

CORTLAND ENLARGED CITY SCHOOL DISTRICT
Board of Education Meeting – Tuesday, February 25, 2014 at 7:00 p.m.
Kaufman Center, 1 Valley View Drive, Cortland NY

Budget Workshop – 6:00 p.m.

Board of Education Meeting – 7:00 p.m.

- 1. CALL TO ORDER and PLEDGE OF ALLEGIANCE**
- 2. COMMUNICATIONS and RECOGNITION:**
 - a. Kudos Korner
 - 1.) Mary Kostuk
 - b. Audience Participation – on items related to the Agenda (speakers are asked to limit their comments to two minutes).
 - c. Board Member Reports:
 - 1.) BOE Policy Committee February 18, 2014 Meeting
 - 2.) BOE Facilities Committee February 13, 2014 Meeting
 - 3.) BOE Audit Committee – Next Meeting March 10, 2014
- 3. PRESENTATIONS:**
 - a. CPEF (Cortland Public Education Foundation) Awards – Mr. Garry VanGorder, CPEF Board of Directors
 - b. Annual Youth Drug and Alcohol Survey
- 4. CONSENT ITEMS:**
 - a. Minutes of February 11, 2014 Regular Meeting
 - b. CSE/CPSE (Committee on Special Education/Committee on Pre-school Special Education) Recommendations
- 5. OLD BUSINESS: None**
- 6. NEW BUSINESS:**
 - a. Approval of Faculty/Student Calendar for 2014-15
 - b. Final Approval of New Course Proposal for Science in our World
 - c. Final Approval of New Course Proposal for Global Environment
 - d. Final Approval of New Course Proposal for Rock Guitar 1
 - e. 1st Reading Erie I BOCES Policy Revisions to Section 2000
- 7. PERSONNEL ACTION:**
 - a. Approval of Personnel Resignations and Leaves
 - b. Approval of Non-Instructional Personnel Appointments
 - c. Approval of Administrative and Instructional Personnel Appointments
- 8. LEADERSHIP REPORTS:**
 - a. Director of Business Operations
 - b. Assistant Superintendent for Pupil and Personnel Services
 - c. Director of Curriculum and Instruction
 - d. Superintendent
- 9. AUDIENCE PARTICIPATION: (Individuals are requested to keep their comments to two-minutes per speaker).**
- 10. NEXT MEETING AGENDA REVIEW**
- 11. EXECUTIVE SESSION (only if needed)**
- 12. ADJOURNMENT**

29.1.)



Enlarged City School District
"Committed to Excellence"

Kaufman Center
1 Valley View Dr
Cortland, NY 13045
Phone: 607-758-4100
Fax: 607-758-4128
www.cortlandschools.org

February 20, 2014

Superintendent

Michael J. Hoose

Board of Education

Melissa Davis-Howard
President

Janet S. Griffin
Vice-President

Donald A. Colongeli

Judith E. Murphy

John A. Natoli, Jr.

Daniel R. Sidebottom

Alane M. Van Donsel

Mrs. Mary Kostuk
Kaufman Center
1 Valley View Drive
Cortland, New York 13045

Dear Mary:

The Board of Education has an item on its agenda called Kudos Korner to recognize students, faculty, staff, and members of the community who have performed at a high level, demonstrated excellence, or achieved an extraordinary accomplishment.

The Board would like to recognize you for assisting the interim Director of Facilities and for keeping the department on course during the search for a new director. You are invited to attend the February 25 Board of Education meeting to be held at the Kaufman Center, 1 Valley View Drive, Cortland, at 7:00 p.m. Please confirm your attendance by calling my office and leaving a message with my secretary, Peg Baccaro at 758-4100 ext. 2202.

Thank you and congratulations.

Sincerely,

Michael J. Hoose
Superintendent of Schools

MJH/mjb

cc: Mr. Robert Martin, Director of Facilities
Mr. Bill Stark, Interim Director of Facilities ✓

49.

CORTLAND ENLARGED CITY SCHOOL DISTRICT
Board of Education Meeting – Tuesday, February 11, 2014 at 7:00 p.m.
Randall Elementary School, 31 Randall Street, Cortland NY

Draft

A Regular Meeting of the Board of Education was held on Tuesday, February 11, 2014 at the Randall Elementary School, 31 Randall Street, Cortland, New York.

Present: Mr. Donald Colongeli, Ms. Melissa Davis-Howard, Ms. Judith Murphy, Mr. John Natoli, Mr. Daniel Sidebottom and Ms. Alane Van Donsel

Absent: Ms. Janet Griffin

Also Present: Mr. Michael Hoose, Superintendent; Ms. Judi Riley, Assistant Superintendent for Pupil and Personnel Services; Ms. Kristie Bliss, Director of Curriculum and Instruction; Mr. Brian Freeman, Director Business Services; School and Community Representatives; and Ms. Margaret Baccaro, Clerk

6:00 – 7:00 p.m. – Board Budget Workshop

1. **CALL TO ORDER and PLEDGE OF ALLEGIANCE:** Ms. Davis-Howard called the meeting to order at 7:00 p.m., and the Pledge of Allegiance was recited.

Ms. Davis-Howard called for a moment of silence to recognize the passing of Mrs. Louise Gath, retired Cortland Jr.-Sr. High School secretary.

2. **COMMUNICATIONS and RECOGNITION:**

- a. Kudos Korner

- 1.) Alex Reynolds – 2013 NYSSMA All-State Mixed Chorus

The Board recognized Alex Reynolds who was selected to represent the Cortland Enlarged City School District during the annual NYSSMA Winter Conference. Alex, a vocalist in 11th grade was selected for the mixed chorus and has been performing at the Jr.-Sr. High School for the past five years. He is a member of the Concert Choir, Mixed Chorus, Dynamic Paws and Chamber Orchestra where he plays cello. Alex was present to accept the Board's congratulations and certificate of extraordinary achievement.

- 2.) Tess Engst-Mansilla – Post-Standard/WCNY Spelling Bee Finalist

The Board recognized Tess Engst-Mansilla, a 7th grader at Cortland Jr.-Sr. High School. Tess was one of three local finalists to participate in the 2014 Post-Standard/WCNY written spelling contest. As a result of the written test, Tess qualified to join thirty-four of the top scorers (from districts throughout Central New York) to compete in the February 1 Oral Spelling Bee. The oral spell down took place at the WCNY Studios and was televised. This was Tess' second year competing in the oral spell down, and was one of four contestants remaining in the 9th round. Tess was present to accept the Board's congratulations and certificate of extraordinary achievement.

- b. Audience Participation – on items related to the Agenda. There were no requests to address the Board.

- c. Board Member Reports:

- 1.) The next meeting of the BOE Audit Committee is scheduled for March 13, 2014
- 2.) The next meeting of the Policy Committee is scheduled for February 18, 2014
- 3.) The next meeting of the Facilities Committee is scheduled for February 13, 2014

3. **PRESENTATIONS:**

- a. Randall West African Drum Ensemble

Mr. Cliff Kostuk, Randall School Principal, welcomed members of the Board and community to Randall School. He introduced Ms. Nancy Thompson and Ms. Heidi Shelley who would lead a presentation by the Randall Drum Ensemble. Ensemble members explained that they had become interested in West African drumming after a school visit from Ghanaian drumming and dance master Sulley Imoro who teaches African culture through music. Students learned that children must pay for their education in Ghana, and many cannot afford it. That prompted a student fundraising campaign for Ghanaian children. Randall students are making and selling bracelets, and have raised enough money to sponsor two children (\$180/child/year.) Fundraising efforts will continue in hopes of sponsoring another child. Members of the Board and administration were invited to join the students in their drum circle. After the guests received brief instructions on playing the drums and shakers the audience was entertained with a lively performance by the group.

b. Budget Overview to Date

Mr. Brian Freeman, Director of Business Services, presented an overview of the proposed 14-15 budget. During his PowerPoint presentation he reviewed revenues and provided a table comparing the 13-14 state aid that was actually received to Governor Cuomo's 2014-15 executive budget which shows an overall decrease of approximately 3% in aid to Cortland. Mr. Hoose added that the Governor's purported 3-4% increase in aid will actually cost Cortland \$86,000. There is a lobbying effort by various organizations to counter the governor's proposal by asking for a greater reduction in the GEA. After reviewing budget projections Mr. Freeman shared that, due to the Governor's disappointing proposal, the next step will be gathering savings ideas.

4. CONSENT ITEMS:

- a. Minutes of January 28, 2014 Regular Meeting
 b. CSE/CPSE (Committee on Special Education/Committee on Pre-school Special Education)

Recommendations

607001274, 610353315, 610340630, 607000608, 610284886, 610316631, 607000899, 607000147, 607000164, 610322118, 610373462, 607000612, 607000977, 610385319, 610348027, 610273192, 607001004, 610365373, 610308249, 610375506, 607000525, 610385234, 610345016, 610308412, 607001276, 610329392, 610285127, 610323632, 610297528, 610284793, 610352675, 607000965, 607001272, 607001087, 607001113, 610252432, 610313195

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

Moved by Mr. Natoli, seconded by Ms. Van Donsel.

Final Vote: Yes – 5, No – 1 (Colongeli), Abstain – 0. Motion Carried.

5. OLD BUSINESS: None.

6. NEW BUSINESS:

- a. Financial Reports: Treasurer's Report, Trial Balance, Revenues, Intrafund Transfers, Appropriations, Warrant, Claims Monthly Report – November 2013

RESOLVED, upon the recommendation of the Superintendent of Schools, to approve Financial Reports dated November, 2013 as presented.

Moved by Ms. Murphy, seconded by Mr. Sidebottom. Discussion: none

Final Vote: Yes – 5, No – 0, Abstain – 1 (Colongeli). Motion Carried.

- b. Financial Reports: Treasurer's Report, Trial Balance, Revenues, Intrafund Transfers, Appropriations, Warrant, Claims Monthly Report, and Extra Classroom Activity Fund Quarterly Reports – December 2013

RESOLVED, upon the recommendation of the Superintendent of Schools, to approve Financial Reports dated December, 2013 as presented.

Moved by Mr. Natoli, seconded by Ms. Van Donsel. Discussion: none

Final Vote: Yes – 5, No – 0, Abstain – 1 (Colongeli). Motion Carried.

- c. Approve Use of EBALR (Employee Benefit Accrued Liability Reserve) Fund

RESOLVED, upon the recommendation of the Superintendent of Schools, to approve the use of EBALR (Employee Benefit Accrued Liability Reserve) funds for a mid-year retirement as presented.

Moved by Mr. Sidebottom, seconded by Ms. Van Donsel. Discussion: none

Final Vote: Yes – 5, No – 1 (Colongeli), Abstain – 0. Motion Carried.

- d. Extended Field Trip Planning Approval – JSHS Trip to Europe – April 1-11, 2015

RESOLVED, upon the recommendation of the Superintendent, to approve the planning for a field trip to Europe April 1-11, 2015, as presented, with the understanding that the final plans will be brought before the Board 60 days in advance of departure for final approval.

Moved by Mr. Colongeli, seconded by Mr. Sidebottom. Discussion: none

Final Vote: Yes – 6, No – 0, Abstain – 0. Motion Carried.

- e. Approval/Appointment of Board of Registration and Election Inspectors as Presented for the Budget Vote and Election May 20, 2014

RESOLVED, upon the recommendation of the Superintendent, to approve the appointment of the Board of Registration and election inspectors for the Budget Vote and Election May 20, 2014 as presented.

Moved by Ms. Van Donsel, seconded by Mr. Natoli. Discussion: none

Final Vote: Yes – 6, No – 0, Abstain – 0. Motion Carried.

- f. Approval of Increase in Board of Registration and Election Inspector Rate
RESOLVED, upon the recommendation of the Superintendent, to approve an increase in Board of Registration/Election Inspector rate to \$10.00 per hour as presented.
Moved by Mr. Colongeli, seconded by Ms. Van Donsel. Under discussion it was noted that this was a \$1/hour increase and aligns with the County's inspector rate.
Final Vote: Yes – 6, No – 0, Abstain – 0. Motion Carried.

7. PERSONNEL ACTION:

- a. Approval of Personnel Resignations and Leaves
RESOLVED, upon the recommendation of the Superintendent of Schools, to approve the Resignations and Leaves as presented on Resignations and Leaves Schedule 11.24.
Moved by Mr. Natoli, seconded by Mr. Sidebottom. Under discussion Dr. Vorce's retirement was accepted with regret.
Final Vote: Yes – 6, No – 0, Abstain – 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 Schedules of Appointment 1108 and 1109.
Moved by Ms. Van Donsel, seconded by Ms. Murphy. Discussion: none
Final Vote: Yes – 5, No – 0, Abstain – 1 (Colongeli). Motion Carried.
- c. Approval of Administrative and Instructional Personnel Appointments
RESOLVED, upon the recommendation of the Superintendent of Schools, to approve the appointments for Instructional Personnel as presented on Schedules of Appointment 2277, 2278 and 2279.
Moved by Ms. Murphy, seconded by Mr. Sidebottom. Discussion: none
Final Vote: Yes – 6, No – 0, Abstain – 0. Motion Carried.

8. LEADERSHIP REPORTS:

- a. Director of Business Operations
- 1.) Veterans Exemption – Mr. Freeman shared that school boards around the state are wrestling with the new state law that allows districts to offer veterans a partial break on their school taxes. He would like to see more information about the impact the veteran's exemption on property taxes will have on the district and non-veteran taxpayers before making a recommendation as it would be left to non-veteran taxpayers to shoulder more of the tax burden. He will keep the board apprised as he gathers more information.
- b. Assistant Superintendent for Pupil and Personnel Services
- 1.) UPK Site Visits – Ms. Riley shared that an associate from the Office of Early Learning has been in the district over the past two days visiting kindergarten classrooms and UPK sites. It was an opportunity for our district to walk through our programs with her lens and expertise. Ms. Riley will share a full report at a later date.
- c. Director of Curriculum and Instruction
- 1.) New Course Proposals – Ms. Bliss shared that we have three new course proposals and added that no additional staff will be required to offer them. The proposed courses are :
 - a. Science in our World – This is a chemistry course that would offer a second or third science credit and focus on three areas: alternative energy, extreme weather and chemistry of water.
 - b. Global Environment – This would be an upper level science course that would provide an opportunity for dual credit with SUNY-ESF (three credits). Students would pay for the credits (\$0-\$200) on a sliding scale depending upon income.
 - c. Rock Guitar 1 – Ms. Bliss explained that students are learning guitar basics in 7th grade general music, and this course would offer an opportunity for those not performing in band, chorus and orchestra to participate in music.
- d. Superintendent
- 1.) Update on Special Education Review – Mr. Hoose reported that he has scheduled a meeting with Ms. Murphy and Mrs. Riley to review a list of suggestions Ms. Murphy has presented regarding a special education review. Mr. Hoose has contacted one consultant and received the names of two

potential consultants that he will be contacting. The next step will be to determine the scope of the study and then obtain bids from the consultants based upon that.

- 2.) Draft Calendar 2014-15 – The 14-15 draft calendar was shared. The calendar follows the OCM BOCES calendar and is final with the exception of whether or not the September 26 professional development half-day will become a full day. Dr. Bill Daggett, Founder and Chairman, International Center for Leadership in Education, Inc., has been secured as a shared presenter with Homer and Mr. Hoose and Ms. Ruscio are still working through the logistics.
- 3.) Capital Project Change Order Summary – Mr. Hoose provided a review of change order SC-001, a \$250 credit relating to the Capital Project.
- 4.) Title I / II Review – Mr. Hoose shared that the District has been undergoing a Title I and II review over the past two days. The review is being conducted to meet the requirements and compliance monitoring and to assist staff in identifying strengths and needs in the Title programs.
- 5.) Regents Adjustment to Common Core Implementation – Mr. Hoose distributed several handouts pertaining to the recently announced adjustments in the Common Core implementation. He provided an overview of the Regents' report including the nineteen recommended changes that will delay the impact of the Common Core. Those recommendations were divided into six subsections: Common Core Standards, Professional Development, State Assessments, Local Assessments, Teacher and Principal Evaluation, and Curriculum.

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

10. **NEXT MEETING AGENDA REVIEW**

- Approval of New Course Proposals
- Update on Veteran's Exemption if more information is available.

11. **EXECUTIVE SESSION**

In accordance with Public Officer's Law Section 96, Subdivision 1, Ms. Davis-Howard called for an Executive Session at 8:07 p.m. to discuss collective negotiations pursuant to Article 14 of the Civil Service Law with no action to follow.

**Moved by Mr. Natoli, seconded by Ms. Van Donsel. Discussion: none
Final Vote: Yes – 5, No – 0, Abstain – 1 (Colongeli). Motion Carried.**

The Executive Session adjourned at 8:55 p.m.

**Moved by Mr. Colongeli, seconded by Mr. Natoli. Discussion: none
Final Vote: Yes – 6, No – 0. Motion Carried.**

12. **ADJOURNMENT**

As there was no further business to discuss, Ms. Davis-Howard asked for a motion to adjourn the Regular meeting at 8:55 p.m.

**Moved by Mr. Natoli, seconded by Ms. Van Donsel. Discussion: none
Final Vote: Yes – 6, No – 0. Motion Carried.**

Ms. Margaret Baccaro, Clerk

Cortland Enlarged City School District 2014-15 Calendar

60



Enlarged City School District

Approval by Board – 02/25/2014

JULY				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

AUGUST				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

SEPTEMBER				
M	T	W	TH	F
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29	30			

OCTOBER				
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NOVEMBER				
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DECEMBER				
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22	23	24	25	26
29	30	31		

SEPTEMBER

- 1 Labor Day
- 2 Supt. Conference Day
- 3 1st Day of Classes
- 26 ½ Prof. Development Day PM

OCTOBER

- 13 Columbus Day
- 24 Prof. Development Day

NOVEMBER

- 10 K-6 Parent Conf. Day
- 7-12 Prof. Dev. Day
- 11 Veterans Day
- 26-28 Thanksgiving Recess

DECEMBER

- 24 - 1/2 December Recess

JANUARY

- 5 Classes Resume
- 19 Martin Luther King Day
- 26-29 Regents
- 30 Staff Work Day

FEBRUARY

- 16 President's Day
- 16-20 Winter Recess

MARCH

- 20 Prof. Development Day

APRIL

- 3-10 Spring Recess

MAY

- 22-25 Memorial Weekend

JUNE

- 2 Regents
- 16-24 Regents
- 19 Elem. ½ Work Day PM
- 24 Last Day for Students
- 25 Rating Day

KEY	
Holiday/Vacation	
Staff Work Days	1
Supt./Prof. Dev. Days	4.5
Rating Day	1
Regents	

JANUARY				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

FEBRUARY				
M	T	W	TH	F
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MARCH				
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30	31			

APRIL				
M	T	W	TH	F
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27	28	29	30	

MAY				
M	T	W	TH	F
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JUNE				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

186 Faculty/181 Student Days

Important Notes: Rating Day counts toward student required days, but students do not attend.
Should we exceed our allotted emergency closing days, additional days will be taken in this order:
May 22, April 3, 10, and 9. Please plan accordingly.

66.-d.

CORTLAND ENLARGED CITY SCHOOL DISTRICT
ONE VALLEY VIEW DRIVE
CORTLAND, NEW YORK 13045-3297

PHONE: (607) 758-4125

FAX: (607)-758-4109

KRISTIE L. BLISS
DIRECTOR OF CURRICULUM AND INSTRUCTION
WEBSITE: WWW.CORTLANDSCHOOLS.ORG

To: Board of Education
Michael Hoose, Superintendent of Schools

From: Kristie Bliss, Director of Curriculum and Instruction

Date: February 18, 2014

Re: New Course Proposals

As initially reviewed at the February 11, 2014 Board of Education meeting, it is my recommendation that the Board of Education approve each of the following new courses:

- Science in Our World
- Global Environment
- Rock Guitar 1

Upon Board of Education approval, student enrollment will commence in the 2014-2015 academic year.

Respectfully,



Kristie L. Bliss
Director of Curriculum and Instruction

6e

2013

2110

Internal Operations

SUBJECT: ORIENTING AND TRAINING NEW BOARD MEMBERS

The Board and its staff shall assist each new member-elect to understand the Board's functions, policies, and procedures before he/she takes office, by the following methods:

- a) The electee shall be given selected materials relating to the responsibilities of Board membership, which material is supplied by the New York State School Boards Association, the National School Boards Association, and/or other professional organizations;
- b) The electee shall be invited to attend Board meetings and to participate in its discussions;
- c) The Clerk shall supply material pertinent to meetings and shall explain its use;
- d) The electee shall be invited to meet with the Superintendent and other administrative personnel to discuss services they perform for the Board;
- e) A copy of the Board's policies and by laws shall be given to the electee by the Clerk;
- f) The opportunity shall be provided for new Board members to attend the New York State School Boards Association orientation program.

Board Member Training

another minimum of 6 hours training...

Within the first year of election or appointment, each Board member must complete a minimum of six (6) hours of training on the financial oversight, accountability and fiduciary responsibilities of a school board member and a training course acquainting him/her with the powers, functions and duties of Boards of Education and administrative authorities affecting public education. Re-elected Board members shall not be required to repeat this training. The curriculum and provider of this training must be approved by the Commissioner of Education.

Upon completing the required training, the Board member shall file with the District Clerk a certificate of completion issued by the provider of the training. Actual and necessary expenses incurred by a Board member in complying with these requirements are a lawful charge to the District.

Education Law Section 2102-a
8 NYCRR Section 170.12(a)

Adoption Date

Internal Operations

SUBJECT: COMMITTEES OF THE BOARD**Committees for a Specific Purpose**

The Board and/or the President of the Board may at its discretion establish committees for the purpose of undertaking a specific task in connection with Board activity. These committees, however, cannot make legal decisions for the entire Board.

At the request of the Board, the President shall appoint temporary committees consisting of less than a quorum of the full membership for special purposes. These committees shall be discharged on the completion of their assignment. The President of the Board shall be an ex-officio member of such committees.

X — Add - see attached - next page OP
Filling Positions on New Committees

Positions on new committees of the Board shall be filled according to the following:

- a) Following the establishment of a committee of the Board, the Board President shall make inquiry of all Board members of their interest in serving on such a committee. This may be done at the regularly scheduled Board meeting at which the committee is officially established.
- b) The Board President shall assess all expressions of intent and formulate a recommendation of membership on the committee, which shall be presented to the full Board.

Termination of Committees

A committee of the Board of Education shall be terminated according to the following:

- a) A request for the termination of such committee shall be made to the Board President by any Board member and/or the President. Such written request shall include the reason for such request for termination and a time schedule to effect such termination.
- b) Such request shall be presented to the entire Board at the next regularly scheduled Board meeting. This initial presentation shall be for informational purposes only.
- c) A discussion of this proposal shall be placed on the agenda of the next regularly scheduled Board meeting under the category of "Old Business." All members shall have an opportunity to discuss the matter at this meeting. No formal action on the request shall be taken at this meeting.
- d) The proposal for the elimination of such committee shall be placed on the agenda of the following regularly scheduled Board meeting under the category of "Old Business." The

(Continued)

Category: 2000 Internal Operations

2210

Policy: 2210

Type:

Adopted: Last Revised:
10/11/2011

Title: **COMMITTEES OF THE BOARD**

Committees for a Specific Purpose

The Board and/or the President of the Board may at its discretion establish committees for the purpose of undertaking a specific task in connection with Board activity. These committees, however, cannot make legal decisions for the entire Board.

At the request of the Board, the President shall appoint temporary committees consisting of less than a quorum of the full membership for special purposes. These committees shall be discharged on the completion of their assignment. The President of the Board shall be an ex-officio member of such committees.

At the beginning of each school year each Board committee may elect a chairperson. The committee shall keep minute of meetings and distribute them to all Board members and the Superintendent. All Board committee meetings are subject to the Open Meeting law.

Filling Positions on New Committees

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- a) Following the establishment of a committee of the Board, the Board President shall make inquiry of all Board members of their interest in serving on such a committee. This may be done at the regularly scheduled Board meeting at which the committee is officially established.
- b) The Board President shall assess all expressions of intent and formulate a recommendation of membership on the committee, which shall be presented to the full Board.

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- b) Such request shall be presented to the entire Board at the next regularly scheduled Board meeting. This initial presentation shall be for informational purposes only.

Add this paragraph to new 2210

Internal Operations

SUBJECT: COMMITTEES OF THE BOARD (Cont'd.)

Board President at this time shall entertain a motion for acceptance of the proposal, and upon proper motion and second, shall call for discussion and, further, a vote on the matter. In the event a motion for tabling the original motion is made, such motion shall be acted on, as provided in Robert's Rules of Order.

Advisory Committees

The Board of Education recognizes that it may be necessary from time to time to authorize advisory committees for the purpose of enlisting opinions and counsel of the general public. Such committees shall be appointed by the Board of Education. The Board has the right to accept, reject or modify all or any part of a committee recommendation.

Audit Committee

The Board has established an audit committee to oversee the annual audit of the District, and report on its findings to the Board.

Visitation Committees

The Board of Education shall appoint one (1) or more committees to visit every school or department at least once annually and report on their conditions at the next regular meeting of the Board.

Education Law Sections 1708, 2116-c and 4601

NOTE: Refer also to Policy #5572 -- Audit Committee

Adoption Date

Internal Operations

SUBJECT: MEMBERSHIP IN ASSOCIATIONS

The School District shall be a member of the New York State School Boards Association. Additionally, the Board may maintain membership and participate cooperatively in other associations.

Education Law Section 1618
Comptroller's Opinion 81-255

*Add- The Board may nominate
one or more people to serve
on the Oneonta - Cortland - Madison
Board of Cooperative Education
Services of Board of Education*

Adoption Date

Internal Operations

**SUBJECT: ATTENDANCE BY BOARD MEMBERS AT CONFERENCES,
CONVENTIONS AND WORKSHOPS**

The Board believes that continuing in-service training and development are important for its members. The Board, therefore, encourages the participation of all members at appropriate school board conferences, conventions and workshops which are believed to be of benefit to the School District. However, in order to control both the investment of time and funds necessary to implement this policy, the Board establishes the following guidelines:

- a) A calendar of school board conferences, conventions and workshops shall be maintained by the Board Clerk. The Board will periodically decide which meetings appear to be most likely to produce direct and indirect benefits to the School District. At least annually, the Board will identify those new ideas or procedures and/or cost benefits that can be ascribed to participation at such meetings.
- b) Funds for participation at such conferences, conventions, workshops and the like will be budgeted for on an annual basis. When funds are limited, the Board will designate which members are to participate at a given meeting.
- c) Reimbursement to Board members for all actual and necessary registration fees, expenses of travel, meals and lodging, and all necessary tuition fees incurred in connection with attendance at conferences and the like will be in accordance with established regulations for expense reimbursement.
- d) When a conference, convention or workshop is not attended by the full Board, those who do participate will be requested to share information, recommendations and materials acquired at the meeting.

The authorization for Board members to attend a conference, convention, workshop and the like shall be by Board resolution adopted prior to such attendance. However, the Board, in its discretion, may delegate the power to authorize attendance at such conferences to the President of the Board of Education.

Where authorization has been delegated to the President of the Board, no expense or claim form shall be paid unless a travel order or similar document signed by the President is attached to such form, authorizing the claimant to attend the conference.

Education Law Section 2118
General Municipal Law Sections 77-b and 77-c

NOTE: Refer also to Policies #5323 -- Reimbursement for Meals/Refreshments
#6161 -- Conference/Travel Expense Reimbursement

Adoption Date

Internal Operations

SUBJECT: COMPENSATION AND EXPENSES

No member of the Board may receive any compensation for his/her services unless he/she shall also serve as District Clerk and be paid as Clerk. All members of the Board of Education may be reimbursed for actual expenses incurred in representing the District. All bills or claims for reimbursement must be itemized in reasonable detail.

Conference Travel for Newly Elected Board Members

In accordance with General Municipal Law, the Board, by a majority vote, may authorize a newly elected Board member whose term of office has not yet commenced to attend a conference. Such conference travel shall be for official District business and shall be made utilizing a cost-effective and reasonable method of travel.

Authorization must be by resolution adopted prior to such attendance and duly entered in the minutes. However, the Board may delegate the power to authorize such attendance at a conference to the Board President or Board Vice President.

Education Law Section 2118
General Municipal Law Sections 77-b and 77-b(2)

Adoption Date

Internal Operations

SUBJECT: BOARD SELF-EVALUATION

The Board shall review the effectiveness of its internal operations at least once annually and will formulate a plan for improving its performance.

The Superintendent and others who work regularly with the Board may be asked to participate in this review and to suggest ways by which the Board can improve its functioning as a legislative body.

Adoption Date

SCHEDULE OF APPOINTMENTS

ELEMENTARY & SECONDARY SUBSTITUTE TEACHERS/TUTORS 2013-14

Schedule Number: 2280

Board Meeting Date: February 25, 2014

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
Froman, Chelsea	Substitute Teacher	A	\$87.00	Retroactive to 02/13/2014
Froman, Chelsea	Teaching Assistant		\$77.00	Retroactive to 02/13/2014
Davide, Francesca	Teaching Assistant		\$77.00	
Ashman, Amanda	Substitute Teacher	A	\$87.00	
Ashman, Amanda	Teaching Assistant		\$77.00	
Attridge, Mary Katherine	Substitute Teacher	A	\$87.00	Retroactive to 02/24/2014
Grello, Sherry	Substitute Teacher	A	\$87.00	

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

SCHEDULE OF APPOINTMENTS
INTER-SCHOLASTIC (ATHLETICS)
To Fix Salaries and Schedule Conditions for the School Year 2013-14

Schedule Number: **2281**

Board Meeting Date: **February 28, 2014**

Color: **Blue**

NAME	TITLE	VARSITY/JV JUNIOR HIGH	SPORT	BOYS/ GIRLS	AMOUNT
Matt Dearie	Asst. Coach	Varsity	Track	Boys/Girls	\$ 2,790.00