

# AGENDA

Elmira Heights Central School District  
**Board of Education Reorganization / Regular Meeting**  
**Location – Tele/Video (see website for information)**

Wednesday, July 1, 2020

7:00 pm

## 1. Call to Order / Roll Call

## 2. Appoint Temporary Chairman of Meeting

Nomination: \_\_\_\_\_

Motion: \_\_\_\_\_

Second: \_\_\_\_\_

VOTE: \_\_\_\_\_

## 3. Administration Oath of Office: Superintendent

## 4. Administration Oath of Office:

Re-Elected Board of Education Member, and Board Members

Joseph P Sullivan Sr Term expires June 30, 2025

All Board Members

## 5. Nomination and Election of Officers

### a. President of the Board of Education for 2020-21

Nomination: \_\_\_\_\_

Motion: \_\_\_\_\_

Second: \_\_\_\_\_

VOTE: \_\_\_\_\_

### b. Vice-President of the Board of Education for 2020-21

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 7hh for the 2020-21 school year.

Motion\_\_\_\_\_ Second\_\_\_\_\_ VOTE\_\_\_\_\_

a. District Clerk	<u>Erin Furstoss</u>
Administration of Oath of Office	
b. District Treasurer	<u>Jennie Adriaansen</u>
Administration of Oath of Office	
c. Tax Collector	<u>Kim Dykes</u>
d. Assistant Tax Collector	<u>Sue Stuart</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>Martha Clark</u>
h. Records Management Officer	<u>Martha Clark</u>
i. Asbestos Compliance Designee	<u>Richard VanHouten</u>
j. Purchasing Agent	<u>Susan Michael</u>
	<u>Alternate CBO</u>
k. Legal Counsel	<u>Hogan, Sarzynski, Lynch,</u>
	<u>DeWind &amp; Gregory, LLP</u>
l. District Auditor	<u>Buffamante, Whipple,</u>
	<u>Buttafaro, P.C.</u>
m. Secretary to Superintendent/BOE	<u>Erin Furstoss</u>
n. Director of Athletics	<u>Michael Bennett</u>
o. Director of Physical Education	<u>Andy Lutz</u>
p. Committee on Special Education	SEE ATTACHED
q. Committee on Pre-School Education	SEE ATTACHED
r. 504 Teams	SEE ATTACHED
s. 2020-21 Audit Committee	<u>Harry Blish</u>
	<u>Lisa Benedict</u>
	<u>Christopher Callas</u>
	<u>Michael Lepak</u>
	<u>Joseph Sullivan</u>
	<u>Andrew Willard</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>Tom Boyanowski</u>
w. Designee for Homeless Determinations	<u>Andrew Lutz</u>
x. Chemical Hygiene Officer	<u>Richard VanHouten</u>
y. Sexual Harassment Complaint Officers	<u>Dawn Hanrahan</u>
	<u>Andrew Lutz</u>
z. Deputy Treasurer	<u>Jennifer Morris</u>
aa. Substance Use Related Services Provider Information Coordinator	<u>Deborah Howe-Tennant</u>
bb. Technology Coordinator	<u>Julie Lederman</u>
cc. Claims Auditor	<u>Hannah Patterson</u>
	<u>Alternate GSTBOCES/CBO</u>
dd. Attendance Officer	<u>Andy Lutz</u>
ee. Faculty Auditor	<u>Marcia Ashton</u>
ff. Public Information Officer	<u>James Russ</u>
gg. School Physician	<u>Marc Immerman, M.D.</u>
hh. Data Protection Officer	<u>Michael Gill</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; and JP Morgan Chase Bank, 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
School Lunch Fund	\$100.00 made to Michelle Dougherty
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, and JP Morgan Chase 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 2020-2021 Calendar**

Meetings are generally held on the 1<sup>st</sup> Wednesday of Month/3<sup>rd</sup> Wednesday (if needed)

<u>Date</u>	<u>Meeting</u>	<u>Location</u>
July 1	* Reorganization Meeting/Regular BOE Meeting	Community Room
July 15	Regular BOE Meeting (if needed)	Community Room
July 29	BOE Retreat	
Aug 12	Regular BOE Meeting	Community Room
Aug 26	Annual Inspection 6pm Regular BOE Meeting (if needed)	Community Room
Sept 9	Regular BOE Meeting	Community Room
Sept 23	Regular BOE Meeting (if needed)	Community Room
Oct 7	Regular BOE Meeting	Community Room
Oct 21	Regular BOE Meeting (if needed)	Community Room
Nov 4	Regular BOE Meeting	Community Room
Nov 18	Regular BOE Meeting (if needed)	Community Room
Dec 2	Regular BOE Meeting	Community Room
Dec 16	Regular BOE Meeting (if needed)	Community Room
Jan 6	Regular BOE Meeting	Community Room
Jan 20	Regular BOE Meeting (if needed)	Community Room
Feb 3	Regular BOE Meeting	Community Room
Feb 17	Regular BOE Meeting (if needed)	Community Room
Mar 3	Regular BOE Meeting	Community Room
Mar 10	Regular BOE Meeting (if needed)	Community Room
Mar 17	Regular BOE Meeting (Final Budget Review)	Community Room
Mar 24	Regular BOE Meeting (Final Budget Adoption if completed)	Community Room
Mar 31	Regular BOE Meeting (Final Budget Adoption if not completed)	Community Room
Apr 13 (Tues)	BOCES Annual Meeting	Coopers Educational Center
Apr 14	Regular BOE meeting (if needed)	Community Room
Apr 21	Regular BOE Meeting BOCES Administrative Budget Vote	Community Room
May 5	Regular Budget Meeting/Public Presentation	Community Room
May 18 (Tues)	Budget VOTE & BOE Member Elections	TAE Gym
May 19	Regular BOE meeting (if needed)	Community Room
June 2	Regular BOE Meeting	Community Room
June 16	Regular BOE Meeting (if needed)	Community Room
June 25 (Fri)	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. At this point, we will continue to the regular business section of the meeting**

**Regular Business                      Wednesday July 1, 2020**

**C. Approval of Agenda/Minutes**

C-1 Recommendation to approve the agenda of the July 1, 2020 Board of Education Regular Meeting

Motion\_\_\_\_\_ Second\_\_\_\_\_ VOTE\_\_\_\_\_

C-2 Recommendation to approve the minutes from the following meetings:

**June 17, 2020 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**

If needed

Motion\_\_\_\_\_ Second\_\_\_\_\_ VOTE\_\_\_\_\_ Time In\_\_\_\_\_

Motion\_\_\_\_\_ Second\_\_\_\_\_ VOTE\_\_\_\_\_ Time Out\_\_\_\_\_

**E. Comments from the Public and Staff**

E-1 Superintendent

E-2 Principal Report

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-3a**

Recommendation to approve the following consent items F-1a through F-3a

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. Extracurricular Positions

Recommendation to approve the following extracurricular appointments for the 2020-2021 school year:

<u>Position</u>	<u>Appointee</u>	<u>Level</u>	<u>Year</u>	<u>Stipend</u>
7 <sup>th</sup> Grade Advisor	Jason Howe	n/a	7	\$ -
8 <sup>th</sup> Grade Advisor	Jill Wood	3	8	\$ 1,877.52
MS Builders Club Advisor	Christine Klee	4	24	\$ 2,048.21
MS Honor Society Advisor	Jill Wood	3	8	\$ 1,194.79
MS Student Council Advisor	Alyssa Hoobler	1	1	\$ 1,792.18
MS Yearbook Advisor	Jill Wood	3	9	\$ 1,194.79
Freshman Class Advisor				
Sophomore Class Advisor	Alyssa Hoobler	2	2	\$ 1,834.85
Junior Class Advisor	Missy Lutz	4	15	\$ 3,669.71
Senior Class Co-Advisor	Callie Black	3	9	\$ 1,664.17
Senior Class Co-Advisor	Pam Bement	2	5	\$ 1,642.83
Drama Advisor	Randy Cornell	3	8	\$ 2,560.26
Junior Rotarian Club Advisor	Lori Andreine	2	5	\$ 1,834.85
TAE Coffee Club	Tracey Hayes	n/a	6	\$ -
TAE Key Club Advisor	Ellen Bankaitis	2	2	\$ 1,834.85
TAE National Honor Society Advisor	Farley Tammy	2	2	\$ 1,152.12
TAE Student Council Advisor	Callie Black	3	6	\$ 2,560.26
TAE Yearbook Advisor	Jordan Coons	2	2	\$ 3,755.05
TAE Yearbook Financial Advisor	Amy Scott	2	4	\$ 1,152.12
TAE Yearbook Photography Advisor	Carol Cady	3	14	\$ 2,560.26
Technology Club	Julie Lederman	n/a	4	\$ -
Weightlifting Club Advisor	Jennifer Woodworth	2	2	\$ 1,834.85
Public Information Coordinator	James Russ	n/a	11	\$ 3,368.00
Faculty Auditor	Marcia Ashton	n/a	4	\$ 561.51

b. Recommendation to approve the attached list of employees for tutoring @\$30.00 per hour and detention duties @ \$18.00 per hour as recommended. SEE ATTACHED

c. Supervision/Game Help

Recommendation to approve the following people for supervision/game help positions for the 2020-21 school year. All supervisors will hold current CPR/AED certification.

Lori Andreine	Rena Dildine	Missy Lutz	Lenny Smith
Marcia Ashton	Kyle Erickson	Sherry Moore	Kirstin Southard-Twichell
Chris Bennett	Tammy Farley	James Nierstedt	Carol Sullivan
Mike Bennett	Connie Gleason	Shawn Nugent	Jedediah Twichell
Andy Berg	Betsy Hauptman	Bridget Paluga	Elizabeth Warren
Mike Cady	Deborah Howe-Tennant	Geoff Pierce	Jen Woodworth
Carol Cady	Jen Johnson	Andi Rice	
Dawn Call	Chris Klee	Paul Richmond	
Shane Devlin	Mike Larrabee	Jim Russ	

d. Volunteers

Recommendation to approve the following volunteers to work with our athletic program for the 2020-21 school year:

Cheerleading:

Aries Sanchez

Michaela Gill

Football:

Derek Beckworth

Zack Brown

Josh Goetz

Kieran Goodwin

Jared Slaven

Ryan Stroman

Volleyball:

Barb Smith

Mackenzie Slaven

Cross Country:

Kirsten Southard-

Twichell

## F-2 Change in Appointment Status

a. Recommendation to approve tenure status for the following:

<u>Teacher</u>	<u>Effective Date</u>	<u>Tenure Area</u>
Meghan Devlin	8/4/20	Elementary Education
Stephanie Rappleye	8/4/20	Elementary Education
Elizabeth Warren	9/7/20	Elementary Education
Samantha Olson	9/7/20	Elementary Education

b. Recommendation to approve the following stipends for additional duties assigned in lieu of hiring a Board Clerk and Secretary to the Superintendent of Schools:

<u>Employee</u>	<u>Stipend</u>
Kelly Buckley	\$5,000.00
Erin Furstoss	\$5,000.00

## F-3 Resignations

a. Recommendation to accept, with best wishes and thanks for service, the resignation of Mrs. Amber Dildine, as Secondary Science teacher (Chemistry/Physics), effective September 1, 2020. Her last day with the district will be August 31, 2020.

## G. Financial

### G-1 Reports

Recommendation to acknowledge consent financial reports G1a thru G1f

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

- Budget Status Report as of June 24, 2020
- Revenue Status Report as of June 24, 2020
- Budget Transfer Report as of June 24, 2020 (*no report*)
- Treasurer's Report for May 2020
- Claims Auditor Report for May 2020
- Extra Classroom Report for May 2020

## H. Facilities

## I. Old Business

## J. New Business

## K. Consent

**At this point the Board will consider whether to proceed with consent agenda items K-1 through K-10**

**Motion \_\_\_\_\_ Second \_\_\_\_\_ VOTE \_\_\_\_\_**

- K-1 Recommendation to approve the student placement determinations from the June 4, 11 and 12, 2020 CSE meetings and the funds to support such recommendations.
- K-2 Recommendation to approve the student placement determinations from the June 2, 8 and 15, 2020 CPSE meetings and the funds to support such recommendations.
- K-3 Recommendation to authorize the Superintendent to attend fall, winter and spring NYSCOSS, Legislative and other committee functions for the 2020-21 school year, with related expenses paid through the regular budgetary process.
- K-4 Recommendation to approve the 2020-21 retainer fee of \$10,800 for Hogan, Sarzynski, Lynch, DeWind & Gregory, LLP as legal counsel.
- K-5 Recommendation to approve the Contract for Services for Marc Immerman, M.D. as Director of School Health Services for the 2019-20 school year at a salary of \$29,516.97.
- K-6 Recommendation to approve the following 2020-21 Lunch/Breakfast prices, which remain unchanged since 2018-19.

2020-21	
Cohen Lunch Price	\$1.50
TAE Lunch Price	\$1.70
Breakfast Price – All Levels	\$1.35
A la carte snacks	\$ .75

- K-7 Recommendation to recognize the Elmira Heights PFO as a school-related group for the 2020-21 school year.
- K-8 Recommendation to acknowledge the 2020-21 school year Library Media Reports for the following schools:
  - Cohen Elementary School
  - Cohen Middle School
  - Thomas A Edison High School
- K-9 Recommendation to acknowledge the revision in the Employment Conditions and Benefits of the Exempt Employees Agreement of Article X regarding unused vacation time shall be revised, in part, for certain Exempt personnel for 2019-2020 school year only.
- K-10 Recommendation to approve the MOU between Elmira Heights CSD and Elmira Heights Administration Council adding one floating holiday to Article VII, §7.2 for 2020-21 school year.

## L. Awards/Honors/Achievement

## M. Communications

## N. Discussion Topic

- N-1 Board of Education Retreat
- N-2 District Safety Plan
- N-3 New Non-Resident Tuition Students



**O. Next Meeting(s)**

Wednesday	July 15, 2020	Regular BOE Meeting (if needed)	7:00 pm	Community Room
Wednesday	July 29, 2020	BOE Retreat		TBD
Wednesday	August 12, 2020	Regular BOE Meeting	7:00 pm	Community Room
Wednesday	August 26, 2020	Annual Inspection 6pm Regular BOE Meeting (if needed)	6:00 pm	Community Room

**P. Adjournment**      Motion \_\_\_\_\_ Second \_\_\_\_\_ VOTE \_\_\_\_\_ Time \_\_\_\_\_