

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

**Call to Order:** At 7:02pm the regular meeting for the Elmira Heights Board of Education was called to order and presided over by Superintendent Mary Beth Fiore

**Members Present:** Lisa Benedict, William Brewer, Christopher Callas, Harvey Harris, Joseph Sullivan, Andrew Willard

**Member Absent:** Harry Blish

**Others Present:** Mary Beth Fiore, Debra Palmer, Tom Boyanowski, Andy Lutz, Dawn Hanrahan, Mike Coghlan, Stacia Kruckow, Barb Day, Carol Sullivan, Colleen Dengler,

### **APPROVAL OF AGENDA/MINUTES**

#### **Agenda -**

A motion was made by Andrew Willard, seconded by Joseph Sullivan and carried 6-0 to approve the agenda of the July 2, 2013 Board of Education meeting.

#### **Minutes -**

May 28, 2013 - A motion was made by William Brewer, seconded Andrew Willard and carried 6-0 to approve the minutes of the May 28, 2013 Board of Education Meeting.

June 3, 2013 - A motion was made by Harvey Harris, seconded Lisa Benedict and carried 6-0 to approve the minutes of the June 3, 2013 Board of Education Meeting.

June 10, 2013 - A motion was made by Lisa Benedict, seconded Christopher Callas and carried 6-0 to approve the minutes of the June 10, 2013 Board of Education Meeting.

June 18, 2013 - A motion was made by William Brewer, seconded Andrew Willard and carried 6-0 to approve the minutes of the June 18, 2013 Board of Education Budget Revote Meeting.

### **EXECUTIVE SESSION:**

At 7:04pm a motion was made by Christopher Callas, seconded by Andrew Willard and carried 6-0 to enter executive session to discuss personnel and negotiations.

### **ADJOURN EXECUTIVE SESSION:**

At 7:13pm a motion was made by Joseph Sullivan, seconded by Lisa Benedict and carried 6-0 to adjourn executive session.

### **COMMENTS FROM THE PUBLIC AND STAFF**

Mary Beth Fiore - Superintendent ♦Commissioner meetings last week were very interesting – also some APPR information  
♦NYSSBA – convention in October – registration is complete ♦Board Retreat – Bob Reidy has agreed to provide training.

Andy Lutz –Elementary School Principal ♦ Great end of school year – lots of celebrations ♦working on room assignments for next year – extra 5<sup>th</sup> grade room and additional BOCES classrooms in the building ♦Cleaning out – found some 1950' curriculum that we trashed ♦SLO's complete – highly effective process

Dawn Hanrahan - Middle School Principal/CSE/CPSE Chair ♦Summer School starts next week ♦Special Education summer schedule complete ♦AIS – still waiting for test results so we can complete the scheduling for next year ♦SLO process went very well

Tom Boyanowski – High School Principal ♦Wrapping up the end of the year ♦finalizing summer school ♦79 graduates  
♦Regents scores are not where they should be – will be looking at curriculum and ways to improve ♦Missing books – many books have not yet been returned

Debra Palmer – Business Manager ♦Late passing of Budget has put pressure on teachers to complete their order places for fall.  
♦Human Resources Secretary I interviews complete recommendation for follow under personnel ♦Crazy end of the year with the late budget and Linda Theetge, purchasing agent retiring.

**PERSONNEL:**

A motion was made by Andrew Willard, seconded by William Brewer and carried 6-0 to approve the following recommended personnel items F-1a through F-6c, 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. Substitutes

Recommendation to approve the following substitutes for the 2013-14 school year.

**Substitute Teachers**

James Adamy	Theresa Goodwin	Amy Orfanidis
Frances Barry	Joseph Gublo	Charles Rimbey
Maria Bennett	James Halicy	Danielle Rumsey
Carolyn Brown	Holly Hamilton	Meagan Sabatini
Laurie Bush	Judith Hamma	Nicholas Sampsell
Margaret Buzako	Valerie Heywood	Hazel Shadduck
Gerald Carpenter	Joyce Hodge	Donald Thomson
Hope Davis	Janice Jackson	Kyle Truax
Stephanie Eichenlaub	Martha Jenkins	Rusten Webster
Frank Ellis	Jillian Kapushinski	Joyce Winton
Morgan Engelbert	Carol Krotje	Allison Woychak
Nancy Gallagher	Dorothy Mischo	
Timothy Gallagher	Liz O'Brien	
Shonelle George	Wendy O'Connell	

**Sub Support Staff**

James Adamy	Morgan Engelbert	Melissa Kelley
Frances Barry	Timothy Gallagher	Paulette Norton
Martin Beebe	Linda Gardner	Wendy O'Connell
Richard Bennett	Shonelle George	Nicholas Sampsell
Constance Clark	Theresa Goodwin	Hazel Shadduck
Pam Cleveland	Ramona Griffin	Carol Sullivan
Hope Davis	Judith Hamma	Susan Taylor
Rena Dildine	Randy Hardy	Debra Vaioli
Ricky Dixon	Phyllis Hatfield	Helen Wilson
Gary Dove	Martha Jenkins	Allison Woychak
Stephanie Eichenlaub	Rae Kakretz	
Frank Ellis	George Keith	

b. **Elementary Teacher**

Kimberly Ruhmel

The Board of Education approved the appointment of Ms. Kimberly Ruhmel, in the tenure area of elementary education, effective July 3, 2013. Ms. Ruhmel shall serve a two-year probationary period, effective July 3, 2013. Ms. Ruhmel shall be placed on Step 10 of the current EHTA contract with 30 graduate credit hours for a total salary of \$49,203.

c. **Secretary I**

Erin Root

The Board of Education approved the appointment of Erin Root to the position of Secretary I effective July 18, 2013 pending fingerprint clearance. This is an exempt 11 month position in the District Office with employment conditions and benefits as outlined in the Exempt Employee Agreement with the Elmira Heights Central School District. Ms. Root shall serve a probationary period of up to fifty two weeks in accordance with current Civil Service regulations and shall have a starting salary of \$27,360 pro-rated for the 2013-14 school year.

d. **Summer School Teacher**

Dawn Call

The Board of Education approved the appointment of Ms. Dawn Call as an Elementary Summer School teacher. Ms. Call 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

e. **Supervision / Game Help**

The Board of Education approved the following for supervision/game help for the 2013-14 school year. All supervisors will hold current CPR/AED certification.

Jen Woodworth	Jay Goodwin	Andy Berg
Kaija Fritz	Kirstin Southard	Jen Johnson
Christin Bresett	Connie Gleason	Jim Russ
Hazel Shadduck	Colleen Dengler	Sherry Moore
Debbie Sherman	Chris Klee	Andi Rice
Patti Pautz	Mike Coghlan	Missy Lutz
Jason Johnson	Carol Cady	
Carol Sullivan	Paul Richmond	

f. **Coaches 2013-14**

The Board of Education approved the following Coaches for the 2013-14 school year pending all certification requirements:

<b>Sport</b>	<b>Coach</b>	<b>Level</b>	<b>Year</b>	<b>Salary</b>
Assistant Football	<i>Jim Russ</i>	1	1	\$ 2,554.86
Modified Football	<i>Kyle Erickson</i>	2	3	\$ 1,934.39
Varsity Cross Country	<i>Rick Gooshaw</i>	2	4	\$ 2,481.86
Modified Cross Country	<i>Matt Wukovitz</i>	1	1	\$ 1,423.42
Varsity Volleyball	<i>Kerry Harter</i>	3	8	\$ 4,014.78
JV Volleyball	<i>Stephanie Littlefield</i>	1	1	\$ 2,445.37
Fall Cheerleading	<i>Jessica Smith</i>	3	10	\$ 2,189.88
Varsity Boys Basketball	<i>Lenny Smith</i>	3	10	\$ 5,036.72
JV Boys Basketball	<i>Chris Mallette</i>	3	10	\$ 3,029.33
Varsity Girls Basketball	<i>Terry Day</i>	2	5	\$ 4,452.76
JV Girls Basketball	<i>Jay Palmer</i>	2	5	\$ 2,810.35
Winter Cheerleading	<i>Jessica Smith</i>	3	10	\$ 2,189.88
Bowling	<i>Eric Gunderson</i>	3	6	\$ 2,189.88
Modified Boys Basketball	<i>Cory Tremaine</i>	2	3	\$ 1,934.39
Modified Volleyball	<i>Kerry Harter</i>	3	23	\$ 1,970.89
Varsity Wrestling	<i>Kevin Weber</i>	1	1	\$ 3,868.79
Modified Wrestling	<i>Darin May</i>	2	2	\$ 1,934.39
JV Baseball	<i>Devin Burch</i>	1	1	\$ 2,445.37
Varsity Softball	<i>Rebecca Cooper</i>	3	6	\$ 4,014.78
JV Softball	<i>Paul Richmond</i>	2	4	\$ 2,481.86
Varsity Girls Track	<i>Jay Houghtling</i>	1	1	\$ 3,613.30
Modified Track	<i>Ron Hoodak</i>	2	2	\$ 1,934.39
Varsity Tennis	<i>Joe Condame</i>	3	23	\$ 2,737.35
Modified Tennis	<i>Kevin Sauer</i>	3	7	\$ 1,605.91
Varsity Golf	<i>Lenny Smith</i>	2	4	\$ 2,481.86

g. **Volunteers 2013-14**

The Board of Education approved the following Volunteers to work with our athletic program for the 2013-14 school year:

Zack Brown – football	Laura Green – cheerleading
Chris Bennett – football	Michaela Gill – cheerleading
Tyler Peworchik - football	

h. **Extra-Curricular Advisors 2013-14 school year** -- approved

The Board of Education approved the following Extra-Curricular Advisors for the 2013-14 school year:

<u>Extra-Curricular Position</u>	<u>Staff</u>	<u>Year</u>	<u>Level</u>	<u>%</u>	<u>Stipend</u>
Senior Class	Matt Wukovitz	4	2	7.7%	\$ 936.78
Senior Class	Mary Rae Bahantka	3	2	7.7%	\$ 936.78
Senior Class	Pattie Pautz	2	2	7.7%	\$ 936.78
Junior Class	Karen Anglehart	3	2	7.7%	\$1405.18
Junior Class	Callie Black	3	2	7.7%	\$1405.18
Sophomore Class	Aimee Badger	2	2	4.3	\$1569.41
TAE Yrbk Photographer	Carol Cady	7	3	6.0%	\$2189.88
TAE Yearbook Advisor	Carol Cady	7	3	8.9%	\$3248.32
TAE Yrbk Financial Advisor	Mary Ann Sheets	2	2	2.7%	\$985.45
Drama	Deb Troia	6	3	8.8%	\$3248.32
Extracurricular Faculty Auditor	Mary Ann Sheets				\$500.00
Key Club	Melissa Lutz	15	3		\$ 0.00
TAE Art Club	Alise Sinclair	3	2		\$ 0.00
TAE Book Club	Mary Ann Sheets	4	2		\$ 0.00
National Honor Society	Patricia Pautz	5	2		\$ 0.00
TAE Band Club	Randall Cornell	3	2		\$ 0.00
8 <sup>th</sup> Grade Advisor	Jill Wood	1	1	4.4%	\$1532.92
MS Yearbook Advisor	Jill Wood	5			\$ 0.00
MS Yearbook Advisor	Courtney Perez	3			\$ 0.00
7 <sup>th</sup> Grade Advisor	Christine Klee	2			\$ 0.00
MS Student Council	Dawn Hanrahan	1			\$ 0.00
MS Builders Club	Christine Klee				\$ 0.00
Medieval Club MS	Dawn Hanrahan	3			\$ 0.00

i. **ELA (8<sup>th</sup> Grade) Long Term Substitute**

Mel Simmons-Rosen

The Board of Education approved the appointment of Ms. Mel Simmons-Rosen as a long-term substitute for English Language Arts(8<sup>th</sup> grade) at Cohen Middle School, effective approximately from September 3, 2013, until on or about November 15, 2013. Ms. Simmons-Rosen shall be paid at a per diem rate of \$193.59 which is the equivalent of step 1 of the current EHTA contract with 30 graduate credits at an annual rate of pay of \$38,718.00 divided by 200 days. Ms. Simmons-Rosen shall only receive benefits in accordance with Policy 6221: Part Time and Professional Staff Employment.

**F-2 Retirement Conversion/Notification - approved**

a. **Part-Time Position – Account Clerk Typist -**

The Board of Education approved the creation of a part-time Account Clerk Typist position, effective August 19, 2013 and the appointment of Ms. Linda Theetge as a part-time Account Clerk Typist, effective August 19, 2013. Ms. Theetge shall return to the Elmira Heights CSD as an employee for the purposes of retirement in accordance with the retirement conversion clause as approved at the July 13, 2009 Board of Education Meeting. Ms. Theetge shall be paid at a rate of \$29.13 per hour.

b. **Retirement**

The Board of Education accepted, with thanks and appreciation of 23 years of service to the Elmira Heights CSD, the retirement of Ms. Linda Theetge, effective August 20, 2013. Ms. Theetge shall be entitled to retiree benefits as prescribed in the Exempt Employee Terms and Conditions of Employment at the time of her retirement.

**F-3 Position Eliminations - approved**

a. **Account Clerk Typist – part-time**

The Board of Education approved the recommendation to eliminate a part-time Account Clerk Typist position, effective August 20, 2013.

b. **English Language Arts- Secondary**

The Board of Education approved the recommendation to eliminate one Secondary English Language Arts position, effective August 19, 2013. This position represents an elimination of a position through attrition.

#### **F-4 Resignations - approved**

##### **a. Mechanic -**

Jason Johnson

The Board of Education, accepted with thanks and appreciation of over 5 years of service the resignation of mechanic Jason Johnson effective August 1, 2013. Mr. Johnson's last day of service with the District will be July 31, 2013.

##### **b. Reading Teacher**

Kimberly Ruhmel

The Board of Education, accepted the resignation of Kimberly Ruhmel from the position of reading teacher effective July 3, 2013 for the purposes of accepting an internal transfer to an elementary classroom teacher position and entering into a new tenure area. This transfer from reading to classroom is with the understanding that her seniority will be applied in accordance to the law.

##### **c. Bus Driver**

James Goodwin

The Board of Education, accepted with appreciation of service, the resignation of bus driver James Goodwin, effective September 1, 2013

#### **F-5 Parental Leave - approved**

Lisa Morley

Parental leave for Lisa Morley was approved to be effective on or about January 1, 2014 with an anticipated return to work on or about March 1, 2014.

#### **F-6 Contract Updates - approved**

Donald B. Coyles, School Attorney

The Board of Education approved the Contract of Services for Mr. Donald B. Coyles, as the School Attorney for the 2013-14 school year at a salary of \$7,520.00.

Marc Immerman, MD, School Physician

The Board of Education approved the Contract of Services for Marc Immerman, M.D. as the School Physician for the 2013-14 school year at a salary of \$24,000.00.

Mary Beth Fiore, Superintendent

The Board of Education approved to amend the terms of employment for Mary Beth Fiore, Superintendent of Schools from April 1, 2013 through March 31, 2018 with no additional changes to contract.

#### **FINANCIAL**

##### **G-1 Budget Status Report as of June 24, 2013- acknowledged**

A motion was made by Lisa Benedict, seconded by Joseph Sullivan and carried 6-0 to acknowledge the budget status report as of June 24, 2013.

##### **G-2 Treasurer's Report (May 2013) - acknowledged**

A motion was made by Harvey Harris, seconded by Christopher Callas and carried 6-0 to acknowledge the Treasurer's report for May 2013.

##### **G-3 Investment Report**

No - Report

##### **G-4 Claims Auditor Report (May 2013) - acknowledged**

A motion was made by Christopher Callas, seconded by Andrew Willard and carried 6-0 to acknowledge the Claims Auditor Report for May 2013.

##### **G-5 Extra-Classroom Report May 2013) - acknowledged**

A motion was made by William Brewer, seconded by Lisa Benedict and carried 6-0 to acknowledge the Extra-Classroom Report for May 2013.

#### **FACILITIES**

##### **2013-14 Fire Inspection Reports – Mike Coghlan**

All reports are filed with the State Education Department and the Certificates of Occupancy are received.

#### **OLD BUSINESS**

No Items

## **NEW BUSINESS**

### **J-1 – Certification of Lead Evaluators for 2013-14 School year**

A motion was made by Joseph Sullivan, seconded by William Brewer and carried 6-0 to certify the Lead Evaluators of Principals and Teachers that have completed all training requirements prescribed in 8 NYCRR §30-2.9 b.

Mary Beth Fiore, Lead Evaluator of Principals  
Mary Beth Fiore, Lead Evaluator of Teachers  
Andrew Lutz, Lead Evaluator of Teachers  
Dawn Hanrahan, Lead Evaluator of Teachers  
Tom Boyanowski, Lead Evaluator of Teachers

## **CONSENSUS ITEMS**

A motion was made by Harvey Harris seconded by Christopher Callas and carried 6-0 to approve the following consent agenda items K-1 through K-19

### **K-1 CSE Recommendations and Funding - approved**

Approved recommendations and funds to support placements for determinations made at the June 3, 4, 11, 13, 20, 2013 CSE meetings.

### **K-2 CPSE Recommendations and Funding - approved**

Approved recommendations and funds to support placements for determinations made at the June 3, 17, 2013 CPSE meetings.

### **K-3 Annual Professional Performance Review Plan 2013-14(APPR) - approved**

The Board of Education approved the 2013-14 Annual Professional Performance Review (APPR) Plan as presented at the June 10, 2013 Board of Education Meeting.

### **K-4 Professional Development Plan 2013-14(PDP) - approved**

The Board of Education approved the 2013-14 Professional Development Plan (PDP) as presented at the June 10, 2013 Board of Education Meeting.

### **K-5 Response to Intervention/Academic Intervention Services Plan 2013-14 (RTI/AIS) - approved**

The Board of Education approved the 2013-14 Response to Intervention/Academic Intervention Services (RTI/AIS) Plan as presented at the June 10, 2013 Board of Education Meeting.

### **K-6 Safety Plan - approved**

The Board of Education approved the updated Safety Plan as presented at the June 10, 2013 Board of Education Meeting.

### **K-7 Attendance Plan - approved**

The Board of Education approved updated Attendance Plan as presented at the June 10, 2013 Board of Education Meeting.

### **K-8 Code of Conduct - approved**

The Board of Education approved the updated Code of Conduct as presented at the June 10, 2013 Board of Education Meeting.

### **K-9 Policy 4212: Organizational Chart – revised - approved**

The Board of Education approved revised Policy 4212: Organizational Chart as presented at the June 10, 2013 Board of Education Meeting.

### **K-10 Special Education Plan 2013-2015 - approved**

The Board of Education approved the 2013-2015 Special Education Plan as presented at the June 10, 2013 Board of Education Meeting.

### **K-11 Tuition Rates 2013-14 - approved**

The Board of Education approved the 2013-14 Tuition Rates for non-resident students at \$1,500/year for grades K through 5 and \$1,900/year for grades 6 through 12 as presented at the June 10, 2013 Board of Education Meeting.

### **K-12 Facilities Usage Rates 2013-14 - approved**

The Board of Education approved the 2013-14 Facilities Usage Rates to remain the same as the 2012-13 rates as presented at the June 10, 2013 Board of Education Meeting.

### **K-13 Budget Increase 2013-14 \$2,395**

**The Board of Education approved the following resolution:**

*BE IT RESOLVED,*

*That special education equipment be purchased in 2013-14 due to the requirements of a handicapped student that was unanticipated when the budget was approved.*

*BE IT FURTHER RESOLVED,*

*That the following budget line, be increased for a total amount of \$2,395.*

*A2250-200-0-00 Special Education Equipment*

*Such increase shall be supported by fund balance in the 2013-2014 school year.*

### **K-14 Donation \$250.00 – WENY-TV - accepted**

Accepted, with thanks and appreciation, the donation of \$250.00 from WENY-TV, Lilly Broadcasting, LLC, to provide transportation for the 5<sup>th</sup> Grade field trip to Elmira College Quarry Farm on May 30 and May 31, 2013.

**K-15 Contract for Services – GST BOCES**

The Board of Education approved the Contract for Services with the Greater Southern Tier BOCES for the 2013-14 school year.

**K-16 NYSSBA Fall Conference - authorized**

The Board of Education, authorized members of the Board of Education and the Superintendent to attend the NYSSBA Fall Conference in Rochester, NY for the 2013-2014 school year with related expenses to be paid through the regular budgetary process.

**K-17 NYSCOSS Conferences, House of Delegates & Legislative Committee Meetings - authorized**

The Board of Education, authorized the Superintendent to attend fall, winter and spring NYSCOSS conferences, and other NYSCOSS Legislative and Committee functions for the 2013-2014 school year, with related expenses paid through the regular budgetary process

**K-18 Library Report – Cohen Elementary - acknowledged**

The Board acknowledged the Cohen Elementary Library Media Report, for the 2012-13 school year.

**K-19 Library Report – TAE High School - acknowledged**

The Board acknowledged the Thomas A Edison High School Library Media Report, for the 2012-13 school year.

**L. Awards/Honors/Achievements**

Mary Beth Fiore – GST BOCES Superintendent Council - 2012-2013 Courageous Leadership Award

**M. Communications**

No Report

**N. Discussion Topics**

N-1 Athletic Handbook

Mike Bennett will present at a future meeting. Parents, staff and all were invited to participate on the committee

N-2 Cohen Elementary School Faculty & Student Handbooks

Revisions included such items as room assignments, exterior doors being locked and some grammar corrections.

N-3 Cohen Middle School Faculty & Student Handbooks

Few updates – PBIS- infractions to be categorized by character trait not incident, added committee dates and schedule changes, parental portal will be used to access report cards.

N-4 Thomas A Edison High School Faculty & Student Handbooks

Scheduling, agenda and APPR updates, revised calculation of marking periods, hats off in school, clarification of class rank, attendance requirements, add/drop period, dismissal for appointments.

N-5 Cohen Elementary Cafeteria Concept Proposal (quote)

Information is provided and will need to be acted on at a future meeting

N-6 Discuss Interscholastic Athletic Minimum Participation Guidelines

**EXECUTIVE SESSION:**

At 8:10pm a motion was made by Christopher Callas, seconded by Lisa Benedict and carried 6-0 to re-enter executive session to discuss personnel.

**ADJOURN EXECUTIVE SESSION:**

At 9:33pm a motion was made by Joseph Sullivan, seconded by Andrew Willard and carried 6-0 to adjourn executive session

**NEXT MEETING**

Monday	July 22, 2013 (IF NEEDED)	7:00pm	Regular Meeting - TAE Community Room
Monday	August 12, 2013 (IF NEEDED)	7:00pm	Regular Meeting - TAE Community Room
Monday	August 26, 2013	6:00pm	Annual Inspection/Regular Meeting to follow - TAE Community Room

**ADJOURNMENT** – At 9:34pm motion was made by Harvey Harris, seconded by Joseph Sullivan and carried 6-0 to adjourn the meeting.

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Clerk