

HONEOYE CENTRAL SCHOOL  
BOARD OF EDUCATION  
REGULAR MEETING  
January 18, 2017  
7:00 PM IN THE LGI

Board Members Present: Andrea Badger, Sandra Hubble, James Sykes, Patrick Freivald-Vice President and Keith Stumbo-President

Absent: Jessica Green and Thomas Mann

Others Present: David C. Bills, Superintendent  
Jennifer Green, District Clerk  
Barb Overfield, District Treasurer

2 additional community members/staff/students were present.

A quorum was present and notice was posted.

President Keith Stumbo called the meeting to order at 7:00 pm.

Pledge to the flag was led by President Keith Stumbo.

### **PUBLIC EXPRESSIONS**

- None

### **KUDOS**

- David C. Bills mentioned the Rotary middle school student of the month and thanked Rotary for all they do to support the students and the school; the business student of the month; that the Ticos have been traveling visiting various places and that the visit is going well; and SRO, Rebecca Edington, and school nurse, Marybeth Tonkery, who were mentioned in the article on the recent community forum that was in the Daily Messenger.

### **SUPERINTENDENT REPORTS**

#### **Corrective Action Plan-**

Upon the recommendation from the Superintendent, David C. Bills, the Board of Education of the Honeoye Central School District **approved** the corrective action plan that was prepared in response to the annual audit of the financial statements of Honeoye Central School District for the year ending June 30, 2016.

Motioned by Andrea Badger, seconded by James Sykes, to approve the corrective action plan that was prepared in response to the annual audit of the financial statements of Honeoye Central School District for the year ending June 30, 2016.

## **CORRECTIVE ACTION PLAN**

Below is the Corrective Action Plan in response to the annual audit of the financial statements of Honeoye Central School District. The audit was conducted by Raymond F. Wager, CPA, PC as of the end of day June 30, 2016.

### **Segregation of duties -**

**Responsible Party:** Barbara Overfield, Business Manager  
**Date of Correction:** School year 2016-17 (on going)  
**Corrective action :** **We have been training a new** Accounts Payable Clerk during this school year. Our plan is to have her do quarterly surprise audits to the payroll system. In addition, the payroll clerk's user rights have been modified so that she can no longer enter new employees in the system or set their rate of pay.

### **School Lunch Fund**

**Responsible Party** Barbara Overfield, Business Manager  
**Date of Correction:** School year 2016-17  
**Corrective Action:** The School Lunch program has an operating loss due to the increasing costs of providing benefits to the food service workers while the enrollment continues to decrease. There was a transfer done from the General Fund to the School Lunch at the end of this year to bring the School Lunch Fund to zero. Beginning with the new school year, the District has budgeted to supplement the School Lunch program from the General Fund to help with the operating loss.

### **Banking Procedures:**

**Responsible Party:** Barbara Overfield, Business Manager  
**Date of Correction:** School Year 2016-17  
**Corrective Action:** Sample policies from other district have been studied and the District has begun to develop a written policy for online banking operations. The new policy will be adopted in this school year.

### **Salary Notices :**

**Responsible Party:** Barbara Overfield, Business Manager  
**Date of Correction:** School Year 2016-17  
**Corrective Action:** The District has always done Salary notices for the teaching staff at the beginning of each year. Beginning with the new year, the District will supply these notices to all members of the Teaching Staff, Administrative Staff and the Support Staff.

### **Policies**

**Responsible Party** Barbara Overfield, Business Manager  
**Date of Correction:** School Year 2016-17  
**Corrective Action:** The current procurement policy is being updated to include the quotation threshold and in addition a new capitalization policy for fixed assets. The revised policy will be presented to the School Board for adoption in this school year.

### **Motion carried 5-0**

### **NYS Budget Update-**

David C. Bills reminded the Board that he will be providing them with updated information on a regular basis for review and discussion to keep them informed of the 2017-2018 budget process. He briefly reviewed Division of Budget/Executive Budget Proposal, New York State Aid projection, and stated the property tax cap will be reviewed at a future meeting. Continuous updates will be provided to the Board as more information becomes available.

This concluded the Superintendent Report section of the meeting.

**CONSENT AGENDA:**

Motioned by Andrea Badger, seconded by James Sykes, to **approve the minutes** from the January 4, 2017 regular meeting.

**Motion carried 5-0**

Motioned by Patrick Freivald, seconded by Andrea Badger, to **approve the CSE minutes**.

**Motion carried 5-0**

A comprehensive budget report was provided as information only.

**NEW BUSINESS/OLD BUSINESS:**

Motioned by Andrea Badger, seconded by Sandra Hubble, to **approve warrants**: #122, #130 and #131.

**Motion carried 5-0**

Motioned by James Sykes, seconded by Andrea Badger, to **declare** the below listed item as obsolete and to have it taken to auction to be sold.

- 2006 Ford mini school bus #103 VIN#FDXE45P06DA55851

**Motion carried 5-0**

Motioned by Andrea Badger, seconded by James Sykes, to enter into **executive session** at 7:17 pm to discuss the employment history of a particular person.

**Motion carried 5-0**

Motioned by Andrea Badger, seconded by Sandra Hubble, at 7:46pm to leave executive session.

**Motion carried 5-0**

No action was taken

Motioned by Patrick Freivald, seconded by Andrea Badger, to **approve** a special substitute typist rate of pay as follows:

- Patricia Sliker as a substitute typist with a special rate of pay of \$19.42/hour for the purpose of transition regarding graduation. This special rate of pay is valid for a maximum of 3 days within the 2016-2017 school year.

A roll call was taken:

Andréa Badger	Yes	Jessica Green	Absent
Sandra Hubble	Yes	Thomas Mann	Absent
James Sykes	Yes	Patrick Freivald	Yes
Keith Stumbo	Yes		

**Motion carried 5-0**

James Sykes asked about the subcommittee regarding facilities. David indicated the group would be meeting in the near future.

Motioned by James Sykes, seconded by Andrea Badger, at 7:48 pm to **adjourn** the meeting.

**Motion carried 5-0**

Respectfully submitted,

Jennifer Green  
District Clerk