

OFFICIAL PROCEEDINGS  
OF THE BOARD OF EDUCATION  
OF THE SPENCERPORT CENTRAL SCHOOL DISTRICT

Date: September 27, 2016  
Spencerport, New York

Members Present: Mr. Bracken, Mr. Gibbardo, Ms. Gillette, Mr. Kincaid, Mr. Miceli

Absent: Ms. Czarnecki, Mr. Hutton

Others Present: Mr. Crumb, Ms. Lissow, Mr. Milgate, Mr. Wood, Mr. Zinkiewich

The Business Session of the Board of Education of the Spencerport Central School District was called to order at 7:09 p.m. E.D.S.T. by the President, Mr. Bracken, in the Board of Education Conference Room in the Administration Building.

**1. PLEDGE TO THE FLAG**

The Board of Education members and the audience recited the Pledge of Allegiance to the United States Flag.

**2. APPROVAL OF AGENDA**

A motion was made by Mr. Gibbardo and seconded by Mr. Kincaid that the Board of Education approve the Business Session Agenda.

Vote of the Board: 5

Yes: 5

No: 0

**3. STUDENT REPORTS**

Mr. McCabe, Principal of the high school, provided board members with a brief introduction to the high school students who provided board members with updates on the opening of school. Jarod Barnard, Senior, shared information about homecoming activities this past week including a dance, assembly and powder puff details. Arianna Pecora, Senior, shared perspectives as an out-going student in the senior year. She talked about the PEP Pass, Senior Project, the school dance, Student Government participation and other activities. Mr. Bracken thanked the students for their report.

#### **4. TAYLOR ELEMENTARY SCHOOL PRESENTATION**

Mr. Bracken introduced Ms. Macaluso and her Building Planning Team members who provided a presentation on the use of technology to leverage student learning and balance instructional approaches. They shared that their new 21<sup>st</sup> Century Committee captures the work of instructional technology and the enrichment committee from previous years. Classroom furniture was discussed and the team shared how the furniture has been selected in some classes to help leverage effective use of the technology. They noted some examples of how different programs (i.e., i-Ready) are being utilized to have students focus on the development of their 21<sup>st</sup> Century skills. A student testimonial on video was shared to help reinforce this message. More detail was provided on i-Ready and how this is used to help with math instruction. Wonders was also overviewed as an example of our district commitment to this program and a demonstration was provided for board members. Another resource that was shared with board members was how iPods are being used to differentiate by interest and readiness with audio books. Bee-Bot was also overviewed and noted on how this device helps our enrichment specialist teach students some basic programming skills. Board members practiced with a number of the technology instructional tools. Mr. Crumb thanked the Taylor Building Planning Team members for their presentation.

#### **5. PRIVILEGE OF THE FLOOR**

None

#### **6. CONSENT AGENDA**

##### Old Business

6.1 Approval of the minutes of the Board of Education Meetings for September 6, 2016 and amended minutes of July 12, 2016 Organization Meeting.

##### 6.2 New Business

6.21 Approval Personnel Actions as Recommended by the Superintendent of Schools

##### A. Certificated Personnel

##### 1. RESIGNATIONS

- b. Elijah Towner, Physical Education teacher assigned to Spencerport High School and Bernabi Elementary School, resigning effective September 19, 2016. Reason: other employment.
- c. Elizabeth Colombo, Teaching Assistant assigned to Cosgrove Middle School, resigning effective September 6, 2016. Reason: personal
- d. Elijah Towner, Modified A Football Coach, resigning effective September 18, 2016. Reason: personal.

## 2. APPOINTMENTS

- a. Zachary Osher, .76 FTE in the Physical Education tenure area assigned to Munn Elementary School, Taylor Elementary School, and Canal View Elementary School, effective September 19, 2016 to June 30, 2017. Salary is Bachelors, Level 2 at \$41,621 prorated \$30,208.49. Mr. Osher is replacing Mr. Parina.
- b. Michael McKenrick, .58 FTE in the Physical Education tenure area assigned to Spencerport High School and Bernabi Elementary School effective September 20, 2016. Salary is Bachelors, Level 1 at \$40,713 prorated at \$22,314.82. Mr McKenrick is replacing Mr. Towner.
- c. Debra Rogala, .96 FTE in the Art tenure area assigned to Bernabi Elementary School effective July 1, 2016 to November 4, 2016 and 1.0 FTE tenured appointment assigned to Canal View Elementary School effective November 7, 2016. Salary is Masters, Level 11 at \$54,070 prorated to \$11,419.58 and \$42,174.60, respectively. Ms. Rogala is replacing Ms. Bachman and will be removed from the Art Preferred Eligibility List.
- d. Jill Jacobs, 1.0 FTE tenured appointment in the Art tenure area assigned to Bernabi Elementary School and Canal View Elementary School, effective November 7, 2016. Salary is Masters, Level 11 at \$52,679 prorated to \$41,089.60. Ms. Jacobs is replacing Ms. Rogala and will be removed from the Art Preferred Eligibility List.

## 3. LEAVES OF ABSENCE

- a. Michele Ostromecki-Mizzi, Science Teacher assigned to Spencerport High School, requesting a family and medical leave of absence from September 12, 2016 to December 2, 2016.

## 4. SUBSTITUTE APPOINTMENTS

- a. Sara Forbes, long-term per diem substitute teacher in the Science tenure area assigned to Spencerport High School, effective September 12, 2016 to December 2, 2016. Salary is \$200 per day. Ms. Forbes is substituting for Ms. Ostromecki-Mizzi.
- b. Michael Schreiner, contract substitute teacher in the Social Studies tenure area assigned to Spencerport High School and Cosgrove Middle School, effective September 19, 2016 to June 9, 2017. Salary is \$120 per day.

## 5. SUBSTITUTE TEACHERS

<u>Last Name</u>	<u>First Name</u>	<u>Certification Area or Degree Status</u>
Burch	Julianne	Music
Heintz	Ann Marie	Elementary
McKenrick	Michael	Physical Education
Osher	Zachary	Physical Education

6. EXTRA CURRICULAR ACTIVITIES AND INTER-SCHOLASTIC ATHLETICS

- a. Michael McKenrick, appointed Modified A Football Coach for the 2016-2017 season. Stipend is \$2943 prorated to \$1472.
- b. Katherine Mason, appointed Unified Basketball Youth Activation Coordinator for the 2016-2017 season. Stipend is \$550.
- c. Jeffrey Cappezutto, appointed Unified Basketball Advisor for the 2016-2017 season. Stipend is \$550.
- d. Winter Coaching Recommendations

	COACH	CERT	FA EXP	CPR/AED EXP	CONCUSSION EXP ^^	16-17 LEVEL +	16-17 SALARY	YRS OF SERV.
<b>Boys Basketball</b>								
Varsity	Kyle Trevas*	PE	6/10/17	6/10/17	7/14/18	I	\$4,734	1
Program Asst	Neil Davis*^	CC	5/21/18	5/21/18	8/21/18	K (OL-6)	\$4,245	2
JV	James Erbland	PE	1/26/18	1/26/18	5/12/18	G	\$3,346	3/5
Modified A	Rob Pursel	PE	8/25/19	8/25/18	8/2/18	I	\$3,077	
Modified B-1	Zachary Osher	PE	2/27/17	2/24/18	3/2/17	F	\$2,328	0
Modified B-2	TBD							
<b>Boys Swimming</b>								
Varsity	Sara Smith*^	TC <sub>0</sub>	7/28/18	8/24/17	6/21/17	D	\$3,470	1
JV	Stephanie Prevosti	CC	1/26/18	1/26/18	5/11/18	K (OL-3)	\$3,247	11
Modified B	Kelley Anzalone*	TC <sub>0</sub>	5/21/18	5/21/18	7/6/18	E	\$1,832	0
Diving Coach	Andrea Berger*^	TC <sub>0</sub>	9/5/17	9/5/17	9/3/17	D	\$2,450	1
<b>Boys/Girls Bowling</b>								
Varsity	Nancy Knight	CC	1/28/17	1/28/17	6/16/18	K (OL-4)	\$3,718	15
<b>Girls Basketball</b>								
Varsity	Wendy Vergamini*^	TC <sub>0</sub>	9/26/17	9/26/17	7/31/17	J	\$4,903	0/1
Program Asst	Amy Margolis*	TC <sub>0</sub>			9/19/18	E	\$2,706	0
JV	Sarah Curley	CC	1/28/17	1/28/17	5/20/18	K (OL-0)	\$4,418	8/10
Modified A	TBD							
Modified B-1	Lindsey Evans	PE	2/26/17	2/26/17	2/23/17	C	\$2,158	0
Modified B-2	Lauren Kessler	TC <sub>0</sub>	8/25/18	3/25/17	9/1/18	F	\$2,382	1/2
<b>Hockey</b>								
Varsity	Jason Rich*^	CC	1/28/17	1/28/17	9/25/17	J	\$4,209	3
Varsity Asst	Ryan Shannon*	PE	1/29/18	1/29/18	9/15/18	K (OL-1)	\$3,774	2
<b>B/G Indoor Track</b>								
Varsity	Michelle Marasco	CC	1/28/17	1/28/17	7/12/18	J	\$3,714	3
JV	Gabriella Badalucco*	PE	1/16/18	1/16/18	2/3/18	D	\$2,297	0
JV	Michael McKenrick	PE	2/19/18	2/19/18	9/19/18	C	\$2,229	0
JV	TBD							
<b>Winter Cheer</b>								
Varsity	Linda Wolf*	CC	1/28/17	1/28/17	7/12/18	K (OL-1)	\$4,643	2/11
JV	Brianne Eason	CC	1/28/17	1/28/17	7/27/18	J	\$2,972	6
Modified A	Stephanie Caito*^	TC <sub>0</sub>	8/25/19	8/25/18	7/23/18	C	\$2,061	0

Tumbling Coach	TBD							
<b>Wrestling</b>								
Varsity	Dan Glover	CC	1/28/17	1/28/17	7/27/18	K (OL-1)	\$5,804	4/10
Program Asst	Tony Russo*^	PC Exp'1	1/28/17	1/28/17	9/16/18	K (OL-4)	\$4,446	4
JV	Chris Gray	PE	1/26/18	1/26/18	8/14/18	K (OL-1)	\$4,353	4/8
Modified B-1	Scott DeSimone	PE	1/26/18	1/26/18	8/16/18	OL (15)	\$4,987	16
Modified B-2	Matt Nentarz	PE	1/26/18	1/26/18	9/12/18	K	\$2,898	2/7
<b>Non-Coaching Athletic Assignments</b>								
Winter Ath Supv	Jamie Schneider	NA	1/26/18	1/26/18	7/1/18	NA	\$1,018	9
Winter Equip Mgr	Jason Fokin*	NA	NA	NA	NA	NA	\$1,252	3

# Will be obtained/renewed prior to start of season  
 \* Out of District  
 ^ Non-Teacher  
 ^^ New Requirement  
 + Longevity

In-District	15
Out-of-District	13
TBD	4

e. Club/Activities Advisor Recommendations

Notes

Building	Activity Name	2016-17 Advisors	2016-17 Stipend
Bernabi	Card Making with a Purpose Club	Joanne Zazzaro	\$412
Bernabi	Boondoggle/Duct Tape Club	Joanne Zazzaro	\$412
Bernabi	Scrapbooking Club	Joanne Zazzaro	\$589
Bernabi	Knitting Club	Joanne Zazzaro	\$478
Bernabi	Crochet Club	Paula Spencer	\$412
Bernabi	4H Club	Judy Smith	\$412
Bernabi	Chess Club	Ryan Ewanow and Terese Ziemba	\$412
Bernabi	Art Club	Joanne Zazzaro	\$538
Bernabi	Camera Club	Sue Gary	\$478
Bernabi	Baseball Club	Kevin Mantell	\$632
Bernabi	Green Thumb Club	Laura Curtis	\$671
Bernabi	Lego Club (1-3)	Brianne Eason	\$500
Bernabi	Lego Club (1-3)	Jackie Nau	\$500
Bernabi	Lego Club (4-5)	Joanne Zazzaro	\$530
Bernabi	Outdoor Adventure Club	Mark Rennie	\$697
Bernabi	Safety Club	Gina Caparco and Tammy Lopatka	\$1,009
Bernabi	Show Choir	Joanne Zazzaro	\$546
Bernabi	Student Leaders Club	Gina Caparco and Tammy Lopatka	\$596
Bernabi	First Lego League	Cindy Vissa	\$600
Canal View	Breakfast & a Book Club	Michelle Lefebre	\$543
Canal View	Creativity Club	Bethany Greer	\$671
Canal View	Green Thumb Club	Rebecca Lopez	\$530
Canal View	Math Science Technology Club	Chris Rice	\$530

	Canal View	Musical Theater Club	Jamie Acito	\$500
	Canal View	Newspaper Club	Colleen Wiggs	\$750
	Canal View	Safety Club	Katie Southard	\$515
	Canal View	Service Learning Club	Shelly Remillard	\$671
	Canal View	Student Council	Robin Loveland	\$500
	Canal View	Drama Club	Aileen Sousa and Kelly Muszak	\$931
	Canal View	First Lego League	John Thering	\$637
	Canal View	Junior Jazz Band Club	Kathryn Southard	\$618
	Cosgrove	Academic Challenge Bowl	Paul Nordquist	\$546
	Cosgrove	French Club	Cheri Hall	\$515
	Cosgrove	Courtyard and Critter Club	Doug Lennon	\$530
	Cosgrove	FACS Club	Deborah Credit	\$543
	Cosgrove	Library Club	Amanda Cordovani	\$1,008
	Cosgrove	National Junior Honor Society	Jackquelyn Woodard	\$853
	Cosgrove	PRIDE	Chris Gray	\$1,014
	Cosgrove	Spanish Club	Marie Campanaro and Jennifer Mongold	\$671
	Cosgrove	Student Council	Traci Powlowski and Jackquelyn Woodard	\$960
	Cosgrove	Art Club	Lisa Zona	\$618
	Cosgrove	Chess Club	Paul Nordquist	\$761
	Cosgrove	First Lego League	Lauren Kessler	\$696
	Cosgrove	First Lego League	Brynn Simpson	\$600
	Cosgrove	Middle School Bookstore	Traci Powlowski	\$931
	Cosgrove	MS Yearbook Advisor	Elizabeth Roth	\$1,195
	Cosgrove	Ski Club	Bryan Swanson	\$618
	Cosgrove	Technology Club	John English	\$618
	Cosgrove	Cave Drama Club	Daniel VanVleck	\$1,476
	Cosgrove	Drama Coach (MS Musical)	Sarah Ernisse	\$1,350
2nd yr.	Cosgrove	Ally Club	Julianne Henninger, Katie Jo Passero, Jackquelyn Woodard	TBD
2nd yr.	Cosgrove	Service Club	Katie Burgstrom, Kristine Cameron, Laura Kazmierski	TBD
2nd yr.	Cosgrove	Craft Club	Samantha LeBeau	TBD
	District	Odyssey of the Mind	Kimberly VanDeWeghe	\$1,917
	HS	Fashion Club	Allison Broussard	\$412
	HS	H.O.P.E.	Andrew Pacitto	\$412
	HS	Multicultural Club	Cynthia Montanez	\$412
	HS	French Honor Society	Katherine Resch	\$632
	HS	French Club	Berka Mou	\$844
	HS	Italian Club	Sara Moyer	\$596
	HS	Spanish Club	Cynthia Montanez	\$853
	HS	Art Club	Allison Broussard	\$750

	HS	Business Honor Society	Deborah Loughlin	\$750
	HS	Distributive Education Clubs of America	Melissa Garofalo	\$776
	HS	Environmental Club	Mark Rennie and Tamara VanLoo	\$515
	HS	First Priority Club	Marc Coffie and Mark Rennie	\$632
	HS	History Club	Richard Mueller and Brian Buckner	\$546
	HS	Master Minds	Sandi Ben-Dov	\$697
	HS	Math League	Sarah Colasanto	\$697
	HS	Model UN	Laura Kazmierski	\$515
	HS	National Honor Society (HS)	Nancy Mancuso, Michelle Ostromecki-Mizzi, Kim McLean	\$917
	HS	PRIDE	Jacqueline Nentarz	\$507
	HS	Service Club	Philip Gerhardt and Nicole Morris	\$632
	HS	STEP Team Club	Malena Guadagnino	\$515
	HS	Varsity Club	Jamie Schneider	\$844
	HS	Drumline Club	Ben Osborne	\$1,008
	HS	Friday Jazz Club	Ben Osborne	\$637
	HS	Musicians Club	Ben Osborne	\$618
	HS	Snowsports Club	Jackie Nentarz and Seth Adanti	\$618
	HS	Treble Choir	Ann Murphy	\$1,001
	HS	Yearbook Asst.	Jody Wyant	\$1,051
	HS	Class Advisor-Freshman Class	Tracey D'Alonzo and Chelsea Antosh	\$800
	HS	Class Advisor-Sophomore Class	Caitlin Hesketh and Kaitlyn Allen	\$824
	HS	Class Advisor-Junior Class	Laura Kazmierski and Katherine Mason	\$1,044
	HS	Class Advisor-Senior Class	Holly Swick and Christina Buckner	\$1,424
	HS	FIRST Tech Challenge	Nancy Mancuso	\$1,273
	HS	HS Musical: Asst. Director	Kaitlyn Allen	\$1,520
	HS	HS Musical: Director (STAGE Club)	Cole Lachance-Tofany	\$2,113
	HS	HS Musical: Orchestra Director	John Viavattine	\$1,433
	HS	HS Musical: Vocal Director	Danielle Kearsley	\$1,391
	HS	Student Government	Katie Wyant	\$2,313
	HS	Yearbook	Adam Ashworth	\$2,117
	HS	First Robotics Club	Justin Montois	\$3,183
	HS	First Robotics Club	Joseph Gallina	\$3,183
2nd yr.	HS	Math Madness	Sandra McGreevy	TBD
2nd yr.	HS	Junior National Honor Society	Kimberly Yantz	TBD
2nd yr.	HS	Mock Trial	Sandi Ben-Dov	TBD
2nd yr.	HS	The Voice	Sandi Ben-Dov	TBD

Charter	HS	Literacy Club	Daniel Pincelli	\$400
	HS	Sources of Strength	Philip Gerhardt and Elizabeth Wade	\$1,200
2nd yr. 2nd yr. 2nd yr.	Munn	Backugan/Yu-Gi-Oh/Poke'mon Club	Steve Schultz	\$400
	Munn	Safety Club	Deb Ingerick	\$1,009
	Munn	Student Leaders Club	Jeanne Pacitto	\$515
	Munn	First Lego League	Jason Frantz	\$600
	Munn	Chess Club	Steve Schultz	\$400
	Munn	Library Club	Deborah Nobles	TBD
	Munn	Drama Club	Hannah Hill and Jeanne Pacitto	TBD
	Taylor	Chess Club	OPEN	TBD
	Taylor	Dance Club	Sarah Caiazza	\$412
	Taylor	Filmaking Club	Kenneth Rhodes	\$515
	Taylor	Inventor's Club	Danielle Blossom	\$530
	Taylor	Safety Club	Ken Rhodes and Danielle Blossom	\$1,009
	Taylor	Student Leaders Club	Kristen Pettis and Amy Crumb	\$596
	Taylor	First Lego League	Marlene Benson	\$600

7. AMENDMENTS

- a. Matthew Parina, Physical Education teacher assigned to Munn Elementary School, Canal View Elementary School and Taylor Elementary School with an amendment to his previously approved resignation (September 30, 2016) to September 16, 2016.
- b. Betsy Pereira, Elementary Teacher assigned to Taylor Elementary School with an amendment to her previously approved resignation (October 5, 2016) to September 30, 2016.

B. Classified Personnel

1. RESIGNATIONS

- a. Ronald Drake, Cleaner assigned to Cosgrove Middle School, resigning effective January 31, 2017. Reason: personal
- b. Elizabeth Colombo, Teaching Assistant assigned to Cosgrove Middle School, resigning effective September 6, 2016. Reason: personal
- c. Robert Male, Bus Driver, assigned to the Transportation Department, resigning effective January 31, 2017. Reason: retirement
- d. Kathy Pabis, Teacher Aide, assigned to Cosgrove Middle School, resigning effective June 23, 2017. Reason: retirement



2. APPOINTMENT

- a. Bernadette Ernst, Food Service Helper assigned to Taylor Elementary School, effective September 12, 2016. Salary is \$9.88 per hour. Ms. Ernst is filling an open position.

3. LEAVES OF ABSENCE

- a. Lorie Fishell, Assistant Cook assigned to Canal View Elementary School, requesting an unpaid leave of absence from September 16, 2016 to September 18, 2016.
- b. Kyle McGrath, Teacher Aide assigned to Spencerport High School, requesting an unpaid leave of absence from November 15, 2016 to November 18, 2016.
- c. Alfred Colaprete, Custodian assigned to Taylor Elementary School, requesting a family and medical leave of absence from September 15, 2016 to September 26, 2016.
- d. Cindy Minunni, Teacher Aide assigned to Bernabi Elementary School, requesting an unpaid leave of absence from March 10, 2017 to March 20, 2017
- e. Jeff Lembcke, Sr. Auto Mechanic assigned to the Transportation Department, requesting a family and medical leave of absence from August 11, 2016 to August 19, 2016.
- f. Sandra Bernhart, Office Clerk IV assigned to District Office, requesting a family and medical leave of absence from June 10, 2016 to June 17, 2016.

4. SUBSTITUTE APPOINTMENTS

- a. Kelly Barber, Food Service Helper PTOC, effective September 13, 2016. Salary is \$9.12 per hour.
- b. Anne Devine, Office Clerk IV PTOC, effective September 9, 2016. Salary is 11.68 per hour.

5. AMENDMENT

- a. John Strong, Courier assigned to District Office, with an amendment to his previously approved family and medical leave of absence (July 18, 2016 to August 1, 2016) to September 23, 2016.

6.22 Warrants

	<u>Date</u>	<u>Amount</u>	<u>Checks</u>
General	7/29/16	\$ 34,445.61	19
	7/29/16	\$ 110,460.66	21
	8/05/16	\$ 7,208.18	10
	8/05/16	\$ 52,086.58	32

	8/10/16	\$1,022,988.68	52
	8/10/16	\$ 223,020.32	12
	8/19/16	\$ 265,362.71	78
	8/19/16	\$ 448.19	1
	8/24/16	\$ 62,957.04	64
	9/01/16	\$ 286,710.44	75
	9/08/16	\$ 196,948.47	71
	9/16/16	\$1,040,246.29	98
School Lunch	7/29/16	\$ 471.03	18
	8/05/16	\$ 250.25	1
	9/16/16	\$ 8.98	1
Trust & Agency	7/29/16	\$ 327,798.98	21
	8/05/16	\$ 4,283.74	2
	8/15/16	\$ 338,554.02	21
	8/31/16	\$ 331,121.46	22
	9/01/16	\$ 4,360.13	2
	9/15/16	\$ 562,724.81	38

#### 6.23 Committee on Special Education

Recommendations of the Committee on Special Education meetings: 02/09/16, 03/21/16, 04/12/16, 05/18/16, 07/06/16, 07/07/16, 07/15/16, 07/18/16, 07/22/16, 07/25/16, 07/26/16, 08/02/16, 08/08/16, 08/10/16, 08/15/16, 08/16/16, 08/18/16, 08/19/16, 08/22/16, 08/23/16, 08/24/16, 08/25/16, 08/26/16, 08/29/16, 08/30/16, 08/31/16, 09/01/16, 09/02/16, 09/06/16, 09/07/16, 09/09/16, 09/12/16, 09/13/16, and 09/15/16.

#### 6.24 New Teacher Hiring Report – (attachment)

#### 6.25 Annual Energy Report for 2015-2016 (attachment)

Mr. Drake submitted the Annual Report of Energy Consumption and Conservation measures implemented at the Spencerport School District, as described in Policy 5651. This report includes energy consumption and conservation projects implemented during the 2015-2016 Fiscal year and describes approaches to future potential projects.

A motion was made by Ms. Gillette and seconded by Mr. Kincaid to approve the Consent Agenda.

Vote of the Board: 5

Yes: 5  
No: 0

## **7. BOARD OF EDUCATION**

### **7.1 President's Report and Communication**

Mr. Bracken shared that he attended the MCSBA Information Exchange meeting and learned about pathways for graduation. He also shared that the Information Exchange meeting has been moved to the 19<sup>th</sup> of October and it would be helpful if any board member could attend.

### **7.2 Board of Education Members' Reports**

Ms. Gillette shared that the first Technology Advisory Committee meeting took place and information was shared on our deployment of computers. Mr. Miceli noted that he attended the Audit Committee meeting for the first time. Mr. Gibbardo shared that he went to the high school Open House and a number of sporting events. He also went on his high school walk-through. Mr. Kincaid shared that he attended a Taylor faculty meeting and noted the positive energy at that meeting. He also noted that he is a member of the Wellness Committee and that the first meeting was well run by Jamie Lissow and Dan Milgate. He shared that it was a full agenda that went two hours and felt like a few minutes. Hydration, appreciation and other possible new ideas were reviewed and discussed with great representation from our school community. Mr. Kincaid shared he also went to the first Safety Committee meeting where a lot of initiatives were shared. Ms. Gillette shared that she really enjoyed the high school's Curriculum Night and reviewing her child's schedule.

## **8. SUPERINTENDENT'S REPORT**

### **8.1 Capital Project Update**

Mr. Donaghue from Campus Construction and Mr. Short from Labella joined the board meeting to provide an update on our Capital Improvement Project. A project schedule was shared with board members and it was noted that we are through the State Education Department approval process as of August 10, 2016. The goal is to advertise for bids by mid-October and be ready in mid-November to process the bids and award bids by November 22. It was shared that we are right on schedule and that the fall season is a great time to go out for bidding on pricing. They also reviewed the \$12.4 million project budget summary document with board members. Six (6) prime bids will be put out collectively and are based on the plans approved by State Education. It was noted that a 5% protection was put into the budget as good practice and alternates of close to \$1 million are in place if funds allow for us to include them in the project and this can occur with favorable bids coming in under \$9.8 million. It was noted that if alternates are not included on bid day, they can be revisited later in the construction process if funds remain because they have already been through the design and scope processes.

### **8.2 Review Recommendation for Field Use Approvals**

Mr. Milgate, Assistant Superintendent, provided board members with an overview of our current challenges with facility use with respect to our athletic fields made available to outside users. He provided board members with a presentation on the data of usage, parking availability and the limitations we have with meeting the needs of our stakeholders. He recommended that the board support the need for us to begin a process where we approve usage based on parking availability as well as our other requirements to ensure that we are not creating situations of unsafe parking and potential hazards by having too many events on campus to effectively manage at one time. He noted that he would meet with the stakeholders on the forecasted changes and would report back to the Board of Education.

### 8.3 Financial Report

Rick Wood provided board members with an update on the financial report. He referenced the report with the board members for July and August and shared that there was nothing out of the ordinary. The major focus right now is allocating all of the staffing to the appropriate codes.

A motion was made by Mr. Miceli and seconded by Mr. Gibbardo that the Board of Education approve the Financial Report.

Vote of the Board: 5

Yes: 5  
No: 0

### 8.4 Resolution to Establish Maximum Balances in Bank Accounts

Mr. Wood shared that a revised policy was not reviewed and as an alternative we're asking the Board of Education to approve the following to assign a maximum amount to diversify our investments;

Resolved, the Board of Education establishes a maximum balance at each financial institution as designated below:

1. J.P. Morgan Chase, Gates Branch \$50,000,000
  - a. Consolidated – checking
  - b. General Fund – money market and investments
  - c. Insurance Reserve Fund
  - d. Special Awards – savings
  - e. Capital Fund – checking
  - f. School Lunch – savings
  - g. Capital Investment – savings
  - h. Extraclassroom Activity Fund – checking
2. Manufacturers and Traders Trust Co., Spencerport Branch \$50,000,000
  - a. General Fund – money market
  - b. General Fund – checking
  - c. Capital Fund – investments
3. Other Banks
  - a. First Niagara Bank \$30,000,000
  - b. Citizens Bank \$30,000,000
  - c. Key Bank \$30,000,000
  - d. Five Star Bank \$30,000,000

It was discussed that this could be addressed at our annual organizational meeting in the future or be covered in a policy change so it wouldn't have to be revisited each year. Further discussion was held on the potential to change policy in some cases. An amendment in the policy that says to address this in the annual organizational meeting may be the best course of action.

A motion was made by Mr. Kincaid and seconded by Ms. Gillette that the Board of Education approve the Resolution to Establish Maximum Balances in Bank Accounts.

Vote of the Board: 5

Yes: 5  
No: 0

#### 8.5 Allocation of 2015-2016 Restricted Fund Balance

Mr. Wood shared that the allocation of fund balance and reserves memorandum summarizes our recommendations from the school district. He noted that these recommendations were supported by the audit committee. Specifically, his recommendations are follows:

1. Allocated \$157,125 to assigned fund balance to maintain the same true value tax rate as last year of \$24.09 per thousand, approved at the August 03, 2016 meeting,
2. Allocated \$612,067 to assigned fund balance as carry-over encumbrances,
3. Allocated \$89,307 for a total of \$3,085,230 to unassigned fund balance to maintain the 4% allowed by law,
4. Allocated \$529,958 to restricted fund balance into the Workers' Compensation Reserve,
5. Allocated \$1,203,443 to restricted fund balance into the Retirement Contribution Reserve,
6. Allocated \$1,462,597 to restricted fund balance into the 2014 Capital Reserve.

A motion was made by Mr. Miceli and seconded by Mr. Gibbardo that the Board of Education accept the allocation of the 2015-2016 Restricted Fund Balance.

Vote of the Board: 5

Yes: 5  
No: 0

#### 8.6 Review of External Audit

Mr. Zuber from our external auditing firm joined the board meeting to provide a summary of the external audit. He referenced the executive summary and that this document was reviewed with the Audit Committee in September. He noted that his firm is paying close attention on the messages coming out of the State Comptroller's office with respect to financial planning, appropriate use of our reserves, and long-term planning. In general, the district does a good job in those areas wherein we review the long-term reserve plan with the board, appropriately use them when developing the budget, and have discussions at the end of the year on the replenishing process.

Our year ended with a little over \$19 million in fund equity, a slight increase over last year. The district was able to fund the Workers' Compensation and Capital and Retirement reserve respectively. Mr. Zuber also shared that school lunch programs continue to be a challenge in our area and our allocation of funds to eliminate the deficit fund balance and 2015-2016 operation loss provides food services with a fresh start. With that, we need to continue to look at how to generate higher revenues in this program. He noted that many school districts are in the same position with the challenges faced in the food services programs.

Internal controls were also reviewed and the audit noted that there were not significant sightings.

A motion was made by Mr. Kincaid and seconded by Mr. Gibbardo that the Board of Education accept the Review of the External Audit.

Vote of the Board: 5

Yes: 5

No: 0

**9. MEETING EVALUATION**

Please make appointments with Mr. Drake for your building tours.

**10. EXECUTIVE SESSION**

A motion was made by Mr. Kincaid and seconded by Mr. Gibbardo that the board move into Executive Session for the purpose of discussing personnel and legal issues.

Vote of the Board: 5

Yes: 5

No: 0

Mr. Bracken moved the board out of Executive Session and returned to the Business Meeting at 9:53 p.m.

**10. ADJOURN**

A motion was made by Mr. Gibbardo and seconded by Mr. Kincaid to adjourn the meeting at 9:54 p.m.

Vote of the Board: 5

Yes: 5

No: 0

As there was no further business, Mr. Bracken declared the meeting adjourned at 9:54 p.m.

  
\_\_\_\_\_  
District Clerk

  
\_\_\_\_\_  
Board President