

WAYNE CENTRAL SCHOOL DISTRICT BOARD OF EDUCATION MEETING AGENDA



September 11, 2008 7:00 p.m. District Office Conference Room

7:00 Call to Order
Pledge of Allegiance

9/11 – Moment of Silence
Approval of Agenda/Approval of Minutes

[Att. 1](#)

7:05 Public Comment

7:10 Board Member Comments

7:15 Board President Comments

7:20 Superintendent's Report
1. Opening Day Report
2. Facilities Update
3. Student Representative
4. Student Questions

8:00 Board Action
1. Personnel Action
2. CSE/CPSE Action
3. Consent Agenda Items:
1. Accept Treasurer's Report
2. Award Bids
3. Approve Budget Transfers
4. Accept Fire Safety Report
5. Accept Corrective Action Plan for General Fund

[Att. 2](#)

[Att. 3](#)

[Att. 4](#)

8:10 Four County Report

8:15 Public Comment

8:20 Board Member Comments

8:25 Adjournment

Next Meeting Date: September 25, 2008

7:00 p.m.

District Office

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, August 14, 2008
TYPE: Regular Business Meeting

TIME: 7:30 p.m.
PLACE: District Office

PRESENT: Board of Education Members Brunner, Griswold, Lyke, Nicholson, Paz, Robusto, Schultz, Triou; District Clerk Switzer; Administrators Havens, Armocida, Pullen, Schiek, Atseff, Cox & Callahan

ABSENT: Mrs. Newman

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

I. CALL TO ORDER: 7:30 p.m. by Frank Robusto, Jr., School Board President

II. PLEDGE OF ALLEGIANCE

III. APPROVAL OF AGENDA & MINUTES (July 10 & 14, 2008)

Mr. Triou offered a **MOTION**, seconded by Mr. Paz, to approve the agenda for this evening's meeting and the minutes of the meetings of July 10 & 14, 2008, each as presented.

Mrs. Brunner stated that while the school board president is an ex-officio member of school board committees, he or she is historically not an appointed or voting member of those committees. She asked Mr. Robusto if he intends to serve as an appointed member of the board protocol committee as noted in the minutes of July 10th (*cf.* Page 9591, Item XVII). Mr. Robusto stated that he does. Mrs. Brunner asked if the remainder of school board members concur with that intent; Mr. Robusto stated they do.

On the question, the vote was 6 Ayes, 0 Nays, 2 Abstentions (Mrs. Brunner, Mr. Triou), 1 Absent (Mrs. Newman), Carried.

IV. PUBLIC COMMENT - None

V. BOARD MEMBER COMMENTS

A. Mrs. Brunner noted the recent death of ***retired school board member Helen Hightower***. She noted that Helen was a caring, compelling, hard-working, at times contentious, woman of fierce intellect whose legacy to the school district is her dedication to the policy-setting role of school boards. She was a member, and later chairperson, of the policy committee during her six (6) years on the Board of Education and insured that a detailed and diligent review of school board policies and procedures occurred. Due to her efforts, our board policies are clear, concise and easy to understand and serve as the cornerstone of deliberations and decisions of the Board of Education.

- B. Mrs. Lyke suggested designating the policy manual to recognize Mrs. Hightower's contributions to our school board and our community.

VI. BOARD PRESIDENT'S COMMENTS

- A. Mr. Robusto extended **condolences** to the family of Mrs. Hightower and shared recent news media tributes of her service on the Board of Education, including terms as vice-president of the Board of Education, as a member of numerous community and civic organizations and 20 years as a chemistry teacher in the Rochester City School District (copy attached to these minutes in the minute book). He added that she was a very special lady and recalled her advice when he started his school board service that successful school board members "keep their thumbs in and fingers out" of school district business.
- B. Mr. Robusto extended **condolences** to the family of Esther Goulette, a former school bus driver.
- C. Mr. Robusto extended **compliments** to Mr. Havens on the photos and layout on the **2008-2009 school events calendar**; Mr. Havens recognized the efforts of Mrs. Gebhardt in this project.
- D. Mr. Robusto presented lapel pins to board members from the NYS School Boards Association in **recognition of their service** to the school district.

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

VIII. REPORTS OF THE SUPERINTENDENT OF SCHOOLS

A. FUEL COST & CONSUMPTION COMMITTEE REPORT

Mr. Havens presented the fuel cost committee report for review and consideration by the Board of Education. He introduced Mr. Atseff, assistant superintendent for business, to review the report.

Mr. Atseff stated that the committee was formed to examine our fuel consumption for school vehicles and identify options if costs exceed budget allocations. In addition to himself, committee members were Mr. Armocida, Mrs. Cox, Mr. Miller, Mr. Prince and Mr. Pullen.

Mr. Atseff explained that the cost of diesel fuel was \$2.90 per gallon when the 2008-2009 budgets were developed. As a proactive measure, a 35% contingency was built into the fuel allocation. By the end of June, the price of diesel fuel had increased by 49% to \$4.32 per gallon, posing a potential budget shortfall of approximately \$47,000.

The administrative council established the following criteria for consideration potential savings and reductions:

- (1) No Impact On Instruction
- (2) Not Shifting Costs To Parents/Guardians
- (3) Not Cost Prohibitive
- (4) Consider "Political" Ramifications

Mr. Pullen noted that **areas for initial cost savings** were identified as follows:

- Reduction of Travel For Physical Education Class Units In Bowling, Golf & Ice Skating (\$7,934)
- Reduction of Intramural Bus Runs @ 4:00 P.M. From Three (3) To Two (2) Times Weekly (\$7,626)
- Reduction of Field Trips By 30% (\$11,921)

Mr. Armocida stated that the committee compiled **additional areas for cost savings** if fuel prices continue to rise and further adjustments are necessary, as follows:

- Combine Half Day Parent Teacher Conferences to Single Day Sessions (\$6,010)
- Add Appx Two (2) Hours to the School Day, Four (4) Days Weekly (\$6,610 per day eliminated)
- Eliminate Summer Program Transportation (\$24,889)

Mr. Atseff stated that monitoring the costs of the oil and fuel markets continues. If prices drop, reinstatement of cost reductions could occur.

Mr. Nicholson asked what the breakpoint is for budgeted funds to allow reinstatement of proposed cost reductions. Mr. Atseff noted the daily consumption of 100,000 gallons of fuel would break even at \$3.85 per gallon.

Mr. Schultz asked what the price is presently; Mr. Atseff stated that the delivered price was \$4.35 per gallon on July 9th.

Mr. Paz asked how often fuel is delivered; Mr. Atseff stated every two (2) weeks during the school year and less often during summer recess.

Mr. Paz asked if the vendor provides advance notice on price increases. Mr. Atseff stated that the school district purchases fuel on state contract and prices are locked-in on a weekly basis. Mr. Paz noted that the City of Rochester obtains a firm, state contract price for a full year for law enforcement and environmental service vehicles and asked if that option exists for our school district. Mr. Atseff reviewed details of the state contracts. Mr. Havens noted that the school district has an annual price commitment for natural gas.

Mr. Schultz stated that he appreciates the efforts by this committee. He asked if the costs were based on true or estimated prices; Mr. Atseff stated current prices were used.

Mr. Nicholson stated he would like more detail on specific reductions that might occur based on these recommended areas of savings.

Mr. Atseff explained that the reduction of after-school busses would impact intramural programs for elementary children. Mr. Havens stated that after-school intramural busses are provided at Freewill Elementary School two (2) days per week and three (3) days per week at Ontario Elementary School and the proposed cost savings would provide (2) days per week at both schools.

Mr. Schultz stated that he also would like advance notification if any of the proposed cost savings are implemented; Mr. Havens stated that no reductions would occur without approval by the Board of Education.

Mr. Griswold stated he considers a reduction to four (4) days in a week as an extreme step which would require substantial prior discussion by the Board of Education. Mr. Pullen stated that the proposal to four (4) day weeks would occur once a month. Mr. Griswold added he is hard-pressed to support reductions like 4-day weeks without looking at other options in a \$40 million budget

Mr. Havens stated that prices will hopefully stabilize by October and cost reductions will not need to occur.

Mr. Nicholson asked if transfer of funds within the budget could occur before reduction or elimination of services or programs for students; Mr. Havens stated that could occur.

Mr. Nicholson stated he was informed by school officials in another district of potential for state aid to assist schools with escalating fuel costs; Mr. Havens stated that he was not unaware of such aid at this time.

Mr. Robusto stated he paid \$3.79 for gas in Henrietta today and envisions price fluctuations will continue for an extended time period. He asked if school districts can establish reserve funds for fuel oil increases.

Mr. Schultz asked for an explanation of a reserve fund. Mr. Havens and Mr. Atseff provided details. Mr. Atseff stated that the allocation of a larger contingency for price increases is an option for future budget development. Mr. Havens stated that a contingency is the same as a reserve fund.

Mr. Paz asked if current reserve funds are invested to the maximum. Mr. Atseff and Mr. Havens stated they are.

Mr. Nicholson noted that cost increases in fuel further support the benefits of a windmill on school property.

Mr. Triou asked how the travel reductions in physical education classes were determined; Mr. Havens stated they are class units offered off-campus which we can offer in-house if needed. Mr. Atseff clarified that athletic directors are also reviewing competition schedules for potential savings in inter-scholastic athletic travel.

Mr. Paz complimented the review committee and school personnel for their diligent work on this topic. He added that he, too, would like notification before any of the proposed reductions are implemented.

B. REVIEW OF PROGRESS ON DISTRICT GOALS • 2007-2008 SCHOOL YEAR

Mr. Havens presented progress on short-term goals during the 2007-2008 school year for review and consideration by the Board of Education.

He shared a PowerPoint presentation of graphs to illustrate ***progress and achievement*** in areas of language arts, math, college-bound seniors, Regents' diplomas, students with disabilities, and safe and inviting facilities. (copy filed in clerk's agenda file, this meeting)

Mr. Triou asked for clarification of the math exams and how many students take their **first science Regents exam** in the middle school; Mr. Havens provided details.

Mrs. Lyke how many eighth graders were successful on **math and science Regents' exams**; Mr. Armocida, middle school principal, provided details.

Mr. Paz stated he was asked by a resident if any **asbestos remains at Ontario Elementary School**. Mr. Havens stated that known asbestos issues in school facilities were resolved in prior capital projects and he is unaware of any additional areas.

Mr. Paz asked if a full inspection for asbestos was conducted. Mr. Havens stated that inspections were conducted by independent contractors and steps taken, as needed (e.g. installation of new carpeting on top of 25-year carpet in the district office under which non-friable asbestos floor tiles are located)

Mr. Triou noted that emphasis was placed on student-occupied areas for asbestos abatement in the capital projects.

Mr. Robusto stated that the district has resolved all known asbestos issues.

Mr. Nicholson asked about the status of **proposed new capital project items** since discussion of the topic last spring. Mr. Havens noted that state officials have just recently confirmed they can meet with district officials in September; plans remain the same as previously discussed pending that meeting.

C. **ESTABLISH DATE FOR SPECIAL MEETING – WORKSHOP ON DISTRICT-WIDE GOALS**

Mr. Havens asked the pleasure of the Board of Education on a workshop session to discuss district goals for 2008-2009. Following discussion, a **special meeting** was set for Thursday, September 18, 2008 at 7:00 p.m. in the district office.

IX. **REPORTS OF SCHOOL BOARD LIAISONS & COMMITTEES**

A. **AUDIT COMMITTEE**

Mr. Schultz noted that he has prepared a PowerPoint presentation on the roles and **responsibilities of the audit committee** for review at a future school board meeting as schedules allow.

Mr. Schultz noted that the Board of Education is required by §170.12 of the Regulations of the Commissioner of Education to submit a **corrective action plan** in response to issues identified in the management letter provided in the external audit conducted by Raymond P. Wager, CPA.

The audit committee requested Mr. Atseff to develop this corrective action plan for the internal audit and that a copy of the plan is provided with the agenda for this meeting.

The audit committee recommends that the Board of Education consider approval of that plan at the September 11, 2008 meeting.

He noted that the audit committee requested that the internal audit firm, Freed, Maxick, etal conduct a pre-Comptroller's audit of business operations and conduct a fiscal accountability review of high risk internal functions where large amounts of monies involved (e.g. payroll, leave time). The committee asked Mr. Atseff to prepare a corrective action plan for that audit to serve as a checklist for the audit committee and district staff; that report is also provided.

Mr. Schultz complimented the efforts by Mr. Havens, Mr. Atseff and Mr. Harris, the internal claims auditor, to promote a culture of fiscal responsibility in the school district.

Mr. Robusto noted the excellent effort by the audit committee.

B. FOUR COUNTY SCHOOL BOARDS ASSOCIATION

Mrs. Lyke announced that the first *program meeting is set for October 2nd* and will feature Robert Freeman, Executive Director of the NYS Committee on Open Government. She encourages school board members to attend.

Mrs. Lyke stated that the association's *Facts & Figures Handbook* is under review and invited comments and suggestions from board members on any additional topics to include. In addition to other school boards and school officials, parents, residents and realtors are the major users of the document.

C. WAYNE COUNTY EDUCATION COALITION

Mrs. Lyke stated that she and Mr. Havens attended a coalition meeting on August 4th to discuss recent stirrings on a possible change in distribution of sales tax to school districts by the Wayne County Board of Supervisors.

She stated that the coalition is considering future steps to address the value of sales tax revenues and each superintendent of schools was asked to contact their town and county supervisor (s) to request their support for continued distribution of sales tax revenues with school districts.

Mr. Havens stated that Walworth and Ontario town & county supervisors are supportive of continued distribution of sales tax to school districts. He is also addressing the topic in the September district newsletter. Some superintendents have learned their supervisors have reservations about continuing the current sales tax distribution to school districts.

Mrs. Lyke suggested developing a scenario of cost implications if sales tax revenues were not shared with school districts.

Mr. Triou asked what portion of school revenues are represented by sales tax distribution in Wayne County. Mr. Griswold stated about 5%.

Mr. Schultz asked if the sales tax is distributed based on its origin; Mr. Havens explained that average daily attendance is used for the distribution.

Mr. Griswold noted that sales tax revenues represent a larger percent of revenues for smaller school districts.

Mr. Schultz asked what kind of services towns would receive from the county if sales tax revenue was not shared with school districts. Mr. Havens reviewed potential scenarios.

Mrs. Lyke stated that potential of additional STAR school tax aid from New York State is still an issue raised by some county supervisors. She noted that business owners are not eligible for STAR exemptions on their school taxes.

Mrs. Lyke and Mr. Havens stated that they will continue to attend coalition meetings and may attend committee meetings of the Board of Supervisors. Mr. Havens noted that sales tax revenue from the County of Wayne represents \$835,000 for our school budget.

Mr. Triou asked if school districts prevailed in the sales tax suit in Monroe County; Mr. Havens stated they have at this time.

X. ITEMS FOR BOARD OF EDUCATION ACTION

A. PERSONNEL CHANGES

Mr. Havens presented the following personnel changes for review and consideration by the Board of Education:

INSTRUCTIONAL STAFF

RESIGNATIONS:

Christine Uetz, special education teacher, assigned to Freewill Elementary School, effective July 30, 2008 (personal reasons)

Kathryn Crane, school psychologist, assigned to Ontario Elementary School, effective August 31, 2008 (personal reasons)

APPOINTMENTS:

Melissa Anderson, elementary education teacher, NYS Control No. TBD (Initial, valid through 9/1/2012), assigned to Freewill Elementary School, a four (4) month temporary appointment anticipated from September 2 through December 23, 2008 at \$38,650, pro-rated (replacement for Carrie St. Pierre while on FMLA leave of absence).

Melanie Blaisdell, elementary education teacher, NYS Control No. TBD (Initial, valid through 9/1/2012), assigned to Ontario Primary School, a ten (10) month temporary appointment effective September 2, 2008 through June 30, 2009 at \$37,400 (replacement for Ann Marie Evans, appointed as a teacher at Ontario Primary School, who replaced Brenda Drexler, transferred to a reading recovery assignment).

Scott Bradley, internship coordinator, NYS Control No. 206091081 (Initial, valid through 2/1/2013), assigned to the high school, a three (3) year probationary

appointment effective September 1, 2008 through August 31, 2011, at \$38,650 (replacement for Tracy Don Vito, transferred to graduation requirements' coordinator).

Jennifer Colucci, elementary education teacher (0.50 FTE job share), NYS Control No. 878923981 (Permanent, effective 9/1/98), assigned to Freewill Elementary School, a one (1) year temporary appointment effective September 1, 2008 through June 30, 2009 at \$19,729 (replacement for Bonnie Zelazny, transferred to reading recovery assignment).

Cassie Denniston, special education teacher, NYS Control No. 105136071 (Initial, valid through 9/1/2012), assigned to the middle school, a three (3) year probationary appointment effective September 1, 2008 through August 31, 2011, at \$38,155 (replacement for Beau Watson, transferred to art teacher, high school).

Ann Foley, foreign language teacher, NYS Control No. 230416081 (Initial, valid through 9/1/2013), assigned to the middle school, a one (1) year temporary appointment effective September 1, 2008 through June 30, 2011, at \$38,650 (replacement for Joanna Schoff while on leave of absence).

Betsey Irvine, special education teacher, NYS Control No. 113228071 (Initial, valid through 9/1/2012), assigned to Ontario Elementary School, a two (2) year probationary appointment effective September 1, 2008 through August 31, 2010, at \$38,155 (converted from long term substitute position for Rice/Van Buren job share).

Megan Mahaney, reading teacher, NYS Control No. 627933051 (Initial valid through 9/1/2010) assigned to Freewill Elementary School, a one (1) year temporary appointment effective September 1, 2008 through June 30, 2009 at \$40,267 (replacement for Cathy Crable, re-assigned as literacy coach).

Elizabeth Uetz, elementary education teacher (0.50 FTE job share), NYS Control No. 882029981 (Permanent, effective 9/1/97), assigned to Freewill Elementary School, a one (1) year temporary appointment effective September 1, 2008 through June 30, 2009 at \$19,729 (replacement for Bonnie Zelazny who transferred to reading recovery assignment).

Joelle Ward, elementary education teacher, NYS Control No. TBD (Initial, valid through 9/1/2013), assigned to Freewill Elementary School, a four (4) month temporary appointment anticipated from September 2 through November 3, 2008 at \$37,400, pro-rated (replacement for Tiffany Cotsonas while on FMLA leave of absence).

Cassandra Witkowski, kindergarten teacher, NYS Control No. 28797001 (permanent, effective 9/1/2000), assigned to Ontario Primary School, a two (2) year probationary appointment effective September 1, 2008 through August 31, 2010, at \$46,530 (replacement for Linda Casey, retired).

SUPPORTIVE STAFF:

RESOLUTION TO GRANT TENURE TO ANNE BLOCHER IN THE AREA OF TEACHING ASSISTANT

(August 31, 2005)

RESOLVED, that upon the recommendation of the superintendent of schools, Anne Blocher, who is certified in the area of teaching assistant, is hereby appointed by estoppel to tenure in the teaching assistant tenure area effective August 31, 2005 (erroneously granted a permanent civil service appointment effective March 1, 2003)

RESIGNATION:

Dawn Brogan, cleaner, assigned to the middle school, effective September 2, 2008 (accepted position as teacher aide @ the middle school)

APPOINTMENTS:

Dawn Brogan, 1:1 teacher aide, assigned to the middle school, a one (1) year temporary civil service appointment effective September 1, 2008 through June 30, 2009 at \$10.19 per hour. (replacement for Bonnie Ocke, transferred to teacher aide @ the middle school).

Amy Joram, cook manager, assigned to the high school, a six (6) month probationary civil service appointment effective September 1, 2008 through February 28, 2009 at \$11.16 per hour. (replacement for Karen Turano, retired/deceased).

Jeanine Lubberts, teacher aide, assigned to the high school, a six (6) month probationary civil service appointment effective September 1, 2008 through February 28, 2009, at \$13.42 per hour. (replacement for Victoria Schrader, terminated)

Tricia Ramsey, teaching assistant, assigned to the middle school, a three (3) year probationary appointment effective September 1, 2008 through August 31, 2011 at \$10.98 per hour (new position to support the needs of special education program)

Janet Schoenberger, teaching assistant, assigned to Ontario Elementary School, a three (3) year probationary appointment effective September 1, 2008 through August 31, 2011 at \$16.22 per hour (replacement for Meghan Enright, resigned)

Pamela Smith, teacher aide, assigned to Ontario Elementary School, a six month (6) probationary civil service appointment effective September 1, 2008 through February 28, 2009 at \$11.55 per hour (replacement for Ann Welker, retired).

Special Education Program * Summer, 2008 • @ Current Contractual Rates

Teacher Aides: Barrie Gurnett, Rachel Ford, Lynn Byrne, Alison Palmer, Julie Schueler, Anne Bulman, Patricia Gommenginger, Jeanne DeMinck, Tricia Ramsey, Kimberly Hynes, Erica Roos, Mary Pat McAdams, Nancy Vogt, Laura Marchegiano, Laurie Bernard, Bonnie Ocke.

Registered Professional Nurse: Barbara Philbrick, Deborah Williams

Mr. Nicholson offered a **MOTION**, seconded by Mrs. Lyke, to approve the personnel changes as recommended by the superintendent of schools. Mr. Triou asked for clarification of the estoppel procedure; Mr. Callahan provided details. 8 Ayes, 0 Nays, 1 Absent (Mrs. Newman), Carried

B. PUPIL PLACEMENT RECOMMENDATIONS • C.S.E. & C.P.S.E

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.

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

(1) to approve the recommendation for pupil placements by the Committee on Special Education:

**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 pupil placements by the Committee on Pre-School Special Education:

**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 8 Ayes, 0 Nays, 1 Absent (Mrs. Newman), Carried

C. CONSENSUS AGENDA

- (1) Adopt School Breakfast & Lunch Prices • 2008-2009
- (2) Approve Budget Transfers Pursuant to Policy 5330
- (3) Adopt Resolution to Establish School Tax Levy & Collection • 2008-2009
- (4) Adopt Resolution to Clarify Use of Sick Leave Time by School District Employees

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

Mr. Griswold offered a **MOTION**, seconded by Mr. Nicholson, to approve/adopt the consensus agenda, as presented by the superintendent of schools, as follows:

(1) Adopt ***school breakfast & lunch prices for 2008-2009***, as follows:

<i>Breakfast:</i>	
1.00 (full price)	\$
25 (Reduced)	\$.
<i>Lunch:</i>	
1.85 (full price)	\$
25 (Reduced)	\$.

(2) Approve ***budget transfers*** pursuant to Policy 5330 (copy attached to these minutes in the minute book)

- (3) Adopt a **RESOLUTION** to *establish the school tax levy & collection* for 2008-2009, **TO WIT:**

RESOLUTION FOR LEVY & COLLECTION OF 2008-2009 SCHOOL TAXES

WHEREAS, the amount authorized to be raised for school tax purposes for the 2008-2009 school year, for the current school year's budget, is a sum not to exceed \$18,700,000. **NOW, THEREFORE**

BE IT RESOLVED, that the Board of Education set and fix the equalized school tax rates for 2008-2009 by towns as they appear on the tax rolls of the component townships, (worksheet attached to these minutes in the minute book), *and*

BE IT FURTHER RESOLVED, that the school tax warrant of the Board of Education, duly signed, shall be affixed to the 2008-2009 school tax rolls authorizing the collection of said school taxes begin on Monday, September 1, 2008 with an effective period of said school tax warrant of 61 days, at the expiration of which the school tax collector shall make an accounting, in writing, to the Clerk of the Board of Education of the amount of paid and unpaid school taxes, *and*

BE IT FURTHER RESOLVED, that Helen Jensen, School Tax Collector for the Wayne Central School District, be, and hereby is authorized and directed to give legal notice and to start collection of school taxes, beginning Monday, September 1, 2008, in accordance with provisions of law, and to give notice that school tax collection will conclude on Friday, October 31, 2008, and to collect school taxes in the amount of \$18,700,000 as set by the attached school tax warrant; *and*

BE IT FURTHER RESOLVED, that delinquent school tax penalties shall be fixed as follows:

- 2 per cent, payments made from October 1 to October 31, 2008
- 2 per cent, plus additional penalty, from October 31, 2008, on, as levied by the county treasurer in the re-levy in town/county taxes, and

BE IT FURTHER RESOLVED, that the 2008-2009 school taxes will be collected at the District Office of the Wayne Central School District, 6200 Ontario Center Road, Ontario Center, NY 14520, from September 1 to October 31, 2008. No taxes received or postmarked after October 31, 2008, shall be accepted by the school tax collector.

- (4) Adopt a **RESOLUTION** to define use of sick leave time by school employees, **TO WIT:**

RESOLUTION TO DEFINE USE OF SICK LEAVE TIME BY DISTRICT EMPLOYEES

BE IT RESOLVED, that unless otherwise bargained, the Board of Education of the Wayne Central School District hereby defines sick leave as leave due to illness of the employee, employee's spouse, child, parent or any other relative residing in the employee's household.

Mr. Atseff stated that the school lunch program had an (unaudited) operating loss of approximately \$10,000 for the 2007-2008 school year. At this time, the fund balance in the school lunch fund at year-end is estimated at \$137,000. He added that school lunch prices have not been increased since the 2001-2002 school year, a tribute to the leadership of Mrs. Nique Wilson, director of food service.

The hourly pay increase of 65 cents for food service workers provided in the collective bargaining agreement with CSEA Unit 9112 adds approximately \$15,000 in labor costs. The food service program has encountered other cost increases as well; one example is a 50% increase in the cost of bread. The proposed increase of 25 cents, which will generate approximately \$50,000 in additional revenue, will place our prices below all but two Monroe County school districts.

Mr. Triou noted he is pleased that this is the first meal price increase in seven (7) years.

Mr. Callahan noted that the proposed resolution re: sick leave time provides documentation for existing collective bargaining agreements and school board resolutions as discussed at the July 10th school board meeting.

Mr. Robusto noted that the new prices are reflected in the school events' calendar.

Mrs. Lyke noted that parents do appreciate the *NutriKids* web-based system which allows them to monitor what their children eat for lunch and to make advance meal payments if they wish.

Mr. Nicholson noted that children sometimes trade meals and parents may not know what they ate for lunch.

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

XI. ADDITIONAL PUBLIC COMMENT - None

XII . ADDITIONAL BOARD MEMBER COMMENTS

A. Mr. Paz thanked school personnel and board members for the excellent preparation and information for school board meeting issues.

XIII. ADJOURNMENT

School board members ***signed the school tax warrant for 2008-2009*** (copy filed in clerk's files).

Mr. Triou offered a **MOTION**, seconded by Mr. Paz, to adjourn the meeting at 8:45 p.m. 8 Ayes, 0 Nays, 1 Absent (Mrs. Newman), 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

September 11, 2008

School District Clerk

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: September 11, 2008

The following is submitted for your review and approval.

INSTRUCTIONAL STAFF

RESIGNATIONS:

Stephanie Potter, Special Education Teacher, assigned to the James A. Beneway High School, effective September 1, 2008. *For personal reason.*

LEAVE OF ABSENCE: None

APPOINTMENTS:

Timothy Burlee, Physical Education Teacher, NYS Control No. 618638051 (Initial, valid through 9/1/2010), assigned to the Ontario Primary School, a three probationary appointment effective September 1, 2008 through August 31, 2011 at \$38,155 (base), credited with one of prior service. *Replacement for Patricia Yates (retired).*

Melissa Cook, School Psychologist, NYS Control No. TBD (Provisional, valid through 9/1/2013), assigned to the Ontario Elementary School, a three year probationary appointment to become effective September 1, 2008 through August 31, 2011 at \$40,714 (base + MS + additional graduate credit), credited with no prior service. *Replacement for Kathryn Crane (resigned).*

Meghan Francis, Special Education Teacher, NYS Control No. TBD (Initial, valid through 9/1/2013), assigned to the Freewill Elementary School, a three year probationary appointment to become effective September 1, 2008 through August 31, 2011 at \$37,400 (base). *Replacement for Christine Uetz (resigned).*

Jennifer Malinchak, Special Education Teacher, NYS Control No. 18415061 (Permanent, effective 9/1/2006), assigned to the James A. Beneway High School, a one year temporary appointment effective September 1, 2008 through June 30, 2009, at \$39,458 (base + MS) credited with one year of prior service. *Replacement for Stephanie Potter (resigned). This position preserves the vacated encumbered position from the Rice/VanBuren job share.*

Timothy McBride, Social Studies Teacher, NYS Control No. 83230071 (Initial, valid through 9/1/2011), assigned to the Thomas C. Armstrong Middle School (0.6 FTE) and the James A. Beneway High School (0.4 FTE), a one year temporary appointment effective September 1, 2008 through June 30, 2009 at \$38,155 (base), credited with one year of service. *Job share with Cheryl Raleigh (HS) and temporary position (MS).*

Ariana Nadir, Reading Teacher, NYS Control No. TBD (Initial, valid through 9/1/2013), assigned to the Thomas C. Armstrong School, a five month temporary appointment effective September 1, 2008 through January 23, 2009, at \$38,650 (base + MS) credited with no prior service pro-rated. *Replacement Rae Jagoda (LOA).*

Jaclynn Sardone, English Teacher, NYS Control No. 113343071 (Initial, valid through 9/1/2012), assigned to the James A. Beneway High School, a three year probationary appointment effective September 1, 2008 through August 31, 2011, at \$38,155 (base) credited with one year of prior service. *Replacement for Judy Porray (transferred).*

Ryan VanAllen, Social Studies Teacher, NYS Certificate No. 63881071 (Initial, valid through 2/1/12), assigned to the James A. Beneway High School, a one year temporary assignment effective September 1, 2008 through June 30, 2009 at \$40,266 (base) credited with two years of experience. *Temporary assignment to cover Mark MacMillan's TOSA duties and extra sections.*

SUPPORT STAFF

RESIGNATIONS:

Janine Lubberts, Food Service Helper, assigned to the James A. Beneway High School, effective September 1, 2008. *Accepted position as 1:1 Teacher Aide.*

Shannon Sabin, Teacher Aide, assigned to the Freewill Elementary School, effective August 15, 2008. *For personal reasons.*

Gail Wolfe, Food Service Helper, assigned to the Freewill Elementary School, effective August 12, 2008. *For the purpose of retirement.*

LEAVE OF ABSENCE: None

APPOINTMENTS:

Susan Brewer, Teacher Aide, assigned to the Ontario Elementary School, a six month probationary Civil Service appointment effective September 1, 2008 through February 28, 2009 at \$9.54 per hour. *1:1 Teacher Aide position converted to probationary.*

Laurie Clocksin, Food Service Helper, assigned to James A. Beneway High School, a six month probationary Civil Service appointment effective September 1, 2008 through February 28, 2009 at \$8.22 per hour. *Replacement for Sharon Oddi (replaces Janine Lubberts who transferred).*

Suzanne Gresens, 1:1 Teacher Aide (0.5 FTE) assigned to Project Show at the James A. Beneway High School, a temporary Civil Service appointment effective September 1, 2008 through June 30, 2008 at \$9.76 per hour.

Suzanne Gresens, 1:1 Teacher Aide (0.4 FTE) assigned to the James A. Beneway High School, a temporary Civil Service appointment effective September 1, 2008 through June 30, 2009 at \$9.76 per hour. *Job share with Kristen Bauerschmidt.*

Kim Hynes, Teacher Aide, assigned to the Freewill Elementary School, a six month probationary Civil Service appointment effective September 1, 2008 through February 28, 2009 at \$9.32 per hour. *Replacement for Shannon Sabin (resigned).*

Denise Kolb, 1:1 Teacher Aide assigned to the Thomas C. Armstrong Middle School, a temporary Civil Service appointment effective September 1, 2008 through June 30, 2009 at \$12.70 per hour.

Anne Prinsen, School Bus Driver, assigned to the Transportation Department, a part-time Civil Service appointment effective September 1, 2008 through June 30, 2009 at \$13.47 per hour.

David Rick, School Monitor, assigned to the Ontario Primary School, a six month probationary Civil Service appointment effective September 1, 2008 through February 28, 2009 at \$8.00 per hour. *Replaces Bev Flanigan who replaced Suzanne Benton (resigned).*

Erika Roos, 1:1 Teacher Aide, assigned to the James A. Beneway High School, a one year temporary Civil Service appointment effective September 1, 2008 through June 30, 2009 at \$9.97 per hour. *Assigned to new student.*

Lori Thomas, Food Service Helper, assigned to the Freewill Elementary School, a six month probationary Civil Service appointment effective September 1, 2008 through February 28, 2009 at \$8.22 per hour. *Replacement for Gail Wolfe (resigned).*

2008-09 COACHING APPOINTMENTS:

Fall 2007 – Season Length (8-18-08 to 11-7-08)

Name	Team	Step	WCS Years	Level	Incentive	Salary	Total
Ashley Aman	Girls JV Volleyball	1	1	E		2826	2826
Michael Godfrey	Asst. Modified Football	9	1	F		2970	2970
William Woodburn	Asst. JV Football	2	2	E		2826	2826
Colleen Pudup	Girls Modified Soccer	1	1	F		2500	2500
Brad Miller	Boys Modified Soccer	1	3	F		2500	2500
Pamela Buddendeck	Boys JV Volleyball	3	3	E		3066	3066
Shelly Bottone	Boys Modified Volleyball	2	2	G		2174	2174
Christina Grey	Fall JV Cheerleading	2	2	G		2174	2174
Tim Burlee	Varsity Golf	1	1	E		2826	2826

Please change the following position from:

Name	Team	Step	WCS Years	Level	Incentive	Salary	Total
William Mitchell	Head JV Football	10	10	C	324	4518	4842

To:

Name	Team	Step	WCS Years	Level	Incentive	Salary	Total
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William Mitchell	Asst. Varsity Football	10	10	E	324	3609	3933
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Please change the following position from:

Name	Team	Step	WCS Years	Level	Incentive	Salary	Total
Tim McBride	Asst. JV Football	3	3	E		3066	3066

To:

Name	Team	Step	WCS Years	Level	Incentive	Salary	Total
Tim McBride	Head JV Football	3	3	C		3873	3873

Notes:

- Brad Miller replaces Riley Wheaton
- Tim Burlee replaces Jeremiah Brandt

2008-09 Substitute Teacher Appointments

First Name	Last Name	Appointed
Ariana	DiRenzo	9/3/08
Nicholas	Munding	9/3/08
Jessica	Tydings	9/3/08
Tara	Craddock	9/3/08

Committee Recommendations for Board of Education Review (September 11, 2008)

Meeting	Alt. ID#	Age	Committee	Grade	Reason	Decision	Disability	Rec. School	Rec. Program
08/27/2008	97165	12:10	CSE	08	Initial Eligibility Determination Mtg.	Classified	Other Health Impairment	Wayne Central Middle School	Consultant Teacher Consultant Teacher Counseling

Committee Recommendations for Board of Education Review (September 11, 2008)

Meeting	Alt. ID#	Age	Committee	Grade	Reason	Decision	Disability	Rec. School	Rec. Program
06/5/2008	101685	3:2	CPSE	Preschool	Initial Eligibility Determination Mtg.	Classified Preschool	Preschool Student with a Disability	Freewill Elementary	Speech/Language Therapy
06/27/2008	101932	3:10	CPSE	Preschool	Initial Eligibility Determination Mtg.	Classified Preschool	Preschool Student with a Disability	Preschool Itinerant Services Only	Occupational Therapy Physical Therapy Speech/Language Therapy
07/23/2008	102066	3:0	CPSE	Preschool	Initial Eligibility Determination Mtg.	Classified Preschool	Preschool Student with a Disability	Stepping Stones Learning Center	Special Class Integrated Occupational Therapy Physical Therapy Physical Therapy Speech/Language Therapy Speech/Language Therapy
07/23/2008	102104	2:11	CPSE	Preschool	Initial Eligibility Determination Mtg.	Classified Preschool	Preschool Student with a Disability	Preschool Itinerant Services Only	Speech/Language Therapy

WAYNE CENTRAL SCHOOL DISTRICT

Consensus Agenda



TO: Board of Education

FROM: Michael Havens

RE: Consensus Agenda

DATE: September 11, 2008

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

- [Item #1](#) Accept Treasurer's Report – June
- [Item #2](#) Accept Treasurer's Report - July
- [Item #3](#) Award O & M Duplex Pump for Steam Heating System at High School Bid
- [Item #4](#) Award BOCES Co-Op Bid for Copy Paper
- [Item #5](#) Award BIOCES Co-Op Bid for Cafeteria Supplies
- [Item #6](#) Approve Budget Transfers for 2007-08 Year End
- [Item #7](#) Approve Budget Transfers for 2008-09
- [Item #8](#) Accept Annual Fire Safety Report
- [Item #9](#) Accept Corrective Action Plan for General Fund

Consensus Agenda Item #1

TREASURER'S MONTHLY REPORT
ENDING BALANCES OF ALL WCSO FUNDS AS OF JUNE 30, 2008

GENERAL FUND

Checking Account	66,011.66
Money Market	5,753,792.17
TOTAL AVAILABLE CASH	<u>5,819,803.83</u>

SCHOOL LUNCH FUND

Checking Account	143,890.61
Money Market Account	37,059.14
Certificate of Deposit	303,079.00
TOTAL AVAILABLE CASH	<u>180,949.75</u>

CAPITAL RESERVE FUND

Checking Account	545.55
Money Market Account	4,793,407.91
TOTAL AVAILABLE CASH	<u>4,793,953.46</u>

CAPITAL PROJECTS

Checking Account	119,416.22
Money Market Account	1,679,108.01
TOTAL AVAILABLE CASH	<u>1,798,524.23</u>

BUS RESERVE

Checking Account	876.76
Money Market Account	1,592,432.54
TOTAL AVAILABLE CASH	<u>1,593,309.30</u>

TRUST AND AGENCY ACCOUNT

Checking Account (Now)	136,393.89
------------------------	------------

FLEX ACCOUNT

226,487.59

UNEMPLOYMENT INSURANCE ACCOUNT

Money Market	401,378.11
--------------	------------

LIABILITY INSURANCE ACCOUNT

Money Market	893,560.02
--------------	------------

DEDUCTIBLE INSURANCE ACCOUNT

Money Market	592,165.02
--------------	------------

RETIREMENT BENEFITS RESERVE

Money Market	248,783.71
--------------	------------

EMPLOYEES RETIREMENT RESERVE

Money Market	442,282.21
--------------	------------

SPECIAL AID ACCOUNT

Checking Account	45,114.75
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Date

Leora L. Stramonine, Treasurer

Received by the Board of Education
and entered as a part of the
minutes of the Board meeting held

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Clerk of Board of Education

TREASURER'S MONTHLY REPORT
ENDING BALANCES OF ALL WCSD FUNDS AS OF JUNE 30, 2008

GENERAL FUND

Checking Account	66,011.66
Money Market	5,753,792.17
TOTAL AVAILABLE CASH	5,819,803.83

SCHOOL LUNCH FUND

Checking Account	143,890.61
Money Market Account	37,059.14
Certificate of Deposit	303,079.00
TOTAL AVAILABLE CASH	180,949.75

CAPITAL RESERVE FUND

Checking Account	545.55
Money Market Account	4,793,407.91
TOTAL AVAILABLE CASH	4,793,953.46

CAPITAL PROJECTS

Checking Account	119,416.22
Money Market Account	1,679,108.01
TOTAL AVAILABLE CASH	1,798,524.23

BUS RESERVE

Checking Account	876.76
Money Market Account	1,592,432.54
TOTAL AVAILABLE CASH	1,593,309.30

TRUST AND AGENCY ACCOUNT

Checking Account (Now)	136,393.89
------------------------	------------

FLEX ACCOUNT

226,487.59

UNEMPLOYMENT INSURANCE ACCOUNT

Money Market	401,378.11
--------------	------------

LIABILITY INSURANCE ACCOUNT

Money Market	893,560.02
--------------	------------

DEDUCTIBLE INSURANCE ACCOUNT

Money Market	592,165.02
--------------	------------

RETIREMENT BENEFITS RESERVE

Money Market	248,783.71
--------------	------------

EMPLOYEES RETIREMENT RESERVE

Money Market	442,282.21
--------------	------------

SPECIAL AID ACCOUNT

Checking Account	35,000.75
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Date

Leora L. Stramonine, Treasurer

Received by the Board of Education
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minutes of the Board meeting held

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Clerk of Board of Education

GENERAL FUND
TREASURER'S MONTHLY REPORT
June 1 - 30, 2008

Prior period available balance \$36,566.53

RECEIPTS DURING MONTH

DATE	SOURCE	AMOUNT
06/ 03/ 08	EAST IRONDEQUOIT	1,520.10
06/ 09/ 08	WAYNE FINGER LAKES BOCES	238,395.00
06/ 18/ 08	EMPIRE STATE DRAGONS	596.25
06/ 13/ 08	COCA-COLA	336.99
06/ 24/ 08	MERRY GO ROUND	10,200.00
06/ 25/ 08	WAYNE FINGER LAKES AREA	2,691.80
06/ 27/ 08	STRIKE IT UP, BUILDING USE	546.88
06/ 30/ 08	S. STRAMONINE, BUILDING USE	270.00
06/ 30/ 08	WAYNE FINGER LAKES BOCES	6,217.00
06/ 30/ 08	WAYNE COUNTY ACTION	1,500.00
06/ 01-30/ 08	RECYCLING	455.89
06/ 01-30/ 08	MEDICAL/ DENTAL REIMBURSEMENT	45,433.46
06/ 01-30/ 08	LOST BOOK REIMBURSEMENT	195.42
06/ 01-30/ 08	E-RATE REIMBURSEMENT	160.95
06/ 01-30/ 08	TRANSFER FROM MM TO CHECKING	3,825,000.00
06/ 01-30/ 08	TRANSFERS FROM SPECIAL AID	217,796.16
06/ 01-30/ 08	MISCELLANEOUS	1,246.23
Total Receipts		<u>4,352,562.13</u>

Total receipts, including balance \$4,389,128.66

DISBURSEMENTS MADE DURING MONTH

By check			
From Check No.	20857	To Check No.	21332
			1,078,015.96
	Payrolls		3,245,101.04
	BANK DEBITS		
	TRANSFERS TO MM		
Total disbursements			<u>4,323,117.00</u>
Cash Balance			<u><u>\$66,011.66</u></u>

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement	635,267.88
Less total of outstanding checks	569,256.22
Net balance in bank	66,011.66

Amount of receipts undeposited (add)

Total available balance 66,011.66

Received by the Board of Education
and entered as a part of the
minutes of the Board meeting held

This is to certify that the above
Cash balance is in agreement with
my bank statement as reconciled

'20

Clerk of Board of Education

Treasurer of School District Date

SCHOOL LUNCH FUND
 TREASURER'S MONTHLY REPORT
 June 1 - 30, 2008

Prior period available balance \$119,527.86

RECEIPTS DURING MONTH

DATE	SOURCE	AMOUNT
06/ 06/ 08	NSF REDEPOSIT	20.00
06/ 13/ 08	MASTER FOOD SERVICES REBA TE	27.00
06/ 25/ 08	STATE AID	51,634.00
06/ 01-30/ 08	ACH DEPOSITS	3,554.65
06/ 01-30/ 08	GENERAL FUND OTHER SALES	4,302.80
06/ 01-30/ 08	SPECIAL AID OTHER SALES	368.67
06/ 01-30/ 08	OTHER SALES	1,784.98
06/ 01-30/ 08	FR LUNCH/ BREAK REC	4,740.73
06/ 01-30/ 08	OP LUNCH/ BREAK REC	4,066.95
06/ 01-30/ 08	OE LUNCH/ BREAK REC	6,614.17
06/ 01-30/ 08	MS LUNCH/ BREAK REC	11,793.91
06/ 01-30/ 08	HSLUNCH/ BREAK REC	14,176.81
06/ 01-30/ 08	HSVENDING	2,095.30
06/ 01-30/ 08	BANK CREDITS	6.60

Total Receipts 105,186.57

Total receipts, including balance \$224,714.43

DISBURSEMENTS MADE DURING MONTH

By check				
From Check No.	1909	To Check No.	1929	40,636.46
		Payroll		40,165.36
By Debit Charge	Bank Debits			17.00
	NSF CHECK			5.00
	Total disbursements			<u>80,823.82</u>
	Cash Balance			<u>\$143,890.61</u>

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement	144,787.58
Less total of outstanding checks	<u>896.97</u>
Net balance in bank	143,890.61
Amount of receipts undeposited (add)	<u> </u>
Total available balance	<u><u>143,890.61</u></u>

Received by the Board of Education
 and entered as a part of the
 minutes of the Board meeting held

This is to certify that the above
 Cash balance is in agreement with
 my bank statement as reconciled

 Clerk of Board of Education

 Treasurer of School District Date

CAPITAL RESERVE
 TREASURER'S MONTHLY REPORT
 June 1 - 30, 2008

Prior period available balance \$545.55

RECEIPTS DURING MONTH

DATE	SOURCE	AMOUNT
Total Receipts		\$0.00

Total receipts, including balance \$545.55

DISBURSEMENTS MADE DURING MONTH

By check		
From Check No.	To Check No.	-
By Debit Charge Purchase cd		-
Total disbursements		\$0.00
Cash Balance		\$545.55

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement	
Less total of outstanding checks	-
Net balance in bank	-
Amount of receipts undeposited (add)	-
Total available balance	\$0.00

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 and entered as a part of the
 minutes of the Board meeting held

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 Cash balance is in agreement with
 my bank statement as reconciled

_____ 20

 Clerk of Board of Education

 Treasurer of School District Date

CAPITAL PROJECTS
 TREASURER'S MONTHLY REPORT
 June 1 - 30, 2008

Prior period available balance \$119,416.22

RECEIPTS DURING MONTH

DATE	SOURCE	AMOUNT
Total Receipts		-

Total receipts, including balance \$119,416.22

DISBURSEMENTS MADE DURING MONTH

By check		
From Check No.	346 To Check No.	
By Debit Charge		
Total disbursements		\$0.00

Cash Balance \$119,416.22

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement	119,416.22	
Less total of outstanding checks		
Net balance in bank	119,416.22	
Amount of receipts undeposited (add)	-	
Total available balance		\$119,416.22

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 and entered as a part of the
 minutes of the Board meeting held

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 Cash balance is in agreement with
 my bank statement as reconciled

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 Clerk of Board of Education

 Treasurer of School District Date

BUS RESERVE
 TREASURER'S MONTHLY REPORT
 June 1 - 30, 2008

Prior period available balance 876.76

RECEIPTS DURING MONTH

DATE	SOURCE	AMOUNT
Total Receipts		\$0.00
Total receipts, including balance		\$876.76

DISBURSEMENTS MADE DURING MONTH

By check		
From Check No.	To Check No.	
By Debit Charge	Purchase CD	
Total disbursements		\$0.00
Cash Balance		\$876.76

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement	876.76
Less total of outstanding checks	-
Net balance in bank	876.76
Amount of receipts undeposited (add)	-
Total available balance	\$876.76

Received by the Board of Education
 and entered as a part of the
 minutes of the Board meeting held

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 Cash balance is in agreement with
 my bank statement as reconciled

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 Clerk of Board of Education

 Treasurer of School District Date

TRUST AND AGENCY
TREASURER'S MONTHLY REPORT
June 1 - 30, 2008

Prior period available balance \$169,884.87

RECEIPTS DURING MONTH

DATE	SOURCE	AMOUNT
06/ 03/ 08	GEN. FUND PR TRANSFER	967,792.33
06/ 03/ 08	CAFETERIA PR TRANSFERS	20,155.98
06/ 13/ 08	C. MOTT, SCHOLARSHIP	50.00
06/ 13/ 08	WCHSEXTRACLAS, SALESTAX	956.74
06/ 13/ 08	TRANSFROM MEMORIAL FUNDS, SCHO	734.00
06/ 18/ 08	LIFETOUCH	1,573.50
06/ 18/ 08	CAFETERIA PR TRANSFERS	20,009.38
06/ 18/ 08	GEN. FUND PR TRANSFER	2,277,308.71
06/ 23/ 08	TSA REFUND	130.00
06/ 26/ 08	S. STRAMONINE, GIFT	1,200.00
06/ 27/ 08	BOOSTER CLUBS FOR COCA-COLA	2,906.25
06/ 27/ 08	OE YEARBOOKS	740.50
06/ 30/ 08	SPECIAL OLYMPICS DONATION	671.50
06/ 30/ 08	WCMSSALESTAX	160.73
06/ 01-30/ 08	RETIRESMED/ DENT	18,850.10
06/ 01-30/ 08	INTEREST	62.74

Total Receipts 3,313,302.46

Total receipts, including balance \$3,483,187.33

DISBURSEMENTS MADE DURING MONTH

By check				
From Check No.	2729	To Check No.	2771	78,340.18
				61,005.89
				<u>3,207,447.37</u>
By Debit Charge		Transfers for payroll		<u>3,346,793.44</u>
		Total disbursements		<u>\$136,393.89</u>
		Cash Balance		<u>\$136,393.89</u>

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement	157,480.72
Less total of outstanding checks	<u>21,086.83</u>
Net balance in bank	136,393.89
Amount of receipts undeposited (add)	<u>-</u>
Total available balance	<u>\$136,393.89</u>

Received by the Board of Education
and entered as a part of the
minutes of the Board meeting held

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Cash balance is in agreement with
my bank statement as reconciled

20

Clerk of Board of Education

Treasurer of School District Date

FLEX ACCOUNT
 TREASURER'S MONTHLY REPORT
 June 1 - 30, 2008

Prior period available balance \$192,410.89

RECEIPTS DURING MONTH

DATE	SOURCE	AMOUNT
06/ 13/ 08	REFUND TO ACCOUNT	115.83
06/ 19/ 08	TRANSFER FROM TA FLEX	61,005.89
06/ 25/ 08	REFUND TO ACCOUNT	347.58

Total Receipts 61,469.30

Total receipts, including balance \$253,880.19

DISBURSEMENTS MADE DURING MONTH

By check			
From Check No.	To Check No.		
By Debit Charge	BENEFIT RESOURCE DEBIT:	27,392.60	
	Total disbursements	<u>\$27,392.60</u>	
	Cash Balance		<u>\$226,487.59</u>

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement	226,487.59
Less total of outstanding checks	<u> </u>
Net balance in bank	226,487.59
Amount of receipts undeposited (add)	<u> -</u>
Total available balance	<u><u>\$226,487.59</u></u>

Received by the Board of Education
 and entered as a part of the
 minutes of the Board meeting held

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 Cash balance is in agreement with
 my bank statement as reconciled

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 Clerk of Board of Education

 Treasurer of School District

 Date

UNEMPLOYMENT INSURANCE RESERVE
 TREASURER'S MONTHLY REPORT
 June 1 - 30, 2008

Prior period available balance

RECEIPTS DURING MONTH

DATE	SOURCE	AMOUNT
	Total Receipts	_____

Total receipts, including balance

DISBURSEMENTS MADE DURING MONTH

By check		
From Check No.	To Check No.	
By Debit Charge		_____
	Total disbursements	_____
	Cash Balance	_____ -

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement	
Less total of outstanding checks	_____
Net balance in bank	
Amount of receipts undeposited (add)	_____
Total available balance	_____

MONEY MARKET

401,378.11

Received by the Board of Education
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 minutes of the Board meeting held

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 Cash balance is in agreement with
 my bank statement as reconciled

20

Clerk of Board of Education

Treasurer of School District Date

LIABILITY INSURANCE RESERVE
 TREASURER'S MONTHLY REPORT
 June 1 - 30, 2008

Prior period available balance

RECEIPTS DURING MONTH

DATE	SOURCE	AMOUNT
	Total Receipts	_____

Total receipts, including balance

DISBURSEMENTS MADE DURING MONTH

By check		
From Check No.	To Check No.	
By Debit Charge		_____

Total disbursements _____

Cash Balance

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement	
Less total of outstanding checks	_____
Net balance in bank	
Amount of receipts undeposited (add)	_____
Total available balance	_____

MONEY MARKET 893,560.02

Received by the Board of Education
 and entered as a part of the
 minutes of the Board meeting held

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 Cash balance is in agreement with
 my bank statement as reconciled

 20

 Clerk of Board of Education

 Treasurer of School District Date

DEDUCTIBLE INSURANCE RESERVE
 TREASURER'S MONTHLY REPORT
 June 1 - 30, 2008

Prior period available balance

RECEIPTS DURING MONTH

DATE	SOURCE	AMOUNT
	Total Receipts	_____

Total receipts, including balance

DISBURSEMENTS MADE DURING MONTH

By check		
From Check No.	To Check No.	
By Debit Charge		_____
	Total disbursements	_____
	Cash Balance	=====

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement	
Less total of outstanding checks	_____
Net balance in bank	
Amount of receipts undeposited (add)	_____
Total available balance	=====

MONEY MARKET

592,165.02

Received by the Board of Education
 and entered as a part of the
 minutes of the Board meeting held

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 Cash balance is in agreement with
 my bank statement as reconciled

20

 Clerk of Board of Education

 Treasurer of School District Date

RETIREMENT BENEFITS RESERVE
 TREASURER'S MONTHLY REPORT
 June 1 - 30, 2008

Prior period available balance

RECEIPTS DURING MONTH

DATE	SOURCE	AMOUNT
	Total Receipts	_____

Total receipts, including balance

DISBURSEMENTS MADE DURING MONTH

By check		
From Check No.	To Check No.	
By Debit Charge		_____
	Total disbursements	_____
	Cash Balance	=====

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement	
Less total of outstanding checks	_____
Net balance in bank	
Amount of receipts undeposited (add)	_____
Total available balance	=====

MONEY MARKET 248,783.71

Received by the Board of Education
 and entered as a part of the
 minutes of the Board meeting held

This is to certify that the above
 Cash balance is in agreement with
 my bank statement as reconciled

_____ 20

 Clerk of Board of Education

 Treasurer of School District Date

EMPLOYEES RETIREMENT RESERVE
 TREASURER'S MONTHLY REPORT
 June 1 - 30, 2008

Prior period available balance

RECEIPTS DURING MONTH

DATE	SOURCE	AMOUNT
	Total Receipts	_____

Total receipts, including balance

DISBURSEMENTS MADE DURING MONTH

By check		
From Check No.	To Check No.	
By Debit Charge		_____
	Total disbursements	_____
	Cash Balance	=====

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement	
Less total of outstanding checks	_____
Net balance in bank	
Amount of receipts undeposited (add)	_____
Total available balance	=====

MONEY MARKET

442,282.21

Received by the Board of Education
 and entered as a part of the
 minutes of the Board meeting held

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 Cash balance is in agreement with
 my bank statement as reconciled

_____ 20

 Clerk of Board of Education

 Treasurer of School District Date

SPECIAL AID
 TREASURER'S MONTHLY REPORT
 June 1 - 30, 2008

Prior period available balance \$281,435.17

RECEIPTS DURING MONTH

DATE	SOURCE	AMOUNT
'06/ 03/ 08	MARION CSD	1,540.06

Total Receipts \$1,540.06

Total receipts, including balance \$282,975.23

DISBURSEMENTS MADE DURING MONTH

By check			
From Check No.	1400	To Check	1423
			20,064.32
By Debit Charge			
		Trans to GF	217,796.16

Total disbursements \$237,860.48

Cash Balance \$45,114.75

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement 62,964.89

Less total of outstanding checks 17,850.14

Net balance in bank 45,114.75

Amount of receipts undeposited (add)

Total available balance \$45,114.75

Received by the Board of Education
 and entered as a part of the
 minutes of the Board meeting held

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 Cash balance is in agreement with
 my bank statement as reconciled

20

 Clerk of Board of Education

 Treasurer of School District Date

Consensus Item #2

TREASURER'S MONTHLY REPORT
 ENDING BALANCES OF ALL WCSD FUNDS AS OF JULY 31, 2008

GENERAL FUND

Checking Account	104,458.78
Money Market	4,552,896.30
TOTAL AVAILABLE CASH	<u>4,657,355.08</u>

SCHOOL LUNCH FUND

Checking Account	132,134.35
Money Market Account	37,090.53
Certificate of Deposit	303,079.00
TOTAL AVAILABLE CASH	<u>169,224.88</u>

CAPITAL RESERVE FUND

Checking Account	545.55
Money Market Account	4,801,753.04
TOTAL AVAILABLE CASH	<u>4,802,298.59</u>

CAPITAL PROJECTS

Checking Account	119,416.22
Money Market Account	1,682,031.26
TOTAL AVAILABLE CASH	<u>1,801,447.48</u>

BUS RESERVE

Checking Account	876.76
Money Market Account	1,595,204.90
TOTAL AVAILABLE CASH	<u>1,596,081.66</u>

TRUST AND AGENCY ACCOUNT

Checking Account (Now)	467,593.93
------------------------	------------

FLEX ACCOUNT

207,790.56

UNEMPLOYMENT INSURANCE ACCOUNT

Money Market	383,841.34
--------------	------------

LIABILITY INSURANCE ACCOUNT

Money Market	895,115.67
--------------	------------

DEDUCTIBLE INSURANCE ACCOUNT

Money Market	593,195.95
--------------	------------

RETIREMENT BENEFITS RESERVE

Money Market	249,216.83
--------------	------------

EMPLOYEES RETIREMENT RESERVE

Money Market	443,052.20
--------------	------------

SPECIAL AID ACCOUNT

Checking Account	133,282.67
------------------	------------

Date

Leora L. Stramonine, Treasurer

Received by the Board of Education
 and entered as a part of the
 minutes of the Board meeting held

20

Clerk of Board of Education

GENERAL FUND
TREASURER'S MONTHLY REPORT
July 1 - 31, 2008

Prior period available balance \$66,011.66

RECEIPTS DURING MONTH

DATE	SOURCE	AMOUNT
07/ 02/ 08	Gananda Central	26,406.80
07/ 10/ 08	Wayne Finger Lakes BOCES	3,806.71
07/ 10/ 08	Wayne Wings	3,282.90
07/ 24/ 08	Pal-Mac Central	31,392.40
07/ 29/ 08	East Irondequoit School Dist.	1,520.10
07/ 01-31/ 08	Town of Ontario, bus use	359.00
07/ 01-31/ 08	Transfer from money market	1,210,000.00
07/ 01-31/ 08	Recycling	562.82
07/ 01-31/ 08	Medical/ Dental reimbursement	6,797.74
07/ 01-31/ 08	Miscellaneous	424.80

Total Receipts 1,284,553.27

Total receipts, including balance \$1,350,564.93

DISBURSEMENTS MADE DURING MONTH

By check				
From Check No.	21400	To Check No.	21410	437,494.20
	Payrolls			808,611.95
	BANK DEBITS			
	TRANSFERS TO MM			
	Total disbursements			<u>1,246,106.15</u>
	Cash Balance			<u><u>\$104,458.78</u></u>

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement	315,934.14
Less total of outstanding checks	211,475.36
Net balance in bank	104,458.78

Amount of receipts undeposited (add)

Total available balance 104,458.78

Received by the Board of Education
and entered as a part of the
minutes of the Board meeting held

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Cash balance is in agreement with
my bank statement as reconciled

'20

Clerk of Board of Education

Treasurer of School District Date

SCHOOL LUNCH FUND
 TREASURER'S MONTHLY REPORT
 July 1 - 31, 2008

Prior period available balance \$143,890.61

RECEIPTS DURING MONTH

DATE	SOURCE	AMOUNT
07/ 02/ 08	Trust and Agency, Booster Club	626.10
07/ 09/ 08	State Aid	2,529.00
07/ 08/ 08	Marion Central	105.40
07/ 15/ 08	Gananda, Lyons food purchases	236.88
07/ 24/ 08	Strike It Up	511.36
07/ 24/ 08	Ontario Friends of the Park	403.50
07/ 24/ 08	State Aid	23,846.00
07/ 31/ 08	OP/ OE PTA	419.17
07/ 01-31/ 08	General Fund other sales	3,176.95
07/ 01-31/ 08	ACH deposits	211.10
07/ 01-31/ 08	miscellaneous other sales	58.25
07/ 01-31/ 08	HSLunch Rec	943.36

Total Receipts \$33,067.07

Total receipts, including balance \$176,957.68

DISBURSEMENTS MADE DURING MONTH

By check			
From Check No.	1932	To Check No.	1947
		Payroll	24,256.12
			20,567.21
By Debit Charge	Bank Debits		
	Total disbursements		<u>44,823.33</u>
	Cash Balance		<u>\$132,134.35</u>

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement	132,732.72
Less total of outstanding checks	<u>896.97</u>
Net balance in bank	131,835.75
Amount of receipts undeposited (add)	<u>298.60</u>
Total available balance	<u><u>132,134.35</u></u>

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 and entered as a part of the
 minutes of the Board meeting held

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 Cash balance is in agreement with
 my bank statement as reconciled

20

 Clerk of Board of Education

 Treasurer of School District Date

CAPITAL RESERVE
 TREASURER'S MONTHLY REPORT
 July 1 - 31, 2008

Prior period available balance \$545.55

RECEIPTS DURING MONTH

DATE	SOURCE	AMOUNT
Total Receipts		<u>\$0.00</u>

Total receipts, including balance \$545.55

DISBURSEMENTS MADE DURING MONTH

By check			
From Check No.	To Check No.	-	
By Debit Charge Purchase cd			
Total disbursements		<u>\$0.00</u>	
Cash Balance		<u>\$545.55</u>	

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement	545.55	
Less total of outstanding checks	-	
Net balance in bank	545.55	
Amount of receipts undeposited (add)	-	
Total available balance		<u>\$545.55</u>

Received by the Board of Education
 and entered as a part of the
 minutes of the Board meeting held

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 Cash balance is in agreement with
 my bank statement as reconciled

20

Clerk of Board of Education

Treasurer of School District Date

CAPITAL PROJECTS
 TREASURER'S MONTHLY REPORT
 July 1 - 31, 2008

Prior period available balance \$119,416.22

RECEIPTS DURING MONTH

DATE	SOURCE	AMOUNT
Total Receipts		-

Total receipts, including balance \$119,416.22

DISBURSEMENTS MADE DURING MONTH

By check		
From Check No.	346 To Check No.	
By Debit Charge		
Total disbursements		\$0.00

Cash Balance \$119,416.22

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement	119,416.22	
Less total of outstanding checks		
Net balance in bank	119,416.22	
Amount of receipts undeposited (add)	-	
Total available balance		\$119,416.22

Received by the Board of Education
 and entered as a part of the
 minutes of the Board meeting held

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 my bank statement as reconciled

20

 Clerk of Board of Education

 Treasurer of School District Date

BUSRESERVE
 TREASURER'S MONTHLY REPORT
 July 1 - 31, 2008

Prior period available balance 876.76

RECEIPTS DURING MONTH

DATE	SOURCE	AMOUNT
Total Receipts		<u>\$0.00</u>

Total receipts, including balance \$876.76

DISBURSEMENTS MADE DURING MONTH

By check		
From Check No.	To Check No.	
By Debit Charge	Purchase CD	
Total disbursements		<u>\$0.00</u>
Cash Balance		<u>\$876.76</u>

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement	876.76
Less total of outstanding checks	<u> </u>
Net balance in bank	876.76
Amount of receipts undeposited (add)	<u> -</u>
Total available balance	<u>\$876.76</u>

Received by the Board of Education
 and entered as a part of the
 minutes of the Board meeting held

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 Cash balance is in agreement with
 my bank statement as reconciled

_____ 20

 Clerk of Board of Education

 Treasurer of School District Date

TRUST AND AGENCY
TREASURER'S MONTHLY REPORT
July 1 - 31 ,2008

Prior period available balance \$136,393.89

RECEIPTS DURING MONTH

DATE	SOURCE	AMOUNT
07/ 01/ 08	TRANSFER FROM GF, PR	258,509.30
07/ 02/ 08	CAFETERIA - PR TRANSFERS	17,362.86
07/ 11/ 08	TRANSFER FROM UNEMPLOYEMENT	12,669.95
07/ 15/ 08	TSA REFUND, FREUND SHUH	100.00
07/ 16/ 08	TRANSFER FROM GF FOR PR	253,979.78
07/ 18/ 08	TRANSFER FROM UNEMPLOYEMENT	5,546.30
07/ 24/ 08	CAFETERIA - PR TRANSFERS	3,204.35
07/ 29/ 08	WCS LUNCH, FOR NSF DEP TO WRONG /	6.50
07/ 30/ 08	TRANSFER FROM GF FOR PR	296,122.87
07/ 01-31/ 08	MEDICAL/ DENTAL REIMBURSEMENT	40,313.87
07/ 01-31/ 08	INTEREST	45.25
Total Receipts		887,861.03
Total receipts, including balance		\$1,024,254.92

DISBURSEMENTS MADE DURING MONTH

By check			
From Check No.	2772 To Check No.	2789	18,509.36
			6.50
	NSF CHECKS		
By Debit Charge	Transfers for payroll		538,145.13
Total disbursements			556,660.99
Cash Balance			\$467,593.93

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement	201,287.32
Less total of outstanding checks	5,748.20
Net balance in bank	195,539.12
Amount of receipts undeposited (add)	272,054.81
Total available balance	\$467,593.93

Received by the Board of Education
and entered as a part of the
minutes of the Board meeting held

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Cash balance is in agreement with
my bank statement as reconciled

20

Clerk of Board of Education

Treasurer of School District Date

FLEX ACCOUNT
 TREASURER'S MONTHLY REPORT
 July 1 - 31 ,2008

Prior period available balance \$226,487.59

RECEIPTS DURING MONTH

DATE	SOURCE	AMOUNT
Total Receipts		-

Total receipts, including balance \$226,487.59

DISBURSEMENTS MADE DURING MONTH

By check		
From Check No.	To Check No.	
By Debit Charge	BENEFIT RESOURCE DEBIT:	18,697.03
Total disbursements		\$18,697.03
Cash Balance		\$207,790.56

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement	207,790.56
Less total of outstanding checks	-
Net balance in bank	207,790.56
Amount of receipts undeposited (add)	-
Total available balance	\$207,790.56

Received by the Board of Education
 and entered as a part of the
 minutes of the Board meeting held

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 Cash balance is in agreement with
 my bank statement as reconciled

20

 Clerk of Board of Education

 Treasurer of School District

 Date

UNEMPLOYMENT INSURANCE RESERVE
 TREASURER'S MONTHLY REPORT
 July 1 - 31, 2008

Prior period available balance

RECEIPTS DURING MONTH

DATE	SOURCE	AMOUNT
07/ 11/ 08	TRANSFER FROM SAVINGS	12,669.95
07/ 18/ 08	TRANSFER FROM SAVINGS	5,546.30
Total Receipts		18,216.25

Total receipts, including balance

DISBURSEMENTS MADE DURING MONTH

By check			
From Check No.	2777 & 2789	To Check No.	18,216.25
By Debit Charge			
Total disbursements			18,216.25
Cash Balance			-

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement	-
Less total of outstanding checks	
Net balance in bank	
Amount of receipts undeposited (add)	
Total available balance	

MONEY MARKET

383,841.34

Received by the Board of Education
 and entered as a part of the
 minutes of the Board meeting held

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 Cash balance is in agreement with
 my bank statement as reconciled

20

 Clerk of Board of Education

 Treasurer of School District Date

LIABILITY INSURANCE RESERVE
 TREASURER'S MONTHLY REPORT
 July 1 - 31, 2008

Prior period available balance

RECEIPTS DURING MONTH

DATE	SOURCE	AMOUNT
	Total Receipts	_____

Total receipts, including balance

DISBURSEMENTS MADE DURING MONTH

By check		
From Check No.	To Check No.	
By Debit Charge		_____

Total disbursements _____

Cash Balance

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement	
Less total of outstanding checks	_____
Net balance in bank	
Amount of receipts undeposited (add)	_____
Total available balance	_____

MONEY MARKET 895,115.67

Received by the Board of Education
 and entered as a part of the
 minutes of the Board meeting held

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 Cash balance is in agreement with
 my bank statement as reconciled

_____ 20

 Clerk of Board of Education

 Treasurer of School District Date

DEDUCTIBLE INSURANCE RESERVE
 TREASURER'S MONTHLY REPORT
 July 1 - 31 ,2008

Prior period available balance

RECEIPTS DURING MONTH

DATE	SOURCE	AMOUNT
	Total Receipts	_____

Total receipts, including balance

DISBURSEMENTS MADE DURING MONTH

By check		
From Check No.	To Check No.	
By Debit Charge		_____
	Total disbursements	_____
	Cash Balance	=====

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement	
Less total of outstanding checks	_____
Net balance in bank	
Amount of receipts undeposited (add)	_____
Total available balance	=====

MONEY MARKET

593,195.95

Received by the Board of Education
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 minutes of the Board meeting held

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 my bank statement as reconciled

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 Clerk of Board of Education

 Treasurer of School District Date

RETIREMENT BENEFITS RESERVE
 TREASURER'S MONTHLY REPORT
 July 1 - 31, 2008

Prior period available balance

RECEIPTS DURING MONTH

DATE	SOURCE	AMOUNT
	Total Receipts	_____

Total receipts, including balance

DISBURSEMENTS MADE DURING MONTH

By check		
From Check No.	To Check No.	
By Debit Charge		_____
	Total disbursements	_____
	Cash Balance	=====

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement	
Less total of outstanding checks	_____
Net balance in bank	
Amount of receipts undeposited (add)	_____
Total available balance	=====

MONEY MARKET 249,216.83

Received by the Board of Education
 and entered as a part of the
 minutes of the Board meeting held

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 Cash balance is in agreement with
 my bank statement as reconciled

_____ 20

 Clerk of Board of Education

 Treasurer of School District Date

EMPLOYEES RETIREMENT RESERVE
 TREASURER'S MONTHLY REPORT
 July 1 - 31, 2008

Prior period available balance

RECEIPTS DURING MONTH

DATE	SOURCE	AMOUNT
	Total Receipts	_____

Total receipts, including balance

DISBURSEMENTS MADE DURING MONTH

By check		
From Check No.	To Check No.	
By Debit Charge		_____
	Total disbursements	_____
	Cash Balance	=====

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement	
Less total of outstanding checks	_____
Net balance in bank	
Amount of receipts undeposited (add)	_____
Total available balance	=====

MONEY MARKET 443,052.20

Received by the Board of Education
 and entered as a part of the
 minutes of the Board meeting held

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 Cash balance is in agreement with
 my bank statement as reconciled

_____ 20

 Clerk of Board of Education

 Treasurer of School District Date

SPECIAL AID
 TREASURER'S MONTHLY REPORT
 July 1 - 31, 2008

Prior period available balance \$45,114.75

RECEIPTS DURING MONTH

DATE	SOURCE	AMOUNT
07/ 02/ 08	STATE OF NY, SS HANDICAPPED	95,729.10
07/ 10/ 08	STATE OF NY, TEACHER RESOURCE GRA	17,250.00
Total Receipts		<u>\$112,979.10</u>

Total receipts, including balance \$158,093.85

DISBURSEMENTS MADE DURING MONTH

By check				
From Check No.	1424 To Check	1438	24,811.18	
By Debit Charge		Trans to GF		
Total disbursements			<u>\$24,811.18</u>	
Cash Balance			<u>\$133,282.67</u>	

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement	147,742.16
Less total of outstanding checks	<u>14,459.49</u>
Net balance in bank	133,282.67
Amount of receipts undeposited (add)	<u> </u>
Total available balance	<u>\$133,282.67</u>

Received by the Board of Education
 and entered as a part of the
 minutes of the Board meeting held

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 Cash balance is in agreement with
 my bank statement as reconciled

20

 Clerk of Board of Education

 Treasurer of School District Date

TO: Michael Havens
Superintendent of Schools
FROM: Gregory J. Atseff
Assistant Superintendent for Business
DATE: September 11, 2008
RE: Operation & Maintenance Duplex Pump for Steam Heating System

In accordance with Section 103A, Article 5-A, of the New York State General Municipal Law, a legal notice was advertised in the official school newspapers inviting the submission of sealed bids for Operation and Maintenance Duplex Pump for Steam Heating System.

Sealed bids were received and opened publicly on Thursday, August 14, 2008, at 1:00 p.m. at the district administrative offices.

Bids were advertised to be evaluated on either an item-by-item basis or total basis, whichever best suited the district. Prices submitted are to be f.o.b. Wayne Central School District.

The following two bids were received:

	<u>Vendor</u>	<u>Bid Total</u>
1.	Buckpitt & Co., Inc. PO Box 30292 Rochester, NY 14603-3292	\$18,292.08
2.	V. J. Stanley, Inc. 11 White Street Rochester, NY 14608	\$19,550.00

Recommend that the Board of Education award the bid to Buckpitt & Co., Inc., the lowest responsible bidder meeting bid specifications.

/db

TO: Michael Havens
Superintendent of Schools
FROM: Gregory J. Atseff
Assistant Superintendent for Business
DATE: September 11, 2008
RE: BOCES Cooperative Bid for Xerographic, Personal Computing, & Fine Papers

Wayne Central School District participated in a cooperative bid with the schools in the Wayne-Finger Lakes BOCES area for Xerographic, Personal Computing & Fine Papers.

Wayne-Finger Lakes BOCES awarded the bid by groupings. Bids include all shipping & delivery charges.

I recommend that we accept the recommendation of Wayne-Finger Lakes BOCES to award the bid for Xerographic, Personal Computing, & Fine Papers to Economy Paper Company, PO Box 90420, 1175 E. Main Street, Rochester, NY 14609. Our estimated expenditure is \$3,504.

/db

TO: Michael Havens
Superintendent of Schools
FROM: Gregory J. Atseff
Assistant Superintendent for Business
DATE: September 11, 2008
RE: BOCES Cooperative Bids

Wayne Central School District participates in a cooperative bid with the schools in the Wayne-Finger Lakes BOCES area for Various Commodities and/or Services. I recommend that we accept the recommendation of the Wayne-Finger Lakes BOCES to award the bids to the lowest bidders as stated below.

ICE CREAM & ICE CREAM PRODUCTS

The BOCES Cooperative Bid contract for Ice Cream and Ice Cream Products has been awarded to Perry's Ice Cream Co, One Ice Cream Plaza, Akron, NY 14001, for the period of August 25, 2008 to July 31, 2009.

CAFETERIA PAPER & CLEANING PRODUCTS

The BOCES Cooperative Bid for Cafeteria Paper Products has been extended to Regional Distributing, 1143 Lexington Ave., Rochester, NY 14606 and Palmer Distributing, 100 Hoffman St., Newark, NY 14513 for the period of August 1, 2008 to July 31, 2009.

BREAD & BREAD PRODUCTS

The BOCES Cooperative Bid for Bread and Bread Products has been awarded to George Weston Bakeries Inc., One Petra Lane, Albany, NY 12205 for the period of September 1, 2008 to August 31, 2009.

SNACK & SPECIALTY FOOD ITEMS

The BOCES Cooperative Bid for Snack and Specialty Food Items for the period of September 1, 2008 through August 31, 2009, has been awarded to Palmer Distributing Inc., 320 Hoffman St., Newark, NY 14513, for General/Bulk Products, Specialty Food Products, Juices and Drinks, Non-carbonated Waters. McKee Foods Corp., PO Box 750. Collegedale, TN 37315-0750 has been awarded the section for Little Debbie Products. Zappia Vending Services, PO Box 69, 201 Ford Street, Newark, NY 14513 has been awarded Frito-Lay Brand Products and Borden/Wise Products or Equal.

MILK, MILK PRODUCTS, & JUICES

The BOCES Cooperative Bid for Milk, Milk Products, and Juices for the period of September 1, 2008 to August 31, 2009, has been extended to Upstate Niagara Cooperative, Inc., 25 Anderson Road, Buffalo, NY 14225.

/db

TO: Michael Havens
 Superintendent of Schools
FROM: Gregory J. Atseff
 Assistant Superintendent for Business
DATE: September 11, 2008
RE: Budget Transfers

In accordance with Policy #5330, please present the attached list of budget transfers to the Board of Education for their approval at their meeting on September 11, 2008. These budget transfers are for the 2007-2008 year.

GJA/db

c: Helen Jensen, Clerk

Attachment

WAYNE CENTRAL SCHOOL DISTRICT
 ONTARIO CENTER, NY 14520

2007/2008

REQUEST FOR BUDGETARY TRANSFER

-----TRANSFER TO-----			-----TRANSFER FROM-----		
BUDGET CODE	BUDGET TITLE	AMOUNT	BUDGET CODE	BUDGET TITLE	AMOUNT
A2630.220-07-0000	INSTRUCTIONAL HARDWARE	100,000.00	A9711.610-10-0000	DEBT SERVICE PRINCIPAL	100,000.00
TO COVER COMPUTER PURCHASE					
A1621.412-08-0000	BLDG EQUIP/REPAIR CONTRACTUAL	15,000.00	A1620.416-08-0000	NATURAL GAS	15,000.00
A2630.490-06-0000	BOCES	14,579.00	A1680.200-07-0000	COMPUTER EQUIPMENT	14,579.00
A2630.490-06-0000	BOCES	7,243.40	A2630.220-07-0000	INSTRUCTIONAL COMPUTER EQUIPMEN	7,243.40
A2630.490-06-0000	BOCES	2,184.85	A2630.460-07-0000	INSTRUCTION COMPUTER SOFTWARE	2,184.85
A2630.490-06-0000	BOCES	273.13	A1680.400-07-0000	CONTRACTUAL	273.13
A2630.490-06-0000	BOCES	750.26	A1680.401-07-0000	MILEAGE/CONFERENCE	750.26
A2630.490-06-0000	BOCES	150.00	A1680.420-07-0000	COMPUTER REPAIR	150.00
A2630.490-06-0000	BOCES	82.55	A1680.500-07-0000	COMPUTER SUPPLIES	82.55
A2630.490-06-0000	BOCES	463.81	A2630.420-07-0000	COMPUTER REPAIR	463.81
A2630.490-06-0000	BOCES	449.75	A2630.460-01-0000	COMPUTER SOFTWARE	449.75
A2630.490-06-0000	BOCES	391.60	A2630.460-05-0000	COMPUTER SOFTWARE	391.60
A2630.490-06-0000	BOCES	725.65	A2110.400-07-2600	CONTRACTUAL/READING BUDDIES	725.65
TO LIQUIDATE 2007-2008 FOR BOCES CHARGES					
A2630.220-07-0000	INSTRUCTIONAL HARDWARE	44,900.00	A1620.417-08-0000	ELECTRIC	44,900.00
TO COVER COMPUTER PURCHASE					
A2110.120-04-0000	K-2 Salaries - OP	39,945.83	A2110.120-05-0000	K-5 Salaries - FE	39,945.83
A2250.150-07-5401	Inst. Salaries - HS	33,248.54	A2250.150-07-5404	Inst. Salaries - OP	33,248.54
A2250.151-07-0000	Sub Teacher Salaries	19,785.93	A2250.150-07-5403	Inst. Salaries - OE	19,785.93
A2250.168-07-5402	Teacher Aide - MS	92,654.77	A2250-168-07-5401	Teacher Aide - HS	59,619.22
			A2250.168-07-5403	Teacher Aide - OE	33,035.55
A2250.150-07-5402	Inst. Salaries - MS	44,705.25	A2250.168-07-5403	Teacher Aide - OE	13,359.41
			A2250.150-07-5400	Instr. Salaries - CSE	15,052.53
			A2250.150-07-5405	Instr. Salaries - FE	16,293.31
A5510.571.09-0000	Gasoline	13,948.31	A5510.570-09-0000	Bus Parts	13,948.31
A9060.805-10-0000	Medical Ins	41,627.72	A9060.806-10-0000	Dental Insurance	41,627.72

RECOMMEND APPROVAL _____ DISAPPROVAL _____

REMARKS: _____

ADMINISTRATOR _____ DATE _____ ASSISTANT SUPERINTENDENT FOR BUSINESS _____ DATE _____
 AUTHORIZED _____ DISAPPROVED _____ SUPERINTENDENT OF SCHOOLS _____ DATE _____

TO: Michael Havens
Superintendent of Schools
FROM: Gregory J. Atseff
Assistant Superintendent for Business
DATE: September 11, 2008
RE: Budget Transfers

In accordance with Policy #5330, please present the attached list of budget transfers to the Board of Education for their approval at their meeting on September 11, 2008.

GJA/db

c: Helen Jensen, Clerk

Attachment

WAYNE CENTRAL SCHOOL DISTRICT
ONTARIO CENTER, NY 14520

2008/2009

REQUEST FOR BUDGETARY TRANSFER

-----TRANSFER TO ----- TRANSFER FROM -----

BUDGET CODE	BUDGET TITLE	AMOUNT	BUDGET CODE	BUDGET TITLE	AMOUNT
A1620.490-06-4418	BOCES Telephone	880.00	A1620.490-06-0000	BOCES Services - Plan Operation	880.00
A1620.418-08-0000	Telephone	22,000.00	A1620.490-06-0000	BOCES Services - Plan Operation	22,000.00

RECOMMEND APPROVAL _____ DISAPPROVAL _____

REMARKS: _____

ADMINISTRATOR DATE ASSISTANT SUPERINTENDENT FOR BUSINESS DATE
AUTHORIZED _____ DISAPPROVED _____

SUPERINTENDENT OF SCHOOLS DATE

To: Michael Havens, Superintendent of Schools

From: Gregory Atseff, Assistant Superintendent for Business

Date: Sept 5, 2008

Re: Fire Inspection Violations

The Wayne Central School District is required by the New York State Education Department to conduct an annual fire safety inspection of all buildings owned, used or leased by the district. This year's fire safety inspection was conducted on August 18, 2008. Two violations were noted during the inspection. If these violations are not corrected, it would prevent the district from receiving a certificate of occupancy for these spaces.

The first violation was at the tutoring center connected to Cam's Pizzeria. The second means of egress from that space was blocked. Fire code requires all student occupied area's to have two means of egress. Also some empty boxes, which are considered combustible materials were stored under a stairway. Robert Miller and I met with Neal Smith, the owner of the tutoring center property. The violations at this location were discussed and corrected immediately. The district has posted signage which instructs the means of egress not to be blocked and for combustible materials not to be stored under a stairway. This action has corrected this violation.

The second violation occurred at the concession stand for our athletic fields. The grill used to cook food does not have an exhaust hood with a fire suppression system. An exhaust hood with an ansul wet chemical fire suppression system has been purchased for installation in the concession stand. This work is scheduled to be completed by September 30, 2008. Prior to this installation, all grill cooking will be done outside the concession stand. Once this system is installed and operational, this violation will be corrected.

To: Michael Havens, Superintendent of Schools

From: Gregory Atseff, Assistant Superintendent for Business

Date: July 30, 2008

Re: Corrective Action Plan for General Fund

A corrective action plan is required under section 170.12 of the regulations of the Commissioner of Education in response to issues identified in the management letter provided by the district's independent auditor. A corrective action plan has been developed addressing all issues identified in the district's management letter, for the audit for the 2006/2007 school year, as well as any items identified in the internal audit report and the pre-comptrollers audit report.

A copy of the plan is attached, and needs to be approved by the board of education. Once the plan has been approved, a copy must be submitted to the State Education Department. I have reviewed the corrective action plan with the audit committee. The audit committee recommends that the Board of Education receive the corrective action plan at their August 14, 2008 meeting, for their approval at the September 11, 2008 meeting.

Corrective Action Plan for 2006/2007 – General Fund

Internal Controls

In order to provide further segregation of duties for the cash receipts process, the business office secretary will receive cash and checks and prepare a daily cash receipts log. Once cash receipts have been received and logged, they will be turned over to the district treasurer who will prepare the bank deposit, make the bank deposit and enter this information into Finance Manager. Periodically, the Assistant Superintendent for Business will reconcile the daily deposit to the treasurer's receipts maintained in the receipt book to the cash receipts entered into Finance Manager.

Bank Reconciliations

The business office instead of the treasurer, will receive the bank statements unopened and review the cancelled checks and deposits, prior to the bank reconciliation process. This will occur in the 2008/2009 school year. The district treasurer will prepare all bank reconciliations.

Medicaid

The office of student services brought this procedure in house in the 2005/2006 school year. This is currently handled by the assistant to the Director of Student Services. All Medicaid billings are current and up to date.

Payroll

I-9's are handled by the human resources department. Human resources has reviewed all personnel files to ensure all newly hired employees have the appropriate paperwork on file. The human resources department will create a timeline, so all other employee files are up to date by September 30, 2008. The payroll clerk will not process any pay for any employee whose documentation is not complete, i.e. I-9 not on file, IT-2104 not on file.

Fixed Assets

The district is in the process of receiving a proposal to have a physical inventory performed during the summer or fall of 2008.

Offsite Cash Collections

Athletic event admissions procedures were developed by the administrative council during the 2005/2006 school year and implemented. This procedure will be reviewed with the athletic director and district treasurer to ensure compliance. The review will take place prior to the start of any 2008/2009 athletic events.

Vending Machines

Formal reconciliations will be prepared for all vending machines operated by the district, which are not covered by the district's pouring rights agreement. This will occur beginning July 1, 2008. The district treasurer will assist the various departments and clubs with the reconciliation preparation.

Computer Controls

The district will create an approval process for adding and deleting vendors. The approval process will require approval by the Assistant Superintendent for Business for adding or deleting vendors. Vendor change reports will be reviewed by the Assistant Superintendent for Business on a quarterly basis. The district will review employee access levels to ensure that employee's have only the appropriate access, based on their job duties. This process will begin July 1, 2008.

Online Banking

The district will develop written procedures for online bank transfers. The procedures will be developed during the summer of 2008.

Fuel Depot

The district has installed a key system for the fuel depot. The system also tracks fuel usage. The transportation department will reconcile fuel usage to gallons pumped on a monthly basis.

Employee Benefits

The Superintendent of Schools will approve vacation time payouts. The Assistant Superintendent for Business will review vacation time payouts prior to payments to employees.

Human Resources

All authorizations for time off will be maintained in employee personnel files. The Human Resources department will periodically test(10 employees per month) the benefit module in Finance Manager to ensure the correct number of days (vacation and sick) are rolling forward.

Payroll Processing

The payroll clerk's access to the payroll module has been limited to the processing of payroll. All new employee information will be entered into Finance Manager by the human resources department, within 24 hours of being hired. All final salary and benefit calculations for retiree's will be reviewed by the Assistant Superintendent for Business.

Purchasing

The district treasurer will not have access to create purchase orders for any funds. The Cafeteria Fund will use blanket purchase orders for food purchases to ensure adherence to the District's purchasing policy.