

**Board of Education
Regular Meeting**

Minutes January 4, 2017

**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, Tom Boyanowski, Dawn Hanrahan, Andy Lutz, Martha Clark, Mike Bennett, Carol Sullivan, Colleen Dengler

APPROVAL OF AGENDA/MINUTES

Agenda:

A motion was made by Christopher Callas, seconded by Michael Lepak and carried 6-0 to approve the agenda for the January 4, 2017 Board of Education Meeting with the deletion of F1a substitutes, addition to J1 Policy deletes, addition to J2 Policy revision, change in amount of write off debt and year correction to cost methodology item.

Minutes:

December 7, 2016 Regular Meeting- A motion was made by Christopher Callas, seconded by Andrew Willard and carried 6-0 to approve the minutes of the December 7, 2016 Regular Meeting.

Order of Business:

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

FACILITIES

H-1 Update- Capital Project Phase II

Jeff Robbins of HUNT presented sketches and product samples for the PK rooms addition and the Cohen cafeteria renovation.

H-2 Update – 2016-17 Capital Outlay Project

Bids came in a little higher than expected. With the three additional water fountains that need replacing at TAE, budgets will be modified to maximize what can be completed within scope of project.

H-3 Fire Inspection Report

A motion was made by Andrew Willard, seconded by Christopher Callas and carried 6-0 to acknowledge the November 23, 2016 Fire Inspection Report for the 2016-17 year. It was noted that there were only 3 minor infractions, 2 at Cohen and 1 at TAE, and they have been corrected.

COMMENTS FROM THE PUBLIC AND STAFF

Mary Beth Fiore - Superintendent ♦Happy New Year to all ♦Budget information - there is a lot to go over later in the meeting
♦Welcome Martha Clark as our new business official ♦Enrollment for modified wrestling is very low and the program may not be able to continue. Anticipate a determination after Friday.

Andy Lutz – Elementary School Principal ♦Once again we had a great round of Holiday concerts in December

Dawn Hanrahan – Middle School Principal/CSE Chair ♦CDOS – received information regarding curriculum and standards at faculty meeting ♦Mascot identity – Spartans vs Knights – although PBIS program is based on the 7 pillars of knighthood, the staff are in favor of the change. Will start to survey students, families and community

Tom Boyanowski – High School Principal ♦the High School also had a wonderful season of instrumental and choral concerts before break ♦Midterms and Regents are fast approaching as we are nearly half way through the year. ♦74% of the Seniors have already applied to colleges and there have even been some acceptances ♦Sports teams are in full swing
♦Snowball is January 14

Martha Clark – Interim Business Manager ♦First State Aid run was released the beginning of December – it is within 10% of budget ♦17/18 Budgeting has begun and staff are in the process of entering their requests ♦the District is in need of an inexpensive truck to use with the salt spreader

PERSONNEL

A motion was made by Andrew Willard, seconded by Kristen Wolowitz and carried 6-0 to approve the following consent personnel items F-1b through F1e. 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 2016-17 school –

applicant removed from agenda – unable to schedule fingerprinting in sufficient time

b. Long-Term Substitute –pending 26 consecutive days - approved

Paula Edelmann – retired teacher

Position: Substitute Elementary Teacher (for Paluga 3rd grade)

Certification Area: Permanent PK, K 1-6 - retired

Compensation: \$100.00/day to convert to \$282.07/day (step 15 w/36 credits \$56,414/200) after 26 consecutive days at which time she will be eligible to receive benefits in accordance with Policy 6221: Part Time and Professional Staff Employment.

c. Supervision/Game Help - approved

The Board approved the following individual to provide supervision/game help for the 2016-17 school year at a rate of \$17.50 per hour. All supervisors will hold current CPR/AED certification.

Elizabeth Warren

d. Extended School Day (APEX grant) personnel –approved

The board approved the following personnel to work with the extended school day program (APEX) grant for the 2016-17 school year:

Activity Coordinators – Cohen Middle at \$17.50 per hour

Justin Coffin James Heraghty

e. Student Teacher – acknowledged

Ashley Fredericks

The Board acknowledged Elmira College student, Ms. Ashley Fredericks as a student teacher under the direction and cooperation of Mrs. Jean Ryan, a secondary ELA teacher in the subject area of ELA at Cohen Middle School, for the period of January 10, 2017 through April 5, 2017.

FINANCIAL

G-1 Budget Status Report as of December 28, 2016- acknowledged

A motion was made by Joseph Sullivan, seconded by Andrew Willard and carried 6-0 to acknowledge the budget status report as of December 28, 2016.

G-2 Treasurer’s Report (November 2016) - acknowledged

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

G-3 Investment Report

No - Report

G-4 Claims Auditor Report (November 2016) - acknowledged

A motion was made by Andrew Willard, seconded by Joseph Sullivan and carried 6-0 to acknowledge the Claims Auditor Report for November 2016.

G-5 Extra-Classroom Report (November 2016) - acknowledged

A motion was made by Christopher Callas, seconded by Andrew Willard and carried 6-0 to acknowledge the Extra-Classroom Report for November 2016.

G-6 Budget Transfer - correction

A motion was made by Joseph Sullivan, seconded by Michael Lepak and carried 6-0 to approve the following corrected budget transfers in the \$12.4M Capital Project budget. This action is to correct a clerical error in the original recommendation approved at the December 7, meeting.

From:	H 1620-293-07016, Cohen General Construction:	\$ 35,800.00
To:	H 1620-295-07016, Cohen Plumbing:	\$ 34,000.00
	H 1620-296-07016, Cohen Electrical	\$ 1,800.00

OLD BUSINESS

no items

New BUSINESS**J-1 Policies – to delete – 1st review - acknowledged -**

A motion was made by Andrew Willard, seconded by Michael Lepak and carried 6-0 to acknowledge review of the following policies by our legal firm to be recommended for deletion at the next Board of Education meeting:

1338	Duties of the School Physician/Nurse Practitioner	duties are outlined by law and no policy is needed
1420	Execution of Policy: Administrative Regulations	no required by law
1510	Regular Board Meetings	reiterates requirements of Education & Public Officer's Law re: meetings
1520	Special Meetings of the Board of Education	reiterates requirements of Education Law
1610	Annual District Meeting and Election/Budget Vote	reiterates requirements of Education Law
1611	Business of the Annual District Election	reiterates requirements of Education Law
1630	Legal Qualifications of Voters at School District Meeting	reiterates requirements of Education Law re: voter qualifications
1640	Absentee Ballots	reiterates requirements of Education Law
1710	Quorum	reiterates requirements of Education Law
1720	By-Laws Minutes	reiterates requirements of Education Law & Public Officer's Law
1730	Executive Sessions	reiterates requirements of Education Law & Public Officer's Law
2110	Orienting New Board Members	no policy required
2120	Use of Parliamentary Procedure	designed for large groups and inappropriate for small volunteer boards
2330	Compensation and Expenses	reiterates requirement of Education Law & other policy in place
6220	Temporary Personnel	reiterates law

J-2 Policies – to revise – 1st reading - acknowledged -

A motion was made by Andrew Willard, seconded by Joseph Sullivan and carried 6-0 to acknowledge the 1st reading of the following revised policies:

1410	Policy	revisions as recommended by attorney letter
6221	Part Time & Certified Substitute Teacher Employment	revisions as recommended

J-3 Outstanding Balance Write-Off - - authorized

After multiple attempts at collection, and as discussed at the August 3, 2016 a motion was made by Andrew Willard, seconded by Christopher Callas and carried 6-0 to authorize that outstanding balances for lost student textbooks and negative balances on student school lunch accounts for the school year 2015-2016 be written off:

<u>Textbooks</u>	<u>School Lunch Accounts</u>
TAE \$526.65	Cohen \$252.07
(\$621.17 minus Jan 3 payment of \$94.52 payment)	TAE \$ 96.19

J-4 Cost Allocation Methodology for 2017-2018. - approved

A motion was made by Christopher Callas, seconded by Kristen Wolowitz and carried 6-0 to approve the 2017-18 Cost Allocation Methodology for COSERS to be offered by the GST BOCES for the 2017-18 school year.

J-5 Bid Award. - approved

A motion was made by Joseph Sullivan, seconded by Andrew Willard and carried 6-0 to award Elmira Structures as the successful contract bidder for the Elmira Heights Central School District 2016-17 Capital Outlay Project for a base bid amount of \$26,700 plus alternate of \$28,000 for a total bid cost of \$54,700 and to authorize the Board President to execute the contract when available.

CONSENT

A motion was made by Joseph Sullivan, seconded by Harry Blish and carried 6-0 to approve the following consent agenda items K-1 through K8

K-1 CSE Recommendations and Funding - approved

The Board of Education approved the recommendations and funds to support placements for determinations made at the December 5, 6, 12, 13, 15, 19, 2016 CSE meetings.

K-2 Policies - deleted - approved

The Board of Education approved the recommendation to delete the following Board of Education Policies as advised by legal counsel and discussed at the December 7, 2016 Board of Education Meeting.

1110	School District and Board of Education Legal Status	no legal requirement to have a policy state the legal structure of district
1120	Board of Education Authority	reiterates law
1130	Number of Members and Terms of Office	# of members and term length determined by voters, not resolution
1210	Board of Education Members: Qualifications	qualifications are set by law and may not be changed by resolution
1220	Board of Education Members: Nomination and Election	recites law and hour of voting are set annually
1230	Reporting of Expenditures	recites Law
1240	Resignation and Dismissal	recites current state of the law
1310	Powers and Duties of the Board	recites general powers it already has by statute
1322	Duties of the Vice President of the Board of Education	recites law – delete & adding statement to policy 1321-duties of Pres.
1330	Appointments and Designations by the Board of Education	reiterates law
1331	Duties of the District Clerk	reiterates requirements of the law
1332	Duties of the School District Treasurer	reiterates law
1333	Duties of the Tax Collector	reiterates law
1334	Duties of the Independent Auditor	reiterates law
1337	Duties of the School Attorney	recites some but not all legal requirement

K-3 Policy 1321 Duties of the President of the Board of Education - revised - approved

The Board approved revised Board of Education Policy 1321 Duties of the President of the Board of Education as presented at the December 7, 2016 Board of Education Meeting.

K-4 Policy 1335 Appointment and Duties of Claims Auditor - revised - approved

The Board approved revised Board of Education Policy 1335 Appointment and Duties of Claims Auditor as presented at the December 7, 2016 Board of Education Meeting.

K-5 Donation – TAE Class of '65 – \$165.64 “no kid goes hungry” - accepted

The Board of Education accepted with thanks and appreciation a donation of \$165.64 from the TAE Class of '65 “No Heights Kid Goes Hungry” program to supplement cost of lunch for students in need of assistance

K-6 Donation – PFO – up to \$1,200.00 - laminating rolls - accepted

The Board of Education accepted with thanks and appreciation a donation of up to \$1,200.00 from the Elmira Heights PFO for Mr. Lutz to purchase laminating rolls for Cohen School.

K-7 Donation – TAE Class of 2014 – up to \$350.00 – field trip(transition conference) - accepted

The Board of Education accepted with thanks and appreciation a donation of up to \$350.00 from the TAE Class of 2014 to fund a field trip, including bus transportation and lunch, for a group of 10 students attending a transition conference at the Corning Radisson on January 10, 2017

K-8 Cooperative Student Transportation Agreement - approve

The Board of Education approved the Cooperative Student Transportation Agreement between participating districts commencing July 1, 2016 and ending June 30, 2017.

AWARDS/HONORS/ACHIEVEMENT

no items

COMMUNICATIONS

no items

DISCUSSION

N-1 Budget Development

Superintendent Fiore and Business Manager Martha Clark did a preliminary presentation on the 2017-18 budget – hi-lighting areas where the Board may need to make some decisions later in the process when revenue budget has been determined.

EXECUTIVE SESSION:

At 8:50pm a motion was made by Andrew Willard, seconded by Kristen Wolowitz and carried 6-0 to enter executive session to discuss personnel.

ADJOURN EXECUTIVE SESSION:

At 9:03pm a motion was made by Andrew Willard, seconded by Joseph Sullivan and carried 6-0 to adjourn executive session.

NEXT MEETING

Wednesday February 1, 2017 7:00pm Regular Board Meeting Community Room

ADJOURNMENT – At 9:04pm a motion was made by Joseph Sullivan, seconded by Andrew Willard and carried 6-0 to adjourn the meeting.

Clerk _____