

**Board of Education  
Regular Meeting**

**Minutes March 24, 2016**

**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, Christopher Callas, Michael Lepak, Joseph Sullivan, Andrew Willard, Kristen Wolowitz

**MEMBERS ABSENT** Harvey Harris

**OTHERS PRESENT** Mary Beth Fiore, Jason Rosno, Tom Boyanowski, Dawn Hanrahan, Andy Lutz, Todd VanHouten, Carol Sullivan, Colleen Dengler

**APPROVAL OF AGENDA/MINUTES**

**Agenda:**

A motion was made by Andrew Willard, seconded by Christopher Callas and carried 6-0 to approve the Agenda for the March 24, 2016 Board of Education Meeting.

**Minutes:**

March 10, 2016 Regular Meeting- A motion was made by Michael Lepak seconded by Christopher Callas and carried 6-0 to approve the minutes of the March 10, 2016 Regular Meeting.

**Order of Business:**

A motion was made by Andrew Willard, seconded by Kristen Wolowitz 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**

Mary Beth Fiore - Superintendent ♦STEM Academy –information reviewed ♦State Budget – very interesting negotiations in their process. On-time budget is expected ♦BOCES Annual meeting is April 5

Andy Lutz – Elementary School Principal ♦There are a couple outside groups looking to do some studies with our students. It is only a data collection with no connection to any particular students ♦Math Movement Night – was a huge success. Some of our teachers have been attending seminars on their own to learn how to incorporate this program into their classrooms ♦Elmira College Nursing program has inquired about us mentoring some student nurse interns. ♦NYS testing is upon us – working out logistics of untimed testing ♦another great year of Mini Plays in progress ♦Next year – already in the planning stages

Dawn Hanrahan – Middle School Principal/CSE Chair ♦Parent Survey – creating to determine the lines of communication we should be considering ♦Part-time psychologist is working well ♦Personnel – we are filling the gaps with temporary help in the main office and nurses office and working together to get the job done

Tom Boyanowski – High School Principal ♦Poverty Workshop March 10 at BOCES was very informative ♦Two outstanding performances of Oliver on March 4 & 5 with excellent attendance ♦Blood Drive on March 16 had a full schedule of staff and students donating ♦Starting to plan for next year ♦Spring Sports are up and running

Jason Rosno – Business Manager ♦2016-17 budget – trying to wrap up the numbers ♦Budget freeze on this year's spending will be implemented

**PERSONNEL**

A motion was made by Andrew Willard, seconded by Joseph Sullivan and carried 6-0 to approve the following consent personnel items F-1a through F4a. Be it 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

**F1 - Appointments**

**a. Substitutes – for the 2015-16 school – approved**

**Substitute Teachers** Gina Desorcie Kimberly Lewis

**Substitute Support Staff** Gina Desorcie Kimberly Lewis Valerie Sweazey

**b. Secretary I - temporary appointment - approved**

Laura Webber

The Board of Education approved the appointment of Laura Webber as a temporary Secretary I until an eligibility list can be established by the Chemung County Civil Service. Ms. Webber's appointment is effective March 25, 2016 and will continue until an eligible candidate is appointed. Ms. Webber will be paid Step 1, \$13.79 per hour and under current EHESSA contract is not eligible for benefits.

**c. Volunteers- athletics - approved**

The following volunteer was approved to work with our athletic program for the 2015-16 school year:

Track & Field: Ed Frawley

**d. Elementary Teacher – long term substitute - approved**

Paula Edelmann

Having exceeded twenty six (26) consecutive work days, the Board of Education approved the appointment of Paula Edelmann as a long term substitute elementary teacher in 2<sup>nd</sup> grade, retroactive to February 9<sup>th</sup>, 2016 with anticipated service through March 28<sup>th</sup>, 2016. In accordance with Policy 6221: Part Time and Professional Staff Employment Mrs. Edelmann, who is a retired teacher from EHCS D shall receive a prorated based on the current EHTA contract Step 15 salary of 53,844 plus \$2,490.00 dollars for 36 master degree credits. Mrs. Edelmann will receive a daily rate of \$281.67. Mrs. Edelmann shall only receive benefits in accordance with Policy 6221: Part Time and Professional Staff Employment.

**F-2 Resignation/Retirement - accepted**

**a. Modified Tennis Coach**

Geoff Pierce

The Board accepted the resignation of Geoff Pierce as modified tennis coach effective March 10, 2016 for the 2015-16 school year.

**F-3 Elimination/Creation of Position(s) – approved**

**a. Director of Facilities II - eliminated**

The Board approved the recommendation to eliminate the Director of Facilities II position, effective April 1, 2016. The current Director that was shared with the Horseheads Central School District resigned effective April 1, 2016. Due to the loss of a shared position of a Director of Facilities II with the Horseheads CSD, and the necessity to restructure and redirect duties of the shared position due to financial constraints, it is the intention of the Elmira Heights CSD to redirect job responsibilities and oversight tasks to individuals in current supervisory and administrative positions within the district. Since a large majority of the shared Director of Facilities II also required the ability to perform manual labor tasks associated with facilities upkeep, it is the intention of the EHCS D to hire an additional Laborer, to assume the physical labor portion of the job duties formerly completed by the shared Director of Facilities II. We will create the position in the appropriate job title upon direction from the Civil Service Commission.

**F-4 Changes in Employment Status - approved**

**a. Transportation Supervisor/Facilities (responsibilities & salary)**

Richard (Todd) VanHouten

The Board approved the recommendation to adjust the salary of Mr. Richard (Todd) VanHouten in the amount of \$15,000 per year to be pro-rated at an amount of \$3,750 for April 1, 2016 through June 30, 2016, for the remainder of the 2015-16 school year. These additional monies are in recompense for additional duties assigned due to the restructuring of the facilities department.

**FINANCIAL**

**G-1 Budget Status Report as of March 17, 2016- acknowledged**

A motion was made by Joseph Sullivan, seconded by Kristen Wolowitz and carried 6-0 to acknowledge the budget status report as of March 17, 2016.

**G-2 Treasurer’s Report (January 2016) - acknowledged**

A motion was made by Michael Lepak, seconded by Kristen Wolowitz and carried 6-0 to acknowledge the Treasurer’s report for January 2016.

**G-3 Investment Report**

No - Report

**G-4 Claims Auditor Report (January 2016) - acknowledged**

A motion was made by Andrew Willard, seconded by Michael Lepak and carried 6-0 to acknowledge the Claims Auditor Report for January 2016.

**G-5 Extra-Classroom Report (January 2016) - acknowledged**

A motion was made by Joseph Sullivan, seconded by Christopher Callas and carried 6-0 to acknowledge the Extra-Classroom Report for January 2016.

**FACILITIES**

**Capital Outlay Update–**

Plan to do work on the outside stairs at the Cohen Campus over spring break.

**Capital Project**

Process is moving quickly. We follow-up with all requests from State Ed for additional information immediately. Did a site visit at Fassett’s Pre K rooms and will proceed with other visits to create the best plan possible.

**OLD BUSINESS**

no items

**NEW BUSINESS**

**J-1 Standard Form Agreement – Hunt Architects/Engineers – Capital Project**

A motion was made by Michael Lepak, seconded by Andrew Willard and carried 6-0 to approve the Standard Form of Agreement between the Elmira Heights CSD and Hunt Architects and Engineers for a Multi-Phase Capital Improvements Project

**J-2 Financial Consulting Services Agreement - Bernard P. Donegan**

A motion was made by Joseph Sullivan, seconded by Christopher Callas and carried 6-0 to approve the financial consulting services agreement with Bernard P. Donegan, Inc. in connection with the \$12,381,641 Capital Project as follows:

Be it Resolved by this Board of Education as Follows:

- (1) The firm of Bernard P. Donegan, Inc., is hereby designated financial consultant to the Elmira Heights Central School District.
- (2) Said firm shall be compensated for its services to be rendered in connection with the proposed \$12,381,641 Capital Project in accordance with its letter of services dated February 25, 2016.
- (3) The President of the Board of Education is hereby authorized to execute and deliver said letter of services.
- (4) This resolution shall take effect immediately.

**J-3 SMART Bond Investment Plan**

A motion was made by Kristen Wolowitz, seconded by Christopher Callas and carried 6-0 to approve the SMART Bond Investment Plan as presented in a public hearing on February 11, 2016. The preliminary plan was adopted, presented to the public and posted for a period of thirty days for public comment. No public comments were received during this posting period and it is the recommendation to move forward and adopt the preliminary plan as a final SMART Bond Investment Plan to be submitted to the NYSED.

**J- 4 Change Order Threshold – Capital Project**

A motion was made by Andrew Willard, seconded by Kristen Wolowitz and carried 6-0 to set the threshold for approvable change-orders for the Capital Project Phase I/II to \$35,000 and authorize the Superintendent to execute on the advisement of the construction manager Watchdog, for the duration of the capital improvement project.

**J- 5 Bus Proposition – Call for a Vote**

After a presentation and discussion session, a motion was made by Christopher Callas, seconded by Kristen Wolowitz and carried 5-1(Sullivan) to approve the following resolution calling for a public vote for bus financing to purchase two buses:

*BE IT RESOLVED BY THE BOARD OF EDUCATION AS FOLLOWS:*

1. *The following notice shall be added to the notice of annual meeting and election:*

*AND NOTICE IS ALSO GIVEN that the following proposition will be submitted for voter approval at such time:*

*PROPOSITION # 2*

*Shall the following resolution be adopted to wit:*

*RESOLVED THAT THE BOARD OF EDUCATION OF THE ELMIRA HEIGHTS CENTRAL SCHOOL DISTRICT IS HEREBY AUTHORIZED TO UNDERTAKE THE ACQUISITION OF ONE 66-PASSENGER SCHOOL BUS AT AN ESTIMATED MAXIMUM COST OF \$117,644 AND ONE 54-PASSENGER + WHEELCHAIR SCHOOL BUS AT AN ESTIMATED MAXIMUM COST OF \$124,356, ALL AT AN ESTIMATED MAXIMUM AGGREGATE COST OF \$242,000, LESS TRADE-IN VALUE, IF ANY, AND THAT SUCH COSTS, OR SO MUCH THEREOF AS MAY BE NECESSARY, SHALL BE RAISED BY THE LEVY OF A TAX TO BE COLLECTED IN ANNUAL INSTALLMENTS; AND, IN ANTICIPATION OF SUCH TAX, DEBT OBLIGATIONS OF THE SCHOOL DISTRICT AS MAY BE NECESSARY NOT TO EXCEED SUCH ESTIMATED MAXIMUM AGGREGATE COST SHALL BE ISSUED, OR THE SCHOOL DISTRICT MAY ENTER INTO AN INSTALLMENT PURCHASE CONTRACT IF THE BOARD OF EDUCATION DETERMINES THAT IT IS IN THE BEST INTEREST OF THE SCHOOL DISTRICT TO FINANCE THE PURCHASE IN THAT METHOD.*

2. *At such meeting taxes to be levied by installments will be proposed for authorized indebtedness providing for payment of the acquisition of school buses at an estimated aggregate maximum cost of not to exceed \$242,000. Such taxes shall be levied upon all the taxable property of the District, shall be levied in annual installments and shall be of such amounts and levied in such years as may be determined by the Board of Education.*
3. *The District Clerk or the Clerk's designee is hereby directed to add the above to the notice of the annual meeting of the School District.*

**J- 6 Bond Resolution Capital Project Financing**

A motion was made by Christopher Callas, seconded by Andrew Willard and carried 6-0 to approve the following bond resolution for school building capital project financing:

*BOND RESOLUTION DATED MARCH 24, 2016 OF THE BOARD OF EDUCATION OF THE ELMIRA HEIGHTS CENTRAL SCHOOL DISTRICT AUTHORIZING GENERAL OBLIGATION BONDS TO FINANCE CERTAIN CAPITAL IMPROVEMENTS CONSISTING OF ADDITION TO, AND CONSTRUCTION AND RECONSTRUCTION OF, SCHOOL BUILDINGS AND FACILITIES, AUTHORIZING THE ISSUANCE OF BOND ANTICIPATION NOTES IN CONTEMPLATION THEREOF, THE LEVY OF TAXES IN ANNUAL INSTALLMENTS IN PAYMENT THEREOF, THE EXPENDITURE OF SUCH SUMS FOR SUCH PURPOSE, AND DETERMINING OTHER MATTERS IN CONNECTION THEREWITH.*

*WHEREAS, the qualified voters of the Elmira Heights Central School District, New York, at a special meeting of such voters duly held on March 1, 2016, duly approved a proposition authorizing the levy of taxes to be collected in installments, in the manner provided by the Education Law, for the class of objects or purposes hereinafter described; and*

*WHEREAS, the Board of Education has, on January 7, 2016, duly determined that the purpose hereinafter described constitutes a type II action under the State Environmental Quality Review Act of the State of New York and the applicable regulations thereunder ("SEQRA") which will not have a significant impact on the environment and such purpose is not subject to any further environmental review under SEQRA; now therefore*

**BE IT RESOLVED BY THIS BOARD OF EDUCATION AS FOLLOWS:**

Section 1. *The Elmira Heights Central School District shall undertake certain capital improvements to the School District's existing school buildings and facilities, as more particularly described in Section 3 hereof, and as generally outlined to and considered by the voters of the School District at a special voter meeting on March 1, 2016.*

Section 2. *The Elmira Heights Central School District is hereby authorized to issue its General Obligation Serial Bonds in the aggregate principal amount of not to exceed \$11,170,608, pursuant to the Local Finance Law of New York, in order to finance the class of objects or purposes described herein.*

Section 3. *The class of objects or purposes to be financed pursuant to this resolution (hereinafter referred to as "purpose") is certain capital improvements consisting of addition to, and construction and reconstruction of, existing school buildings and facilities within the School District (each such building being a class "A" (fireproof and certain fire resistant) building as defined in Subdivision 11 of Paragraph a of Section 11.00 of said Local Finance Law), site improvements, and the acquisition of certain original furnishings, equipment, and apparatus and other incidental improvements required in connection therewith for such construction and school use.*

Section 4. *It is hereby determined and declared that (a) the aggregate maximum cost of said purpose, as estimated by the Board of Education, is \$12,381,641, and such amount is hereby appropriated therefor; and (b) the Elmira Heights Central School District's plan to finance the cost of said purpose is (i) to provide \$1,211,033 from the existing capital reserve fund for such costs; and (ii) to provide up to \$11,170,608 from funds raised by the issuance of said Bonds and the Bond Anticipation Notes hereinafter referred to; and (c) no money has heretofore been authorized to be applied to the payment of the cost of said purpose.*

Section 5. *It is hereby determined that the purpose is one of the class of objects or purposes described in Subdivision 97 of Paragraph a of Section 11.00 of the Local Finance Law, and that the period of probable usefulness of said purpose is thirty (30) years.*

Section 6. *The Elmira Heights Central School District is hereby authorized to issue its Bond Anticipation Notes in the aggregate principal amount of not to exceed \$11,170,608, and is hereby authorized to issue renewals thereof, pursuant to the Local Finance Law of New York in order to finance the purpose in anticipation of the issuance of the above described Bonds.*

Section 7. *It is hereby determined and declared that (a) there are presently no outstanding Bond Anticipation Notes issued in anticipation of the sale of said Bonds, (b) the Bond Anticipation Notes authorized hereby shall mature within one year of the date of issuance thereof or such longer term as may be desired in accordance with the provisions of the Local Finance Law, (c) the Bond Anticipation Notes authorized hereby are not issued in anticipation for Bonds for an assessable improvement, and (d) current funds will be provided prior to the issuance of the Bonds or Bond Anticipation Notes herein authorized, to the extent, if any, required by Section 107.00 of the Local Finance Law.*

Section 8. *It is hereby determined and declared that the Elmira Heights Central School District reasonably expects to reimburse the general fund, or such other fund as may be utilized, not to exceed the maximum amount authorized herein, from the proceeds of the obligations authorized hereby for expenditures, if any, from such fund that may be made for the purpose prior to the date of issuance of such obligations. This is a declaration of official intent under Treasury Regulation §1.150-2.*

Section 9. *The faith and credit of the Elmira Heights Central School District, New York, are hereby irrevocably pledged for the payment of the principal of and interest on such Bonds and Bond Anticipation Notes as the same respectively become due and payable. An annual appropriation shall be made in each year sufficient to pay the principal of and interest on such obligations becoming due and payable in such year. There shall annually be levied on all taxable real property of said School District, a tax sufficient to pay the principal of and interest on such obligations as the same become due and payable.*

Section 10. *The power to further authorize the sale and issuance of said Bonds and Bond Anticipation Notes and to prescribe the terms, form and contents of said Bonds and Bond Anticipation Notes, subject to the provisions of this resolution and the Local Finance Law of New York, including without limitation, the authority to determine whether to accept bids electronically to the extent allowed by Section 58.00 of the Local Finance Law, the consolidation with other issues, the determination to issue Bonds with substantially level or declining annual debt service, all contracts for, and determinations with respect to credit or liquidity enhancements, if any, and to sell, issue and deliver said Bonds and Bond Anticipation Notes, subject to the provisions of this resolution and Local Finance Law, is hereby delegated to the President of the Board of Education or to the Vice President of the Board in the event of the absence or unavailability of the President. The President of the Board of Education, Vice President and the District Clerk are hereby authorized to sign by manual or facsimile signature any Bonds and Bond Anticipation Notes issued pursuant to this resolution, and are hereby authorized to affix to such Bonds and Bond Anticipation Notes the corporate seal of the School District and to attest the same. The President of the Board of Education is additionally authorized (but not required) to execute and deliver a financing agreement with the Dormitory Authority of the State of New York and any other agreements and documents necessary to accomplish a financing, all as may be determined in the discretion of the President of the Board of Education.*

Section 11. *This resolution, or a summary hereof, shall be published in full by the District Clerk of the School District together with a notice in substantially the form prescribed by Section 81.00 of said Local Finance Law, and such publication shall be in each official newspaper of the School District. The validity of said Bonds and Bond Anticipation Notes issued in anticipation of the sale of said Bonds may be contested only if such obligations are authorized for an object or purpose for which said School District is not authorized to expend money, or the provisions of law which should be complied with, at the date of publication of this resolution are not substantially complied with, and an action, suit or proceeding contesting such validity, is commenced within twenty (20) days after the date of such publication; or if said obligations are authorized in violation of the provisions of the Constitution.*

Section 12. *This resolution shall take effect immediately upon its adoption.*

**J-7 Bond Council Services – Capital Project – Timothy McGill, Esq.**

A motion was made by Michael Lepak, seconded by Joseph Sullivan and carried 6-0 to approve the agreement with the Law Offices of Timothy McGill to serve as bond counsel for services in connection with the \$12,381,641 Capital Project.

**J-8 University of Rochester Agreement for student IEP assistance**

A motion was made by Joseph Sullivan, seconded by Kristen Wolowitz and carried 6-0 to approve the agreement between the University of Rochester School of Medicine and Dentistry and the Elmira Heights Central School District effective February 22, 2016 through June 30<sup>th</sup> 2016 for student based technical assistance per students individual education programs.

**J-9 Director of Facilities Agreement with Horseheads CSD**

A motion was made by Andrew Willard, seconded by Michael Lepak and carried 6-0 to dissolve the current agreement between the Elmira Heights CSD and the Horseheads CSD for the contracted services of a Director of Facilities, effective April 1, 2016. Further, the recommendation is to approve the agreement for the Horseheads Central School District to provide Director of Facilities services, effective April 1, 2016 through June 30, 2016, with no consideration.

**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-7.

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

The Board of Education approved recommendations and funds to support placements for determinations made at the March 21, 2016 CPSE meetings.

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

The Board of Education approved recommendations and funds to support placements for determinations made at the February 18, March 1, 14, 15, 16, 17, 21, 2016 CSE meetings.

**K-3 Policy 8430: Independent Study – revised – 1<sup>st</sup> reading - accepted**

The Board accepted the first reading of revised Board of Education Policy 8430: Independent Study.

**K-4 Policy 8211: Prevention Instruction – reinstated & revised – 1<sup>st</sup> reading - accepted**

The Board accepted the recommendation to reinstate and accept the first reading of revised Board of Education Policy 8211: Prevention Instruction

**K-5 Calendar – 2016-17 Elmira Heights Calendar - approved**

The Board approved the 2016-17 Elmira Heights CSD calendar

**K-6 Donation – up to \$150.00 - Class of 2007 – microwave**

The Board accepted with thanks and appreciation, a donation of up to \$150.00 from the Class of 2007 to purchase a new microwave for the Teacher’s Lounge at Thomas A Edison High School.

**K-7 Donation – \$1,500.00 & future 15/16 donations - The Get Schooled Foundation –**

The Board accepted with thanks and appreciation, a donation of \$1,500.00 from The Get Schooled Foundation and any additional donations from The Get Schooled Foundation during the 2015-16 school year to be used for the Thomas A Edison PBIS program.

**L. Awards/Honors/Achievement**

no items

**M. Communications**

**Thank you** – from ALS Foundation for a donation of \$800.00 from the Edison HS Basketball ALS Awareness Night.

**DISCUSSION**

**N-1 Budget Development**

Presentation by Business Manager Jason Rosno and Superintendent Fiore revealed very few changes since the last meeting. The spending side needs to be locked down so work can proceed on the revenue side. The Board was not inclined to eliminate any items from the proposed budget.

**EXECUTIVE SESSION:**

At 8:26pm a motion was made by Joseph Sullivan, seconded by Christopher Callas and carried 6-0 to enter executive session to discuss personnel and student issue.

**ADJOURN EXECUTIVE SESSION:**

At 8:53pm a motion was made by Christopher Callas, seconded by Michael Lepak and carried 6-0 to adjourn executive session.

**NEXT MEETING**

Thursday	April 7, 2016	Regular Meeting (Adopt Final Budget)	7:00pm	Community Rm
Thursday	April 14, 2016	Regular Meeting (if needed)	7:00pm	Community Rm
Wednesday	April 20, 2016	Regular Meeting (BOCES/Admin Budget)	7:00pm	Community Rm
Thursday	May 5, 2016	Public Hearing/Regular Meeting	7:00pm	Community Rm

**ADJOURNMENT** – At 8:55pm a motion was made by Joseph Sullivan, seconded by Andrew Willard and carried 6-0 to adjourn the meeting.

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Clerk