

**Board of Education
Regular Meeting**

Minutes June 9, 2016

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

CALL TO ORDER: The Board of Education Meeting was called to order at 6:45 p.m. by President Harry Blish, followed by the pledge of allegiance.

MEMBERS PRESENT Harry Blish, Harvey Harris, Michael Lepak, Joseph Sullivan, Andrew Willard

MEMBERS ABSENT Christopher Callas, Kristen Wolowitz

OTHERS PRESENT Mary Beth Fiore, Jason Rosno

APPROVAL OF AGENDA/MINUTES

Agenda:

A motion was made by Harry Blish, seconded by Andrew Willard and carried 5-0 to approve the Agenda of the June 9, 2016 Board of Education Meeting.

Minutes:

May 19, 2016 Regular Meeting- A motion was made by Harvey Harris seconded by Harry Blish and carried 5-0 to approve the minutes of the May 19, 2016 Regular Meeting.

May 26, 2016 Regular Meeting- A motion was made by Joseph Sullivan seconded by Andrew Willard and carried 5-0 to approve the minutes of the May 26, 2016 Regular Meeting.

Order of Business:

A motion was made by Harry Blish seconded by Andrew Willard 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.

COMMENTS FROM THE PUBLIC AND STAFF

Mary Beth Fiore - Superintendent ♦Ending up the year with lots of celebrations ♦Honor Society Inductions at the middle school and high school. Class days. Edison march through on Friday. Field days next week. Teachers are working to get the seniors through

Jason Rosno – Business Manager ♦Trying to wrap up the year ♦Auditors were in last week. Haven't heard anything so expect all is good.

EXECUTIVE SESSION:

At 7:07pm a motion was made by Harvey Harris, seconded by Andrew Willard and carried 5-0 to enter executive session to discuss negotiations.

ADJOURN EXECUTIVE SESSION:

At 7:12pm a motion was made by Joseph Sullivan, seconded by Andrew Willard and carried 5-0 to adjourn executive session.

PERSONNEL

A motion was made by Harvey Harris, seconded by Joseph Sullivan and carried 5-0 to approve the following consent personnel items F-1a through F4a. 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

F1 - Appointments

a. Substitutes – for the 2015-16 school – approved

Substitute Support Staff Linda Theetge

b. Summer Transportation - approved

The Board of Education approved the summer transportation personnel for four hours per day as follows:

| | | |
|----------------|-----------------------|------------------|
| Cindy Davis | Bus Driver | \$20.96 per hour |
| Gloria LaLonde | Bus Driver | \$16.10 per hour |
| Rena Dildine | Bus Aide | \$15.53 per hour |
| Peggy Webber | Bus Aide | \$13.79 per hour |
| Randy Hardy | Substitute Bus Driver | \$19.26 per hour |

c. Summer School Teachers - approved

The Board of Education approved the following personnel to work with our summer school program for four hours per day, four days per week for four weeks at a rate of \$22.50 per hour:

- Cohen Elementary - Elizabeth Reed -
- Cohen Middle – Kerry Johnson & Jen Jacobs – dividing time to equal 64 hours total
- Elementary/Middle Subs – Andi Rice & Jessica Delaney

F-2 Change/Addition of Position(s) – approved

a. Elementary Teacher position

The Board approved the recommendation to create one (1) elementary teacher position, effective July 1, 2016.

b. Teacher Assistant position

The Board approved the recommendation to create one (1) teacher assistant position, effective September 1, 2016.

c. Special Education Teacher position

The Board approved the recommendation to create one (1) teacher position of Special Education, effective July 1, 2016.

F-3 Resignation/Retirement - accepted

a. **Elementary Teacher**

Holly Lewis

The Board accepted with best wishes the resignation of elementary teacher, Ms. Holly Lewis, effective July 2, 2016.

b. **LPN**

Carol Harper

The Board accepted with best wishes and appreciation of service the resignation of Ms. Carol Harper, LPN, for the purpose of retirement, effective July 1, 2016.

F-4 Parental Leaves – approved

a. Erin Furstoss

The Board approved the parental leave of Ms. Erin Furstoss, effective on or about June 7, 2016, with an expected return date on or about August 15, 2016.

b. Jennifer Jacobs

The Board approved the parental leave of Ms. Jennifer Jacobs, effective on or about October 19, 2016, with an expected return date on or about January 2, 2017.

FINANCIAL

G-1 Budget Status Report as of June 1, 2016- acknowledged

A motion was made by Andrew Willard, seconded by Harvey Harris and carried 5-0 to acknowledge the budget status report as of June 1, 2016.

G-2 Treasurer's Report (April 2016) - acknowledged

A motion was made by Joseph Sullivan, seconded by Andrew Willard and carried 5-0 to acknowledge the Treasurer's report for April 2016.

G-3 Investment Report

No - Report

G-4 Claims Auditor Report (April 2016) - acknowledged

A motion was made by Harvey Harris, seconded by Andrew Willard and carried 5-0 to acknowledge the Claims Auditor Report for April 2016.

G-5 Extra-Classroom Report (April 2016) - acknowledged

A motion was made by Joseph Sullivan, seconded by Andrew Willard and carried 5-0 to acknowledge the Extra-Classroom Report April 2016.

G-6 Fund Balance Transfers - approved

A motion was made by Joseph Sullivan, seconded by Michael Lepak and carried 5-0 to approve the transfer of up to \$150,000 into the Retirement Contribution Reserve Fund, and up to \$100,000 into the Workers Compensation Reserve in the fiscal year ending June 30, 2016.

G-7 Copier Leases

A motion was made by Harry Blish, seconded by Andrew Willard and carried 5-0 to approve the following resolution committing to the Purchase of Toshiba Networked Printers from Schuyler Steuben Chemung Tioga Allegany BOCES D/B/A GST BOCES:

.Resolution Committing to the Purchase of Toshiba Networked Printers

From Schuyler Steuben Chemung Tioga Allegany BOCES D/B/A GST BOCES

WHEREAS Toshiba printing services require extensive equipment, software, and maintenance costs, and

WHEREAS such acquisition is impractical in a single fiscal year, the GST BOCES is hereby authorized to expend annually on behalf of the Elmira Heights School District, funds to acquire the Toshiba services listed below at the costs identified, utilizing the Eastern Suffolk RIC Bid # 2013-044-0530. This technology will be used to expand the district's networked printing system.

| | <i>Equipment Model/Software</i> | <i>S/N</i> | <i>Status Description</i> | <i>Installation Location</i> |
|---|---------------------------------|------------|----------------------------|------------------------------|
| 1 | e-Studio 857 | TBD | New – Replacing XEL-562829 | Cohen Middle School |
| 2 | e-Studio 857 | TBD | New – Replacing XEL-563019 | Cohen Elementary School |
| 4 | e-Studio 6570 | TBD | New – Replacing XNE-131468 | Cohen Middle School |
| 5 | e-Studio 6570 | TBD | New – Replacing XEL-131481 | Cohen Elementary School |
| 6 | e-Studio 6570 w/Fax | TBD | New – Replacing XNE-000636 | District Office |

| | <i>36 Month Deferred Payment Plan</i> | <i>Monthly Payment</i> | <i>B & W Charge Per Click Consumable Supplies Included</i> | <i>Color Charge Per Click Consumable Supplies Included</i> |
|---|---------------------------------------|------------------------|--|--|
| 2 | 6/2016 – 5/2019 | \$257.33 | \$0.0030 | N/A |
| 3 | 6/2016 – 5/2019 | \$257.33 | \$0.0030 | N/A |
| 4 | 6/2016 – 5/2019 | \$306.56 | \$0.0040 | \$0.0435 |
| 5 | 6/2016 – 5/2019 | \$306.56 | \$0.0040 | \$0.0435 |
| 6 | 6/2016 – 5/2019 | \$277.91 | \$0.0040 | \$0.0435 |

G-8 Legal Services - of Hogan, Sarzynski, Lynch, DeWind & Gregory, LLP - approved

Having had the opportunity to review the written proposal for legal services, and upon the recommendation of the Superintendent, a motion was made by Joseph Sullivan, seconded by Michael Lepak and carried 5-0 to approve the following resolution:

RESOLVED, that the law firm of Hogan, Sarzynski, Lynch, DeWind & Gregory, LLP is appointed as the attorneys for school district effective July 1, 2016, for the 2016-2017 school year on a retainer basis in accordance with the terms of the proposal submitted by the firm.

FACILITIES

Capital Outlay/Capital Project Update–

Lead in Drinking Water Study Results

All 28 samples taken at Cohen were below the action trigger

OLD BUSINESS

no items

NEW BUSINESS

J-1 Teacher Contract - July 1, 2016 – June 30, 2018 - approved

A motion was made by Andrew Willard, seconded by Harvey Harris and carried 5-0 to approve the final agreement between the Superintendent of Schools of the Elmira Heights Central School District and the Elmira Heights Teachers Association, effective July 1, 2016 through June 30, 2018.

J-2 Support Staff Contract - July 1, 2016 – June 30, 2018 - approved

A motion was made by Michael Lepak, seconded by Andrew Willard and carried 5-0 to approve the final agreement between the Superintendent of Schools of the Elmira Heights Central School District and the Elmira Heights Educational Support Staff Association, effective July 1, 2016 through June 30, 2018.

J-3 Exempt Employees Agreement - July 1, 2016 – June 30, 2017 - approved

A motion was made by Joseph Sullivan, seconded by Michael Lepak and carried 5-0 to approve the Employment Conditions and Benefits of the Exempt Employees and the Transportation Supervisor, effective July 1, 2016 through June 30, 2017.

J-4 SEQRA – Capital Outlay - approved

A motion was made by Andrew Willard, seconded by Harry Blish and carried 5-0 to approve the following resolution designating the Elmira Heights Central School District as lead agency and determining that the Capital Outlay Project is a Type II action and not subject to SEQRA:

motion rescinded see J4a

Resolution

WHEREAS, the Elmira Heights Central School District has agreed to undertake a Capital Outlay Project at Cohen Elementary/Middle School and

WHEREAS, prior to commencement of any action on the project, the District must comply with the New York State Department of Environmental Conservation Environmental Quality Review Act.

NOW, THEREFORE, BE IT RESOLVED by the Elmira Heights Central School District Board of Education that:

- 1) Elmira Heights Central School District shall act as Lead Agency in the SEQR process.*
- 2) That the scope of the work is maintenance, repair or replacement to existing structures which fall within the definition of a Type II action requiring no further action or review under the SEQR process.*

J-4a Rescind SEQRA – Capital Outlay

A motion was made by Harry Blish, seconded by Andrew Willard and carried 5-0 to rescind the SEQRA – Capital Outlay approved in J-4 due to an incorrect building being identified.

J-4b SEQRA – Capital Outlay - TAE - approved

A motion was made by Michael Lepak, seconded by Harvey Harris and carried 5-0 to approve the following corrected resolution designating the Elmira Heights Central School District as lead agency and determining that the Capital Outlay Project is a Type II action and not subject to SEQRA:

Resolution

WHEREAS, the Elmira Heights Central School District has agreed to undertake a Capital Outlay Project at Thomas A Edison High School and

WHEREAS, prior to commencement of any action on the project, the District must comply with the New York State Department of Environmental Conservation Environmental Quality Review Act.

NOW, THEREFORE, BE IT RESOLVED by the Elmira Heights Central School District Board of Education that:

- 1) Elmira Heights Central School District shall act as Lead Agency in the SEQR process.*
- 2) That the scope of the work is maintenance, repair or replacement to existing structures which fall within the definition of a Type II action requiring no further action or review under the SEQR process.*

J-5 Hunt Proposal – TAE Capital Outlay - approved

A motion was made by Joseph Sullivan, seconded by Andrew Willard and carried 5-0 to approve the proposal from Hunt Engineers and Architects for the 2016-17 Edison High School Capital Outlay Project.

J-6 PSI Engineering Proposal – Phase II Capital Improvements - accepted

A motion was made by Michael Lepak, seconded by Joseph Sullivan and carried 5-0 to accept the proposal from PSI Engineering, Consulting, Testing for sub-surface geotechnical investigation for Phase II of Capital Improvements.

J-7 Administrative Council Tentative Agreement - ratified

A motion was made by Michael Lepak, seconded by Harvey Harris and carried 5-0 to ratify the tentative agreement between the Superintendent of Schools of the Elmira Heights Central School District and the Elmira Heights Administrative Council, effective July 1, 2016 through June 30, 2019.

CONSENT

A motion was made by Michael Lepak, seconded by Andrew Willard and carried 5-0 to remove K3(substitute rates) from the consent agenda items K-1 through K-16.

A motion was made by Andrew Willard, seconded by Joseph Sullivan and carried 5-0 to approve the following consent agenda items K-1, K2 and K4 through K16:

K-1 CSE Recommendations and Funding - approved

The Board of Education approved recommendations and funds to support placements for determinations made at the May 19, 20, 25, 26, 2016 CSE meetings.

K-2 CPSE Recommendations and Funding - approved

The Board of Education approved recommendations and funds to support placements for determinations made at the May 31, 2016 CPSE meetings.

K-3 Substitute Rates – considered under separate action

K-4 Tuition Rates 2016-17 - approved

The Board approved the tuition rates for the 2016-17 school year remain the same as 2015-16 as presented at the May 19, 2016 Board of Education Meeting as follows.

- \$1,600/year grades K through 5
- \$2,000/year grades 6 through 12

K-5 Facilities Usage Rates/Procedures 2016-17 - approved

The Board approved the Facilities Usage Rates and Procedures for the 2016-17 school year, remain the same as 2015-16 as presented at the May 19, 2016 Board of Education Meeting.

K-6 OMNI Group Services Agreement - approved

The Board to approved the Services Agreement Reinstatement for continuation of services by the Omni Group as Plan Administrator for the District's 403(b) plan under the Omni-Preferred Provider Program in the amount of \$1,824 for the 2016-17 year.

K-7 Maintenance Agreement w/ Horseheads - approved

The Board approved the Maintenance Agreement between the Elmira Heights Central School District and the Horsehead Central School District for maintenance services for buses, vehicles and other mobile equipment (e.g. lawnmowers, snowplows) for the period of July 1, 2016 through June 30, 2017 per agreement.

K-8 Busing Agreement w/ Horseheads - approved

The Board approved the contract busing agreement between the Elmira Heights Central School District and the Horseheads Central School District for Elmira Heights Central School District to contract with Horseheads Central School District for services of certain personnel to provide transportation of students for the period of September 1, 2016 through June 30, 2017 per agreement.

K-9 Facilities Lease Agreement w/ Horseheads - approved

The Board approved the 2016-17 Lease Agreement with the Horseheads Central School District, in the amount of \$19,765.79, to lease transportation facilities.

K-10 Textbooks - approved

The Board approved the Houghton Mifflin Harcourt textbook for AIS ELA 6-8 and Special Education:

K-11 Code of Conduct 2016-17 - approved

The Board approved the Code of Conduct for the 2016-17 school year as presented at the May 19, 2016 Board of Education Meeting.

K-12 Safety Plan 2016-17 - approved

The Board approved the Safety Plan for the 2016-17 school year as presented at the May 19, 2016 Board of Education Meeting.

K-13 Comprehensive Attendance Plan 2016-17 - approved

The board approved the Comprehensive Attendance Plan for the 2016-17 school year as presented at the May 19, 2016 Board of Education Meeting.

K-14 Professional Development Plan 2016-17 - approved

The Board approved the amended Professional Development Plan for the 2016-17 school year as presented at the May 19, 2016 Board of Education Meeting.

K-15 Donations Target - accepted

The Board accepted with thanks and appreciation the following donations from Target Take Charge of Education Program:

| amount | school year | building | |
|----------|-------------|------------------|--|
| \$59.05 | 15/16 | Cohen Elementary | |
| \$28.42 | 15/16 | Cohen Middle | |
| \$53.77 | 15/16 | TAE | to be deposited into TAE Student Council |
| \$100.00 | 16/17 | Cohen Elementary | |
| \$50.00 | 16/17 | Cohen Middle | |
| \$50.00 | 16/17 | TAE | to be deposited into TAE Student Council |

K-16 Donation - accepted

The board accepted with thanks and appreciation a donation of Plexiglas and Lexan(plastic) remnants from Hetrick Glass Shop to be used for Middle School Technology class projects.

K-3 Substitute Rates 2016-17 - approved

A motion was made by Andrew Willard, seconded by Joseph Sullivan and carried 5-0 Board approve the substitute rates for the 2016-17 school year as broken out below: (this reflects a change in the support staff rates being individually broken out and bringing the Teaching Assistant rate into line with other rates.)

Substitute Teacher Rates-daily

| | |
|------------------------|------------------------------------|
| \$100.00 per diem rate | Retired District Certified Teacher |
| \$95.00 per diem rate | Certified Teacher |
| \$85.00 per diem rate | Bachelor's Degree |
| \$75.00 per diem rate | High School Diploma |
| \$22.50 per hour | Tutors |

Substitute Support Staff - hourly

| | |
|---------------------------------------|-----------------------------|
| \$ 9.70 Aides | \$ 9.70 Courier |
| \$18.80 Building Maintenance Mechanic | \$18.45 Custodian |
| \$12.55 Bus Driver | \$10.65 LPN |
| \$19.50 Bus Mechanic | \$16.25 Maintenance |
| \$ 9.70 Cafeteria | \$17.45 RN |
| \$ 9.85 Cleaner | \$13.45 Secretary |
| \$11.25 Clerk Typist | \$13.55 Senior Clerk Typist |
| \$12.90 Cook | \$10.00 Teaching Assistant |

AWARDS/HONORS/ACHIEVEMENT

Cohen Middle School National Junior Honor Society & Thomas A Edison High School National Honor Society – congratulation to all new inductees

COMMUNICATIONS

Department of Transportation Report – excellent report indicating strong dedication to safety and maintenance standards

DISCUSSION

- N-1 Five Year Facilities Plan Annual Update
- N-2 Comprehensive District Education Plan (CDEP)
- N-3 RTI/AIS Plan 2016-17
- N-4 Board of Education Summer Retreat
Superintendent will poll for possible dates

NEXT MEETINGS

| | | | |
|-----------|---------------|--------------------------------|---------------------|
| Thursday | June 23, 2016 | Regular Meeting (if needed) | 7:00pm Community Rm |
| Wednesday | July 6, 2016 | Reorganization/Regular Meeting | 7:00pm Community Rm |

ADJOURNMENT – At 7:30pm a motion was made by Joseph Sullivan, seconded by Michael Lepak and carried 5-0 to adjourn the meeting.

Clerk