

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

C-2

**Board of Education Meeting
August 13, 2012**

CALL TO ORDER: The Board of Education Meeting was called to order at 7:00 p.m. by President, Harry Blish, followed by the pledge of allegiance.

MEMBERS PRESENT Harry Blish, William Brewer, Christopher Callas(arr 7:09) Harvey Harris, Joseph Sullivan, Andrew Willard

OTHERS PRESENT Mary Beth Fiore, Debra Palmer, Andy Lutz, Mike Coghlan, Mike Bennett, Mary Ann Sheets, Devin Burch, Colleen Dengler

APPROVAL OF AGENDA/MINUTES

Agenda:

A motion was made by Andrew Willard, seconded by Joseph Sullivan and carried 5-0 to approve the August 13, 2012 agenda.

Minutes:

July 3, 2012 Reorganization/Regular Meeting- A motion was made by Harry Blish seconded by William Brewer and carried 5-0 to approve the minutes of the July 3, 2012 Reorganization/Regular Meeting.

July 23, 2012 Regular Meeting- A motion was made by William Brewer seconded by Andrew Willard and carried 5-0 to approve the minutes of the July 23, 2012 Regular Meeting.

COMMENTS FROM THE PUBLIC AND STAFF

Mary Beth Fiore - Superintendent ♦Building Use will be a challenge this year with changes in staffing ♦Some new teaching assignments this year ♦School day changes are to assist in challenge of aiding students learning ♦attendance plan has only a few typos to correct – but we will be clamping down on the process relative to absences, tardies and late arrivals ♦Non-Residents – number of requests are up this year ♦Limited summer staff – Everyone has worked hard to get ready for the new school year ♦APPR – no news from the review committee yet

Andy Lutz –Elementary School Principal ♦Enrollment numbers are high in some grades ♦Doing some building tours for new families to the District ♦Aug 30 is PK and Kindergarten orientation ♦Aug 27 & 28 is Kindergarten screening

Debra Palmer – Business Manager ♦Audit has begun – most of the review is at the CBO location ♦District Office has been very busy with new student registrations ♦Receiving of School Supplies has been busy ♦Taxes will be prepared soon ♦Rotating of Secretaries this summer has resulted in a great deal of cross training

PERSONNEL

A motion was made by Andrew Willard seconded by Harry Blish and carried 5-0 to approve the following recommended personnel items F-1a through F-3a as presented, 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 Appointments

a. Substitutes – for the 2012-12 school year pending - approved

Substitute Teachers	<u>Carolyn Brown</u>	<u>Marcy Clark(Barrington)</u>	<u>Nicole Parasiliti</u>	<u>Morgan Englebert</u>
Substitute Support Staff	<u>Pam Cleveland</u>	<u>Morgan Englebert</u>		

b. Extra-Curricular Advisors – for the 2012-12 school year - approved

Class of 2013 co-advisor	<u>James Nierstedt</u>	yr 7	step 3	Stipend \$1,402.25
Class of 2013 co-advisor	<u>Debra Palmer</u>	yr 5	step 2	Stipend \$1,384.27

c. Bus Driver - approved

Mark Fivie

The Board approved the appointment of Mr. Mark Fivie as a 4.0 hour per day probationary bus driver, effective September 1, 2012. Mr. Fivie shall serve up to one year probation, effective September 1, 2012 in accordance to Civil Service Regulation. Mr. Fivie shall be placed off Step in accordance with the EHESA contract at a salary rate of \$16.21 per hour.

d. School Counselor (Guidance) : - approved

Christin Bresett

The Board approved the appointment of Ms. Christin Bresett appointment as School Counselor (Guidance), effective August 14, 2012. Ms. Bresett shall serve a two-year probationary period, effective August 14, 2012. Ms. Bresett shall be placed on Step 8 of the current EHTA contract and shall receive credit for 62 graduate hours for a total salary of \$54,353.00.

e. Math Teacher - approved

Devin Burch

The Board approved the appointment of Mr. Devin Burch as a secondary mathematics teacher, effective August 14, 2012. Mr. Burch shall serve a three-year probationary period, effective August 14, 2012. Mr. Burch shall be placed on Step 1 of the current EHTA contract and shall receive credit for 0 graduate hours for a total salary of \$35,955.00.

f. Volunteers - approved

The Board approved the following volunteers to work with our athletic program during the 2012-13 school year:

Football Terry Lockner John Hughes Derk Shrijver

F-2 Resignation - amended

a. Math Teacher

Eileen Cook

The Board amended the resignation of Ms. Eileen Cook as a Secondary Math teacher, accepted at the July 23, 2012 Board of Education Meeting, with an effective date of August 1, 2012 to reflect an effective date of August 15, 2012.

F-3 Change in Appointment Status

a. Bus Driver

John Townson

The Board approved the recommendation to change the appointment of John Townson from a 4.0 hour per day position to a 4.5 hour per day position. This change is required to accommodate an altered bus run for the 2012-13 school year.

FINANCIAL

G-1 Faculty Auditor Report - accepted

A motion was made by Joseph Sullivan, seconded by William Brewer and carried 6-0 to accept the Faculty Auditor Report for the 2011-12 school year as presented at the audit committee meeting, by Mary Ann Sheets, Faculty Auditor.

G-2 2011-12 Final Risk Assessment with Three Year Audit Plan- Addendum - approved

A motion was made by Christopher Callas, seconded by Harvey Harris and carried 6-0 to approve the 2011-12 Final Risk Assessment with Three Year Audit Plan- Addendum.

G-3 Final Assets and Inventory Internal Audit Report Fiscal Year 2010-2011 - accepted

A motion was made by William Brewer, seconded by Harry Blish and carried 6-0 to accept the Final Assets and Inventory Internal Audit Report Fiscal Year 2010-2011.

G-4 Internal Audit Risk Assessment Report Corrective Action Plan 2011-12 - accepted

A motion was made by Andrew Willard, seconded by Harvey Harris and carried 6-0 to accept the 2011-12 Internal Audit Risk Assessment Report corrective action plan based on the 2011-12 Internal Risk Assessment Update Report as presented at the Board of Education Meeting on June 11, 2012

G-5 Assets and Inventory Internal Audit Report Corrective Action Plan 2010-11 accepted

A motion was made by Christopher Callas, seconded by William Brewer and carried 6-0 to accept the 2010-11 Assets and Inventory Internal Audit Report corrective action plan based on the 2010-11 Assets and Inventory Update Report as presented at the Board of Education Meeting on June 11, 2012

G-6 Tax Certiorari Reserve - \$16,349 - approved

A motion was made by Andrew Willard, seconded by Christopher Callas and carried 6-0 to approve the following resolution directing the Chief Fiscal Officer that \$16,349 be transferred out of the Tax Certiorari Reserve Fund and transferred to the General fund in 2012-13 as a source of revenue.

RESOLUTION OF THE ELMIRA HEIGHTS CENTRAL SCHOOL DISTRICT BOARD OF EDUCATION

Tax Certiorari Reserve

Whereas, the Elmira Heights Central School District wishes to plan for anticipated judgments and claims arising out of tax certiorari proceedings;

Whereas, the Board of Education established a reserve for this purpose according to Education Law, Section 3651.1-a;

Whereas, the Board of Education now believes the reserve for the 2008 tax year is no longer needed as all received or anticipated tax certiorari proceedings have been settled;

Whereas, the Board of Education of the Elmira Heights Central School District intends that these monies be used in the 2012-13 school year to offset expenditures;

NOW THEREFOR BE IT RESOLVED, that the Board of Education directs the Chief Fiscal Officer that \$16,349 be transferred out of the Tax Certiorari Reserve Fund and transferred to the General fund in 2012-13 as a source of revenue;

G-7 Unemployment Reserve - \$25,000 - approved

A motion was made by Joseph Sullivan, seconded by Christopher Callas and carried 6-0 to approve the following resolution directing the Chief Fiscal Officer that \$25,000 be transferred out of the Unemployment Reserve Fund and transferred to the General fund in 2012-13 as a source of revenue.

RESOLUTION OF THE ELMIRA HEIGHTS CENTRAL SCHOOL DISTRICT BOARD OF EDUCATION

Unemployment Reserve

Whereas, the Elmira Heights Central School District wishes to plan for the reimbursement to the State of New York for payments made to claimants for unemployment benefits since the District has elected to use the benefit reimbursement method (§6-m[4]);

Whereas, the Board of Education has established a reserve for this purpose under General Municipal Law;
Whereas, the Board of Education of the Elmira Heights Central School District intends that reserve monies be used in the 2012-13 school year to offset unemployment benefit expenditures;
NOW THEREFOR BE IT RESOLVED, that the Board of Education directs the Chief Fiscal Officer that \$25,000 be transferred out of the Unemployment Reserve Fund and transferred to the General fund in 2012-13 as a source of revenue.

G-8 Workers' Compensation Reserve - \$84,560 - approved

A motion was made by Andrew Willard, seconded by William Brewer and carried 6-0 to approve the following resolution directing the Chief Fiscal Officer that \$84,560 be transferred out of the Workers' Compensation Reserve Fund and transferred to the General fund in 2012-13 as a source of revenue.

RESOLUTION OF THE ELMIRA HEIGHTS CENTRAL SCHOOL DISTRICT BOARD OF EDUCATION

Workers' Compensation Reserve

Whereas, the Elmira Heights Central School District wishes to plan for the payment of compensation, benefits and other expenses authorized by the Workers' Compensation Law, Article 2, and for payment of expenses of administering a self-insurance program (\$6-j[4]); *Whereas, the Board of Education has established a reserve for this purpose under General Municipal Law;*
Whereas, the voters of the Elmira Heights Central School District approved a budget includes the payment of compensation, benefits, other expenses and expenses of administering a self-insurance program

Whereas, the Board of Education of the Elmira Heights Central School District intends that reserve monies be used in the 2012-13 school year to offset workers compensation expenditures;

NOW THEREFOR BE IT RESOLVED, that the Board of Education directs the Chief Fiscal Officer that \$84,560 be transferred out of the Workers' Compensation Reserve Fund and transferred to the General fund in 2012-13 as a source of revenue.

G-9 Employee Retirement Reserve - \$303,000 - approved

A motion was made by Christopher Callas, seconded by William Brewer and carried 6-0 to approve the following resolution directing the Chief Fiscal Officer that \$303,000 be transferred out of the Employee Retirement Reserve Fund and transferred to the General fund in 2012-13 as a source of revenue.

RESOLUTION OF THE ELMIRA HEIGHTS CENTRAL SCHOOL DISTRICT BOARD OF EDUCATION

Employee Retirement System Reserve

Whereas, the Elmira Heights Central School District wishes to plan for the fluctuations in and payment of contributions to New York State Employees Retirement System (\$6);

Whereas, the Board of Education has established a reserve for this purpose under General Municipal Law;

Whereas, the Board of Education of the Elmira Heights Central School District intends that reserve monies be used in the 2012-13 school year to offset employee retirement benefit expenditures as budgeted at \$250,000;

Whereas, the Board of Education of the Elmira Heights Central School District has deemed that an additional \$53,000 reserve monies is excess in the reserve as of June 30, 2012;

NOW THEREFOR BE IT RESOLVED, that the Board of Education directs the Chief Fiscal Officer that a total amount of \$303,000 be transferred out of the Unemployment Reserve Fund and transferred to the General fund in 2012-13 as a source of revenue.

G-10 Budget Status Report 2011-12 - as of June 30, 2012- acknowledged

A motion was made by Andrew Willard, seconded by Christopher Callas and carried 6-0 to acknowledge the budget 2011-12 Status Report as of June 30, 2012.

G-11 Budget Status Report 2012-13 - as of August 6, 2012- acknowledged

A motion was made by Joseph Sullivan, seconded by Christopher Callas and carried 6-0 to acknowledge the budget status report dated August 6, 2012.

G-12 Treasurer's Report (June 2012) - acknowledged

A motion was made by Harvey Harris, seconded by Andrew Willard and carried 6-0 to accept the Treasurer's report for June 2012.

G-13 Claims Auditor Report (June 2012) - acknowledged

A motion was made by Christopher Callas, seconded by Andrew Willard and carried 6-0 to accept the Claims Auditor Report for June 2012.

G-14 Extra-Classroom Report (June 2012) - acknowledged

A motion was made by Harvey Harris, seconded by Harry Blish and carried 6-0 to accept the Extra-Classroom Report for June 2012.

G-15 Tax Warrant 2012-12 - as of June 30, 2012- acknowledged

A motion was made by William Brewer, seconded by Christopher Callas and carried 6-0 to approve the 2012-2013 tax warrant, authorizing the collection of \$6,997,715, with the town by town tax rates per \$1000.00 being:

Big Flats \$22.189134 Elmira \$22.189878 Horseheads \$22.189134

FACILITIES

Capital Project –

♦Buildings are in great shape ♦Class of '62 toured TAE and were very impressed with our facility

NEW BUSINESS

Policy 7132 Non-Resident Students –first reading – revised - accepted

A motion was made by Andrew Willard, seconded by Harry Blish and carried 4-2 (yes votes-Callas, Brewer, Sullivan, Willard) (no votes-Blish, Harris) to accept the first reading of revised policy 7132: Non Resident Students to state: *"The Board of Education shall set the tuition rate for non-resident students annually. Tuition shall be diminished by 50% for children of non-resident staff members."* The above vote was after thorough discussion with some board members supporting a 50% reduction and others a total exemption of tuition for non-resident staff member children:

Policy 7552: Dignity for All Students – first reading – revised - approved

A motion was made by Joseph Sullivan, seconded by Harry Blish and carried 6-0 to approve the revised first reading of Policy 7552: Dignity for All Students.

CONSENT

A motion was made by Harvey Harris seconded by Christopher Callas and carried 6-0 to approve the following consent agenda items K-1 through K-6

K-1 403(b) Retirement Plan amended - approved

Approved recommendation to amend the Elmira Heights CSD 403(b) Retirement Plan in accordance with IRS Regulations.

K-2 Donation – Jay Palmer-salary accepted

Accepted with thanks and appreciation the donation of the salary of Mr. Jay Palmer, back to the District. Funds shall be used for the Youth Basketball Program.

K-3 Policy 7522: Concussion Management - approved

The Board approved Policy 7522: Concussion Management, as presented at the July 23, 2012 Board of Education Meeting

K--4 Agreement – MOU Chemung County Head Start - approved

Approved the Memorandum of Understanding between the Elmira Heights CSD and Chemung County Head Start, effective July ,1 2012 through June 30, 2013

K-5 CPSE Recommendations and Funding - approved

Approved recommendations and funds to support placements for determinations made at the June 23, 2012 CPSE meetings.

K-6 Commerce Bank Activefunds Agreement - approved

Approved recommendation to approve the Commerce Bank Activefunds Agreement.

Awards/Honors/Achievement

♦ None

COMMUNICATIONS

♦ Thank you notes from Michael Dinus and Ben Davis for Scholarships received

DISCUSSION

♦ End of the Year Presentation – Board viewed the end of year program that Superintendent Fiore presented to Staff in June

♦ Opening Day Invitation Opening day is Tuesday September 5 at 8:00am. The board is invited to attend

♦ Multi-Dimensional Principal Performance Rubric - Board members received copies to peruse

♦ Marzano Causal Teacher Evaluation Model - Board members received copies to peruse

♦ High School Principal Search Process – Position has been advertised – the Board agreed that a competitive salary is necessary for recruiting a solid candidate. They would like to set a salary range of \$85,000 to \$92,000.

♦ Education Commission Testimony -unique process – Superintendent Fiore felt that there were many good questions and that there is sincere interest in finding solutions to the problems

♦ Interscholastic Athletics Update –Athletic Director, Mike Bennett, reported that there are strong numbers and interest in fall sports this year.

NEXT MEETING

Monday August 27, 2012

6:00 pm Annual Inspection of Facilities

Meet at Cohen Bus Loop

7:00 pm -Regular Meeting

TAE Community Room

ADJOURNMENT – At 8:34pm a motion was made Andrew Willard, seconded by Christopher Callas and carried 6-0 to adjourn the meeting.

Clerk