

CORTLAND ENLARGED CITY SCHOOL DISTRICT
Board of Education Meeting – Tuesday, January 28, 2014 at 7:00 p.m.
Kaufman Center, 1 Valley View Drive, Cortland NY

A Regular Meeting of the Board of Education was held on Tuesday, January 28, 2014 at the Kaufman Center, 1 Valley View Drive, 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. Griffin called the meeting to order at 7:08 p.m., and the Pledge of Allegiance was recited.
2. **ELECTION OF OFFICER AND ADMINISTRATION OF OATH OF OFFICE**
 - a. Election of Officer and Administration of Oath of Office:
 - 1.) Nominations for President: Ms. Griffin called for nominations for Board President to serve for the remainder of the 2013-14 school year. Ms. Murphy nominated Ms. Davis-Howard. There were no further nominations.
RESOLVED, to elect Ms. Davis-Howard as President of the Board of Education for the remainder of the 2013-14 school year.
Moved by Mr. Colongeli, seconded by Mr. Sidebottom. No further discussion.
Final Vote: Yes – 7, No – 0. Motion Carried.
 - 2.) Administration of Oath of Office to Newly Elected President - Ms. Baccaro administered the Oath of Office to Ms. Melissa Davis-Howard.

Ms. Griffin turned the meeting over to the newly elected President. Ms. Davis-Howard thanked members for their vote of confidence, and asked that Ms. Griffin serve as chair for the meeting as she had laryngitis.

3. **EXECUTIVE SESSION**

In accordance with Public Officer's Law Section 96, Subdivision 1, Ms. Griffin called for an Executive Session at 7:12 p.m. to discuss collective negotiations pursuant to Article 14 of the Civil Service Law.

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

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

The Executive Session adjourned at 7:25 p.m.

4. **RECALL TO ORDER** – Ms. Griffin recalled the meeting to order at 7:26 p.m.

5. **COMMUNICATIONS and RECOGNITION:**

a. **Kudos Korner**

- 1.) Abbey Albright – January 8, 2014 Speaker at Gov. Andrew Cuomo's State of the State Address
The Board recognized Ms. Abbey Albright, Cortland Junior High math teacher, as one of two non-politicians to speak at Gov. Andrew Cuomo's State of the State address. Ms. Albright spoke as a newly minted "master teacher" under a program Gov. Cuomo announced during last year's State of the State.

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 Meeting January 15, 2014 – Ms. Davis-Howard reported that the committee had met to review resumes of the candidates for District Treasurer and to schedule interview times. They were very pleased with the candidate pool, and with the final candidate chosen as Treasurer.

- 2.) BOE Policy Committee Meeting – January 21, 2014 – Mr. Natoli reported the committee continued to work on policy revisions that are on hold pending consultation with administrators tied to those policies.
- 3.) CNYSBA Open Community Forum– Mr. Hoose shared information on the upcoming CNYSBA Open Community Forum February 5, 2014, 6:30 p.m., North Syracuse JHS Auditorium. Dr. Rick Timbs, Executive Director of the Statewide School Finance Consortium, will speak to the complexities of state aid and how school districts have been negatively impacted. Mr. Hoose and Mr. Freeman will attend. Others interested should contact Ms. Baccaro who will RSVP.

6. PRESENTATIONS:

a. **Independent Audit with Corrective Action Plan Fiscal Year 2012-13 – Raymond F. Wager, CPA, PC**

Mr. Thomas Lauffer, of the Raymond F. Wager accounting firm, presented an overview of the Independent Audit performed by his firm for the year ending June 30, 2013. He met with the Board of Education Audit Committee December 18, to review the draft audit report and management letter. Tonight, members received the official audit report (submitted to SED and the Office of State Comptroller), a management letter outlining deficiencies in internal control, a financial report of the extraclassroom activity funds, and a financial executive summary.

Mr. Lauffer reported that CECSD continues to be in very stable financial condition as reflected in a balance sheet, fund balance, reserves, and cash balances. He stressed that the management letter relates to the July 1-June 30, 2013 year and reviewed deficiencies. A corrective action plan will be developed to address each of the items in the management letter.

Mr. Lauffer spoke of the challenge to use reserves properly and moderately to maintain fiscal integrity over a period of time, and noted that particular attention will need to be paid to using reserves carefully and slowly.

The Board thanked Mr. Lauffer for the excellent work he had performed for the District this year.

b. **New York State School Boards Association Recognition –Superintendent Hoose**

Mr. Hoose reported that the NYSSBA's *School Board U* Recognition Program is designed to recognize extensive time and effort for school board members who strive to continually expand their governance knowledge and skills. Members qualify for recognition points by participating in any NYSSBA developmental activities. Mr. Hoose was pleased to present Ms. Janet Griffin with the *Board Excellence Award*, and Mr. John Natoli with the *Board Achievement Award*.

7. CONSENT ITEMS:

a. **Minutes of January 14, 2014 Regular Meeting**

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

607000388, 610339634, 610306924, 610373684, 607000685, 610380590, 610316629, 610357291, 610238556, 607001110, 610308397, 610342280, 610328939, 610310917, 610379697, 607001114, 607001173, 610391099, 607000026, 607000455, 607000538, 610317954, 607001007, 610366730, 610283325, 610253551, 607001283, 610330366, 610289282, 610394618, 607001281, 607001018, 610361650, 610330980, 607001195, 610366697, 607001112, 607001303, 607000196, 610293500, 610253550

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

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

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

8. OLD BUSINESS: None

9. NEW BUSINESS:

a. Acceptance of Independent Audit with Corrective Action Plan Fiscal Year 2012-13

RESOLVED, upon the recommendation of the Audit Committee, to accept the Independent Audit from Raymond F. Wager, CPA, P.C., for the fiscal year 2012-2013, as presented.

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

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

- b. Creation of Worker’s Compensation Reserve
WHEREAS, Cortland Enlarged City School District is a self-insured employer for purposes of the New York Workers’ Compensation law, and
WHEREAS, New York General Municipal Law §6-j authorizes self-insured employers to establish a Workers’ Compensation Reserve Fund for the payment of compensation and benefits, medical, hospital or other expense authorized by article two of the workmen's compensation law and expenses of administering the self-insurance program for the school district.
NOW THEREFORE, it is RESOLVED, that there is hereby established a Workers’ Compensation Reserve Fund established in accordance with New York General Municipal Law §6-j; there may be paid into any such fund such amounts as may be provided by budgetary appropriations and such other sums as may be legally appropriated, and it is further,
RESOLVED, that the Board of Education hereby establishes the fund with a beginning appropriation of one million dollars (\$1,000,000).
Moved by Ms. Davis-Howard, seconded by Ms. Murphy. Discussion: none
Final Vote: Yes – 6, No – 1 (Colongeli), Abstain – 0. Motion Carried.
- c. Acceptance of \$750 Let’s Play Grant Award to Barry School from KaBOOM! and Dr Pepper Snapple Group
RESOLVED, upon the recommendation of the Superintendent of Schools, to accept a Let’s Play Grant Award in the amount of \$750 from KaBOOM! and Dr Pepper Snapple Group for the purpose of the Barry Playground project.
Moved by Ms. Davis-Howard, seconded by Mr. Colongeli. Discussion: none
Final Vote: Yes – 7, No – 0, Abstain – 0. Motion Carried.
- d. Approval of CECSB Board of Education as Lead Agency for NYSDEC SEQR (New York State Department of Environmental Conservation State Environmental Quality Review)
RESOLVED, upon the recommendation of the Superintendent of Schools, that the Board of Education of the Cortland Enlarged City School District intends to act as the lead agency for the New York State Department of Environmental Conservation (NYSDEC) State Environmental Quality Review (SEQR) process. Pursuant to this process, based on §617.5 (c)(8): (“routine access of educational institutions, including expansion of existing facilities by less than 10,000 square feet of gross floor area and school closings, but not changes in use related to such closings;”), the Board of Education deems this project to be a Type II action requiring no further environmental reviews.
Moved by Mr. Natoli, seconded by Mr. Sidebottom. Under discussion it was explained that this resolution is in preparation for the Net Zero project.
Final Vote: Yes – 7, No – 0, Abstain – 0. Motion Carried.
- e. Approval of Onondaga-Cortland-Madison BOCES 48-month Copier Service Contract
WHEREAS, the Board of Education of the Cortland School District desires to enter into up to a 48 month service contract with the Onondaga-Cortland-Madison Board of Cooperative Educational Services (hereafter referred to as OCM BOCES) in order for the Regional Information Center (RIC) to furnish certain services to the District pursuant to Education Law 1950(4)(jj), those services being but not limited to network printing services in Co-Ser 521, 562 and/or Co-Ser 620.
NOW, THEREFORE, it is RESOLVED, that the Board of Education of the above School District agrees to enter into a contract with the OCM BOCES for the provision of said services to the District not to exceed in total over the life of this agreement the estimated annual payment for equipment and Regional Information Center support of \$56,004.00 plus overage charges incurred by the OCM BOCES on behalf of the school district during the term of this contract. This amount may be amended with the approval of both parties. Payments will be made as part of a regular annual BOCES contract for services. Further, this contract will be finalized by the Superintendent of the school district and is subject to the approval of the Commissioner of Education for both this multi-year service agreement and the OCM BOCES Document Services Agreement contract that will be entered into on behalf of the school district at its request. This contract will be for a maximum period of 48 months commencing on or about February 28, 2014.
Moved by Mr. Natoli, seconded by Ms. Murphy. Under discussion Mr. Colongeli asked if this was the best deal we could get. Mr. Sidebottom questioned the overage charges. Mr. Freeman responded that this contract is through BOCES and aidable. In addition, the usage

projected in the contract fairly represents the actual use and therefore overage should be minimal.

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

- f. Approval of Universal Pre-K Contract

RESOLVED, upon the recommendation of the Superintendent, to approve the Universal Pre-Kindergarten Contract between Cortland Enlarged City School District and CAPCO Head Start at the YMCA for the remainder of the 2013-14 school year as presented.

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

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

- g. CSE/CPSE Committee/Subcommittee Additional Members

RESOLVED, upon the recommendation of the Superintendent, to approve the CSE/CPSE Committee/Subcommittee Additional Members for the 2013-14 school year as presented.

Moved by Mr. Sidebottom, seconded by Mr. Natoli. Under discussion Ms. Riley explained that the two additions were a new school psychologist and a new administrator with experience chairing CSE/CPSE meetings.

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

- h. Ratification of CAA Contract

RESOLVED, upon the recommendation of the Superintendent, to ratify the contract between the Cortland Enlarged City School District and the Cortland Administrators Association, effective July 1, 2014 to June 30, 2017, as presented.

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

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

10. 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 11.23.

Moved by Mr. Colongeli, 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 Schedules of Appointment 1106 and 1107.

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

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 Schedule of Appointment 2276.

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

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

11. LEADERSHIP REPORTS:

- a. Director of Business Operations

1.) Veterans Exemption - Mr. Freeman provided preliminary information pertaining to the recently enacted NYS legislation that allows school districts to exempt properties up to certain limits for veterans. He provided early estimates on the Veterans Exemption based on figures obtained from the Office of Real Property Services. He explained that there is no financial impact to the district itself. Whatever levy the district sets, the district will receive that amount of money either in taxes or STAR reimbursement. The impact will be felt on the individual taxpayers who do not receive the exemption. This will also decrease the amount the state will have to reimburse districts under the STAR program. In order for this to be adopted for next fiscal year, a resolution must be passed by March 1.

- b. Assistant Superintendent for Pupil and Personnel Services

1.) Universal Pre-K - Ms. Riley provided an overview and timeline for the 2014-15 UPK program. She explained that the program is grant funded with no local funds used to support it. Although the program does not require Board approval, the Board will be required to approve RFP awards.

- c. Director of Curriculum and Instruction
 - 1.) Partnerships with SUNY Cortland – Ms. Bliss provide an update on the District’s partnerships with SUNY Cortland including the Professional Development School (PDS) initiative, Teacher/Leader Quality Partnership (TLQP) and the Liberty Partnership Program.
- d. Superintendent
 - 1.) Grant Update – Mr. Hoose shared the he had received approval for a \$90,000 School Improvement SIG1003a grant that will fund some of the FOCUS designation activities, and a \$70,000 STEM grant.

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

13. NEXT MEETING AGENDA REVIEW

- Ms. Murphy requested a discussion regarding the Special Education program be put on a future agenda. Ms. Griffin suggested this would be a topic for a Board workshop. Mr. Hoose added that the administrative team is working on coordinating a Special Ed review by an outside individual. The person in mind is currently the district’s OEE for our FOCUS designation. Mr. Hoose is investigating the cost and possible grants to fund a review. In addition, a proposal for a Special Ed Director will be forthcoming during the budget preparation process.

14. ADJOURNMENT

As there was no further business to discuss, Ms. Davis-Howard asked for a motion to adjourn the Regular meeting 9:01 p.m.

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

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

Ms. Margaret Baccaro, Clerk