

**When an Executive Session occurs,
typically the meeting begins at 6:00 PM with the
Regular Meeting resuming at 7:00 PM**

**CORTLAND ENLARGED CITY SCHOOL DISTRICT
Board of Education Meeting – Tuesday, April 10, 2012 – Regular Meeting 7:00 PM
Kaufman Center, 1 Valley View Drive, Cortland NY**

- 1. CALL TO ORDER and PLEDGE OF ALLEGIANCE**
- 2. COMMUNICATIONS and RECOGNITION**
 - a. Kudos Korner
 - b. Audience Participation – on items related to the Agenda (Speakers are asked to limit their comments to two minutes.)
 - c. Board Member Reports
 - 1.) President’s Report
- 3. PRESENTATIONS - None**
- 4. CONSENT ITEMS**
 - a. Minutes of March 27, 2012 Regular Meeting
 - b. Minutes of April 4, 2012 Special Meeting
 - c. Approval of CSE/CPSE Recommendations
- 5. OLD BUSINESS - None**
- 6. NEW BUSINESS**
 - a. Financial Reports: Appropriations, Revenues, Trial Balance, Treasurer’s Report, Warrants – February, 2012
- 7. PERSONNEL ACTION**
 - a. Approval of Personnel Resignations and Leaves
 - b. Approval of Non-Instructional Personnel Appointments - None
 - c. Approval of Instructional Personnel Appointments
- 8. LEADERSHIP REPORTS**
 - a. Budget Discussion
- 9. AUDIENCE PARTICIPATION:** (Individuals are requested to keep their comments to two minutes per speaker).
- 10. NEXT MEETING AGENDA REVIEW**
- 11. EXECUTIVE SESSION**
- 12. RECALL TO ORDER**
- 13. ADJOURNMENT**

CORTLAND ENLARGED CITY SCHOOL DISTRICT
Board of Education Meeting – Tuesday, March 27, 2012 – Regular Meeting 7:00 PM
Parker Elementary School, 89 Madison Street, Cortland NY

A regular meeting of the Board of Education was held on Tuesday, March 27, 2012 at the Parker Elementary School, 89 Madison Street, Cortland, New York.

Present: Ms. Melissa Davis-Howard, Ms. Janet Griffin, Mr. Paul Klinger, Mr. John Natoli and Ms. Alane Van Donsel

Also Present: Mr. Laurence Spring, Superintendent of Schools; Ms. Judi Riley, Assistant Superintendent for Pupil and Personnel Services; Mr. Frank Ferrero, Interim Director of Business Services; Cortland Standard Representative; School and Community Representatives; Ms. Margaret Baccaro, Clerk

Absent: Mr. Joseph Lyman, Mr. William Young

1. **CALL TO ORDER:** Mr. Klinger, president pro tem, called the meeting to order at 6:20 p.m. and immediately called for an Executive Session.
2. **EXECUTIVE SESSION**
In accordance with Public Officer's Law Section 96, Subdivision 1, Mr. Klinger called for an Executive Session to discuss the medical, financial, credit or employment history of particular persons.
 Moved by Ms. Davis-Howard, seconded by Mr. Natoli. No further discussion.
 Final Vote: Yes – 5, No – 0. Motion Carried.
The Executive Session adjourned at 7:00 p.m.
 Moved by Ms. Griffin, seconded by Ms. Van Donsel. No further discussion.
 Final Vote: Yes –5, No – 0. Motion Carried.
3. **RECALL TO ORDER and PLEDGE OF ALLEGIANCE**
Mr. Klinger recalled the Regular Meeting to order at 7:15 p.m. and the Pledge of Allegiance was recited.
4. **COMMUNICATIONS and RECOGNITION**
 - a. Kudos Korner
 - 1.) 2011-12 Girls Basketball Team and Coaches
 - 2.) 2011-12 Boys Basketball Team and Coaches
 - 3.) Section III Class A Coach of the Year – Coach Mick LowieThe Board recognized the Girls and Boys Varsity Basketball teams and their coaches for an incredible season. Mr. Jeff Johnson, Director of Athletics, introduced the coaches and team members and shared their accomplishments. Both teams earned scholar-athlete team awards for achieving a team academic average of 90 or greater during the sport season. The district is very proud of our teams for their respective achievements both in competition and in the classroom .
The Board also congratulated Coach Mick Lowie on being honored as Section III Class A Coach of the Year.
 - b. Audience Participation – on items related to the Agenda (Speakers are asked to limit their comments to two minutes.) There were no requests to address the Board.
 - c. Board Member Reports
 - 1.) President's Report – none
 - 2.) Audit Committee – Ms. Van Donsel reported that the Audit Committee had met on March 21. Internal auditors Tricia Rakowski and Zachary Woodard of Questar III BOCES attended, and reviewed the roles of the internal auditor and discussed the internal audit and risk assessment. At the recommendation of the internal auditor, Questar will be reviewing extra classroom activities and performing the annual risk assessment in May. In addition, Questar will be performing a payroll audit this summer.

5. PRESENTATIONS

a. Parent Engagement Project – Parker School

Mr. Kevin Yard, Principal Parker Elementary, and a team of teachers, parents and caregivers joined in a presentation on Parker School's Parent Engagement Project. They provided an update about their efforts to unit parents and school for student success, by addressing student attendance, achievement and attainment goals.

b. Capital Project

Mr. Jim Mulherin, of Lend Lease, and Mr. Scott Duell, of Tetra Tech Architects and Engineers, provided their monthly update on the progress of our Capital Project. They reviewed the work accomplished throughout the district to date and reviewed a schedule of anticipated projects to take place in the next month.

6. CONSENT ITEMS

a. Minutes of March 13, 2012 Regular Meeting

b. Minutes of March 19, 2012 Special Meeting

c. 2011-2012 Tax Collection Report

d. Approval of CSE/CPSE Recommendations

610338808, 610307328, 610384925, 610385248, 610295850, 610305424, 610389537, 610391089, 610339462, 610288582, 610394529, 610391085, 610327671, 607000171, 607000135, 607000015, 610365373, 610298186, 610366226, 610099799, 610385239, 607000190, 610385234, 610308412, 610329392, 610350092, 610268129, 610330834, 610382014, 607000140, 607000021, 610241561, 610289443, 610392705, 610327908, 610350720, 610265253, 610296156, 607000161, 607000162, 610288132

RESOLVED, upon the recommendation of the Superintendent, to approve the Consent Items as presented.

Moved by Ms. Griffin, seconded by Ms. Davis-Howard.

Final Vote: Yes – 5, No – 0. Motion Carried.

7. OLD BUSINESS – none**8. NEW BUSINESS**a. 2nd Reading Erie I BOCES Policy Revisions

Resolved, upon the recommendation of the Superintendent, to accept the 2nd Reading of proposed changes to the wording and number for the following policy, as recommended by Erie I BOCES, and the Board of Education Policy Committee:

1.) CCSD Policy #2210, *Committees of the Board*

Moved by Mr. Natoli, seconded by Ms. Davis-Howard.

Final Vote: Yes – 5, No – 0. Motion Carried.

b. Approval of Field Placement Agreement – Keuka College

Resolved, upon the recommendation of the Superintendent, to approve the Field Placement Agreement between Cortland Enlarged City School District and Keuka College for 2012, as presented.

Moved by Ms. Griffin, seconded by Ms. Davis-Howard.

Final Vote: Yes – 5, No – 0. Motion Carried.

c. Approval of Bus Bond Resolution and Notice of Annual Meeting defining Public Budget Hearing, Polling Locations, Voter Registration Day, and Publication of Notice of Annual Meeting

Resolved, upon the recommendation of the Superintendent, to approve the Bond Resolution and Notice of Annual Meeting, defining the Budget Public Hearing Date, Polling Locations, Voter Registration Day, and Publication of Notice of Annual Meeting, as presented.

Moved by Mr. Natoli, seconded by Ms. Davis-Howard.

Final Vote: Yes – 5, No – 0. Motion Carried.

- d. Financial Reports: Appropriations, Revenues, Trial Balance, Treasurer's Report, Warrants – February, 2012

Resolved, upon the recommendation of the Superintendent, to approve Financial Reports dated February 2012 as presented.

Moved by Ms. Griffin, seconded by Mr. Klinger. Under discussion, it was noted that some pages of the report were missing; therefore, this item was tabled.

Final Vote: Tabled, no action taken.

9. PERSONNEL ACTION

- a. Approval of Instructional Personnel Appointments

Resolved, upon the recommendation of the Superintendent, to approve the appointments for Instructional Personnel as presented on Schedule of Appointment 2177.

Moved by Ms. Davis-Howard, seconded by Mr. Natoli. No further discussion.

Final Vote: Yes – 5, No – 0. Motion Carried.

- b. Approval of Personnel Resignations and Leaves – **None.**
c. Approval of Non-Instructional Personnel Appointments – **None.**

10. LEADERSHIP REPORTS

- a. Director of Business Operations

Mr. Ferraro reminded the Board of the Budget Workshop, March 29, 2012, 6:00 p.m. Kaufman Center, and announced that this meeting is open to the public. In preparation, he asked that Board members forward any questions to administration by the end of the day Wednesday.

Ms. Davis-Howard shared that she had received a request from some senior community members that the budget presentations be televised. Mr. Spring noted that the Public Budget Hearing will be televised.

- b. Assistant Superintendent for Pupil and Personnel Services

- 1.) 2012 Elementary Summer School

Ms. Riley provided a time line for the Elementary Summer School program which will return to the Randall School site this year. Funding for summer school is included in the general budget. Ms. Riley noted that approximately one hundred students participate in the program each year.

Ms. Riley added that the high school program will be held on the Homer campus again this year due to our Capital Project.

- 2.) Teacher Recruitment

Ms. Riley shared that the recruitment season has begun. Seven administrators and two interns participated in the SUNY Cortland Teacher Recruitment Fair this week. They were able to meet approximately one hundred and fifty teacher candidates, screening approximately seventy-five. Our representatives were very pleased to be able to participate in this well-organized event.

- c. Superintendent

Mr. Spring commented on the recent news release announcing that \$200 million in aid has been redirected to schools. At this time, school aid runs have not been released, and therefore we do not know what type of formula will be used to distribute the aid.

- 11. AUDIENCE PARTICIPATION:** (Individuals are requested to keep their comments to two minutes per speaker). There were no requests to address the Board.

12. NEXT MEETING AGENDA REVIEW

Upon reviewing the agenda items for April 10, members expressed concern that the budget adoption and the final budget review presentation were both on the next agenda, and they had not yet seen a draft budget.

Mr. Spring voiced that there are two options to consider when preparing a budget: (1) The Board can ask for a budget prepared by administration and let members react to it, or (2) Administration can ask for guidance and parameters from the Board.

Last year, administration prepared a budget, and it was rejected twice before it was adopted by the Board. This year, administration has asked for guidance and parameters from the Board using the following three major variables: What should the tax levy be? How deeply are we comfortable using reserves? How much will we need to reduce our expenditures?

At the March 29 Budget Workshop, administration will share excel spreadsheets showing different scenarios using various tax levy rates, different levels of reserve usage, and various expenditure reductions. They will begin with the Finance Committee's recommendation of 3.3%, \$3.8m, and \$800,000 reductions, and follow with other scenarios. Mr. Spring asked for guidance from the Board regarding looking at various cuts—he wants to pursue this only with the Board's full knowledge. Mr. Klinger asked members to share their wishes and provide Mr. Spring with any ideas within the next twenty-four hours.

13. ADJOURNMENT

With no further business to discuss, Mr. Klinger asked for a motion to adjourn the meeting at 8:18 p.m.

Moved by Ms. Davis-Howard, seconded by Mr. Natoli. No further discussion.

Final Vote: Yes – 5, No – 0. Motion Carried.

Margaret Baccaro, Clerk, Board of Education

CORTLAND ENLARGED CITY SCHOOL DISTRICT
Special Board of Education Meeting – Wednesday, April 4, 2012 – 6:00 p.m.
Kaufman Center, 1 Valley View Drive

A special meeting of the Board of Education was held on Wednesday, April 4, 2012 at the Kaufman Center, 1 Valley View Drive, Cortland, NY.

Present: Mr. Joseph Lyman, Mr. William Young, Ms. Melissa Davis-Howard, Mr. John Natoli, Ms. Alane Van Donsel, Ms. Janet Griffin (arrived at 6:15 p.m.)

Also Present: Mr. Laurence Spring, Superintendent of Schools; Ms. Judi Riley, Assistant Superintendent for Pupil and Personnel Services; Mr. Frank Ferrero, Interim Director of Business Services; Cortland Standard Representative; School and Community Representatives; Ms. Margaret Baccaro, Clerk

Absent: Mr. Paul Klinger

1. **CALL TO ORDER:** Mr. Lyman called the meeting to order at 6:00 p.m. and the Pledge of Allegiance was recited.

2. **NEW BUSINESS**

a. Budget Discussion

This special meeting was called at the request of a member to allow more time to discuss reductions in proposed budgets, alternatives to and impact of previously proposed cuts, and administrative reorganization in regard to budget development and cost savings measures.

Miscellaneous Cost Savings:

Ms. Davis-Howard reviewed the 2011 and 2012 appropriations and prepared and shared a list of areas where she felt the district could cut costs and save money.

This information will look slightly different when the Board receives additional information on Friday at which time she will update her spreadsheet and share again. Mr. Spring will look at each of the suggested reductions and provide how they will affect that department and ultimately students. Members thanked Ms. Davis-Howard for the time she had put into this.

JSHS Administrative Team:

Next, Ms. Davis-Howard recommended restructuring the JSHS administrative team. Specifically replacing the Executive Principal position, and restructuring to three principals 7-8, 9-10 and 11-12. Her reasoning was that the new evaluation system will require a heavy load for two principals; and, in addition, she believes more student supervision is needed at the high school.

Ms. Griffin agreed that more supervision is needed in the halls at the high school. She also agreed that a grade level principal's salary would be less and therefore a cost savings. Mr. Young estimated the savings to be approximately \$20,000.

Mr. Spring responded that he believes the administration and staff members at the high school have done an outstanding job to create an orderly environment. Next, he explained that to change a salary or title the district would have to go through collective bargaining.

Line Item Clarification:

Ms. Van Donsel perused the June appropriations status report and noted line items that had \$15,000 or more available at the end of the year, and did the same for our latest report for February 2012. She asked questions on specific budget lines A2110.120.0000, A2250.150.0000, and F2250.150.01.04412. Mr. Ferraro will investigate and provide details.

Bullet Aid:

Ms. Van Donsel asked if Cortland would qualify for any of the Bullet Aid mentioned in a recent webinar she viewed. Mr. Spring explained that the state's fiscal plan contains nearly \$30 million in school aid called "bullet aid." The funding will be split between the Assembly and

Senate, and was not specifically delineated in the budget passed last week . It is unclear at this time how much money, if any, will come to us.

ACE (Access to College Education) Program:

Ms. Griffin questioned why \$100,000 was budgeted for the ACE program when only three students are graduating from the program this year. Mr. Lyman explained that the program is intended to provide additional social and educational support to ensure that disadvantage students reach college.

AP Classes:

Ms. Griffin suggested combining AP classes with Homer or using the same philosophy used for electives—a specified number of students enrolled to run the class. She suggested seeking a grant for a distance learning module.

Follow-up:

Members asked for the following information prior to the April 10 meeting:

- List of mandates compiled by the Superintendent
- Update on Bullet Aid
- EBALR – Employee Benefits Accrued Liability Reserve Funds
- Fund Balance Analysis provided by Mr. Ferraro
- Breakdown of Health Insurance Costs – Number of participants in the plan and cost
- Detailed athletic budget
- Number of students involved in each co-curricular
- ACE Program

Board members were urged to share with administration and the other members any suggestions they are receiving from teachers and community members.

A Special meeting will be scheduled for April 17 to ensure that the Board has ample time to prepare for the final budget.

3. ADJOURNMENT

With no further business to discuss, Mr. Lyman asked for a motion to adjourn the meeting at 7:37 p.m.

**Moved by Mr. Natoli, seconded by Mr. Young. No further discussion.
Final Vote: Yes – 6, No – 0. Motion Carried.**

Margaret Baccaro, Clerk, Board of Education

SCHEDULE OF RESIGNATIONS AND LEAVES

ADMINISTRATORS, INSTRUCTIONAL AND NON-INSTRUCTIONAL STAFF
School Year 2011-12

Schedule Number: 10.87
Board Meeting Date: April 10, 2012
Color: White

A. Approval of Personnel Resignations and Leaves

INSTRUCTIONAL PERSONNEL:

RESIGNATION	POSITION	ORIGINAL APPOINTMENT	RESIGNATION DATE	REASON
Closson, Barbara	Elementary	09/01/1977	06/30/2012	Retirement.

NON-INSTRUCTIONAL PERSONNEL:

RESIGNATION	POSITION	ORIGINAL APPOINTMENT	EFFECTIVE DATE	REASON

INSTRUCTIONAL/NON-INSTRUCTIONAL PERSONNEL:

LEAVE OF ABSENCE	POSITION	ORIGINAL APPOINTMENT	LEAVE DATES	REASON
Valenti, Cassandra	Mathematics	09/01/2008	Anticipated 05/19/2012 – 06/30/2012	Parental leave – If part of this leave is to be paid, the period of disability, confirmed by a physician, will be defined in the doctor's note.

SCHEDULE OF APPOINTMENTS

ELEMENTARY & SECONDARY SUBSTITUTE TEACHERS/TUTORS 2011-12

Schedule Number: **2178**
Board Meeting Date: **April 10, 2012**
Color: **Yellow**

The following individuals are emergency conditional appointments to the substitute teacher list. The Superintendent is authorized to make assignments from the list.

Name	Title	List	Daily Rate
Blaich, Matthew	Substitute Teacher	B	\$73.00
Odjick, Venessa	Substitute Teacher	A	\$83.00

*** Substitutes appointed above are automatically eligible to substitute as Teaching Assistants.**