

CORTLAND ENLARGED CITY SCHOOL DISTRICT
Board of Education Meeting – Tuesday, December 10, 2013 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, December 10, 2013 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. 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) Mrs. Jill Pace, Lee National Denim Day® Fundraiser
The Board recognized Mrs. Jill Pace who has been the district leader for the Lee Denim Day since 1997. Donations help the American Cancer Society discover new ways to prevent, find and cure breast cancer. This year's event raised \$805 dollars. A certificate of extraordinary achievement will be mailed to Ms. Pace as she was unable to attend the meeting.
- 2) Miss Margaret Hoeschele – National Association for Music Education All National Honor Chorus
The Board recognized Miss Margaret Hoeschele, a senior at Cortland Jr.-Sr. High School, who performed in Nashville Tennessee in October as a member of the National Association of Music Education's All-National Honor Chorus. Margaret was selected among the nation's most elite high school singers who were first named "best-of-the-best" of about 2.5 million students nationwide at local, district, and state music festivals. A certificate of extraordinary achievement will be mailed to Margaret as she was unable to attend the meeting.

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 – The next meeting is scheduled for December 18, 5:00 p.m.
- 2) BOE Policy Committee – The next meeting is scheduled for January 7, 6:00 p.m.
- 3) BOE Facilities Committee – The next meeting is scheduled for December 12, 2013, 4:00 p.m.
- 4) Wall of Fame Inductees – Ms. Van Donsel noted that the Board had been advised of inductees per the By-Laws of the Wall of Fame Committee, and that the Board members should direct any concerns to the Committee for their review. Board members were reminded that the names are to remain confidential until letters have been sent and replies received from the inductees. Committee members Mr. Don Hay, Ms. Linda Schmidt, and Ms. Ruth Kay Burns were in attendance. Mr. Hay addressed the Board and expressed his appreciation for the District's continued support of the Wall of Fame program. Nineteen candidates were nominated this year with seven elected as inductees. Mr. Hay asked the Board's permission to dedicate the Wall of Fame to former principal John Pilato who recently passed away. Mr. Pilato was instrumental in establishing the Wall and the committee felt it appropriate to honor his memory. This proposal will be acted upon at the January 14 Board meeting.

d. **Onondaga-Madison SBA Annual Meeting – December 5, 2013**

Mr. Hoose and members Colongeli and Murphy attended the Dec. 5 Onondaga-Madison School Boards Association Annual Meeting. Mr. Colongeli and Ms. Murphy each provided a brief synopsis of the two meeting topics, FOIL and the Open Meetings Law.

3. **PRESENTATIONS:**

a. **Data Dashboard – Dr. Donald DeJohn, OCM BOCES Project Manager Data Warehouse**

Dr. Donald DeJohn, OCM BOCES Project Manager of Data Warehouse, provided a presentation on the Data Portal (Dashboard) and how it works. He explained that Data Warehouse collects all types of student accountability data. There are twelve Regional Information Centers throughout the state with all collecting standardized data in multiple, incompatible systems, e.g., student information systems, grade

book, transportation, food service, etc. RTTT (Race To The Top) provided the state with funds to develop a state educational data portal. The portal would allow all district across the state access to the same kinds of data. He explained that through the educational data portal parents would have access to a user-friendly dashboard that would show real-time updates on their child's grades, assignments and academic progress. inBloom is a data store that uses a common language, it connects the multiple incompatible systems currently used to store student information and provides a secure, single-access point. Participating states and districts decide how much data will be collected and stored in the system, and the states and districts maintain control over that data at all times. Ms. Davis-Howard expressed concern over the cost of the program once the state no longer funds it after two years, and also questioned third party access to our student data. Dr. DeJohn answered that consistent with FERPA, (Family Educational Rights and Privacy Act) New York has had a statewide student database in place since 2004 and provides this information to third parties as necessary to meet its program evaluation and improvement responsibilities (e.g., school report cards). Also, districts and schools provide data to third parties to meet their instructional and organizational responsibilities. inBloom does not sell any student data to anyone.

4. CONSENT ITEMS:

- a. Minutes of November 12, 2013 Regular Meeting
- b. CSE/CPSE (Committee on Special Education/Committee on Pre-school Special Education)

Recommendations

607001161, 610364514, 610366894, 610342472, 610384925, 610340630, 607000770, 610296162, 610373684, 610315678, 607001124, 607001049, 607001023, 610300907, 607000814, 610307161, 607000110, 610383132, 607001110, 607001011, 610373462, 610350597, 610284811, 607000091, 610308256, 610284957, 607001296, 607000633, 607001273, 610382948, 607000019, 607001111, 610251613, 607001145, 610385319, 610373707, 610295640, 610278325, 610330751, 607000499, 610287612, 610282883, 610335006, 610385234, 610394618, 610330651, 610372054, 610329392, 610342287, 610375318, 607001285, 607001017, 610294566, 610298182, 610365680, 607001287, 610317783, 610375511, 607000095, 610392705, 607001271, 607001087, 607000993, 610300299, 610291316, 610307966, 607001082, 610295915

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

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

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

5. OLD BUSINESS: None.

6. NEW BUSINESS:

- a. Final Approval Extended Field Trip – Varsity Ice Hockey Trip, December 13-14, 2013 to Lake Placid, NY

RESOLVED, upon the recommendation of the Superintendent, to approve the Varsity Ice Hockey Extended Field Trip request for December 13-14, 2013 to Lake Placid, NY as presented.

Moved by Mr. Colongeli, seconded by Mr. Sidebottom. Discussion: The Board was advised that the itinerary had changed and the team would be staying at a different hotel. Ms. Griffin noted that the arrival time was incorrect on the itinerary. The Athletic Department will be notified.

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

- b. Designate Tompkins Trust Company as an Official Depository for Funds

WHEREAS, it is provided that the Board of Education of Cortland Enlarged City School District shall designate by written resolution the banks or trust companies in which the collectors and treasurer shall deposit the monies coming into their hands by virtue of their office, NOW, THEREFORE, BE IT RESOLVED, that the Tompkins Trust Company is hereby designated as a depository in which the tax collector, treasurer, and extracurricular and School Store treasurer may deposit monies coming into their hands by virtue of their offices at the direction of the Director of Business Services.

Moved by Mr. Natoli, seconded by Mr. Colongeli. Discussion: Mr. Freeman noted that the addition of another Official Depository offers the District an opportunity to see the best interest rates on these accounts

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

- c. Acknowledge Receipt of Winter Clothing Donation from Edward Jones, Cortland, NY
RESOLVED, upon the recommendation of the Superintendent, to acknowledge receipt of a winter clothing donation from Edward Jones, Cortland, NY to be distributed to students in need as presented.
Moved by Ms. Davis-Howard, seconded by Mr. Natoli. Discussion: It was noted that the donations were provided by the Main Street Office of Edward Jones.
Final Vote: Yes – 7, No – 0, Abstain – 0. Motion Carried.
- d. Financial Reports: Treasurer’s Report, Trial Balance, Revenues, Intrafund Transfers, Appropriations, Warrant, Claims Monthly Report – August 2013
Postponed: Ms. Van Donsel postponed the August 2013 Financial Report to allow members time to thoroughly review it for action at the next meeting
- e. Financial Reports: Treasurer’s Report, Trial Balance, Revenues, Intrafund Transfers, Appropriations, Warrant, Claims Monthly Report and Extra Classroom Activity Fund Quarterly Reports – September 2013
Postponed: Ms. Van Donsel postponed the September 2013 Financial Report to allow members time to thoroughly review it for action at the next meeting
- f. Financial Reports: Treasurer’s Report, Trial Balance, Revenues, Intrafund Transfers, Appropriations, Warrant, Claims Monthly Report – October 2013
Postponed: Ms. Van Donsel postponed the October 2013 Financial Report to allow members time to thoroughly review it for action at the next meeting

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 11.21.
Moved by Mr. Natoli, seconded by Mr. Sidebottom. 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 1102 and 1103 (carry in).
Moved by Ms. Griffin, seconded by Ms. Murphy. 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 Schedules of Appointment 2270, 2271, 2272 and 2273.
Moved by Ms. Davis-Howard, seconded by Mr. Sidebottom. Discussion: None
Final Vote: Yes – 7, No – 0, Abstain – 0. Motion Carried.

8. LEADERSHIP REPORTS:

- a. Director of Business Operations – Mr. Freeman reported that the external auditors were on site last week and finished auditing the extra classroom activity fund, and the special education grants. In addition, he discovered a 2012 internal audit that requires a response letter--he will share that with Audit Committee on December 18.
- b. Assistant Superintendent for Pupil and Personnel Services
- 1) Family Reading Partnership Annual Book Drive – Ms. Riley shared that 432 books are in the process of being delivered to Catholic Charities, Loaves and Fishes, and the Salvation Army. All of the agencies are very grateful to those who donated.
 - 2) Fireside Readings - Ms. Riley shared a flyer announcing Sunday evening fireside readings at Country Inn and Suites. Readers include students from our Interact Club. She invited members to stop by.
 - 3) Cortland School Improvement Plan – Mrs. Riley shared information regarding the December 9 presentation by SUNY Cortland health education graduate students, under the direction of Jeanette Dippo. The students reported on their research conducted on the district’s school health program, policies and systems. As a follow-up, Ms. Jill Pace, District Wellness Coordinator, will receive a final report with a set of suggestions and timeline. Ms. Pace will then lead the work with the Health and Wellness team to look at the report and make recommendations.
- c. Director of Curriculum and Instruction – none

d. Superintendent

- 1) Local Government Efficiency Grants – OCM Regional School Transportation Study – Mr. Hoose reminded members that they had approved, at the February 26, 2013 Board meeting, participation (as co-applicant with OCM BOCES) in a Local Government Efficiency Program Grant. BOCES has notified him that the grant will not be funded by New York State.
- 2) NYSPHSAA Scholar-Athlete Team Nominations – Mr. Hoose provided a list of the NYSPHSAA Scholar-Athlete Teams. He shared that at the end of each sport season NYSPHSAA honors those teams that excel in the classroom. He was pleased to report that the list included all of Cortland’s fall sport teams.
- 3) United Way Campaign - Mr. Hoose reported that the annual campaign had come to a close, and had come in just short of last year’s donations. He credited building level liaisons with organizing building campaigns. The work they put forward is greatly appreciated and supports the United Way and member agencies in providing services for children and families within our community.

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

10. **NEXT MEETING AGENDA REVIEW**

Ms. Van Donsel requested that a goal setting work session be scheduled. Members were asked to provide Ms. Baccaro with dates they were unavailable in December and January, and a session will be scheduled using that information.

The following items were added to the next agenda

- Financial Reports: August, September and October 2013
- Raptor Ware

11. **EXECUTIVE SESSION**

In accordance with Public Officer’s Law Section 96, Subdivision 1, Ms. Van Donsel called for an Executive Session at 8:30 p.m. to discuss the medical, financial, credit, or employment history of a particular person.

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

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

Mr. Colongeli departed at 8:35 p.m.

The Executive Session adjourned at 9:30 p.m.

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

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

12. **ADJOURNMENT**

As there was no further business to discuss, Ms. Van Donsel asked for a motion to adjourn the Regular meeting at 9:30 p.m.

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

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

Ms. Margaret Baccaro, Clerk