

**CORTLAND ENLARGED CITY SCHOOL DISTRICT**  
**Board of Education Meeting – Tuesday, April 12, 2016 at 7:00 p.m.**  
**Kaufman Center, 1 Valley View Drive, Cortland NY**

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**Budget Workshop – 6:00**  
**Board of Education Meeting – 7:00 p.m.**

- 1. CALL TO ORDER and PLEDGE OF ALLEGIANCE.**
- 2. COMMUNICATIONS and RECOGNITION:**
  - a. Kudos Korner
    - 1.) New York State Athletic Administrator Association Chapter 3 Judith Marten Secretary Award Recipient
  - b. Audience Participation – on items related to the Agenda (speakers are asked to limit their comments to two minutes).
  - c. Board Member Reports:
    - 1.) BOE Policy Committee – Report on March 23, 2016 meeting
    - 2.) BOE Facilities Committee – Next meeting is April 15, 2016 at 9:00 AM
    - 3.) BOE Audit Committee – Next meeting TBD
    - 4.) Reminders
      - a.) April 18, 2016 – Board Meeting (Monday)
      - b.) April 27, 2016 – School Board Candidate Petitions are due to the Board Clerk by 5:00 PM
      - c.) May 3, 2016 – Voter Registration Day 3:00-8:00 PM, Kaufman Center
      - d.) May 10, 2016 – Public Budget Hearing / Meet the Candidates / Regular Meeting 6:30 PM, Kaufman Center
      - e.) May 17, 2016 – Budget Vote and School Board Election 12:00 noon-9:00 PM
    - 5.) Proposed Summer Meeting Schedule
      - a.) Tuesday, July 5 – Organizational and Regular Meeting
      - b.) Tuesday, July 19 – Regular Meeting
      - c.) Tuesday, August 9 – Regular Meeting
      - d.) Tuesday, August 23 – Regular Meeting
  - d. Discussions
    - 1.) Indoor track
- 3. PRESENTATIONS:**
- 4. CONSENT ITEMS:**
  - a. Minutes of March 22, 2016 Regular Meeting
  - b. Minutes of March 24, 2016 Special Meeting
  - c. CSE/CPSE (Committee on Special Education/Committee on Pre-school Special Education) Recommendations
- 5. OLD BUSINESS:**
- 6. NEW BUSINESS:**
  - a. Financial Reports: Treasurer’s Report, Trial Balance, Revenues, Intrafund Transfers, Appropriations, Warrant February 2016, Extra Classroom Activity Fund Quarterly Report and Claims Audit Report – January, February, & March 2016
  - b. Acceptance of recommendation to surplus one small conveyor
  - c. Approval of Private School Transportation Requests for 2016-17
- 7. PERSONNEL ACTION:**
  - a. Approval of Personnel Resignations and Leaves
  - b. Approval of Non-Instructional Personnel Appointments
  - c. Approval of Administrative and Instructional Personnel Appointments
- 8. LEADERSHIP REPORTS:**
  - a. Director of Business Operations
    - 1.) Vacant Land Donation

- b. Assistant Superintendent for Pupil and Personnel Services
  - 1.) Teacher Recruitment Events
- c. Director of Curriculum and Instruction
- d. Director of Special Education
- e. Superintendent

**9. BOARD MEMBER ACTIVITIES**

**10. AUDIENCE PARTICIPATION:** (Individuals are requested to keep their comments to two-minutes per speaker).

**11. NEXT MEETING AGENDA REVIEW**

**12. EXECUTIVE SESSION**

**13. ADJOURNMENT**

**CORTLAND ENLARGED CITY SCHOOL DISTRICT**  
**Board of Education Meeting – Tuesday, March 22, 2016 at 7:00 p.m.**  
**Kaufman Center, 1 Valley View Drive, Cortland NY**

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**Executive Session – 6:00 p.m.**

**Budget Workshop – Immediately following the Executive Session**

**Board of Education Meeting – 7:00 p.m.**

A Regular Meeting of the Board of Education was held on Tuesday, March 22, 2016 at the Kaufman Center, 1 Valley View Drive, Cortland, New York.

**Present:** Ms. Melissa Davis-Howard, Ms. Janet Griffin, Ms. Christine Gregory, 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. Kimberly Vile, Director of Business Services; Ms. Kristie Bliss, Director of Curriculum & Instruction; Dr. John Sheehan, Director of Special Education; School and Community Members; and Ms. Alicia Zupancic, Clerk

**1. CALL TO ORDER**

Ms. Davis-Howard called the meeting to order at 6:00 p.m.

**2. EXECUTIVE SESSION**

**In accordance with Public Officer’s Law Section 96, Subdivision 1, Ms. Davis-Howard called for an Executive Session at 6:03 p.m. to discuss contract negotiations.**

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

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

**The Executive Session adjourned at 6:34 p.m..**

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

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

**3. CALL TO ORDER and PLEDGE OF ALLEGIANCE.**

Ms. Davis-Howard re-called the meeting to order at 7:03 p.m. and the Pledge of Allegiance was recited.

**4. 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). - There were no requests to address the Board.

c. Board Member Reports:

1.) BOE Policy Committee – Next meeting March 23, 2016 at 10:30 a.m.

2.) BOE Facilities Committee – Next meeting TBD

3.) BOE Audit Committee – Next meeting TBD

4.) The OCM BOCES Annual Meeting is April 6, 2016. Please let Alicia know by March 28 if you plan to attend.

**5. PRESENTATIONS:**

a. CPEF Spring 2016 Grant Recipient

1.) Parker Sixth Grade Dramatic Society was recognized and given a certificate on behalf of CPEF. A slideshow was shared with the Board of Education.

- b. Parker School – Parker Student Enrichment Project
  - 1.) A slideshow of students shaping, sanding, painting, and accessorizing their Pinewood Derby cars was shared with the Board of Education. Some of the students were there to show their cars and how they distributed the weight and to answer questions. The students invited the Board and others to the race on March 24.
- c. NYSSBA (New York State School Boards Association)
  - 1.) NYSBBA Executive Director, Mr. Timothy Kremer, approached the Board with an offer to rejoin NYSBBA.

#### 6. CONSENT ITEMS:

- a. Minutes of March 8, 2016 Regular Meeting
  - b. CSE/CPSE (Committee on Special Education/Committee on Pre-school Special Education) Recommendations  
610396444, 607001626, 610375509, 610317808, 610365275, 610279817, 607002031, 610364022, 607002036, 610393803, 610324606, 607001053, 610353843, 610333273, 610328939, 607000091, 607000189, 610362612, 610374773, 607002240, 607000994, 607001728, 610394855, 607000502, 607002182, 607002139, 610394618, 610268129, 610350601, 607000959, 607002183, 607000906, 610294566, 607002180, 607000277, 607000552, 610375456, 607002015, 607000139, 607001966, 610384958, 607000971, 607000146, 607001680, 610325549
- RESOLVED, upon the recommendation of the Superintendent of Schools, to approve the Consent Items as presented.**
- Moved by Mr. Natoli, seconded by Ms. Griffin. Discussion: None**  
**Final Vote: Yes – 6, No – 0. Motion Carried.**

#### 7. OLD BUSINESS:

- a. Reserve Reauthorization  
**RESOLVED, upon the recommendation of the Business Office that the Board of Education approves the following reauthorization language for the noted reserves:  
The Unemployment Insurance Reserve previously established by the Board of Education in accordance with New York General Municipal Law §6-m is hereby reauthorized and continued the current level of monies on deposit within such fund and the Liability Reserve previously established by the Board of Education in accordance with New York Education Law §1709(8-c) is hereby reauthorized and continued the current level of monies on deposit.**
- Moved by Ms. Murphy, seconded by Ms. Griffin. Discussion: None**  
**Final Vote: Yes – 6, No – 0. Motion Carried.**

#### 8. NEW BUSINESS:

- a. Approval of *Revised* Notice of Annual Meeting, defining the Budget Public Hearing Date, Polling Locations, Voter Registration Day, and Publication of Notice of Annual Meeting and Election, Bus Proposition, Capital Reserve Proposition and Library Proposition as presented.  
**RESOLVED, upon the recommendation of the Superintendent of Schools, that the Board of Education for the Cortland Enlarged City School District hereby approves the *Revised* Notice of Annual Meeting, defining the Budget Public Hearing Date, Polling Locations, Voter Registration Day, and Publication of Notice of Annual Meeting and Election, Bus Proposition, Capital Reserve Proposition and Library Proposition as presented.**
- Moved by Mr. Natoli, seconded by Mr. Sidebottom. Discussion: None**  
**Final Vote: Yes – 6, No – 0. Motion Carried.**
- b. Health and Welfare Services Agreement – St. Mary’s School  
**RESOLVED, upon the recommendation of the Superintendent of Schools, to approve the Health and Welfare Services Agreement with St. Mary’s School as presented.**
- Moved by Mr. Sidebottom, seconded by Ms. Gregory. Discussion: Mike explained that the nurse at St. Mary’s salary is split between our district and others.**  
**Final Vote: Yes – 6, No – 0. Motion Carried.**

- c. Faculty/Student Calendar for 2016-17  
**RESOLVED**, upon the recommendation of the Superintendent of Schools, that the Board of Education for the Cortland Enlarged City School District hereby approves the 2016-17 Faculty/Student Calendar as presented.  
**Moved by Ms. Griffin, seconded by Mr. Sidebottom. Discussion: None**  
**Final Vote: Yes – 6, No – 0. Motion Carried.**
  
- d. Certification of Teacher Lead Evaluator – School Year 2015-16  
**WHEREAS Dr. John Sheehan, Director of Special Education, is considered as a Certified Lead Evaluator for the 2015-2016 School Year, having participated in the Lead Evaluator Training provided by the OCM BOCES Network Team,**  
**RESOLVED THAT the Board of Education recognizes Dr. John Sheehan as Certified Lead Evaluator for the Annual Professional Performance Review.**  
**Moved by Mr. Natoli, seconded by Ms. Murphy. Discussion: None**  
**Final Vote: Yes – 6, No – 0. Motion Carried.**

**9. 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 11.69.  
**Moved by Ms. Griffin, seconded by Mr. Sidebottom. Discussion: with regret for Ms. Vogt**  
**Final Vote: Yes – 6, No – 0. Motion Carried.**
  
- b. Approval of Non-Instructional Personnel Appointments  
**RESOLVED**, upon the recommendation of the Superintendent of Schools, to approve the appointments for Non-Instructional Personnel as presented on Schedule of Appointment 1170.  
**Moved by Mr. Natoli, seconded by Ms. Griffin. Discussion: None**  
**Final Vote: Yes – 6, No – 0. Motion Carried.**
  
- c. Approval of Administrative and Instructional Personnel Appointments  
**RESOLVED**, upon the recommendation of the Superintendent of Schools, to approve the appointments for Administrative and Instructional Personnel as presented on Schedules of Appointment 2394 and 2395.  
**Moved by Ms. Murphy, seconded by Ms. Griffin. Discussion: Clarification that substitute teachers and teaching assistants are paid according to certification.**  
**Final Vote: Yes – 6, No – 0. Motion Carried.**

**10. LEADERSHIP REPORTS:**

- a. Director of Business Operations  
Ms. Vile shared pictures of Barry library right after the flooding and current pictures. She talked about updates. One update is going from 34 lights to 15.
  
- b. Assistant Superintendent for Pupil and Personnel Services  
Ms. Riley shared with the Board of Education that Cortland City School District is re-identified as a Focus district. The two schools identified are Parker and the Cortland Junior Senior High School. The district has a new outside education expert, Nicole Eschler.
  
- c. Director of Curriculum and Instruction  
Ms. Bliss invited the Board of Education to attend the Professional Development Day on Friday, March 25, 2016.
  
- d. Director of Special Education  
Dr. Sheehan shared that there is a Focus review of special education programs for the district. Once the information is processed there will be a meeting with the Focus group.

- e. Superintendent  
Mr. Hoose shared that the hiring process has started.  
The communications survey has been mailed to households of junior and senior high school students, taken home by backpack for elementary students, will be in the Cortland Standard on March 29, and is up and live on the CECSD website.  
1to1 computing – junior and senior high students will pick up a device in advisory in the morning and return it to advisory at the end of the day for 2016-17.

**11. BOARD MEMBER ACTIVITIES**

Prism Concert

- 12. AUDIENCE PARTICIPATION:** (Individuals are requested to keep their comments to two-minutes per speaker). There were no requests to address the Board.

**13. NEXT MEETING AGENDA REVIEW - None**

**14. EXECUTIVE SESSION**

In accordance with Public Officer's Law Section 96, Subdivision 1, Ms. Davis-Howard called for an Executive Session at 8:23 p.m. to discuss the medical, financial, credit or employment history of a particular person.

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

The Executive Session adjourned at 9:25 p.m..

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

After the executive session, the Board talked about NYSSBA and Mr. Hoose presented the proposal for indoor track. No action was taken.

**15. ADJOURNMENT**

As there was no further business to discuss, Ms. Davis-Howard asked for a motion to adjourn the regular meeting at 9:47 p.m.

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

**CORTLAND ENLARGED CITY SCHOOL DISTRICT**  
**Board of Education Special Meeting – Tuesday, March 24, 2016 at 4:00 p.m.**  
**Kaufman Center, 1 Valley View Drive, Cortland NY**

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A Special Meeting of the Board of Education was held on Thursday, March 24, 2016 at the Kaufman Center, 1 Valley View Drive, Cortland, New York.

**Present:** Ms. Melissa Davis-Howard, Ms. Janet Griffin, Ms. Christine Gregory, Ms. Judith Murphy, Mr. John Natoli, Ms. Alane Van Donsel and Mr. Daniel Sidebottom  
**Also Present:** Mr. Michael Hoose, Superintendent and Ms. Alicia Zupancic, Clerk

**1. CALL TO ORDER and PLEDGE OF ALLEGIANCE.**

Ms. Davis-Howard called the meeting to order at 4:00 p.m.

**2. NEW BUSINESS:**

a. Rescind Resignation

**RESOLVED, upon the recommendation of the Superintendent of Schools, that the Board of Education for the Cortland Enlarged City School District hereby rescinds the resignation of John A. Natoli Jr. from the Board of Education.**

**Moved by Ms. Gregory, seconded by Ms. Griffin. Discussion: None**  
**Final Vote: Yes – 7, No – 0. Motion Carried.**

b. Approval of *Revised* Notice of Annual Meeting, defining the Budget Public Hearing Date, Polling Locations, Voter Registration Day, and Publication of Notice of Annual Meeting and Election, Bus Proposition, Capital Reserve Proposition and Library Proposition as presented.

**RESOLVED, upon the recommendation of the Superintendent of Schools, that the Board of Education for the Cortland Enlarged City School District hereby approves the *Revised* Notice of Annual Meeting, defining the Budget Public Hearing Date, Polling Locations, Voter Registration Day, and Publication of Notice of Annual Meeting and Election, Bus Proposition, Capital Reserve Proposition and Library Proposition as presented.**

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

Ms. Melissa Davis-Howard	Voting Yes
Ms. Christine A. Gregory	Voting Yes
Ms. Janet S. Griffin	Voting Yes
Ms. Judith E. Murphy	Voting Yes
Mr. John A. Natoli, Jr.	Voting Yes
Mr. Daniel R. Sidebottom	Voting Yes
Ms. Alane M. Van Donsel	Voting Yes

**Motion Carried.**

**3. ADJOURNMENT**

As there was no further business to discuss, Ms. Davis-Howard asked for a motion to adjourn the special meeting at 4:17 p.m.

**Moved by Mr. Natoli, seconded by Ms. Gregory. Discussion: None**  
**Final Vote: Yes – 7, No – 0. Motion Carried.**



6.b

**CORTLAND ENLARGED CITY SCHOOL DISTRICT**  
**1 Valley View Drive**  
**Cortland, New York 13045**

**Kimberly Vile**  
**Director of Business Services**  
**kvile@cortlandschools.org**

**Business Office**  
**(607) 758-4100**  
**Fax: (607) 758-4109**

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**To: Michael Hoose, Superintendent**  
**From: Kimberly Vile, Director of Business Services**  
**Date: April 5, 2016**  
**Re: Surplus**

It is the recommendation of the Business Office to surplus the item per the attached list. The item has surpassed its useful life and will be disposed of.

Please let me know if you have any further questions. Thank you.





6.0



**CORTLAND ENLARGED CITY SCHOOL DISTRICT**  
1 Valley View Drive  
Cortland, New York 13045

**Kimberly Vile**  
Director of Business Services  
kvile@cortlandschools.org

**Business Office**  
(607) 758-4100  
Fax: (607) 758-4109

To: Michael Hoose, Superintendent of Schools  
From: Kimberly Vile, Director of Business Services *KAV*  
Date: April 6, 2016  
Re: Transportation Requests – Non-Public Schools

In accordance with Education Law § 3635-2, the following students have requested transportation to a non-public school for school year 2016-2017. These schools meet the mileage and eligibility requirements set forth in law.

**Cortland Christian Academy:**

Jonathan Alteri	Grade 10
Eleckta Towers	Grade 6
Karis Miller	Grade 4
Samuel Miller	Grade 1
Timothy Miller	Grade 5
Levi Moshkowski	Grade 2
Lincoln Moshkowski	Grade 4
Fenix Postma	Grade 5
Tom Clark	Grade 9
Micah Ploss	Grade 11
Jacob Griffin	Grade 3

**St. Mary's**

Thomas Barnes	Grade 2
Mackenzie Barnes	Grade K

cc: BOE

## SCHEDULE OF RESIGNATIONS AND LEAVES

ADMINISTRATORS, INSTRUCTIONAL AND NON-INSTRUCTIONAL STAFF  
School Year 2015-16

Schedule Number: 11.70  
Board Meeting Date: April 12, 2016  
Color: White

**A. Approval of Personnel Resignations and Leaves**

**ADMINISTRATORS/INSTRUCTIONAL PERSONNEL:**

RESIGNATION	POSITION	ORIGINAL APPOINTMENT	RESIGNATION DATE	REASON
Kline, Nicholas	Physical Education	09/01/2006	06/30/2016	Resignation.
Rich, Carynn	Mathematics	09/01/2015	06/30/2016	Resignation.
Stark, Crista	Kindergarten	09/01/1987	06/30/2016	Retirement.

**NON-INSTRUCTIONAL PERSONNEL:**

RESIGNATION	POSITION	ORIGINAL APPOINTMENT	EFFECTIVE DATE	REASON
Gesin, Jonathan	School Monitor	10/26/2015	03/30/2016	Resignation.
Michelson, Larry	School Monitor	09/24/2014	04/01/2016	Resignation.

**INSTRUCTIONAL/NON-INSTRUCTIONAL PERSONNEL**

LEAVE OF ABSENCE	POSITION	ORIGINAL APPOINTMENT	LEAVE DATES	REASON
Pitcher, Kate	Special Education	09/01/2013	09/01/2016 – 10/02/2016 (Anticipated)	Parental Leave – If part of this leave is to be paid, the period of disability, confirmed by a physician, will be defined in the doctor's note.
Sweeney, Diane	Kindergarten	09/01/1986	04/06/16 – 01/31/2017 (Anticipated)	Leave of Absence.

# SCHEDULE OF APPOINTMENTS

Non-Instructional Personnel  
To Fix Salaries and Schedule Conditions for the School Year 2015-16

Schedule Number: 1171  
Board Meeting Date: April 12, 2016  
Color: White

NAME	JOB TITLE	SERVICE AREA	EFFECTIVE DATE	APPOINTMENT TYPE	REMARKS	SALARY/ HOURLY RATE
Dexter, Scott	Automotive Mechanic Helper	Transportation	04/13/2016	Probationary	Scott will fill the Automotive Mechanic Helper position.	\$15.69

7.C

## SCHEDULE OF APPOINTMENTS

### ADMINISTRATORS AND INSTRUCTIONAL STAFF

To Fix Salaries and Schedule Conditions for the School Year 2015-16

Schedule Number: 2396

Board Meeting Date: April 12, 2015

Color: White

NAME	POSITION/ LOCATION	TYPE OF APPT	DATE EFFECTIVE	PROB ENDS*	TENURE AREA	CERT/ DEGREE	REMARKS	SALARY**
Charles, Catalina	Library/Randall	Probationary	09/01/2016	08/31/2020	School Media Specialist (library)	Library Media Specialist/ Professional	Catalina transfers to Randall to fill the 1.0 FTE Library vacancy due to retirement.	Step J3 \$46,430 Grad 47 \$1,880 Hrs \$500 Master's
							<b>TOTAL</b>	<b>\$48,810.00</b>

\*Unless extended in accordance with Education Law

\*\*2013-14 rate

7.C

## SCHEDULE OF APPOINTMENTS

### ELEMENTARY & SECONDARY SUBSTITUTE TEACHERS/TUTORS 2015-16

Schedule Number: 2397

Board Meeting Date: April 12, 2016

Color: Yellow

The following individuals are emergency conditional appointments to the substitute teacher list. The Superintendent is authorized to make assignments from the list.

Name	Title	List	Daily Rate	Remarks
Gerlach, Donald	Substitute Teacher	A	\$99.00	Retroactive to 04/07/2016
Whitney Jackson, Sophie Louise	Substitute Teacher	A	\$99.00	

\* Substitutes appointed above are automatically eligible to substitute as Teaching Assistants.