

**CORTLAND ENLARGED CITY SCHOOL DISTRICT**  
**Board of Education Special Meeting – Monday, August 22, 2016 at 5:00 p.m.**  
**Kaufman Center, 1 Valley View Drive, Cortland NY**

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- 1. CALL TO ORDER and PLEDGE OF ALLEGIANCE:**
- 2. CONSENT ITEMS:**
  - a. Minutes of August 9, 2016 Regular Meeting
  - b. CSE/CPSE (Committee on Pre-school Special Education) Recommendations 2016-2017
- 3. NEW BUSINESS:**
  - a. Approval of Extra Classroom Activity Fund Quarterly Report
- 4. PERSONNEL ACTION:**
  - a. Approval of Personnel Resignations and Leaves
  - b. Approval of Non-Instructional Personnel Appointments
  - c. Approval of Administrative and Instructional Personnel Appointments
- 5. ADJOURNMENT**

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**CORTLAND ENLARGED CITY SCHOOL DISTRICT**  
**Board of Education Meeting – Tuesday, August 9, 2016 at 6:30 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, August 9, 2016 at the Kaufman Center, 1 Valley View Drive, Cortland, New York.

**Present:** Ms. Janet Griffin, Ms. Christine Gregory, Ms. Judith Murphy, Mr. John Natoli, Mr. Peter Rogoff and Ms. Alane Van Donsel

**Also Present:** Mr. Michael Hoose, Superintendent; Ms. Judi Riley, Assistant Superintendent for Pupil and Personnel Services; Dr. Jeff Craig, Assistant Superintendent for Curriculum & Instruction; Ms. Kimberly Vile, Director of Business Service; Dr. John Sheehan, Director of Special Education; School and Community Members; and Ms. Alicia Zupancic, Clerk

**Absent:** Ms. Melissa Davis-Howard

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

Ms. Griffin called the meeting to order at 6:32 p.m. and the Pledge of Allegiance was recited.

**2. COMMUNICATIONS and RECOGNITION:**

a. Kudos Korner – None

b. Audience Participation – (speakers are asked to state their name and address and limit their comments to two minutes). - There were no requests to address the Board.

c. Board Member Reports:

1.) BOE Policy Committee – Report on July 6, 2016 & August 2, 2016 meeting – The policy committee received the revisions of the entire policy manual from Erie 1 BOCES and is going through to make sure all of the revisions are correct. The next policy committee meeting is scheduled for Monday, August 15, 2016 at 3:00 p.m.

2.) BOE Facilities Committee – Next meeting TBD

3.) BOE Audit Committee – Next meeting TBD.

4.) BOE Financial Committee – First meeting TBD – Request for Proposals (RFPs) have been sent out. The financial committee will look at them, present to the Board of Education and then make a decision on which company to go with.

5.) Reminder – Board Retreat scheduled for August 22, 2106 from 5:00-8:00 p.m. at the Kaufman Center.

**3. PRESENTATIONS:**

a. Special Education Quality Assurance Review - Dr. John Sheehan presented on the Special Education Quality Assurance Review. This review is a focused review of our programs and services. The process used in this review was the analysis of a representative sample of forty IEPs, classroom observations, and parent and teacher surveys and interviews. One of our strengths is that 64% of our students with disabilities spend 80% of their school day in general education settings. The state average is 58%. The five areas of growth are: Present levels of performance, annual measurable goals, transitional planning, BIP's/FBA's, timeout. Our next steps are compliance, quality, instructional tools.

b. DCIP/SCEP Reports – Ms. Judi Riley and Dr. Jeff Craig presented the 2016-17 District Comprehensive Improvement Plan (DCIP) and the Parker Elementary and JSHS 2016-17 School Comprehensive Education Plans (SCEPs) – The goal of the District is to have all of the schools

c. Safety Committee – Ms. Kimberly Vile reported the state reduced the number of fire drills from twelve to eight. However, the other four will now be lock-down drills. They discussed having a common evacuation area. The safety committee has also been discussing the District Wide Safety Plans and new guidelines

making sure we are aware of mental health situations and that those situations are being recorded. They would like to educate all new staff within thirty days of hire.

**4. CONSENT ITEMS:**

- a. Minutes of July 5, 2016 Reorganizational Meeting
- b. CSE/CPSE (Committee on Pre-school Special Education) Recommendations 2016-2017

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

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

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

**5. OLD BUSINESS: None**

**6. NEW BUSINESS:**

- a. Approval of Claims Auditor Report for April, May and June 2016

**RESOLVED, upon the recommendation of the Superintendent of Schools, to approve the Claims Auditor Report for April, May and June 2016 as presented.**

**Moved by Ms. Murphy, seconded by Mr. Natoli. Discussion: Should our claims auditor be signing the report? It is being sent electronically.**

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

- b. Approval of resolution for budget transfers to be approved with the following signatures:

- 1.) Director of Business Services – up to \$10,000
- 2.) Superintendent – up to \$35,000
- 3.) Board of Education President if over \$35,000

**RESOLVED, upon the recommendation of the Superintendent of Schools, to approve budget transfers with the signatories as noted above.**

**Moved by Ms. Gregory, seconded by Ms. Murphy. Discussion: This resolution will be brought to the Board each year at the re-organizational meeting**

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

- c. Approval for the Superintendent of Schools to submit a Section 211 Waiver request to the New York State Civil Service Commission for Richard McMullin, Bus Driver.

**BE IT RESOLVED that the Board of Education authorizes the Superintendent of Schools to submit the Section 211-waiver request to the New York State Civil Service commission for Richard McMullin, Bus Driver.**

**Moved by Mr. Natoli, seconded by Mr. Rogoff. Discussion: Why are we doing this? Richard McMullin is a retired officer that is limited in the amount of money he can make without being penalized. He is an exceptional at training people to drive bus.**

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

- d. Final Reading District Mentorship Plan

**RESOLVED, upon the recommendation of the Superintendent of Schools, to approve the final reading of the District Mentorship Plan as presented.**

**Moved by Ms. Gregory, seconded by Ms. Van Donsel. Discussion: Throughout the plan, Director of Curriculum & Instruction needs to be revised to Assistant Superintendent for Curriculum & Instruction.**

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

- e. Acceptance of Donations

**RESOLVED, upon the recommendation of the Business office to accept a \$1,200.00 donation for the Victor Kalilec Memorial Fund for Science Department and a \$8,500.00 donation to refurbish a 1924 Steinway piano as presented.**

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

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

- f. Acceptance of recommendation to surplus items  
**RESOLVED, upon the recommendation of the Superintendent of Schools, to accept the surplus of items as presented**  
Moved by Ms. Van Donsel, seconded by Ms. Gregory. Discussion: None  
Final Vote: Yes – 6, No – 0. Motion Carried.
  - g. Approval of Transportation Requests – Non-Public Schools  
**RESOLVED, upon the recommendation of the Superintendent, to approve Private School Transportation Requests for 2016-17 as presented**  
Moved by Mr. Rogoff, seconded by Ms. Murphy. Discussion: None  
Final Vote: Yes – 6, No – 0. Motion Carried.
  - h. Approval of DCIP and SCEP Plans for 2016-2017  
**RESOLVED, upon the recommendation of the Superintendent, to approve the District Comprehensive Improvement Plan, DCIP and Parker and JSHS School Comprehensive Education Plans, SCEPs for 2016-17 as presented.**  
Moved by Mr. Natoli, seconded by Ms. Gregory. Discussion: None  
Final Vote: Yes – 5, No – 0. Motion Carried. Ms. Murphy abstained from the vote.
  - i. Approval of Food Service Agreements  
**RESOLVED, upon the recommendation of the Superintendent, to approve the Food Service Agreement with St. Mary's and OCM BOCES for the 2016-17 school year as presented.**  
Moved by Ms. Van Donsel, seconded by Ms. Murphy. Discussion: None  
Final Vote: Yes – 6, No – 0. Motion Carried.
  - j. Certification of Lead Teacher Evaluators – School Year 2016-2017  
**WHEREAS Mr. Tim Wagoner, Director of Athletics and Mr. Joshua Bacigalupi, are considered as Certified Lead Evaluators for the 2016-2017 School Year, having participated in the Lead Evaluator Training provided by the OCM BOCES Network Team,**  
**RESOLVED THAT the Board of Education recognizes Mr. Tim Wagoner and Mr. Joshua Bacigalupi as Certified Lead Evaluator for the Annual Professional Performance Review.**  
Moved by Mr. Natoli, seconded by Ms. Gregory. Discussion: None  
Final Vote: Yes – 6, No – 0. Motion Carried.
  - k. Acceptance of Donation of Portable Football Field Goal Post from SUNY Cortland  
**RESOLVED, upon the recommendation of the Business office to approve the donation of a portable football field goal post from SUNY Cortland as presented.**  
Moved by Ms. Murphy, seconded by Ms. Van Donsel. 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 11.77.**  
Moved by Ms. Murphy, seconded by Mr. Rogoff. Discussion: None  
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 1186.**  
Moved by Ms. Gregory, seconded by Mr. Natoli. 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 2420, 2421, 2422, 2423, and 2424.

Moved by Ms. Van Donsel, seconded by Mr. Natoli. Discussion: Is schedule 2423 an inclusive list? No. Why are teacher substitute rates so different for different substitutes? Because of loyalty incentives. Loyalty incentives are based on last year. How do our substitute rates compare to within the county? Good.

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

**8. LEADERSHIP REPORTS:**

- a. Director of Business Services

- 1.) 100K project should be wrapped up by the end of September.
- 2.) The phone project is well underway. Phones arriving August 22, 2016. All have new automated attendants
- 3.) The treasurer's report for June is being held until after the audit
- 4.) The transportation study will be presented to the Board in October
- 5.) Four new buses are here

- b. Assistant Superintendent for Pupil and Personnel Services

- 1.) Recruitment Update – There are seven vacancies but we are still in good shape.
- 2.) New Teacher Orientation – Invitation to all Board members to attend and agendas handed out. Standard Based Planning Training has been moved to the front end of training rather than in the second year. With three days prior to the start of school during New Teacher Orientation and days four and five in September and October.

- c. Assistant Superintendent for Curriculum and Instruction

- 1.) 3-8 and Regents results for 2015-16 – ELA up in lower grades and older students up in math. The impact on scores is the opt out rate. Regents results up in most cases with the exception being Geometry. CNYRIC has the regional data but has not released it yet.

- d. Director of Special Education

- e. Meaningful Family Engagement – Cortland Enlarged City School District is hosting Family Connections: Meaningful Engagement In The Special Education Process, a special series for parents and family members presented by The Syracuse University Parent Advocacy Center (SUPAC). More information will be available soon.

- f. Superintendent

- 1.) Our Big 5 Targets – We are waiting on one more piece. Our graduation rate is up and the attendance initiative is great.

**9. BOARD MEMBER ACTIVITIES**

Summer law Conference, Healthy Cortland, Lieutenant Governor

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

**11. NEXT MEETING AGENDA REVIEW**

Regents information, Administration retreat goals

**12. EXECUTIVE SESSION (If needed)- None**

**13. ADJOURNMENT**

As there was no further business to discuss, Ms. Janet Griffin asked for a motion to adjourn the regular meeting at 8:20 p.m.

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

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

H. a

# SCHEDULE OF RESIGNATIONS AND LEAVES

ADMINISTRATORS, INSTRUCTIONAL AND NON-INSTRUCTIONAL STAFF  
School Year 2016-17

Schedule Number: 11.78  
Board Meeting Date: August 22, 2016  
Color: White

## A. Approval of Personnel Resignations and Leaves

### ADMINISTRATORS/INSTRUCTIONAL PERSONNEL:

RESIGNATION	POSITION	ORIGINAL APPOINTMENT	RESIGNATION DATE	REASON
Maley, Kristina	Reading	09/01/2014	09/01/2016	Resignation.

### NON-INSTRUCTIONAL PERSONNEL:

RESIGNATION	POSITION	ORIGINAL APPOINTMENT	EFFECTIVE DATE	REASON
Stark, Jordan	Sr. Keyboard Specialist	04/27/2015	08/11/2016	Resignation.
Case, Kristen	Aide	09/12/2012	08/19/2016	Resignation.

### INSTRUCTIONAL/NON-INSTRUCTIONAL PERSONNEL

LEAVE OF ABSENCE	POSITION	ORIGINAL APPOINTMENT	LEAVE DATES	REASON

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# SCHEDULE OF APPOINTMENTS

## Non-Instructional Personnel To Fix Salaries and Schedule Conditions for the School Year 2016-17

Schedule Number: 1187  
Board Meeting Date: August 22, 2016  
Color: White

NAME	JOB TITLE	SERVICE AREA	EFFECTIVE DATE	APPOINTMENT TYPE	REMARKS	SALARY/ HOURLY RATE
George, Michelle	Teacher Aide	Parker	09/06/2016	Probationary	Michelle will fill the Teacher Aide vacancy due to retirement.	Base \$9.96 Stipend \$.75 Total \$10.71
Harwood, Janice	Teacher Aide	Virgil	09/06/2016	Probationary	Janice will fill the Teacher Aide vacancy due to retirement.	Base \$9.96 Stipend \$.75 Total \$10.71
Lann, Staci	Personal Health Care Aide	Virgil	09/06/2016	Probationary	Staci will fill the Teacher Aide vacancy due to resignation.	Base \$9.96 Stipend \$.75 Total \$10.71
TBD	Teacher Aide	Virgil	09/06/2016	Long-Term Substitute	TBD will fill the Long-Term Teacher Aide vacancy due to leave (09/06/16-05/27/17).	Base \$9.96 Stipend \$.75 Total \$10.71

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## SCHEDULE OF APPOINTMENTS

### Non-Instructional Substitute Personnel

#### To Fix Salaries and Schedule Conditions for the School Year 2016-17

Schedule Number: **1188**

Board Meeting Date: **August 22, 2016**

Color: **White**

The following individuals are appointed conditionally (pending fingerprint clearance) to the substitute list for non-instructional personnel. The Superintendent is authorized to make assignments from the list.

Last Name	First Name	Title	Rate
Alteri Jr	Peter	Bus Driver	\$14.95
Antonova	Ievgeniia	Teacher Aide	\$9.70
Barhite	Kimberly	Nurse	\$17.75
Beattie	Carol	Keyboard Specialist	\$11.35
Call	Joseph	Bus Driver Trainee	\$14.95
Casolare	Belinda	Cleaner	\$9.70
Darling	Gayland	Bus Driver	\$16.09
Domineske	Jeanne	Teacher Aide	\$9.70
Dorn	Carolyn	Keyboard Specialist	\$11.35
Dorn	Carolyn	Switchboard Operator	\$9.70
Fetterly	Adele	Teacher Aide	\$9.70
Fetterly	Adele	Clerical	\$11.35
Gillette	Joann	Nurse	\$17.25
Hollenbeck	Sharon	Teacher Aide	\$10.35
Jones	Christine	Library Aide	\$9.70
Jones	Susan	Nurse	\$17.75
Kabanuk	Karen	Food Service Helper	\$9.70
Kostiv	Mikhail	Bus Driver	\$14.95
Kowalewski	Stephen	Bus Driver	\$15.93
Lott	Jessica	Teacher Aide	\$9.70
Lowie	Joan	Teacher Aide	\$9.70
Lumley	James	Bus Driver	\$16.09
Marshall	Joseph	Cleaner	\$9.70
Marshall, Jr.	Louis	Bus Driver	\$15.69
Moshkowski	Michael	Bus Driver	\$14.95
Pearsall	Kathleen	Keyboard Specialist	\$12.05
Petrie	Peggie	Keyboard Specialist	\$11.60
Richmond	Kimberly	Teacher Aide	\$10.25
Richmond	Kimberly	Clerical	\$11.35
Ruane	Constance	Keyboard Specialist	\$11.35
Ruquet	Lisa	Teacher Aide	\$9.70
Wegzyn	Jenna	Teacher Aide	\$9.70
Wood	Michael	Cleaner	\$9.70



# **SCHEDULE OF APPOINTMENTS**

## **ADMINISTRATORS AND INSTRUCTIONAL STAFF**

To Fix Salaries and Schedule Conditions for the School Year 2016-17

Schedule Number: 2425  
Board Meeting Date: August 22, 2016  
Color: White

NAME	POSITION/ LOCATION	TYPE OF APP'T	DATE EFFECTIVE	PROB ENDS	TENURE AREA	CERT/ DEGREE	REMARKS	SALARY
Canestaro, Casandra	Elementary/Parker	Probationary	09/01/2016	08/31/2019	Elementary	Childhood Education (Grades 1-6)/Initial	Casandra will fill the Elementary vacancy due to resignation.	Step B1 \$40,885 Grad Hrs \$1,320 Master's \$500  TOTAL \$42,705.00
Krivich, Nicole	Elementary/Parker	Probationary	09/01/2016	08/31/2020	Elementary	Childhood Education (Grades 1-6)/Initial	Nicole will fill the Elementary vacancy due to resignation.	Step C1 \$41,641 Grad Hrs \$1,320 Master's \$500  TOTAL \$ 43,461.00
Haner, Allison	Special Education/Barry	Probationary	09/01/2016	08/31/2020	General Special Education	Students With Disabilities (Grades 1-6)/ Initial-pending	Alison will fill the Special Education vacancy due to resignation.	Step A1 \$40,142 Grad Hrs \$ Master's \$  TOTAL \$40,142.00
Brown, Kelly	Teaching Assistant/Virgil	Probationary	09/01/2016	08/31/2020	Teaching Assistant	English Language Arts 7-12/Initial	Kelly will fill the Teaching Assistant vacancy due to retirement.	Step A1   TOTAL \$20,071.00
Burns, Kara	Reading/Barry	Probationary	09/01/2016	8/31/2020	Remedial Reading	Literacy Education (Birth - Grade 6)/Initial	Kara will fill the Reading vacancy due to resignation.	Step B1 \$40,885 Grad Hrs \$1,200 Master's \$500  TOTAL \$42,585.00
Hines, Julie	Teaching Assistant/Junior Senior High School	Probationary	09/01/2016	08/31/2020	Teaching Assistant	Elem: Pre K-6 (Common Branch Subjects)/Initial	Julie will fill the Teaching Assistant vacancy due to retirement.	Step A1   TOTAL \$20,071.00

4/c

## SCHEDULE OF APPOINTMENTS

### ELEMENTARY & SECONDARY SUBSTITUTE TEACHERS/TUTORS 2016-17

Schedule Number: **2426**

Board Meeting Date: **August 22, 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.**

<b>Name</b>	<b>Title</b>	<b>List</b>	<b>Daily Rate</b>
Williams, Phyllis	Substitute Teacher	A	\$109.00
Bahantka, Scott	Substitute Teacher	A	\$105.00
Wegzyn, Jenna	Substitute Teacher	B	\$83.00
Wegzyn, Jenna	Teaching Assistant	B	\$75.00
Gnirs-Busch, Beatrice	Substitute Teacher	A	\$109.00
Lowie, Joan	Teaching Assistant	A	\$93.00
Warwick, Michelle	Substitute Teacher	A	\$83.00
Warwick, Michelle	Teaching Assistant	A	\$83.00
Ruane, Constance	Substitute Teacher	B	\$93.00
Ruane, Constance	Assistant Teacher	A	\$9300
Thompson, Nancy	Substitute Teacher	A	\$109.00
Thompson, Nancy	Tutor		\$33.62
Stevens, Nancy	Substitute Teacher	B	\$83.00
Stevens, Nancy	Teaching Assistant	B	\$75.00
Kall, Katherine	Substitute Teacher	A	\$101.00
Tobin, John	Extended Learning Teacher	A	\$31.25/hour

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

SA Sub- Elected Personnel SCHEDULE INSTRUCTIONAL SCHEDULE ESU 16-17 Scheduled August 22, 2016 InSub.doc

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**Co-Curricular Appointments**  
**To Fix Salaries and Schedule Conditions for the School Year 2016-17**

Schedule Number:     **2427**  
Board Meeting Date:   **August 22, 2016**  
Color:                 **Green**

TITLE	APPOINTMENT*	YR	AMOUNT	
Stagecraft Co-Advisor	Molly Wagner	N/A	\$	1,171.50
Stagecraft Co-Advisor	Jack O'Donnell	N/A	\$	1,171.50

\*Pending fingerprint clearance

H/C

**SCHEDULE OF APPOINTMENTS  
INTER-SCHOLASTIC (ATHLETICS)**

**To Fix Salaries and Schedule Conditions for the School Year 2016-17**

Schedule Number: **2428**  
Board Meeting Date: **August 22, 2016**  
Color: **Blue**

NAME	TITLE	VARSITY/JV JUNIOR HIGH	SPORT	BOYS/ GIRLS	AMOUNT
Luke Schweider*	Head Coach	Junior Varsity	Soccer	Boys	\$ 3,024

\*Retroactive to 08/15/2016