

**CORTLAND ENLARGED CITY SCHOOL DISTRICT**  
**Board of Education Meeting – Tuesday, August 19, 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, August 19, 2014 at the Kaufman Center, 1 Valley View Drive, Cortland, New York.

**Present:** Ms. Melissa Davis-Howard, Ms. Janet Griffin, Ms. Judith Murphy, Mr. John Natoli, and Mr. Daniel Sidebottom

**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; Community Member, School Representatives; and Ms. Margaret Baccaro, Clerk

**Absent:** Mr. Donald Colongeli and Ms. Alane Van Donsel

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: None

b. Audience Participation – on items related to the Agenda (speakers are asked to limit their comments to two minutes).

Ms. Trish Hanson, Cortland resident, addressed the Board to encourage the hiring of a Special Education Director. She provided a copy of the District's Special Education School District Data Profile for 2012-13 noting the rate of decline in special education classifications since 2004 and the 22.9% graduation rate of students with disabilities. She pleaded with the Board to look at our special education system.

Ms. Hanson asked the Board to approve the formation of a support group for parents of students with special needs--not as an avenue to complain, but to support parents. She shared that Dr. Smith is willing to help facilitate a support group, and she volunteered to work with Barry School to organize it.

c. Board Member Reports

1) BOE Special Education RFP Review Sub-committee – Ms. Murphy reported that she and Ms. Van Donsel had separately reviewed the seven RFPs submitted. They came together after reviewing separately and were pleased that they had narrowed the submittals to the same three contractors: Futures Education, Accelify and PCG Education. They were able to contact some references, and subsequently narrowed the pool to Futures Education and Accelify (reference are not complete.) Ms. Riley reported that she had also reviewed the RFPs, and had narrowed to the same two applicants. She asked when continuing with Accelify's reference checks that a connection between the work they would do and their recommendation isn't tied to their products. With reference checks still in progress, members asked that a Special Meeting be called to award a contract once the checks are complete. Mr. Hoose will notify the contractors who are no longer being considered.

2) BOE Policy Committee Report – The August 19, 2014 meeting was canceled. Upcoming meetings have been scheduled before each Board meeting at 5:30 p.m. for August, September and October.

3) BOE Facilities Committee Report – August 7, 2014 Meeting – Mr. Freeman reported the committee met with Tetra Tech and Lend Lease to review the final submittals for Phase 3. C&S Companies attended the meeting to respond to questions on their Energy Performance RFP. They offered a more detailed scope description, and answered questions regarding cost breakdown, savings, rebates, quality control, and warranties. Facilities Committee members gave the go ahead to move forward with the project and put it to vote at the September 9 Board meeting.

3. **PRESENTATIONS:**

a. Overview of Policy 5563 Wellness Policy on Physical Activity and Nutrition – Mrs. Judi Riley, Mrs. Jill Pace

Mrs. Pace, District Wellness Coordinator, provided an overview of the new wellness policy. She emphasized that a wellness policy is an important tool for parents, students, staff and the community at large on the promotion of health. The new policy focuses on physical activity and nutrition to promote student wellness and the prevention and reduction of childhood obesity. She shared how the District would be communicating the content and implementation of the policy in order to meet the minimum school meal nutrition guidelines under the Healthy, Hunger-Free Kids Act and maintain a healthy school environment.

**4. CONSENT ITEMS:**

- a. Minutes of August 5, 2014
- b. CSE/CPSE (Committee on Special Education/Committee on Pre-school Special Education) Recommendations  
610284957, 610353584, 610286429, 610310917, 610305697, 607000525, 610319179, 610330651, 607001380, 610293747, 607001113, 607001295  
**RESOLVED, upon the recommendation of the Superintendent of Schools, to approve the Consent Items as presented.**  
**Moved by Ms. Griffin, seconded by Ms. Murphy.**  
**Final Vote: Yes – 5, No – 0. Motion Carried.**

**5. OLD BUSINESS:**

- a. Discussion: Class of 2015 Overnight Senior Trip to Cedar Point Ohio – Ms. Griffin expressed her concern regarding the \$300 cost of the proposed overnight trip—it is significantly higher than previous trips. Other members were comfortable with the cost as long as students had an opportunity to fund-raise to cover expenses. The Board agreed to support the trip; however, they are requesting further details on fund-raising efforts.

**6. NEW BUSINESS:**

- a. Financial Reports: Treasurer’s Report, Trial Balance, Revenues, Intrafund Transfers, Appropriations, Warrant, Claims Monthly Report, and Extra Classroom Activity Fund Quarterly Report – June 2014  
**RESOLVED, upon the recommendation of the Superintendent of Schools, to approve Financial Reports dated June 2014 as presented.**  
**Moved by Mr. Sidebottom, seconded by Ms. Murphy. Discussion: None**  
**Final Vote: Yes – 5, No – 0. Motion Carried.**
- b. Approval of BOCES Transportation Request for Special Education Program  
**RESOLVED, upon the recommendation of the Superintendent, to approve the renewal of the Transportation Contract with OCM BOCES for the daytime transportation of special education students attending BOCES for therapeutic and/or program needs as presented.**  
**Moved by Mr. Natoli, seconded by Ms. Griffin. Discussion: None**  
**Final Vote: Yes – 5, No – 0. Motion Carried.**
- c. 1<sup>st</sup> Reading Policy 5563 Wellness Policy on Physical Activity and Nutrition  
**RESOLVED, upon the recommendation of the Superintendent, and the Board of Education Policy Committee, to approve the 1<sup>st</sup> reading of proposed revisions to Policy 5563 as presented.**  
**Moved by Mr. Sidebottom, seconded by Mr. Natoli. Discussion: None**  
**Final Vote: Yes – 5, No – 0. Motion Carried.**
- d. Approval of Lease Agreement between Cortland Enlarged City School District and Upstate Cellular Network d/b/a Verizon Wireless  
**RESOLVED, upon the recommendation of the Superintendent, to approve the five-year Lease Agreement between Cortland Enlarged City School District and Upstate Cellular Network d/b/a Verizon Wireless, as presented.**  
**Moved by Ms. Griffin, seconded by Mr. Sidebottom.** Under discussion it was noted that the contract had been reviewed by school attorney John Lynch. The District will receive a fee to lease rooftop space, for antennas, on two of its buildings. The Director of Facilities will be the District contact in the event Verizon needs access to the roofs. Verizon will be responsible for all maintenance or any damage to the property.  
**Final Vote: Yes – 5, No – 0. Motion Carried.**
- e. Approval of Field Placement Agreement between Cortland Enlarged City School District and State University of New York College at Cortland, Kinesiology Department  
**RESOLVED, upon the recommendation of the Superintendent, to approve the five-year Field Placement Agreement between Cortland Enlarged City School District and State University of New York College at Cortland, Kinesiology Department, September 1, 2014 – June 30, 2019, as presented.**  
**Moved by Mr. Sidebottom, seconded by Ms. Murphy. Discussion: None**  
**Final Vote: Yes – 5, No – 0. Motion Carried.**
- f. 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 five-year Field Placement Agreement between Cortland Enlarged City School District and Cayuga Community College, September 1, 2014 – June 30, 2019, as presented.**

**Moved by Ms. Griffin, seconded by Mr. Sidebottom.** Under discussion Ms. Griffin asked why some colleges offer remuneration or tuition vouchers for hosting student teachers and others do not. Mrs. Riley explained that remuneration is set by the college or university, not the District. She added that most teachers look at serving as a host teacher as a professional courtesy. Ms. Riley added that this year the field placement agreements have been extended to five years.

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

- g. Approval of Field Placement Agreement between Cortland Enlarged City School District and Le Moyne College

**RESOLVED, upon the recommendation of the Superintendent, to approve the five-year Field Placement Agreement between Cortland Enlarged City School District and Le Moyne College, September 1, 2014 – June 30, 2019, as presented.**

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

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

- h. Approval of Field Placement Agreement between Cortland Enlarged City School District and Binghamton University School of Social Work

**RESOLVED, upon the recommendation of the Superintendent, to approve the five-year Field Placement Agreement between Cortland Enlarged City School District and Binghamton University School of Social Work, September 1, 2014 – June 30, 2019, as presented.**

**Moved by Ms. Griffin, seconded by Ms. Murphy. Discussion: None**

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

- i. Approval of Universal Pre-K Contract

**RESOLVED, upon the recommendation of the Superintendent, to approve the Universal Pre-Kindergarten Contract between Cortland Enlarged City School District and CAPCO Head Start at the YMCA for the 2014-15 school year, as presented.**

**Moved by Mr. Natoli, seconded by Mr. Sidebottom. Discussion:** Ms. Murphy asked what happens to the money if a program does not run, e.g., the Racker's Center is not running a program this year. Ms. Riley responded that in such a case the other agencies are contacted to see if they are interested in adding slots or opening an additional class as Head Start did this year.

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

- j. Approval of Contract Agreement between the Cortland Enlarged City School District and Cortland Regional Medical Center for OT / PT Services for Students Enrolled in Private Schools

**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 OT / PT Services for Students Enrolled in Private Schools for the 2014-15 School Year as presented.**

**Moved Ms. Murphy, seconded by Mr. Sidebottom.** Under discussion Mr. Hoose clarified that this is the same service we offer to District students extended to students in nonpublic schools.

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

- k. Authorize the Superintendent of Schools or Designee to Enter into an Agreement with New York University for Professional Services as Presented

**RESOLVED, upon the recommendation of the Superintendent, Authorize the Superintendent of Schools or Designee to Enter into an Agreement with New York University for Professional Services as presented.**

**Moved Ms. Murphy, seconded by Mr. Sidebottom.** Under discussion Mr. Hoose explained that participation in this program is our response to being designated a Focus School. NYU has contracted with the District to provide professional development of staff in dealing with students and families living in poverty. Our designation as a Focus School is based on the underperformance of low socio economic status students. The entire project will be funded from grants.

**Final Vote: Yes – 5, 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 11.35.**

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

**Final Vote: Yes – 5, 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 1119 and 1120.**

**Moved by Ms. Murphy, seconded by Ms. Griffin. Discussion: None**

**Final Vote: Yes – 5, 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 2308, 2309 and 2310.**

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

**8. LEADERSHIP REPORTS:**

- a. Director of Business Operations – Mr. Freeman reported that State Aid reporting should be wrapped up in the next couple of weeks as will be the audit. He shared that he had joined with the OCM network to work together to develop a uniform process and formula that they would all use to determine eligibility for Governor Cuomo’s Property Tax Freeze Credit as part of the 2015 State Budget.
- b. Assistant Superintendent for Pupil and Personnel Service – Ms. Riley extended an invitation to members to attend the New Teacher Orientation welcome session, August 27, 8-9:00 a.m., JSHS LMC.
- c. Director of Curriculum and Instruction – Ms. Bliss reported that summer curriculum work is wrapping up.
- d. Superintendent
  - 1.) NYSSBA Area 4 Director Nominations – Board members have received e-mails from two individuals seeking their support and nomination for the NYSBA Area 4 Director position. Although Ms. Murphy had met one of the candidates at a function, she does not know her. Other members voiced that since they were not familiar with either candidate, they were not comfortable offering their support.
  - 2.) Capital Project Change Order – Mr. Hoose reviewed Capital Project change order HC-006, a \$500 credit allowance.

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

**10. NEXT MEETING AGENDA REVIEW**

- Presentation and Vote: Energy Performance Project – Brian Freeman

**11. EXECUTIVE SESSION**

**In accordance with Public Officer’s Law Section 96, Subdivision 1, Ms. Davis-Howard called for an Executive Session at 8:15 p.m. to discuss collective negotiations pursuant to Article 14 of the Civil Service Law.**

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

**The Executive Session adjourned at 8:48 p.m..**

**Moved by Ms. Griffin, seconded by Ms. Murphy. Discussion: None  
Final Vote: Yes – 5, 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 8:48 p.m.**

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