

CORTLAND ENLARGED CITY SCHOOL DISTRICT
Board of Education Meeting – Tuesday, November 18, 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 18, 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, and Ms. Alane Van Donsel

Absent: Mr. Daniel Sidebottom

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; and Ms. Margaret Baccaro, Clerk

6:00 – 6:30 p.m. – Board Budget Workshop

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. Ms. Davis-Howard welcomed the audience including Barry School 6th graders and their parents, new instructional staff members and district administrators.
2. **PRESENTATIONS:**
 - a. Barry School Presentation – Mr. Reyes, Barry School Principal, highlighted some of the many programs and events taking place at Barry School. He shared that the focus this year is on increasing equity through building classroom and school community. They are renewing and evaluating the Responsive Classroom program through a partnership with NYU, reinforcing Responsive language, continuing the Readers are Leaders program, hosting rallies to increase student recognition, increasing the school's web presence and increasing communication through weekly and monthly newsletters. Mr. Reyes, introduced Barry 6th graders who provided several skits demonstrating collaboration--ways students work together everyday both in and out of school. Members applauded the orchestra and band ensemble members for their entertaining performances, and the 6th graders for their engaging skits demonstrating student collaboration in ELA and math lessons. Ms. Oyer, Ms. Allen and Ms. Capano received accolades as well for the time they had invested in preparing the students for their presentations.
 - b. Presentation of Diplomas – Mr. Hoose presented Cortland Sr. High School diplomas to six August graduates. Those unable to be present will receive their diplomas by mail.
 - c. Introduction of New Staff – New instructional staff members were introduced, and a brief bio was provided on each by their respective administrator. Following the introductions a reception was held to congratulate and welcome the new staff to the District.
3. **COMMUNICATIONS and RECOGNITION:**
 - a. Kudos Korner: Michael Winchell *Tabled*
 - b. Audience Participation – There were no requests to address the Board.
 - c. Board Member Reports
 - 1) BOE Policy Committee – Next Meeting December 3, 2014 @ 4:15 p.m.
 - 2) BOE Facilities Committee – Mr. Hoose reported on November 13, 2014 meeting. Lee Stepp, Lend Lease, reported on the status of the EXCEL construction project Phases 1 and 2--all but two of the contracts have been closed out. Wendy Robbins, Tetra Tech Architects & Engineers, attended and appraised the committee that the architectural portion of Phase 3 had been reviewed and approved, and mechanical approval is about one month away. She also shared that we will be putting everything out to bid at a good time of year (February).
 - 3) NYSSBA Membership Renewal – Ms. Davis-Howard asked for a discussion regarding renewing the annual membership at a cost of \$9,412. Members voiced that they enjoy the monthly *On Board* newsletter and the Daily Clips e-mail. Members who have taken NYSSBA workshops voiced that they have been very pleased. It was noted that many of the workshops/trainings offered by NYSSBA are also offered by CNYSBA, and NYSSBA trainings would still be available although at an increase cost. Mr. Hoose will canvass districts who have discontinued their memberships for input on what they feel they are missing as a result of doing so.
4. **CONSENT ITEMS:**
 - a. Minutes of November 4, 2014 Regular Meeting
 - b. CSE/CPSE (Committee on Special Education/Committee on Pre-school Special Education) Recommendations
607000388, 610375505, 610340630, 610316629, 610341446, 607001504, 607001696, 610307218, 607001667, 610364513, 610284957, 607000019, 610385319, 610364967, 607000846, 610330751, 607000145, 610325654, 610289282, 610335006, 607001650, 610330651, 607001017, 607001733, 610363538, 607001484, 610382248, 610373833, 607000042, 607000095, 610310806, 607001367, 610291316, 607001573, 607000132

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

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

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

5. OLD BUSINESS: None

6. NEW BUSINESS:

a. 1st Reading Erie I BOCES Policy Revisions to Section 5000

RESOLVED, upon the recommendation of the Superintendent of Schools, to accept the first reading of proposed changes to Section 5000 Non-Instructional/Business Operations for the following policies, as recommended by Erie I BOCES, and the Board of Education Policy Committee:

1.1	Budget Planning and Development.....	5110
1.2	School District Budget Hearing.....	5120
1.3	Budget Adoption.....	5130
1.4	Administration of the Budget.....	5140
1.5	Contingency Budget	5150
2.1	Revenues.....	5210
2.2	District Investments	5220
2.3	Acceptance of Gifts, Grants and Bequests to the School District.....	5230
2.4	School Tax Assessment and Collection/Property Tax Exemptions.....	5240
2.5	Sale and Disposal of School District Property	5250
3.1	Bonding of Employees and School Board Members	5310
3.2	Expenditures of School District Funds	5320
3.2.1	Use of the District Credit Card	5321
3.2.2	Use of the District Cell Phone.....	5322
3.2.3	Reimbursement for Meals/Refreshments.....	5323
3.3	Budget Transfers	5330
3.4	Borrowing of Funds	5340
4.1	Purchasing	5410
5.1	Accounting of Funds	5510
5.1.1	Reserve Funds.....	5511
5.2	Extraclassroom Activity Fund.....	5520
5.3	Petty Cash Funds and Cash in School Buildings	5530
5.4	Publication of District's Annual Financial Statement.....	5540
5.5	Maintenance of Fiscal Effort (Title I Programs)	5550
5.6	Use of Federal Funds for Political Expenditures	5560
5.7	Financial Accountability	5570
5.7.1	Allegations of Fraud	5571
5.7.2	Audit Committee	5572
5.7.3	Internal Audit Function.....	5573
5.7.4	Medicaid Compliance Program Policy	5574
6.1	Insurance.....	5610
6.2	Inventories and Accounting of Fixed Assets	5620
6.3	Facilities: Inspection, Operation and Maintenance.....	5630
6.3.1	Hazardous Waste and Handling of Toxic Substances by Employees	5631
6.3.2	Pest Management and Pesticide Use	5632
6.4	Smoking/Tobacco Use	5640
6.5	Energy Conservation and Recycling in the Schools	5650
6.6	School Food Service Program (Lunch and Breakfast).....	5660
6.6.1	District Wellness Policy.....	Previously Approved 9/9/2014 5661
6.7	Records Management.....	5670
6.7.1	Disposal of Consumer Report Information and Records.....	5671
6.7.2	Information Security Breach and Notification	5672 on hold
6.7.3	Employee Personal Identifying Information.....	5673
6.8	Safety and Security.....	5680
6.8.1	School Safety Plans.....	5681
6.8.2	Cardiac Automated External Defibrillators (AEDs) in Public School Facilities	5682
6.8.3	Fire Drills, Bomb Threats and Bus Emergency Drills	5683
6.9	Exposure Control Program	5690
6.9.1	Communicable Diseases.....	5691
6.9.2	Human Immunodeficiency Virus (HIV) Related Illnesses.....	5692
7.1	Transportation Program	5710
7.2	Transportation of Students.....	5720
7.3	School Bus Safety Program	5730
7.3.1	Idling School Buses on School Grounds	5731
7.4	Qualifications of Bus Drivers	5740
7.4.1	Drug and Alcohol Testing for School Bus Drivers and Other Safety-Sensitive Employees	5741

Moved by Ms. Griffin, seconded by Mr. Natoli. Discussion: none
Final Vote: Yes – 6, No – 0. **Motion Carried.**

- b. Approval of 2015-16 Budget Calendar
RESOLVED, upon the recommendation of the Superintendent of Schools, to approve the 2015-16 Budget Calendar, as presented.
Moved by Ms. Van Donsel, seconded by Mr. Colongeli. Under discussion Mr. Hoose noted that the Budget Calendar had been reviewed earlier in the evening at the Budget workshop.
Final Vote: Yes – 6, No – 0. **Motion Carried.**
- c. Approval of Academic Intervention Services Plan July 1, 2014 – June 30, 2016
RESOLVED, upon the recommendation of the Superintendent, to approve the Academic Intervention Services Plan, effective July 1, 2014 to June 30, 2016, as presented.
Moved by Mr. Colongeli, seconded by Ms. Griffin. Discussion: none
Final Vote: Yes – 6, No – 0. **Motion Carried.**
- d. Approval of Field Placement Agreement between Cortland Enlarged City School District and The Crane School of Music, SUNY Potsdam
RESOLVED, upon the recommendation of the Superintendent, to approve the five-year Field Placement Agreement between Cortland Enlarged City School District and The Crane School of Music, SUNY Potsdam, December 1, 2014 – June 30, 2019, as presented.
Moved by Ms. Van Donsel, seconded by Ms. Murphy. Discussion: none
Final Vote: Yes – 6, No – 0. **Motion Carried.**
- e. Approval of Revised 5-Year Service Agreement with OCM BOCES to Provide Lit Fiber for High Speed Communication Services
RESOLVED, upon the recommendation of the Superintendent, to approve the revised 5-year service agreement with OCM BOCES to provide lit fiber for high speed communication services, as presented.
Moved by Ms. Griffin, seconded by Mr. Natoli. Under discussion Mr. Hoose explained that the revised contract will increase the band width to Virgil from 100 mb to 200 mb.
Final Vote: Yes – 6, No – 0. **Motion Carried.**
- f. Acknowledge Receipt of Winter Clothing Donation from Edward Jones, Cortland, NY
RESOLVED, upon the recommendation of the Superintendent, to acknowledge receipt of a winter clothing donation from Edward Jones, Cortland, NY to be distributed to students in need as presented.
Moved by Mr. Colongeli, seconded by Ms. Van Donsel. Discussion: none
Final Vote: Yes – 6, No – 0. **Motion Carried.**
- g. Declaration of Surplus Excess Equipment at Smith Elementary School
RESOLVED, upon the recommendation of the Superintendent of Schools, to declare surplus excess equipment at Smith Elementary School per the Surplus Items memo dated November 13, 2014, as presented.
Moved by Mr. Colongeli, seconded by Ms. Griffin. Under discussion Mr. Hoose noted that items that are not sold will be recycled or disposed of.
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 11.41.
Moved by Mr. Colongeli, seconded by Ms. Murphy. 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 1130.
Moved by Mr. Colongeli, 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 Schedule of Appointment 2325.
Moved by Mr. Natoli, seconded by Ms. Griffin. Discussion: none
Final Vote: Yes – 6, No – 0. **Motion Carried.**

- d. Approval of Revised Substitute Rates for Teachers for 2014-15
RESOLVED, upon the recommendation of the Superintendent, to approve the Revised Substitute Rates for Teachers for 2014-15 as presented.
Moved by Mr. Natoli, seconded by Ms. Griffin. Discussion: none
Final Vote: Yes – 6, No – 0. Motion Carried.

8. LEADERSHIP REPORTS:

- a. Director of Business Operations
b. Assistant Superintendent for Pupil and Personnel Service
1) District Procedures for Mandated Child Abuse Reporting – Ms. Riley provided information pertaining to staff member receiving training, and on the district’s reporting compliance procedures.
c. Director of Curriculum and Instruction
1) November 10, 2014 JSHS Professional Development Day – Ms. Bliss reported that the various departments at the JSHS concentrated on Focus School Tenet 3 work and curriculum planning along with Grad Point training. The maintenance and custodial departments were provided with fork lift, genie lift and RTK training.
d. Superintendent
1) Capital Project Change Order Summary – Mr. Hoose provided a review of change order EC-050.
2) 76th Annual United Way for Cortland County Campaign – Mr. Hoose announced that he will chair the District’s United Way campaign again this year. He has sent pledge cards to the building reps for distribution, and also sent an e-mail to all staff encouraging everyone associated with the District to consider a donation to this worthy cause. The campaign runs through December 19.
3) Energy Performance Contract Review *Going Green! Campaign* – Mr. Hoose provided a PowerPoint overview of the campaign. He will be sharing the presentation with staff at two after-school informational sessions on November 19. The campaign is being advertised through the *Cortland Standard*, student newspaper *The Voice*, school newsletters, taxpayer postcards, and on the District’s website.

- 9. BOARD MEMBER ACTIVITIES:** Members reported on the various activities they had attended at their partner schools and throughout the community.

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

11. NEXT MEETING AGENDA REVIEW

- NYSSBA Membership Renewal

12. EXECUTIVE SESSION

In accordance with Public Officer’s Law Section 96, Subdivision 1, Ms. Davis-Howard called for an Executive Session at 8:47 p.m. to discuss proposed, pending or current litigation.

Moved by Mr. Natoli, seconded by Ms. Griffin. Discussion: none
Final Vote: Yes – 6, No – 0. Motion Carried.

The Executive Session adjourned at 9:05 p.m..

Moved by Mr. Natoli, seconded by Mr. Colongeli. 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 9:06 p.m.

Moved by Mr. Natoli, seconded by Ms. Griffin. Discussion: None
Final Vote: Yes – 6, No – 0. Motion Carried.