

CORTLAND ENLARGED CITY SCHOOL DISTRICT
Board of Education Meeting – Monday, April 23, 2012 – Regular Meeting 7:00 p.m.
Virgil Elementary School, 1208 Church Street, Virgil 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
 - 2.) CNYSBA Annual Meeting – May 24, 2012 Welch Allyn Lodge, Skaneateles
 - 3.) Rural Schools Association Conference – July 8-10, 2012 Otesaga Hotel, Cooperstown
 - 4.) Board Yearbook Order
 - 5.) Proposed Summer Meeting Schedule:
 - (a.) Tuesday, July 3 – Organizational and Regular Meeting
 - (b.) Tuesday, July 24 – Regular Meeting
 - (c.) Tuesday, August 7 – Regular Meeting
 - (d.) Tuesday, August 21 – Regular Meeting
 - 6.) Reminders:
 - (a.) April 25, 2012 – Board Candidate Petitions are due to the Board Clerk
 - (b.) May 1, 2012 – Public Budget Hearing, JSHS Auditorium
 - (c.) May 7, 2012 – Meet the Candidates, JSHS Auditorium
 - 7.) Assistant Coaches
3. **PRESENTATIONS**
 - a. Capital Project Update
4. **CONSENT ITEMS**
 - a. Minutes of April 10, 2012 Regular Meeting
 - b. Minutes of April 17, 2012 Special Meeting
 - c. Approval of CSE/CPSE Recommendations
5. **OLD BUSINESS - None**
6. **NEW BUSINESS**
 - a. Financial Reports: Treasurer’s Report, Appropriations, Trial Balance, Revenues, Intrafund Transfers, Warrant – March 2012
 - b. Approval of the Combined Cortland-Homer Varsity Boys Ice Hockey Team for 2012-13
 - c. Election of BOCES Board of Education Trustees
 - d. Approval of BOCES Administrative Budget
7. **PERSONNEL ACTION**
 - a. Approval of Personnel Resignations and Leaves
 - b. Approval of Non-Instructional Personnel Appointments
 - c. Approval of Instructional Personnel Appointments
8. **LEADERSHIP REPORTS**
 - a. Director of Business Operations
 - 1) Financial Report
 - b. Assistant Superintendent for Pupil and Personnel Services
 - 1) Elementary Enrollment
 - c. Superintendent
 - 1) Draft Calendar 2012-13

9. **AUDIENCE PARTICIPATION:** (Individuals are requested to keep their comments to two minutes per speaker).
10. **NEXT MEETING AGENDA REVIEW**
11. **ADJOURNMENT**

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

A regular meeting of the Board of Education was held on Tuesday, April 10, 2012 at the Kaufman Center, 1 Valley View Drive, Cortland, New York.

Present: Mr. Joseph Lyman, Mr. William Young, 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; Mr. Frank Ferrero, Interim Director of Business Services; Cortland Standard Representative; School and Community Representatives; Ms. Margaret Baccaro, Clerk

1. **CALL TO ORDER and PLEDGE OF ALLEGIANCE:** Mr. Lyman called the meeting to order at 7:00 p.m. and the Pledge of Allegiance was recited.
2. **COMMUNICATIONS and RECOGNITION**
 - a. Kudos Korner – There were no Kudos recognitions this evening.
 - b. Audience Participation – on items related to the Agenda (Speakers are asked to limit their comments to two minutes.) No members of the audience asked to address the Board.
 - c. Board Member Reports - None
3. **PRESENTATIONS** - There were no presentations this evening.
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
610342472, 610384925, 610299823, 610258716, 610279817, 607000147, 610382379, 610284703, 610339462, 610339463, 610305679, 610278003, 610351287, 610317810, 610330702, 610333950, 610382948, 610379498, 610264641, 610284335, 610262076, 610271875, 610385238, 610313749, 610354497, 610376626, 610342286, 610389584, 610317757, 610253544, 610342287, 610350091, 610261878, 610361235, 610369029, 610239289, 610361650, 610327888, 610283001, 607000170, 610273493, 607000177, 607000148, 610281203, 610274582, 610363271, 610293747, 607000134, 610251782
Resolved, upon the recommendation of the Superintendent, to approve the Consent Items as presented.
Moved by Mr. Klinger, seconded by Mr. Natoli.
Final Vote: Yes – 7, No – 0. Motion Carried.
5. **OLD BUSINESS** - None
6. **NEW BUSINESS**
 - a. 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 Mr. Young, seconded by Mr. Klinger. No further discussion.
Final Vote: Yes – 5, No – 2 (Ms. Van Donsel and Ms. Davis-Howard). Motion Carried.
7. **PERSONNEL ACTION**
 - a. Approval of Personnel Resignations and Leaves
Resolved, upon the recommendation of the Superintendent, to approve the Resignations and Leaves as presented on Resignations and Leaves Schedule No. 10.87.
Moved by Ms. Davis-Howard, seconded by Mr. Natoli. Under discussion Barbara Closson’s retirement was accepted with regrets.
Final Vote: Yes – 7, No – 0. Motion Carried.

- b. Approval of Non-Instructional Personnel Appointments - **None**
- c. 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 2178.

Moved by Ms. Griffin, seconded by Ms. Davis-Howard. No further discussion.
Final Vote: Yes – 7, No – 0. Motion Carried.

8. LEADERSHIP REPORTS

a. Budget Discussion

Mr. Spring provided two summaries for member review as follow: (1) reduction / cost savings ideas as presented to the superintendent since the last meeting along with a commentary on each, and (2) an updated version of the March 28 budget worksheet.

Mr. Spring presented for discussion several budget scenarios using a spreadsheet displayed on the overhead screen. He adjusted the reserve, tax levy and cut values demonstrating to the Board and audience the impact as value adjustments were made in each area. As members suggested various adjustments, Mr. Spring cautioned that should the district continue to dip into reserves (with annual cuts of \$300,000 to \$600,000) by 2015-16 the impact would be significant. At some point, unless we see fundamental changes in the State aid formula or keep costs from rising, very difficult decisions will have to be made.

In accordance with Public Officer's Law Section 96, Subdivision 1, an Executive Session was called to discuss pending contract negotiations. Time: 7:35 p.m.

Moved by Mr. Natoli, seconded by Ms. Griffin.

Final Vote: Yes – 7, No – 0. Motion Carried.

The Executive Session adjourned at 7:58 p.m.

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

Final Vote: Yes – 7, No – 0. Motion Carried.

The meeting reconvened at 7:58 p.m.

Mr. Natoli made a statement to Mr. Spring urging him to get the teachers to consider the three contract options the district has offered. By doing so, the district could save \$200,000 to \$400,000 depending on the offer chosen.

Ms. Griffin asked if they were going to continue to look at cutting staff. Mr. Spring referred members to the updated March 28 budget worksheet which highlighted various areas where cuts could be made with little or no impact on students. They included the following totaling \$395,000: one grounds person and one cleaner person (currently vacant), reduction in JSHS and elementary supplies, shifting some Entitlement monies from professional development to staffing and supplies, reduction in paper and printing cost, reduction due to breakage through retirement, reduction of one elementary section due to lower enrollment.

Members concluded their discussion and charged Mr. Spring with trimming an additional \$200,000 from the budget for review at the April 10 Special meeting.

9. AUDIENCE PARTICIPATION: (Individuals are requested to keep their comments to two minutes per speaker).

Ms. Cheryl Holbrook, 38 Parker Avenue, spoke in support of the music program, and noted the importance of our students going out into the community to perform in addition to inviting the public to our school performances.

Ms. Patricia Martinez, Owego Street resident and a parent of four children in the district, spoke in support of well-rounded programming, advocating for the music, art and gifted and talented programs.

Mr. Michael Timmerman, owner Willowbrook Golf Course, addressed the Board to offer the use of his golf course to the golf team free of charge. Members thanked him for his generous offer.

Ms. Wendy Wagner, 31 Maple Avenue, spoke in support of the music program and appreciated members re-considering the recommended cuts in the music department. She urged the Board to look at all area when considering cuts.

Ms. Cindy Davenport, Virgil resident, asked if there would be extra efforts to educate the public on the budget and the tax cap. Mr. Spring responded that yes, several efforts will be made to make the public aware and understand our budget.

Mr. Lyman spoke to the audience regarding the tough choices the Board has wrestled with during this budget process. Generally the Board hears from families that are very involved in the district, but sometimes do not represent our disadvantaged students. It is the Board's responsibly to ensure that all of our students receive the basic skills to succeed. Mr. Lyman urged those present to make their voices heard in Albany--to make a difference by making phone calls and writing letters.

10. NEXT MEETING AGENDA REVIEW

It was noted that there would be a Special Board meeting Tuesday, April 17, 2012, 6:00 p.m. for final approval and adoption of the 2012-13 budget.

11. EXECUTIVE SESSION

In accordance with Public Officer's Law Section 96, Subdivision 1, Mr. Lyman called for an Executive Session to discuss the medical, financial, credit or employment history of particular persons.

Time: 9:20 p.m.

Moved by Mr. Young, seconded by Mr. Natoli. No further discussion.

Final Vote: Yes – 7, No – 0. Motion Carried.

The Executive Session adjourned at:

Time: 10:13 p.m.

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

Final Vote: Yes – 7, No – 0. Motion Carried.

12. RECALL TO ORDER

The Regular Meeting was recalled to order at 10:13 p.m.

13. ADJOURNMENT

There being no further business to conduct, Mr. Lyman asked for a motion to adjourn the meeting at 10:14 p.m.

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

Final Vote: Yes – 7, No – 0. Motion Carried.

Margaret Baccaro, Clerk, Board of Education

CORTLAND ENLARGED CITY SCHOOL DISTRICT
Special Board of Education Meeting – Tuesday, April 17, 2012 – 6:00 p.m.
Kaufman Center, 1 Valley View Drive

A special meeting of the Board of Education was held on Tuesday, April 17, 2012 at the Kaufman Center, 1 Valley View Drive, Cortland, NY.

Present: Mr. Joseph Lyman, Mr. William Young, Mr. Paul Klinger, Ms. Melissa Davis-Howard, Mr. John Natoli, Ms. Alane Van Donsel, Ms. Janet Griffin

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

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

2. **COMMUNICATIONS and RECOGNITION**
 - a. Audience Participation – on items related to the Agenda (Speakers are asked to limit their comments to two minutes.)

Mr. Matt Seyfried, 57 Hickory Park, addressed the Board to advocate for all athletic programs. He emphasized the importance of sports in providing an opportunity for children to learn valuable life skills and achieve a sense of school pride.
 - b. Reminders - Mr. Lyman reminded the Board of the following:
 - (1) Monday, April 23, 2012 Regular Board Meeting – Virgil School
 - (2) April 25, 2012 – Board Candidate Petitions due to the Board Clerk

3. **PRESENTATIONS:**
 - a. 2012-13 Final Budget Review

Mr. Spring reiterated that at the April 10 meeting the Board considered using \$2.9 million in reserves and increasing the tax levy by 3.3%. To make that happen \$607,000 in expenditures would need to be cut.

Mr. Spring provided members with an updated worksheet identifying \$611,495 in cuts. The cuts included over \$216,000 in additional cuts from those he identified on April 10. The cuts were achieved through four significant actions: (1) re-analysis of “breakage”, (2) reducing co-curriculars by \$10,765, (3) reducing an art vacancy to .5 FTE, and (4) reducing HS music by .6 FTE. Mr. Spring reviewed each cut and its impact, and provided members an opportunity to comment and ask questions. He noted that reducing art by .5 FTE would result in increased class sizes and scheduling challenges. Reducing one section of Kindergarten would result in displacing four children from their home schools. Reducing HS music by .6 FTE would mean group lesson sizes would increase, noting that currently 91 of the 101 lesson groups have two or fewer students in them.

Members struggled with accepting some of the proposed \$10,766 in cuts to co-curricular budgets. With the exception of combining technology and business into one department (a savings of \$1,947), they agreed to postpone co-curricular cuts, and re-evaluate activities with low or no student participation for possible elimination during the school year.

Members agreed to move forward with the vote on the proposed budget.

4. **NEW BUSINESS**
 - a. Approval of 2012-13 District Budget

Resolved, upon the recommendation of the Superintendent, to approve the proposed 2012-2013 budget in the amount of \$45,153,798 as presented.
Moved by Mr. Young, seconded by Mr. Natoli. No further discussion.
Final Vote: Yes – 7, No – 0. Motion Carried.

- b. Approval of 2012-13 OCM BOCES Final Request for Services
Resolved, upon the recommendation of the Superintendent, to approve the 2012-2013 BOCES Final Request for Services Contract not to exceed \$4,300,000.
Moved by Mr. Young, seconded by Mr. Klinger. No further discussion.
Final Vote: Yes – 7, No – 0. Motion Carried.
- c. Approval of Property Tax Report Card for 2012-13
Resolved, upon the recommendation of the Superintendent, to approve the Property Tax Report Card for 2012-2013, as presented.
Moved by Ms. Davis-Howard, seconded by Mr. Young. Under discussion, Mr. Ferraro explained that filing a Property Tax Report Card is part of the budget process each year. It is a report required by the State where districts report current and proposed spending and enrollments. This report will be printed on a postcard and mailed to the public before the budget goes to vote.
Final Vote: Yes – 7, No – 0. Motion Carried.

5. NEXT MEETING AGENDA REVIEW

Ms. Griffin asked for clarity regarding the State comptroller’s visit and whether they would be back to conduct a risk assessment. Mr. Spring answered that the comptroller had been in, reviewed property tax records, and confirmed that he would be returning.

Ms. Griffin asked to revisit the February Treasurer’s report since two members voted “no” on the resolution. Those who voted “no” reported that they were hesitant to ask questions because the meeting focus was on budget preparation. Mr. Lyman stressed the importance of bringing questions to the table before a vote. Mr. Spring recommended that Ms Cretaro, CBO Treasure, be invited to the next meeting to explain the reports.

Mr. Natoli asked to add discussion on assistant coaches and what they have access to.

Mr. Natoli asked for clarity on requisitions that are signed twice by the same person. He will seek clarity from Mr. Ferraro. If needed, it will be added to the agenda.

Ms. Griffin asked why the Financial Planning Committee would not be meeting in the future. At the meeting she attended they had expressed interest in sharing budget information with the public. Mr. Spring answered that the committee had met their charge; however, if the Board would like to extend/expand the charge he was sure many of the folks on that committee would be eager to engage in additional work. Ms. Griffin asked that the charge be extended to include committee representatives as the Board meets with the public. Board members thanked the committee for their time, work and valuable contribution during the budget process.

Mr. Ferraro added that it is now time to organize community meetings to allow our voters to go to the polls in a knowledgeable fashion.

6. ADJOURNMENT

With no further business to discuss, Mr. Lyman asked for a motion to adjourn the meeting at 7:14 p.m.

Moved by Mr. Natoli, seconded by Mr. Klinger. Final Vote: Yes – 7, No – 0. Motion Carried.

Margaret Baccaro, Clerk, Board of Education

Section III
Combining Sports Contract

The Homer Central School

will combine with

the Cortland Enlarged City School (Host)

based on the approval of each school's Board of Education

to compete in the sport of

Boys Ice Hockey

for the following level(s)
(please circle appropriate level(s))

Varsity JV Freshmen Modified

This document confirms the combination of the above two schools for athletic competition in the stated sport for the following school year:

2012-13

Superintendent School Date

Superintendent School Date

Please Note:

- **This contract must be completed before any competition begins for the season.**
- **The Host School is responsible for gathering the Superintendents' signatures of all schools that are involved in the combination. The completed packet is then submitted to the Section Office for final approval.**

C: Sports Coordinator
Section III Office
League President
Section III President

Board of Cooperative Educational Services
Of the Sole Supervisory District of the
Counties of Onondaga, Cortland and Madison

**Ballot for Election to
Board of Cooperative Educational Services**

There are four (4) vacancies on the Board of Cooperative Educational Services to be filled at the election to be held on April 23, 2012. The trustees or Board of Education of each component school district, by resolution, may cast one vote for each vacancy to be filled, provided that no more than one vote may be cast for any candidate. No more than one person residing in a particular component school district may be elected to serve on the Board of Cooperative Educational Services at one time, except as provided in Education Law § 1950 (2-a). The District Clerk, or other officer authorized to certify that a board resolution has been adopted, shall complete the ballot by placing an "x" next to the name of each candidate for whom a vote has been cast, and by completing the certification. Candidates are listed in alphabetical order, with their address and school district of residence:

Ballots to be returned no later than one (1) Business Day after vote.

Cast no more than four (4) total votes.

To fill the expired term of Wayne Brownson:

Wayne Brownson _____
7486 Kirkville Road
E. Syracuse, NY 13057
Resident of E. Syracuse Minoa Central School District

To fill the expired term of Michael Brady:

William Pedrick _____
2663 State Route 13
Cortland, NY 13045
Resident of Homer Central School District

To fill the expired term of Mary Ann Haley:

Maryam Wasmund _____
1979 Ridge Road
Fabius, NY 13063
Resident of Fabius-Pompey Central School District

To fill the expired term of V. Ann Wright:

V. Ann Wright _____
149 Robbins Lane
DeWitt, NY 13214
Resident of Jamesville-DeWitt School District

Certification

I, _____, District Clerk of the _____
School District do hereby certify that at a public meeting held on April 23, 2012, the Board of Education of
the _____ School District adopted a resolution casting its vote or votes in the annual
election of members of the Board of Cooperative Educational Services for the person or persons indicated
on the ballot.

RESOLUTION

At a (Special/Regular)* meeting of the Board of Education ("Board") of the _____ School District, _____ County, New York (the "District") held at _____, New York on the 23rd day of April, 2012.

The meeting was called to order by President _____, at _____ (time) and upon roll being called, the following were:

PRESENT:

ABSENT:

The following resolution was offered by _____, who moved its adoption, seconded by _____, to wit:

WHEREAS, the Board of Cooperative Educational Services for the Sole Supervisory District of Onondaga, Cortland and Madison Counties, (the "BOCES") duly presented its tentative 2012-2013 administrative budget of \$5,566,770 at its 2012 annual meeting; and

WHEREAS, the Board desires to approve said tentative administrative budget.

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1

The BOCES' tentative administrative budget of \$5,566,770 is hereby approved.

Section 2

This Resolution shall take effect immediately.

The question of the adoption of the foregoing resolution was duly put to a vote, which resulted as follows:

_____ Ayes _____ Nays

The Resolution was thereupon declared duly adopted.

* Select type of meeting

SCHEDULE OF RESIGNATIONS AND LEAVES

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

Schedule Number: 10.88
Board Meeting Date: April 23, 2012
Color: White

A. Approval of Personnel Resignations and Leaves

INSTRUCTIONAL PERSONNEL:

RESIGNATION	POSITION	ORIGINAL APPOINTMENT	RESIGNATION DATE	REASON
Schott, Stephanie	Special Education	09/01/2011	06/30/2012	Resignation.

NON-INSTRUCTIONAL PERSONNEL:

RESIGNATION	POSITION	ORIGINAL APPOINTMENT	EFFECTIVE DATE	REASON
Lowie, Joan	Teacher Aide	01/06/1988	06/30/2012	Retirement.

INSTRUCTIONAL/NON-INSTRUCTIONAL PERSONNEL:

LEAVE OF ABSENCE	POSITION	ORIGINAL APPOINTMENT	LEAVE DATES	REASON

SCHEDULE OF APPOINTMENTS

ELEMENTARY & SECONDARY SUBSTITUTE TEACHERS/TUTORS 2011-12

Schedule Number: 2179

Board Meeting Date: April 23, 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	Remarks
DeMuth, Peggy	Tutor	N/A	TBD	Retroactive to 04/16/2012

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

****Date revision in italics**