

**Board of Education
Regular Meeting**

Minutes March 24, 2021

**ELMIRA HEIGHTS CENTRAL SCHOOL DISTRICT
ELMIRA HEIGHTS, NEW YORK
Due to the COVID-19 pandemic and State executive order
this meeting was held in person and livestreamed for public view**

CALL TO ORDER: President Harry Blish called the Board of Education Meeting to order at 6:30 p.m. to begin with executive session.

MEMBERS PRESENT Harry Blish, Christopher Callas, John Cole, Michael Lepak, Joseph Sullivan, Andrew Willard

MEMBERS ABSENT Lisa Benedict

OTHERS PRESENT Michael Gill, Martha Clark, Brandon Foley, Tom Boyanowski, Julie Lederman, Erin Furstoss, Betsy Hauptman

APPROVAL OF AGENDA/MINUTES

Agenda:

A motion was made by Andrew Willard, seconded by John Cole, and carried 6-0 to approve the agenda **with addition** of the March 24, 2021 Board of Education Regular Meeting.

Minutes:

A motion was made by Joseph Sullivan, seconded by John Cole and carried 6-0 to approve the minutes of the following meetings:
March 3, 2021 Board of Education Regular Meeting

Order of Business:

A motion was made by Joseph Sullivan, seconded by Christopher Callas 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 6:35pm a motion was made by Michael Lepak, seconded by Andrew Willard, and carried 6-0 to enter executive session to discuss personnel, negotiations and legal issue.

ADJOURN EXECUTIVE SESSION:

At 7:21pm a motion was made by Andrew Willard, seconded by Michael Lepak, and carried 6-0 to adjourn executive session followed by the pledge of allegiance.

COMMENTS FROM THE PUBLIC AND STAFF

Michael Gill - Superintendent ♦ Showed picture of classroom set up in anticipation of the change from 6ft to 3ft rule for social distancing. No official guidance yet, but we will be ready ♦ \$2.1M from Albany will have strings attached, still no guidance on when to expect funds ♦ New Director of Student Services, Megan Zoerb spent the day with the District, meet & greet with staff, especially Special Education teachers ♦ Pursuing grants – “ConnectEd”, IT dept applied for 100 internet spaces. ♦ Demonstrated Electrostatic spray mister for outdoor cleaning of playgrounds and bleachers, plan to reopen playgrounds.

Principal Report – Tom Boyanowski/High School ♦ No update on reopening guidelines, trying to accommodate bringing students back four days a week ♦ Project Graduation is meeting to get ideas for end of the year. It's been a challenge on what to plan for. Meeting with County Exec. Chris Moss on what can be done.

Brandon Foley/Middle School ♦ Review of SCEP plan ♦ CMS participating in March Madness Spirit Weeks, winner gets pizza party. ♦ Trying to keep things fun with students, surprise cookie and drink cart.

Martha Clark – Business Manager ♦ Continue on Budget planning, grant writing, fund balance, and other school reporting.

Public/Staff – Betsy Hauptman/Physical Education Teacher at Cohen Middle School ♦ After 30 years, she plans to retire in June, wanted to thank the Board of Education for all that they do.

PERSONNEL

A motion was made by Andrew Willard, seconded by Joseph Sullivan, and carried 6-0 to approve consent personnel item(s) F-1a through F-2b with **corrections made on addition**. 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 Change in Employment Status - approved

- a. Thomas Davidson - permanent
Bus Driver

The Board approved the permanent appointment of Thomas Davidson as bus driver, effective April 14, 2021. Mr. Davidson has successfully completed his probationary period in accordance with current Civil Service Regulations.

F-2 Appointments

a. Probationary – approved

Tina Todzia
Licensed Practical Nurse
Effective: April 12, 2021
Probationary Period: April 12, 2021 through April 11, 2022/Civil Service Regulations
Compensation per EHESSA Contract: \$15.85 per hour (Step 1)

b. Coaches – approved

The Board approved the following list of coaches for the 2020-21 school year pending all certification requirements:

<u>Sport</u>	<u>Coach</u>	<u>Stipend</u>
Modified Football	Jared Slaven	\$ 1,397.40
Modified Football	Eugene Barber	\$ 879.48
Modified Cross Country	Scott Becker	\$ 961.74

FINANCIAL

G-1 Reports – acknowledged

A motion was made by Andrew Willard, seconded by John Cole and carried 6-0 to acknowledge the following consent financial reports:

- a. Treasurer’s Report for January 2021 (REVISED)

FACILITIES

H-1 2021 Capital Outlay/Annual Project Update

Mr. Gill showed a presentation with photos of targeted areas for the project.

H-2 Capital Project 2021

Mr. Gill showed presentation with photos of targeted areas for the project. Scope is due in July, vote in December 2021.

OLD BUSINESS

No items

NEW BUSINESS

J-1 Litigation against NY44 – tabled

A motion was made by Andrew Willard, seconded by Joseph Sullivan, and discussion ensued. Andrew Willard withdrew his motion, Joseph Sullivan withdrew his second, and a motion was made by John Cole, seconded by Joseph Sullivan, and carried 6-0 to “table” the recommendation to authorize Costello, Cooney & Fearon, PLLC, to file a Notice of Appeal of each and every part of the Court’s February 26, 2021 decision in the litigation against NY44 Health Benefits Plan Trust, until more information has been obtained.

J-2 Construction Manager Agreement – Welliver - approved

A motion was made by Michael Lepak, seconded by Andrew Willard, and carried 6-0 to approve the Standard Form of Agreement between Owner and Construction Manager as Advisor from Welliver for pre-referendum services not to exceed \$39,000.00.

J-3 Excellus Rates 2021-2022 – approved

A motion was made by John Cole, seconded by Michael Lepak, and carried 6-0 to approve the Excellus BC/BS rates for the (current) Signature Copay 1 plan and (new) Signature Deductible 3 plan options for the contract period of July 1, 2021 through June 30, 2022.

CONSENT

A motion was made by Andrew Willard, seconded by Joseph Sullivan and carried 6-0 to approve the following consent agenda item K-1 through K-2

K-1 New Policy - approved

The Board approved the following new policy as presented at the March 3, 2021 Board of Education meeting:
5633 Gender Neutral Single Occupancy Bathrooms

K-2 Donation – Elmira Heights PFO – accepted

The Board accepted the donation from Elmira Heights PFO of up to \$1200.00 for the purchase of laminate.

AWARDS/HONORS/ACHIEVEMENT

L-1 NYSIR Underwriting Survey – NYSIR came for safety walk-through inspection of both Cohen and TAE buildings, after review there were no recommendations/corrections needed. Thank you to Todd VanHouten and his maintenance staff for being so diligent.

COMMUNICATIONS

No items

DISCUSSION

N-1 Budget Development 2021-2022

Updates were presented with questions and answers

N-2 Proposed 2021-2022 School Calendar

Follows GSTBOCES calendar except for Superintendent Conference days scheduled before Labor Day, like we did this year.

NEXT MEETING

Wednesday	March 31, 2021	Regular Board Meeting	7:00pm	Community Rm
Wednesday	April 14, 2021	Regular Board Meeting	7:00pm	Community Rm

ADJOURNMENT – At 9:06pm a motion was made by Christopher Callas, seconded by Michael Lepak and carried 6-0 to adjourn the meeting.

Clerk

Getting Ready for “3 Feet”

Work has begun to move in desks and adapt layouts of rooms to adjust to the anticipated move from a 6 feet minimum student workstation set-up to a 3 feet minimum student workstation setup. *New York State DOH has yet to update their guidelines.*

6ft to 3ft?

Working out the Layout

- ▶ Cohen Elementary Principal Andy Lutz works with staff in a classroom testing out layout options to achieve bringing back our students full-time and out of the “Hybrid Model”.
- ▶ All buildings are working on prepping to make this positive adjustment.
- ▶ We still await the adoption of the new CDC Guidelines by the New York State Department of Health.





Overview & Assumptions
March 24, 2021

2021-2022
Budget Proposal



Budget Assumptions: Expenditures = Revenues

Expenditures

- Salaries/Contractual Projections
- Health Insurance Projections
- TRS & ERS Projections

Revenues

- State Aid
- Federal Aid
- Grants
- Property Taxes
- Reserves



Expenditures Projections

• Contractual Salaries –PRELIMINARY	2.76%	\$210,333
○ EHTA Contract under negotiations		
○ EHSSA Support Staff & Administration Contracts in place		
• Health Insurance	7.00%	\$360,550
• Excellus Renewal at 7%.		
• <i>Will offer dual plan with a high deductible option.</i>		
• UHC Medicare Advantage to remain		
• TRS: Estimated rate increase to 9.80%	.27%	\$ 6,461
• ERS: Estimated rates by Tier of 9.7% to 16.2%	none	\$ 4,321
• GST BOCES – Initial Service Request	6.70%	\$376,004

Instructional Programs

- Maintain current level of programming?
 - Adjustments within program to address new challenges
- Professional development and curriculum work included





Transportation

- Continue Bus Replacement Cycle:
 - 1 - 65 Passenger Bus
 - 1- Wheel Chair Accessible Bus
- Upgrade of mobile radio system - Due to changes from FCC - must move from analog to digital system.

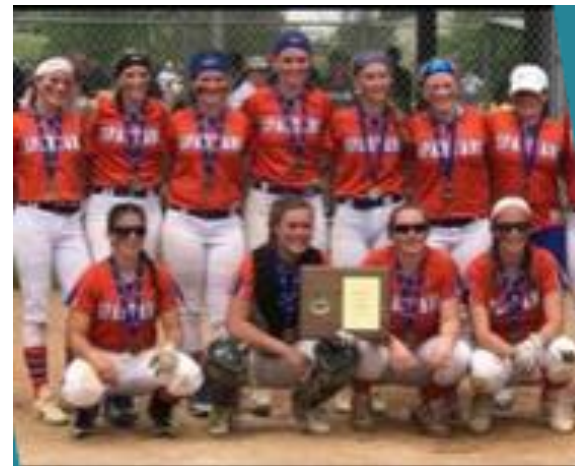
Maintenance

- Upgrade of mobile radio system - Due to changes from FCC must move from analog to digital system
- Day Automation Service Contract : HVAC Controls



Athletics

- Maintain standard athletic program levels
 - Adjustments made in 20-21
 - Return to normal schedules tbd?



2021-2022 Capital Outlay & Annual Project

- Total Project of \$295,000
 - Included \$100,000 Capital Outlay and \$195,000 Annual Capital Projects
 - Scope of Work – Continue with Safety & Security Needs
 - Exterior Door Replacement
 - Gym Ceiling
 - Technology Upgrades
 - Security Improvements
 - Sound & Technology improvements & replacements in select spaces



Expenditure Impact of Proposed Budget

- 20-21 Adopted Budget \$22,838,270
- 21-22 Preliminary Proposed Budget \$23,663,630
- 21-22 Projected Expenditure Increase \$ 825,360
 - Reflects a 3.61% increase

Sources of Revenue: State Aid

- **Governor's Proposal**
 - Foundation Aid remain the same as 20-21
- Governor Cuomo has built two versions of his budget proposal based on additional stimulus funds.
 - Scenario #1 - \$6 billion in additional stimulus. This is the basis for the school aid runs
 - Scenario #2 - \$15 billion in additional stimulus. Under this scenario there would be no cuts and additional aid to School Districts.
- **Differences this year:**
 - Services Aid – Would include BOCES, Transportation, and Instructional Materials Aid
 - Inclusive of STAR
 - Local District Funding Adjustment

State Budget Updates: What's on the Table?

- **Governor & Budget Director:** identified over \$5 billion in resources available that could be used to restore all of the reductions in the Executive Budget proposal.
- **Announcement of American Rescue Plan:** funding for School Districts – At this time no information on how these funds will be distributed.
- **Use of Reserves:** 10 year no interest repayment plan.
- **Temporary relief of New York State Education Law:** limits school districts from retaining an unassigned fund balance not greater than 4% of the subsequent year's budget.

State Budget Updates: What's on the Table?

- **Early Retirement Incentives:**
 - 2 Options outlined: Option II ex – 55/25
- **Increase in Foundation Aid:** 2% (\$150,000?)
 - Fully Fund w/in 2 years.
 - Q: *Will this be an addition, or supplant?*
- **STAR:** Restoring Executive's proposed cut to STAR reimbursement to school districts through the proposed Local District Funding Adjustment.

Governor's Proposed Budget

School District Funding 2021-22 Governor's Proposed Budget



District: ELMIRA HEIGHTS CSD

County: Chemung

Aid Category	2020-21	2021-22	Change	% Change
Foundation Aid	7,598,820	7,598,820	-	0.0%
Services Aid (<i>see below</i>)	2,325,210	2,662,342	337,132	14.5%
Building Aid	1,900,407	1,954,980	54,573	2.9%
Reorganization Incentive Building Aid	-	-	-	-
Reorganization Incentive Operating	-	-	-	-
High Cost Public Excess Cost Aid	389,079	351,204	(37,875)	-9.7%
Private Excess Cost Aid	-	-	-	-
Full-Day Kindergarten Conversion Aid	-	-	-	NA
Universal Prekindergarten Aid	164,736	164,736	-	0.0%
Pandemic Adjustment	(325,814)	-	325,814	-100.0%
STAR	1,210,234	1,176,351	(33,883)	-2.8%
Local District Funding Adjustment	-	(1,010,230)	(1,010,230)	NA
State Subtotal	13,262,672	12,898,203	(364,469)	-2.7%
Federal CARES Act Restoration	325,814	-	(325,814)	-100.0%
Federal COVID-19 Supplemental	-	1,010,230	1,010,230	NA
Total Funding, with STAR & Federal	13,588,486	13,908,433	319,947	2.4%

Governor's Proposed Budget

"Services Aid" — analysis of proposal to consolidate 11 formulas into a block grant and cut total funding from what districts are to receive under formulas in current law

Aid Category	2020-21	2021-22 Current Law Formula Amounts	Year-to-Year Change	Yr-to-Yr % Change
Transportation Aid	474,932	564,791	89,859	18.9%
BOCES Aid	1,749,348	1,993,570	244,222	14.0%
Textbook Aid	60,289	60,638	349	0.6%
Software Aid	15,789	15,789	-	0.0%
Library Materials Aid	4,446	6,588	2,142	48.2%
Hardware and Technology Aid	20,406	20,966	560	2.7%
Non-BOCES Special Services Aid	-	-	-	NA
Charter School Transition Aid	-	-	-	NA
High Tax Aid	-	-	-	NA
Supplemental Public Excess Cost Aid	-	-	-	NA
Academic Enhancement Aid	-	-	-	NA
Current Law Total	2,325,210	2,662,342	337,132	14.5%
2021-22 Services Aid Reduction	-	-	-	NA
Proposed Services Aid	2,325,210	2,662,342	337,132	14.5%

<i>Impact of proposal compared to current formulas</i>	2021-22 Current Law Aid	2,662,342
	Proposed 2021-22 Aid	2,662,342
	Change vs. Current Law	-
	% Change vs. Current Law	0.0%

SOURCE: Compiled by NYSCOSS from NYSED School Aid data

Preliminary Tax Cap Calculations

Elmira Heights Central School District	
Tax Levy Limit Determination (Chapter 97 of the Laws of 2011)	
2021-2022 Fiscal Year	
Tax Levy Cap - Calculations and Totals	
Tax Levy Limit (Cap) Before Exclusions	
Tax Levy Fiscal Year Ending (FYE) 06/30/2021	\$8,124,805
Total Tax Cap Reserve Amount from FYE 06/30/2021	\$0
Tax Base Growth Factor**	1.0014
PILOTS receivable FYE 06/30/2021	\$82,321
Capital Tax Levy for FYE 06/30/2021	327,946
Allowable levy growth factor***	1.0123
PILOTS receivable FYE 06/30/2022	\$81,873
Available Carryover from FYE 06/30/2021	\$0
Total Levy Limit Before Exclusions	\$7,905,736
** As determined by the NYS Office of Real Property Tax Services (ORPTS)	
*** As determined by the NYS Office of the State Comptroller	

Preliminary Tax Cap Calculations Cont'd

Exclusions	
Tax levy necessary for expenditures resulting from tort orders/judgments over 5% FYE 06/30/2021 tax levy	\$0
Capital Tax Levy for FYE 06/30/2022	\$360,884
Tax levy necessary for pension contribution expenditures casued by growth in the system average actuarial contribution rate (ERS) or normal contribution rate (TRS) in excess of 2 percentage points:	
ERS	\$0
TRS	\$0
Total Exclusions	\$ 360,884
Tax Levy Limit, Plus Exclusions	\$ 8,266,620
Tax Levy Limit, Plus Exclusions %	1.75%
Proposed Levy for FYE 06/30/2022	\$8,266,620
Difference Between Tax Levy Limit Plus Exclusions and Proposed Levy	\$0
Do you plan to override the cap in 2022?	<input type="radio"/> Yes <input checked="" type="radio"/> No

Estimated Impact of Proposed Tax Levy on a \$100,000 House

** Maximum STAR increase per law is 2% over prior year.	2020-21 Actual	2021-22 Proposed with Tax Cap of 1.75%
Property Value \$100,000		
Tax rate per \$1000 of assessed value	\$23.16	\$23.57
Average School Tax Bill	\$2,316	\$2,357
Annual \$ tax increase (before STAR)		\$41
Monthly \$ tax increase (before STAR)		\$3.42
Basic STAR Savings	\$659	???*
Average tax due after STAR	\$1,657	Currently not available from NYS
Annual \$ tax increase (after STAR)	\$44	
Monthly \$ tax increase (after STAR)	\$3.67	

- This chart estimates the possible 2021-2022 tax increase on a property with a \$100,000 value with a 1.75% tax levy increase.
- THIS CHART DOES NOT TAKE INTO ACCOUNT ANY CHANGES IN YOUR TOWN EQUALIZATION RATES AND ASSESSMENTS

Sources of Revenue Reserves

The establishment and funding of reserves is an important consideration in the maintenance of a sound financial plan for any school district.

Current Balances

Retirement Contributions Reserve	\$ 1,186,881
TRS Contribution Reserve	\$ 250,185
Unemployment	\$ 176,740
Workers Compensation	\$ 714,165
Employee Benefit Accrued Liability	\$ 207,048
Tax Certiorari	\$ 7,267
Capital	\$ 1,328,296
Repair Reserve	\$ 206,275

Sources of Revenue Reserves

Historical Impact on Revenues

2012-13	\$ 6,997,715
2013-14	\$ 7,375,592
2014-15	\$ 7,440,666
2015-16	\$ 7,433,594
2016-17	\$ 7,446,383
2017-18	\$ 7,631,798
2018-19	\$ 7,811,997
2019-20	\$ 7,969,265
2020-21	\$ 8,124,805

Range 0% \$8,124,805 to Projected Tax Cap 1.75% = \$8,266,620

Account	2020-2021 Adopted Revenue	2021-2022 Proposed Revenue	Dollar Difference	Percent Difference
Real Property Tax Items	8,222,036	8,368,493	146,457	1.78%
Charges For Services	86,000	86,000	-	0.00%
Use of Money & Property	209,000	210,400	1,400	0.67%
Reimbursements/Refunds	341,000	341,000	-	0.00%
State Aid	12,599,234	12,754,714	155,480	1.23%
Federal Aid	50,000	50,000	-	0.00%
Appropriated Reserves & Fund Balance	1,331,000	1,225,000	(106,000)	-7.96%
Total	22,838,270	23,035,607	197,337	0.86%

Projected Revenues

Account	2020-2021 Adopted Budget	2021-2022 Proposed Budget	Dollar Difference	Percent Difference
General Support	3,299,184	3,423,590	124,406	3.77%
Instructional	11,722,642	11,956,985	234,343	2.00%
Transportation	484,925	514,501	29,576	6.10%
Employee Benefits	4,981,427	5,316,888	335,461	6.73%
Debt Service	2,075,092	2,106,666	31,574	1.52%
Interfund Transfer	275,000	345,000	70,000	25.45%
Total	22,838,270	23,663,630	825,360	3.61%

Projected Expenditures

GST BOCES Initial Service Request

Code	Description	2020-21	2021-22	\$ Change	% Change
		Initial Request	Initial Request	Year to Year	Year to Year
1010	Board of Education	\$ 1,000	1,000	\$ -	0.00%
1310	Business Administration	\$ 548,715	555,797	\$ 7,082	1.27%
1680	Computer Services	\$ 695,163	752,042	\$ 56,879	7.56%
1981	BOCES Administration	\$ 425,522	442,298	\$ 16,776	3.79%
2020	Supervision	\$ 3,587	3,510	\$ (77)	-2.19%
2060	Research/Planning/Evaluation	\$ 6,330	6,593	\$ 263	3.99%
2070	In-Service	\$ 182,891	182,657	\$ (234)	-0.13%
2110	Teaching - Regular	\$ 308,140	369,820	\$ 61,680	16.68%
2250	Special Education	\$ 2,565,157	2,822,539	\$ 257,382	9.12%
2280	Occupational Education	\$ 737,660	716,063	\$ (21,597)	-3.02%
2330	Teaching - Special	\$ 137,542	135,174	\$ (2,368)	-1.75%
5510	Transportation	\$ 1,300	\$ 1,518	\$ 218	14.36%
	TOTAL BOCES BUDGETED	\$ 5,613,007	\$ 5,989,011	\$ 376,004	6.70%

Projected Expenditures to Revenue Gap

Proposed Budget Projection

\$23,663,630

Projected Revenues

Based on 1.75% Tax Cap

\$23,035,607

Current Gap

\$628,023

Ways to Balance our Budget

Anticipated increases to State Aid with approved NYS Budget.

Use of CARES Act monies – amendment to original CARE Act plan to use \$275,000 of funding towards salaries & benefits.

Reduction in Staffing.

Use of Reserves.

What is at stake?

If the Voters reject the District's proposed budget the Board of Education may do one of the following:

Resubmit the defeated budget

Submit a revised budget

Adopt a contingent budget



If the resubmitted or revised budget is defeated the BOE must adopt a contingent budget consisting of "teachers" salaries & ordinary contingent expenses, subject to a cap on the administrative portion of the budget, **with no increase in tax levy over the prior year.**

The Gap increases to \$769,838

QUESTIONS





Next Steps

Annual Project/ Capital Outlay

- ▶ **Targeted Areas:**
 - ▶ Maintenance
 - ▶ Security

 - ▶ TAE HS Entrance
 - ▶ Connectivity



Capital Project Referendum Dec. 2021

- ▶ **Targeted Areas:**
 - ▶ Maintenance
 - ▶ Security
 - ▶ Infrastructure
 - ▶ Adaptations of common areas to keep pace with learning techniques: technology
- ▶ **Scope of Project** Completion Date July 2021
 - ▶ Identified Scale: 9-10 million dollars of work
 - ▶ Consultation with financial advisors
- ▶ **Project Vote** December 2021

Defining the work to be done:

- ▶ Collaborative review of needs identified:
 - ▶ Aging roof systems, window systems, pavement, etc...
 - ▶ Physical Plant needs: Boilers, ventilation systems work.
- ▶ Identified areas to enhance instructional spaces to be identified:
 - ▶ Reviewing Libraries and computer lab space use with buildings.
 - ▶ Community Room renovation.
 - ▶ Electronics upgrade etc...
- ▶ Identified Safety and Security ongoing
 - ▶ Continued work begun this year on entrances.



TAE Loading Dock

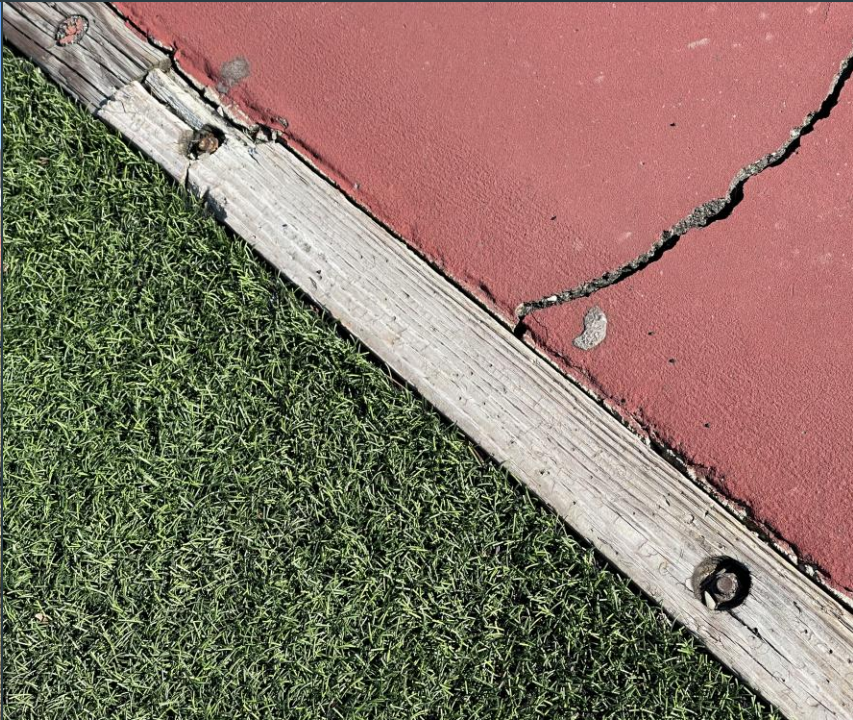


TAE Boilers/ Boiler room





New
spaces for
learning:
**Modern
Media
Centers**



Repair
Work,
Safty.





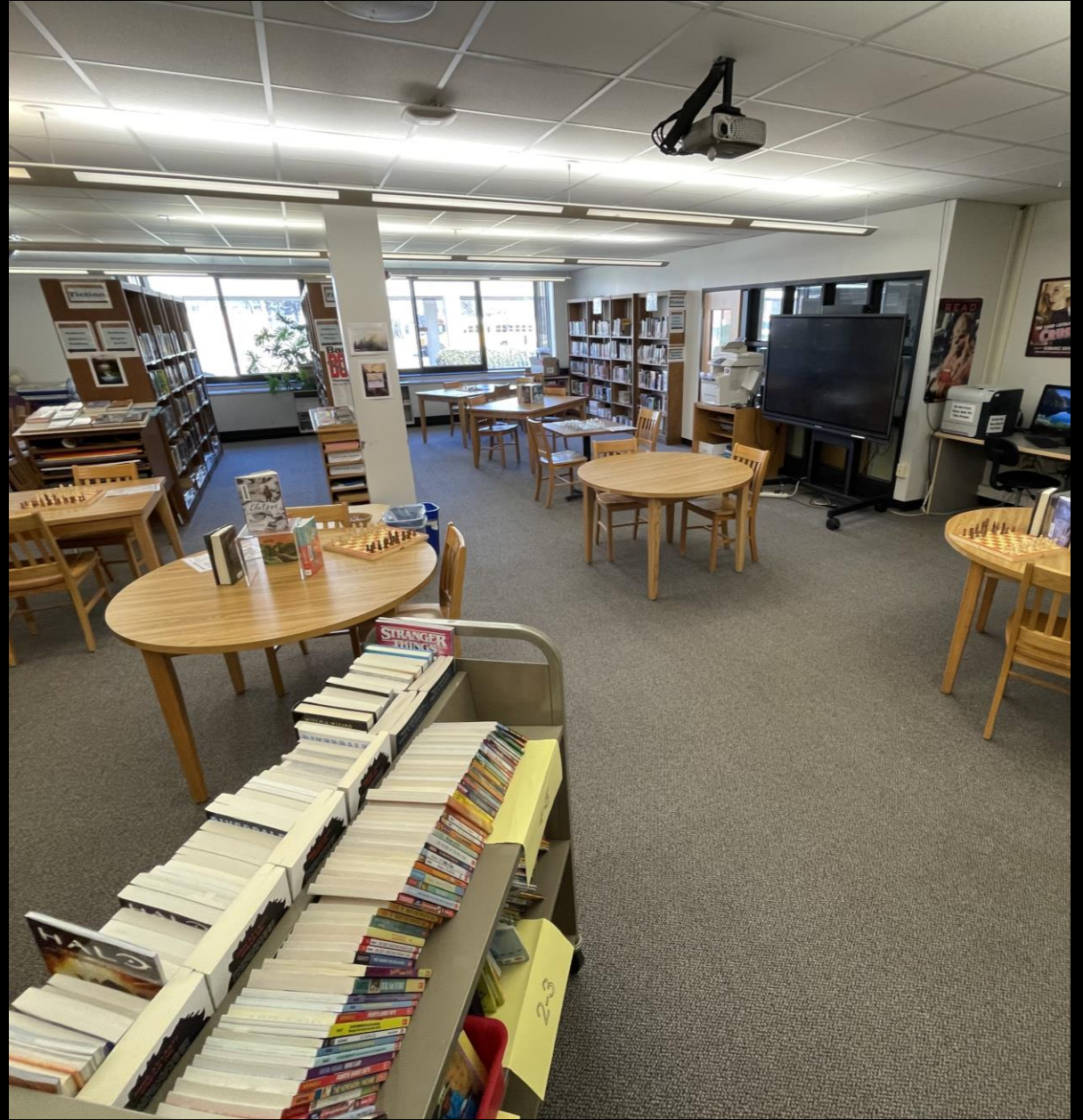
Cohen Complex



Cohen
Bus port,
signage,
drainage



Cohen Middle School Office





Cohen ES/MS Bathrooms

Energy Performance Contract

- ▶ Created in parallel with the Capital Project
- ▶ Identified savings intended to offset or pay for energy efficiency upgrades
 - ▶ Lighting nets a large savings yearly for cost of replacement.
 - ▶ Savings allows for us to replace other systems and upgrades to gain further efficiencies
 - ▶ Window systems?
 - ▶ Boilers?
- ▶ Estimated an EPC can be an \$850k project.
- ▶ Next steps: RFP for contractors – we will select from this process.
 - ▶ Selected contractor will specify scope of the project.

Capital Project Referendum Dec. 2021

- ▶ **Monthly Updates to the BOE**
- ▶ **Scale:** 9-10 Million Dollar Budget
- ▶ **Targeted Areas:**
 - ▶ Maintenance
 - ▶ Security
 - ▶ Infrastructure
 - ▶ Adaptations of common areas to keep pace with learning techniques: technology
- ▶ **Scope of Project** Completion Date July 2021
- ▶ **Project Vote** December 2021