

**Board of Education  
Regular Meeting**

**Minutes April 1, 2020**

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

**Due to the COVID-19 pandemic and State order to close all non-essential businesses  
This meeting was held via Zoom**

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

**MEMBERS PRESENT** Lisa Benedict, Harry Blish, Christopher Callas, Michael Lepak, Ted Peet, Joseph Sullivan, Andrew Willard

**MEMBERS ABSENT** all present

**OTHERS PRESENT** Michael Gill, Martha Clark, Tom Boyanowski, Andy Lutz, Colleen Dengler

**APPROVAL OF AGENDA/MINUTES**

**Agenda:**

A motion was made by Michael Lepak, seconded by Ted Peet and carried 7-0 to approve, with addition of a resolution rescindment under new business, the agenda for the April 1, 2020 Board of Education Meeting.

**Minutes:**

A motion was made by Andrew Willard, seconded by Lisa Benedict and carried 7-0 to approve the minutes of the following meeting:

March 25, 2020 Board of Education Regular Meeting

**Order of Business**

A motion was made by Andrew Willard, seconded by Ted Peet and carried 7-0 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:**

Not needed.

**COMMENTS FROM THE PUBLIC AND STAFF**

Michael Gill - Superintendent ♦ Clarifications and updates from the state, county and state education department are received on a daily sometimes multi times daily basis regarding closure and all aspect relative to being closed. ♦ Principals will discuss the feeding program. ♦ Governor has ordered continuity in education so there will be no Spring break next week. ♦ Transitioning to Phase II (the bridge for learning until we are back in school or not) Phase I was the Triage and shutdown phase. ♦ DLT meeting tomorrow to iron some of the plan. This is a super busy period ♦ looking at how to increase professional development with emphasis on digital education for now and the future — reading laptops and chrome books for distribution ♦ TAE has a BLT meeting tomorrow to work on planning for high school classes. ♦ So many unanswered questions ♦ no updates on status of regents exams ♦ Grading, local Superintendents desire a standard process throughout our BOCES ♦ also no answers on events such as prom, project graduation, graduation and the list goes on. ♦ Trump has issued distancing through April 30 and Governor Cuomo is issuing on a 2 week basis.

Andy Lutz, Elementary Principal ♦ Food Distribution – there has been an increase (up to about 100) – reduced the distribution days to Monday, Wednesday, Friday but have doubled the number of meals they receive on Monday and Wednesday. ♦ Backpack program is expanding – delivering 40-50. ♦ Have decreased the number of volunteers to reduce exposure. Tom is leading the distribution at Cohen and Andy is leading at the village site. ♦ The Elmira Heights PBA is initiating a giveback gift certificate program spear headed by officer Steve Pickering a former TAE grad. The PBA auxiliary is working at making Easter baskets to be distributed.

Tom Boyanowski, High School Principal ♦ Food Distribution - definite increase in numbers has made it a busy time. ♦ Teachers are on a schedule to come into the building so they can do lesson prep and maintain appropriate distancing. ♦ Teachers have already been in contact with students and parents. ♦ Kids are anxious to get back. ♦ Counselors continue to reach out.

Martha Clark – Business Manager ♦ all about budget, later in the meeting

Other Comments

Andrew Willard

Inquired about the budget vote. Mr. Gill responded that at this time the budget is postponed to at least June 1 (with sometime between the 2<sup>nd</sup> and 9<sup>th</sup> as possible option – still unknown) Budgeting is difficult based on the likelihood of state revenues being down and the possible call back of funds.

Chris Callas

Inquired about concern of laptop distribution and internet accessibility of families – Mr. Gill indicated that a survey is nearly complete that will be sent to staff and families to determine availability of internet and technology. Push out for laptops is April 20. Those that do not respond will be contacted by phone. Alternate arrangements are being reviewed (packets, thumb drives)

Harry Blish –

Commented that as dean of students when Mr. Pickering was a student, they had many encounters in his office and is pleased to see how our TAE youth mature and give back to the community.

**PERSONNEL**

No items

**FINANCIAL**

**G-1 Reports - acknowledged**

A motion was made by Joseph Sullivan, seconded by Ted Peet and carried 7-0 to acknowledge the following consent financial reports G1a thru G1f:

- a. Revenue Status Report as of Marah 25, 2019
- b. Budget Status Report as of March 25, 2019
- c. Budget Transfer Report as of March 25, 2019
- d. Treasurer's Report for February 2019
- e. Claims Auditor Report for February 2019
- f. Extra Classroom Report for February 2019

**G-2 Reserve Transfers**

A motion was made by Lisa Benedict, seconded by Andrew Willard and carried 7-0 to approve the transfer of up to \$100,000 from the Workers Compensation Reserve, \$190,000 from Retirement Contribution Reserve as part of the revenue plan for fiscal year ending June 30, 2020.

**FACILITIES**

**2019-20 Capital Outlay Project**

Has been some waffling over the past couple weeks on whether contractors are essential workers. We have a contract and since it is health and safety related, it is allowed. Could be costly to the contractor if they opt not to begin work.

**OLD BUSINESS**

no items

**NEW BUSINESS**

**J- 1 SEQRA**

A motion was made by Ted Peet, seconded by Michael Lepak and carried 7-0 to approve the following resolution designating the Elmira Heights Central School District as lead agency and determining that the Capital Outlay/Annual 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/Annual 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/Annual Project 2020-21 - approved**

A motion was made by Andrew Willard, seconded by Joseph Sullivan and carried 7-0 to approve the proposal from Hunt Engineers and Architects for the 2020-21 Thomas A Edison High School Capital Outlay/Annual Project contingent on the 2020-2021 budget being approved by the qualified voters.

**J-3 Rescind Emergency Purchase of Supplies Resolution - approved**

A motion was made by Lisa Benedict, seconded by Andrew Willard and carried 7-0 to rescind the emergency purchase of supplies resolution that was approved at the March 25, 2020 meeting on the basis that it is currently not necessary

**CONSENT**

No items

**AWARDS/HONORS/ACHIEVEMENT**

no items

**COMMUNICATIONS**

no items

**DISCUSSION**

**Reserve Plan**

Mrs. Clark reminded the Board that last year as per regulation the Board adopted a reserve plan. This plan needs to be updated and approved yearly. The reserve plan is an important part of the District's financial stability, by providing a mechanism to legally save money to finance future projects, acquisitions and other allowable purposes. The plan will be presented for adoption at our next meeting.

**Budget Development 2020-21**

Mr. Gill met with other superintendents after the release of the state budget runs to discuss possible implications. The governor offered a flat budget. No increase from last year. Also, as a result of COVID-19 there will likely be a pullback of funds. If that happens, up to \$324,000 of the gap could be filled by the Federal government stimulus. The first pull back could occur as early as the end of this month with the second of four to be determined on the May 1 thru June 30 time frame. Anticipated decrease in State revenues will be a determining factor. Makes preparing a budget very difficult. The plan to add a director of student support services position is no longer on the table. An alternate plan for the distribution of those duties will need to be considered. Positions vacated by retirements will not be filled. Equipment requests will need to be evaluated on necessity. Maintenance - items are health and safety related so they will remain included in the budget. Administrative dollars increase on the 3 part budget are a result of increase BOCES costs(which is 95% of that number). There will be no community schools money forthcoming this year. The tax cap remains 1.95%. The April 8 & 15 meetings will not be necessary. The postponement of the budget vote until after June 1, will allow us to approve the Budget at the April 22 meeting.

**NEXT MEETING**

Wednesday April 8, 2020	Regular Board Meeting (additional meeting)( <u>not needed</u> )	7:00pm TBD
Wednesday April 15, 2020	Regular Board Meeting (if needed)( <u>not needed</u> )	7:00pm TBD
Wednesday April 22, 2020	Regular Board Meeting (BOCES admin vote)(Budget approval)	7:00pm TBD
Wednesday May 6, 2020	Regular Board Meeting (budget public hearing portion postponed)	7:00pm TBD

**ADJOURNMENT** – At 7:59pm a motion was made by Michael Lepak, seconded by Christopher Callas and carried 7-0 to adjourn the meeting.

Clerk \_\_\_\_\_