

WAYNE CENTRAL SCHOOL DISTRICT BOARD OF EDUCATION MEETING AGENDA



DATE: November 5, 2003
TIME: 7:00 p.m.
PLACE: Freewill Elementary Media Center

- 6:30 Tour of Building
7:00 Call to Order /Pledge of Allegiance
7:00 Executive Session
7:30 Approval of Agenda/Approval of [MINUTES](#) Att. 1

7:35 Public Comment
7:40 Board Member Comments
7:45 Board President's Comments

7:50 Action Item Report

7:55 Superintendent's Report
 1. Sandy Stramonine Presentation – Michael Havens
 2. Auditor's Report – Ray Wager
 Break
 3. AP US History Textbook Presentation – Larry Spring, Michelle Timothy
 4. NYSSBA Reports
 5. Student Questions

8:55 Items for Board Action:
 1. [Personnel](#) Action Att. 2
 2. CSE Action Att. 3
 3. [Consensus](#) Agenda: Att. 4
 1. Treasurer's Report – September
 2. Accept Independent Auditor's Report
 3. Approve Budget Transfers

9:05 Public Comment/Board Comments
9:10 Adjournment

Next Meeting: November 19, 2003 7:30 p.m. Wayne Middle 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: Wednesday, October 8, 2003
TYPE: Regular Business Meeting

TIME: 7:00 p.m.
PLACE: Ontario Primary School

PRESENT: Trustees Brunner, Diller, Griswold, Johnson, Lyke, Robusto (arrived @ @ 7:35 p.m.), Triou, Wyse; District Clerk Switzer; Administrators Havens, Pirozzolo, Shaffer, La Ruche, Siracuse, Saxby, Woodard, Atseff, Spring, Callahan

ABSENT: Trustee Ratcliffe

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

I. **CALL TO ORDER:** 7:00 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 and to view areas and samples of floor and wall treatments planned at Ontario Primary School as part of the 2002 Capital Improvement Plan.

II. **PLEDGE OF ALLEGIANCE**

III. **APPROVAL OF AGENDA & MINUTES** (September 24, 2003)

Mr. Triou offered a **MOTION** to approve the agenda for this evening's meeting and the minutes of the meeting of September 24, 2003, both as presented. 7 Ayes, 0 Nays, Carried. 2 Absent (Mr. Robusto, Mr. Ratcliffe), Carried.

IV. **RECOGNITION OF RETIREES**

Mrs. Brunner offered a **MOTION**, seconded by Mr. Johnson, to adopt **RESOLUTIONS** to recognize 2003 retirees, **TO WIT:**

**RESOLUTION COMMENDING EILEEN M. BONINO
UPON THE OCCASION OF HER RETIREMENT AS A TYPIST**

WHEREAS, Eileen M. Bonino retired effective August 1, 2003, and

WHEREAS, said retirement concludes a career of 9 years of service to the Wayne Central School District and the residents of the community, and

WHEREAS, Eileen M. Bonino served staff, students and families as the typist for the district's facilities and buildings and grounds department, and

WHEREAS, Eileen M. Bonino's service was marked by accuracy and attention to detail for district-wide repair, maintenance and improvements to school facilities, maintaining and distributing product safety data reports and school emergency plans, recording energy and operating expenses and handling bids, quotes, purchasing and claims for the director of school facilities and his staff, and

WHEREAS, the Board of Education recognizes that the contributions of each employee are essential to student achievement and success,

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the Wayne Central School District that the service of Eileen M. Bonino is recognized and commended, with grateful appreciation, and

BE IT FURTHER RESOLVED, that a copy of this resolution be presented to Eileen M. Bonino and that the school district clerk is hereby directed to cause the text of this resolution to appear in the minutes of the Board of Education meeting of October 8, 2003.

**RESOLUTION COMMENDING CAROL A. FISHER
UPON THE OCCASION OF HER RETIREMENT
AS A TEACHER AIDE & FOOD SERVICE SUPERVISOR**

WHEREAS, Carol A. Fisher retired effective August 22, 2003, and

WHEREAS, said retirement concludes a career of 25 years of service to the Wayne Central School District and the residents of the community, and

WHEREAS, Carol A. Fisher served staff, students and families at Freewill Elementary School as a teacher aide for a physically handicapped child and the school district at large as food service supervisor (23 years), and

WHEREAS, Carol A. Fisher's service included management of a staff of nearly 50 full- and part-time employees, menu planning, procurement of food, equipment and supplies, compliance with state and federal regulations and responsibility for the free and reduced price meal programs, and

WHEREAS, Carol A. Fisher extended her care and concern for others through special efforts at senior citizen matinee dinners, annual food service staff and retiree luncheons, picnics for summer staff and tireless efforts to assist local students and families through the Walworth-Ontario Christmas Sharing Project, and

WHEREAS, Carol A. Fisher demonstrated and promoted the value and importance of proper nutrition in the success and achievement by students in the daily learning experiences, and

WHEREAS, the Board of Education recognizes that the contributions of each employee are essential to student achievement and success,

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the Wayne Central School District that the service of Carol A. Fisher is recognized and commended, with grateful appreciation, and

BE IT FURTHER RESOLVED, that a copy of this resolution be presented to Carol A. Fisher and that the school district clerk is hereby directed to cause the text of this resolution to appear in the minutes of the Board of Education meeting of October 8, 2003.

**RESOLUTION COMMENDING MARILYN J. HAMMAN
UPON THE OCCASION OF HER RETIREMENT AS A
TEACHER AIDE AND TYPIST**

WHEREAS, Marilyn J. Hamman retired effective June 30, 2003, and

WHEREAS, said retirement concludes a career of 17 years of service to the Wayne Central School District and the residents of the community, and

WHEREAS, Marilyn J. Hamman served staff, students and families at Freewill Elementary School as a teacher aide and building office secretary, the district office as a pool secretary, the transportation department as typist and dispatcher, and the Ontario Primary School as school office secretary, and

WHEREAS, Marilyn J. Hamman's service was marked by her care and concern for the students, families and staff members with whom she worked on duties ranging from classroom activities and projects and scheduling and dispatching school busses to managing district-wide curriculum reports, testing, communications and census data and registration and orientation of new kindergarten children and their families, and

WHEREAS, Marilyn J. Hamman served her peers as secretary of the local unit of the Civil Service Employees Association, and

WHEREAS, the Board of Education recognizes that the contributions of each employee are essential to student achievement and success,

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the Wayne Central School District that the service of Marilyn J. Hamman is recognized and commended, with grateful appreciation, and

BE IT FURTHER RESOLVED, that a copy of this resolution be presented to Marilyn J. Hamman and that the school district clerk is hereby directed to cause the text of this resolution to appear in the minutes of the Board of Education meeting of October 8, 2003.

**RESOLUTION COMMENDING DR. CRAIG E. JOHNSON
UPON THE OCCASION OF HIS RETIREMENT IN THE FIELD
OF SCHOOL PSYCHOLOGIST**

WHEREAS, Dr. Craig E. Johnson retired on June 30, 2003, and

WHEREAS, said retirement concludes a career of 18 years of service to Wayne Central School District, and

WHEREAS, Dr. Craig E. Johnson served students, families and staff members of Ontario Elementary School, Thomas C. Armstrong Middle School and James A. Beneway High School, and

WHEREAS, Dr. Craig E. Johnson displayed his care and concern for students and parents in evaluation, diagnosis and placement of children with disabilities and assisting them in times of crisis or distress, and

WHEREAS, Dr. Craig E. Johnson served as a member of the Committee on Special Education for the majority of his career, preparing, presenting and interpreting essential information for parents, students and staff members, and

WHEREAS, Dr. Craig E. Johnson served as a sponsor and supervisor for school psychologist interns and as a mentor for special education teachers, assisted staff members in testing and evaluation of student behavior and achievement, and shared his musical talents through annual recitals for middle school students to demonstrate the importance of music in non-music careers, and

WHEREAS, the Board of Education recognizes that the contributions of each employee are essential to student achievement and success,

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the Wayne Central School District that the service of Dr. Craig E. Johnson is recognized and commended, with grateful appreciation, and

BE IT FURTHER RESOLVED, that a copy of this resolution be presented to Dr. Craig E. Johnson and that the school district clerk is hereby directed to cause the text of this resolution to appear in the minutes of the Board of Education meeting of October 8, 2003

**RESOLUTION COMMENDING RONALD B. JONES
UPON THE OCCASION OF HIS RETIREMENT IN THE FIELD
SECONDARY SCIENCE & DEAN OF STUDENTS**

WHEREAS, Ronald B. Jones retired on June 30, 2003, and

WHEREAS, said retirement concludes a career of 35 years in education and 17 years of service to the Wayne Central School District, and

WHEREAS, Ronald B. Jones served students, families and staff members of James A. Beneway High School as a teacher of biology, chemistry and physics and dean of students, and

WHEREAS, Ronald B. Jones took an active interest in the activities and achievements of his students and the student body at large through his roles as senior class advisor, yearbook advisor, athletic event scorekeeper, and chaperone for ski trips, the senior trip and the all-night prom, among others, and

WHEREAS, Ronald B. Jones was a coach of the girls' varsity track team and served as the first dean of students at James A. Beneway High School, providing a link between students, staff and parents and addressing student behavior and management issues in a forthright and thoughtful manner, and

WHEREAS, Ronald B. Jones was honored as Area Chemistry Teacher of the Year in 1993, served as a mentor for new teachers in science and the high school at-large, and taught science in summer school for several years, and

WHEREAS, the Board of Education recognizes that the contributions of each employee are essential to student achievement and success,

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the Wayne Central School District that the service of Ronald B. Jones is recognized and commended, with grateful appreciation, and

BE IT FURTHER RESOLVED, that a copy of this resolution be presented to Ronald B. Jones and that the school district clerk is hereby directed to cause the text of this resolution to appear in the minutes of the Board of Education meeting of October 8, 2003

**RESOLUTION COMMENDING LOREEN JORGENSEN
UPON THE OCCASION OF HER RETIREMENT IN THE FIELD
OF SCHOOL LIBRARY AND MEDIA SERVICES**

WHEREAS, Loreen Jorgensen retired on June 30, 2003, and

WHEREAS, said retirement concludes a career of 31 years of service to the Wayne Central School District, and

WHEREAS, Loreen Jorgensen served students, families and staff members of Ontario Primary School as school library-media specialist, and

WHEREAS, Loreen Jorgensen served as a source of information, ideas and themes to children and teachers and as resource person for audio-visual services and uses of computer technology and educational software, including automation of school library-media services, and

WHEREAS, Loreen Jorgensen served as webmaster for her school's web page, as library-media specialist for summer school and summer reading camps, and on building and district level committees for American Education Week observances, school improvement plans, library-media, social studies, Odyssey of the Mind, TESA teacher training and as K-12 Advisor for Library-Media, among others, and

WHEREAS, Loreen Jorgensen served her peers and the education profession as an officer of the Greater Rochester Chapter of School Library Media Association, a faculty officer for the Ontario Primary-Ontario Elementary PTA, and as a committee member, building representative, negotiations team member and president for the Wayne Central School Education Association, and

WHEREAS, Loreen Jorgensen promoted lifetime learning and creative problem-solving through support of local students in the Odyssey of the Mind Program, for which she also served for many years as a coach, judge, trainer, site manager and registrar at local, regional, state and world final levels of competition, and

WHEREAS, the Board of Education recognizes that the contributions of each employee are essential to student achievement and success,

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the Wayne Central School District that the service of Loreen Jorgensen is recognized and commended, with grateful appreciation, and

BE IT FURTHER RESOLVED, that a copy of this resolution be presented to Loreen Jorgensen and that the school district clerk is hereby directed to cause the text of this resolution to appear in the minutes of the Board of Education meeting of October 8, 2003

**RESOLUTION COMMENDING LARRY L. RUTH
UPON THE OCCASION OF HIS RETIREMENT IN THE FIELD
SECONDARY ART EDUCATION**

WHEREAS, Larry L. Ruth retired on June 30, 2003, and

WHEREAS, said retirement concludes a career of 41 years in education and 39 years of service to the Wayne Central School District, and

WHEREAS, Larry L. Ruth served students, families and staff members of Wayne Central Junior-Senior High School as a teacher of art and mechanical drawing and Thomas C. Armstrong Middle School, of which he was a charter staff member, as a teacher of art and applied technology, and

WHEREAS, Larry L. Ruth shared his expertise and interest in art and design with students and the greater school community through program and publication covers, art exhibits and shows, the ninth grade banquet and recognition event, as a teacher of adult education, through community art group demonstrations and over 30 years as middle school yearbook advisor, and

WHEREAS, Larry L. Ruth shared his beliefs in the importance of recognizing the service and contributions of others through creation and coordination of the annual Memorial Day Assembly at the middle school and creation, design and construction of the formal crest and shield for the middle school and its namesake, former district superintendent of schools Thomas C. Armstrong, by whom he was hired, and

WHEREAS, Larry L. Ruth served his peers and the education profession as president of the Wayne Central School Education Association, for 11 years, as a founding member of the Wayne County Teachers Association, and in county, regional and state leadership positions, including several terms as a member of the Board of Directors of the National Education Association of New York State, and

WHEREAS, the Board of Education recognizes that the contributions of each employee are essential to student achievement and success,

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the Wayne Central School District that the service of Larry L. Ruth is recognized and commended, with grateful appreciation, and

BE IT FURTHER RESOLVED, that a copy of this resolution be presented to Larry L. Ruth and that the school district clerk is hereby directed to cause the text of this resolution to appear in the minutes of the Board of Education meeting of October 8, 2003

On the question, the **RESOLUTIONS** were adopted by a vote of 7 Ayes, 0 Nays, 2 Absent (Mr. Robusto, Mr. Ratcliffe).

Mrs. Brunner invited retirees present, their family members and school officials to join her and Mr. Havens as the resolutions were read and certificates presented. Retirees present were Larry Ruth, Eileen Bonino, Loreen Jorgensen and Marilyn Hamman. Resolutions were read for those unable to attend: Dr. Craig Johnson, Ronald Jones and Carol A. Fisher.

Mrs. Brunner extended thanks to Mr. Switzer and Mrs. Lori Eaton-Smith for their efforts in preparing the customized resolutions and making arrangements for this evening's presentation and reception.

Mr. Johnson extended thanks and congratulations to each of the retirees on behalf of the Board of Education.

V. RECESS & RECEPTION FOR RETIREES: 7:20 p.m.

(Mr. Robusto entered the meeting @ 7:35 p.m.)

VI. RECONVENE: 7:38 p.m.

A. VII. PUBLIC COMMENT - None

VIII. BOARD MEMBER COMMENTS - None

IX. BOARD PRESIDENT'S COMMENTS

A. Mr. Johnson congratulated each of the retirees honored this evening for their many contributions and years of service to local students and the school district.

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

XI. REPORTS OF THE SUPERINTENDENT OF SCHOOLS

JOINT MEETING WITH WALWORTH & ONTARIO TOWN BOARDS

Mr. Havens noted that the next Board of Education meeting is the joint meeting with the Walworth and Ontario Town Boards set for *Monday, October 20, 2003* at 7:30 p.m. at Casey Park and invited trustees to relay agenda items for the meeting. The Ontario Town Board will host the meeting.

UPDATE ON STATE TESTING SCALES • NYS Board of Regents

Mr. Havens noted that the 55% passing level for required Regents examinations was extended for two (2) more years and the safety net for students with disabilities was extended by the Board of Regents

UPDATE ON 2002 CAPITAL IMPROVEMENT PROJECT

Mr. Havens noted that representatives of the school architect and construction management firm were present this evening to provide a progress report on the 2002 Capital Improvement Project for the Board of Education.

Reports of those individuals and discussions with trustees and school personnel are generally summarized as follows:

Mr. Jordan from the construction management firm reviewed the ***overall timeline***. He noted that drawings are now at the NYS Education Department for review and approval; that process is estimated to require 14 to 22 weeks. Upon approval by Albany, receipt and award of bids is projected for February and March with start of construction early in April, 2004.

He outlined the projected schedule for construction, repair and renovations at the high school, middle school and elementary schools. ***Phase One*** will include construction of new classroom space, creation of the wellness/fitness center and expansion of the cafeteria dining room (in existing applied technology areas), each at the high school, along with exterior athletic field/track improvements on the Ontario Center campus and safety and security improvements to entry areas at the middle school and Freewill Elementary School.

Phase Two, in summer of 2005, will include renovations to classrooms in the existing portions of the high school and interior carpet and classroom improvements at Ontario Primary School and Freewill Elementary School.

Mr. Griswold asked what the ***projected labor market*** is during the time our district will seek bids for the capital improvements. Mr. Havens noted that topic is included later this evening,

Mr. Liebert of the district's architectural firm reviewed specific ***areas of new construction*** and repairs and improvements at the high school and details of the inter-campus roadway planned from the middle school to the high school, including parking lot and bus loop upgrades. A staging area with a gravel base for contractors is

planned parallel to Route 350 between the middle school and high school and has potential for additional parking spaces at the completion of the project.

He noted plans for **drainage improvements** along the northern boundary of the campus in conjunction with the Town of Ontario Watershed Management Committee and the process for blending and installing the brick façade for the newly constructed areas at the high school.

Mrs. Brunner emphasized the importance of correctly blending the **brick facing at the high school** to provide proper transition from the existing to new areas to avoid complications that occurred in the 1992 Capital Improvement Project (performing arts center/high school renovations)

Mr. Atseff noted that the design and planning process for the 2002 Capital Improvement Project has identified some additional areas for **asbestos abatement** in the district office annex (middle school basement), the district office at the north end of the "B" wing at the high school and the office area at Freewill Elementary School. The construction planning teams are continuing discussions on the approach and scheduling of this work in light of the 12-month usage of those areas.

Mr. Triou asked if the asbestos abatement would add a significant cost to the capital project. Mr. Atseff stated that the cost for the abatement work is expected to cost less than the cost for temporary re-location and return for the 12-month services provided in those areas.

Mrs. Lyke asked what uses occur in the district office annex. Mr. Atseff noted that uses include the district-wide computer technology support staff work areas and equipment repair and storage, the central warehouse and mailroom, the district records center, storage area for non-perishable food items and walk-in coolers for district-wide food service and the central receiving and shipping areas.

Mr. Triou asked if previous discussion had not occurred on **re-locating the computer technology staff and work area** to space outside of the district office annex. Mr. Atseff stated that those discussions had occurred as part of considerations of alternative uses of the Ontario Elementary School if the decision were made to assign grades K to 5 in the Ontario Primary-Ontario Elementary attendance areas at a single location at Ontario Primary School.

Mr. Corey from the architect's office noted that a small number of school construction and improvement projects are expected at the time our project is presented to **prospective bidders** and that the bid documents are designed in both a comprehensive and competitive manner.

Mr. Liebert reviewed the **additional items** now included in the overall project that were not identified in the initial proposals for the capital project. By re-arrangement of the science classroom clusters, all of the existing, scattered science classrooms at the high school were re-located to the new classroom space. Upgrades to lighting on the existing Porray Field are now included with the lighting for the new athletic field and all-weather track. Installation of a lift is planned in an existing stairway to provide access by persons with disabilities to the stage, front gymnasium and auditorium areas at Ontario Elementary School. Some relocation and upgrades to the heating and ventilation system will accompany that work.

Mr. Corey stated that shifting of work and funds within the project would keep the total effort within the total project amount approved by voters. Alternate options in the bidding process provide flexibility in this regard.

Mr. Liebert stated that during the time the plans are under review in Albany, the architect's office is working on **coordination among trades and final updates to bid and design documents**, pending any changes or revisions by the NYS Education Department.

Mrs. Brunner asked if the **re-located parking area** at the south end of the high school is designated at this time and if it is slated for staff or student use. Mr. Havens stated that space is now designated for staff parking.

Mrs. Lyke asked which **entry parents would use** when they arrive to pick-up or return a child to the high school during the day. Mr. Havens noted the process that does and will occur.

Mr. Wyse stated that when the new bus loop is completed at the south end of the high school, the parallel parking along the west edge of the bus loop along the front of the high school is expected to shift **to diagonal parking and to nearly double the number of parking spaces**.

Mr. Triou noted that the district installed the **main fiber optic cable** for the Ontario Center campus in the area parallel to Route 350 and asked if the new inter-campus roadway and reconfiguration of the parking lots takes that into consideration. Mr. Liebert stated that it does. Mr. Havens stated that the cable was installed with consideration of the future connecting roadway and that the construction manager will monitor the issue during the construction process.

Mrs. Lyke asked if we would designate a **name for the new athletic field**; Mr. Havens stated that would occur later in the construction process if the Board of Education so desired.

Mr. Griswold asked if the proposed **clock tower** above the gathering area in the new wing at the high school is illuminated. Mr. Liebert stated that backlighting is planned.

Mr. Havens asked trustees how frequently they wish to have **reports and updates on the 2002 Capital Improvement Project as** was made this evening. By **consensus**, trustees agreed to schedule the next capital project update for a school board meeting in January, 2004, as plans are approved by the NYS Education Department and bidding occurs. Mr. Griswold suggested handling any new developments on the asbestos abatement as they occur. Mr. Triou suggested that Mr. Havens continue to share construction-meeting minutes and other progress reports on a weekly basis as is now the practice.

PRESENTATION & ADOPTION OF NEW TEXTBOOK • Environmental Science

Mr. Havens introduced Mr. Spring, assistant superintendent for instruction, for the presentation of a **proposed new textbook for environmental science** at the high school for review and approval by the Board of Education.

Mr. Spring introduced Mr. Lance Jason, a high school science teacher, who is also new this year as department chairperson, to review the selection process and recommendation for a proposed new textbook for the environmental science course.

Mr. Jason outlined the efforts by science and special education teachers in review of sample textbooks and resource materials from three (3) publishers. He displayed sample copies of the textbook and associated resource materials recommended by the selection committee and shared an outline of significant features of same. (copy filed in clerk's agenda file, this meeting)

The recommended textbook is published by Holt Rinehart and is aligned to state standards and readability levels for the students who enroll in the course. It includes visuals, website links and case studies that relate the course materials to real life situations. The course format and materials allow students to achieve success and appreciate science while also meeting state diploma requirements.

Mr. Griswold asked why special education teachers were included in the selection process. Mr. Jason stated that they work with many of the students who enroll in the course.

Mrs. Lyke asked how many students enroll in the course at the high school. Mr. Jason stated that 80 students are enrolled in the course.

Mr. Johnson asked if the publisher provides updates to the CD-ROM resources included with the textbook. Mr. Jason reviewed details. He added that the proposed purchase includes three (3) teacher packages as well as the student textbooks; three staff members presently teach sections of the course.

Mr. Johnson asked how long before the district would need to update the proposed textbook. Mr. Jason stated that ten (10) years is about the maximum life of the textbook given changes in science.

Mr. Robusto asked what student materials are included in proposed purchase of textbooks. Mr. Jason provided details.

Mr. Griswold offered a **MOTION** to adopt the Holt Environmental Science textbook as presented this evening and recommended by the superintendent of schools. 8 Ayes, 0 Nays, 1 Absent (Mr. Ratcliffe), Carried.

Mr. Johnson thanked Mr. Jason for his presentation and materials.

DISCUSSION OF PROPOSED RESOLUTIONS • NYS School Boards' Annual Meeting

Mr. Havens noted the **proposed resolutions** for the annual meeting of the NY School Boards Association in Rochester in October. Discussion followed on the proposed resolution to require prior notification of test score results to school trustees and personnel before release to the news media and public at large.

FINANCIAL UPDATE

Mr. Havens asked Mr. Atseff, assistant superintendent for business, to provide the financial report to the Board of Education.

Mr. Atseff noted the agenda enclosure for **distribution of the fund balance of the general fund** for the fiscal year ending June 30, 2003 to the liability, unemployment and school bus purchase reserve funds. (copy filed in clerk's agenda file, this meeting). He noted the successful completion of budget and finance goals for the prior year in spite of a difficult year in school finances in New York State.

He added that state law now requires that school boards seek and obtain voter approval to **establish and replenish capital reserve funds**. The existing capital reserve fund requires such re-authorization by voters at the 2004 annual school election. As part of the proposed allocation of the fund balance, funds designated for the liability reserve fund include monies for transfer into the capital reserve fund if voters approve the renewal of the fund.

Mr. Atseff reminded trustees of the **special meeting** set for Wednesday, October 29th beginning at 6 p.m. in the district office on school budgeting and finance and the **program meeting** on school finance planned by the Four Co. School Boards Association on October 15th in Geneva.

Mr. Atseff noted that the **"point of sale" purchase program** for the food service department is slated to begin on October 14th.

STUDENT QUESTIONS

Laura Cummings, 658 Ridge Road, Ontario, a senior at the high school, asked if the timeline for construction and renovations at the high school would pose any distractions for students during final exams. Mr. Havens reviewed plans for the project to prevent that from occurring.

Jenna Fingar, 6487 Fisher Road, Williamson, also a senior at the high school, asked about the status for hiring production staff and selection of the student musical production in March, 2004. Mr. Havens noted that recruitment of production staff continues and invited input for same from students

Jenna Fingar, supra, asked who decides on the musical the students will present and stated she favors selection of the musical "Grease". Mr. Havens noted that the final decision on the musical involves the production staff, the high school principal and himself. Mr. Wyse added that availability of voices and casting is also considered.

Laura Cummings, supra, asked what would happen to the existing soccer field where the new inter-campus roadway is planned. Mr. Havens stated that ample space is available on the Ontario Center campus to re-locate that field; the campus includes nearly 100 acres.

XII. RECESS: 8:46 p.m.

XIII. RECONVENE: 8:51 p.m.

XIV. 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

TENURE RECOMMENDATIONS

**RESOLUTION TO GRANT TENURE TO DAVID MAREAN
IN THE AREA OF PHYSICAL EDUCATION
EFFECTIVE SEPTEMBER 24, 2003**

RESOLVED, that, upon the recommendation of the superintendent of schools, David Marean, who is certified in the area of physical education, is hereby appointed to tenure in the physical education tenure area effective September 24, 2003

**RESOLUTION TO GRANT TENURE TO PATRICIA BRENNAN
IN THE AREA OF SCIENCE
EFFECTIVE OCTOBER 10, 2003**

RESOLVED, that, upon the recommendation of the superintendent of schools, Patricia Brennan, who is certified in the area of science education, is hereby appointed to tenure in the science tenure area effective October 10, 2003.

RESIGNATIONS:

Kenneth Schaumberg, girls' varsity volleyball coach, effective August 28, 2003 (personal reasons)

Jackie Senecal, girls' junior varsity volleyball coach effective September 1, 2003 (to accept new coaching assignment)

Rescission of Appointment (August 27, 2003)

Kenneth Schaumberg, head coach, 2003-04 spring season, girls' varsity track

LEAVE OF ABSENCE:

Danielle Powelczyk, technology teacher, assigned to the middle school, a combination paid and unpaid FMLA disability leave of absence effective October 1 through December 27, 2003.

APPOINTMENTS:

Jackie Senecal, girls' varsity volleyball coach, effective September 2, 2003 at \$2933 (pro-rated) (replacement for Kenneth Schaumberg, resigned).

Gissela Bueso, girls' junior varsity volleyball coach, effective September 2, 2003 @ \$2374.00. (replaces Jackie Senecal, accepted another coaching assignment)

Tiffany Stapleton, fall junior varsity cheerleading coach, effective September 2, 2003 @ \$1816.00. (new position, stipend funded by booster club)

Amendment to Personnel Action of August 27, 2003:

Lorraine Willis, special education teacher, assigned to the middle school, a *two and one half year* probationary appointment effective September 1, 2003 through February 28, 2006, @ \$34,060 (base), credited with *six* months of long term substitute experience. (erroneously listed with three months of long-term experience)

Additional Per Diem Substitute Teachers • 2003-2004 School Year

See Listing, Clerk's Agenda File, This Meeting

Additional Extra-Duty Appointments/Designations • 2003-2004 School Year

Department Chairpersons, Advisors, Team Leaders, Club Advisors • September 1, 2003 to June 30, 2004 (rates established by collective bargaining agreement.)

See Listing, Clerk's Agenda File, This Meeting

SUPPORTIVE STAFF:

RESIGNATIONS:

Kimberly Graham, 1:1 teacher aide, assigned to the high school, effective September 5, 2003. (personal reasons)

Karen Packard, school bus driver, effective September 15, 2003 (deceased)

Mearle Swift, school bus driver, effective September 1, 2003 (personal reasons)

Deborah Whittmore, school bus driver, effective September 1, 2003 (personal reasons)

APPOINTMENTS:

Sarah Bouwens, 1:1 teacher aide (1.0 FTE), assigned to the high school, a one year temporary civil service appointment effective September 15, 2003 through June 30, 2004, at \$7.65/hour (new program)

Ellen Ebert, 1:1 Teacher Aide (.50 FTE), assigned to Project Show at the high school, a one year temporary civil service appointment effective September 3, 2003 through June 30, 2004, at \$10.20/hour (new program)

Mary Heltzel, school bus driver, a six month probationary civil service appointment effective September 3, 2003 through June 30, 2004 at \$11.80/hour (Replacement for Karen Packard, deceased).

Suzanne Johnson, 1:1 teacher aide (.50 FTE), assigned to Project Show at the high school, a one year temporary civil service appointment effective September 3, 2003 through June 30, 2004, at \$10.20/hour (new program)

Anne Jordan, school bus driver, a six month probationary civil service appointment effective September 3, 2003 through March 2, 2004 at \$11.80/hour (temporary bus route)

Robert Knorr, school bus driver, a one year temporary civil service appointment effective September 3, 2003 through June 30, 2004 at \$11.80/hour (replacement for Carmella Heintzelman, on medical leave)

Sherrie Lucas, school bus monitor, a one year temporary civil service appointment effective September 3, 2003 through June 30, 2004 at \$11.80/hour (replacement for Barbara Twist, on medical leave)

Karin Pickard, 1:1 teacher aide (.50 FTE), assigned to Project Show at the high school, a one year temporary civil service appointment effective September 3, 2003 through June 30, 2004, at \$10.20/hour (new program)

Janice Popoli, school bus driver, a six-month probationary civil service appointment effective September 3, 2003 through March 2, 2004 at \$11.80/hour (replacement for Mearle Swift, resigned)

Michelle Quigley, school bus driver, a one year temporary civil service appointment effective September 3, 2003 through June 30, 2004 at \$11.80/hour (replacement for Monica Ambeau, on medical leave)

Cathy Rich, school bus monitor, a six-month probationary civil service appointment effective September 3, 2003 through March 2, 2004 at \$11.80/hour (replacement for Mary Heltzel, named as a bus driver, supra).

Dawn Schmitt, school bus driver, a six-month probationary civil service appointment effective September 3, 2003 through March 2, 2004 at \$11.80/hour (replacement for Deborah Whittemore, resigned)

Joan Thayer, school bus driver, a six-month probationary civil service appointment effective September 3, 2003 through March 2, 2004 at \$11.80/hour (previous part time bus route shifted to full-time)

Terry Nevil, substitute school bus monitor, effective September 8, 2003, at \$6.75/hour

Amendment to Personnel Action of August 27, 2003:

The following personnel were erroneously listed as having one-year temporary appointments:

Kelly Damick, teacher aide, assigned to Ontario Primary School, a six-month probationary civil service appointment effective September 1, 2003 through February 28, 2004 at \$8.30/hour

Dolores Fox, teacher aide, assigned to Ontario Primary School, a six-month probationary civil service appointment effective September 1, 2003 through February 28, 2004 at \$8.55/hour

Lisa Northrop, teacher aide, assigned to Ontario Primary School, a six-month probationary civil service appointment effective September 1, 2003 through February 28, 2004 at \$8.55/hour

Rita Prideaux, teacher aide, assigned to Ontario Primary School, a six-month probationary civil service appointment effective September 1, 2003 through February 28, 2004 at \$10.20/hour

Cindy Reibert, teacher aide, assigned to Ontario Primary School, a six-month probationary civil service appointment effective September 1, 2003 through February 28, 2004 at \$10.20/hour

Mr. Wyse offered a **MOTION**, seconded by Mr. Griswold, to approve/adopt the personnel changes as recommended by the superintendent of schools.

Mr. Wyse stated that the questions from students this evening designation of production staff for the spring high school musical relate to a question he has on the recommended appointment of faculty advisors for the jazz band and select chorus at the high school as part of the expansion of extra-curricular activities through the model schools program. He noted that there are a jazz band and select chorus at the middle school for which no stipend is proposed and he has a concern about equity.

Mr. Havens stated that funds were allocated in the 2003-2004 budget for addition of six (6) extra-curricular clubs at the high school and one (1) additional extra-curricular club at each of the other four (4) schools as part of the model schools program. There are some extra-curricular clubs that remain without a stipend; the approach is to begin expansion of the activities that carry stipends rather than not expand the options.

Mr. Wyse noted that the amount of the stipend is \$1,060, and asked if it is not worthwhile to pay for the same musical groups at the middle school since staff members are spending time on them as well. Mr. Havens stated the similar stipend-based clubs would extend beyond musical activities at the other schools.

Mr. Wyse stated that he would favor awarding a stipend for all of the music activities.

Mr. Johnson suggested consideration of this issue as part of development of the 2004-2005 school budget. Mr. Wyse concurred. Mrs. Lyke suggested a review of the issue across the board, with which Mr. Wyse concurred.

Mr. Triou asked what the total amount of stipends is for these extra-curricular activities.

Mr. Wyse suggested a complete listing of the extra-curricular activities underway, with notation of those with and without stipends assigned, and the amount of the stipends.

Mr. Havens noted that some extra-curricular activities have their origin with teacher and student interests. He added that teachers are not hourly employees.

Mr. Triou asked if any of the events or activities for which stipends are paid occur during regular school hours. Mr. Havens stated that some do.

Mr. Griswold asked how many stipends are added and how many are removed each year. Mr. Havens stated that removal of stipends does not occur often.

Mr. Wyse clarified that the persons at the middle school who supervise the music activities that he has cited have not requested a stipend nor did they request that he present this issue this evening. He clarified that he raises the issue since the designation and payment of stipends for the positions he cited at the high school are now a matter of public record.

On the question, the personnel action was approved by a vote of 8 Ayes, 0 Nays, 1 Absent (Mr. Ratcliffe).

B. CPSE PLACEMENT RECOMMENDATIONS

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

Mrs. Brunner offered a **MOTION**, seconded by Mr. Triou, to adopt a **RESOLUTION** for pupil placements by the CPSE, **TO WIT:**

**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 **RESOLUTION** was adopted by a vote of 8 Ayes, 0 Nays, 1 Absent (Mr. Ratcliffe).

C. CONSENSUS AGENDA

- (1) Reports of the School District Treasurer (A/O 8/31/03)
- (2) Approve Charge for the Policy Committee • 2003-2004
- (3) Adopt Resolution for Observance of Red Ribbon Week
- (4) Award Bids for Operation & Maintenance Paper Supplies • 2003-2004
- (5) Adopt Resolution for Distribution of Unexpended Fund Balance a/o 6/30/03

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

Mrs. Brunner offered a **MOTION**, seconded by Mr. Wyse, 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 August 31, 2003 (copies attached to these minutes in the minute book)

(2) Approve the **charge for the policy committee for 2003-2004** as presented by the policy committee (copy filed in clerk's agenda file, this meeting)

(3) Adopt a **RESOLUTION** for Observance of Red Ribbon Week, **TO WIT:**

RESOLUTION FOR OBSERVANCE OF RED RIBBON WEEK
October 23 – 31, 2003

WHEREAS, alcohol and other drug abuse in this nation has reached epidemic stages, and the 15-24 year old age group is dying from these causes at a faster rate than any other age group; and

WHEREAS, underage drinkers consume 12% of all alcohol purchased in the United States; and the vast majority of this alcohol is consumed in a risky fashion (51% of 12-14 year-old drinkers binge drink; 65% of 15-17 year olds binge drink,); and

WHEREAS, it is imperative that visible, unified prevention education efforts by community members be launched to reduce the demand for drugs & alcohol; and

WHEREAS, the greater community and its representatives, both public and private, groups and individuals, will demonstrate their commitment to drug-free, health lifestyles by wearing and displaying red ribbons during a week-long campaign;

NOW, THEREFORE, BE IT RESOLVED that the **Board of Education of the Wayne Central School District hereby proclaims October 23 through October 31, 2003 as Red Ribbon Week and encourages our citizens to participate in drug and alcohol prevention education activities, making a visible statement that we are strongly committed to a drug-free community.**

(4) Award **bids for operation & maintenance paper supplies** for 2003-2004 to the lowest responsible bidders, multiple bid award (copy of bids filed in clerk's files)

(5) Adopt a **RESOLUTION** to allocate the 2002-2003 excess fund balance of the general fund, **TO WIT:**

**RESOLUTION FOR ALLOCATION OF EXCESS
FUND BALANCE OF THE GENERAL FUND
(Fiscal Year Ending June 30, 2003)**

BE IT RESOLVED, that the Board of Education does hereby allocate the available \$881,297 fund balance of the general fund in excess of the two percent (2%) state maximum, as follows:

- (1) Transfer \$ 473,393.00 to the School Bus Purchase Reserve Fund
- (2) Transfer \$ 60,000.00 to the Unemployment Insurance Reserve Fund
- (3) Transfer \$ 347,904.00 to the Liability Insurance Reserve Fund

BE IT FURTHER RESOLVED, that the school district treasurer is authorized and directed to make such transfers, effective June 30, 2003.

Mr. Atseff clarified that the negative balances for the general fund on the summary page of the reports of the school district treasurer for the period ending August 31, 2003, are the result of timing of dates checks were dated and funds were transferred over the Labor Day banking holiday weekend.

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

XV. ADDITIONAL PUBLIC COMMENT - None

XVI. ADDITIONAL BOARD MEMBER COMMENTS

- A. Mr. Triou distributed CD-ROM copies of the **revised policy handbook** to trustees as adopted on September 9, 2003; he noted that staff and community access to the new policies is scheduled through the district's computer network and district web page, respectively.
- B. Mr. Triou noted that the **policy committee meeting** scheduled for October 9th @ 4 p.m. is shifted to November 5th at 4 p.m. at the district office.
- C. Mr. Robusto extended thanks to Mr. Havens for the **dropout data** provided since he raised the question at the prior meeting. Mr. Havens noted that both the drop out rate and numbers of students choosing the option of the GED exam have increased as the new diploma standards are phased in by the NYS Board of Regents.
- D. Mr. Johnson noted recent news reports that indicated that the **GED rate** had increase from 2% to 6 t 8 & and the numbers of students, statewide, who have not received a Regents diploma.
- E. Mr. Triou noted a news report that the **alleged abduction of a student at Newark** is now considered a fabrication; he also feels that the role plays by students at school and message sent to parents by Mr. Havens were effective in explaining the importance of "stranger danger."
- F. Mr. Wyse relayed a comment from a high school senior who expressed compliments on the **excellent meals at the high school** this year.

XVII. ADJOURNMENT

Mr. Triou offered a **MOTION** to adjourn the meeting at 9:10 p.m. 8 Ayes, 0 Nays, 1 Absent (Mr. Ratcliffe), 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
November 5, 2003

School District Clerk

WAYNE CENTRAL SCHOOL DISTRICT
Ontario Center, New York 14520

BOARD OF EDUCATION MINUTES
APPROVED

UNOFFICIAL UNTIL

DATE: Monday, October 20, 2003
p.m.

TIME: 7:30

TYPE: Special Meeting – Joint Meeting With
Park

PLACE: Casey

Walworth & Ontario Town Boards

PRESENT: *Board of Education:* Trustees Brunner, Griswold, Lyke, Ratcliffe, Robusto, Triou; District Clerk Switzer; Administrators Havens, Atseff & Spring
ABSENT: Trustees Diller, Johnson & Wyse

Walworth Town Board: Frank Guelli, Frank Maciuska, Patricia Marini

Ontario Town Board: Richard Clark, Donald Camp

GUESTS: Numerous Students from Advanced Government Class, James A. Beneway High School;; Patrick O'Mahen, Editor, *Wayne County Mail*

I. CALL TO ORDER: 7:30 p.m.

II. PLEDGE OF ALLEGIANCE

Members' present made introductions from the Walworth and Ontario Town Boards and Board of Education.

III. DISCUSSION TOPICS

UPDATE ON 2002 CAPITAL IMPROVEMENT PROJECT

Mr. Havens presented illustrations and reviewed plans for new classroom space, renovations and improvements at school district facilities as part of the 2002 Capital Improvement Project. Bidding is scheduled for February of 2004 with start of new construction in April, 2004. The projected completion date for the overall project is fall of 2005.

UPDATE ON SALE OF GINNA NUCLEAR POWER PLANT

Mr. Clark noted that RG&E has had inquiries from five (5) bidders for purchase of the nuclear power plant and he has spoken, anonymously, to two (2) of them through a third party about assessed valuation, tax rates and the potential of negotiating an agreement for payment in lieu of taxes (PILOT) among town, county and school district. He understands that RG&E plans to finalize a sale by the end of 2003, pending approval by state and federal agencies.

Mr. Havens noted that the sale and value of the nuclear power plant is an issue of concern to all taxpayers. He has spoken to one (1) of the five (5) prospective purchasers about the taxable assessed value of the plant as it relates to the school district.

Mr. Clark stated that he has spoken at the public meetings sponsored by the Nuclear Regulatory Commission (NRC) in support of the application by RG&E for extension of the operating license for the power plant for twenty (20) years beyond the current expiration date in 2009. Among questions at those public hearings that are also of interest to prospective buyers of the plant was the number of renewal applications and approvals the NRC has received and granted; they have received and approved ten (10) applications.

REVIEW OF PROPOSED 2004 BUDGET • TOWN OF ONTARIO

Mr. Clark stated that town budgets, unlike the school budget, are not subject to public approval; they are developed by town officials and adopted by the town board following a public hearing. He shared copies of the summary of the proposed budgets for 2004 for the Town of Ontario that was published in the *Wayne County Mail*. (copy filed in clerk's agenda file, this meeting)

Mr. Clark reviewed the nature of expenses and revenues for the town budget. The proposed budget carries a tax rate decrease of 13.5 cents based on use of additional sales tax revenue, formerly retained by the county for the local share of county taxes, to reduce the property tax levy for town purposes. Major increases in expenses for the town are health insurance and retirement contributions for town employees and funds to replace the aging salt storage barn at the town highway garage.

Mr. Camp noted that efforts by department heads each year to hold the line on expenses have allowed the town board to keep property tax rate stable.

REVIEW OF PROPOSED 2004 BUDGET • Town of Walworth

Mr. Guelli stated that the town tax rate for 2004 is projected to remain stable . He noted that the bulk of the tax base in the Town of Walworth is residential properties.

STATUS OF FIRST ACADEMY APARTMENTS

Mr. Guelli noted the recent decision in NYS Supreme Court that allows the Walworth Town Board to proceed with the proposal to convert the vacant First Academy Apartment building on Academy & High Streets in the Hamlet of Walworth for community uses. The 27-apartment building (former Walworth High School (1930-1049) and Walworth Elementary School (1949-1989) was closed in 2001 by its owners. The Town of Walworth is seeking to obtain title to the property and structure and has had unpaid town, county and school taxes waived. The court action was prompted by an objection by local residents to the proposed purchase by the Town of Walworth.

He noted that the next steps are a full environmental assessment to assure that no hazardous materials or environmental issues exist, an engineering study and formation of a citizens' committee to review and discuss potential uses for the structure. A public referendum on the issue is scheduled for the summer of 2004. Possible uses for the building include town recreational programs, a community center, senior citizen apartments and joint school and community uses.

Mr. Maciuska stated that the recreation master plan for the Town of Walworth calls for a community center for which the former school and apartment structure, or a portion of it, seems well suited. He added that rehabilitation of the structure, which is an important local landmark, is projected at one-half of the estimated cost for a new community center structure at the town complex on Lorraine Drive. He noted that the building has gymnasium space, a dining room and former kitchen, and classrooms for varied uses and is centrally located in the Hamlet of Walworth.

Mr. Havens asked when use of the structure is projected; Mr. Guelli estimated late in 2004 or early 2005 if all details and public approvals are in place.

Mr. Maciuska stated that the town board could seek grant funding for the proposed uses of the structure if they have title to the property and structure. The town board would enlist the services of a grant-writer to assist in that effort.

LODGE AT CASEY PARK

Mr. Clark noted that the building for this evening's meeting was opened this past summer and has had steady use. Funds raised by Friends of Casey Park at the haunted hayrides they sponsored provided a substantial amount of the \$125,000 cost to construct the building.

REVIEW OF COMPREHENSIVE PLAN • TOWN OF ONTARIO

Mr. Clark noted that the Ontario Town Board has assembled a citizens' committee to update the town's comprehensive (master) plan. The plan was last updated in 1991 and looks at a variety of community issues, ranging from land use, open space and housing to natural resources, parks and recreation and business and industry, among others. Review of zoning and other regulations normally follows adoption of an updated comprehensive plan.

He added that the town board has hired Stuart Brown Associates to advise and assist the citizens' committee in its work over the next 12 months. One of the first activities of the committee is to mail a survey to every household in the Town of Ontario to obtain input on future direction for the community. He encouraged students present to remind their parents to complete the surveys when they arrive.

H. RECOGNITION OF ATHLETIC ACHIEVEMENTS

Mr. Havens noted recent league and sectional achievements by the girls' volleyball and soccer teams and the boys' varsity soccer team. Several sectional events are set for this next weekend.

IV. RECESS: 8:05 p.m.

V. RECONVENE: 8:10 p.m.

VI. UPDATE ON DEVELOPMENT IN WALWORTH & ONTARIO

Mr. Maciuska noted the progress of *new homes* in the Orchard View Subdivision adjacent to Orchard Street in Walworth. The overall plan includes 120 homes and includes preservation of the hardwoods as green space. The new streets connect in two

locations to Orchard Street with a new access to Walworth-Ontario Road, north of the four corners in the Hamlet of Walworth. The developer of that area also hopes to construct retail space on land on the south side of Walworth-Penfield Road across from Teresa Drive, where the subdivision has started.

With the anticipated expansion of residential properties, the Walworth Town Board is **updating the master plan for sanitary sewer services.**

Mr. Clark stated that if all of the **approved and proposed new residential housing in the Town of Ontario** were to occur at one time, there is a potential for 460 new homes in the Town of Ontario. This factor is among the reasons the update of the comprehensive plan is underway.

Mr. Clark noted that Wendy's Restaurants is proceeding with plans for a site on the southeast corner of Route 104 and Ontario Center Road.

VII. FIRE DAMAGE IN THE MAIN STREET BUSINESS DISTRICT • Ontario Hamlet

Mr. Clark stated that the cause of the fire that destroyed three (3) businesses and seven (7) apartments on the south side of Ridge Road (Main Street) is still under investigation. In initial conversations, the business owners have indicated that they intend to re-build, pending insurance settlements. A meeting of the business and property owners is planned in the next few weeks with county representatives for the Empire Zone.

VIII. STUDENT QUESTIONS

- A. Rachel Micciche, 2120 Stonehedge Drive, asked how the planned new construction at the high school would impact **noise and distractions for final exams** in June, 2004. Mr. Havens provided details.
- B. Melissa Jones, 6124 Lincoln Road, Ontario, asked how the proposed new construction at the south end of the high school would impact **parking areas**. Mr. Havens provided details.
- C. Sean Ward, 5185 Lincoln Road, Ontario, asked when the new and renovated spaces at the high school are scheduled for **completion**. Mr. Havens provided details.
- D. Erin Knapp, 3523 View Pointe Drive, Macedon, asked how long development of a proposed **community center** in the former elementary school/apartment building would take. Mr. Gielliu reviewed the projected timeline.
- E. Michael Scheidt, 2196 Orchard Creek Drive, Ontario, asked when the new **fitness equipment and training study** would start at the high school. Mr. Havens outlined the projected timeline for student and community use of the center, which will start in a apportion of the old gym at the high school and move when a portion of the existing applied industrial arts classrooms are converted for the new fitness center as part of the 2002 Capital Improvement Project. Mr. Griswold asked if the students were identified yet for the fitness study; Mr. Havens provided details.
- F. Justin Hanagan, 2805 Kenyon Road, Williamson, asked about rumors that a **Target Store** might move to Ontario and when the **Wendy's Restaurant** would open. Mr. Clark reviewed details, including state highway access and approval for the

proposed Wendy's site.

IX. ADJOURNMENT 8:25 p.m.

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

November 5, 2003

School District Clerk

JES/jes:wp

WAYNE CENTRAL SCHOOL DISTRICT
Ontario Center, New York 14520

BOARD OF EDUCATION MINUTES
APPROVED

UNOFFICIAL UNTIL

DATE: Wednesday, October 29, 2003 **TIME:** 6:00 p.m.
TYPE: Special Meeting – Workshop-School Finance **PLACE:** District
Office

PRESENT: Trustees Brunner, Diller, Griswold, Johnson, Lyke, Triou, Wyse; District Clerk Switzer; Administrators Havens & Atseff

ABSENT: Trustees Ratcliffe & Robusto

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

I. CALL TO ORDER: 6:00 p.m. by Richard A. Johnson, School Board President

II. PLEDGE OF ALLEGIANCE

III. WORKSHOP ON SCHOOL FINANCE

A. OVERVIEW

Mr. Atseff displayed and narrated a PowerPoint presentation on school finance concepts and reports. (copy filed in clerk's agenda file, this meeting). Topics noted and discussion that followed is generally summarized as follows:

Importance of Financial Health

Mr. Atseff noted the importance of the financial health of a school district is

- (1) to manage the school district's financial condition to sustain the education of students on a long range basis
- (2) to allow the school district the opportunity to meet goals outlined in the annual school improvement plan

Indicators of sound financial condition of a school district are sufficient available cash to meet current and pending claims, sufficient revenues to support on-going operations without reliance on any savings accounts, ability to meet long-term debt obligations and maintain a good credit rating, ability to meet student needs and allow them to meet or exceed state standards, maintain district facilities and promote frequent discussions among trustees and management on school district finances and trends.

Mrs. Brunner asked how frequently **claims are paid**. Mr. Atseff stated that payroll is issued and claims are paid bi-weekly on Fridays. In addition, the claim for the district's self-funded dental insurance plan and minor small claims are paid weekly, generally on a Friday.

Mr. Griswold asked if each of these claims is paid by **issuance of a check**. Mr. Atseff stated that is correct.

Mrs. Lyke asked if employees use **direct deposit of payroll checks**. Mr. Atseff stated that many employees do elect that option; in those cases, a single check is issued to a banking institution that distributes funds to its customers.

Mr. Atseff noted that the school district **credit rating** is presently AA based on positive financial conditions. The credit rating is an important feature of bonding by the school district (e.g. restructuring of long-term debt, last year, and the capital project, next year). Mr. Griswold asked if the AAA is the highest credit rating; Mr. Atseff stated it is.

Mr. Griswold asked if a prospective employee would have any interest in the credit rating as they consider a position in our schools. Mr. Atseff and Mr. Havens stated that this measure is not one that prospective employees would use; it is a very important measure for investors who are considering buying bonds when the district seeks to issue them.

Mrs. Brunner asked if the intent is to continue with Fiscal Advisors, Inc. as the district's **bond advisor**; Mr. Atseff stated it is.

Mrs. Lyke asked if a private citizen could purchase a bond for school purposes; Mr. Atseff stated they could.

Mr. Atseff noted that the efforts by the ad hoc committee on school facilities and review by the Board of Education of long-range facilities needs are examples of the financial indicator to maintain the physical plant and facilities of the district.

Mrs. Brunner noted that **change orders** occur during a capital improvement project when items arise that were not planned or predicted in the original plans for the project. She asked if and when the Board of Education would establish the dollar amount of change orders that do and do not require prior Board of Education approval for the 2002 Capital Improvement Project.

Mr. Atseff noted that three (3) types of change orders can occur in a capital improvement project – for optional items which are possible when the overall project bids are less than the original estimate, for unforeseen conditions revealed when construction or renovations are pursued, and for errors or omissions on plans or drawings that are discovered during the construction process.

Mr. Johnson noted that it is important for the Board of Education to know of any change orders and to determine the point at which formal Board of Education approval is needed and when approval is delegated to the superintendent of schools to expedite work related to the change order.

Mr. Atseff noted that the ceiling for approval of change orders by the superintendent of schools was \$7,000 in the 1992 capital project. He added that such approval allows the district to address immediate items and keep the overall project and contractors on track. Change orders that exceed that amount are those which are not time sensitive and require more investigation, documentation and review by district officials and the Board of Education.

Mr. Havens stated that he will present a recommendation for approval of change orders for the 2002 Capital Improvement Project when the project begins.

Mr. Triou noted that he attended a workshop at the state school boards convention in Rochester on management of capital projects that included a large amount of

materials; the speaker stated that change orders are a common feature of capital projects.

Mr. Atseff stated that fewer change orders often occur with new construction portions of capital improvements since fewer unknowns are expected than with renovations and repairs.

Mrs. Brunner stated that she would expect the construction management firm to also work with contractors and vendors on change orders as they occur.

Mr. Wyse, who serves as trustee liaison to the 2002 Capital Improvement Project, noted that detailed discussion of project options and alternates occurred at the latest project review meeting among school personnel, the construction management firm and the architect.

Mr. Atseff noted that the frequent discussions among trustees and management are valuable for the district's long-term financial condition.

Mrs. Lyke asked how far ahead the **school district is planning**. While she knows the general direction and intent of the Board of Education and management for student achievement and educational programs (e.g. full day kindergarten, universal pre-kindergarten), she is uncertain of the formal documentation of the format and term of those plans and goals.

Mr. Havens noted that student achievement is planned on both a short- and long-term basis, with annual review of progress, while the model school's plan is a five-year project and the CDEP plan is a 3 to 5 year plan.

Mr. Griswold noted that long-term planning is fluid as opposed to a snapshot of a specific point in time.

Mrs. Brunner stated that the decisions made by the Board of Education during the management changes five (5) years ago established the groundwork for the present **positive dialogue among trustees and management personnel** and the resulting positive financial condition. Mr. Atseff noted that planning for the 2002 Capital Improvement Project, introduction of the model school's program and annual tax levy amounts are a few examples of the value of such dialogue.

Mr. Johnson noted the value of the positive and on-going dialogue between the Board of Education and management personnel of the school district,

Mrs. Lyke asked how the school district would handle a **large, unexpected expense** for a child with severe disabilities. Mr. Atseff reviewed how the district plans for such unknown events in its daily budget management and allocation of unexpended funds at the conclusion of the fiscal year.

B. FINANCIAL REPORTS

Mr. Atseff shared examples of four basic reports presented to the Board of Education to monitor financial activities: (copies filed in clerk's agenda file, this meeting)

- (1) Monthly Reports of the School District Treasurer for Each Fund (Cash Position)
- (2) Report of Monthly Revenues
- (3) Report of Monthly Expenditures
- (4) Budget Transfers

Reports of the School District Treasurer

He noted that these reports reflect the cash balance in each of the funds designated by the NYS Comptroller for school districts (e.g., general, school lunch, capital reserve, capital projects, bus reserve, trust and agency, unemployment insurance, liability insurance and special aid)

These reports are presented for formal review and approval by the Board of Education each month and are signed by both the district treasurer and district clerk before they are included with meeting minutes in the permanent records of the school district. He compared these reports to reconciliation of a personal bank statement.

Mrs. Brunner asked how the monies in those funds are ***invested***. Mr. Atseff noted that the funds are invested on a regular basis as cash flow allows. Mrs. Brunner recalled that state officials changed the regulations for interest earned; Mr. Atseff explained how the use of interest earned is governed.

Mr. Johnson asked if the school district treasurer is authorized to move monies among funds. Mr. Havens noted that the district treasurer is an officer of the Board of Education and does have the authority to move and invest funds as part of routine cash management. Mrs. Lyke asked if she is bonded; Mr. Havens stated she is.

Mr. Havens and Mr. Atseff confirmed that the approval for long-term investment of funds is delegated to superintendent of schools at re-organizational meeting.

Mrs. Brunner asked about the security of the ***signature plate of the district treasurer***. Mr. Atseff noted that state regulations do govern the use of the signature plate by the district treasurer. He added that the increased uses of ***electronic transactions*** for cash management and payment of claims by school districts have posed some new issues which Mr. Wager, our external auditor, will discuss when he presents the annual audit report and management letter next month.

Mr. Atseff reviewed the multiple levels of approval for purchase orders and related internal controls using electronic means. Every payment for a claim against the school district also requires the approval of the internal claims auditor prior to issuance of payment.

Mr. Triou asked who could commit the school district to a purchase; Mr. Atseff stated the his signature as the designated purchasing agent of the Board of Education is the only signature that can commit the school board to an expenditure.

Mrs. Lyke asked how long it take for the internal claims auditor to ***review and approve claims***, what level of training is required for that person, and how the person is selected. Mr. Atseff noted that the internal claims auditor is paid a stipend and a district employee who is not directly involved in the purchasing process now handles the duties as an extra duty. The weekly review of claims requires appx. two-(2) to four -(4) hours.

Mrs. Brunner noted that a **distinction** was made in prior years to insure that a district office person who is a subordinate to a district administrator who directs or approves expenditures does not serve as internal claims auditor; the claims auditor can bring any questionable expenses directly to the attention of the school board president.

Mrs. Lyke asked who could serve in the role if a district staff member were not available as is now the case. Mr. Atseff noted that some districts enlist the services of a retiree with some business background.

Mr. Havens noted the monthly reports from the district treasurer represent a snapshot in time and help the Board of Education monitor activity on a monthly basis.

Revenue Report

Mr. Atseff referred to the sample of the monthly revenue report and explained what the information reflects and how the report is used as a management tool. This report is provided to the Board of Education on a monthly basis as an informational item on the amount of revenue budgeted, received and the source (e.g. property taxes, state & federal aid, sales tax, interest on investments and other sources)

Mrs. Lyke asked what agreements are in place for **payments in lieu of taxes** (PILOTS). Mr. Atseff provided details.

Mrs. Lyke asked where **grant funds** are recorded. Mr. Atseff stated that they are recorded in the special aid fund that has a separate monthly report.

Mr. Triou asked if school board approval is required on PILOT agreements. Mr. Havens stated it is if the school district is a party to the agreement; and some PILOT agreements may only involve the town and county.

Mr. Atseff answered several questions about the nature of line items in the revenue report and how funds are allocated among the general fund, bus purchase reserve fund, and capital reserve fund, for example. Action by the resolution of the Board of Education is required to re-allocate monies to these reserve funds and approval by voters is required to create and spend funds from capital reserve and school bus purchase funds.

Mrs. Brunner asked how many **audits the external auditor** conducts each year. Mr. Atseff stated that the auditor presents reports on the general fund, on the special aid (grants) fund, called the "single audit" and on the extra-classroom activities funds at the high school and middle school.

Mr. Triou asked what **criteria are used for allocating unexpended funds**. Mr. Havens stated that the best approach is first to keep the school bus purchase reserve fund at its approved level, then allocate funds to the capital reserve fund and then set aside funds for future capital projects.

Mrs. Lyke asked what **maximum amount of fund balance school** districts are allowed to maintain; Mr. Atseff stated two per cent (2%).

Mr. Griswold asked where **state aid for school bus purchases** is deposited. Mr. Atseff stated it is placed in the school bus purchase reserve fund.

Mrs. Brunner asked if voter approval is required to create and spend funds from the **capital reserve fund**. Mr. Atseff reviewed how the fund is created, used and renewed and noted that the capital reserve fund will appear on the May, 2004 annual school election ballot since voter approval is due to replenish the fund. The term of the school bus purchase reserve fund is also due for renewal at the 2004 annual school election.

Mr. Wyse asked what portion of the **annual school tax levy** remains unpaid. Mr. Atseff provided details.

Expenditure Report

Mr. Atseff referred to the sample of the monthly expenditure report and explained what the information reflects and how the report is used as a management tool. This report is provided to the Board of Education on a monthly basis as an informational item to monitor district expenses in the general fund (e.g. instruction, general support, pupil transportation, debt service, other). He answered several questions about the nature of line items in the report.

Mr. Atseff noted that the total amount of the general fund directed toward educational programs has increased from 69% to 79% in the past three (3) years. Mr. Havens noted that he is pleased with that trend, noting that it is difficult to exceed 75% of total expenses solely for instructional purposes.

Mr. Triou asked if there is any comparable data on the share spent for instructional purposes by other districts. Mr. Havens stated that data is not compiled.

Budget Transfers

Mr. Atseff reviewed the process for transfer of funds among budget accounts during the school year. The Board of Education delegates transfers of less than \$10,000 to the superintendent of schools and must approve any transfers in excess of that amount.

C. FUND BALANCE

Mr. Atseff noted that there are two types of fund balance.

One is the **“reserved” fund balance** that reflects use of unexpended funds for a specific purpose such as unemployment insurance, capital reserve or liability reserve.

The other is the **“unreserved” fund balance** that is either designated (amount of unspent funds expected at year end that is applied to the tax levy) or undesignated (set aside and not appropriated, like a savings account)

Mr. Atseff fielded and answered several questions about the nature and uses of the fund balance. He reviewed the importance of maintaining the amount of planned fund balance each year at the same level to avoid an increase in the property tax levy. He noted that the external auditor includes the status of fund balances in the annual examination and report.

Mr. Johnson asked if it is possible for the Board of Education to **establish a reserve fund for the model school's program** to provide funds on a steady basis instead of struggling annually to include it in the operating budget.

Mr. Griswold asked why such an approach might be used. Mr. Johnson stated it could fund itself through allocation of surplus funds, prevent increases in the annual tax levy and place it clearly in the public view as to how much is spent for the program.

Mr. Griswold stated he would expect the model school's program to occur as part of operating budget.

Mr. Havens stated that he suspects the auditor would classify expenses for the model school's program as an annual, recurring operating expense as opposed to a reserve fund expense. Mr. Atseff stated that the auditor has the responsibility to monitor appropriate uses of district funds.

Mr. Griswold asked how **the liability reserve fund, for example, would differ from a reserve fund** for model schools. Mr. Atseff noted that the liability reserve is for a future expense that the school district would reasonably expect to incur; the model school's program is an option for the instructional program.

Mr. Griswold asked where the amounts of **reserved and unreserved fund balances** are recorded. Mr. Atseff provided details.

Mr. Atseff noted how planned expenses (e.g. payroll, debt) are **earmarked** (a/k/a encumbered) at the start of the fiscal year.

Mrs. Brunner asked how the **hold on spending** each spring relates to the budget process. Mr. Atseff provided details.

Mr. Atseff noted that **review and discussion of long-range district needs and financial issues**, such as the taxable assessed value of the nuclear power station, is essential to keep the district financially healthy and allow efforts to improve student achievement to continue.

Mrs. Brunner noted how the **philosophy of the Board of Education** has developed over the past 5 to 10 years on the **uses of fund balances** and long-range planning for facilities needs. Mr. Havens noted that we are fortunate to have a positive philosophy in place among trustees and management personnel.

Mrs. Brunner noted that trustees control attitudes among themselves as a Board of Education and it is conveyed to students, staff and the community.

Mrs. Brunner noted that she attended a seminar on **grant writing** at the state school boards convention and suggested keeping such an option for our district under active consideration for future years. She also noted **update of computer equipment** as an option for future consideration.

Mr. Griswold feels it is valuable for trustees to suggest issues such as these on a regular basis for potential inclusion in a future year's budget.

Mr. Atseff suggested review of such items as options in light of the ***school improvement plan*** to insure a coordinated approach to expenditures.

Mr. Havens suggested shifting the summer ***workshop on goals and objectives and the school improvement plan to*** a date in the fall to allow planning for a future year's budget rather than planning for the ensuing year where a budget is already in place,.

Mr. Wyse noted that return on investment for a grant writer's efforts are 3 to 5 years.

Mrs. Lyke noted that some organizations exist to locate and develop grants.

D. FINANCIAL STRESS INDICATORS

Mr. Atseff noted that the indicators of financial stress in a school district are:

- Over-spending of Expenditure Line Items
- Inadequate Revenues
- A Deficit Position of Cash Flow
- Erosion of Depletion of Fund Balance

E. FINANCIAL OVERSIGHT

Mr. Atseff noted that both the internal claims auditor and the external claims auditor, as discussed in detail earlier this evening, provide financial oversight.

He also commended the efforts and experience of the district's business office staff to insure that state regulations and internal controls are maintained.

Mr. Atseff noted that this is the first fiscal year of the new GASB accounting requirements which Mr. Wager will discuss when he presents the audit report next month.

F. ADDITIONAL DISCUSSION

Mrs. Lyke asked about internal controls and procedures in the ***school lunch fund*** and how the external auditor reviews that fund. Mr. Atseff commented on the nature of that audit and operations of the food service program and noted as examples the modifications proposed by the new food service supervisor.

Mr. Griswold ***thanked Mr. Atseff*** for his presentation and information.

Mr. Havens noted that Mr. Atseff and the district's ***business office staff is highly experienced.***

Mr. Johnson feels the ***background information*** provided this evening provides excellent insight for trustees as reports are presented throughout the school year.

Mr. Atseff cited the ***joint efforts*** among the trustees and management staff that result in the district's excellent financial health and student achievement.

Mr. Triou noted comments at one of the seminars he attended last weekend that a success in managing a school district depends on a ***positive working relationship***

among all parties involved and commented that this Board of Education works well together despite occasional differences of opinion.

Mr. Wyse noted that this Board of Education has successfully adopted the approach that people can and will differ but they can also **address and resolve issues** and put them behind them. Mr. Wyse stated that the residents of the district are fortunate that this approach is in place.

IV. ADJOURNMENT

Mr. Triou offered a **MOTION** to adjourn the meeting at 9:00 p.m. 7 Ayes, 0 Nays, 2 Absent (Mr. Ratcliffe, Mr. Robusto), 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

November 5, 2003

School District Clerk

JES/jes:wp

WAYNE CENTRAL SCHOOL DISTRICT

To: Michael Havens, Superintendent of Schools
From: Mark D. Callahan, Director of Human Resources
Re: Personnel Action
Date: November 5, 2003

The following is submitted for your review and approval.

INSTRUCTIONAL STAFF❖ **Tenure Recommendation:**

Lorraine Isgrigg is being recommended by the Superintendent for appointment to tenure in the tenure area of Secondary Math effective December 17, 2003.

❖ **Resignations:** None❖ **Leave of Absence:**

Lorraine Willis, Special Education Teacher, assigned to the Thomas C. Armstrong Middle School, a paid FMLA disability leave of absence effective November 3, 2003 through February 2, 2004. *For purpose of child rearing.*

❖ **Informational Items:**

Kathy Uerz has been reassigned to the position of 5th Grade Elementary Teacher, assigned to the Ontario Elementary School effective October 27, 2003. *Replacement for Donna Stalker.*

Donna Stalker has been assigned a teacher on special assignment status for the purpose of becoming Director of the Teacher Center.

SUPPORT STAFF❖ **Resignations:**

Elizabeth Jacobs –Bus Driver, effective October 31, 2003. *For personal reasons.*

Jane Miller – Teacher Aide, assigned to the Thomas C. Armstrong Middle School, effective October 15, 2003. For personal reasons.

Joshua Simpson – Cleaner, assigned to the James A. Beneway High School, effective October 20, 2003. *For personal reasons.*

B. SUBSTITUTE SUPPORT STAFF FOR 2003-04

❖ **Appointments:**

John Leone – Substitute School Bus Monitor, effective October 20, 2003.

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

❖ **MUSICAL ADVISOR APPOINTMENTS (AMENDED)**

Name	Activity	Bldg.	Rate
Marla Houston	Musical Drama Director	HS	\$1,641
Michael Lester	Musical Inst. Director	HS	\$1,641
Lee Stamonine	Musical Producer	HS	\$513
Lori Eaton-Smith	Musical Producer	HS	\$513
George Bauerschmidt	Musical Vocal Director	HS	\$1,641

❖ **LITERACY COACHES (\$1,687 PLUS \$86 PER ASSIGNED TEACHER)**

Name	Rate
Kim Northrop	\$2,461
Nancy Domm	\$2,375
Brenda Drexler	\$2,375
Susan Delperdange	\$2,891
Julie Diffenderfer	\$2,719
Cathy Crable	\$2,805
Cheryl Fry	\$2,805

❖ **COACHING APPOINTMENTS (AMENDED)**

Fall 2003

Name	Team	Step	WCS Years	Level	Incentive	Salary
	Boys JV Volleyball			E		

Winter 2003-04

Name	Team	Step	WCS Years	Level	Incentive	Salary
Maureen Doyle	Girls 7 th Grade Basketball	7	5	F	No	2374
Brian Tallie	Boys Freshman	4	4	D	No	2933

	Basketball					
Randy Luke	Boys 8 th Grade Basketball	3	3	F	No	2236
Justin Marino	G & B Varsity Alpine Skiing	1	1	C	No	2933
Ted Hargarther	Asst. Varsity Wrestling	21	21	F	Yes	3751
Andrew Brown	Head JV Wrestling	3	1	D	No	2933
Bonnie Morrison	Co-Varsity Cheerleading	13	2	D	No	1711.50
Tiffany Stapleton	Co-Varsity Cheerleading	2	2	D	No	1711.50
Justin Rister	JV Cheerleading	1	1	E	No	2376
William Hollenbeck	Volunteer Asst. Girl's Varsity Basketball					

Spring 2004

Name	Team	Step	WCS Years	Level	Incentive	Salary
Davis Leone	Boys Modified Track	1	4	F	No	2095

Annual Appointment of Fall Athletic Event Supervisory Staff 2003-2004: (at a rate of \$49.00 per event covered)

Don Johnson- sub

Randy Emison- sub

Mark Bunce- sub

Annual Appointment of Winter Athletic Event Supervisory Staff 2003-2004: (at a rate of \$49.00 per event covered)

Sheryl Idzik

Sandy Weis

Lisa Marlowe

Kim Baker

MJ Hoffman

WAYNE CENTRAL SCHOOL DISTRICT
Ontario Center, New York

TO: Board of Education
FROM: Michael Havens
RE: Consensus Agenda
DATE: November 5, 2003

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

1. Accept September Treasurer's Report
2. Accept Independent [Auditor's](#) Report
3. Approve [Budget](#) Transfers

TO: Michael Havens
FROM: Gregory J. Atseff
Assistant Superintendent for Business
DATE: November 5, 2003
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, 2003, 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 October 1 of the current fiscal year.

Recommend that the Board of Education adopt a resolution at the November 5, 2003, board meeting accepting the Independent Auditor's Report and the Management Letter for the fiscal year 2002-2003.

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 2002-2003 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

TO: Michael Havens
Superintendent of Schools
FROM: Gregory J. Atseff
Assistant Superintendent for Business
DATE: November 5, 2003
RE: Budget Transfers

In accordance with Policy #5330, please present the attached list of budget transfers to the Board of Education for their approval at their meeting on November 5, 2003.

GJA/db

Attachment