

Minutes

Board of Education Meeting Public Hearing

June 10, 2013

ELMIRA HEIGHTS CENTRAL SCHOOL DISTRICT ELMIRA HEIGHTS, NEW YORK

CALL TO ORDER: The Board of Education Meeting was called to order at 7:00 p.m. by President, Harry Blish, followed by the pledge of allegiance.

MEMBERS PRESENT Harry Blish, William Brewer, Harvey Harris, Joseph Sullivan, Andrew Willard

MEMBERS ABSENT Lisa Benedict, Christopher Callas

OTHERS PRESENT Mary Beth Fiore, Tom Boyanowski, Dawn Hanrahan, Andy Lutz, Carol Cady, Barb Day, Carol Sullivan, Carina Ball, Lori Andreine, Stacia Kruckow, Jennifer Evans, Gloria Moss, Louis Kordyl, Margaret Smith, Colleen Dengler

APPROVAL OF AGENDA/MINUTES

Agenda:

A motion was made by William Brewer seconded by Andrew Willard and carried 5-0 to approve the June 10, 2013 Board of Education agenda with the addition of a resignation under personnel and an agreement item under new business..

Minutes:

May 13, 2013 Meeting- A motion was made by Joseph Sullivan, seconded by Andrew Willard and carried 5-0 to approve the minutes of the May 13, 2013 Board of Education Meeting.

May 21, 2013 Annual Meeting-Budget Vote/Elections- A motion was made by William Brewer, seconded by Harvey Harris and carried 5-0 to approve the minutes of the May 21, 2013 Board of Education Annual Meeting-Budget Vote/Elections.

Order of Business:

A motion was made by Andrew Willard, seconded by Joseph Sullivan and carried 5-0 to suspend the regular order of business to accommodate guests, special discussion topics and presentations in an order of business deemed appropriate.

AWARDS / HONORS / ACHIEVEMENTS

Middle School Awards - Trustworthiness, Fairness & Responsibility

8 th grade	Fairness	Erik Nicholson
8 th grade	Trustworthiness	Ben Weber
7 th grade	Fairness	Madison Benjamin
7 th grade	Trustworthiness	Rachel Becker
6 th grade	Fairness	Trisha Clark
6 th grade	Responsibility	Olivia Evans

COMMENTS FROM THE PUBLIC AND STAFF

Mary Beth Fiore - Superintendent ♦

♦DLT(District Leadership Team) spent full day updating plans for your review ♦High School Finals are underway ♦End of year is fast approaching ♦Budget Revote is Tuesday June 18 - noon to 8pm ♦Graduation is Friday June 21

Andy Lutz –Elementary School Principal ♦Field Days is June 17 (6/18 rain date) ♦Grade 5 ceremony is 6/19 ♦PK culmination ceremonies coming up

Dawn Hanrahan - Middle School Principal/CSE/CPSE Chair ♦June 18 is 8th grade celebration ♦½ day Character Education Designs to be shared at assembly

PERSONNEL

A motion was made by William Brewer seconded by Andrew Willard and carried 5-0 to approve the following recommended personnel items F-1a through F-4a as presented, 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 Appointments

a. Summer School Teachers – approved

Michele Mitchell & Kerry Johnson

The Board of Education approved the recommendation to appoint Ms. Michele Mitchell as the Elementary Summer School teacher and Ms. Kerry Johnson as the Middle Summer School teacher. Ms. Mitchell and Ms. Johnson will work four hours per day (Monday through Thursday, July 8-August 1) at a rate of \$22.50 per hour for a total of \$1,440.00.

b. Counselor - approved

Kristin McNamara

The Board of Education approved the recommendation to appoint Ms. Kristin McNamara as School Counselor, effective August 1, 2013. Ms. McNamara shall serve a three-year probationary period, effective August 1, 2013 and shall be paid the equivalent of Step 3 of the current EHTA contract and shall receive credit for 48 hours of graduate work and additional compensation for a longer work day and school year for a total salary of \$47,997.35.

c. Summer Transportation - approved

The Board of Education approved the recommendation to appoint the following transportation personnel to provide summer transportation for special needs students.

Gary Dove	Bus Driver	\$19.00/ hr.
Cindy Davis	Bus Driver	\$19.41/ hr.
Helen Benedict	Bus Aide	\$19.42/ hr.
Peggy Webber	Bus Aide	\$12.75/ hr.
Randy Hardy	Sub-Bus Driver	\$17.57/ hr.
Richard Bennett	Sub- Bus Driver	\$12.15/ hr.

F-2 Parental Leave - approved

a. Hollie Hughes

Parental leave for Hollie Hughes was approved to begin on or about August 28, 2013 with an anticipated return to work on or about November 18, 2013.

F-3 Resignations - approved

a. **School Counselor**

Sara Day

With thanks and appreciation of six years of service to the Elmira Heights CSD, the Board accepted the resignation of Ms. Sara Day as School Counselor effective June 28, 2013.

b. **Secretary 1**

Christa Johnson

With thanks and best wishes, the Board accepted the resignation of Christa Johnson as Secretary I, effective June 22, 2013. Ms. Johnson's last day of employment is June 21, 2013. It shall be noted that insufficient notice was given to resign in good standing in accordance with the exempt employee's agreement.

F-4 Change in Appointment Status - approved

a. **Cleaner- Permanent Status**

Teuta Hoxha

The Board of Education approved the permanent appointment of Ms. Teuta Hoxha as a cleaner, effective June 30, 2013. Ms. Hoxha has successfully completed her probationary period in accordance with current Civil Service Regulations.

FINANCIAL

G-1 Budget Status Report as June 3, 2013- acknowledged

A motion was made by Andrew Willard, seconded by Joseph Sullivan and carried 5-0 to acknowledge the budget status report as of June 3, 2013.

G-2 Treasurer's Report (April 2013) - acknowledged

A motion was made by William Brewer, seconded by Harry Blish and carried 5-0 to accept the Treasurer's report for April 2013.

G-3 Investment Report

No Report

G-4 Claims Auditor Report (April 2013) - acknowledged

A motion was made by Joseph Sullivan, seconded by Andrew Willard and carried 5-0 to accept the Claims Auditor Report for April 2013.

G-5 Extra-Classroom Report (April 2013) - acknowledged

A motion was made by Harvey Harris, seconded by Andrew Willard and carried 5-0 to accept the Extra-Classroom Report for April 2013. Superintendent Fiore commends advisors and all involved for their hard work.

G-6 2012-2013 Internal Audit Risk Assessment Update Report & Corrective Action Plan

A motion was made by William Brewer, seconded by Harvey Harris and carried 5-0 to accept the finalized 2012-2013 Internal Audit Risk Assessment Update Report & Corrective Action Plan. (preliminary report was presented at the April, 22, 2013 Audit Committee meeting).

G-7 2011-2012 Fiscal Year Purchasing & Expenditures Internal Audit Report & Corrective Action Plan

A motion was made by Andrew Willard, seconded by Joseph Sullivan and carried 5-0 to accept the finalized 2011-2012 Purchasing & Expenditures Internal Audit Report Fiscal Year 2011-2012 & Corrective Action Plan. (preliminary report was presented at the April, 22, 2013 Audit Committee meeting).

FACILITIES

No Report

OLD BUSINESS

No Items

NEW BUSINESS

J-1 Exempt Employees agreement

A motion was made by William Brewer, seconded by Joseph Sullivan and carried 5-0 to approve the amended Employment Conditions and Benefits Agreement for Exempt Employees, Business Manage, Working Foreperson and Transportation Supervisor effective July 1, 2013.

CONSENT

A motion was made by Harvey Harris, seconded by Andrew Willard and carried 5-0 to approve the following consent agenda items K-1 through K-12.

K-1 CSE Recommendations and Funding - approved

Approved recommendations and funds to support placements for determinations made at the May 7, 14, 21, 30, 2013 CSE meetings.

K-2 CPSE Recommendations and Funding - approved

Approved recommendations and funds to support placements for determinations made at the May 6, 2013 CPSE meetings.

K-3 Board of Education Calendar - approved

Approved the Board of Education Meeting Calendar as agreed on at the May 13, 2013.

K-4 Breakfast/Lunch Prices

Approved the following School Breakfast/Lunch prices for the 2013-14 school year:

Cohen Lunch \$1.30 – unchanged

TAE Lunch \$1.50 – unchanged

Breakfast-all levels \$1.10 which is an increase of 10 cents

A la carte snacks \$.40 which is an increase of 5 cents

K-5 Donation up to \$400.00 – PFO - accepted

Accepted with thanks and appreciation, a donation of up to \$400.00 from the Elmira Heights PFO. Such funds shall be used to support a Grade 6 trip to the National Soaring Museum

K-6 Donation up to \$250.00 – PFO - accepted

Accepted with thanks and appreciation, a donation of up to \$250.00 from the Elmira Heights PFO. Such funds shall be used to support the purchase of 25 seat sacks for Judi Gibbs' classroom.

K-7 Donation \$100.00 – Elmira Heights PBA. - accepted

Accepted with thanks and appreciation, a donation of \$100.00 from Elmira Heights Police Benevolent Association. Such funds shall be used to support the Spring College Fair.

K-8 Shared Facilities Director Agreement - approved

Approved the agreement between the Elmira Heights CSD and the Horseheads CSD for the contract of services of a Shared Director of Facilities, effective July 1, 2013 through June 30, 2014.

K-9 Omni Group Services Agreement Reinstatement

Approved the Services Agreement Reinstatement for continuation of services by The Omni Group as Plan Administrator for the District's 403(b) plan under the Omni-Preferred Provider Program in the amount of \$2,004.00 for the 2013-14 year

K-10 Cooperative Purchasing DCMO BOCES -approved

The Board of Education approved the following resolutions:

Cooperative Purchasing School Year 2013-2014

WHEREAS, the cooperative purchasing service is a plan of a number of public school district in the Delaware-Chenango-Madison-Otsego BOCES area in New York, to bid jointly equipment supplies and contract items, and

WHEREAS, The Elmira Heights Central School District is desirous of participating with other districts in the Delaware-Chenango-Madison-Otsego BOCES in the joint bidding of the items mentions above as authorized by General Municipal Law, Section 119-o and

WHEREAS, The Elmira Heights Central School District wishes to appoint the Delaware-Chenango-Madison-Otsego BOCES to advertise for bid, accept, tabulate bids and award bids on their behalf, therefore

BE IT RESOLVED, The Elmira Heights Central School District Board of Education , hereby appoints the Delaware-Chenango-Madison-Otsego BOCES to represent it in all matters relating above and designates the Evening Sun Newspaper as the legal publication for all Cooperative Purchasing bid notifications, and,

BE IT FURTHER RESOLVED, The Elmira Heights Central School District Board of Education authorizes the Delaware-Chenango-Madison-Otsego BOCES to represent it in all matters leading up to the entering into a contract for the purchase of the above mentioned commodities, and.

BE IT FURTHER RESOLVED, The Elmira Heights Central School District Board of Education agrees to)1) assume its equitable share of the costs of the Cooperative Bidding; (2) abide by majority decisions of the participating districts; (3) abide by the Award of the BOCES Board; (4) and that after the award of the bid it will conduct all negotiations directly with the successful bidder(s).

Generic School Year 2013-2014

WHEREAS, It is a plan of a number of public school district in the Delaware-Chenango-Madison-Otsego BOCES area in New York, to bid jointly equipment supplies and contract items, and

WHEREAS, The Elmira Heights Central School District is desirous of participating with other districts in the Delaware-Chenango-Madison-Otsego BOCES Area in the joint bidding of the items mentioned above as authorized by General Municipal Law, Section 119-o and

WHEREAS, The Elmira Heights Central School District wishes to appoint a committee made up of participating schools to assume the responsibility for drafting of specifications, advertising for bids accepting and opening bids, tabulating bids and providing the information to their Board of Education who will make the awards, therefore

BE IT RESOLVED, The Elmira Heights Central School District Board of Education, hereby appoints the Delaware-Chenango-Madison-Otsego BOCES to represent it in all matters relating above and designates the Evening Sun Newspaper as the legal publication for all Cooperative Purchasing bid notifications, and,

BE IT FURTHER RESOLVED, The Elmira Heights Central School District Board of Education authorizes the above committee to represent it in all matters leading up to the entering into a contract for the purchase of the above mentioned items, and.

BE IT FURTHER RESOLVED, The Elmira Heights Central School District Board of Education agrees to)1) abide by majority decisions of the participating districts on quality standards; (2) that it will award contracts based on information provided from the bid; (3) and that after the award of the bid it will conduct all negotiations directly with the successful bidder(s); (

K-11 Health & Welfare Services – Horseheads Central School District

Approved the Health and Welfare Services contract with the Horseheads Central School District, to provide services to fourteen (14) Elmira Heights students attending non-public schools located in the Horseheads Central School District, at a rate of \$296.40 per student for the 2012-13 school year, at a cost of \$4,149.60.

K-12 Excess Fund Balance Action Plan - approved

Approved the action plan for the use of excess fund balance in the school lunch account.

COMMUNICATIONS

New York State Annual Department of Transportation Bus Inspection Notice. Excellent report due to diligence of our mechanic and his dedication to the safety of our students.

DISCUSSION

◆ Public Hearing: Proposed Budget

Ms. Fiore would like to note that the budget is a long and challenging process open to the public, which starts months before the vote. There was a presentation of the revenues, expenses and specifics of cuts if the revised budget is defeated and we are required go to a contingency plan.

◆ Get to School-Stay in School Program Report

A Grant program that focused on students with excessive absences - After working with the different tiers of absence it was determined that they should be focusing first on the tier 2 students to keep them in school vs. the tier 3 students which had a focus of getting them back. Program was definitely worthwhile – unfortunately grant is ended but there are many techniques that can still be incorporated into the attendance plan.

◆ Organizational Chart (Revisions for 2013-14)

Adjustment of having the Superintendent as the overseer of the Athletic Director and Coaching Staff instead of the Principal. Thanks to Mr. Bennett for his exceptional multitasking abilities.

◆ DLT Annual Report – Andy Lutz

DLT(District Leadership Team) meets monthly – there are elected positions in addition to administrators - committee that sets the goals for student achievement, transition and attendance.

◆ APPR Plan (Summary of Revisions for 2013-14) – Mary Beth Fiore

Looking to recertify the current plan with just updates to names and dates until we can evaluate results that are not yet available – next year we will be able to analyze.

◆ PDP Plan (Summary of Revisions for 2013-14) – Mary Beth Fiore

Minor adjustment under mentor section and some minor language corrections

◆ RTI/AIS Plan (Summary of Revisions for 2013-14) - Mary Beth Fiore

Update on dates and committee members and few words and renumbering

- ◆ Technology Plan (Summary of Revisions for 2013-14) - Mary Beth Fiore
Not yet completed – update to be forthcoming
- ◆ Safety Plan (Summary of Revisions for 2013-14) – Mary Beth Fiore
Ms. Fiore commends Mr. Lutz on his work with the committee. drills and communication procedures have been stepped up. Committee members, dates and telephone numbers updated
- ◆ Special Education Plan (Summary of Revisions for 2013-15) – Mary Beth Fiore
Data updated and have aligned support plan with new state regulations
- ◆ Attendance Plan – Mary Beth Fiore
Committee – recommends at secondary level of consequences for absences resulting in privileges being revoked (including such things as athletics, proms, dances, senior class activities etc.)
Get to School Stay in School references removed.
- ◆ Code of Conduct – Mary Beth Fiore
Reviewed by principals – deans – et al minor revisions
- ◆ Proposed Tuition Charges for 2013-14
Recommendation is for the non-resident tuition for the 2013-14 school year remain at \$1500/year for grades K-5 and \$1900/year for grades 6-12
- ◆ Proposed Facilities Charges for 2013-14
Recommendation is for the fees to remain the same for 2013-14 as they are for 2012-13
However some activities divert time away from staffs’ normal duties and consideration should be given to charging appropriately for that time
- ◆ NYS Report Card (Required Presentation) – Dawn Hanrahan, Andy Lutz, Mary Beth Fiore
Many improvements noted – continue to realign staffing strengths and programs
- ◆ Board of Education Retreat Date
Reminder to the Board to be considering a date.

EXECUTIVE SESSION:

At 9:08pm a motion was made by Harvey Harris, seconded by William Brewer and carried 5-0 to enter executive session to discuss personnel.

ADJOURN EXECUTIVE SESSION:

At 10:11pm a motion was made by Joseph Sullivan, seconded by Andrew Willard and carried 5-0 to adjourn executive session

NEXT MEETING

Tuesday, June 18, 2013	Noon-8:00pm	Budget Revote	TAE Gymnasium
Tuesday, July 2, 2013	7:00pm	Annual Reorganization Meeting	Community Rm
Tuesday, July 2, 2013	7:00pm	Regular Meeting	Community Rm

ADJOURNMENT – At 10:14pm a motion was made Harvey Harris, seconded by Andrew Willard and carried 5-0 to adjourn the meeting.

Clerk