

**CORTLAND ENLARGED CITY SCHOOL DISTRICT**  
**Board of Education Meeting – Tuesday, June 28, 2016 at 7:00 p.m.**  
**Kaufman Center, 1 Valley View Drive, Cortland NY**

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A Regular Meeting of the Board of Education was held on Tuesday, June 28, 2016 at the Kaufman Center, 1 Valley View Drive, Cortland, New York.

**Present:** Ms. Melissa Davis-Howard, Ms. Janet Griffin, Ms. Christine Gregory, Mr. John Natoli, Me. Daniel Sidebottom and Ms. Alane Van Donsel

**Also Present:** Mr. Michael Hoose, Superintendent; Ms. Kimberly Vile, Director of Business Service; Ms. Kristie Bliss, Director of Curriculum & Instruction; Dr. John Sheehan, Director of Special Education; School and Community Members; and Ms. Alicia Zupancic, Clerk

**Absent:** Ms. Judith Murphy

**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 - will reschedule for September

1.) ~~First place recipient in the Freshman Category at the Central New York Association of Music Teachers High School Vocal Competition~~

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 on items relating to the Agenda.

c. Board Member Reports:

1.) BOE Policy Committee – Next meeting scheduled for July 6, 2016 at 9:00 a.m.

2.) BOE Facilities Committee – Report on June 23, 2016 meeting. – This was a kick off with CNS for the Energy Performance Contract. – The wiring is coming in for the phones. This will get rid of the unknown caller status - 100K project moving forward - Ms. Vile suggested a Facilities committee meeting in July.

3.) BOE Audit Committee – Next meeting TBD. – Preliminary audit is complete

4.) Set Date for Board Retreat – will set date at next Board meeting

**3. PRESENTATIONS:**

a. CNYSBA Director, Peg Peri - Ms. Peri recognized Daniel Sidebottom for his years of service to the Cortland Enlarged City School District's Board of Education.

At this time, Ms. Davis Howard presented Daniel Sidebottom with a plaque and Mr. Hoose presented Kristie Bliss with a plaque and a pin.

A 10 minute reception followed from 7:07-7:17p.m.

b. Building Conditions Survey – Ms. Vile shared images of some of the damages to the high school and Parker Elementary School. There were four graphs shared that showed the construction costs and project costs by priority, the facility and program needs per building, total needs by category per building, and priorities costs by facility.

**4. CONSENT ITEMS:**

a. Minutes of June 14, 2016 Regular Meeting

b. CSE/CPSE (Committee on Special Education/Committee on Pre-school Special Education) Recommendations 2015-2016

607000726 607001015 607001735 610365031 607002247 607002248 607001660 610366894 607001461  
610375108 610317808 610382285 610341869 610296164 607002113 607000814 607002017 607001601  
607001952 607001832 607000164 607000356 610313364 610382756 607001347 607000125 610308256  
610382948 610310917 607000335 607001928 610385319 607001421 607001051 607001003 607000145  
607002013 607000885 607000074 607001020 610385234 607001615 607002000 607001757 610394618  
610319179 610330651 610385846 610268129 610350601 607001164 610362475 607001662 607001220  
607001014 607001966

607000395 607000196 610319848 607001588 607001775 610264307 607001852

c. CSE/CPSE (Committee on Pre-school Special Education) Recommendations 2016-17

607001935 607001167 607002038 607002017 607001846 607002036 607002249 607002242 607001872  
607001145 607002096 607002269 607001297 607001728 607002244 607002182 607001897 607001369  
607002139 607002204 607001360 607001681 607001844 607000960 610393956 607001113 607001082

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

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

**5. OLD BUSINESS: None**

**6. NEW BUSINESS:**

- a. Financial Reports: Treasurer’s Report, Trial Balance, Revenues, Intrafund Transfers, Appropriations, Warrant, Claims Monthly Report – May 2016

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

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

- b. Acceptance of Building Condition Survey

**RESOLVED, upon the recommendation of the Facilities Committee to approve the Building Condition Survey as presented.**

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

- c. Approval of Police Fueling Agreement

**RESOLVED, upon the recommendation of the Superintendent to approve the Police Fueling Agreement as presented.**

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

- d. Approval of Utilization of Employee Retirement Reserve 2015-16 Fiscal Year

**RESOLVED, upon the recommendation of the Business Office to approve the Utilization of the Employee Retirement Reserve 2015-16 Fiscal Year as presented.**

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

- e. Approval of Reduction of Reserve for Liability

**RESOLVED, upon the recommendation of the Business Office to approve the Reduction of Reserve for Liability as presented.**

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

- f. Approval of Utilization of Employee Benefit Accrued Liability Reserve

**RESOLVED, upon the recommendation of the Superintendent to approve the Utilization of Employee Benefit Accrued Liability Reserve as presented.**

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

- g. Accept \$100K Project Bid Award from Bouley Associates Inc., 265 Genessee St., Auburn, NY

**RESOLVED, upon the recommendation of the Superintendent to accept the \$100K Project Bid Award from Bouley Associates Inc., 265 Genessee St., Auburn, NY as presented.**

**Moved by Mr. Sidebottom, seconded by Ms. Griffin. Discussion: The contract award is \$73, 000.00 plus fees and permits  
Final Vote: Yes – 6, No – 0. Motion Carried.**

- h. Planning Approval Extended Field Trip – Senior High Concert Band to Sandusky, Ohio to perform at the Rock and Roll Hall of Fame

**RESOLVED, upon the recommendation of the Superintendent to approve the planning of an Extended Field Trip – Senior High Concert Band to Sandusky, Ohio to perform at the Rock and Roll Hall of Fame as presented.**

**Moved by Ms. Van Donsel, seconded by Ms. Griffin. Discussion: There needs to be one chaperone per eight students. There are seven chaperones needed for this trip. If a parent is a chaperone, he/she has to go through the volunteer background check.**

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

- i. 1<sup>st</sup> Reading District Mentorship Plan

**RESOLVED, upon the recommendation of the Superintendent to approve the 1<sup>st</sup> Reading of the District Mentorship Plan as presented.**

**Moved by Ms. Gregory, seconded by Ms. Griffin. Discussion: None**

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

- j. Approval of Professional Development Plan

**RESOLVED, upon the recommendation of the Superintendent to approve the Professional Development Plan as presented.**

**Moved by Mr. Sidebottom, 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 11.76.**

**Moved by Ms. Gregory, seconded by Mr. Natoli. Discussion: Sad to see Linda Slade leave**

**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 Schedules of Appointment 1181, and 1182.**

**Moved by Ms. Griffin, seconded by Mr. Natoli. Discussion: There wasn't a summer lottery because all that applied were able to work.**

**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 2412, 2413, 2414, 2415, and 2416.**

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

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

## 8. LEADERSHIP REPORTS:

- a. Director of Business Services - none
- b. Assistant Superintendent for Pupil and Personnel Services - absent
- c. Director of Curriculum and Instruction - none
- d. Director of Special Education - none
- e. Superintendent – Mr. Hoose asked the Board to look over the Community Chain of Contact before the next Board meeting. – Katie Finn is working on the website. Take a look. – Transportation Efficiency Study update; we should have a routing report in a couple of weeks. In order to transport all students, we would need about eight additional buses and drivers. – We our adding a .5 math teacher for Virgil and have hired a .4 technology instructor.

9. **BOARD MEMBER ACTIVITIES** – High School graduation rehearsal, High School graduation – Barry School 6<sup>th</sup> grade graduation, Virgil kindergarten graduation, Lion King at Parker School – Healthy N.Y. – Senior walk at Barry School

10. **AUDIENCE PARTICIPATION:** (Individuals are requested to keep their comments to two-minutes per speaker). – Lisa Derado from the Teacher Center recognized Kristie Bliss and said the teacher center is trying to move to the Beard Building on Main Street. Their tentative hours are Monday through Friday from 1:00 p.m. – 6:00 p.m. More to follow.
11. **NEXT MEETING AGENDA REVIEW** – 2<sup>nd</sup> Reading Code of Conduct – 2<sup>nd</sup> Reading Attendance Policy – 2<sup>nd</sup> Reading District Mentorship Plan
12. **EXECUTIVE SESSION (If needed)**  
**In accordance with Public Officer’s Law Section 96, Subdivision 1, Ms. Davis-Howard called for an Executive Session at 7:59 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 8:47 p.m..**  
**Moved by Mr. Natoli, seconded by Ms. Griffin. 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 8:48 p.m.**  
**Moved by Ms. Griffin, seconded by Mr. Natoli. Discussion: None**  
**Final Vote: Yes – 6, No – 0. Motion Carried.**