left Behind Act. The next meeting of the committee is on December 13<sup>th</sup> and she invited trustees to preview the position papers on the association web site and forward any input to her.

C. Mr. Griswold stated that he plans to attend a meeting on November 24<sup>th</sup> on **continuing improvements for the Four Co. School Boards Association**.

- D. Mr. Griswold extended thanks to Mr. Havens for his tribute to trustees and to staff members for their expressions of support in observance of **School Board Recognition Week** at the prior meeting. He had neglected to express his thanks at that meeting.

## VI. BOARD PRESIDENT'S COMMENTS

- A. Mr. Johnson extended **condolences** to the families of Jean Mogray, former counseling registrar and health services aide at the high school of more than 20 years, and to Mrs. Mabel Brandt, retired school tax collector, whose spouse died this past week.
- B. Mr. Johnson extended **thanks to Mr. Armocida for the informative tour of the middle school** preceding this evening's meeting. He noted the many improvements in place and the excellent job done by middle school staff members.

## VII. REPORT ON ACTION ITEMS BY THE SUPERINTENDENT OF SCHOOLS – None

## VIII. REPORTS OF THE SUPERINTENDENT OF SCHOOLS

### *PRESENTATION ON PROPOSAL FOR FULL-DAY KINDERGARTEN PROGRAMS*

Mr. Havens introduced the presentation on a possible shift to a full-day kindergarten program for review and consideration by the Board of Education. He shared a summary of the presentation with trustees (copy filed in clerk's agenda file, this meeting)

Mr. Havens noted that the topic is under review since additional classroom space becomes available at the Ontario Primary School and Ontario Elementary Schools when the classroom lease with Wayne-Finger Lakes BOCES for space at the four schools on the Ontario Center campus ends in June, 2004. Wayne-Finger Lakes BOCES does not lease any space at Freewill Elementary School and a shift in attendance area boundary lines is necessary to provide space for a full-day kindergarten program at that school.

He reminded trustees and visitors that this is an informational presentation. He will seek direction by the Board of Education at its meeting on December 10, 2003 to allow time to incorporate details in development of the proposed school budget for the 2004-2005 school year, beginning in January, 2004.

Mr. Havens extended thanks to the many people who assisted in gathering data and conducting research on the implications of a full-day kindergarten program (e.g. enrollments, staffing, space needs, program details, transportation and finances). He noted visits by local staff members to schools where the full-day program is in place and welcomed each of the kindergarten teachers from Ontario Primary School and Freewill Elementary School who were present this evening. Mrs. Linda Casey and Mrs. Tracy La Barge, respectively, are serving as representatives for their buildings for the presentation this evening.

### *Rationale*

Mr. Larry Spring, assistant superintendent for instruction, summarized highlights of research on early childhood education that indicates that children in full-day

kindergarten programs achieve at a higher rate with benefits that may last beyond fourth grade.

He noted that students in full day programs are less likely to need remedial services and show fewer signs of stress than children in half-day programs. Full day programs also provide more time for teachers to meet individual student needs and to include literacy-building, science, exploration and inquiry activities than in the roughly 2.5 hour half-day sessions.

He added that the national trend is toward full-day programs that are a “powerful equalizer” for students entering school with varied pre-school and pre-kindergarten learning experiences. Students who attend full-day sessions tend to need less remediation (*i.e.* reading recovery, Title I reading, special education services). Each kindergarten teacher would have less than twenty (20) students in class for the full day instead of a total of nearly forty (40) students each day, as is the case with half-day sessions. Full-day sessions also offer increased opportunities for parent involvement with students and interaction with teachers.

Mr. Spring noted that there is a national trend for full-day kindergarten programs, which are mandated in nine (9) states. Some 60% of all students in the United States attend a full day program. Our district is the only one of the eleven (11) school districts in Wayne County that does not have a full-day program at this time.

Mrs. Lyke asked if there is any evidence that boys or girls have any difficulty in a full-day program. Mr. Spring stated it is not a variable cited in the research.

Mr. Griswold asked if there are any negative factors in a full-day program. Mr. Spring stated that there were very few, noting that the key element is developmentally appropriate curriculum that provides attention to the needs of each child.

Mr. Robusto asked what the kindergarten curricula includes and what goals and expectations are established for those children. Mr. Spring noted that expectations are reading readiness, focus on literacy, interaction among teacher and student, socialization and understanding of how words and letters relate to their meaning.

Mr. Triou asked how many districts in Monroe County have full-day programs; Mr. Spring stated appx. 50%.

### *Change of Attendance Area Boundaries*

Mr. Havens outlined the proposed changes to attendance area boundaries. Eligible kindergarten children and new entrants beginning in September, 2004 now assigned to Freewill Elementary School on South Slocum Road, Clevenger Road, Paddy Lane Road East, Alpine Drive and all residences in Centennial Village subdivision would shift to Ontario Primary School. The remainder of the existing Freewill Elementary School attendance area would remain unchanged.

Families in those areas who have older children presently attending Freewill Elementary School would have the option to continue through grade five or shift to the Ontario Primary School and Ontario Elementary Schools when attendance area boundary lines are changed.

Mr. Havens cited the following criteria for determining proposed new attendance area boundaries:

- (a) create the fewest disruptions as possible
- (b) allow students who have started at Freewill Elementary School to continue through grade five
- (c) provide an option for students to relocate from one attendance area to another if their assigned school is changed by the new boundaries
- (d) insure adequate classroom space at both Ontario Primary School and Freewill Elementary School, with future community growth in mind
- (e) create a logical, understandable and rational break in the attendance areas
- (f) maintain Freewill Elementary School as a viable building

Current student enrollment projections indicate that a shift of the attendance area boundaries would result in appx. 58 students, or four (4) full-day sections, at Freewill Elementary School, and appx. 126 students, or seven (7) sections, at Ontario Primary School.

Mr. Triou asked when families would have the option to make a change to a different attendance area. Mr. Havens reviewed the estimated number of families that would have an option to move to the new attendance area when a change in attendance areas resulted in children from the same household in two different attendance areas

### *Transportation*

Mr. Fred Prince, transportation manager, shared information on scheduling bus routes for a full-day program and providing temporary bus routes for those students who continued to attend Freewill Elementary School from the revised Ontario Primary School attendance area until the shift in attendance areas is fully completed in five years.

An increase of one (1) additional school bus is anticipated to handle the transition; an adjustment in the number of busses designated as surplus would provide the additional vehicle.

When a change in attendance boundaries is fully in place, the district might experience a slight reduction in aidable transportation mileage. Some changes in vehicle logistics in bus loops at Ontario Primary School and Freewill Elementary School may occur with a change in the number of busses serving each school.

A savings of \$40,000 is estimated if the thirteen (13) mid-day kindergarten bus runs are no longer needed. Efficiencies would occur in scheduling bus routes and the need for cross-district day care routes would no longer exist.

Mr. Johnson and Mr. Robusto asked if the average time a child would spend on a bus was reviewed. Mr. Prince stated it was and is within current averages of forty (40) minutes, depending on distances from home to school.

### *Staffing and Space Needs*

Building principals Robert La Ruche from Ontario Primary School and Kim Saxby from Freewill Elementary School discussed classroom space and staff needs if the full-day program were adopted.

Freewill Elementary School would need one (1) additional classroom, 1.0 FTE additional kindergarten teacher, 1.0 FTE additional special education teacher and 1.0 FTE classroom aide.

Ontario Primary School would use a total of seven (7) classrooms, all available when the lease with Wayne-Finger Lakes BOCES ends, and require the addition of 2.5 FTE kindergarten teachers, 1.0 FTE special education teacher, .50 FTE physical education, 1.0 FTE classroom aide and 1.0 FTE special education aide.

### *Instructional Program*

Kindergarten teachers Mrs. Linda Casey from Ontario Primary School and Mrs. Tracy La Barge from Freewill Elementary School reviewed daily schedules for both the existing half-day and proposed full-day kindergarten programs and fielded questions from trustees and visitors on the advantages of a full-day program for classroom instruction and meeting individual student needs.

They noted that a full-day program also has a spillover effect for overall expectations for student achievement and provides increased classroom time for literacy-building activities as exploratory and science activities which the half-day sessions do not allow.

Mr. Robusto asked how the proposed full-day session compares to the existing half-day session and if a full-day session would push the children too hard. Mr. Havens noted that discussions with districts that now have full day programs and review of research showed that the full-day sessions are less stressful for the children. The teachers reviewed the differences in the two types of sessions.

Mr. Griswold asked if a full-day program would change the first grade curriculum in any way. Mr. Havens and the teachers reviewed where adjustments would occur.

Mr. Triou asked how the kindergarten teachers feel a change to a full-day session would impact family decisions to wait or not wait an additional year for children with late summer and fall birth dates. The teachers noted that the decision is based on developmental readiness for either half-day or full-day sessions. Mr. Triou asked if the full-day sessions would allow more time for differentiated instruction; the teachers stated it would.

Mr. Johnson asked what process is used to determine if a child is ready to start school. Mr. Havens reviewed the screening process and the variety of instructional strategies available. He added parents retain the option to wait an additional year if a full-day program were in place.

Mr. Robusto asked for clarification on the number of existing and extended day kindergarten sessions. Building principals provided details.

Mrs. Lyke asked if a full-day session would include a rest time or quiet time. The teachers outlined how such activity is included in a full-day schedule for those children who would need it.

Mr. Triou asked what skills children typically have when they begin kindergarten and when they advance to first grade. The kindergarten teachers provided details.

### *Cost Implications*

Mr. Greg Atseff, assistant superintendent for business, outlined projected costs for a full-day program.

New expenses would include \$325,000 for additional kindergarten teachers, special education teachers, additional physical education staff and teacher aides, \$15,000 for curriculum development and \$75,000 for classroom furniture and supplies.

Savings are estimated at \$40,000 with elimination of mid-day kindergarten routes,

Mr. Johnson noted that the projected expenses for curriculum writing and additional classroom furniture, appx. \$50,000, is a one time expense.

## DISCUSSION

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

Mr. Robusto asked for clarification on the **proposed timeline** for consideration and decision of a shift to a full-day program. Mr. Havens noted that he will seek a tentative decision by the Board of Education in December; if the decision is made to proceed, it would become part of budget development and planning for the 2004-2005 school year. (e.g. curriculum writing, supplies, classroom furniture, staffing)

Mr. Robusto asked if a **public referendum** is required. Mr. Havens stated that the need to construct additional classroom space to offer the program was the reason for a public vote on proposals for full day kindergarten in prior years. At this time, the proposal is a program decision that would become part of the annual operating budget.

Mr. Triou asked if the shift to a full-day program would be in addition to the second year of introduction of the **model school's program** that was projected to require about 2% more in funding. Mr. Havens stated that a change to a full-day program would be in addition to the plan to continue to phase-in the model school's program.

Mr. Griswold asked what **state aid implications** were involved in a shift to a full-day program and if it would have any impact on the **current year's operating budget**. Mr. Havens stated that there is little, if any, impact on the 2003-2004 budget. Expenses for a full-day program would appear in the proposed 2004-2005 budget unless some unspent funds from the current year are available to advance fund portions of the proposal. State aid would change for average daily attendance and aidable transportation costs with a full-day program.

Mr. Havens noted that implementation of a full-day program, as well as continued expansion of the model school's program, is dependent on public approval of the proposed school budget.

Mr. Johnson asked where a full-day kindergarten program would place the district in the **transition to the model school's program**. Mr. Havens stated that a nation-wide "Success by Six" program has similar goals for better beginnings and better finishes as in the model school's program. He would expect reduction in the need for remedial services for children in higher grades and less fear and discouragement and more success among students as they advance through the overall 13-year educational process.

## IX. PUBLIC COMMENT

Mr. Johnson opened the floor to public comment and asked speakers to confine their comments to five (5) minutes.

Mrs. Christy Huss, 5255 Lincoln Road, Ontario, spoke on behalf of herself and some other parents with whom she is acquainted who are not in favor of shifting to a full day kindergarten program. While the presentation this evening has shown the need for more time for kindergarten teachers to cover required instruction, and she has great appreciation for the efforts the teachers expend, she feels that a school day from 8 a.m. to 4 p.m., including bus time, is too long for a four-year old child.

She asked why the proposal is either full-day or one-half day and if a three-quarter day is a possible option for those parents who do not wish their child to attend a full-day session. Mr. Spring outlined the educational gains for children in a full-day program that



do not occur in a half-day or three-quarter day program. The additional instructional time provided in a full-day program results in the greatest gains in literacy for the children.

Mr. Havens invited Mrs. Huss and other parents to schedule a visit to his office to discuss this issue at any time. He noted that extensive discussion by kindergarten staff members and administrators occurred on choices half-day versus full-day sessions by parents with the conclusion that no child should enter first grade with a disadvantage of more or less instructional time in kindergarten. He added that the school district does not offer options for students to select or decline world history courses, for example, or whether to participate in the high school's block schedule.

Mr. Havens noted that the kindergarten teachers who spoke this evening, and their colleagues who are also present in the audience, each believe that a full-day program is beneficial for the children. He added that those children who have participated in an extended day program for the past two years have shown many benefits of the additional instructional time that would also occur in the full-day program. He noted that he, personally, attended a full-day kindergarten program, as did his own children, and cited the learning benefits that they provided.

Mrs. Huss asked what children in a full-day program would do if they already have achieved skills which teachers are helping others to achieve. Mrs. La Barge and Mrs. Casey each cited examples of the varied activities that would occur.

Mrs. Huss expressed concern that a full-day program becomes day care. Mr. Havens stated that is absolutely incorrect and noted the many activities presented in this evening's presentation that relate to the development and learning of children. Teachers present in the audience also encouraged Mrs. Huss and other parents to schedule a visit to their classrooms to observe and learn more about the programs.

Mrs. Huss relayed the concern of a parent, unable to attend this evening, that the Board of Education can make a decision on attendance areas when families purchased a home in a specific location to insure a specific school of attendance when their children are eligible to begin or attend school. She asked why the Board of Education could take this action without the consent of the parents affected by the decision.

Mr. Havens noted that local governments at several levels make decisions that have an impact on local residents, both civil and educational. He added that in some neighboring districts, changes in attendance areas occur every two or three years with no transition. He clarified that a public referendum on a shift to a full-day kindergarten program within available space is not needed.

Mrs. Huss asked when parents would receive official notification of a shift to a full day kindergarten program and new attendance area boundaries. Mr. Havens stated that would occur only after a decision by the Board of Education to proceed with a full-day program as part of budget development for 2004-2005. Mrs. Huss was disappointed that discussions with parents about the proposed changes would occur after a decision was made by the Board of Education.

**X. RECESS:** 8:59 p.m.

**XI. RECONVENE:** 9:10 p.m.

**XII. POLICY ITEMS**

Mr. Triou presented the proposed revisions and additions to the above noted policy for first reading and review by the Board of Education. He noted that the policy committee has a meeting scheduled for November 20<sup>th</sup> @ 4 p.m. at the district office.

Mr. Havens noted that the proposed revisions to the policy were prompted by terms of the collective bargaining agreement with the Wayne Central Building Administrators' Association for the period of July 1, 2002 thru June 30, 2006.

Mrs. Lyke asked if a maximum dollar amount is established for the use of building-level credit cards. Mr. Triou noted that the collective bargaining agreement stipulates the amount of \$2,000 for each school year. He added that the maximum amount would appear in a policy regulation that would accompany this proposed policy.

Mrs. Lyke asked if the proposed wording in the building-level credit card portion of the proposed policy allows any staff member or only the building principal to use the credit card. Mr. Havens stated that the policy as proposed does not make a distinction and suggested that specific use guidelines would appear in a policy regulation for this proposed policy.

Mr. Havens also noted that the intent was to delay issuance of the building –level credit cards until the proposed policy revisions were approved. While Mr. Atseff had such plans in place, the issuer of the credit cards distributed them directly to the individual building principals who have used them for some purchases based on the terms of the collective bargaining agreement.

Mrs. Lyke asked what names appear on the building-level credit cards. Mr. Havens stated the cards are issued jointly in the name of the school district and the building principal.

Mr. Atseff stated that timing of the policy adoption and distribution and use of the building-level credit cards was delayed when some policy meetings were cancelled.

Mr. Triou invited trustees to contact him with any comments and noted that the policy committee will consider this evening's review as first reading. Second reading of the proposed policy is set for the Board of Education meeting on December 10<sup>th</sup>.

### XIII. ADDITIONAL BOARD MEMBER COMMENTS

A. Mrs. Brunner stated that she attended a meeting on November 17<sup>th</sup> of the PTSA at James A. Beneway High School and was asked if the school district incurs any **liability if students are injured while conducting school-sponsored fund raising** and if there is, or should be, a district policy on the issue. Mr. Havens stated he was unaware of any liability provisions in district policy on such activities. Mr. Triou stated that he would ask the policy committee to explore this topic.

B. Mrs. Brunner also relayed an additional question from the PTSA meeting on **the extent of liability**, if any, of the school district **for district students who work at concessions at Frontier Field**. Mr. Johnson noted that students who work at those concessions are not allowed to serve alcoholic beverages or work near any hot items; they are only allowed to serve items or make change from sales transactions. Mrs. Lyke asked why local students work at those concessions. Mr. Johnson stated

they earn a share of the receipts for the booster club. Mr. Havens noted that the activity is a positive experience for students.

- C. Mr. Johnson extended **thanks** to everyone who presented information or assisted in preparation of data for the presentation this evening on full-day kindergarten. He complimented everyone for an excellent job and content of the report.

#### **XIV. ADJOURNMENT**

Mr. Triou offered a **MOTION** to adjourn the meeting at 9:20 p.m. 7 Ayes, 0 Nays, 2 Absent (Mr. Ratcliffe, Mr. Wyse), 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

**December 10, 2003**

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School District Clerk

JES/jes:wp

WAYNE CENTRAL SCHOOL DISTRICT  
ONTARIO CENTER, NEW YORK  
2004-2005 BUDGET PREPARATION CALENDAR

NOVEMBER

November 18, 2003, Tuesday .....Administrative Meeting:  
.....Budget development process reviewed.  
.....Budget projections for 2004-2005 reviewed.  
.....Review process for setting instructional priorities.

December 9, 2003, Tuesday .....Administrative Meeting:  
.....Budget development calendar reviewed.  
.....Budget guidelines, instructions, and decision package forms distributed to building principals, central office administrators, and support staff supervisors.  
.....Student enrollment projections for 2004-2005 reviewed.  
.....Set Instructional Priorities.

December 10, 2003, Wednesday.....Board Meeting:  
..... Budget development calendar presented to Board of Education.  
.....2004-2005 enrollment projections to Board of Education.

JANUARY

January 6, 2004, Tuesday .....Administrative Meeting:  
.....Staffing recommendations presented to Ass't Superintendents by administrators.

January 7, 2004, Wednesday .....Board Meeting  
.....Discussion of Instructional priorities based on School Improvement Plan.

.....Board of Education Budget Discussion.

January 20, 2004, Tuesday .....Administrative Meeting:  
.....Budget requests to be submitted by building principals,  
central office administrators, and support staff supervisors  
to Assistant Superintendent for Business.  
.....Review first draft of 2004-2005 Capital Portion of budget.

**FEBRUARY**

February 10, 2004, Tuesday .....Administrative Meeting:  
.....Review first draft of 2004-2005 Program Budget.

February 11, 2004, Wednesday .....Board Meeting:  
.....Administrative presentation to Board of Education of the  
first draft of Capital portion of 2004-2005 budget.  
.....Board of Education to identify propositions for May 18  
Budget Vote and adopt Legal Notice of School Election and  
Budget Vote.

February 24, 2004, Tuesday .....Administrative Meeting:  
.....Review first draft of 2004-2005 Administrative Budget.

February 25, 2004, Wednesday .....Board Meeting:  
.....Administrative presentation to Board of Education of the first  
draft of Program portion of 2004-2005 budget.

**MARCH**

March 10, 2004, Wednesday .....Board Meeting:  
.....Administrative presentation to Board of Education of the  
first draft of Administrative portion of 2004-2005 budget.  
.....Board of Education review of first draft of complete 2004-  
2005 budget.  
.....Administrative presentation of projected 2004-2005  
revenues.

March 24, 2004, Wednesday .....Board Meeting:  
.....Board of Education discussion of draft of 2004-2005  
Proposed Budget.

**APRIL**

- April 7, 2004, Wednesday .....Board Meeting:  
.....Adopt proposed 2004-2005 Wayne Central Budget.
- April 19, 2004, Monday .....Petitions for School Trustee candidates to be filed with  
District Clerk on or before 5:00 p.m. at the District Office.
- April 28, 2004, Wednesday .....Board Meeting:  
.....Vote on BOCES Administrative Budget.  
.....Election of BOCES Board Members.

**MAY**

- May 4, 2004, Tuesday .....2004-2005 proposed budget must be available for public  
inspection in each school building.  
.....Last date for newsletter to be printed.
- May 11, 2004, Tuesday .....Board Meeting:  
Budget Hearing.  
.....Board meeting to follow hearing.  
.....Appoint election officials for May 20 budget vote.
- May 12, 2004, Wednesday .....Distribution of special edition of District newsletter with  
proposed 2004-2005 budget information.
- May 18, 2004, Tuesday .....Budget Vote at Wayne Central High School Gymnasium  
.....lobby from 9: 00 a. m. to 9: 00 p. m.

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**NOTICES PUBLISHED:**

Must publish four (4) times within the seven (7) weeks preceding the Budget Vote.

The first notice must be 45 days prior to the Budget Vote week of (March 29, 2004)

WAYNE CENTRAL SCHOOL DISTRICT

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To: Michael Havens, Superintendent of Schools  
From: Mark D. Callahan, Director of Human Resources  
Re: Personnel Action  
Date: December 10, 2003

The following is submitted for your review and approval.

**INSTRUCTIONAL STAFF**

- ❖ **Tenure Recommendation:** None
- ❖ **Resignations:** None
- ❖ **Leave of Absence:**

Katie Crane, School Psychologist, assigned to the James A. Beneway High School, a paid FMLA leave of absence, anticipated February 23, 2004 through April 9, 2004. *For the purpose of child-rearing.*

Lora Farber, Art Teacher, assigned to the Thomas C. Armstrong Middle School, a combination paid and unpaid FMLA leave of absence, anticipated January 26, 2004 through June 30, 2004. *For the purpose of child-rearing.*

Tracy Gray, Math Teacher, assigned to the Thomas C. Armstrong Middle School, a paid FMLA leave of absence, anticipated January 20, 2004 through March 15, 2004. *For the purpose of child-rearing.*

Meredith Kulik, English Teacher, assigned to the James A. Beneway High School, a combination paid and unpaid FMLA leave of absence, anticipated December 8, 2003 through June 30, 2004. *For the purpose of child-rearing.*

Laurie Rogers, School Counselor, assigned to the Thomas C. Armstrong Middle School, a combination paid and unpaid FMLA leave of absence, anticipated January 15, 2004 through June 30, 2004. *For the purpose of child-rearing.*

Joanna Schoff, Spanish Teacher, assigned to the Thomas C. Armstrong Middle School, a paid FMLA leave of absence, anticipated November 10, 2003 through February 2, 2004. *For the purpose of child-rearing.*

- ❖ **Appointments:**



Rebecca Postell, English Teacher, assigned to the James A. Beneway High School, a seven month temporary appointment effective December 4, 2003 through June 30, 2004 at \$34,580 pro-rated, credited with two years experience. *Temporary replacement for Meredith Kulik (child-rearing leave).*

## ADDENDUM TO ANNUAL APPOINTMENT OF SUBSTITUTE TEACHERS FOR 2003-04

### ❖ **Appointments:**

Last Name	First Name
Button	Erin
Finke	Mark
Krutenat	Nancy
Liberti	Kristin
Longyear	Ryan
Pray	Sharon
Rickard	Cheryl
Robinson	Laura
Strack	Heather
Woodarek	Thomas

## SUPPORT STAFF

### ❖ **Resignations:**

Linda Cone, Food Service Helper, assigned to the Ontario Elementary School, effective November 15, 2003. *For personal reasons.*

Carol Johnson, Food Service Helper, assigned to the Thomas C. Armstrong Middle School, effective November 28, 2003. *For personal reasons.*

### ❖ **Appointments:**

Barbara Heald, Instructional Technology Trainer, assigned Districtwide, a six month probationary Civil Service appointment effective January 5, 2003 through July 3, 2004 at \$35,000 pro-rated. *Replacement for Kathy Uerz (re-assignment).*

Patricia Miller, Teacher Aide, assigned to the James A. Beneway High School, a permanent Civil Service appointment having served a successful probationary period, effective October 25, 2003.

Kathy Parks, School Bus Monitor, a six month probationary Civil Service appointment effective November 24, 2003 through April 23, 2004 at \$9.45/hr. *Replacement for Linda Ryan (resignation).*

Lizabeth Seitz, Typist, assigned to the Ontario Primary School, a permanent Civil Service appointment having served a successful probationary period, effective January 7, 2004.

Ann Stokes, Cleaner, assigned to the James A. Beneway High School, a six month probationary Civil Service appointment effective November 17, 2003 through April 16, 2004 at \$8.10/hr. *Replacement for Joshua Simpson (resignation).*

Larry Thrash, School Bus Driver, a six month probationary Civil Service appointment effective November 21, 2003 through April 20, 2004 at \$11.80/hr. *Replacement for Elizabeth Jacobs (resignation).*

The Superintendent recommends the following annual appointments of Athletic Coaches for 2003-2004. These appointments will be effective September 1, 2003 through June 30, 2004, at contractual rates.

❖ **Coaching Appointments (Amended)**

**Fall 2003**

<b>Name</b>	<b>Team</b>	<b>Step</b>	<b>WCS Years</b>	<b>Level</b>	<b>Incentive</b>	<b>Salary</b>
Brian McBride	Boys JV Volleyball	1	1	E	No	\$2,374

WAYNE CENTRAL SCHOOL DISTRICT  
Ontario Center, New York

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TO: Board of Education  
FROM: Michael Havens  
RE: Consensus Agenda  
DATE: December 10, 2003

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

1. Accept October 2003 Treasurer's Report
2. Accept Independent Auditor's [Single](#) Audit Report

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**TO:** Michael Havens  
Superintendent of Schools  
**FROM:** Gregory J. Atseff  
Assistant Superintendent for Business  
**DATE:** December 10, 2003  
**RE:** Acceptance of Single Audit Report

The Single Audit Report for the fiscal year ended June 30, 2003, has been completed by Mr. Raymond F. Wager, CPA, P.C., Corona Executive Commons, 332 Jefferson Road, Rochester, NY 14623. This audit is as required by the New York State Education Department and the Single Audit Act of 1984 (Public Law 98-502).

The Board of Education should take action to accept this audit report at the regular board meeting to be held on Wednesday, December 10, 2003.

A copy of the Single Audit Report and an excerpt of the Board of Education minutes of the meeting when the audit was accepted must be filed with the New York State Education Department. A copy of the Single Audit Report must also be sent to the New York Office of the Comptroller and the Single Clearinghouse, Jeffersonville, Indiana. In addition, a notice must be published within ten days that such report is available for inspection.

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c: Laurence Spring, Assistant Superintendent for Instruction  
Sandra Woodard, Director of Pupil Personnel Services  
Nique Wilson, Cafeteria Supervisor  
Lee Stramonine, District Treasurer  
Jim Switzer, District Clerk

**POLICIES PRESENTED FOR FIRST READING:**

1550 Meetings of the Board of Education

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**POLICIES PRESENTED FOR SECOND READING:**

5430 Use of District Credit Cards

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**December 10, 2003**

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**MEETINGS OF THE BOARD OF EDUCATION**

**BROADCAST & RECORDING OF  
BOARD OF EDUCATION & COMMITTEE MEETINGS**

In recognition of its responsibility to conduct its meetings and the business of the school district in public and to bring issues to the attention of the community, the Board of Education realizes that such public sessions may be broadcasted, televised or videotaped.

To prevent interruptions or delay in proceedings at such meetings, the Board of Education establishes the following guidelines for broadcasting or recording of school board meetings or school board committee meetings:

- (1) The school board president or committee chairperson shall be informed of the intent to make a videotape recording by the person intending to make such recording (e.g. news media, public access cable station, private individual)
- (2) Recording and/or broadcasting personnel and devices must be unobtrusive in manner and must not interfere with or distract from the deliberative process of the Board of Education or its committees
- (3) If any member of the Board of Education or any other person in attendance at said meeting(s) requests that the tape-recording and/or other broadcasting or televising devices be interrupted or discontinued, it is the responsibility of the presiding officer of the meeting to render a decision on said request without conflicting with the Open Meetings Law

Videotapes of any school board meeting or school board committee meetings are not the official record of that school board meeting or school board committee meeting.

**Adopted: January....., 2004**

## **USE OF DISTRICT CREDIT CARD (S)**

*Use of credit cards issued in the school district's name [may be used] is allowed by officers and employees for reimbursable expenses incurred in the performance of their duties [as outlined in this policy and governed by the Office of the NYS Comptroller] at both the district and school building levels.*

### **District Level Credit Cards**

It is the duty of the school district treasurer and school district clerk to have custody of **[any]** *the district-level credit card [s] issued in the school district's name*. They shall maintain said *district-level credit card* in a secure location and control access to said credit card.

*The district-level credit card will be issued in the name of the designated purchasing agent of the Board of Education.*

Authorization for use of **[school]** *district level credit card(s) [is] must be* obtained from the duly designated purchasing agent of the school district.

Pre-approval must be obtained through district procedures for expenditures made with **[school]** *district level credit card(s). The designated purchasing agent of the district will control access to the district level credit card(s) and is responsible to maintain them in a secure location.*

### **Building Level Credit Card(s)**

*Each building principal shall have a credit card issued jointly in his/her name and the school district's name.*

**[Authorization to use a building level credit card requires prior approval by the building principal.]** *Each building principal shall control access to and maintain said building level credit card(s) in a secure location in his/her building.*

### **Use of District & Building Level Credit Card(s)**

Each officer and employee shall sign a receipt for all cards placed in his or her custody. S/he shall take the necessary precautions to ensure the safeguarding of these cards. **[Upon return from travel, each school district officer or employee shall promptly return the credit card(s) to the school district treasurer or school district clerk and sign a receipt indicating such return.]** The theft or loss of any credit card(s) issued in the school district's name must be reported immediately by the officer or employee to the **[school district treasurer or school district clerk]** *designated purchasing agent [or the building principal, as appropriate.]*

*Each purchase made with a district or building level credit card shall follow established purchasing procedures of the school district.* Original receipts are required for all expenses made using school district credit card(s). Failure to submit original receipts shall result in personal liability by the school district officer or employee for said undocumented charges.

All receipts and credit card(s) shall be submitted to the school district treasurer **[immediately]** upon return of the school district officer or employee. Any service charges incurred due to delay in returning credit cards or receipts shall be charged to the school district officer or employee.

Credit card expenditures shall be charged to the appropriate budget code (s).

*The designated purchasing agent of the school district is authorized to establish regulations for implementation of this policy.*

*Adopted: February 28, 2001*

*Revised: December ....., 2003*

*Policy Handbook • Wayne Central School District • Ontario Center, New York 14520*