

# AGENDA

Elmira Heights Central School District  
**Board of Education Reorganization / Regular Meeting**  
**TAE Community Room**  
Wednesday, July 6, 2022  
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

Christopher Callas                      Term expires June 30, 2027

Jody Buckley                              Term expires June 30, 2027

All Board Members

**5. Nomination and Election of Officers**

a. President of the Board of Education for 2022-23

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

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

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

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

b. Vice-President of the Board of Education for 2022-23

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 7rr for the 2022-23 school year.

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

- |   |   |
|---|---|
| a. District Clerk<br>Administration of Oath of Office                             | <u>Erin Furstoss</u>  |
| b. District Treasurer<br>Administration of Oath of Office                         | <u>Jennie Adriaansen</u>  |
| c. Deputy Treasurer   | <u>Jennifer Morris</u>  |
| d. Tax Collector  | <u>Kim Dykes</u>  |
| e. Assistant Tax Collector  | <u>Sue Stuart</u>   |
| f. Claims Auditor   | <u>Janet Longwell</u><br><u>Alternate CBO</u>   |
| g. Chief Faculty Counselor, Extra-Curricular Funds                                | <u>Tom Boyanowski</u>   |
| h. Central Treasurer, Extra-Curricular Funds w/ \$3,000,000 blanket bond per loss | <u>Kelly Buckley</u>  |
| i. Records Access Officer   | <u>Martha Clark</u>   |
| j. Records Management Officer   | <u>Martha Clark</u>   |
| k. Asbestos Compliance Designee   | <u>Richard VanHouten</u>  |
| l. Purchasing Agent   | <u>Teresa Goldthwait</u><br><u>Alternate CBO</u>  |
| m. Legal Counsel ( <i>\$10,800 retainer</i> )                                     | <u>Hogan, Sarzynski, Lynch,</u><br><u>DeWind &amp; Gregory, LLP</u>   |
| n. District Auditor   | <u>Buffamante, Whipple,</u><br><u>Buttafaro, P.C.</u>   |
| o. Secretary to Superintendent/BOE  | <u>Erin Furstoss</u>  |
| p. Director of Athletics ( <i>\$10,352 stipend</i> )                              | <u>Michael Bennett</u>  |
| q. Director of Physical Education   | <u>Andy Lutz</u>  |
| r. Committee on Special Education   | SEE ATTACHED  |
| s. Committee on Pre-School Education  | SEE ATTACHED  |
| t. 504 Teams  | SEE ATTACHED  |
| u. 2022-23 Audit Committee  | <u>Jody Buckley</u><br><u>Christopher Callas</u><br><u>John Cole</u><br><u>Terrance Day</u><br><u>Michael Lepak</u><br><u>Joseph Sullivan</u><br><u>Andrew Willard</u><br><u>Megan Molina</u> |
| v. Title IX Compliance Officer  | <u>Megan Molina</u>   |
| w. Section 504/ADA Compliance Officer   | <u>Megan Molina</u>   |
| x. Liaison for Homeless Children and Youth  | <u>Tom Boyanowski</u>   |
| y. Foster Care Liaison  | <u>Andy Lutz</u>  |
| z. Neglected/Delinquent/Migrant Students Liaison                                  | <u>Tom Boyanowski</u>   |
| aa. Grants Coordinator  | <u>Megan Molina</u>   |
| bb. TCI Coordinator   | <u>Megan Molina</u>   |
| cc. Census Coordinator  | <u>Megan Molina</u>   |
| dd. Code of Conduct Officer   | <u>Tom Boyanowski</u>   |
| ee. School Improvement Coordinator  | <u>Brandon Foley</u>  |
| ff. TSI Coordinator   | <u>Brandon Foley</u>  |
| gg. Designee for Homeless Determinations  | <u>Andrew Lutz</u>  |
| hh. Chemical Hygiene Officer  | <u>Richard VanHouten</u>  |
| ii. Sexual Harassment Complaint Officers  | <u>Andrew Lutz</u><br><u>Megan Molina</u>   |

jj. Substance Use Related Services Provider Information Coordinator	<u>Amanda Williamee</u>
kk. Technology Coordinator	<u>Julie Lederman</u>
ll. Attendance Officer	<u>Andy Lutz</u>
mm. COVID-19 Coordinator	<u>Andy Lutz</u>
nn. Faculty Auditor (\$595.71 stipend)	<u>Marcia Ashton</u>
oo. Public Information Officer (\$3,643 stipend)	<u>Erin Furstoss</u>
pp. School Physician (\$31,314.55 stipend)	<u>Marc Immerman, M.D.</u>
qq. Data Protection Officer	<u>Megan Molina</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 Jennifer Basch
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 2022-2023 Calendar**  
Meetings are generally held on 1st Wednesday of Month/ 3rd Wednesday (if needed)

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 30 (Tues)	BOE Retreat	TBD
<b>August 30 (Tues)</b>	<b>Annual Inspection / Regular BOE Meeting (if needed)</b>	<b>Community Room</b>
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
<b>October 27-29</b>	<b>NYSSBA Conference</b>	<b>Syracuse</b>
November 2	Regular BOE Meeting	Community Room
November 16	Regular BOE Meeting (if needed)	Community Room
December 7	Regular BOE Meeting	Community Room
December 21	Regular BOE Meeting (if needed)	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
<b>March 8</b>	<b>Regular BOE Meeting (if needed)</b>	<b>Community Room</b>
March 15	Regular BOE Meeting (Final Budget Review)	Community Room
March 22	Regular BOE Meeting (if needed)	Community Room
<b>March 29</b>	<b>Regular BOE Meeting (Final Budget Adoption if completed)</b>	<b>Community Room</b>
<b>April 11 (Tues)</b>	<b>BOCES Annual Meeting</b>	<b>Coopers Educational Center</b>
April 12	Regular BOE Meeting (Final Budget Adoption if not completed)	Community Room
<b>April 19</b>	<b>Regular BOE Meeting/BOCES Administrative Budget Vote</b>	<b>Community Room</b>
May 3	Regular Budget Meeting/Public Presentation	Community Room
<b>May 16 (Tues)</b>	<b>Budget VOTE &amp; BOE Member Elections</b>	<b>TAE Gym</b>
May 17	Regular BOE meeting (if needed)	Community Room
June 7	Regular BOE Meeting	Community Room
June 21	Regular BOE Meeting (if needed)	Community Room
<b>June 23 (Friday)</b>	<b>GRADUATION</b>	

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 6, 2022**

**C. Approval of Agenda/Minutes**

C-1 Recommendation to approve the agenda of the July 6, 2022 Board of Education Regular Meeting  
Motion\_\_\_\_\_ Second\_\_\_\_\_ VOTE\_\_\_\_\_

C-2 Recommendation to approve the minutes from the following meetings:  
June 1, 2022 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 Administrator 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-2a**

Recommendation to approve the following consent items F-1a through F-2a  
Motion\_\_\_\_\_ Second\_\_\_\_\_ VOTE\_\_\_\_\_

a. Recommendation to approve the attached list substitute(s) for the 2022-2023 school year:

Substitute Teachers:

Becker, Scott	Cobb, Lisa	Hamma, Judith	Mustico, Charlene	Webster, Rusten
Behrens, Vicki	Costley, JoAnn	Jackson, Janice	Newcomer, Sharon	Whitford, Francis
Bonyak, Mackenzie	Day, Barb	Johnston, Jason	Skinkle, Christine	Yorio, Sara
Brimmer, Jr., Donald	Edelmann, Paula	Klee, Alison	Thresher, Emily	
Burdick, Sharon	Gallagher, Timothy	Lourdiane, Katrina	Torita-Schillo, Yuki	
Carpenter, Gerald	German, Michelle	Menechella, Thomas	Tubby, Jeff	
Carson, Ryleigh	Gomez, Jose	Mitchell, Michele	Turcsik, Alexa	

Substitute Support Staff:

Bonyak, Mackenzie	Brimmer, Jr., Donald	Brown, Victoria	Burdick, Sharon
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Carson, Ryleigh	Hatfield, Phyllis	Mustico, Charlene	Townson, John
Cobb, Lisa	Hitchcock, Maryanne	Pelrah, Shannon	Truax, Evelyn
Costley, JoAnn	Johnston, Jason	Ridosh, Margaret (Peg)	Turcsik, Alexa
Davis, Cynthia	Kelley, Melissa	Ripley, Curtis	Whitford, Francis
Day, Barb	Klee, Alison	Sando, Arazely	Willis, Kathleen
Dildine, Rena	Lourdiane, Katrina	Skinkle, Christine	Yorio, Sara
German, Michelle	Menechella, Thomas	Stanton, Scott	
Hamma, Judith	Miller, Joseph	Sullivan, Carol	
Hannon, Karen	Moore, Mary	Torita-Schillo, Yuki	

b. Recommendation to approve the following probationary appointment:

Baily Mack

Tenure Area: Music (all grades)

Effective: August 29, 2022

\*\*Probationary Period: four (4) years effective August 29, 2022, thru August 28, 2026.

Certification Area: Music (all grades)

Total Compensation per EHTA Contract: \$43,952 (Step 1 with 0 graduate hours)

\*\*To the extent required by the applicable provisions of Education law §§2509, 2573, 3212 and 3014, in order to be granted tenure the classroom teacher or building principal shall have received composite or overall annual professional performance review ratings pursuant to Education law §3012-c and/or 3012d of either effective or highly effective in at least three (3) of the four (4) preceding years. If the classroom teacher or building principal receives an ineffective composite or overall rating in the final year of the probationary period he or she shall not be eligible for tenure at that time. For purposes of this subdivision, classroom teacher and building principal mean a classroom teacher or building principal as such terms are defined in Sections 30-2.2 and 30-3.2 of this part.

c. Supervision/Game Help

Recommendation to approve the following people for supervision/game help positions for the 2022-23 school year. All supervisors will hold current CPR/AED certification.

Jen Woodworth	Chris Klee	Missy Lutz	Melissa Kelley
Chris Bennett	James Nierstedt	Mike Bennett	John Townsend
Kyle Erickson	Carol Cady	Elizabeth Warren	Alyssa Hoobler
Mike Cady	Paul Richmond	Shane Devlin	Fran Whitford
Shawn Nugent	Lenny Smith	Dawn Call	Liz Reed
Carol Sullivan	Andy Berg	Lori Andreine	Levi Howe
Kirstin Southard-Twicheil	Jen Johnson	Marcia Ashton	
Jedediah Twicheil	Sherry Moore	Tammy Farley	
Connie Gleason	Andi Rice	Nancy Monks	

d. Extracurricular Positions

Recommendation to approve the following extracurricular appointments for the 2022-23 school year:

<u>Name</u>	<u>Extracurricular</u>	<u>Level</u>	<u>Year</u>	<u>Stipend</u>
Jill Wood	8 <sup>th</sup> Grade Advisor	3	10	\$ 1,933.89
Christine Klee	MS Builders Club	4	26	\$ 2,109.70
Jill Wood	MS NJ Honor Society	3	10	\$ 1,230.66
Alyssa Hoobler	MS Student Council	2	3	\$ 1,889.94
Jill Wood	MS Yearbook Advisor	3	11	\$ 1,230.66

e. Coaches

Recommendation to appoint the following list of coaches for the 2022-23 school year pending all certification requirements.

<u>Coach</u>	<u>Sport</u>	<u>Level</u>	<u>Year</u>	<u>Stipend</u>
Kyle Erickson	Varsity Football	2	5	\$ 5,362.14
John Nolan	Assistant Football	2	3	\$ 3,384.30
Jared Slaven	Modified Football	2	3	\$ 2,329.46
Don Wainwright	Modified Football	1	1	\$ 2,285.50
Jed Twicheil	Varsity Cross Country	2	2	\$ 2,988.74

Alyssa Covas	Varsity Volleyball	1	1	\$ 4,351.25
Jordan McCooley	JV Volleyball	1	1	\$ 2,944.78
Jessica Smith	Fall Cheerleading	4	19	\$ 2,988.74
Lenny Smith	Varsity Boys Basketball	4	19	\$ 6,504.90
Shawn Nugent	JV Boys Basketball	3	6	\$ 3,648.02
Chris Mallette	Varsity Girls Basketball	3	6	\$ 6,065.38
Paul Richmond	JV Girls Basketball	2	5	\$ 3,384.30
Jessica Smith	Winter Cheerleading	4	19	\$ 2,988.74
Eric Gunderson	Bowling	4	15	\$ 2,988.74
Kevin Weber	Varsity Wrestling	3	10	\$ 6,065.38
Elizabeth Warren	Varsity Softball	3	6	\$ 4,834.72
Don Wainwright	JV Softball	2	2	\$ 2,988.74
Shane Devlin	Varsity Boys Track	2	5	\$ 4,658.91
Shawn Nugent	Assistant Boys Track	3	13	\$ 3,032.69
Jed Twichell	Varsity Girls Track	2	4	\$ 4,658.91
Lenny Smith	Assistant Girls Track	2	2	\$ 2,988.74
Joe Condame	Varsity Tennis	4	32	\$ 3,648.02
Mike Cady	Modified Tennis	3	7	\$ 1,933.89

f. Elementary Summer School

Recommendation to approve the following teacher aide to work with our 2022 Elementary summer school program, July 2022, four hours per day for sixteen days:

Amy Bonyak Teacher Aide \$14.95 / hour

g. CMS Summer School

Recommendation to approve the following to work with our 2022 Cohen Middle summer school program, July 6 through July 29, 2022, four hours per day for sixteen days:

Anna Wales Per Diem Sub based on placement (\$25/hr enrichment/\$30/day teacher)

**F-2 Leave of Absence**

- a. Recommendation to approve the parental leave of Molly Nugent effective on or about October 31, 2022 with an anticipated return on or about January 27, 2023. As an FMLA qualifying event, sick leave accruals shall run concurrently through the time of disability and Ms. Nugent shall have the option to continue to use accruals or take the balance of the parental leave unpaid.

**G. Financial**

**G-1 Reports**

Recommendation to acknowledge consent financial reports G1a thru G1f

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

- a. Budget Status Report as of June 29, 2022
- b. Revenue Status Report as of June 29, 2022
- c. Budget Transfer Report as of June 29, 2022
- d. Treasurer's Report for May 2022
- e. Claims Auditor Report for May 2022
- f. Extra Classroom Report for May 2022

**H. Facilities**

H-1 2022 Capital Outlay / Annual Project Update

H-2 2023 Capital Outlay Project

H-3 Capital Project 2021 / Energy Performance Contract (EPC) Update

## **I. Old Business**

## **J. New Business**

### **J-1 HUNT Services Contract**

Recommendation to approve the Standard Form of Agreement Between Owner and Architect, Construction Manager as Adviser Edition from HUNT Engineers for Pre-Referendum and Capital Project services. SEE ATTACHED

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

### **J-2 School Resource Officer MOU**

Recommendation to approve the Memorandum of Understanding between the Village of Elmira Heights and the Elmira Heights Central School District in regards to a Village Police Officer being assigned to the school system, as their sole job as a School Resource Officer (SRO) not to exceed \$45,000.

SEE ATTACHED

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

### **J-3 Employment Conditions & Benefits**

Recommendation to approve the Employment Conditions and Benefits of the Exempt Employees and Director of Facilities/Transportation Supervisor, effective July 1, 2022 through June 30, 2023.

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

## **K. Consent**

**At this point the Board will consider whether to proceed with consent agenda items K-1 through K-14**

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

- K-1 Recommendation to approve the student placement determinations from the June 3, 6, 7, 9, 10, 13, 16, and 21, 2022 CSE meetings and the funds to support such recommendations.
- K-2 Recommendation to approve the student placement determinations from the June 10 and 22, 2022 CPSE meetings and the funds to support such recommendations.
- K-3 Recommendation to authorize the Board of Education members and Superintendent to attend the NYSSBA Fall Conference in Syracuse, NY for the 2022-23 school year, with expenses to be paid through regular budgetary process.
- K-4 Recommendation to authorize the Superintendent to attend fall, winter and spring NYSCOSS, Legislative and other committee functions for the 2022-23 school year, with related expenses paid through the regular budgetary process.
- K-5 Recommendation to approve the 2022-23 retainer fee of \$10,800 for Hogan, Sarzynski, Lynch, DeWind & Gregory, LLP as legal counsel.
- K-6 Recommendation to approve the Contract for Services for Marc Immerman, M.D. as Director of School Health Services for the 2022-23 school year at a salary of \$31,314.55.
- K-7 Recommendation to approve the 2022-23 agreement for mobile app and web development services from Aptegey for \$18,300.
- K-8 Recommendation to acknowledge the 2022-23 school year Library Media Reports for the following schools:
  - Cohen Elementary School
  - Cohen Middle School
  - Thomas A Edison High School
- K-9 Recommendation to approve the Maintenance Agreement for Building Environmental Systems for Cohen Elementary/Middle School and Thomas A Edison High School with Postler & Jaeckle Corp. for the period of July 1, 2022 through June 30, 2023 at a cost of \$13,864.00.



- K-10 Recommendation to recognize the Elmira Heights PFO as a school-related group for the 2022-23 school year.
- K-11 Recommendation to accept with thanks and appreciation, a donation of up to \$500.00 from Elmira Heights PFO to purchase replacement music stands for the 5<sup>th</sup>-8<sup>th</sup> grade music department.
- K-12 Recommendation to approve the attached 2022-23 AS-7 Agreement resolution for contracted services provided by GST BOCES in 2022-23 school year. SEE ATTACHED
- K-13 Recommendation to acknowledge the Food Bank of the Southern Tier 2022-23 BackPack Program annual agreement and application/renewal.
- K-14 Disposition of Assets – Disposal - Recommendation to dispose of the attached list of textbooks from Cohen Middle School due to the condition of the assets as unrepairable.

**L. Awards/Honors/Achievement**

**M. Communications**

**N. Discussion Topic**

- N-1 BOE Retreat
- N-2 NYSSBA – School Board Conference Oct 27-29, 2022 Syracuse
- N-3 New Non-Resident Tuition Students
- N-4 CMS SCEP Plan 2022-23

**O. Next Meeting(s)**

Wednesday	July 20, 2022	Regular BOE Meeting (if needed)	7:00 pm	Community Room
Wednesday	August 3, 2022	Audit Committee	6:30 pm	Community Room
Wednesday	August 3, 2022	Regular BOE Meeting	7:00 pm	Community Room
Tuesday	August 30, 2022	BOE Retreat	TBD	
Tuesday	August 30 2022	Annual Inspection/Regular BOE Meeting (if needed)	TBD	Community Room

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