

**CORTLAND ENLARGED CITY SCHOOL DISTRICT**  
**Board of Education Meeting – Tuesday, June 10, 2014 at 7:00 p.m.**  
**Kaufman Center, 1 Valley View Drive, Cortland NY**

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A Regular Meeting of the Board of Education was held on Tuesday, June 10, 2014 at the Kaufman Center, 1 Valley View Drive, Cortland, New York.

**Present:** Mr. Donald Colongeli (arrived 7:33 p.m.), Ms. Melissa Davis-Howard, Ms. Janet Griffin, Ms. Judith Murphy (arrived 7:30 p.m.), 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; School and Community Representatives; and Ms. Margaret Baccaro, Clerk

1. **CALL TO ORDER and PLEDGE OF ALLEGIANCE:** Ms. Davis-Howard called the meeting to order at 7:01 p.m., and the Pledge of Allegiance was recited.
2. **COMMUNICATIONS and RECOGNITION:**
  - a. Kudos Korner
    - 1.) National Honor Society Book Reading Project  
The Board recognized members of the National Honor Society who, with support from Mr. Jeremy Milligan and Ms. Melissa Quinlan, volunteered to be videotaped reading popular children's literature. The stories were saved to share allowing young readers to hear the book being read to them while following along with their own book in hand. Those recognized were Mr. Milligan and Ms. Quinlan along with the following readers and CVC support: Iva Markicevic, Samantha Travis, Kami Tinkham, Austin Perelka, Kelly Dineen, Ben Forrester, Justine Chu, John Ruquet, Katherine Couture, and Macayla Kemp. Each was presented the Board's Certificate of Extraordinary Achievement.
  - b. Audience Participation –There were no requests to address the Board
  - c. Board Member Reports:
    - 1.) BOE Audit Committee – Next Meeting July 8, 2014
    - 2.) BOE Policy Committee Report on June 10, 2014 Meeting – Mr. Natoli reported that Policy Section 1000 and Policy 7222 were scheduled for the second and final reading tonight. The committee scheduled two upcoming meetings, June 17 and July 8, 2:00-3:30 p.m.
    - 3.) BOE Facilities Committee – Next Meeting June 19, 2014
    - 4.) Report on CNYSBA Annual Meeting –May 29, 2014 – Mr. Colongeli and Ms. Murphy reported on the CNYSBA annual meeting featuring guest speaker John Zogby, author of *The First Globals: Understanding, Managing, and Unleashing Our Millennial Generation*.
    - 5.) NYSSBA 95<sup>th</sup> Annual Convention – October 26-28, 2014 New York NY – Mr. Hoose and Mr. Freeman along with Board members Colongeli, Griffin, Murphy, Natoli and Davis-Howard are registered to attend the NYSSBA annual convention in October.
    - 6.) Reminder: Next Meeting June 24, 2014 – Ms. Davis-Howard reminded members that the June 24 meeting, previously tentatively scheduled, will be held.
3. **PRESENTATIONS:**
  - a. CPEF (Cortland Public Education Foundation) Awards – Mr. Gradin Avery  
Mr. Gradin Avery, of the CPEF Board of Directors, was present to announce the 2014 Fall CPEF grant recipients. He explained that the CPEF provides program grant funding opportunities to teachers, staff and administrators of the Cortland City School District. Program grants support innovative classroom and curriculum projects that promote educational excellence in students and fall outside the scope of the school operating budget. The four recipients were:
    - 1.) Annette Herbert, Library Media Specialist Smith School – \$900 for *Quick Response (QR) Codes in the LMC*
    - 2.) Christine Andrews, Health Teacher CJSHS - \$900 for *Basic First Aid Mannequins*
    - 3.) Karen Avery, Remedial Reading Teacher Virgil School - \$500 for *Reinforcing Comprehension in Reading Opportunities*

- 4.) Jeremy Milligan, Social Studies Teacher CJSHS - \$500 for *Right-brain Boards*
- b. Grades 9-10 Career and Tech Ed Pilot – Mr. Abe Brafman  
 Mr. Brafman explained that we continue to have a specific segment of our student population that becomes disengaged during the transition from Junior High to Senior High. These student often fail or have difficulty passing their academic courses and often see little relevance between their lives and their course work. The hope is that this program will thwart the desire to drop out of high school and increase the employment of our graduates. Mr. Brafman shared the student eligibility for BOCES occupational programs including academic and attendance requirements, program choice and application process, and the 9<sup>th</sup> grade graduation pathway. Students will receive high school diplomas along with the opportunity or receive two trade certificates. The Board will be asked to approve the pilot program at the June 24 Board meeting.

**4. CONSENT ITEMS:**

- a. Minutes of May 27, 2014 Regular Meeting
- b. CSE/CPSE (Committee on Special Education/Committee on Pre-school Special Education) Recommendations  
 610344691, 607000889, 610278317, 607001386, 607000770, 610373684, 607000195, 610380590, 610267320, 610275341, 610307161, 610284886, 610336557, 610298184, 607001347, 610356999, 610328939, 607001198, 607001402, 607000467, 610385319, 610391099, 607001424, 607001416, 610375929, 610348027, 610305697, 607000525, 610335006, 610385234, 610253544, 610253538, 610354797, 610319179, 610385846, 610375772, 607001017, 610303562, 607001036, 610284793, 610309695, 607001084, 607001287, 607001303, 610344587  
**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. Motion Carried.**

**5. OLD BUSINESS: None**

**6. NEW BUSINESS:**

- a. Financial Reports: Treasurer’s Report, Trial Balance, Revenues, Intrafund Transfers, Appropriations, Warrant, and Claims Monthly Report – April 2014  
**RESOLVED, upon the recommendation of the Superintendent of Schools, to approve Financial Reports dated April, 2014 as presented.**  
**Moved by Mr. Sidebottom, seconded by Ms. Van Donsel. Discussion: None**  
**Final Vote: Yes – 5, No – 0. Motion Carried.**
- b. 2<sup>nd</sup> Reading Erie I BOCES Policy Revisions to Section 1000  
**RESOLVED, upon the recommendation of the Superintendent of Schools, to accept the 2<sup>nd</sup> and final Reading of proposed changes to Section 1000 By-Laws for the following policies, as recommended by Erie I BOCES, and the Board of Education Policy Committee:**
  - 1.1 School District and Board of Education Legal Status and Authority ..... 1110
  - 1.2 Board of Education: Qualifications, Numbers and Terms of Office ..... 1120
  - 2.1 Board of Education Members: Nomination and Election ..... 1210
  - 2.2 Reporting of Expenditures and Contributions..... 1220
  - 2.3 Resignation and Dismissal..... 1230
  - 3.1 School District and Board of Education Legal Status and Authority ..... 1310
  - 3.2 Nomination and Election of Board Officers and Duties of the President and Vice President ..... 1320
  - 3.3 Appointments and Designations by the Board of Education..... 1330
    - 3.3.1 Duties of the District Clerk..... 1331
    - 3.3.2 Duties of the School District Treasurer ..... 1332
    - 3.3.3 Duties of the Tax Collector ..... 1333
    - 3.3.4 Duties of the External (Independent) Auditor ..... 1334
    - 3.3.5 Appointment and Duties of the Claims Auditor ..... 1335
    - 3.3.6 Duties of the Extraclassroom Activity Fund Central Treasurer and Faculty Auditor ..... 1336
    - 3.3.7 Duties of the School Attorney ..... 1337

3.3.8 Duties of the School Physician/Nurse Practitioner ..... 1338  
 3.3.9 Duties of the Internal Auditor ..... 1339  
 4.1 Policy and Administrative Regulations ..... 1410  
 5.1 Regular Board Meetings and Rules (Quorum and Parliamentary Procedure)..... 1510  
 5.2 Special Meetings of the Board of Education ..... 1520  
     5.2.3 Meeting Conduct ..... 1523  
     5.2.4 Order of Business ..... 1524  
 5.3 Minutes..... 1530  
 5.4 Executive Sessions ..... 1540  
 6.1 Annual District Meeting and Election/Budget Vote..... 1610  
     6.1.1 Business of the Annual District Election ..... 1611  
 6.2 Annual Organizational Meeting ..... 1620  
 6.3 Legal Qualifications of Voters at School District Meetings..... 1630  
 6.4 Absentee Ballots ..... 1640  
 6.5 Submission of Questions and Propositions at Annual Elections and  
     Special District Meetings ..... 1650

Moved by Mr. Natoli, seconded by Mr. Sidebottom. Discussion: None  
 Final Vote: Yes – 5, No – 0. Motion Carried.

- c. 2<sup>nd</sup> Reading Policy 7222 Diploma and/or Credential Options for Students with Disabilities  
**RESOLVED, upon the recommendation of the Superintendent of Schools, to accept the 2<sup>nd</sup> and final Reading of proposed changes to Section 7000 Students for the following policy, as recommended by Board of Education Policy Committee:**

2.2.2 Credential Options for Students with Disabilities..... 7222  
 Moved by Mr. Natoli, seconded by Mr. Sidebottom. Discussion: None  
 Final Vote: Yes – 5, No – 0. Motion Carried.

*Ms. Murphy arrived at 7:30 p.m.*

- d. Declaration of Surplus Equipment  
**RESOLVED, upon the recommendation of the Superintendent of Schools, to declare as Surplus Science microscopes per the Surplus Items memo dated May 27, 2014, as presented.**  
 Moved by Mr. Natoli, seconded by Mr. Sidebottom. Discussion: None  
 Final Vote: Yes – 6, No – 0. Motion Carried.
- e. Acceptance of \$1,015.32 Donation from the Barry Playground Committee  
**RESOLVED, upon the recommendation of the Superintendent of Schools, to accept a donation in the amount of \$1,015.32 from the Barry Playground Committee for the construction of a new playground.**  
 Moved by Mr. Natoli, seconded by Ms. Murphy. Discussion: None  
 Final Vote: Yes – 6, No – 0. Motion Carried.
- f. Approval for use of the Employee Benefits Accrued Liability Reserve Fund (EBALR) for Retirement Incentives per Cortland United Teacher’s Contract  
**RESOLVED, upon the recommendation of the Board of Education to appropriate \$286,179.00 from the Employee Benefit Accrued Liability Reserve fund to reimburse the district-approved tax deferred annuity account for employees who will be retiring June 30, 2014, for the retirement incentive as outline in the Cortland United Teacher’s Contract per the attached Retirement Payment memo dated May 27, 2014.**  
 Moved by Ms. Griffin, seconded by Mr. Natoli. Discussion: None  
 Final Vote: Yes – 6, No – 0. Motion Carried.

*Mr. Colongeli arrived at 7:33 p.m.*

- g. Approval of Agreement between Cortland Enlarged City School District and Cortland Works Cortland County Employment and Training Office  
**RESOLVED, upon the recommendation of the Superintendent, to approve the Agreement between Cortland Enlarged City School District and Cortland Works Cortland County Employment and Training Office for July and August 2014, as presented.**  
 Moved by Mr. Natoli, seconded by Mr. Sidebottom. Discussion: None  
 Final Vote: Yes – 7, No – 0. Motion Carried.

- h. Approval of Service Contract between Cortland Enlarged City School District and Advantage Sport & Fitness Inc. for the JSHS Fitness Room  
**RESOLVED, upon the recommendation of the Superintendent, to approve the 2014-15 Service Contract between Cortland Enlarged City School District and Advantage Sport & Fitness Inc. for the JSHS Fitness Room as presented.**  
 Moved by Ms. Griffin, seconded by Ms. Van Donsel. Discussion: None  
 Final Vote: Yes – 7, No – 0. Motion Carried.
- i. Adoption of 2014-15 Non-Resident Tuition Rates  
**RESOLVED, upon the recommendation of the Superintendent, to approve the Adoption of 2014-15 Non-Resident Tuition Rates, as presented.**  
 Moved by Mr. Sidebottom, seconded by Ms. Murphy. Discussion: Under discussion, Mr. Natoli questioned why the kindergarten rate for next year would be less than this year. Members agreed to table this item in order to obtain further clarification.  
 Ms. Griffin moved to table the item, Mr. Natoli seconded.  
 Final Vote: Yes – 7, No – 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 11.31.**  
 Moved by Mr. Colongeli, seconded by Ms. Griffin. Under discussion Mrs. Diane Johnson's retirement was accepted with deep regret. Mrs. Johnson has served as Parker School secretary for twenty-two years.  
 Final Vote: Yes – 7, No – 0. Motion Carried.
- b. Approval of Non-Instructional Personnel Appointments - None
- 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 2290, 2291, 2292, 2293, and 2294.**  
 Moved by Mr. Sidebottom, seconded by Mr. Natoli. Discussion: None  
 Final Vote: Yes – 7, No – 0. Motion Carried.

## 8. LEADERSHIP REPORTS:

- a. Director of Business Operations – Mr. Freeman was not in attendance as he was attending the 2014 NYSASBO Education Summit and Expo.
- b. Assistant Superintendent for Pupil and Personnel Services  
 1.) Update on District and Family Counseling Services Partnership – Mrs. Riley was pleased to report on the benefits of the District's partnership with FCS. The partnership began two years ago when a need for additional mental health services was identified--a need for services beyond those the school could offer. Often there was a long waiting list for outside services. FCS approached the district to provide services in our schools. This past year, three full-time therapists were shared across the district, providing services to just under one hundred students and their families. FCS plans to continue to increase services throughout the County and District next year.
- c. Director of Curriculum and Instruction  
 1.) Student Enrollment Update – Ms. Bliss reported that Principals are currently working to balance class sizes throughout the elementary buildings to determine sections for next year. The current K-6 enrollment is 1,348 students with twenty-six students scheduled to be placed outside their school of residence. Students who continue to be placed outside their school of residence will remain at their current schools.
- d. Superintendent  
 1.) Summer Jobs Lottery Drawing – Mr. Hoose asked Mr. Martin to conducted the drawing for the summer jobs lottery. Names were drawn in the following order: (1) Molly Doubet, (2) Alex Sanford, (3) Rushawn Roberts, (4) Alex Reynolds – alternate, followed by (5) Luke van der Veur, (6) Laura Crosby, (7) Brandi Baum, (8) Alexander Lent, (9) Erin Brown, and (10) Luke Petrella.  
 2.) Review Special Education RFP – Mr. Hoose announced that he had received one RFP from Camelot Education, Austin Texas. In addition, SUNY Buffalo Graduate School of Education is interested, but asked for a deadline extension. Ann Monroe-Baillargeon, the OEE (Outside Educational Expert)

working with the District on the Focus review has also expressed interest. Members agreed to extend the deadline for two weeks, and asked Mr. Hoose to investigate other avenues to advertise the RFP.

- 3.) Discussion: District Mission Statement – Mr. Hoose asked if members were in agreement with the suggested revisions to the District Mission Statement. All were in agreement.
- 4.) 2014-15 Board Meetings – Mr. Hoose reviewed changes to the 14-15 Board meeting calendar. He suggested the Board combine the Public Budget Hearing and the Meet the Candidates into one meeting. All members agreed to the change.

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

**10. NEXT MEETING AGENDA REVIEW**

- Approval of Grade 9-10 Career and Tech Ed Pilot
- Special Ed RFP Update
- Discussion on Property Tax Freeze
- Old Business: Adoption of 2014-15 Non-Resident Tuition Rates

**11. EXECUTIVE SESSION**

In accordance with Public Officer’s Law Section 96, Subdivision 1, Ms. Davis-Howard called for an Executive Session at 8:10 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 9:39 p.m.**

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

**Final Vote: Yes – 7, 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 9:40 p.m.**

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

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

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Ms. Margaret Baccaro, Clerk