

**Board of Education  
Regular Meeting**

**Minutes August 7, 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 7:07 p.m. The pledge of allegiance was done before the beginning of the Audit Committee meeting.

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

**MEMBERS ABSENT** Ted Peet, Joseph Sullivan

**OTHERS PRESENT** Mary Beth Fiore, Martha Clark, Tom Boyanowski, Stephanie Seelye, Denise Carson, Paula Cole, Colleen Dengler

**APPROVAL OF AGENDA/MINUTES**

**Agenda:**

A motion was made by Christopher Callas, seconded by Lisa Benedict and carried 5-0 to approve the agenda for the August 7, 2019 Board of Education Meeting with additions under personnel.

**Minutes:**

July 3, 2019 Reorganization/Regular Meeting - A motion was made by Andrew Willard, seconded by Michael Lepak and carried 5-0 to approve the minutes of the July 3, 2019 Reorganization/Regular Meeting.

**Order of Business:**

A motion was made by Michael Lepak, seconded by Lisa Benedict 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.

**EXECUTIVE SESSION:**

At 7:09pm a motion was made by Christopher Callas, seconded by Lisa Benedict and carried 5-0 to enter executive session to discuss personnel and legal issue.

**ADJOURN EXECUTIVE SESSION:**

At 7:22pm a motion was made by Christopher Callas, seconded by Michael Lepak and carried 5-0 to adjourn executive session.

**COMMENTS FROM THE PUBLIC AND STAFF**

Mary Beth Fiore - Superintendent ♦In the thick of summer preparations for the new year ♦Busy summer with summer school, cohesion and APEX programs ♦Welcome back letters being drafted ♦there was participation in the Leadership conference, professional development sessions, DLT meeting, and lots of planning going on ♦recent rush of registrations – Kindergarten numbers are high and PK is at 37, we may need to apply for a variance to allow for 21 per class by adding an extra aide and moving a teacher to kindergarten to accommodate high numbers .

Principal Report - Tom Boyanowski, High School ♦It has been a good and busy summer, teachers stopping in to prepare classrooms and do planning, lots of workshops and curriculum work being done ♦Corning Community College – we will be offering 11 ACE courses this year ♦Sports will be starting soon – 8/14 is sports parent night & 8/19 is the start of practices.

Martha Clark – Business Manager ♦Final Cost Reporting for Phase II of the construction project has been submitted. There was some last minute back and forth between 2 state entities regarding the smart school money. It has been accepted and recorded received. ♦Audit preparation – state reporting is coming up ♦Tax Warrant – finally have numbers to present the warrant for approval later in the meeting ♦Grants – applications in process

**PERSONNEL**

A motion was made by Christopher Callas, seconded by Lisa Benedict and carried 5-0 to approve the following consent personnel item(s) F-1a through F5a with additions. 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 Resignations / Terminations / Retirements**

- a. Special Education Teacher - resignation

Amanda Manchester

The Board of Education accepted with thanks for service, the resignation of Amanda Manchester as a Special Education teacher, effective September 1, 2019. Ms. Manchester's last day of employment with the District will be August 31, 2019.

- b. Special Education Teacher - resignation

Jennifer Jacobs

The Board of Education accepted with thanks for service, the resignation of Jennifer Jacobs as a Special Education teacher, effective September 3, 2019. Ms. Jacob's last day of employment with the District will be September 2, 2019.

**F-2 Appointments**

- a. The Board of Education approved the following substitutes for the 2019-20 school year:  
 Substitute Teachers: Scott Becker Christopher Dutcher Sharon Newcomer Thomas Menechella  
 Substitute Support Staff: Christopher Dutcher Sharon Newcomer Thomas Menechella

- b. Recommendation to approve the following probationary appointment:

Wendy Jurusik

Special Education Teacher

Tenure Area: Special Education

Effective: September 1, 2019

\*\*Probationary Period: three (3) years effective September 1, 2019 thru August 31, 2022.

Certification Area: Professional: Students w/ Disabilities Grade 1-6

Compensation: per EHTA Contract: \$53,661 [Step 12 with 33 graduate hours ]

\*\*To the extent required by the applicable provisions of Education law §§2509, 2573, 3212 and 3014, in order to be granted tenure the classroom teacher or building principal shall have received composite or overall annual professional performance review ratings pursuant to Education law §3012-c and/or 3012d of either effective or highly effective in at least three (3) of the four (4) preceding years. If the classroom teacher or building principal receives an ineffective composite or overall rating in the final year of the probationary period he or she shall not be eligible for tenure at that time. For purposed of this subdivision, classroom teacher and building principal mean a classroom teacher or building principal as such terms are defined in Sections 30-2.2 and 30-3.2 of this part.

Rachel Baumgardner

Teacher Aide

Effective: August 23, 2019

Probationary Period: August 23, 2019 – August 22, 2020/Civil Service Regulations

Total Compensation per EHESSA Contract – \$12.00 per hour (Step 1)

Lori Cook

Bus Driver – 4 hours per day

Effective: September 1, 2019

Probationary Period: September 1, 2019 – August 31, 2020/Civil Service Regulations

Total Compensation per EHESSA Contract – \$13.76 per hour (Step 2)

- c. Volunteers

The Board approved the following volunteers to work with our athletic program for the 2019-20 school year:

Football: Derek Beckworth, Zack Brown, Josh Goetz, John Nolan, Kieran Goodwin, Ryan Stroman,

Volleyball: Mackenzie Slaven, Barbara Smith

Cheerleading: Michaela Gill, Aries Sanchez

**F-3 Creation/Elimination/Change of Positions**

**Change in Positions – Food Service Helpers**

Recommendation to change (7) seven, 3.00 hr/day food helper positions to (7) seven 3.25 hr/day food service helper positions effective 08/08/2019

**Elimination of Position:**

Recommendation to eliminate (1) one Family and Consumer Science Teacher Position

**F-4 Change in Employment Status**

- a. As a result of changing the number of hours per day of seven food service helper positions, the Board approved changing the following food service helpers from a 3.00 hr/day position to a 3.25 hr/day position effective August 8, 2019 with no changes to made to their probationary status:

Christina Griffin

Janette Ville

Ramona Griffin

Kathleen Teeter

Stacy Lewis

Amy McNeely

Nicole Barron

**F-5 Parental Leave**

- a. Barbara Passmore

The Board approved the parental leave of Barbara Passmore effective on or about February 10, 2020 with an anticipated return on or about April 27, 2020. As an FMLA qualifying event, sick leave accruals shall run concurrently through the time of disability and Ms. Passmore shall have the option to continue to use accruals or take the balance of the parental leave unpaid.

**FINANCIAL**

**G-1 Reports - acknowledged**

A motion was made by Andrew Willard, seconded by Michael Lepak and carried 5-0 to acknowledge the following consent financial reports:

- a. Budget Status Report as of July 31, 2019
- b. Revenue Status Report as of July 31, 2019
- c. Budget Transfer Report – July 31, 2019
- d. Treasurer’s Report for June 2019
- e. Claims Auditor Report for June 2019
- f. Extra Classroom Report for June 2019

**G-2 Tax Warrant 2019-20 - approved**

A motion was made by Andrew Willard, seconded by Christopher Callas and carried 5-0 to approve the 2019-20 tax warrant, authorizing the collection of \$7,969,265 with the town by town tax rates per \$1000.00 being:

Big Flats \$22.777970 Elmira \$23.483610 Horseheads \$23.977147

**G-3 Payroll and Personnel Audit - accepted**

A motion was made by Lisa Benedict, seconded by Michael Lepak and carried 5-0 to accept the 2018-19 Payroll and Personnel Audit Report of Tompkins Seneca BOCES Internal Audit Services, as presented to the Audit Committee on August 7, 2019.

**G-4 Corrective Action Plan (payroll & personnel audit) - accepted**

A motion was made by Andrew Willard, seconded by Christopher Callas and carried 5-0 to accept the Corrective Action Plan for the 2018-19 Payroll & Personnel Internal Audit Report.

**G-5 OSC Audit (Office of State Comptroller) - accepted**

A motion was made by Lisa Benedict, seconded by Michael Lepak and carried 5-0 to accept the OSC Audit as presented to the Audit Committee on August 7, 2019.

**G-6 Letter of Response (OSC Audit) - acknowledged**

A motion was made by Michael Lepak, seconded by Christopher Callas and carried 5-0 to acknowledge the Letter of Response for OCS (Office of State Comptroller) Audit Report.

**G-7 Corrective Action Plan (OSC Audit) - accepted**

A motion was made by Lisa Benedict, seconded by Andrew Willard and carried 5-0 to accept the Corrective Action Plan for OCS (Office of State Comptroller) Audit Report.

**FACILITIES**

no report

**OLD BUSINESS**

no items

**NEW BUSINESS**

**J-1 Policies - Deletion – 1<sup>st</sup> reading - acknowledged**

A motion was made by Andrew Willard, seconded by Lisa Benedict 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

- |      |   |   |
|------|---|---|
| 5512 | Maintenance of Fund Balance   | reiterates law – not required                             |
| 5570 | Use of Cell Phones  | not necessary – district does not issue cell phones       |
| 6111 | Testing Misconduct & Mandatory Reporting Requirements                     | reiterates requirements under law                         |
| 6122 | Employee Grievances   | reiterates law  |
| 6130 | Evaluation of Personnel: Purposes   | merely refers to APPR                                     |
| 6150 | Alcohol, Drugs and other Substances (School Personnel)                    | policy is redundant policy states what is already illegal |
| 6170 | Safety of Students (Fingerprint clearance of new hires)                   | requirements are set by law                               |
| 6180 | Determination of Employment Status: Employee<br>or Independent Contractor | reiterates regulatory requirements                        |

**J-2 Policies - Revising – 1<sup>st</sup> reading - acknowledged**

A motion was made by Harry Blish, seconded by Michael Lepak and carried 5-0 to acknowledge the 1<sup>st</sup> reading of the following revised policies:

- 5250 Sale & Disposal of School District Property
- 5621 Fixed Assets
- 6120 Equal Employment Opportunity
- 6151 Drug Free Workplace
- 6160 Professional Growth / Staff Development

**CONSENT**

A motion was made by Lisa Benedict, seconded by Andrew Willard 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 July 17, 25, 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 July 24, 2019 CPSE meetings.

**K-3 Donation – PFO - \$3500 for PBIS - accepted**

The Board of Education accepted with thanks and appreciation, the following donations from Elmira Heights PFO for the PBIS programs for the 2019-20 school year:

\$ 1,000.00	TAE	2019-20 PBIS program
\$ 1,000.00	Cohen Middle School	2019-20 PBIS program
\$ 1,500.00	Cohen Elementary School	2019-20 PBIS program

**K-4 Student Handbooks – acknowledged**

The Board of Education acknowledged the following 2019-20 Student Handbooks

- Cohen Elementary School
- Cohen Middle School
- TAE High School

**K-5 School Related Group – Fine Arts Booster (FAB) Club - approved**

The Board of Education recognized the Elmira Heights Fine Arts Booster (FAB) Club as a school-related group for the for the 2019-20 school year.

**K-6 School Related Group – Project Graduation - approved**

The Board of Education recognized the Elmira Heights Project Graduation as a school-related group for the 2019-20 school year.

**K-7 Chemung County – Contract - PreK evaluation services - approved**

The Board of Education approved the contract with Chemung County for PreK evaluation services

**AWARDS/HONORS/ACHIEVEMENT**

No items

**COMMUNICATIONS**

Department of Transportation Bus Inspection System Operator Profile

Ms. Fiore recognized the excellent report, with special thanks to the mechanics that service our fleet, and their dedication to the safety of our students

**DISCUSSION**

N-1 Special Meetings for Superintendent Search

Mr. Blish requested that the Board members advise him of all available dates in the next two weeks so they could schedule a meeting to review Superintendent applications.

**NEXT MEETING**

Wednesday	August 21, 2019	Regular Board Meeting (if needed)	7:00pm Community Rm
Wednesday	August 28, 2019	Regular Board Meeting (if needed)	6:00pm Visual Inspection
Wednesday	September 4, 2019	Regular Board Meeting (if needed)	7:00pm Community Rm

**ADJOURNMENT** – At 7:52pm a motion was made by Andrew Willard, seconded by Christopher Callas and carried 5-0 to adjourn the meeting.

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Clerk