

CORTLAND ENLARGED CITY SCHOOL DISTRICT
Board of Education Meeting – Tuesday, November 3, 2015 at 7:00 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 – on items related to the Agenda (speakers are asked to limit their comments to two minutes).
 - c. Board Member Reports:
 - 1.) BOE Policy Committee – Report on October 21, 2015 meeting
 - 2.) BOE Facilities Committee – Next meeting TBD
 - 3.) BOE Audit Committee – Next meeting TBD
- 3. PRESENTATIONS:**
 - a. Presentation of diplomas
 - b. Excellence Award Introductions
- 4. CONSENT ITEMS:**
 - a. Minutes of October 13, 2015 Regular Meeting
 - b. CSE/CPSE (Committee on Special Education/Committee on Pre-school Special Education) Recommendations
- 5. OLD BUSINESS:** None
- 6. NEW BUSINESS:**
 - a. Acceptance of an Advance SC351 Floor Scrubber donation from Hillyard
 - b. Approval of services of Claims Auditor
- 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 Operations
 - b. Assistant Superintendent for Pupil and Personnel Services
 - c. Director of Curriculum and Instruction
 - d. Superintendent
- 9. BOARD MEMBER ACTIVITIES**
- 10. AUDIENCE PARTICIPATION:** (Individuals are requested to keep their comments to two-minutes per speaker).
- 11. NEXT MEETING AGENDA REVIEW**
- 12. EXECUTIVE SESSION**
- 13. ADJOURNMENT**

4.a

CORTLAND ENLARGED CITY SCHOOL DISTRICT
Board of Education Meeting – Tuesday, October 13, 2015 at 7:00 p.m.
Kaufman Center, 1 Valley View Drive, Cortland NY

A Regular Meeting of the Board of Education was held on Tuesday, October 13, 2015 at the Kaufman Center, 1 Valley View Drive, Cortland, New York.

Present: Ms. Melissa Davis-Howard, Ms. Christine Gregory, Ms. Janet Griffin, Ms. Judith Murphy, Mr. John Natoli and Mr. Daniel Sidebottom.

Absent: Ms. Alane VanDonsel

Also Present: Mr. Michael Hoose, Superintendent; Ms. Judi Riley, Assistant Superintendent for Pupil and Personnel Services; Ms. Kimberly Vile, Director of Business Services; Ms. Kristie Bliss, Director of Curriculum & Instruction; Mr. Robert Martin, Director of Facilities; School and Community Members; and Ms. Alicia Zupancic, Clerk

1. CALL TO ORDER and PLEDGE OF ALLEGIANCE.

Ms. Davis-Howard called the meeting to order at 7:00 p.m. and the Pledge of Allegiance was recited.

2. COMMUNICATIONS and RECOGNITION:

a. Kudos Korner – None

b. Audience Participation – on items related to the Agenda (speakers are asked to limit their comments to two minutes).- There were no requests to address the Board.

c. Board Member Reports:

- 1.) BOE Policy Committee – Report on today’s meeting – Into the 8,000’s. Next meeting is October 21, 2015.
- 2.) BOE Facilities Committee – Report on September 24, 2015 meeting – Playgrounds complete, bus lifts operational, lockers will arrive later this month, still collecting data for the Building Conditions Survey.
- 3.) BOE Audit Committee – Report on September 29, 2015 meeting – Reviewed draft financial documents. Discussed reserves and the encumbering process for 16/17. Starting budget process November 3. The budget workshops will be at 6:00 pm prior to Board meetings.
- 4.) Discuss having a Board of Education Meeting on November 3rd in place of October 27 – There will be a Board meeting on November 3, 2015.

3. PRESENTATIONS:

a. Introduction of new staff – Several new staff members were introduced to and welcomed by the Board of Education with a twenty minute reception following from 7:18 – 7:38 pm.

4. CONSENT ITEMS:

a. Minutes of September 22, 2015 Regular Meeting

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

607001914, 610375509, 607000790, 607000900, 607000164, 610296191, 607001599, 607000897, 607001848, 610346089, 610373462, 610288582, 610278003, 610387779, 610317810, 610308256, 607001111, 610330460, 607001145, 607001824, 610352501, 610344373, 607001845, 610283325, 610293582, 607002018, 607000074, 607002078, 607001676, 610385240, 610308412, 610338938, 610380592, 610303562, 607002101, 607001843, 610323615, 610309695, 607002105, 607002064, 607000625, 607001287, 607001844, 607000942, 607000960, 610351033, 607000652, 607002023, 607000139, 607000196, 607002066, 607002067, 610334292

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

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

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

5. OLD BUSINESS: None

6. NEW BUSINESS:

- a. Approval of Extended Field Trip Request for Varsity Ice Hockey

RESOLVED, upon the recommendation of the Superintendent of Schools, to approve the Extended Field Trip request for the Varsity Ice Hockey Team Trip to Albany County Hockey Facility November 27-28, 2015, as presented.

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

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

- b. Acceptance of Internal Audit Corrective Action Plan

RESOLVED, upon the recommendation of the Audit Committee, to accept the Internal Audit Corrective Action Plan, as presented.

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

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

- c. Acceptance of External Audit with Corrective Action Plan Fiscal Year 2014-15

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 2014-2015, as presented.

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

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

- d. Financial Reports: Treasurer's Report, Trial Balance, Revenues, Intrafund Transfers, Appropriations, Warrant Report, Claims Monthly Report -September 2105

RESOLVED, upon the recommendation of the Superintendent of Schools, to approve Financial Reports dated September, 2015 as presented.

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

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

- e. Approval of 2016-17 Budget Calendar

RESOLVED, upon the recommendation of the Superintendent of Schools, to approve the 2016-17 Budget Calendar, as presented.

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

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

- f. Approval of a Private School Transportation Request for 2015-16

RESOLVED, upon the recommendation of the Superintendent, to approve the Private School Transportation Request as presented.

Moved by Mr. Sidebottom, seconded by Ms. Gregory 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 11.60.

Moved by Mr. Natoli, seconded by Ms. Griffin 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 1158 and 1159.

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

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

- e. ~~Approval of Tenure Recommendations~~ *Tabled* – The approval of tenure recommendations was tabled to the November 3rd Board of Education meeting.

- d. Approval of Administrative and Instructional Personnel Appointments
RESOLVED, upon the recommendation of the Superintendent of Schools, to approve the appointments for Instructional Personnel as presented on Schedules of Appointment 2370 and 2371.

Moved by Mr. Natoli, seconded by Ms. Griffin Discussion: The substitute situation was discussed. Ways to resolve this ongoing problem is being discussed by leadership.

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

8. LEADERSHIP REPORTS:

- a. Director of Business Operations – The gym floor at the high school needs to be refinished. Ms. Vile discussed a temporary fix for this season which would take approximately two weeks. This would allow basketball and volleyball practices to take place this season and then finish the floor in the summer. She also discussed a handout regarding the budget.
- b. Assistant Superintendent for Pupil and Personnel Services
1.) Capital for A Day – Ms. Riley was invited to the Governor's Round Table, called "Capital for A Day". The focus was on synthetic marijuana and particularly the access our youth has. CECSD was invited because we are one of the few schools that partners with OASAS (Office of Alcoholism & Substance Abuse Services). Ms. Riley plans to share this information with administrators and health and wellness coordinators to begin an education awareness and prevention plan as this is a genuine concern in our schools and community.
- c. Director of Curriculum and Instruction – Ms. Bliss received confirmation that all presenters are available for the October 23rd Professional Development Day.
- d. Superintendent
1.) myOn – Mr. Hoose shared some more information on the myOn literacy program. This is a digital learning process that puts a reading device in every child's hand, giving them access to 20,000 books. He is trying to get a representative to come in. This program has been very successful in other areas. It would be a partnership between the Cortland schools and the community. Mr. Hoose will bring a more formal presentation to the Board. He also shared that the Cortland-Madison School Boards Association Fall Dinner is Scheduled for November 2nd from 6-9 p.m. at the OCM BOCES McEvoy Campus.

9. **BOARD MEMBER ACTIVITIES** – Ms. Murphy attended football games and the select band trip. Mr. Sidebottom attended the girls tennis sectionals. Ms. Gregory attended a morning meeting at Smith, a couple of football games and met with Mr. Mack. She also picked up food for the United Way day of caring from the schools.

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** – Tabled item, 7. C

12. EXECUTIVE SESSION

In accordance with Public Officer's Law Section 96, Subdivision 1, Ms. Davis-Howard called for an Executive Session at 8:12 p.m. to discuss collective negotiations pursuant to Article 14 of the Civil Service Law.

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

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

The Executive Session adjourned at 8:31 p.m.

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

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

13. ADJOURNMENT

As there was no further business to discuss, Ms. Davis-Howard asked for a motion to adjourn the regular meeting at 8:31 p.m.

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

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



CORTLAND ENLARGED CITY SCHOOL DISTRICT

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

b.a

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

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

**To: Michael Hoose, Superintendent of Schools
From: Kimberly Vile, Director of Business Services
Re: Donation Acceptance
Date: 10/19/15
Cc: Board of Education**

It is the recommendation of the business office to accept the following donation of an Advance SC351 floor scrubber. This donation was obtained by Bob Martin from Hillyard and is a machine the district was in need of.

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



125 Rawson Road, Victor, New York 14564
Telephone: 800-695-5336 • Fax: 585-719-9762

October 9, 2015

To Whom It May Concern:

We are pleased to announce that on October 5th, 2015 during the Statewide SFMI show we held a raffle drawing and raffled off an Advance SC351 to go to the winning Facility Director's School District. Bob Martin from Cortland City School District won the raffle on behalf of his school district at the time of this drawing. It is our pleasure to provide a piece of equipment to a school district in this manner at no charge through a raffle of this type. In the same way we provide in depth analysis of facilities to an organization through our Cleaning Cost Analysis Program (CCAP) free of charge. It is part of Hillyard's extraordinary value stack that differentiates Hillyard from its competitors as a unique supplier of cleaning supplies and equipment.

Please feel free to give me a call with any questions or if you require any further information.

Sincerely,

Keith Smith
General Manager
Hillyard/New York



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
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To: Michael Hoose, Superintendent of Schools
From: Kimberly Vile, Director of Business Services *KAV*
Date: October 18, 2015
Re: Consultant

The claims auditor request for proposal was due back on October 2, 2015. We received numerous declinations from various organizations that we sent the request directly to. The current claims auditor retired October 14, 2015. This is an essential role that works directly for the board and is essential in our process to ensure bills are paid timely.

Edward Siemiatkowski, is the owner of First Choice Bookkeeping and has reconsidered his declination for this opportunity. He is willing to provide this service to us at a rate of \$25 per hour. Ed periodically attends seminars to stay abreast of the current regulations regarding claims auditing and is currently providing this service to a number of school districts.

Please consider this service to be effective as of October 19, 2015 so the district remains in compliance with processes that allow us to ensure bills are paid timely. Ed is willing to meet with the audit committee as requested and he will be providing monthly reports to the Director of Business Services that will be provided to the BOE. He is also willing to track progress of claims by categories as desired. Thank you for considering this company. If you have any questions please let me know.

cc: BOE

7.a

SCHEDULE OF RESIGNATIONS AND LEAVES
ADMINISTRATORS, INSTRUCTIONAL AND NON-INSTRUCTIONAL STAFF
 School Year 2015-16

Schedule Number: 11.61
 Board Meeting Date: November 3, 2015
 Color: White

A. Approval of Personnel Resignations and Leaves

ADMINISTRATORS/INSTRUCTIONAL PERSONNEL:

RESIGNATION	POSITION	ORIGINAL APPOINTMENT	RESIGNATION DATE	REASON
Gutchess, Patricia	Teaching Assistant	09/06/1989	10/19/2015	Resignation.

NON-INSTRUCTIONAL PERSONNEL:

RESIGNATION	POSITION	ORIGINAL APPOINTMENT	EFFECTIVE DATE	REASON

INSTRUCTIONAL/NON-INSTRUCTIONAL PERSONNEL:

LEAVE OF ABSENCE	POSITION	ORIGINAL APPOINTMENT	LEAVE DATES	REASON

*Revision in italics

7.a

SCHEDULE OF APPOINTMENTS

Non-Instructional Personnel
To Fix Salaries and Schedule Conditions for the School Year 2015-16

Schedule Number: 1160
Board Meeting Date: November 3, 2015
Color: White

NAME	JOB TITLE	SERVICE AREA	EFFECTIVE DATE	APPOINTMENT TYPE	REMARKS	SALARY/ HOURLY RATE
Davis, Francine	Library Aide	Barry	11/04/2015	Probationary	Fran has successfully completed the appropriate Civil Service exam and moves from provisional to probationary.	\$10.15
Gesin, Jonathon	School Monitor	JSHS	10/26/2015	Probationary	Jonathon will fill the School Monitor position due to resignation from last school year.	\$9.72
Hall, Veronica	Keyboard Specialist	Parker/Smith	11/16/2015	Contingent Permanent	Veronica will fill the Keyboard Specialist position.	\$11.89

SCHEDULE OF APPOINTMENTS

7.b

Non-Instructional Substitute Personnel

To Fix Salaries and Schedule Conditions for the School Year 2015-16

Schedule Number: **1161**
Board Meeting Date: **November 3, 2015**
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
Casolare	Belinda	Cleaner	\$9.00	Retroactive to 10/26/2015
Foster	Randall	Bus Driver	\$13.95	Retroactive to 10/26/2015
Pickard	John	Bus Driver	\$13.95	Retroactive to 11/03/2015
Ruane	Thomas	Library Aide	\$9.00	

7C

SCHEDULE OF APPOINTMENTS**ELEMENTARY & SECONDARY SUBSTITUTE TEACHERS/TUTORS 2015-16**Schedule Number: **2372**Board Meeting Date: **November 3, 2015**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
Barnes, Barbara	Substitute Teacher	A	\$99.00	Retroactive to 10/28/2015
McKenna, James	Substitute Teacher	B	\$81.00	Retroactive to 10/30/2015
McKenna, James	Teaching Assistant		\$73.00	Retroactive to 10/30/2015
Bahantka, Scott	Substitute Teacher	A	\$99.00	Pending fingerprint clearance

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

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7.C

**SCHEDULE OF APPOINTMENTS
INTER-SCHOLASTIC (ATHLETICS)
To Fix Salaries and Schedule Conditions for the School Year 2015-16**

Schedule Number: **2373**
Board Meeting Date: **November 3, 2015**
Color: **Blue**

NAME	TITLE	VARSITY/JV JUNIOR HIGH	SPORT	BOYS/ GIRLS	AMOUNT
Theodore Diorio	Vol. Asst. Coach	Varsity	Ice Hockey	Boys	\$ Volunteer*

*Pending completion of coaching requirements