



LETTER to the BOARD

January 4, 2002

The Mark of the immature man is that he wants to die nobly for a cause, while the mark of the mature man is that he wants to live humbly for one.

-Wilhelm Stekel

Greetings from Wayne Central School District.

Below is some information regarding our January 9 Board meeting and some items of interest.

Board Meeting:

1. **Executive Session** – We have two items to discuss in executive session. First, I asked Greg Atseff to review a Notice of Claim against the district which was the result of a bus accident. Secondly you need to discuss the Superintendent's contract.
2. **Academic Intervention Services Plan (AIS)** - Larry Spring will give a presentation on the progress of the AIS program in the various schools.
3. **Facilities Plan/Capital Project** – I have received a list of questions from some Board members for the Wednesday, January 16 Board work session. If you have not submitted items you would like to discuss regarding the project, please send me a note or give me a call so we can have an opportunity to do any necessary research. I will also bring you up to date on the BOCES building rental discussion.
4. **CSEA Contract Status** - We have not had the opportunity to announce to the public that the contract has now been ratified so we will publicly do so. I will also give dates for when the change over in pay will be accomplished by our business office.
5. **Board Action Items** - Personnel and CSE actions are recommended for approval. The Treasurer's Report for the months of October and November are enclosed. Greg Atseff is recommending several district vehicles be declared as surplus property and put up for bid. He is also recommending that specific bus purchases be approved in line with the

bus replacement plan. This method allows us to continually update our fleet in a planned and fiscally sound manner. Also included is the acceptance of a gift to the district from LaChase Construction Company.

Newsletter

1. **Facilities Discussion** - Staff members are beginning to ask questions about the Elementary project, namely are we considering closing OE and/or Freewill. I believe we need to stay in front of this discussion rather than reacting to rumors. I would suggest that it is time to discuss this openly as a possibility. It would be a good way to test the waters with the public. That will help as we make decisions. Perhaps when I discuss the BOCES rental in my Superintendent's report the Board President can mention it as one of many options we are considering. Let me know what you think.
2. **Bus Accident** – There was a minor bus accident today on Finley Road. The bus driver missed a driveway and attempted to back up the bus to drop off the student. He did not see the vehicle that was behind him and backed into it. The bus was obviously not traveling at any significant rate of speed, but the car was towed from the scene. There were a few (9) elementary children on the bus at the time. The Walworth ambulance and fire truck responded. There were no injuries and all the students were either picked up by parents or transported home. The bus driver will be taken in for drug testing. No tickets were issued.
3. **Events** - You will notice that this section will include additional information. I will not be including all the paperwork involved with these conferences unless there is expressed interest.

1/17 – Four County General Membership Meeting – Club 86, Geneva,

*dinner selections: Steak, Broiled Whitefish or Eggplant Parmesan 5:30 social;
6:00 Executive/Legislative Comm mtg; 7:00 dinner; 7:30 Board Development/Legislative Mtg
Contact Lori Smith to register*

1/29 – Four County General Membership Meeting – Club 86, Geneva

*Topic: "Thinking, Planning and Acting Strategically"
Buffet Dinner; 5:15 – Registration; 5:30 dinner; 6:00 program
Contact Lori Smith to register*

2/9-10 – NYSSBA 2002 Winter Academy – Albany Marriott, Albany

*Topic: "Budgets, Boards and Buy-In: Education Economics Today"
Starts Saturday – 7:30 a.m. through Sunday – 11:30 a.m.
Contact Lori Smith to register*

Athletics (home games):

- 1/8 – Boys JV & V Basketball vs. Mynderse – 6:00 & 7:30
1/11 – Boys JV & V Basketball vs. Newark – 6:00 & 7:30

1/15 – Boys Freshman Basketball vs. Canandaigua – 4:15

1/16 – Girls JV & V Basketball vs. Canandaigua – 6:00 & 7:30

6. Correspondence:

- a. Policy Committee Meeting Minutes
- b. Public Meeting Notice
- c. Budget Report
- d. Budget/Accounting explanation

POLICY COMMITTEE MEETING MINUTES

DATE: Thursday, January 3, 2002 **TIME:** 4:00 p.m. **PLACE:** District Office

PRESENT: Trustees Triou, Lyke & Ratcliffe, District Clerk Jim Switzer
GUEST: Nancy Hans, Erie #1 BOCES Policy Service

PRIOR MEETING MINUTES: Minutes of December 6, 2001 filed as presented.

OLD BUSINESS:

Draft Job Description 9410-31 – Occupational Therapist: Committee noted no changes suggested at first reading by Board of Education on December 12th; referred for second reading by the Board of Education on January 9, 2002.

Draft Job Description 9410-23 – School Social Worker/Counselor: Committee noted no changes suggested by Board of Education at first reading on December 12th; referred for second reading by the Board of Education on January 9, 2002.

Regulation 4531 & Exhibit 4531-E-2 – Field Trips: Committee noted no changes suggested by Board of Education at first reading on December 12th; referred for second reading by the Board of Education on January 9, 2002.

Annual Policy Review - §3000, §4000 & §5000: Committee discussed revisions and modifications to policies, regulations and exhibits in §5000 at the December meeting and will complete that effort in January. Mr. Havens will provide staff input on §5300.1 to §5300.12, adopted in July, for annual review of S.A.V.E. policies. Annual review of §3000 and §4000 is scheduled for January & February.

NEW BUSINESS:

Erie #1 BOCES Policy Update: Mrs. Hans attended today's meeting to review with committee members their comments & suggestions after reading the first draft of the new policy handbook over the holiday recess. She confirmed the format of the new handbook/index and how existing district policies will be re-organized and new policies added within the BOCES policy framework. Policies and regulations/exhibits are organized in separate handbooks. The bulk of the meeting was spent in detailed review of new §1000 to §4000. Process will resume at meeting with Mrs. Hans in January. Mr. Switzer and Mrs. Hans will work on follow-up and clarifications cited .

NEXT MEETINGS: *Thursday, January 17, 2002, @ 4:00 p.m. @ the District Office*
Tuesday, January 29, 2002, @ 4:00 p.m. @ the District Office (w/ Mrs. Hans)

NEXT MEETING AGENDA ITEMS:

- *Updates/Visit:* Erie #1 BOCES, Policy Update, First 3 Sections (*January 29th*)
- *Discussion:* Staff Feedback on §5300.1 to §5300.12 & Annual Review of §5000 (January 17)
- *Status Report:* Review of Needed Regulations
- *Discussion of:* Annual Review of §3000 & §4000
- *Status Report:* Existing Policy Handbook on CD-ROM
- *Discussion of:* Format of Evaluation of Board of Education Operations (Policy 0310)

ADJOURNMENT: 6:10 p.m.

Recorded by Jim Switzer

PUBLIC MEETINGS

WAYNE CENTRAL SCHOOL DISTRICT • ONTARIO CENTER, N. Y. 14520

<u>DATE</u>	<u>MEETING</u>	<u>TIME & PLACE</u>
THURSDAY, January 3, 2002	Committee on Special Education meeting	7:30 a.m., District Office
	Policy Committee meeting	4:00 p.m., District Office
TUESDAY, January 8, 2002	Building Planning Team meeting	8:00 a.m., Ontario Prim School
WEDNESDAY, January 9, 2002	Committee on Pre-School Special Education meeting	9:00 a.m., District Office
	Board of Education meeting (Intent to Conduct Executive Session Prior to Business Meeting @ 7:30 p.m.)	6:30 p.m., District Office
THURSDAY, January 10, 2002	Committee on Special Education meeting	7:30 a.m., District Office
WEDNESDAY, January 16, 2002	Special Board of Education meeting WORKSHOP OF SCHOOL FACILITIES (Intent to Conduct Executive Session Prior to Business Meeting @ 7:00 p.m.)	6:30 p.m., District Office 7:00 p.m., High School
THURSDAY, January 17, 2002	Committee on Special Education meeting	7:30 a.m., District Office
FRIDAY, January 18, 2002	Building Planning Team meeting	8:00 a.m., Ontario Elem Sch
WEDNESDAY, January 23, 2002	Board of Education meeting (Intent to Conduct Executive Session Prior to Business Meeting @ 7:30 p.m.)	6:30 p.m., Ontario Elem Sch
THURSDAY, January 24, 2002	Committee on Special Education meeting	7:30 a.m., District Office
THURSDAY, January 31, 2002	Committee on Special Education meeting	7:30 a.m., District Office

WAYNE CENTRAL SCHOOL DISTRICT
 COMPREHENSIVE BUDGET STATUS FUND A GENERAL FUND
 REPORT DATE:12/31/01

	ACCOUNT CODE		ORIGINAL BUDGET	BUDGET ADJUSTMTS	ADJUSTED BUDGET	ENCUM OUTSTAND	APPROP EXPENSE	UNENCUM BALANCE
Board of Education	A 1010	**	12,805.00	-20.00	12,785.00	4,773.49	5,372.56	2,638.95
District Clerk	A 1040	**	14,190.00	0.00	14,190.00	5,440.85	5,508.64	3,240.51
District Meeting	A 1060	**	11,050.00	0.00	11,050.00	0.00	0.00	11,050.00
Board of Education	A 10	***	38,045.00	-20.00	38,025.00	10,214.34	10,881.20	16,929.46
Central Administration	A 1240	**	169,400.00	-350.00	169,050.00	79,695.43	88,305.63	1,048.94
Central Administration	A 12	***	169,400.00	-350.00	169,050.00	79,695.43	88,305.63	1,048.94
Business Administration	A 1310	**	263,780.00	-35,632.74	228,147.26	105,514.96	111,508.27	11,124.03
Auditing	A 1320	**	17,310.00	285.00	17,595.00	3,721.72	14,074.28	-201.00
Treasurer	A 1325	**	7,700.00	35,327.00	43,027.00	20,659.48	19,262.30	3,105.22
Tax Collector	A 1330	**	14,425.00	0.00	14,425.00	1,125.96	9,661.21	3,637.83
Purchasing	A 1345	**	5,865.00	0.00	5,865.00	1,559.00	1,450.44	2,855.56
Fiscal Agent Fees	A 1380	**	2,400.00	0.00	2,400.00	0.00	742.00	1,658.00
Finance	A 13	***	311,480.00	-20.74	311,459.26	132,581.12	156,698.50	22,179.64
Legal	A 1420	**	25,000.00	0.00	25,000.00	5,867.50	4,642.98	14,489.52
Personnel	A 1430	**	217,560.00	10,269.33	227,829.33	98,398.51	113,175.46	16,255.36
Records Retension	A 1460	**	6,200.00	16,000.00	22,200.00	17,199.32	27.40	4,973.28
Public Information and Servic	A 1480	**	40,680.00	0.00	40,680.00	16,362.24	17,134.71	7,183.05
Staff	A 14	***	289,440.00	26,269.33	315,709.33	137,827.57	134,980.55	42,901.21
Operations of Plant	A 1620	**	1,647,945.00	-112.00	1,647,833.00	889,217.74	510,808.66	247,806.60
Maintenance of Plant	A 1621	**	484,910.00	18,421.11	503,331.11	161,906.79	257,887.93	83,536.39

Central Storeroom	A 1660	**	56,500.00	13.74	56,513.74	24,225.80	24,404.33	7,883.61
Central Printing and Mailing	A 1670	**	250,650.00	7,097.45	257,747.45	97,096.88	100,847.85	59,802.72
Central Data Processing	A 1680	**	269,375.00	14,800.00	284,175.00	119,505.82	133,745.39	30,923.79
Central Services	A 16	***	2,709,380.00	40,220.30	2,749,600.30	1,291,953.03	1,027,694.16	429,953.11
Insurance	A 1910	**	99,525.00	0.00	99,525.00	0.00	104,156.00	-4,631.00
Dues	A 1920	**	12,500.00	0.00	12,500.00	0.00	12,458.00	42.00
Assessments	A 1950	**	40,000.00	0.00	40,000.00	32,166.55	6,933.45	900.00
Refunds	A 1964	**	500.00	0.00	500.00	0.00	0.00	500.00
BOCES Admin. Charges	A 1981	**	223,000.00	0.00	223,000.00	133,834.00	89,166.00	0.00
Special Items	A 19	***	375,525.00	0.00	375,525.00	166,000.55	212,713.45	-3,189.00
Curriculum Develop & Supervis	A 2010	**	215,235.00	3,597.15	218,832.15	55,846.20	104,028.47	58,957.48
Supervision Regular Day	A 2020	**	725,260.00	1,899.27	727,159.27	321,790.10	342,645.13	62,724.04
Inservice Training-Inst	A 2070	**	165,245.00	2,690.00	167,935.00	81,983.57	22,182.86	63,768.57
Instruct. Admin. & Improvem	A 20	***	1,105,740.00	8,186.42	1,113,926.42	459,619.87	468,856.46	185,450.09
Teaching Regular School	A 2110	**	9,730,575.00	339,526.55	10,070,101.55	5,673,933.16	3,676,328.74	719,839.65
Teaching Regular School	A 21	***	9,730,575.00	339,526.55	10,070,101.55	5,673,933.16	3,676,328.74	719,839.65
Progs. Handicapped Conditions	A 2250	**	3,913,930.00	10,898.36	3,924,828.36	2,367,025.64	1,390,086.93	167,715.79
Occupational Education	A 2280	**	504,880.00	592.08	505,472.08	322,544.17	166,570.24	16,357.67
Special Apportionment Progr	A 22	***	4,418,810.00	11,490.44	4,430,300.44	2,689,569.81	1,556,657.17	184,073.46
Teaching-Special Schools	A 2330	**	161,900.00	2,702.00	164,602.00	40,077.17	36,762.28	87,762.55
Teaching-Special Schools	A 23	***	161,900.00	2,702.00	164,602.00	40,077.17	36,762.28	87,762.55
School Library & Audiovisual	A 2610	**	413,355.00	341.98	413,696.98	248,600.33	147,217.56	17,879.09
Computer Assisted Instruction	A 2630	**	420,695.00	-13,837.50	406,857.50	116,970.91	196,745.82	93,140.77

Instructional Media	A 26	***	834,050.00	-13,495.52	820,554.48	365,571.24	343,963.38	111,019.86
Attendance-Regular School	A 2805	**	50,200.00	0.00	50,200.00	28,313.65	20,951.35	935.00
Guidance Regular Day	A 2810	**	594,085.00	1,431.97	595,516.97	334,212.16	241,383.33	19,921.48
Health Services	A 2815	**	188,100.00	512.78	188,612.78	75,776.25	74,470.69	38,365.84
Psychological Services	A 2820	**	240,745.00	208.44	240,953.44	124,124.87	108,801.15	8,027.42
Pupil Svc. Special Schools	A 2830	**	36,000.00	0.00	36,000.00	0.00	0.00	36,000.00
Cocurricular Activities	A 2850	**	51,120.00	0.00	51,120.00	11,861.20	12,827.80	26,431.00
Interscholastic Athletics	A 2855	**	287,685.00	62.89	287,747.89	38,551.47	150,710.36	98,486.06
Pupil Personnel Services	A 28	***	1,447,935.00	2,216.08	1,450,151.08	612,839.60	609,144.68	228,166.80
District Transportation Servi	A 5510	**	1,394,220.00	-846.13	1,393,373.87	580,639.99	879,301.53	-66,567.65
Garage Building	A 5530	**	60,370.00	5,933.49	66,303.49	22,227.48	21,138.04	22,937.97
Pupil Transportation	A 55	***	1,454,590.00	5,087.36	1,459,677.36	602,867.47	900,439.57	-43,629.68
Civic Activities	A 8060	**	8,000.00	0.00	8,000.00	0.00	797.86	7,202.14
Community Services	A 80	***	8,000.00	0.00	8,000.00	0.00	797.86	7,202.14
Employees Retirement	A 9010	**	75,000.00	0.00	75,000.00	53,993.37	21,006.63	0.00
NYS Teachers Retirement	A 9020	**	377,000.00	0.00	377,000.00	377,000.00	0.00	0.00
Social Security	A 9030	**	1,353,200.00	0.00	1,353,200.00	967,593.39	385,606.61	0.00
Worker Compensation	A 9040	**	78,500.00	0.00	78,500.00	0.00	49,911.69	28,588.31
Life Insurance	A 9045	**	7,500.00	0.00	7,500.00	2,840.75	3,659.25	1,000.00
Hospital Medical Dental	A 9060	**	2,006,200.00	0.00	2,006,200.00	589,690.96	1,416,509.04	0.00
Employee Benefits	A 90	***	3,897,400.00	0.00	3,897,400.00	1,991,118.47	1,876,693.22	29,588.31
Serial Bonds - School Constr	A 9711	**	2,996,000.00	0.00	2,996,000.00	2,730,528.75	265,471.25	0.00
Bond Ant.Note - School Constr	A 9731	**	0.00	0.00	0.00	0.00	0.00	0.00
Capital Notes - School Constr	A 9741	**	0.00	0.00	0.00	0.00	0.00	0.00
Capital Notes - Bus Purchases	A 9742	**	0.00	0.00	0.00	0.00	0.00	0.00
Tax Anticipation Notes	A 9760	**	10,000.00	0.00	10,000.00	0.00	0.00	10,000.00
Revenue Anticipation Notes	A 9770	**	190,000.00	0.00	190,000.00	0.00	0.00	190,000.00

Debt Service	A 97	***	3,196,000.00	0.00	3,196,000.00	2,730,528.75	265,471.25	200,000.00
Transfers	A 9901	**	60,655.00	0.00	60,655.00	0.00	0.30	60,654.70
	A 9950	**	0.00	0.00	0.00	0.00	0.00	0.00
Interfund Transfers	A 99	***	60,655.00	0.00	60,655.00	0.00	0.30	60,654.70
			30,208,925.00	421,812.22	30,630,737.22	16,984,397.58	11,366,388.40	2,279,951.24

To: Michael Havens, Superintendent of Schools

From: Gregory Atseff, Assistant Superintendent for Business

Date: January 4, 2002

Re: Budget Status Report

The State has changed how you record the use of reserve funds, which has an impact on our budget status report. Accounting for reserve funds now goes through the general fund. For example, when the district purchases buses from the bus purchase reserve fund, the expenditure now gets recorded in the general fund and appears on the budget status report. This is misleading when you look at the budget status report, because this shows up as an unbudgeted expenditure, when in actuality the funding comes from a reserve fund. Reserve funds are part of fund balance and do not show up on the revenue report. At year end when we close our books, this balances out with an accounting entry to fund balance. I wanted to make you aware of this, so that when you and the Board look at this report, you do not become alarmed if you see a large negative balance in the transportation area.