

**CORTLAND ENLARGED CITY SCHOOL DISTRICT**  
**Board of Education Annual Organizational Meeting – Tuesday, July 7, 2015 at 7:00 p.m.**  
**Kaufman Center, 1 Valley View Drive, Cortland NY**

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The Organizational Meeting of the Board of Education was held on Tuesday, July 7, 2015 at the Kaufman Center, 1 Valley View Drive, Cortland, New York.

**Present:** Ms. Melissa Davis-Howard, Ms. Christine Gregory, Ms. Janet Griffin, Ms. Judith Murphy, Mr. John Natoli, Mr. Daniel Sidebottom and Ms. Alane Van Donsel  
**Also Present:** Mr. Michael Hoose, Superintendent of Schools; Ms. Judi Riley, Assistant Superintendent for Pupil and Personnel Services; Ms. Kristie Bliss, Director of Curriculum and Instruction; Ms. Kimberly Vile, Director of Business Services; and Ms. Alicia Zupancic, Clerk

1. **CALL TO ORDER and PLEDGE OF ALLEGIANCE:** Ms. Zupancic called the meeting to order at 7:00 p.m., and the Pledge of allegiance was recited.
2. **NEW BUSINESS:**
  - a. **Administration of Oath of Office**
    - 1.) Administration of Oath of Office to Newly Elected Board Member Ms. Christine Gregory and re-elected board members Alane Van Donsel and Melissa Davis-Howard.
    - 2.) Administration of Oath of Office to Superintendent of Schools, Mr. Michael J. Hoose.
  - b. **Election of Officers and Administration of Oath of Office:**
    - 1.) Nominations for President: Ms. Zupancic called for nominations for Board President for the 2015-16 school year. Ms. Griffin nominated Ms. Davis-Howard. There were no further nominations.  
**RESOLVED, to elect Ms. Melissa Davis-Howard as President of the Board of Education for the 2015-2016 school year.**  
**Moved by Ms. Griffin, Seconded by John Natoli Discussion:** none.  
**Final Vote: Yes – 6, No – 0. Motion Carried**
    - 2.) Administration of Oath of Office to re-elected School Board President, Ms. Melissa Davis-Howard. Ms. Zupancic turned the meeting over to the newly re-elected President, Ms. Davis-Howard. She asked for nomination for Vice-President.
    - 3.) Nominations for Vice President: Mr. Natoli nominated Ms. Griffin. There were no further nominations.  
**RESOLVED, to elect Ms. Janet Griffin as Vice-President of the Board of Education for the 2015-2016 school year.**  
**Moved by Mr. Natoli, seconded by Ms. Murphy Discussion:** none.  
**Final Vote: Yes – 6, No – 0. Motion Carried.**
    - 4.) Administration of Oath of Office to re-elected School Board Vice President, Ms. Janet Griffin.
  - c. **Appointment of Officers:**
    - 1.) Clerk of the Board – Ms. Alicia Zupancic
    - 2.) District Treasurer – Ms. Andrea Herzog-O'Hara
    - 3.) Deputy Treasurer – Ms. Andrea Davis
    - 4.) Tax Collector – Ms. Andrea Herzog-O'Hara
    - 5.) Claims Auditor – Mr. Thomas Ruane
    - 6.) Deputy Claims Auditor – Ms. Andrea Davis**RESOLVED to appoint the above officers for the 2015-16 school year as presented.**  
**Moved by Mr. Natoli, seconded by Mr. Sidebottom Discussion:** none.  
**Final Vote: Yes – 7, No – 0. Motion Carried.**
  - d. **Other Appointments:**
    - 1.) Central Treasurer for Extra-Curricular Activity Funds – Ms. Sherry Timmons
    - 2.) Chief Faculty Advisor for Extra-curricular Activity Funds – Mr. Kevin Cafararo
    - 3.) Insurance Agent of Record – William Street, Eastern Shore Association Insurance (NYSIR)

- 4.) District Independent Auditor - Raymond F. Wager, CPA
- 5.) District Internal Auditor – D’Arcangelo & Co., LLP
- 6.) School Attorneys – Hogan, Sarzynski, Lynch, DeWind, and Gregory LLP
- 7.) School Physician – Dr. Robert Castellanos
- 8.) Records Management Officer – Ms. Kimberly Vile
- 9.) Records Access Officer – Ms. Judi Riley
- 10.) Title IX/Section 504/ADA Compliance Officer – Ms. Judi Riley
- 11.) District Representative on Coop. Health Insurance Board of Directors – Ms. Kimberly Vile
- 12.) District Representative on Coop. Workmen’s Comp. Board of Directors – Ms. Kimberly Vile
- 13.) Attendance Officer – Ms. Judi Riley
- 14.) Board of Education Audit Advisory Committee: Ms. Davis-Howard, Ms. Griffin, and Ms. Murphy
- 15.) Board of Education Policy Committee: Mr. Natoli, Ms. Griffin, and Ms. Gregory
- 16.) Board of Education Facilities Committee: Ms. Van Donsel, Ms. Davis-Howard, and Mr. Sidebottom
- 17.) CSE/CPSE Committee/Subcommittee Members as submitted
- 18.) State Education Department Impartial Hearing Officer List as submitted with automatic addition or deletion of future recommendations from SED
- 19.) Clerk for Impartial Hearings – Ms. Kendra Foster
- 20.) Designated SAVE Official, Residency Appeals Officer, Homeless Liaison, and Dignity Act Coordinator – Ms. Judi Riley
- 21.) Designated Medicaid Compliance Officer – Ms. Kimberly Vile
- 22.) School Purchasing Agent – Ms. Kimberly Vile
- 23.) Asbestos (LEA) Designee – Mr. Robert Martin

**RESOLVED, upon the recommendation of the Superintendent of Schools, to approve the above appointments as presented.**

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

**Final Vote: Yes – 7, No – 0. Motion Carried.**

**e. Designations:**

- 1.) Official Depository for Funds

**RESOLVED: WHEREAS, it is provided that the Board of Education of Cortland Enlarged City School District shall designate by written resolution the banks or trust companies in which the collectors and treasurer shall deposit the monies coming into their hands by virtue of their office,**

**NOW, THEREFORE, BE IT RESOLVED, that the J.P. Morgan Chase, First Niagara Bank, First National Bank of Dryden, NBT Bank and Tompkins Trust be and they are hereby designated as depositories in which the tax collector, treasurer, and extracurricular and School Store treasurer shall deposit all monies coming into their hands by virtue of their offices.**

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

**Final Vote: Yes – 7, No – 0. Motion Carried.**

- 2.) CAPCO Service Agreements

**RESOLVED, upon the recommendation of the Superintendent of Schools, to approve the Lease and Service Agreements with Cortland County Community Action Program, Inc. to provide CAPCO Head Start the use of one (1) classroom at Smith Elementary, one (1) classroom at Parker Elementary and one (1) classroom at Randall Elementary as presented.**

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

**Final Vote: Yes – 7, No – 0. Motion Carried.**

## 3.) Set Board Meeting Dates

**RESOLVED** by the Board of Education of the Cortland Enlarged City School District, County of Cortland, New York, to approve the Board meetings for the 2015-16 school year be held on the second and fourth Tuesday's of the month, September through June, at 7:00 p.m., with the following exceptions: one meeting in November (third Tuesday), December and June on the second Tuesday of the month, and the second April, 2016 meeting will be held on the third Monday and coincide with the BOCES Administrative Budget Vote. Summer meetings (July and August) and Special Meetings will be called and held in accordance with State Education Law.

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

Final Vote: Yes – 7, No – 0. Motion Carried.

## 4.) Official Newspaper

**RESOLVED** to appoint the Cortland Standard as the official newspaper for the District.

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

Final Vote: Yes – 6, No – 1. Motion Carried.

## f. Authorizations:

- 1.) The Superintendent of Schools, or designee, to certify payrolls
  - 2.) The Superintendent of Schools, or designee, to approve attendance at all conferences, conventions, workshops, and related education activities
  - 3.) The Superintendent of Schools authorized to seek external grant funds
  - 4.) Establishment of petty cash funds: Establishment of ten petty cash funds:
    - one (1) in the amount of \$500 under the direction of Executive Secretary to Director of Athletics
    - two (2) in the amount of \$150 each under the direction of Secretary to the Business Official (District Office)
    - three (3) in the amount of \$100 each under the direction of Executive Secretary to the JSHS Building Principal (High School), Executive Secretary to Principal of Barry School and Executive Secretary to Elementary Summer School
    - four (4) in the amount of \$75 each under the direction of Executive Secretary to Principal of Parker School, Executive Secretary to Principal of Randall School, Executive Secretary to Principal of Smith School, Executive Secretary to Principal of Virgil School
  - 5.) The School District Treasurer to sign checks
  - 6.) The Director of Business Services to approve budget transfers up to \$10,000 and the Superintendent of Schools to approve budget transfers \$10,001 to \$35,000
  - 7.) The Director of Business Services to invest available funds
  - 8.) The Superintendent of Schools to make appointments between Board meetings
  - 9.) The Superintendent is authorized to sign Memoranda of Understanding and/or Agreement following pre-discussion with the Board
  - 10.) The Superintendent of Schools to appoint Board of Registration/Elections Inspectors if those approved by the Board cannot serve
  - 11.) The Superintendent of Schools to appoint Impartial Hearing Officer at the maximum local rate of \$100.00 per hour
  - 12.) Authorization of Deputy Treasurer to sign Checks in Absence of Treasurer
  - 13.) Tax Collection Periods
  - 14.) Approval of Affordable Care Act Compliance Resolution
- RESOLVED**, upon the recommendation of the Superintendent of Schools, to approve the above authorizations as presented.

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

Final Vote: Yes – 7, No – 0. Motion Carried.

g. **Bonding of Personnel:**

- 1.) District Clerk
- 2.) District Treasurer
- 3.) Deputy Treasurer
- 4.) Senior Account Clerk
- 5.) District Central Treasurer for Extra-Curricular Activity Funds
- 6.) Internal Claims Auditor
- 7.) Deputy Internal Claims Auditor
- 8.) Superintendent
- 9.) Director Business Services

**RESOLVED, to approve Faithful Performance Blanket Bonding for the list as stated above.**

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

**Final Vote: Yes – 7, No – 0. Motion Carried.**

h. **Other Items:**

- 1.) Re-adoption of all policies and bylaws in effect at the end of the previous year

**RESOLVED, to re-adopt of all policies and bylaws in effect at the end of the previous year.**

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

**Final Vote: Yes- 7, No – 0. Motion Carried**

- 2.) Mileage Reimbursement Rate

**RESOLVED, to adopt the published IRS Mileage Rate.**

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

**Final Vote: Yes – 7, No – 0. Motion Carried.**

- 3.) Certification of Principal Lead Evaluators – School Year 2015-16

**RESOLVED, The Annual Professional Performance Review (APPR) regulations of the Board of Regents provides that, in order to be certified as principal evaluators, administrators must be trained in the nine elements of APPR required by NYSED.**

**By virtue of the fact of having participated in the Principal Evaluator Training provided by the OCM BOCES Network Team, which included the required components, the following people are considered as Certified Principal Evaluators for the 2015-2016 School Year: Michael Hoose, Superintendent of Schools, and Judi Riley, Assistant Superintendent for Pupil and Personnel Services.**

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

**Final Vote: Yes – 7, No – 0. Motion Carried.**

- 4.) Certification of Teacher Lead Evaluators – School Year 2015-16

**RESOLVED, The Annual Professional Performance Review (APPR) regulations of the Board of Regents provides that, in order to be certified as lead evaluators, administrators must be trained in the nine elements of APPR required by NYSED.**

**By virtue of the fact of having participated in the Lead Evaluator Training provided by the OCM BOCES Network Team, which included the required components, the following people are considered as Certified Teacher Lead Evaluators for the 2015-2016 School Year:**

- **Kenneth Brafman, 9-10 Principal**
- **Kevin Cafararo, 7-8 Principal**
- **Jeff Johnson, Director Athletics/PE**
- **Lisa Kaup, Virgil Elementary Principal**
- **Cliff Kostuk, Randall Elementary Principal**
- **Joseph Mack, Secondary Education Coordinator**
- **Judi Riley, Assistant Superintendent for Pupil and Personnel Service**
- **Angela Wanish, Smith Elementary Principal**
- **Kevin Yard, Parker Elementary Principal**
- **John Zarcone, 11-12 Principal**

- **Kristie Bliss, Director of Curriculum and Instruction**

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

**Final Vote: Yes – 7, No – 0. Motion Carried.**

### 3. **COMMUNICATIONS and RECOGNITION:**

- Audience Participation – There were no requests to address the Board.
- Board Member Reports
  - BOE Audit Committee June 29, 2015 Meeting – Ms. Davis-Howard reported that they reviewed the internal audit report. Payroll will be looked at. The report is still a draft.
  - BOE Policy Committee Report on June 25 and July 2, 2015 Meetings – Mr. Natoli reported that the committee is in the 7000's and moving along quickly. There is discussion on public use of the track located at the high school. Mr. Hoose suggested putting together a committee of people to include community members to discuss the track use. The next Policy Committee meeting is July 8, 2015 at the Kaufman Center at 8:30 a.m.
  - BOE Facilities Committee – Mr. Hoose reported the next Facilities meeting will be July 9, 2015 at the Kaufman Center at 4:00 p.m. Mr. Martin reported that stage three of the construction project is moving right along. The concern right now is locker room lockers not being ready in September and finding an alternative to the lockers.
  - Board Retreat – The date for the Board Retreat has been moved from July 30, 2015 to August 13, 2015, 4:00-8:00 p.m., at the Kaufman Center. The presenter will be David Little.

### 4. **PRESENTATIONS** – There were no presentations.

### 5. **CONSENT**

- Minutes of June 22, 2015 Regular Meeting
- CSE/CPSE (Committee on Special Education/Committee on Pre-school Special Education) Recommendations 2014-15  
607001420, 610394509, 607000488, 607001274, 607000770, 607001684, 607000814, 610384725, 607001281, 607000406, 607001601, 607000164, 610328934, 607001597, 607000896, 607000125, 610387779, 607001492, 610363583, 610373987, 607001825, 607001754, 607001003, 607000446, 610384726, 610360297, 607001736, 610335006, 607001614, 607001757, 607000130, 610253538, 610373394, 607001694, 610308392, 607001497, 607001521, 607000208, 607001084, 607001654, 607000008, 607000629, 607000290, 610373833, 610368224, 610375456, 610384958, 607001866, 610393956, 610350592, 607001032
- CSE/CPSE (Committee on Pre-school Special Education) Recommendations 2015-16  
607001512, 607001735, 607001838, 607000900, 607001110, 607000899, 607001832, 610382756, 607000897, 607001848, 607001839, 607001872, 607001068, 607001729, 607001840, 607001369, 607001678, 607001762, 607001885, 607001164, 607001881, 607001458, 607001418, 607001844, 607001014, 607000395, 607001086, 607001742, 607001564, 607001755

**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 – 7, No - 0. Motion Carried.**

### 6. **OLD BUSINESS** – None.

### 7. **OTHER NEW BUSINESS**

- Financial Reports: Treasurer's Report, Trial Balance, Revenues, Intrafund Transfers, Appropriations, Warrant, Claims Monthly Report – May 2015

**RESOLVED, upon the recommendation of the Superintendent of Schools, to approve Financial Reports dated May, 2015 as presented.**

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

**Final Vote: Yes – 7, No – 0. Motion Carried.**

- b. 1<sup>st</sup> Reading Revision to Policy 7110 Attendance  
**RESOLVED, upon the recommendation of the Superintendent of Schools, , and the Board of Education Policy Committee to accept the 1<sup>st</sup> Reading of proposed changes Policy #7110 Attendance as presented:**  
 Moved by Mr. Natoli, seconded by Ms. Griffin Discussion: none.  
 Final Vote: Yes – 7, No – 0. Motion Carried.
- c. 1<sup>st</sup> Reading Revision to Policy 7618 Use of Time Out Rooms  
**RESOLVED, upon the recommendation of the Superintendent of Schools, and the Board of Education Policy Committee to accept the 1<sup>st</sup> Reading of proposed changes to Policy #7618 Use of Time Out Rooms as presented:**  
 Moved by Ms. Griffin, seconded by Mr. Sidebottom Discussion: none.  
 Final Vote: Yes – 7, No – 0. Motion Carried.
- d. 2<sup>nd</sup> Reading Revision to Policy 7421 Athletic Participation in Mixed Competition  
**RESOLVED, upon the recommendation of the Superintendent of Schools, to accept the second reading of proposed changes to Policy #7421 Athletic Participation in Mixed Competition, as recommended by the Director of Athletics, and the Board of Education Policy Committee, as presented.**  
 Moved by Ms. Griffin, seconded by Mr. Natoli Discussion: none.  
 Final Vote: Yes – 7, No – 0. Motion Carried.
- e. Acceptance of \$100.00 Donation from TST BOCES for the CJSHS Remembrance Garden  
**RESOLVED, upon the recommendation of the Superintendent of Schools, to accept a donation in the amount of \$100.00 from TST BOCES for the CJSHS Remembrance Garden as presented**  
 Moved by Mr. Natoli, seconded by Mr. Sidebottom Discussion: none.  
 Final Vote: Yes – 7, No – 0. Motion Carried.
- f. Approval of Rental Agreement for Ice Hockey at Cortland Sports Complex, Inc.  
**RESOLVED, upon the recommendation of the Superintendent of Schools, to approve the continuation of the agreement with the Cortland Sports Complex, Inc. for Cortland/Homer combined ice hockey for 2015-16, at a fee of \$175 per hour, split evenly between the two districts, as presented.**  
 Moved by Mr. Natoli, seconded by Ms. Murphy Discussion: none.  
 Final Vote: Yes – 7, No – 0. Motion Carried.
- g. Tax Warrant Adoption  
**RESOLVED, upon the recommendation of the Superintendent of Schools, to adopt the 2015-16 tax warrant as presented.**  
 Moved by Mr. Sidebottom, seconded by Mr. Natoli Discussion: none.  
 Final Vote: Yes – 7, No – 0. Motion Carried.
- h. Approval of Rental/Ancillary Agreements with OCM BOCES July 1 - August 31, 2015  
**RESOLVED, upon the recommendation of the Superintendent of Schools, to approve the Rental/Ancillary Agreement with OCM BOCES for the use of classrooms at Cortland Jr./Sr. High School from July 1, 2015 through August 31, 2015.**  
 Moved by Ms. Griffin, seconded by Ms. Van Donsel Discussion: none.  
 Final Vote: Yes – 7, No – 0. Motion Carried
- i. Approval of Rental/Ancillary Agreements with OCM BOCES September 1, 2015 - June 30, 2016  
**RESOLVED, upon the recommendation of the Superintendent of Schools, to approve the Rental/Ancillary Agreement with OCM BOCES for the use of a classroom at the Cortland Jr./Sr. High School for Special Education from September 1, 2015 through June 30, 2016.**  
 Moved by Mr. Sidebottom, seconded by Mr. Natoli Discussion: none.  
 Final Vote: Yes – 7, No – 0. Motion Carried.
- j. Declaration of Surplus Vehicles  
**RESOLVED, upon the recommendation of the Superintendent of Schools, to declare three vehicles as surplus per the Surplus Vehicle memo dated June 25, 2015, as presented.**  
 Moved by Ms. Murphy, seconded by Ms. Griffin Discussion: none.  
 Final Vote: Yes – 7, No – 0. Motion Carried.

## 8. 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 11.55.

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

Final Vote: Yes – 7, 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 1147, 1148 and 1149 .

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

Final Vote: Yes – 7, 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 Instructional Personnel as presented on Schedules of Appointment 2355, 2356 and 2357.

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

Final Vote: Yes – 7, No – 0. Motion Carried.

- d. Approval of Substitute Rates for Teachers, Teaching Assistants, Nurses, and Non-Instructional Personnel for 2015-16

**RESOLVED**, upon the recommendation of the Superintendent of Schools, to approve Substitute Rates for Teachers, Teaching Assistants, Nurses, and Non-Instructional Personnel for 2015-16, as presented.

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

Final Vote: Yes – 7, No – 0. Motion Carried.

- e. Approval of Rates for Clock Operators and Security Personnel at Events

**RESOLVED**, upon the recommendation of the Superintendent of Schools, to approve Rates for Clock Operators and Security Personnel at Events for 2015-16, as presented.

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

Final Vote: Yes – 7, No – 0. Motion Carried.

## 9. LEADERSHIP REPORTS:

- Director of Business Operations – Ms. Vile spoke about ACA (Affordable Care Act) tracking. She plans to present to the Board in the near future.
- Assistant Superintendent for Pupil and Personnel Service – None.
- Director of Curriculum and Instruction – None.
- Superintendent – Mr. Hoose presented the 2015 Regents Scores – Fast-Score Version.

## 10. BOARD MEMBER ACTIVITIES – Mr. Sidebottom commented on how well graduation went.

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

## 12. NEXT MEETING AGENDA REVIEW – 1<sup>st</sup> reading of the Code of Conduct (public hearing)

## 13. EXECUTIVE SESSION

In accordance with Public Officer's Law Section 96, Subdivision 1, Ms. Davis-Howard called for an Executive session at 8:05 p.m. to discuss the medical, financial, credit, or employment history of a particular person, and to discuss potential litigation, and collective negotiations pursuant to Article 14 of the Civil Service Law.

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

Final Vote: Yes – 7, No – 0. Motion Carried.

The Executive Session adjourned at 9:00 p.m..

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

Final Vote: Yes – 7, No – 0. Motion Carried.

## 14. ADJOURNMENT

As there was no further business to discuss, Ms. Davis-Howard asked for a motion to adjourn the Regular meeting at 9:00 p.m.

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

Final Vote: Yes – 7, No – 0. Motion Carried.

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Ms. Alicia Zupancic, Clerk