

**ELMIRA HEIGHTS CENTRAL SCHOOL DISTRICT
ELMIRA HEIGHTS, NEW YORK**

Call to Order: The Regular Meeting of the Board of Education was called to order at 7:00 p.m. on December 3, 2025, by President Joseph Sullivan followed by the pledge of allegiance.

Members Present: Christopher Callas, John Cole, Terry Day, Dominic Lucarelli, Joseph Sullivan, Mikki Yesesky

Member Absent:

Others Present: Michael Gill, Martha Clark, Krissy McNamara, Michele Knott, Stephanie Eichenlaub

APPROVAL OF AGENDA/MINUTES

Agenda - A motion was made by John Cole, seconded by Christopher Callas, and carried 6-0 to approve the agenda of the December 3, 2025 Board of Education Regular meeting.

Minutes – A motion was made by Terry Day, seconded Dominic Lucarelli, and carried 6-0 to approve the minutes of the following Board of Education Meetings: November 19, 2025 Board of Education Regular Meeting

Order of Business

A motion was made by John Cole, seconded by Mikki Yesesky, and carried 6-0 to suspend the regular order of business to accommodate guests, special discussion topics and presentations in an order of business as deemed appropriate.

COMMENTS FROM THE PUBLIC AND STAFF

Mike Gill - Superintendent ♦ Budget and finance meetings to start budget season. ♦ Lots of Winter activities coming up and classroom celebrations. Winter sports are in full swing and luckily have been able to cover the trips with bus drivers. ♦ Snow Day yesterday, first time since Todd has retired, and we got through it. Lots to review on the process of calling it and clean up. ♦ Presenting at NYSCOSS Winter Institute in March on our PLC initiatives.

Krissy McNamara – Administrator ♦ This week’s faculty meeting’s topic- Tips and Tricks” from each grade level, sharing what’s working and not working in classrooms ♦ Shared December calendar for Elementary school activities and concerts, Santa visit, and holiday assemblies. ♦ A lot of good sledding stories after the snow day yesterday.

Martha Clark – Business Manager ♦ Budget planning session kick off meeting today for 2026-27 school year. ♦ Filing state reports, clean and submitted (no more questions).

Jordan Elliott – Student Member ♦ Thanksgiving break was great. Snow Day yesterday was a nice treat. ♦ This is period after Thanksgiving and before winter break, it can be hard for students to stay focused. ♦ Huge participation for winter sports this year, indoor track. ♦ Play practices have begun and parts have been selected. He’ll play the lead.

PERSONNEL

A motion was made by Terry Day, seconded by John Cole and carried 6-0 to approve the following recommended personnel items F-1 through F-3, and being further resolved that upon receipt of final clearance from the State Education Department, any conditional appointments shall be changed to regular appointments, reflecting the effective date of said Board meeting.

F-1 Resignations/Retirements/Terminations:

	NAME	POSITION	EFFECTIVE	notes
a.	Courtney Spicer	Teacher Aide	11/17/2025	
b.	Amanda Perry	Yearbook Co-Advisor	12/1/2025	
c.	Amanda Perry	Senior Class Advisor	12/1/2025	
d.	Amanda Perry	School Counselor	1/4/2026	
e.	Teuta Hoxha	Cleaner	12/12/2025	

F-2 Appointments:

a. Extracurricular Advisors:

	NAME	POSITION	LEVEL	YEAR	STIPEND
1.	Callie Black	Senior Class Co-Advisor	3	12	\$1302.28 (prorated)
2.	Kathryn Goetz	Senior Class Co-Advisor	1	1	\$1268.90 (prorated)
3.	Aimee Ducot	TAE Yearbook Advisor	1	1	\$3527.68* (prorated)

**corrected amount due to resignation of co-advisor, now sole advisor.*

b. Substitute(s) for the 2025-26 school year pending fingerprint clearances:

1. *Substitute Teacher:* Douglas Wyant Jr., Madeline Gill, Charlee Stroman
2. *Substitute Support:* Douglas Wyant Jr., Madeline Gill, Charlee Stroman

F-3 Tenure/Permanent Status:

NAME	POSITION	EFFECTIVE DATE	notes
1. Jacqueline Bennett	Teaching Assistant	12/12/2025	

FINANCIAL

G-1 Reports - acknowledged

A motion was made by Christopher Callas, seconded by Dominic Lucarelli, and carried 6-0 to acknowledge the following consent financial reports G1a thru G1f.

- a. Budget Status Report as of November 26, 2025
- b. Revenue Status Report as of November 26, 2025
- c. Budget Transfer Report as of November 26, 2025
- d. Treasurer’s Report for October 2025
- e. Claims Auditor Report for October 2025
- f. Extra Classroom Report for October 2025

FACILITIES

The updates below were reviewed by Superintendent Gill and Business Manager Martha Clark.

H-1 Capital Project 2025 – Transportation Facility Update – Pouring the slab on second floor, block work continues. Most of walls are up and roof is going up this week starting at the office area. Inspectors are coming next week. Temporary utilities have been set up. At the Cohen Elementary building elevator work is now anticipated to begin over the upcoming winter recess. The elevator work will continue until completion and is estimated for completion at the beginning of April. We do have a motorized unit that hooks onto a wheelchair and climbs the stairs. Currently there is no one in need of wheelchair use daily.

H-2 Capital Outlay 2026 – TAE Classroom renovation – Elmira Structures were awarded that bid and have had initial meeting. Still waiting on casework, which seems to be a popular item that is running behind. Construction is anticipated to begin in February.

NEW BUSINESS

J-1 2025-26 Capital Outlay Project Proposal – approved

A motion was made by Terry Day, seconded by Mikki Yesesky, and carried 6-0 to approve the proposal from Hunt Engineers and Architects for design services associated with the 2025-26 Capital Outlay Project at Thomas A. Edison High School.

J-2 License Monitor II Service Agreement - approved

A motion was made by John Cole, seconded by Mikki Yesesky, and Business Manager Martha Clark made comments about how this program will be used to monitor transportation compliance and easily access DMV abstracts and audit log, the motion was carried 6-0 to approve the service agreement with License Monitor II, LLC for S19A Compliance Monitor to track NYSED and S19A requirements.

CONSENT

A motion was made by Terry Day, seconded by John Cole, and carried 5-0 to approve the following consent agenda items K-1 through K-7.

K-1 CSE Recommendations – approved

The Board approved the student placement determinations from the November 10 and 17, 2025, CSE/504 meeting(s) and the funds to support such recommendations., CSE/504 meeting(s) and the funds to support such recommendations.

K-2 School Budget Timetable – approved

The Board approved the School Budget Timetable – Deadlines and Actions for 2026-27 school year.

K-3 Standard Work Day - approved

The Board approved Standard Work Day resolution:

BE IT RESOLVED, that the Elmira Heights Central School District Board of Education be and hereby revises and establishes standard workdays for the following appointed positions for the purpose of determining days worked reportable to the New York State and Local Employees’ Retirement System:

5 day work week/ 6hrs. per day

- 6 Hour Bus Attendant
- 6 Hour Bus Driver
- 6 Hour Food Service Helper
- 6 Hour Building Maintenance Mechanic

5 day work week/ 6.5 hrs per day

- 6.5 Hour Food Service Helper

5 day work week/ 6hrs. 45 min. per day

- 6.75 Hour Teacher Aide

5 day work week/ 6hrs. 55 min. per day

- 6.92 Hour Teacher Aide

5 day work week/ 7hrs. per day

- 7 Hour Cook

5 day work week/ 7hrs. 30 min. per day

- 7.5 Hour Cook
- 7.5 Hour Nurse – LPN
- 7.5 Hour Nurse – RN

5 day work week/ 8hrs. per day

- 8 Hour Administrative Aide
- 8 Hour Building Maintenance Mechanic
- 8 Hour Cleaner
- 8 Hour Clerk/Typist
- 8 Hour Principal Clerk
- 8 Hour Secretary
- 8 Hour Transportation Supervisor

DISCUSSION TOPICS

N-1 District Plans – Reserve Plan 2025-26 – Business Manager Martha Clark reviewed the plan, answering questions and explaining the different parts of the plan and their purposes.

NEXT MEETING

Wednesday	December 17, 2025	Regular BOE Mtg (if needed)	7:00 pm	Comm Rm
Wednesday	January 7, 2026	Regular BOE Meeting	7:00 pm	Comm Rm
Wednesday	January 21, 2026	Regular BOE Mtg (if needed)	7:00 pm	Comm Rm

EXECUTIVE SESSION:

At 7:40pm a motion was made by Terry Day, seconded by Mikki Yesesky, and carried 6-0 to enter executive session discuss/review individual employment history and evaluations, transportation personnel, and executive session procedures.

ADJOURN EXECUTIVE SESSION:

At 9:30pm a motion was made by Terry Day, seconded by Mikki Yesesky, and carried 6-0 to adjourn executive session.

ADJOURNMENT – At 9:31pm motion was made by Dominic Lucarelli, seconded by Chris Callas, and carried 6-0 to adjourn the meeting.

Clerk