

**CORTLAND ENLARGED CITY SCHOOL DISTRICT**  
**Board of Education Meeting – Tuesday, April 14, 2015 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, April 14, 2015 at the Kaufman Center, 1 Valley View Drive, Cortland, New York.

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

**Excused:** Ms. Judith Murphy

**Absent:** Mr. Donald Colongeli

**Also Present:** Mr. Michael Hoose, Superintendent; Ms. Judi Riley, Assistant Superintendent for Pupil and Personnel Services; Ms. Kristie Bliss, Director Curriculum and Instruction; Ms. Margaret Boice, Interim Director Business Services; Mr. Robert Martin, Director of Facilities; *Cortland Standard* Representative, School and Community Members; and Ms. Margaret Baccaro, Clerk

1. **CALL TO ORDER and PLEDGE OF ALLEGIANCE** - Ms. Davis-Howard called the meeting to order at 7:02 p.m., and the Pledge of Allegiance was recited.
2. **COMMUNICATIONS and RECOGNITION:**
  - a. Kudos Korner:
    - 1) Skills USA 2015 Regional Competition Winners – Ms. Davis-Howard shared that SkillsUSA empowers its members to become world-class workers, leaders and responsible American citizens. SkillsUSA improves the quality of America’s skilled workforce through a structured program of citizenship, leadership, employability, technical and professional skills training. The following students were awarded the Board’s Certificate of Extraordinary Achievement: Nahsia Batts, Third Place Health Occupations; Deirdre Monroe, Second Place Cosmetology; Hunter Moore, Second Place Graphics; and Alex Sanford, First Place Culinary Arts.
  - b. Audience Participation on items related to the Agenda – There were no requests to address the Board.
  - c. Board Member Reports
    - 1) BOE Policy Committee Meeting March 31, 2015 – Mr. Natoli reported that the committee continues to review policy series 7000 relating to students. Ms. Riley is assisting in the review of this series.
    - 2) BOE Facilities Committee Meeting March 26, 2015– Ms. Van Donsel was pleased to report that the State has notified the District that the Phase 3 project has been approved. Advertisements for bids have been finalized, a pre-bid conference is scheduled for April 23 and the bid opening is scheduled for May 13. Mr. Hoose added that the District is moving forward with the Energy Performance Contract--plans have been submitted to the State.
    - 3) Report on OCM BOCES Annual Meeting – Mr. Hoose reported that he, Ms. Griffin and Mr. Colongeli had attended the April 1, 2015 annual meeting. They found the BOCES budget presentation very informative, and complimented the BOCES Culinary Arts program for the excellent meal and service they provided.
    - 4) Reminders - Ms. Davis-Howard reminded members of the following upcoming events:
      - a) April 20, 2015 – Board Meeting (**Monday**) (rescheduled from April 27)
      - b) April 29, 2015 – School Board Candidate Petitions are due to the Board Clerk by 5:00 PM
      - c) May 5, 2015 – Voter Registration Day 3:00-8:00 PM, Kaufman Center
      - d) May 12, 2015 – Public Budget Hearing / Meet the Candidates / Regular Meeting 6:30 PM, JSHS Auditorium
      - e) May 19, 2015 – Budget Vote and School Board Election 12:00 noon-9:00 PM
    - 5) Proposed Summer Meeting Schedule: Members were asked to notify Ms. Baccaro of any conflicts with the proposed meeting dates.
      - a) Tuesday, July 7 – Organizational and Regular Meeting
      - b) Tuesday, August 11 – Regular Meeting
      - c) Tuesday, August 25 – Regular Meeting
3. **PRESENTATIONS:**
  - a. 2015-16 Proposed Budget – Ms. Margaret Boice

Ms. Boice provided a PowerPoint presentation detailing the proposed 2015-16 Budget. She explained that there are three components that make up the budget: program (75.32%), administrative (8.97%), and capital (15.71%). An overview of the revenue budget showed \$17,006,932 in property taxes, \$150,000 payments in lieu of taxes, \$1,609,038 miscellaneous revenues, \$4,500,00 reserves, \$500,000 appropriated fund balance and \$25,810,917 in projected state aid. The budget summary reflected a 4.4% (\$2,072,558) increase over 14-15 which will result in an \$.88 tax levy increase in 15-16, the lowest increase in several years. Most importantly, this budget reflects no layoffs, maintaining all current programs, implementation of efficiencies wherever possible and the conservative use of reserves. The Board is proposing putting a total budget of \$49,576,887 to the public. The budget is scheduled for Board approval April 20 and goes before the public for vote on May 19.

**4. CONSENT ITEMS:**

- a. Minutes of March 24, 2015 Regular Meeting
- b. CSE/CPSE (Committee on Special Education/Committee on Pre-school Special Education)

Recommendations 2014-15

607001015, 610307212, 610370907, 610351024, 610338808, 610364514, 607001854, 607000813, 607000225, 607000253, 607000406, 607001600, 607001599, 610393803, 607001053, 610356999, 610339463, 610295107, 607000019, 607001111, 607001828, 610362612, 610352185, 610364967, 607001370, 610342286, 607001166, 610366226, 607001369, 607001762, 610351540, 610305303, 610374775, 607001016, 607001458, 607001733, 607000959, 607000906, 607001448, 607001662, 610295866, 607001850, 610364527, 607000042, 610281203, 607001086, 607001331, 610296156, 610253548, 607001499, 607001082, 610357678, 610241757

- c. CSE/CPSE (Committee on Pre-school Special Education) Recommendations 2015-16

607001015, 607001111, 607001370, 607001166, 607001662, 607001850, 607001082

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

**Moved by Ms. Griffin, seconded by Ms. Van Donsel.**

**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, Claims Monthly Report – February 2015

**RESOLVED, upon the recommendation of the Superintendent of Schools, to approve Financial Reports dated February 2015 as presented.**

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

**Final Vote: Yes – 5, No – 0. Motion Carried.**

- b. Acceptance of Fund Surplus Resolution Agreement and Release between Cortland Enlarged City School District and Questar III BOCES

**RESOLVED, upon the recommendation of the Superintendent of Schools, to accept the Fund Surplus Resolution Agreement and Release between Cortland Enlarged City School District and Questar III BOCES as presented.** Under discussion Mr. Hoose explained that the Office of the State comptroller had notified Questar III BOCES that funds they had been collecting to assist non-component districts with OPEB (Other Post-Employment Benefits) obligations must be returned. The OPEB accrual return to be credited to Cortland is \$885.29.

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

**Final Vote: Yes – 5, No – 0. Motion Carried.**

- c. Approval of Renewal Proposal by Cayuga Medical Center of Ithaca for Athletic Training Services for 2015-16

**RESOLVED, upon the recommendation of the Superintendent, to approve the Renewal Proposal by Cayuga Medical Center of Ithaca for Athletic Training Services for 2015-16, as presented.**

**Moved by Mr. Sidebottom, seconded by Mr. Natoli. Discussion: None**

**Final Vote: Yes – 5, No – 0. Motion Carried.**

- d. Approval of Service Contract between Cortland Enlarged City School District and Advantage Sport & Fitness Inc. for the JSHS Fitness Room for 2015-16

**RESOLVED, upon the recommendation of the Superintendent, to approve the Service Contract between Cortland Enlarged City School District and Advantage Sport & Fitness Inc. for the JSBS Fitness Room effective July 1, 2015 to June 30, 2016 as presented.**

**Moved by Ms. Van Donsel, seconded by Ms. Griffin. Discussion: none**

**Final Vote: Yes – 5, No – 0. Motion Carried.**

- e. Discussion: Proposal to Name the CJSBS Wrestling Room “Gary Dillingham Center” in Honor of Coach Gary “Dill” Dillingham - Ms. Davis-Howard opened discussion on a proposal from Mr. Larry Hinkle to name the CJSBS Wrestling Room in honor of former teacher and coach Gary Dillingham. Prior to tonight’s meeting, members received the proposal along with a list of supporters submitted with the proposal. Members commented on Mr. Dillingham’s dedication to the wrestling program and praised his continued support as a volunteer after his retirement. Members agreed to put this before the Board for vote on April 20.

**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 11.49.**

**Moved by Ms. Van Donsel, seconded by Mr. Sidebottom.** Under Discussion the retirements of Ms. Diane Lillie, library aide with 31 years of service, and Ms. Margaret Baccaro, confidential secretary to the superintendent and Board Clerk with 35 years of service, were accepted with deep regret.

**Final Vote: Yes – 5, No – 0. Motion Carried.**

- b. Approval of Non-Instructional Personnel Appointments - None

- 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 Schedule of Appointment 2341.**

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

**Final Vote: Yes – 5, No – 0. Motion Carried.**

**8. LEADERSHIP REPORTS:**

- a. Director of Business Services – No report  
 b. Assistant Superintendent for Pupil and Personnel Service  
 1) Update on Director of Business Services – Ms. Riley reported that site visits will be conducted this Friday. She is expecting a final recommendation will come to the Board on May 12.  
 c. Director of Curriculum and Instruction – No report  
 d. Superintendent – No report

9. **BOARD MEMBER ACTIVITIES** – Members reported on various activities they had attended throughout the district.

**10. AUDIENCE PARTICIPATION:**

Mr. Bob Martin, Director of Facilities, shared that the JSBS gym has been equipped with new energy efficient lighting fixtures under the “Net Zero” program through the state Education Department. Not only will the upgraded lighting provide energy savings, but offers enhanced lighting quality. Feedback has been very positive, and he invited members to stop by the gym.

**11. NEXT MEETING AGENDA REVIEW**

- 1) Dedication of the wrestling room

**12. EXECUTIVE SESSION**

**In accordance with Public Officer’s Law Section 96, Subdivision 1, Ms. Davis-Howard called for an Executive Session at 7:39 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 – 5, No – 0. Motion Carried.**

**The Executive Session adjourned at 8:15 p.m.**

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

**13. ADJOURNMENT**

**As there was no further business to discuss, Ms. Davis-Howard asked for a motion to adjourn the Regular meeting at 8:15 p.m.**

**Moved by Mr. Natoli, seconded by Ms. Van Donsel. Discussion: None  
Final Vote: Yes – 5, No – 0. Motion Carried.**

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Ms. Margaret Baccaro, Clerk