

FABIUS-POMPEY CENTRAL SCHOOL DISTRICT  
Fabius, New York 13063  
TUESDAY, JANUARY 6, 2009

AUDIT AND FINANCE COMMITTEE MEETING – 5:30 p.m.  
BOARD OF EDUCATION MEETING – 6:30 p.m.

Middle School Library

## *MINUTES*

**PRESENT:** Donald Neugebauer, President  
Maryam Wasmund, Vice-President  
Chip Engst, Member  
Eric Exelby, Member  
Mary George, Member  
Vicki Lindabury, Member  
John Repak, Member

**ALSO PRESENT:** Timothy Ryan, Superintendent of Schools  
Peter Mahunik, Business Administrator  
Andrea Nardozi, Elementary School Principal  
Rob Hughes, Middle School-High School Principal  
Chantal Bailey, Assistant Principal  
Alma Hartnett, District Clerk  
2 Staff members

**Call Meeting to Order:** Mr. Neugebauer called the meeting to order at 6:35 p.m. and led the Pledge of Allegiance.

**Comments from the Public:** None.

**Approval of Agenda:** A motion to approve the agenda as amended was made by Mrs. Wasmund, seconded by Mr. Engst, and approved unanimously 7-0.

**OMIT:** V.H.1. Board Policy Review #3271 – Advertising in the Schools – 2<sup>nd</sup> Reading  
V.I.2. Approval of Volunteers – None at this time.

**ADD:** Consideration of approval of parental leave request - Action

**Committee on Special Education:** Accepted recommendations as presented.

### **Superintendent's Report**

- A. Superintendent's Update – Mr. Ryan reported on the calendar of events, Fabius United Methodist Church requested a Board member(s) attend a meeting on Monday, January 12, 2009 to discuss what to do with the old church. Their property is next to the school. Discussion took place regarding shared transportation with Tully and LaFayette schools (ex. Transportation to BOCES and to athletic events). Discussion took place regarding the Governor's proposed budget.
- B. Building Reports – Ms. Nardozi reported on various activities taking place at the Elementary School. There were five new students enrolled this week. Three of the new students are in Kindergarten, that brings the total of Kindergarten students to 45 (Mrs. Mitchell has 23 and Mrs. Hickey has 22).

Mr. Hughes reported on various activities taking place at the Middle School-High School.

Ms. Bailey reported that the 2<sup>nd</sup> Annual Holiday Tournament took place at F-P.

- C. AIS, Social Studies Update – Mr. Ryan and Ms. Bailey reviewed the strategies for AIS and Social Studies.
- D. Professional Development Team Update – Mr. Hughes reported that on Staff Development Day, February 6, some teachers will visit other schools.

- E. Board Policy Review - Review and Readoption of the following policies for the purpose of updating the Board Policy Manual - Action
- #3610 – Charter Schools – AS IS
  - #4110 – School Administration – AS IS
  - #4120 – Administrative Personnel – AS IS
  - #4130 – Code of Ethics: Administration – AS IS
  - #4210 – Administrative Organization and Operation – AS IS
  - #4220 – Abolishing an Administrative Position – AS IS
  - #4240 – Administrative Latitude in Absence in Board Policy – AS IS
  - #4250 – Use of Committees – AS IS
  - #4260 – Evaluation of the Superintendent and Other Administrative Staff – AS IS
  - #4310 – Superintendent of Schools – AS IS
  - #4320 – Superintendent-Board of Education Relations – AS IS
  - #4330 – Administrative Staff – AS IS
  - #4340 – Building Principals' Responsibilities Regarding Rules & Regulations Governing Students – AS IS
  - #4410 – Professional Development Opportunities – AS IS
  - #4420 – Compensation and Related Benefits – AS IS
  - #4421 – Pay Schedule – AS IS
  - #5110 – Budget Planning and Development – AS IS
  - #5115 – Audit and Finance Committee – AS IS
  - #5120 – Budget Adoption – AS IS
  - #5121 – School District Budget Hearing – AS IS
  - #5130 – Dissemination of Budget Information – AS IS
  - #5140 – Administration of the Budget – AS IS
  - #5145 – Contingency Budget – AS IS
  - #5220 – District Investments – AS IS
  - #5231 – Acceptance of Gifts, Grants, and Bequests to the School District – AS IS
  - #5240 – School Tax Assessment and Collection – AS IS
  - #5245 – Tax Exemption for Members of Volunteer Fire Companies and Ambulance Services – AS IS
  - #5250 – Sale and Disposal of School District Property – AS IS
  - #5320 – Expenditures of School District Funds – AS IS
  - #5325 – Financial Accountability: Allegations of Fraud – AS IS
  - #5330 – Budget Transfers – AS IS
  - #5340 – Borrowing of Funds – AS IS
  - #5415 – Use of the District Credit Card – AS IS
  - #5510 – Accounting of Funds – AS IS
  - #5515 – Use of the District Cell Phone – AS IS
  - #5520 – Extra Classroom Activities Fund – AS IS
  - #5521 – Closing Out of Inactive Student Activity Accounts – AS IS
  - #5550 – School District Report Cards – AS IS
  - #5610 – Insurance – AS IS
  - #5620 – Inventories – AS IS
  - #5621 – Accounting of Fixed Assets – AS IS
  - #5630 – Facilities: Inspection, Operation, and Maintenance – AS IS
  - #5631 – Hazardous Waste and Handling of Toxic Substances by Employees – AS IS
  - #5632 – Structural Safety Inspections – AS IS
  - #5633 – Construction and Remodeling of School Facilities – AS IS
  - #5650 – Energy/Water Conservation and Recycling of Solid Waste – AS IS
  - #5660 – School Lunch Program – AS IS
  - #5665 – District Wellness Policy – AS IS
  - #5675 – Disposal of Consumer Report Information and Records – AS IS
  - #5678 – Information Security Breach and Notification – AS IS
  - #5680 – Safety and Security – AS IS
  - #5681 – Hazard Communication Standard – AS IS
  - #5682 – Emergency Management Plan – AS IS
  - #5683 – Crisis Response – AS IS
  - #5684 – Student Safety – AS IS
  - #5685 – Cardiac Automated External Defibrillators (AEDs) in Public School Facilities – AS IS
  - #5686 – School Building Access Control – AS IS
  - #5690 – Exposure Control Program – AS IS
  - #5691 – Communicable Diseases – AS IS

- #5692 – Human Immunodeficiency Virus (HIV) Related Illnesses – AS IS
- #5710 – Transportation Program – AS IS
- #5720 – Scheduling and Routing – AS IS
- #5730 – Transportation of Students – AS IS
- #5731 – Transportation in Child Safety Zones – AS IS
- #5740 – Use of Buses by Community Groups – AS IS
- #5750 – School Bus Safety Program – AS IS
- #5760 – Qualifications of Bus Drivers – AS IS
- #5770 – School Bus Idling – AS IS
- F. Board Policy Review – Mr. Mahunik reviewed the process for Budget Transfers
  - 1. #5330 – Budget Transfers
- G. Board Policy Review - Action
  - #4211 – Organizational Chart – (Revised) – 1<sup>st</sup> Reading
  - #4211R – Administrative Line and Staff Responsibilities Regulation (Revised) – 1<sup>st</sup> Reading
  - #4230 – Administrative Authority During Absence of the Superintendent of Schools (Revised) – 1<sup>st</sup> Reading
  - #5116 – Internal Audit Function (Revised) – 1<sup>st</sup> Reading
  - #5210 – Revenues (Revised) – 1<sup>st</sup> Reading
  - #5241 – Property Tax Exemption for the Elderly (Revised) – 1<sup>st</sup> Reading
  - #5242 – Property Tax Report Card/Six Day School Budget Notice (Revised) – 1<sup>st</sup> Reading
  - #5310 – Bonding of Employees and School Board Officers (Revised) – 1<sup>st</sup> Reading
  - #5323 – Expense Reimbursement (Revised) – 1<sup>st</sup> Reading
  - #5410R – Principles of Purchasing Regulation (Revised) – 1<sup>st</sup> Reading
  - #5530 – Petty Cash Funds and Cash in School Buildings (Revised) – 1<sup>st</sup> Reading
  - #5540 – Publication of District’s Annual Financial Statement (Revised) – 1<sup>st</sup> Reading
  - #5640 – Smoking/Tobacco Use (Revised) – 1<sup>st</sup> Reading
  - #5670 – Records Management (Revised) – 1<sup>st</sup> Reading
- H. **Board Policy Review - OMIT**
  - 1. **#3271 – Advertising in the Schools – 2<sup>nd</sup> Reading**
- I. Personnel Matters
  - 1. Consideration of approval of substitutes for the 2008-2009 school year – approve the following substitutes for the 2008-2009 school year: Certified substitute teachers – Caitlin Dougherty, Collette Todd; Substitute Custodial Worker I – William Shoemaker; Substitute School Bus Driver – William Shoemaker; Substitute Bus Monitor – William Shoemaker.
  - 2. Approval of Volunteers – None at this time - OMIT
  - 3. Consideration of appointment of Middle School-High School Teacher Aide – appoint Donna Alnutt to the 52-week probationary position of Teacher Aide at a salary rate of \$8.84 per hour, effective January 7, 2009.
  - 4. Consideration of appointment of Assistant High School Musical Director for the 2008-2009 school year – appoint Caitlin Dougherty as the Assistant High School Musical Director for the 2008-2009 school year at an annual salary of \$1,000.
  - 5. Consideration to create a Special Education Teaching Assistant position at the Elementary School for the 2008-2009 school year - approve the creation of a Special Education Teaching Assistant position at the Elementary School for the 2008-2009 school year, to accommodate a newly identified Kindergarten student’s IEP.
  - 6. Consideration of approval of parental leave request – approve the parental leave request from Stacy Piano, effective approximately February 13, 2009, through the remainder of the 2008-2009 school year.

**Business Administrator’s Report:** Mr. Mahunik reviewed the following reports:

- A. Warrants
- B. Treasurer’s Reports
  - 1. General Fund
  - 2. Cafeteria Fund
  - 3. Federal Fund
  - 4. Capital Fund
  - 5. Trust & Agency Fund
  - 6. Debt Service Fund
- C. Comprehensive Budget Status Report
- D. Transfers
- E. Cash Flow

- F. Resolution to Adopt a 403(b) Retirement Plan Document -The Fabius-Pompey School District acting through an officer and pursuant to authorization of its governing board, hereby adopts the Fabius-Pompey School District 403(b) Retirement Plan, subject to its terms, and the terms of any other agreement as deemed appropriate.

### **Board President's Report**

- A. Committee Updates – The Facilities Committee will meet after the Board of Education reviews the Facilities Plan.
- B. CNYSBA Legislative Breakfast – February 7, 2009 – the following will be attending: Mr. Neugebauer, Mrs. Wasmund, Mrs. Lindabury, Mrs. George, Mr. Exelby, Mr. Repak, Mr. Ryan, and Mr. Mahunik. Mr. Engst will check his schedule and let Mr. Ryan know if he can attend.

### **Comments from the Public:** None

**Consent Agenda:** A motion to approve the Consent Agenda was made by Mr. Repak, seconded by Mr. Exelby, and unanimously approved 7-0.

Approval of Minutes of the December 9, 2008, Board of Education meeting  
Committee on Special Education student recommendations  
Board Policy Review – Review and Readoption of the following policies for the purpose of updating the Board Policy Manual:

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- #4110 – School Administration – AS IS
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#5770 – School Bus Idling – AS IS

#### Board Policy Review

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#5670 – Records Management (Revised) – 1<sup>st</sup> Reading

Approval of substitutes for the 2008-2009 school year

Appointment of Middle School-High School Teacher Aide

Appointment of Assistant High School Musical Director for the 2008-2009 school year

Creation of Special Education Teaching Assistant position at the Elementary School for the 2008-2009 school year

Approval of Parental Leave Request

Approval of transfers

Approval of Resolution to Adopt a 403(b) Retirement Plan Document

**Executive Session:** A motion to go into Executive Session to discuss personnel matters at 8:36 p.m. was made by Mr. Neugebauer, seconded by Mr. Engst, and approved unanimously 7-0.

A motion to return to Open Session at 9:46 p.m. was made by Mr. Neugebauer, seconded by Mr. Engst, and approved unanimously 7-0.

**Adjournment:** A motion to adjourn the meeting at 9:46 p.m. was made by Mrs. George, seconded by Mr. Exelby, and unanimously approved 7-0.

Submitted by,

Alma M. Hartnett  
District Clerk

BOE Approved 1-20-09