

**Board of Education  
Regular Meeting**

**Minutes October 6, 2021**

**ELMIRA HEIGHTS CENTRAL SCHOOL DISTRICT  
ELMIRA HEIGHTS, NEW YORK  
Due to the COVID-19 pandemic this meeting was virtually and livestreamed**

**CALL TO ORDER:** President Joseph Sullivan called The Board of Education of Education Meeting to order at 6:01 p.m.

**MEMBERS PRESENT** Lisa Benedict, Christopher Callas(6:05), John Cole, Terrance Day, Michael Lepak, Joseph Sullivan, Andrew Willard

**MEMBERS ABSENT**

**OTHERS PRESENT** Michael Gill, Martha Clark, Megan Zoerb, Julie Lederman, Erin Furstoss

**APPROVAL OF AGENDA/MINUTES**

**Agenda:**

A motion was made by Michael Lepak, seconded by Lisa Benedict, and carried 6-0 to approve the agenda **with additions** of the October 6,2021 Board of Education Regular Meeting.

**Minutes:**

A motion was made by Michael Lepak, seconded by Andrew Willard, and carried 6-0 to approve the minutes of the following meetings:

- September 1, 2021 Board of Education Regular Meeting
- August 11, 2021 (CORRECTION) Board of Education Regular Meeting

**Order of Business:**

A motion was made by Lisa Benedict, seconded by Andrew Willard, 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 6:04pm a motion was made by John Cole, seconded by Joseph Sullivan, and carried 6-0 to enter executive session to discuss personnel

**ADJOURN EXECUTIVE SESSION:**

At 6:27pm a motion was made by Michael Lepak, seconded by John Cole, and carried 7-0 to adjourn executive session.

**COMMENTS FROM THE PUBLIC AND STAFF**

Michael Gill - Superintendent ♦ Meeting location will change to TAE Auditorium going forward, high school may need to use for lunches or as a classroom to allow for ample spacing and avoid quarantines ♦ BOCES/Chemung County are providing screening tests starting the week of the 18th ♦ Superintendent visited buildings and is very pleased with new staff

Principal Report – Megan Zoerb, Student Services ♦ Spent a lot of time in the buildings, visiting classrooms and supporting staff.

Martha Clark – Business Manager ♦ Audits are done and sent to state

**PERSONNEL**

A motion was made by Lisa Benedict, seconded by John Cole, and carried 7-0 to approve consent personnel item(s) F-1a through F-2c **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**

**Resignations**

- a. Charity Spencer, Math Teacher – resignation  
The Board accepted with thanks and best wishes, the resignation of Charity Spencer as Secondary Math teacher. Mrs. Spencer’s last day with the district will be September 21, 2021.
- b. Deborah Fishbeck, Science Teacher – resignation

The Board accepted with thanks and best wishes, the resignation of Deborah Fischbeck as Secondary Science teacher. Mrs. Fischbeck's last day with the district will be October 12, 2021.

**F-2 Update to Prior Appointment**

- a. The Board approved the following revised compensation for Physical Education Teacher previously appointed at the August 11, 2021 meeting after receiving confirmation of previous employment.

Levi Howe

Total Compensation per EHTA Contract: \$47,605 (Step 3 with 36 credit hours)

**F-2 Appointments**

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

Substitute Teacher: Lisa Farrington Emily Thresher

Substitute Support Staff: William Seymour Maryanne Hitchcock Laurie Ryan Jessica Prezeau\* Alaura Hannan Emily Thresher  
Victoria Brown\* Tom Menechella \*pending fingerprint clearance

- b. The Board approved the following provisional appointment:

Andrea Renshaw

Provisional Secretary I – due to nonbinding eligible list

Effective: October 7, 2021

Probationary Period: Future status of employment will be subject to civil service regulations and eligibility.

Compensation per EHESSA Contract: \$14.86 per hour (Step 2)

- c. Coaches

The Board approved the following list of coaches for the 2021-22 school year pending all certification requirements.

Winter	Coach	Level	Year	Salary
7th Grade Boys Basketball	Nick Hart	2	3	\$ 2291.67
8th Grade Boys Basketball	Nick Hart	2	3	\$ 2291.67

- d. Tutoring

The Board approved the following as tutors for the Cohen Elementary School after school tutoring program on at a rate of \$30.00 per hour:

Bob Cavalier Sarah Cunningham Jennifer Johnson Nancy Kennison

- e. APEX Site Coordinator

The Board approved the following Site Coordinators for the APEX grant:

Jason Howe 2021-22 Cohen MS APEX Site Coordinator \$6,851.00 school year stipend

Tom Boyanowski 2021-22 TAE H.S. APEX Site Coordinator \$6,851.00 school year stipend

- f. APEX Tutoring/Activity

The Board approved the attached lists of people for duties, as part of the APEX grant program at Cohen Middle School or Thomas A Edison High School as noted, for the 2021-22 school year.

Tutor rate \$30.00/hour

TA Tutor Rate \$22.50/hour

Activity Coordinator rate \$25.00/hour

Cohen Middle School Tutors and Activity Coordinators

Cohen Middle Support Staff - TA Tutors and Activity Coordinators

Brittany Bala	Jennifer Horigan	Jeremy Sager	Pam Cleveland (activity advisor only)
Randy Cornell	Jason Howe	Tim Sharp	Stephanie Eichenlaub
Dan Crandall	Levi Howe	Lenny Smith	Michele Knott
Jessica Delaney	Jillian Johnson	Robin Testone	Katie Nicholson
Shane Devlin	Kerry Johnson	Jennifer Thomas	Christine Skinkle
Andrea Edgerton	Jared Kennedy	Leslie Tremblay	
Steve Edgerton	Christine Klee	Donald Wainwright	
Carter Frame	Sherry Moore	Anna Wales	
Kathryn Hackett	Andi Rice	Jill Wood	
Alyssa Hoobler	Katie Richardson		

TAE Tutors and Activity Coordinators

Lori Andreine	Tammy Farley	Geoff Pierce
Brenda Baker	Tim Frandsen	Amy Scott
Ellen Bankaitis	Katie Goetz	Kirsten Southard Twichell
Debbie Cooper	Tracey Hayes	Jed Twichell
Mike Bennett	Kate Herzig	Carolyn Valpey
Callie Black	Brittany Knapp	Kevin Weber
Samantha Butts	Mike Larrabee	Amanda Williamee
Scott Cole	Julie Lederman (activity only)	Steve Winston
Jordan Coons	Missy Lutz	Jen Woodworth
Randy Cornell	James Nierstedt	
Andrea Edgerton	Shawn Nugent	

**FINANCIAL**

**G-1 Reports - acknowledged**

A motion was made by Terrance Day, seconded by Andrew Willard, and carried 7-0 to acknowledge the following consent financial reports:

- a. Budget Status Report as of September 29, 2021
- b. Revenue Status Report as of September 29, 2021
- c. Budget Transfer Report as of September 29, 2021
- d. Treasurer’s Report for August 2021
- e. Claims Auditor Report for August 2021
- f. Extra Classroom Report for August 2021

**G-2 Financial Statements and Audit Report 2020-21**

A motion was made by Andrew Willard, seconded by Joseph Sullivan, and carried 7-0 to accept the District’s 2020-21 financial statements & audit report, and the 2020-21 financial statements and the audit report of the Extraclassroom Activity Fund as presented by Buffamante, Whipple, Buttafaro, P.C. at the October 6, 2021 Audit Committee meeting.

**G-3 Management Letter Response & Corrective Action Plan-Financial Statements 2020-21**

A motion was made by Andrew Willard, seconded by Terrance Day, and carried 7-0 to accept the Corrective Action Plan for the management letter dated October 6, 2021 concerning the basic financial statement for the year ended June 30, 2021.

**G-4 Management Letter Response & Corrective Action Plan-Extraclassroom Audit 2020-21**

A motion was made by Lisa Benedict, seconded by Michael Lepak, and carried 7-0 to accept the Corrective Action Plan for the management letter dated October 6, 2021 concerning the audit of the Extraclassroom Activity Fund for the year ended June 30, 2021.

**FACILITIES**

**H-1 2021 Capital Outlay / Annual Project Update** – doors are installed, still moving forward. Next piece is sound in theatre.

**H-2 Capital Project 2021 / Energy Performance Contract (EPC) Update** – Met with HUNT to go over media communications to get information out to our community for the Project vote, showing main focus of gaining efficiencies, safety upgrades, and social emotional support.

**NEW BUSINESS**

**J-1 SEQRA – Capital Project**

A motion was made by John Cole, seconded by Michael Lepak, and carried 7-0 to approve the below resolution designating the Elmira Heights Central School District Board of Education acting as lead agency for purposes of the State Environmental Quality Review Act and Regulations hereby determines that the 2021 Capital Project is a Type II action which will not have a significant impact on the environment and is not subject to further review under the State Environmental Quality Review Act.:

*The Resolution concerning the Type II is as follows:*

*Elmira Heights Central School District Board of Education having reviewed the project scope provided by Hunt Architects & Surveyors has determined that the 2021 Capital Project is a Type II action as that term is defined in the State Environmental Quality Review Act and will not have a significant impact on the environment because the project consists of maintenance or repair involving no substantial changes in an existing structure or facility.*

The project also involves replacement, rehabilitation or reconstruction of a structure or facility, in kind, on the same site. In addition, the project involves routine activities of educational institutions. The project is therefore not subject to further review under SEQRA.

On motion of John Cole , seconded Michael Lepak by it is

RESOLVED that the Elmira Heights Central School District Board of Education acting as lead agency for purposes of the State Environmental Quality Review Act and Regulations hereby determines that the 2021 Capital Project is a Type II action which will not have a significant impact on the environment and is not subject to further review under the State Environmental Quality Review Act.

**J-2 Propositions – Capital Project**

A motion was made by Terrance Day, seconded by John Cole, and carried 7-0 to approve the below resolution calling for a special meeting of qualified voters to be held Tuesday, December 14, 2021 between 7:00 am and 8:00 pm for the purpose of submitting to the voters the following proposition:

BE IT RESOLVED BY THE BOARD OF EDUCATION AS FOLLOWS:

1. A special meeting of the qualified voters of the Elmira Heights Central School District shall be held at the Thomas A. Edison High School in said District, on Tuesday, December 14, 2021, between the hours of 7:00 AM and 8:00 PM, for the purpose of voting on the proposition described in the notice of special meeting hereinafter set forth.
2. Said special meeting shall be called by giving the following notice thereof:

NOTICE OF SPECIAL MEETING OF THE QUALIFIED VOTERS OF  
ELMIRA HEIGHTS CENTRAL SCHOOL DISTRICT

NOTICE IS HEREBY GIVEN that a special meeting of the qualified voters of the Elmira Heights Central School District shall be held at the Thomas A. Edison High School in said District, on Tuesday, December 14, 2021, between the hours of 7:00 AM and 8:00 PM The following proposition will be submitted for voter approval at said meeting:

PROPOSITION

Shall the following resolution be adopted to wit:

Resolved that the Board of Education of the Elmira Heights Central School District is hereby authorized to undertake certain capital improvements consisting of construction and reconstruction of existing school buildings and facilities, site improvements and the acquisition of certain original furnishings, equipment, and apparatus and other incidental improvements required in connection therewith for such construction and school use, all at an estimated maximum aggregate cost of \$10,475,000; and to appropriate and expend from the existing capital reserve fund \$1,100,000 for such costs, and that the balance of such cost, or so much thereof as may be necessary, shall be raised by the levy of a tax to be collected in annual installments, with such tax to be offset by state aid available therefor; and, in anticipation of such tax, debt obligations of the school district as may be necessary not to exceed \$9,375,000 shall be issued; and that the Board of Education is further authorized and directed to request additional state aid for energy savings improvements under an energy performance contract separately authorized by the board of education; which energy savings contract requires additional voter approval to be eligible for additional enhanced state building aid.

NOTICE IS HEREBY FURTHER GIVEN that the text of the aforesaid proposition may appear on the ballot labels in the following abbreviated form:

PROPOSITION

Shall the proposition set forth in the legal notice of this special voter meeting, authorizing construction, reconstruction and equipping of existing school buildings and facilities, site and incidental improvements, all at an estimated maximum aggregate cost of \$10,475,000; with the expenditure of \$1,100,000 from the existing capital reserve fund for such costs, the issuance of not to exceed \$9,375,000 of debt obligations of the School District therefor, and the levy of a tax in annual installments therefor, with such tax to be offset by state aid available therefor; and further authorizing and directing the Board of Education to request additional state aid for energy savings improvements under an energy performance contract separately authorized by the board of education, all as more fully described in said notice, be approved?

The School District, acting as lead agency to the extent necessary for this purpose under the State Environmental Quality Review Act and the applicable regulations promulgated thereunder ("SEQRA"), and, on October 6, 2021, has duly determined and found the capital improvements

herein to constitute individually and collectively a SEQRA type II action which by statutory definition has been deemed to not have an adverse impact on the environment and thus the project is not subject to any further environmental review under SEQRA.

AND NOTICE IS ALSO GIVEN that applications for absentee ballots to vote on the proposition may be applied for at the office of the School District Clerk. Any such application must be received by the District Clerk at least seven days before the date of the aforesaid special district meeting if the ballot is to be mailed to the voter, or the day before such special district meeting if the ballot is to be delivered personally to the voter. A list of all persons to whom absentee ballots shall have been issued shall be available for public inspection in the office of the District Clerk during regular office hours on each of the five days prior to the day of the vote (excluding Saturday and Sunday). An absentee ballot must reach the office of the District Clerk not later than 5:00 p.m. on the day of such special district meeting.

DATED: October 6, 2021  
Elmira Heights, New York

**J-3 NYSSBA Conference – Voting Delegate & Alternate**

Voting Delegate –

Nominee: Andrew Willard Nominated by Lisa Benedict Seconded by Michael Lepak  
Being no other nominations, Andrew Willard was elected 7-0 as the voting delegate at the NYSSBA Conference

Alternate Delegate

Nominee: Michael Lepak Nominated by Lisa Benedict Seconded by Andrew Willard  
Being no other nominations, Michael Lepak was elected 7-0 as the alternate voting delegate at the NYSSBA Conference

**CONSENT**

A motion was made by Andrew Willard, seconded by Michael Lepak, and carried 7-0 to approve the following consent agenda items K-1 through K-8:

**K-1 CSE/504 Recommendations and funding - approved**

The Board approved the student placement determinations from the on September 10, 13, 20, 27, 28, October 1, and 4, 2021 CSE/504 meeting(s) and the funds to support such recommendations.

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

The Board approved the student placement determinations from the September 10, 27, and 28, 2021 CPSE meeting(s) and the funds to support such recommendations.

**K-3 2021-22 District Comprehensive Improvement Plan (DCIP) - approved**

The Board approved 2021-2022 District Comprehensive Improvement Plan (DCIP) as presented at the September 1, 2021 Board of Education meeting.

**K-4 2021-2022 AIS/RTI Plan**

The Board approved the 2021-2022 AIS/RTI Plan as presented at the September 1, 2021 Board of Education meeting.

**K-5 School Related Group – TAE Project Graduation – approved**

The Board recognizes TAE Project Graduation as a school-related group for the 2021-22 school year.

**K-6 EOP Child Development Head Start Agreement - approved**

The Board approved the agreement between Elmira Heights School District and E.O.P. Child Development Head Start for preschool education services for the period of July 1, 2021 to June 30, 2022.

**K-7 Chemung County Mental Hygiene MOU - approved**

The Board approved the MOU between the Chemung County Department of Mental Hygiene, Children's Integrated Services and the Elmira Heights Central School District for a therapeutic school-based mental health program between January 1, 2021 through December 31, 2021.

**K-8 Donation – James Cosgrove – outdoor tent / one time use – accepted**

The Board accepted with thanks and appreciation a donation in kind of an outdoor tent for one-time use at Thomas Edison High School Homecoming from James Cosgrove (valued at \$400).

**DISCUSSION**

**N-1 Special Education Plan**

Megan Zoerb, Director of Student Services reviewed the plan - changes according to NYSED regulations , updated terms, reference to polices, and adding sample forms in the appendices

**N-2 CR Part 154 Plan**

Megan Zoerb, Director of Student Services presented the plan to the Board, adding frequently used terms and samples of forms.

**NEXT MEETINGS**

Wednesday	October 20, 2021	Regular Board Meeting (if needed)	7:00pm	TAE Auditorium
Wednesday	November 3, 2021, 2021	Regular Board Meeting	7:00pm	TAE Auditorium

**ADJOURNMENT** – At 7:01pm a motion was made by Michael Lepak, seconded by Andrew Willard, and carried 7-0 to adjourn the meeting.

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Clerk