

CORTLAND ENLARGED CITY SCHOOL DISTRICT
Board of Education Meeting – Tuesday, July 2, 2013 at 7:00 p.m.
Kaufman Center, 1 Valley View Drive, Cortland NY

The Organizational Meeting of the Board of Education was held on Tuesday, July 2, 2013 at the Kaufman Center, 1 Valley View Drive, Cortland, New York.

Present: Mr. Donald Colongeli, Ms. Melissa Davis-Howard, Ms. Janet Griffin, Ms. Judith Murphy, Mr. John Natoli, Mr. Daniel Sidebottom and Ms. Alane Van Donsel

Also Present: Mr. Michael Hoose, Superintendent of Schools; Ms. Judi Riley, Assistant Superintendent for Pupil and Personnel Services; Ms. Susan Bridenbecker, Director Business Services; and Ms. Margaret Baccaro, Clerk

1. **CALL TO ORDER and PLEDGE OF ALLEGIANCE:** Ms. Baccaro called the meeting to order at 7:01 p.m., and the Pledge of Allegiance was recited.
2. **NEW BUSINESS:**
 - a. **Administration of Oath of Office to Newly Elected Member:**

Ms. Baccaro administered the Oath of Office to newly elected Board member Daniel Sidebottom.
 - b. **Election of Officers and Administration of Oath of Office:**
 - 1.) Nominations for President: Ms. Baccaro called for nominations for Board President for the 2013-14 school year. Ms. Davis-Howard nominated Ms. Alane Van Donsel. Mr. Colongeli nominated Ms. Judith Murphy. Ms. Murphy respectfully declined the nomination. Mr. Colongeli nominated Mr. Daniel Sidebottom. Mr. Sidebottom respectfully declined the nomination as well. There were no further nominations.
RESOLVED, to elect Ms. Alane Van Donsel as President of the Board of Education for the 2013-14 school year.
Moved by Ms. Griffin, seconded by Mr. Natoli. No further discussion.
Final Vote: Yes – 6, No – 1 (Mr. Colongeli). Motion Carried.

Ms. Baccaro turned the meeting over to the newly elected President Ms. Van Donsel. Ms. Van Donsel thanked members for their vote of confidence, and asked for nominations for Vice-President.
 - 2.) Nominations for Vice President: Ms. Davis-Howard nominated Ms. Janet Griffin to serve as Board Vice-President for the 2013-14 school year. There were no further nominations.
RESOLVED, to elect Ms. Janet Griffin as Vice-President of the Board of Education for the 2013-14 school year.
Moved by Ms. Davis-Howard, seconded by Mr. Natoli. No further discussion.
Final Vote: Yes – 6, No – 1. (Mr. Colongeli). Motion Carried.
 - 3.) Administration of Oath of Office to Newly Elected President and Vice President - Ms. Baccaro administered the Oath of Office to the newly re-elected Board President, Ms. Alane Van Donsel, and newly elected Vice President, Ms. Janet Griffin.
 - c. **Appointment of Officers:**
 - 1.) Clerk of the Board – Ms. Margaret Baccaro
 - 2.) District Treasurer – Ms. Michelle Cretaro
 - 3.) Deputy Treasurer – Ms. Anne Wingard
 - 4.) Tax Collector – Ms. Stacey Hatfield
 - 5.) Claims Auditor – Mr. Thomas Ruane
 - 6.) Deputy Claims Auditor – Ms. Anne Wingard**RESOLVED to appoint the above officers for the 2013-14 school year as presented.**
Moved by Ms. Griffin, seconded by Mr. Natoli. Under discussion Mr. Colongeli asked for an explanation of the Deputy Treasure and Deputy Claims Auditor. He expressed concern as they are held by the same person. Ms. Bridenbecker explained that it is a very rare occasion that both the District Treasurer and Claims Auditor would be out at the same time. In addition, filling the deputy appointments is difficult considering the size of our business office staff.
Final Vote: Yes – 6, No – 1. (Mr. Colongeli). Motion Carried.
 - d. **Other Appointments:**
 - 1.) Central Treasurer for Extra-Curricular Activity Funds – Ms. Sherry Timmons
 - 2.) Chief Faculty Advisor for Extra-curricular Activity Funds – Mr. Gregory Santoro

- 3.) Insurance Agent of Record – William Street, Eastern Shore Association Insurance (NYSIR)
- 4.) District Independent Auditor – Raymond F. Wager, CPA
- 5.) District Internal Auditor – QUESTAR III BOCES
- 6.) School Attorneys – Hogan, Sarzynski, Lynch, DeWind, and Gregory LLP
- 7.) School Physician – Dr. Robert Castellanos
- 8.) Records Management Officer – Ms. Susan Bridenbecker
- 9.) Records Access Officer – Ms. Judi Riley
- 10.) Title IX/Section 504/ADA Compliance Officer – Ms. Judi Riley
- 11.) District Representative on Coop. Health Insurance Board of Directors – Ms. Susan Bridenbecker
- 12.) District Representative on Coop. Workmen's Comp. Board of Directors – Ms. Susan Bridenbecker
- 13.) Attendance Officer – Ms. Judi Riley
- 14.) Board of Education Legislative Liaison and Delegate to NYSSBA Annual Meeting, and Alternate – Delegate: Ms. Van Donsel, Alternate: Mr. Colongeli
- 15.) Board of Education Audit Advisory Committee – Ms. Davis-Howard, Mr. Colongeli, and Ms. Griffin
- 16.) Board of Education Policy Committee – Mr. Natoli, Ms. Griffin, and Ms. Murphy
- 17.) Board of Education Facilities Committee – Ms. Van Donsel, Ms. Davis-Howard, and Mr. Sidebottom
- 18.) CSE/CPSE Committee/Subcommittee Members as submitted
- 19.) State Education Department Impartial Hearing Officer List as submitted with automatic addition or deletion of future recommendations from SED
- 20.) Clerk for Impartial Hearings – Ms. Shelley Marshall
- 21.) Designated SAVE Official, Residency Appeals Officer, Homeless Liaison, Dignity Act Coordinator, and Medicaid Compliance Officer – Ms. Judi Riley.
- 22.) School Purchasing Agent – Ms. Susan Bridenbecker
- 23.) Asbestos (LEA) Designee – Mr. Walter Blanden

RESOLVED, upon the recommendation of the Superintendent, to approve the above appointments as presented.

Moved by Mr. Natoli, seconded by Ms. Davis-Howard. No further discussion.

Final Vote: Yes – 7, No – 0. Motion Carried.

e. Designations:

- 1.) Official Depository for Funds

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, First Niagara Bank, First National Bank of Dryden and NBT Bank be and they are hereby designated as depositories in which the tax collector, treasurer, and extracurricular and School Store treasurer shall deposit all monies coming into their hands by virtue of their offices.

Moved by Ms. Griffin, seconded by Mr. Natoli. Under discussion Mr. Natoli inquired if we are prepared to offer layered payments of taxes for senior citizens—he was under the impression this would be in place this tax year.

Final Vote: Yes – 7, No – 0. Motion Carried.

- 2.) CAPCO Service Agreements

RESOLVED, upon the recommendation of the Superintendent, to approve the Lease and Service Agreements with Cortland County Community Action Program, Inc. to provide CAPCO Head Start the use of (1) classroom at Smith Elementary, (1) classroom at Parker Elementary and (1) classroom at Randall Elementary as presented.

Moved by Ms. Griffin, seconded by Ms. Davis-Howard. No further discussion.

Final Vote: Yes – 7, No – 0. Motion Carried.

- 3.) Revenue Anticipation Note Resolution

RESOLVED by the Board of Education of the Cortland Enlarged City School District, County of Cortland, New York as follows:

Section 1. Pursuant to Sections 30 and 56 of the Local Finance Law, the power to authorize the issuance of and to sell revenue anticipation notes of the Cortland Enlarged City School District, Cortland County, New York, including renewals thereof is hereby delegated to the

President of the Board of Education, the chief fiscal officer. Such notes shall be of such terms, form and contents, and shall be sold in such manner as may be determined by said President of the Board of Education, pursuant to the Local Finance Law.

Section 2. The authorization contained in this resolution shall be valid for a period of one year, expiring June 30, 2014. This resolution shall take effect immediately.

Moved by Ms. Davis-Howard, seconded by Mr. Natoli. Under discussion Mr. Hoose explained that if it is determined there is a need to issue or sell revenue anticipation notes Trespasz & Marquardt, LLP (bond attorney), Fiscal Advisors and our auditors are consulted. Decisions are based upon their recommendation, expertise and advice. The board president keeps members informed of all bond transactions.

Final Vote: Yes – 7, No – 0. Motion Carried.

4.) Set Board Meeting Dates

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 2013-14 school year be held on the second and fourth Tuesday's of the month, September through June, at 7:00 p.m., with the following exceptions: one meeting in November, December and June on the second Tuesday of the month, and the second April, 2014 meeting will be held on the fourth Monday and coincide with the BOCES Administrative Budget Vote. Summer meetings (July and August) and Special Meetings will be called and held in accordance with State Education Law.

Moved by Ms. Davis-Howard, seconded by Mr. Natoli. No further discussion.

Final Vote: Yes – 7, No – 0. Motion Carried.

5.) Official Newspaper

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

Moved by Ms. Griffin, seconded by Mr. Sidebottom. No further discussion.

Final Vote: Yes – 7, No – 0. Motion Carried.

f. **Authorizations:**

- 1.) The Superintendent to certify payrolls
- 2.) The Superintendent of Schools, or designee, to approve attendance at all conferences, conventions, workshops, and related education activities
- 3.) The Superintendent of Schools authorized to seek external grant funds
- 4.) Establishment of petty cash funds and change fund for tax collection: Establishment of ten (10) petty cash funds -- two in the amount of \$100 each under the direction of Secretary to the Business Official (District Office); four in the amount of \$100 each under the direction of Executive Secretary to the JSHS Building Principal (High School), Transportation Supervisor (Transportation Office), Executive Secretary to Principal of Barry School and Executive Secretary to Elementary Summer School; and four in the amount of \$75 each under the direction of Executive Secretary to Principal of Parker School, Executive Secretary to Principal of Randall School, Executive Secretary to Principal of Smith School, and Executive Secretary to Principal of Virgil School; and establishment of one (1) change fund for tax collection in the amount of \$200 under the direction of the Tax Collector.
- 5.) The School District Treasurer to sign checks
- 6.) The Superintendent of Schools to approve budget transfers up to \$35,000
- 7.) The Director of Business Services to invest available funds
- 8.) Publication of annual financial report
- 9.) The Superintendent to make appointments between Board meetings
- 10.) The Superintendent is authorized to sign Memoranda of Understanding and/or Agreement following pre-discussion with the Board
- 11.) The Superintendent to appoint Board of Registration/Elections Inspectors if those approved by the Board cannot serve
- 12.) The Superintendent to appoint Impartial Hearing Officer at the maximum local rate of \$100.00 per hour

RESOLVED, upon the recommendation of the Superintendent, to approve the above authorizations as presented.

Moved by Mr. Natoli, seconded by Ms. Griffin. Under discussion Ms. Davis-Howard voiced opposition to the Superintendent's authorization to approve budget transfers up to \$35,000. She feels it is too high and higher than neighboring districts. It was noted that budget transfers are reported to the Board in the *Budget Transfers to Date* monthly financial report.

Final Vote: Yes – 7, No – 0. Motion Carried.

g. **Bonding of Personnel:**

- 1.) District Clerk
- 2.) District Treasurer
- 3.) Deputy Treasurer
- 4.) Tax Collector
- 5.) District Central Treasurer for Extra-Curricular Activity Funds
- 6.) Internal Claims Auditor
- 7.) Deputy Internal Claims Auditor
- 8.) Superintendent
- 9.) Director Business Services

RESOLVED, to approve Faithful Performance Blanket Bonding for the list as stated above

Moved by Mr. Natoli, seconded by Ms. Davis-Howard. No further discussion.

Final Vote: Yes – 7, No – 0. Motion Carried.

h. **Other Items:**

- 1.) Readoption of all policies and bylaws in effect at the end of the previous year

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

Moved by Mr. Natoli, seconded by Ms. Davis-Howard. No further discussion.

Final Vote: Yes – 7, No – 0. Motion Carried.

- 2.) Mileage Reimbursement Rate

RESOLVED, to adopt the published IRS Mileage Rate.

Moved by Ms. Davis-Howard, seconded by Ms. Griffin. Under discussion, Mr. Natoli requested allowing adjustments to MapQuest mileage to take into consideration detours, accidents, etc.

Final Vote: Yes – 7, No – 0. Motion Carried.

- 3.) Certification of Principal Lead Evaluators – School Year 2013-14

The Annual Professional Performance Review (APPR) regulations of the Board of Regents provides that, in order to be certified as principal evaluators, administrators must be trained in the following nine elements:

1. ISLLC 2008 Leadership Standards
 2. Evidence-based observation
 3. Application and use of Student Growth Percentile and VA growth Model data
 4. Application and use of the State-approved Multidimensional Principal Performance Rubrics (Training provided by Joanne Picone-Zochia, co-author of the rubric)
 5. Application and use of any assessment tools used to evaluate principals
 6. Application and use of State-approved locally selected measures of student achievement
 7. Use of the Statewide Instructional Reporting System
 8. Scoring methodology used to evaluate principals
 9. Specific considerations in evaluating principals of ELLs and students with disabilities
- Additionally, the following components were addressed:**
10. State-determined district-wide student growth goal setting process (Student Learning Objectives)
 11. Effective supervisory visits and feedback
 12. Soliciting structured feedback from constituent groups
 13. Reviewing school documents, records, state accountability processes and other measures
 14. Principal contribution to teacher effectiveness
 15. Goal Setting and Attainment, using the Multidimensional Principal Performance Rubric tool (Training provided by Joanne Picone-Zochia, co-author of the rubric),

By virtue of the fact of having participated in the Principal Evaluator Training provided by the OCM BOCES Network Team, which included the required components, the following people are considered as Certified Principal Evaluators for the 2013-2014 School Year:

Michael Hoose, Superintendent of Schools and Judi Riley, Assistant Superintendent for Pupil and Personnel Service

Moved by Ms. Griffin, seconded by Mr. Natoli. No further discussion.

Final Vote: Yes – 7, No – 0. Motion Carried.

4.) Certification of Teacher Lead Evaluators – School Year 2013-14

The Annual Professional Performance Review (APPR) regulations of the Board of Regents provides that, in order to be certified as lead evaluators, administrators must be trained in the following nine elements:

1. NYS Teaching Standards, and their related elements and performance indicators or ISLLC standards and their related functions;
2. Evidence-based observation techniques grounded in research;
3. Application and use of the student growth percentile model and the value-added growth model;
4. Application and use of approved teacher or principal practice rubric(s) selected by the district or BOCES for use in evaluations, including training on the effective application of such rubrics to observe a teacher's or principal's practice;
5. Application and use of any assessment tools that the school district or BOCES utilizes to evaluate its classroom teachers or building principals, including but not limited to, structured portfolio reviews; student, parent, teacher and/or community surveys; professional growth goals and school improvement goals, etc.;
6. Application and use of any State-approved locally-selected measures of student achievement used by the school district or BOCES to evaluate its teachers or principals;
7. Use of the Statewide Instructional Reporting System;
8. Scoring methodology utilized by the Department and/or the district or BOCES to evaluate a teacher or principal under this Subpart, including how scores are generated for each subcomponent and the composite effectiveness score and application and use of the scoring ranges prescribed by the Commissioner
9. Specific considerations in evaluating teachers and principals of English language learners and students with disabilities.

By virtue of the fact of having participated in the Lead Evaluator Training provided by the OCM BOCES Network Team, which included the required components, the following people are considered as Certified Teacher Lead Evaluators for the 2013-2014 School Year: Kenneth Brafman, 11-12 Principal; Kevin Cafararo, 7-8 Principal; Jeff Johnson, Director Athletics/PE; Lisa Kaup, Virgil Principal; Cliff Kostuk, Randall Principal; Joseph Mack, 9-10 Principal; Peter Reyes, Barry Principal; Judi Riley, Assistant Superintendent for Pupil and Personnel Service; Gregory Santoro, Jr.-Sr. High School Principal; Angela Wanish, Smith Principal; and Kevin Yard, Parker Principal,

Moved by Ms. Griffin, seconded by Ms. Davis-Howard. No further discussion.

Final Vote: Yes – 7, No – 0. Motion Carried.

OTHER BUSINESS:**3. COMMUNICATIONS and RECOGNITION:**

- a. Audience Participation – on items related to the Agenda. There were no requests to address the Board.
- b. Board Member Reports
 - 1.) Discuss Retreat Date(s) - Members set July 18, 2013, 5:30 p.m. for a board retreat.

4. PRESENTATIONS:

- a. Code of Conduct – Public Hearing

Ms. Riley presented a revised Code of Conduct explaining that school districts are required to annually review the code and update as necessary, taking into consideration the effectiveness of code provisions and the fairness and consistency of its administration. She explained that the code was revised in collaboration with students, teachers, administrators, and parents. Members provided Ms. Riley with recommendations for revisions. In addition, she is awaiting feedback from school attorney John Lynch. She and Mr. Hoose will work together to incorporate Mr. Lynch's and board members' recommendations, and present members with a revision for review prior to the August 6 meeting.

5. CONSENT ITEMS:

- a. Minutes of June 25, 2013 Regular Meeting
- b. CSE/CPSE (Committee on Special Education/Committee on Pre-school Special Education) Recommendations

607000468, 607000400, 607000859, 610396569, 607000770, 607000882, 607000814, 607000463, 607000957, 607000919, 607000662, 607000666, 607000450, 610395647, 607000458, 607000629, 610319848, 610357678

- c. Four Winds Saratoga Annual Contract

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

Moved by Mr. Natoli, seconded by Ms. Griffin. No further discussion.

Final Vote: Yes – 7, No – 0. Motion Carried.

6. OLD BUSINESS:

- a. Continue Discussion on Community Membership on Board Committees

Members agreed to allow the individual Board committees to decide whether or not to include nonvoting, ex-officio community members on the committee.

7. OTHER NEW BUSINESS:

- a. Financial Reports: Treasurer's Report, Trial Balance, Revenues, Intrafund Transfers, Appropriations, Warrant, Claims Monthly Report – May 2013

RESOLVED, upon the recommendation of the Superintendent of Schools, to approve Financial Reports dated May, 2013 as presented.

Moved by Mr. Natoli, seconded by Ms. Davis-Howard. No further discussion.

Final Vote: Yes – 7, No – 0. Motion Carried.

- b. Code of Conduct – 1st Reading Approval

Resolved, upon the recommendation of the Superintendent, to approve the 1st reading of proposed revisions to the Code of Conduct as presented.

Moved by Ms. Griffin, seconded by Ms. Davis-Howard. Under discussion Ms. Riley confirmed that the code requires one public hearing, and two readings. Approval of the first reading does not constitute approval of the code. A revised code with suggested revisions will be distributed for review prior to the second reading on August 6.

Final Vote: Yes – 7, No – 0. Motion Carried.

- c. Tax Warrant Adoption

RESOLVED, upon the recommendation of the Superintendent, to adopt the 2013-14 tax warrant as presented.

Moved by Ms. Griffin, seconded by Mr. Natoli. Under discussion Mr. Hoose shared that the assessed value within the City dropped \$886,000 therefore a rate increase, Cortlandville's assessed value increased by \$2.1 million, therefore a rate decrease, Virgil's assessed value decreased by \$6.9 million, therefore a rate increase.

Final Vote: Yes – 6, No – 1 (Colongeli). Motion Carried.

8. PERSONNEL ACTION:

- a. Approval of Inter-Scholastic (Athletics) Appointments

RESOLVED, upon the recommendation of the Superintendent, to approve the appointments for Inter-Scholastic (Athletic) Personnel as presented on Schedule No. 2247.

Moved by Ms. Griffin, seconded by Mr. Sidebottom. No further discussion.

Final Vote: Yes – 7, No – 0. Motion Carried.

- b. Approval of Substitute Rates for Teachers, Teaching Assistants and Nurses for 2013-14

RESOLVED, upon the recommendation of the Superintendent, to approve Substitute Rates for Teachers, Teaching Assistants and Nurses for 2013-14.

Moved by Mr. Natoli, seconded by Ms. Davis-Howard. Under discussion Ms. Riley noted that by comparison Cortland's rates fall in the low middle range of neighboring districts. It is important to keep our rates competitive in order to secure quality substitutes.

Final Vote: Yes – 6, No – 1 (Colongeli). Motion Carried.

- c. 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 11.15.

Moved by Ms. Griffin, seconded by Mr. Natoli. No further discussion.

Final Vote: Yes – 7, No – 0. Motion Carried.

d. Approval of Elimination of Position

RESOLVED by the Board of Education of the Cortland Enlarged City School District, Cortland County, New York as follows: The Part-time Position of Clerk currently encumbered by P. Petrie is hereby eliminated for reasons of economy and efficiency effective July 1, 2013.

Moved by Ms. Griffin, seconded by Mr. Natoli. Under discussion Mr. Hoose explained that last year Ms. Petrie was appointed as clerk to assist with part time tax collection. We no longer need the position as Judy Brown was hired to a full time position in the business office and Stacey Hatfield has taken over as Tax Collector. The elimination of the position is not a reflection on Ms. Petrie's job performance.

Final Vote: Yes – 7, No – 0. Motion Carried.

9. **LEADERSHIP REPORTS:**

a. Director of Business Operations

Ms. Bridenbecker reported that the District internal auditor, Raymond F. Wager, CPA, P.C., will be conducting a payroll audit on October 11, 2013.

b. Assistant Superintendent for Pupil and Personnel Service – None

c. Superintendent

- 1.) Capital Project Change Orders – Mr. Hoose reviewed change orders GC-047, GC-051 and GC-052.
- 2.) Stable Contribution Option Election (SCO) – Mr. Hoose provided a memo from the NYS Teachers' Retirement System (NYSTRS) outlining information on opting in or out of deferred contributions to NYSTRS. The information included a fact sheet and Q & A. This is a one-time election to be made during the opt-in period of July 1, 2013 – June 30, 2014. Although Mr. Hoose is not recommending participation, he asked members to review the information and come to the next meeting with any questions.
- 3.) New Tech High – Mr. Hoose and Ms. Riley will be attending a New Tech High workshop at BOCES on July 23, 9:00 – 3:00. In invited a volunteer from the Board to attend with them. Ms. Griffin volunteered.
- 4.) CJSHS Stadium – Mr. Hoose shared that he continues to receive requests from the public and staff to use the track. He is not in favor of distributing keys. However, he is in favor of a custodian opening and closing the stadium only (no bathroom access). Members approved Mr. Hoose working out the details.
- 5.) NYSIR Annual Report – Mr. Hoose distributed the NYSIR Annual Report to members of the Audit Committee.

10. **AUDIENCE PARTICIPATION: (Individuals are requested to keep their comments to two-minutes per speaker).** There were no requests to address the Board.11. **NEXT MEETING AGENDA REVIEW**

- A Policy Review Committee meeting was scheduled for Tuesday, July 9, 2013, 3:00 p.m.
- Discussion: Failure Is Not An Option
- NYSTRS Stable Contribution Option Election
- Feedback on APPR: How much time it consumed, how much time away from duties, from classroom time, etc.

12. **ADJOURNMENT**

As there was no further business to discuss, Ms. Van Donsel asked for a motion to adjourn the meeting at 9:47 p.m.

Moved by Mr. Natoli, seconded by Ms. Davis-Howard.

Final Vote: Yes – 7, No – 0. Motion Carried.