

**Board of Education
Regular Meeting**

Minutes

January 17, 2024

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

Call to Order: The Regular Meeting of the Board of Education was called to order at 7:01 p.m. on January 17, 2024, by President Joseph Sullivan followed by the pledge of allegiance.

Members Present: Jody Buckley, Christopher Callas, Terrance Day, Michael Lepak, Joseph Sullivan, Mikki Yesesky

Member Absent: John Cole

Others Present: Michael Gill, Martha Clark, Andy Billotte, Jeff Robbins

APPROVAL OF AGENDA/MINUTES

Agenda -

A motion was made by Mikki Yesesky, seconded by Christopher Callas, and carried 6-0 to approve the agenda **with additions** for the January 17, 2024 Board of Education Regular meeting.

Minutes –

A motion was made by Jody Buckley, seconded Terrance Day and carried 6-0 to approve the minutes of the following Board of Education Meetings: January 3, 2024 Board of Education Regular Meeting

Order of Business:

A motion was made by Jody Buckley, seconded by Mikki Yesesky 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: *see end of meeting*

COMMENTS FROM THE PUBLIC AND STAFF

Michael Gill - Superintendent ♦ no updates.

Martha Clark – Business Manager ♦ State aid runs are looking positive.

PERSONNEL - approved

A motion was made by Mikki Yesesky, seconded by Michael Lepak and carried 6-0 to approve the following recommended personnel items F-1a through F-2a, 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 Resignation/Termination/Retirements

Resignation

- a. Katie Burdick, Teacher Aide (part time)
The Board accepted the resignation of Katie Burdick as teacher aide effective January 5, 2024. Mrs. Burdick’s last day with the district was January 4, 2024.
- b. Mikayla Salisbury, Elementary
The Board accepted the resignation of Mikayla Salisbury as Elementary teacher effective January 27, 2024. Ms. Salisbury’s last day with the district was January 26, 2024.

F-2 Appointments

Recommendation to approve the following personnel. 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.

- a. The Board approved the following substitute(s) for the 2023-2024 school year:

Substitute Teacher:	Jacqueline Willsey	Anita Scata
Substitute Support Staff:	Jacqueline Willsey	Anita Scata Hunter Purvis

FACILITIES

The following updates were reviewed by Andy Billotte and Jeff Robbins with questions and answers.

H-1 2024 Capital Outlay Project – submittal process and working on logistics.

H-2 Capital Project 2021 / Energy Performance Contract (EPC) Update – reviewed completed work and upcoming plans to start over February break. Scoreboards should be installed before games start April 1.

J-1 SEQRA Resolution

A motion was made by Terrance Day, seconded by Michael Lepak, and carried 6-0 to approve the following resolution designating the Elmira Heights Central School District Board of Education as lead agency and finding that the capital construction project is a Type I action and not subject to further review under SEQRA:

SEQR RESOLUTION

WHEREAS, the Elmira Heights Central School District (the "District") seeks to undertake a district wide construction/renovation project, including, but not limited to:

The proposed action consists of the purchase of an approximately 2.19 +/- parcel at 100 Lenox Ave., Horseheads, and the construction of a bus garage. The project will include approximately 20-30 parking spaces for buses and approximately 35-45 parking spaces for employees and other vehicles, a bus fueling station, and a garage that includes a bus wash, service bays, offices, restrooms, storage rooms, and associated utility improvements including exterior lighting and signage. Stormwater management structures will also be installed at the location.

The project also consists of capital improvements at the Dr. Nathan Cohen Elementary & Middle School and Thomas Edison High School. Proposed work at the elementary/middle school includes masonry improvements, security improvements, boiler replacements, window replacements, elevator improvements/replacement, and elementary gymnasium renovations (as budget allows). Proposed work at the high school includes roof replacements and media center/library renovation, as budget allows.

WHEREAS, the State Environmental Quality Review Act ("SEQRA") and the regulations thereunder require the Board to undertake a review of the potential environmental impacts, if any, associated with the project before approving same; and

WHEREAS, this project is a Type I within the meaning of SEQRA; and

WHEREAS, on December 15, 2023 a notice was transmitted to all involved agencies of the Board's desire to act as lead agency with respect to the environmental review of the proposed Project; and

WHEREAS, no agency has objected to the designation of the Board as lead agency with respect to the environmental review of the proposed Project; and

WHEREAS, 6 NYCRR Section 617.7 requires a lead agency to issue a written determination of significance with respect to any proposed Type I action;

WHEREAS, the Board has carefully considered the nature and scope of the proposed Project, as set forth in the Full Environmental Assessment Form prepared with respect to such action, and makes the following determinations:

1. The proposed action includes, but is not limited to:

The proposed action consists of the purchase of an approximately 2.19 +/- parcel at 100 Lenox Ave., Horseheads, and the construction of a bus garage. The project will include approximately 20-30 parking spaces for buses and approximately 35-45 parking spaces for employees and other vehicles, a bus fueling station, and a garage that includes a bus wash, service bays, offices, restrooms, storage rooms, and associated utility improvements including exterior lighting and signage. Stormwater management structures will also be installed at the location.

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2. The proposed action is classified under SEQRA as a Type I action within the meaning of 6 NYCRR §617.4.

3. Upon consideration of the action, review of the Full Environmental Assessment Form, the criteria contained in 6 NYCRR 617.7, and all other supporting information, the Board identifies the following relevant areas of environmental concern, as set forth hereafter, and analyzes whether the proposed action may have a significant adverse impact on the environment.

4. The development and use of the property will have a small impact upon land.
5. The proposed development and use of the property will not adversely impact geological features.
6. The proposed development and use of the property will have a small impact on surface water.
7. The proposed development and use of the property will have a small impact on ground water.
8. The proposed development and use of the property will have a small impact on flooding.
9. The proposed development and use of the property will not adversely impact air.
10. The proposed development and use of the property will have not adversely impact plants and animals.
11. The proposed development and use of the property will not adversely impact agricultural resources.
12. The proposed development and use of the property will not adversely impact aesthetic resources.
13. The proposed development and use of the property will have a small impact on historic or archeological resources.

The District will coordinate with the State Historic Preservation Agency to mitigate any impact.

14. The proposed development and use of the property will not adversely impact open space and recreation areas.
15. The proposed development and use of the property will not adversely impact critical environmental areas.
16. The proposed development and use of the property will have a small impact on transportation.
17. The proposed development and use of the property will have a small impact on energy.
18. The proposed development and use of the property will have a small impact on noise, odor and light.

- 19. The proposed development and use of the property will have a small impact on human health.
- 20. The proposed development and use of the property is consistent with community plans.
- 21. The proposed development and use of the property is consistent with community character.

NOW, THEREFORE, BE IT RESOLVED, that the Board finds and concludes that the proposed action is a Type I within the meaning of 6 NYCRR 617.2(al); and it is further

RESOLVED that the Board hereby declares itself lead agency with respect to the environmental review of the proposed project; and it is further

RESOLVED, that upon consideration of the foregoing, the Board finds and concludes that the proposed action will not result in any significant adverse impacts to the environment; and it is further

RESOLVED, that the Board hereby issues a Negative Declaration with respect to the proposed action; and it is further

RESOLVED, that the Board hereby authorizes and directs the Superintendent or his designee to file this Negative Declaration with the appropriate parties and agencies.

J-2 Capital Project - Call for Vote

A motion was made by Terrance Day, seconded by Christopher Callas, and carried 6-0 to approve the following resolution calling for a special meeting of qualified voters to be held Tuesday, March 12, 2024 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, March 12, 2024, 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, March 12, 2024, 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 the acquisition of land, or rights in land, to include a parcel of property located at 100 Lennox Ave., Horseheads, New York, and the construction of a bus garage, fueling station and stormwater management structures thereon, and reconstruction and improvements of the Dr. Nathan Cohen Elementary & Middle School and Thomas Edison High School, various 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 \$17,875,000; and to appropriate and expend from the existing capital reserve fund \$2,580,000 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 \$15,295,000 shall be issued.

The School District, acting as lead agency under the State Environmental Quality Review Act and the applicable regulations promulgated thereunder ("SEQRA"), has completed its environmental review and, on January 17, 2024, has duly issued a negative declaration and has determined that the implementation of the type I action as proposed will not result in any significant adverse environmental impacts.

AND NOTICE IS GIVEN that qualified military voters may apply for a military ballot by requesting an application from the District Clerk at (607) 734-7114 or EFurstoss@gstboces.org. For a military voter to be issued a military ballot, the District Clerk must have received a valid ballot application no later than 5:00 PM on February 15, 2024. In a request for a military ballot application or ballot, the military voter may indicate their preference for receiving the application or ballot by mail, facsimile transmission or email.

AND NOTICE IS GIVEN, that applications for early mail and absentee ballots shall be obtainable during school business hours from the District Clerk; completed applications must be received by the District Clerk at least seven (7) days before the vote and election if the ballot is to be mailed to the voter, or the day before the vote and election if the ballot is to be delivered personally to the voter. Early mail and absentee ballots must be received by the District Clerk not later than 5:00 PM on March 12, 2024.

A list of persons to whom early mail, absentee and military ballots are issued will be available for inspection to qualified voters of the District in the office of the District Clerk on and after February 27, 2024, between the hours of 8:00 AM and 4:00 PM on weekdays prior to the Election; and on March 12, 2024, the day set for the Election, said list will be posted at the polling place.

The District Clerk is authorized to amend or modify this notice to comply with applicable legal requirements.

3. At such meeting taxes to be levied by installments will be proposed providing for payment of such capital costs and providing for the financing costs therefor. Such taxes shall be levied upon all the taxable property of the District, shall be levied in annual installments and shall be of such amounts and levied in such years as may be determined by the Board of Education.

4. The District Clerk or the Clerk's designee is hereby directed to publish a copy of said notice of special meeting in two newspapers having general circulation within the School District in the manner prescribed by law for publication of notice of the annual meeting of the School District.

5. All actions by the School District prior to the final environmental determination by the Board of Education, if any, are hereby found and determined to have been preliminary planning activities under SEQRA necessary to the formulation of a proposal for action which did not commit the School District to commence, engage in, fund or approve any portion of the proposed capital improvement project and financing therefor.

6. This resolution shall take effect immediately upon its adoption.

DISCUSSION TOPICS

N-1 Internal Audit Topic

After reviewing possible options and past audits completed, the Board is in agreement with the business manager that "Revenue and Cash Management" should be done this year.

N-2 NYCLASS

Business Manager, Martha Clark reviewed informational slides and explained the program, stating opportunities in joining the program to get more back on investment than with current savings accounts.

At this time, Board President Sullivan added the following New Business item:

J-3 NYCLASS Resolution

A motion was made by Terrance Day, seconded by Michael Lepak and carried 6-0 to approve the following Municipal Cooperation resolution authorizing the district to participate in the NYCLASS (New York Cooperative Liquid Assets Securities System) program:

WHEREAS, New York General Municipal Law, Article 5-G, Section 119-o (Section 119-o) empowers municipal corporations [defined in Article 5-G, Section 119-n to include school districts, boards of cooperative educational services, counties, cities, towns and villages, and districts] to enter into, amend, cancel, and terminate agreements for the performance among themselves (or one for the other) of their respective functions, powers, and duties on a cooperative or contract basis;

WHEREAS the Elmira Heights Central School District wishes to invest portions of its available investment funds in cooperation with other corporations and/or districts pursuant to the NYCLASS Municipal Cooperation Agreement Amended and Restated as of March 28, 2019;

WHEREAS the Elmira Heights Central School District wishes to satisfy the safety and liquidity needs of their funds;

Now, therefore, it is hereby resolved as follows:

That Michael Gill, Superintendent of Schools or his designee of the Elmira Heights Central School District is hereby authorized to participate in the NYCLASS program under the terms of the NYCLASS Municipal Cooperation Agreement Amended and Restated as of March 28, 2019.

NEXT MEETING

Wednesday February 7, 2024	Regular BOE Meeting	7:00 pm	Comm Rm
Wednesday February 28, 2024	BOE Workshop/Retreat	7:00 pm	Comm Rm

EXECUTIVE SESSION:

At 7:32pm a motion was made by Michael Lepak, seconded by Jody Buckley, and carried 6-0 to enter executive session to discuss employment history of a particular persons.

ADJOURN EXECUTIVE SESSION:

At 8:35pm a motion was made by Terrance Day, seconded by Michael Lepak, and carried 6-0 to adjourn executive session.

ADJOURNMENT – At 8:36pm motion was made by Mikki Yesesky, seconded by Jody Buckley, and carried 6-0 to adjourn the meeting.

Clerk

NYCLASS[®]



New York Cooperative Liquid Assets Securities System

January 17, 2024

NYCLASS[®]



- Is a short-term, highly liquid Investment fund, designed specifically for the public sector.
- Participation is available to any municipal corporation or special-purpose district empowered under New York state statute including counties not within the City of New York, cities, towns, villages, school districts, boards of cooperative educational services, and fire districts.
- The NYCLASS Municipal Cooperative Agreement is administered by an elected Governing Board (the Board) of up to fifteen members. A Board member must be either a Participant's Chief Fiscal Officer

NYCLASS[®]



- NYCLASS is rated 'AAAm' by S&P Global Ratings Services
- NYCLASS invests funds only in securities that are legal for public funds investment in the state of New York. As detailed by the NYCLASS Investment Policy, the portfolio is comprised primarily by obligations of the United States government, repurchase agreements collateralized at 102% by U.S. Treasury, agency securities backed by the full faith and credit of the United States government, and collateralized bank deposits.
- NYCLASS does not charge any transaction fees to its Participants. Administration costs are sliding scale. Earning at 5.39% and Paying 5.27%.

NYCLASS[®]



Account Name	Balance 12/1/2023	Actual Earnings for December	Potential Earnings from NYCLASS
ICS Shadow Account	\$ 2,226,290.94	\$ 189.04	\$ 10,016.62
Capital Project Savings	\$ 4,705,500.48	\$ 799.29	\$ 21,162.73
General Fund Money Market	\$ 6,363,351.16	\$ 571.00	\$ 28,618.82
Total	\$ 13,295,142.58	\$ 1,559.33	\$ 59,798.17