

CORTLAND ENLARGED CITY SCHOOL DISTRICT
Board of Education Meeting – Tuesday, December 8, 2015 at 7:00 p.m.
Kaufman Center, 1 Valley View Drive, Cortland NY

A Regular Meeting of the Board of Education was held on Tuesday, December 8, 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 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. 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. Margaret Baccaro, Clerk Pro Tem

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

1. CALL TO ORDER and PLEDGE OF ALLEGIANCE.

Ms. Davis-Howard called the meeting to order at 7:07 p.m. and the Pledge of Allegiance was recited. Ms. Davis-Howard and members welcomed Dr. Sheehan, new Director of Special Education, to the table.

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 – Next meeting December 10, 2015
 - 2.) BOE Facilities Committee – Ms. Vile reported items discussed at the November 19, 2015 meeting as follows: (1) Close out of the current Capital Project and discussion regarding plans for remaining funds; (2) Discussion on the upcoming EPC Project (Energy Performance Contract Project) and a press release to update the public on the project.
 - 3.) BOE Audit Committee – Next meeting TBD

3. PRESENTATIONS:

- a. Reality Check – Mrs. Riley introduced Melissa Potter, Reality Check Coordinator for Cortland, Tompkins and Chenango Counties. Ms. Potter explained that Reality Check is a teen led, adult supported program provided through a state grant to the Cortland County Health Department, to expose the deceptive and manipulative marketing tactics of the tobacco industry. Ms. Potter introduced CJSJS Juniors Charlene Kolts and Katherine Couture. Carlene and Katherine, Reality Check youth leaders, provided a presentation on how the retail environment is the lead channel for tobacco and e-cigarette marketing and promotion, specifically to kids and teens. In addition, they provided information on how our community can address this issue to prevent another generation of addiction. The Board thanked Ms. Potter, Carlene and Katherine for a very informative presentation.
- b. First quarter referral data for the high school
Mr. Kevin Cafararo, Mr. Abe Brafman and Mr. John Zarcone provided a report on student conduct for marking period one. Each principal shared a chart and reported on the total number of referrals broken down by grade, the number of students assigned to in school suspension, out of school suspension and Superintendent's Hearings. Principals referred members to the notes at the bottom of each chart and pointed out in most cases a handful of students accounted for the majority of the referrals. For instance, in 8th grade one student accounted for forty-nine of the sixty-three referrals.

4. CONSENT ITEMS:

- a. Minutes of November 17, 2015 Regular Meeting
- b. CSE/CPSE (Committee on Special Education/Committee on Pre-school Special Education)
Recommendations
607002092, 610370907, 610366894, 610384925, 607000770, 610306924, 610296162, 607001684, 607000685, 607000195, 607000768, 610315678, 607001167, 607000406, 607001977, 607001601, 610364022, 610383132, 607001846, 607000899, 610296191, 607001758, 607001600, 610382756, 607000897, 610373462, 610342280, 610308256, 607002167, 610385319, 607001754, 607000473, 610362615, 607002114, 607001253, 607002013, 610320668, 607000130, 610375318, 607000399, 607000959, 610354498, 610330980, 607000355, 607002098, 607001966, 607002099, 607001086, 607002067, 610319848, 607001588, 610307966, 607001755, 610293500, 610334292

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

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

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

6. **NEW BUSINESS:**

- a. Financial Reports: Investment Report, Treasurer's Report, Revenues, Appropriations, and Budget Transfers Monthly Report–October 2015 and Extra Classroom Activity Fund Quarterly Report
RESOLVED, upon the recommendation of the Superintendent of Schools, to approve Financial Reports dated October 31, 2015 and September 30, 2015 as presented.
Moved by Ms. Griffin, seconded by Ms. Gregory. Discussion: None
Final Vote: Yes – 6, No – 0. Motion Carried.
- b. Final Approval of New Course Proposal: Food Science
RESOLVED, upon the recommendation of the Superintendent, to approve the new course: Food Science, as presented.
Moved by Ms. Van Donsel, seconded by Mr. Natoli. Discussion: None
Final Vote: Yes – 6, No – 0. Motion Carried.
- c. Final Approval of New Course Proposal: Nutrition
RESOLVED, upon the recommendation of the Superintendent, to approve the new course: Nutrition, as presented.
Moved by Ms. Griffin, seconded by Mr. Natoli. Discussion: None
Final Vote: Yes – 6, No – 0. Motion Carried.
- d. Final Approval of New Course Proposal: Food Service
RESOLVED, upon the recommendation of the Superintendent, to approve the new course: Food Service, as presented.
Moved by Ms. Murphy, seconded by Ms. Gregory. Discussion: None
Final Vote: Yes – 6, No – 0. Motion Carried.
- e. Acceptance of Occupational Therapy Equipment from Cortland Regional Medical Center
RESOLVED, upon the recommendation of the Superintendent, to accept Occupational Therapy Equipment from Cortland Regional Medical Center as presented.
Moved by Mr. Natoli, seconded by Ms. Griffin. Under discussion members thanked CRMC for the generous donation.
Final Vote: Yes – 6, No – 0. Motion Carried.
- f. Acceptance of a \$92.00 donation from the CNY Bread Run
RESOLVED, upon the recommendation of the Superintendent, to accept a \$92.00 donation from the CNY Bread Run as presented.
Moved by Ms. Griffin, seconded by Ms. Muphy. Under discussion Mr. Hoose explained that four local residents who participated in the CNY Bread Run half marathon had designated that their entry fee be donated to the District. The donations will be acknowledged with a thank-you note from the Superintendent.
Final Vote: Yes – 6, No – 0. Motion Carried.
- g. Approval of Physical Education Curriculum Plan
RESOLVED, upon the recommendation of the Superintendent, to approve the Physical Education Curriculum Plan as presented.
Moved by Ms. Murphy, seconded by Ms. Gregory. Under discussion Mr. Hoose explained that the NYSED requires districts to review and update their Physical Education plans every five to seven years. Members complimented Mr. Jeffory Johnson, Director of Athletics and Physical Education, for the outstanding, thorough report.
Final Vote: Yes – 6, No – 0. Motion Carried.
- h. Creation of Payroll Coordinator Position
RESOLVED, upon the recommendation of the Superintendent, to approve the position of "Payroll Coordinator."
Moved by Ms. Griffin, seconded by Ms. Murphy. 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 11.63.

Moved by Ms. Gregory, seconded by Mr. Natoli. Under discussion, the retirement of Ms. Sheila Sandford was accepted with regret.

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

- b. 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 2378, 2379 and 2380.

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

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

- c. 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 1163 (revised).

Moved by Ms. Griffin, seconded by Mr. Natoli. Under discussion, members welcomed Ms. Jennifer Storey who will fill the new created position of Payroll Coordinator.

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

8. LEADERSHIP REPORTS:

- a. Director of Business Operations – None
- b. Assistant Superintendent for Pupil and Personnel Services – Ms. Riley thanked those who participated in the Family Reading Partnership book donation drive. The drive collected 637 new books and over 400 gently used books. Catholic Charities and the Salvation Army will distribute the books to children throughout the County.
- c. Director of Curriculum and Instruction
 - 1.) Holocaust Memorial Museum Field Trip April 8, 2016 – Ms. Bliss provided information regarding this trip. She explained that for years, students at the CSHS have had the opportunity to take this day trip to visit the US Holocaust Memorial Museum in Washington D.C. It has proven to be an invaluable experience for students taking the Holocaust and Human Rights course. Not only will this experience impact our students' understanding of the Holocaust, but also it will heighten their awareness of global human rights issues and pathways for prevention.
- d. Director of Special Education – Dr. Sheehan expressed his appreciation for the warm welcome he has received throughout the District.
- e. Superintendent
 - 1.) Quarterly Report for Five Targets – Mr. Hoose provided data, collected from AIMSweb Spring 2015, regarding the percent of students below, at, or above grade level using Lexile levels from the first marking period.
 - 2.) District Website/Media Relations BOCES service discussion – Mr. Hoose provided a summary of a meeting he had with Rick Pollard, CNYRIC Assistant Director, regarding e-communication support.
 - 3.) 2016 School Board Election and Budget Vote – Mr. Hoose provided a summary of a meeting conducted with Mr. Tom Brown, Cortland County Election Commissioner, regarding the required transition from lever voting machines to optical scan machines. He reviewed expenses, estimated at \$998, to include: programming scanners, delivery fees, set-up fees, tech support, etc. In addition the district must purchase scan ballots at \$.57 each. He noted that the transition will be costly as the district would need four scanners at three polling locations. Members made cost saving suggestions as follows: (1) reduce the number of polling places, eliminating Virgil and Cortlandville, (2) offering one polling place at the Kaufman Center with one or two scanners, and (3) one polling place extending the voting hours. Mr. Hoose stressed the importance of making a decision in a timely manner in order to ensure the public is made aware of any changes and the reasons for such. Discussion on this topic will continue once the fees are finalized.

9. BOARD MEMBER ACTIVITIES

Ms. Griffin was very pleased to share that 120 faculty and staff volunteered to purchase Christmas gifts for the foster children of Cortland County. Ms. Davis-Howard and Ms. Griffin both attended the TC3 trip for 9th graders. They reported that the session was very informative.

Ms. Gregory was pleased to report that she had completed the online fiscal training. In addition she thanked Jon Marks for the time he spent with her to assist her with preparing for tutoring SUNY student in writing.

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

Mr. Johnson shared that CJSJS student Shea Swartout has signed a national letter of intent to attend Niagara University on a lacrosse scholarship. Dillon Brown had a 98 yard touchdown run during this year's football

season and as a result Dillon's was awarded Player of the Year and the District received \$1,000. In addition, the CHS football team won the Section III Sportsmanship Award.

11. NEXT MEETING AGENDA REVIEW – There were no items added to the agenda.

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 8:15 p.m.

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

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

Ms. Margaret Baccaro, Clerk Pro Tem