

July 2, 2019 Organizational Meeting (Tuesday, July 2, 2019)

Generated by Alicia Zupancic on Wednesday, July 3, 2019

Members present

Christine Gregory, David Lemon, Janet Griffin, Judith Murphy, Eugene Waldbauer, Donald Chu, Christopher Kuretich

Meeting called to order at 6:31 PM

1. Opening of Meeting

Procedural: A. Call Meeting to Order

Procedural: B. Pledge of Allegiance

Janet Griffin called the meeting to order and the Pledge of Allegiance was recited.

2. Repair Reserve Utilization Public Hearing

Information: A. Repair Reserve Utilization Public Hearing

Kim Vile conducted a public hearing on the repair reserve utilization.

3. New Business

Procedural: A. Administration of Oath to Newly Elected Board Member, Christopher Kuretich.

The Oath of Office was administered to newly elected Board member - Mr. Christopher Kuretich

Procedural: B. Administration of Oath to Newly Elected Board Member, Judith Murphy

The Oath of Office was administered to newly elected Board member - Mrs. Judith Murphy

Procedural: C. Administration of Oath of Office to Superintendent of Schools - Mr. Michael Hoose

The Oath of Office was administered to the Superintendent of Schools - Mr. Michael Hoose.

Action: D. Nominations for President of the Board of Education

Judith Murphy nominated and Christine Gregory seconded Janet Griffin for President of the Board of Education. There were no other nominations.

Procedural: E. Administration of Oath of Office to School Board President

The Oath of Office was administered to Janet Griffin as Board President

Action: F. Nominations for Vice President of the Board of Education

Janet Griffin nominated and Christine Gregory seconded Judith Murphy for Vice President of the Board of Education. There were no other nominations.

Procedural: G. Administration of Oath of Office to School Board Vice President

The Oath of Office was administered to Judith Murphy as Board Vice President.

Action: H. Appointment of Officers

Resolution upon the recommendation of the Superintendent of Schools to appoint the officers as presented for the 2019-2020 school year.

Motion by Judith Murphy, second by Eugene Waldbauer.

Final Resolution: Motion Carried

Aye: Christine Gregory, David Lemon, Janet Griffin, Judith Murphy, Eugene Waldbauer, Donald Chu, Christopher Kurelich

Action: I. Other Appointments

Resolution upon the recommendation of the Superintendent of Schools, to approve the other appointments as presented

Motion by Christopher Kurelich, second by Judith Murphy.

Final Resolution: Motion Carried

Aye: Christine Gregory, David Lemon, Janet Griffin, Judith Murphy, Eugene Waldbauer, Donald Chu, Christopher Kurelich

Action: J. Official Depository for Funds

Resolution: WHEREAS, it is provided that the Board of Education of Cortland Enlarged City School District shall designate by written resolution the banks or trust companies in which the collectors and treasurer shall deposit the monies coming into their hands by virtue of their office, NOW, THEREFORE, BE IT RESOLVED, that the J.P. Morgan Chase, NBT Bank, Key Bank and Tompkins Trust be and they are hereby designated as depositories in which the tax collector, treasurer, and extracurricular and School Store treasurers shall deposit all monies coming into their hands by virtue of their offices.

Motion by David Lemon, second by Christine Gregory.

Final Resolution: Motion Carried

Aye: Christine Gregory, David Lemon, Janet Griffin, Judith Murphy, Eugene Waldbauer, Donald Chu, Christopher Kurelich

Action: K. Set Board of Education Meeting Dates for 2019-2020

SUGGESTED RESOLUTION: RESOLVED by the Board of Education of the Cortland Enlarged City School District, County of Cortland, New York, to approve the Board meetings for the 2019-20 school year as follows: July 2 (organizational meeting) & 23, August 13 & 27, September 10 & 24, October 8 & 22, November 12 & 26, December 10, January 14 & 28, February 11 & 25, March 10 & 24, April 14 & 20 (Monday meeting to coincide with BOCES Administrative Budget Vote) May 12 (Meet the Candidates & Public

Budget Hearing) & 19 (Budget Vote and School Board Election), and June 9 & 23. Special Meetings will be called and held in accordance with State Education Law.

Motion by Christopher Kurelich, second by Christine Gregory.

Final Resolution: Motion Carried

Aye: Christine Gregory, David Lemon, Janet Griffin, Judith Murphy, Eugene Waldbauer, Donald Chu, Christopher Kurelich

Action: L. Official Newspaper

Resolution to appoint the Cortland Standard as the official newspaper for the District.

Motion by Judith Murphy, second by David Lemon.

Final Resolution: Motion Carried

Aye: Christine Gregory, David Lemon, Janet Griffin, Judith Murphy, Eugene Waldbauer, Donald Chu, Christopher Kurelich

Action: M. Authorizations

Resolution, upon the recommendation of the Superintendent of Schools, to approve the authorizations as presented

Motion by Judith Murphy, second by Janet Griffin.

Final Resolution: Motion Carried

Aye: Christine Gregory, David Lemon, Janet Griffin, Judith Murphy, Eugene Waldbauer, Donald Chu, Christopher Kurelich

Action: N. Bonding of Personnel

Resolution to approve Faithful Performance Blanket Bonding for the list as stated below:

- 1. District Clerk**
- 2. Deputy Clerk**
- 3. District Treasurer**
- 4. Deputy Treasurer**
- 5. Senior Account Clerk**
- 6. District Central Treasurers for Extra-Curricular Activity Funds**
- 7. Internal Claims Auditor**
- 8. Deputy Internal Claims Auditor**
- 9. Superintendent**
- 10. Business Administrator**

Motion by Judith Murphy, second by Christopher Kurelich.

Final Resolution: Motion Carried

Aye: Christine Gregory, David Lemon, Janet Griffin, Judith Murphy, Eugene Waldbauer, Donald Chu, Christopher Kurelich

Action: O. Re-adoption of all policies and bylaws in effect at the end of the previous year

Resolution to re-adopt all policies and bylaws in effect at the end of the previous year

Motion by Judith Murphy, second by Christine Gregory.

Final Resolution: Motion Carried

Aye: Christine Gregory, David Lemon, Janet Griffin, Judith Murphy, Eugene Waldbauer, Donald Chu, Christopher Kurelich

Action: P. Mileage Reimbursement Rate

Resolution to adopt the published IRS Mileage Rate

Motion by Judith Murphy, second by David Lemon.

Final Resolution: Motion Carried

Aye: Christine Gregory, David Lemon, Janet Griffin, Judith Murphy, Eugene Waldbauer, Donald Chu, Christopher Kurelich

Action: Q. Certification of Teacher and Principal Lead Evaluators for School Year 2019-2020

Resolution upon the recommendation of the Superintendent that the Board certifies the teacher and principal lead evaluators as presented.

Motion by Judith Murphy, second by Janet Griffin.

Final Resolution: Motion Carried

Aye: Christine Gregory, David Lemon, Janet Griffin, Judith Murphy, Eugene Waldbauer, Donald Chu, Christopher Kurelich

Action: R. Claims Auditor Procedures

Resolution upon the recommendation of the Superintendent of Schools to approve the Claims Auditor Procedures as presented.

Motion by David Lemon, second by Christine Gregory.

Final Resolution: Motion Carried

Aye: Christine Gregory, David Lemon, Janet Griffin, Judith Murphy, Eugene Waldbauer, Donald Chu, Christopher Kurelich

4. Communications

Information: A. Audience Participation

There were no requests to address the Board.

5. Presentations

There were no items under Presentations.

6. Consent Items

Action (Consent), Minutes: A. Minutes of June 25, 2019 Board of Education Meeting

Resolution: Resolution to approve the minutes as attached

Action (Consent): B. CSE-CPSE (Committee on Special Education and Committee on Pre-School Special Education) Recommendations 2018-2019 & 2019-2020
Resolution: Resolution to approve Consent Items as presented.

Action (Consent): C. Approval of Consent Agenda
Resolution: Resolution to approve consent agenda items

Motion by Judith Murphy, second by David Lemon.

Final Resolution: Motion Carried

Aye: Christine Gregory, David Lemon, Janet Griffin, Judith Murphy, Eugene Waldbauer, Donald Chu, Christopher Kuretic

7. Old Business

Action: A. Re-approval of Multiyear Professional Development Plan
Resolution upon the recommendation of the Superintendent of Schools to re-approve the Professional Development Plan as presented.

Motion by Judith Murphy, second by Janet Griffin.

Final Resolution: Motion Carried

Aye: Christine Gregory, David Lemon, Janet Griffin, Judith Murphy, Eugene Waldbauer, Donald Chu, Christopher Kuretic

8. Other New Business

Action: A. Occasional and Volunteer Drivers
Resolution upon the recommendation of the Superintendent to approve the Occasional and Volunteer Drivers as presented.

Motion by Christopher Kuretic, second by Eugene Waldbauer.

Final Resolution: Motion Carried

Aye: Christine Gregory, David Lemon, Janet Griffin, Judith Murphy, Eugene Waldbauer, Donald Chu, Christopher Kuretic

Action: B. Affordable Care Act Compliance Resolution

The Affordable Care Act (ACA) has defined employees working 30 hours or more as full time employees. The ACA also requires employers with more than 50 employees to provide all full time employees with access to an employer sponsored health plan. The ACA allows an employer to use a “look back” period of 3, 6, or 12 months to determine which employees would satisfy the 30 hours a week requirement to become eligible for health insurance. Although, it is my understanding that a Board of Education resolution is not legally required to standardize the look back period, it is considered by many to be a best practice. It is, therefore, the recommendation of the business office that the Board of Education approve the following resolution on a yearly basis as a best practice:

WHEREAS, Cortland Enlarged City School District maintains a group health plan as a member of Cooperative Health Insurance Fund of Central New York; and

WHEREAS, Cortland Enlarged City School District is required to offer coverage under its health plan to eligible full-time employees pursuant to the Patient Protection and Affordable Care Act (ACA), effective in 2015; and

WHEREAS, Cortland Enlarged City School District has variable hour employees whose full-time status must be determined pursuant to guidance issued under the ACA;

NOW, THEREFORE, BE IT RESOLVED, that the Superintendent of Schools or their designee be, and hereby is, authorized and directed to establish and maintain procedures for the purpose of compliance with the ACA, including (but not limited to) the following:

For variable-hour employees, Cortland Enlarged City School District shall establish a 12-month standard measurement period beginning July 1st, and ending the following June 30th;

The initial measurement period for any new variable-hour employee shall be the 12-month period beginning on the date of hire and ending on the anniversary date thereof;

The stability period, during which time a variable-hour employees status as eligible or ineligible for health Plan coverage is fixed, is the period beginning July 1st and ending June 30th.

BE IT FURTHER RESOLVED that the Superintendent of Schools or their designee is authorized and directed to take such actions as he determines are necessary or proper to give effect to the foregoing resolutions.

Motion by Judith Murphy, second by Eugene Waldbauer.

Final Resolution: Motion Carried

Aye: Christine Gregory, David Lemon, Janet Griffin, Judith Murphy, Eugene Waldbauer, Donald Chu, Christopher Kurelich

Action: C. Repair Reserve

Resolution that the Board of Education of the Cortland Enlarged City School District approves the utilization of the Repair Reserve fund for various projects as presented with a total value up to \$110,380.04

Motion by Judith Murphy, second by Donald Chu.

Final Resolution: Motion Carried

Aye: Christine Gregory, David Lemon, Janet Griffin, Judith Murphy, Eugene Waldbauer, Donald Chu, Christopher Kurelich

Action: D. Guiding Principles

Resolution upon the recommendation of the Superintendent of Schools to accept the guiding principles for utilization of reserves, assigned fund balance and encumbrances as noted in the attached document.

Motion by Christopher Kurelich, second by Judith Murphy.

Final Resolution: Motion Carried

Aye: Christine Gregory, David Lemon, Janet Griffin, Judith Murphy, Eugene Waldbauer, Donald Chu, Christopher Kurelich

Action: E. Surplus Library Books

Resolution upon the recommendation of Superintendent to approve the request to discard the surplus library books.

Motion by Judith Murphy, second by Christopher Kurelich.

Final Resolution: Motion Carried

Aye: Christine Gregory, David Lemon, Janet Griffin, Judith Murphy, Eugene Waldbauer, Donald Chu, Christopher Kurelich

Action: F. Rental/Ancillary Agreement with OCM BOCES September 1, 2019 - June 30, 2020

Resolution upon the recommendation of the Superintendent of Schools, to approve the Rental/Ancillary Agreement with OCM BOCES for the use of a classroom for ancillary services at the Cortland Jr/Sr High School for Special Education from September 1, 2019 through June 30, 2020.

Motion by David Lemon, second by Eugene Waldbauer.

Final Resolution: Motion Carried

Aye: Christine Gregory, David Lemon, Janet Griffin, Judith Murphy, Eugene Waldbauer, Donald Chu, Christopher Kurelich

Action: G. Surplus Parker Historical Items

Resolution upon the recommendation of the Superintendent to surplus the Parker historical items as presented.

Motion by Judith Murphy, second by Donald Chu.

Final Resolution: Motion Carried

Aye: Christine Gregory, David Lemon, Janet Griffin, Judith Murphy, Eugene Waldbauer, Donald Chu, Christopher Kurelich

Action: H. Approval of Memorandum of Understanding between Cortland Regional Sports Council, Inc. and Cortland City School District

Resolution upon the recommendation of the Superintendent to approve the Memorandum of Understanding between Cortland Regional Sports Council, Inc. and Cortland City School District as presented.

Motion by Judith Murphy, second by Christopher Kurelich.

Final Resolution: Motion Carried

Aye: Christine Gregory, David Lemon, Janet Griffin, Judith Murphy, Eugene Waldbauer, Donald Chu, Christopher Kurelich

Action: I. OCM BOCES Certification of Initial Contract (AS-7)

Resolution upon the recommendation of the Superintendent of Schools to approve the OCM BOCES Services Contract for the 2019-2020 school year as presented.

Motion by Christopher Kurelich, second by Judith Murphy.

Final Resolution: Motion Carried

Aye: Christine Gregory, David Lemon, Janet Griffin, Judith Murphy, Eugene Waldbauer, Donald Chu, Christopher Kurelich

Action: J. Creation of TRS Reserve Sub-Fund

Resolution upon the recommendation of the Superintendent of Schools that the Board hereby establishes a sub-fund with the District's current retirement contribution fund already established pursuant to General Municipal Law §6-r for the purpose of reserving District funds to pay for New York State Teachers' Retirement System contributions, and any other lawful purpose. The source of the funds shall be any unexpended fund balance as voted from time to time by the Board of Education, and any other lawfully appropriated source. The District shall separately administer the sub-fund in accordance with the law.

Motion by Christopher Kurelich, second by Judith Murphy.

Final Resolution: Motion Carried

Aye: Christine Gregory, David Lemon, Janet Griffin, Judith Murphy, Eugene Waldbauer, Donald Chu, Christopher Kurelich

9. Personnel Action

Action: A. Approval of Personnel Resignations and Leaves

Resolution to approve Personnel Resignations and Leaves as presented on Schedule 12.40 Revised.

Motion by Judith Murphy, second by Christine Gregory.

Final Resolution: Motion Carried

Aye: Christine Gregory, David Lemon, Janet Griffin, Judith Murphy, Eugene Waldbauer, Donald Chu, Christopher Kurelich

Action: B. Approval of Non-Instructional Personnel Appointments

Resolution to approve Non-Instructional Personnel Appointments as presented on Schedules 1288 and 1289

Motion by Christopher Kurelich, second by David Lemon.

Final Resolution: Motion Carried

Aye: Christine Gregory, David Lemon, Janet Griffin, Judith Murphy, Eugene Waldbauer, Donald Chu, Christopher Kurelich

Action: C. Approval of Administrative and Instructional Personnel Appointments

Resolution to approve Administrative and Instructional Personnel Appointments as presented on Schedules 2595, 2596, 2597 Revised and 2598.

Motion by Judith Murphy, second by Eugene Waldbauer.

Final Resolution: Motion Carried

Aye: Christine Gregory, David Lemon, Janet Griffin, Judith Murphy, Eugene Waldbauer, Donald Chu, Christopher Kurelich

10. Leadership Reports

Reports: A. Business Administrator

Kim gave a report on the elementary school moves. She commented that building and grounds are doing a great job and that the teachers did a great job packing up everything in their rooms. She said that the phone system is being redone. Bus routing will start as soon as SchoolTool has been rolled over.

Reports: B. Director of Special Education

Marie said the special education summer school students are all set to go. Judie Murphy brought up that communication from CECSD is still not making it home to families of students placed in BOCES programs.

Reports: C. Assistant Superintendent for Pupil and Personnel

Judie reminded that we are a Target District. She said the improvement plan will be coming to the Board for approval at the next meeting.

Reports: D. Assistant Superintendent of Curriculum and Instruction

Jeff reported that the summer curriculum writing has already started.

Reports: E. Superintendent

Mike thanked all the Board members that attended graduation. He discussed the CPEF Golf Tournament coming up July 26. He discussed Board goal setting. He also asked Board members to let Alicia know if they plan to attend the NYSSBA Convention.

11. Executive Session

Action: A. Convene into Executive Session

Motion to convene into Executive Session

Motion by Christine Gregory, second by Christopher Kurelich.

Final Resolution: Motion Carried

Aye: Christine Gregory, David Lemon, Janet Griffin, Judith Murphy, Eugene Waldbauer, Donald Chu, Christopher Kurelich

Time: 8:12 PM

Action: B. Reconvene in Open Session

Motion by Judith Murphy, second by Christine Gregory.

Final Resolution: Motion Carried

Aye: Christine Gregory, David Lemon, Janet Griffin, Judith Murphy, Eugene Waldbauer, Donald Chu, Christopher Kurelich

Time: 9:27 PM

12. Other New Business

Action: A. Appointment of Claims Auditor

Resolution upon the recommendation of the Superintendent to appoint Ed Siemiatkowski as Claims Auditor.

Motion by Judith Murphy, second by Christopher Kurelich.

Final Resolution: Motion Carried

Aye: Christine Gregory, David Lemon, Janet Griffin, Judith Murphy, Eugene Waldbauer, Donald Chu, Christopher Kurelich

13. Closing of Meeting

Action: A. Adjournment

Motion by Judith Murphy, second by Eugene Waldbauer.

Final Resolution: Motion Carried

Aye: Christine Gregory, David Lemon, Janet Griffin, Judith Murphy, Eugene Waldbauer, Donald Chu, Christopher Kurelich

Time: 9:29 PM