

CORTLAND ENLARGED CITY SCHOOL DISTRICT
Board of Education Meeting – Tuesday, August 6, 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, August 6, 2013 at the Kaufman Center, 1 Valley View Drive, Cortland, New York.

Present: Mr. Donald Colongeli (*arrived 7:58 p.m.*), 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 of Schools; Ms. Judi Riley, Assistant Superintendent for Pupil and Personnel Services; Ms. Susan Bridenbecker, Director Business Services; 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 7:01 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).

Mr. Robert Haight, Executive Director Cortland County Chamber of Commerce, addressed the Board in support of the Downtown Tax Abatement. He noted that the Chamber of Commerce Board voted unanimously to approve the abatement and encouraged him to continue working with the City, County Legislature and school district to provide accurate information regarding the project. He shared that there is a developer prepared to begin work pending approval of the abatement.
 - c. Board Member Reports
 - 1.) Board Retreat – Mr. Hoose announced that the Board Retreat has been rescheduled to August 15, 2013, 5:30 p.m., at the Kaufman Center.
 - 2.) Policy Review Committee Report - July 9, 2013 Meeting. Ms. Griffin reported the committee continued review of the 5000 series, Non-Instructional/Business Operations, as follows: 5540 Publication of District's Annual Financial Statement, 5550 Maintenance of Fiscal Effort, 5560 Use of Federal Funds for Political Expenditures, 5570 Financial Accountability, 5571 Allegations of Fraud, 5572 Audit Committee, 5573 Internal Audit Function, 5574 Medicaid Compliance Program Policy, 5610 Insurance, and 5620 Inventories and Accounting of Fixed Assets. Although there was much discussion, no changes were made to the policies. The next policy review will focus on facilities, and therefore Mr. Blanden, Supt. Buildings and Grounds, will be invited to the meeting.
 - 3.) Audit Committee – Ms. Davis-Howard announced the Audit Committee is scheduled to meet August 19, 4:30 p.m., Kaufman Center.
3. **PRESENTATIONS:**
 - a. Food Service – Frances Zaryski, Lunch Manager

Mr. Frances Zaryski, School Lunch Manager, provided an overview of the school lunch program and its costs. He explained the mandatory implementation of the Healthy Hunger Free Kids Act which brought changes to the breakfast and lunch programs, and increased food costs. As part of this Act, schools must meet minimum pricing requirements set by the USDA. Based on the state calculation, and in order to run a food service program that does not rely on the general fund for financial support, there will be a five cent increase per meal for elementary students and a ten cent increase for high school students. Mr. Zaryski was pleased to report that over the last calendar year Cortland provided .5 million meals, and noted that his team does a fantastic job. He shared that the free/reduced lunch guidelines will decrease this year allowing more families to qualify for the program. The meal price increases, the drop in qualifying guidelines, and an increase in federal and state free/reduced reimbursement will provide additional revenue to run a successful program.
4. **CONSENT ITEMS:**
 - a. Minutes of July 2, 2013 Organizational Meeting
 - b. CSE/CPSE (Committee on Special Education/Committee on Pre-school Special Education) Recommendations

610382285, 607000900, 610361035, 610366938, 607000977, 610353539, 610365056, 607000920, 610365136, 607000983, 607000971, 610391558

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

Moved by Ms. Griffin, seconded by Ms. Davis-Howard. No further discussion.

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

5. OLD BUSINESS:

a. Discussion of Downtown Tax Abatement

Mr. Garry VanGorder, Executive Director of the Cortland County Business Development Corporation, was present to answer questions regarding the Downtown Tax Abatement. He reinforced that the motivation for the tax abatement is to incentivize developers to invest in downtown Cortland. He stressed that the abatement cannot be manipulated for student housing. The hope is that this incentive will serve as a springboard for developers who have looked at vacant spaces downtown.

6. NEW BUSINESS:

a. Downtown Tax Abatement Resolution

WHEREAS, the City of Cortland has adopted the real property tax exemption local law number 1, of 2013, entitled “EXEMPTION OF CERTAIN NEW OR SUBSTANTIALLY REHABILITATED MULTIPLE DWELLINGS” to encourage rehabilitation and use of multiple dwellings in the City’s Central Business District by authorizing a partial exemption from real property taxation of the increase in assessed value attributable to the construction of, or the substantial rehabilitation of, multiple dwellings with an affordable housing component located within the City of Cortland Central Business District, and

WHEREAS, the School Board of the Cortland Enlarged City School District has determined it necessary and desirable to authorize a partial exemption from school taxes resulting from the increase in assessed real property value attributable to the construction of, or the substantial rehabilitation of, multiple dwellings with an affordable housing component located within the City of Cortland Central Business District;

BE IT RESOLVED, that the Cortland Enlarged City School District hereby opts-in, under the authority of Real Property Tax Law § 421-m, to the City of Cortland’s tax exemption local law number 1, of 2013, entitled “EXEMPTION OF CERTAIN NEW OR SUBSTANTIALLY REHABILITATED MULTIPLE DWELLINGS”, thereby authorizing a partial school tax exemption in accord with said City’s local law number 1, of 2013.

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

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

b. Approval of Cafeteria Prices

RESOLVED, upon the recommendation of the Superintendent, to adopt the breakfast/lunch prices for 2013-14 as presented.

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

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

c. Approval of Annual News Release for Food Service Free and Reduced Cafeteria Prices

RESOLVED, upon the recommendation of the Superintendent, to approve the Annual News Release for Food Service Free and Reduced Cafeteria Prices as presented.

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

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

d. Approval of Food Service Agreement with St. Mary’s

RESOLVED, upon the recommendation of the Superintendent, to approve the Food Service Agreement with St. Mary’s for the 2013-14 school year as presented.

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

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

e. Approval of Food Service Agreement with OCM BOCES

RESOLVED, upon the recommendation of the Superintendent, to approve the Food Service Agreement with OCM BOCES for September 2013 – June 2014 as presented.

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

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

- f. **Approval of Opt Out Election of NYSTRS SCO (Stable Contribution Option)**
RESOLVED, upon the recommendation of the Superintendent, to approve the Opt Out Election of the New York State Teacher Retirement System Stable Contribution Option as presented.
Moved by Ms. Davis-Howard, seconded by Ms. Griffin. Discussion: Mr. Hoose reminded members that the NYSTRS is providing employers an election to defer contributions (plus interest), by opting-in to the SCO plan. He noted that he was not recommending participation.
Final Vote: Yes – 6, No – 0. Motion Carried.
- g. **Approval of Field Placement Agreement between Cortland Enlarged City School District and Cayuga Community College**
RESOLVED, upon the recommendation of the Superintendent, to approve the Field Placement Agreement between Cortland Enlarged City School District and Cayuga Community College for the 2013-14 school year, as presented.
Moved by Mr. Natoli, seconded by Ms. Griffin. Discussion: There was discussion regarding the remuneration set by the college or university for host teachers. Mrs. Riley added that most teachers look at serving as a host teacher as a professional courtesy.
Final Vote: Yes – 6, No – 0. Motion Carried.
- h. **Approval of Field Placement Agreement between Cortland Enlarged City School District and Cazenovia College**
RESOLVED, upon the recommendation of the Superintendent, to approve the Field Placement Agreement between Cortland Enlarged City School District and Cazenovia College for the 2013-14 school year, as presented.
Moved by Ms. Griffin, seconded by Mr. Natoli. Discussion: none
Final Vote: Yes – 6, No – 0. Motion Carried.
- i. **Approval of Field Placement Agreement between Cortland Enlarged City School District and SUNY College at Cortland**
RESOLVED, upon the recommendation of the Superintendent, to approve the Field Placement Agreement between Cortland Enlarged City School District and SUNY College at Cortland for the 2013-14 school year, as presented.
Moved by Ms. Davis-Howard, seconded by Mr. Natoli. Discussion: none
Final Vote: Yes – 6, No – 0. Motion Carried.
- j. **Approval of Field Placement Agreement between Cortland Enlarged City School District and Ithaca College of Music**
RESOLVED, upon the recommendation of the Superintendent, to approve the Field Placement Agreement between Cortland Enlarged City School District and Ithaca College of Music for the 2013-14 school year, as presented.
Moved by Ms. Griffin, seconded by Ms. Davis-Howard. Discussion: none
Final Vote: Yes – 6, No – 0. Motion Carried.
- k. **Approval of Field Placement Agreement between Cortland Enlarged City School District and Western Governors University**
RESOLVED, upon the recommendation of the Superintendent, to approve the Field Placement Agreement between Cortland Enlarged City School District and Western Governors University for the 2013-14 school year, as presented.
Moved by Ms. Griffin, seconded by Ms. Murphy. Discussion: none
Final Vote: Yes – 6, No – 0. Motion Carried.

Mr. Colongeli arrived at 7:58 p.m.

- l. **Code of Conduct 2nd Reading**
RESOLVED, upon the recommendation of the Superintendent, to approve the Code of Conduct (2nd Reading) as presented.
Moved by Mr. Natoli, seconded by Mr. Sidebottom. Discussion: Ms. Riley reviewed and discussed changes made to the Code as a result of suggestions from members at the last meeting, from our legal advisor, and those made by Mr. Hoose. Members discussed at length the Additional Expectations (co-curricular) section, and the penalties for various offenses. Members reached consensus to table this item until the next meeting.

- m. Approval of BOCES Rental/Ancillary Agreement
RESOLVED, upon the recommendation of the Superintendent, to approve the Rental/Ancillary Agreement with OCM BOCES for the use of classrooms at Cortland Jr./Sr. High School from July 1, 2013 through August 31, 2013.

Moved by Ms. Davis-Howard, seconded by Ms. Griffin. Discussion: Mr. Hoose explained this is an agreement with OCM BOCES to rent classrooms at the Jr.-Sr. High School for the summer school program. BOCES provides the staff, all materials, copiers, etc. to run the program.

Final Vote: Yes – 6, No – 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 11.16.
 Moved by Mr. Natoli, seconded by Mr. Sidebottom. Discussion: The retirements of Sue Long and Walter Blenden were accepted with thanks and regret.
Final Vote: Yes – 7, No – 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 1091 and 1092.
 Moved by Mr. Natoli, seconded by Ms. Griffin. Discussion: none
Final Vote: Yes – 7, No – 0. Motion Carried.
- c. Approval of 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 2248, 2249, 2250 and 2251.
 Moved by Ms. Griffin, seconded by Ms. Davis-Howard. Discussion: none
Final Vote: Yes – 7, No – 0. Motion Carried.
- d. Approval of Revised Substitute Rates for Teachers and Teaching Assistants for 2013-14
RESOLVED, upon the recommendation of the Superintendent, to approve the Revised Substitute Rates for Teachers and Teaching Assistants for 2013-14 as presented.
 Moved by Mr. Natoli, seconded by Ms. Griffin. Discussion: none
Final Vote: Yes – 7, No – 0. Motion Carried.

8. LEADERSHIP REPORTS:

- a. Director of Business Operations – Ms. Bridenbecker had no additional items to share.
- b. Assistant Superintendent for Pupil and Personnel Services
 1.) Recruitment Update – Ms. Riley reported that, including the nine appointed tonight, the district has filled twenty-one of twenty-nine vacancies. All others, with the exception of two new resignations, are in the final stage of the interview process. She noted that the quality of candidates has been exceptional.
- c. Superintendent
 1.) 2012-13 Department of Athletics Report – Each member received a copy of the 2012-13 Department of Athletics report. The report contained team records for each season, team participation, elementary school PE sportsmanship awards, coaching assignments and interscholastic athletic department highlights for the year. Of special note, 18 of 20 varsity athletic teams were recognized as Scholar Athletic Teams, and the Varsity baseball team won the Section III Class A Championship.
- 2.) 2013-14 District Calendar Distribution
 Mr. Hoose shared that the cost for printing last year's district calendars was \$11,5559 of which 60% was aidable with an end cost of \$4,623.60. In addition, \$375 was spent to distribute it as an insert in the newspaper. Mr. Hoose proposed that this year we take a cost savings measure and print half the number of copies, and distribute them as a backpack stuffer via the youngest child in each family. A flyer announcing the change will be distributed via a newspaper insert, and the calendar will be posted to the website. Print copies will be made available, upon request, at the Kaufman Center.

3.) Facilities Committee – Mr. Hoose will schedule a Facilities Committee meeting for August 7 or 8, 3:30 p.m. He will follow-up with an e-mail confirmation.

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

The following items were added to the next agenda:

- Presentation: Failure Is Not an Option – Mr. Hoose
- APPR Feedback – Mr. Hoose

11. EXECUTIVE SESSION

In accordance with Public Officer’s Law Section 96, Subdivision 1, Ms. Van Donsel called for an Executive Session at 9:40 p.m. to discuss the medical, financial, credit, or employment history of a particular person.

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

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

The Executive Session adjourned at 10:00 p.m.

Moved by Ms. Griffin, seconded by Ms. Davis-Howard. 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 10:00 p.m.

Moved by Mr. Natoli, seconded by Mr. Sidebottom.

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

Ms. Margaret Baccaro, Clerk