

**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, September 11, 2012 at 7:00 p.m.
Kaufman Center, 1 Valley View Drive, Cortland NY**

- 1. CALL TO ORDER and PLEDGE OF ALLEGIANCE**
- 2. EXECUTIVE SESSION (6:00 p.m. if needed)**
- 3. RECALL TO ORDER and PLEDGE OF ALLEGIANCE**
- 4. COMMUNICATIONS and RECOGNITION:**
 - a. Kudos Korner: None
 - 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) NYSSBA 2012 Annual Business Meeting
- 5. PRESENTATIONS:**
 - a. Introduction of 2012 Staff of Excellence Award Recipients
 - b. Introduction of 2012 Tenure Recipients
 - c. Capital Project Update – Brian Domke
- 6. CONSENT ITEMS:**
 - a. Minutes of August 21, 2012 Regular Meeting
 - b. CSE/CPSE Recommendations
- 7. OLD BUSINESS: None**
- 8. NEW BUSINESS:**
 - a. Approval of AV Equipment Bid Award
 - b. Approval of Surplus Auction Bid Awards
 - c. Approval of Amendment to Tax Roll – Tax Map #117.00-02-03.100
 - d. Approval of Correction to Tax Roll – Parcel #25.-1-28.11
 - e. Approval of Correction to Tax Roll – Parcel #622.89-9999-132.350-1171
- 9. PERSONNEL ACTION:**
 - a. Approval of Personnel Resignations and Leaves
 - b. Approval of Non-Instructional Personnel Appointments
 - c. Approval of Instructional Personnel Appointments
- 10. LEADERSHIP REPORTS:**
 - a. Director of Business Operations
 - b. Assistant Superintendent for Pupil and Personnel Services
 - c. Superintendent
 - 1) Capital Project Change Order Summary
 - 2) Opening Day Report
- 11. AUDIENCE PARTICIPATION: (Individuals are requested to keep their comments to two-minutes per speaker).**
- 12. NEXT MEETING AGENDA REVIEW**
- 13. ADJOURNMENT**

CORTLAND ENLARGED CITY SCHOOL DISTRICT
Board of Education Meeting – Tuesday, August 21, 2012 at 7:00 p.m.
Kaufman Center, 1 Valley View Drive, Cortland NY

A Regular Meeting of the Board of Education was held on Tuesday, August 21, 2012 at the Kaufman Center, 1 Valley View Drive, Cortland, New York.

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

Absent: Mr. William Young

Also Present: Mr. Michael Hoose, Superintendent of Schools; Ms. Judi Riley, Assistant Superintendent for Pupil and Personnel Services; Mr. Stephen Littlefield, Interim Director Business Services; Cortland Standard Representative; School and Community Representatives; Ms. Margaret Baccaro, Clerk

1. **CALL TO ORDER:** Ms. Van Donsel called the meeting to order at 6:10 p.m.
2. **EXECUTIVE SESSION:**

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

Moved by Ms. Griffin, seconded by Mr. Colongeli. No further discussion.
Final Vote: Yes – 5, No – 0. Motion Carried.

The Executive Session adjourned at 6:50 p.m.

Moved by Mr. Natoli, seconded by Ms. Davis-Howard. No further discussion
Final Vote: Yes – 5, No – 0. Motion Carried.
3. **RECALL TO ORDER and PLEDGE OF ALLEGIANCE:** Ms. Van Donsel recalled the meeting to order at 7:03 p.m. and the Pledge of Allegiance was recited.
4. **APPOINTMENT OF NEW BOARD MEMBER AND ADMINISTRATION OF OATH OF OFFICE:**

Pursuant to Education Law, the Board of Education hereby appoints William Stark to fill the vacant seat on the Board of Education, effective immediately through May 21, 2013, the seat being vacated by Mr. Paul Klinger due to his resignation from the Board of Education effective June 26, 2012.

Moved by Mr. Natoli, seconded by Ms. Davis-Howard. No further discussion.
Final Vote: Yes – 5, No – 0. Motion Carried.

Mr. Stark was administered the Oath of Office by Ms. Baccaro, Clerk.
5. **COMMUNICATIONS and RECOGNITION:**
 - a. Kudos Korner: None.
 - 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
Ms. Van Donsel formally welcomed Superintendent Hoose, and presented him with a CECSO cap and t-shirt from members of the Board.
 - 2) Audit Committee Report
The Audit Committee met August 15, and appointed Ms. Davis-Howard chairperson. Ms. Davis-Howard reported that the committee discussed the committee charter, district mission statement, and set the next meeting for September 19, 6:00 p.m. Mr. Littlefield noted that members had requested additional language be added to the Inter-Municipal Agreement for Internal Audit Services with QUESTAR III BOCES. He informed members that he had contacted QUESTAR and they are working out the details. His recommendation was to approve the continuation of the inter-municipal agreement as written.
6. **PRESENTATIONS:**
 - a. **Parent/Grandparent Coalition**

Ms. Regina Ferro, Jr. High School parent, provided a presentation on a proposed program, Parent/Grandparent Coalition, sponsored by PTAG. Ms. Ferro shared a packet of information including the group's mission statement, rules and goals. The Parent/Grandparent Coalition would consist of volunteers available as a support network during cafeteria, arrival and dismissal time.

Ms. Ferro urged the Board to approve this volunteer effort. Members commended her for her well-prepared presentation. They will consult with the JSHS administrative team as a next step.

b. Capital Project Update

Mr. Jim Mulherin, of Lend Lease, and Mr. Brian Domke, of Tetra Tech Architects and Engineers, provided their monthly update on the progress of our Capital Project. They reviewed the work accomplished at our seven buildings throughout the summer. They reported that the major construction will be finished within the next couple of weeks with smaller items left to be completed on some of the major renovations.

Mr. Colongeli departed the meeting at 8:00 p.m.

7. CONSENT ITEMS:

a. Minutes of August 7, 2012 Regular Meeting

b. CSE/CPSE Recommendations

607000468, 607000492, 610391088, 607000503, 607000393, 610306824, 607000516, 610394529, 610374601, 610330751, 610344379, 607000145, 607000525, 610375772, 610373823

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

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

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

8. OLD BUSINESS

- a. Approval of Inter-Municipal Agreement for Internal Audit Services with QUESTAR III BOCES
RESOLVED, upon the recommendation of the Superintendent, to approve the continuation of the Inter-Municipal Agreement with QUESTAR III BOCES for Internal Audit Services as written.

Moved by Ms. Griffin, seconded by Mr. Natoli. No further discussion.

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

9. NEW BUSINESS:

- a. Approval of CAPCO/Head Start Food Service Program Pricing

Resolved, upon the recommendation of the Superintendent, to approve the CAPCO/Head Start Program contracted pricing for meals for 2012-13 as presented.

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

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

- b. Approval of User Fees for Cortland Jr.-Sr. High School Athletic Facilities

Resolved, upon the recommendation of the Superintendent, to approve stadium facilities rental fees as follows:

- A. In addition to the provisions of current Board Policy 3220, “Use of School Facilities,” the following provisions apply specifically to the use of the stadium and turf field:
 1. All organizations must forward a certificate of insurance to the Cortland Enlarged City School District. It should also be a requirement that all outside organizations must complete a CECS D Facility Request Form and receive approval prior to using the facility.
 2. The Director of Business Services will work with the Director of Athletics in approving rental and scheduling of facility.
 3. Rental fees and rates will be determined and approved by the Board of Education.
 4. All concession stand proceeds will go to the CHS Booster Club—they will open the concession stand at events.

B. Stadium facilities rental fees shall be as follows:

Field Rental: Per hour/per field	50.00
Field Rental: Per day	500.00
Site Personnel:	
Field Supervisors (per hour/per person)	7.50
Custodians (per day)	44.00
Scoreboard/Clock (per game/per person)	30.00
Public Address (per game/per person)	40.00
Lighting: Per hour/per field	50.00
Ticket Sale Charges: Per ticket	1.00

Security/Medical Personnel:

Ambulance Service – dedicated on site (per hour/ site) 145.00

Trainers (per hour/field) 20.00

Moved by Ms. Griffin, seconded by Mr. Natoli. Under discussion, Mr. Hoose shared that the new fees put the District in line with other facilities such as TC3, SUCC and Homer.

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

- c. Approval of OT/PT Contract Extensions with Cortland Regional Medical Center - **Tabled.**

- d. Approval of BOCES Food Service Agreement for September 2012 – June 2013

Resolved, upon the recommendation of the Superintendent, to approve the Food Service Agreement with OCM BOCES for September 2012 – June 2013 as presented.

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

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

- e. Contract Renewal for Virgil Snow Removal and Sanding

Resolved, upon the recommendation of the Superintendent, to approve the agreement between Cortland Enlarged City School and the Town of Virgil for Snow Removal and Sanding at Virgil School for 2012-13 as presented.

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

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

10. 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 10.95.

Moved by Ms. Griffin, seconded by Mr. Stark. Under discussion, Mr. Greg Darling's retirement was accepted with regret.

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

- b. Approval of Non-Instructional Personnel Appointments

Resolved, upon the recommendation of the Superintendent, to approve the appointments for Non-Instructional Personnel as presented on Schedule of Appointment 1068.

Moved by Ms. Griffin, seconded by Mr. Natoli. No further discussion.

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

- c. Approval of Instructional Personnel Appointments

Resolved, upon the recommendation of the Superintendent, to approve the appointments for Instructional Personnel as presented on Schedules of Appointment 2202 and 2203.

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

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

11. LEADERSHIP REPORTS:

- a. Director of Business Operations

- 1) Audio Equipment Bid – Mr. Littlefield provided an update on an audio equipment bid that is going out for rebid. The equipment, included in a previous bid, did not received bids.

- b. Assistant Superintendent for Pupil and Personnel Services

- 1) Enrollment Update – Mrs. Riley provided a snapshot of our enrollments comparing last year at approximately this time to this year. Enrollments reflect an increase of eight K-6 students from last year at this time, while the high school had a decrease of thirty-one students. Ms. Riley emphasized that this is just a snapshot as enrollments change on a daily basis. She will report again September 25 when enrollments are set.

- c. Superintendent

- 1) Mr. Hoose provided a summary of three capital project change orders.

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

Ms. Kadie Swartwood, Barry School parent, urged the Board to continue to consider helping to fund the playground changes presented to them by the Barry School parent group.

13. NEXT MEETING AGENDA REVIEW:

- Future meeting discussion: tax bill collection options (credit card payments, payment plans, bank collection, etc.)
- Research Requisition Manager Software

14. ADJOURNMENT:

As there was no further business to discuss, Ms. Van Donsel asked for a motion to adjourn at 8:26 p.m.

Moved by Mr. Natoli, seconded by Ms. Griffin. No further discussion.

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

Ms. Margaret Baccaro, Clerk

RECEIVED

SEP 5 2012

SUPERINTENDENT'S OFFICE

To: Mr. Michael Hoose
Superintendent of Schools

From: Steve Littlefield
Interim Director of Business



Date: September 5, 2012

Re: AV Equipment Bid

At one o'clock on September 5, 2012, bids were opened for digital slow motion replay equipment. Two bids were received. They were:

1. Audio Video Corporation
6365 Collamer Drive, East Syracuse, NY 13057 **\$18,200.00**
2. B & H Photo-Video Corp.
420 Ninth Ave. New York, NY 10001 **\$20,995.00**

Based upon the above, I recommend that the board of education award the bid to Audio Video Corporation of East Syracuse, NY

To: Mr. Michael Hoose
Superintendent of Schools

From: Steve Littlefield
Interim Director of Business



Date: September 6, 2012

Re: Acceptance of Bids for Surplus Vehicles

Bidding closed at 6:10 p.m. for the surplus 1998 Ford Windstar and the 1997 Chevy Suburban. The vehicles were posted on an electronic auction called Auctions International. The following high bids were received:

1. 1997 Chevy Suburban (VIN# 1GNEC16R8VJ347979) **\$531.00**
2. 1998 Ford Windstar (VIN# 2FMZA51U6WBD34877) **\$500.00**

Five hundred dollars for the Windstar is an extremely generous bid. Both vehicles had sat outside for two years since the end of their service. Both vehicles are in extremely rough condition and neither will pass inspection.

Based upon the above, I recommend that the board of education accept the high bids for these vehicles.

BOE 9/11/2012

To: Mr. Michael Hoose
Superintendent of Schools

From: Steve Littlefield
Interim Business Administrator 

Date: August 29, 2012

Re: Amendment to Tax Rolls

Yesterday, we received an amendment to the tax rolls. In this case, a 281.87 acre parcel has been subdivided into ten parcels. The total taxable assessed value and total taxes received remains unchanged as a result of this correction of the rolls. I searched my recollection and the Real Property Tax Law book to decide whether this change should go before the board of education. My interpretation of Section 554, article 5 requires the tax levying body to approve any correction of the tax rolls. Therefore, I request that the board of education approve the following correction to the tax rolls:

The existing tax rolls recorded that Barbara Angell of 2301 Main Street, PO Box 32, Blodgett Mills, NY owned 281.87 acres tax map number 117.00-02-03.100 with a taxable assess value of \$180,400.00. The school tax was \$3,063.88 and the library tax was \$68.27.

I request that the rolls be corrected to reflect changes as recorded on the attached document. Once the board has approved the tax roll correction, the tax payers will have eight days from the date when the bills are mailed to pay their taxes without penalty.

To: Michael Hoose
Superintendent of Schools

RECEIVED

BDE 9/11/2012

AUG 22

From Steve Littlefield

Steve Littlefield

SUPERINTENDENT'S OFFICE

Date: August 22, 2012

Re: Correction of Tax Roll

We have received notification from the Tompkins County Department of Assessment that a parcel was over assessed due to a clerical error. As a result, the Board of Education is asked to correct the tax role.

Parcel number 25.-1-28.11, owned by Joseph and Maureen Miner of 37 Sweetland Road in the Town of Dryden, NY, was erroneously assessed at \$35,000. The corrected taxable assessed value should be \$14,875.

Once the board of education corrects the tax roll, the district can send out a corrected bill to Mr. and Ms. Miner. They will have eight days from the mailing of the revised bill to pay without penalty.

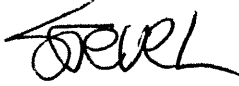
This tax roll correction will reduce the levy by \$342.20.

Cc: Wendi Kryger
Tax Collector

BOE 9/11/2012

To: Mr. Michael Hoose
Superintendent of Schools

From: Steve Littlefield
Interim Director of Business



Date: August 31, 2012

Re: Correction of Tax Roll #3

I have received notification from the Real Property Tax Service of an error in the assessment roll. As a result, the board of education is asked to correct the role through a formal resolution.

Parcel Number 622.89-9999-132.350-1171 owned by Niagara Mohawk/National Grid, is listed on the tax roll as having an assessed value of \$35,546.00. The assessment should be \$31,199.00. This correction will result in a reduction in tax revenues of \$74.47.

Cc: Wendy Kryger
School Tax Collector

SCHEDULE OF RESIGNATIONS AND LEAVES

ADMINISTRATORS, INSTRUCTIONAL AND NON-INSTRUCTIONAL STAFF
School Year 2012-13

Schedule Number: **10.96**
Board Meeting Date: **September 11, 2012**
Color: **White**

A. Approval of Personnel Resignations and Leaves

INSTRUCTIONAL PERSONNEL:

RESIGNATION	POSITION	ORIGINAL APPOINTMENT	RESIGNATION DATE	REASON
Harmon, Amy	School Psychologist	09/01/2009	07/01/2012	Resignation

NON-INSTRUCTIONAL PERSONNEL:

RESIGNATION	POSITION	ORIGINAL APPOINTMENT	EFFECTIVE DATE	REASON
Caughy, Donna	Food Service Helper	08/28/2002	08/16/2012	Resignation

INSTRUCTIONAL/NON-INSTRUCTIONAL PERSONNEL:

LEAVE OF ABSENCE	POSITION	ORIGINAL APPOINTMENT	LEAVE DATES	REASON

SCHEDULE OF APPOINTMENTS

Non-Instructional Personnel To Fix Salaries and Schedule Conditions for the School Year 2012-13

Schedule Number: **1069**

Board Meeting Date: **September 11, 2012**

Color: **White**

NAME	JOB TITLE	SERVICE AREA	EFFECTIVE DATE	APPOINTMENT TYPE	REMARKS	SALARY/ HOURLY RATE
McCracken, Jeri	Teacher Aide	Randall	09/05/2012	Probationary	Jeri will fill the Teacher Aide vacancy due to retirement.	\$9.60
Tucci, Tirzah-Jo	Teacher Aide	Barry	09/05/2012	Probationary	Tirzah-Jo will fill the Teacher Aide vacancy due to retirement.	\$9.60
Spencer, Laura	Teacher Aide	Parker	09/05/2012	Probationary	Laura will fill the Teacher Aide vacancy due to resignation.	\$9.60
Hammond, Jacob	Teacher Aide	Parker	09/05/2012	Probationary	Jacob will fill the Teacher Aide vacancy due to resignation.	\$9.60
Morrison, Lori	Teacher Aide	Randall	09/05/2012	Probationary	Lori will fill the Teacher Aide vacancy due to resignation.	\$9.60

SCHEDULE OF APPOINTMENTS

Non-Instructional Substitute Personnel

To Fix Salaries and Schedule Conditions for the School Year 2012-13

Schedule Number: **1070**

Board Meeting Date: **September 11, 2012**

Color: **White**

The following individuals are appointed conditionally (pending fingerprint clearance) to the substitute list for non-instructional personnel. The Superintendent is authorized to make assignments from the list.

Last Name	First Name	Title	Rate
Lowie	Joan	Teacher Aide	\$8.55
Poli	Beverly	Teacher Aide	\$9.25
Poli	Beverly	Teaching Assistant	\$77.00/day
Sills	Dorothy	Teacher Aide	\$8.55

*Rate retroactive from 09/01/2012

SCHEDULE OF APPOINTMENTS

ADMINISTRATORS AND INSTRUCTIONAL STAFF

To Fix Salaries and Schedule Conditions for the School Year 2012-13

Schedule Number: 2204

Board Meeting Date: September 11, 2012

Color: White

NAME	POSITION/ LOCATION	TYPE OF APPT	DATE EFFECTIVE	PROB ENDS	TENURE AREA	CERT/DEGREE	REMARKS	SALARY *
Erin McConnell	<i>Music Instrumental/ District</i>	Probationary	09/01/2012	08/31/2014	<i>Music</i>	<i>Music/Professional</i>	Erin will fill the Music vacancy due to retirement.	Step 7 \$42,601 Grad Hrs 34 \$1,360 Master's \$400 TOTAL \$44,361.00
Gibson, Acacia	.5 FTE Special Education/JSHS	Part-Time	09/01/2012	N/A	N/A	Students with Disabilities 7-12 -Social Studies/Initial	Acacia will fill the .5 FTE Special Education vacancy due to resignation.	Step 1 \$38,403 Grad Hrs Master's TOTAL **\$19,201.50
Rodriguez, Lauren	School Psychologist/Randall	Probationary	09/01/2012	08/31/2015	School Psychologist	School Psychologist/Provisional	Lauren will fill the School Psychologist vacancy due to resignation.	Step 2 \$39,103 Grad Hrs 120 \$4,800 Master's \$500 CAS \$500 TOTAL \$44,903.00
Harvey, Angela	School Psychologist/JSHS	Probationary	09/01/2012	08/31/2015	School Psychologist	School Psychologist/Provisional	Angela will fill the School Psychologist vacancy due to transfer.	Step 2 \$39,103 Grad Hrs 58 \$2,320 Master's \$500 CAS \$500 TOTAL \$42,423.00

***2009-10 rates
Revisions in Italics**

SCHEDULE OF APPOINTMENTS
ADMINISTRATORS AND INSTRUCTIONAL STAFF
 To Fix Salaries and Schedule Conditions for the School Year 2012-13

Schedule Number: **2205**

Board Meeting Date: **September 11, 2012**

Color: **White**

NAME	POSITION	BUILDING	EXTRA DAYS	ADDITIONAL SALARY*
Rodriguez, Lauren	School Psychologist	Randall	3	\$ 674.00
Harvey, Angela	School Psychologist	JSHS	3	\$ 638.00
Howe-Sampson, Christina	School Psychologist	Smith	3	\$ 745.00
Smith, Cara	School Psychologist	District	2	\$ 522.00
Maney, Katherine	Guidance Counselor	JSHS	13	\$ 2,761.00

*revision in italics

Co-Curricular Appointments
To Fix Salaries and Schedule Conditions for the School Year 2012-13

Schedule Number: **2206**

Board Meeting Date: **September 11, 2012**

Color: **Green**

TITLE	APPOINTMENT	YR	AMOUNT*	
Advisor – Communications Club	Bill Lee	15	\$	2,234.00
Co-Advisor – Student Council (Parker)	Kim Hay	8	\$	225.00
Co-Advisor – Student Council (Parker)	Amber Thayer	1	\$	125.00
Director – Elementary Select Band	Sharon Phetteplace	1	\$	846.00
Assistant Director – Elementary Select Band	Erin McConnell	1	\$	564.00
Director – Parade Band	Rick Eleck	18	\$	930.00
Safety Patrol - Randall	Julie Terwilliger	14	\$	804.00

*2009-10 contract rates

SCHEDULE OF APPOINTMENTS
INTER-SCHOLASTIC (ATHLETICS)
To Fix Salaries and Schedule Conditions for the School Year 2012-13

Schedule Number: **2207**
Board Meeting Date: **September 11, 2012**
Color: **Blue**

NAME	TITLE	VARSITY/JV JUNIOR HIGH	SPORT	BOYS/ GIRLS	AMOUNT
Ian Schwan	Vol. Assistant Coach	Modified	Football	Boys	\$ Volunteer
Amanda Recor	Vol. Assistant Coach	Modified	Field Hockey	Girls	\$ Volunteer
Sean Babcock	Vol. Assistant Coach	Junior Varsity	Basketball	Boys	\$ Volunteer