

**CORTLAND ENLARGED CITY SCHOOL DISTRICT**  
**Board of Education Meeting – Tuesday, November 1, 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, November 1, 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:**

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 Committee Reports:

1.) BOE Policy Committee – Report on October 13 and 26, 2016 meetings

Mr. Natoli reported that the committee is still working through each policy. Should be completed soon.

2.) BOE Facilities Committee – Next meeting is November 3, 2016 at 4:30 p.m.

3.) BOE Audit Committee – Report on October 14, 2016 meeting

Ms. Davis-Howard reported that the auditors came to the meeting and discussed the external audit. The prior year recommendations are mostly done.

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

The financial committee is discussing where to go. Their goal is to keep the Board of Education educated and the documents easy to understand.

5.) BOE Communication Committee – First meeting is November 7, 2016 at 4:00 p.m.

6.) BOE Retreat – November 3, 2016 (Isaf-Merkur will take the BOE picture at this meeting)

**3. PRESENTATIONS:**

a. External Audit – Thomas Laufer from Raymond F. Wager, CPA, P.C. presented the external audit to the Board of Education.

b. Budget Presentation – Ms. Kimberly Vile gave a budget presentation.

**4. CONSENT ITEMS:**

a. Minutes of October 11, 2016 Regular Meeting

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

610339634, 610364514, 610373684, 607001935, 607001167, 610308572, 610356999, 607002590, 610328939, 610317810, 607000019, 610379697, 607002151, 607000467, 607000455, 610295640, 610376626, 610298186, 610323993, 610330366, 607001020, 607000525, 607001897, 610373829, 610385234, 610373394, 607002394, 607001899, 607000399, 607000275, 607002161, 607001733, 610350591, 607000797, 610375511, 610327908, 610382604, 607001589, 607000448, 610253548, 607000260, 607000132

**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 – 5, No – 0. Motion Carried. Ms. Van Donsel abstained.

5. **OLD BUSINESS: None**

6. **NEW BUSINESS:**

- a. Financial Reports: Treasurer's Report, Trial Balance, Revenues, Intrafund Transfers, Appropriations, Warrant, Claims Monthly Report – September 2016

**RESOLVED, upon the recommendation of the Superintendent of Schools, to approve Financial Reports dated September 2016 as presented.**

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

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

- b. Contract Renewal for Virgil Snow Removal and Sanding for the 2016-17 School Year

**RESOLVED, upon the recommendation of the Superintendent, to approve the agreement between Cortland Enlarged City School District and the Town of Virgil for Snow Removal and Sanding at Virgil School for 2016-17 as presented.**

Moved by Ms. Griffin, seconded by Ms. Gregory. Discussion: Is this contract in line with last year? Yes.

Final Vote: Yes – 5, No – 0. Motion Carried. Ms. Van Donsel abstained

- c. Acceptance of External Audit

**RESOLVED, upon the recommendation of the Audit Committee, to accept the External Audit with Corrective Action Plan from Raymond F. Wager, CPA, P.C., for the fiscal year 2015-2016, as presented.**

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

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

- d. Approval of 2017-18 Budget Calendar

**RESOLVED, upon the recommendation of the Superintendent of Schools, to approve the 2017-18 Budget Calendar, as presented.**

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

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

- e. Approval of Boys and Girls Varsity Indoor Track Teams for the Winter 2016-17 Season

**RESOLVED, upon the recommendation of the Superintendent of Schools, to approve the creation of a Boys and a Girls Varsity Indoor Track Team for the Winter 2016-17 Season, as presented**

Moved by Ms. Griffin, seconded by Mr. Rogoff. 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 11.82.**

Moved by Mr. Natoli, seconded by Ms. Gregory. 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 Schedules of Appointment 1195 and 1196.**

Moved by Ms. Griffin, seconded by Mr. Rogoff. 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 2441, 2442 and 2443.**

**Moved by Ms. Griffin, seconded by Mr. Natoli. Discussion: None**  
**Final Vote: Yes – 6, No – 0. Motion Carried.**

**8. LEADERSHIP REPORTS:**

- a. Director of Business Services
  - 1.) Cafeteria number to support community eligibility. (looking better for K-6 this year)
- b. Assistant Superintendent for Pupil and Personnel Services
  - 1.) Give the Gift of Family Reading
- c. Assistant Superintendent for Curriculum and Instruction
  - 1.) Google accounts, professional development training online, books. App – Google Classroom
- d. Director of Special Education
  - 1.) Recruited 10 student volunteers.
- e. Superintendent
  - 1.) Board Appreciation Week
  - 2.) ESSA – Every Students Succeeds Act (replaces No Child Left Behind)

**9. BOARD MEMBER ACTIVITIES**

NYSSBA Convention, Seven Valley New Tech High Tour, Anti-bullying presentation at Barry School

**10. NEXT MEETING AGENDA REVIEW**

**11. EXECUTIVE SESSION (*If needed*)**

**In accordance with Public Officer's Law Section 96, Subdivision 1, Ms. Melissa Davis-Howard called for an Executive Session at 7:45 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 – 6, No – 0. Motion Carried.**

**The Executive Session adjourned at 8:15 p.m..**

**Moved by Mr. Natoli, seconded by Ms. Griffin. Discussion: None**  
**Final Vote: Yes – 6, No – 0. Motion Carried.**

**12. ADJOURNMENT**

**As there was no further business to discuss, Ms. Davis-Howard asked for a motion to adjourn the regular meeting at 8:16 p.m.**

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