

**Board of Education
Regular Meeting**

Minutes January 9, 2019

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

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

MEMBERS PRESENT Lisa Benedict, Harry Blish, Christopher Callas, Michael Lepak, Andrew Willard,

MEMBERS ABSENT Joseph Sullivan

OTHERS PRESENT Mary Beth Fiore, Martha Clark, Tom Boyanowski, Dawn Hanrahan, Andy Lutz, Melissa Kelley, Geoff Pierce, Colleen Dengler

APPROVAL OF AGENDA/MINUTES

Agenda:

A motion was made by Lisa Benedict, seconded by Christopher Callas and carried 5-0 to approve the agenda for the January 9, 2019 Board of Education Meeting with the addition of a substitute teacher and donation.

Minutes:

December 5, 2018 Regular Meeting- A motion was made by Michael Lepak, seconded by Christopher Callas and carried 5-0 to approve the minutes of the December 5, 2018 Regular Meeting.

December 19, 2018 Regular Meeting- A motion was made by Andrew Willard, seconded by Christopher Callas and carried 5-0 to approve the minutes of the December 19, 2018 Regular Meeting.

Order of Business:

A motion was made by Lisa Benedict, seconded by Christopher Callas and carried 5-0 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 ♦Kicking off the Budget season later in the meeting ♦will be in Albany next week – a great deal going on with state and federal legislation and advocacy ♦Insurance committee meeting today – current status and projections look good – will be watching the trend

Andy Lutz – Elementary School Principal ♦Conference Day 1/28 will be partnering with ProAction again – last year’s poverty simulation was excellent ♦March conference day – looking at active intruder day training ♦Mrs. Rosno sent a note thanking all for the amazing outreach by the school community ♦Thank you Mr. Lepak for your participation in the elementary festivities the last day before break ♦as always we are working on benchmarks, testing, et al

Dawn Hanrahan – Middle School Principal/CSE Chair ♦Conference day – full menu of topics ♦TIC training upcoming ♦Thank you to the Board authorizing hiring of a second psychologist. She has been a great addition to the team and much has been accomplished ♦Dance on Friday

Tom Boyanowski – High School Principal ♦Hope everyone had a wonder Holiday ♦last day before break there was lots of cheer and caroling occurring ♦Wrestling – 3 Seniors recognized at tonight’s match ♦Jan 19 is Snowball ♦Half the school year will be completed in a couple weeks – time is flying

Martha Clark – Business Manager ♦19-20 Budget – great deal of work being done looking at insurance costs, payroll numbers and wish lists ♦GASB75 reporting – lot of work for no payback ♦Medicaid cost reporting – time consuming because they change the standards and formats every year

Public/Staff Comments ♦Mr. Callas advised that the College Fair date has been set for May 8, 2019.

PERSONNEL

A motion was made by Andrew Willard, seconded by Christopher Callas and carried 5-0 to approve the following consent personnel items F-1a through F2f. 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.

F-1 Resignation/Retirement

- a. **Coach – Modified Girls Basketball - resignation - accepted**

Ashley Crozier

The Board accepted the resignation of Ashley Crozier as girls modified basketball coach for the 2018-19 school year effective December 19, 2018.

F-2 Appointments

The Board approved the following appointments resolving 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.

- a. Substitutes for the 2018-19 school year: - approved
 Substitute Teachers: Chelsea Bahantka Josie Brooks Erick Schnell MaryAnn VanHouten Dannie Yaple
 Substitute Support Staff: Chelsea Bahantka MaryAnn VanHouten
- b. Deputy Treasurer - approved
 Jennifer Morris
 The Board approve the appointment of Jennifer Morris as Deputy Treasurer for the remainder of the 2018-19 school year.
- c. The Board approved the following probationary appointment:
 Stacee Lewis
 Food Service Helper 3.00 hr/day
 Effective: January 10, 2019
 Probationary Period: January 10, 2019 – January 9, 2020/Civil Service Regulations
 Total Compensation per EHESSA Contract – \$11.30 per hour (Step 1)
- d. Coaches – approved
 The Board approved the following coaches for the 2018-19 school year

| <u>Sport</u> | <u>Coach</u> | <u>Year</u> | <u>Level</u> | <u>stipend</u> |
|--|------------------|-------------|--------------|----------------|
| 7 th grade Girls Basketball | Gretchen Smith | 1 | 1 | \$2,086.45 |
| 8 th grade Girls Basketball | Kristin McNamara | 1 | 1 | \$2,086.45 |
- e. Athletic Volunteers – approved
 The Board approved the following volunteers to work with our athletic program for the 2018-19 school year
 Basketball: Bridget Paluga Emily Smith
- f. APEX – Activity Advisor – approved
 The Board approved the following for duties as part of the APEX grant programs for the 2018-19 school year:
 Cohen Middle School - Activity Advisor \$25.00/hr.
 Rebecca Egan

FINANCIAL

G-1 Reports - acknowledged

A motion was made by Christopher Callas, seconded by Lisa Benedict and carried 5-0 to acknowledge the following consent financial reports

- a. Budget Status Report as of January 2, 2019
- b. Revenue Status Report as of January 2, 2019
- c. Budget Transfer Report as of January 2, 2019
- d. Treasurer’s Report for November 2018
- e. Claims Auditor Report for November 2018
- f. Extra Classroom Report for November 2018

FACILITIES

H-1 Update on Capital Project

- ◆Wrapping up the loose ends ◆Cohen dishwasher was installed over break – there will be additional training in operation
- ◆final system checks being completed

H-2 Update on Capital Outlay Project

- ◆Outside security progress at Cohen has been difficult since the ground has been too soft to set the poles
- ◆Next year’s projects will be at TAE – in process of comparing need to building condition survey

OLD BUSINESS

No items.

NEW BUSINESS

J-1 Cost Allocation Methodology – 2019-20

A motion was made by Andrew Willard, seconded by Christopher Callas and carried 5-0 to approve the Cost Allocation Methodology for COSERS to be offered by the GST BOCES for the 2019-20 school year.

J-2 NY44 – Health Insurance – data release

A motion was made by Lisa Benedict, seconded by Michael Lepak and carried 5-0 to adopt the following resolution of agreement of settlement regarding release of data:

BOARD RESOLUTION

WHEREAS, The Board of Education adopted a resolution dated October 10, 2018, authorizing the commencement of litigation against the NY44 Health Benefits Plan Trust (“the Trust”) and any other parties necessary to such litigation; and

WHEREAS, A Petition was filed in New York State Supreme Court, Erie County, on April 19, 2018, under Index Number 806236/2018 naming the Elmira Heights Central School District/BOCES as a Petitioner and the Trust as Respondent alleging that the Trust improperly denied Petitioner’s request to disclose records under the New York Freedom of Information Law; and

WHEREAS, the parties now wish to resolve the pending litigation through the attached written settlement agreement, and:

NOW, THEREFORE, BE IT RESOLVED that the Board of Education approves the settlement agreement proposed for the above-referenced proceeding under Index Number 806236/2018, and authorizes Costello, Cooney & Fearon, PLLC, as counsel to the Board and District, to take all necessary action to discontinue the pending litigation as required in the settlement agreement.

J-3 Policies - Deletion – 1st reading - acknowledged

A motion was made by Andrew Willard, seconded by Michael Lepak and carried 5-0 to acknowledge review of the following policies by our legal firm to be recommended for deletion at the next Board of Education meeting

| | | |
|------|---|--|
| 5110 | Budget Planning and Development | policy is not required |
| 5120 | School District Budget Hearing | merely recites legal requirements |
| 5130 | Budget Adoption | merely recites legal requirements |
| 5140 | Administration of the Budget | recites current law |
| 5150 | Contingency Budget | recites law and predates tax cap legislation |
| 5210 | Revenues | recites current law |
| 5240 | School Tax Assessment and Collection | recites law & is unnecessary |
| 5310 | Bonding of Employees & School Board Members | reiterates legal obligation & unnecessary |
| 5340 | Borrowing of Funds | reiterates Local Finance Law & unnecessary |

J-4 Policies - Revising – 1st reading - acknowledged

A motion was made by Andrew Willard, seconded by Michael Lepak and carried 5-0 to acknowledge the 1st reading of the following revised policies:

| | | |
|------|---|--------------------------------|
| 3280 | Use of School Facilities, Materials & Equipment | additional information added |
| 6110 | Code of Ethics | replacing with updated version |

CONSENT

A motion was made by Lisa Benedict, seconded by Michael Lepak and carried 5-0 to approve the following consent agenda items K-1 through K-7

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 3, 4, 5, 6, 11, 13, 18, 20, 2018 CSE meetings.

K-2 CPSE Recommendations and Funding - approved

The Board of Education approved the recommendations and funds to support placements for determinations made at the December 17, 2018 CPSE meetings.

K-3 Disposition of Assets – Auctions International

The Board approved the disposition of the following assets through Auctions International:

Eight Foot Air-Flo Salt Spreader model PSV-8E.

Two Metro Warmer Ovens model C199 & HM2000 replaced as part of capital project.

Minor miscellaneous items from old capital construction projects.

K-4 Disposition of Assets – Disposal

The Board approved the disposal of the following irreparable assets:

Electro Lux Dishwasher model WT44BL208 from Cohen Cafeteria

Rational Oven removed as part of the capital project at Cohen Cafeteria. Parts have been removed to use when needed.

K-5 Standard Work Day

The Board approved the following Standard Work Day resolution:

STANDARD WORKDAY RESOLUTION

BE IT RESOLVED, that the Elmira Heights Central School District Board of Education be and hereby revises and establishes standard workdays for the following appointed positions for the purpose of determining days worked reportable to the New York State and Local Employees' Retirement System:

5 day work week/ 6 hrs. per day

- 6 Hour Bus Attendant
- 6 Hour Bus Driver
- 6 Hour Food Service Helper

5 day work week/ 7 hrs. 30 min. per day

- 7.5 Hour Nurse – LPN
- 7.5 Hour Nurse – RN

5 day work week/ 8 hrs. per day

- 8 Hour Building Maintenance Mechanic
- 8 Hour Cleaner
- 8 Hour Clerk/Typist
- 8 Hour Custodian
- 8 Hour Principal Clerk
- 8 Hour Secretary
- 8 Hour Transportation Supervisor

5 day work week/ 6 hrs. 45 min. per day

- 6.75 Hour Teacher Aide

5 day work week/ 6 hrs. 55 min. per day

- 6.92 Hour Teacher Aide

5 day work week/7 hrs. per day

- 7 Hour Cook

K-6 Auctions International Bid Acceptance – 2003 Chrysler Voyager- accepted

The Board of Education accepted a bid through Auctions International, for the 2003 Chrysler Voyager VIN #1C4GJ253X3B295529 in the amount of \$2,225.00, which is less than the \$4,000 minimum set at the December 5, 2018 Board of Education meeting.

K-7 Donation – Box Tops for Education – \$25.60 – Middle School - materials & supplies- accepted

The Board of Education accepted with thanks and appreciation a donation in the amount of \$25.60 from the Box Tops for Education Program, and any future donations received during the 2018-19 school year for the Cohen Middle School materials and supplies.

AWARDS/HONORS/ACHIEVEMENT

no items

COMMUNICATIONS

NYSIR Underwriting Survey

Due to everyone's due diligence, there were only a few minor infractions that were corrected on the spot.

DISCUSSION

N-1 Public Comment Period One Year Extension of Transitional Period for APPR

SED extending transition period for another year and there is a public comment period

N-2 Update on Alcohol Drug Testing – Legal Changes

New legislation may impact some of our occasional drivers. Will be reviewing and updating as required

N-3 Budget Development 2019-20

Presentation addressed very rough budget numbers and the buildings and District wish list. Will continue to update as data becomes available.

N-4 Internal Audit Topic

After reviewing possible options and recent audits done, the Board is in agreement with the business manager that "payroll and personnel" should be done this year.

EXECUTIVE SESSION:

At 8:00pm a motion was made by Lisa Benedict, seconded by Michael Lepak and carried 5-0 to enter executive session to discuss, negotiations, legal issue and personnel.

ADJOURN EXECUTIVE SESSION:

At 8:18pm a motion was made by Christopher Callas, seconded by Lisa Benedict and carried 5-0 to adjourn executive session.

NEXT MEETING

- | | | | | |
|-----------|------------------|--------|-----------------------------------|--------------|
| Wednesday | January 16, 2019 | 7:00pm | Regular Board Meeting (if needed) | Community Rm |
| Wednesday | February 6, 2019 | 7:00pm | Regular Meeting | Community Rm |

ADJOURNMENT – At 8:22pm a motion was made by Christopher Callas, seconded by Andrew Willard and carried 5-0 to adjourn the meeting.