



Michael Havens
Superintendent of Schools

Phone: 315-524-0201
Fax: 315-524-4233
mhavens@wayne.k12.ny.us

Wayne Central School District

LETTER to the BOARD

February 4, 2005

"We are what we repeatedly do. Excellence, then, is not an act, but a habit." - - Aristotle

Greetings from Wayne Central School District. Below are some items of interest.

Agenda Newsletter:

1. **Building Tour** - We will meet at 6:30 to tour the progress on the new high school wing
2. **Executive Session** – There will be an executive session to discuss personnel matters.
3. **Graduation Requirements** – The model schools team is ready to present proposed new graduation requirements for our students. We believe this step will be a big step towards creating the kind of school we have dreamed about. Changes in requirements include;
 - i. raising passing rate to 65 (from last meeting)
 - ii. 22 credits of study
 - iii. 20 hours of community service
 - iv. 40 hour career internship
 - v. participation in at least one co-curricular club or sport
 - vi. completion of 3 college credits
 - vii. completion of courses in parenting and personal finance management
 - viii. computer literacy
 - ix. Senior Project

These components are all listed in the Model Schools Plan Approved by the Board in 2003. We will present them for your consideration at the meeting. We would ask that at the next meeting you consider the acceptability of the requirements. If they are acceptable we will ask at a future meeting, that you direct the policy committee to draw up Board policy making them a graduation requirement. If approved this will be a giant step for all of us.

Enclosed is some background information for the presentation.

4. **Building Project** - Michael Jordan will provide his monthly update on the building project.

5. **Budget Presentation** - Enclosed is the program portion of the budget. This is always the largest part . Greg did a nice job summarizing it in his bullets so I will not bother repeating them. I am pleased that we are recommending making some additions for model schools. My conversations with fellow Wayne County Schools indicate that they are in far different economic circumstances than us. Many are looking at cuts and 5-9% tax increases.

I know this suggestion will not be popular with many of you but I ask that you consider having our tax rate stay at \$20.97 per thousand. That would be a 0% tax increase though we would collect additional revenue due to new construction and assessment increases. Financially I believe we can do this. Our community has been very supportive of us. I think that is because they trust us to be prudent with their money. So though I know I may not be successful in convincing you, I ask that you at least consider the option.

6. **Ginna Hearing** – The hearing will be February 17th at the high school. Mr. White will do the presentation after introductions from fellow negotiator Frank Robusto. Constellation will also make a few brief remarks. I will be going to the Town meeting on Monday so I will be able to report on how that goes. The County does theirs on the 10th. I have enclosed a copy of the PILOT for your review. If you have any questions, please contact me. Remember the information is confidential at this point, particularly the dollar amount.

7. **Financial Update** – Mr. Atseff will bring you the monthly financial update. As you know we have made some tremendous financial strides from where we were 5 years ago. Our auditor, Ray Wager is meeting with Mr. Atseff and myself on February 14th to discuss reserve funds and how to maximize our current fiscal situation to offset potential future lean times. Mr. Wager will be presenting his recommendations to the Board at one of our March meetings.

8. **Board Action** - Personnel, CSE, CPSE Action are submitted for approval. I recommend approval of all items as submitted.

9. **Board Policy** – We now have the final versions on a couple policies we have been discussing. The policy committee and myself are very comfortable with the wording.

Newsletter:

1. **TIES Update** – Attached is an update from Sandy Woodard about the TIES program. Recently one of the TIES founders, Chelsea Griswold, was honored by the Ontario/Walworth Rotary club as their December Student of the month.
2. **ELA Test Results-** Though the numbers are still estimates, it appears that we improved again this year on our 4th and 8th grade New York State ELA tests. You will recall that this year we put Mr. Adamo on special assignment and charged him with improving the teaching

techniques of the third and fourth grade teachers. It appears that the efforts have paid off. I will provide you with numbers as soon as I am more confident in their probable accuracy.

3. **Elementary Classes** - As expected, with the movement of students from the Freewill area to the OP/OE area, the class sizes at Freewill are diminishing somewhat. We will wait for April 1st attendance numbers before we start considering anything but we may reduce or move some teachers currently at Freewill. We try to keep primary class size (K-2) under 20 and Intermediate (3-6) under 25.
4. **AASA Conference** - Just a reminder that as part of my own professional development (as suggested by the Board), I will be attending the National Association of School Administrators conference from February 16- 20. This is my first national conference (except Model Schools) in seven years and I am very excited about attending. I hope to bring back some ideas to make our students even more successful.
5. **Events –**
 - 2/8 – Friends of Music Mtg @ MS – 7 p.m.
 - 2/10 – Board of Education meeting – 6:30 p.m.
 - 2/11 – Staff Training Day – No school for students
 - 2/15 – MS PTA Mtg – media Center – 7 p.m.
 - 3/4&5 – HS Musical “Beauty and the Beast”

Athletics: (Home games only)

- 2/5 – Boys JV & Varsity Basketball vs. Bloomfield – 6:00 & 7:30
- 2/5 – Boys’ Freshman Basketball vs. Midlakes – 4:15
- 2/8 – Boys JV & Varsity Basketball vs. Geneva – 6:00 & 7:30
- 2/9 – Varsity Bowling vs. Penn Yan @ Empire Lanes – 4:15
- 2/10 – Boys’ Freshman Basketball vs. Pal-Mac – 4:15

6. Attachments:

- a. Employee Termination Information
- b. Policy Committee Meeting Minutes
- c. TIES Update
- d. Ontario Town Board Meeting Minutes
- e. Walworth Town Board Meeting Minutes
- f. Pines of Peace Card
- g. Chamber of Commerce Newsletter
- h. Office of Civil Rights Determination

Wayne Central School District

Memorandum

Department of Human Resources

TO: Board of Education

FROM: Mark D. Callahan, Director of Human Resources

DATE: February 4, 2005

SUBJECT: 2/10/05 Personnel Action

Among the resolutions included within the Personnel Action to be considered on February 10th is a resolution to terminate employment. The following information is provided as background.

Susan Anseeuw

Susan has been a cleaner with the district since 1984. In March of 2002, Susan developed planter fascial fibromatosis, a condition that can be aggravated by walking on hard floor surfaces. Susan filed a workers' compensation claim in that same year and worked sporadically until November 2003 when she was determined to be disabled. Susan's claim was initially found to be compensable, however, was denied upon appeal on January 11, 2005. Susan has been unable to receive the necessary surgical procedure while the matter was in appeal.

On February 11, 2004, the Board of Education resolved to grant her a one year leave of absence pursuant to the provisions of Civil Service law. With no medical evidence to suggest that her prognosis would allow for her return anytime soon, we recommend this termination.

POLICY COMMITTEE MEETING MINUTES

DATE: Monday, January 31, 2005 **TIME:** 4:00 p.m. **PLACE:** District Office

PRESENT: Trustee Johnson; Mr. Havens, Mr. Atseff, Mr. Switzer **ABSENT:** Trustees Diller & Schultz

PRIOR MEETING MINUTES: Minutes of the meeting of January 5, 2005 were filed as presented.

OLD BUSINESS:

- (1) Policy 8220 - Fire Drills, Bomb Threats & Student Safety: Mr. Johnson presented the policy for second and final reading by the Board of Education on February 10, 2005. Committee members reviewed discussion and feedback from trustees at the January 13th Board of Education meeting on "optional" notification of the 911-Center by the superintendent of schools to alert fire and emergency officials. It was decided to remove the phrase to provide the option for the superintendent of schools or a designee to notify the 911-Center and to include a sentence in the prior paragraph that the superintendent of schools would notify the 911-Center as part of established procedures. The final text was approved to review as second reading by the Board of Education on February 10, 2005.
- (2) Proposed New Policy & Regulation 7500 – Student Safety & Security: Mr. Johnson presented the policy for second and final reading by the Board of Education on February 10, 2005. Committee members reviewed discussion and feedback from trustees at the January 13th Board of Education meeting on use of electronic devices for photographic images, Based on comments from trustees that photos can take the form of film, digital and other media, now and in the future, it was decided to replace the wording proposed in the first reading on types of electronic devices with generic wording on prohibiting recording of any images. The final text was approved to review as second reading by the Board of Education on February 10, 2005.
- (3) New Policy 5500 – Disclosure of Wrongful Conduct & Protection From Reprisal: Copies were circulated for comment among trustees. Responses received were noted. Mr. Havens will share with administrative council for review as well as the committee continues its review and discussion.
- (4) New Regulation 5501 – Internal Fiscal Controls: Copies were circulated for comment among trustees. Responses received were noted. Mr. Havens will share with administrative council for review as well as the committee continues its review and discussion.

PENDING BUSINESS:

- (1) Annual Review – Existing Policy Handbook: Continuing Effort • §§ (5000 - non-instructional/business operations), 6000 (personnel), 7000 (students) & 8000 (instruction)
- (2) Required Annual Review of Existing Policies: Continuing Effort

3420 Harassment & Discrimination
4250 *Evaluation of the Superintendent of Schools*
5220 District Investment
5221 Principles of Purchasing
5530 Petty Cash Funds

7111 K-5 Attendance Regulations
7112 6-12 Attendance Regulations
7113 9-12 Attendance Regulations
7310 SAVE Code of Conduct

NEXT MEETINGS: District Office @ 4:00 p.m. on Monday, January 31st, Monday, February 14th, Monday, February 28th, Monday, March 14th, Monday, April 11th, Monday, April 25th, Monday, May 16th, Wednesday, June 1st, Monday, June 13th

ADJOURNMENT: 4:30 p.m.

Recorded by Jim Switzer

NEXT & FUTURE MEETING AGENDA ITEMS:

- *Follow-Up On:* Finalize Proposed Policy - Parent/Guardian Rights - Reporting Student Progress:
- *Follow-Up On:* New State Comptroller Policies – Internal Controls
- *Follow-Up On:* Updated Policy – Homeless Children
- *Follow-Up On:* Updated Policy – Fiscal Controls - Extra-Classroom Activity Funds
- *Follow-Up On:* Schedule of Required Annual Review of Existing Policies
- *Follow-Up On:* Transfer & Creation of Regulations & Exhibits
- *Follow-Up On:* Table of Annual Review, Notification and Publication of Policies & Regulations

JES/jes:wp

JANUARY 24, 2005
ONTARIO TOWN BOARD MEETING

A regular meeting of the Ontario Town Board was called to order by Supervisor Joseph Molino at 7:30 PM in the Ontario Town Hall. Present were Supervisor Joseph Molino, Councilmen: Mark Brewer, Donald Camp, Ronald Fillmore, Director of Recreation & Parks William Riddell and Town Clerk Cathy Herzog.

Absent: Councilman Donald Shears

Twenty-six residents and visitors were present at portions of the meeting.

Mr. Brewer led the Pledge of Allegiance.

Comments From the Public – None

Approval of Minutes – A motion was made by Mr. Camp, seconded by Mr. Brewer, **to approve the January 3, 2005 and January 10, 2005 minutes as presented.** 4 Ayes 0 Nays

1 Absent (Shears) MOTION CARRIED

Correspondence – None

Old Business – None

New Business - A motion was made by Mr. Camp, seconded by Mr. Brewer, **to accept the Supervisor's fiscal report for the month of December 2004 as presented.** 4 Ayes 0 Nays

1 Absent (Shears) MOTION CARRIED

Mr. Brewer requested the Accounting Supervisor stay after a town board meeting to discuss and review the year end fiscal reports.

A motion was made by Mr. Brewer, seconded by Mr. Camp, **to authorize the Supervisor to execute the 2005 Nutrition Services Contract between Wayne County and the Town of Ontario.**

4 Ayes 0 Nays 1 Absent (Shears) MOTION CARRIED

A motion was made by Mr. Camp, seconded by Mr. Fillmore, **approve a salary increase for Dawn Yantch, Court Clerk, from \$12.81 to \$14.25 effective January 1, 2005,** as requested by the Town Justices. 4 Ayes 0 Nays 1 Absent (Shears) MOTION CARRIED

A motion was made by Mr. Brewer, seconded by Mr. Camp, **to accept and authorize the Supervisor to execute the agreement to spend Town Highway Funds as presented.** 4 Ayes

0 Nays 1 Absent (Shears) MOTION CARRIED

A motion was made by Mr. Camp, seconded by Mr. Fillmore, to **approve Mr. Anthony Crisci Jr. from the Financial Focus Group, to offer voluntary life insurance to the town employees and their families at no cost to the Town.**

Mr. Brewer stated he was not at the workshop when Mr. Crisci made his presentation and he wanted to know if other towns used his services?

Mr. Molino stated the County and several other towns have allowed him to offer insurance to their employees. The option is voluntary.

The vote to **allow Mr. Crisci to offer life insurance to town employees** was 4 Ayes 0 Nays 1 Absent (Shears) MOTION CARRIED

A motion was made by Mr. Brewer, seconded by Mr. Camp, to **schedule a Public Hearing and Special Town Board meeting on Thursday, February 17, 2005 at 6:00 PM in the Ontario Town Hall, 1850 Ridge Road to consider proposed Local Law # 1 of 2005 and authorize the entry into a Payment in Lieu of Taxes Agreement between the R.E. Ginna Nuclear Power Plan, LLC and the Town of Ontario and any other business that may come before the Town Board and to direct the Town Clerk to post and publish a legal notice of public hearing.**

After discussion on the availability of board members to attend meetings in February, a motion was made by Mr. Brewer, seconded by Mr. Camp, to **amend the motion to schedule the Public Hearing and Special Town Board meeting on Monday, February 7, 2005 at 7:00 PM and to cancel the Town Board meeting February 14th and the Town Board workshop on February 21st.** 4 Ayes 0 Nays 1 Absent (Shears) MOTION CARRIED

The claims will be approved at the special meeting on February 7th and at the regularly scheduled meeting on February 28th.

Policy Items – None

Budget Transfers/Adjustments – A motion was made by Mr. Brewer, seconded by Mr. Fillmore, to **approve the following Capital Project budget transfer: transfer \$50,000.00 from A 9950.9 to H-67-5031.** 4 Ayes 0 Nays 1 Absent (Shears) MOTION CARRIED

Appointments/Resignations – A motion was made by Mr. Brewer, seconded by Mr. Fillmore, to **appoint Pamela Grundman to a part-time position in the Recreation Department and to a part-time position in the Economic Development Department for an hourly rate of \$9.50, effective 1/24/05 and to authorize Councilman Brewer to execute an agreement for her employment with the CSEA Clerical Unit.** 4 Ayes 0 Nays 1 Absent (Shears) MOTION CARRIED

Reports by Town Board Members – None

Approval of Claims – A motion was made by Mr. Camp, seconded by Mr. Fillmore, to **approve the abstract of claims for the month of January 2005, including vouchers # 101 through # 228 with a grand total of \$107,183.93 and to authorize the Supervisor to issue payments for same.** 4 Ayes 0 Nays 1 Absent (Shears) MOTION CARRIED

Comments from the Public – Ms. Susan Brown, President of the Library Board of Trustees, introduced their newest member, Mr. Floyd Welker. Mr. Welker has served on the board in the past and he stated he was glad to be back.

Mr. Molino introduced the Chairman of the Comprehensive Plan Committee (CPC) Mr. Tom McCune and stated he will be presenting the CPC's proposed Town of Ontario Comprehensive Plan (CP). He thanked Mr. McCune and the committee for their efforts in preparing the document.

Mr. McCune stated the Vice-Chairman is ill and he has had some technical difficulties so he will do the best he can with the presentation. He stated the Town Board received a proposed Comprehensive Plan document from the CPC that is 184 pages with 24 maps, 30 of the pages are recommendations for an implementation strategy. He briefly outlined what has been done and the next step in the process. He stated town officials, focus groups, public input, and a community-wide survey and outreach letters assisted the committee of seventeen residents. Mr. McCune stated their goal is to convince the Town Board that the proposed plan and recommendations are sound and is based on what the CPC believes is what is best for the town. The Town Board can accept all or portions of the proposed CP.

Mr. McCune stated the next steps are: Town Board review of the proposed document, Wayne County Planning Board review, an environmental review (SEQR), Town Board public hearing, adoption by the Town Board, implementation and monitor and update the plan as necessary.

Mr. McCune noted the town's "Master Plan" is ten years old. The town has experienced many changes and a lot of residential growth since that document was adopted. The new plan is called a "Comprehensive Plan" (CP). The committee was assisted by Stuart Brown Associates, Inc. a planning and management consultant firm that was funded by the Town Board. He stated their expertise and guidance was invaluable to the committee. He detailed the work done by the committee on preparing the proposed CP. He stated the committee began working on the proposal in September 2003 and that the document is the culmination of many hours of work and effort on the part of the CPC with a lot of public input. The committee held a public hearing and throughout the process the committee made every effort to ensure broad-based public participation was used in the planning process.

Mr. McCune gave a brief overview of the chapters in the CP as follows: Land Use and Future Land Use Plan, Natural Resources and Environmental Protection, Agriculture and Farmland, Housing and Residential Development, Business and Economic Development, Transportation and Infrastructure, Community Facilities and Services, Parks and Recreation, Historic Resources and Implementation Strategy. In each chapter the CPC highlighted goals, included maps and recommended actions.

Mr. McCune summarized the actions of the CPC and stated the proposed CP is a consensus of the group. He named the committee members and thanked them for their time and effort in the process. He thanked the Town Board and he stated the CPC is ready and willing to assist the Town Board in the next steps to adopt a CP for the Town of Ontario. He stated he highly recommends the use of the consultant Stuart Brown Associates in the next steps and offered his assistance. Some of the committee members present expressed their concerns and special interest and they expressed a willingness to assist the Town Board in the adoption process.

The Town board thanked Mr. McCune and the CPC committee.

Adjourn – A motion was made by Mr. Brewer, seconded by Mr. Camp, **to adjourn at 8:30 PM for a workshop.** 4 Ayes 0 Nays 1 Absent (Shears) MOTION CARRIED

Respectfully submitted,

Cathy Herzog
Ontario Town Clerk

The above minutes will become official upon approval of the town board.

The special Town Board meeting, held at the Walworth Town Hall, 3600 Lorraine Drive, was called to order at 7:30 P.M. by Supervisor Frank Guelli. Board members present: Daniel Keyes, Patti Marini and Thomas Yale. Absent: Frank Maciuska. Also present: Louise Weller, Deputy Town Clerk.

SPECIAL TOWN REFERENDUM DATE AMENDED:

Motion by Councilman Yale to amend the date of the referendum from March 29, 2005 to April 4, Seconded by Councilwoman Marini.

Roll call: Supervisor Guelli	Aye
Councilman Keyes	Aye
Councilman Maciuska	Absent
Councilwoman Marini	Aye
Councilman Yale	Aye

Motion carried.

LOCAL LAW NO. 2 CHANGES:

Richard Morris stated that some minor changes have been made to Local Law No. 2.

MEETING WITH THE ATTORNEY FOR THE TOWN:

Motion by Councilwoman Marini to adjourn to a meeting with the attorney.
Seconded by Councilman Keyes and unanimously carried. Time: 7:35 P.M.

RECONVENED:

Supervisor Guelli reconvened the meeting at 8:15 P.M.

ADJOURNMENT:

Motion by Councilman Yale to adjourn. Seconded by Councilwoman Marini and unanimously carried. Time: 8:17 P.M.

Respectfully submitted,

Louise Weller
Deputy Town Clerk

