

WAYNE CENTRAL SCHOOL DISTRICT BOARD OF EDUCATION MEETING AGENDA



DATE: March 10, 2005

TIME: 6:30 p.m.

PLACE: District Office

6:30 Call to Order /Pledge of Allegiance

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. Senior Class Request
2. Model Schools Graduation Requirement
3. [Budget](#) – Administrative Portion & Reviews Att. 2
4. Student Questions

8:40 Break

8:45 Board Action Items:

1. Approve Resolution for Annual School [Election](#) Att. 3
2. [Personnel](#) Action Att. 4
3. CPSE Action Att. 5
4. [Consensus](#) Agenda Att. 6
 1. Approve Treasurer's Report
 2. Approve Change Order

8:50 [Policy](#) – First Reading Att. 7

Public Comment/Board Comments

9:00 Adjournment

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: Thursday, February 10, 2005

TIME: 6:30 p.m.

TYPE: Regular Business Meeting

PLACE: District Office

PRESENT: Trustees Brunner, Diller, Griswold, Johnson, Lyke, Robusto, Schultz, Triou, Wyse; District Clerk Switzer; Administrators Havens, Morrin, Shaffer, Cox, Atseff, Spring, Callahan. Schiek & Davis

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

I. CALL TO ORDER: 6:30 p.m. by John D. Triou, School Board President

Prior to start of the business meeting, trustees and school personnel conducted a tour of the new classroom space and renovations for art, science and applied technology and a TV production studio under construction at the high school as part of the 2002 Capital Improvement Project.

II. EXECUTIVE SESSION (Personnel, Collective Negotiations)

Mr. Wyse offered a **MOTION** to adjourn the meeting, at 7:05 p.m., for an executive session on personnel matters pertaining to specific persons and collective bargaining related to the CSEA Support Staff Unit. 9 Ayes, 0 Nays, Carried.

III. RECONVENE: 7:30 p.m.

IV. PLEDGE OF ALLEGIANCE

V. APPROVAL OF AGENDA & MINUTES (January 27, 2005)

Mr. Havens requested amending the agenda to include a discussion on the real estate lease for storefront space in Ontario in place of an update on the 2002 Capital Improvement Project. Mr. Johnson offered a **MOTION** to approve the agenda for this evening's meeting, as revised, and the minutes of the meeting of January 27, 2005, as presented. 9 Ayes, 0 Nays, Carried.

A. VI. PUBLIC COMMENT - None

VII. BOARD MEMBER COMMENTS

A. Mrs. Lyke reminded trustees of the **program meeting of the Four County School Boards Association** on February 22nd featuring a review of protecting school district resources by Raymond Wager, CPA.

B. Mrs. Lyke noted that the **legislative breakfast of the Four County School Boards Association** is set for Saturday, March 12th and that Mr. Havens is a panelist for the program.

- C. Mrs. Lyke noted that she will travel to the state capital with the Four County School Boards Association to attend the annual **state legislative network**.
- D. Mr. Griswold suggested trustees make efforts to attend the **legislative breakfast** on March 12th.

VIII. BOARD PRESIDENT'S COMMENTS

- A. Mr. Triou read **thank you notes** received from the Board of Directors of the Ontario Food Pantry, Inc. and from Mrs. Linda Wyse, on behalf of, family members for the generous **personal donation** by trustees in memory of Robert Crane, her father.
- B. Mr. Triou expressed **condolences** to the family of retiree Edward Kiersbilck, a 30-plus year teacher at Walworth Elementary School, Ontario Elementary School and the middle school.

IX. REPORT ON ACTION ITEMS BY THE SUPERINTENDENT OF SCHOOLS

- A. Mr. Havens reported that he has communicated in writing with Mrs. Brown about her questions from the prior board meeting.

X. REPORTS OF THE SUPERINTENDENT OF SCHOOLS

A. PRESENTATION ON REVISED GRADUATION REQUIREMENTS – MODEL SCHOOLS

Mr. Havens introduced Mr. Larry Spring, assistant superintendent for instruction, to present details of proposed changes to graduation requirements as part of the model school's program.

Mr. Spring noted that the model school's team at the high school and district personnel wishes to develop programs that insure that the diploma granted by the Wayne Central School District to its graduates is the most prestigious in New York State.

Mr. Spring introduced team members who outlined proposals for introduction, over the next five (5) years, of an increase from 55% to 65% in the passing rate on Regents exams, an increase from fifteen (15) to twenty (20) hours of required community service, beginning in the freshman year, and a requirement that each senior complete three (3) college credits before graduation.

Graduates would also complete a 40-hour internship, a parenting and personal finance course, demonstrate competence in a computer operating system that is a business standard and compile an individual portfolio, including a self-reflection essay, senior exhibition, personal presentation, resume and transcript.

The total number of course credits for a diploma would increase from 22 to 24, each student would participate in at least one (1) club or athletic activity and complete an internship in an area of future career interest. The goal of 98% of seniors attending college is also included in this program.

Members of the model school's team who were present to review the proposed new requirements and participate in discussion of the proposals with trustees were Lory Morin (high school principal), Nicole Miller, Jennifer Klehr, Lisa Marlow, Kelly Gallup and

Susan Van Acker. They shared a PowerPoint presentation that traced the origin, growth and plans for the model school's program from the summer of 2000 to the present. (copy filed in clerk's agenda file, this meeting)

Cost estimates for the proposed items (e.g. staff training, curriculum development, staffing) were noted.

Mrs. Lyke noted recent information on new requirements of the NYS Board of Regents for certification of workforce readiness and asked if some of the items noted this evening will apply to the new requirements. Mr. Spring stated that our programs are two (2) years ahead of the new state requirements.

Mr. Wyse introduced his wife, Linda, present in the audience, who has served as a member of the model school's team at the high school since it started.

Mr. Triou asked if a large number of local business owners are seeking students to perform community service programs and if any examples of the work are available. Mr. Havens reviewed options available for students to meet this requirement (e.g. firematic explorer post, Dollars for Scholars, camps). Mr. Spring noted that the grant-writing project for the TIES Project is another example of community service activities in the model school's program.

Mr. Schultz noted that the United Way of Greater Rochester hosts a web site for volunteer opportunities which would provide an additional resource for community service options.

Mr. Havens thanked the staff members for their presentation and stated that he will make a request at the next Board of Education meeting to ask the policy committee to develop policies to implement the proposed changes in graduation requirements. He invited trustees to contact him if they have any additional questions or comments on the topic.

Mr. Robusto extended thanks to the staff members and district officials for the passion and enthusiasm they demonstrated for the proposed changes in graduation requirements and for the model school's program.

B. UPDATE ON STOREFRONT RENTAL ISSUE

Mr. Havens presented information on the effort to re-locate the Eagle Ventures' program for review and consideration by the Board of Education.

He stated that there is an additional +/-1,200 sq. ft. of retail space adjacent to the retail space at 2000 Ridge Road, Suite B, in the Town of Ontario for which a lease was previously approved by the Board of Education (cf. Page 8578, Minutes), effective on November 1, 2004, for use by the school district as a tutoring center and Eagle Ventures retail storefront.

As part of the application to the NYS Education Department for use of the leased space, the school district learned that a firewall that extended to the roof line of their space was required to provide a barrier for unknown, future uses of the adjacent space, over which the school district would not have any control. The estimated cost to the school district for a firewall is \$31,000.

When it was subsequently learned that the off-campus site for Eagle Ventures on Lake Road was no longer available for student use, Mr. Havens asked the NYS Education Department if the requirements for use of the adjacent retail space by the school district would still require the construction of the firewall.

NYS Education Department officials advised that the school district would not need to install the firewall if the adjacent space was also leased by the school district for a three (3) year period.

Mr. Havens added that the projected cost to lease the additional, +/- 1,200 feet of retail space adjacent to the space presently under lease is \$28,000 over a three-year period. This option would allow the school district to re-locate the Eagle Venture's program at less cost than to install a firewall to obtain approval from the NYS Education Department for the tutoring center and the Eagle Ventures store plus find a site to re-locate the Eagle Ventures program.

Based on this information, Mr. Havens recommended that the Board of Education approve a lease for a term of three (3) years for the +/- 1,200 sq. ft. of retail space adjacent to the storefront space at 2000 Ridge Road (Suite B), already leased by the school district, to provide space for the Eagle Ventures program. The tuition paid for the non-district students who are enrolled in the Eagle Ventures program would provide funding for the lease of this additional space.

Mr. Havens stated that he would prefer to present this proposal at the next business meeting (March 10th) to allow time for additional consideration and review by the Board of Education. Based on the immediate need to provide space for the program, however, he asked that trustees consider action on the item this evening.

Mr. Wyse stated that he visited the site of the proposed additional space with Mr. Havens. He feels it provides an excellent space for the Eagle Ventures program and makes economic sense for the school district.

Mr. Wyse asked what options exist for the Eagle Ventures program if this amendment to the lease is not pursued. Mr. Havens noted that the program presently operates at sites in the middle school and high school and a single site is preferable.

Mrs. Lyke noted that the three-year lease option also provides time for the Board of Education to learn if the school district's intent to conduct alternate programs in the community center proposed by the Walworth Town Board in the former First Academy Apartments structure (former Walworth High School and Walworth Elementary School, 1930-1980) in Walworth Hamlet.

Mrs. Brunner offered a **MOTION**, seconded by Mr. Wyse, to adopt a **RESOLUTION to amend the real estate lease agreement** with Neil & Robin Schmidt for retail space at 2000 Ridge Road, Suite B, in the Town of Ontario, **TO WIT:**

**RESOLUTION TO AMEND A REAL ESTATE LEASE
BETWEEN WAYNE CENTRAL SCHOOL DISTRICT
& NEIL & ROBIN SCHMIDT AT 2002 RIDGE ROAD
(Retail Space, Eagle Ventures Program, Suite A)**

RESOLVED, that the Board of Education of Wayne Central School District hereby approves an amendment to the real estate lease with Robin & Neil Schmidt, for the term of November 1, 2004 through August 31, 2009, to lease an additional +/- 1,200 sq. ft. of retail space at 2000 Ridge Road, Suite A, in the Town of Ontario, Wayne County, New York, adjoining the space in

the original lease, (a/k/a Suite B) immediately to the west of the premises covered by the original lease, *and*

BE IT FURTHER RESOLVED that the term of the lease of the adjoining premises (Suite A) will begin on February 10, 2005 and terminate on February 10, 2008, in a total amount of \$28,000 payable in 36-monthly installments of \$800 for the term of the lease of the adjoining premises, and

BE IT FURTHER RESOLVED, that the superintendent of schools is authorized to execute the same (copy filed in clerk's files)

On the question, the **RESOLUTION** was adopted by a vote of 8 Ayes, 0 Nays, 1 Abstention (Mr. Schultz). Mr. Schultz stated that he would have preferred additional dialogue on the proposal.

C. PROPOSED BUDGET • 2005-2006 • PROGRAM COMPONENT – Draft #1

Mr. Havens noted that the program portion of the proposed budget is scheduled for review at this meeting and asked Mr. Atseff to review Draft #1 of proposed expenditures in that area for the 2005-2006 school year.

Mr. Atseff reviewed Draft #1 of the program portion of the proposed budget, including the format for presentation of comparative data from prior years. (copy filed in clerk's agenda file, this meeting)

Highlights of the major components of this portion of the proposed budget are generally summarized as follows:

Instructional Services: Funding for wages as provided by collective bargaining agreements, inservice training, supplies and equipment for the daily instruction of students. Staffing adjustments include planned retirements, addition of a social worker and technology teacher for the high school as part of the model school's program and funding to expand the *Wings of Success* transition program after-school for another year.

Students With Special Educational Needs: Funding for wages as provided by collective bargaining agreements, consideration of staffing adjustments including retirements and placement of students by the Committee on Special Education.

Special Schools: Funding is provided for the summer driver education program, for tutoring of students during the school year and to provide textbooks for resident students who attend non-public schools as required by law.

Library-Media Programs & Computer Aided Instruction: Funding is provided to continue existing programs with some re-allocation of wages; funding for the instructional technology trainer was formerly covered by grant funds that are no longer available.

Additional Student Services: These areas collectively represent funding for the attendance officer, counselors, school health services, psychologists, and health services provided for resident students who attend non-public schools, as required by law.

Co-Curricular Activities: Funding is provided for student clubs and extra-curricular activities and includes addition of the technology student association, newspaper club and book club as part of the model school's program next year.

Interscholastic Athletics: Funding is provided for the present program and addition of two (2) new teams, junior varsity golf and indoor track, the latter started in the current school year with funds donated by the booster club.

Mr. Johnson asked about proposed reductions in equipment for interscholastic athletics. Mr. Atseff noted that it reflects re-allocation of funds.

Pupil Transportation: Funding is provided for wages as provided by the collective bargaining agreement. Transportation is provided to public and non-public school sites.

Garage Building Expense: Funding is provided for operation and maintenance of the school bus repair garage facility and reflects no changes.

Community Services: Funding is provided for the part-time position of manager of the performing arts center and for equipment and maintenance of that facility.

Fringe Benefits: Funding is provided for the health insurance benefits paid to persons whose wages are allocated in the program portion of the proposed budget. Since the prior business meeting, when Draft #1 of the capital portion of the proposed budget was presented, the projected cost increase for health insurance has decreased from 16.5% to 10.5%.

Mr. Atseff stated that Draft #1 of the capital and program components of the proposed budget reflect an increase of appx. \$2.7 million in proposed expenditures. He will present the administrative component, projected revenues and an overview of the total proposed budget at the March 10th business meeting.

Mrs. Brunner asked for clarification on proposed funding new co-curricular clubs planned for the model school's program and for coaching salaries; Mr. Atseff provided details.

Mr. Robusto asked why the proposed expenditures for computer hardware are double the amount for the current year and if it relates to the major reduction in spending in this area a few years ago. Mr. Atseff confirmed that the reduction a few years ago was intended as a one year action and this is an effort to reinstate that funding.

Mr. Robusto asked if the proposed expenditures are to "catch-up" or to maintain existing levels; Mr. Atseff stated the proposed funding is directed at replacing classroom computer units, expanding the number of servers and hard drives and re-allocating equipment as needs dictate.

Mrs. Lyke asked if the computer equipment and accessories for the new classrooms and TV production studio at the high school are included in this proposal. Mr. Atseff stated that those items are included in the 2002 Capital Improvement Project.

Mrs. Lyke asked if any additional expenditure would occur in the proposed 2005-2006 budget if the expanded graduation requirements and related program changes are approved as outlined this evening. Mr. Atseff stated that costs for model school's items planned for 2005-2006 are included in the proposed budget as presented. The new proposals outlined this evening would appear in future school budgets, beginning in the 2006-2007 school year.

Mr. Havens thanked Mr. Atseff for his diligent efforts in development of the proposed budget.

D. UPDATE ON PUBLIC HEARING • TAXABLE ASSESSED VALUE • NUCLEAR POWER PLANT

Mr. Havens noted that a **special meeting** is scheduled for Thursday evening, February 17th, at 7:30 p.m. at the district office for a public hearing. Attorney Al White will present information and field questions on the proposed agreement for payment in lieu of taxes (P.I.L.O.T.) for the nuclear power plant in the Town of Ontario. Representatives of Constellation Energy Services will also attend.

He added that he attended the public hearing conducted on the proposal by the Ontario Town Board on February 7th and that the Wayne County Board of Supervisors will conduct a similar public hearing on February 15th. He noted that his attendance at a professional development seminar will prevent his attendance at the public hearing by the Board of Education,

E. FINANCIAL UPDATE REPORTS

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

Mr. Atseff presented reports and information through January 31, 2005 as follows: (copies filed in clerk's agenda file, this meeting)

(1) *Revenue Report*: This report reflects revenues received compared to revenue appropriations for 2004-2005. 76% of budgeted revenues have arrived and appropriations are on track.

(2) *Expense Report – General Fund*: This report reflects expenditures from the general fund for the 2004-2005 school year, 52% of the general fund allocations were expended to date; appropriations are within projections.

Mr. Wyse asked if it is possible to include the printed monthly financial reports in the agenda packet distributed prior to the business meeting. Mr. Robusto and Mr. Schultz expressed support for such an effort. Mr. Havens will make necessary arrangements.

Mrs. Brunner asked about the status of the receipt of **refund of prior year expenses** from Wayne-Finger Lakes **Board of Cooperative Educational Services**. Mr. Atseff reviewed the nature of this revenue item and stated that it is expected to arrive soon.

Mr. Schultz asked for clarification of some data on the financial reports; Mr. Atseff provided details.

F. STUDENT QUESTIONS

(1) Chelsea Griswold, 6030 Trillium Trail, Ontario, asked if funds are included in the proposed budget for new or improved storage of chemicals and science materials. Mr. Havens stated that funds are included in the 2002 Capital Improvement Project to meet those needs.

(2) Justin Burney, 2374 Lake Road, Ontario, asked if the school district is considering a windmill as a source for school energy needs as he has heard. Mr. Havens reviewed the energy audit now underway and the potential of wind as future, alternate energy source. The Board of Education will receive a report about the energy audit at a future meeting.

- (3) Amber Doty, 470 Ridge Road, Ontario, asked what would happen to students who were unable to meet the proposed requirement for three (3) college credits in the long-range plan for model schools. Mr. Havens reviewed details of the proposal.
- (4) Andrea Doyle, 1677 Paddy Lane, Ontario, asked how students with special educational needs will meet the proposed new diploma requirements. Mr. Havens stated that students with special needs would continue to pursue diploma requirements under terms of their Individualized Education Program (IEP) as determined by the Committee on Special Education.
- (5) Stephanie Tobin, 2014 Bear Creek Drive, Ontario, asked how school officials would manage behavior of students who are emotionally challenged if they are not placed in specialized programs outside of the district. Mr. Havens outlined the program options and strategies available for those students.

XI. RECESS: 8:45 p.m.

XII. RECONVENE: 8:50 p.m.

XIII. 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. He stated that he is saddened by the loss of several long-term, experienced teachers by retirement and pleased to present the appointment for a new director of student services.

ADMINISTRATIVE STAFF

RESIGNATION:

Michelle Scheik, assistant director of student services, assigned to the district office, effective July 1, 2005 (for the purpose of accepting promotion to director of student services)

APPOINTMENTS:

Peter Derse, music teacher, assigned to the high school, placed on special assignment as an unpaid administrative intern, assigned to the high school, effective January 3, 2005.

Michelle Scheik, director of student services, district office, a three year probationary appointment effective July 1, 2005 through June 30, 2008 at \$88,000 (replacement for Sandra Woodard, retired)

INSTRUCTIONAL STAFF

RESIGNATIONS:

Deborah Adamo, elementary education teacher, assigned to Freewill Elementary School, effective June 30, 2005 (retirement, 33 years service to Wayne Central School District)

James Adamo, elementary education teacher & teacher on special assignment, assigned to the Ontario Elementary and Freewill Elementary Schools, effective June 30, 2005 (retirement, 29 years service to Wayne Central School District)

Joanne Beach, elementary education teacher, assigned to the Ontario Primary School, effective June 26, 2005 (retirement, 34 years service to Wayne Central School District)

Mark Bunce, physical education teacher, assigned to the high school, effective January 28, 2005 (personal reasons)

John Don Vito, social studies teacher, assigned to the high school, effective June 30, 2005 (retirement, 34 years service to Wayne Central School District)

Silva Don Vito, elementary education teacher, assigned to the Freewill Elementary School, effective June 30, 2005 (retirement, 31 years service to Wayne Central School District)

Nancy Driscoll, elementary education teacher, assigned to the middle school, effective July 19, 2005 (retirement, 15 years service to Wayne Central School District)

David Scott, English Teacher, assigned to the high school, effective June 30, 2005 (retirement, 34 years service to Wayne Central School District)

Deborah Wood, special education teacher, assigned to the middle school, effective June 30, 2005 (retirement, 27 years service to Wayne Central School District)

APPOINTMENTS:

Jeremiah Brandt, physical education teacher, assigned to the high school, a five (5) month temporary appointment effective February 2 through June 30, 2005 at \$34,250 pro-rated. (temporary replacement for Mark Bunce, resigned)

Joshua Campbell, social studies teacher, assigned to the middle school, an eleven (11) week temporary appointment effective February 7 through April 22, 2005 at \$34,250 pro-rated. (temporary replacement for Jennifer Wing while on child rearing leave of absence)

Maria Chavez, foreign language teacher, assigned to the high school, a three (3) month temporary appointment anticipated to begin March 20 through June 30, 2005 at \$34,250 pro-rated. (temporary replacement for Jacqueline Senecal while on child rearing leave of absence).

Justin Marino, social studies teacher, assigned to the high school, a six (6) week temporary appointment effective January 27 through March 14, 2005 at \$34,250 pro-rated (temporary replacement for Kim Baker while on leave of absence).

Spring Coaching & Post-Season Appointments/Designations • 2004-2005 School Year

See Listing, Clerk's Agenda File, This Meeting

Additional Extra-Duty Appointments/Designations • 2004-2005 School Year

See Listing, Clerk's Agenda File, This Meeting

LEAVES OF ABSENCE:

Kim Baker, physical education teacher, assigned to the high school, a paid FMLA disability leave anticipated from January 27 through March 14, 2005 (surgery)

Deborah Bussard, English Teacher, assigned to the middle school, a combination paid and unpaid FMLA disability leave anticipated from March 2 through June 2, 2005 (surgery)

Susan Goff, special education teacher, assigned to the high school, an unpaid FMLA disability leave anticipated from January 5, 2005 through January 4, 2006 (post surgery child care)

Jacqueline Senecal, foreign language teacher, assigned to the high school, a combination paid and unpaid FMLA disability leave anticipated from March 20, 2005 through January 30, 2006 (child rearing)

Amy Tobin, reading teacher, assigned to the middle school, a combination paid and unpaid FMLA disability leave anticipated March 16 through June 30, 2005 (child rearing)

SUPPORTIVE STAFF:

RESIGNATIONS:

Scott Fox, cleaner, assigned to the high school, effective December 28, 2004 (termination)

Sherrie Lucas, bus driver, effective February 5, 2005 (personal reasons)

Terry Shulla, cleaner, assigned to the high school, effective January 21, 2005 (personal reasons)

APPOINTMENTS:

Durwood Adams, bus driver, a permanent civil service appointment effective March 7, 2005. (having served a successful probationary period)

Laurie Bernard, teacher aide (1.0 FTE) assigned to Ontario Primary School, a permanent civil service appointment effective March 1, 2005 (having served a successful probationary period)

Nancy Bolton, teacher aide, assigned to the high school, a permanent civil service appointment effective March 1, 2005 (having served a successful probationary period)

Luciana Chevez, teacher aide (1.0 FTE), assigned to Ontario Primary School, a permanent civil service appointment, effective March 1, 2005 (having served a successful probationary period)

Joyce Anne Collier, teacher aide, assigned to Freewill Elementary School, a permanent civil service appointment, effective March 1, 2005 (having served a successful probationary period)

Patricia Dell Olio, teacher aide (1.0 FTE) (1:1), assigned to Freewill Elementary School, a seven (7) month temporary civil service appointment effective January 18 through June 30, 2005, at \$8.05 per hour (support new student)

Patricia Hecht, teacher aide (1.0 FTE), assigned to Ontario Primary School, a permanent civil service appointment, effective March 1, 2005 (having served a successful probationary period)

Daniel Kuhner, bus driver, a permanent civil service appointment effective March 7, 2005 (having served a successful probationary period)

Christina Lawrence, registered professional nurse, assigned to Ontario Primary School, a permanent civil service appointment effective March 1, 2005 (having served a successful probationary period)

Tracy LaPlaca, teacher aide, assigned to Freewill Elementary School, a permanent civil service appointment effective March 1, 2005 (having served a successful probationary period)

Michelle Quigley, bus driver, a permanent civil service appointment effective March 7, 2005. (having served a successful probationary period)

Linda Schieven, cook manager, assigned to the middle school, a permanent civil service appointment effective March 1, 2005 (having served a successful probationary period)

Bonnie Scott, food service helper, assigned to the Ontario Primary School, a permanent civil service appointment effective March 1, 2005 (having served a successful probationary period)

Heidi Ward, 1:1 teacher aide (1.0 FTE) assigned to the Ontario Primary School, a seven month temporary Civil service appointment effective December 6, 2004 through June 30, 2005, at \$8.05 per hour (support new student)

Michelle Quigley, bus driver, a permanent civil service appointment effective March 7, 2005 (having served a successful probationary period)

**RESOLUTION TO TERMINATE EMPLOYMENT
OF SUSAN ANSEEUW PURSUANT TO
§§ 71 & 73 OF THE NYS CIVIL SERVICE LAW**

WHEREAS, Susan Anseeuw has been employed as a cleaner; and

WHEREAS, Susan Anseeuw has been continuously absent from work since November 21, 2003; and

WHEREAS, the one year leave of absence granted by this Board of Education on February 11, 2004 pursuant to §§ 71 & 73 of the NYS Civil Service Law has expired; and

WHEREAS, Susan Anseeuw continues to be unable to perform the duties of her position as a result of a disability resulting from occupational injury or disease as defined in the worker's' compensation law;
NOW THEREFORE

BE IT FURTHER RESOLVED, by the Board of Education of the Wayne Central School District that Susan Anseeuw's employment with the Wayne Central School District shall be terminated effective February 11, 2005.

Mr. Johnson offered a **MOTION**, seconded by Mr. Wyse, to approve/adopt the personnel changes as recommended by the superintendent of schools. 9 Ayes, 0 Nays. Carried

B. CSE & CPSE PLACEMENT RECOMMENDATIONS

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

Mrs. Brunner offered a **MOTION**, seconded by Mr. Wyse, to adopt the following **RESOLUTIONS** for pupil placements by the CSE/CPSE, **TO WIT:**

(1) to approve the recommendation for CSE pupil placements,

**RESOLUTION TO APPROVE RECOMMENDATIONS OF THE
COMMITTEE ON SPECIAL EDUCATION AND
AUTHORIZE ARRANGEMENT OF RECOMMENDED
SPECIAL PROGRAMS & SERVICES**

RESOLVED, that the Board of Education approves the recommendations of the Committee on Special Education and authorizes the Director of Student Services to arrange the recommended special programs and services.

(2) to approve the recommendation for CPSE pupil placements:

**RESOLUTION TO APPROVE RECOMMENDATIONS OF THE
COMMITTEE ON PRE-SCHOOL SPECIAL EDUCATION AND
AUTHORIZE ARRANGEMENT OF RECOMMENDED
SPECIAL PROGRAMS & SERVICES**

RESOLVED, that the Board of Education approves the recommendations of the Committee on Pre-School Special Education and authorizes the Director of Student Services to arrange the recommended special programs and services.

On the question, the **RESOLUTIONS** were adopted by a vote of 9 Ayes, 0 Nays.

C. CONSENSUS AGENDA

- (1) Reports of the School District Treasurer (A/O 12/31/04)
- (2) Approve Formation of Extra-Classroom Activity • Technology Student Association • Middle/High Schools
- (3) Approve Purchase of School Busses • 2005-2006
- (4) Adopt Resolution for Non-Public Health Services • Newark CSD • 2005-2006
- (5) Accept Gift to the School District • Funds for RMSC Speaker • O.P./O.E. PTA
- (6) Resolution to Accept the Single Audit Report • FY Ending 6/30/04
- (7) Declare School Busses As Surplus Property
- (8) Resolution for Change Order • 2002 Capital Improvement Project • Rock Excavation/Field Lighting

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

Mrs. Brunner offered a **MOTION**, seconded by Mr. Johnson, 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 December 31, 2004 (copies attached to these minutes in the minute book)
- (2) Approve formation of an **extra-classroom activity and fund for a technology student association** at the middle school and high school
- (3) Approve **purchase of school busses for the 2004-2005 school year** (copy filed in clerk's agenda file, this meeting)
- (4) Adopt a **RESOLUTION** for a **contract for non-public health** services with Newark CSD, **TO WIT:**

**RESOLUTION FOR HEALTH SERVICES CONTRACT
WITH NEWARK CENTRAL SCHOOL DISTRICT
(Non-Public School Pupils, 2004-05)**

RESOLVED, that the Board of Education of Wayne Central School District hereby approves a contract with the Board of Education of Newark Central School District for health service charges,

pursuant to §912 of the State Education Law, for pupils at non-public schools in the 2004-2005 school year, and authorizes the President and Clerk of the Board of Education to execute said contract, pending approval of same by the superintendent of schools (copy of contract filed in clerk's files)

- (5) Accept the **gift of \$570,000 from the Ontario Primary-Ontario Elementary PTA** to sponsor a presentation on rocks and minerals to the fifth grade by the Rochester Museum & Science Center
- (6) Adopt a **RESOLUTION** to accept the **single audit report** for the FY Ending 6/30/04, **TO WIT:**

**RESOLUTION TO ACCEPT THE ANNUAL EXTERNAL
SINGLE AUDIT REPORT OF FEDERAL FUND EXPENDITURES
PURSUANT TO PL 98-502 (Single Audit Act of 1984)
(Fiscal Year Ending June 30, 2004)**

RESOLVED, that the Board of Education does hereby accepts the single audit report for the fiscal year ended June 30, 2004 for expenditure of federal funds as prepared by Raymond P. Wager, CPA, P.C., independent auditors, as required by the New York State Education Department and the Single Audit Act of 1984 (Public Law 98-502). and does authorize and direct the district clerk to forward certified copies and publish legal notice

- (7) Declare **school busses** No. 185, 186, 187,191, 192, 193, 212, 217 and 218 as **surplus property** per Policy 5250
- (8) Adopt a **RESOLUTION** for a change order for rock excavation and field lighting for the 2002 Capital Improvement Project • Rock Excavation/Field Lighting, **TO WIT:**

**RESOLUTION TO APPROVE CHANGE ORDER
FOR 2002 Capital Improvement Project
(Blackmon-Farrell Electric - Rock Excavation & Field Lighting)**

BE IT RESOLVED that, upon the recommendation of the superintendent of schools, the Board of Education of Wayne Central School District hereby approves a change order in the amount of \$19,336.00 for rock excavation and field lighting (copy attached to these minutes in the minute book)

Mr. Wyse asked if any of the busses proposed for declaration as surplus property contain storage compartments and, if so, whether the replacement vehicles provide for appropriate compartments. Mr. Atseff stated that the status of storage compartments is considered as part of the annual bus replacement review and the current fleet meets our existing needs.

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

XIV. POLICY COMMITTEE ITEMS

Policy 7500 - Student Safety & Security – Second Reading
Policy 8220 - Fire Drills, Bomb Threats & Student Safety – Second Reading
Regulation 7501 - Student Safety & Security – FYI (Prior Review, January 27, 2005)

Mr. Johnson presented the policy and regulation items, noted above, for review and consideration by the Board of Education. Mr. Johnson noted that the policy committee revised the proposals to meet discussion and intent of the Board of Education during first reading.

Mr. Wyse offered a **MOTION** to approve second reading of Policy 7500 & Policy 8220 and approve Regulation 7501 as presented by the policy committee. 9 Ayes, 0 Nays, Carried.

XV. ADDITIONAL PUBLIC COMMENT – None

XVI. ADDITIONAL BOARD MEMBER COMMENTS

- A. Mr. Griswold asked consideration of the Board of Education of a future agenda item for ***discussion on the goals and philosophy of the district's inter-scholastic athletic program***. He is interested in whether programs are for students or students are for programs, if the philosophy for the program is what we desire, levels of support for the programs, options for students who do not participate in team sports and if student reductions in team sports are consistent with student reductions in activities such as the Science Olympiad. Mr. Havens stated that he appreciates this suggestion and noted that policy guidance from the Board of Education would help in the continual struggle to balance participation of students in extra-curricular and interscholastic activities. By ***consensus***, trustees concurred with the suggestion for this topic as a future agenda item.
- B. Mr. Johnson noted that a local area district had 21 athletes sign Division 1 contracts including ***full college scholarships based on athletic abilities***. Mr. Wyse noted that our latest athletic scholarship, for baseball, was many years ago.
- C. Mr. Griswold asked rhetorically how many students might qualify for ***full scholarships based on academic ability***.
- D. Mrs. Brunner noted a defect in an ***interior door in the performing arts center*** at the high school which poses a distraction during performances. Mr. Havens will check into the matter.
- E. Mrs. Lyke stated that she recently attended a student musical performance at Webster Thomas High School in an auditorium similar to our former facility and noted how much she appreciates our current ***performing arts center***.
- F. Mr. Wyse stated that he spent this afternoon helping a neighboring district with planning for sound and lighting improvements in a possible capital improvement project and noted that, in addition to Mrs. Lyke's comment about our facility, ***our district is a model*** for others planning for future performing arts center improvements.
- G. Mr. Triou reminded trustees of the ***special meeting*** next Thursday evening, February 17th, at 7:30 p.m. for a public hearing on the proposed tax abatement agreement for the nuclear power plant. He noted that a quorum is needed for that meeting and asked trustees to advise him if they are unable to attend.

XVII. ADJOURNMENT

Mr. Robusto offered a **MOTION** to adjourn the meeting at 9:02 p.m. 9 Ayes, 0 Nays, Carried.

Respectfully submitted,

JAMES E. SWITZER
School District Clerk

APPROVAL OF MINUTES

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

March 10, 2005

School District Clerk

JES/jes:wp

WAYNE CENTRAL SCHOOL DISTRICT
Ontario Center, New York 14520

BOARD OF EDUCATION MINUTES
APPROVED

UNOFFICIAL UNTIL

DATE: Thursday, February 17, 2005

TIME: 7:30 p.m.

TYPE: Special Meeting –Public Hearing on the Proposed
Office

PLACE: District

P.I.L.O.T Agreement for the Ginna Nuclear Power Plant

PRESENT: Trustees Brunner, Lyke, Robusto, Schultz, Triou & Wyse; District Clerk Switzer;
Administrator Atseff

ABSENT: Trustees Diller, Griswold & Johnson,

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. PLEDGE OF ALLEGIANCE

III. APPROVAL OF AGENDA

Mrs. Brunner offered a **MOTION** to approve the agenda for this evening's meeting as presented. 6 Ayes, 0 Nays, 3 Absent (Mrs. Diller, Mr. Griswold, Mr. Johnson) Carried.

IV. PUBLIC HEARING – PROPOSED P.I.L.O.T. AGREEMENT – GINNA PLANT

Mr. Triou welcomed visitors present and opened the public hearing on the proposal for an exemption from taxation for the R.E. Ginna Nuclear Power Plant and to approve an agreement for payment in lieu of taxes (P.I.L.O.T) (copy of legal notice filed in clerk's agenda file, this meeting)

Mr. Triou asked Mr. Robusto to make introductions.

Mr. Robusto introduced Algird F. White, Jr., Attorney & Partner with the law firm of Couch, White, LLP, of Albany, who specializes in property valuation and represented the Board of Education, the Town of Ontario and the County of Wayne in negotiations with Constellation Energy Services, Inc. on the proposed agreement for payments in lieu of taxes (P.I.L.O.T.).

OVERVIEW OF PROPOSED P.I.L.O.T. AGREEMENT – Mr. White

Mr. White reviewed a PowerPoint presentation on the steps involved and topics covered in the negotiations (copy filed in clerk's agenda file, this meeting). He noted that the discussions started with the \$422.6 million price paid by Constellation Energy Services to RGE on November 29, 2003 and considered the valuation by the NYS Office of Real Property Services (\$245 million) and the Ontario Town Assessor (\$378 million) as well as the value of the nuclear power plant prior to the purchase and sale (\$145 million).

He explained that the discussions also considered the non-property items (e.g. equipment, plant operating personnel, parts, machinery, nuclear fuel, power purchase agreements and the plant's operating license) which were included in the purchase price, consideration of P.I.L.O.T. payments of varied duration (e.g. 3 to 5 years, 7 to 10 years) and the option of an agreement based on assessment or taxable value.

Following spirited and good faith negotiations, the proposed agreement was reached for proposed a P.I.L.O.T. agreement of ten (10) years in length with a fixed valuation of \$260 million subject to annual tax rates of taxing jurisdictions. Mr. White stated that, in large measure, reflects that Constellation Ginna has an excellent record as a nuclear power plant and that the plant was granted a 25-year extension on its operating license by the Nuclear Regulatory Commission.

He also presented graphic illustrations of the impact on tax rates and levels with and without a P.I.L.O.T. agreement in place and comparative information on P.I.L.O.T. agreements in place for other nuclear power stations in New York State (i.e. Nine Mile Point, Indian Point, Fitzpatrick).

Under the proposed P.I.L.O.T agreement presented for consideration this evening, the Constellation Ginna Power Plant will contribute appx. \$9.5 million in annual tax revenue to the county, town and school district in the first year.

Mr. White noted that Mr. Edward Stohl, present in the audience, represented Constellation Energy Services and Mr. Havens, Mr. Atseff and Mr. Robusto represented the Board of Education in the negotiations. Representatives of both the Ontario Town Board and the Wayne County Board of Supervisors and the Ontario Town Assessor also participated in the discussions.

Mr. White asked if there were any questions.

Richard Chase, 2587 Lake Road, Ontario, asked how the final amount of \$260 million was developed and what facts were considered.

Mr. White stated that the valuation and negotiations on the proposed P.I.L.O.T. agreement started with a review of all §70 proceedings filed with the NYS Public Service Commission and proceeded with a review of the plant's inventory of moveable equipment and machinery, consideration of industry standards for spare parts, the agreement for purchase of power from the state power grid, and the valuation of the power plant by state officials. He acknowledged that significant disagreements among the parties to the discussions existed and that the negotiations were spirited and fair.

Mr. Chase stated that he did not question the removal of non-taxable items from the proposed agreement; he asked if the negotiators used specific purchase and sale documents in their deliberations. Mr. White stated that the documentation and appraisals filed by the owners of the power plant with the Public Service Commission provided guidance.

Mr. Chase stated his view that it was very fortunate that a contract of the sale for this power plant was available and asked why that document was not used exclusively in place of the appraisals. Mr. White reviewed how the contract of sale differs from the valuation/appraisal of the seven (7) items outlined in the PowerPoint presentation earlier this evening. He stated that the success by Constellation Ginna in approval and extension of the operating license for the power plant was also a large issue since only a few license extensions were granted.

Mr. Chase asked why the negotiations for the proposed P.I.L.O.T. agreement did not begin with the \$440 million purchase price with subsequent subtraction of the non property items. Mr. White stated that such a process was used but the initial valuations differed among the parties. Mr. Chase asked how anyone could dispute the final price in the purchase and sale contract. Mr. White noted that the purchase contract was related to sale of the power plant, not the valuation of the power plant.

Mr. Chase stated that he has additional questions on the proposed agreement and asked what the best approach was to present those additional questions. He added that he supports the concept and wishes to better understand and make sense the proposed agreement.

Mrs. Brunner noted this public hearing is the final such event of three (3) that the town, county and school district have conducted on the proposed P.I.L.O.T. agreement.

Mr. Triou stated that he would follow-up with Mr. Chase on seeking additional information,

Mr. Chase asked if the Board of Education had any concern if he shares his questions and the responses from the school district in a public forum such as a letter to the editor. Mr. Triou stated that the Board of Education would not object.

V. REMARKS BY REPRESENTATIVES OF CONSTELLATION ENERGY SERVICES

Mr. Triou introduced Mr. Tom Marlow, plant manager for Constellation Ginna, who was present this evening.

Mr. Marlow stated that he has worked at the Ginna nuclear power plant in varied capacities for 28 years and noted that Constellation Energy Services, based in Baltimore, Maryland, operates 109 power plants in ten (10) states. They have regional offices in Syracuse and Buffalo. The Ginna Plant has a record as a top performer, is recognized as such in the industry, and has fine employees. The extension of the operating license for the plant was a major achievement for the plant and for the local community.

He noted the long-term “good neighbor” policy of the power plant with the local community and school district and the many cooperative efforts such as donation of excess flu vaccines by Constellation Ginna employees to the county public health agency and continued support of the Eagle Ventures program operated by the school district. Constellation Ginna employees also have a strong record of donation and participation in the United Way of Wayne County and Greater Rochester as well as contributions to local scout groups and other civic and service organizations.

Mr. Triou introduced Mr. Edward Stoltz, real estate manager for Constellation Energy Services in Baltimore, who was present. He stated that he shares Mr. White’s comments that the negotiations for the proposed P.I.L.O.T were spirited and conducted in good faith. He concurred on the variety of information obtained from filings with the Public Service Commission and varied sources in the nuclear industry. Each of the parties to the negotiations approached the discussions with different views and each yielded issues during the negotiations. He stated that Constellation Energy Services is pleased to support the proposed P.I.L.O.T. agreement.

VI. QUESTIONS FROM THE AUDIENCE

- A. Nancy Frey, 1076 Lake Road, Ontario, stated that she is not always in agreement with the annual increase in school taxes and would like to know how she could have the taxable assessed value of her home and property reduced on a long-term. She added that she thought that is was required real estate values in New York State were set at 100% of assessed value and that when she purchased her home, she thought that the value of property was related to the purchase price, not to a special agreement as is proposed for the nuclear power plant.

VII. CONSIDERATION OF THE PROPOSED P.I.L.O.T.AGREEMENT

Mr. Triou presented the proposed resolution to grant an exemption from taxation for the R.E. Ginna Nuclear Power Plant and to approve an agreement for payment in lieu of taxes for review and consideration by the Board of Education.

Mr. Robusto offered a **MOTION**, seconded by Mr. Wyse, to adopt a **RESOLUTION** to approve a P.I.L.O.T. Agreement for Payment in Lieu of Taxes for the R.E. Ginna Nuclear Power Plant, **TO WIT:**

**RESOLUTION TO GRANT AN
EXEMPTION FROM TAXATION FOR THE
R.E. GINNA NUCLEAR POWER PLANT
AND APPROVE AN AGREEMENT FOR
PAYMENT IN LIEU OF TAXES
(December 31, 2004 – June 30, 2015)**

WHEREAS, the Board of Education of the Wayne Central School District previously authorized negotiations with the R. E. Ginna Nuclear Power Plant, LLC (“company”), the owner of the R. E. Ginna Nuclear Power Plant (the “plant”), regarding the real property tax treatment of the plant, *and*

WHEREAS, the plant has a nameplate rated capacity of 495 megawatts, contains real property located in the school district and identified on the tax rolls of the Town of Ontario as Tax Parcel SBL# 62119-00-620947, Tax Parcel SBL 62119-00-860424, Tax Parcel SBL 62119-00-426493 and Tax Parcel SBL 62119-00-315465 and includes, without limitation, cooling facilities that extend or may extend into Lake Ontario, any equipment used in generating electricity using nuclear power, equipment leading from the nuclear facility to the point of interconnection with the electric transmission system, and property that is or becomes located on the land described in Exhibit “A” of the Agreement for Payment in Lieu of Taxes but shall not include any equipment in the electrical transmission system or any property owned by Rochester Gas & Electric Corporation, *and*

WHEREAS, §485 and §490 of the Real Property Tax Law of the State of New York allow the school district to exempt nuclear-powered electric generating facilities located within the school district from taxation, special ad valorem levies, and special assessments levied by the school district, *and*

WHEREAS, pursuant to §485 of the Real Property Tax Law of the State of New York, the school district is permitted to enter agreements for payment in lieu of taxes with the owners of such nuclear-powered generating facilities, providing for payments in lieu of taxes to be made for no longer than the period during which any such facility is exempt from taxation pursuant to said §485 of the Real Property Tax Law, *and*

WHEREAS, the Board of Education conducted a public hearing, notice of which was duly published, on this resolution which would, to the fullest extent permitted by §485 and §490 of the Real Property Tax Law of the State of New York, exempt the nuclear power plant from taxation, special ad valorem levies and special assessments imposed by the school district, said public hearing conducted on the 17th day of February, 2005, at the district office in the James A. Beneway Senior High School, all interested persons having been heard, *and*

WHEREAS, after discussion, and after the public hearing, the Board of Education believes it would be in the best interest of the school district, and its taxpayers, to exempt the nuclear power plant from taxation,

special ad valorem levies and special assessments imposed by the school district to the extent provided by §485 and §490 of the Real Property Tax Law of the State of New York, as more particularly set forth in this resolution, *and*

WHEREAS, the school district further proposes to enter into an agreement for payment in lieu of taxes ("P.I.L.O.T. Agreement") with the company with respect to the nuclear power plant to provide for such payments in lieu of taxes, *and*

WHEREAS, pursuant to §485 of the Real Property Tax Law of the State of New York, the Board of Education conducted a public hearing with respect to execution of the P.I.L.O.T. agreement, notice of which was duly published,

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

- (1) That pursuant to §485 and §490 of the Real Property Tax Law of the State of New York, this Board of Education hereby exempts the plant from taxation, special ad valorem levies and special assessments imposed by the school district to the extent provided in §485 and §490 of the Real Property Tax Law of the State of New York, such exemption to commence on December 31, 2004 and continue until June 30, 2015
- (2) The Board of Education has discussed the execution of the P.I.L.O.T. agreement and has considered any oral comments from the public in connection with the public hearing
- (3) The Board of Education authorizes the execution and delivery of the P.I.L.O.T. agreement and any and all other certifications and documents necessary to implement and effect the P.I.L.O.T. agreement with the company
- (4) The superintendent of schools is hereby authorized, on behalf of the school district, to execute and deliver the P.I.L.O.T. agreement, and any and all other certificates and documents necessary to effect such P.I.L.O.T. agreement and approved as to form by counsel to the school district, and further to cause the performance of all necessary filings related to same
- (5) That copies of this resolution, together with a copy of the P.I.L.O.T. agreement, shall be filed in the office of the school district clerk, as required by law, and further, that the school district clerk shall file copies of same with the NYS Office of Real Property Services, the town clerk of the Town of Ontario, the clerk of the Wayne County Board of Supervisors and the county clerk of the County of Wayne within thirty (30) days after adoption thereof.

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

Mrs. Lyke extended thanks to Mr. Robusto, Mr. Havens, Mr. Atseff, and other persons who participated in the negotiations that concluded in this agreement.

VIII. ADJOURNMENT OF SPECIAL MEETING & PUBLIC HEARING

Mr. Wyse offered a **MOTION** to adjourn the special meeting and public hearing at 7:57 p.m. 6 Ayes, 0 Nays, 3 Absent (Mrs. Diller, Mr. Griswold, Mr. Johnson), 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

March 10, 2005

School District Clerk

JES/jes:wp

TO: Michael Havens
Superintendent of Schools
FROM: Gregory Atseff
Assistant Superintendent for Business
DATE: March 10, 2005
RE: 2005/2006 Budget

Attached is the first draft of the Administrative portion of the 2005/2006 proposed budget. The following are included:

1. A cover sheet that shows the functions of the budget, broken out into the three-part budget format.
2. A three-part budget comparison, which shows the proposed Administrative budget in comparison to the existing Administrative budget.
3. A budget summary of the 2005/2006 proposed budget.
4. The complete breakdown of the budget, by budget code, for the Administrative portion of the budget.
5. The first draft of the estimated revenues for the 2005/2006 proposed budget.

Budget Highlights for the Administrative portion include:

Central Data Processing

- Increase in equipment
- Addition of summer help

Supervision – Regular School

- 3.5% salary increase as per contract

**WAYNE CENTRAL SCHOOL DISTRICT
THREE PART 2005/2006 BUDGET**

Function	Code	2004/05 Budget	2005/06 Budget	Admin	Program	Capital
Board of Education	1099	30,460	30,460	30,460		
Central Admin	1299	190,540	196,605	196,605		
Finance	1399	347,055	357,345	357,345		
Legal Services	1420	25,000	25,000	25,000		
Personnel	1430	321,750	327,230	327,230		
Records Mgt.	1460	6,200	6,200	6,200		
Public Information	1480	9,200	9,200	9,200		
Operation of Plant	1620	1,725,070	1,883,295			1,883,295
Maint of Plant	1621	453,820	536,230			536,230
Other Cent Service	1699	690,380	793,440	793,440		
Refund of Taxes	1964	500	500	500		
Other Spec Items	1998	543,125	558,150	558,150		
Curriculum Dev	2010	247,150	252,585	252,585		
Supv Reg School	2020	956,290	977,565	977,565		
Instruction	2999	17,655,510	18,475,495		18,475,495	
District Trans	5510	1,732,070	1,805,325		1,805,325	
Garage Bldg	5530	61,000	61,000		61,000	
Community Service	8998	8,000	12,000		12,000	
Employee Benefits	9098	5,858,900	6,645,325	753,315	5,539,596	352,414
Debt Service	9898	2,078,000	3,333,540			3,333,540
Transfer to Capital	9901.9	0	0			0
Transfer to Debt	960	0	0			0
Other Transfers	9951	65,000	65,000		65,000	
Total		33,005,020	36,351,490	4,287,595	25,958,416	6,105,479
Percent of Total				11.79%	71.41%	16.80%

THREE PART BUDGET COMPARISON - 2005/2006

Expenditure Categories	Administrative Expense		Program Expense		Capital Expense		Total Budget	
	2004/2005	2005/2006	2004/2005	2005/2006	2004/2005	2005/2006	2004/2005	2005/2006
General Support	\$2,164,210	\$2,304,130	\$0	\$0	\$2,178,890	\$2,419,525	\$4,343,100	\$4,723,655
Instruction	1,203,440	1,230,150	17,655,510	18,475,495	0	0	18,858,950	\$19,705,645
Transportation	0	0	1,793,070	1,866,325	0	0	1,793,070	\$1,866,325
Community Service	0	0	8,000	12,000	0	0	8,000	\$12,000
Undistributed	665,515	745,290	4,956,768	5,545,585	2,379,617	3,682,200	8,001,900	\$9,973,075
Total	\$4,033,165	\$4,279,570	\$24,413,348	\$25,899,405	\$4,558,507	\$6,101,725	\$33,005,020	\$36,280,700
Percent	12.22%	11.80%	73.97%	71.39%	13.81%	16.82%	100.00%	100.00%

March 10, 2005

2005/2006 BUDGET SUMMARY

	2004/2005	Proj. Exp. 2004/2005	Proposed 2005/2006	Budget Change
Function - General Support	4,343,100	4,103,975	4,723,655	380,555
Instruction	18,858,950	18,087,540	19,705,645	846,695
Transportation	1,793,070	1,756,090	1,866,325	73,255
Community Service	8,000	11,095	12,000	4,000
Undistributed	8,001,900	7,213,738	9,973,075	1,971,175
TOTAL BUDGET	33,005,020	31,172,438	36,280,700	3,275,680

BOARD OF EDUCATION

Budget Code		2004/2005	Proj. Exp. 2004/2005	Proposed 2005/2006	Budget Change
A1010 .400 -10	Contractual Expenses	3,000	3,000	3,000	0
.401	Mileage/Conferences	5,000	5,000	5,000	0
.490 -06	BOCES Services	0	0	0	0
.500	Supplies	800	800	800	0
A1010 .0	BD. OF EDUC.	8,800	8,800	8,800	0

DISTRICT CLERK

Budget Code		2004/2005	Proj. Exp. 2004/2005	Proposed 2005/2006	Budget Change
A1040 .160 -10	Dist. Clerk & Clerk Pro Tem	10,200	12,800	10,200	0
.200	Equipment	550	550	550	0
.400	Contractual Expenses	700	500	700	0
.401	Mileage/Conferences	950	750	950	0
.500	Supplies	1,800	1,500	1,800	0
A1040 .0	DIST. CLERK	14,200	16,100	14,200	0

DISTRICT MEETING

Budget Code		2004/2005	Proj. Exp. 2004/2005	Proposed 2005/2006	Budget Change
A1060 .400 -10	Contractual Expenses	1,520	1,300	1,520	0
.402	Printing	1,540	1,540	1,540	0
.403	Postage	2,000	1,000	2,000	0
.406	Display/Reader Ads	0	0	400	400
.409	Legal Notices	1,400	800	1,000	(400)
.451	Photographic Services	0	0	0	0
.500	Supplies	1,000	400	1,000	0
A1060 .0	DIST. MEETING	7,460	5,040	7,460	0

CENTRAL ADMINISTRATION

Budget Code		2004/2005	Proj. Exp. 2004/2005	Proposed 2005/2006	Budget Change
A1240 .150 -10	Superintendent - Salary	137,040	137,040	141,835	4,795
.160	Sec. to Sup't. - Salary	44,000	45,250	45,270	1,270
.162	Sub/OT Salaries	0	0	0	0
.163	Extra Help	0	0	0	0
.200	Equipment	2,000	2,000	2,000	0
.400	Contractual Expenses	1,000	500	1,000	0
.401	Mileage/Conferences	3,500	5,000	3,500	0
.500	Supplies	3,000	3,000	3,000	0
A1299 .0	CENTRAL ADM.	190,540	192,790	196,605	6,065

BUSINESS ADMINISTRATION

Budget Code		2004/2005	Proj. Exp. 2004/2005	Proposed 2005/2006	Budget Change
A1310 .150 -10	Ass't Super. for Business - Salary	102,010	102,010	105,575	3,565
.160	Clerical - Salaries	130,170	130,170	135,240	5,070
.162	Sub/OT Salaries	2,000	500	2,000	0
.163	Extra Help Salaries	750	0	750	0
.200	Equipment	5,000	5,000	5,000	0
.400	Contractual Expenses	7,010	6,200	7,010	0
.401	Mileage/Conferences	2,000	2,000	2,000	0
.445	Financial Consultant	2,500	2,500	2,500	0
.490 -06	BOCES Services	10,075	10,075	9,000	(1,075)
.500	Supplies	4,000	4,000	4,000	0
A1310 .0	BUS. ADM.	265,515	262,455	273,075	7,560

Clerical Salaries	Amount
Sr. Typist	40,235
Account Clerk/Payroll	35,225
Account Clerk/Accounts Payable	32,075
Clerk/Accounts Payable	27,705

AUDITING

Budget Code		2004/2005	Proj. Exp. 2004/2005	Proposed 2005/2006	Budget Change
A1320 .160 -10	Internal & Ass't Internal Auditor-Salary	2,350	2,350	2,450	100
.400	Contractual Expenses	18,350	18,350	18,350	0
.500	Supplies	50	50	50	0
A1320 .0	AUDITING	20,750	20,750	20,850	100

TREASURER

Budget Code		2004/2005	Proj. Exp. 2004/2005	Proposed 2005/2006	Budget Change
A1325 .160 -10	Treasurer & Ass't Treasurer - Salary	43,250	43,450	44,970	1,720
.161	Extra Classroom Activities - Salaries	1,650	1,700	1,750	100
.200	Equipment	500	500	500	0
.400	Contractual Expenses	1,300	500	1,300	0
.401	Mileage/Conferences	750	650	750	0
.500	Supplies	700	500	700	0
A1325 .0	TREASURER	48,150	47,300	49,970	1,820

TAX COLLECTOR

Budget Code		2004/2005	Proj. Exp. 2004/2005	Proposed 2005/2006	Budget Change
A1330 .200 -10	Equipment	750	0	750	0
.400	Contractual Expenses	2,850	3,300	3,600	750
.403	Postage	575	300	500	(75)
.409	Legal Notices	200	100	200	0
.500	Supplies	250	250	250	0
A1330 .0	TAX COLLECTOR	4,625	3,950	5,300	675

PURCHASING

Budget Code		2004/2005	Proj. Exp. 2004/2005	Proposed 2005/2006	Budget Change
A1345 .400 -10	Contractual Expenses	1,500	1,000	1,500	0
.490 -06	BOCES Services	3,415	3,415	3,550	135
.500	Supplies	700	400	700	0
A1345 .0	PURCHASING	5,615	4,815	5,750	135

FISCAL AGENT FEES

Budget Code		2004/2005	Proj. Exp. 2004/2005	Proposed 2005/2006	Budget Change
A1380 .442 -10	Fiscal Agent Fees	2,400	900	2,400	0
A1380 .0	FISCAL AGENT FEES	2,400	900	2,400	0

LEGAL

Budget Code		2004/2005	Proj. Exp. 2004/2005	Proposed 2005/2006	Budget Change
A1420 .441 -10	Contractual Expenses	25,000	25,000	25,000	0
A1420 .0	LEGAL	25,000	25,000	25,000	0

PERSONNEL

Budget Code		2004/2005	Proj. Exp. 2004/2005	Proposed 2005/2006	Budget Change
A1430 .160 -10	Director of Human Resources-Salary	67,280	67,280	69,630	2,350
.160	Clerical - Salaries	26,240	26,240	27,510	1,270
.162	Sub/OT Salaries	500	400	500	0
.200	Equipment	500	500	500	0
.400	Contractual Expenses	59,500	59,500	59,500	0
.401	Mileage/Conferences	2,500	1,800	2,500	0
.408	Classified Advertisement	5,000	3,000	5,000	0
.446	School Physicians	3,000	2,000	3,000	0
.470	Tuition Reimbursement	108,800	75,000	108,800	0
.490 -06	BOCES Services	45,840	45,840	47,700	1,860
.500	Supplies	2,590	1,600	2,590	0
A1430 .0	PERSONNEL	321,750	283,160	327,230	5,480

Clerical Salaries	Amount
Sr. Typist	27,510

RECORDS RETENTION

Budget Code		2004/2005	Proj. Exp. 2004/2005	Proposed 2005/2006	Budget Change
A1460 .163 -10	Extra Help Salaries	1,500	1,500	1,500	0
.200	Equipment	1,600	1,600	1,600	0
.400	Contractual Expenses	1,300	1,300	1,750	450
.401	Mileage/Conferences	200	200	200	0
.490 -06	BOCES Services	800	400	400	(400)
.500	Supplies	800	700	750	(50)
A1460 .0	RECORDS RETENTION	6,200	5,700	6,200	0

PUBLIC INFORMATION & SERVICES

Budget Code		2004/2005	Proj. Exp. 2004/2005	Proposed 2005/2006	Budget Change
A1480 .150 -10	Salary - Public Information Officer	0	0	0	0
.162	Sub/OT Salaries	1,000	0	1,000	0
.163	Extra Help Salaries	1,000	0	1,000	0
.200	Equipment	1,000	1,000	1,000	0
.400	Contractual Expenses	3,550	2,000	3,550	0
.401	Mileage/Conferences	0	0	0	0
.406	Display/Reader Ads	0	0	0	0
.451	Photographic Services	1,000	1,000	1,000	0
.490 -06	BOCES Services	200	200	200	0
.500	Supplies	1,450	1,000	1,450	0
A1480 .0	PUBLIC INFOR. & SERVICES	9,200	5,200	9,200	0

OPERATION

Budget Code		2004/2005	Proj. Exp. 2004/2005	Proposed 2005/2006	Budget Change
A1620 .161 -08	Custodial Salaries	722,290	703,300	756,520	34,230
.162	Sub/OT Salaries	5,000	5,000	5,000	0
.163	Extra Help Salaries	30,110	30,110	35,150	5,040
.200	Equipment	3,300	3,300	28,700	25,400
.401	Mileage/Conferences	0	0	0	0
.411	Rubbish Disposal	14,350	12,350	15,925	1,575
.416	Natural Gas	356,020	300,000	405,000	48,980
.417	Electric	482,000	430,000	525,000	43,000
.418	Telephone	7,000	6,000	7,000	0
.490 -06	BOCES Services	50,000	50,000	50,000	0
.500	Supplies	55,000	55,000	55,000	0
.554	Fuel Oil	0	0	0	0
A1620 .0	OPERATION	1,725,070	1,595,060	1,883,295	158,225

	FTE	HS	MS	OE	OP	FW	District	Total
Custodian	6.0	32,700	37,030	29,390	26,335	53,455	0	178,910
Cleaner	18.0	136,950	119,520	57,540	47,700	37,490	39,470	438,670
Sr. Custodian	3.0	36,100	33,310	16,510	16,510	16,510	0	118,940
Night Diff.		0	0	0	0	0	20,000	20,000

MAINTENANCE

Budget Code		2004/2005	Proj. Exp. 2004/2005	Proposed 2005/2006	Budget Change
A1621 .160 -08	Maintenance Salaries	208,010	202,000	238,330	30,320
.162	Sub/OT Salaries	12,000	12,000	12,000	0
.163	Extra Help Salaries	1,200	1,200	1,200	0
.200	Equipment	5,800	5,800	9,700	3,900
.209	Non/Transportation Vehicles	0	0	35,800	35,800
.400	Contractual Expenses	18,000	15,000	18,000	0
.401	Mileage/Conferences	1,100	900	1,100	0
.410	Boiler Clean/Repr	6,500	6,500	6,500	0
.412	Building & Equip. Repr/Contr	91,900	91,900	113,780	21,880
.413	Roof Maintenance	5,000	2,000	2,000	(3,000)
.414	Snow Removal Contracts	2,000	2,000	2,000	0
.415	Upkeep of Grounds	1,500	1,500	1,500	0
.423	Ins./Liab./Comp.	14,400	10,000	14,400	0
.443	Architects Fees	10,000	5,000	10,000	0
.490 -06	BOCES Services	12,710	12,710	13,720	1,010
.500	Supplies	54,700	54,700	47,200	(7,500)
.508	Health/Safety	500	500	500	0
.571	Gasoline	5,000	5,000	5,000	0
.572	Oil	500	500	500	0
.573	Tires & Tubes	2,500	2,500	2,500	0
.574	Lubricants	500	500	500	0
A1621 .0	MAINTENANCE	453,820	432,210	536,230	82,410

Salaries	FTE	Amount
Director of Facilities	1.0	67,675
Sr. Maintenance Mechanic	1.0	52,660
Maintenance Person	3.0	78,425
Clerk/Typist	.5	10,550
Groundskeeper	1.0	29,020

CENTRAL STOREROOM

Budget Code		2004/2005	Proj. Exp. 2004/2005	Proposed 2005/2006	Budget Change
A1660 .160 -08	Salaries	61,220	61,340	63,810	2,590
.162	Sub/OT Salaries	1,200	2,000	1,200	0
.163	Extra Help Salaries	1,000	0	1,000	0
.200	Equipment	0	0	0	0
.400	Contractual Expenses	100	350	100	0
.401	Mileage/Conferences	0	0	0	0
.500	Supplies	1,500	1,000	1,500	0
A1660 .0	CENTRAL STOREROOM	65,020	64,690	67,610	2,590

Salaries	Amount
Stores Clerk	34,870
Courier	28,940

CENTRAL PRINTING & MAILING

Budget Code		2004/2005	Proj. Exp. 2004/2005	Proposed 2005/2006	Budget Change
A1670 .200 -10	Equipment	0	0	0	0
.400	Contractual Expenses	5,300	4,500	5,300	0
.402	Printing	30,000	30,000	30,000	0
.403	Postage	54,500	49,000	54,500	0
.404	Copier Machine Rentals	36,000	30,000	19,200	(16,800)
.405	Copier Machine Service	0	0	0	0
.409	Legal Advertisements	2,000	1,600	2,000	0
.490 -06	BOCES Services	115,245	115,200	125,000	9,755
.500	Supplies	600	600	600	0
.501	Copier Supplies	46,000	46,000	46,000	0
A1670 .0	CENTRAL PRINTING & MAILING	289,645	276,900	282,600	(7,045)

CENTRAL DATA PROCESSING

Budget Code		2004/2005	Proj. Exp. 2004/2005	Proposed 2005/2006	Budget Change
A1680 .160 -07	Technology Coordination Salaries	265,845	270,050	281,200	15,355
.200	Equipment	20,420	20,420	92,000	71,580
.400	Contractual Expenses	20,280	17,000	28,060	7,780
.401	Mileage/Conferences	16,160	4,000	8,320	(7,840)
.420	Repair	3,850	50	2,000	(1,850)
.490 -06	BOCES Services	900	900	21,650	20,750
.500	Supplies	8,260	8,260	10,000	1,740
A1680 .0	CENTRAL DATA PROCESSING	335,715	320,680	443,230	107,515

Salaries (.160)	FTE	Amount
Coordinator	1.0	67,675
Technician	2.0	102,050
Technician Assistant	2.0	78,575
Teacher Assistant (Help Desk)	1.0	26,180
Summer Help	1.0	6,720

SPECIAL ITEMS

Budget Code		2004/2005	Proj. Exp. 2004/2005	Proposed 2005/2006	Budget Change
A1910 .421 -10	Multi-Peril Insurance	167,000	162,000	168,900	1,900
.422	Student Accident Ins.	7,500	7,200	7,500	0
A1910 .0	TOTAL	174,500	169,200	176,400	1,900
A1920 .474 -10	Board Membership Dues	13,000	13,000	13,500	500
A1950 .473 -10	Assessments on School Property	40,000	34,000	40,000	0
A1964 .489 -10	Refund - Real Property Taxes	500	650	500	0
A1981 .490 -06	BOCES - Adm. Charges	315,625	315,625	328,250	12,625
A1998 .0	SPECIAL ITEMS	543,625	532,475	558,650	15,025

CURRICULUM DEVELOPMENT AND SUPERVISION

Budget Code		2004/2005	Proj. Exp. 2004/2005	Proposed 2005/2006	Budget Change
A2010 .150 -07	Instructional Salaries	194,870	180,000	198,875	4,005
.160	Clerical - Salaries	23,010	23,010	24,280	1,270
.200	Equipment	0	0	0	0
.400	Contractual Expenses	10,130	10,000	10,130	0
.401	Mileage/Conferences	7,500	14,000	7,500	0
.490 -06	BOCES Services	4,050	4,050	4,210	160
.500	Supplies	7,590	6,500	7,590	0
A2010 .0	CURR. DEV. & SUPERVISION	247,150	237,560	252,585	5,435

Budget Code	Object of Expense	FTE	Curr.	K-12 Art	K-12 AV	K-12 Music	Summer Curr.	Total
A2010.150-07	Inst. Salaries	1.0	109,860	3,005	2,490	3,520	80,000	198,875
.160	Clerical Salaries	1.0	24,280					24,280

SUPERVISION - REGULAR SCHOOL

Budget Code		2004/2005	Proj. Exp. 2004/2005	Proposed 2005/2006	Budget Change
A2020 .150 -07	Building Principals - Salaries	669,420	669,420	692,845	23,425
.160	Clerical Salaries	184,685	180,000	184,370	(315)
.162	Sub/OT Salaries	7,000	7,000	7,000	0
.200	Equipment	5,500	5,500	5,640	140
.400	Contractual Expenses	9,650	9,650	5,900	(3,750)
.401	Mileage/Conferences	37,900	17,900	37,220	(680)
.470	Tuition Reimbursement - Adm.	10,000	10,000	10,000	0
.490 -06	BOCES Services	9,805	9,805	10,200	395
.500	Supplies	22,330	22,330	24,390	2,060
A2020 .0	SUPERVISION - REGULAR SCHOOL	956,290	931,605	977,565	21,275

Budget Code	Object of Expense	FTE	High School	Middle School	Ontario Elementary	Ontario Primary	Freewill Elementary	Total
A2020.150-07	Principals Salaries	8.0	249,720	174,435	88,845	91,000	88,845	692,845
.160	Clerical Salaries	8.0	58,490	43,915	27,415	21,050	33,500	184,370

Budget Code	Object of Expense	High School	Middle School	Ontario Elementary	Ontario Primary	Freewill Elementary	District	Total
A2020 .200	Equipment	0	1,500	3,140	0	1,000	0	5,640
.400	Contractual Expenses	5,000	650	250	0	0	0	5,900
.401	Mileage/Conferences	2,450	1,500	1,470	800	1,000	30,000	37,220
.500	Supplies	5,000	4,425	2,725	100	2,140	10,000	24,390

INSERVICE TRAINING - INSTRUCTION

Budget Code		2004/2005	Proj. Exp. 2004/2005	Proposed 2005/2006	Budget Change
A2070 .150 -07	Instructional Salaries	20,295	10,000	20,295	0
.400	Contractual Expenses	7,750	7,000	7,750	0
.401	Mileage/Conferences	6,000	6,000	6,000	0
.490 -06	BOCES Services	50,000	50,000	52,000	2,000
.500	Supplies	2,200	2,200	2,200	0
A2070 .0	INSERVICE TRAINING - INSTR.	86,245	75,200	88,245	2,000

TEACHING - REGULAR SCHOOL

Budget Code		2004/2005	Proj. Exp. 2004/2005	Proposed 2005/2006	Budget Change
A2110 .120 -04	K - 2 Salaries	1,385,300	1,353,025	1,409,995	24,695
.120 -05	K - 5 Salaries	1,431,900	1,398,900	1,506,260	74,360
.120 -07	Enrichment & Reading Coord.	90,855	90,855	113,860	23,005
.120 -03	3 - 5 Salaries	1,251,820	1,251,820	1,330,850	79,030
.120 -02	6 - Salaries	439,500	441,855	447,630	8,130
.121 -07	K-6 Salary Adjustments, Hours, etc.	25,000	25,000	25,000	0
.130 -02	7 - 8 Salaries	1,752,700	1,752,700	1,925,870	173,170
.130 -07	Teacher Mentor	35,000	30,000	35,000	0
.130 -01	9 -12 Salaries	2,596,200	2,596,200	2,700,720	104,520
.131 -07	7-12 Salary Adjustments, Hours, etc.	25,000	25,000	25,000	0
.132 -07	AIS Program	104,600	88,600	0	(104,600)
.140 -07	Tchr. Substitute Salaries	200,000	235,000	225,000	25,000
.162 -07	Sub/OT Salaries	20,000	20,000	20,000	0
.168 -07	Tchr. Aides - Salaries	625,300	590,000	640,200	14,900
.200 -07	Equipment	68,065	68,065	19,555	(48,510)
.400 -07	Contractual Expenses	54,755	54,755	44,485	(10,270)
.401 -07	Mileage/Conferences	20,845	17,000	25,025	4,180
.480 -07	Textbooks	154,050	154,050	147,345	(6,705)
.490 -06	BOCES Instructional Services/All Others	173,270	173,270	180,200	6,930
.500 -07	Supplies	209,165	205,000	176,985	(32,180)
A2110 .0	TEACHING - REGULAR SCHOOL	10,663,325	10,571,095	10,998,980	335,655

Budget Code	Object of Expense	FTE	HS	MS	OE	OP	FW	District	Total
A2110.120	K-2 Salaries	30.0				1,409,995		0	1,409,995
.120	K-5 Salaries	30.5					1,506,260	0	1,506,260
.120-07	Enrichment & Reading Coord.	2.0						113,860	113,860
.120	3-5 Salaries	27.0			1,330,850			0	1,330,850
.120	6-Salaries	9.0		447,630				0	447,630
.130	7-8 Salaries	40.8		1,925,870				0	1,925,870
.130-07	Teacher Mentor							35,000	35,000
.130	9-12 Salaries	55.5	2,700,720					0	2,700,720
.168	Tchr. Aides/Ass't Salaries	37.0	119,200	68,400	119,400	119,300	181,800	32,100	640,200
.200	Equipment		2,000	6,890	6,715	1,500	1,950	500	19,555
.400	Contractual Expenses		7,765	5,535	2,210	3,300	1,750	23,925	44,485
.401	Mileage/Conference		7,300	5,250	2,700	3,950	4,000	1,825	25,025
.480	Textbooks		43,315	38,985	22,695	20,460	21,890	0	147,345
.500	Supplies		55,525	43,755	17,890	20,725	22,860	16,230	176,985

BREAK-DOWN OF DISTRICT BUDGET REQUESTS:

Budget Code	Object of Expense	Art	Enrichment	Music	P/E	PCEN	Bi-Lingual	Reading Buddies	District	Total
.120-07	Salaries		113,860						35,000	148,860
.200-07	Equipment				500					500
.400-07	Contractual Expenses	75	6,580	1,970	1,000	0		14,300		23,925
.401-07	Mileage/Conferences	825	0	500	500					1,825
.500	Supplies	1,600	10,600	30	500	3,300	200			16,230

PROGRAMS FOR STUDENTS WITH SPECIAL NEEDS

Budget Code		2004/2005	Proj. Exp. 2004/2005	Proposed 2005/2006	Budget Change
A2250 .150 -07	Instructional Salaries	2,036,730	2,020,820	2,061,155	24,425
.151	Tchr. Substitute Salaries	32,000	32,000	40,000	8,000
.160	Clerical - Salaries	84,100	84,100	88,510	4,410
.162	Sub/OT Salaries	5,000	5,000	5,000	0
.168	Tchr. Aides - Salaries	761,600	685,000	762,200	600
.200	Equipment	10,470	10,470	12,250	1,780
.400	Contractual Expenses	50,000	50,000	60,750	10,750
.401	Mileage/Conferences	6,200	3,500	16,295	10,095
.471	Tuition - Public Schools	6,650	75,350	103,605	96,955
.472	Tuition - Private Schools	255,000	325,000	398,685	143,685
.490 -06	BOCES Instructional Services	677,000	550,000	487,000	(190,000)
.500	Supplies	44,730	44,730	49,700	4,970
A2250 .0	PROGRAMS-SPECIAL NEEDS CHILDREN	3,969,480	3,885,970	4,085,150	115,670

Budget Code	Object of Expense	HS	MS	OE	OP	FW	District	Total
	Instructional FTE	13.0	12.5	7.0	7.0	5.5	3.0	
A2250 .150-07	Instructional Salaries	631,935	436,300	253,025	323,005	213,680	203,210	2,061,155
	Teacher Aides FTE	17.5	10.0	11.5	7.0	5.5		
.168	Tchr Aides - Salaries	250,000	144,200	170,000	118,000	80,000		762,200
.200	Equipment	4,500	0	0	0	0	7,750	12,250
.400	Contractual Expenses	24,800	900	400	0	0	34,650	60,750
.401	Mileage/Conferences	5,720	3,500	1,750	1,250	1,000	3,075	16,295
.500	Supplies	18,660	5,010	3,550	2,600	2,000	17,880	49,700

OCCUPATIONAL EDUCATION/WORK EXPERIENCE

Budget Code		2004/2005	Proj. Exp. 2004/2005	Proposed 2005/2006	Budget Change
A2280 .150 -01	Instructional Salaries	220,230	220,230	264,550	44,320
.151	Tchr. Substitute Salaries	5,000	5,000	5,000	0
.200	Equipment	1,445	1,445	2,450	1,005
.400	Contractual Expenses	865	865	660	(205)
.401	Mileage/Conferences	4,480	3,500	5,000	520
.480	Textbooks	6,970	6,970	8,370	1,400
.490 -06	BOCES Instructional Services/Full-Time	396,220	345,000	412,100	15,880
.500	Supplies	8,920	8,000	10,100	1,180
A2280 .0	OCCUPATIONAL EDUCATION	644,130	591,010	708,230	64,100

OCCUPATIONAL EDUCATION/WORK EXPERIENCE - High School

Budget Code	Object of Expense	FTE	Business Education	Technology	Work Experience	Total
A2280 .150-01	Instructional Salaries	6.0	102,625	118,815	43,110	264,550
.200	Equipment		0	2,450	0	2,450
.400	Contractual Expenses		0	0	660	660
.401	Mileage/Conferences		1,500	1,500	2,000	5,000
.480	Textbooks		7,270	800	300	8,370
.500	Supplies		4,000	5,500	600	10,100

SPECIAL SCHOOLS

Budget Code		2004/2005	Proj. Exp. 2004/2005	Proposed 2005/2006	Budget Change
A2330 .150 -07	Instructional Salaries	73,000	55,450	65,000	(8,000)
.160	Continuing Ed - Salaries	0	0	0	0
.200	Equipment	0	0	1,000	1,000
.400	Contractual Expenses	900	400	0	(900)
.471	Tuition	5,800	5,800	8,500	2,700
.480	Textbooks (Non-Public Schools)	10,000	10,260	10,000	0
.490 -06	BOCES Services	14,000	14,000	14,560	560
.500	Supplies	500	500	500	0
A2330 .0	TEACHING - SPECIAL SCHOOLS	104,200	86,410	99,560	(4,640)

Budget Code	Object of Expense	Driver's Ed	Tutors	Total
A2330.150-07	Instructional Salaries	15,000	50,000	65,000

SCHOOL LIBRARY & AUDIOVISUAL

Budget Code		2004/2005	Proj. Exp. 2004/2005	Proposed 2005/2006	Budget Change
A2610 .150 -07	Librarians - Salaries	248,000	248,000	257,450	9,450
.151	Tchr. Substitute Salaries	3,500	3,500	5,000	1,500
.162	Sub/OT Salaries	1,500	500	1,500	0
.168	Tchr. Aides - Salaries	36,700	14,300	15,200	(21,500)
.200	AV & Library Equipment	230	0	0	(230)
.400	Contractual Expenses	6,280	6,280	3,935	(2,345)
.401	Mileage/Conferences	2,000	1,000	2,815	815
.460	School Library & AV Loan Program	58,490	58,490	58,170	(320)
.490 -06	BOCES Services	2,000	0	0	(2,000)
.500	Supplies	29,975	29,975	27,600	(2,375)
A2610 .0	SCHOOL LIBRARY & AUDIOVISUAL	388,675	362,045	371,670	(17,005)

Budget Code	Object of Expense	FTE	HS	MS	OE	OP	FW	District K-12	Total
A2610 .150-07	Librarians - Salaries	5.0	78,600	44,060	47,490	42,340	44,960		257,450
.168	Teacher Aides Salaries	1.0					15,200		15,200
.200	AV & Library		0	0	0	0	0	0	0
.400	Contractual Expenses		1,400	0	85	675	1,000	775	3,935
.401	Mileage/Conferences		500	0	415	400	500	1,000	2,815
.460	Library Materials Program		5,415	3,915	2,400	2,145	2,295	42,000	58,170
.500	Supplies		12,345	4,280	2,000	4,250	2,000	2,725	27,600

.460 Library Materials Program: District K-12 expense includes year 5 of a 5-year funding.

COMPUTER ASSISTED INSTRUCTION

Budget Code		2004/2005	Proj. Exp. 2004/2005	Proposed 2005/2006	Budget Change
A2630 .150 -07	Computer Assisted Instruction - Salaries	0	38,130	41,645	41,645
.220	Computer Hardware	61,275	61,275	211,300	150,025
.400	Contractual Expenses	12,290	11,500	300	(11,990)
.401	Mileage/Conferences	0	0	0	0
.420	Repair	2,000	0	2,000	0
.460	State Aided Computer Software	85,755	85,755	74,395	(11,360)
.490 -06	BOCES Services	88,800	88,800	77,360	(11,440)
.500	Supplies	33,245	33,245	71,830	38,585
A2630 .0	COMPUTER ASSISTED INSTR.	283,365	318,705	478,830	195,465

Budget Code	Object of Expense	FTE	HS	MS	OE	OP	FW	District	Total
A2630 .150-07	Computer Assisted Instruction - Salaries	1.0						41,645	41,645
.220-07	Computer Hardware		0	0	0	0	0	211,300	211,300
.400	Contractual Expenses		0	0	0	0	0	300	300
.401	Mileage/Conferences		0	0	0	0	0	0	0
.420	Repairs		0	0	0	0	0	2,000	2,000
.460	State Aided Computer Software		13,515	9,770	5,935	5,350	5,725	34,100	74,395
.500	Supplies		9,380	7,615	4,740	4,100	4,170	41,825	71,830

ATTENDANCE

Budget Code		2004/2005	Proj. Exp. 2004/2005	Proposed 2005/2006	Budget Change
A2805 .150 -07	Attendance Officer - Salary	18,500	18,485	19,500	1,000
.400	Contractual Expenses	3,500	1,500	3,500	0
.401	Mileage/Conferences	500	300	500	0
.403	Postage	600	600	600	0
.490 -06	BOCES Services	48,550	48,550	50,495	1,945
.500	Supplies	0	100	800	800
A2805 .0	ATTENDANCE	71,650	69,535	75,395	3,745

GUIDANCE

Budget Code		2004/2005	Proj. Exp. 2004/2005	Proposed 2005/2006	Budget Change
A2810 .150 -07	Guidance Counselors - Salaries	485,200	485,200	505,860	20,660
.160	Clerical - Salaries	64,300	64,300	70,600	6,300
.162	Sub/OT Salaries	2,000	2,000	2,000	0
.200	Equipment	600	300	300	(300)
.400	Contractual Expenses	2,360	2,150	1,610	(750)
.401	Mileage/Conferences	2,350	1,000	2,200	(150)
.490 -06	BOCES Services	41,620	41,620	64,830	23,210
.500	Supplies	6,365	5,400	4,480	(1,885)
A2810 .0	GUIDANCE	604,795	130,300	651,880	47,085

Budget Code	Object of Expense	FTE	HS	MS	OE	OP	FW	District	Total
A2810 .150-07	Guidance Counselors – Salaries	10.0	221,250	146,580	39,100	50,760	48,170		505,860
.160	Clerical - Salaries	3.0	45,700	24,900					70,600
.200	Equipment		0	300	0	0	0	0	300
.400	Contractual Expenses		975	635	0	0	0	0	1,610
.401	Mileage/Conferences		600	600	250	250	250	250	2,200
.500	Supplies		835	1,395	500	500	500	750	4,480

District column shows Community Service Liaison expenditures. Salary in Federal Grant.

HEALTH SERVICES

Budget Code		2004/2005	Proj. Exp. 2004/2005	Proposed 2005/2006	Budget Change
A2815 .160 -07	School Nurses - Salaries	138,400	130,300	136,400	(2,000)
.162	Sub/OT Salaries	9,000	7,600	9,000	0
.200	Equipment	0	0	600	600
.400	Contractual Expenses	0	0	500	500
.401	Mileage/Conferences	925	0	1,250	325
.446	School Physicians	19,500	20,800	21,500	2,000
.490 -06	BOCES Services	0	0	0	0
.500	Supplies	5,470	5,470	8,150	2,680
A2815 .0	HEALTH SERVICES	173,295	164,170	177,400	4,105

Budget Code	Object of Expense	FTE	HS	MS	OE	OP	FW	District	Total
A2815 .160-07	School Nurses - Salaries	5.0	33,200	27,300	23,300	24,700	27,900		136,400
.200	Equipment		0	600	0	0	0	0	600
.400	Contractual Expenses		100	100	100	100	100	0	500
.401	Mileage/Conferences		250	250	250	250	250	0	1,250
.500	Supplies		1,700	1,400	850	850	850	2,500	8,150

PSYCHOLOGICAL SERVICES

Budget Code		2004/2005	Proj. Exp. 2004/2005	Proposed 2005/2006	Budget Change
A2820 .150 -07	Psychologists - Salaries	210,500	210,500	218,550	8,050
.200	Equipment	0	0	3,900	3,900
.400	Contractual Expenses	0	0	500	500
.401	Mileage/Conferences	995	1,500	2,250	1,255
.490 -06	BOCES Services	0	0	0	0
.500	Supplies	4,220	4,800	4,800	580
A2820 .0	PSYCHOLOGICAL SERVICES	215,715	216,800	230,000	14,285

Budget Code	Object of Expense	HS	MS	OE	OP	FW	Summer	Total
	FTE	1.0	1.0	1.0	1.0	1.0		5.0
A2820 .150-07	Psychologists Salaries	40,220	59,210	0	67,190	51,930	0	218,550

PPS SPECIAL SCHOOLS

Budget Code		2004/2005	Proj. Exp. 2004/2005	Proposed 2005/2006	Budget Change
A2830 .400 -07	Contractual Expenses	43,000	46,000	49,000	6,000
A2830 .0	PPS - SPECIAL SCHOOLS	43,000	46,000	49,000	6,000

CO-CURRICULAR ACTIVITIES

Budget Code		2004/2005	Proj. Exp. 2004/2005	Proposed 2005/2006	Budget Change
A2850 .150 -07	Co-Curricular Salaries	60,100	60,100	65,920	5,820
A2850 .0	CO-CURRICULAR ACTIVITIES	60,100	60,100	65,920	5,820

Budget Code	Object of Expense	HS	MS	OE	OP	FW	Total
	FTE	22.0	10.0	2.0	0	2.0	36.0
A2850 .150-07	Co-Curricular Salaries	38,800	19,600	3,760	0	3,760	65,920

INTERSCHOLASTIC ATHLETICS

Budget Code		2004/2005	Proj. Exp. 2004/2005	Proposed 2005/2006	Budget Change
A2855 .150 -07	Coaching Salaries	197,945	197,945	220,950	23,005
.160	Athletic Events Personnel	36,000	32,000	41,000	5,000
.200	Equipment	12,095	12,095	9,760	(2,335)
.400	Contractual Expenses	27,000	27,000	36,475	9,475
.401	Mileage/Conferences	0	0	1,900	1,900
.449	Official Fees	35,000	32,500	38,700	3,700
.490 -06	BOCES Services	750	750	780	30
.500	Supplies	38,745	38,745	45,670	6,925
A2855 .0	INTERSCHOLASTIC ATHLETICS	347,535	341,035	395,235	47,700

DISTRICT TRANSPORTATION SERVICES

Budget Code		2004/2005	Proj. Exp. 2004/2005	Proposed 2005/2006	Budget Change
A5510 .160 -09	Transportation Office Salaries	119,100	119,100	127,885	8,785
.161	Mechanics' Salaries	134,100	134,000	139,500	5,400
.163	Extra Help	15,000	10,000	15,000	0
.164	Bus Drivers' RR & NP/H Salaries	873,300	835,000	875,040	1,740
.165	Sub R/R & NP/H	55,000	45,000	55,000	0
.166	Athletic Trips - Salaries	41,000	39,000	43,000	2,000
.167	Field Trips - Salaries	23,000	26,000	30,000	7,000
.168	Special Programs - Salaries	57,400	55,000	57,400	0
.200	Equipment	4,500	45,000	7,750	3,250
.400	Contractual Expenses	9,000	6,000	9,000	0
.401	Mileage/Conferences	2,000	1,300	2,000	0
.407	Laundry (Uniforms)	4,000	3,200	4,000	0
.408	Classified Ads	400	100	400	0
.412	Bus Equipment Repr/Contr.	30,000	22,000	35,000	5,000
.423	Ins., Liab., & Comp.	132,650	115,000	132,650	0
.446	School Physicians	8,500	7,300	8,500	0
.490 -06	BOCES Services	13,320	13,320	13,900	580
.550	Bus Supplies	9,500	8,500	10,000	500
.551	Cleaning Supplies	1,500	1,000	1,500	0
.552	Custodial Supplies	300	170	300	0
.570	Bus Parts	68,000	68,000	72,000	4,000
.571	Diesel Fuel/Gasoline	100,000	131,000	135,000	35,000
.572	Oil	10,000	4,500	10,000	0
.573	Tires & Tubes	18,000	12,500	18,000	0
.574	Lubricants	2,500	2,000	2,500	0
A5510 .0	DIST. TRANSPORTATION SERVICES	1,732,070	1,703,990	1,805,325	73,255

Salaries	Amount
Transportation Supervisor	65,285
Head Bus Driver	29,400
Senior Bus Driver	33,200

DISTRICT TRANSPORTATION SERVICES

Budget Code		2004/2005	Proj. Exp. 2004/2005	Proposed 2005/2006	Budget Change
A5530 .163 -09	Extra Help Salaries	1,000	0	1,000	0
.200	Equipment	2,000	2,000	2,000	0
.400	Contractual Expenses	5,900	5,900	5,900	0
.411	Rubbish	2,000	2,000	2,000	0
.412	Bldg. & Equipment Repr/Contracts	2,500	1,200	2,500	0
.414	Snow Removal	1,000	500	1,000	0
.416	Natural Gas	10,000	8,900	10,000	0
.417	Electric	15,000	12,800	15,000	0
.418	Telephone	10,000	9,200	10,000	0
.423	Insurance	5,700	5,400	5,700	0
.473	Assessment on School Property	1,500	1,100	1,500	0
.500	Supplies	4,000	2,900	4,000	0
.551	Cleaning Supplies	200	100	200	0
.552	Custodial Supplies	200	100	200	0
A5530 .0	GARAGE BUILDING O & M	61,000	52,100	61,000	0

COMMUNITY SERVICES

Budget Code		2004/2005	Proj. Exp. 2004/2005	Proposed 2005/2006	Budget Change
A8060 .200 -10	Equipment	0	1,425	2,000	2,000
.400	Contractual Expense	5,000	0	0	(5,000)
.432	Facilities Use	3,000	4,670	5,000	2,000
.500	Supplies	0	5,000	5,000	5,000
A8060.0	CIVIC ACTIVITIES	8,000	11,095	12,000	(1,000)

EMPLOYEE BENEFITS

Budget Code		2004/2005	Proj. Exp. 2004/2005	Proposed 2005/2006	Budget Change
A9010 .800 -10	NYS Employees Retirement	458,500	400,000	475,000	16,500
A9020 .800 -10	NYS Teachers Retirement	817,500	828,000	1,184,210	366,710
A9030 .801 -10	Social Security (FICA)/Medicare	1,526,100	1,476,100	1,573,025	46,925
A9040 .802 -10	Worker's Compensation	145,000	134,030	156,120	11,120
A9045 .803 -10	Life Insurance	8,000	7,200	8,000	0
A9060 .805 -10	Hospital/Medical/Disability Insurance	2,693,800	2,693,800	2,963,180	269,380
.806	Dental Insurance	210,000	205,000	215,000	5,000
A9098 .0	EMPLOYEE BENEFITS	5,858,900	5,744,130	6,574,535	715,635

DEBT SERVICE

Budget Code		2004/2005	Proj. Exp. 2004/2005	Proposed 2005/2006	Budget Change
A9711 .610 -10	Principal - Serial Bond (School Construction)	1,475,000	900,000	2,220,000	745,000
.710	Interest - Serial Bond	458,000	257,338	1,103,540	645,540
A9731 .710 -10	Interest - Bond Anticipation Notes	135,000	247,270	0	(135,000)
A9760 .710 -10	Interest - Tax Anticipation Notes	10,000	0	10,000	0
A9770 .710 -10	Interest - Revenue Anticipation Notes	0	0	0	0
A9898 .0	DEBT SERVICE	2,078,000	1,404,608	3,333,540	1,255,540

INTERFUND TRANSFERS

Budget Code		2004/2005	Proj. Exp. 2004/2005	Proposed 2005/2006	Budget Change
A9901 .950 -10	Transfer to Special Aid Fund	65,000	65,000	65,000	0
A9950 .970 -10	Transfer to Capital Fund	0	0	0	0
A9951 .0	INTERFUND TRANSFERS	65,000	65,000	65,000	0

WAYNE CENTRAL SCHOOL DISTRICT

REVENUES

	<u>2001/2002</u>	<u>2002/2003</u>	<u>2003/2004</u>	<u>2004/2005</u>	<u>2005/2006</u>
<u>STATE AID:</u>					
Basic Formula	\$ 9,305,000	9,167,000	8,999,865	4,820,485	9,908,500
Building	1,875,000	1,180,000	799,670	838,765	1,706,500
BOCES	548,000	548,000	572,700	638,000	626,500
Textbook, Software, etc.	240,000	235,000	231,865	227,770	226,600
Full Day K Conversion				304,000	0
	<u>\$ 11,968,000</u>	<u>11,130,000</u>	<u>10,604,100</u>	<u>6,829,020</u>	<u>12,468,100</u>
 <u>OTHER:</u>					
Admissions	\$ 16,000	16,000	16,000	16,000	16,000
BOCES Lease	572,000	194,246	248,511	0	0
County Sales Tax	900,000	835,000	835,000	835,000	835,000
Interest	530,000	150,000	100,000	100,000	100,000
Tuition	60,000	60,000	60,000	60,000	60,000
Miscellaneous	200,000	200,000	200,000	200,000	200,000
Interfund Transfer	100,000	0	0	0	0
Payment in Lieu Of	0	0	0	0	5,501,600
Transfer from Liability Reserve	0	0	0	75,000	0
	<u>\$ 2,378,000</u>	<u>1,455,246</u>	<u>1,459,511</u>	<u>1,286,000</u>	<u>6,712,600</u>
 <u>APPLIED FUND BALANCE:</u>					
Applied Levy Offset	\$ 1,350,000	1,350,000	1,350,000	1,350,000	900,000
	<u>\$ 1,350,000</u>	<u>1,350,000</u>	<u>1,350,000</u>	<u>1,350,000</u>	<u>900,000</u>
 <u>TAX LEVY:</u>					
	\$ 14,512,925	16,110,000	17,340,000	23,540,000	16,200,000
 <u>TOTAL REVENUES</u>					
	<u>\$ 30,208,925</u>	<u>30,045,246</u>	<u>30,753,611</u>	<u>33,005,020</u>	<u>36,280,700</u>

**WAYNE CENTRAL SCHOOL DISTRICT
6200 Ontario Center Road • P.O. Box 155 • Ontario Center, New York 14520-0155**

Trusteeoffered a **MOTION**, seconded by Trustee, to adopt a **RESOLUTION** for Notice of Public Hearing and Call of The Annual School District Election, **TO WIT:**

**RESOLUTION FOR NOTICE OF PUBLIC HEARING
AND CALL OF THE ANNUAL SCHOOL DISTRICT ELECTION
(May 17, 2005)**

BE IT RESOLVED by the Board of Education as follows:

Section 1: That, pursuant to §2004 (1) of the Education Law, as amended, the annual school election of the Wayne Central School District, Ontario Center, Wayne County, New York, shall be conducted in the lobby of the large gymnasium of James A. Beneway High School, located at 6200 Ontario Center Road, Ontario Center, New York, in said school district, on the 17th day of May, 2005, for the purpose of voting by voting machines upon the propositions hereinafter set forth. Polls for the purpose of voting shall be kept open between the hours of 9 a.m. and 9 p.m., local time.

Section 2: That, pursuant to §1707(2) of the Education Law, the public hearing on the proposed school budget will occur on Tuesday, May 5, 2005, @ 7:00 p.m. at the district office in the north wing of James A. Beneway High School, in said school district.

Section 3: That the notice of said public hearing and annual school election, including the propositions to be voted upon, shall be in substantially the following form, **TO WIT:**

LEGAL NOTICE

**NOTICE OF
ANNUAL SCHOOL DISTRICT ELECTION**
Wayne Central School District
Ontario Center, Wayne County, New York

NOTICE IS HEREBY GIVEN by the Board of Education of Wayne Central School District, Wayne County, New York, that the annual election of said school district shall occur on the 17th day of May, 2005, in the lobby of the large gymnasium of James A. Beneway High School, located at 6200 Ontario Center Road, Ontario Center, Wayne County, New York, for the purpose of voting, by voting machine, upon the propositions hereinafter set forth.

(1) 2005-2006 BUDGET PROPOSITION
(which may include separate propositions for special budgetary expenditures)

(2) RE-ESTABLISH BUS PURCHASE RESERVE FUND

RESOLVED, that the Board of Education be authorized to establish a reserve fund to be known as the **Bus Purchase Reserve Fund 2005** for the purpose of financing the purchase of vehicles for student transportation as approved by voters of the district. The ultimate amount of such fund shall be \$4,000,000. The probable term of such fund shall be five (5) years. The source from which the funds shall be obtained will be: the transfer of all of the balance of the current Bus Purchase Reserve Fund at the time of the establishment of the Bus Purchase Reserve Fund 2005; state aid received in 2004-2005 and any fiscal year thereafter on account of purchase of vehicles for student transportation; unencumbered fund balances in 2004-2005 and any fiscal year thereafter as designated by the Board of Education; budgetary appropriations as approved by voters; proceeds from the sale of used vehicles; insurance proceeds from damaged or destroyed vehicles and any other source approved by the voters, *and*

BE IT FURTHER RESOLVED that the Board of Education be authorized to make an initial expenditure from such reserve fund for the authorized purpose of such fund in an amount not to exceed \$401,210. in the 2005 - 2006 fiscal year.

(2) ELECTION OF SCHOOL TRUSTEES

Polls for the purpose of voting will be kept open between the hours of 9:00 a.m. and 9:00 p.m., local time.

NOTICE IS FURTHER GIVEN that, pursuant to §1707 (2) of the Education Law, a public hearing on the proposed budget is scheduled for Tuesday, May 5, 2005 @ 7:00 p.m. at the district office in the north wing of James A. Beneway High School in said school district.

NOTICE IS FURTHER GIVEN that the petitions to nominate candidates for the office of school trustee must be filed with the school district clerk no later than 5:00 p.m., local time, on Monday, April 18, 2005

Vacancies will occur for three (3) terms of three (3) years each to succeed the following incumbents:

Jo-Anna Diller
Richard A. Johnson
Jeffrey Schultz
(Original Seat of Timothy Ratcliffe, Resigned)

Petitions to nominate a school trustee may be secured from the school district clerk at the district office located in James A. Beneway High School (north wing), at 6200 Ontario Center Road, Ontario Center, New York, 14520, Monday thru Friday, exclusive of legal holidays, between the hours of 9:00 a.m. and 5:00 p.m. Such petition shall be signed by at least twenty-five (25) qualified voters of the school district, shall state the name and residence address of the candidate, and the name and residence address of each signer.

NOTICE IS FURTHER GIVEN that the election of school trustees is at large. The three-(3) candidates receiving the greatest number of votes cast for the three (3) offices shall be declared elected. In addition, the one (1) candidate who receives the greatest number of votes will assume his or her duties immediately upon election to fill the remainder of the unexpired term of Timothy Ratcliffe, resigned.

NOTICE IS FURTHER GIVEN THAT a copy of the statement of the estimated amount of monies which will be required, for school purposes, for the ensuing 2005-2006 school year may be obtained by any taxpayer of the school district during the fourteen (14) days immediately preceding the adjourned annual school election, except Saturdays, Sundays and holidays, between the hours of 8:00 a.m. and 4:00 p.m., local time, at any of the schools of the district or at the district office.

NOTICE IS FURTHER GIVEN THAT applications for absentee ballots may be sought by qualified voters of the school district from the school district clerk at his office in the district office.

Such applications must be received by the district clerk at least seven (7) days before the annual school election, if the ballot is to be mailed to the voter, or by 5:00 p.m. on the day before the annual school election, if the ballot is to be delivered personally to the voter. A list of all persons to whom absentee ballots is available for public inspection during regular business hours at the district office.

DATED: March 10, 2005 @ Ontario Center, Wayne County, New York

BY ORDER OF THE BOARD OF EDUCATION OF WAYNE CENTRAL SCHOOL DISTRICT
Ontario Center, Wayne County, New York
BY: **JAMES E. SWITZER**
School District Clerk

4T: Weeks of March 28, April 11 & 25 & May 18, 2005

Section 4: That the school district clerk be, and hereby is, authorized and directed to cause such notice of the public hearing and annual school election to be given in substantially the form hereinbefore prescribed by publishing the same four (4) times within the seven (7) weeks next preceding the public hearing (May 5, 2005) and the annual school election (May 17, 2005), the first publication to appear at least forty-five (45) days before each event, in the *Wayne County Mail* (Ontario-Walworth) and *The Times of Wayne County* (Walworth-Macedon), the official district newspapers, each having a general circulation in said school district, and by giving such other notice as, in his discretion, may be deemed advisable.

Section 5: This **RESOLUTION** shall take effect immediately upon adoption.

JES/jes:wp

WAYNE CENTRAL SCHOOL DISTRICT

To: Board of Education

From: Michael Havens, Superintendent of Schools
(Prepared by Mark D. Callahan, Director of Human Resources)

Re: Personnel Action

Date: March 10, 2005

The following is submitted for your review and approval.

ADMINISTRATIVE STAFF

Resignations: None

Appointments: None

INSTRUCTIONAL STAFF

Tenure Recommendation: None

Resignations:

Jeffrey Foti, Science (Biology) Teacher, assigned to the James A. Beneway High School, effective April 28, 2005. *For personal reasons.*

Leave of Absence:

Jennifer Klehr, Social Studies Teacher, assigned to the James A. Beneway High School, a combination paid and unpaid FMLA disability leave anticipated April 11, 2005 through June 30, 2005. *For the purpose of child rearing.*

Rebecca Postell, English Teacher, assigned to the James A. Beneway High Schools, a combination paid and unpaid FMLA disability leave anticipated April 29, 2005 through June 30, 2006. *For the purpose of child rearing.*

Appointments: None

Coaching Appointments:

Spring 2005

Name	Team	Step	WCS Years	Level	Incentive	Salary
Robert Taylor	Varsity Softball	7	7	C	No	3470
Tracy Watson	JV Softball	1	1	E	No	2457
Cal Seitz	Modified Softball	3	3	F	No	2314
Andrew Struzik	Varsity Baseball	5	3	C	No	3470
Brian Knebel	JV Baseball	1	1	E	No	2457
Doug Casey	Modified Baseball	28	23	F	Yes	3882
Riley Wheaton	Head Girls Varsity Track	2	2	D	No	2746
Josh Dougherty	Asst. Girls Varsity Track	2	2	E	No	2457
	Girls Modified Track			F		
Charlie Roods	Head Varsity Boys Track	6	6	D	No	3181
Colin Roods	Asst. Boys Varsity Track	32	3	E	No	3613
David Leone	Boys Modified Track	2	5	F	No	2169
Tim Mattle	Boys Varsity Tennis	13	12	F	Yes	2951
Thomas Gentile	Boys JV Tennis	10	28	G	Yes	3082

Extra Curricular Appointments:

Resignation: Brian Knebel has resigned his appointment as TSA advisor to accept the Boy's JV Baseball coaching position.

Appointment:

<u>Name</u>	<u>Activity</u>	<u>Bldg.</u>	<u>Rate</u>
Matthew Wiesniewski	Technology Student Association	HS	\$549.00
Joe Stromine	Sound Technician for HS play	HS	\$425.00

SUPPORT STAFF

Resignations: None

Leave of Absence:

Durwood Adams – School Bus Driver, an unpaid FMLA disability leave anticipated February 4, 2005 through May 1, 2005. *For the purpose of surgery.*

Appointments

Richard Hargather, Cleaner assigned as needed, a probationary Civil Service appointment effective February 24, 2005 through August 23, 2005 at \$8.50 an hour.

March 1, 2005. *Replacement for Susan Anseuuw (disability dismissal).*

Dawn Heintzelman, School Bus Monitor, assigned to the Transportation Department, a temporary Civil Service appointment effective February 28, 2005 at \$8.05/hr. *Temporary replacement for Sherrie Lucas (resignation).*

Dawn Landry, Food Service Worker assigned to the Freewill Elementary School, a permanent Civil Service appointment having served a successful probationary period, effective March 13, 2005.

Richard Powers, Cleaner assigned to the James A. Beneway High School, a probationary Civil Service appointment effective February 24, 2005 through August 23, 2005 at \$8.50 an hour.

Replacement for Scott Fox (dismissal).

Tracy Prizzi, Cleaner assigned to the James A. Beneway High School, a probationary Civil Service appointment effective February 24, 2005 through August 23, 2005 at \$8.50 an hour.

Replacement for Terry Shulla (resignation).

Substitute Support Staff Appointments (Amended):

William Sullivan, Substitute Bus Driver, effective February 8, 2005 at \$10.50/hr.

Wayne Central School District
Ontario Center, NY 14520

TO: Board of Education

FROM: Michael Havens

RE: Consensus Agenda

DATE: March 10, 2005

The following items are being recommended for approval in a consensus agenda:

1. Accept Treasurer's Report – January, 2005
2. Approve Change Order

Policy Submitted for First Reading

Policy 5500 – Disclosure of Wrongful Conduct

Regltn 5501 – Internal Fiscal Controls

Policy 5520 – Extra Classroom Activity Funds – Internal Controls

Policy 7300 – Homeless Children & Youth

Regltn 7301 – Placement of Homeless Children & Youth

Policy 7240 – Reporting Student Progress – Parent & Guardian Rights

Policy Submitted for Second Reading

None

**P
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I
C
Y**

3/10/05

Non-Instructional Operations

INTERNAL FISCAL CONTROLS

An important part of the accountability standards of the Board of Education for the safe, secure and efficient management of the resources of the school district is the establishment, implementation and monitoring of adequate internal fiscal controls.

These internal fiscal controls are a broadly defined process designed to provide reasonable assurance of the achievement of the following objectives:

- (1) safeguarding of assets of the school district against loss and unauthorized use or disposition,
- (2) ensuring the validity, accuracy and reliability of the accounting records and financial reports of the school district,
- (3) promoting adherence to prescribed policies, regulations and procedures of the school district and state and federal regulatory requirements
- (4) ensuring the effectiveness and efficiency of school district operations

Responsibility for Internal Control

The superintendent of schools of schools, or his or her designee, is responsible for establishing and maintaining a system of internal fiscal controls and for promotion of a positive and supportive attitude toward them. This includes:

- (1) conducting, or assigning to a designee, a required periodic review of departmental operating procedures to ensure that the principles and guidelines of internal control are followed
- (2) establishing controls where new types of transactions occur
- (3) improving upon existing controls if weaknesses are detected
- (4) responding to results and recommendations of audits

Since not all departments of the school district have sufficient resources to provide optimal control at all times, estimates and judgments must be exercised to assess the costs, benefits and risks involved. The costs associated with internal control should not exceed the benefits derived. Given these considerations, administrators are strongly urged to adhere to the control guidelines contained in this policy as is practicable.

Independent and External Audits

The independent auditing firm engaged by the Board of Education and any other external auditors are responsible for review of the adequacy of internal controls and for reporting their findings to the Board of Education and to appropriate administrative personnel.

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Non-Instructional Operations

INTERNAL FISCAL CONTROLS

School administrators and managers are required to take prompt and responsive action on all findings and recommendations made by both internal and external auditors.

The audit process is completed only after school administrators receive the results of the audit and action has been taken to (a) correct identified weaknesses, (b) produce improvements, or (c) demonstrate that management action is not warranted.

STANDARDS FOR INTERNAL CONTROLS

Policies of the Board of Education can define minimum levels or quality acceptable for internal fiscal controls and provide the basis against which internal control is evaluated. These standards can be supplemented and applied to all operational aspects of the school district – programs, finances and compliance.

The policies provide a general framework and are not intended to limit or interfere with duly granted authority related to development of policy, regulations or administrative procedures. The superintendent of schools, or his or her designee, is responsible to develop detailed administrative procedures and practices and to ensure that they are integrated into the operations of the school district.

Control Environment

The control environment, as established by the superintendent of schools and school administrative personnel, sets the tone and awareness of the importance of controls among employees. Control environment factors include integrity and ethical values, employee competence, leadership style and philosophy and assignment of authority and responsibility.

A school administrator can assist in the promotion of a good control environment by:

- (1) holding regular team and individual meetings to review and enlist support for policies, regulations and procedures
- (2) periodically evaluate needs for staff development and provision of staff development
- (3) clearly articulate positions on ethical issues relating to business management so that staff members receive a clear message to act in an ethical manner

Risk Assessment

Risk assessment is the identification and analysis of relevant risks to the achievement of the objectives of the school district. It forms the basis for determining management of risks faced by administrators from external and internal sources.

A pre-condition to risk assessment is the establishment of clear business objectives at all levels that are consistent and that related directly to those of the school district. This should occur in a disciplined, documented and ongoing process that is communicated to all employees as well as management personnel.

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Control Activities

Control activities are the policies, regulations and procedures that help ensure that management objectives are fulfilled. They help to ensure that necessary actions are taken to address the risks to achievement of the objectives of the school district.

There are specific control activities for information systems, including security programs, data center and client-server operation controls, system software controls, access security and application system development and maintenance controls.

The control activities are the methods for implementing internal control policies. They include a range of activities as diverse as approvals, authorizations, verifications, reconciliations, review of operating procedures, security of assets and segregation of duties.

The general guidelines for control activities include the following:

Separation of Duties

Individual duties are separated so that the work of one person routinely serves as a complimentary check on the work of another person. No one person has complete control over more than one key processing function or activity such as authorizations, approvals, certifications, disbursements, receiving or reconciliations.

Authorizations and Approval

Proposed transactions are authorized when they are proper and consistent with policy and plans of the school district. Transactions are approved by the designed school district officer.

Custodial and Security Arrangements

The responsibility for custody (physical security) and assets is separated from the accounting (record keeping) for those same assets to prevent unauthorized access to the assets and accounting records.

Review and Reconciliation

Employees who possess sufficient understanding of the financial system of the school district examine accounting records and documents of varied departments to verify that recorded transactions took place and were made in accordance with prescribed policies, regulations and procedures of the school district. These records and documents are compared with financial reports and statements of the school district to verify their accuracy, completeness and reasonableness.

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Information & Communication

Information and communication systems enable school administrators and employees to collect and exchange the information need to conduct, manage and control school district operations. Pertinent information must be identified, recorded and communicated in a form and within a time frame that enables school personnel to perform their duties and responsibilities in an efficient manner.

Information systems produce reports related to operational, financial and compliance information that make it possible to manage the school district. Effective communication must also occur in all departments of the school district and school employees must understand their role in the internal control system and how their individual activities relate to the work of others.

Monitoring

Monitoring of internal control systems are necessary to assess the quality of the performance of the control system over a period of time. Ongoing monitoring occurs in the course of normal operations and includes regular management and supervisory activities. In addition, separate operational evaluations are conducted based on the assessment of risks and the effectiveness of ongoing monitoring procedures.

Adequate supervision of personnel and other monitoring activities are required to ensure the reliability of accounting and/or operational controls by identifying errors, omissions, exceptions and inconsistencies in the application of procedures.

ROLE OF THE INTERNAL CLAIMS AUDITOR

The internal claims auditor, appointed annually at the re-organizational meeting by the Board of Education, shall establish and modify, as deemed necessary, the necessary guidelines and procedures for internal fiscal controls in conformance with all applicable state codes, school board policies, regulations. The internal claims auditor shall add any controls that he or she deems necessary and shall report actions, results of testing and findings to the Board of Education on a regular basis, but not less than twice during each fiscal year.

Working with school board officers and appointees, the internal claims auditor shall verify the understanding of employees of established policies, regulations and procedures for internal fiscal controls. He or she shall conduct testing on a regular basis for material compliance and report all concerns, problems and regular inconsistencies to the Board of Education or appropriate officers or appointees designated by the Board of Education.

Examples of typical, but not limiting, control activities for application of internal control principles are outlined in the following pages.

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INTERNAL FISCAL CONTROLS

Accounting Records and Reports

The financial system of the school district provides most of the official accounting and financial records of the school district. These include the general ledger, subsidiary ledgers (e.g. food service, trust and agency, extra-classroom activity funds) and management reports. Many reports contain supplemental records or produce management reports which often duplicate reports included in the financial system.

The internal claims auditor should review and test the financial system.

To ensure accuracy and integrity of records and reports and to avoid decision-making based on inaccurate or incomplete information, all personnel are expected to reconcile records and source documents on a monthly basis with the district's financial system ledger and other reports generated by the financial system.

Following reconciliation, any required adjustments and/or corrections must be made promptly and documented by the employee to whom this responsibility is assigned.

Payroll Records

Separation of Duties: A reasonable separation of duties shall be established and maintained after consideration of the associated costs, benefits and available resources. Under optimal conditions, a single employee should not have complete control over approving payroll transactions, distributing payroll checks to employees and reviewing payroll expense reports.

Authorization & Approval: Personnel and payroll time sheets must be approved only by employees formally designated with approval authority. Payroll transactions are entered by designated persons who have access to the payroll computer program within specified security privileges. After the transactions are entered, notices are sent to a designated person for review.

Persons who prepare payroll records must understand all relevant regulatory requirements, policies and procedures as well as complete mandatory training classes. Persons who review the transactions must resolve all questions that arise and ensure that transactions are reversed until the questions are resolved.

Approval authority is controlled by the chief fiscal officer who is responsible for identifying persons who will review and approve payroll changes. Cancellation of privileges shall be entered promptly when employees are terminated or their responsibilities are changed.

Job and attendance records are approved on a monthly basis by employee supervisors and maintained on a formal and current basis. The original approved records are not returned to the employee after approval by supervisory personnel.

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Custody & Security: Payroll and related personnel records shall be filed in a secure location with access only by authorized personnel.

Payroll checks awaiting distribution to employees are kept in locked storage, accessible to only to a person designated as check custodian, or his or her alternate, who has formal custodial responsibility.

Check custodians will require the presentation of proper identification before releasing checks to employees not known to them. When a payroll check is released to someone other than the payee, the check custodians will require an authorization signed by the payee to release the check, require proper identification of the person receiving the check and obtain a signed receipt which will be retained by the check custodian.

Payroll checks that remain undeliverable after fifteen (15) days are returned to the school district treasurer with an explanation of the delivery problem.

Review & Reconciliation: School personnel who possess overall knowledge of departmental accounts are assigned to review monthly payroll reports to ensure the validity and accuracy of payroll charges. The reconciliation is documented by the employee to whom this responsibility is assigned.

A listing of all deviations from employee "usual and customary" payroll shall be compiled separately by the payroll clerk by employee name and amount and reported bi-weekly to the chief financial officer for review when authorizing the payroll for each payroll period.

When deadlines for payroll reporting require that time worked is estimated to the end of a reporting period, controls are established to ensure that the appropriate adjustments are made, after the fact, for differences between estimated and actual time worked.

To ensure that final paychecks are accurately prepared for employees who have been placed in any status under which full standard pay is not to be received (e.g. terminations, separations, leaves of absence without pay), final time records are reviewed for accuracy prior to processing of final transactions.

Purchasing, Receiving And Disbursements

Separation of Duties: A reasonable separation of duties shall be established and maintained after consideration of the associated costs, benefits and available resources. Under optimal conditions, a single employee should not have complete control over placing orders, approving purchase requisitions or purchase orders, reviewing and processing invoices for payment or reviewing and reconciling financial system reports or departmental appropriations or expenditures.

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Authorization & Approval: Transactions that will ultimately generate a disbursement or expense transfer are entered by designated preparers. Once entered, notices are sent to reviewers. Preparers must understand all relevant regulatory requirements, financial systems and policies. Reviewers must examine all transactions and resolve all questions that arise and ensure that transactions are reversed until the questions are resolved.

Authority for approval is controlled by the chief financial officer who is responsible for identifying which individuals will review and approve transactions. Cancellation of privileges shall be entered promptly when termination of employees occurs or a change in responsibilities occurs

The fulfillment of terms, rates and charges related to services provided are compared to purchase requisitions, purchase orders, consulting agreements and contracts by the internal claims auditor.

The issuance of a valid order is authorization for the accounts payable department to process an invoice that is in accordance with the terms of the purchase order and school district policies. A department employee must acknowledge receipt of goods and services prior to payment. The person(s) processing accounts payable transactions must review all invoices for payment to ensure that the proper accounts are charged and that prior payment was not made.

Review and Reconciliation: Employees who possess overall knowledge of building and departmental accounts are assigned to review monthly reports produced by the financial system to ensure the validity, accuracy and completeness of all current non-payroll expenditures. This review includes comparing current month expenditures to source documents and is documented by the employee to whom this responsibility is assigned.

Original invoices and related back-up documentation supporting purchase orders shall be retained by the accounts payable department as provided by appropriate records retentions schedules.

Inventories of Equipment And Supplies

Where applicable, these guidelines pertain to any inventory whose transfer damage, disposal or loss would materially affect the value of the assets of the school district and/or create serious consequences.

Separation of Duties: A reasonable separation of duties shall be established and maintained after consideration of the associated costs, benefits and available resources. Under optimal conditions, a single employee should not have complete control over receiving, maintaining or issuing items, preparing and maintaining up-to-date records of the location, transfer, damage, disposal, or loss of inventory or performing annual physical inventory counts or inspections.

Authorization and Approval: Requisitions approved by authorized administrators or supervisors are required prior to issuing inventorial equipment or supplies. Any adjustment to inventory records for returned, missing, damaged, obsolete or stolen items is approved by appropriate administrators or supervisors. Large adjustments should be supported by written explanations.

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Custodial and Security Arrangements: Security arrangements used to safeguard inventory against loss through damage, theft or misappropriation are proportional to its value and removability. With the exception of equipment purchased with the intent of off-campus use, such as laptop computers, off-campus use of district equipment shall be discouraged. Use of district equipment or supplies for purposes not related to work responsibilities is not allowed.

The fewest number of authorized employees shall have access to inventories. Locks, keys and/or combinations securing movable equipment or supplies are changed whenever there is turnover involving personnel who had access to these inventories. A record of keys and/or combinations is maintained by one departmental employee,

Review & Reconciliation: Items are inspected for general condition, possible damage, and completeness. An employee with custodial responsibility for these items shall perform the inspection. Usage is reviewed regularly. Obsolete, inactive or damaged items are removed from inventory in accordance with established procedures. A physical count of major inventory should be conducted on an annual basis. Management personnel shall be advised of significant inventory discrepancies,

Cash Receipts

Separation of Duties: A reasonable separation of duties shall be established and maintained after consideration of the associated costs, benefits and available resources. Under optimal conditions, a single employee should not have complete control over receiving or depositing cash, recording cash payments to receivable records, reconciling cash receipts to deposits and/or financial system reports, billing customers for goods and services or access to the financial reporting system to the general ledger.

Authorization & Approval: Bank accounts of the school district may be established only with the approval of the Board of Education. Individual accountability for cash must be maintained throughout all cash handling operations from receipt through deposit. All transfers of accountability must be documented.

Transfers of cash between two (2) people are jointly verified in the presence of both persons. A school board officer or appointee verifies and approves cash deposit and transmittal documents, voided transactions, and cash overages and shortages. Known or suspected misappropriations or mysterious disappearances of cash or securities must be reported promptly.

Custodial and Security Agreements: The physical safeguarding of all cash is required at all times in accordance with policies, regulations and procedures of the Board of Education. Transportation of cash is made by authorized personnel, only.

All documentation requesting payments to the school district must inform the payers that their payments must be made payable to the Wayne Central School District. Payee designations other than to the school district require approval of the superintendent of schools. Accountability for each deposit transaction must be maintained.

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Checks and money orders are restrictively endorsed immediately upon receipt with a stamp inscribed with the name of Wayne Central School District.

Cash which is un-deposited is kept in a locked receptacle designated for same. Strict individual accountability for cash is maintained at all times.

Keys and safe combinations must be given only to supervisory and authorized personnel. Those persons are required to memorize those combinations. A record of the combination must be sealed and maintained in an area separate from that where the safe is located. The sealed copy is restricted to the fewest number of employees possible, one of whom shall be at the supervisory or management level. For emergency back-up access, a spare set of keys and/or a record of the combination shall be maintained in a locked receptacle which is controlled by two persons together at the same time.

Keys and safe combinations must be changed whenever a person knowing the combination terminates their employment with the school district. A record of keys or safe combinations issued is maintained by a single departmental employee.

Cash receipts may not be maintained in offices and may not be deposited in unauthorized or non-district bank accounts. Funds or property not related to the operation of the school district must not be stored in departmental safes.

Disbursements shall not be made from cash receipts. An employee independent of cashiering operations opens district mail and an employee independent of cashiering operations performs the follow-up and adjustment for returned checks. A report of cash collections signed by the preparer must accompany each deposit.

Review and Reconciliation: Cash receipts are recorded on the day received. Only pre-printed and consecutively numbered receipts are used.

Accounting personnel are responsible for safeguarding and issuing receipt documents to cashiering personnel. An original dated receipt is provided to the payer. Copies of valid receipts and of voided receipts are kept for audit and reconciliation purposes.

Daily reports of cash receipts are subject to supervisory review and approval. Cash receipts are reconciled to deposits and deposits are reconciled to financial system reports. Cash shortages and overages are promptly reported to, and investigated by, personnel at the next higher administrative level.

Petty Cash and Change Funds

Authorization & Approval: Petty cash and change funds shall be authorized and approved by the Board of Education. A fund may not be established from cash receipts that are not deposited to an authorized bank account.

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A fund is used only in accordance with the purposes agreed upon at the time the fund is authorized and always conforms to establish policies and procedures of the school district. Check requests to reimburse a petty cash fund are approved by the superintendent of schools who does not have direct access to the petty cash fund. Fund reimbursement is made payable to the custodian of the fund.

Custodial and Security Arrangements: Cash and cash reimbursement vouchers are stored in a locked receptacle. Security provided is proportional to the dollar amount of the fund. Custodial responsibility of each fund is assigned to only one employee and can be re-delegated internally to cover absences of less than three (3) weeks. Petty cash is not to be deposited into an unauthorized or non-district bank.

Review and Reconciliation of Petty Cash Funds: The custodian of a petty cash fund may not make any disbursements without first being presented with a receipt or approved reimbursement voucher documenting the expenditure.

Original receipts are required in order to prevent duplicate reimbursements. Personal checks and I-O-U's are not considered valid receipts. Any person receiving cash must sign an approved reimbursement voucher or receipt for cash received.

The custodian of a petty cash fund shall balance the fund at least monthly and whenever the fund is replenished. Total cash plus reimbursement vouchers on hand should equal the authorized amount of the fund. Shortages or overages are reported and promptly investigated by school personnel. Funds are periodically verified through unannounced review and balance of the fund by the chief financial officer or his or her designee.

Billing and Accounts Receivable

Separation of Duties: A reasonable separation of duties shall be established and maintained after consideration of the associated costs, benefits and available resources. Under optimal conditions, a single employee should not have complete control over billing for goods or services provided, collection, billing, billing cancellations, credits, and write-off of debtor accounts, receiving, recording and processing payments and cashing functions or reconciliation of receivable records to the subsidiary ledger receivable reports of the financial reporting system.

Authorization and Approval: Receivable functions required approval by an authorized supervisory or management employee when:

- (1) establishing rate and/or billing schedules for charging customers
- (2) issuing credit memos and/or billing cancellations
- (3) granting credits to customers
- (4) determining which accounts are uncollectible and should be written off

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Custodial and Security Arrangements: Invoices are prepared and issued only by authorized personnel. Invoices are system-generated and are assigned numbers in sequential order. Charge and payment transactions are recorded and maintained in the system. Copies of voided invoices are kept for audit and reconciliation purposes.

Review and Reconciliation: Monthly subsidiary ledger relievable reports of the financial reporting system are reviewed by staff members with overall knowledge of receivable management. This reconciliation is documented by staff members to whom this responsibility is assigned.

Delinquent account balances are examined and follow-up with customers is initiated to determine reasons for non-payment. If a reasonable or satisfactory explanation is not received from a debtor regarding the delinquent account, the debtor is precluded from receiving additional credit.

Departmental billing records are periodically compared and reconciled to account balances appearing on the subsidiary ledger receivable reports of the financial reporting system.

Approved:

Non-Instructional/Business Operations

EXTRA-CLASSROOM ACTIVITIES FUND

An extra-classroom activity fund shall be established for activities conducted by students whose financial support is from sources other than by taxation or through charges of the Board of Education.

All moneys in the extra-classroom activities fund shall be kept according to standards of good financial management under the direction of the assistant superintendent for business. Proper accounting records will be maintained and all moneys deposited in appropriate accounts as established by the Board of Education. These accounts shall be subject to annual audit by the independent auditor designated by the Board of Education.

All transactions involving extra-classroom funds shall be on a cash basis and no accounts shall remain unpaid at the end of the school year. The building principals, with approval of the assistant superintendent for business, shall set up procedures for receipt and payment from the extra-classroom activities fund in their respective buildings.

8 New York Code of Rules and Regulations (NYCRR) Part 172

Responsibility for Internal Control

The superintendent of schools of schools, or his or her designee, is responsible for establishing and maintaining a system of internal fiscal controls and for promotion of a positive and supportive attitude toward them. This includes:

- (5) conducting, or assigning to a designee, a required periodic review of departmental operating procedures to ensure that the principles and guidelines of internal control are followed***
- (6) establishing controls where new types of transactions occur***
- (7) improving upon existing controls if weaknesses are detected***
- (8) responding to results and recommendations of audits***

Independent and External Audits

The independent auditing firm engaged by the Board of Education and any other external auditors are responsible for review of the adequacy of internal controls and for reporting their findings to the Board of Education and to appropriate administrative personnel.

Adopted: September 10, 2003

Revised: March ..., 2005

Students

REPORTING STUDENT PROGRESS – PARENT & GUARDIAN RIGHTS

It is the policy of the Board of Education to foster and encourage two-way communications between school personnel and parents and guardians. School officials will communicate as often as necessary and as effectively as possible with parents and encourage parents to communicate with school officials.

The school district's formal reporting system includes report cards and/or progress reports issued by teachers on a scheduled basis. In addition, conferences between parents and teachers and/or counselors will occur at scheduled intervals during the school year.

Parents and guardians are encouraged to visit the schools and to confer with school officials about their child's progress on a continuous basis.

Staff members are encouraged to maintain contact with parents and guardians through written, electronic or telephone methods.

Regulations of the Federal Educational Rights and Privacy Act (FERPA) govern the access to and release of information about students and participation of persons at parent-teacher conferences or student scheduling conferences.

The superintendent of schools will develop regulations for review by the Board of Education to implement this policy.

HOMELESS CHILDREN AND YOUTH

It is the policy of the Board of Education to ensure that homeless children and youth are provided with equal access to the educational programs of the school district, have an opportunity to meet the same challenging State of New York and local academic standards, are not segregated on the basis of their homeless status and to establish safeguards that protect them from discrimination on the basis of their homelessness.

Definition

The term "homeless children and youths" means individuals who lack a fixed, regular, and adequate nighttime residence due to economic hardship.

The term includes children and youths who:

- are temporarily sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason
- are living in motels, hotels, or camping grounds due to the lack of alternative adequate accommodations
- are living in emergency shelters
- are abandoned in hospitals or are awaiting foster care placement
- have a nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings
- are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings
- runaway children or children who are abandoned

Youth not in the physical custody of a parent or guardian may be considered homeless if they meet the above definition.

Homeless status is determined in cooperation with parents or, in the case of unaccompanied youth, the local educational agency liaison.

Homeless status may be documented through a variety of forms maintained by the school district (e.g. *Hopeworks Education Program Referral Form*) and/or through direct contact with district staff members.

The superintendent of schools will develop regulations for review by the Board of Education to implement the policy for placement of homeless children and youth.

POLICY ADOPTED: March ..., 2005

REGULATION FOR PLACEMENT OF HOMELESS CHILDREN & YOUTH

School Selection

In determining the best interests of the child or youth to the extent feasible the child or youth will be kept in the school of origin for the duration of homelessness except when doing so is contrary to the wishes of the child's or youth's parent or guardian,

In the case of unaccompanied youth, the local educational agency liaison or designee will assist in placement or enrollment decisions considering the requests of such unaccompanied youth.

The school of origin means the school that the child or youth attended when permanently housed or the school in which the child or youth was last enrolled.

The choice regarding placement shall be made regardless of whether the child or youth lives with the homeless parents or guardian or has been temporarily placed elsewhere.

Enrollment

The school selected shall immediately enroll the child/youth, even if the child or youth lacks records normally required for enrollment. Records will immediately be requested from the previous school.

The terms "enroll" and "enrollment" are defined to mean attending school and participating fully in school activities.

Residency

A homeless child or youth is a resident if the child is personally present somewhere within the district with a purpose to remain but not necessarily to remain permanently.

The child or youth shall be considered a resident when living with a parent, guardian, or person in loco parentis not solely for school purposes or for participation in extra curricular activities.

Homeless students who do not live with their parents or guardians may enroll themselves in school.

The address listed on the enrollment forms becomes proof of residency.

Regulation Approved: March .., 2005

**REGULATION FOR PLACEMENT OF HOMELESS CHILDREN & YOUTH
*Guardianship***

For purposes of school placement, any parent, guardian or person "in loco parentis" who has legal or physical custody of a homeless child or youth shall enroll that child or youth directly in a school within the Wayne Central School District.

Once a child or youth is enrolled in and attending a school, the *Guardian Responsibilities* form provided by the school district must be completed within a reasonable period of time for those children or youth who are not accompanied by a parent or guardian or person "in loco parentis"

Comparable Services

Each homeless child or youth shall be provided services comparable to services offered to other students in the school building selected, examples of which follow.

- Preschool programs
- Transportation services
- Educational services for which the child or youth meets eligibility criteria such as ESL or special education programs
- Programs for "At Risk" students
- Programs for gifted and talented students
- School nutrition programs
- Title I services
- All After School programs

Transportation

At the request of the parent, or in the case of an unaccompanied youth, the local agency liaison or designee, transportation will be provided for homeless children for the duration of the school year to the school of origin, school of attendance area or school requested,

Once permanent housing is found, the family has a choice to stay in the school they are attending, school of origin or attend the school where they have found housing. They will seek permission from the superintendent of schools for transportation.

Permanent housing is defined as any signed lease or long-term approved living situation. Self-paying day to day in a motel is not considered permanent housing.

In the case where the school district of origin and current residence are different local education agencies, the two school districts will agree on a method for transportation and share costs.

Regulation Approved: March .., 2005

**REGULATION FOR PLACEMENT OF HOMELESS CHILDREN & YOUTH
Local Educational Agency Liaison**

The Assistant Superintendent for Instruction will be the Local Educational Agency Liaison for homeless children and youths.

The local educational agency liaison, or designee, shall insure that:

- homeless children and youths are voluntarily identified by school personnel and through coordination with other entities and agencies
- homeless children and youth enroll in and have a full and equal opportunity to succeed in schools in the district.
- homeless families, children, and youths receive educational services for which they are eligible and referrals to other appropriate services.
- the parents or guardians of a homeless child and any unaccompanied homeless youth is/are informed of the educational and related opportunities available to them and are provided with meaningful opportunities to participate in the education of the child/youth.
- public notice of the educational rights of homeless children and youths is disseminated in such public places as schools, meal sites, shelters and other locations frequented by low income families.
- compliance exists with all policies and procedures and mediate enrollment disputes
- the parents or guardians of a homeless child or youth, and unaccompanied youth, are informed of all transportation services, including transportation to the school of origin or to the school that is selected
- coordination of services between the school district and other homeless family service providers.
- assistance is provided to children and youth who do not have immunizations, or immunization or medical records, to obtain necessary immunizations, or immunization or medical records.
- students are not segregated on the basis of their status as homeless
- programs for homeless students are coordinated with other federal and local programs

Disputes & Appeals

If a dispute arises over school selection or enrollment in a school, the child or youth shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute.

The local educational liaison shall carry out the dispute process as expeditiously as possible after receiving the notice of the dispute.

Appeals are filed with the superintendent of schools. The parent or guardian of the child or youth, or unaccompanied youth, shall be provided with a written explanation of the appealed decision regarding school selection or enrollment, including the rights of the parent, guardian, or youth to appeal the decision to the Office of Coordinator for Education of Homeless Children and Youths in the NYS Department of Education

Regulation Approved: March .., 2005