

**Board of Education  
Reorganization/Regular Meeting**

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

**Call to Order:** The Reorganization Meeting of the Board of Education was called to order at 7:05 p.m. on July 7, 2021 by Superintendent Michael Gill.

**Members Present:** Lisa Benedict, Christopher Callas, John Cole, Terrance Day, Michael Lepak, Joseph Sullivan, Andrew Willard(via phone until 7:51pm)

**Member Elect Present:** Joseph Sullivan

**Member Absent:**

**Others Present:** Michael Gill, Martha Clark, Tom Boyanowski, Julie Lederman, Megan Zoerb, Erin Furstoss

**Temporary Chairman:** Motion was made by Terrance Day, seconded by Christopher Callas and carried 6-0 to appoint Michael Gill as the Temporary Chairman of the Reorganization Meeting.

**Oath of Office**

▪**Superintendent** - The Oath of Office was administered to Superintendent **Michael Gill**.

**Oath of Office**

Oath of Office was administered to the following:

▪**Elected School Board Member John Cole** -Term of Office - July 1, 2021 through June 30, 2026

▪**School Board Members** reaffirmation to their position as School Board Members

**Lisa Benedict, Christopher Callas, Terrance Day, Michael Lepak, Andrew Willard (via phone)**

**Election of Officers** for 2021-2022

**President:** Nominee: Joseph Sullivan Motion by Michael Lepak, Second by Christopher Callas  
Call for Vote Being no other nominations, Superintendent Gill called for a vote.

**Results:** 7-0 in favor of **Joseph Sullivan** as President

**Oath of Office**

▪ **President, Board of Education** – Oath of Office was administered to President elect Joseph Sullivan

**President Blish presided over the remainder of the meeting.**

**Vice President** Nominee: Michael Lepak Motion by Terrance Day Second by Christopher Callas  
Call for Vote Being no other nominations, Mr. Sullivan called for a vote.

**Results:** 7-0 in favor of **Michael Lepak** as Vice-President

**Oath of Office**

▪ **Vice-President, Board of Education** – Oath of Office was administered to Vice-President elect Michael Lepak

**2021-2022 Appointments**

Motion was made by John Cole seconded by Terrance Day and carried 7-0 to make the following appointments for the 2021-2022 school year.

District Clerk – Erin Furstoss

District Treasurer — Jennie Adriaansen

Tax Collector – Kim Dykes

Assistant Tax Collector – Sue Stuart

Chief Faculty Counselor, Extracurricular Funds – Tom Boyanowski

Central Treasurer, Extracurricular Funds – Kelly Buckley

\$3,000,000. Blanket bond/loss

Records Access Officer – Martha Clark

Records Management Officer – Martha Clark

Asbestos Compliance Designee – Richard VanHouten

Purchasing Agent – Susan Michael/Alt: GST BOCES CBO

Legal Counsel –Hogan, Sarzynski, Lynch, DeWind & Gregory, LLP  
(retainer \$10,800)

District Auditor Buffamante, Whipple, Buttafaro, P.C.

Secretary to Superintendent/BOE – Erin Furstoss

Athletic Director (\$10,099.47 Stipend) – Michael Bennett

Director of Physical Education – Andrew Lutz

**Committee on Special Education (CSE) Members**

**2021-2022:**

Megan Zoerb	Chairperson
Lori Andreine	Alternate Chairperson
Erin Furstoss	CSE Secretary
Lori Andreine	School Psychologist
Katie Richardson	School Psychologist
Krissy McNamara	School Counselor
Alyssa Hoobler	School Counselor
Debbie Howe-Tennant	School Counselor
Connie Lucia	Occupational Therapist (BOCES)
Patrick Thomas	Physical Therapist (BOCES)
Kaitlyn Osburn	Speech Therapist (BOCES)
Rachel Saylor	Speech Therapist (BOCES)
Jackie Weaver	School Social Worker (BOCES)
Special Ed. Teachers	All Special Ed. Teachers
General Ed. Teachers	All General Education Teachers
TBD	Parent Representative

**Sub-Committee on Special Education (CSE) Members 2021-2022:**

Megan Zoerb	Chairperson/District Administrator
Lori Andreine	Chairperson
Tom Boyanowski	Alternate Chairperson/High School Principal
Brandon Foley	Alternate Chairperson/Middle School Principal
Andy Lutz	Alt. Chairperson/Elementary School Principal
Erin Furstoss	CSE Secretary
Lori Andreine	School Psychologist
Katie Richardson	School Psychologist
Krissy McNamara	School Counselor
Alyssa Hoobler	School Counselor
Debbie Howe-Tennant	School Counselor
Connie Lucia	Occupational Therapist (BOCES)
Patrick Thomas	Physical Therapist (BOCES)
Kaitlyn Osburn	Speech Therapist (BOCES)
Rachel Saylor	Speech Therapist (BOCES)
Jackie Weaver	School Social Worker (BOCES)
Special Ed. Teachers	All Special Ed. Teachers
General Ed. Teachers	All General Education Teachers
TBD	Parent Representative

**Committee on Preschool Special Education (CPSE)**

**2021-2022: Members**

Megan Zoerb	CPSE Chairperson
Lori Andreine	Alternate CPSE Chairperson
Katie Richardson	School Psychologist
Erin Furstoss	CPSE Secretary
Kelly Sidari	County Representative
Christy Harmer	County Representative
Able 2	Service Provider
Building Blocks	Service Provider
Great Expectations	Service Provider
SENSATIONAL KIDS	Service Provider
Leaps and Bounds	Service Provider
Elmira Heights CSD	Evaluator
Arnot Ogden Rehab	Service Provider
A.V.R.E.	Vision Rehab Provider
Doris Farmer-Raymond	Independent Service Provider
Ellen Hanson	Independent Service Provider
Linda Hart	Independent Service Provider
Barbara Hislop	Independent Service Provider
Becky Sherwood	Independent Service Provider
Cathy Thornton	Independent Service Provider
Jennifer Tremaine	Independent Service Provider
Christa Wagner	Independent Service Provider
Linn Aftuck	Independent Service Provider
Kristina Brown	Independent Service Provider
Rebecca Butler	Independent Service Provider
Heather Early	Independent Service Provider
Jessica Johnston	Independent Service Provider
Yolanda Bush	Independent Service Provider
Michelle Wolcott-Lovell	Independent Service Provider
Rachael Saylor	Independent Service Provider
TBD	Independent Service Provider
TBD	Parent Representative
General Ed. Teachers	All General Education Teachers

**504 Accommodation Plan Members**

**2021-2022:**

Andy Lutz	Elementary School Principal
Tom Boyanowski	High School Principal
Brandon Foley	Middle School Principal
Megan Zoerb	District Administrator/CSE
Lori Andreine	School Psychologist
Katie Richardson	School Psychologist
Krissy McNamara	School Counselor
Alyssa Hoobler	School Counselor
Debbie Howe-Tennant	School Counselor
Connie Lucia	Occupational Therapist (BOCES)
Patrick Thomas	Physical Therapist (BOCES)
Kaitlyn Osburn	Speech Therapist (BOCES)
Rachel Saylor	Speech Therapist (BOCES)
Jackie Weaver	School Social Worker (BOCES)
General Ed. Teachers	Respective Teacher

**2021-22 Audit Committee**

- Lisa Benedict - Christopher Callas – John Cole – Terrance Day - Michael Lepak – Joseph Sullivan - Andrew Willard  
 Title IX Compliance Officer – Megan Zoerb  
 Section 504/ADA Compliance Officer – Megan Zoerb  
 Grants Coordinator – Megan Zoerb  
 TCI Coordinator – Megan Zoerb  
 Census Coordinator – Megan Zoerb  
 Liaison for Homeless Children and Youth – Tom Boyanowski  
 Chief Faculty Counselor, Extracurricular Funds – Tom Boyanowski  
 Code of Conduct Officer – Tom Boyanowski  
 School Improvement Coordinator – Brandon Foley  
 TSI Coordinator – Brandon Foley  
 Designee for Homeless Determinations – Andrew Lutz  
 Chemical Hygiene Officer – Richard VanHouten  
 Sexual Harassment Complaint Officers – Megan Zoerb, Andrew Lutz  
 Deputy Treasurer – Jennifer Morris  
 Substance Use Related Services Provider Information Coordinator – Deborah Howe-Tennant  
 Technology Coordinator – Julie Lederman  
 Claims Auditor– Hannah Patterson/Alternate GST BOCES CBO  
 Attendance Officer – Andy Lutz  
 COVID-19 Coordinator – Andy Lutz  
 Faculty Auditor – w/ stipend \$578.36 – Marcia Ashton  
 Public Information Officer – w/stipend of \$3,503.00 – Erin Furstoss  
 School Physician - with contract of \$30,402.48– Marc Immerman, M.D.  
 Data Protection Officer – Megan Zoerb

**Oaths of Office**

Oath of Office –

Administered - District Clerk – Erin Furstoss  
 To Be Administered to the following appointees at earliest convenience  
 Tax Collector – Kim Dykes  
 Claims Auditor – Hannah Patterson  
 Central Treasurer, Extra-Curricular Funds – Kelly Buckley  
 Deputy Treasurer – Jennifer Morris  
 District Treasurer – Jennie Adriaansen  
 Assistant Tax Collector – Sue Stuart

**Resolutions: 2021-2022**

A motion was made by Lisa Benedict, seconded by Christopher Callas and carried 7-0 to adopt the following resolutions a-r for the 2021-2022 year:

- a. RESOLVED, that the Board of Education authorize the payroll plan with one bank transfer for the net amount of each payroll being paid to the consolidated Net Payroll Account, by the District Treasurer.
- b. RESOLVED, that any member of the Board of Education, Superintendent and other authorized personnel shall be reimbursed for expenses incurred in the interest of the district, the amount to be decided by the Board of Education as reasonable; that all bills duly itemized, signed and submitted monthly, or as otherwise provided for by the Board of Education.
- c. RESOLVED, that the Star-Gazette be designated as the official newspaper of the District.
- d. RESOLVED, the Chemung Canal Trust Company, Elmira Heights Branch; and JP Morgan Chase Bank; be designated as the official depositories for all funds; and that the Treasurer of the District be authorized to sign checks and drafts of the District.
- e. RESOLVED, that the establishment of Petty Cash Funds be authorized as follows:
 

District Office	\$100.00 made to Kelly Buckley
School Lunch Fund	\$100.00 made to Jennifer Basch
Athletic Director	\$100.00 made to Mike Bennett
Maintenance	\$ 50.00 made to Richard VanHouten
Transportation	\$ 50.00 made to Richard VanHouten
- f. RESOLVED, that the conferences for the teaching and non-teaching personnel be authorized by the Superintendent and/or other designated personnel, and that the costs be limited to designated budget amounts.
- g. RESOLVED, that the District Treasurer be authorize to invest monies in all accounts to secure maximum interest rates under legal authority within limits.
- h. RESOLVED, that the Chief School Administrator or designees be authorized to make necessary budget transfers in accordance with section 170.2 of the Commissioner’s Regulations.
- i. RESOLVED, that the Treasurer is authorized to wire transfer State Aid monies to Chemung Canal Trust Company and JP Morgan Chase Bank.
- j. RESOLVED, that all persons and positions required by law or regulation are bonded.
- k. RESOLVED, that the Board readopts all policies and Code of Ethics in effect last year in accordance with all current policies and regulations.
- l. RESOLVED, that the Board establish the mileage reimbursement rate at the IRS rate.
- m. RESOLVED, that the Chief School Administrator be designated to authorize payrolls.
- n. RESOLVED, that the Treasurer be designated for signature on checks.
- o. RESOLVED, that the Superintendent be authorized to apply for Grants in Aid.
- p. RESOLVED, that the Regular Meetings of the Board of Education take place at 7pm, unless advertised differently per the below schedule:

**Board of Education 2021-2022 Calendar**

Meetings are generally held on the 1<sup>st</sup> Wednesday of Month/3<sup>rd</sup> Wednesday (if needed) Board of Education

Date	Meeting	Location
* July 7	* Reorganization Meeting/Regular BOE Meeting	Community Room
July 21	Regular BOE Meeting (if needed)	Community Room
July 28	BOE Retreat	TBD
August 11	Regular BOE Meeting	Community Room
August 25	Annual Inspection 6pm Regular BOE Meeting (if needed)	Community Room
September 1	Regular BOE Meeting	Community Room

September 15	Regular BOE Meeting (if needed)	Community Room
October 6	Regular BOE Meeting	Community Room
October 20	Regular BOE Meeting (if needed)	Community Room
October 24-26	NYSSBA Conference	NYC
November 3	Regular BOE Meeting	Community Room
November 17	Regular BOE Meeting (if needed)	Community Room
December 1	Regular BOE Meeting	Community Room
December 14	Capital Project Vote	TAE Gym
December 15	Regular BOE Meeting (if needed)	Community Room
January 5	Regular BOE Meeting	Community Room
January 19	Regular BOE Meeting (if needed)	Community Room
February 2	Regular BOE Meeting	Community Room
February 16	Regular BOE Meeting (if needed)	Community Room
March 2	Regular BOE Meeting	Community Room
March 9	Regular BOE Meeting (if needed)	Community Room
March 16	Regular BOE Meeting (Final Budget Review)	Community Room
March 23	Regular BOE Meeting (if needed)	Community Room
March 30	Regular BOE Meeting (Final Budget Adoption if completed)	Community Room
April 5 (Tues)	BOCES Annual Meeting	Coopers Educational Center
April 6	Regular BOE Meeting (Final Budget Adoption if not completed)	Community Room
April 20	Regular BOE Meeting/BOCES Administrative Budget Vote	Community Room
May 4	Regular Budget Meeting/Public Presentation	Community Room
May 17 (Tues)	Budget VOTE & BOE Member Elections	TAE Gym
May 18	Regular BOE meeting (if needed)	Community Room
June 1	Regular BOE Meeting	Community Room
June 15	Regular BOE Meeting (if needed)	Community Room
June 24 (Friday)	GRADUATION	

RED indicates atypical meeting week or special event.

- q. RESOLVED, that the District will use the specified list for Impartial Hearing Officers (IHO) as Maintained by the New York State Impartial Hearing Reporting System (IHRS).
- r. Resolved that the Board of Education President sign and execute all contracts approved by legal counsel associated with approved capital construction bids approved by the Board of Education

**9. At this point, the board continued to the regular business section of the meeting**

**Regular Business**

**APPROVAL OF AGENDA/MINUTES**

**Agenda -**

A motion was made by Michael Lepak, seconded by John Cole and carried 7-0 to approve the agenda of the July 7, 2021 Board of Education Regular meeting session.

**Minutes –**

A motion was made by Christopher Callas, seconded Joseph Sullivan and carried 7-0 to approve the minutes of the following Board of Education Meetings: June 16, 2021 – Board of Education Regular Meeting -

**Order of Business:**

A motion was made by John Cole, seconded by Christopher Callas 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.

**COMMENTS FROM THE PUBLIC AND STAFF**

Michael Gill - Superintendent ♦ Busy time for the district – summer cohesion, BOCES summer school, District summer schools are in full swing already ♦ DEI Committee has a book study on “The Brain” ♦ Still waiting on glass doors to finish up TAE front entry doors, but they should be finishing up office renovation in the meantime ♦ Teachers have class lists for next year’s planning ♦  
Tom Boyanowski – High School Principal ♦ Stimulus funds will help students who need support, all three buildings are adding positions and have begun interviewing ♦ Looking ahead to calendar dates, it’s nice to have some normalcy ♦ Continue with block scheduling, gives students opportunity to graduate in January.

Martha Clark – Business Manager ♦ Focusing on year end, attendance rollover, purchasing. ♦ Groundwork for state reporting and transparency due in September. ♦ Draft of Risk Assessment is being reviewed, should have something for the Audit Committee meeting on July 21, 2021. ♦ Lots of changeover happening in the CBO right now.

**PERSONNEL:**

A motion was made by Terrance Day, seconded by John Cole and carried 7-0 to approve the following recommended personnel items F-1a through F-2c, and being 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 Appointment Status**

a. The Board approved tenure status for the following:

<u>Teacher</u>	<u>Effective Date</u>	<u>Tenure Area</u>
Wendy Thompson	8/16/2021	Elementary Education
Sabrina Koble	8/21/2021	Elementary Education
Molly Nugent	8/21/2021	Elementary Education
Linda Stearns	8/21/2021	Elementary Education
Shane Devlin	8/21/2021	Special Education
Robin Testone	8/21/2021	Elementary Education
Laura Rosenthal	9/1/2021	Teaching Assistant
Shanna Glover	9/1/2021	Teaching Assistant

**F-3 Leave of Absence– approved**

a. Sabrina Koble

The Board of Education approved the parental leave of Sabrina Koble effective on or about November 29, 2021 with an anticipated return on or about September 1, 2022. As an FMLA qualifying event, sick leave accruals shall run concurrently through the time of disability and Ms. Koble shall have the option to continue to use accruals or take the balance of the parental leave unpaid

b. Katie Nicholson

The Board of Education approved the parental leave of Katie Nicholson effective on or about September 10, 2021 through October 24, 2021. As an FMLA qualifying event, sick leave accruals shall run concurrently through the time of disability and Ms. Nicholson shall have the option to continue to use accruals or take the balance of the parental leave unpaid.

c. Katie Nicholson

The Board of Education approved the extended unpaid leave of Katie Nicholson following her parental leave effective October 25, 2021 with a return date of February 8, 2022 in order for Ms. Nicholson to complete student teaching in pursuit of her teaching certification.

**FINANCIAL**

**G-1 Reports - acknowledged**

A motion was made by Christopher Callas, seconded by John Cole, and carried 7-0 to acknowledge the following consent financial reports G1a thru G1f.

- a. Budget Status Report as of June 30, 2021
- b. Revenue Status Report as of June 30, 2021
- c. Budget Transfer Report as of June 30, 2021 (*no report*)
- d. Treasurer’s Report for May 2021
- e. Claims Auditor Report for May 2021
- f. Extra Classroom Report for May 2021

**FACILITIES**

No items

**OLD BUSINESS**

No items

**NEW BUSINESS**

No items

**CONSENT**

A motion was made by Lisa Benedict seconded by Joseph Sullivan and carried 7-0 to approve the following consent agenda items K-1 through K-10

**K-1 CSE Recommendations and Funding - approved**

The Board of Education approved the student placement determinations from the June 21, 22, and 24, 2021 CSE meetings and the funds to support such recommendations.

**K-2 CPSE Recommendations and Funding - approved**

The Board of Education approved the student placement determinations from the June 23 and July 6, 2021 CPSE meetings and the funds to support such recommendations.

**K-3 NYSCOSS Conferences, House of Delegates & Legislative Committee Meetings - authorized**

The Board of Education, authorized the Superintendent to attend fall, winter and spring NYSCOSS, Legislative and other committee functions for the 2021-22 school year, with related expenses paid through the regular budgetary process.

**K-4 Legal Services – Hogan, Sarzynski, Lynch, DeWind & Gregory, LLP - approved**

The Board of Education approved the 2021-22 retainer fee of \$10,800 for Hogan, Sarzynski, Lynch, DeWind & Gregory, LLP as legal counsel.

**K-5 Physician Services – Marc Immerman, MD – Director School Health Services - approved**

The Board of Education approved the Contract of Services for Marc Immerman, M.D. as Director of School Health Services for the 2021-22 school year at a salary of \$30,402.48.

**K-6 Lunch/Breakfast Prices 2021-22 -- approved**

The Board of Education approved the following 2021-22 Lunch/Breakfast prices, which are the same since 2018/19:

	2021-22
Cohen Lunch Price	\$1.50
TAE Lunch Price	\$1.70
Breakfast Price - All Levels	\$1.35
A la carte snacks	\$ .75

**K-7 School Related Group – Booster Club – recognized**

The Board of Education recognized the Elmira Heights Booster Club as a school-related group for the 2021-22 school year.

**K-8 Library Media Reports -- acknowledged**

The Board of Education acknowledged the 2021 school year Library Media Reports for the following schools:

- Cohen Elementary School
- Cohen Middle School
- Thomas A Edison High School

**K-9 Workers Compensation Plan Agreement - approved**

The Board approved the agreement between the Elmira Heights CSD and the Greater Southern Tier Area Schools Self-Insured Workers' Compensation Plan Municipal Cooperation Agreement effective July 1, 2021.

**K-10 District Safety Plan 2021-22-- approved**

The Board of Education approved the District Safety Plan 2021-22 as presented at the June 16, 2021 Board of Education meeting.

**Awards/Honors/Achievements**

no items

**Communications**

no items

**Discussion Topics**

- N-1 Board of Education Retreat – new proposed dates of August 30 or 31<sup>st</sup>, depending on board availability.
- N-2 NYSSBA – School Board Conference Oct 24-26, 2021 NYC – members discussed attending this year
- N-3 New Non-Resident Tuition Students – Planning to honor returning students but want to revisit the new requests later in the summer.

**EXECUTIVE SESSION:**

At 8:00pm a motion was made by John Cole, seconded by Lisa Benedict and carried 6-0 to enter executive session to discuss personnel issues.

**ADJOURN EXECUTIVE SESSION:**

At 8:32pm a motion was made by Christopher Callas, seconded by Michael Lepak and carried 6-0 to adjourn executive session.

**NEXT MEETING**

Wednesday	July 21, 2021	Regular BOE Meeting (if needed)	7:00 pm	Community Room
Wednesday	July 28, 2021	BOE Retreat		TBD
Wednesday	August 11, 2021	Regular BOE Meeting	7:00 pm	Community Room
Wednesday	August 25 2021	Annual Inspection 6pm Regular BOE Meeting (if needed)	6:00 pm	Community Room

**ADJOURNMENT** – At 8:33 pm motion was made by John Cole, seconded by Lisa Benedict and carried 6-0 to adjourn the meeting.

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Clerk