

**Board of Education
Regular Meeting**

Minutes December 7, 2016

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

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, Christopher Callas, Michael Lepak, Joseph Sullivan, Andrew Willard, Kristen Wolowitz

MEMBERS ABSENT Harvey Harris,

OTHERS PRESENT Mary Beth Fiore, Tom Boyanowski, Dawn Hanrahan, Andy Lutz, Martha Clark, Carolyn Benedict, Barb Day, Carol Sullivan and students with family and friends

APPROVAL OF AGENDA/MINUTES

Agenda:

A motion was made by Christopher Callas, seconded by Michael Lepak and carried 6-0 to approve the agenda for the December 7, 2016 Board of Education Meeting with addition of Consent Items 11/21 cse meeting, foster care point of contact appointee, \$60 donation and Discussion Item- foster care transportation .

Minutes:

November 16, 2016 Regular Meeting- A motion was made by Andrew Willard, seconded by Kristen Wolowitz and carried 6-0 to approve the minutes of the November 16, 2016 Regular Meeting.

Order of Business:

A motion was made by Joseph Sullivan, seconded by Kristen Wolowitz 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.

AWARDS/HONORS/ACHIEVEMENT

NYS YMCA Youth & Government Program:

Certificates were presented by Board President Harry Blish to the following participants:

Advisor – Kate Biddle Chaperone – Scott Becker

Student Participants – Ethan Smith, Tyler Korsky, Kyler Ripley, Ashlyn Maggs

COMMENTS FROM THE PUBLIC AND STAFF

Mary Beth Fiore - Superintendent ♦Thank you Carolyn for exceptional service and welcome Martha Clark as new Business Manager ♦Report from Albany – low to no increase in state aid, possible changes to tax cap formula and possible establishment of TRS reserve ♦ESSA new requirements ♦Phase I closeout few items outstanding ♦Water testing – 5 of 78 were over the threshold (outside bib, 2 sinks, 2 drinking fountains) letters sent and posted on website ♦Foster care transportation issue to be discussed with DSS and districts ♦Phase II – samples should be forthcoming.

Andy Lutz – Elementary School Principal ♦Instructional Rounds – 12 classrooms visited – first of 2 opportunities for our teachers to be observed ♦Holiday Concerts in full swing ♦Safety Drills coming up with new procedures .

Dawn Hanrahan – Middle School Principal/CSE Chair ♦thank you to Andy and all staff for covering during my absence ♦parties to celebrate no write-ups are beginning ♦Fridays will be theme day during the Holidays ♦APEX Grant – many activities happening and being planned ♦Cohen Middle School is looking at transitioning from black/silver to blue/orange – sports teams have transitioned. – will need to check buy in from staff and community.

Tom Boyanowski – High School Principal ♦2nd marking period complete ♦have made some changes to AIS program ♦Good participation in the APEX tutoring program ♦Concerts – Monday is Choral Wednesday is band concerts.

Carolyn Benedict – Interim Business Manager ♦BAN sale results accepted this morning – paperwork to follow shortly ♦Wellness Rewards and reimbursements are now taxable which impacts employee and district

PERSONNEL

A motion was made by Andrew Willard, seconded by Kristen Wolowitz and carried 6-0 to approve the following consent personnel items F-1a through F2a. 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 2016-17 school – approved

Substitute Teachers

Michael Blasic

Substitute Support Staff

Michael Blasic

b. After School Detention - approved

The Board approved the following individuals to provide afterschool detention supervision at Cohen Middle at the rate of \$17.50 per hour: Kate Biddle Jean Ryan Kerry Johnson Jennifer Jacobs
Stephanie Eichenlaub Betsy Hauptman

c. Cohen Elementary – Tutoring Program - approved

The Board approved the following individuals to provide tutoring at the Cohen Elementary Tutoring Program for one hour on Tuesdays and Thursdays for 3rd, 4th, 5th grades at an hourly rate of \$22.50 per hour:
Nicole Rosno Wendy Jurusik Dawn Call Nancy Monks Samantha Olson Judi Gibbs

d. Volunteers – Drama Program – approved

The Board approved the following as volunteers to work with the drama program for the 2016-17 school year:

Amberg, Alicia	Dildine, Mellissa	Mattison, Melissa
Badger, Aimee	Doherty-Maggs, Kelly	Mawhir, Danielle
Barker, Jane	Elston, Erica	Nemier, Stacey
Becker, Scott	Ferris, Laura	Palmer, Monica
Biddle, Kate	Haralson, Elizabeth	Phillippi, Katrina
Block III, Edward	Hockenberry, Ashley	Piper, Nikole
Bower, Brandy	Kakretz, Rae	Raho, Marianna (Co-Music Director)
Bower, Tom	Kelley, Melissa	Rainey, Kristina
Bryant, Matt	Knolles, Donald	Rockwell, Katie
Carson, Denise	Korsky, Luella	Shilling, Kathryn
Cole, John	Kunkle, Heather	Smith, Kelly
Cole, Paula	Lutz, Melissa	Vaughan, Amanda
Comfort, Ammie	Maggs, Bryan	Webber, Laura
Cowl, Keri	Mallare, Tami	
Diakite, Mary Kay	Mathews, Jeffrey (Co-Music Director)	

e. Extended School Day (APEX grant) personnel –approved

The board approved the following personnel to work with the extended school day program (APEX) grant for the 2016-17 school year:

Activity Coordinators – Cohen Middle at \$17.50 per hour

Martha Evans Jennifer Biggs

Activity Coordinators – Thomas Edison High School at \$17.50 per hour

Martha Evans Jennifer Biggs

f. Business Manager – approved

Martha Clark

The Board approved the appointment of Martha Clark (CBO) as the business manager through the Central Business Office effective December 5, 2016

g. Records Officer Positions – approved

The Board approved the appointments for the following positions for the 2016-17 school year:

Records Access Officer Martha Clark
Records Management Officer Martha Clark

F-2 Tenure Status – approved

a. Having successfully completed his probationary period, the Board approved the recommendation that tenure status be awarded to:

Stephen Edgerton
Tenure Area: Technology Teacher
Effective: January 5, 2017
Certification Area: Technology Education – Professional

FINANCIAL

G-1 Budget Status Report as of November 30, 2016- acknowledged

A motion was made by Joseph Sullivan, seconded by Kristen Wolowitz and carried 6-0 to acknowledge the budget status report as of November 30, 2016.

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

A motion was made by Christopher Callas, seconded by Andrew Willard and carried 6-0 to acknowledge the Treasurer's report for October 2016.

G-3 Investment Report

No - Report

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

A motion was made by Andrew Willard, seconded by Christopher Callas and carried 6-0 to acknowledge the Claims Auditor Report for October 2016.

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

A motion was made by Joseph Sullivan, seconded by Christopher Callas and carried 6-0 to acknowledge the Extra-Classroom Report for October 2016.

G-6 Budget Transfer

A motion was made by Andrew Willard, seconded by Michael Lepak and carried 6-0 to approve the following budget transfers in the \$12.4M Capital project budget to align budget allocations with actual costs:

From:	H 1620-297-01013	TAE Site Improvement	\$ 71,004.00
To:	H 1620-293-01013	TAE General Construction	\$ 48,304.00
	H 1620-296-01013	TAE Electrical	\$ 22,700.00

From:	H 1620-293-07016	Cohen General Construction	\$ 35,800.00
To:	H 1620-293-07016	Cohen Plumbing	\$ 34,000.00
	H 1620-296-07016	Cohen Electrical	\$ 1,800.00

FACILITIES

H-1 Update- Capital Project Phase II

Close out punch list –basketball backboards mechanism is failing and bleacher connection sensitive and bent.
 Plan submitted to SED on November 7 for Phase II
 SMART Bond was unsubmitted due to additional regulations – have requested resubmission
 Presentation planned for January 4 meeting

H-2 Update – 2016-17 Capital Outlay Project

Bids are going out – Projects include TAE doors, water fountains and HVAC controls

OLD BUSINESS

I-1 Pay Rates – supervision, timers, scorekeepers - approved

A motion was made by Joseph Sullivan, seconded by Andrew Willard and carried 6-0 to approve the following pay rates as discussed at the November 16, 2016 Board of Education Meeting. The EHTA Contract has been amended to align with the Board approved rates as the GST Regional Rate for these services does not exist.

Compensation for timers, scorekeepers and supervisors:	2016-17 rate of \$17.50 per hour
Compensation for concert supervision:	2016-17 rate of \$17.50 per hour

I-2 Pay Rates – detention & curriculum development - approved

A motion was made by Christopher Callas, seconded by Kristen Wolowitz and carried 6-0 to approve the following pay rates for the 2016-17 school year.

Curriculum Development Work	\$17.50 per hour
After School Detention	\$17.50 per hour

New BUSINESS

J-1 Policies – to delete – 1st review - acknowledged -

A motion was made by Joseph Sullivan, seconded by Michael Lepak and carried 6-0 to acknowledge review of the following policies by our legal firm to be recommended for deletion at the next Board of Education meeting:

1110	School District and Board of Education Legal Status	no legal requirement to have policy state the legal structure of district
1120	Board of Education Authority	reiterates law
1130	Number of Members and Terms of Office	# of members and term length determined by voters, not resolution
1210	Board of Education Members: Qualifications	qualifications are set by law and may not be changed by resolution
1220	Board of Education Members: Nomination & Election	recites law and hour of voting are set annually
1230	Reporting of Expenditures	recites Law
1240	Resignation and Dismissal	recites current state of the law
1310	Powers and Duties of the Board	recites general powers it already has by statute
1322	Duties of the Vice President of the Board of Education	recites law – delete & adding statement to policy 1321-duties of Pres.
1330	Appointments & Designations by the Board of Education	reiterates law
1331	Duties of the District Clerk	reiterates requirements of the law
1332	Duties of the School District Treasurer	reiterates law
1333	Duties of the Tax Collector	reiterates law
1334	Duties of the Independent Auditor	reiterates law
1337	Duties of the School Attorney	recites some but not all legal requirement

J-2 Policies – to revise – 1st reading - acknowledged -

A motion was made by Joseph Sullivan, seconded by Michael Lepak and carried 6-0 to acknowledge the 1st reading of the following revised policies:

- 1321 Duties of the President of the Board of Education
- 1335 Appointment and Duties of the Claims Auditor

J-3 CME Associates - approved

A motion was made by Michael Lepak, seconded by Harry Blish and carried 6-0 to accept the proposal from CME Associates for special inspections and testing services related to the Capital Improvements Project-Phase II.

J-4 Envoy Environmental Consultant, Inc. - approved

A motion was made by Andrew Willard, seconded by Joseph Sullivan and carried 6-0 to accept the proposal from Envoy Environmental Consultant, Inc. for asbestos and PCB bulk sampling air monitoring services related to the Capital Improvement Project – Phase II

CONSENT

A motion was made by Christopher Callas, seconded by Kristen Wolowitz and carried 6-0 to approve the following consent agenda items K-1 through K6 (seven items total – two items were numbered 5).

K-1 CPSE Recommendations and Funding - approved

The Board of Education approved the recommendations and funds to support placements for determinations made at the November 14, 21, 2016 CPSE meetings.

K-2 CSE Recommendations and Funding - approved

The Board of Education approved the recommendations and funds to support placements for determinations made at the November 10, 14, 15, 21, 29, December 1, 2016 CSE meetings.

K-3 Food Donation – Basketball admission - approved

The Board approved the request from the English 12 class to waive the cost of admission to the December 16, 2016 basketball games in lieu of a donation of a canned good, to be given to the Food Bank of the Southern Tier.

K-4 Drama Production - approved

The Board approved the License Agreement with R&H Theatricals for the Drama production of Once Upon a Mattress on March 3 & 4, 2017.

K-5 Donation – Rotary – \$200.00 - accepted

The Board of Education accepted with thanks and appreciation a donation of \$200.00 from the Elmira Heights Rotary Club to purchase materials and supplies for Cohen Elementary Literacy Night.

K-5 District Foster Care Point of Contact - Dawn Hanrahan - acknowledged

The Board of Education acknowledged Dawn Hanrahan as the District Foster Care point of contact under new SED guidelines to receive Title I funding under the Every Student Succeeds Act (ESSA) of 2015. Such contact information shall be posted on the district website in accordance with new SED guidelines released December 2, 2016 which are effective December 10, 2016. Compliance is required to ensure the continued receipt of Title I funding.

K-6 Donation – Chemung County – \$60.00 - accepted

The Board of Education accepted with thanks and appreciation a donation of \$60.00 from Chemung County to the Elmira Heights CSD School Lunch fund as part of the 2016 Attendance Incentive program

COMMUNICATIONS

no items

DISCUSSION

- N-1 Middle School - NYS YMCA Youth & Government Program
Student Participants presented an overview of their experience
- N-2 Internet Law 2-D – student e-mail accounts
Grades 6-12 - District will ensure that online resources are 2-D compliant
- N3 Parents' Bill of Rights
Relative to data privacy and security and is posted on website
- N-4 Budget Development
Meeting next week with Principals, Department Heads and Business Manager
- N-5 Report Card presentation
Report Data handed out to Board for review and presented to public
- N-6 Backpack Program –
This item came up after executive session and was briefly discussed

EXECUTIVE SESSION:

At 8:35pm a motion was made by Christopher Callas, seconded by Andrew Willard and carried 6-0 to enter executive session to discuss personnel and legal matter.

ADJOURN EXECUTIVE SESSION:

At 8:47pm a motion was made by Andrew Willard, seconded by Joseph Sullivan and carried 6-0 to adjourn executive session.

NEXT MEETING

Wednesday January 4, 2017 7:00pm Regular Board Meeting Community Room

ADJOURNMENT – At 8:48pm a motion was made by Andrew Willard, seconded by Kristen Wolowitz and carried 6-0 to adjourn the meeting.

Clerk