

**CORTLAND ENLARGED CITY SCHOOL DISTRICT**  
**Board of Education Meeting – Tuesday, October 22, 2013 at 7:00 p.m.**  
**Kaufman Center, 1 Valley View Drive, Cortland NY**

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- 1. CALL TO ORDER and PLEDGE OF ALLEGIANCE**
- 2. COMMUNICATIONS and RECOGNITION:**
  - a. Kudos Korner
    - 1) 2013 World Food Prize Global Youth Institute Participant - Austin Perelka, 11<sup>th</sup> Grade CJSHS
  - 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 Audit Committee Report – October 16, 2013 Meeting
    - 2) BOE Facilities Committee – October 10, 2013 Meeting
    - 3) BOE Policy Committee – October 22, 2013 Meeting
    - 4) School Board Recognition Week
  - d. NYSSBA 2013 Annual Convention – Conference Schedule
  - e. Cortland-Madison School Board Association Fall Dinner – November 4, 2013
- 3. PRESENTATIONS:**
  - a. Cortland County Youth Program – Diane Wheaton
  - b. Introduction of New Staff
- 4. CONSENT ITEMS:**
  - a. Minutes of September 24, 2013 Regular Meeting
  - b. Minutes of October 8, 2013 Regular Meeting
  - c. CSE/CPSE (Committee on Special Education/Committee on Pre-school Special Education) Recommendations
- 5. OLD BUSINESS:**
  - a. Financial Reports: Treasurer's Report, Trial Balance, Revenues, Intrafund Transfers, Appropriations, Warrant, Claims Monthly Report - July 2013
- 6. NEW BUSINESS:**
  - a. Approval of Professional Development Plan
  - b. Appointments
    - 1) Chief Faculty Advisor for Extra-curricular Activity Funds – TBD
    - 2) Records Management Officer – Mr. Brian Freeman
    - 3) District Representative on Coop. Health Insurance Board of Directors – Mr. Brian Freeman
    - 4) District Representative on Coop. Workmen's Comp. Board of Directors – Mr. Brian Freeman
    - 5) School Purchasing Agent – Mr. Brian Freeman
    - 6) Asbestos (LEA) Designee – Director of Facilities
    - 7) District Treasurer – TBD
- 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
- 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**

**CORTLAND ENLARGED CITY SCHOOL DISTRICT**  
**Board of Education Meeting – Tuesday, September 24, 2013 at 7:00 p.m.**  
**Kaufman Center, 1 Valley View Drive, Cortland NY**

Draft

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A Regular Meeting of the Board of Education was held on Tuesday, September 24, 2013 at the Kaufman Center, 1 Valley View Drive, Cortland, New York.

**Present:** Mr. Donald Colongeli, Ms. Janet Griffin, Ms. Judith Murphy, Mr. John Natoli, Mr. Daniel Sidebottom and Ms. Alane Van Donsel

**Absent:** Mr. Michael Hoose and Ms. Melissa Davis-Howard

**Also Present:** Ms. Judi Riley, Assistant Superintendent for Pupil and Personnel Services; Ms. Kristie Bliss, Director of Curriculum and Instruction; Ms. Susan Bridenbecker, Director Business Services; Cortland Standard Representative; School and Community Representatives; and Ms. Margaret Baccaro, Clerk

1. **CALL TO ORDER and PLEDGE OF ALLEGIANCE:** Ms. Van Donsel called the meeting to order at 7:02 p.m., and the Pledge of Allegiance was recited.
2. **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) BOE Audit Committee Report – Ms. Davis-Howard was absent tonight; therefore, she will report at the October 8 Board meeting.
    - 2) BOE Facilities Committee – Ms. Van Donsel shared that the next Facilities Committee meeting is scheduled for October 10, 2012. She proposed setting aside the second Thursday of the month, 3:30 p.m. for Facilities Committee meetings. Members will be sent a meeting schedule.
    - 3) BOE Policy Committee – The committee has set dates for the next two meetings, October 8 and October 22, 6:00 p.m.
  - d. NYSSBA 2013 Annual Business Meeting - Discussion of Resolutions  
Members discussed and voted their position on proposed resolutions 1-10 of nineteen to be voted on at the NYSSBA Annual Business Meeting. The Board will continue discussion and vote on proposed resolutions 11-19 at the next meeting. Ms. Van Donsel, the Board's voting delegate, will record the positions taken by our Board and vote accordingly at the Annual Business Meeting on October 26, 2013.
3. **PRESENTATIONS:** None
4. **CONSENT ITEMS:**
  - a. Minutes of September 10, 2013 Regular Meeting
  - b. CSE/CPSE (Committee on Special Education/Committee on Pre-school Special Education) Recommendations  
610261366, 607001049, 607000422, 610307161, 610308397, 607001053, 607001011, 607000393, 610374601, 607000896, 607000897, 610273493, 607001076, 610310806, 607001058, 607001043, 610252432, 610391558  
**RESOLVED, upon the recommendation of the Superintendent of Schools, to approve the Consent Items as presented.**  
**Moved by Ms. Griffin, seconded by Mr. Natoli.**  
**Final Vote: Yes – 5, No – 0, Abstain – 1 (Colongeli). Motion Carried.**
5. **OLD BUSINESS:**
  - a. 2<sup>nd</sup> Reading/Final Approval Erie I BOCES Policy Revisions to Section 7000 Students – Policy 7212 Response to Intervention (RtI) Process  
**RESOLVED, upon the recommendation of the Superintendent of Schools, to approve the following policy for 2<sup>nd</sup> reading/final approval, as recommended by Erie I BOCES, and the Board of Education Policy Committee: STUDENT PROGRESS: Response to Intervention (RTI) Process Policy #7212**  
**Moved by Mr. Natoli, seconded by Mr. Sidebottom.** Under discussion Ms. Griffin requested copies of the appendices as referenced in the policy. Next, she asked once students are dismissed from RtI, are they ever screened again. Ms. Riley responded that universal screenings are administered to all K-6 students three times per year. Mr. Colongeli sought clarification on an example noted for age-appropriate academic skills.  
**Final Vote: Yes – 5, No – 0, Abstain – 1 (Colongeli). Motion Carried.**

**6. NEW BUSINESS:**

- a. Approval of Field Placement Agreement between Cortland Enlarged City School District and Tompkins Cortland Community College, TC3, through June 30, 2014

**RESOLVED, upon the recommendation of the Superintendent, to approve the Field Placement Agreement between Cortland Enlarged City School District and Tompkins Cortland Community College, TC3, through June 30, 2014, as presented.**

**Moved by Ms. Griffin, seconded by Mr. Sidebottom. Discussion: None.**

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

**7. PERSONNEL ACTION:**

- a. Approval of Personnel Resignations and Leaves - None

- 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 1097 and 1098.**

**Moved by Ms. Murphy, seconded by Mr. Natoli. Discussion: Mr. Colongeli asked for clarification on the two school monitor probationary appointments--specifically if they were filling a resignation, and the length of a probationary appointment.**

**Final Vote: Yes – 5, No – 1 (Colongeli), Abstain – 0. 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 2260 and 2261.**

**Moved by Ms. Griffin, seconded by Mr. Natoli. Discussion: Mr. Colongeli asked if the positions on this schedule were tenured position. He called attention to an article in tonight's *Cortland Standard* "NY Hikes Teachers' College Admission Standards". Until the new qualifications are in place, he recommended taking a slow, easy passage going forward on granting tenure.**

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

**8. LEADERSHIP REPORTS:** There were no reports this evening.**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**

Ms. Van Donsel reminded members that the October 8 Board meeting will be held at Virgil School.

**11. ADJOURNMENT**

**As there was no further business to discuss, Ms. Van Donsel asked for a motion to adjourn the Regular meeting at 7:36 p.m. and move on to a Board work session to develop goals.**

**Moved by Ms. Griffin, seconded by Mr. Sidebottom.**

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

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Ms. Margaret Baccaro, Clerk

*Ms. Murphy departed at 8:30 p.m.*

**In accordance with Public Officer's Law Section 96, Subdivision 1, Mr. Natoli called for an Executive Session at 8:45 p.m. to discuss the employment history of a particular person.**

**Moved by Mr. Natoli, seconded by Mr. Colongeli.**

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

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

**Moved by Ms. Griffin, seconded by Mr. Sidebottom to adjourn Executive Session.**

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

A Regular Meeting of the Board of Education was held on Tuesday, October 08, 2013 at the Virgil Elementary School, 1208 Church Street, Cortland, New York.

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

**Absent:** Ms. Margaret Baccaro, Clerk

**Also Present:** Ms. Judi Riley, Assistant Superintendent for Pupil and Personnel Services; Ms. Kristie Bliss, Director of Curriculum and Instruction; Mr. Stephen Littlefield, Interim Director Business Services; Cortland Standard Representative; School and Community Representatives; and Ms. Cindy Dann, Clerk Pro tem

**1. CALL TO ORDER and PLEDGE OF ALLEGIANCE:**

Ms. Van Donsel called the meeting to order at 7:05 p.m., and the Pledge of Allegiance was recited.

Ms. Van Donsel welcomed the Virgil School PTO and staff and thanked them for providing refreshments.

Ms. Van Donsel introduced Mr. Stephen Littlefield, who will be serving as Interim Business Official for the District.

Ms. Van Donsel asked Ms. Lisa Kaup, Virgil Elementary School Principal, to introduce a group of Virgil students that presented a Constitution Play.

Ms. Kaup thanked the Virgil PTO and parents including Hollenbeck's for providing the refreshments for the evening. Ms. Kaup provided a handout and a brief overview of how important Constitution Day is at Virgil Elementary School. Ms. Kaup introduced Mr. Nathan MacLean, teacher at Virgil Elementary School. Mr. MacLean explained how the play evolved and then eight students, Cordelia Bair, Jadan Barber, Cailea Goodfellow, Daniel Lemon, Hunter Sherman, Madeline Tenkate, Jordan Vail and Alexandra Zacek from Grade 5 presented a Constitution Play which drew a standing ovation.

**2. 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).

Kristy Alberry, Grade 3 teacher Smith Elementary School, thanked the Board for the new texts that have been provided. She then addressed the Board regarding the new modules. Ms. Alberry touched on her specific areas of concern, among them: To what extent is a teacher required to follow state-supplied modules? How much room is there for teaching students with different learning needs? A 60-minute lesson easily turns into a 90-minute lesson and reduces the amount of time available for science and social studies. Ms. Alberry extended an invitation to the Board to visit her classroom and observe a module lesson plan in action. By a show of hands, the majority of the Board indicated that they would visit. Board members commented on their own concerns with Common Core implementation.

*Ms. Van Donsel skipped to the presentations 3a and 3b.*

c. Board Member Reports

1) BOE Policy Committee Meeting of October 8, 2013 – *Tabled.*

2) BOE Audit Committee Report of September 19, 2013 – *Tabled.*

d. NYSSBA 2013 Annual Business Meeting - Discussion of Resolutions

Members discussed and voted their position on proposed resolutions 11-20 to be voted on at the NYSSBA Annual Business Meeting. Ms. Van Donsel, the Board's voting delegate, will record the positions taken by our Board and vote accordingly at the Annual Business Meeting on October 26, 2013.

**3. PRESENTATIONS:**

a. Positive Choices Program – Mr. Jason Gooley, Owner of Mark's Pizzeria along with the manager from the local store provided a brief overview of the Positive Choices program. Mark's Pizzeria, for a second year, has donated coupons for students to receive free pizzas for making positive choices. Each building received enough coupons to recognize one student per grade level per month. As a business owner, this is a \$5,000 donation each year for the Homer and Cortland School Districts.

b. Transition to Common Core Learning Standards – Ms. Kristie Bliss, Director Curriculum and Instruction, provided an overview of the District's transition to the CCLS (Common Core Learning Standards). Board members and audience members asked several questions. Mr. Hoose voiced his appreciation for how hard the teachers have worked to implement the CCLS.

Ms. Van Donsel returned to items 2c and 2d

4. **CONSENT ITEMS:**

- a. Minutes of September 24, 2013 Regular Meeting - *Tabled*
- b. CSE/CPSE (Committee on Special Education/Committee on Pre-school Special Education) Recommendations  
610261366, 607001049, 607000422, 610307161, 610308397, 607001053, 607001011, 607000393, 610374601, 607000896, 607000897, 610273493, 607001076, 610310806, 607001058, 607001043, 610252432, 610391558  
**RESOLVED, upon the recommendation of the Superintendent of Schools, to approve Consent Item b as presented.**

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

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

5. **OLD BUSINESS:** There was no old business to conduct this evening.

6. **NEW BUSINESS:**

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

**RESOLUTION: *Tabled.***

**Moved by Ms. Davis-Howard, seconded by Mr. Natoli. Discussion: None.**

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

- b. Approval of Surplus Auction Bid Awards

**RESOLVED, upon the recommendation of the Superintendent of Schools, that the Board of Education for the Cortland Enlarged City School District hereby accept the bid of \$6,200.00 for a 2004 Freightliner/Thomas 65 Passenger Bus #11 VIN 4UZAAXCS14CL82305. The high bidder was Mr. Omar Valles of San Diego, CA through his bid on the Auctions International website.**

**Moved by Ms. Griffin, seconded by Ms. Davis-Howard. Discussion: None**

**Final Vote: Yes – 7, No – 0, Abstain – 0. Motion carried.**

**RESOLVED, upon the recommendation of the Superintendent of Schools, that the Board of Education for the Cortland Enlarged City School District hereby accept the bid of \$6,900.00 for a 2004 Freightliner/Thomas 65 Passenger Bus #13. VIN 4UZAAXCS64CM70251. The high bidder was Mr. Charles Dipasquale of Mount Morris, NY through his bid on the Auctions International website.**

**Moved by Ms. Griffin, seconded by Mr. Sidebottom. Discussion: None**

**Final Vote: Yes – 7, No – 0, Abstain – 0. Motion carried.**

**RESOLVED, upon the recommendation of the Superintendent of Schools, that the Board of Education for the Cortland Enlarged City School District hereby accept the bid of \$6,500.00 for a 2004 Freightliner/Thomas 65 Passenger Bus #15 VIN 4UZAAXCSX4CM70253. The high bidder was Mr. Omar Valles of San Diego, CA through his bid on the Auctions International website.**

**Moved by Mr. Sidebottom, seconded by Mr. Natoli. Discussion: None**

**Final Vote: Yes – 7, No – 0, Abstain – 0. Motion carried.**

**RESOLVED, upon the recommendation of the Superintendent of Schools, that the Board of Education for the Cortland Enlarged City School District hereby accept the bid of \$7,500.00 for a 2005 Freightliner/Thomas 65 Passenger Bus #17 VIN 4UZAAXCS15CN77466. The high bidder was Mr. Omar Valles of San Diego, CA through his bid on the Auctions International website.**

**Moved by Ms. Davis-Howard, seconded by Mr. Natoli. Discussion: None**

**Final Vote: Yes – 7, No – 0, Abstain – 0. Motion carried.**

**RESOLVED, upon the recommendation of the Superintendent of Schools, that the Board of Education for the Cortland Enlarged City School District hereby accept the bid of \$1,075.00 for a 1997 Ford Pick Up Plow Truck #627 VIN 1FTHF26H8VEB69168 . The high bidder was Mr. Frank Ilacqua of Syracuse, NY through his bid on the Auctions International website.**

**Moved by Ms. Griffin, seconded by Ms. Murphy. Discussion: None**

**Final Vote: Yes – 7, No – 0, Abstain – 0. Motion carried.**

- c. Approval of Field Placement Agreement between Cortland Enlarged City School District and SUNY College at Cortland Department of Communication Disorders and Sciences, through June 30, 2014

**RESOLVED, upon the recommendation of the Superintendent, to approve the Field Placement Agreement between Cortland Enlarged City School District and SUNY College at Cortland Department of Communication Disorders and Sciences, through June 30, 2014, as presented.**

**Moved by Ms. Davis-Howard, seconded by Mr. Sidebottom. Discussion: None**

**Final Vote: Yes – 7, No – 0, Abstain – 0. Motion carried.**

- d. Approval of Transportation Agreement between Cortland Enlarged City School and Homer Central School District

**RESOLVED, upon the recommendation of the Superintendent, to approve the Transportation Agreement between Cortland Enlarged City School and Homer Central School District for sharing Director of Transportation Services as presented.**

**Moved by Ms. Griffin, seconded by Mr. Sidebottom. Discussion: None**

**Final Vote: Yes – 7, 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 11.19.**

**Moved by Ms. Davis-Howard, seconded by Mr. Natoli. Discussion: None.**

**Final Vote: Yes – 7, 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 Schedule of Appointment 1099.**

**Moved by Ms. Davis-Howard, seconded by Ms. Murphy. Discussion: Mr. Colongeli asked for an explanation/differences of the titles Teacher Aide, Teaching Assistant and Substitute Teacher. Mr. Hoose provided a brief descriptor of each.**

**Final Vote: Yes – 7, No – 0, Abstain – 0. 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 2262, 2263 and 2264.**

**Moved by Mr. Natoli, seconded by Ms. Murphy. Discussion: None.**

**Final Vote: Yes – 7, No – 0, Abstain – 0. Motion carried.**

## 8. LEADERSHIP REPORTS:

- a. Director of Business Operations

1) Focus on State Aid Submission – Mr. Littlefield reported that attendance, building and transportation reports have been submitted and have received initial review by SED, and final financial reports are due to be submitted by the end of the week.

- b. Assistant Superintendent for Pupil and Personnel Services

1) DASA (Dignity for All Students Act) Overview which is part of the Code of Conduct. Ms. Riley provided a handout (district form) and explained that each building handout is updated with their own building information.

2) Recruitment Update – Ms. Riley acknowledged that with the personnel appointments this evening, this year's recruitment is closed out. She expressed her thanks for all involved in the hiring process that began in April, and announced that we officially have our full team!

- c. Director of Curriculum and Instruction - None

- d. Superintendent

1) Capital Project Change Order Summary - Mr. Hoose provided a brief explanation of Change Orders PC-031, PC-032, EC-04, EC-044, and EC-045, and mentioned that we are nearing the end of the project.

2) NYSSBA - Mr. Hoose shared that there are several NYSSBA Invitations to consider:

(a) October 24 – TetraTech

(b) October 25 – LaBella Associates, SEI Design Group, King and King

Mr. Sidebottom asked if there were ethical issues and Mr. Hoose explained that there is not.

*Mr. Hoose welcomed Mr. Brian Freeman, Director of Business Services.*

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

Mr. Michael Buchalla, parent, described his daughter's frustration in the classroom and explained his displeasure with the speed with which NYS is implementing changes. He asked how many board members were planning to visit Ms. Alberry's classroom. Mr. Natoli, former math teacher, is interested to see the modules in action. Mr. Hoose added that parents may obtain more information by viewing the EngageNY website.

**10. NEXT MEETING AGENDA REVIEW**

- Two tabled items – 4a and 6a
- Mr. Hoose announced that the budget process will be starting soon. Beginning November 12, there will be a one hour budget workshop prior to Board meetings. All are welcome to attend.
- Ms. Murphy would like to make sure that all building principals are aware that Kudos Korner exists as there are so many good things happening in our buildings. Mr. Hoose will remind administrators at the next Leadership Council meeting.

**11. EXECUTIVE SESSION**

**In accordance with Public Officer's Law Section 96, Subdivision 1, Ms. Van Donsel called for an Executive Session at 8:48 p.m. to discuss the medical, financial, credit, or employment history of a particular person.**

**Moved by Ms. Davis-Howard, seconded by Ms. Griffin. Discussion: none**

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

**The Executive Session adjourned at 9:40 p.m.**

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

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

**12. ADJOURNMENT**

**As there was no further business to discuss, Ms. Van Donsel asked for a motion to adjourn the Regular meeting at 9:40 p.m.**

**Moved by Mr. Natoli, seconded by Ms. Griffin. Discussion: none**

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

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Ms. Cindy Dann, Clerk Pro tem

**Cortland Enlarged City School District  
Professional Development Plan**

<b>District Name:</b>	Cortland Enlarged City School District		
<b>BEDS Code:</b>	110200001000		
<b>Superintendent:</b>	Michael Hoose		
<b>Address:</b>	One Valley View Drive Cortland NY 13045		
<b>Phone:</b>	(607) 758-4125	<b>Fax:</b>	(607) 758-4109
<b>Year(s) Plan is Effective:</b>	September 2013 – September 2016 Revised July 2013		

<b>Composition of Professional Development Team(s)</b>			
<b>District Team (Required)</b>		<b>School Team(s):</b> <i>N/A</i>	
3	# administrators/staff	_____	# administrators/staff
7	# teachers	_____	# teachers
3	# others (specify roles below)	_____	# others (specify roles below)
<i>[one parent/one higher education/one teachers center]</i>			

Number of school buildings in district: 6  
 Number of school-based professional development teams: none  
 Indicate how school team(s), if any, will be represented on district team: N/A

<b>District Professional Development Team</b>	
<b>Representative</b>	<b>Area of Representation</b>
Avery, Karen 3-Year Term - Expires June 2014	Reading / Department Liaison Virgil Elementary School
Bliss, Kristie Chairperson	Director of Curriculum & Instruction Kaufman Center
Calzolaio, Bonnie 3-Year Term - Expires June 2014	Teachers Center Representative Director Cortland-Homer-McGraw Teachers Center
Contento, Angela 3-Year Term - Expires June 2014	Special Education Teacher Cortland Jr./Sr. High School
Fitzgerald-Spiehs, Eileen 3-Year Term - Expires June 2016	CUT President 4 <sup>th</sup> Grade, Virgil Elementary School
Geiger, Loreen 3-Year Term - Expires June 2014	Parent Representative Randall Elementary School/Cortland Jr./Sr. High School
Haskins, Judi 3-Year Term - Expires June 2014	Kindergarten Teacher F.E. Smith Elementary School
Johnson, Amy 3-Year Term - Expires June 2014	Health Education Teacher Cortland Jr./Sr. High School
Kaup, Lisa 3-Year Term - Expires June 2014	Principal Virgil Elementary School
Mack, Joe 3-Year Term - Expires June 2016	10-12 Principal Cortland Jr./Sr. High School
Spaulding, Jennifer 3-Year Term - Expires June 2016	Speech Therapist F.S. Barry Elementary School
Swanson, Katie 3-Year Term - Expires June 2016	Special Education Teacher Alton B. Parker Elementary School
Tellaeche, Sylvia 3-Year Term - Expires June 2014	5 <sup>th</sup> Grade Teacher Virgil Elementary School



## Professional Development Planning Team

1. If school teams are not represented on the district professional development team, describe briefly how the district plan will ensure that the needs of schools in the district are met.
  - *Needs assessment at each building as outlined in Attachment 1*
  - *This team will represent the buildings with a minimum of one representative per building serving on the team.*

### 2. Scope of Professional Development Team Responsibility:

The professional development team will be involved in (check all that apply):

- |                                     |                                |                                     |                           |
|-------------------------------------|--------------------------------|-------------------------------------|---------------------------|
| <input checked="" type="checkbox"/> | goal setting                   | <input checked="" type="checkbox"/> | needs analysis            |
| <input checked="" type="checkbox"/> | plan implementation            | <input checked="" type="checkbox"/> | evaluation/modifying plan |
| <input checked="" type="checkbox"/> | resource allocation            | <input checked="" type="checkbox"/> | objective-setting         |
| <input type="checkbox"/>            | planning/developing activities |                                     |                           |

3. On average, please identify the number of hours a teacher will be involved with professional development on an annual basis. This may include the planning, delivery, application and/or evaluation of professional development activities.

*Our Professional Development Team reached consensus that on average teachers should spend a minimum of thirty-five (35) clock hours per year on professional development.*

## Needs/Data Analysis for Professional Development Plans

1. Describe how the professional development plan is aligned with New York learning standards and assessments, student needs and is articulated within and across grade levels.

*Our plan for professional development focuses on criteria, which are directly aligned to the NYS learning standards CCLS. The primary assessment tools used are the District NYS School Report Card and individual school report cards. These assist us with evaluation of student performance and target specific professional development needs. Curriculum and staff development activities are developed and articulated across grade levels on a yearly basis.*

*Curriculum is aligned to New York State standards using CCLS curriculum templates and targets student needs which are used to determine professional development.*

*Curriculum and instructional programs are linked to New York State assessments and student needs. Technology continues to support instruction as well as target student needs as an assessment tool.*

*The CECSD (Cortland Enlarged City School District) has provided in-depth professional development in the Responsive Classroom philosophy for all K-6 faculty and administration. This philosophy has facilitated the development of a safe, caring community. We continue to be involved with the National School Health/Wellness Initiative. Student test data is being reviewed and analyzed and key ideas are targeted for further staff development. The CECSD faculty is working to see that its curriculum is aligned with State core curriculum and is realigning its assessments. We are proud of the national, state, and regional awards received by our music and art departments.*

2. Describe how the professional development plan is continuous, reflecting a multi-year approach to improve student performance.

*This professional development plan is continuous, and reflects a multi-year approach to improve student performance by annually:*

- *Revising the District's curriculum alignment with State standard/CCLS and assessments.*
- *Submitting faculty annual goals Professional Learning Plan which are reviewed semi-annually in accordance with the CECSD APPR plan.*
- *Developing faculty and department goals directly related to State Education Department initiatives, State assessments, and student achievement.*
- *Implementing goals and action plans set forth by shared decision making teams.*
- *Encouraging staff to submit staff development and curriculum writing proposals throughout the year.*

3. Identify how the data used supports the goals, objectives, strategies and activities in the Professional Development Plan.

*Professional development programs encompass activities to enhance professional growth and student achievement. Such activities may include individual development, continuing education, collaboration, action research, study groups, portfolios, peer coaching and mentoring.*

*The data used to evaluate staff development is collected from a professional needs assessment and student performance results as reported in the district and individual school report cards. The plan is developed from student achievement data and/or staff interests.*

## **Attachment I - Needs Assessment Sources Used**

Indicate the sources you used and include any additional detail needed to identify the basis of your needs analysis.

- ✓ **School Report Card**
- ✓ **New York: The State of Learning (Chapter 655 Report)**
- ✓ **BEDS (Basic Educational Data System) data**
- ✓ **Student performance results disaggregated by ethnicity, gender, SES (Social Economic Status), and other special needs**
- ✓ **State benchmarks for student performance**
- ✓ **Longitudinal student data**
- ✓ **Teacher surveys**
- ✓ **Curriculum surveys**
- ✓ **Teacher assessments**
- ✓ **Annual APPR Goals**
- ✓ **Shared Decision Making Team Plans and Surveys**
- ✓ **Cortland Enlarged City School District Professional Development Survey (Annual)**
- ✓ **Dial-4 Parent Survey**
- ✓ **Building Climate Surveys**
- ✓ **Assessments**

## Attachment II - Needs Assessment Sources Used

Congruence between student and teacher needs and district goals and objectives will determine plan priorities.

*The annual process of developing district goals and objectives involves input from various committees across the district. Some examples of these committees include, but are not limited to, grade level meetings, department meetings chaired by our curriculum leaders. Individual teachers and collective groups are encouraged to submit proposals for the Professional Development Committee to review and make recommendations for inclusion in the District budget. As one looks at the Cortland Enlarged City School District's priorities for any given year, and looks at the staff development plan for the year, one will see that there is a definite correlation between the major priorities and the major areas of professional development. As the individual teachers and committees give input towards the development of priorities, they are asked to keep in mind student performance on local and State assessments and identify areas of needed improvement through analysis of disaggregated data of student performance over time. The District has always looked at a three to five-year picture of student performance on any given assessment as it is a better reflection than results in any given year.*

*The other major initiative reflected in the district's goals and objectives is not a local initiative, but rather reflects mandates and new requirements from the State Education Department, Federal No Child Left Behind legislation and/or the Board of Regents and Commissioner of Education. A high level of staff development is required to support teachers to become familiar with these assessments, to realign local curricula with the State core curricula NYSL/CCLS, and to develop parallel tasks that mirror the New York State assessments.*

*Therefore, our Professional Development Plan is a true reflection of congruency between student and teacher needs and goals and objectives as stated in this plan.*

### Attachment III – District Resources

What professional development funds, staff resources, external professional development providers, and other human and fiscal resources are available or may be developed in your community?

Identify the internal and external resources you will use to help you meet your goals (check all that apply):

**Fiscal resources:**

- ✓ *Title I*
- ✓ *Title II A*
- ✓ *VESID Grant*

**Staff resources:**

- ✓ *Responsive Classroom/School Cadre Teachers*
- ✓ *APPR*
- ✓ *Exemplary Teachers*
- ✓ *Aligned Administrator*
- ✓ *Safety Compliance Officer*
- ✓ *Curriculum Leaders/Instructional Supervisors/Grade Level Leaders*

**Providers:**

- ✓ *Institutions of Higher Education:*
  - TC3*                      *Ithaca College*                      *Cornell University*                      *LeMoyne College*
  - SUNY Cortland*                      *Syracuse University*                      *Binghamton University*
- ✓ *Cortland/Homer/McGraw Teachers Center*                      *Dryden/Tompkins/Cortland Teacher Center*
- ✓ *BOCES:*
  - SQS (School Quality Services)*                      *BETAC (Bilingual/ESL Technical Assistance Center)*
  - SETRC (Special Education Training Resource Center)*

**Community:**

- ✓ *Major employers*
- ✓ *Community-based organizations:*
  - Cornell Cooperative Extension*                      *American Cancer Society*                      *American Veterans Association*
  - American Heart Association*                      *Lime Hollow Nature Center*                      *American Lung Association*
  - Communities That Care*                      *NY Soil & Water Conservation Prevention Center*
- ✓ *School-to-Work*                      *Work Study*

**Parents:**

- ✓ *PTO/PTA*
- ✓ *Shared Decision Making Teams*

**Local/State Agencies:**

- ✓ *Department of Social Services*
- ✓ *JM Murray Center*
- ✓ *Law Enforcement Agencies*
- ✓ *County Health Department*

Please identify any funds the district has received for professional development which are not used to implement this plan, and why.

*Competitive grant funds that were not yet awarded at the time the plan was developed are not included.*

## Attachment IV – Implementation Plan

### Goal #1: Improve effectiveness of district professional development by building learning communities.

Objective #1: Increase staff awareness and use of effective research and proven practices for student achievement.					
Strategy(ies)	Activity(ies)	Who	Timeframe (when, how long)	Performance Measure/Data Source	
1. Identify the components of professional learning communities.	Use research to identify components	Professional Development Committee (PDC)	Fall 2013	<ul style="list-style-type: none"> <li>Compiled summary of findings</li> </ul>	
2. Increase staff awareness of the purpose and components of professional learning communities.	Provide brief summaries using essential questions	PDC	Fall 2013	<ul style="list-style-type: none"> <li>Copies of summaries with provided links to work sited.</li> </ul>	
3. Creating systematic opportunities for sharing.	Creating group norms	PDC/Grade Level Leaders/Department Leaders	On-going	<ul style="list-style-type: none"> <li>Completion of group norm tool</li> </ul>	
Objective #2: Document how professional learning communities have been implemented within the district.					
Strategy(ies)	Activity(ies)	Who	Timeframe (when, how long)	Performance Measure/Data Source	
1. Identify goals and purposes of existing professional learning communities (PLC) within the district.	Questionnaires		By November 1 <sup>st</sup>	<ul style="list-style-type: none"> <li>Completion of questionnaires</li> </ul>	
2. Analyze professional learning communities (PLC) for gaps and overlaps.	Create a PLC organizational chart	Professional Development Committee	By the end of the 1 <sup>st</sup> Semester	<ul style="list-style-type: none"> <li>Completed organizational chart</li> </ul>	
3. Streamline the organization and communication of existing professional learning communities (PLC).	Analyze the goals and responsibilities of existing PLC	Professional Development Committee	On-going	<ul style="list-style-type: none"> <li>Create a new organizational chart</li> </ul>	
4. Create new PLC to fill gaps	Creation of the new Professional Learning Communities	Staff	On-going	<ul style="list-style-type: none"> <li>Organizational chart</li> </ul>	

**Attachment V – Evaluation Plan**

Goal #1	Objective #	Evaluation Plan	Performance Measure/Data Source/Timeline
<p><i>Improve effectiveness of district professional development by building learning communities.</i></p>	<p><i>1. Increase staff awareness and use of effective research and proven practices for student achievement.</i></p>	<p><i>Survey staff using professional needs assessment</i></p>	<ul style="list-style-type: none"> <li>▪ <i>Distributed copies of summaries with provided links to work sited.</i></li> <li>▪ <i>Completion of Group Norm Tool</i></li> </ul>
	<p><i>2. Document how professional learning communities (PLC) have been implemented within the district.</i></p>	<ul style="list-style-type: none"> <li>▪ <i>Staff questionnaires</i></li> <li>▪ <i>Creation of an organizational PLC chart.</i></li> </ul>	<ul style="list-style-type: none"> <li>▪ <i>Completion of questionnaires</i></li> <li>▪ <i>Completed organizational charts</i></li> </ul>

## Attachment VI – Implementation Plan

**Goal #2: Provide instructional staff with on-going professional learning opportunities to meet instructional and district goals.**

Objective #1: Provide staff with a systematic approach to reflect on student work.				
Strategy(ies)	Activity(ies)	Who	Timeframe (when, how long)	Performance Measure/Data Source
1. Offer multiple sources of information and a variety of adult learning.	Online courses, workshops, consultants, in-depth research projects	Facilitators, staff development providers, BOCES, Administration, Director of Curriculum and Instruction.	Continuous offerings	<ul style="list-style-type: none"> <li>▪ Staff evaluations and feedback</li> <li>▪ Professional Development Needs Assessment and surveys</li> <li>▪ Participation in National Board Certification process</li> </ul>
2. Analyze student data.	Review all available data	Staff within professional learning communities	On-going	<ul style="list-style-type: none"> <li>▪ Achievement tests</li> <li>▪ Benchmark tests</li> </ul>
Objective #2: Provide staff with a systematic approach to reflect on student work.				
Strategy(ies)	Activity(ies)	Who	Timeframe (when, how long)	Performance Measure/Data Source
1. Plan varied activities which apply the principles of learning to accommodate the individual needs of learners	Provide follow-up opportunities per self-directed and peer-based options, as well as, feedback within our APPR plan.	Supervisors, colleagues, curriculum leaders, consultants, and BOCES	Continuous offerings	<ul style="list-style-type: none"> <li>▪ Measure student performance through classroom assessment and observation</li> <li>▪ Self-Reflective Narrative and Administrative Summative Narrative</li> </ul>
2. Utilize the Professional Growth and Assessment Program (PGAP) and the Annual Professional Performance Review (APPR) to provide on-going feedback	Model teaching experiences, staff and peer study groups, collaborative teaching, mentoring, and professional learning communities.	Supervisors, colleagues, curriculum leaders, consultants, and BOCES	On-going	<ul style="list-style-type: none"> <li>▪ Achievement tests</li> <li>▪ Benchmark tests</li> </ul>



**Attachment VII –Evaluation Plan**

Goal #2	Objective #	Evaluation Plan	Performance Measure/Data Source/Timeline
<p><i>Provide instructional staff with ongoing professional learning opportunities to meet instructional and district goals.</i></p>	<p><i>1. Provide staff with systematic approach to reflect on student work.</i></p>	<ul style="list-style-type: none"> <li>▪ <i>Analyze feedback forms</i></li> <li>▪ <i>Analyze needs assessment surveys</i></li> <li>▪ <i>MLP Registration for National Board Certification</i></li> </ul>	<ul style="list-style-type: none"> <li>▪ <i>Feedback forms</i></li> <li>▪ <i>Needs assessment survey</i></li> <li>▪ <i>Participation Rate for National Board Certification</i></li> </ul>
	<p><i>2. Provide staff with exemplars to utilize district best practices.</i></p>	<ul style="list-style-type: none"> <li>▪ <i>Annual Professional Performance Review</i></li> <li>▪ <i>Staff developmental surveys</i></li> <li>▪ <i>Professional Growth and Assessment Program</i></li> </ul>	<ul style="list-style-type: none"> <li>▪ <i>Measure student performance through classroom assessment and observation</i></li> </ul>

## Attachment VIII – Implementation Plan

**Goal #3: Improve effectiveness of district professional development by establishing the connection between professional learning communities and student learning.**

<b>Objective #1: Promote reflection about how professional learning communities improve student learning.</b>					
Strategy(ies)	Activity(ies)	Who	Timeframe (when, how long)	Performance Measure/Data Source	
1. Design a yearly formative evaluation of the professional development program.	Building time for reflection into each professional learning opportunity.	Person(s) responsible for professional learning opportunity.	Within a month of participation	<ul style="list-style-type: none"> <li>▪ Participant reflection</li> </ul>	
2. Every three years summarize program for the purpose of identifying resulting changes in the classroom or school culture.	Study and review the professional learning reflections.  Collect and study relevant student data  Collect and study relevant staff data	Director of Curriculum and Instruction, Professional Development Committee, all participants  Director of Curriculum and Instruction, Professional Development Committee	Within a month of the initial reflections at PDC meetings  Every three years – September to June	<ul style="list-style-type: none"> <li>▪ Participant reflection and professional development goals</li> <li>▪ Student data sources</li> <li>▪ Staff data sources</li> </ul>	
<b>Objective #2: Develop a research-based professional learning community with clearly identified goals that directly relate to student achievement.</b>					
Strategy(ies)	Activity(ies)	Who	Timeframe (when, how long)	Performance Measure/Data Source	
1. As a result of the student data gathered in Objective#1, identify goals for improved student achievement.	Set short-term goals based on formative information.  Set long-range (3-year) program goals based on the summative, 3-year information.	Participants of relative professional learning communities.  Professional Development Committee (PDC)	Within a month of professional development  Every three years – September to June	<ul style="list-style-type: none"> <li>▪ Staff reflection</li> <li>▪ In conjunction with PDC goals.</li> </ul>	

<p><b>2. Study relevant educational research</b></p>	<p><b>Collect and share relevant educational research.</b></p> <p><b>Study and discuss relevant educational research.</b></p> <p><b>Include university partners and field experience graduate students and interns in research reviews.</b></p>	<p><b>Director of Curriculum and Instruction, Professional Development Committee and participants of Professional Learning Communities.</b></p> <p><b>Professional Learning Communities</b></p>	<p><b>Yearly</b></p>	<ul style="list-style-type: none"> <li>▪ <b>Professional publications and other resources, CECSD list serves.</b></li> <li>▪ <b>Reflections of the PLC's</b></li> <li>▪ <b>List of participants in PLC's</b></li> </ul>
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**Attachment IX – Evaluation Plan**

Goal #3	Objective #	Evaluation Plan	Performance Measure/Data Source/Timeline
<p><i>Improve effectiveness of district professional development by establishing the connection between professional development and student learning.</i></p>	<p><i>1. Promote reflection about how professional development improves student learning.</i></p>	<p><i>Share and discuss participant reflections as they relate to professional goals and student learning.</i></p> <p><i>Collect and student relevant student and staff data.</i></p>	<p><i>On-going – formative evaluations and goal-setting</i></p> <p><i>Every three years – summative evaluation goal-setting.</i></p>
	<p><i>2. Develop a research-based professional development plan with clearly identified goals that directly relate to student achievement.</i></p>	<p><i>Based on PDC reflection and data analysis, identify short-term and long-term goals for improved student achievement.</i></p> <p><i>Student relevant educational research</i></p> <p><i>Every three years design a professional development program that achieves our goals to improve student achievement</i></p>	<p><i>Staff reflections and discussions</i></p> <p><i>Student and staff data sources</i></p> <p><i>College and university date sources</i></p> <p><i>Professional publications and other sources</i></p> <p><i>Completed Professional Development Plan</i></p>

## **Statement of Assurances**

**School District:** Cortland Enlarged City School District

**BEDS Code:** 110200001000

### **SCHOOL DISTRICT PROFESSIONAL DEVELOPMENT PLAN STATEMENT OF ASSURANCES**

**The superintendent certifies that:**

- **Planning, implementation and evaluation of the professional development plan were conducted by a professional development team that included teachers, administrators, and others identified in the plan.**
- **The plan focuses on improving student performance and teacher practice as identified through data analysis.**
- **The plan describes professional development that:**
  - is aligned with state content and student performance standards;**
  - is articulated within and across grade levels;**
  - is continuous and sustained;**
  - indicates how classroom instruction and teacher practice will be improved and assessed;**
  - indicates how each teacher in the district will participate; and**
  - reflects congruence between student and teacher needs and district goals and objectives.**
- **The plan indicates an evaluation of the effectiveness of the professional development and a mechanism to adjust activities based upon the evaluation.**
- **The plan or the annual update to the plan was adopted at a public meeting by the Board of Education.**

\_\_\_\_\_  
**Signature (Superintendent of Schools)**

\_\_\_\_\_  
**Date**

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cc: Professional Development Committee 7/23/13

Cabinet

Leadership Council

Board of Education 10/8/13

Faculty

7a-c

**SCHEDULE OF RESIGNATIONS AND LEAVES**

ADMINISTRATORS, INSTRUCTIONAL AND NON-INSTRUCTIONAL STAFF  
School Year 2013-14

Schedule Number: 11.20  
Board Meeting Date: October 22, 2013  
Color: White

**A. Approval of Personnel Resignations and Leaves**

**INSTRUCTIONAL PERSONNEL:**

RESIGNATION	POSITION	ORIGINAL APPOINTMENT	RESIGNATION DATE	REASON

**NON-INSTRUCTIONAL PERSONNEL:**

RESIGNATION	POSITION	ORIGINAL APPOINTMENT	EFFECTIVE DATE	REASON
Calhoun, Ethel	Keyboard Specialist	08/29/2011	10/23/2013	Resignation.

**INSTRUCTIONAL/NON-INSTRUCTIONAL PERSONNEL:**

LEAVE OF ABSENCE	POSITION	ORIGINAL APPOINTMENT	LEAVE DATES	REASON
Marsh, Samantha	Reading Teacher	09/01/2008	11/04/2013 – 11/19/2013	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

## Non-Instructional Substitute Personnel

### To Fix Salaries and Schedule Conditions for the School Year 2013-14

Schedule Number: 1100

Board Meeting Date: October 22, 2013

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	Remarks
Calhoun	Ethel	Keyboard Specialist	\$10.10	Effective 10/24/2013

## SCHEDULE OF APPOINTMENTS

### ELEMENTARY & SECONDARY SUBSTITUTE TEACHERS/TUTORS 2013-14

Schedule Number: **2265**  
Board Meeting Date: **October 22, 2013**  
Color: **Yellow**

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

<b>Name</b>	<b>Title</b>	<b>List</b>	<b>Daily Rate</b>	<b>Remarks</b>
Lee, Victoria	Substitute Teacher	A	\$87.00	Retroactive to 10/10/13
Vonholt, Victoria	Substitute Teacher	A	\$87.00	
Simonet, Cynthia	Substitute Teacher	A	\$87.00	
Reeves, Michele	Substitute Teacher	A	\$87.00	
Stark, Lynn	Substitute Teacher	B	\$77.00	
DeRado, Elaine	Substitute Teacher	B	\$77.00	
Aspinwall, Breck	Tutor		TBD	
Brady, Philomena	Substitute Teacher	B	\$77.00	
Brady, Philomena	Teaching Assistant	B	\$69.00	
Warwick, Michelle	Substitute Teacher	B	\$77.00	
Warwick, Michelle	Teaching Assistant	A	\$77.00	
Hulslander, Beth	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: **2266**  
Board Meeting Date: **October 22, 2013**  
Color: **Blue**

<b>NAME</b>	<b>TITLE</b>	<b>VARSIITY/JV JUNIOR HIGH</b>	<b>SPORT</b>	<b>BOYS/ GIRLS</b>	<b>AMOUNT</b>
Darrow, Zachary	Head Coach	Varsity	Bowling	Boys/Girls	\$ 2325
Dillingham, Gary	Vol. Assistant Coach	Modified	Wrestling	Boys	\$ Volunteer
Brown, Jamie	Vol. Assistant Coach	Varsity	Basketball	Girls	\$ Volunteer
Komanecky, Steve	Vol. Coach	Varsity	Ice Hockey		\$ Volunteer

**Co-Curricular Appointments**  
**To Fix Salaries and Schedule Conditions for the School Year 2013-14**

Schedule Number: **2267**  
Board Meeting Date: **October 22, 2013**  
Color: **Green**

<b>TITLE</b>	<b>APPOINTMENT</b>	<b>YR</b>	<b>AMOUNT</b>	
Winter Color Guard Head Instructor	Jodi Barner-Nageotte	11	\$	2,450.00
Winter Color Guard Assistant Instructor	Michelle Browngardt	6	\$	1,005.00