

CORTLAND ENLARGED CITY SCHOOL DISTRICT
Board of Education Meeting – Tuesday, November 4, 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, November 4, 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

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; School and Community Members; Cortland Standard Representative; and Ms. Margaret Baccaro, Clerk

1. **CALL TO ORDER and PLEDGE OF ALLEGIANCE:** Ms. Davis-Howard called the meeting to order at 7:00 p.m., and the Pledge of Allegiance was recited.
2. **COMMUNICATIONS and RECOGNITION:**
 - a. Kudos Korner: None
 - b. Audience Participation – There were no requests to address the Board on items related to the Agenda
 - c. Board Member Reports
 - 1) BOE Policy Committee Report – Mr. Natoli reported that the committee began review of Section 6000 Personnel at the November 4, 2014 Meeting. Ms. Boice will join the committee at its next meeting.
 - 2) BOE Facilities Committee Report – The next meeting is scheduled for November 13, 2014.
 - d. NYSSBA 2014 Annual Convention Report – Mr. Hoose, Mrs. Riley and Board Members Colongeli, Griffin, Murphy and Natoli attended the NYSSBA Annual Convention held in New York City October 25-28. Ms. Murphy reported that she was impressed with the quality of the sessions and found those she attended useful. Ms. Griffin shared her written notes from two sessions: Chaos to Clarity: Prioritizing School Improvement for Student Achievement and School Discipline. Mr. Natoli reported he had attended two sessions pertaining to school boards role in the negotiations process and another on special education. Everyone reported that the keynote session with author Wes Moore (*One Name, Two Fates*) was excellent. Mrs. Riley shared that she had ordered the book and offered to lend it to anyone interested in reading it.
 - e. Cortland-Madison School Board Assoc. Fall Dinner Report – Mr. Hoose attended the Fall Meeting held on November 3, 2014 and hosted by Homer. The guest speaker was Kemi Akinsanva-Rose of Expeditionary Learning, a K-12 non-profit organization focusing on interdisciplinary, project-based learning, similar to New Tech High.
 - f. State-mandated Child Abuse Training in an Educational Setting for School Board Members – Board members Davis-Howard, Colongeli and Sidebottom attended the October 30 training offered by CNYSB. Mr. Sidebottom reported the session was conducted by an attorney who stressed that school board members are responsible to report suspected child abuse like other school mandatory reporters; therefore, school board members should receive training on reporting compliance procedures. It was recommended the district review its policy and refresher training schedule.
3. **PRESENTATIONS:**
 - a. JSHS Changes to Promote Student Learning

Jr.-Sr. High School Administrators Mr. Joe Mack, Mr. Ken Brafman and Mr. John Zarcone provided an overview of the changes that have been taking place at the Jr.-Sr. High School. The presentation was broken into: Technology, Academics, Communication, School Culture, and 9th Grade Initiatives.

Technology: Mr. Zarcone reviewed the technology piece including changes to the cell phone policy, the purchase and use of new laptops and laptop carts in the classrooms, the installation of SMART TVs in various areas of the building, and their goal to make use of the TV studio and equipment to broadcast to the SMART TVs.

Academics: Mr. Mack reviewed the academics piece including changes to the academic eligibility policy, the introduction of the Grad Point credit recovery program, converting the senior lounge to an academic center, project-based learning classes and the reintroduction of agenda books.

Communication: There has been an effort to increase communication with students, parents and staff using social media. Remind (an app designed to text message students and parents), Twitter @ CHSC2G, and *The Communicator* (a monthly newsletter for staff) are examples of this effort.

School Culture: Mr. Mack reviewed the positive changes to school culture including the change to a closed campus, the addition of a coffee shop, Rachel's Challenge, student parking assignments based on school attendance, and the development of a Student Behavior Team. Mr. Zarcone presented members with green C2G (Commitment to Graduate) bracelets distributed to everyone on opening day as part of the Renaissance Program. He shared that the focus is to keep it NOISY beginning with an opening day celebration, teachers wearing purple "be phenomenal" t-shirts and administrators wearing matching shirts every Monday, and presenting students with "It's Cool to be" certificates. The Harlem Wizards vs. the Cortland All-stars game and quarterly rallies are planned to keep the momentum going by improving school pride and acknowledging student successes. Over the summer many of the classrooms and staff offices were moved around to cluster and organize them more efficiently.

9th Grade Initiatives – Mr. Brafman spoke to the new 9th grade initiatives including making connections, the new 9th Grade Dinner Seminar, and a planned college visit to TC3. Making connections – teachers, counselors, school psychologists, etc. of all at-risk 9th graders were connected electronically. This allowed all stakeholders to be aware of each student's issues/problem areas encouraging communication within the group. 9th Grade Dinner Seminar – Mr. Brafman voiced that there are many community agencies that our families could use, but they are unaware. To connect with these agencies, the entire freshman class has been invited to attend a 9th Grade Dinner Seminar where representative of these agencies will be available for information-sharing. TC3 college visit – A trip for the entire freshman class has been planned for February. The trip, in its planning stages, will include the academic requirements for college, applying for college, etc. The trip will coincide with a planned College/Career Week at the JSHS.

Members offered their thanks for the huge commitment that has been put into these changes, and thanked the administrators for their presentation.

4. CONSENT ITEMS:

- a. Minutes of October 14, 2014 Regular Meeting
- b. CSE/CPSE (Committee on Special Education/Committee on Pre-school Special Education)

Recommendations

607001591, 607001660, 610342472, 607000770, 610317761, 610373684, 607001684, 607000790, 607001601, 610308571, 610308572, 607001597, 610307218, 607000393, 610284957, 607001655, 610295640, 607001625, 610385243, 610342339, 607000059, 610287612, 607001459, 610286815, 610349951, 610288063, 607000525, 607001615, 607001614, 607001627, 610303562, 610323615, 607001652, 610352570, 607001076, 607000652, 610310806, 610253548, 607001043

- c. MOU District Office Clerical Staff

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

Moved by Ms. Griffin, seconded by Mr. Natoli. Under discussion Ms. Murphy asked for clarification on items pertaining to the CSE/CPSE minutes. Ms. Riley responded she would have to provide clarity in executive session.

Final Vote: Yes – 5, No – 0, Abstain – 1 (Murphy). Motion Carried.

5. OLD BUSINESS:

6. NEW BUSINESS:

- a. Financial Reports: Treasurer's Report, Trial Balance, Revenues, Appropriations, Warrant, Claims Monthly Report and Extra Classroom Activity Fund Quarterly Report – September 2014

RESOLVED, upon the recommendation of the Superintendent of Schools, to approve Financial Reports dated September 2014 as presented.

Moved by Mr. Sidebottom, seconded by Ms. Murphy. Discussion: none

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

- b. Approval of 2014/15 Correction to Tax Roll – Parcel # 95.16-02-35.000

RESOLVED, upon the recommendation of the Superintendent of Schools, that the Board of Education for the Cortland Enlarged City School District hereby corrects the 2014/15 STAR exemption for Parcel # 95.16-02-35.000, owned by David Lewis, from \$1,874.53 to \$1,351.53.

Moved by Ms. Griffin, seconded by Ms. Murphy. Discussion: none

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

- c. Approval of 2012/13, 2013/14, 2014/15 Correction to Tax Roll – Parcel # 86.59-02-12.100

RESOLVED, upon the recommendation of the Superintendent of Schools, that the Board of Education for the Cortland Enlarged City School District hereby corrects the 2012/13, 2013/14, and 2014/15 taxable assessed value for Parcel # 86.59-02-12.100 owned by Mark Button from \$68,500 to \$32,500.

Moved by Ms. Griffin, seconded by Mr. Natoli. Under discussion Ms. Boice explained that the property owner had been taxed on an out building that was not his, and often it takes several years to resolve this type of issue.

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

- d. Declaration of Surplus Chalkboards and Cafeteria Equipment

RESOLVED, upon the recommendation of the Superintendent of Schools, to declare surplus chalkboards and cafeteria equipment per the Surplus Items memo dated October 31, 2014, as presented.

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

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

- e. Approval of Donation of three (3) chalkboards to Lime Hollow Nature Center

RESOLVED, upon the recommendation of the Superintendent of Schools, to approve the donation of three (3) chalkboards to Lime Hollow Nature Center, per letter dated October 31, 2014, as presented.

Moved by Mr. Natoli, seconded by Ms. Griffin. Under discussion Mr. Hoose read a letter from Lime Hollow Nature Center requesting these surplus items. Members voiced that they were very pleased that these items would be donated and put to good use.

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

- f. Approval of 5-year Bus Lease Agreement for One 2015 30-passenger WC Thomas GM Minotour

RESOLVED, upon the recommendation of the Superintendent, to award the bid for leasing of one 2015 30-passenger WC Thomas GM Minotour for the Cortland Enlarged City School District to Santander Bank, 3 Huntington Quad Suite 101 N, Melville, NY 11747 as the lowest responsible bidder meeting specifications on a line item basis, as presented, and to authorize the Superintendent to sign the agreement and enter into the lease.

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

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

- g. Approval of 5-year Bus Lease Agreement for Four 2015 66-passenger Thomas SAF-T-Liner 2C'S

RESOLVED, upon the recommendation of the Superintendent, to award the bid for leasing of four 2015 66-passenger Thomas SAF-T-Liner 2C'S for the Cortland Enlarged City School District to Santander Bank, 3 Huntington Quad Suite 101 N, Melville, NY 11747 as the lowest responsible bidder meeting specifications on a line item basis, as presented, and to authorize the Superintendent to sign the agreement and enter into the lease.

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

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 11.40.

Moved by Mr. Sidebottom, seconded by Ms. Griffin. 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 Schedules of Appointment 1128 and 1129.

Moved by Mr. Natoli, seconded by Ms. Murphy. 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 2321, 2322, 2323 and 2324.

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

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

8. LEADERSHIP REPORTS:

- a. Director of Business Services

1) Initial Budget Assumptions 2014/15 - Ms. Margaret Boice, Interim Director of Business Services, reviewed the initial budget assumptions for 2014/15 bringing members attention to contractual salary increases, salary increases in NYS ERS, salary increases in NYSTRS, and the increase in medical and dental insurance. In addition she reviewed initial assumptions for BOCES services, utilities, insurances, debt and revenues.

- b. Assistant Superintendent for Pupil and Personnel Service
 - 1) Update on Director of Business Services – Ms. Riley appraised the Board on the status of the recruitment. She reported that the posting has closed and three candidates have been selected, from a pool of approximately fifteen, for interviews. The interview process will follow the same format, for administrative positions, as in the past.
 - 2) Family Reading Partnership Annual Book Drive – Ms. Riley shared that the annual book drive, supported by the Family Reading Partnership of Cortland County and Seven Valley Reading Council, is underway. She invited members to take part in the book drive that provides low-income families with new books to give to their children for the holidays.
- c. Director of Curriculum and Instruction - none
- d. Superintendent
 - 1) Special Education Study Update – Mr. Hoose advised the Board that the study field work is complete. Confidential interviews were conducted, over a three day period in October, with a representative number of personnel. The purpose of the interviews was to collect information in an open and inclusive manner to determine the effectiveness and efficiency of our special education services. The confidential interviews allowed for candid responses, and the team reported that the staff were open and honest. The results will be compiled into a draft report for review for accuracy prior to the final report. A final report is expected in December at which time Futures Education will do a formal presentation to the Board.
 - 2) NYSSBA – Mr. Hoose will provide members with the renewal invoice for membership to this organization. It is the Board’s decision whether or not to continue the membership.

9. BOARD MEMBER ACTIVITIES:

Members reported on the various workshops they had attended along with activities they attended at their partner schools. All who attended the Rachael’s Challenge presentation at the Jr.-Sr. High School expressed their appreciation for bringing this moving, well done program to Cortland.

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

11. NEXT MEETING AGENDA REVIEW

- **Budget Workshop – 6:00 p.m.** - Mr. Hoose announced that beginning November 18, there will be a one-hour budget workshop prior to Board meetings. All are welcome to attend.

12. EXECUTIVE SESSION

In accordance with Public Officer’s Law Section 96, Subdivision 1, Ms. Davis-Howard called for an Executive Session at 8:40 p.m. to discuss proposed, pending or current litigation, and collective negotiations pursuant to Article 14 of the Civil Service Law.

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

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

The Executive Session adjourned at 9:35 p.m.

Moved by Ms. Griffin, seconded by Mr. Sidebottom. 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 9:35 p.m.

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

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

Ms. Margaret Baccaro, Clerk