

# WAYNE CENTRAL SCHOOL DISTRICT BOARD OF EDUCATION MEETING AGENDA

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December 8, 2005      6:00 p.m.      Ontario Elementary School

6:00      Executive Session

6:30      Tour of Building

7:00      Call To Order/Pledge of Allegiance

Approval of Agenda/Approval of [MINUTES](#)

Att. 1

7:05      Public Comment

7:10      Board Member Comments

7:15      Action Items

7:20      Superintendent's Report

1. Auditor's Report
2. Facilities and Finance Goals
3. Internal Claims Auditor
4. Financial Report
5. Student Questions

Att. 2

8:50      Board Action

1. Approve [Personnel](#) Action
2. Approve CSE Action
3. Approve [Consensus](#) Agenda:
  1. Accept Treasurer's Report
  2. Adopt SEQRA Resolution
  3. Adopt Budget Calendar
  4. Accept Audit Report
  5. Approve Budget Transfer
  6. Establish Auditing Committee

Att. 3

Att. 4

Att. 5

9:00      Public Comment

9:05      Board Member Comments

9:10      Adjournment

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Next Meeting Date:    January 12, 2005      7:00 p.m.      Freewill Elementary School

***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, November 10, 2005**TIME:** 7:00 p.m.**TYPE:** Regular Business Meeting**PLACE:** Middle School Library-Media Center

**PRESENT:** Trustees Brunner, Davis, Griswold, Johnson, Lyke, Robusto, Schultz, Wyse; District Clerk Switzer; Administrators Havens, Armitage, Armocida, Siracuse, Schiek, Atseff, Spring, Callahan, Blankenberg, Green

**ABSENT:** Trustee Triou

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

**I. CALL TO ORDER:** 7:00 p.m. by Frank Robusto, Jr., School Board Vice-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 (October 13 & 25, 2005)**

Mr. Robusto noted that a second opportunity for public comment will occur in the second portion of the meeting. Mr. Havens requested the addition of an agenda item under his report for a presentation to the Board of Education by the track booster club. Mr. Wyse offered a **MOTION** to approve the agenda for this evening's meeting, as revised, and the minutes of the meetings of October 13 & 25, 2005, each as presented. 6 Ayes, 0 Nays, 1 Absent (Mr. Triou), 2 Abstentions (Mr. Griswold. Mr. Davis) Carried.

**IV. PUBLIC COMMENT**

Mr. Robusto stated that public comment is some of the most valuable time spent by trustees who appreciate input from speakers. While immediate responses are not always possible, follow-up will occur if needed. He asked speakers to confine their remarks to five (5) minutes. Persons wishing to speak should first be recognized by the school board president, then identify themselves, any organization they may be representing at the meeting, and the agenda topic.

- A. Mrs. Heather Stevenson, 7695 Chapman Drive, Ontario, read a prepared statement stating her objection to the decision by Mr. Havens to cancel the student musical presentation of "*Grease, The School Version*" at the middle school. (copy attached to these minutes in the minute book)
- B. Mrs. Monica Panipinto, 5492 Ontario Center Road, Ontario, spoke as secretary of the TCA Friends of Music to offer congratulations to the three (3) students at the middle school who were selected to perform in the Area All State Music Festival sponsored by the NYS School Music Association (Steven Russell, Brittany Shuman and Amanda Wayland).

- C. Mrs. Panipinto, supra, stated that the students at the middle school are excited about the performance of “*The Sound of Music*” at their school this year.

## V. BOARD MEMBER COMMENTS

- A. Mr. Wyse extended ***compliments to the community service club at Ontario Elementary School*** for conducting a drive to benefit the Ontario Food Pantry, especially Mrs. Anne Welker, teacher aide, who coordinated the project, and stated he was pleased to accept the donations on behalf of the food pantry.
- B. Mr. Wyse spoke as an individual, not on behalf of the Board of Education, to express his ***support of the decision by Mr. Havens*** to cancel the student musical at the middle school. He added that the school district endorses the character traits that were cited by Mr. Havens,
- C. Mr. Davis stated that he attended the ***annual workshop and trade show of the NYS School Boards’ Association*** in Rochester and found the sessions informative. He noted that all of the seminar sessions are available on a CD-ROM and suggested that the Board of Education consider purchase of copies for trustees to share. He has provided an order form for the item to Mr. Havens.
- D. Mrs. Lyke noted that program meeting of the ***Four County School Boards Association*** on child nutrition and obesity scheduled for November 15<sup>th</sup> at Geneva and encouraged trustees to attend.
- E. Mrs. Lyke reported that she attended the ***open house*** at the Trade and Career Center of Wayne-Finger Lakes Board of Cooperative Educational Services at Williamson, including an impressive project by local student C. J. Keymel.
- F. Mr. Griswold spoke as an individual, not on behalf of the Board of Education, to express his ***support of the decision by Mr. Havens*** to cancel the student musical at the middle school. He recalled a situation five (5) or six (6) years ago when a student musical production at the high school included themes to which residents and parents objected and supports this effort to preclude that from re-occurring.
- G. Mr. Schultz stated that he attended the ***fiscal oversight training*** for newly elected and re-elected school trustees last Saturday and shared highlights of the information provided. Several of the topics (*e.g.* state audits, procurement policies, fixed assets, testing of accounting & payroll records) prompted dialogue among persons present. He has shared pertinent information with Mr. Atseff, for business operations, and Mr. Johnson, for consideration by the policy committee.

## VI. BOARD PRESIDENT’S COMMENTS – None

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

## VIII. REPORTS OF THE SUPERINTENDENT OF SCHOOLS

## **A. SCHOOL BOARD RECOGNITION WEEK**

Mr. Havens noted that each year the Governor of New York State declares *School Board Recognition Week during October*. He noted the contributions of time and effort by each trustee and extended thanks and appreciation to them for their unpaid service on behalf of the students, staff and residents of the school district. He presented each trustee with a framed *Certificate of Appreciation* and a shirt with the district logo on each.

Ms. Elizabeth Peters, a counselor at Freewill Elementary School, spoke on behalf of the Wayne Teacher Association, and expressed thanks to members of the Board of Education for their contributions to the school district and for the exemplary role models they present in their stewardship of our schools. She presented each trustee with a lapel pin.

Mr. Havens also presented ***certificates from the NYS School Boards Association*** to Trustees Brunner, Griswold, Johnson, Lyke, Robusto and Wyse for completion of forty (40) training credits each.

## **B. PRESENTATION BY TRACK BOOSTER CLUB**

Students and parents from the ***track booster club*** presented several new plaque/display boards recording achievement records in that sport for display in the foyer of the new high school gym. Officers and members of the club who were present were introduced. Mr. Havens and Mr. Blankenberg, director of athletics and physical education, expressed their thanks to the booster club for their many contributions to the track program and to the school district.

## **C. REPORT ON GERMAN STUDENT EXCHANGE PROGRAM**

Mr. Havens introduced Mrs. Carolyn Straub, high school German teacher, who presented a report of the 2005 German-American Partnership Program that recently concluded with the visit to local schools of the German students. She presented color photo prints of the group to each trustee. Mr. Havens noted the success of this program and the number of middle school students studying German who will have the opportunity to participate in the program in future years.

## **D. UPDATE ON RECRUITMENT FOR NEW HIGH SCHOOL PRINCIPAL**

Mr. Havens reported that thirty-four (34) persons applied for the position and seven (7) participated in interviews with separate teams of students/parents, staff, and administrators. He thanked Mr. Wyse for participating as trustee liaison. The interview teams will submit three (3) finalists to him for additional interviews. He intends to present a finalist for consideration by the Board of Education at the December business meeting.

## **E. REMARKS ON NYS SCHOOL BOARDS' ASSOCIATION CONVENTION**

Mr. Havens invited trustees to share information on sessions they attended at the **annual workshops and trade show of the NYS School Boards' Association** in Rochester. **These comments are summarized as follows:**

Mr. Wyse attended sessions on the costs of **health insurance** for school employees; those costs are projected to exceed staff wages in twenty (20) years. He liked the idea that schools enlist an insurance broker and complimented Mr. Callahan and our human resources' office for the excellent job they do.

Mr. Wyse and Mr. Davis attend the **fiscal oversight training** for newly elected and re-elected school trustees. Mr. Wyse stated he was pleased he attended as a currently elected trustee and reviewed a written synopsis of the sessions. Emphasis was placed on inventory and security of fixed assets, supervision of extra-classroom activity funds, the oversight responsibilities of the school board, and quarterly reports to the Board of Education and filing certificates of completion with the school district clerk.

Mr. Griswold attended seminars on providing **Internet access to schools** to parents, on **energy costs** and options for school districts, training for teachers and programs for students on **youth, law and citizenship** in language arts and civics classes and related information on grant sources for such programs.

Mr. Havens noted that the new student information system purchased by the district allows parents Internet access to student report cards and class attendance, with appropriate access codes. Parents will soon receive information on training sessions for this new feature.

Mrs. Lyke attended a "best practices" session on the **portfolio program** developed by the Haverling (Bath) Central School District and a seminar by the NYS Education Department on proposals for **universal pre-kindergarten** and full-day kindergarten programs.

Mr. Robusto stated that he obtained a book on **testing** by one of the guest speakers, whom he would like to see visit our district, and attended a seminar on the **town and school partnership** developed by the Town of Webster and Webster Central School District three (3) years ago relative for a field house, athletic fields and a community pool. He noted the use of a point of entry program for scheduling use of the facilities which he feels has some potential for our school district as well.

Mr. Robusto noted that **Mr. Havens was a presenter** a session on "interest-based" negotiations.

Mr. Davis noted prior discussion that each trustee, whether new or veteran, might attend the new fiscal oversight training and he endorses that approach. After attending the training sessions, he has a renewed appreciation for the diligent efforts of our staff members involved in purchasing, accounts payable and central receiving. He added that state audits will include close **scrutiny of documentation for purchase and delivery of commodities** and suggested that those staff members would benefit from attending the training sessions as well.

Mr. Havens noted that the Four County School Boards Association will host the training sessions in the spring of 2006. Mr. Wyse noted that similar sessions are planned in Monroe County on December 3<sup>rd</sup>. Mr. Schultz noted the value of attendance at these sessions prior to the formation of the required school board oversight committees in January, 2006.

## **F. UPDATE ON SCHOOL IMPROVEMENT GOAL • COLLEGE BOUND RATE**

Mr. Havens stated that one of the goals in the district-wide school improvement plan for the 2005-2006 school year is to achieve a 90% rate of seniors attending post-secondary education upon graduation. He noted that Mrs. Holly Armitage, an assistant principal at the high school, is chairing this effort and

introduced her to present a progress report to the Board of Education. Mrs. Armitage was joined by counselors Cathy Stohr, Julie Schwartz and Kelly Gallup.

Mrs. Armitage stated that 88% of the Class of 2005 continuing onto higher education, an increase of 10% over the prior year. She shared and reviewed the action plans for varied activities and efforts by school counselors and the high school staff to assist students and their parents or guardians in planning for post-high school education and progressing through the college application process. (copy filed in clerk's agenda file, this meeting). These include a college application plan book, a wall map in the main foyer noting college acceptances for seniors and locations of college attendance by last year's graduates, including college and career planning at parent nights and orientation events for students, SAT prep courses & PSAT exams, and opportunities to hear about college experiences from recent graduates.

Mr. Schultz volunteered to serve as a speaker for career days and noted the comments by speakers at the national seminar he attended last summer on model schools about the importance college to the future of the workforce of the country.

Mrs. Brunner cited her experience with college applications and financial aid when her four (4) sons graduated from our high school and asked the counselors what steps they take or plan to take to assist parents and students in that process. Mrs. Armitage cited plans to expand the traditional financial aid information nights for juniors and their parents to freshmen and sophomores. Mrs. Brunner asked if any consideration was given to hosting such events more than once a year; Mrs. Armitage stated that was a possibility.

Mrs. Lyke noted the importance of trade and technical education to our students as they advance into the workforce.

Mr. Wyse noted how much technology has grown over the years and the need for more and more trades to include a minimum of a two-year college degree.

Mr. Robusto noted the need for graduates in science and engineering and the value of establishing career opportunities beginning at the primary and intermediate grades.

Mr. Griswold noted the large amount of work and effort directed toward this goal and that of increasing the Regents' diploma rate. He believes they deserve top attention by the school district and noted the increasing amount of work which is outsourced by American firms to workers in foreign countries using the latest technology to achieve economies in operations.

Mr. Davis noted that the goal of 98% of students earning Regents' diplomas is excellent and it force the school district to review barriers to learning and emphasize the importance of learning life-long skills. Although post-secondary education is important, he is not certain if 90% is the appropriate goal. He asked if efforts are made to include resource persons from trade and technical careers to allow our students to have exposure to additional opportunities

through apprenticeships and military career training, as examples. He stressed the importance of meeting the needs of our graduates, not only meeting a specific goal.

Mrs. Armitage noted that every opportunity is explored to determine how students can achieve success after graduation. Mr. Havens noted that college experiences also provide students with choices for future employment and careers.

Mr. Robusto suggested additional consideration of these topics at a workshop session.

Mrs. Lyke considers attendance at college as an important goal for our students.

Mr. Johnson noted the experience of one of his sons who entered the workforce upon graduation from high school and is now pursuing a college degree after his employer outlined benefits for his career when he has his undergraduate degree.

Mr. Robusto thanked the staff members for their excellent presentation.

## **G. UPDATE ON SCHOOL IMPROVEMENT GOAL • REGENTS DIPLOMA RATE**

Mr. Havens noted that another one of the goals in the district-wide school improvement plan for the 2005-2006 school year is to achieve a 98% rate of students who entered the high school as freshmen earning a Regents' diploma. He asked Mrs. Armitage and the counselors to review the progress on that goal.

Mrs. Armitage noted that 81% of the Class of 2005 earned a Regents' diploma, which was an increase of 9% over the prior year. She and the counselors reviewed the action plan for helping students, parents and staff members understand the value and importance of a Regents' diploma. (e.g. staff training, academic intervention and addressing the transition of students from eighth grade to the freshman year at the high school, importance of life-long learning) (copy filed in clerk's agenda file, this meeting) They also noted efforts to work with those students who need additional assistance to earn a Regents' diploma.

Mr. Griswold asked what portion of students is considered "at risk." Mrs. Gallup stated that additional documentation will become available in January.

## **H. FINANCIAL REPORT**

Mr. Havens asked Mr. Atseff, assistant superintendent for business, to present the financial reports.

Mr. Atseff shared reports on revenues and expense as of the end of October, 2005.(copies filed in clerk's agenda file, this meeting). Mr. Schultz asked for clarification on encumbrance of funds; Mr. Atseff provided details.



## I. UPDATE ON 2002 CAPITAL IMPROVEMENT PROJECT

Mr. Havens distributed color prints illustrating the completed work on the ***all-weather track and the new athletic fields*** at the high school as final items are resolved in the 2002 Capital Improvement Project (copies filed in clerk's agenda file, this meeting). He noted the presence of the new sod and turf, which the general contractor purchased and installed, which is scheduled for use in the fall of 2006.

Mr. Robusto asked how many times the fields were re-seeded. Mr. Griswold asked how many square yards were involved. Mr. Atseff stated that several attempts were made by the turf contractor before the general contractor agreed to handle the work, which included more than 70,000 square yards. He added that some additional sprinkler heads were included prior to final sod installation based on recommendations from Mr. Miller, director of facilities.

Mr. Atseff stated that efforts continue to resolve the ***moisture content in the concrete floors in the new fitness center*** created in the portion of the former applied technology shops that were not incorporated into the expanded dining room space at the high school. The base surface must meet specific criteria prior to installation of the rubberized floor surface to prevent voiding the warranty for the floor surface.

Mr. Atseff noted that the general contractor and architect are working with school personnel on options to provide an ***appropriate enclosure & protection for the lift installed at Ontario Elementary School*** for access to the stage/gym and auditorium by persons with disabilities when the area is used for physical education classes and on correction of excessive depth of ***asphalt at a light fixture near the concession stand*** at the high school. Since asphalt plants are now closing, the corrective steps may not occur until next spring.

Mr. Griswold asked what the resulted from research on original intent on final uses of the ***gravel area adjacent to the east side of the new access road*** from the middle school to the high school, parallel to NYS Route 350. Mr. Havens stated that the district clerk did locate references in prior meeting minutes for use of that area for additional parking but such use was not included in the design documents. When the topic was raised by trustees last month, the contractor has already removed stone base from the area. In addition, the additional parking is planned for the west side of the new access roadway.

Mr. Johnson stated that he has viewed the new sod and turf work and believes it is an excellent job. He extended thanks to Mr. Havens and Mr. Atseff for their efforts to reach resolution of this matter.

## J. DISCUSSION ON RESIDENCY OF SCHOOL PERSONNEL

Mr. Havens presented the topic of residency requirements for school former review and consideration by the Board of Education.

Mr. Robusto noted discussion at prior meetings on the potential for a residency requirement for newly hired management personnel.

Mrs. Lyke asked if the intent was to make such a requirement an option. Mr. Robusto would make it a mandatory condition of employment.

Mr. Wyse noted that such a requirement could reduce or limit the pool of candidates for job openings. Mr. Havens stated that seven (7) of the existing district/building management personnel are residents of the school district.

Mr. Griswold suggested surveying policies or procedures of other districts on this topic.

Mr. Havens noted that none of the school districts within Wayne-Finger Lakes Board of Cooperative Educational Services presently have such a requirement.

Mr. Schultz stated that he found a small amount of research on residency requirements for school personnel and asked if Mr. Havens could locate any additional information or resources on the topic. Mr. Havens stated that he will seek availability of additional resources.

Mrs. Lyke stated that she would favor a residency requirement as an incentive but not as a requirement; she shares the concern that a residency requirement might eliminate some qualified candidates for management positions,

Mr. Griswold noted that this is a topic which could incorporate lengthy dialogue and debate.

Mr. Johnson feels that additional information is required.

Mr. Wyse and Mr. Griswold noted that some school districts require residency as a qualification for appointment but do not restrict a subsequent move outside of the school district.

Mr. Wyse believes it is a good idea for management personnel to become a part of the local community and would favor providing an incentive rather than a requirement. He added that a residency requirement would have limited the pool of candidates for the high school principal,

Mr. Robusto asked if a residency requirement is among questions raised as part of interviews for management personnel and if such a requirement would move us closer to our goals.

Mr. Griswold asked if residency would outweigh the advantages of a skilled person.

Mr. Griswold asked Mr. Havens for input on the subject. Mr. Havens stated that an incentive for residency is sometimes helpful yet there are some occasions when a residency requirement might not result in hiring the best qualified person for a position. He personally has resided in the district where

he worked in his 29-year career but noted that there is an advantage to non-residency for positions such as assistant principal/disciplinarian.

Mr. Schultz asked if this discussion is intended for management personnel, only, or for teachers as well. Mr. Havens stated that 97% of supportive staff employees and 60% of the teaching staff reside in the school district.

Mr. Wyse noted that it is also important to consider the value received by a residency requirement.

By **consensus**, trustees agreed to request Mr. Havens to obtain additional information on the topic for further, future consider.

## **K. STUDENT QUESTIONS**

- (1) Rebecca Montebella, 7278 Pear Tree Meadow, Ontario, asked why seniors with an average of 85% or greater can not have an “open” lunch. Mr. Havens reviewed the liability and responsibility of the school district for students throughout the school day and suggested that the students share their ideas with the high school principal.
- (2) John Fingar, 6487 Fisher Road, Ontario, noted that he has friends who have had to join private fitness centers to complete fitness requirements for college sports and asked when use of the new fitness center will occur. Mr. Havens noted the efforts to complete the floor surface for the center and the intent to have it ready for use prior to the holiday recess.
- (3) Brian Jaffarian, 7573 Summer Place, Ontario asked about the outcome of the legal proceedings related to the high school principal and why more details are not available to the public. Mr. Havens noted the restrictions on discussion of personnel matters; he compared them to confidential discussions which students have with school counselors or personnel.
- (4) Brian Jaffarian, supra, asked how the data on advanced Regents’ diplomas is factored into the Regents’ diploma rate. Mrs. Armitage noted that appx. 40% of seniors earned Advanced and Honor Regents diplomas.

**IX. RECESS:** 8:57 p.m.

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

## **XI. 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:

#### **ADMINISTRATIVE STAFF**

**RESIGNATION:**

**Jeffrey Pirozzolo**, assistant principal, assigned to the high school, effective November 11, 2005 (personal reasons)

**APPOINTMENT:**

Matthew Guarino, assistant principal, assigned to the high school, a per diem substitute appointment effective November 9, 2005 at \$350.00 per diem (replacement for Jeffrey Pirozzolo, resigned)

**INSTRUCTIONAL STAFF**

**RESIGNATIONS:**

**Daniel Harris**, physical education teacher, assigned to the high school, effective November 11, 2005 (personal reasons)

**Teresa Lawrence**, science teacher, assigned to the high school, effective August 31, 2006 (personal reasons)

**APPOINTMENTS:**

**Additional Per Diem Substitute Teachers • 2005-2006 School Year**

See Listing, Clerk's Agenda File, This Meeting

**Amended Extra-Duty Appointments/Designations • 2005-2006 School Year** (Model School Club Advisors)

See Listing, Clerk's Agenda File, This Meeting

**SUPPORTIVE STAFF:**

**RESIGNATION:**

**Debra O'Dell**, school bus driver, effective October 25, 2005 (personal reasons)

**APPOINTMENTS:**

**Joyce Curtis**, food service worker, assigned to Freewill Elementary School, a six month probationary civil service appointment effective September 6, 2005 through March 5, 2006 at \$7.64 per hour (job share with Dawn Landry)

**Ann Rosenzweig**, school monitor, assigned to the high school, a six month probationary civil service appointment effective October 24, 2005 through April 23, 2006 at \$7.43 per hour (new position)

**Victoria Schrader**, teacher aide, assigned to the high school, a temporary civil service appointment effective November 1, 2005 through June 30, 2006 at \$8.95 per hour (new position, one (1) year, only)

**Vaughn Weston**, school bus driver, a temporary civil service appointment, effective October 26, 2005 through June 30, 2006, at \$12.51 per hour (replacement for James Klem, on leave of absence).

**Deborah Whittemore**, school bus driver, a six month probationary civil service appointment effective October 26, 2005 through April 25, 2006 at \$12.51 per hour (replacement for Debra O'Dell, resigned)

Mrs. Brunner offered a **MOTION** to approve the personnel changes as recommended by the superintendent of schools. 8 Ayes, 0 Nays, 1 Absent (Mr. Triou), Carried.

## **B. CSE & CPSE PLACEMENT RECOMMENDATIONS**

Mr. Havens presented the pupil placement recommendations of the Committees on Special Education and Pre-School Special Education for review and consideration by the Board of Education.

Mrs. Brunner offered a **MOTION**, seconded by Mr. Wyse, to adopt the following **RESOLUTIONS** for pupil placements by the CSE/CPSE, **TO WIT:**

(1) to approve the recommendation for CSE pupil placements,

**RESOLUTION TO APPROVE RECOMMENDATIONS OF THE  
COMMITTEE ON SPECIAL EDUCATION AND  
AUTHORIZE ARRANGEMENT OF RECOMMENDED  
SPECIAL PROGRAMS & SERVICES**

**RESOLVED**, that the Board of Education approves the recommendations of the Committee on Special Education and authorizes the Director of Student Services to arrange the recommended special programs and services.

(2) to approve the recommendation for CPSE pupil placements:

**RESOLUTION TO APPROVE RECOMMENDATIONS OF THE  
COMMITTEE ON PRE-SCHOOL SPECIAL EDUCATION AND  
AUTHORIZE ARRANGEMENT OF RECOMMENDED  
SPECIAL PROGRAMS & SERVICES**

**RESOLVED**, that the Board of Education approves the recommendations of the Committee on Pre-School Special Education and authorizes the Director of Student Services to arrange the recommended special programs and services.

On the question, the **RESOLUTIONS** were adopted by a vote of 8 Ayes, 0 Nays, 1 Absent (Mr. Triou).

## **C. CONSENSUS AGENDA**

- (1) Reports of the school district treasurer (A/O 9/30/05)
- (2) Designations & Appointments – Annual Fire Inspection of School Facilities
- (3) Resolution to Adjust Allocation on Fund Balance • Fiscal Year Ending 6-30-05
- (4) Agreement with NYS School Boards Association • Policy Update Service

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

Mr. Wyse offered a **MOTION**, seconded by Mr. Johnson, to adopt/approve 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 September 30, 2005 (copies attached to these minutes in the minute book)
- (2) Establish **designations & appointments for the annual fire inspection of school facilities** pursuant to Ed Law §807 (a) (copy filed in clerk's agenda file, this meeting)
- (3) Adopt a **RESOLUTION to adjust the allocation of fund balance of the general** fund for the fiscal year ending June 30, 2005, **TO WIT:**

**RESOLUTION FOR ADJUSTMENT OF  
ALLOCATION OF EXCESS FUND BALANCE  
OF THE GENERAL FUND  
(Fiscal Year Ending June 30, 2005)**

**BE IT RESOLVED**, that the Board of Education does hereby adjust the allocations made at the meeting of October 13, 2005 of the fund balance of the general fund, in excess of the two percent (2%) state maximum, as follows:

- (1) Transfer \$ 70,092 to the School Lunch Fund
- (2) Transfer \$ 70,092 to the School Bus Purchase Reserve Fund

**BE IT FURTHER RESOLVED**, that the school district treasurer is authorized and directed to make such transfers, effective June 30, 2005.

- (4) Approve the **agreement with NYS School Boards Association for policy alert update** services for the period of July 1, 2005 to June 30, 2006, at a cost of \$650.00 and authorized the superintendent of schools to execute same (copy filed in clerk's files)

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

## **XII. ADDITIONAL PUBLIC COMMENT**

- (1) Edward Collins, 6812 Lakeside Road, Ontario, noted the following items:
  - (a) concern about the impact on student related activities of recent energy conservation measures implemented by the superintendent of schools and suggestions that non-student services such as window air cooling units and imbalance of heating in areas at the high school are also considered
  - (b) why the chain link fence at the school bus compound is rarely closed and secured when he passes the area to respond as an EMT to emergency calls during over-night hours,
  - (c) his extensive experience that issues in concrete floors in the new fitness center may reflect underground moisture which would continue after flooring is installed and suggestions for review of such issues prior to final resolution of the matter with the contractors to prevent future problems.
  - (d) compliments to the school board for providing bleachers for both home and visiting spectators on the new fields at the high school, which he often finds missing in visits to numerous school athletic/football fields as a part-time medic for an area ambulance; he encouraged continuation this practice

### **XIII. ADDITIONAL BOARD MEMBER COMMENTS**

- B. Mrs. Brunner, Mr. Griswold and Mr. Schultz extended thanks for **trustee recognition** this evening.
- C. Mr. Griswold extended **congratulations** to Mr. Switzer on his recent election to town office.
- D. Mr. Griswold asked if the concerns with the new **student management system** were resolved and if the resolution and training were provided by the vendor or the regional computer center. Mr. Havens noted that the regional computer center has responsibility for and addressed those issues.
- E. Mr. Griswold asked if there is any consideration of a **preliminary audit** before possible state audits under the new fiscal oversight regulations. Mr. Havens noted that the independent auditor has completed the annual external audit and will present a report at the December business meeting.
- F. Mr. Robusto referred the work of Dr Donna Beale on **student achievement** to Mr. Havens.
- G. Mr. Davis extended **thanks to the middle school staff** for the card and pen for school board recognition week.
- H. Mr. Schultz noted that only one scheduled business meeting of the Board of Education will occur prior to the January 1, 2006 deadline for appointment of the **new school board audit committee**. Mr. Havens stated that the topic is set for the December business meeting as part of the presentation by the independent auditor. Mr. Schultz noted extensive discussion on composition of such a committee at the training session he attended. Mr. Wyse noted the suggestion that the full school board serve as the audit committee. Mr. Griswold noted that the school board forms committees and the school board president appoints members of those committees.

### **XIV. ADJOURNMENT**

Prior to adjournment, trustees executed the **report of uncollected school taxes** for the 2005-2006 school year. (copy filed in clerk's files)

Mr. Wyse offered a **MOTION** to adjourn the meeting at 9:25 p.m. 8 Ayes, 0 Nays, 1 Absent (Mr. Triou), Carried.

Respectfully submitted,

**JAMES E. SWITZER**  
School District Clerk

**APPROVAL OF MINUTES**

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

**December 8, 2005**

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School District Clerk

JES/jes:wp



# 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: Personnel Action

Date: December 8, 2005

The following is submitted for your review and approval.

## ADMINISTRATIVE STAFF

### RESIGNATIONS:

**Lory Morrin**, Principal, assigned to the James A. Beneway High School, effective June 30, 2006. *For personal reasons.*

### APPOINTMENTS:

**Joseph Siracuse**, Principal, NYS Control No. 042449011 (Permanent, effective 2-1-2005) assigned to the James A. Beneway High School, a three year probationary appointment effective January 3, 2006 through January 2, 2009 at \$98,152 prorated.

## INSTRUCTIONAL STAFF

RESIGNATIONS: None

### LEAVE OF ABSENCE:

**Jackie Courtney**, English Teacher, assigned to the James A. Beneway High School, a paid FMLA leave of absence anticipated from January 30, 2006 through March 24, 2006. *For the purpose of child rearing.*

**Kelly Gallup**, School Counselor, assigned to the James A. Beneway High School, a combination paid and unpaid FMLA leave of absence anticipated from November 14, 2005 through June 30, 2006. *For the purpose of child rearing.*

**Terese Manfredi-Hill**, Art Teacher, assigned to the James A. Beneway High School, a combination paid and unpaid FMLA leave of absence from November 23, 2005 through June 30, 2006. *For the purpose of child rearing.*

**Jessica Kleindienst**, Health Teacher, assigned to the James A. Beneway High School, a combination paid and unpaid FMLA leave of absence anticipated from December 12, 2005 through June 30, 2006. *For the purpose of child rearing.*

**April Roods**, English Teacher, assigned to the James A. Beneway High School, a paid FMLA leave of absence anticipated from December 19, 2005 through February 10, 2006. *For the purpose of child rearing.*

#### **APPOINTMENTS:**

**John Cotsonas**, Physical Education Teacher, NYS Control No. 575115051 (Permanent effective 9-1-2004) assigned to the James A. Beneway High School, a two year probationary appointment effective January 3, 2006 through January 2, 2008 at \$41,250 (base + MS, credited with 6 years of service) pro-rated. *Replacement for Daniel Harris (resigned).*

**Richard Galvin**, School Counselor, assigned to the James A. Beneway High School, an eight month temporary appointment from November 14, 2005 through June 30, 2006 at \$36,250 (base + MS) pro-rated. *Replacement for Kelly Gallup (child rearing leave).*

**Krista Matuszek**, Art Teacher, assigned to the James A. Beneway High School, a seven month temporary appointment from November 29, 2005 through June 30, 2006 at \$35,000 (base) pro-rated. *Replacement for Terese Manfredi-Hill (child rearing leave).*

<b>SUPPORT STAFF</b>
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#### **RESIGNATIONS:**

**Catherine Luke**, Typist, assigned to the James A. Beneway High School, effective November 21, 2005. *For the purpose of promotion.*

**Judith Tulloch**, Senior Typist, assigned to the Office of Student Services, effective November 30, 2005. *For purpose of retirement.*

#### **LEAVE OF ABSENCE:**

**Kimberly Aumann**, Custodian, assigned to the Thomas C. Armstrong Middle School, a paid FMLA leave of absence anticipated from November 4, 2005 through February 3, 2006. *For the purpose of surgery.*

#### **APPOINTMENTS:**

**Catherine Luke**, Senior Typist, assigned to the Office for Instruction, a six month probationary Civil Service appointment effective November 21, 2005 through May 20, 2006 at \$12.19/hr. *Replacement for Cathy Kelliher (resigned).*

**Darryl Wilson**, 1:1 Teacher Aide, assigned to the James A. Beneway High School, a six month probationary Civil Service appointment effective November 7, 2005 through May 6, 2006 at \$8.25/hr. *New position.*

<b>ANNUAL STIPEND APPOINTMENTS (AMENDED)</b>
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<b>❖ Advisors: rate – varies per activity</b>
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<u>Name</u>	<u>Activity</u>	<u>Bldg.</u>	<u>Rate</u>
Krista Surowy	History Club (1/2)	MS	\$967.00
Barbara Carlisle	History Club (1/2)	MS	\$967.00

<b>COACHING APPOINTMENTS (AMENDED)</b>
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<b>Name</b>	<b>Team</b>	<b>Step</b>	<b>WCS Years</b>	<b>Level</b>	<b>Incentive</b>	<b>Salary</b>	<b>Total</b>
Doug Casey	Head Modified Football	3	25	E	720	2694	3414
Doug Casey	Modified Baseball	29	25	F	722	3441	4163
Cal Seitz	Girls JV Basketball	4	4	B		3592	3592
Bob Taylor	Girls Freshman Basketball	4	6	D		3142	3142
Maureen Doyle	Girls 7 <sup>th</sup> Grade Basketball	9	7	F	No	2543	2543
Bryan Taillie	Boys Freshman Basketball	6	6	D		3292	3292
Andy Struzik	Boys 8 <sup>th</sup> Grade Basketball	9	4	F		2543	2543
Jeremiah Brandt	Boys 7 <sup>th</sup> Grade Basketball	3	2	F		2395	2395
Meybhol Vanegas	Varsity Cheerleading	3	1	D		3142	3142
Linda Powers	Co-JV Cheerleading	2	2	E		1271.50	1271.50
Corina Grasta	Co-JV Cheerleading	2	2	E		1271.50	1271.50
Josh Dougherty	G & B Asst. Indoor Track	3	3	E		2694	2694

Wayne Central School District  
Ontario Center, NY 14520

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**TO:** Board of Education

**FROM:** Michael Havens

**RE:** Consensus Agenda

**DATE:** December 8, 2005

The following items are being recommended for approval in a consensus agenda:

1. Accept Treasurer's Report – October, 2005
2. Adopt SEQRA [Resolution](#)
3. Adopt 2006-2007 [Budget](#) Development Calendar
4. Accept Independent [Auditor's](#)Report
5. Approve Budget [Transfers](#) for Salary Codes
6. Establish Auditing Committee



**Wayne Central School District  
Office of the Superintendent of Schools**

**Memorandum**

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**TO: Board of Education**  
**FROM: Michael Havens**  
**RE: SEQRA Resolution**  
**DATE: December 8, 2005**

**WAYNE CENTRAL SCHOOL DISTRICT SEQRA RESOLUTION**

**BE IT RESOLVED, that the Board of Education has  
declared itself as the Lead Agency for the purpose of  
identifying the SEQRA determination for the Energy  
Performance Projects at the Wayne Central School  
District**

**WAYNE CENTRAL SCHOOL DISTRICT  
ONTARIO CENTER, NEW YORK  
2006-2007 BUDGET PREPARATION CALENDAR**

**DECEMBER**

- December 6, 2005, Tuesday .....Administrative Meeting:  
.....Budget development calendar reviewed.  
.....Budget development process reviewed.  
.....Budget guidelines, instructions, and decision package forms distributed to building principals, central office administrators, and support staff supervisors.  
.....Student enrollment projections for 2006-2007 reviewed.  
.....Set Instructional Priorities.
- December 8, 2005, Thursday .....Board Meeting:  
.....Budget development calendar presented to Board of Education.  
.....2006-2007 enrollment projections to Board of Education.

**JANUARY**

- January 10, 2006, Tuesday .....Administrative Meeting:  
.....Staffing recommendations presented to Ass't. Superintendents by administrators.
- January 12, 2006, Thursday .....Board Meeting  
.....Discussion of Instructional priorities based on School Improvement Plan.  
.....Board of Education Budget Discussion.
- January 24, 2006, 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 2006-2007 Capital portion of budget.

January 26, 2006, Thursday. .....Board Meeting:  
..... Administrative presentation to Board of Education of the first  
draft of Capital portion of 2006-2007 budget

**FEBRUARY**

February 7, 2006, Tuesday .....Administrative Meeting:  
.....Review first draft of 2006-2007 Program Budget.

February 9, 2006, Thursday .....Board Meeting:  
.....Administrative presentation to Board of Education of the  
first draft of Program portion of 2006-2007 budget.  
.....Board of Education to identify propositions for May 17  
Budget Vote and adopt Legal Notice of School Election and  
Budget Vote.

**MARCH**

March 7, 2006, Tuesday .....Administrative Meeting:  
.....Review first draft of 2006-2007 Administrative Budget.

March 9, 2006, Thursday .....Board Meeting:  
.....Administrative presentation to Board of Education of the  
first draft of Administrative portion of 2006-2007 budget.  
.....Board of Education review of first draft of complete 2006-  
2007 budget.  
.....Administrative presentation of projected 2006-2007  
revenues.

March 23, 2006, Thursday .....Board Meeting:  
.....Board of Education discussion of draft of 2006-2007  
Proposed Budget.

**APRIL**

April 6, 2006, Thursday .....Board Meeting:  
..... Adopt proposed 2006-2007 Wayne Central Budget.

April 17, 2006, Monday .....Petitions for School Trustee candidates to be filed with  
District Clerk on or before 5:00 p.m. at the District Office.

- April 26, 2006, Wednesday .....Board Meeting:
- ..... Vote on BOCES Administrative Budget.
- ..... Election of BOCES Board Members.
  
- MAY**
- May 2, 2006, Tuesday .....2006-2007 proposed budget must be available for public inspection in each school building.
- .....Last date for newsletter to be printed.
- May 4, 2006, Thursday .....Board Meeting:
- ..... Budget Hearing.
- .....Board meeting to follow hearing.
- ..... Appoint election officials for May 16 budget vote.
- May 10, 2006, Wednesday .....Distribution of special edition of District newsletter with proposed 2006-2007 budget information.
- May 16, 2006, Tuesday .....Budget Vote at Wayne Central High School Gymnasium lobby from 9: 00 a. m. to 9: 00 p. m.

**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 27, 2006)



**TO:** Michael Havens  
**FROM:** Gregory J. Atseff  
Assistant Superintendent for Business  
**DATE:** December 8, 2005  
**RE:** Independent Auditor's Report and Management Letter

Attached is a copy of the General Purpose Financial Statements and the Management Letter for the school fiscal year ended June 30, 2005, as prepared by Raymond F. Wager, CPA, P.C., Corona Executive Commons, 332 Jefferson Road, Rochester, NY 14623.

A copy of the General Purpose Financial Statements and the Management Letter have been forwarded to the New York State Education Department, Office of Audit Services, 524 Education Building, Albany, NY 12234. The General Purpose Financial Statements must be filed by November 30 of the current fiscal year.

Recommend that the Board of Education adopt a resolution at the December 8, 2005, board meeting accepting the Independent Auditor's Report and the Management Letter for the fiscal year 2004-2005.

It will be necessary for the district to file with the State Education Department a certified excerpt of the minutes of the Board of Education meeting noting the acceptance of the 2004-2005 General Purpose Financial Statements. In addition, the District must publish a notice within ten days that such report is available for public inspection.

/db

Attachments

