

**CORTLAND ENLARGED CITY SCHOOL DISTRICT**  
**Board of Education Meeting – Tuesday, November 3, 2015 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, November 3, 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, Ms. Alane Van Donsel, and Mr. Daniel Sidebottom (*arrived at 7:03*)

**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; Mr. Robert Martin, Director of Facilities; School and Community Members; and Ms. Alicia Zupancic, Clerk

**6:00 p.m. Budget Workshop**

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

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

Ms. Davis-Howard called the meeting to order at 7:00 p.m. and the Pledge of Allegiance was recited.

**2. 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 – Report on October 21, 2015 meeting – The policy committee is through all of the policies but need some information and need to add some policies. Next meeting is November 4, 2015.

2.) BOE Facilities Committee – Next meeting TBD – Next meeting is November 19, 2015.

3.) BOE Audit Committee – Next meeting TBD

**3. PRESENTATIONS:**

a. Presentation of diplomas – Mr. Hoose presented Cortland Sr. High School diplomas to two of nine August graduates. Those unable to be present will receive their diplomas by mail.

b. Excellence Award Introductions – The Board recognized and congratulated 2015 Staff of Excellence Award Recipients Ms. Cynthia Dann, Executive Secretary at the Kaufman Center, and Ms. Lois Creighton, Social Worker at Randall School

The presentations were followed by a fifteen minute reception from 7:09 to 7:24 p.m.

**4. CONSENT ITEMS:**

a. Minutes of October 13, 2015 Regular Meeting

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

607001443, 607002109, 610317761, 607001365, 610308571, 610308572, 607000217, 610364513, 607002063, 610394529, 610391099, 610364967, 610295640, 607002096, 610342339, 607000059, 610323993, 607000525, 607002097, 610330651, 610385846, 607001885, 610352570, 607000042, 610270446, 607002100, 610252432, 607001884

**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**

**5. OLD BUSINESS:** There was no old business

**6. NEW BUSINESS:**

a. Acceptance of an Advance SC351 Floor Scrubber donation from Hillyard

**RESOLVED, upon the recommendation of the Superintendent of Schools, to accept a donation of an Advance SC351 floor scrubber from Hillyard as presented.**

Moved by Mr. Sidebottom, seconded by Mr. Natoli Discussion: None  
Final Vote: Yes - 7, No – 0. Motion Carried

- b. Approval of services of Claims Auditor

**RESOLVED**, upon the recommendation of the Superintendent of Schools, to approve the Consultant Services with Edward Siemiatkowski, the owner of First Choice bookkeeping, as presented.

Moved by Ms. Griffin, seconded by Ms. Gregory Discussion: Claims Auditor is here on Wednesdays at 1:00 p.m. He is willing to work through June. His rate is larger than the last auditor. Business office looked into BOCES service but is very expensive.

Final Vote: Yes - 7, 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 11.61.

Moved by Ms. Griffin, seconded by Mr. Sidebottom 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 1160 and 1161.

Moved by Ms. Van Donsel, seconded by Mr. Natoli Discussion: None

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

- c. Approval of Administrative and Instructional Personnel Appointments

**SUGGESTED RESOLUTION: RESOLVED**, upon the recommendation of the Superintendent of Schools, to approve the appointments for Instructional Personnel as presented on Schedules of Appointment 2372 and 2373.

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

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

**8. LEADERSHIP REPORTS:**

- a. Director of Business Operations – None

- b. Assistant Superintendent for Pupil and Personnel Services – Family Reading Book Drive – drop off boxes throughout district. Will share success in December.

- c. Director of Curriculum and Instruction – None

- d. Superintendent – Mr. Hoose shared more information on the myOn program. A second grade pilot program is possible. With this program we can chart Lexile levels of our students, how many books a student opened, and whether the student completed the book or not.

- 9. BOARD MEMBER ACTIVITIES** – Members of the Board attended the BOCES dinner, the attendance initiative for middle school, the Renaissance program where David Muise was the speaker, Brenda Houck's retirement party, the Welcome Back presentation on the professional development day, the special education forum, the haunted hay ride, the tennis banquet, and the Smith school Bee Blast presentation.

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

- 11. NEXT MEETING AGENDA REVIEW** – Accept O.T. equipment from Cortland Regional Medical Center, laptops/tablets for Board of Education, website design service – internal, external, Regional BOCES, ten week referral data for JSHS

- 12. EXECUTIVE SESSION**

In accordance with Public Officer's Law Section 96, Subdivision 1, Ms. Davis-Howard called for an Executive Session at 7:55 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 – 7, No – 0. Motion Carried.

The Executive Session adjourned at 8:34 p.m..

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

Final Vote: Yes – 7, 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 8:34 p.m.

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

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