

**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** Lisa Benedict, Harry Blish, Christopher Callas, Harvey Harris, Joseph Sullivan, Andrew Willard

**OTHERS PRESENT** Mary Beth Fiore, Tom Boyanowski, Dawn Hanrahan, Carol Cady, Barb Day, Carol Sullivan, , WETM, Ralph Marino, Horseheads Board of Education (Brian Lynch, Pam Stollo, Karen Boulas, Mark Brinthaup, Warren Conklin, James Jacobus, Doug Johnson, David Sadler), members of the Press and approximately 15 community members, Colleen Dengler

**APPROVAL OF AGENDA/MINUTES**

**Agenda:**

A motion was made by Christopher Callas, seconded by Lisa Benedict, and carried 6-0 to approve the agenda of the February 24, 2014 Board of Education regular meeting.

**Order of Business:**

A motion was made by Andrew Willard, seconded by Joseph Sullivan, 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.

**7:02 pm - Horseheads Central School District called their meeting to order.**

**Horseheads Board President Lynch thanked Elmira Heights for hosting tonight's joint meeting.**

The meeting proceeded with Elmira Heights Board President taking the lead in adopting the following resolutions.

**NEW BUSINESS**

**J-1 Consolidation Feasibility Study Participation-**

A motion was made by Andrew Willard, seconded by Harvey Harris and carried 6-0 to approve the following resolution:

*RESOLVED, that the Elmira Heights Central School District and the Horseheads Central School District hereby agree to participate in the New York Department of State's Local Government Efficiency Grant Program to undertake a Consolidation Feasibility Study.*

Following the Elmira Heights Central School District approval to *participate in the New York Department of State's Local Government Efficiency Grant Program* to undertake a Consolidation Feasibility Study, the Horseheads Central School District Board of Education as part of their meeting, resolved 8-0 to *participate in the New York Department of State's Local Government Efficiency Grant Program* to undertake a Consolidation Feasibility Study.

**J-2 Consolidation Feasibility Study Work Plan (Timeline)**

Following the motion and second, Superintendent Fiore proceeded to review the tasks of the work plan, with questions and answers from all.

A motion was made by Harvey Harris, seconded by Christopher Callas and carried 6-0 to approve the following resolution:

*RESOLVED, that the Elmira Heights Central School District and the Horseheads Central School District hereby agree to follow the attached tentative Program Work Plan (timeline) for the Consolidation Feasibility Study.*

**ATTACHMENT C PROGRAM WORK PLAN**

**Contractor:** Elmira Heights Central School District **Project Title:** Elmira Heights/Horseheads Consolidation Study **Contract No.** T1000343

**1) Project Description**

- a) **Project:** The Contractor will hire a consultant to undertake a school district consolidation feasibility study ("Feasibility Study") with Horseheads Central School District.
- b) **Geographic Area:** Chemung County
- c) **Partners:** Elmira Heights and Horseheads Central School Districts ("School Districts")
- d) **Goals and Objectives:** The goal of the Project is to complete a thorough and comprehensive Feasibility Study which will inform the public and guide future planning for the School Districts. Achievement of this goal will be supported by accomplishment of the following objectives:
  - i) Identify possible operational efficiencies which would be realized by combining the School Districts.
  - ii) Determine the impact on educational opportunities for students which would result from combining the School Districts.
  - iii) Provide an estimate of the potential cost savings and the impact on local property taxes, both short-term and long-term, that would be realized by combining the School Districts.

- e) **Studies:** None
- f) **History of Project:** The Project resulted from joint discussions between the School Districts to identify possible strategies to address the current financial crisis faced by the School Districts.
- g) **Relationship to Other Projects:** None

2) **Project Components**

- a) **Objectives:** Assess if a consolidation of the School Districts would benefit students with increased academic and extra-curricular activities and taxpayers through cost savings.
- b) **Problems:**
  - i) Loss of state and federal revenue;
  - ii) Reductions in staff, supplies, electives, athletics, and special area instruction;
  - iii) Districts face structural deficit in 1 – 2 years;
  - iv) Health insurance, Teacher Retirement System, and Employee Retirement System costs are increasing; and
  - v) Tax cap restricts districts from raising taxes enough to cover rising expenses.
- c) **Tasks:**  
The New York State Department of State's assigned project manager for the Project shall be notified of all meetings, hearings, or public information sessions to be held on the Project. The suggested timeline is flexible as long as Project is completed within contract dates. All deliverables shall be provided to the New York State Department of State in accordance with Appendix D Attachment, Part 2E. Refer to Appendix B for Project budget.

Task 1	<p><b>Task:</b> SEQRA Review  <b>Schedule:</b> Month 1 (<b>March 2014</b>)  <b>Deliverable:</b> Letter Stating Findings</p> <p>An environmental review will be completed as required in Section XV of this contract agreement and transmitted to the Department of State ("DOS").</p>
Task 2	<p><b>Task:</b> Develop Request for Proposals and hire Consultant  <b>Schedule:</b> Months 1-2 (<b>April – June 2014</b>)  <b>June 9, 2014—Publicly interview 2-3 consultant finalists</b>  <b>June 23, 2014--Appoint a consultant</b>  <b>Deliverable:</b> Copy of RFP &amp; Contract with Consultant</p> <p>The Partners' governing bodies ("School Boards") will develop a Request for Proposals to aid in the selection of a qualified consultant to assist in the development of the Feasibility Study. The School Boards will review and may interview respondents, and will then recommend a qualified consultant ("Consultant") to the Contractor. The Contractor and Consultant will enter into a contract for professional services.</p>
Task 3	<p><b>Task:</b> Form Citizen Advisory Committee  <b>Schedule:</b> Months 2-3 (<b>July – September 2014</b>)  <b>Deliverable:</b> Notice of Committee Formation</p> <p>The School Boards and Consultant will organize a Citizens Advisory Committee ("CAC") composed of at least 10 members from each School District and charge it with providing feedback to the School Boards and Consultant in developing the Feasibility Study. The Feasibility Study will form the foundation for a reorganization referendum. The New York State Education Department ("NYSED") and School Boards will be responsible for final acceptance/rejection of the Feasibility Study.</p>
Task 4	<p><b>Task:</b> Project Initiation  <b>Schedule:</b> Month 3-4 (<b>October 2014</b>)  <b>Deliverable:</b> Kick-Off Meeting Summary</p> <p>The Contractor's Superintendent and/or Consultant shall meet with DOS prior to initiating work on the Project to discuss LGE grant requirements and expectations. The Consultant, with input from the CAC, shall be charged with developing the Feasibility Study, including fiscal impacts, curriculum expansion, transportation, and other matters as identified. The School Boards and Consultant will initiate the Project with a kick-off meeting.</p>
Task 5	<p><b>Task:</b> Reorganization Plan Development  <b>Schedule:</b> Months 4 –12 (<b>October 2014 – June 2015</b>)  <b>Deliverable:</b> Copy of Draft and Final Reorganization Plan</p> <p>The Consultant, with input from the CAC, shall develop a draft Feasibility Study. Upon completion of the draft, a copy will be submitted to NYSED and the School Boards for review. Upon acceptance of the draft by NYSED and the School Boards, a copy of the draft will be submitted to DOS. The draft Feasibility Study will contain at least the following elements:</p> <ol style="list-style-type: none"> <li>1. Background descriptions of the School Districts.</li> <li>2. History and future calculations of enrollment projections for elementary, middle, and high school(s) of the existing School Districts as well as the potential merged school district.</li> <li>3. A quantified list of increased/decreased, <u>academic opportunities</u> and experiences, for all K-12 students, attendant with consolidation.</li> <li>4. A quantified list of increased/decreased, <u>extra-co-curricular opportunities</u> and experiences, for all K-12 students, attendant with consolidation.</li> <li>5. Based on past/present state aid, prior district budgets, and potential merger assistance; the Consultant will develop financial projections and plans for a consolidated school district.</li> </ol>

6. The Consultant and the CAC will assess and report on the ability of existing facilities to accommodate consolidated educational programs. The Consultant and the CAC will make a specific recommendation for a plan to house elementary, middle, and high school students within existing buildings, closing buildings, and/or expanding certain buildings to meet the consolidated school district's needs.
7. The Consultant will review existing employee collective bargaining agreements that would bear directly on the consolidation of the School Districts' staffs.
8. The Consultant will project full/assessed tax rates per \$1000 for the first, post consolidation year compared with the tax rates for the individual School Districts had a consolidation not occurred.
9. The Consultant will determine transportation needs for the consolidated school district.
10. The Consultant will project reduced/increased instructional (administrators, teachers and support staff) and non-instructional (administrative, business operations) needs for the first year, post-consolidation.

Task  
6

**Task:** Submittal of draft  
**Schedule:** Month 13 (**June 2015**)  
**Deliverable:** Copy of Draft Feasibility Study

The Consultant will submit a draft of the Feasibility Study to NYSED.

Task  
7

**Task:** Presentation to School Boards  
**Schedule:** Month 14 (**September 2015**)  
**Deliverable:** Copy of Final Feasibility Study

Once the draft Feasibility Study has been accepted by NYSED, the study findings will be presented to the School Boards in a joint or separate meeting(s). The School Boards will adopt a final reorganization plan with revisions if necessary. A copy of the final Feasibility Study will be submitted to NYSED and DOS.

Task  
8

**Task:** Public Meetings  
**Schedule:** Month 15 (**October – November 2015**)  
**Deliverable:** Notice of Meeting Dates and Meeting Summary Report

At least one public meeting will be held in each of the School Districts to review the Feasibility Study. The Consultant and the CAC will also conduct various public information/educational/discussion activities (pamphlets, website, roundtables, etc) to inform the public about the Feasibility Study and its recommendations.

Task  
9

**Task:** Advisory Referendum or petition  
**Schedule:** Month 16 (**December 2015**)  
**Deliverable:** Results of Vote

The School Districts will decide if they will undertake the statutory reorganization process. An advisory referendum ("Straw Vote") will be held in each community affected by the potential reorganization to gauge community support before the Commissioner of Education can take formal action to authorize such reorganization.

Task  
10

**Task:** Statutory Vote  
**Schedule:** Month 17 (**January 2016**)  
**Deliverable:** Results of Vote

If the Straw Vote is successful, a formal referendum will be held in each community affected by the reorganization. The School Districts will follow the steps outlined in the centralization timeline developed by NYSED. The results will determine if the reorganization will take place. The referendum must pass in each School District.

Task  
11

**Task:** Grant Project Close-Out  
**Schedule:** Month 18 (**February 2016**)  
**Deliverable:** DOS Grant Close-Out Documents

The Contractor will complete the required LGE grant close-out paperwork with DOS.

- a) **Procurement:** In securing contractual services, the Contractor will comply with Municipal procurement policy and General Municipal Law section 103. (See Appendix A-1 Attachment 4).
- b) **Other:**
  - i) **Documentation:** All documents created as part of grant funds must specify the following: "This (document, report, map, etc.) was prepared with funds provided by the New York State Department of State under the Local Government Efficiency Grant Program, Contract No. T1000343" (Appendix A1, Section III).
  - ii) **Environmental Review:** If the action is determined to be a Type II action under 6 NYCRR Part 617.5, the Contractor shall provide written notification of this determination and that no review is necessary per the regulation. Otherwise, an environmental review will be completed and transmitted to the Department of State (Appendix A1, Section XV).
  - iii) **Deliverables:** The Contractor shall submit drafts of studies/reports prepared with this grant to the New York State Department of State for review and comment at the same time the information is available to the Contractor and/or Partners. Final reports shall include a determination of tax payer impact of current programs and proposed changes, expressed in relation to the tax rate of the subject municipality. Regardless of impact to tax rates, the report shall also describe efficiencies to be achieved. At the end of the Project, the Contractor shall have delivered to the Department of State the final report entitled "Elmira Heights/Horseheads Consolidation Feasibility Study".

The Contractor shall notify the Local Government Efficiency Grant Program of any meetings/hearings to be held regarding the Project in advance and at the same time the information is provided to the Contractor and/or Partners.

The Contractor shall submit, on a semi-annual basis (Appendix A1, Section II-J) or, with each request for reimbursement, whichever comes first, a Project Status Report which provides detailed Project information including report of each Project task as listed in this work plan.

The Contractor shall provide all plans and/or reports developed as part of the Project to the New York State Department of State. The Department of State may make these items available as part of its technical assistance program. (Appendix A1, Section IV).

- c) **Schedule:** The Project will follow the schedule in 2(c) above and shall be completed by the term of this agreement. Any change to the schedule shall be noted in the Project Status Report when filed with the Department of State. If the Project extends beyond the term of this agreement, the Contractor must request a no-cost time extension (Appendix A1, Section II-C).

### 3) Review and Status

- a) Department of State shall review Project Components for consistency with the applications.  
b) Contractor shall provide Project Status Reports every six months or when payment is requested.

Following the Elmira Heights Central School District approval of the Consolidation Feasibility Study Work Plan (Timeline), the Horseheads Central School District Board of Education as part of their meeting, resolved 8-0 to approve the Consolidation Feasibility Study Work Plan (Timeline)

### J-3 Consolidation Feasibility Study Joint Board Committee

A motion was made by Andrew Willard, seconded by Harvey Harris and carried 6-0 to approve the following resolution appointing Elmira Heights Central School District Board Members to serve on the joint BOE planning committee:

*RESOLVED, that the Elmira Heights Central School District Board of Education President and the Horseheads Central School District Board of Education President hereby appoints three board members and each Superintendent of Schools to serve on a Joint BOE Planning Committee. This is not the Citizen Advisory Committee.*

#### EHCS D Board Members

Harry Blish

Joseph Sullivan

Harvey Harris

Mary Beth Fiore, Supt. of Schools

#### HCS D Board Members

see below

Ralph Marino, JR., Ed.D., Supt. of Schools

Following the Elmira Heights Central School District approval of the above resolution, the Horseheads Central School District Board of Education as part of their meeting, resolved 8-0 to appoint **Pam Strollo, James Jacobus, Mark Brinthaup and Supt. Marino.**

### 7:24 The Horseheads Board of Education adjourned their meeting.

**Recess** A recess of approximately 15 minutes occurred to allow the press brief interviews before continuing on with the remainder of the agenda

### Minutes:

February 10, 2014 Regular Meeting- A motion was made by Christopher Callas, seconded by Andrew Willard, and carried 6-0 to approve the minutes of the February 10, 2014 Regular Meeting.

February 12, 2014 Special Meeting- A motion was made by Harvey Harris, seconded by Joseph Sullivan, and carried 6-0 to approve the minutes of the February 12, 2014 Special Meeting.

### COMMENTS FROM THE PUBLIC AND STAFF

Mary Beth Fiore - ♦Bill Brewer sends his regards ♦Board of Regents recommended 18 revisions to the implementation of common core ♦NYSCOSS lobby day is in a couple weeks – there will be lots of discussion occurring

Dawn Hanrahan - Middle School Principal/CSE/CPSE Chair ♦Middle School is not too early for students to start thinking about College so later in the meeting I hope you approve the acceptance of a donation from PFO for the cost of transportation for our 8<sup>th</sup> graders to go to Mansfield University and the 7<sup>th</sup> graders to take a trip to Corning Community College. ♦CSE meetings continue and we continue to enroll more students moving into the district. ♦some of the placement issues due to unavailability of spots in programs are starting to get worked out. ♦Tomorrow is 8<sup>th</sup> grade parent night

Tom Boyanowski -High School Principal ♦New Visions Program presentation ♦Ernie Davis Scholarship – application procedure presented ♦Guidance is meeting with parents regarding schedules for next year ♦Play "Honk" is Friday and Saturday ♦Spring Sports begin Monday

**PERSONNEL**

A motion was made by Harvey Harris, seconded by Lisa Benedict, and carried 6-0 to approve the following recommended personnel items F-1a through F-1c 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. Substitutes – for the 2013-14 school - approved**

Substitute Teacher Patrick Monachino Meghan Murphy Heather Campbell  
 Substitute Support Staff Heather Campbell

**b. Volunteers- approved**

Approved the following volunteers to work with our athletic program for the 2013-14 school year:  
 Mike Slaven Softball Jim Russ Baseball

**c. Coach- approved**

Approved the following coach for the 2013-14 school year pending completion of NYS coaching license requirements

	Level	Year	Stipend
JV Softball Todd Seelye	1	1	\$2,445.37

**FINANCIAL**

**G-1 Copier Leases - approved**

A motion was made by Joseph Sullivan, seconded by Andrew Willard, and carried 6-0 to approve the following resolution committing to the purchase of Toshiba Networked Printers from Schuyler Steuben Chemung Tioga Allegany BOCES D/B/A GST BOCES:

**.Resolution Committing to the Purchase of Toshiba Networked Printers  
 From Schuyler Steuben Chemung Tioga Allegany BOCES D/B/A GST BOCES**

WHEREAS Toshiba printing services require extensive equipment, software, and maintenance costs, and WHEREAS such acquisition is impractical in a single fiscal year, the GST BOCES is hereby authorized to expend annually on behalf of the Elmira Heights School District, funds to acquire the Toshiba services listed below at the costs identified, utilizing the Eastern Suffolk RIC Bid # 2013-044-0530. This technology will be used to expand the district's networked printing system.

	Equipment Model/Software	S/N	Status Description	Installation Location
1	e-Studio 5540CT	TBD	New – Replacing XEH-602468	Cohen Middle School
2	e-Studio 856	TBD	New – Replacing XEL-547366	TAE Copy Room
3	e-Studio 856	TBD	New	TAE Copy Room
4	e-Studio 6550CT	TBD	New – Replacing BRE-244715	TAE Work Room
5	e-Studio 5540CT	TBD	New – Replacing XEH-602150	Cohen Elementary
6	e-Studio 5540CT	TBD	New – Replacing XEH-602281	TAE Office

	36 Month Deferred Payment Plan	Monthly Payment	B & W Charge Per Click Consumable Supplies Included	Color Charge Per Click Consumable Supplies Included
1	3/2014 – 2/2017	\$187.83	\$0.0040	\$0.0432
2	3/2014 – 2/2017	\$257.33	\$0.0030	N/A
3	3/2014 – 2/2017	\$257.33	\$0.0030	N/A
4	3/2014 – 2/2017	\$266.99	\$0.0040	\$0.05
5	3/2014 – 2/2017	\$187.83	\$0.0040	\$0.0432
6	3/2014 – 2/2017	\$227.37	\$0.0040	\$0.0432

**FACILITIES**

No Report

**OLD BUSINESS**

Policy 7110: Comprehensive Student Attendance Policy –revised - approved

A motion was made by Christopher Callas, seconded by Andrew Willard and carried 6-0 to approve revised Board of Education Policy 7110: Comprehensive Student Attendance Policy as presented at the February 10, 2014 Board of Education meeting.

Policy 7130: Entitlement to Attend – Age and Residency – revised – approved

A motion was made by Harvey Harris, seconded by Lisa Benedict and carried 6-0 to approve revised Board of Education Policy 7130: Entitlement to Attend – Age and Residency as presented at the February 10, 2014 Board of Education meeting.

**CONSENT**

A motion was made by Joseph Sullivan, seconded by Andrew Willard and carried 6-0 to approve the following consent agenda items K-1 through K-5

**K-1 CPSE Recommendations and Funding - approved**

Approved recommendations and funds to support placements for determinations made at the February 3, 14, 2014 CPSE meetings.

**K-2 CSE Recommendations and Funding - approved**

Approved recommendations and funds to support placements for determinations made at the February 3, 4, 6, 7, 11, 13, 14, 2014 CSE meetings.

**K-3 Donation up to \$250.00 - PFO - accepted**

Accepted with thanks and appreciation, a donation of up to \$250.00 from Elmira Heights PFO to purchase chair pockets for the classroom of Kim Ruhmel

**K-4 Donation up to \$150.00 - PFO - accepted**

Accepted with thanks and appreciation, a donation of up to \$150.00 from Elmira Heights PFO for Sue Portwood to purchase supplies for the knitting club.

**K-5 Donation up to \$1,500.00 - PFO - accepted**

Accepted with thanks and appreciation, a donation of up to \$1,500.00 from Elmira Heights PFO for Dawn Hanrahan to arrange college visits for the 7<sup>th</sup> & 8<sup>th</sup> grades..

**AWARDS/HONORS/ACHIEVEMENT**

Superintendent Fiore presented the following Board members with NYSSBA Leadership Development Awards for continued professional development

Harvey Harris	Board of Excellence Award
Andrew Willard	Board of Excellence Award
Harry Blish	Board Mastery Award

**DISCUSSION**

◆ 2014-15 Budget Development

Topics included BOCES Budget, Health Insurance, Gap Elimination, Revenue/Fund Balances

**EXECUTIVE SESSION:**

At 8:18pm a motion was made Harvey Harris, seconded by Christopher Callas, and carried 6-0 to enter executive session to discuss personnel.

**ADJOURN EXECUTIVE SESSION:**

At 8:28pm a motion was made by Christopher Callas, seconded by Andrew Willard and carried 6-0 to adjourn executive session

**NEXT MEETING**

Mon March 10, 2014 Regular Board of Education Meeting 7:00pm TAE Community Rm

**ADJOURNMENT**

– At 8:29pm a motion was made Joseph Sullivan, seconded by Andrew Willard and carried 6-0 to adjourn the meeting.

\_\_\_\_\_  
Clerk