

WAYNE CENTRAL SCHOOL DISTRICT BOARD OF EDUCATION MEETING AGENDA



DATE: December 11, 2002
TIME: 7:30 p.m.
PLACE: Ontario Elementary School

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- 7:30 Call to Order /Pledge of Allegiance
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. Project Update
2. Photovoltaic Panel Presentation – Mr. Currier
3. Student Exchange Program
4. Financial/[Budget](#) Update – Mr. Atseff Att. 2
5. Student Questions
- 8:35 Break
- 8:45 Items for Board Action:
1. [Personnel](#) Action Att. 3
2. [CSE/CPSE](#) Action Att. 4
3. [Consensus](#) Agenda: Att. 5
1. Treasurer's Report
2. Designate [Surplus](#) Property
3. Accept [Gift](#) to District
4. Approve Budget [Transfers](#)
5. Approve Change Order #5
6. Accept Single [Audit](#) Report
- 8:55 Policy – [First](#) & [Second](#) Readings Att. 6
- 9:00 Public Comment/Board Comments
Adjournment

Next Meeting: January 8, 2003 7:30 p.m. District Office Board Room

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 20, 2002
TYPE: Regular Business Meeting & Workshop
Center

TIME: 7:15 p.m.
PLACE: Middle School Media

PRESENT: Trustees Brunner, Johnson, Lyke, Ratcliffe, Robusto, Triou; District Clerk Switzer; Administrators Havens, Morrin, Armocida, La Ruche, Siracuse, Saxby, Woodard, Atseff, Spring, Davis

ABSENT: Trustees Diller, Griswold & Wyse

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

I. CALL TO ORDER: 7:15 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. EXECUTIVE SESSION (Collective Bargaining; Personnel)

Mr. Robusto offered a **MOTION** to adjourn the meeting, at 7:16 p.m., for an executive session on collective bargaining with the building administrators' unit and personnel matters pertaining to specific persons. 6 Ayes, 0 Nays, 3 Absent (Mrs. Diller, Mr. Griswold, Mr. Wyse), Carried.

III. RECONVENE: 7:40 p.m.

IV. PLEDGE OF ALLEGIANCE

V. APPROVAL OF AGENDA & MINUTES (November 6, 2002)

Mr. Robusto offered a **MOTION** to approve the agenda for this evening's meeting and the minutes of the meeting of November 6, 2002.

Mr. Johnson added agenda items for board member comments following public comment and consideration of resolutions relative to collective bargaining and district office administrative salaries as action items.

On the question, the minutes were approved, as presented, and the agenda was approved, as revised, by a vote of 6 Ayes, 0 Nays, 3 Absent (Mrs. Diller, Mr. Griswold, Mr. Wyse), Carried.

A. VI. PUBLIC COMMENT - None

VII. BOARD MEMBER COMMENTS

- A. Mrs. Lyke noted **compliments** she had received from a teacher in another district who attended a presentation by **Freewill Elementary School staff** members at a recent **character education** seminar.

VIII. BOARD PRESIDENT'S COMMENTS

- A. Mr. Johnson extended best wishes and safe traveling for the **Thanksgiving Holiday** to trustees, visitors school personnel present.

IX. ITEMS FROM THE SUPERINTENDENT OF SCHOOLS

Mr. Havens noted that volunteers from the football booster club have completed work on the **press box at the high school** and extended thanks to them on the wonderful job. Mary Ann Krittall and Gus Zaso represented the group at the meeting.

X. WORKSHOP SESSION • 2002 Capital Improvement Project

REVIEW OF PROJECT INFORMATION • LONGWOOD SCHOOL DISTRICT

Mr. Johnson shared information from a seminar he and Mr. Robusto attended at the NYS School Boards' Association Annual Conference in Syracuse by the Longwood School District (Middle Island, NY) on management of a \$106 million capital improvement project involving eleven (11) schools. They felt it was worthwhile to review as part of planning for the 2002 Capital Improvement Project. (copy filed in clerk's agenda file, this meeting)

He welcomed building principals and representatives of the architect and construction management firm to the workshop for discussion with the Board of Education on roles and responsibilities in the capital improvement project. He noted each has an important part in the timely and successful completion of the project.

Mr. Johnson noted highlights of the Longwood report, ranging from handling unexpected issues and providing weekly progress reports to monitoring progress and communicating with students, staff and community, including updates on the district web site. Parameters were established in advance for items such as a photographic/video record (beginning with groundbreaking ceremonies) and tours for staff, students and the community to observe firsthand the use of taxpayer funds.

Mr. Robusto noted that the seminar also reviewed safety and security of construction sites, control of access to work sites by contractors and sub-contractors, parking, deliveries and traffic flow, preventing disruption of school schedules & activities.

Mr. Johnson noted that everyone was kept informed of progress or delays on the project and emerging issues were addressed in a timely manner. It is important for the school board to take a pro-active approach in initial planning of the capital project and to monitor the project to insure accountability to local taxpayers.

Mr. Ratcliffe asked who served as contact person for project updates, communications and site visits. Mr. Johnson noted that the Longwood school board placed a teacher on special assignment as director of facilities expansion to serve as liaison with contractors, administrators, the public and the media and to coordinate items through regular construction meetings. Mr. Havens noted that

the superintendent of schools, school business official, director of buildings and grounds, construction management personnel and the architect's office also attended the regular construction meetings.

Mr. Liebert asked if the liaison person was paid through the capital project; Mr. Johnson stated they were. He noted that the funds originally allocated for that person's wages were re-directed to replacements. Mr. Liebert stated that a clerk of the works plays a similar role.

REVIEW SCOPE OF 2002 CAPITAL IMPROVEMENT PROJECT

Mr. Havens shared a summary of the items included in the 2002 capital improvement project (copy filed in clerk's agenda file, this meeting). He added that review of options and costs to provide access by persons with disabilities to the auditorium/gym and stage areas at Ontario Elementary School are still under review for potential inclusion in the 2002 capital project.

He reviewed the renovations and improvements planned at each of the schools and district-wide. Visits and tours at each of the schools by school personnel, the construction management firm and the architect are occurring to finalize details.

REVIEW & UPDATE OF PROJECT TIMELINE WITH CONSTRUCTION MANAGEMENT FIRM

Lyle Corey from the construction management firm (LeChase) reviewed the steps planned in the next few weeks for verification of plans and costs. The goal is to submit completed documents by late spring or early summer of 2003 for review and approval by the NYS Education Department. He estimates 18 to 24 weeks for state review and approval that would allow the bidding process to occur in late 2003 or early 2004.

Mr. Havens stated that timely state approval would provide more time for review and award of bids and allow start of construction early in the spring of 2003.

Mr. Corey noted that start of construction in the spring of 2003 would allow completion of the project by the fall of 2005. He added that prompt state approval would also provide additional time for local planning of construction timelines.

Mr. Havens asked if an overall project plan is developed; Mr. Corey stated it is. He added that a continuous photographic record of the project would also occur for reports to the Board of Education and to share information with students, staff and the community (e.g. district publications, local media, the district web site, possibly including web cam photos)

Mr. Corey added that work hours, conditions and schedules are included in bid documents for clarification by all contractors and timelines are displayed at each of the schools as the project begins so staff and students can monitor progress. He noted his prior experience where students observed progress of a capital project as part of applied technology classes and the architect and construction manager served as resource persons for classroom work on design and construction.

Mr. Johnson noted examples in the Longwood model on methods to keep all parties informed. Mr. Havens noted regular reports were planned.

Mr. Ratcliffe asked when trustees might receive a project timeline. Mr. Corey stated within the next few weeks.

Mr. Ratcliffe stated it would be helpful for trustees to understand the pre-schematic stage as background for future project decisions. Mr. Liebert and Mr. Corey reviewed information they would share with trustees and school officials. Mr. Corey noted that school district officials must sign off on final schematic drawings and details before final design and development steps begin.

Mr. Ratcliffe noted that these are “living documents.”

REVIEW BUILDING TEAMS AND ROLES & CHANGE ORDER PROCESS

Mr. Havens reviewed the role of **teams that have formed at the district-wide and building level** to work on planning, design and monitoring of the capital improvement project. He stated that the next six (6) months are the most critical in terms of design.

Each building principal described the composition of their teams; they include varied staff members, some students and some parents. Initial meetings of these teams have occurred or are planned soon and will include representatives of the construction management firm and the architect. Mr. Havens stated that the district team would review items from the building teams and any district-wide issues.

Mr. Havens noted that a \$7000 limit was established in the latest capital project for the amount of a **change order** that he could approve without prior Board of Education action to handle unexpected items which require immediate attention to avoid construction delays or cost increases.

Change orders in excess of \$7,000 would require review and approval by the Board of Education. He asked trustees if they wished to continue with that approach and amount.

Mr. Robusto asked what percentage of a capital project is reasonable for change orders. Mr. Havens asked Mr. Atseff to compile that data for the latest project. Mr. Liebert noted that some change orders occur when design or project changes are made while others relate to the original plans and specifications.

Mr. Havens asked Mr. Corey what steps would occur to minimize change orders and what his experience shows as causes for them. Mr. Corey stated there are three (3) kinds of change orders (i.e. design errors, unexpected items and upgrades, and uses of unspent funds).

Mr. Corey noted that in his thirty-(30) years of experience, he has found that accuracy and control of plans and specifications and continuous communications among all parties are essential to limiting the number of change orders. He added that most capital projects operate with contingencies of 5% for new work and 10% for unexpected items. Mr. Liebert stated that the State Education Department now requires accounting for change orders by basic categories.

Mr. Atseff noted that turnover in key district positions and some gaps in continuity resulted in some of the change orders in the latest project. He concurred with the value of clear and continuous communication among all parties.

Mr. Liebert commented that the Davis-Bacon and Wickes public works laws and bidding by numerous prime contractors could also lead to some change orders after a capital project is underway.

Mrs. Brunner noted that some change orders in the latest project were vendor related. She stressed the importance of accurate and complete bid specifications for all components of the project.

Mr. Corey noted that the construction management firm and architect do review bid bonds of potential contractors and any restrictions for them to submit bids.

REVIEW OF TIPS FOR SUCCESSFUL CONSTRUCTION (Longwood Model)

Mr. Havens reviewed the tips for successful construction noted in the seminar materials from the Longwood Schools, ranging from advance planning and accountability steps to reporting progress and placing everything in writing. (copy filed in clerk's agenda file, this meeting)

Mr. Corey noted that review of state requirements to maintain emergency access by staff and students during construction and planning the overall project in phases are additional items for review and consideration.

Mr. Johnson noted that several of the items listed in the Longwood report were already noted this evening, such as creating dated, photographic documentation of the work, providing for public commentary and visits to construction sites, use of district publications and web site, and committing everything to writing. Determination of when and how they will occur is important prior to start of construction.

He added that addressing new or emerging issues as they arise prevents project delays or cost increases and reduces anxiety among parties involved. The Longwood staff also shared the value of involving the school attorney and independent auditor to protect the school district's interests and establishing and monitoring the project budget and timeline.

Mr. Havens noted that staff, students and residents will undoubtedly ask our administrators about the project and it is important they are well informed.

Mrs. Brunner noted her experience in capital projects during her nine-(9) year tenure as a trustee and is hopeful that these proposed construction management issues are successful. She noted that historically one or two trustees were assigned primary contact with all parties involved in the capital project and asked if the approach described this evening places all trustees in such a role for the 2002 project.

Mr. Johnson noted that the Longwood model uses building and district teams to manage the project with regular reports to and, when necessary, decisions on issues by, the Board of Education. Individual trustees do not visit construction sites and press issues.

Mrs. Brunner asked if that approach was successful. Mr. Johnson and Mr. Robusto stated that it was evident that it worked well. Mr. Havens stated his

experience on three (3) prior capital projects that teams approach and trust between trustees and school officials were essential.

Mr. Johnson stated that the Longwood speakers reported that sharing of progress and issues through minutes of weekly construction meetings insured that the process worked. Mr. Triou noted that he would share policies on special and emergency meetings with trustees.

XI. STUDENT QUESTIONS

Jenna Collier, 2109 Apple Tree Drive, Ontario, asked when completion and use of the items in the 2002 capital project would occur. Mr. Havens stated the plan is for September of 2005.

XII. RECESS: 8:43 p.m.

XIII. RECONVENE: 8:54 p.m.

XIV. WORKSHOP SESSION • 2002 Capital Improvement Project (continued)

A. DISCUSSION OF 2002 CAPITAL PROJECT

Mr. Ratcliffe suggested that trustees receive **background information** on the role of the construction management firm and the architect.

Mrs. Lyke asked if the **construction manager** would have any other capital projects to supervise; Mr. Havens stated only ours.

Mrs. Lyke asked where a **person on special assignment** would fit in the process. Mr. Johnson noted that the Longwood District adopted that approach when they realized that the scope and details of the project exceeded the amount of time the superintendent of schools and district staff could devote to review and oversight. The liaison person was someone very familiar with school facilities, programs and staff and became an essential link among all parties involved. Communications were clear and issues addressed in a timely manner.

Mrs. Brunner suggested obtaining **input** from the East Irondequoit and Pittsford districts that have successfully used this approach.

Mr. Hansen noted that the scope of a capital project makes a difference in the role played by such a person.

Mr. Johnson noted that the Longwood project included work at eleven (11) sites, including razing and replacing structures as well as additions, renovations and repairs.

Mr. Robusto asked who was responsible to develop **parameters** for work hours, security, work hours, traffic flow and related details. Mr. Havens noted that the construction management firm and the school district each have responsibilities and both parties sign-off on final details.

Mr. Johnson noted that **identification badges** were assigned to all construction workers. Mr. Robusto noted that **no contact** was allowed between construction workers and school staff or students. All **communications** were handled by the

construction manager/liaison. The importance of separation of construction sites from actively occupied school spaces was also emphasized.

Mrs. Brunner noted that it is important to keep reminding everyone of the **original intent** of the capital improvements. She asked if the school board would form a facilities committee and what the role of the school board would have in the 2002 capital improvement project. Mr. Havens noted that the full school board would review any changes from the original plans and any issues or concerns that arise.

Mr. Ratcliffe noted that the Board of Education needs ample opportunity for detailed review of **plans and specifications** and asked when trustees would learn the final components.

Mr. Havens stated that the district-wide construction planning committee welcomes input and questions from the Board of Education. Mr. Ratcliffe noted this relates to the role of a **designated contact person** as developed in the Longwood model.

Mr. Johnson stated that the Board of Education operates in an open and trusting manner.

XV. WORKSHOP SESSION • NYSSBA Seminars & Current & Future District Goals

Based on interest expressed at the prior meeting, the floor was opened to discussion of how NYSSBA seminars and workshops attended by trustees relate to present and future district goals.

Topics noted are generally summarized as follows:

- Efforts to “grow our own” administrators; we have a few examples in place, opportunity to expand and include as part of professional development; model presented by Sodus CSD (Mrs. Lyke)
- Develop school, community and business partnerships; some work done as part of community outreach for the October 8th referendum; relates to communications and accountability in Longwood model (Mr. Johnson)
- Communicating beyond the newsletter; use of web site, include pop-up surveys and opportunities for input and feedback with parents, residents, students; build network of key communicators; schedule periodic meetings of trustees, superintendent of schools and student opinion leaders; train staff as ambassadors of the schools; model presented by Lakeland Schools (Mr. Ratcliffe)
- Increase opportunities for citizens to communicate informally with Board of Education, possible forums prior to school board meetings or other times (Mr. Ratcliffe)
- Suggestion that school officials follow-up on visits to community groups for October 8th referendum with updates on 2002 capital project, including photos and other details (Mrs. Brunner)
- Suggestion to invite members of community groups to participate in visits and tours of capital project and inform them how they can follow project status (e.g. web site) (Mr. Johnson)
- Seamless technology for the classroom; access to servers for assignments and resources by students outside of school hours; opportunities for parental access to review student progress, communicate with teachers & school officials; plan annual upgrades of computer network, equipment, software; model by Oswego City Schools (Mr. Triou)

Mr. Spring noted options for interactive bulletin boards to expand dialogue; the high school’s building planning team is pursuing such an approach.

- Student presentations and skits to illustrate state achievement standards, relate them to actual course work, expected outcomes and career opportunities; involvement of theater arts and drama students, visit other buildings, community groups; models by Medina & Pembroke Schools (Mr. Robusto)
- Ways to build an eco-friendly school, relation of large amounts of daylight and proper acoustics to higher student performance, (Mr. Ratcliffe)
- Explore grant options NYS Energy Research Agency for photo voltaic solar-powered cells in schools; relate to science studies on solar, wind & other energy forms; possible link to planning for new science wing at the high school (Mr. Ratcliffe)

Mr. Armocida noted plans for a presentation on the topic by middle school science staff at a future school board meeting

- Explore school resource officer program, addresses issues of student behavior & substance abuse; joint programs with NY State Police (Mr. Johnson)

Mrs. Morrin noted that our high school is in the next round of schools for this program, pending availability of funding and school board approval. Mr. Armocida reviewed his experience with a similar program in his prior district

Mr. Robusto asked if there is a more pro-active approach schools could take to **address drug and alcohol abuse** among students and if mandatory drug screening is an option. Mr. Johnson noted state and federal regulations that apply to the random testing. Mr. Robusto suggested linking it the district's Code of Conduct and exploring the level of interest in the issue among parents.

Mr. Johnson and Mr. Triou noted that in many workplaces, including their own, random drug screening is mandated. They noted that district policy does provide for this screening as part of eligibility for extra-curricular and interscholastic activities. Mr. Triou noted that policy is in place for this as part of the 2001 S.A.V.E. legislation.

Mr. Robusto noted that efforts to address substance abuse among students would save money in the long run in terms of incarceration and treatment programs.

Mr. Ratcliffe noted that many school districts have **staff and student presentations at the annual school boards' conference** and suggested we set a goal to have representation from our district in future years. The 2003 state meeting is in Rochester in October.

Mr. Triou is hopeful that some of the issues raised in discussion this evening will become part of the **budget development process** for 2003-2004.

By way of **summary**, the ideas noted were classified as follows:

(1) Meets One of District Goals for 2002-2003

- √ Uses of Technology to Expand Communications (Lakeland)
- √ Student Presentations/Skits on Achievement Standards (Pembroke/Medina)

(2) Consider As A District Goal for 2003-2004

- √ Growing Our Own Administrators (Sodus)
- √ Planning & Expanding Technology Uses & Funding (Oswego City)

(3) Possible As Item At A Future Date

XVI. ITEMS FOR BOARD OF EDUCATION ACTION

COLLECTIVE BARGAINING AGREEMENT • BUILDING ADMINISTRATORS' ASSOCIATION

Mr. Havens presented the proposed collective bargaining agreement between the building administrators' association and the superintendent of schools for review and consideration by the Board of Education.

Mrs. Brunner offered a **MOTION**, seconded by Mr. Triou, to adopt a **RESOLUTION** to approve the proposed collective bargaining agreement between the building administrators' association and the superintendent of schools, **TO WIT:**

**RESOLUTION TO RATIFY THE COLLECTIVE BARGAINING AGREEMENT
BETWEEN THE SUPERINTENDENT OF SCHOOLS AND THE
WAYNE CENTRAL BUILDING ADMINISTRATORS' ASSOCIATION**

BE IT RESOLVED by the Board of Education that the proposed collective bargaining agreement between the superintendent of schools and the Wayne Central Building Administrators' Association be, and hereby is, adopted, effective July 1, 2002 and extending until June 30, 2006, *and*

BE IT FURTHER RESOLVED that the superintendent of schools be authorized to execute said agreement on behalf of the school district and take any other appropriate steps necessary to finalize said agreement, *and*

BE IT FURTHER RESOLVED that funds are hereby authorized for the implementation of this collective bargaining agreement.

On the question, the **RESOLUTION** was adopted by a vote of 6 Ayes, 0 Nays, 3 Absent (Mrs. Diller, Mr. Griswold, Mr. Wyse).

RESOLUTION TO AMEND SALARY OF DIRECTOR OF STUDENT SERVICES

Mr. Havens presented the proposal to amend the salary of the director of student services for the 2002-2003, 2003-2004 and 2004-2005 school years for review and consideration by the Board of Education.

Mrs. Brunner offered a **MOTION**, seconded by Mr. Robusto, to adopt a **RESOLUTION** to amend the salary of the director of student services for the 2002-2003, 2003-2004 and 2004-2005 school years, **TO WIT:**

**RESOLUTION TO AMEND THE SALARY OF
THE DIRECTOR OF STUDENT SERVICES FOR THE
2002-2003, 2003-2004 AND 2004-2005 SCHOOL YEARS**

BE IT RESOLVED by the Board of Education that the annual salary of the director of student services is hereby fixed at \$88,000 for the 2002-2003 school year, and

BE IT FURTHER RESOLVED, that said salary shall be adjusted by 3.50% for the 2003-2004 school year and by 3.50% for the 2004-2005 school year.

On the question, the **RESOLUTION** was adopted by a vote of 6 Ayes, 0 Nays, 3 Absent (Mrs. Diller, Mr. Griswold, Mr. Wyse).

XVII. ADJOURNMENT

Mr. Triou offered a **MOTION** to adjourn the meeting at 9:48 p.m. 6 Ayes, 0 Nays, 3 Absent (Mrs. Diller, Mr. Griswold, Mr. Wyse), Carried.

Respectfully submitted,

JAMES E. SWITZER
School District Clerk

APPROVAL OF ES

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

December 11, 2002

School District Clerk

JES/jes:wp

**WAYNE CENTRAL SCHOOL DISTRICT
ONTARIO CENTER, NEW YORK
2003-2004 BUDGET PREPARATION CALENDAR**

Board meetings begin at 7:30 p.m. in the District Office Conference Room unless otherwise noted.

NOVEMBER

- November 19, 2002, Tuesday Administrative Meeting:
- Budget development process reviewed.
- Budget projections for 2003-2004 reviewed.
- Budget development calendar reviewed.
- Review process for setting instructional priorities.

- December 3, 2002, Monday..... Administrative Meeting:
- Budget guidelines, instructions, and decision package forms distributed to building principals, central office administrators, and support staff supervisors.
- Student enrollment projections for 2003-2004 reviewed.
- Set Instructional Priorities.

- December 11, 2002, Wednesday Board Meeting:
- Budget development calendar presented to Board of Education.
- 2003-2004 enrollment projections to Board of Education.

JANUARY

- January 7, 2003, Tuesday..... Administrative Meeting:
-Staffing recommendations presented to Ass't Superintendents by administrators.

- January 8, 2003, Wednesday..... Board Meeting
- Discussion of Instructional priorities based on School Improvement Plan.
- Board of Education Budget Discussion.

January 21, 2003, 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 2003-2004 Capital Portion of budget.

FEBRUARY

February 11, 2003, Tuesday.....Administrative Meeting:
..... Review first draft of 2003-2004 Program Budget.

February 12, 2003, Wednesday Board Meeting:
..... Administrative presentation to Board of Education of the
first draft of Capital portion of 2003-2004 budget.
..... Board of Education to identify propositions for May 20
Budget Vote and adopt Legal Notice of School Election and
Budget Vote.

February 25, 2003, Tuesday Administrative Meeting:
..... Review first draft of 2003-2004 Administrative Budget.

February 26, 2003, Wednesday..... Board Meeting:
..... Administrative presentation to Board of Education of the
first draft of Program portion of 2003-2004 budget.

MARCH

March 12, 2003, Wednesday Board Meeting:
..... Administrative presentation to Board of Education of the
first draft of Administrative portion of 2003-2004 budget.
..... Board of Education review of first draft of complete 2003-
2004 budget.
..... Administrative presentation of projected 2003-2004
revenues.

March 26, 2003, Wednesday Board Meeting:
..... Board of Education discussion of draft of 2003-2004
Proposed Budget.

APRIL

- April 9, 2003, Wednesday Board Meeting:
..... Adopt proposed 2003-2004 Wayne Central Budget.
- April 21, 2003, Monday Petitions for School Trustee candidates to be filed with
District Clerk on or before 4:00 p.m. at the District Office.
- April 23, 2003, Wednesday..... Board Meeting:
Vote on BOCES Administrative Budget.
..... Election of BOCES Board Members.

MAY

- May 6, 2003, Tuesday 2003-2004 proposed budget must be available for public
inspection in each school building.
..... Last date for newsletter to be printed.
- May 13, 2003, Tuesday Board Meeting:
Budget Hearing.
..... Board meeting to follow hearing.
..... Appoint election officials for May 20 budget vote.
- May 14, 2003, Wednesday..... Distribution of special edition of District newsletter with
proposed 2003-2004 budget information.
- May 20, 2003, 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
April 4, 2003)

WAYNE CENTRAL SCHOOL DISTRICT

To: Michael Havens, Superintendent of Schools
 From: Abi Buddington, Director of Human Resources
 Re: Personnel Action
 Date: December 11, 2002

The following is submitted for your review and approval.

INSTRUCTIONAL STAFF

Resignations:

Kathryn Bennett – Instrumental Music Teacher assigned to Freewill Elementary School, effective October 30, 2002. *For the purpose of child rearing.*

Leave of Absence:

Jennifer Allen – Art Teacher assigned to Ontario Elementary School, an extension to an unpaid leave of absence effective February 1, 2003 through June 30, 2003. *For the purpose of child rearing.*

Penny Barry – School Psychologist assigned to Ontario Elementary School, a paid disability leave of absence, anticipated January 13, 2003 through March 24, 2003. *For the purpose of child rearing.*

Appointments:

Linda Bellingham – Elementary Teacher assigned to Ontario Primary School, a one year temporary job-sharing appointment effective December 2, 2002 through June 30, 2003, at \$38,537 (prorated .5 FTE). (BA from SUNY Geneseo; MS in Reading from Nazareth College; 9 years experience) *Job-Share with Janice Hyde.*

Barbara Brock – Art Teacher assigned to Ontario Elementary School, a regular substitute appointment effective February 1, 2003 through June 30, 2003 at \$34,160 (prorated, base plus MS). (BA Degree from SUNY Geneseo; MS Ed. Degree from Nazareth College; 2 years experience) *Replacement for Jennifer Allen, who extended her unpaid leave of absence.*

Janice Hyde - Elementary Teacher assigned to Ontario Primary School, a one year temporary job-sharing appointment effective December 2, 2002 through June 30, 2003, at current salary (prorated .5 FTE). *Job-Share with Linda Bellingham.*

Karen Palmer – School Counselor assigned to Thomas C. Armstrong Middle School, a three year probationary appointment effective October 10, 2000 through October 10, 2003, at current salary. (Ammended from Personnel Action of September 13, 2000)

Addendum to the Annual Appointment of Department Chairpersons 2002-2003 (rate \$1,630 plus \$154 per supervised teacher)

<u>Name</u>	<u>Department</u>	<u>Bldg.</u>	<u>Rate</u>
Debbie Wood	Special Education	MS	\$3,016
(replacing Michelle Guerrieri who resigned)			

Addendum to the Annual Appointment of Advisors, Supervisors, Scorers, Timekeepers

<u>Name</u>	<u>Activity</u>	<u>Bldg.</u>	<u>Rate</u>
TBD	Choreographer	HS	\$528
Rachael VanHouten	Musical Drama Director	HS	\$1,586
Michael Lester	Musical Inst. Director	HS	\$1,586
Lee Stramonine	Musical Producer	HS	\$992
Lori Smith	Musical Producer	HS	\$992
Richard Galvin	Musical Sound	HS	\$396
Todd VanHouten	Musical Vocal Director	HS	\$1,586
Robert Graham	Detention Supervisor	HS	\$2,506

Addendum to the Winter Coaching Appointments 2002-03

<u>Name</u>	<u>Team</u>	<u>Step</u>	<u>WCS Years</u>	<u>Level</u>	<u>Incentive</u>	<u>Salary</u>
Marie Doyle	JV Cheerleading	4	2	E	NO	2430
Bonnie Morrison	Varsity Cheerleading	12	1	D	NO	3307

Addendum to the Annual Appointment of Winter Event Personnel 2002-2003 (at a rate of \$49 per event covered)

Judy Fletcher
Cal Seitz

Addendum to the Annual Appointment of Substitute Teachers 2002-2003, pending successful fingerprinting clearance.

<u>Last Name</u>	<u>First Name</u>	<u>Appointed</u>
Austin	Amy	12/11/02
Bechtold	Heidi	12/11/02
Beck	Ruth	12/11/02
Besaw	Leah	12/11/02
Bradbury	Joseph	12/11/02
Clark	Stacey	12/11/02
Clement	Roberta	12/11/02
DeRight-Smith	Carolyn	12/11/02
Dippel	Rebecca	12/11/02
Goodwin	Cynthia	12/11/02
Griep	Tina	12/11/02
Harris	Barbara	12/11/02
Hecht	Patricia	12/11/02
Herman	Jileen	12/11/02
Klein	Michelle	12/11/02
Knapp	Melanie	12/11/02
Lubberts	Nisha	12/11/02
Marino	Marcy	12/11/02
Moore	Kevin	12/11/02
Nutting	Terry	12/11/02
Osterhout	Peggy	12/11/02
Parcero	Karen	12/11/02
Peper	Bobbi Sue	12/11/02
Peters	Megan	12/11/02
Rose	Michael	12/11/02
Truax	Paul	12/11/02

VandenBout	Susan	12/11/02
Wagner	Corinne	12/11/02
Wilcox	Greg	12/11/02
Rzepica	Damien	12/11/02

SUPPORT STAFF

Resignations:

None

Leave of Absence:

LEAVE OF ABSENCE RESOLUTION

WHEREAS, Darcy Petrosino has been employed as a school nurse; and

WHEREAS, Darcy Petrosino has been continuously absent from work since November 15, 2002; and

WHEREAS, Darcy Petrosino is due to exhaust all available paid leave time on or about December 20, 2002; and

WHEREAS, Darcy Petrosino continues to be unable to perform the duties of her position as a result of a disability resulting from occupational injury or disease as defined in the workers' compensation law. **NOW THEREFORE;**

BE IT FURTHER RESOLVED, by the Board of Education of the Wayne Central School District that Darcy Petrosino shall be determined to be in unpaid leave status as of the date she exhausts her paid leave.

BE IT FURTHER RESOLVED, that Darcy Petrosino shall be entitled to such rights as are provided in Section 71 and Section 73 of the Civil Service Law.

BE IT FURTHER RESOLVED, that this leave of absence shall run concurrently with any other leave entitlement.

Appointments:

Paul Blake – School Bus Driver assigned to the Transportation Department, a permanent civil service appointment effective December 21, 2002 at a rate of \$12.05 per hour after serving a successful probationary period.

Donald Johnson – Cleaner assigned to James A. Beneway High School, a permanent civil service appointment effective February 5, 2003 at a rate of \$10.14 per hour after serving a successful probationary period.

Chris Lawrence – School Nurse assigned to Ontario Primary School, a temporary civil service appointment effective November 15, 2002 through June 30, 2003 or until the return, resignation, or other conclusion of Darcy Petrosino at a rate of \$13.80 per hour. *(She has been the per diem school nurse substitute since the beginning of the year and has subbed for the district since 1999.)* (replacement for Darcy Petrosino, on leave)

Addendum to the Annual Appointment of Substitute Bus Drivers 2002-2003 (at a rate of \$10.50 per hour)

Anne Jordan
Janice Popoli

CSE Recommendations to the Board of Education

Date: 12/11/02

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

Student: # 00-6672	Grade && Year: 09 (02-03)
School: Monroe BOCES-Alternative Education Program in Fairport-ODX	Time of Services: 100%
Classification: ED	
Recommended Placement : Special Class, 6:1:1	Triennial Due: 2005/02
	Last Program: Eagle Ventures, 8:1:1

Reason for Placement/Services: Alternative approach for behavioral needs

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

Related	Speech and/or Language:	None
	Occupational Therapy:	None
	Physical Therapy:	None
	Counseling:	As per program.
	Adapted Physical Education:	None
	Other:	None

Student: # 4558	Grade && Year: 12 (02-03)
School: Wayne Central High School	Time of Services: 3 periods/4 day cycle
Classification: LD/math reasoning & calculation	
Recommended Placement : Resource Room for small group instruction & full participation in general education.	Triennial Due: 2005/09
	Last Program: Regular Education

Reason for Placement/Services: Small group support for strategy development.

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

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

Student: # 7955	Grade && Year: 11 (02-03)
School: Monroe BOCES-Foreman Center-ODX	Time of Services: 100%
Classification: Autistic	
Recommended Placement : START Special Class, 6:1:1 structured class to meet intense social/emotional needs.	Triennial Due: 2005/10
	Last Program: Home School

Reason for Placement/Services: Alternative approach for social/emotional needs

Other Placement/Services Considered, but Not Selected: Special Class, 12:1:1 (Other)

Related	Speech and/or Language:	None
	Occupational Therapy:	None
	Physical Therapy:	None
	Counseling:	As part of program
	Adapted Physical Education:	None
	Other:	None

CSE Recommendations to the Board of Education

Date: 12/11/02

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

Student: # 8785
School: Freewill Elementary
Classification: OHI
Recommended Placement : Consultant Teacher for academic support
Grade && Year: 01 (02-03)
Time of Services: 2 hours/week
Triennial Due: 2005/09
Last Program: Regular Education

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

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

Related Speech and/or Language: 3X30 minutes/week, small group (push in/pull out)
Occupational Therapy: None
Physical Therapy: None
Counseling: None
Adapted Physical Education: None
Other: None

Student: # 98209
School: Wayne Central Middle School
Classification: LD/reading & written expression
Recommended Placement : Special Class, 15:1/small group instruction for repetition/reinforcement/modified
Grade && Year: 08 (02-03)
Time of Services: 50%
Triennial Due: 2005/05
Last Program: Special Class, 15:1 (Clyde-Savannah)

Reason for Placement/Services: Significantly modified curriculum / instruction.

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

Related Speech and/or Language: None
Occupational Therapy: None
Physical Therapy: None
Counseling: 2X30 minutes/month, individual
Adapted Physical Education: None
Other: None

CPSE Recommendations to the Board of Education

Date: 12/11/02

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

Student: # 97023
School: Roosevelt Children's Center @ Newark
Classification: Preschool Child w/a Disability
Recommended Placement : EI

Grade & Year: Preschool (02-03)
Time of Services: 5 full days/wk
Last Psychological: 2/21/02
Last Program:

Related	Speech and/or Language:	3x/wk@30min (ind)
	Occupational Therapy:	3x/wk@30min (ind)
	Physical Therapy:	3x/wk@30min (ind) / 1x/month@60 min. (Cranial Therapy @
	Counseling:	None
	Adapted Physical Education:	None
	Other:	1:1 Aide; Assistive Tech. @ 120min/wk. / Vision Service 2x/wk

Student: # 97029
School: Rochester Hearing & Speech @ Webster Alphabet Campus
Classification: Preschool Child w/a Disability
Recommended Placement :

Grade & Year: Preschool (02-03)
Time of Services: 5x/wk@half days (AM)
Last Psychological: 10/11/02
Last Program:

Related	Speech and/or Language:	5x/wk@30 minutes (ind/group)
	Occupational Therapy:	None
	Physical Therapy:	None
	Counseling:	None
	Adapted Physical Education:	None
	Other:	None

Student: # 97950
School: Stepping Stones Learning Center
Classification: Preschool Child w/a Disability
Recommended Placement :

Grade & Year: Preschool (02-03)
Time of Services: 5x/wk@half days (AM) and
Last Psychological: 7/16/02
Last Program:

Related	Speech and/or Language:	5x/wk@ 30 mins. (group)-Stepping Stones / 5x/wk@ 60 mins.
	Occupational Therapy:	3x/wk @ 30 mins. (2 ind/1group)
	Physical Therapy:	None
	Counseling:	None
	Adapted Physical Education:	None
	Other:	1:1 Aide and 3 hours/month Psych. Consult and 1x/mo @ 60

CPSE Recommendations to the Board of Education

Date: 12/11/02

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

Student: # 98223
School: Bright Start Pediatric @ home
Classification: Preschool Child w/a Disability
Recommended Placement :

Grade & Year: Preschool (02-03)
Time of Services: See Related Services
Last Psychological: 10/15/02
Last Program:

Related	Speech and/or Language:	2x/wk@60 minutes (individual)
	Occupational Therapy:	None
	Physical Therapy:	None
	Counseling:	None
	Adapted Physical Education:	None
	Other:	None

WAYNE CENTRAL SCHOOL DISTRICT
Ontario Center, New York

TO: Board of Education
FROM: Michael Havens
RE: Consensus Agenda
DATE: December 11, 2002

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

1. Accept Treasurer's Report - October 2002
2. Designate Surplus Property
3. Accept Gift to District
4. Approve Budget Transfers
5. Approve Change Order
6. Accept Independent Auditor's Report and Management Letter

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TO: Michael Havens
Superintendent of Schools
FROM: Gregory J. Atseff
Assistant Superintendent for Business
DATE: December 11, 2002
RE: Declare School Vehicles as Surplus Property

Recommend that the Board of Education at their regular meeting scheduled for Wednesday, December 11, 2002, declare school buses #168, #169, #170, #176, and #182 as surplus property. This procedure is in accordance with Policy #6900.

Bus # 168 - 1990 International, 65-passenger bus
Bus # 169 - 1990 International, 65-passenger bus
Bus # 170 - 1990 International, 65-passenger bus
Bus # 176 - 1990 Chevy Suburban, 7-passenger bus
Bus # 182 - 1992 International/Bluebird, 66-passenger bus

Once the school buses have become surplus property, they will be sold through the bid process or at public auction. Proceeds from the sale will be deposited in the Bus Purchase Reserve Fund.

GJA/db

c: Fred Prince, Transportation Manager
Lee Stramonine, Treasurer
Helen Jensen, Business Office

TO: Michael Havens
Superintendent of Schools
FROM: Gregory J. Atseff
Assistant Superintendent for Business
DATE: December 11, 2002
RE: Gift to the District

Recommend that the Board of Education, at their meeting to be held on December 11, 2002, accept from Patricia Pierson a gift of various books and tapes valued at approximately \$3,044 to be used in the Team K and Primary Reading Room areas of Freewill Elementary School.

/db

c: Lee Stramonine
Helen Jensen
Kim Saxby, Freewill Elementary Principal

TO: Michael Havens
Superintendent of Schools
FROM: Gregory J. Atseff
Assistant Superintendent for Business
DATE: December 11, 2002
RE: Budget Transfers

In accordance with Policy #6150, please present the attached list of budget transfers to the Board of Education for their approval at their meeting on December 11, 2002.

GJA/db

Attachment

TO: Michael Havens
Superintendent of Schools
FROM: Gregory J. Atseff
Assistant Superintendent for Business
DATE: December 11, 2002
RE: Acceptance of Single Audit Report

The Single Audit Report for the fiscal year ended June 30, 2002, 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 11, 2002.

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.

/db

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

POLICIES PRESENTED FOR FIRST READING:

4321.4 Distribution of student's individualized education plan (IEP) to teachers and related other service providers

5425 Automated External Defibrillators (AED)

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POLICIES PRESENTED FOR SECOND READING:

8131 Protection Against Radioactive Iodine

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December 11, 2002

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POLICY 4321.4

Entire Policy is New

Presented by Policy Committee for **First Reading** on December 11, 2002

**DISTRIBUTION OF STUDENT'S INDIVIDUALIZED EDUCATION PLAN (IEP)
TO TEACHERS AND RELATED AND OTHER SERVICE PROVIDERS**

Each regular education teacher, special education teacher, related service provider and other service provider who is responsible for the implementation of a student's Individualized Education Plan (IEP) shall be given a copy of the IEP prior to its implementation.

Prior to implementation of the student's IEP, the chairperson of the Committee on Special Education shall designate a professional employee of the school district with knowledge of the student's disability and the educational program to inform each teacher, assistant and support staff person of his or her responsibility related to the implementation of the student's IEP and the specific accommodations, modifications and support that must be provided.

The student's IEP shall continue to remain confidential and shall not be re-disclosed to any other person except in accordance with provisions of the Family Educational Rights and Privacy Act (FERPA) and the Individuals With Disabilities Education Act (I/D/E/A), and applicable regulations promulgated pursuant thereto.

References:

Education Law §4402 (7) (a) (b) (c)
Chapter 408 of the Laws of 2002

Entire Policy is New

Presented by Policy Committee for **First Reading** on December 11, 2002

AUTOMATED EXTERNAL DEFIBRILLATORS

The Board of Education recognizes that cardiac emergencies may arise that justify the use of an automated external defibrillator (AED). To this end, the school district shall provide and maintain AED equipment for use by qualified personnel.

The superintendent of schools shall ensure that AED equipment is available on-site in each instructional school facility in quantities adequate to ensure ready and appropriate access for use during emergencies.

School administrators shall ensure the presence of at least one (1) staff person who is trained in the operation and use of an AED:

- (1) Whenever public school facilities are used for school-sponsored or school-approved curricular or extra-curricular events or activities, *or*
- (2) Whenever a school-sponsored athletic contest is held at any location

Where a school-sponsored competitive athletic event is held at a site other than a public school facility, public school officials must assure that AED equipment is provided on-site.

References:

Education Law §912

Public Health Law §§3000-a(2) and 3000-b

Cardiac Automated External Defibrillators (AEDs) in Public School Facilities
(Office of Regional/Community Services NYS Education Department, July 2002)

POLICY ADOPTED: December, 2002

WAYNE CENTRAL SCHOOL DISTRICT
Ontario Center, New York 14520

Entire Policy is New

Presented by Policy Committee for **Second Reading** on December 11, 2002

PROTECTION AGAINST RADIOACTIVE IODINE

Health departments at the state and county level monitor radiological emergencies and issue advisories to inform the public when the need for protection against radioactive iodine is or is not necessary.

In emergencies where the public is likely to become exposed to radioactive iodine, the use of potassium iodide (KI) medication is indicated. Stable iodide administered before or promptly after intake of radioactive iodine can block or reduce the accumulation of radioactive iodine in the thyroid gland.

Arrangements for distribution of potassium iodine will become part of the school district's emergency and radiological emergency response plans and made available to staff and students.

School district personnel will work in conjunction with state, county and other personnel and agencies in the distribution of potassium iodide medications and in informing the public of such arrangements.

POLICY ADOPTED: November, 2002

WAYNE CENTRAL SCHOOL DISTRICT
Ontario Center, New York 14520