

# WAYNE CENTRAL SCHOOL DISTRICT BOARD OF EDUCATION MEETING AGENDA



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DATE: September 23, 2004  
TIME: 6:30 p.m.  
PLACE: District Office Board Room

- 6:30 Call to Order /Pledge of Allegiance
- Executive Session
- 7:30 Approval of Agenda/Accept Meeting [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. Ginna Negotiations – M. Havens
  2. Building Project Update – G. Atseff, M. Jordan
  3. Financial Update – G. Atseff
  4. New Staff Introductions – Mark Callahan
  5. CDEP Report – S. Woodard Att. 2
- 8:45 [Consensus](#) Agenda:
1. Approve the Superintendent's Contract Att. 3
- 8:50 Public Comment/Board Comments
- 8:55 Adjournment

Next Meeting: October 14, 2004 7:30 p.m. District Office Board Room

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### *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:** Thursday, September 16, 2004

**TIME:** 7:30 p.m.

**TYPE:** Regular Business Meeting  
 Office

**PLACE:** District

**PRESENT:** Trustees Brunner, Diller, Griswold, Lyke, Robusto (left @ 8:28 p.m.), Triou, District Clerk Switzer; Administrators Havens, Pirozzolo, Shaffer, Atseff, Spring, Callahan, Scheik, Blankenberg

**ABSENT:** Trustees Johnson, Ratcliffe & Wyse

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

**I. CALL TO ORDER:** 7:30 p.m. by John D. Triou, School Board President

**II. APPROVAL OF AGENDA & MINUTES** (August 19, 2004)

Mr. Havens presented a hand carry for an agreement with Wayne County Action Program, Inc. for lease of space at Ontario Elementary School for a Head Start program for consideration as part of the consensus agenda. Mrs. Brunner offered a **MOTION** to approve the agenda for this evening's meeting as revised, and the minutes of the meeting of August 19, 2004, as presented. 6 Ayes, 0 Nays, 3 Absent (Mr. Johnson, Mr. Ratcliffe, Mr. Wyse), Carried.

**A. III. PUBLIC COMMENT**

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

A. Alexander Wingate, 5730 Slocum Road, Ontario, suggested developing procedures for persons who have school identification to also personally identify themselves when speaking to students or others. He has spoken to Mr. Havens about this issue and learned no state law exists and feels a local procedure is needed. Trustees asked Mr. Havens to provide additional information on the topic.

**IV. BOARD MEMBER COMMENTS**

A. Mrs. Lyke noted that she has agreed to serve as **co-chairperson of the legislative committee for the Four County School Boards Association** for 2004-2005; Mrs. Scher from Penn Yan is co-chairperson.

B. Mrs. Lyke noted recent conversations with parents about **guidelines for student attire** and asked if this was a topic of interest to any other trustees. Mr. Griswold and Mr. Robusto stated they had such interest; Mr. Griswold noted less than positive response to this topic when posed as a survey question on the district web site in a prior year. Mr. Havens noted that the topic is addressed in general terms in the district's code of conduct; he will seek additional information. Mr. Griswold

suggested that the model school's program may have some input to offer on the topic.

- C. Mr. Triou noted the **survey question on the web site** could include feedback from students as well as adults.
- D. Mrs. Brunner stated she was pleased to participate in the **ice cream social** sponsored for families and students by the Freewill Elementary Parents' Group and noted the efforts of additional district personnel and trustees in the event. Mrs. Diller noted that 675 persons participated in the event.
- E. Mrs. Brunner extended thanks to Mr. Havens for an impromptu tour of **construction efforts** last week and noted that she found the new entry and office area at Freewill Elementary School a bit disorienting. She added that the new floor surfaces at Freewill Elementary School are very impressive and feels that the remaining carpeted surfaces are less inviting.

## V. BOARD PRESIDENT'S COMMENTS

- A. Mr. Triou extended **condolences** to the family of Pamela Bavis, a Walworth resident whose spouse taught at the middle and high schools for more than 30 years, on her recent demise.
- B. Mr. Triou stated he was pleased to attend the ice cream social at Freewill Elementary School as a parent and was impressed with the atmosphere created by the style of music and nature of event.

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

## VII. REPORTS OF THE SUPERINTENDENT OF SCHOOLS

### A. REPORT ON OPENING DAY OF SCHOOL

Mr. Havens reported on a smooth **opening of schools** on Tuesday, September 7<sup>th</sup> and expressed thanks to the many staff members who worked during the holiday weekend to complete final preparations for staff and students to use spaces remodeled during the summer recess.

He added that the new full day kindergarten program is off to a good start and staff members participated in **staff development days** prior to start of classes. He complimented Mr. Spring and district and building staff members for their efforts to plan and present those programs.

He noted that work continues on the **new classroom addition at the high school** and on **athletic field improvements** and that interior remodeling and improvements are now conducted after the school day. The goal is to have the classroom additions fully enclosed by Decemebr 1<sup>st</sup> to allow work to continue inside that space during the winter months.

Mr. Havens noted that the monthly construction update is planned for the September 23<sup>rd</sup> meeting and reviewed efforts underway to address some safety and vehicle logistics relative to bus traffic at the middle school.

### B. PRESENTATION OF SCHOOL IMPROVEMENT PLAN • 2005-2006

Mr. Spring, assistant superintendent for instruction, reviewed details of the ***school improvement plan*** for the 2004-2005 school year which focuses on literacy (language arts) and numeracy (math) skills as well as increasing the number of students who earn Regents' diplomas and the number of students who pursue college studies. (copy filed in clerk's agenda file, this meeting)

Standards for student achievement were noted for grades K to 4, 5 to 8 and 9-12. Staff reports on these goals are scheduled for school board meetings throughout the school year.

In addition, the 2004-05 plans include goals for increasing the rate of students who receive Regents diplomas to 98% and the rate of students who continue onto college to 95%.

Mrs. Brunner asked if any emphasis is planned on emphasis of the importance of students ***completing college studies***. Mr. Havens state that the initial goal is to increase the number of students who pursue additional study. Mr. Spring stated that efforts to provide such encouragement to students would occur as well.

Mrs. Lyke noted that the opportunities available at out high school for these students to participate in Gemini and early college classes are additional ways to encourage them to pursue and complete college studies.

Mrs. Lyke asked about the status of ***Comprehensive District Education*** Plan (CDEP). Mr. Havens stated that the updates were recently completed and that he will share them with trustees. A presentation on the plan will also occur at a future school board meeting.

Mrs. Lyke is pleased to see the efforts planned to work with ***students who transfer into*** our schools as part of student achievement.

Mr. Griswold recalled discussion at a prior meeting about the plans for ***extending the school day for some students***. Mr. Spring stated that he and the high school principal plan to review the progress by students who participated in the summer transitions program at the end of the first academic quarter and then review the extended day option.

### **C. SIGNAGE FOR SCIENCE OLYMPIAD TEAM RECOGNITION**

Mr. Havens displayed a sample of new highway, recognition signs for posting at entry points to the school district that recognize the 2004 Science Olympiad championships. Sign locations are at both ends of NYS Routes 104 & 441 and Lake Road, a county highway. He stated that he is working with town, county and state officials in this effort.

### **D. YEAR-END FINANCIAL POSITION • June 30, 2004**

Mr. Havens introduced Mr. Atseff to review the year-end financial condition report included in this evening's agenda (copy filed in clerk's agenda file, this meeting)

Mr. Atseff reviewed the varied items on the report which allowed the school district to conclude the fiscal year in a favorable position through careful spending and strong budget planning.

He noted that recommendations for allocation of unspent funds to reserve funds for liability and for purchase of school busses are included in the consensus agenda for this evening's agenda to finalize closing entries for accounts as of June 30, 2004.

Mrs. Lyke extended compliments to district officials for this positive report.

Mr. Triou asked how **funds allocated to the reserve** funds are spent at a future time. Mr. Atseff stated that voter approval is required for use of funds in the **school bus purchase reserve fund while** action by the Board of Education is all that is necessary for use of the **liability reserve fund**. He added that there is a fixed term and ceiling for the school bus purchase reserve fund which is presented to voters for renewal at regular intervals.

Mr. Griswold asked if there is a maximum amount that the reserve funds may not exceed. Mr. Atseff stated that the bus purchase reserve fund is established by voters when they authorize creation or renewal of that fund and state guidelines are in place for the maximum allowed in the liability reserve. Our liability reserve is well below that state limit.

Mr. Havens commented that he and Mr. Atseff are working with the school district's financial advisors to develop a long-range plan for allocating funds which would allow purchase of school busses from the reserve fund and remove the amount of appx. \$300,000 for those purchases from the annual operating budget. Mr. Havens the approach is to take measures in positive financial times to avoid hardship in future financial times

Mrs. Lyke asked if voter approval is still required to use the reserve funds to purchase school busses; the response was yes. Mr. Havens noted that any state aid earned for school bus purchases and funds from sale of any surplus busses are also deposited in the bus purchase reserve fund.

Mr. Griswold asked if the estimated \$2 million for the bus reserve fund over ten (10) years is "evergreen." Mr. Havens reviewed how the estimates were derived.

Mr. Triou note that the reduction of the annual allocation of some \$300,000 from the operating budget was a positive factor for the future.

Mrs. Lyke asked what period is encompassed by the current school bus reserve fund and if the ceiling of the fund could increase. Mr. Atseff noted that the current fund, most recently renewed by voter approval at the annual school election of May, 2004, is for three (3) years and that the maximum amount could increase if the voters approved same in a future re-authorization of the reserve fund.

## **VIII. 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 APPOINTMENTS:**

**RESOLUTION TO GRANT TENURE TO  
MULTIPLE STAFF MEMBERS**

**RESOLVED**, that, upon the recommendation of the superintendent of schools, persons named below, who are certified in their respective areas of study, are hereby appointed to tenure at dates specified:

<b>Alan Eagle</b>	Technology	October 8, 2004
<b>Sharon Hetzler</b>	Special Education	September 25, 2004
<b>Karen Palmer</b>	School Counseling	October 9, 2004.

**RESIGNATIONS:**

**Michelle Guerrieri**, special education teacher, assigned to the middle school, effective July 30, 2004 (personal reasons)

**Jennifer Underwood**, math teacher, assigned to the middle school, effective August 18, 2004 (personal reasons)

**Kim Baker**, Girl's and Boy's Modified Cross Country (Fall Season), effective August 4, 2004. (personal reasons)

**APPOINTMENTS:**

**Katie Breedy**, art teacher, assigned to the high school, a three year probationary appointment effective September 1, 2004 through August 31, 2007 at \$34,840(replacement for Jennifer Vaccarella, resigned).

**Nancy Jordan**, English Teacher, assigned to the middle school, a one year temporary appointment effective September 1, 2004 through June 26, 2005 at \$35,500 (replacement for Jennifer Borowiak, on child rearing leave of absence).

**Jennifer Piede**, school counselor, assigned to the middle school, a one year temporary appointment effective September 1, 2004 through June 26, 2005 at \$36,400 (replacement for Laurie Rogers, on child rearing leave of absence)

**Tina Smith-Cieplinski**, special education teacher (home instruction), assigned to the middle school, a two year probationary appointment effective September 1, 2004 through August 31, 2006 at \$42,262 (new position created through consolidation of tutoring services)

**Tracey Wiesmore**, special education teacher, assigned to the middle school, a two year probationary appointment effective September 1, 2004 through August 31, 2006 at \$39,250 (replacement for Michelle Guerrieri, resigned).

**Amend Prior Action (June 9, 2004 )**

**Colleen Havranek**, speech pathologist (.50 FTE), assigned to the Freewill Elementary School, a **part-time appointment** effective September 1, 2004 at \$41,250 pro-rated (correction from prior probationary; part-time teachers are not eligible for a tenure track appointment)

**LEAVE OF ABSENCE:**

**Laurie Rogers**, school counselor, assigned to the middle school,, a one year unpaid leave from September 1, 2004 through June 30, 2005. (child-rearing)

## **SUPPORTIVE STAFF:**

### **RESIGNATIONS:**

**Nancy Bolton**, food service helper, assigned to the high school, effective August 31, 2004 (contingent on appointment as teacher aide)

**Theresa Congelosi**, teacher aide, assigned to the high school, effective August 19, 2004. (personal reasons)

**Gail Fritz**, teacher aide (1:1) assigned to the middle school, effective August 31, 2004 (personal reasons)

**Kathleen Lindsay**, teacher aide, assigned to the high school, effective August 27, 2004. (personal reasons)

**Linda Schieven**, food service helper, assigned to the middle school, effective August 31, 2004. (contingent on appointment as cook manager, below)

**Michele Paszkiewicz**, food service helper, assigned to the Ontario Primary School, effective August 9, 2004. (personal reasons)

**Janice Popoli**, bus driver, effective August 25, 2004. (personal reasons)

### **APPOINTMENTS:**

**Durwood Adams**, bus driver, a six month probationary civil service appointment effective September 7, 2004 through March 6, 2005 at \$12.45 per hour (shift to full-time run)

**Jacqueline Boerschlein**, teacher aide (1.0 FTE) (1:1), assigned to the Freewill Elementary School, a one year temporary civil service appointment effective September 1, 2004 through June 30, 2005, at \$8.05 per hour (to support returning students)

**Nancy Bolton**, teacher aide, assigned to the High school, a six month probationary civil service appointment effective September 1, 2004 through February 28, 2005, at \$11.70 per hour (replacement for Theresa Congelosi, resigned).

**Joyce Anne Collier**, teacher aide, assigned to the Freewill Elementary School, a six month probationary civil service appointment effective September 1, 2004 through February 28, 2005, at \$8.30 per hour (new position to support full day kindergarten)

**Sarah Cooman**, teacher Aide (1.0 FTE) (1:1), assigned to the high school, a one year temporary Civil service appointment effective September 1, 2004 through June 30, 2005, at \$8.05 per hour (to support new student)

**Peter Evans**, bus driver, a six month probationary civil service appointment effective September 7, 2004 through March 6, 2005 at \$12.45 per hour (replacement for Janice Popoli, resigned)

**Thomas Hemstreet**, bus driver, a temporary civil service appointment effective September 7, 2004 through June 30, 2005 at \$12.20 per hour (replacement for Carmella Heintzelman, on medical leave).

**Daniel Kuhner**, bus driver, a six month probationary civil service appointment effective September 7, 2004 through March 6, 2005 at \$12.20 per hour (new bus run)



**Christina Lawrence**, registered professional nurse, assigned to the Ontario Primary School, a six month probationary civil service appointment effective September 1, 2004 through February 28, 2005, at \$15.10 per hour (replacement for Darcy Petrosino)

**Tracy LaPlaca**, teacher aide, assigned to the Freewill Elementary School, a six month probationary civil service appointment effective September 1, 2004 through February 28, 2005, at \$ 8.95 per hour (replacement for Jean Gardner, retired).

**Kristin Liberti Bauerschmidt**, teacher Aide (1.0 FTE) (1:1) assigned to the high school, a one year temporary civil service appointment effective September 1, 2004 through June 30, 2005, at \$8.05 per hour (to support a returning student)

**Sherrie Lucas**, school bus monitor, a temporary civil service appointment effective September 7, 2004 through June 30, 2005 at \$8.30 per hour (replacement for Barb Twist, on medical leave).

**Kristine Murray**, teacher aide (.70 FTE) (1:1) assigned to the Freewill Elementary School, a one year temporary civil service appointment effective September 1, 2004 through June 30, 2005 at \$10.30 per hour (to support returning students)

**Terry Nevil**, bus driver, a temporary civil service appointment effective September 7, 2004 through June 30, 2005 at \$12.20 per hour (replacement for Monica Ambeau, on medical leave).

**Michelle Quigley**, bus driver, a six month probationary civil service appointment effective September 7, 2004 at \$12.45 per hour (replacement for Pamela Sawyer, deceased)

**Linda Schieven**, cook manager, assigned to the middle school, a six month probationary civil service appointment effective September 1, 2004 through February 28, 2005 at \$12.40 per hour (replacement for Anita Amsler, retired).

**Bonnie Scott**, food service helper, assigned to the Ontario Primary School, a part-time probationary civil service appointment effective September 1, 2004 through February 28, 2005 at \$7.05 hour (replacement for Michele Paszkiewicz, resigned)

**Lisa Walsh**, registered professional nurse, assigned to the Ontario Elementary School, a one year temporary civil service appointment effective September 1, 2004 through June 30, 2005 or until the return, resignation, or other conclusion of leave of absence of Martha Walton, at \$14.20 per hour (replacement for Martha Walton, on medical leave).

### ***Information Item:***

**Kim Muir**, typist, assigned to the high school, re-assigned from 11 month position (athletic director's office) to 12 month position (main office), effective August 23, 2004 at current salary, pro-rated (replacement for Margaret Wachob, retired)

Mrs. Brunner offered a **MOTION**, seconded by Mr. Griswold, to adopt/approve the personnel changes as recommended by the superintendent of schools. 6 Ayes, 0 Nays, 3 Absent (Mr. Johnson, Mr. Ratcliffe, Mr. Wyse), Carried.

## **B. CONSENSUS AGENDA**

- (1) Reports of the School District Treasurer (A/O 6/30/04 & 7/31/04)
- (2) Approve Budget Transfers
- (3) Award Bids for Milk & Milk Products, Snack & Specialty Food Items, Meat & Meat Products, Cheese & Frozen Foods and Canned and Packaged Foods (B.O.C.E.S. Cooperative Bid)

- (4) Allocation of Year End Balances (Liability Reserve, School Bus Purchase Reserve)
- (5) Agreement with Wayne C.A.P. for Use of School Facilities (Head Start)

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

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

- (1) Receive & file **reports of the school district treasurer** for the period ending June 30, 2004 and the period ending July 31, 2004 (copies attached to these minutes in the minute book)
- (2) Approve ***budget transfers*** pursuant to Policy 5330 (copies attached to these minutes in the minute book)
- (3) Award ***bids for milk & milk products, snack & specialty food items, meat & meat products, cheese & frozen foods and canned and packaged foods*** to the lowest responsible bidders, multiple bid awards (B.O.C.E.S. Cooperative Bid) (copy of bids filed in clerk's files)
- (4) Adopt a **RESOLUTION** for ***allocation of year end balances*** (Liability Reserve, School Bus Purchase Reserve), **TO WIT:**

**RESOLUTION FOR ALLOCATION OF EXCESS  
FUND BALANCE OF THE GENERAL FUND  
(Fiscal Year Ending June 30, 2004)**

**BE IT RESOLVED**, that the Board of Education does hereby allocate the available \$1,076,288 fund balance of the general fund, in excess of the two percent (2%) state maximum, as follows:

- (1) Transfer \$750,000 To the School Bus Purchase Reserve Fund
- (2) Transfer \$ 326,288 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, 2004.

- (5) Adopt a **RESOLUTION** for Use of School Facilities for Head Start programs, **TO WIT:**

**RESOLUTION TO APPROVE AGREEMENT WITH  
WAYNE COUNTY ACTION PROGRAM  
FOR USE OF SCHOOL FACILITIES  
(Head Start Program @ Ontario Elementary School)**

**BE IT RESOLVED**, that, upon the recommendation of the superintendent of schools, the Board of Education does hereby approve the agreement with Wayne county Action Program for use of school facilities for the period of September 1, 2004 to August 31, 2005 (copy filed in clerk's files)

On the question, the consensus agenda was approved/adopted by a vote of 6 Ayes, 0 Nays, 3 Absent (Mr. Johnson, Mr. Ratcliffe, Mr. Wyse).

**IX. ADDITIONAL PUBLIC COMMENT - None**

**X. ADDITIONAL BOARD MEMBER COMMENTS**

- A. Mr. Griswold noted the resignation by a ***science teacher*** to accept a position in the private sector and that is is unfortunate when experienced teachers leave the classroom. Mr. Havens noted the impact of vacancies when experienced staff members leave. He added that one of our district graduates is in their final college studies as a science teacher who wishes to return here to teach.

B. Mr. Griswold asked about the **recruitment of replacements** for science teachers and the ability to target funds for specific areas. Mr. Havens and Mr. Callahan provided details.

(Mr. Robusto left the meeting at 8:28 p.m.)

**XI EXECUTIVE SESSION** (Personnel)

Mrs. Brunner offered a **MOTION** to adjourn the meeting, at 8:29 p.m., for an executive session on personnel matters pertaining to specific persons. 5 Ayes, 0 Nays, 4 Absent (Mr. Johnson, Mr. Ratcliffe, Mr. Robusto, Mr. Wyse), Carried.

**XII. RECONVENE:** 8:59 p.m.

**XIII. ADJOURNMENT**

Mrs. Lyke offered a **MOTION** to adjourn the meeting at 8:20 p.m. 5 Ayes, 0 Nays, 4 Absent (Mr. Johnson, Mr. Ratcliffe, Mr. Robusto, Mr. Wyse), Carried.

Respectfully submitted,

**JAMES E. SWITZER**  
School District Clerk

APPROVAL OF  JTES

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

**September 23, 2004**

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School District Clerk

JES/jes:wp

WAYNE CENTRAL SCHOOL DISTRICT  
Ontario Center, New York

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**TO: Board of Education**  
**FROM: Michael Havens**  
**RE: Consensus Agenda**  
**DATE: September 23, 2004**

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

1. **Adopt Superintendent's Contract**