

**Board of Education  
Regular Meeting**

**Minutes August 11, 2021**

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

**Due to the COVID-19 pandemic this meeting was held in person and livestreamed for public view**

**CALL TO ORDER:** President Joseph Sullivan called The Board of Education of Education Meeting to order at 7:00 p.m. followed by the pledge of allegiance.

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

**MEMBERS ABSENT** Lisa Benedict, Terrance Day

**OTHERS PRESENT** Michael Gill, Martha Clark, Brandon Foley, Julie Lederman, Erin Furstoss, Todd VanHouten, Melissa Kelley, Travis Payne & Jeff Robbins (Hunt Engineers), Andy Billotte & Mike Ginalski (Welliver), Steve Heaslip (Day Automation), Chuck Bastian & Sara Bradshaw (BPD)

**APPROVAL OF AGENDA/MINUTES**

**Agenda:**

A motion was made by Andrew Willard, seconded by John Cole, and carried 5-0 to approve the agenda **with additions** of the August 11, 2021 Board of Education Regular Meeting.

**Minutes:**

A motion was made by Christopher Callas, seconded by Michael Lepak, and carried 5-0 to approve the minutes of the following meetings:  
July 21, 2021 Board of Education Regular Meeting

**Order of Business:**

A motion was made by Andrew Willard, seconded by John Cole, 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.

**FACILITIES**

Capital Project Presentations were given by representatives from Welliver, HUNT Engineers, Bernard P. Donegan and Day Automation to review the proposed scope of work, calendar/timeline of events, and financial planning. The representatives answered questions and discussed the architectural, mechanical, electrical, and technological recommendations for the project, along with how the Energy Performance Contract will coordinate with capital renovations, and all groups are always looking for energy incentives and other operational savings.

**EXECUTIVE SESSION** – moved to end of meeting

**COMMENTS FROM THE PUBLIC AND STAFF**

Michael Gill - Superintendent ♦ Diversity, Equity, Inclusion (DEI) presentation at CCC was a great first step in starting the conversation.

♦ Busy with interviews and onboarding new hires ♦ Governor Cuomo resigns in 14 days ♦ Summer programs are wrapped up, Summer cohesion ends this Friday ♦ Cleaners have done an amazing job this summer, facilities are looking great ♦ IT department has been very busy getting Chromebooks for all students grades 5-12 ready to go

♦ After some discussion of current events in NYC shutting down again, the Board decided they would not attend the NYSSBA School Board Conference October 24-26 in NYC this year, registration opens next week. No one will attend.

Principal Report – Brandon Foley, Cohen Middle ♦ Meeting with a lot of new hires and reputation of the Heights is exciting. BLT and PBIS meetings are underway to focus on new school year plans – ELA/Math discussions/collaborations to close the learning gaps.

Martha Clark – Business Manager ♦ District Office has been crazy busy with on boarding new hires and registrations ♦ Working on transparency reporting which breakdowns the budget by building and then per student. ♦ Reviewing 180 day calendar for state aid reporting. ♦ Working through the audit, the district is over 4% fund balance, plans to appropriate those funds, however Seneca Beverage Corporation has requested a reduction in tax payments now that their PILOT has run out.

**PERSONNEL**

A motion was made by John Cole, seconded by Michael Lepak, and carried 5-0 to approve consent personnel item(s) F-1a through **F-4e** (**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 Creation/Elimination of Positions**

The Board approved to create and eliminate the following positions:

Create (2) two	1.0 FTE Teaching Assistant	effective August 30, 2021
Eliminate (1) one	1.0 FTE Teacher Aide	effective August 30, 2021

**F-2 Resignations / Terminations / Retirements**

**Resignations**

- a. Angelica Morgan, Teacher Aide – resignation  
The Board accepted the resignation of Angelica Morgan as teacher aide pending her appointment below as Teaching Assistant effective August 30, 2021.
- b. Justina Kohler, Food Service Helper – resignation  
The Board accepted the resignation of Justina Kohler as food service helper pending her appointment below as Teacher Aide effective August 30, 2021.
- c. Shelia Silvernail, Food Service Helper – resignation  
The Board accepted with thanks for service, the resignation of Sheilia Silvernail as food service helper effective August 5, 2021.
- d. Christopher Suwak, Social Studies Teacher – resignation  
The Board accepted with thanks and best wishes, the resignation of Christopher Suwak as Secondary Social Studies teacher. Mr. Suwak’s last day with the district will be August 31, 2021.
- e. Bridget Paluga, Elementary Teacher – resignation  
The Board accepted with thanks and best wishes, the resignation of Bridget Paluga as Elementary teacher. Mrs. Paluga’s last day with the district will be August 31, 2021.

**F-3 Change in Appointment Status**

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

<u>Teacher</u>	<u>Effective Date</u>	<u>Tenure Area</u>
Cheryl Hayes	9/4/2021	Special Education
Kathleen Oplinger	9/25/2021	Elementary Education

**F-4 Appointments**

- a. The Board approved the following list of substitutes for the 2021-22 school year:  
Substitute Teacher: Mitchell Kunkle  
Substitute Support Staff: Trevor Johnson Courtney Grant Renee Fantley Cheryl Silvernail

- b. The Board approved the following probationary appointments:

Arazely Sando  
Teacher Aide  
Effective: August 30, 2021  
Probationary Period: August 30, 2021 thru August 29, 2022/ Civil Service Regulation  
Compensation per EHESSA Contract: \$12.79 per hour (Step 1)

Justina Kohler  
Teacher Aide  
Effective: August 30, 2021  
Probationary Period: August 30, 2021 – August 29, 2022/Civil Service Regulations  
Compensation per EHESSA Contract: \$12.79 per hour (step 1)

Amy Bonyak

Teacher Aide

Effective: August 30, 2021

Probationary Period: August 30, 2021 – August 29, 2022/Civil Service Regulations

Compensation per EHESSA Contract: \$12.79 per hour (step 1)

Michele Knott

Tenure Area: Teaching Assistant

Effective: August 30, 2021

\*\*Probationary Period: four (4) years effective August 30, 2021 thru August 29, 2025

Certification Area: Teacher Assistant – Level 3

Total Compensation per EHTA Contract: \$17.00/hour (Step 3)

Angelica Morgan\*

Tenure Area: Teaching Assistant

Effective: August 30, 2021

\*\*Probationary Period: Four (4) year effective August 30, 2021 – August 29, 2025

Certification: *pending* Teaching Assistant – Level 1\*

Total Compensation per EHESSA Contract: \$16.50 per hour (Step 1)

Domini Lagonegro\*

Tenure Area: Teaching Assistant

Effective: August 30, 2021

\*\*Probationary Period: Four (4) year effective August 30, 2021 – August 29, 2025

Certification: *pending* Teaching Assistant – Level 1\*

Total Compensation per EHESSA Contract: \$16.50 per hour (Step 1)

Beverly Swartout

Tenure Area: Teaching Assistant

Effective: August 30, 2021

\*\*Probationary Period: Four (4) year effective August 30th, 2021 – August 29th, 2025

Certification: Teaching Assistant – Pre-Professional

Total Compensation per EHESSA Contract: \$17.50 per hour (Step 5)

Levi Howe

Tenure Area: Physical Education

Effective August 30, 2021

\*\*Probationary Period: four (4) years effective August 30, 2021 through August 29, 2025

Certification: Physical Education (COVID Emergency exp. 8/31/23)

Total Compensation per EHTA Contract: \$46,530 (Step 2 with 36 credit hours)

Jeremy Sager

Tenure Area: Special Education

Effective: August 30, 2021

\*\*Probationary Period: three (3) years effective August 30, 2021 thru August 29, 2024

Certification: Permanent Special Education

Total Compensation per EHTA Contract: \$62,102 (Step 18 with 36 credit hours)

Jared Kennedy

Tenure Area: Social Studies

Effective: August 30, 2021

\*\*Probationary Period: three (3) years effective August 30, 2021 thru August 29, 2024

Certification: Professional Social Studies 7-12

Total Compensation per EHTA Contract: \$62,102 (Step 18 with 36 credit hours)

Anna Wales\*

Tenure Area: Visual Arts

Effective: August 30, 2021

\*\*Probationary Period: four (4) years effective August 30, 2021 thru August 29, 2025  
 Certification: *pending* Visual Arts\*  
 Total Compensation per EHTA Contract: \$43,239 (Step 1 with 0 credit hours)

\*Conditional appointment pending proof of a valid New York State certification

\*\*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 purposes 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.

c. Extracurricular Positions

The Board approved the following extracurricular appointments for the 2021-22 school year:

Position	Appointee	level	year	stipend
7th Grade Advisor	Jason Howe	n/a	8	no stipend
8th Grade Advisor	Jill Wood	3	9	\$1,902.52
MS Builders Club	Christine Klee	4	25	\$2,075.47
MS NJ Honor Society	Jill Wood	3	9	\$1,210.69
MS Student Council	Alyssa Hoobler	2	2	\$1,859.28
MS Yearbook Advisor	Jill Wood	3	10	\$1,210.69
Freshman Class Advisor	Brittany Knapp	2	2	\$1,859.28
Sophomore Class Advisor	Amy Scott	2	2	\$1,859.28
Junior Class Advisor	Callie Black	3	10	\$3,372.64
Senior Class Advisor	Missy Lutz	4	16	\$3,718.55
TAE Ybk Photography Advisor	Carol Cady	4	15	\$2,853.77
TAE Yearbook Advisor	Jordan Coons	2	3	\$3,805.03
TAE Yearbook Financial Advisor	Jordan Coons	1	1	\$1,124.21
Drama Advisor	Randy Cornell	3	9	\$2,594.34
TAE Student Council Advisor	Callie Black	3	6	\$2,594.34
TAE NHS Advisor	Tammy Farley	2	3	\$1,167.45
Weightlifting Club Advisor	Jen Woodworth	2	3	\$1,859.28
TAE Key Club Advisor	Ellen Bankaitis	2	3	\$1,859.28
Junior Rotarian Club Advisor	Lori Andreine	3	6	\$1,902.52
TAE Coffee Club	Tracey Hayes	n/a	6	no stipend
Technology Club	Julie Lederman	n/a	4	no stipend

d. Volunteers

The Board approved the following volunteer to work with our athletic program for the 2021-22 school year:

Justin Cochran – Football

**F. Personnel (additional appointments)**

**F-4 Appointments**

a. The Board approved the additional list of substitutes for the 2021-22 school year:

Substitute Support Staff: James Woodard Rockelle Evans

e. The Board approved the additional probationary appointments pending physicals:

Jillian Johnson\*

Tenure Area: Remedial Reading

Effective: August 30, 2021

\*\*Probationary Period: four (4) years effective August 30, 2021 thru August 29, 2025\*

Certification: *pending* Literacy grades 5-12\*

Total Compensation per EHTA Contract: \$45,459 (Step 1 with 30 credit hours)

Makenna Nicholson

Tenure Area: Elementary Education

Effective: August 30, 2021

\*\*Probationary Period: four (4) years effective August 30, 2021 thru August 29, 2025\*

Certification: Initial Child Education grades 1-6, expires 8/31/26

Total Compensation per EHTA Contract: \$43,239 (Step 1 with 0 credit hours)

\*Conditional appointment pending proof of a valid New York State certification

\*\*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 purposes 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.

## **FINANCIAL**

### **G-1 Reports - acknowledged**

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

- a. Budget Status Report as of August 4, 2021
- b. Revenue Status Report as of August 4, 2021
- c. Budget Transfer Report (no report)
- d. Treasurer's Report for June 2021
- e. Claims Auditor Report for June 2021
- f. Extra Classroom Report for June 2021

### **G-2 Tax Warrant 2021-22**

A motion was made by Andrew Willard, seconded by Michael Lepak and carried 5-0 to approve the 2021-22 tax warrant, authorizing the collection of \$8,124,805 with the town by town tax rates per \$1000.00 being:

Big Flats \$ 21.651855 Elmira \$ 23.282717 Horseheads \$ 24.058277

### **G-3 Corrective Action Plan (purchasing and expenditures internal audit)**

A motion was made by Christopher Callas, seconded by Andrew Willard, and carried 5-0 to approve the Corrective Action Plan for the 2020-21 Risk Assessment Internal Audit Report.

## **CONSENT**

A motion was made by John Cole, seconded by Andrew Willard, and carried 5-0 to approve the following consent agenda items K-1 through K-3:

### **K-1 Donation – Donors Choose – accepted**

The Board of Education accepted the donation in kind from Donors Choose of various hygiene and basic school supplies for students in Ms. Southard-Twichehll's health classes with an approximate value of \$881.00.

### **K-2 School Related Group – Elmira Heights PFO - approved**

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

### **K-3 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.

## **DISCUSSION**

### **N-1 2021 CMS SCEP Plan**

Brandon Foley discussed the Cohen Middle School's School Comprehensive Education Plan for 2021-22 school year

### **N-2 Code of Conduct 2021-22**

Couple of updates in the plan, minor edits/formatting

### **N-3 Non-Resident Tuition Students**

Move forward with accepting new non-resident tuition students under the same strict determination process. Administrators met this morning to determine which class sizes had enough of a "bubble" to accommodate more with the idea that more residents would still be registering too. The Board members were also given a cost breakdown of these students and a list of area tuition rates. The Board will revisit this discussion in April when determining rates for 2022-23 school year.

### **N-4 Facility Use Rental**

Outdoor rentals can continue, indoor requests will need to be reviewed case by case, until more guidance

### **N-5 Reopening status**

Planning to be in school five days/week, with no remote option (unless required). Only mask guidance is in regards to riding the bus/transportation and there will be still be 3ft social distancing in all classrooms. More guidance is expected.

**N-5 Mission & Vision**

Mr. Gill presented the new Heights logo that the Mission/Vision committee created with integrity. "Reach New Heights" slogan.

**NEXT MEETINGS**

Wednesday	August 25, 2021	Annual/Visual Inspection	6:00pm	
Wednesday	August 25, 2021	Regular Board Meeting (if needed)	7:00pm	Community Rm
Wednesday	September 1, 2021	Regular Board Meeting	7:00pm	Community Rm
Wednesday	September 15, 2021	Regular Board Meeting (if needed)	7:00pm	Community Rm

**EXECUTIVE SESSION:**

At 9:37pm a motion was made by Michael Lepak, seconded by Christopher Callas, and carried 5-0 to enter executive session to discuss personnel

**ADJOURN EXECUTIVE SESSION:**

At 9:50pm a motion was made by Andrew Willard, seconded by John Cole, and carried 5-0 to adjourn executive session.

**ADJOURNMENT** – At 9:50pm a motion was made by Andrew Willard, seconded by John Cole, and carried 5-0 to adjourn the meeting.

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Clerk