

WAYNE CENTRAL SCHOOL DISTRICT BOARD OF EDUCATION MEETING AGENDA



DATE: January 22, 2003
TIME: 7:30 p.m.
PLACE: District Office Board Room

- 7:30 Call to Order /Pledge of Allegiance
- 7:30 Approval of Agenda/Approval of Minutes Att. 1
- 7:35 Public Comment
- 7:40 Board Member Comments
- 7:45 Board President's Comments
- 7:50 Action Item Report
- 7:55 Superintendent's Report
1. Presentation of Gift – Sons of the American Legion
 2. Albany Report
 3. Model Schools Presentation Att. 2
 4. Student Questions
- 9:10 Items for Board Action:
1. Personnel Action Att. 3
- 9:15 Public Comment/Board Comments
- 9:20 Adjournment

Next Meeting: February 12, 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
APPROVED

UNOFFICIAL UNTIL

DATE: Wednesday, January 8, 2003
TYPE: Regular Business Meeting

TIME: 7:30 p.m.
PLACE: District Office

PRESENT: Trustees Brunner, Diller, Griswold, Johnson, Lyke, Ratcliffe, Robusto, Triou, Wyse (entered @ 7:58 p.m.); District Clerk Switzer; Administrators Havens, Morrin, Shaffer, Siracuse, Saxby, Woodard, Atseff, Spring, Buddington

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

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

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

II. PLEDGE OF ALLEGIANCE

III. APPROVAL OF AGENDA & MINUTES (December 11, 2002)

Mrs. Brunner offered a **MOTION** to approve the agenda for this evening's meeting and the minutes of the meeting of December 11, 2002, as presented. 7 Ayes, 0 Nays, 1 Absent (Mr. Wyse), 1 Abstention (Mr. Griswold), Carried.

IV. PUBLIC COMMENT - None

V. BOARD MEMBER COMMENTS

A. Mrs. Lyke stated that she plans to attend meetings of the legislative and executive committees of **Four County School Boards Association** next week and welcomes input from trustees.

B. Mrs. Lyke stated that she and Mrs. Diller plan to attend the program meeting of **Four County School Boards Association** on supporting student success in Geneva on January 21st and suggested that the topic may be of interest to some administrators.

VI. BOARD PRESIDENT'S COMMENTS

A. Mr. Johnson extended **best wishes for 2003** to trustees, staff and visitors.

B. Mr. Johnson extended **condolences** to the family of retiree Margaret Bebernitz who taught high school English for 22 years, on her demise at age 85.

C. Mr. Johnson stated he looks forward to a **successful** a second semester.

VII. REPORT ON ACTION ITEMS BY THE SUPERINTENDENT OF SCHOOLS

VIII. REPORTS OF THE SUPERINTENDENT OF SCHOOLS

Mr. Havens extended welcome and best wishes for 2003 to all present.

UPDATE ON 2002 CAPITAL IMPROVEMENT PROJECT

Mr. Havens displayed floor plans to illustrate preliminary additions, renovations and improvements included in the 2002 capital improvement project. He noted that the construction design review teams at each school would review them in detail and provide feedback to the district design review team and the architect.

The plans showed new and revised uses of existing classroom spaces at each of the schools and the scope of changes at the high school for new science and applied technology classrooms, re-located art classrooms, expansion of the cafeteria dining room and re-location of the fitness center, among others. Updates to the classrooms built in the 1950's and 1960's were also noted.

Renovations to entry and lobby areas to meet security and monitor access at Freewill Elementary School and Thomas C. Armstrong Middle School were noted

Mr. Havens stated that the architect will use the feedback from staff review of these plans to develop final project drawings. Trustees will view those plans at a future meeting, hopefully in January.

Mrs. Lyke asked if any discussion has occurred on changing classroom lighting. She noted that she recently experienced headaches when attending a meeting in the middle school's library-media center and that recent discussions at some state meetings have noted the importance of classroom environment on learning. She suggested that the architect explore the issue.

Mr. Havens stated that no funds were earmarked in the project for new lighting but improvements to existing fixtures could occur as part of renovations and improvements.

Mrs. Brunner asked about the roof leak in a storage area noted in the design review team minutes at Freewill Elementary School. Mr. Havens noted the leak was traced to roof flashing and that district staff would make repairs. The item is not structural in nature.

Mrs. Brunner asked if items discovered in the design review process are addressed now or included as capital project items. Mr. Havens stated that Mr. Atseff and Mr. Davis inspect the schools each month to monitor such needs.

REVIEW OF INSTRUCTIONAL PRIORITIES FOR 2003-2004 SCHOOL YEAR

Mr. Havens introduced Mr. Spring, assistant superintendent for instruction, to provide a progress report on district goals for 2002-2003 and to review instructional priorities for the 2003-2004 school year for review and consideration by the Board of Education.

Mr. Spring shared ***district goals for 2002-2003*** in areas of instructional program, professional development, facility/financial resources and parent/community partnerships and reviewed a list of specific items related to completion during the

school year. (copy filed in clerk's agenda file, this meeting) He noted that some areas reflect desired outcomes and some are still underway and that staff members are making intense efforts in this regard.

He reviewed on-going efforts in **student literacy**, including grant funds awarded last summer, and in creating a **model lesson plan** that reflects district expectations for teaching. Staff members are engaged in extensive staff development in the "understanding by design" concept that uses the desired outcome as the starting point for planning classroom and instructional activities for students.

Mr. Spring noted that two main issues have emerged as **instructional priorities for the 2003-2004 school year**; one, regular review and problem-solving of targets set for student achievement and the other, incorporating the model lesson plan and concept of understanding by design in tailoring instruction to meet goals for classroom instruction and staff development.

Both of these areas will serve as filters for program design and allocation of resources for the proposed 2003-2004 school budget and as factors considered in facilities improvements.

(Mr. Wyse entered the meeting @ 7:58 p.m.)

Mr. Spring asked if **trustees** had any items they wished to have considered as **instructional priorities for 2003-2004**.

Mr. Johnson asked how the high school would inform parents prior to the start of the new **block schedule for 2003-2004**. He has received questions from some parents of current eighth graders. Mrs. Morrin, high school principal, noted that she has provided preliminary information in the building newsletter and reviewed plans to share and explain the new schedule with students and parents.

Mrs. Lyke noted recent news media reports on the top companies nationwide as ranked by their employees. She noted that a local firm, Wegman's Food Stores, was ranked in the top ten and cited their efforts to address issues and trends from those rankings. She suggested a similar survey by school districts to learn how staff members perceive success and areas for improvement.

Mr. Griswold noted release of survey results in today's *Democrat & Chronicle* on **teacher retention** in the Rochester City School District.

Mr. Spring noted that some surveys and research are available in those areas and cited local efforts for orientation and mentoring of new staff members. School districts use the percentage of staff turnover as one measure of effectiveness.

Mrs. Lyke asked who sponsors the **model lesson plans** and **learning for understanding** programs. Mr. Spring reviewed the credentials of the authors of the program through the Association for Supervision and Curriculum Development (ASCD). He also reviewed local staff development efforts underway in this area.

Mrs. Brunner asked what impact the new federal **No Child Left Behind Act** (NCLB) regulations have had on our district and if they have precedence over state laws and regulations.

Mr. Spring stated that local districts are still sorting out the changes in reporting and paperwork and some regulations are still emerging. The major effect on our district is

a sharper focus on issues already measured – student achievement, staff training and performance. He noted that states must comply with NCLB in order to receive federal aid or grants.

Mr. Havens stated that NCLB also includes assessment of student achievement at each grade level rather than at the traditional fourth, fifth and eighth grades in New York State. One expected advantage over state testing is that local districts will conduct the assessments and have immediate results to use in making necessary program adjustments.

Mr. Havens thanked trustees for their input and stated it will assist in budget development.

C. MONTHLY FINANCIAL REPORTS

Mr. Havens introduced Mr. Atseff to present monthly financial reports for review and consideration by the Board of Education.

Mr. Atseff presented reports and information through December 31, 2002 as follows:
(copies filed in clerk's agenda file, this meeting)

- (1) *Revenue Status Report*: 62% of budgeted revenues have arrived.
- (2) *Expense Report – General Fund*: 33% of the general fund allocations spent to date; appropriations in good shape.
- (3) *Capital Fund*: No changes from prior reports.
- (4) *School Lunch Fund*: No change from prior reports.
- (5) *Other Funds* (Special Aid, Bus Purchase Reserve, Unemployment, Liability Reserve):
No change from prior reports.

D. STUDENT QUESTIONS

- (1) Zachary Reno, 4671 Walworth-Ontario Road, Walworth, asked if the planned additions, renovations and improvements presented earlier this evening were due to due to growth in student population or financial reasons. Mr. Havens noted that pupil enrollment, state achievement standards and changing program needs were each factors that impact these improvements.

IX. RECESS: 8:17 p.m.

X. RECONVENE: 8:28 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:

INSTRUCTIONAL STAFF

APPOINTMENTS:

James Tiffin, mathematics teacher, assigned to the middle school, a one-year, part-time appointment (.80 FTE) effective December 18, 2002 through June 30, 2003 @ \$32,750, prorated (replacement for Jennifer Weber, .80 FTE home & careers position)

Additional Appointment of Extra-Duty Positions • 2002– 2003 School Year

See Listing, Clerk's Agenda File, This Meeting

SUPPORTIVE STAFF:

APPOINTMENTS:

Meg Dostman, teacher aide, assigned to the high school, (Eagle Ventures program), a permanent civil service appointment effective February 1, 2003 @ \$8.15 per hour (having served a successful probationary period)

Joyce Jackson, registered professional nurse, assigned to the middle school, a permanent civil service appointment effective February 28, 2003 @ \$15.43 per hour (having served a successful probationary period)

Mrs. Brunner offered a **MOTION** to approve the personnel changes as recommended by the superintendent of schools. 9 Ayes, 0 Nays, 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 9 Ayes, 0 Nays, Carried.

C. CONSENSUS AGENDA

- (1) Reports of the School District Treasurer (11/30/02)
- (2) Resolution to Accept Annual Audit of Extra-Classroom Activity Funds, FY Ending 6/30/02
- (3) Resolution to Purchase of School Busses (School Bus Purchase Reserve Fund)

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

Mr. Atseff noted that the variance in price of 66-passenger school busses reflects the addition of storage compartments on two (2) of the vehicles.

Mr. Atseff stated that recent changes by the NYS Education Department on uses of school bus purchase reserve funds will require that these proposed purchases appear as a ballot item for voter consideration at the annual school election in May. To insure timely delivery of the vehicles, school districts place orders pending voter approval.

Mr. Wyse stated that he has accompanied students on busses with and without the storage compartments and noted the value of the additional space for transporting equipment for athletic teams and musical groups, among others.

Having reviewed the \$2800 total price difference to include storage compartments in each of the four-(4) 66-passenger vehicles, he suggested an increase in the total purchase price to allow the option to include storage compartments on these four (4) vehicles. Mr. Havens noted that school bus purchases are aidable at 67% for our district.

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

- (1) Receive & file **reports of the school district treasurer** for the period ending November 30, 2002 (copies attached to these minutes in the minute book)
- (2) Adopt a **RESOLUTION** to accept the annual audit of **Extra-Classroom Activity Funds**, FY Ending 6/30/02, **TO WIT:**

**RESOLUTION TO ACCEPT THE
ANNUAL EXTERNAL AUDIT REPORT
FOR EXTRA CLASSROOM ACTIVITY FUNDS
(Fiscal Year Ending June 30, 2002)**

RESOLVED, that the Board of Education does hereby accept the Report on Accounts & Financial Statements of the Extra Classroom Activity Accounts for the Fiscal Year Ended June 30, 2002 as prepared by Raymond P. Wager, CPA, P.C., independent auditors, and authorize and direct the district clerk to forward certified copies and issue public notice as required by law (copy filed in clerk's file)

- (3) Adopt a **RESOLUTION** to authorize purchase of school busses from the **School Bus Purchase Reserve Fund**, with total amount to allow storage compartments in each of the 66-passenger busses, if desired, **TO WIT:**

**RESOLUTION TO AUTHORIZE EXPENDITURE OF FUNDS
FROM THE SCHOOL BUS PURCHASE RESERVE FUND**

FOR PURCHASE OF SCHOOL BUSESSES

RESOLVED, that the Board of Education does hereby authorize expenditure of funds in a total amount of \$364,877.20 from the school bus purchase reserve fund for purchase of school busses, as noted below, at New York state contract prices, as recommended by the superintendent of schools, for the 2003-2004 school year:

Four (4) 66-passenger school busses @ \$70,329.00 each

Two (2) 28-passenger school busses @ \$41,780.60 each

Mr. Wyse asked what disposition is made of any excess monies in the extra-classroom activity fund for the graduating senior class. Mr. Atseff stated it is transferred to the student council fund.

Mrs. Lyke asked if training is provided for students and staff who serve as student treasurers and faculty advisors for extra-curricular activities. Mr. Atseff reviewed the orientation and training provided to meet state requirements for management of these extra-classroom funds. Mrs. Lyke noted that this is a valuable learning experience for our students.

Mr. Havens noted that the presentation on model schools at a future meeting will include information on related kinds of learning experiences for students.

Mr. Triou stated that he finds the *monthly revenue and expense reports* valuable and informative. He asked if we could expect the *budget development cycle for 2003-2004* to be any better than last year.

Mr. Havens stated he is attending a statewide superintendents' meeting in Albany next week that will include meetings with state legislative leaders and our local legislators. He hopes to obtain additional information on state aid for 2003-2004 at that time. While prospects for additional state aid are not great, he believes our district is in good shape based on financial decisions made for the 2002-2003 school year.

Mr. Griswold noted the *Governor's State of the State address* indicated only items related to public security are protected in the new state budget.

On the question, the consensus agenda was approved/adopted by a vote of 9 Ayes, 0 Nays.

XII. ADDITIONAL PUBLIC COMMENT

Donald Anderson, 6803 Lakeside Road, Ontario, addressed the Board of Education on the following items:

- (1) Consideration of moisture concerns that result in dampness in carpeting in the last two classrooms on both sides of the wing now used by BOCES classes at the high school, especially after heavy rainfall, as part of design of 2002 capital improvement project
- (2) Note of announcement by Fairport schools to build one less wing on a planned new elementary school due to construction cost increases and question if the construction design firm or architect have any final cost estimates for our 2002 capital improvement project
- (3) Question if the asbestos abatement in the 2002 capital improvement project at Ontario Primary School (floor tiles) addresses such needs 100%

- (4) Question if updates to book collection/materials will be addressed prior to any physical improvements in the high school library-media center in the 2002 capital improvement project
- (5) Question on the status of a written district curriculum
- (6) Question on anticipated uses of \$218,000 balance in the 1997 capital project
- (7) Question on expected unspent balance in the 2002-2003 school budget

Mr. Havens noted that final cost estimates for the 2002 capital project are expected within 4 to 6 weeks, next year is the second year of a five-year plan to upgrade the collection and materials in the high school library-media center by \$42,000 each year, the asbestos abatement is expected to address all visible concerns, written curriculum units, slated for completion in June, will appear on the web site for access by parents and residents, unspent funds from the 1997 capital project may provide funding for creating access by disabled persons to north gym at Ontario Elementary School and the district is on target for fund balance as proposed in the 2002-2003 budget.

XIII. ADDITIONAL BOARD MEMBER COMMENTS

- A. Mrs. Brunner extended *compliments* to Mrs. Lori Eaton-Smith and local town historians on the *photo display of one-room schoolhouses* in the conference room.
- B. Mr. Triou asked if a *new telephone system* is still included in the 2002 capital improvement project; Mr. Havens stated it is.
- C. Mr. Triou stated he feels that the *district web page* has progressed and looks forward to additional opportunities to provide information for parents. Mr. Havens noted that additional features are planned, and acknowledged the efforts by Mr. Switzer on the new *district history page*.

XIV. ADJOURNMENT

Mr. Triou offered a **MOTION** to adjourn the meeting at 8:50 p.m. 9 Ayes, 0 Nays, 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

January 22, 2003

School District Clerk

JES/jes:wp

WAYNE CENTRAL SCHOOL DISTRICT

To: Michael Havens, Superintendent of Schools
From: Abi Buddington, Director of Human Resources
Re: Personnel Action
Date: January 22, 2003

The following is submitted for your review and approval.

INSTRUCTIONAL STAFF

Resignations:

None

Leave of Absence:

None

Appointments:

None

SUPPORT STAFF

Resignations:

None

Leave of Absence:

LEAVE OF ABSENCE RESOLUTION

WHEREAS, Monica Ambeau has been employed as a bus driver; and

WHEREAS, Monica Ambeau has been continuously absent from work since June 5, 2001; and

WHEREAS, Monica Ambeau has exhausted all available paid leave time; and

WHEREAS, Monica Ambeau 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 Monica Ambeau shall be determined to be on unpaid leave status as of January 22, 2003

BE IT FURTHER RESOLVED, that Monica Ambeau 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:

None