



Letter to the Board

Michael Havens

Superintendent of Schools

Phone: 315-524-1001

Fax: 315-524-1049

January 5, 2009

Board Agenda

1. **Tour of Middle School:** Mr. Armocida will be leading the middle school tour at 6:30 p.m. starting from the media center.
2. **Universal Prekindergarten:** Mrs. Cox will provide a Power Point presentation and a report on the first full year of the universal prekindergarten program. Please let me know if you have any specific questions that you would like addressed in the presentation.
3. **Board Goal:** The Board will decide on which of the goals it wishes to choose, base on the + and – charts from December.
4. **Financial Report:** Mr. Atseff will provide his monthly financial update to the board.
5. **Student Representative:** Dyan Verschage is the student representative for this meeting. She is a junior, a member of the Art Club, Future Business Leaders of America (Vice-President), Student Senate, Spanish Club, Masterminds, Math Team, Class Officer, Track Team, and Captain of the Varsity Tennis Team. Outside of school she is involved in Younglife and with her church, where she teaches kids programs.
6. **Board Action:** We will have a short personnel action and CPSE action. Business items include accepting the November treasurers report, adopting the new IRS mileage rate (which is a reduction from last year), accept a gift to the district of \$500 from the stop DWI program, award BOCES bid for electric supply participation, approve a resolution for 403B plan participation, and approve budget transfers as listed. I recommend approval of these requests.
7. **Policy:** Several policies are presented for first and single readings of the board.

Board Letter

1. **NYSCOSS:** I will be attending the NYSCOSS conference in Albany Sunday – Tuesday. Although we have decided to cut back on our attendance at conferences, I believe it is very important that I attend this session in Albany where several meetings with our state leadership will occur. This will allow me the opportunity to discuss the budget issues facing school districts and the state at large. If you need me for any reason, Lori knows how to reach me.

2. **Four County Meetings:** I have attached meeting notices if you are interested in attending. Please let Lori know if you wish to attend.
3. **Budget:** I am working closely with the district office administration to review the budget situation that we believe will be in place from the state for next year. As we all know, difficult times lie ahead for the state of New York, and for the nation financially. We are looking at ways to continue best practices and maintain our high level of programming without impacting the local tax rate. Now that the break is over, we will be putting together a session for the board on this very soon.

4. **Upcoming Events:**

- 1/8 – Board of Education @ Middle School – 6:30 p.m.
- 1/12 – HS PTSO @ HS Faculty room – 7:00 p.m.
- 1/13 & 15 – Driver Improvement Class @ HS (13D) – 6:00 – 9:00 p.m.
- 1/13-16 – NYS ELA Testing – Grade 3
- 1/13 – MS PTO @ Media Center – 6:30 p.m.
- 1/13 – OP/OE PTA @ OE Cafeteria – 7:00 p.m.
- 1/19 – Martin Luther King, Jr. Holiday – Schools Closed
- 1/21 & 23 – NYS ELA Testing – Grades 6-8
- 1/22 – Board of Education Meeting @ District Office – 7:00 p.m.
- 1/23 – Freewill Family Night

Athletic Events:

- 1/8 – Girls JV Basketball vs. Marcus Whitman – 5:00 p.m.
- 1/8 – Boys JV BB vs. Marcus Whitman – 6:30 p.m.
- 1/9 – Girls V BB Vs. Marcus Whitman – 6:00 p.m.
- 1/9 – Boys V BB vs. Marcus Whitman – 7:30 p.m.
- 1/13 – Boys Freshman BB vs. pal-mac – 4:15 p.m.
- 1/13 – Boys JV & V Wrestling vs. Brockport – 6 & 7 p.m.
- 1/16 – Boys JV & V BB vs. Midlakes – 6:00 & 7:30 p.m.
- 1/20 – Boys Freshman BB vs. Geneva – 4:15 p.m.
- 1/21 – Girls JV & V BB vs. Geneva – 6:00 & 7:30 p.m.
- 1/22 – Boys JV & V Wrestling vs. Newark – 6:00 & 7:00 p.m.
- 1/23 – Boys Freshman BB vs. Penn Yan – 4:15 p.m.
- 1/23 – Girls JV & V BB vs. Penn Yan – 6:00 & 7:30 p.m.

5. **Attachments:**

- a. Policy Committee Meeting Minutes – 12/18
- b. Four County Meeting Notice – 1/15
- c. Four County Meeting Notice – 1/29

POLICY COMMITTEE MINUTES

DATE: Tuesday, December 16, 2008 **TIME:** 4:00 p.m. **PLACE:** District Office

COMMITTEE MEMBERS: Mrs. Newman, Mr. Paz, Mr. Havens, Mr. Atseff, Mr. Switzer

PRIOR MEETING MINUTES: Minutes of the meeting of November 18, 2008 were filed as presented.

OLD BUSINESS:

- (1) Proposed Committee Charge: 2008-2009: Mrs. Newman noted that the proposed charge was adopted by the Board of Education at the meeting of December 11, 2008.
- (2) Policy vz. Protocol – Multiple Reviews: This topic was reviewed & additional discussion set for the next policy committee meeting.

NEW BUSINESS:

- (1) Annual Review - 50% Policy Handbook – Section 5000 (Non-Instructional/Business Operations): Mr. Atseff reviewed proposed revisions for consideration by the committee. Items for further review were scheduled for the next committee meeting; those items which were approved were referred for first reading by the Board of Education on January 8th.
- (2) Annual Review of Existing Policies – Section 5000 (Non-Instructional/Business Operations): Mr. Atseff noted that no revisions are recommended for Policy 5220 (District Investments), Policies 1410 (Annual Review of Policy Handbook) & 3410 (Code of Public Conduct on School Property) were tabled due to the absence of Mr. Triou.
- (3) Annual Review of Existing Regulations – Section 5000 (Non-Instructional/Business Operations): Mr. Atseff noted that no revisions are recommended for Regulations 5220 (Investment of School District Funds), 5400 (Procedures for Purchasing of Goods & Services), 5402 (Purchasing Process) or 5420 (Guidelines for Purchase of Non-Bid Items). Regulations 3410 (Public Conduct on School Property) & 3420 (Sexual Harassment & Discrimination) were tabled due to the absence of Mr. Triou.
- (4) Bylaws – 1350 - Appointment & Duties – Internal Claims Auditor: Committee members reviewed & approved the proposed revisions from the audit committee for first reading by Board of Education on January 8th.
- (5) Regulation 5321 - Reimbursement for Travel & Conference: Committee members reviewed & approved the proposed revisions from the audit committee for single reading by Board of Education on January 8th.
- (6) Policy 5511 - Audit Committee Charter (Tabled By Board of Education @ Second Reading on June 19, 2008) Committee members reviewed and discussed the tabled action and scheduled the item for additional review at the next policy committee meeting pending further clarification from the audit committee..
- (7) Regulation 6100 - Revisions to Code of Ethics: Committee members reviewed & approved the proposed revisions to align with §800 thru §805 of General Municipal Law for single reading by Board of Education on January 8th.

(8) Exhibit 6100 – New - Disclosure of Significant Financial Interests & Obligations: Committee members reviewed & approved the proposed new document to align with revisions to Regulation 6100, supra, and §800 - §805 of General Municipal Law, and referred for single reading by Board of Education on January 8th.

NEXT MEETINGS: District Office @ 4:00 p.m. on Tuesdays, January 13 & 27, February 3 & 24

ADJOURNMENT: 5:30 p.m.
Switzer

Recorded By Jim

NEXT & FUTURE MEETING AGENDA ITEMS:

- Follow-Up: First & Single Readings – Revisions - Section 5000 - Non-Instructional/Business Operations
- Review of: First Reading – Revisions - Bylaws – 1350 - Appointment & Duties – Internal Claims Auditor
- Review of Single Reading – Regulation/Exhibit 6100 – Revisions to Code of Ethics & Disclosure Form (New)
- Review of: Policies 1410 (Review Policy Handbook) & 3410 (Public Conduct on School Property) (Mr. Triou)
- Regulations 3410 Public Conduct on School Property & 3420 Sexual Harassment & Discrimination (Mr. Triou)
- Discussion of : Tabled Policy 5511 – Audit Committee Charter
- Review of Single Reading – Regulation 5321 - Reimbursement for Travel & Conference:
- Review of: Policy or Protocol – Multiple Reviews of Business Items

JES/jes:wp

131 Drumlin Court
Newark, NY 14513
315/332-7294
315/332-7474 FAX

Mail: 4countysba@edutech.org

Four County School Boards

Thursday, January 15, 2009

The Club 86

Geneva, New York

***5:30 – Registration/Conversation
6:45 Dinner***

***5:45 - Directors' & Legislative Committee Meetings
7:30 Program***

***MID-YEAR
BOARD OF DIRECTORS'
&
LEGISLATIVE COMMITTEE
MEETINGS***

Plus

GENERAL MEMBERSHIP PROGRAM

SOS

Sharing Our Strategies

(Or How to Cope in the Current Fiscal Climate)

Make sure your board is represented to:

- ***Engage in planning for 2009!***
- ***Review and Adopt the 2008-09 State and Federal Legislative and Regulatory Position Papers!***
- ***Plan Lobbying Activities, including the 2009 Legislative Breakfast!***

AND

Share Strategies for

- ***Cost savings and efficiencies***
- ***Working together, the Governance Team (Board & Superintendent), in a stressful environment!***
- ***Gaining the support of your community and the media!***

**Four County School Boards Association
Board of Directors', Legislative Committee, General Membership Meetings
Thursday, January 15, 2009**

Please make your reservations no later than Monday, January 12, 2009 by:

Ph: 315-332-7294

Fax: 315-332-7474

E-mail: 4countysba@edutech.org

Buffet Dinner - \$23.00 per person

School District: _____

Name: _____

Total Attending _____

24 hour cancellation notice required

Four County School Boards

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PRESIDENTS' / VICE PRESIDENTS' DINNER & ROUND TABLE DISCUSSION

Thursday, January 29, 2009

Registration – 5:45 p.m.

Dinner & Meeting – 6:15 p.m.

Jack Loveless Conference Room
Wayne-Finger Lakes BOCES
131 Drumlin Court
Newark, New York 14513
(Directions available at www.4csba.org)

Meet with your colleagues from other Four County districts to explore topics of interest. The agenda is open and discussion is driven by the issues that are important to you and your board that evening. However, last time we identified several issues in advance. Those in attendance like this approach. **So – please tell us what you would like to talk about on January 29th??** *Send your requests to the office now and we will send them on to everyone. It will assist with gathering information for the conversation.*

Please join us. Those who have participated in previous years have always found the evening enjoyable, filled with interesting conversation, and a thoughtful exchange of knowledge, experience, and ideas.

(This notice has been sent to Board Presidents, Vice Presidents, the Steering Committee and District Clerks/Secretaries)

Four County School Boards Association
Board Presidents' / Vice Presidents' Dinner & Roundtable Discussion
Thursday, January 29, 2009

Please make reservations no later than Tuesday, January 27, 2009.

Phone: 315/332-7294 Fax: 315/332-7474 E-mail: 4countysba@edutech.org

Supper includes sandwich, salad, dessert and beverage – Large \$11.00 Small \$9.50
Please indicate Sandwich preference – Turkey Waldorf Roast Beef Tuna Veggie

SCHOOL DISTRICT: _____ TOTAL ATTENDING: _____

NAMES & Meal Choice: _____

24 Hour Cancellation Notice Required