

**CORTLAND ENLARGED CITY SCHOOL DISTRICT**  
**Board of Education Meeting – Tuesday, December 2, 2014 at 7:30 p.m.**  
**Kaufman Center, 1 Valley View Drive, Cortland NY**

---

A Regular Meeting of the Board of Education was held on Tuesday, December 2, 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

**6:30 p.m. Budget Workshop**

**7:00 p.m. Capital Project Public Hearing – *Televised***

**7:30 p.m. Board of Education Regular Meeting**

**1. CALL TO ORDER and PLEDGE OF ALLEGIANCE** Ms. Davis-Howard called the meeting to order at 7:30 p.m., and the Pledge of Allegiance was recited.

**1. 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 – Next Meeting December 3, 2014 @ 4:15 p.m.
  - 2) BOE Facilities Committee – Next Meeting December 11, 2014 @ 3:30 p.m.
  - 3) Reminder: December 16, 2014 @ 9:00 p.m. Capital Project Canvassing of Votes
  - 4) NYSSBA Membership Renewal - Ms. Davis-Howard opened discussion regarding renewing the annual membership at a cost of \$9,412. Mr. Hoose reported that he had canvassed districts who have discontinued their memberships for input on what they felt they are missing as a result of doing so—he is still waiting for responses. Ms. Davis-Howard asked to delay further discussion until the next meeting.

**2. PRESENTATIONS:**

- a. 1<sup>st</sup> Quarter Academic Report – Kristie Bliss  
Ms. Kristie Bliss, Director of Curriculum and Instruction, began the first quarter academic report by sharing that data reports provide information for discussion and subsequent action. The importance of data reporting lies in the discussion and implication for future action. Her report contained quarterly reports showing student achievement at a specific point in time, student cohort reports showing student growth over time and multiple year data reports that provide program information. She presented charts for grades K-6 reflecting data gathered from report card grades showing percentages of students meeting, approaching and struggling to achieve grade level for course standards in ELA, math, social studies, science and health. In addition Ms. Bliss provided a two-year history of students with high attendance. Next, Ms. Bliss reported on the academic progress for grades 7-12. She presented charts reflecting the percent meeting or exceeding standards, percent approaching standards, percent struggling to achieve standards and percent incomplete and/or medical. She also provided charts reflecting the percent of students passing vs. failing courses, percent of students failing one or more courses, a two-year history of students with high attendance and a five-year drop-out comparison. She summarized with a slide showing the percent of students on Merit List or Honor Roll.

**4. CONSENT ITEMS:**

- a. Minutes of November 18, 2014 Regular Meeting
- b. CSE/CPSE (Committee on Special Education/Committee on Pre-school Special Education) Recommendations  
610354459, 610370907, 607001660, 610384925, 610296162, 610315678, 607001167, 607001049, 610357291, 607000164, 610284811, 610328939, 610308256, 607001198, 610382948, 610389598, 610286429, 610310917, 607001242, 607001698, 607001253, 610287612, 610320668, 610253551, 607000074, 607001676, 610385234, 610372054, 610375318, 610308392, 607001681, 610365680, 610327908, 607001303, 610393956, 610307966, 610334292, 607001680, 610241757

**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 – 5, No – 1 (Colongeli). Motion Carried.**

5. **OLD BUSINESS:** None

6. **NEW BUSINESS:**

a. Financial Reports: Treasurer’s Report, Trial Balance, Revenues, Appropriations, Warrant, and Claims Monthly Report– October 2014

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

**Moved by Mr. Colongeli, seconded by Ms. Griffin. Discussion: none**

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

b. 2<sup>nd</sup> Reading Erie I BOCES Policy Revisions to Section 5000

**RESOLVED, upon the recommendation of the Superintendent of Schools, to accept the 2<sup>nd</sup> and final 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 Mr. Natoli, seconded by Ms. Griffin. Discussion: none

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

c. Declaration of Surplus Equipment

**RESOLVED, upon the recommendation of the Superintendent of Schools, to declare surplus obsolete, damaged and no longer in service items per the Surplus Items memo dated November 20, 2014, as presented.**

Moved by Mr. Colongeli, seconded by Ms. Van Donsel. Discussion: none

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

d. Appointment of Director of Transportation – Ms. Margaret Boice, Interim Director of Business Services

**RESOLVED, upon the recommendation of the Superintendent, to appoint Ms. Margaret Boice, Interim Director of Business Services, as Director of Transportation as presented.**

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

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

7. **PERSONNEL ACTION:**

a. Approval of Creation of (1) Assistant School Transportation Supervisor

**RESOLVED, upon the recommendation of the Superintendent of Schools, to create the new position of Assistant School Transportation Supervisor.**

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

Final Vote: Yes – 5, No – 1 (Colongeli). Motion Carried.

b. 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 11.42 revised.**

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

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

c. 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 1131 and 1132.**

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

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

d. 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 2326 and 2327.**

Moved by Ms. Van Donsel, seconded by Ms. Murphy. Discussion: none

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

8. **LEADERSHIP REPORTS:**

a. Director of Business Operations – Ms. Boice reminded members that the next Budget Workshop is scheduled for January 13, 6:30 p.m.

- b. Assistant Superintendent for Pupil and Personnel Service
  - 1) Update on the Director of Business Services Search – Ms. Riley advised the Board that the first round of interviews is complete. Site visits are scheduled for the week of December 8, and finalists will be invited to the District the week of December 15.
- c. Director of Curriculum and Instruction – None
- d. Superintendent
  - 1) Results First – Mr. Hoose provided the first quarter report on this initiative. The Results First teams consist of Mr. Hoose, Mrs. Riley, Mrs. Bliss and nine building principals with two teacher partners each. He reviewed the five targets set by the teams and the goals the targets are aimed at achieving: (1) *Graduation Rate*: Increase our 4 year graduation rate by 4%; (2) *Attendance*: Reduce the number of students with greater than 15 absences by 20%; (3) *Reading Levels*: Increase the number of K-6 students reading at or above grade level by 5%; (4) *Assessment*: Increase the number of students becoming proficient on 3-8 and Regents exams by 5%; and (5) *Course Failures*: Reduce the number of course failures at the JSHS by 10%. The targets are monitored every five weeks throughout the year to measure progress and adjusted where necessary to achieve the goals.

**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 - None**

**13. ADJOURNMENT**

**As there was no further business to discuss, Ms. Davis-Howard asked for a motion to adjourn the Regular meeting at 8:45 p.m.**

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

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

---

Ms. Margaret Baccaro, Clerk