

CORTLAND ENLARGED CITY SCHOOL DISTRICT
Board of Education Meeting – Tuesday, October 14, 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, October 14, 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, Mr. Daniel Sidebottom and Ms. Alane Van Donsel (*arrived 7:07 p.m.*)

Absent: Mr. Donald Colongeli

Also Present: Mr. Michael Hoose, Superintendent; Ms. Judi Riley, Assistant Superintendent for Pupil and Personnel Services; Mr. Brian Freeman, Director Business Services; Mr. Robert Martin, Director of Facilities; 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.

Ms. Davis-Howard called for a moment of silence to recognize the passing of Mr. Herb Kemp, former bus driver for the district.

2. **COMMUNICATIONS and RECOGNITION:**

- a. Kudos Korner - None
- b. Audience Participation – There were no requests to address the Board on items pertaining to the agenda.
- c. Board Member Reports
 - 1) BOE Audit Committee Report – September 30, 2014 Meeting – Ms. Davis-Howard reported that the committee had reviewed the Internal Audit and was pleased to report the excellent progress that has been made over the past three and a half years. She complimented Mr. Freeman on the fabulous job he has done getting our financial house in order.
 - 2) BOE Policy Committee Report – October 14, 2014 Meeting – Mr. Natoli reported the committee completed its review of policy Section 5000 Non-Instruction/Business Operations with the exception of Policy 5672 pertaining to information security. Ms. Denise Fox, ITS administrator, will be consulted on that policy.
 - 3) BOE Facilities Committee Report – Mr. Hoose reported that the October 9 meeting had been canceled. The next meeting is scheduled for November 13.

Ms. Van Donsel (arrived at 7:07 p.m.)

- d. School Board Recognition Week – October 27-31, 2014 is designated as School Board Recognition Week to commend school board members for their dedicated service to the children of New York State. On behalf of the district, Superintendent Hoose expressed his thanks and appreciation to our Board members for their hard work. He presented each with a piece of framed student art work. Members were very appreciative and thanked the students and art teachers for providing these special gifts. A brief reception was held to thank members for the time commitment they give to the district.
- e. NYSSBA 2014 Annual Business Meeting – Members discussed and voted their position on proposed resolutions 11-13 to be voted on at the NYSSBA Annual Business Meeting. Mr. Colongeli, the Board's voting delegate will be provided with the recorded positions and will vote accordingly at the Annual Business Meeting on October 27.
- f. NYSSBA 2014 Annual Convention – A conference schedule, hotel reservation information, and a summary timetable for specific events will be provided once transportation arrangements are finalized.
- g. Updated Board of Education Meeting Schedule for 2014-15 – Members were provided an updated meeting schedule that included the December 2 Capital Project Public Hearing and December 16 Capital Project Vote.
- h. State-mandated Child Abuse Training in an Educational Setting for School Board Members – Members were provided information on the training offered by CNYSBA, October 30, 2014. We are awaiting confirmation from an attorney whether or not the training is required for all school board members, and if so will additional sessions be offered.
- i. Cortland-Madison School Board Association Fall Dinner – November 3, 2014– Due to the costs associated with the upcoming NYSSBA Conference in New York City, members reached consensus to have Mr. Hoose represent the district at the dinner meeting.

3. **PRESENTATIONS:**

- a. 4th Quarter Academic Report – Ms. Kristie Bliss
Ms. Bliss provided a detailed 4th Quarter Academic Report presenting quarterly comparison charts for ELA, math, social studies and science and health. The report included data from August. The charts

reflected the percent of students passing, passing with mastery, or failing in each core subject. In addition charts reflecting attendance trends were presented as attending school regularly is a key benchmark in determining academic success.

Ms. Bliss reported on elementary report card and attendance data. The charts for elementary students reflected the percent of students passing, passing with mastery, or percent not yet proficient in broad academic terms.

Ms. Bliss provided academic reports for grades 7 and 8 that indicated the percentage of students that reached mastery in core subject areas (85% or higher). Charts reflecting a history of the percent of students failing one, two and three or more courses were presented.

Next Ms. Bliss provided data from grades 9-12 core academic courses, and overall passing levels on courses by grade level. Also included were charts reflecting a history of the percent of students failing one, two and three or more courses, and a five-year high school drop-out comparison. In addition, charts reflecting a quarterly comparison of the percent of student on the Merit List and Honor Roll were shared. At the Jr.-Sr. High School level, guidance, parents, students and teachers continue to work together to develop academic action plans for those students identified as at-risk.

b. 2014-15 Initiatives – Mr. Michael Hoose

Mr. Hoose presented a PowerPoint providing an overview of the 2014-15 initiatives district-wide including APPR (Annual Professional Performance Review), CCLS (Common Core Learning Standards), Results First (target setting), Focus District Designation, Special Education Program Review and Analysis and Capital Projects. In addition, he provided an overview of other new programs: PBL (Project Based Learning), NYU (Excellence and Equity), and the Renaissance Program, Link Crew and Rachel's Challenge at the JSHS. He reviewed how all of these programs come together to meet our goal of "...creating a safe and supportive environment" for ALL student as stated in our District Vision Statement.

c. Overview of Independent Audit

Mr. Michael Debadts, Raymond F. Wager, CPA, P.C., provided an overview of the Independent Audit for the fiscal year 2013-14. The audit included the Basic Financial Statements, Letter of Communication and a Letter of Communicating Internal Control Related Matters Identified in an Audit. Mr. Debadts reviewed prior year deficiencies that are pending corrective action, and one current year deficiency (documenting in writing the daily routine for various business office cycles). He was pleased to report that prior year recommendations have been implemented to the auditors satisfaction. Mr. Debadts also provided a discussion and analysis of the School District's financial performance. He praised Mr. Freeman and the Business Office staff for the excellent work that had been accomplished in just a few months.

4. **CONSENT ITEMS:**

a. Minutes of September 23, 2014 Regular Meeting

b. CSE/CPSE (Committee on Special Education/Committee on Pre-school Special Education) Recommendations

607001443, 607001626, 610375505, 607001461, 610306924, 607000608, 610364022, 607000164, 610296191, 610328934, 607001598, 607001600, 607001599, 607001053, 610346089, 607001622, 607001623, 607000217, 607000125, 610342280, 610317810, 610333950, 610271227, 610352501, 607001421, 610365373, 610341870, 610320668, 607000074, 607001624, 610329392, 607000913, 607000959, 607000906, 610309695, 610355575, 607001287, 607001654, 607001086, 610321232, 607001589, 610264307, 607001592, 610252432, 610334292, 610346296, 610325549, 610325550

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

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

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

5. **OLD BUSINESS: None**

6. **NEW BUSINESS:**

a. Approval/Appointment of Board of Registration and Election Inspectors as Presented for the Capital Project Vote on December 16, 2014

RESOLVED, upon the recommendation of the Superintendent, to approve the appointment of the Board of Registration and election inspectors for the Capital Project Vote December 16, 2014 as presented.

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

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

- b. Financial Reports: Treasurer’s Report, Trial Balance, Revenues, Appropriations, Warrant, and Claims Monthly Report – August 2014
RESOLVED, upon the recommendation of the Superintendent of Schools, to approve Financial Reports dated August 2014 as presented.
Moved by Ms. Murphy, seconded by Mr. Sidebottom. Discussion: none
Final Vote: Yes – 6, No – 0. Motion Carried.
- c. Approval of Field Placement Agreement between Cortland Enlarged City School District and Utica College School of Health Professions and Education
RESOLVED, upon the recommendation of the Superintendent, to approve the five-year Field Placement Agreement between Cortland Enlarged City School District and Utica College School of Health Professions and Education, September 1, 2014 – August 31, 2019, as presented.
Moved by Mr. Natoli, seconded by Ms. Murphy. Discussion: none
Final Vote: Yes – 6, No – 0. Motion Carried.
- d. Approval of Affordable Care Act Compliance Resolution
WHEREAS, the Cortland Enlarged City School District maintains a group health plan as a member of Cooperative Health Insurance Fund of Central New York; and
WHEREAS, the Cortland Enlarged City School District is required to offer coverage under its health plan to eligible full-time employees pursuant to the Patient Protection and Affordable Care Act (ACA), effective in 2015; and
WHEREAS, the Cortland Enlarged City School District has variable hour employees whose full-time status must be determined pursuant to guidance issued under the ACA;
NOW, THEREFORE, BE IT RESOLVED, that the Superintendent of Schools or their designee be, and hereby is, authorized and directed to establish and maintain procedures for the purposes of compliance with the ACA, including (but not limited to) the following:
 1. For variable-hour employees, Cortland Enlarged City School District shall establish a 12-month standard measurement period beginning July 1, and ending the following June 30;
 2. The initial measurement period for any new variable-hour employee shall be the 12-month period beginning on the date of hire and ending on the anniversary date thereof;
 3. The stability period, during which time a variable-hour employees status as eligible or ineligible for health Plan coverage is fixed, is the period beginning July 1 ending June 30.**BE IT FURTHER RESOLVED that the Superintendent of Schools or their designee is authorized and directed to take such actions as she determines are necessary or proper to give effect to the foregoing resolutions.**
Moved by Ms. Griffin, seconded by Mr. Natoli. Discussion: none
Final Vote: Yes – 6, No – 0. Motion Carried.
- e. Acceptance of Independent Audit with Corrective Action Plan Fiscal Year 2013-14
RESOLVED, upon the recommendation of the Audit Committee, to accept the Independent Audit with Corrective Action Plan from Raymond F. Wager, CPA, P.C., for the fiscal year 2013-2014, as presented.
Moved by Mr. Natoli, seconded by Ms. Murphy. Discussion: none
Final Vote: Yes – 6, No – 0. Motion Carried.
- f. Approval of Onondaga-Cortland-Madison BOCES 48-month Copier Service Contract
WHEREAS, the Board of Education of the Cortland School District desires to enter into up to a 48 month service contract with the Onondaga-Cortland-Madison Board of Cooperative Educational Services (hereafter referred to as OCM BOCES) in order for the Regional Information Center (RIC) to furnish certain services to the District pursuant to Education Law 1950(4)(jj), those services being but not limited to network printing services in Co-Ser 521, 562 and/or Co-Ser 620. NOW, THEREFORE, it is RESOLVED, that the Board of Education of the above School District agrees to enter into a contract with the OCM BOCES for the provision of said services to the District not to exceed in total over the life of this agreement the estimated annual payment for equipment and Regional Information Center support of \$7,716.00 plus overage charges incurred by the OCM BOCES on behalf of the school district during the term of this contract. This amount may be amended with the approval of both parties. Payments will be made as part of a regular annual BOCES contract for services. Further, this contract will be finalized by the Superintendent of the school district and is subject to the approval of the Commissioner of Education for both this multi-year service agreement and the OCM BOCES Document Services Agreement contract that will be entered into on behalf of the school district at its request. This contract will be for a maximum period of 48 months commencing on or about October 31, 2014.
Moved by Ms. Griffin, seconded by Mr. Natoli. Discussion: none
Final Vote: Yes – 6, No – 0. Motion Carried.

- g. Authorize Participation in NYSMEC Natural Gas Cooperative Bid
RESOLVED, that the Board of Education of the Cortland Enlarged City School District hereby authorizes the Superintendent of Schools to execute a contract to participate in the NYSMEC Natural Gas Cooperative Bid as presented.
 Moved by Mr. Natoli, seconded by Mr. Sidebottom. Under discussion Mr. Hoose noted that the full resolution was provided in the Board meeting packet to allow members an opportunity to review it in advance of the meeting.
Final Vote: Yes – 6, No – 0. Motion Carried.
- h. Authorize Participation in NYSMEC Electric Cooperative Bid
RESOLVED, that the Board of Education of the Cortland Enlarged City School District hereby authorizes the Superintendent of Schools to execute a contract to participate in the NYSMEC Electric Cooperative Bid as presented.
 Moved by Mr. Natoli, seconded by Ms. Griffin. Under discussion Mr. Hoose noted that the full resolution was provided in the Board meeting packet to allow members an opportunity to review it in advance of the meeting.
Final Vote: Yes – 6, No – 0. Motion Carried.
- i. 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, for the Randall Elementary School site as presented.
 Moved by Ms. Murphy, seconded by Mr. Natoli. Discussion: none
Final Vote: Yes – 6, No – 0. Motion Carried.
- j. Declaration of Surplus Grounds and Custodial Equipment
RESOLVED, upon the recommendation of the Superintendent of Schools, to declare Surplus Grounds and Custodial Equipment per the Surplus Items memo dated October 9, 2014, as presented.
 Moved by Ms. Griffin, seconded by Mr. Sidebottom. Under discussion Ms. Murphy inquired whether our surplus equipment could be included in the city auction.
Final Vote: Yes – 6, 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 11.39.
 Moved by Ms. Griffin, seconded by Mr. Natoli. Discussion: none
Final Vote: Yes – 6, 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 Schedule of Appointment 1126.
 Moved by Ms. Griffin, seconded by Mr. Sidebottom. Discussion: none
Final Vote: Yes – 6, 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 2317, 2318, 2319 and 2320.
 Moved by Ms. Murphy, seconded by Ms. Van Donsel. Discussion: none
Final Vote: Yes – 6, No – 0. Motion Carried.
- d. Appointments:
- 1) Records Management Officer – Ms. Margaret Boice, Interim Director of Business Services
 - 2) District Representative on Coop. Health Insurance Board of Directors – Ms. Margaret Boice, Interim Director of Business Services
 - 3) District Representative on Coop. Workmen’s Comp. Board of Directors – Ms. Margaret Boice, Interim Director of Business Services
 - 4) School Purchasing Agent – Ms. Margaret Boice, Interim Director of Business Services
- RESOLVED, upon the recommendation of the Superintendent, to approve the above appointments as presented.**
 Moved by Ms. Griffin, seconded by Mr. Natoli. Discussion: none
Final Vote: Yes – 6, No – 0. Motion Carried.

8. LEADERSHIP REPORTS:

- a. Director of Business Operations – Mr. Freeman thanked the Board for the opportunity to work with the Cortland District.
- b. Assistant Superintendent for Pupil and Personnel Service
 - 1) Update on Special Education Study
 - 2) Update on NYU
- c. Director of Curriculum and Instruction - None
- d. Superintendent
 - 1) Thank-you Note from Senior Class Officers – Mr. Hoose read a note from the Senior Class Officers thanking the Board for approving their over-night class trip.
 - 2) Holocaust Memorial Museum Field Trip November 21, 2014 – Mr. Hoose shared information regarding this trip.
 - 3) *Results First* District Team Workshop October 6, 2014
 - 4) Report on NCERT Conference October 1-4, 2014 – Mr. Hoose shared that this was the best conference he has attended.
 - 5) Student Art Work on Display at NYSSBA Conference – Mr. Hoose was pleased to announce that the art work would be on display.
 - 6) NASA Space Settlement Contest- *Cortland Standard* article – Mr. Hoose shared the newspaper article highlighting the contest in which Mrs. Passeri-Densmore’s JHS English class participates.

9. BOARD MEMBER ACTIVITIES:

Members reported on the various workshops they had attended along with activities they attended at their partner schools.

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

11. NEXT MEETING AGENDA REVIEW

12. EXECUTIVE SESSION

In accordance with Public Officer’s Law Section 96, Subdivision 1, Ms. Davis-Howard called for an Executive Session at 9:52 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 – 6, No – 0. Motion Carried.

The Executive Session adjourned at 10:32 p.m.

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

Final Vote: Yes – 6, 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 10:32 p.m.

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

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

Ms. Margaret Baccaro, Clerk