

**Board of Education  
Regular Meeting**

**Minutes May 8, 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, Joseph Sullivan, Andrew Willard,

**MEMBERS ABSENT** all present

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

**APPROVAL OF AGENDA/MINUTES**

**Agenda:**

A motion was made by Lisa Benedict, seconded by Andrew Willard and carried 6-0 to approve the agenda for the May 8, 2019 Board of Education Meeting with additions under personnel, consent and discussion.

**Minutes:**

April 24, 2019 Regular Meeting- A motion was made by Christopher Callas, seconded by Michael Lepak and carried 6-0 to approve the minutes of the April 24, 2019 Regular Meeting.

**Order of Business:**

A motion was made by Christopher Callas, 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.

**EXECUTIVE SESSION:**

At 7:02pm a motion was made by Christopher Callas, seconded by Lisa Benedict and carried 6-0 to enter executive session to discuss personnel, negotiations and legal issue.

**ADJOURN EXECUTIVE SESSION:**

At 7:25pm a motion was made by Joseph Sullivan, seconded by Christopher Callas and carried 6-0 to adjourn executive session.

**COMMENTS FROM THE PUBLIC AND STAFF**

Mary Beth Fiore - Superintendent ♦Summer Feeding program – received word that it will be a closed site ♦Cohen cafeteria qualifies for the CEP (Community Eligibility Program) but participating results in a loss of State Aide and it is unknown the extent of loss at this time Ms. Fiore does not recommend participation without all information to make an informed decision and identify specific financial impact ♦our sympathy goes out to all with a connection to the Colorado High Ranch School shooting ♦Ms. Fiore read a heartfelt letter addressed to the Board relative to her resignation for the purpose of retirement.

Tom Boyanowski – High School Principal ♦Faculty meeting this week included a debriefing of the active shooter drill on conference day. Was very helpful in putting all the pieces together that were happening in other parts of the building ♦Coming down to the finish line for the year – working diligently with 5-6 students that are on the fence of graduating ♦Teacher Appreciation Week – Student Council has been very active with something new everyday

Dawn Hanrahan – Middle School Principal/CSE Chair ♦Faculty Meeting – focused on PBIS program – next month will have the Police in to debrief on the drill ♦Schedule is loaded in School Tool for next year so working on that – large group of 5<sup>th</sup> graders moving up in the fall –the student numbers are increasing but the wall don't seem to be expanding, so looking at how to make it all work ♦CPSE scheduling for the fall ♦Math Tests went well – thank you Alyssa Hoobler

Andy Lutz – Elementary School Principal ♦Jamie Shaw was honored at Corning Community College for “Being an Inspirational Educator” ♦Teacher Appreciation – thank you to Bells Country Cafe for coffee and cookies ♦Friday is Purple Pinky day sponsored by the Elmira Heights Rotary and Jr. Rotarians, for a dime you get a purple pinky and help support the eradication of polio around the world ♦District Calendar for next year is complete ♦Next Friday is Career Day – overwhelming support – we have had to turn away representatives this year ♦Field Trip season. Please feel free to volunteer. ♦Tom and Andy attended McKinney-Vento Training.

Martha Clark – Business Manager ♦OCS Audit – a little misunderstanding in the process and the area of focus(Tuition Students) was selected without direct communication ♦Preliminary Year End Audit by BWB will be next week ♦Final Cost Reporting – have some glitches and hoops to jump through – personnel at State Ed are in transition creating delays ♦Transparency Reporting will go into effect 20/21 year

**PERSONNEL**

A motion was made by Andrew Willard, seconded by Michael Lepak and carried 6-0 to approve the following consent personnel item(s) F-1a through F3b. 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-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. Probationary Appointments**

The Board approved the following probationary appointments:

Amy McNeeley  
 Food Service Helper 3.00 hr/day  
 Effective: May 9, 2019  
 Probationary Period: May 9, 2019 – May 8, 2020/Civil Service Regulations  
 Total Compensation per EHESSA Contract – \$11.30 per hour (Step 1)

Justina Kohler  
 Cook 7.00 hr/day  
 Effective: May 9, 2019  
 Probationary Period: May 9, 2019 – May 8, 2020/Civil Service Regulations  
 Total Compensation per EHESSA Contract – \$13.40 per hour (Step 1)

- b. **Substitute** for the 2018-19 school year: - approved  
 Substitute Support Staff: Julie Reese

**F-2 Change in Employment Status**

- a. The Board approved tenure status for the following:

<u>Teacher</u>	<u>Effective Date</u>	<u>Tenure Area</u>
Jedediah Twitchell	09/01/2019	Social Studies
Christopher Suwak	09/08/2019	Social Studies
Katharine Herzig	09/01/2019	Special Education
Jessi Perry	09/18/2019	Secondary Science
Steven Winston	09/06/2019	Foreign Language (Spanish)

- b. Alison Capilli – permanent  
 Teacher Aide

The Board approved the permanent appointment of Alison Capilli as a teacher aide, effective August 24, 2019. Ms. Capilli has successfully completed her probationary period in accordance with current Civil Service regulations.

- c. Amy Brewer – permanent  
 Registered Nurse

The Board approved the permanent appointment of Amy Brewer as a Registered Nurse, effective August 24, 2019. Ms. Brewer has successfully completed her probationary period in accordance with current Civil Service regulations.

**F-3 Resignations / Terminations / Retirements**

- a. Superintendent of Schools – retirement – accepted

Mary Beth Fiore

The Board accepted with regret, and thanks for 17 ½ years of service, the resignation for purposes of retirement, of Mary Beth Fiore as Superintendent of Schools effective January 1, 2020. Ms. Fiore’s last day of employment with the District will be December 31, 2019.

- b. Food Service Helper – resignation – accepted

Justina Kohler

The Board accepted the resignation of Justina Kohler as a food service helper, effective May 9, 2019 pending appointment as a cook effective May 9, 2019

**FINANCIAL**

**G-1 Reports - acknowledged**

A motion was made by Christopher Callas, seconded by Lisa Benedict and carried 6-0 to acknowledge the following consent financial reports:

- a. Budget Status Report as of May 1, 2019
- b. Revenue Status Report as of May 1, 2019
- c. Budget Transfer Report – May 1, 2019
- d. Treasurer’s Report for March 2019
- e. Claims Auditor Report for March 2019
- f. Extra Classroom Report for March 2019

**FACILITIES**

no report

**OLD BUSINESS**

no items

**NEW BUSINESS**

**J-1 SEQRA approved**

A motion was made by Joseph Sullivan, seconded by Andrew Willard and carried 6-0 to approve the following resolution designating the Elmira Heights Central School District as lead agency and determining that the Capital Outlay Project is a Type II action and not subject to SEQRA:

***Resolution***

*WHEREAS, the Elmira Heights Central School District has agreed to undertake a Capital Outlay Project at Thomas A Edison High School and*

*WHEREAS, prior to commencement of any action on the project, the District must comply with the New York State Department of Environmental Conservation Environmental Quality Review Act, and*

*WHEREAS, The School District Architect has recommended that the Board determine that the project is a Type II action within the meaning of the New York State Environmental Quality Review Act and its enabling regulations because 1) the scope of the work is maintenance, repair or replacement to existing structures, 2) the work involves replacement, rehabilitation, or reconstruction of a structure or facility on the same site, and does not exceed the thresholds of 617.4 of the regulations, and 3), is a routine activity of an educational institution within the meaning of 617.5(8), all of which fall within the definition of a Type II action requiring no further action or review under the SEQR process.*

*NOW, THEREFORE, BE IT RESOLVED by the Elmira Heights Central School District Board of Education that:*

- 1) Elmira Heights Central School District shall act as Lead Agency in the SEQR process.*
- 2) That the scope of the work is maintenance, repair or replacement to existing structures which fall within the definition of a Type II action requiring no further action or review under the SEQR process.*

**J-2 Capital Outlay Project - approved**

A motion was made by Lisa Benedict, seconded by Andrew Willard and carried 6-0 to approve the proposal from Hunt Engineers and Architects for the 2019-20 Thomas A Edison High School Capital Outlay Project contingent on the 2019-2020 budget being approved by the qualified voters on May 21, 2019.

**J-3 Administrative Council Tentative Agreement - ratified**

A motion was made by Christopher Callas, seconded by Andrew Willard and carried 6-0 to ratify with corrections the tentative agreement between the Superintendent of Schools of the Elmira Heights Central School District and the Elmira Heights Administrative Council, effective July 1, 2019 through June 30, 2023.

**CONSENT**

A motion was made by Michael Lepak, seconded by Christopher Callas and carried 6-0 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 April 25, 30, May 3, 2019 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 April 29, 2019 CPSE meetings.

**K-3 Cooperative Purchasing Resolutions – DCMO BOCES 2019-20 - approved**

The Board of Education approved the following purchasing resolutions:

**Cooperative Purchasing School Year 201-2020**

*WHEREAS, the Cooperative Purchasing service is a plan of a number of public school districts in the Delaware-Chenango-Madison-Otsego BOCES area in New York, to bid jointly equipment supplies and contract items, and*

*WHEREAS, The Elmira Heights Central School District is desirous of participating with other districts in the Delaware-Chenango-Madison-Otsego BOCES in the joint bidding of the items mentions above as authorized by General Municipal Law, Section 119-o and*

*WHEREAS, The Elmira Heights Central School District wishes to appoint the Delaware-Chenango-Madison-Otsego BOCES to advertise for bid, accept, tabulate bids and award bids on their behalf, therefore*

*BE IT RESOLVED, The Elmira Heights Central School District Board of Education , hereby appoints the Delaware-Chenango-Madison-Otsego BOCES to represent it in all matters relating above and designates the Evening Sun Newspaper as the legal publication for all Cooperative Purchasing bid notifications, and,*

*BE IT FURTHER RESOLVED, The Elmira Heights Central School District Board of Education authorizes the Delaware-Chenango-Madison-Otsego BOCES to represent it in all matters leading up to the entering into a contract for the purchase of the above mentioned commodities, and.*

*BE IT FURTHER RESOLVED, The Elmira Heights Central School District Board of Education agrees to (1) assume its equitable share of the costs of the Cooperative Bidding; (2) abide by majority decisions of the participating districts; (3) abide by the Award of the BOCES Board; (4) and that after the award of the bid it will conduct all negotiations directly with the successful bidder(s).*

**Generic School Year 2019-2020**

*WHEREAS, It is a plan of a number of public school district in the Delaware-Chenango-Madison-Otsego BOCES area in New York, to bid jointly equipment supplies and contract items, and*

*WHEREAS, The Elmira Heights Central School District is desirous of participating with other districts in the Delaware-Chenango-Madison-Otsego BOCES Area in the joint bidding of the items mentioned above as authorized by General Municipal Law, Section 119-o and*

*WHEREAS, The Elmira Heights Central School District wishes to appoint a committee made up of participating schools to assume the responsibility for drafting of specifications, advertising for bids accepting and opening bids, tabulating bids and providing the information to their Board of Education who will make the awards, therefore*

*BE IT RESOLVED, The Elmira Heights Central School District Board of Education, herby appoints the Delaware-Chenango-Madison-Otsego BOCES to represent it in all matters relating above and designates the Evening Sun Newspaper as the legal publication for all Cooperative Purchasing bid notifications, and,*

*BE IT FURTHER RESOLVED, The Elmira Heights Central School District Board of Education authorizes the above committee to represent it in all matters leading up to the entering into a contract for the purchase of the above mentioned items, and.*

*BE IT FURTHER RESOLVED, The Elmira Heights Central School District Board of Education agrees to )1) abide by majority decisions of the participating districts on quality standards; (2) that it will award contracts based on information provided from the bid; (3) and that after the award of the bid it will conduct all negotiations directly with the successful bidder(s);*

**K-4 School Related Group – Fine Arts Booster (FAB) Club - approved**

The Board of Education approved the Elmira Heights Fine Arts Booster (FAB) Club as a new school-related group for the remainder of the 2018-19 school year.

**K-5 Sensory Room - approved**

The Board of Education approved the proposed Sensory Room project, presented by Brandan Roche at the April 24, 2019 Board of Education meeting. The Sensory Room plans must be reviewed and approved by our insurance carrier prior to establishment.

**K-6 Plans - approved**

The Board of Education approved the following plans as presented at the April 24, 2019 Board of Education meeting:

- Attendance Plan 2019-20
- Comprehensive District Education Plan (CDEP)
- Professional Development Plan (PDP)
- Safety Plan-District Wide
- Annual Professional Performance Review Plan (APPR) -
- Five Year Facilities Plan Summary
- DLT 2018-19 Summary & 2019-20 Goals

**K-7 Grant -\$250 Farm Field Trip Grant - accepted**

The Board of Education accepted with thanks and appreciation a \$250 Farm Field Trip Grant from the Center for Dairy Excellence Foundation of Pennsylvania, to support the 2<sup>nd</sup> grade field trip to Bush Dairy Farm.

**AWARDS/HONORS/ACHIEVEMENT**

Congratulations to Ryan Benedict - Athlete of the week

**COMMUNICATIONS**

no items

**DISCUSSION**

N-1 Public Hearing 2019-20 Hearing

The Board approved Budget for voter determination on May 21 was reviewed

N-2 Board of Education Meeting Calendar 2019-20

Recommended Board meeting calendar for next year presented

N-3 Reserve Plan

Business Manager, Martha Clark – advised that new regulations by OSC requires that we have a Reserve Plan for the purpose of making transparent District Reserve Funds. The funds, the balances, their purpose, establishment and funding were reviewed. This Plan will be presented at the next meeting for approval.

N-4 Summer Feeding Program

The summer feeding program at Cohen will not be an open site as originally presented, but a closed site that will service the Summer Cohesion program run at Cohen.

N-5 Recommendation for rates for the 2019-20 school year:

Martha Clark, Business Manager reviewed the recommendations for the 2019-2020 school year. Minimum wage will be increasing to \$11.80 per hour so some rates needed special adjusting. Tuition: there were a number of years that there was no increase it seems reasonable to increase each level by \$50.

- a. Substitute Rates
- b. Tuition Rates
- c. Facilities Usage Rates
- d. Tutor Rate
- e. Curriculum Development Rate
- f. Detention Rate
- g. APEX Grant Activities Director Rate
- h. APEX Grant Teacher Tutor Rate
- i. APEX Grant Teacher Assistant Tutor Rate
- j. APEX Grant Site Coordinator Rate
- k. Game Help/Supervisor Rates
- l. Concert Supervision Rate

N-6 Teacher Aide Position

At this time, it is recommended not to eliminate a teacher aide position as proposed in the budget process since it appears there will likely be a need for one in the Fall.

N-7 Code of Conduct

Couple additions specific to including juuls and vapes under pertinent areas

**NEXT MEETING**

Wednesday	May 15, 2019	Workshop (personnel executive session)	7:00pm	Conference Rm
Tuesday	May 21, 2019	Annual Mtg/Budget Vote/BOE Member Election	7:00am-8:00pm	TAE Gym
Wednesday	June 5, 2019	Regular Board Meeting	7:00pm	Community Rm
Wednesday	June 19, 2019	Regular Board Meeting (if needed)	7:00pm	Community Rm

**ADJOURNMENT** – At 8:19pm a motion was made by Andrew Willard, seconded by Joseph Sullivan and carried 6-0 to adjourn the meeting.

---

Clerk