

**CORTLAND ENLARGED CITY SCHOOL DISTRICT**  
**Board of Education Meeting – Tuesday, January 14, 2014 at 7:00 p.m.**  
**F.E. Smith Elementary School, 33 Wheeler Ave., Cortland NY**

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A Regular Meeting of the Board of Education was held on Tuesday, January 14, 2014 at the F.E. Smith Elementary School, 33 Wheeler Ave., Cortland, New York.

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

**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; Cortland Standard Representative; School and Community Representatives; and Ms. Margaret Baccaro, Clerk

**6:00 – 6:30 p.m. – Board Budget Workshop**

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.
2. **COMMUNICATIONS and RECOGNITION:**
  - a. Kudos Korner
    - 1) David Darrow  
Mr. David Darrow was recognized for going “above and beyond” by volunteering to assist Jr.-Sr. High School administrators, in addition to his teaching and coaching duties, during our assistant principal search. His dedication to our students and staff is truly extraordinary. Mr. Darrow was presented with the Board’s 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) BOE Audit Committee –Mr. Hoose reported that the committee met on December 18, 2013 and reviewed the draft external audit performed by Raymond F. Wager, CPA, PC an outside firm. Once the draft is finalized, it will be presented to the Board.
    - 2) BOE Policy Committee – Mr. Natoli reported that the past several meetings have had to be canceled. The next scheduled meeting is January 21, 2014.
    - 3) BOE Facilities Committee – Mr. Freeman reported that the committee had met on December 12, 2013 and January 9, 2014 with the Capital Project architects and construction managers to review the current status of the project and set priorities for remaining funds. The total of available funds remaining is \$2.3 million.
    - 4) BOE Goal Setting Workshop –Ms. Van Donsel shared a draft of the goals written at the January 3, 2014 workshop. Members expressed that they were very satisfied with the progress they had made on their goal setting. Members were asked to review the draft and forward any changes to Mr. Hoose.
    - 5) Dr. Bill Daggett Presentation: Leading Change During Challenging Times – Ms. Murphy reported she had attended this presentation along with Mr. Hoose, and a group from the District. She shared that Dr. Daggett was an excellent, inspiring motivational speaker. He spoke with conviction about changes that need to be made in public education to allow students to be more competitive in the marketplace, and to adequately prepare them for success in their future and career experiences. There are plans to have Dr. Daggett present at a professional development day in September.
3. **PRESENTATIONS:**
  - a. **ELA Project - Fourth Grade Student Demonstration**  
Ms. Angela Wanish, Smith School Principal, welcomed the Board and audience members to Smith School. She announced that Ms. Annete Herbert, Smith School Library Media Specialist, would be demonstrating an ELA project with a group of fourth graders. Ms. Wanish explained that the common core calls for instructional shifts. One of the ELA shifts is a close read with students engaging in reading more deeply, and the fourth graders would be demonstrating work they had done on this. Ms. Herbert, introduced Mason Clarke, Nathan West, Theron Spencer, Zane Warren, Kellen Vollers, Aiden Mead, Aayliana Van Dee, Hannah Swisher, and Logan Doughty. Using the Pledge of Allegiance as their primary source document, the students presented two projects sharing their knowledge of the Pledge and

what the document means to them. Members applauded the students for their demonstrations and Ms. Herbert for assisting her students with the presentation.

b. **Raptor School Visitor Management Software**

Ms. Denise Fox, Information Systems Administrator, provided an overview of Raptor vSoft, the District's newly installed visitor management software. She explained that using a driver's license, or other state issued ID, vSoft instantly screens for registered sex offenders and can also screen for individuals with restraining orders, custody issues, or for any custom alert. When a visitor is cleared, vSoft prints a badge with the visitor's name, photo, date and time, and destination. If a potential threat is identified, the Raptor system sends instant alerts to designated officials, including administrators and law enforcement, via email, text messaging and/or page. The program is accessible from any workstation with a high speed Internet connection, even off-site computers. This is especially important in emergency situations.

c. **Infinite Campus Data Portal**

Ms. Denise Fox, Information Systems Administrator, explained that Infinite Campus is a web based student management system that serves as a district-wide data warehouse. She shared that the District plans to open the Infinite Campus Parent Portal piece of this system in the near future. The Parent Portal allows parents access to view different areas of information concerning their own children through the secure, password protected site. Some of those areas include: attendance, class schedule, homework, progress reports, report cards, and assessment results.

d. **First Quarter Academic Report**

Ms. Kristie Bliss, Director of Curriculum and Instruction, began the first quarter academic report by sharing data on elementary progress. She presented charts reflecting data gathered from report card grades showing percent passing, percent with mastery, and percent failing ELA, math, social studies, science and health. In addition Ms. Bliss provided a two-year history of students with high attendance. Next, Ms. Bliss reported on the academic progress for grades 7-12. She presented charts reflecting passing and mastery (85% or greater) in all core subjects, comparing data from the first quarter for the last five years as reference. She also provided charts reflecting the percent of students passing vs. failing courses, and a two-year history of students with high attendance. She summarized with a slide showing the 13-14 senior class and the percent expected to graduate with each diploma type. The collected data are used to target students that are at-risk.

4. **CONSENT ITEMS:**

a. Minutes of December 10, 2013 Regular Meeting

b. CSE/CPSE (Committee on Special Education/Committee on Pre-school Special Education)

Recommendations

607000501, 610354459, 610351024, 610307328, 607000768, 610394699, 607000402, 610366729, 610384661, 610336557, 610375288, 607001130, 610356999, 607000091, 607001198, 610346142, 607001242, 607000467, 607001068, 607000473, 607001122, 607000630, 610305697, 610342339, 607001166, 610320668, 607001020, 607001276, 610372054, 607001192, 607001164, 610372886, 607001084, 610350591, 607000082, 610381714, 607000971, 610310806, 610327908, 610363271, 610293747, 607001295, 607001200, 610283325, 610310917

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

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

**Final Vote: Yes – 6, No – 0, Abstain – 1 (Colongeli). Motion Carried.**

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

6. **NEW BUSINESS:**

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

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

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

**Final Vote: Yes – 6, 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 – September 2013  
**RESOLVED, upon the recommendation of the Superintendent of Schools, to approve Financial Reports dated September, 2013 as presented.**  
**Moved by Ms. Griffin, seconded by Mr. Natoli. Discussion: none**  
**Final Vote: Yes – 6, No – 0, Abstain – 1 (Colongeli). Motion Carried.**
- c. Financial Reports: Treasurer’s Report, Trial Balance, Revenues, Intrafund Transfers, Appropriations, Warrant, Claims Monthly Report – October 2013  
**RESOLVED, upon the recommendation of the Superintendent of Schools, to approve Financial Reports dated October, 2013 as presented.**  
**Moved by Ms. Murphy, seconded by Ms. Davis-Howard. Discussion: none**  
**Final Vote: Yes – 6, No – 0, Abstain – 1 (Colongeli). Motion Carried.**
- d. Certification of Teacher Lead Evaluator – School Year 2013-14  
**WHEREAS Ms. Kristie Bliss, Director of Curriculum and Instruction, is considered as a Certified Lead Evaluator for the 2013-2014 School Year, having participated in the Lead Evaluator Training provided by the OCM BOCES Network Team,**  
**RESOLVED THAT the Board of Education recognizes Ms. Kristie Bliss as Certified Lead Evaluator for the Annual Professional Performance Review.**  
**Moved by Mr. Natoli, seconded by Mr. Sidebottom. Discussion: none**  
**Final Vote: Yes – 7, No – 0. Motion Carried.**
- e. Acceptance of Proposal for Energy Performance Contract  
**RESOLVED, upon the recommendation of the Superintendent of Schools, to accept the proposal of C&S Companies of Syracuse, New York to perform the work of the energy performance contract described in a request for proposals dated November 15, 2013.**  
**Moved by Ms. Davis-Howard, seconded by Ms. Griffin. Discussion: none**  
**Final Vote: Yes – 6, No – 0, Abstain – 1 (Colongeli). Motion Carried.**
- f. Approval of Wall of Fame Dedication to Mr. John J. Pilato, Sr.  
**RESOLVED, upon the recommendation of the Distinguished Alumni Wall of Fame Committee and the Superintendent of Schools:**  
**WHEREAS, the Cortland Enlarged City School District seeks to honor those persons who by their service to the school district and to the Cortland community have earned such tribute; and**  
**WHEREAS, Mr. John J. Pilato, Sr. served as teacher, coach and Jr. High Principal of Cortland Jr.-Sr. High School from 1983 to 2004; and**  
**WHEREAS, Mr. Pilato was instrumental in establishing the Cortland High School Distinguished Alumni Wall of Fame to recognize and commemorate Cortland High School graduates who have made outstanding contributions in the areas of, but not limited to, education, sports, medicine, business, science/technology, government, civil service, religion, and performing arts;**  
**THEREFORE, IT IS HEREBY RESOLVED the Board of Education dedicates the Cortland High School Distinguished Alumni Wall to John J. Pilato, Sr. and approves an appropriate plaque be placed in a visible location upon its dedication in 2014.**  
**Moved by Ms. Murphy, seconded by Mr. Natoli. Discussion: none**  
**Final Vote: Yes – 7, No – 0. Motion Carried.**
- g. Declaration of Surplus Cafeteria Equipment  
**RESOLVED, upon the recommendation of the Superintendent of Schools, to declare one 1996 Blodgett kitchen steamer Serial #111698II005T as surplus per the Surplus Cafeteria Equipment memo dated January 9, 2014, as presented.**  
**Moved by Ms. Griffin, seconded by Mr. Sidebottom. Under discussion it was noted that this piece of equipment will be scrapped.**  
**Final Vote: Yes – 7, No – 0. Motion Carried.**
- h. Approval of Field Placement Agreement between Cortland Enlarged City School District and Keuka College, Division of Occupational Therapy, for 2013-14  
**RESOLVED, upon the recommendation of the Superintendent, to approve the Field Placement Agreement between Cortland Enlarged City School District and Keuka College Division of Occupational Therapy, for 2013-14, as presented.**

**Moved by Ms. Davis-Howard, seconded by Mr. Natoli. Discussion: none**  
**Final Vote: Yes – 6, No – 0, Abstain – 1 (Colongeli). 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 11.22.**

**Moved by Ms. Griffin, seconded by Ms. Murphy. Discussion: none**  
**Final Vote: Yes – 6, No – 0, Abstain – 1 (Colongeli). 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 1104 and 1105.**

**Moved by Mr. Sidebottom, seconded by Ms. Murphy. Discussion: none**  
**Final Vote: Yes – 6, 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 2274 and 2275.**

**Moved by Ms. Griffin, seconded by Mr. Natoli. Discussion: none**  
**Final Vote: Yes – 6, No – 0, Abstain – 1 (Colongeli). Motion Carried.**

- d. Authorize Reclassification of Office of District Treasurer

**WHEREAS, a vacancy exists in the Office of District Treasurer; and**

**WHEREAS, the office of District Treasurer as created by Education Law § 2503(15) authorizes a Board of Education to appoint a District Treasurer who shall hold office at the pleasure of the Board; and**

**WHEREAS, the Cortland County Civil Service Agency listed District Treasurer among the competitive titles, be it**

**RESOLVED, that the Cortland County Civil Service Agency is respectfully requested to classify the District Treasurer as an exempt position for the reasons stated herein, and it is further RESOLVED, that the Clerk of the Board shall forward a copy of this resolution to Cortland County Civil Service Agency.**

**Moved by Ms. Davis-Howard, seconded by Mr. Natoli. Discussion: none**  
**Final Vote: Yes – 6, No – 0, Abstain – 1 (Colongeli). Motion Carried.**

**8. LEADERSHIP REPORTS:**

- a. Director of Business Operations

1) Creation of Worker's Compensation Reserve – Mr. Freeman announced that he will be recommending the District establish and fund a Worker's Compensation Reserve to help offset future claims, charges, and cost increases associated with participation in the OCM BOCES Worker's Compensation consortium. He provided documentation to support the current liabilities the district has. He will offer a resolution to establish the fund at the January 28 Board meeting.

2) Capital Project Update – Mr. Freeman offered an overview of the status of the current capital project.

- b. Assistant Superintendent for Pupil and Personnel Services

1) OASAS (Office of Alcoholism & Substance Abuse Services) Site Review Report – Ms. Riley was pleased to report that she had been notified by the Office of Alcoholism & Substance Abuse Services that the District's School Based Primary Prevention Program site review was approved. The program is reviewed each year by the County to ensure the District maintains state and local requirements to continue receiving funding from this grant. Ms. Riley explained that the County serves as lead for this grant with the District as a subcontractor. *Project Northland* is an OASAS approved prevention-oriented program used in the District's health curriculum grades 6-8. The goals of *Project Northland* are to delay the age when young people begin drinking, reduce alcohol use among young people who have already tried drinking, and limit the number of alcohol-related problems of young people.

- 2) Cortland Counts Annual Meeting – Ms. Riley reported that she had attended the annual Cortland Counts Community Forum. She shared that since 2001, five local organizations and agencies have collaborated as the Community Assessment Team to create *Cortland Counts*, an annual “Report Card” on the health and well-being of our community. The Community Assessment Team is comprised of CC Health Department, CRMC, SUNY Cortland, Seven Valleys Health Coalition and the United Way for Cortland County. The focus of the event is to provide an overview of the community assessment.
- c. Director of Curriculum and Instruction – Ms. Bliss shared that she is very excited about the prospect of leading the curriculum writing and building a curriculum map. The administrative team is working on funding and human resources.
- d. Superintendent
  - 1) Change Order Summary Update on OCM BOCES Building Purchase – Mr. Hoose provided a review of two change orders relating to the Capital Project: EC-046 and HC-002.
  - 2) Current Initiatives – Mr. Hoose shared a summary of current initiatives in the District.
  - 3) OCM BOCES Facilities Referendum January 23, 2014 – Mr. Hoose shared that the Onondaga-Cortland-Madison BOCES has an opportunity to purchase the former Nationwide Building in the Town of Salina. Currently, OCM BOCES owns two facilities and leases eight more. A building purchase reallocates some of the current rental budget and allows those funds to be used to buy this building. There is a Referendum Vote on this purchase on January 23, 2014 from 10:00 a.m. to 8:00 p.m. The McEvoy Education Campus is the local voting location. Mr. Hoose encouraged all eligible voters to vote in favor of this purchase as the acquisition is a cost-effective purchase with no additional cost to districts.
- e. Board President – Ms. Van Donsel addressed the Board, announcing that she was resigning her position as Board president effective immediately. She noted that she had every intention of staying on the Board; however new career responsibilities, a family business and family commitments led to her decision. This was a surprise to all but Vice President Griffin whom Ms. Van Donsel had contacted before the meeting. Ms. Griffin expressed her appreciation for the work Ms. Van Donsel had contributed to the Board as president. She announced that she was not interested in stepping up as president, but submitted Melissa Davis-Howard as a replacement. Since a resolution had not been prepared, Superintendent Hoose thought it prudent to do a little research on the topic and open the next meeting with nominations.

9. **AUDIENCE PARTICIPATION:** There were no requests to address the Board

10. **NEXT MEETING AGENDA REVIEW**

The following item will be added to the January 28 agenda:

- Election of a Board President

11. **EXECUTIVE SESSION**

**In accordance with Public Officer’s Law Section 96, Subdivision 1, Ms. Van Donsel called for an Executive Session at 9:05 p.m. to discuss the medical, financial, credit, or employment history of a particular person.**

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

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

**The Executive Session adjourned at 9:50 p.m.**

**Moved by Mr. Sidebottom, seconded by Ms. Murphy. 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 9:50 p.m.**

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

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