

CORTLAND ENLARGED CITY SCHOOL DISTRICT
Board of Education Meeting – Tuesday, August 5, 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, August 5, 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; School Representatives; and Ms. Margaret Baccaro, Clerk

1. **CALL TO ORDER and PLEDGE OF ALLEGIANCE:** Ms. Davis-Howard called the meeting to order at 7:05 p.m., and the Pledge of Allegiance was recited.

2. **COMMUNICATIONS and RECOGNITION:**
 - a. Kudos Korner: Members offered Kudos and thanks to Ms. Baccaro for her work as Clerk of the Board.
 - b. Audience Participation – on items related to the Agenda

Mr. Rob Morgan, Virgil resident, addressed the Board regarding concerns with the new Common Core. His child's math teacher had to put aside preparation for the Regents final due to preparation for a Common Core final. He shared that his child did very poorly on the Common Core final, but much better on the algebra Regents. He voiced that we have the right to reject the Common Core and join the growing number of states that have rejected it for their own standards.
 - c. Board Retreat July 22, 2014 – Ms. Davis-Howard reported that the Board worked on their yearly goals, and set expectations for themselves and how they are going to meet those expectations. Once finalized they will report out to the public.
 - d. BOE Policy Committee Report – The August 5, 2014 meeting was canceled. The next meeting is scheduled for August 19, 2:00 p.m.
 - e. BOE Facilities Committee Report – July 17 and July 31, 2014 Meetings – Mr. Freeman reported that the July 17 meeting focused on the progress of Stage 3 of the Capital Project. The committee met again on July 31 to review the Energy Performance RFPs received from three companies: C & S, Johnson Controls and Wendel. As a next step, the committee is seeking clarity regarding questions they had on the RFP from the company rated as their first choice.
 - f. Revised BOE Meeting Schedule – Members were provided an updated meeting schedule for 2014-15. Due to a conflict with the NYSSBA Conference, the October 28 Board meeting was rescheduled to November 4, 2014.

3. **PRESENTATIONS:**
 - a. Presentation of Plaque for Service on the Board of Education – Mr. Paul Klinger has relocated from the area; therefore, the plaque will be mailed to him.
 - b. 2015 Senior Class Trip Presentation – Class of 2015 Officers Samantha Daniels, Delaney Marshall, Blake Pace, Matt May, Mike May and Lyuda Levitskaya presented a proposal to the Board for a three-day senior class trip to Ohio. They provided a draft itinerary, information on chaperones and security, and the estimated cost and how the trip would be funded. Members requested this be an item for discussion at the August 19 meeting.
 - c. Food Service – Mr. Francis Zaryski and Mr. Brian Freeman presented a financial and program overview of the District's food service program. They shared the challenges facing schools as they implement the Healthy, Hunger-Free Kids Act of 2010 and the required new dietary guidelines. The guidelines specify the amount of calories, fat, and nutrients needed in a meal depending on the age of the student, and specify the variety of foods that must be offered. With assistance from the cafeteria staff, each member was provided with two school lunch meals to compare former lunch options with those under the new federal guidelines. The first option a high fat, high calorie pasta lunch and the second a low fat, low calorie version. They highlighted the food service challenges under the new regulations and the a la carte items that could no longer be served or sold during the school day. Mr. Freeman reviewed the food service expenditure and revenue histories along with budget projections and the impact on fund balance (operating deficits increasing and a fund balance that will be exhausted in three years). Mr. Freeman

explained that in order to avoid general fund support, the program needs to keep tight margins. He and Mr. Zaryski are working together to offer our students creative meal and snack options under the new guidelines. Members thanked Mr. Zaryski and Freeman for the excellent presentation and demonstration.

4. **CONSENT ITEMS:**

- a. Minutes of July 8, 2014 Organizational Meeting
- b. CSE/CPSE (Committee on Special Education/Committee on Pre-school Special Education)

Recommendations

607001443, 607001356, 610346282, 607000859, 607001274, 610342472, 607000402, 607001347, 607000827, 610333950, 610350593, 607001111, 607001391, 607001145, 607000467, 610385319, 607001068, 610352501, 610341870, 607001166, 610335006, 610344557, 610373394, 610329392, 607001192, 607001448, 610355575, 610352570, 607001367, 610319848, 607000132

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

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

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

5. **OLD BUSINESS:** None

6. **NEW BUSINESS:**

- a. 2nd Reading Code of Conduct

RESOLVED, upon the recommendation of the Superintendent, to accept the 2nd and final Reading of the proposed changes to the Code of Conduct as recommended by the Code of Conduct Committee as presented:

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

Final Vote: Yes – 6, No – 0 (Mr. Natoli). Motion Carried.

- b. 2nd Reading Policy Revisions to 8260 Title I Parent Involvement

RESOLVED, upon the recommendation of the Superintendent, and the Board of Education Policy Committee, to approve the 2nd and final Reading of proposed revisions to Policy 8260 as presented.

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

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

- c. 2nd Reading New Policy 8261 Equivalence in Instructional Staff and Materials

RESOLVED, upon the recommendation of the Superintendent, and the Board of Education Policy Committee, to approve the 2nd and final Reading of proposed new Policy 8261 as presented.

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

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

- d. 2nd Reading Erie I BOCES Policy Revisions to Section 3000

RESOLVED, upon the recommendation of the Superintendent of Schools, to accept the 2nd and final Reading of proposed changes to Section 3000 School Community Relations for the following policies, as recommended by Erie I BOCES, and the Board of Education Policy Committee:

1.1	Media/Municipal Governments/Senior Citizens	3110
1.2	School District Standards and Guidelines for Web Page Publishing	3120
1.4	Flag Display	3140
1.5	School Volunteers	3150
1.6	Charter Schools	3160
2.1	Visitors to the School	3210
2.3	Public Complaints	3230
2.4	Student Participation	3240
2.5	Parent-Teacher Association.....	3250
2.7	Solicitations	
	2.7.1 Solicitation of Charitable Donations	3271
	2.7.2 Advertising in the Schools	3272
2.8	Use of School Facilities, Materials and Equipment.....	3280
2.9	Operation of Motor-Driven Vehicles on District Property	3290
3.1	Public Access to Records	3310
3.2	Confidentiality of Computerized Information	3320
4.1	Code of Conduct on School Property	3410
	4.1.1 Unlawful Possession of a Weapon Upon School Grounds.....	3411

4.1.2 Threats of Violence in School	3412
4.2 Non-Discrimination and Anti-Harassment in the School District	3420
4.3 Uniform Violent and Disruptive Incident Reporting System (VADIR)	3430
5.1 Emergency School Closings.....	3510

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

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

- e. 2nd Reading Erie I BOCES Policy Revisions to Section 4000

RESOLVED, upon the recommendation of the Superintendent of Schools, to accept the 2nd and final Reading of proposed changes to Section 4000 Administrations for the following policies, as recommended by Erie I BOCES, and the Board of Education Policy Committee:

1.1 Administrative Personnel	4110
2.1 Administrative Organization and Operation.....	4210
2.1.1 Organizational Chart	4211
2.2 Administrative Authority	4220
2.3 District Committees.....	4230
2.4 Evaluation of the Superintendent and Other Administrative Staff	4240
3.1 Superintendent of Schools.....	4310
3.2 Superintendent-Board of Education Relations	4320
4.1 Professional Development Opportunities	4410
4.2 Compensation and Related Benefits.....	4420

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

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

- f. Approval of Cafeteria Prices

RESOLVED, upon the recommendation of the Superintendent, to adopt the breakfast/lunch prices for 2014-15 as presented.

Moved by Ms. Griffin, seconded by Ms. Murphy.

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

- g. 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 Mr. Natoli, seconded by Ms. Murphy. Discussion: None.

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

- h. 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 2014-15 school year as presented.

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

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

- i. 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 2014 – June 2015 as presented.

Moved by Ms. Griffin, seconded by Ms. Van Donsel. Discussion: None.

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

- j. Approval of Wide Area Network Contract with OCM BOCES

RESOLVED, upon the recommendation of the Superintendent, to approve the four-year service contract between Cortland Enlarged City School District and OCM BOCES for a Wide Area Network for August 22, 2014 – June 30, 2018, as presented.

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

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

- k. Approval of Contract Agreement between the Cortland Regional Medical Center and Cortland Enlarged City School District for OT Services for 2014-15

RESOLVED, upon the recommendation of the Superintendent, to approve the contract agreement between Cortland Enlarged City School District and Cortland Regional Medical Center, Inc. for Occupational Therapy Service for the 2014-2015 school year as presented.

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

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

- l. Approval of Contract Agreement between the Cortland Regional Medical Center and Cortland Enlarged City School District for PT Services for 2014-15

RESOLVED, upon the recommendation of the Superintendent, to approve the contract agreement between Cortland Enlarged City School District and Cortland Regional Medical Center, Inc. for Physical Therapy Service for the 2014-2015 school year as presented.

Moved by Ms. Van Donsel, seconded by Ms. Griffin. Discussion: None.

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

- m. Approval of Rental Agreement for Ice Hockey at Cortland Sports Complex, Inc.

RESOLVED, upon the recommendation of the Superintendent of Schools, to approve the continuation of the agreement with the Cortland Sports Complex, Inc. for Cortland/Homer combined ice hockey for 2014-15, at a fee of \$160 per hour, split evenly between the two districts, as presented.

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

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

- n. Approval of OCM BOCES Certification of Initial Contract (AS-7)

RESOLVED, upon the recommendation of the Superintendent, to approve the OCM BOCES Services Contract for the 2014-15 school year as presented.

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

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

- o. 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, 2014 through August 31, 2014.

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

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

- p. Approval of Field Placement Agreement between Cortland Enlarged City School District and Keuka College Division of Occupational Therapy

RESOLVED, upon the recommendation of the Superintendent, to approve the Five-Year Field Placement Agreement between Cortland Enlarged City School District and Keuka College Division of Occupational Therapy, as presented.

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

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 11.34.

Moved by Ms. Griffin, seconded by Ms. Van Donsel. Under discussion Ms. Christine Murphy's retirement was accepted with deep regret after serving forty-two years with the District. Board member Ms. Judie Murphy expressed her appreciation for Ms. Christine Murphy's years of service to the District and her passion for education.

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 1117 and 1118.

Moved by Ms. Griffin, seconded by Ms. Van Donsel. Under discussion Mr. Freeman introduced Mr. Jeffrey Delia who will be joining the District as Head Bus Driver.

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 2303, 2304, 2305, 2306 and 2307.

Moved by Ms. Griffin, seconded by Mr. Sidebottom. Under discussion Ms. Phyllis Litzenberger was welcomed back to the District.

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

8. LEADERSHIP REPORTS:

- a. Director of Business Operations – Mr. Freeman announced that tax collection is underway. He complimented Mrs. Wingard who has been extremely helpful fielding calls on the change in our tax collection process, assisting community members with understanding their tax bill and politely redirecting taxpayers, who come to the Kaufman Center to pay their bill, to Tompkins Trust.
- b. Assistant Superintendent for Pupil and Personnel Service – Ms. Riley reported that as of tonight’s resignations we have five new vacancies. The positions have been posted and postings will close this week. Interviews will follow with final appointments scheduled for the August 19 meeting.
- c. Director of Curriculum and Instruction – Mrs. Bliss reported that summer curriculum work is approximately 45% complete. She is very pleased with the phenomenal work being done by our staff.
- d. Superintendent
 - 1) Capital Project Change Orders – Mr. Hoose reviewed change orders HC-003 (credit), HC-004, and HC-005.
 - 2) 2013-14 Department of Athletics Report – Members received a copy of Mr. Johnson’s 2013-14 Interscholastic Athletics report. The thorough report contained team records for each season, team participation, elementary school PE sportsmanship awards, coaching assignments and interscholastic athletic department highlights for the year.
 - 3) Allstate Agency Hands in the Community Grant – Mr. Hoose announced that Cortland students will be learning some important driver safety tips, thanks to Allstate Agent Shirley Eizember and the Allstate Insurance Company’s sponsorship of the *Alive at 25* defensive driving course. Allstate has once again awarded \$1,000 to our program--enough funds to continue teaching the course. *Alive at 25* is a four-hour class produced by the National Safety Council and taught by Resource Officer Reyngoudt. The course is at no cost to the students, and is a prerequisite for a student parking pass.
 - 4) Distribute Special Education RFPs for Review – Mr. Hoose asked for two volunteers to review the RFPs. Ms. Murphy and Ms. Van Donsel volunteered and will report out to the Board on August 19.
 - 5) Rural Schools Conference Report – Mr. Hoose reported that the theme for the July conference was *Achieving Balance Through: Innovation, Technology, and Career Pathways*. Featured speakers included NYSED Commissioner Dr. John King and Regent Dr. James Dawson.
 - 6) MASLA (NYS Association of Management Advocates for School Labor Affairs) Conference – Mr. Hoose reported that the primary focus of the conference was labor relations issues. Conference sessions included *Substitute Employees: Controlling Costs and Benefits, Bargaining Trends and “Hot” Issues, Digital Investigation in the Academic Environment, and Affordable Healthcare Act & Retiree Health*. He was pleased to report that the District’s hiring procedures are in compliance.
 - 7) *Results First* - Rensselaerville Workshop July 29-30, 2014 – Mr. Hoose reported that he, Mrs. Riley, and Mrs. Bliss along with seven District building administrators attended this workshop conducted by Les Loomis. Mr. Hoose shared that he is very excited to move forward. The team has set five clear cut targets for academic achievement along with the goals the targets are aimed at achieving.
 - 8) Public Use of Athletic Stadium – Mr. Hoose reported that he and Mr. Johnson have been in discussion regarding use of the stadium track by the public. They will develop a formal proposal to put before the Board.

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

10. NEXT MEETING AGENDA REVIEW

- Discussion: Special Education RFP Review
- Discussion: 2015 Sr. Class Trip Proposal

11. EXECUTIVE SESSION

In accordance with Public Officer’s Law Section 96, Subdivision 1, Ms. Davis-Howard called for an Executive Session at 9:05 p.m. to discuss collective negotiations pursuant to Article 14 of the Civil Service Law.

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

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

The Executive Session adjourned at 9:54 p.m..

Moved by Mr. Natoli, seconded by Ms. Van Donsel. 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 9:55 p.m.

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

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

Ms. Margaret Baccaro, Clerk