

CORTLAND ENLARGED CITY SCHOOL DISTRICT
Board of Education Meeting – Tuesday, December 13, 2016 at 6:30 p.m.
Kaufman Center, 1 Valley View Drive, Cortland NY

- 1. CALL TO ORDER and PLEDGE OF ALLEGIANCE**
- 2. COMMUNICATIONS and RECOGNITION:**
 - a. Kudos Korner
 - b. Audience Participation – (speakers are asked to state their name and address and limit their comments to two minutes).
 - c. Board Committee Reports:
 - 1.) BOE Policy Committee – Report on November 16, 2016 and December 1 & 7, 2016 meetings
 - 2.) BOE Facilities Committee – Next meeting is scheduled for December 15, 2016 at 4:00 p.m.
 - 3.) BOE Audit Committee – Next meeting to be determined
 - 4.) BOE Financial Committee – Report on today's meeting
 - 5.) BOE Communication Committee – Report on December 1, 2016 meeting
- 3. PRESENTATIONS:**
 - a. Academic Report
 - b. Meeting Community Eligibility
 - c. Budget Presentation
- 4. CONSENT ITEMS:**
 - a. Minutes of November 15, 2016 Regular Meeting
 - b. CSE/CPSE (Committee on Pre-school Special Education) Recommendations 2016-2017
- 5. OLD BUSINESS:**
- 6. NEW BUSINESS:**
 - a. Financial Reports: Treasurer's Report, Trial Balance, Revenues, Intrafund Transfers, Appropriations, Warrant, Claims Monthly Report – October 2016
 - b. Acceptance of 1st Reading of Policy #7515 Head lice
 - c. Approval to Surplus Items
 - d. Approval to Surplus Buses
- 7. PERSONNEL ACTION:**
 - a. Approval of Personnel Resignations and Leaves
 - b. Approval of Non-Instructional Personnel Appointments
 - c. Approval of Administrative and Instructional Personnel Appointments
- 8. LEADERSHIP REPORTS:**
 - a. Director of Business Services
 - b. Assistant Superintendent for Pupil and Personnel Services
 - 1.) Snack Pack Program
 - 2.) Narcan Training
 - c. Assistant Superintendent for Curriculum and Instruction
 - d. Director of Special Education
 - e. Superintendent
- 9. BOARD MEMBER ACTIVITIES**
- 10. NEXT MEETING AGENDA REVIEW**
- 11. EXECUTIVE SESSION**
- 12. ADJOURNMENT**

4.0

CORTLAND ENLARGED CITY SCHOOL DISTRICT
Board of Education Meeting – Tuesday, November 15, 2016 at 6:30 p.m.
Kaufman Center, 1 Valley View Drive, Cortland NY

A Regular Meeting of the Board of Education was held on Tuesday, November 15, 2016 at the Kaufman Center, 1 Valley View Drive, Cortland, New York.

Present: Ms. Melissa Davis-Howard, Ms. Christine Gregory, Ms. Janet Griffin, 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. Judith Murphy

1. CALL TO ORDER and PLEDGE OF ALLEGIANCE:

Ms. Davis-Howard called the meeting to order at 6:30 p.m. and the Pledge of Allegiance was recited.

2. COMMUNICATIONS and RECOGNITION:

1.) Kudos Korner – None

2.) 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.

3.) Board Committee Reports:

1.) BOE Policy Committee – Next meeting is November 16, 2016 at 9:00 a.m.

2.) BOE Facilities Committee – Report on November 3, 2016 meeting

The Facilities Committee discussed the RFPs for Architectural Services and the RFQs for Construction Management

3.) BOE Audit Committee – Next meeting to be determined

4.) BOE Financial Committee – Report on today's meeting

The Financial Committee discussed reserve funds and looking ahead to next year's budget

5.) BOE Communication Committee – Report on November 7, 2016 meeting

The Communication Committee discussed the website update. It is coming right along but not all is activated yet.

3. PRESENTATIONS:

1.) August Graduates

Mr. Hoose presented Cynthia Miller with her diploma and the Board congratulated her on her success.

2.) CPEF (Cortland Public Education Foundation) Fall 2016 Awards – Ms. Betsy Cheetham, CPEF Board of Directors

1.) Small Engines Drive Jobs – Mr. Hilary Church

2.) Introduction to Coding through Robotics II – Ms. Catalina Charles

3.) Makerspace in the Smith Elementary Library – Ms. Annette Herbert

4.) FACS Empathy Belly – Ms. Jennifer Drake

5.) Journalism, CHS Voice – Mr. Mike Winchell

6.) Virgil School Music Hanging Microphones – Ms. Kimberly Rowland

Mr. Jose Feliciano, Ms. Kellyann O'Mara, and Ms. Betsy Cheetham introduced the Fall 2016 CPEF Award Recipients. Each recipient did a short presentation on how the product they received is beneficial to the students.

3.) Budget Presentation

Ms. Kimberly Vile gave a budget presentation.

4. **CONSENT ITEMS:**

a. Minutes of November 1, 2016 Regular Meeting

b. CSE/CPSE (Committee on Pre-school Special Education) Recommendations 2016-2017

610328932, 607002092, 607002216, 610384925, 610317761, 607002468, 610296162, 607002467, 607000608, 610330600, 607001977, 607001933, 610383132, 607002496, 607002589, 607002093, 610364513, 607000125, 610385249, 610308256, 607002094, 607002095, 607001145, 610364967, 607002096, 610362615, 610330751, 607001728, 610320668, 607002403, 610308411, 607001757, 607000130, 607002204, 607002186, 607001881, 607000959, 610321530, 610382133, 607000355, 607001287, 607002644, 610373833, 607000960, 610352570, 610363271, 607001086, 610269874, 610346296

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 – 6, No – 0. Motion Carried.

5. **OLD BUSINESS: None**

6. **NEW BUSINESS:**

1.) Approval of the Extra-Classroom Activity Fund Quarterly Report Ending September 30, 2016

RESOLVED, upon the recommendation of the Superintendent of Schools, to approve the Extra-Classroom Activity Fund Quarterly Report Ending September 30, 2016 as presented.

Moved by Mr. Rogoff, seconded by Mr. Natoli. Discussion: None

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

2.) Approval of Health & Welfare Services Agreement

WHEREAS, by Section 912 of the Education Law, a school district which is the district of residence for a particular student may enter in agreement with another school district for the purpose of providing health and welfare services for said student(s) who attend a non-public school, and

WHEREAS, during the 2015-16 2016-17 school year, Cortland Enlarged City School District is eligible to provide said health and welfare services to pupils who attend a non-public school situated within the boundary of Cortland Enlarged City School District, namely St. Mary's School, Cortland, New York, and

WHEREAS, said health and welfare services include those provided under Section 912 of Education Law, as appropriate, and

WHEREAS, it has been projected that the cost of such services would be \$513.08 per pupil, based upon the calculations set forth in commissioners decisions and the NYSED guidance document,

NOW, THEREFORE BE IT RESOLVED that the Board of Education of Cortland Enlarged City School District does hereby authorize a health and welfare services agreement with the following school districts:

Dryden Central School District

**Groton Central School District
Homer Central School District
Ithaca City School District
Marathon Central School District
McGraw Central School District
Tully Central School District, and**

BE IT FURTHER RESOLVED, that the Board President, Superintendent of Schools and Clerk of the Board are duly authorized to sign and execute such agreement on behalf of Cortland Enlarged City School District.

Moved by Mr. Rogoff, seconded by Ms. Griffin. Discussion: Correct year in paragraph two from 2015-16 to 2016-17.

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

3.) Approval of Transfer of Reserve Funds

WHEREAS, the Insurance Reserve Fund established by the Board of Education pursuant to New York General Municipal Law §6-m is funded in the amount of \$2,011,648.00, and

WHEREAS, the District's fiscal and legal officers have certified to the Board that the amount that may be necessary to retain in such fund to satisfy all liabilities incurred or accrued against it and such sum shall be retained in the fund in the amount of \$241,045 for payment of such amounts or until later certified that such funds are no longer needed, and

WHEREAS, New York General Municipal Law §6-m permits the Board to transfer unneeded funds from the Insurance Fund to other funds established by the General Municipal Law and the Education Law,

NOW THEREFORE, upon the recommendation of the Superintendent it is

RESOLVED, that there shall be transferred from the Insurance Reserve Fund to the Tax Certiorari Fund established pursuant to the Education Law the sum of \$200,000, and it is further

RESOLVED, that there shall be transferred from the Insurance Reserve Fund to the Retirement Contribution Reserve established pursuant to General Municipal Law §6-r the sum of \$498,855, and it is further

RESOLVED, that there shall be transferred from the Insurance Reserve Fund to the Repair Reserve Fund established pursuant to §6-d of the General Municipal Law the sum of \$300,000, and it is further

RESOLVED, that there shall be transferred from the Insurance Reserve Fund to the Capital Reserve Fund established by the voters the sum of \$771,748.

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

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

4.) Approval to Surplus the 2001 Chevy Impala Car #143

RESOLVED, upon the recommendation of the Superintendent of Schools, to approve to surplus the 2001 Chevy Impala Car #143 as presented.

Moved by Mr. Natoli, seconded by Mr. Rogoff. Discussion: None

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

7. PERSONNEL ACTION:

1.) 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 11.83.

Moved by Mr. Natoli, seconded by Mr. Rogoff. Discussion: None

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

2.) 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 1197 and 1198.

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

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

3.) 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 2444 and 2445.

Moved by Ms. Griffin, seconded by Ms. Van Donsel. Discussion: None

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

8. LEADERSHIP REPORTS:

1.) Director of Business Services

- 1.) Report on Extra-Curricular – we are beginning a process to educate**

2.) Assistant Superintendent for Pupil and Personnel Services

3.) Assistant Superintendent for Curriculum and Instruction

- 1.) Mr. Craig reviews with the Board an “Initial Investment Plan” for the Smart Schools Bond Act technology funding. The project will replace all of the wireless access points in the district with newer and faster units which also provide for significantly greater bandwidth. Approximately 300 access points will be replaced, as well as the controllers. The project is expected to cost \$375,000 and the replacement of the access points would occur in the beginning of 2017-2018. Neither construction nor the modification of facilities are required by this project.**

4.) Director of Special Education

5.) Superintendent -

- 1.) Mr. Hoose shared information about Board Docs, a Cloud-based board management solution.**
2.) Junior Senior High School grades due today. There will be a quarterly report given on December 13.

9. BOARD MEMBER ACTIVITIES

- 1.) Thank you cards were dropped off at Barry and Parker for recognizing Board members.**
2.) The first Foreign Language Family Night was awesome.
3.) The BOCES Annual Dinner was outstanding. The speaker talked about how valuable common core is.
4.) Alane Van Donsel taught taxes in Albright’s class.

10. NEXT MEETING AGENDA REVIEW - None

11. EXECUTIVE SESSION – None

12. ADJOURNMENT

As there was no further business to discuss, Ms. Davis-Howard asked for a motion to adjourn the regular meeting at 8:10 p.m.

Moved by Mr. Natoli, seconded by Mr. Rogoff. Discussion: None

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

CORTLAND ENLARGED CITY SCHOOL DISTRICT

6.b

One Valley View Drive
Cortland, New York 13045

Kaufman Center
Phone: 607-758-4100, ext. 2221
Fax: 607-758-4028


Judi B. Riley
Assistant Superintendent
for Pupil and Personnel Services

TO: Michael Hoose, Superintendent
Members of the Board of Education

FROM: Judi Riley, Assistant Superintendent for Pupil and Personnel Services

DATE: December 9, 2016

RE: Head Lice Policy Review



Attached, please find the proposed board of education policy # 7515 pertaining to Head Lice. The proposed policy represents a change to current practice which excludes students with active lice or the presence of nits to a non-exclusion practice. Current medical knowledge supports non-exclusion which aligns with the district goal to ensure students remain in school to the greatest extent possible.

We are interested in moving to a non-exclusion practice as soon as possible. Therefore, I respectfully request the board consider this policy separate from the entire set of policies.

As always, please call or email with any questions.

Category: Students
Policy: 7515
Type Procedure
Title: Head Lice

7515
Adopted: Last Revised:
12/13/16 2016

While a nuisance, head lice do not pose a public health risk. Consistent with accepted medical knowledge, no healthy child will be excluded from school due to an active case of head lice or the presence of nits (louse eggs). Children identified by the school nurse as having an active infestation of head lice will be sent home at the end of the day and their parents will be informed by the school nurse of their condition and advised to begin treatment.

In the event regulations or procedures are developed implementing this policy, the Superintendent will work with the District's medical director or one or more school nurses to ensure those regulations or procedures are consistent with accepted medical knowledge and best nursing practice.



CORTLAND ENLARGED CITY SCHOOL DISTRICT

**1 Valley View Drive
Cortland, New York 13045**

6.C

**Kimberly Vile
Director of Business Services
kvile@cortlandschools.org**

**Business Office
(607) 758-4100
Fax: (607) 758-4109**

**To: Michael Hoose, Superintendent
From: Kimberly Vile, Director of Business Services *KAV*
Date: December 2, 2016
Re: Surplus**

It is the recommendation of the Business Office to surplus the 7 boxes of various dishes that have been stored for a number of years. Every effort will be made to dispose of these in the most economical manner.

It is also recommendation of the Business Office to dispose of the large ceiling mounted tube televisions as we are able to remove them from each location and recycle them.

Please let me know if you have any further questions. Thank you.

Assets Transfer/Disposal Form

[illegible]

Please return this form to Kaufman Center-Attention to Kim Vile, Director of Business Services

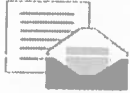
Approved for Transfer

Approved for Disposal

Signature / Date







Fw: Dishes -corrected -typo
Robert Martin to: Kimberly Vile

12/02/2016 09:41 AM

Bob Martin
Director of Facilities
Cortland Enlarged City School District
1 Valleyview Drive
Cortland, NY 13045
Office: 607-758-4127
Cell 607-591-7738

----- Forwarded by Robert Martin/CECSD on 12/02/2016 09:39 AM -----

From: Robert Martin/CECSD
To: Kimberly Vile/CECSD@Cortland
Date: 12/02/2016 09:24 AM
Subject: Fw: Dishes

Kim,

See attached photos. There are (7) boxes of various dishes at the pole barn that were previously used at KC. I will submit asset disposition form. I suggest that we donate to the Rescue Mission or the Salvation Army.

Thanks

Bob Martin
Director of Facilities
Cortland Enlarged City School District
1 Valleyview Drive
Cortland, NY 13045
Office: 607-758-4127
Cell 607-591-7738



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CORTLAND ENLARGED CITY SCHOOL DISTRICT

**1 Valley View Drive
Cortland, New York 13045**

**Kimberly Vile
Director of Business Services
kvile@cortlandschools.org**

**Business Office
(607) 758-4100
Fax: (607) 758-4109**

**To: Michael Hoose, Superintendent
From: Kimberly Vile, Director of Business Services *KAV*
Date: December 7, 2016
Re: Surplus Buses**

It is the recommendation of the Business Office to surplus the buses as noted on the letter of intent being sent to Matthews for the 2017-18 school year. The buses that are declared surplus will be traded directly to Matthews toward the price of new buses for the 2017/18 school year. As noted in the letter of intent all actions are pending voter approval in May of 2017.

Please let me know if you have any further questions. Thank you.



CORTLAND ENLARGED CITY SCHOOL DISTRICT

1 Valley View Drive
Cortland, New York 13045

Kimberly Vile
Director of Business Services
kvile@cortlandschools.org

Business Office
(607) 758-4100
Fax: (607) 758-4109

December 7, 2016

Ron Northrop
Matthews Buses Inc.
2900 Route 9
Ballston Spa, NY 12020

Dear Ron;

Cortland Enlarged City School District intends to purchase new buses for the 2017-18 school year as follows:
Four (4) large buses (66-passenger)
One (1) large bus (48-passenger) with capacity for up to three wheel chairs.

Type	Mathews New	Less Trade	Bus #	Cost to District Prior to Aid
48 Passenger w/ Wheelchair	\$140,399	\$ 13,500	#31	\$126,899
66 Passenger	\$120,149	\$ 7,500	#32	\$112,649
66 Passenger	\$120,149	\$ 35,000	#33	\$ 85,149
66 Passenger	\$120,149	\$ 35,000	#34	\$ 85,149
66 Passenger	\$120,149	\$ 35,000	#35	\$ 85,149
Total	\$620,995	\$126,000		\$494,995

Specifications and pricing are the same as attached.

This Letter of Intent reflects the approval of the Cortland Enlarged City School District Board and is contingent on voter approval in May of 2017. The letter is not binding should the Cortland Enlarged City School District voters not approve the purchase. A Purchase Order will be issued immediately following a successful vote in May of 2017.

Thank you,

Kimberly A. Vile
Director of Business Services
Cortland Enlarged City School District

7.a

SCHEDULE OF RESIGNATIONS AND LEAVES
ADMINISTRATORS, INSTRUCTIONAL AND NON-INSTRUCTIONAL STAFF
 School Year 2016-17

Schedule Number: 11.84
 Board Meeting Date: December 13, 2016
 Color: White

A. Approval of Personnel Resignations and Leaves

ADMINISTRATORS/INSTRUCTIONAL PERSONNEL:

RESIGNATION	POSITION	ORIGINAL APPOINTMENT	RESIGNATION DATE	REASON
Sweeney, Diane	Kindergarten	09/01/1986	01/31/2017	Retirement.

NON-INSTRUCTIONAL PERSONNEL:

TERMINATION	POSITION	ORIGINAL APPOINTMENT	EFFECTIVE DATE	REASON
Knout, Amanda	Library Aide	09/08/2015	11/28/2016	In accordance with Civil Service Law Section 65.3 ...not reachable on the civil service exam.

NON-INSTRUCTIONAL PERSONNEL:

RESIGNATION	POSITION	ORIGINAL APPOINTMENT	EFFECTIVE DATE	REASON

INSTRUCTIONAL/NON-INSTRUCTIONAL PERSONNEL

LEAVE OF ABSENCE	POSITION	ORIGINAL APPOINTMENT	LEAVE DATES	REASON
Geiss, Maria	Elementary	09/01/2012	08/31/2016 – 06/30/2017 (Extended)	Parental Leave – If part of this leave is to be paid, the period of disability, confirmed by a physician, will be defined in the doctor's note.

7.a

7.6

SCHEDULE OF APPOINTMENTS

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

Schedule Number: 1199
Board Meeting Date: December 13, 2016
Color: White

NAME	JOB TITLE	SERVICE AREA	EFFECTIVE DATE	APPOINTMENT TYPE	REMARKS	SALARY/ HOURLY RATE
Thompson, Erica	Teacher Aide	Barry	11/21/2016	Probationary	Erica will fill the Teacher Aide vacancy due to resignation retroactive to 11/21/2016.	Base \$9.96 Stipend \$.75 Total \$10.71
Lott, Jessica	Teacher Aide	Parker	11/21/2016	Probationary	Jessica will fill the Teacher Aide vacancy due to resignation retroactive to 11/21/2016.	Base \$9.96 Stipend \$.75 Total \$10.71
Newman, Lauraine	Sr. Keyboard Specialist	JSHS	12/14/2016	Probationary	Lauraine has successfully completed the appropriate Civil Service exam and moves from provisional to probationary.	\$12.19
LaFever, Kylie	Sr. Keyboard Specialist	Barry/Randall	12/14/2016	Probationary	Kylie has successfully completed the appropriate Civil Service exam and moves from provisional to probationary.	\$12.19
Ossitt, Deborah	Sr. Keyboard Specialist	Parker/Smith	12/14/2016	Provisional	2 nd provisional appointment. Civil Service regulations state that only two provisional appointments can be made in the same title to the same person.	\$12.49
Tinker, Jonathan	Bus Driver	District	12/01/2016	Probationary	Jonathan will fill the Bus Driver position due to resignation retroactive to 12/01/2016.	\$15.89

7.6

7.6

SCHEDULE OF APPOINTMENTS

Non-Instructional Substitute Personnel

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

Schedule Number: **1200**
 Board Meeting Date: **December 13, 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	Remarks
Weeks,	Renee	Library Aide	\$9.70	Retroactive to 12/05/2016
Knout	Amanda	Teacher Aide	\$9.70	Retroactive to 11/29/2016
Solovior	Mykola	Cleaner	\$9.70	Pending fingerprint clearance
Churey	Andrew	Nurse	\$17.25	Pending fingerprint clearance

7.C

SCHEDULE OF APPOINTMENTS

ADMINISTRATORS AND INSTRUCTIONAL STAFF

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

Schedule Number: 2446

Board Meeting Date: December 13, 2016

Color: White

NAME	POSITION/ LOCATION	TYPE OF APPT	DATE EFFECTIVE	PROB ENDS	TENURE AREA	CERT/ DEGREE	REMARKS	SALARY
Milhaven, Alexandra	Elementary/Smith	Long-Term Substitute	09/01/2016- 06/30/2017	N/A	N/A	Childhood Education (Grades 1-6)/Initial	Alexandra will fill the Elementary position due to extended leave.	Step A1 Grad Hrs 26 Master's \$40,142 \$1,040
							TOTAL	\$41,182

*Revisions in italics

7.C

SCHEDULE OF APPOINTMENTS**ELEMENTARY & SECONDARY SUBSTITUTE TEACHERS/TUTORS 2016-17**Schedule Number: **2447**Board Meeting Date: **December 13, 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.

Name	Title	List	Daily Rate	Remarks
Dovi, Katharine	Substitute Teacher	B	\$83.00	Retroactive to 12/12/2016
Dovi, Katharine	Teaching Assistant		\$75.00	Retroactive to 12/12/2016

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

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