

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

September 27, 2011
Spencerport, New York

Members Present: Jody Gillette, Bill Sweeney, Todd Dunn, Mark Young, Gary Bracken, Kevin Hutton

Absent: Jim Oberlin

Others Present: Mike Crumb, Dan Milgate, Rick Wood, Ty Zinkiewich, Myneco Taylor, Derek Spath, Nancy Meiler, Janice Fridman, Nazerien Patricelli, Joan Wyland, Mary Kay Buckland, Monica Macaluso, Carolyn Hueber, Lynn Robcari, Molly Lane, Lisa Cutten, Pat Byrne, Susan Jenkins, Dawn Goodison, Ellen Fridman

The Regular meeting of the Board of Education of the Spencerport Central School District was called to order at 7:08 p.m. E.D.S.T. by the President, Mr. Sweeney, in the Performing Arts Center at the Taylor Elementary School.

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

Mr. Sweeney thanked Mrs. Macaluso and the Taylor BPT for hosting the meeting and for preparing their presentation for their Building Plan for the year.

No. 25
Approval of Agenda

2. APPROVAL OF AGENDA

Motion to approve the agenda made by Mr. Hutton and seconded by Ms. Gillette.

Vote of Board: Yes: 6

Yes: 6
No: 0

No. 26
Taylor's BPT Plan

3. STUDY/DISCUSSION OF TAYLOR'S BUILDING PLAN

Mr. Crumb introduced Mrs. Macaluso who escorted all participants to a kindergarten classroom for their presentation of their Building Plan. The entire Building Planning Team shared various portions of their plan and connected their goals to the district strategic plan. Mr. Sweeney asked the BPT from Taylor about their needs. Mrs.

No. 26
(Continued)

Study/Discussion of Taylor's Building Plan – *continued*

Macaluso shared that the continued support of time to plan and study data is critical and any support with this would be appreciated. Ms. Gillette asked which staff members are dedicated to the analysis of data and Mr. Crumb explained that our Student Services Office functions in this role. In addition, Mr. Zinkiewich shared that our district is in the process of defining a district Data Plan and looking at best practices and documenting our systems. Officers of the PTO shared examples of the programs and initiatives that they support financially and through the support of volunteers.

No. 27
*Discussion with Taylor
PTO*

4. DISCUSSION WITH TAYLOR PARENT TEACHER ORGANIZATION

Mr. Crumb introduced the Taylor Parent Teacher Organization and asked their membership to address three questions that were sent in advance. Mr. Bracken, Taylor's PTO president, introduced the officers of their organization and shared that their open membership is important. Ms. Hueber, a PTO member, shared that very often their efforts are to help assist with funding for projects that may not otherwise be covered by the district. This is based on an as-needed basis and some great projects have been supported. To increase parent participation is a goal as it is hard for everyone to make time. We continue to present opportunities to be able to volunteer. Mr. Bracken added that they see themselves as engrained in the schools day-to-day operations and "what can we do to help" mentality. Mrs. Macaluso goes to the parents for advice when tackling projects for the school. In addition, the PTO attempts to have a member of the faculty join their meetings to help answer the questions that parents may have. There was some discussion on the challenge of raising funds for the need to keep the playground areas updated. Mrs. Macaluso shared her appreciation for the Taylor PTO and for their systems and visibility in the school.

No. 28
Privilege of the Floor

5. PRIVILEGE OF THE FLOOR

Mr. Sweeney explained the purpose and process for privilege of the floor. Ms. Pat Byrne who resides in the Hickory Hollow neighborhood addressed the Board of Education. She thanked the BOE for their efforts to put in the senior exemptions. She shared that she urged the BOE to take this to the full potential. Ms. Byrne provided examples of the efforts that senior citizens are making in these difficult times.

No. 29

*Consent Agenda
Certificated Personnel
Classified Personnel
Warrants, Donation,
AIS Report,
Change in Adm. Title
Disposal of Equipment*

6. CONSENT AGENDA

Motion was made by Mr. Dunn and seconded by Ms. Gillette to approve the following consent agenda with the following amendment to the agenda; that item 6.21- A- 5 be pulled out of the consent agenda and discussed in executive session and add item numbers with appropriate adjustments to the agenda for the regular session (executive session becomes item 10, and adjourn becomes item 11).

Vote of Board: Yes: 6

Yes: 6

No: 0

Another Motion was made to approve the amended consent agenda by Mr. Dunn and seconded by Mr. Hutton.

Vote of Board: Yes: 6

Yes: 6

No: 0

6.1 MINUTES OF BOARD OF EDUCATION

Approved minutes for September 6, 2011 regular meeting.

6.21 Personnel Items

6.21A CERTIFICATED PERSONNEL

1. RESIGNATIONS

- a. Darryl Tinney, Freshman Football Coach resigning effective September 6, 2011. Reason: personal
- b. Joseph Mulhern, Teaching Assistant on the Preferred Eligibility List resigning effective September 9, 2011 and will be removed from the Teaching Assistant Preferred Eligibility List. Reason: To remain a substitute teacher with the District.

2. LEAVES OF ABSENCE

- a. Mary Jo Weckesser, Elementary teacher assigned to Bernabi Elementary School, requesting an unpaid leave of absence from November 8, 2011 to November 10, 2011.
- b. Carol Muehlbauer, Teaching Assistant assigned to Canal View Elementary School, requesting an unpaid leave of absence from April 16, 2012 to April 18, 2012.

No. 29
(continued)

Consent Agenda – *continued*

- c. Jeanne Pacitto, School Counselor assigned to Munn Elementary School, requesting a family and medical leave of absence from September 6, 2011 to September 30, 2011, half days only.
- d. Linda Howell, Enrichment Specialist assigned to Cosgrove Middle School and Spencerport High School, requesting a family and medical leave of absence from September 20, 2011 to October 7, 2011.
- e. Lydia Prusik, Art teacher assigned to Spencerport High School, requesting a military leave of absence from September 14, 2011 to September 30, 2012.

3. SUBSTITUTE APPOINTMENTS

- a. Bernice Merriam, Contract Substitute Teacher in the Mathematics tenure area assigned to Spencerport High School and Cosgrove Middle School, effective September 26, 2011 to June 12, 2012. Salary is \$120 per day.
- b. Scott Barnard, Contract Substitute Teacher in the Elementary and Special Education tenure area assigned to Cosgrove Middle School, effective September 26, 2011 to June 12, 2012. Salary is \$120 per day.
- c. Kathleen Shaffer-Heeks, long-term substitute teacher in the Art Education tenure area assigned to Spencerport High School, effective September 6, 2011 to June 30, 2012. Salary is Masters Level 6 at \$47,754. Ms. Shaffer-Heeks is substituting for Ms. Prusik.
- d. Kelly Ameden, Contract Substitute Teacher in the Elementary tenure area assigned to the Spencerport Central School District, effective September 26, 2011 to June 12, 2012. Salary is \$120 per day.
- e. Sandra Heagerty, Contract Substitute Teacher in the Elementary tenure area assigned to the Spencerport Central School District, effective September 26, 2011 to June 12, 2012. Salary is \$120 per day.
- f. John Milks, Contract Substitute Teacher in the Science tenure area assigned to Spencerport High School and Cosgrove Middle School, effective September 26, 2011 to June 12, 2012. Salary is \$120 per day.
- g. William Jacoutot, per diem administrative substitute assigned to Spencerport High School, effective September 23, 2011 to June 30, 2012. Salary is \$225 per day.

No. 29
(Continued)

Consent Agenda – *continued*

- h. Christopher Grasta, Contract Substitute Teacher in the Elementary tenure area assigned to the Spencerport Central School District, effective September 26, 2011 to June 12, 2012. Salary is \$120 per day.

4. SUBSTITUTE TEACHERS List Attached #13

5. EXTRA CURRICULAR ACTIVITIES AND INTER-SCHOLASTIC ATHLETICS - (Moved to Executive Session)

- a. Building Planning Team - Bernabi Elizabeth Meyers \$1,184

- b. Winter Coaching Recommendations List Attached #14

- c. Club Recommendations List Attached #15

- d. John Thayer, appointed Freshman Football Coach effective September 7, 2011. Stipend is Level B at \$2,746 prorated to \$2,197. Mr. Thayer is replacing Mr. Tinney.

6. AMENDMENTS

- a. Bryan Swanson, Technology Teacher assigned to Cosgrove Middle School with a revised salary of Masters Level 9 at \$51,896. The salary was incorrectly reported as \$52,888 on the August Graduate and In-Service spreadsheet.

- b. Karen Chevalier, .9 FTE position in the FACS and Health tenure areas assigned to Spencerport High School and Cosgrove Middle School, effective September 1, 2011 to June 30, 2012. Salary is Masters Level 10 at \$49,629 prorated to \$44,666.10. This appointment was previously stated as .8 FTE.

6.21B CLASSIFIED PERSONNEL

1. RESIGNATIONS

- a. Melissa Wall, Teacher Aide assigned to Spencerport High School, resigning effective September 1, 2011. Reason: personal
- b. Sharon Azzolina, Cook Manager assigned to Spencerport High School, resigning effective September 9, 2011. Reason: deceased
- c. Ruth Twigger, Bus Driver for the Transportation Department, resigning effective October 29, 2011. Reason: Retirement

No. 29
(continued)

Consent Agenda – *continued*

- d. Jason Treadwell, Database Administrator assigned to District Office, resigning effective September 30, 2011. Reason: other employment

2. APPOINTMENT

- a. Carol Hargis, Food Service Helper assigned to Spencerport High School, effective September 6, 2011. Salary is \$8.09 per hour. Ms. Hargis is replacing Ms. Dodds.

3. LEAVES OF ABSENCE

- a. Jason Roy, Sr. Auto Mechanic for the Transportation Department, requesting a military leave of absence on September 16, 2011.
- b. Maureen Grace, Sr. Duplicating Machine Operator assigned to District Office, requesting a family and medical leave of absence from September 22, 2011 to November 16, 2011.

4. SUBSTITUTE APPOINTMENTS

- a. Kristine Cerami, Office Clerk IV PTOC effective September 16, 2011. Salary is \$9.56 per hour.

6.22 Warrants

Approved the warrants as recommended by the internal claims auditor for the following:

<u>Category</u>	<u>Date</u>	<u>Amount</u>	<u>Checks</u>
General	08/04/11	\$99,156.83	69
	08/10/11	948,175.48	101
	08/24/11	905.69	2
	08/24/11	153,791.12	106
	09/01/11	294,577.14	73
	09/07/11	116,734.85	67
	09/14/11	284,850.87	86
Federal	08/04/11	\$709.50	2
	08/10/11	2,264.34	6
	08/24/11	21,487.99	7
	09/01/11	4,804.83	2
	09/14/11	19,591.62	6

No. 29
(continued)

School Lunch	08/10/11	\$778.04	1
	09/01/11	469.20	3
	09/07/11	2,551.00	2
Capital	08/24/11	\$286,633.12	4
	09/14/11	57,354.52	5
Trust & Agency	07/29/11	\$245,704.45	23
	08/10/11	86.49	1
	08/15/11	245,397.52	22
	08/24/11	970.26	1
	08/31/11	252,260.73	23
	09/01/11	3,622.83	2
	09/14/11	7,780.00	2
	09/15/11	478,065.80	32

6.23 Minutes of Committee on Special Education

The recommendations of the Committee on Special Education meetings: 05/17/11, 07/22/11, 08/09/11, 08/30/11, 09/01/11, 09/06/11, 09/07/11, 09/13/11, and 09/19/11.

6.24 Donation – Spencerport Fire Department Ladies Auxiliary

The Spencerport Fire Department Ladies Auxiliary has donated cash amounting to \$500.00 (\$100.00 for each four elementary schools and the Middle School) and an estimated value of \$700.00 in supplies, which brings the total value for this year's gift to \$1,200.00.

6.25 Academic Intervention Service Report

State regulations call for our district to update our District (AIS) Academic Intervention Service Plan every two years. Spencerport's AIS Plan was last updated in May of 2009 and we will initiate this process through a Program Review this fall. The Program Review will involve a committee of stakeholders and the intent is to examine current practices and propose recommendations at the elementary, middle, and commencement levels. A summary of the committee's work will be submitted to the Board of Education in the spring of 2012 and it will be accompanied by an updated AIS Plan.

As you know, the State Education Department has initiated many changes through the Regents Reform and one specific area addresses the concept of Response to Intervention (RtI). A school district must have an RtI process in place by July 1, 2012 and we will work with each building throughout the school year to reach compliance. This process will impact how we provide support through AIS and will be reflected in the committee's report. In addition, this will alter our approach to special education, as we may no longer use the severe discrepancy between achievement and intellectual ability to determine that a student in kindergarten through grade four has a learning

No. 29
(continued)

Consent Agenda – *continued*

disability in the area of reading. These changes will require a shift in programs and services.

6.26 Change in Administrative Title

Recommendation that we change Lisa McCarthy's administrative title from *Director of Professional Development* to *Director of Learning and Professional Development* and that this change in title is paralleled with an amendment to her tenure area; Director of Learning and Professional Development. Also I am recommending that Ms. McCarthy's current tenure status as Director of Professional Development is transferred to the new tenure area; Ms. McCarthy would not be required to complete a new probationary period. This amendment in title and tenure area will not have any impact on Ms. McCarthy's current salary, benefits or employment status.

6.27 Disposal of Equipment

In compliance with Policy Number 5250 and Regulation Number 5250R – Sale and Disposal of School District Property, the sale or disposal of the below items, all of which have little or no salvage value;

Four (4) spin bikes

Vote of Board: Yes: 6

Yes: 6

No: 0

No. 30
Board of Education
Reports

7. BOARD OF EDUCATION

7.1 President's Report & Communication

Mr. Sweeney asked for Ad Hoc members for the Facilities Task Force being co-chaired by Mr. Milgate. Mr. Hutton and Mr. Dunn volunteered for this committee. Mr. Sweeney reminded BOE members to schedule their tours with their respective buildings that they represent with the facilities department.

7.2 Board of Education Members' Reports

Mr. Bracken shared that he completed his tour with Mr. Drake and congratulated him on a great job with the Capital Project.

No. 31

*Superintendent's
Reports
Review of External
Audit
Restricted Fund
Balance
Risk Assessment &
Internal Audit Plan
July/August Financial
Report
First Reading of
Policies*

8. SUPERINTENDENT'S REPORT

8.1 Review of External Audit

Mr. Crumb shared that our Audit Committee has met and worked with Mr. Wood who will be providing an executive summary of their work. Mr. Wood presented a summary of the work that our external auditor covered during the Audit Committee meeting. This included general fund balance sheet, revenues, expenditures, other fund items and reserves

Mr. Wood asked BOE members to refer to the September 23, 2011 Allocation of Reserves memorandum that summarized the recommendation presented for the external audit.

8.2 Allocation of 2010-11 Restricted Fund Balance

A brief discussion followed. Mr. Wood summarized that we were able to replenish our budgeted 2011-12 amounts with the 2010-11 excess fund balance for worker's compensation and employee retirement contribution reserves.

In addition the 2005 Capital Project Reserve was funded in the amount of \$164,500.

A motion was made by Ms. Gillette and seconded by Mr. Young to accept the 2010-2011 fund balance allocation to reserves as follows;

Workers' Compensation	\$ 282,630
Retirement Contribution Reserve	\$1,396,692
Capital Reserve for Facilities (2005)	\$ 164,500

and also acknowledge receipt of the basic financial statements, management letter and corrective action plan for the year ended June 30, 2011.

Vote of Board: Yes: 6

Yes: 6

No: 0

8.3 Acknowledge Receipt of Risk Assessment and Internal Audit Plan

The firm Freed, Maxick & Battaglia, CPA, P.C. completed the risk assessment and identified 20 internal control weaknesses. Key items that were addressed included; 1) the opening and closing of monthly financial transactions needs to be completed within 45-60 days. This should be an easy fix with Mr. Wood's newly appointed position as Asst. Treasurer; 2) Budget transfers are not received by the BOE, however, these will be brought to the BOE through the audit committee; 3) Fixed assets maintenance, specifically the low cost items but high risk of being stolen; 4) Performing a physical payroll distribution even with the implementation of the new employee self-service (on-line direct deposit stubs). An alternate method may need to be developed to verify the receipt of checks. Discussion was held on the fact these are recommendations that

No. 31
(continued)

Superintendent's Report – *continued*

we take into consideration, investigate and take appropriate actions as needed. Mr. Wood recommended a Fixed Asset internal audit and a State Aide internal audit to be completed during the current fiscal year. Mr. Sweeney indicated that this report was not alarming and it looks as though the recommendations were of value and manageable. Ms. Gillette shared that she felt these were minor adjustments and that cabinet provided sound recommendations.

Motion made by Ms. Gillette and seconded by Mr. Hutton to accept the Receipt of the Risk Assessment and Audit Plan.

Vote of Board: Yes: 6

Yes: 6

No: 0

8.4 July/August 2011 Financial Report

Mr. Wood provided a brief update on the Financial Report and indicated that there has not been much activity. Our billing procedure for the insurance companies has altered the outcome of these reports.

Motion made by Ms. Gillette and seconded by Mr. Young to accept the July/August 2011 Financial Report.

Vote of Board: Yes: 6

Yes: 6

No: 0

8.5 Recommendation to Amend the Senior/Disabled Citizen Tax Exemption Schedule

Mike Crumb shared that he is recommending that an adjustment be made to amend the Senior/Disabled Citizen Tax Exemption Schedule.

Motion made by Mr. Dunn and seconded by Mr. Bracken to accept the recommendation to amend the Senior/Disabled Citizen Tax Exemption Schedule.

Vote of Board: Yes: 6

Yes: 6

No: 0

No. 31
(continued)

8.6 First Reading of Policies

Animals in the Schools (Instructional Purposes) – Mr. Crumb shared that a recent law changed regarding the dissection of animals which created the need for this policy. An amendment was recommended to be made and to bring this back to the next BOE meeting for a second reading and to include trained staff.

Use of Time Out Rooms – Mr. Crumb provided information on the new 6:1:1 program to our schools. A time-out room is necessary for this program but we need to have a policy in place for the use of this room. Mr. Crumb reviewed the policy details with Superintendent's Report – *continued*

the Board of Education and encouraged their support. Mr. Crumb shared that this document is provided to us from Erie I BOCES and their legal staff who serves as a state-wide service for this.

Mr. Sweeney explained that the BOE has an option here since we typically have an initial reading at one meeting and then adoption at a second meeting. If anyone wants to, they can make a proposal to adopt tonight.

Two revisions to the time-out policy were suggested and it was agreed that the policies will be placed on the next agenda for approval.

No. 32
Executive Session

9. EXECUTIVE SESSION

Motion was made by Ms. Gillette and seconded by Mr. Hutton that the Board be adjourned to Executive Session for the purpose of discussing personnel.

Vote of Board: Yes: 6

Yes: 6

No: 0

Mr. Sweeney declared executive Session at 8:58 p.m.

Mr. Sweeney reconvened the meeting to open session at 9:26 p.m.

No. 33
*Extra-Curricular
Activities & Inter-
Scholastic Athletics*

10. EXTRA CURRICULAR ACTIVITIES AND INTER-SCHOLASTIC ATHLETICS

Motion was made by Mr. Bracken and seconded by Mr. Hutton to approve section 6.21-A-5 Extra Curricular Activities and Inter-Scholastic Athletics

Vote of Board: Yes: 6

Yes: 6

No: 0

No. 34
Adjournment

11. ADJOURN

Motion was made by Mr. Young and seconded by Mr. Bracken to adjourn the meeting.

Vote of Board: Yes: 6

Yes: 6
No: 0

As there was no further business, Mr. Sweeney declared the meeting adjourned at 9:27 p.m.



District Clerk



Board President