

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, January 12, 2006
TYPE: Regular Business Meeting

TIME: 6:00 p.m.
PLACE: Freewill Elementary School

PRESENT: Trustees Brunner, Davis, Griswold, Johnson, Lyke, Robusto, Schultz, Triou (arrived @ 6:05 p.m.), Wyse; District Clerk Switzer; Administrators Havens, Shaffer, La Ruche, Siracuse, Pearles, Cox, Schiek, Atseff, Spring, Callahan, Green

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

I. **CALL TO ORDER:** 6:00 p.m. by Frank Robusto, Jr., School Board Vice-President

II. **EXECUTIVE SESSION** (Personnel)

Mr. Wyse offered a **MOTION** to adjourn the meeting, at 6:02 p.m., for an executive session on personnel matters pertaining to specific persons. 8 Ayes, 0 Nays, 1 Absent (Mr. Triou), Carried.

(Mr. Triou entered the meeting @ 6:05 p.m.)

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

III. **RECONVENE:** 7:00 p.m.

IV. **PLEDGE OF ALLEGIANCE**

V. **APPROVAL OF AGENDA & MINUTES** (December 8, 2005)

Mr. Wyse presented items on the appeal of a student suspension matter and a resolution for the energy performance project as additions to the agenda. Mr. Johnson offered a **MOTION** to approve the agenda for this evening's meeting, as revised, and the minutes of the meeting of December 8, 2005, as presented. 9 Ayes, 0 Nays, Carried.

VI. **PUBLIC COMMENT**

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

A. Craig Litt, 1042 Ridge Road, Ontario, thanked the Board of Education and school staff involved for sponsoring the candidates' night for Ontario town candidates last fall and encouraged them to continue the event prior to local elections. He suggested that more students pose questions and allocating more time is for questions of candidates from the audience. He believes this an important part of preparing students as community citizens.

- B. Mr. Litt, supra, believes that advanced government students should pose questions when they attend town board meetings in the same fashion as at school board meetings prior to obtaining signatures to verify their attendance at the meeting.

VII. BOARD MEMBER COMMENTS

- A. Mr. Wyse noted that the **TV production studio at the high school** is now complete and encouraged everyone to visit the new facility. It will provide an excellent resource for our students.
- B. Mr. Wyse extended **compliments** to all parties involved in planning, staging and speaking at the **high school's career day** today. He was pleased to participate and noted the enthusiasm of students for the event.
- C. Mrs. Lyke noted that the program meeting of the **Four County School Boards Association** on January 30th includes a presentation by Mr. Havens on interest-based negotiations. She encouraged trustees to attend the event at the B.O.C.E.S regional support center at Newark.
- D. Mr. Robusto noted that he, too, participated in **career day activities at the high school** and extended **compliments** to all parties involved, especially the Interact Club. He was pleased that a large number of the guest speakers were local alumna.
- E. Mr. Schultz noted that he, too, was pleased to participate as a guest speaker for **career day** and that he carried the positive, enthusiastic tone of the event for the remainder of his work day.
- F. Mr. Davis echoed the comments on the excellent preparation and presentation of the **career day** and noted that he was pleased to participate.
- G. Mr. Griswold extended **welcome to Mr. Pearles**, now served as acting principal at Ontario Elementary School, after his absence since retirement.

VIII. BOARD PRESIDENT'S COMMENTS

- A. Mr. Triou extended **compliments** to all persons who planned and participated in the **career day at the high school** today.
- B. Mr. Triou extended **condolences** to the families of Deborah Phalen, teacher assistant in the computer center at Freewill Elementary School, and William Kosachook, retired director of pupil personnel services and chairperson of the Committee on Special Education and former principal of Ontario Elementary School.

IX. REPORT ON ACTION ITEMS BY THE SUPERINTENDENT OF SCHOOLS

- A. Mr. Havens reported that he and other school officials had met with students following the December business meeting to discuss the interest they expressed in adding a sand volleyball court at the high school. A group of

students is working with Bob Miller, director of facilities, to assemble information on costs to create, construct and maintain such a facility.

X. REPORTS OF THE SUPERINTENDENT OF SCHOOLS

A. VISIT BY DISTRICT SUPERINTENDENT

Wayne-Finger Lakes Board of Cooperative Educational Services

Mr. Havens introduced Dr. Joseph Marinelli, district superintendent of Wayne-Finger Lakes B.O.C.E.S., who was present for his bi-annual visit to the Board of Education and school district. He was accompanied by Walworth resident Jeanne Durfee, a member of the BOCES Board of Education and former member and officer of the Wayne Central Board of Education.

Mrs. Durfee noted that the visit is part of a goal of the B.O.C.E.S. Board of Education to keep communications and dialogue open with component school districts and school board members. Visits are made to each district once every two years; the program was started six (6) years ago.

Review of student achievement and future plans for trade and technical education, special education, staff development and educational technology and communications with component school boards and districts was made by Dr. Marinelli.

Dr. Marinelli distributed an outline of the programs and services offered by B,O.C.E.S. in trade and career education, special and alternative education, staff development, instructional and educational technology, shared services and cooperative programs. (copy filed in clerk's agenda file, this meeting). The report also highlighted data on student achievement and the emphasis on support for local districts in mathematics and literacy education. Several of the trade and technical programs have earned national certification and articulation agreements are in place with sixteen (16) two- and four-year colleges which enable students to earn college credit for their trade and technical courses.

Baxter Lansing, a senior at Wayne Central, shared his experiences in the automotive technology program and the many career skills he has learned and applications of math, science, and language arts in his courses. He also noted the scholarship opportunities available and the national competition venues that students can enter.

Trustees extended compliments to Baxter for his presentation and remarks.

Mrs. Lyke asked if any internships are available for trade and technical courses. Baxter Lansing stated that he does work, part-time, at an auto parts firm but does not earn internship credit.

Mr. Triou asked about the national competition for auto repairs; Mr. Lansing shared details of the competition.

Mr. Havens noted that Trustee Davis participated in this event as a trade and technical student from our high school and advanced to the national competition. Mr. Davis stated that the team on which he competed traveled to the Indianapolis Speedway and finished in 13th place.

Trustees thanked Mrs. Durfee, Dr. Marinelli and Mr. Lansing for their presentations.

B. RECRUITMENT FOR ELEMENTARY PRINCIPAL VACANCY • Ontario Elementary School

Mr. Havens presented the timeline for recruitment and selection of a principal for Ontario Elementary School to succeed Mr. Joseph Siracuse, who resigned to accept the position of principal of James A. Beneway High School for information of the Board of Education. (copy filed in clerk's agenda file, this meeting). He asked that the Board of Education name a trustee liaison to the selection committee.

Mr. Havens noted that he is pleased that Mr. Robert Pearles, retired director of human resources and former principal at Ontario Elementary School, has agreed to serve as acting principal at Ontario Elementary School for the remainder of the current school year.

C. UPDATE ON DISTRICT GOALS • SCHOOL IMPROVEMENT PLAN • 2005-2006

Mr. Havens presented a mid-year update on the district-wide school improvement plan for review and consideration by the Board of Education. (copy filed in clerk's agenda file, this meeting)

He noted highlights of the goal areas and results to date as summarized on the report. Status reports to the Board of Education are planned for several areas during the second semester. State proficiency exams in language arts for grades K to 4 are occurring this week, mid-year Regents' exams are scheduled for the end of January, including the Math A exam, and students will take the K-4 math exam in May and additional Regents' exams in June.

D. AD HOC COMMITTEE ON VOTER TURNOUT FOR ANNUAL SCHOOL ELECTION

Mr. Triou asked the pleasure of the Board of Education on designation of a committee to develop ways to increase voter turnout at the annual school election as discussed at prior meetings.

Following discussion, it was determined by *consensus* to form an ad hoc committee on voter turnout consisting of residents, staff members and school board representatives.

Mr. Triou named Mr. Griswold, Mrs. Lyke, Mr. Schultz and Mr. Davis to the committee and designated Mr. Griswold to serve as chairperson.

E. BUDGET DEVELOPMENT • 2006-2007 • INSTRUCTIONAL PRIORITIES

Mr. Havens presented a summary of instructional priorities in the school improvement plan for 2005-2006 and requested feedback from the Board of Education on them as the first step in development of the annual budget for the 2006-2007 school year. (copy filed in clerk's agenda file, this meeting).

He invited Mr. Larry Spring, assistant superintendent for instruction, to lead a discussion on input from trustees which is generally summarized as follows:

Mr. Johnson asked if the summer reading program would continue; Mr. Spring stated it will.

Mr. Wyse suggested including the annual segments of the model school's program as part of the instructional goals and endorsed acceleration of that schedule.

Mrs. Lyke requested that budget development insure that our students have a sufficient number of class sections to support the stated goals for reading, writing, language arts, Regents' diploma rate and college-bound rate. She also supports the efforts to insure that each child has the opportunity to earn one (1) college credit before graduation from high school.

Mrs. Lyke supports expansion of programs in driver and traffic safety education, possibly to the junior class, to insure that each child has the opportunity to complete the class.

Mr. Wyse stated that he strongly supports continuation, and expansion, if possible, of the driver and traffic safety education program.

Mr. Griswold noted discussions at prior meetings about extending the length of the school day or school year and suggested consideration as part of budget development. Mr. Spring stated that the staff has begun to explore options in this area and college credit while in high school.

Mr. Griswold noted that the Board of Education has increased graduation requirements and established more rigorous requirements for a high school diploma. He stated that efforts to increase learning time or opportunities would support that standard. Mr. Spring stated that the model school's program incorporates steps to insure that each child has the opportunity for achievement.

Mr. Davis noted the increasing availability of on-line courses and the potential that students who are over-achievers might use such an option to increase credits or complete courses during recess periods to allow more variety in their class schedules. Mr. Spring noted that some students do take advantage of this option and that the topic is now under review.

Mrs. Lyke asked if such options are available through Wayne-Finger Lakes Board of Cooperative Educational Services. Mr. Spring reviewed the nature and scheduling of advanced placement and college-level courses for high school students.

Mr. Havens stated that students who take on-line courses during recess periods may find they have time in their schedule for other courses.

Mr. Johnson asked that the budget insure that the 5% to 10% of students who do not pursue higher education have the preparation and opportunities in high school for productive careers.

Mr. Triou noted discussions at prior meetings of the value of obtaining feedback from graduates during their higher education experiences about the level of preparation in high school. He suggested exploring options to obtain such feedback on a regular basis.

Mr. Triou suggested feedback to the Board of Education at the end of the school year on the specific goals set for elementary education at the July, 2005 goal-setting workshop. Mr. Havens noted that a report on that topic is slated for the January 26th school board meeting.

By **consensus**, trustees agreed to continue the instructional goals outlined for the current school year and to pursue the additional topics noted in the preceding discussion.

F. PROGRESS REPORT ON 2002 CAPITAL IMPROVEMENT PROJECT

Mr. Havens asked Mr. Atseff, assistant superintendent for business, to present an update on the 2002 Capital Improvement Project.

Mr. Atseff reviewed the few remaining “punch list” items for the capital project. The indoor concession stand in the new gym lobby at the high school is now in use and modifications to the lift area for the stage/gym/auditorium at Ontario Elementary School are nearly completed. Equipment has arrived for the applied technology classrooms and estimates for repair of moisture issues in the pit area of the performing arts center are under review, both at the high school. Some site and drainage work is set for completion this spring. He estimated that less than \$100,000 will remain in the project budget after all change orders are considered.

Mrs. Brunner asked about the status of mitigation of moisture issues in the orchestra pit in the performing arts center at the high school (1997 Capital Project). Mr. Atseff stated that corrective action is somewhat complex and would involve repairs to the entire length of the wall in the performing arts center at an estimated cost of \$230,000. He added that appx. \$220,000 remains in the 1997 Capital Improvement Project which the Board of Education could use for the moisture issue. Mr. Havens stated that efforts would also occur to seek assistance for the repair costs from the original contractor.

Mr. Triou asked when the Board of Education would learn the final resolution of the moisture issue. Mr. Havens stated that he expects to have firm information available this spring.

Mr. Triou asked about the status of the leaks from the fire suppression system in the ceiling areas at the high school. Mr. Atseff stated that replacement of ceiling tile will occur as part of the final installation of the sprinkler system.

G. PROGRESS REPORT ON 2005 ENERGY PERFORMANCE PROJECT

Trustee Davis outlined the status of the **2005 Energy Performance Project** which the school district is submitting to the NYS Education Department for approval. The project is intended to provide energy cost savings through lighting upgrades, temperature controls, increasing roof insulation, window replacements at the middle school and Freewill Elementary School and monitoring energy consumption in school facilities. The proposed project will also include energy conservation efforts for the block heaters for diesel busses and installation of a new heating system for the transportation garage.

Note was made that the economic benefits of wind-powered alternative energy sources are not yet enough for school districts to incorporate them in energy performance contracts. The use of wind or other alternative energy sources is possible in future years and would also provide unique learning experiences for local students.

Mr. Atseff stated that he and Mr. Davis met with representatives of Atlantic Energy Co. and the school architects to review and discuss specifications for the project.

Mr. Robusto asked about the future uses of co-generation as a heating supply source and the level of demand for wind generated power supplies. Mr. Havens stated that he and Mr. Miller, director of facilities, met with representatives of Harbec Manufacturing Corp. to learn more about the

windmill in use at their site on the north side of Route 104, east of Dean Parkway. They will incorporate that information into the 2005 Energy Performance Project.

Mr. Davis stated the present size of wind mills is too large for use by school districts. Mr. Griswold asked if there is an alternate source for school districts to purchase wind-generated power. Mr. Havens stated that Atlantic Energy Co. is exploring options for small wind mills at a firm in California and the potential for American firms to construct the equipment which is primarily a German product at this time.

Mr. Griswold asked how many school districts in New York Staten have wind-powered energy projects underway. Mr. Havens stated that no wind mills are yet in place; many are exploring the options.

Mrs. Lyke noted that a teacher she met at the open house at the trade and technical career center is obtaining certification in wind turbines. Mr. Havens noted that the applied technology teacher recommended for appointment on this evening's agenda has built his own turbine and resided in a home which obtained its energy "off the grid."

Mr. Davis noted that the 2005 Energy Performance Project is a "pay for savings program" and that Mr. Atseff is working diligently to insure that the school district receives maximum re-payment and savings.

Mr. Robusto asked if any guarantees are made; Mr. Atseff reviewed details. Mr. Havens noted that Mr. Atseff is very diligent in protecting the interests of the school district.

Mr. Schultz asked for clarification on the SEQRA process; Mr. Atseff provided details. Mr. Schultz asked if any portions of the 2005 Energy Performance Project qualify for state assistance through NYS Energy Research Administration (NYSERDA); Mr. Atseff stated it does and outlined details.

Mr. Triou asked what the payback term is for the proposed work. Mr. Davis stated that the expected return on window replacement is 29 years but numerous related savings have 10- or 12-year payback periods.

H. FINANCIAL AND BUDGET UPDATE

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 for the general fund the period ending December 31, 2005 as follows: (copies filed in clerk's agenda file, this meeting)

- (1) *Revenue Status Report:* 71% of budgeted revenues have arrived.
- (2) *Expense Report:* 36% of allocations are spent to date; appropriations and cash flow are in good shape.

Mr. Davis asked for clarification on the fund balance; Mr. Atseff provided details.

I. STUDENT QUESTIONS

- (1) Megan Klee, 2139 Parrini Drive, Ontario, asked about the possibility of a senior lounge at the high school. Mr. Havens suggested that she and her classmates review the issue with the high school principal.
- (2) CJ Korff, 7630 Roder Parkway, Ontario, asked about the satellite center for classes from Monroe Community College at the high school. Mr. Havens stated the enrollment levels were not adequate to support the courses proposed for the local site; he looks forward to working with other higher education programs for satellite centers.
- (3) Becca Sonnevile, 3875 Walworth-Ontario Road, Walworth, asked why driver and traffic safety education classes do not include vehicles with standard transmission. Mr. Havens encouraged her to discuss the topic with the high school principal.
- (4) Brady Wert, 3752 Ontario Center Road, Walworth, asked if the donkey basketball game would occur this year. Mr. Havens stated he has no reservations about the event as long as students and staff have an interest in participating.
- (5) Tyler Aman, 2647 Putnam Road, Ontario, asked where the college data is reported on graduates who enter military service. Mr. Havens explained how state regulations govern accounting for that information.
- (6) Greg Reed, 3897 Boynton Road, Walworth, asked if any more program reductions are planned to conserve energy; Mr. Havens provided details.

XI. RECESS: 8:50 p.m.

XII. RECONVENE: 9:00 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:

ADMINISTRATIVE STAFF

APPOINTMENTS:

ADMINISTRATIVE STAFF

Robert E. Pearles, Jr., acting elementary principal, assigned to Ontario Elementary School, effective January 3, 2006 @ \$350.00 per diem (replacement for Joseph Siracuse, named high school principal)

David Ragusa, substitute assistant principal, assigned to the high school, effective January 4, 2006 @ \$350.00 per diem (replacement for Jeffrey Pirozzolo, resigned)

INSTRUCTIONAL STAFF

RESIGNATIONS:

Danielle Powelczyk, technology teacher, assigned to the middle school, effective January 1, 2006 (personal reasons)

Tracey Wiesmore, special education teacher, assigned to the middle school, effective February 4, 2006 (personal reasons)

APPOINTMENTS:

Nicole Favreau, health teacher, assigned to the high school, a six month temporary appointment anticipated from December 12, 2005 through June 30, 2006 at \$35,000, pro-rated (replacement for Jessica Kleindienst while on child rearing leave).

Kim Gabriel, reading teacher, assigned to Ontario Elementary School, a seven (7) week temporary appointment from November 3 through December 23, 2005 at \$35,000, pro-rated. (replacement for Diane Cameron while on medical leave).

Heather Jeffery, English-Language Arts teacher, assigned to the high school, a two (2) month temporary appointment anticipated from January 26 through March 27, 2006 at \$36,250, pro-rated (replacement for Jacquelyn Courtney while on child rearing leave).

Michael Uchal, technology teacher, assigned to the middle school, a three year probationary appointment effective January 3, 2006 through January 2, 2009 at \$35,000, pro-rated (replacement for Danielle Powelczyk, resigned).

Elizabeth Whitcher, English-Language Arts teacher, assigned to the high school, a six (6) week temporary appointment from December 19, 2005 through January 27, 2006 at \$35,000, pro-rated (replacement for April Roods while on child rearing leave).

Additional Per Diem Substitute Teachers • 2005-2006 School Year

See Listing, Clerk's Agenda File, This Meeting

Amended Coaching Appointments • Winter Season • 2005-2006 School Year

See Listing, Clerk's Agenda File, This Meeting

Amended Extra-Duty Appointments • 2005-2006 School Year

See Listing, Clerk's Agenda File, This Meeting

LEAVE OF ABSENCE:

Eryne Altmire, elementary education teacher, assigned to the Ontario Elementary School, a combination paid and unpaid FMLA leave of absence, effective January 27 through June 30, 2006 (child rearing)

Diane Cameron, reading teacher, assigned to Ontario Elementary School, a paid FMLA leave of absence, effective November 3 through December 23, 2005 (medical reasons)

SUPPORTIVE STAFF:

RESIGNATIONS:

Carol Ann Malcolm, bus driver, effective December 31, 2005 (personal reasons)

Stephanie Sage, food service worker, assigned to the Freewill Elementary, effective December 23, 2005 (personal reasons)

APPOINTMENTS:

Robert Miller, director of facilities and operations, a six month probationary civil service appointment effective November 30, 2005 through May 29, 2006. (changed from provisional to probationary status)

James Switzer, records management clerk, 0.50 FTE, assigned to district office, a temporary grant funded appointment effective September 1, 2005 through July 30, 2006 at \$9.50 per hour

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

B. CSE & CPSE PLACEMENT RECOMMENDATIONS

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

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

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

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

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

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

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

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

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

C. REPORTS OF THE SCHOOL DISTRICT TREASURER • Period Ending November 30, 2005

Mr. Havens presented the reports of the school district treasurer for the period ending November 30, 2005 for review and consideration by the Board of Education.

Mrs. Brunner offered a **MOTION** to receive & file **reports of the school district treasurer** for the period ending November 30, 2005. 9 Ayes, 0 Nays, Carried. (copies attached to these minutes in the minute book):

D. APPEAL OF A DECISION ON A STUDENT SUSPENSION MATTER

Mr. Havens presented the appeal of his decision on a student matter for review and consideration by the Board of Education.

Mr. Wyse offered a **MOTION** to uphold the decision of the superintendent of schools on the student matter. 9 Ayes, 0 Nays, Carried.

E. SEQRA RESOLUTION FOR 2005 ENERGY PERFORMANCE PROJECT

Mr. Havens presented the resolution for the environmental impact of the proposed energy performance project for review and consideration by the Board of Education.

Mr. Robusto offered a **MOTION**, seconded by Mr. Johnson, to adopt a **RESOLUTION** for the environmental impact of the proposed energy performance project, **TO WIT:**

**RESOLUTION REGARDING
STATE ENVIRONMENTAL QUALITY REVIEW
FOR THE 2005 ENERGY PERFORMANCE PROJECT
(NYS Environmental Quality Review Act)**

WHEREAS, the Board of Education of the Wayne Central School District (the "Board") has considered the impact on the environment of the proposed action:

- (1) **James A. Beneway High School** (SED # 65-08-01-06-0-001-007)
The project consists of energy performance contract improvements comprised of lighting system and control upgrades, weatherization measures, heating system improvements, and energy management system upgrades.
- (2) **Ontario Elementary School** (SED # 65-08-01-06-0-002-009)
The project consists of energy performance contract improvements comprised of lighting system and control upgrades, weatherization measures, and energy management system upgrades.
- (3) **Ontario Primary School** (SED # 65-08-01-06-0-004-010)
The project consists of energy performance contract improvements comprised of lighting system and control upgrades, weatherization measures, and energy management system upgrades.
- (4) **Thomas C. Armstrong Middle School** (SED # 65-08-01-06-0-006-008)
The project consists of energy performance contract improvements comprised of lighting system and control upgrades, weatherization measures, window replacements, and energy management system upgrades.
- (5) **Freewill Elementary School** (SED # 65-08-01-06-0-007-007)
The project consists of energy performance contract improvements comprised of lighting system and control upgrades, weatherization measures, window replacement, and energy management system upgrades.
- (6) **Bus Garage** (SED # 65-08-01-06-5-005-009)
The project consists of energy performance contract improvements comprised of lighting system and control upgrades, heating system improvements, and energy management system upgrades.

(7) Maintenance Building (SED # 65-08-01-06-3-003-007)

The project consists of energy performance contract improvements comprised of lighting system and control upgrades, and

WHEREAS, the Board has reviewed the scope of proposed project prepared for the proposed action and has further consulted with its architects with respect to the environmental impacts of the proposed action, **NOW, THEREFORE:**

BE IT RESOLVED, by the Wayne Central School District as follows:

- (1) The Board hereby determines the proposed action is a Type II action in accordance with Article 8 of the Environmental Conservation Law (State Environmental Quality Review Act, SEQRA) having no significant environmental impact
- (2) No further review of the proposed action is required under SEQRA.
- (3) This **RESOLUTION** shall be effective immediately.

On the question, the **RESOLUTION** was adopted by a vote of 9 Ayes, 0 Nays.

XIV. POLICY COMMITTEE ITEMS

First Reading

Policy 1230 – Reporting Campaign Expenditures

Policy 1320 – Appointment & Duties of the School District Treasurer

Policy 1420 – Execution of Policy Through Administrative Regulations

Policy 1610 - Voting Procedures for School Elections

Policy 2310 - Attendance By B..O.E. Members at Conferences, Conventions, & Workshops

Policy 5430- Use of District Credit Cards

Single Review

Regulation 1335 – Reporting Procedures for the Internal Claims Auditor

Regulation 2340 – Self-Evaluation by the Board of Education

Regulation 3420 – Public Conduct on School Property

Mr. Johnson presented the policy and regulation items, noted above, for review and consideration by the Board of Education. He stated that the policy committee has completed 50% of the annual review of one-half of the policy handbook in addition to required annual review of policies and preparation of new and emerging issues as they occur.

Mr. Johnson noted that the review of the policy on the Code of Student Conduct has resulted in proposed revisions to the section on athletic and extra-curricular activities which the policy committee will present to the Board of Education in February. In addition, Regulations of the Commissioner of Education require that the Board of Education conduct a public hearing to consider input from staff, students, parents or other interested parties on any revisions to this policy. The committee is suggesting that the public hearing occur at the school board meeting when first reading of the proposed policy revisions are presented.

Mr. Johnson offered a **MOTION** to schedule a public hearing on proposed revisions to Policy 7310 – Code of Student Conduct, on Thursday, February 9, 2006 at 7:00 p.m. at the start of the Board of Education meeting at the district office and authorize the school district clerk to issue public notice of same. 9 Ayes, 0 Nays, Carried.

Mr. Johnson offered a **MOTION** to approve single reading of the policy regulations, noted above, as presented by the policy committee. 9 Ayes, 0 Nays, Carried.

Mr. Triou noted the item related to the community's perception of the Board of Education as educational leaders on Regulation 2340 and invited trustees to consider any ideas for ways to measure those perceptions such as a survey of residents or a question on the district web site. Mr. Havens suggested conducting an exit survey of voters at the annual school election which could include a question on the perceptions of the Board of Education.

Mr. Johnson offered a **MOTION** to approve first reading of policy items, noted above, as presented by the policy committee. 9 Ayes, 0 Nays, Carried.

Mr. Johnson noted that the next policy committee meeting is set for Thursday, January 19, 2006.

XV. ADDITIONAL PUBLIC COMMENT - None

XVI. ADDITIONAL BOARD MEMBER COMMENTS

- A. Mr. Davis thanked the Board of Education for allowing him to serve as *liaison to the energy performance project* and on the *facilities committee*. He started efforts for the energy project before he retired as director of facilities for the school district and is pleased to help present and complete the project.
- B. Mr. Johnson extended *compliments* to senior Baxter Lansing for his presentation this evening.
- C. Mr. Schultz extended *thanks* to Chris Moore for his feedback and assistance in the sessions he presented at career day today on telecommunications.
- D. Mr. Triou appointed Mr. Griswold as trustee member of the *search committee for principal of Ontario Elementary School*.
- E. Mr. Triou thanked Mr. Davis for agreeing to serve as *liaison to the district safety committee* and for *his presentation* on the *energy performance project* this evening. He added that the energy project has the potential to provide great benefits to the school district.

XVII. ADJOURNMENT

Mr. Wyse offered a **MOTION** to adjourn the meeting at 9:20 p.m. 9 Ayes, 0 Nays, Carried.

Respectfully submitted,

JAMES E. SWITZER

School District Clerk

APPROVAL OF MINUTES

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

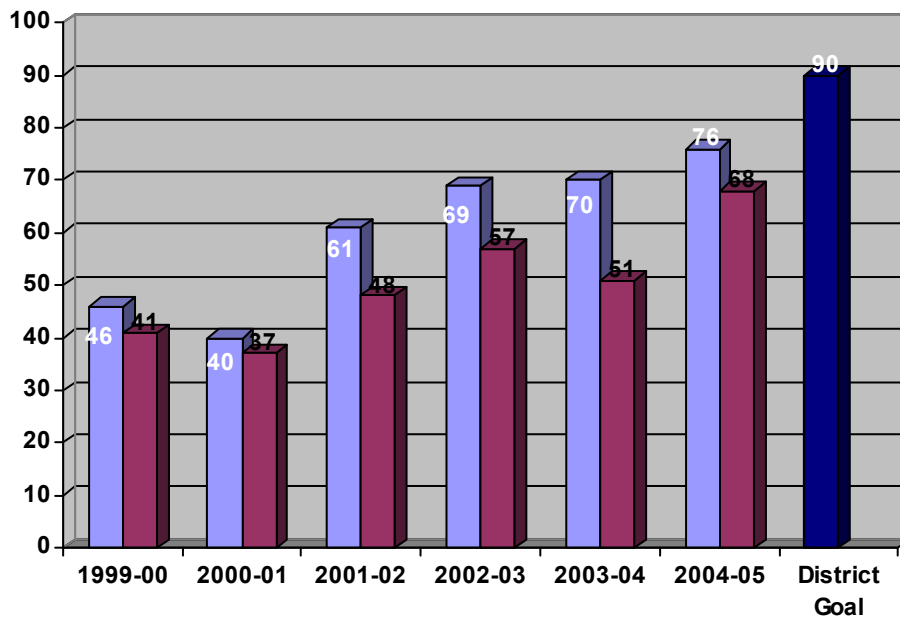
January 26, 2006

School District Clerk

**Middle
School
Improvement
Plan**

Commitment to Excellence Goal: **Wayne Central Students will achieve a 90% passing rate on the 5-8 ELA and Math Exams**

Introduction: The Wayne School district believes that the New York State 5-8 ELA and Math assessments are a proper benchmark for gauging student success with the middle school program and, while not totally accurate, can be used as a predictor of high school success. With the new requirements for a high school diploma in place for this year's eighth graders, it is particularly important that they demonstrate they are competent in the areas of Math and ELA. The chart below shows the success rate on these two tests for the past several years.



<i>Year</i>	<i>5-8 Math</i>	<i>5-8 ELA</i>
<i>1999-2000</i>	46%	41%
<i>2000-2001</i>	40%	37%
<i>2001-2002</i>	61%	48%
<i>2002-2003</i>	69%	57%
<i>2003-04</i>	70%	51%
<i>2004-05</i>	76%	68%

While we are making good progress toward the goal at this rate it will take many years to achieve it. Some dramatic changes are necessary to achieve to desired passing rate in a reasonable length of time.

The plan laid out in the next few pages outlines the district's plan for closing the gap between the goal and recent achievement. It was developed at the Administrative retreat and modified through meetings with administrators, teachers and the superintendent. The information gained in that those meetings formed the plan presented here.

I. District Middle School Goal 1:

Reallocate special education resources to the general education setting to increase the passing rates of students with disabilities in ELA & Math.

A. All 8th grade Special Education, ELA and Math teachers will be trained in the co-teaching model of instruction

Task	Responsible Person	Completion Date
1. Setup training	Ms.Stevenson	9/05
2. Provide co-teaching training	Mr. Shaffer	9/05, 11/05, 12/05, 2/06
3. Embed Special Education teachers into ELA and Math classes on a daily basis	Ms. Scheik	9/05
4. All 8 th grade Special Education, ELA and Math teachers complete the training	Mr. Shaffer	2/06

B. All 8th grade Special Education, ELA and Math teachers will be trained in the 14 test taking strategies

Task	Responsible Person	Completion Date
1. Setup and provide training	Mr. Armocida	2/06
2. Teach students identified strategies every two weeks	Mr. Adamo Mrs. Warner	ELA 2/06 Math 3/06
3. Assess student mastery through the analysis of student work and target areas of remediation	ELA & Math teachers	Ongoing

C. Create targeted assistance for general education and SWD who are at-risk, before, during and after school

Task	Responsible Person	Completion Date
1. Establish student groups based on instructional needs	Mr. Shaffer	9/05
2. Provided instruction for targeted areas during 1 st period for those students who scored a 1 or 2 on the State assessment	ELA & Math teachers	1/06
3. Provide before and after school support	ELA & Math teachers	9/05

II. District Middle School Goal 2: Train teachers in “Reading & Writing in the Content Area”.

A. Provide training for all middle school teachers

Task	Responsible Person	Completion Date
1. Setup training	Mr. Armocida	6/06
2. Mosaic of Thought sub-committee identifies best practices	Sub Committee	6/06
3. Peer Review of the best practices	Ms. Wolcott	9/05
4. Sub-committee will train staff during monthly Staff meetings	Sub Committee	10/05, 11/05, 12/05, 1/06, 2/06, 3/06, 4/06, and 5/06

III. District Middle School Goal 3:

Develop a summer school (skills camp) bridge program for all middle school grades.

A. Develop a rationale for the summer skills program

Task	Responsible Person	Completion Date
1. Research best practices of successful summer school programs	ELA and Math Dept. Chairs	10/05
2. Meet with Elementary and H.S. summer school coordinators to glean ideas	Mr. Armocida	9/05
3. Review data on student mastery of required skills by subject and grade level	ELA and Math Dept. Chairs	10/05

B. Create desired outcomes

Task	Responsible Person	Completion Date
1. Prioritize what students should know and be able to do by grade level and subject	ELA and Math Dept. Chairs	6/06
2. Differentiate the skills for each student using the data from a. 3 to develop an Individualized Instruction Plan for each summer school student	Summer School Teachers	6/06

C. Create an assessment system

Task	Responsible Person	Completion Date
1. Develop benchmarks to measure student mastery of identified skills	ELA and Math Dept. Chairs	1/06
2. Create an assessment	ELA and Math Dept. Chairs	6/06
3. Students will complete the assessments and teachers will analyze the results	Summer School Teachers	8/06

D. Create a structure to teach the desired skills

Task	Responsible Person	Completion Date
1. Identify subjects, skills, length of classes, transportation needs, State forms for reimbursement, etc.	Mr. Armocida	1/06

E. Identify teacher and student expectations

Task	Responsible Person	Completion Date
1. List and convey expectations to all shareholders	Mr. Shaffer	1/06

F. Cost Factor

Task	Responsible Person	Completion Date
1. Create a budget for the program to include; staffing, materials, transportation costs, staff training, and curriculum writing and stipends	Mr. Armocida	1/06
2. Identify revenue sources	Mr. Armocida	1/06

TO: Michael Havens
Superintendent of Schools
FROM: Gregory Atseff
Assistant Superintendent for Business
DATE: January 26, 2006
RE: 2006/2007 Budget

Attached is the first draft of the Capital portion of the 2006/2007 proposed budget. The following are included:

1. A three-part budget comparison, which shows the proposed Capital budget in comparison to the existing Capital budget.
2. The complete breakdown of the budget, by budget code, for the Capital portion of the budget.

Budget highlights for the Capital portion include:

Operation

- Decrease in custodial salaries reflecting staffing reconfiguration
- Increases in gas and electric
- Increases in extra help salaries to address new minimum wage rate

Maintenance

- Increase in equipment to address athletic field maintenance
- Two new 1 ton trucks to replace a 1987 truck and a 1995 Chevy Mini Bus (161,450 miles)
- Increase in facilities plan to address building needs
- Increase in fuel costs

Employee Benefits

- TRS rate increase from 7.25% to 7.97%
- 12% increase in health insurance costs

Debt Service

- Principal and interest payments for Capital Project

THREE PART BUDGET COMPARISON - 2006/2007

Expenditure Categories	Administrative Expense		Program Expense		Capital Expense		Total Budget	
	2005/2006	2006/2007	2005/2006	2006/2007	2005/2006	2006/2007	2005/2006	2006/2007
General Support	\$2,339,130		\$0		\$2,419,525	\$2,874,765	\$4,758,655	\$2,874,765
Instruction	1,230,150		18,440,495		0	0	19,670,645	\$0
Transportation	0		1,866,325		0	0	1,866,325	\$0
Community Service	0		12,000		0	0	12,000	\$0
Undistributed	756,932		5,533,943		3,682,200	3,631,128	9,973,075	\$3,631,128
Total	\$4,326,212		\$25,852,763		\$6,101,725	\$6,505,893	\$36,280,700	\$6,505,893

OPERATION

Budget Code		2005/2006	Proj. Exp. 2005/2006	Proposed 2006/2007	Budget Change
A1620 .161 -08	Custodial Salaries	756,520	725,000	728,685	(27,835)
.162	Sub/OT Salaries	5,000	5,000	5,000	0
.163	Extra Help Salaries	35,150	35,150	41,995	6,845
.200	Equipment	28,700	28,700	9,650	(19,050)
.401	Mileage/Conferences	0	0	0	0
.411	Rubbish Disposal	15,925	15,925	17,925	2,000
.416	Natural Gas	405,000	405,000	659,025	254,025
.417	Electric	525,000	485,000	616,710	91,710
.418	Telephone	7,000	7,000	7,000	0
.490 -06	BOCES Services	50,000	50,000	50,000	0
.500	Supplies	55,000	55,000	60,000	5,000
.554	Fuel Oil	0	0	0	0
A1620 .0	OPERATION	1,883,295	1,811,775	2,195,990	312,695

	FTE	HS	MS	OE	OP	FW	District	Total
Custodian	6.0	36,610	38,300	30,665	27,610	53,355		186,540
Cleaner	18.0	144,580	125,880	60,720	50,245	39,400	29,200	450,025
Sr. Custodian	2.0	37,460	34,660					72,120
Night Diff.							20,000	20,000

MAINTENANCE

Budget Code		2005/2006	Proj. Exp. 2005/2006	Proposed 2006/2007	Budget Change
A1621 .160 -08	Maintenance Salaries	238,330	250,000	281,425	43,095
.162	Sub/OT Salaries	12,000	12,000	12,000	0
.163	Extra Help Salaries	1,200	1,200	1,200	0
.200	Equipment	9,700	9,700	29,600	19,900
.209	Non/Transportation Vehicles	35,800	37,630	62,000	26,200
.400	Contractual Expenses	18,000	12,000	18,000	0
.401	Mileage/Conferences	1,100	1,000	1,100	0
.410	Boiler Clean/Repr	6,500	5,000	6,500	0
.412	Building & Equip. Repr/Contr	113,780	113,780	139,720	25,940
.413	Roof Maintenance	2,000	2,000	2,000	0
.414	Snow Removal Contracts	2,000	0	2,000	0
.415	Upkeep of Grounds	1,500	1,500	1,500	0
.423	Ins./Liab./Comp.	14,400	12,000	14,400	0
.443	Architects Fees	10,000	10,000	10,000	0
.490 -06	BOCES Services	13,720	13,720	14,630	910
.500	Supplies	47,200	54,000	68,700	21,500
.508	Health/Safety	500	300	500	0
.571	Gasoline	5,000	9,000	10,000	5,000
.572	Oil	500	300	500	0
.573	Tires & Tubes	2,500	1,000	2,500	0
.574	Lubricants	500	200	500	0
A1621 .0	MAINTENANCE	536,230	546,330	678,775	142,545

Salaries	FTE	Amount
Director of Facilities	1.0	63,505
Sr. Maintenance Mechanic	1.0	55,165
Maintenance Person	4.5	121,150
Clerk/Typist	.5	11,225
Groundskeeper	1.0	30,380

EMPLOYEE BENEFITS

Budget Code		2005/2006	Proj. Exp. 2005/2006	Proposed 2006/2007	Budget Change
A9010 .800 -10	NYS Employees Retirement	475,000	425,000	475,000	0
A9020 .800 -10	NYS Teachers Retirement	1,184,210	1,150,000	1,250,000	65,790
A9030 .801 -10	Social Security (FICA)/Medicare	1,573,025	1,540,000	1,636,795	63,770
A9040 .802 -10	Worker's Compensation	156,120	156,120	170,000	13,880
A9045 .803 -10	Life Insurance	8,000	7,800	8,500	500
A9060 .805 -10	Hospital/Medical/Disability Insurance	2,963,180	3,038,180	3,325,000	361,820
.806	Dental Insurance	215,000	255,000	275,000	60,000
A9098 .0	EMPLOYEE BENEFITS	6,574,535	6,572,100	7,140,295	565,760

DEBT SERVICE

Budget Code		2005/2006	Proj. Exp. 2005/2006	Proposed 2006/2007	Budget Change
A9711 .610 -10	Principal - Serial Bond (School Construction)	2,220,000	1,670,000	2,300,000	80,000
.710	Interest - Serial Bond	1,103,540	790,740	950,000	(153,540)
A9731 .710 -10	Interest - Bond Anticipation Notes	0	0	0	0
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	3,333,540	2,460,740	3,260,000	(73,540)

INTERFUND TRANSFERS

Budget Code		2005/2006	Proj. Exp. 2005/2006	Proposed 2006/2007	Budget Change
A9901 .950 -10	Transfer to Special Aid Fund	65,000	45,000	65,000	0
A9950 .970 -10	Transfer to Capital Fund	0	0	0	0
A9951 .0	INTERFUND TRANSFERS	65,000	45,000	65,000	0

To: Michael Havens, Superintendent of Schools

From: Gregory Atseff, Assistant Superintendent for Business

Date: January 18, 2006

Re: Change Order CO-35

Attached is a copy of Change Order CO-35, from Christa Construction. This change order is for the cost necessary to convert Beneway High School Room 12 A into a science room.

Please present the following resolution to the Board of Education at their meeting on January 18, 2006:

Resolution

Resolved; that upon the recommendation of the Superintendent of Schools, the Board of Education of the Wayne Central School District hereby approves Change Order CO-53 from Christa Construction for \$12,420.00.

Policy Submitted for First Reading

3220 - Public Participation at Meetings of the Board of Education

3290 – Speed Limit & Vehicles on School Grounds

Policy Submitted for Second Reading

1230 – Report of Campaign Expenditures

1320 – Appointments and Duties of the District Treasurer

1420 – Execution of Policy through Administrative Procedures

2320 – Attendance by Board members at Conferences,
Conventions and Workshops

5430 – Use of District Credit Cards

1/26/06

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Community Relations

PUBLIC PARTICIPATION AT MEETINGS OF THE BOARD OF EDUCATION

The Board of Education recognizes its responsibility to hear and respond to public comment and therefore encourages public participation at school board meetings. There will be specific items on school board meeting agendas to provide an opportunity to address the Board of Education.

Generally, the Board of Education does not take action on items presented by speakers. Items noted by speakers will be referred to appropriate school personnel for response.

A reasonable period of time, not to exceed 30 minutes (which may be waived by a majority vote of the Board of Education), may be set-aside at school board meetings for public comment.

Each speaker will limit his or her comments to three (3) **five (5)** minutes. If needed, an additional two-(2) minutes may be allowed to a maximum of five (5) minutes. Additional time may be allowed at the discretion of the school board president.

People wishing to speak should first be recognized by the school board president, then identify themselves, any organization they may be representing at the meeting, and the agenda topic they wish to discuss. Comments should be kept as brief as possible and relate to school matters.

The school board president is responsible for the orderly conduct of the meeting. S/he **He or she** has the discretion to allow speakers to yield their time to another speaker provided such action does not exceed the thirty (30) minute maximum stated above and does not restrict the time for comments by other speakers.

Adopted: September 10, 2003

Revised: February ..., 2006

Community Relations

SPEED LIMIT & VEHICLES ON SCHOOL GROUNDS

Speed Limit

A speed limit of ten (10) miles per hour is established for all vehicles proceeding on school district property. Unsafe driving or exceeding the established and posted speed limit with any motorized or non-motorized vehicle is prohibited.

Vehicles on School Grounds

The recreational use or racing of snowmobiles, minibikes, motorcycles, all terrain vehicles (ATV's) or similar vehicles or objects is prohibited on school district property.

The use of skateboards, roller skates, roller blades or remote control objects **devices** on school district property is prohibited between the hours of 7:00 a.m. and 5:00 p.m. on school days unless it is an activity authorized by the building principal **superintendent of schools**

Parking Areas

Vehicles may not be parked in designated bus loops during school hours or, at any time, in designated fire lanes or handicapped spaces (except with state permit).

Vehicles may not be parked on school district property overnight without prior approval of the superintendent of schools or his or her designee.

Unauthorized vehicles parked on school district property during restricted hours may be towed, at the owner's expense, upon the direction of the superintendent **of schools** or **his or her** designee.

Student Vehicles on School Grounds

High school students with valid driver's licenses may be eligible to drive to school and park on school grounds. Specific regulations for those students are contained in the high school student handbook.

NYS Vehicle & Traffic Law §1670

Adopted: September 10, 2003

Revised: February ..., 2006

By-Laws

REPORTING OF CAMPAIGN EXPENDITURES

Each candidate for the position of member of the Board of Education whose expenses, ***or contributions received by him or her***, exceed \$500.00 must file a ***sworn*** statement accounting for his or her campaign expenditures and contributions with ***both*** the school district clerk and an additional statement with the Commissioner of Education, ***itemizing such expenditures and/or contributions***.

In the event the expenses, ***or contributions received by him or her***, do not exceed \$500.00, ***in the aggregate***, then a sworn statement to that effect must ***only*** be filed with the school district clerk.

A preliminary statement must be filed no later than thirty (30) days before the election.

The first ***second*** statement shall be filed no later than ***five (5)*** ten (10) days before the election.

The third and final statement shall be filed within twenty (20) days after the election. Each statement must cover the period up to and including the day before the day specified for the filing of the statement.

Any contribution or expense, however, in excess of \$1,000 that is received after the closing date for the most recent required statement, but before the election, must be reported, in the same manner as other contributions, within twenty-four (24) hours after its receipt.

Persons who make expenditures of \$25.00 or more on the candidate's behalf, without the candidate's approval, must also file a sworn statement with the school district clerk that such expenses were not approved by the candidate.

All statements must be sworn before a notary public, a commissioner of deeds, a lawyer or a public official authorized by New York State law to administer oaths.

Each statement is deemed filed when it is deposited in an established post office within the prescribed time, duly stamped, registered and directed to the school district clerk and, if necessary, the Commissioner of Education. Each statement shall be preserved for a period of three (3) years from the date of filing thereof and is considered a public record open to public inspection.

Education Law § 1528 and 1529, As Amended

Adopted: September 10, 2003

Revised: January ..., 2006

By-Laws

A. APPOINTMENT & DUTIES OF THE SCHOOL DISTRICT TREASURER

Job Description

The school district treasurer is appointed each year by the Board of Education at the re-organizational meeting and serves at the pleasure of the Board of Education. The salary of the school district treasurer shall also be fixed annually at the re-organizational meeting. The school district treasurer is the custodian of district monies and will be bonded as required by law.

Duties and responsibilities will include the following:

1. Receiving and disbursing district monies, including:
 - (a) Depositing monies in the Board **officially** designated bank(s)
 - (b) Disbursing monies upon receipt of a signed warrant or certified payroll
 - (c) Issuing pre-numbered receipts for monies received, with the original going to payer and a copy retained by the treasurer
 - (d) Signing all checks, using check-signing machine authorized by the Board of Education, and properly safeguarding the signature plate and key.

2. Maintaining detailed accounting records including:
 - (a) Reconciling cash bank balances after obtaining the bank statements each month.
 - (b) Rendering a monthly report for each fund (bank account), showing cash balance on hand at beginning of the month, receipts by source during the month and reconciliation with bank statement
 - (c) Rendering a report to the Board **of Education** at least quarterly (monthly, if budget transfers have been made since the last report) for each fund including no less than the revenue and appropriation accounts required in the annual state budget report.
 - (d) Being responsible **Have responsibility for** the preparation of the annual financial report in the format prescribed by law.
 - (e) Maintaining separate bank accounts for **each fund**: payroll, capital fund, federal aid fund and extra classroom activity fund account.
 - (f) Transferring between or among budget appropriations when authorized by the Board of Education
 - (g) Auditing accounts and filing such reports annually as required.

3. Establishing and maintaining records to show the following information:
 - (a) Available balance at the close of a fiscal year and the projected total expenditures
 - (b) Amount of insurance premiums coming due
 - (c) Amounts of principal and interest on indebtedness that will need to be paid during the coming fiscal year and the amount of retirement deductions
 - (d) Expenditure and receipt history of previous years

By-Laws

EXECUTION OF POLICY THROUGH ADMINISTRATIVE REGULATIONS

The Board of Education delegates to the superintendent of schools the function of specifying required actions and designing the detailed arrangements under which the schools will be operated.

These rules and these detailed arrangements shall constitute the administrative regulations governing the schools. They must in every respect be consistent with the policies adopted by the Board of Education.

The Board of Education shall review and approve administrative regulations. The administrative regulations shall become a part of the school district policy handbook and are available for public inspection in written **printed and** or electronic format at the district offices.

Adopted: September 10, 2003

Revised: January, 2006

Internal Operations

ATTENDANCE BY BOARD MEMBERS AT CONFERENCES, CONVENTIONS AND WORKSHOPS

In recognition of the need for continuing in-service training and development for its members, the Board of Education encourages the participation of all members in meetings and activities of area and state school boards associations as well as in the activities of other educational groups.

Board of Education members are encouraged to study and examine materials received from these organizations as well as publications and tapes available in the district office.

In order to control both the investment of time and funds necessary to implement this policy, the Board of Education establishes these principles and procedures for its guidance:

- a) The superintendent of schools will compile, maintain, and distribute to each school board member a calendar listing school board conferences, conventions, and workshops to help them decide which meetings appear to be most promising in terms of producing direct and indirect benefits to the school district.
- b) School board members may seek reimbursement for reasonable and necessary expenses not paid for directly by the district (e.g. travel, hotel, meals, and registration) upon submission of receipts.
- c) Upon request, Board of Education members may be given a reasonable cash advance for anticipated conference expenses. An accounting and documentation of the funds must be made to the business office within fourteen (14) calendar days of the school board member's return to the district.
- d) When any Board of Education member attends a conference, convention, or workshop, the member will be requested to share information, recommendations, and materials acquired at the event.

Adopted: September 10, 2003

Revised: January ..., 2006

Internal Operations

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Adopted: September 10, 2003

Revised: January ..., 2006

USE OF DISTRICT CREDIT CARD (S)

Use of credit cards issued in the school district's name **[may be used]** *is allowed* by officers and employees for reimbursable expenses incurred in the performance of their duties **[as outlined in this policy and governed by the Office of the NYS Comptroller]** *at both the district and school building levels.*

B. District Level Credit Cards

[It is the duty of the school district treasurer and school district clerk to have custody of [any] *the district-level* credit card [s] issued in the school district's name]. They shall maintain said *district-level* credit card in a secure location and control access to said credit card.]

The district-level credit card will be issued in the name of the designated purchasing agent of the Board of Education.

Authorization for use of **[school]** *district level* credit card(s) **[is]** *must be* obtained from the duly designated purchasing agent of the school district.

Pre-approval must be obtained through district procedures for expenditures made with **[school]** *district level* credit card(s). *The designated purchasing agent of the district will control access to the district level credit card(s) and is responsible to maintain them in a secure location.*

Building Level Credit Card(s)

Each building principal shall have a credit card issued jointly in his or her name and the school district's name. [Authorization to use a building level credit card requires prior approval by the building principal.] Each building principal shall control access to and maintain said building level credit card(s) in a secure location in his or her building.

Use of District & Building Level Credit Card(s)

Each officer and employee shall sign a receipt for all cards placed in his or her custody. He or she shall take the necessary precautions to ensure the safeguarding of these cards. **[Upon return from travel, each school district officer or employee shall promptly return the credit card(s) to the school district treasurer or school district clerk and sign a receipt indicating such return.]** The theft or loss of any credit card(s) issued in the school district's name must be reported immediately by the officer or employee to the **[school district treasurer or school district clerk]** *designated purchasing agent [or the building principal, as appropriate.]*

Each purchase made with a district or building level credit card shall follow established purchasing procedures of the school district. Original receipts are required for all expenses made using school district credit card(s). Failure to submit original receipts shall result in personal liability by the school district officer or employee for said undocumented charges.

All receipts and credit card(s) shall be submitted to the school district **[treasurer immediately]** *district purchasing agent* upon return of the school district officer or employee. Any service charges incurred due to delay in returning credit cards or receipts shall be charged to the school district officer or employee.

Credit card expenditures shall be charged to the appropriate budget code (s). The designated purchasing agent of the school district is authorized to establish regulations for implementation of this policy.