

AGENDA

Elmira Heights Central School District
Board of Education Reorganization / Regular Meeting
TAE Community Room
Wednesday, July 6, 2016
7:00 pm

1. Call to Order

2. Appoint Temporary Chairman of Meeting

Nomination: _____
Motion _____
Second: _____
VOTE: _____

3. Administration Oath of Office: Superintendent

4. Administration Oath of Office: Newly Elected Board of Education Member

Harry Blish July 1, 2016 through June 30, 2021
All Board Members

5. Nomination and Election of Officers

a. President of the Board of Education for 2016-17

Nomination: _____
Motion _____
Second: _____
VOTE: _____

b. Vice-President of the Board of Education for 2016-17

Nomination: _____
Motion _____
Second: _____
VOTE: _____

6. Administration Oath of Office:

- a. President
- b. Vice-President

7. Appointment

Recommendation to approve the following personnel appointments 7a through 7ee for the 2016-17 school year.

Motion _____ Second _____ VOTE _____

- a. District Clerk -
Administration of Oath of Office

Colleen Dengler

b. District Treasurer Administration of Oath of Office	<u>Megan Leach</u>
c. Tax Collector	<u>Kim Dykes</u>
d. Assistant Tax Collector	<u>Megan Leach</u>
e. Chief Faculty Counselor, Extra-Curricular Funds	<u>Tom Boyanowski</u>
f. Central Treasurer, Extra-Curricular Funds w/ \$3,000,000 blanket bond per loss	<u>Kelly Buckley</u>
g. Records Access Officer	<u>Jason Rosno</u>
h. Records Management Officer	<u>Jason Rosno</u>
i. Asbestos Compliance Designee	<u>Richard VanHouten</u>
j. Purchasing Agent	<u>Jean Peterson/ Alternate CBO</u>
k. Legal Counsel with retainer - \$10,800.	<u>Hogan, Sarzynski, Lynch, DeWind & Gregory, LLP</u>
l. District Auditor	<u>Buffamante, Whipple, Buttafaro, P.C.</u>
m. Secretary to Superintendent/BOE	<u>Colleen Dengler</u>
n. Director of Athletics with stipend of \$8,776	<u>Michael Bennett</u>
o. Director of Physical Education	<u>Mary Beth Fiore</u>
p. Committee on Special Education	SEE ATTACHED
q. Committee on Pre-School Education	SEE ATTACHED
r. 504 Teams	SEE ATTACHED
s. 2016-17 Audit Committee	<u>Harry Blish</u>
	<u>Christopher Callas</u>
	<u>Harvey Harris</u>
	<u>Michael Lepak</u>
	<u>Joseph Sullivan</u>
	<u>Andrew Willard</u>
	<u>Kristen Wolowitz</u>
t. Title IX Compliance Officer	<u>Tom Boyanowski</u>
u. Section 504/ADA Compliance Officer	<u>Dawn Hanrahan</u>
v. Liaison for Homeless Children and Youth	<u>Dawn Hanrahan</u>
w. Chemical Hygiene Officer	<u>Richard VanHouten</u>
x. Sexual Harassment Complaint Officers	<u>Dawn Hanrahan</u>
	<u>Andrew Lutz</u>
y. Deputy Treasurer	<u>Rose Ann Wylie</u>
z. Technology Coordinator	<u>Julie Lederman</u>
aa. Claims Auditor	<u>Lindsey Tice</u>
	<u>Alternate GST BOCES CBO</u>
bb. Attendance Officer	<u>Andy Lutz</u>
cc. Faculty Auditor w/ stipend of \$500.00	<u>Erin Furstoss</u>
dd. Public Information Officer w/ stipend of \$3,000.00	<u>James Russ</u>
ee. School Physician: with contract of \$26,225.45	<u>Marc Immerman, M.D.</u>

8. Resolutions

Recommendation to adopt the following resolutions 8a through 8r:

Motion_____ Second_____ VOTE_____

- 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; JP Morgan Chase Bank; and Five Star Bank, Elmira Heights Branch, 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
High School	\$ 25.00 made to Sheri May
Middle School	\$ 25.00 made to TBD
Elementary School	\$ 25.00 made to Kathleen Willis
School Lunch Fund	\$100.00 made to Suzanne Blunt
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 authorized 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, JP Morgan Chase Bank, and Five Star 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 2016-2017 Calendar
 Meetings are generally held on Wednesday Evenings

Date	Meeting	Location
* July 6	* Reorganization Meeting/Regular BOE Meeting	Community Room
July 20	Regular BOE Meeting (if needed)	Community Room
August 3	Regular BOE Meeting	Community Room
August 17	Regular BOE Meeting (if needed)	Community Room
August 31	Regular BOE Meeting (if needed) Visual Inspection 6pm	Community Room
September 7	Regular BOE Meeting	Community Room
September 21	Regular BOE Meeting (if needed)	Community Room
October 5	Regular BOE Meeting	Community Room
October 19	Regular BOE Meeting (if needed)	Community Room
October 27-29	Annual NYSSBA Convention	Buffalo, New York
November 2	Regular BOE Meeting	Community Room
November 16	Regular BOE Meeting (if needed)	Community Room
December 7	Regular BOE Meeting	Community Room
January 4	Regular BOE Meeting	Community Room
January 18	Regular BOE Meeting (if needed)	Community Room
February 1	Regular BOE Meeting	Community Room
February 15	Regular BOE Meeting (if needed)	Community Room
March 1	Regular BOE Meeting	Community Room
March 8	Regular BOE Meeting /Budget Workshop (if needed)	Community Room
March 15	Regular BOE Meeting /Budget Workshop (if needed)	Community Room
March 22	Regular BOE Meeting /Budget Workshop (if needed)	Community Room
March 29	Regular BOE Meeting /Budget Workshop (if needed)	Community Room
April 5	Regular BOE Meeting (Final budget adoption if completed)	Community Room
April 19	Regular BOE Meeting/BOCES Administrative Budget Vote	Community Room
May 3	Regular Budget Meeting/Public Presentation	Community Room
May 16 (Tuesday)	Budget VOTE & BOE Member Elections	TAE Gym
May 17	Regular Board of Education Meeting (if needed)	Community Room
June 7	Regular BOE Meeting	Community Room
June 21	Regular BOE Meeting (if needed)	Community Room
June 23 (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. Motion to Continue to Regular Board of Education Meeting Agenda

Motion _____ Second _____ VOTE _____ Time _____

**Regular Business Meeting Agenda - Following Reorganization Agenda
Wednesday, July 6, 2016**

C. Approval of Agenda/Minutes

C-1 Recommendation to approve the agenda of the July 6, 2016 Board of Education Regular Meeting

Motion_____ Second_____ VOTE_____

C-2 Recommendation to approve the minutes from the June 9, 2016 Board of Education Regular Meeting

Motion_____ Second_____ VOTE_____

C-3 Recommendation to suspend the regular order of business to accommodate guests, special discussion topics and presentations in an order of business as deemed appropriate.

Motion_____ Second_____ VOTE_____

D. Executive Session

Executive Session Anticipated

Motion_____ Second_____ VOTE_____ Time In_____

Motion_____ Second_____ VOTE_____ Time Out_____

E. Comments from the Public and Staff

E-1 Superintendent

E-2 Elementary Principal

E-3 Middle School Principal/CSE Chair

E-4 High School Principal

E-4 Business Manager

E-5 Other Staff

E-6 Public Comments

F. Personnel

At this point the Board will consider whether to proceed with personnel Items F-1a through F-4a

Recommendation to approve the following consent items F-1a through F-4a

Motion _____ Second _____ VOTE _____

F-1 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. Recommendation to approve the following substitutes for the 2016-17 school year:

Substitute Support Staff

Rena Dildine Joseph Miller Bonnie Perry Margaret Ridosh
Scott Stanton Hazel Shadduck Linda Theetge

b. Supervision/Game Help

Recommendation to approve the following people for supervision/game help positions for the 2016-17 school year. All supervisors will hold current CPR/AED certification.

Jen Woodworth
Chris Bennett
Kyle Erickson
Mike Cady
Shawn Nugent
Hazel Shadduck
Patti Pautz
Melissa Kelley
John Townson
Judi Gibbs

Carol Sullivan
Kirstin Southard-Twichell
Jedediah Twichell
Connie Gleason
Colleen Dengler
Chris Klee
Mike Larrabee
James Nierstedt
Carol Cady
Paul Richmond

Lenny Smith
Andy Berg
Jen Johnson
Jim Russ
Sherry Moore
Andi Rice
Missy Lutz
Geoff Pierce
Deborah Howe-Tennant
Mike Bennett

c. Coaches

Recommendation to appoint the following coaches for the 2016-17 school year pending all certification requirements.

<u>Sport</u>	<u>Coach</u>	<u>Level</u>	<u>Years</u>	<u>Stipend</u>
Varsity Football	Mike Bennett	2	4	\$ 4,655.15
Assistant Football	Kyle Erickson	2	4	\$ 2,938.09
Modified Football	Clyde Stroman	2	4	\$ 2,022.32
Modified Football	Ryan Stroman	1	1	\$ 1,984.16
Varsity Cross Country	Rick Gooshaw	3	7	\$ 2,861.78
Modified Cross Country	Jedediah Twichell	2	2	\$ 1,564.44
Varsity Volleyball	Kerry Harter	3	11	\$ 4,197.27
JV Volleyball	Paul Richmond	2	3	\$ 2,594.68
Fall Cheerleading	Jessica Smith	3	13	\$ 2,289.42
Varsity Boys Basketball	Lenny Smith	3	13	\$ 5,265.67
JV Boys Basketball	Chris Mallette	3	13	\$ 3,167.03
Varsity Girls Basketball	Terry Day	3	8	\$ 5,265.67
JV Girls Basketball	Kerry Harter	2	3	\$ 2,938.09
Winter Cheerleading	Jessica Smith	3	13	\$ 2,289.42
Bowling	Eric Gunderson	3	9	\$ 2,289.42
7th Grade Girls Basketball	Paul Richmond	2	4	\$ 2,022.32
8th Grade Girls Basketball	Paul Richmond	2	4	\$ 2,022.32
7th Grade Boys Basketball	James Nierstedt	2	3	\$ 2,022.32
8th Grade Boys Basketball	James Nierstedt	2	3	\$ 2,022.32
7th Grade Volleyball	Betsy Hauptman	3	10	\$ 2,060.48
8th Grade Volleyball	Betsy Hauptman	3	10	\$ 2,060.48
Varsity Wrestling	Kevin Weber	2	4	\$ 4,655.15
Modified Wrestling	Anthony Carome	2	2	\$ 2,022.32
JV Baseball	Eugene Barber	2	2	\$ 2,594.68
Varsity Softball	Rebecca Cooper	3	10	\$ 4,197.27
Varsity Boys Track	Rick Gooshaw	2	4	\$ 4,044.64
Assistant Boys Track	Shawn Nugent	3	7	\$ 2,632.83
Varsity Girls Track	Kirsten Southard-Twichell	2	2	\$ 4,044.64
Assistant Girls Track	Jedediah Twichell	2	2	\$ 2,594.68
Varsity Tennis	Joe Condame	3	26	\$ 2,861.78
Modified Tennis	Mike Cady	2	2	\$ 1,564.44
Varsity Golf	Lenny Smith	3	6	\$ 2,861.78

d. Volunteers

Recommendation to approve the following volunteers to work with our athletic program for the 2016-17 school year:

Volleyball Chelsea Hutsick McKenzie Slaven Emma Straight

Football Jay Houghtling Chris Bennett David "Zack" Brown
Dierck Shrivjer Mike Mawhir

Cheerleading Michaela Gill

e. Extracurricular Positions

Recommendation to approve the following extracurricular appointments for the 2016-17 school year:

<u>Position</u>	<u>Appointee</u>	<u>Level</u>	<u>Year</u>	<u>Stipend</u>
Freshman Class Co-Advisor	James Nierstedt	3	8	\$ 839.45
Freshman Class Co-Advisor	Aimee Badger-Nevin	2	5	\$ 820.38
Sophomore Class Co-Advisor	Devin Burch	2	2	\$ 820.38
Sophomore Class Co-Advisor	Mike Larrabee	2	2	\$ 820.38
Junior Class Co-Advisor	Callie Black	2	5	\$1,469.04
Junior Class Co-Advisor	Pam Sullivan-Bement	1	1	\$1,433.74
Senior Class Co-Advisor	Mary Rae Bahantka	3	7	\$1,488.12
Senior Class Co-Advisor	Patti Pautz	2	4	\$1,469.04
TAE Yearbook Photography	Carol Cady	3	10	\$2,289.42
Yearbook Advisor	Allison Newkirk	1	1	\$3,319.66
Yearbook Financial Advisor	Patti Pautz	1	1	\$ 992.08
Drama Advisor	Elizabeth Schlickbernd	2	4	\$2,251.26
TAE Student Council Advisor	Callie Black	2	2	\$2,251.26
TAE National Honor Society Advisor	Patti Pautz	3	8	\$1,068.40
TAE Key Club	Patti Pautz	2	3	\$1,640.75
Jr. Rotarian Club	Lori Andreine	1	1	\$1,602.59
TAE Book Club	Amy Williamson	3		\$ 0.00
TAE Art Club	Allison Newkirk	3		\$ 0.00
TAE Coffee Club Co-Advisor	Tracey Hayes	2		\$ 0.00
Public Information Coordinator-16/17	James Russ	7		\$3,000.00
Faculty Auditor 2016-2017	Erin Furstoss	2		\$ 500.00

- f. Recommendation to approve the appointed of Leann Lawrence to the position of Secretary I, effective July 25, 2016 pending the completion of all clearances. This is a twelve month position. Ms. Lawrence shall serve a one year probationary period in accordance with current Civil Service Regulations and shall be placed on Step 1 of the current EHESSA contract, with a salary of \$13.75 per hour.
- g. Recommendation to approve the appointed of Lorraine Smith to the position of LPN, effective September 6, 2016. . This is a ten month position. Ms. Smith shall serve a one year probationary period in accordance with current Civil Service Regulations and will be credited with 7 years of service plus the off step amount of 2.5% in line with the current EHESSA contract, with a salary of \$13.07 per hour for the 2016-2017 school year.

F-2 Change in Employment Status

- a. Recommendation to approve the permanent appointment of Ms. Kelley Andrus as a food service helper, effective September 8, 2016. Ms. Andrus has successfully completed her probationary period in accordance with current Civil Service Regulations.
- b. Recommendation to approve the permanent appointment of Ms. Jessica Castilow as a food service helper, effective September 14, 2016. Ms. Castilow has successfully completed her probationary period in accordance with current Civil Service Regulations.

F-3 Resignation/Retirement

- a. Recommendation to accept the resignation of Ms. Sara Muehl, with thanks and best wishes, effective .

F-4 Correction to Appointment

- a. Recommendation to approve the summer transportation salary adjustment for Cindy Davis, Bus Driver from \$20.96/hr. to \$21.36/hr. to include 25 year longevity pay.

G. Financial

G-1 Budget Status Report

Recommendation to acknowledge the Budget Status Report as of June 30, 2016.

SEE ATTACHED

Motion_____Second _____ VOTE _____

G-2 Treasurer's Report

Recommendation to acknowledge the Treasurer's Report for the month of May, 2016.

SEE ATTACHED

Motion_____Second _____ VOTE _____

G-3 Investment Report

No Report

G-4 Claims Auditor Report

Recommendation to acknowledge the Claims Auditor Report for the month of May 2016.

SEE ATTACHED

Motion_____Second _____ VOTE _____

G-5 Extra Classroom Report

Recommendation to acknowledge the Extra Classroom Report for the month of May 2016.

SEE ATTACHED

Motion_____Second _____ VOTE _____

G-6 Internal Risk Assessment Audit

Recommendation to accept the 2015-16 Internal Risk Assessment Update Audit Report of Tompkins Seneca BOCES Internal Audit Services, as presented to the Audit Committee on June 9, 2016.

Motion_____Second _____ VOTE _____

G-7 Corrective Action Plan

Recommendation to accept the Corrective Action Plan for the 2015-16 Risk Assessment Update Internal Audit Report.

Motion_____Second _____ VOTE _____

H. Facilities

- H-1 Update Capital Project

I. Old Business

J. New Business

J-1 Recommendation to ratify the agreement between the Elmira Heights Administrative Council and the Superintendent of Schools of the Elmira Heights CSD, effective July 1, 2016 through June 30, 2019. SEE ATTACHED

Motion _____ Second _____ VOTE _____

J-2 Recommendation to certify the following Lead Evaluators of Principals and Teachers that have completed all training requirements prescribed in 8 NYCRR §30-2.9 b.

Mary Beth Fiore, Lead Evaluator of Principals

Mary Beth Fiore, Lead Evaluator of Teachers

Andrew Lutz, Lead Evaluator of Teachers

Dawn Hanrahan, Lead Evaluator of Teachers

Tom Boyanowski, Lead Evaluator of Teachers

Motion _____ Second _____ VOTE _____

J-3 Recommendation to accept the first reading of revised Board Policy 4212: Organizational Chart. SEE ATTACHED

Motion _____ Second _____ VOTE _____

K. Consent

At this point the Board will consider whether to proceed with consent agenda items

K-1 through K-21

Motion _____ Second _____ VOTE _____

K-1 Recommendation to approve the student placement determinations from the June 6, 22, 2015 CPSE meetings and the funds to support such recommendations.

K-2 Recommendation to approve the student placement determinations from the June 6, 7, 14, 20, 23, 2015 CSE meetings and the funds to support such recommendations.

K-3 Recommendation to approve the special event contract for services with the Erway Ambulance Service, Inc. for ambulance coverage during sporting events for the 2016-17 school year. SEE ATTACHED

K-4 Recommendation to adopt the attached resolution approving the final contract for services with the Schuyler-Steuben-Chemung-Tioga-Allegany County Board of Cooperative Educational Services for the 2016-17 school year. SEE ATTACHED

K-5 Recommendation to approve the Memorandum of Understanding between the Elmira Heights CSD and E.O.P. Child Development Head Start for preschool children special education services, effective July 1, 2016 through June 30, 2017. SEE ATTACHED

K-6 Recommendation to authorize the Board of Education members and Superintendent to attend the NYSSBA Fall Conference in Buffalo, NY for the 2016-17 school year, with expenses to be paid through regular budgetary process.

K-7 Recommendation to authorize the Superintendent to attend fall, winter and spring NYSCOSS Legislative and other committee functions for the 2016-17 school year, with related expenses paid through the regular budgetary process.

K-8 Recommendation to approve Hogan, Sarzynski, Lynch, DeWind & Gregory, LLP as legal counsel for the 2016-17 school year at a retainer fee of \$10,800.

- K-9 Recommendation to approve the Contract for Services for Marc Immerman, M.D. as the School Physician for the 2016-17 school year at a salary of \$26,225.45. SEE ATTACHED
- K-10 Recommendation to establish the Thomas A Edison Junior Rotarians/Interact Club. SEE ATTACHED
- K-11 Recommendation to dissolve the TAE Band extra-curricular club, and account and to use the remaining funds to create a band scholarship account named John Philip Sousa Award.
- K-12 Recommendation to acknowledge the Cohen Middle School Library Media Report for the 2015-16 school year. SEE ATTACHED
- K-13 Recommendation to acknowledge the Cohen Elementary School Library Media Report for the 2015-16 school year. SEE ATTACHED
- K-14 Recommendation to acknowledge the Thomas A Edison High School Library Media Report for the 2015-16 school year. SEE ATTACHED
- K-15 Recommendation to approve the new textbook series AGS Globe Earth Science by Pearson to be used in the self-contained science class at Thomas A Edison HS. SEE ATTACHED
- K-16 Recommendation to accept the bid from Foster's Disposal Service for contract for trash removal Services for the 2016-17 school year. SEE ATTACHED
- K-17 Recommendation to approve the HVAC Planned Service Agreement with Johnson Controls for the period of July 1, 2016 through June 30, 2017 at a cost of \$13,500 per Schedule A of the agreement. SEE ATTACHED
- K-18 Recommendation to terminate the HVAC Planned Service Agreement with Johnson Controls effective the end of the day June 30, 2017
- K-19 Recommendation to approve the Comprehensive Education Plan for the Elmira Heights CSD as presented 2016-2020 at the June 9, 2016 meeting. SEE ATTACHED
- K-20 Recommendation to recognize the Elmira Heights PFO as a school-related group for the 2016-17 school year.
- K-21 Recommendation to recognize the Elmira Heights Sports Booster Club as a school-related group for the 2016-17 school year.

L. Awards/Honors/Achievement

M. Communications

N. Discussion Topic

- N-1 Board of Education Retreat
- N-2 School Calendar

O. Next Meeting(s)

Wednesday, August 3, 2016,	Regular Board of Education Meeting	7:00pm Community Rm
Wednesday, August 17, 2015	(if needed)	
Wednesday, August 31, 2015	Board of Education	6:00pm Visual Inspection (meet at Cohen Bus Loop)

P. Adjournment

Motion _____ Second _____ VOTE _____ Time _____