

**CORTLAND ENLARGED CITY SCHOOL DISTRICT**  
**Board of Education Meeting – Tuesday, January 17, 2017 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, January 17, 2017 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. 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; 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 5:30 p.m. and the Pledge of Allegiance was recited.

At this time, Alan Pole and Bill Silky, Consultants with Castallo and Silky LLC-Education consultants presented how they would conduct a Building Utilization Study for our district and what information that study would provide to the district and the Board.

There was a 15 minute recess from 6:15 – 6:30 p.m.

**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 January 4 & 12, 2017 meetings

The Policy Committee has gone through the 8000's and at this point need to go back over some policies that there are questions on.

2.) BOE Facilities Committee – Next meeting is scheduled for January 18, 2017 at 4:00 p.m.

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

4.) BOE Financial Committee – Next meeting is scheduled for January 24, 2017 at 5:45 p.m.

5.) BOE Communication Committee – Next meeting TBD

**3. PRESENTATIONS:**

a. Budget Presentation

Kimberly Vile shared a budget presentation with the Board.

**4. CONSENT ITEMS:**

a. Minutes of December 13, 2016 Regular Meeting

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

607002497, 607002498, 607002503, 610339634, 610340630, 607000770, 607001167, 607002038, 607002279, 607001822, 610316631, 607000463, 607002280, 610328934, 607002636, 610305510, 607002488, 610308397, 607001827, 607002416, 607002496, 607002489, 607000464, 607002620, 607002638, 607002281, 610362340, 610342280, 610308256, 607000612, 610394529, 610374601, 610286429, 607002628, 607002429, 607001145, 610391099, 607002082, 607001824, 607002433, 607002342, 607001730, 607002240, 607002490, 610308249, 610384726, 607000499, 610366226, 610375506, 607002666, 610308396, 610329392, 607001694, 610350601, 607000275, 607002634,

610261568, 607002392, 607002633, 610298182, 610358577, 610317783, 607000303, 610273148, 607002432, 607000989, 610363271, 607000448

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

**Moved by Ms. Murphy, seconded by Ms. Griffin. Discussion: None**

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

**5. OLD BUSINESS: There was no old business.**

**6. NEW BUSINESS:**

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

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

**Moved by Mr. Rogoff, seconded by Ms. Murphy. Discussion: None**

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

- b. Acceptance of 2<sup>nd</sup> Reading of Policy #7515 Head Lice

**RESOLVED, upon the recommendation of the Superintendent of Schools, to accept the 2<sup>nd</sup> Reading of Policy #7515 Head Lice as presented.**

**Moved by Ms. Murphy, seconded by Mr. Rogoff. Discussion: Q: Is there follow up the next day that treatment has been started? A: Yes. Q: Is staff notified that a student in their classroom has head lice? A: Will get answer.**

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

- c. Approval of Field Placement Agreement: Grand Canyon University

**RESOLVED, upon the recommendation of the Superintendent of Schools, to approve the Field Placement Agreement between Cortland Enlarged City School District and Grand Canyon University as presented.**

**Moved by Ms. Griffin, seconded by Ms. Murphy. Discussion: Q: Is this request from Grand Canyon similar to when you have agreements with SUNY Cortland? A: Yes, this became due to a request from someone with interest here.**

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

- d. Acceptance of Cooperative Purchasing Agreement

**To participate in cooperative bids for the purchase of various supplies, services, materials and equipment, as Advertised by and awarded by the Clarkstown Central School District acting as the Lead Agency, as provided by General Municipal Law Section 119-0 and,**

**WHEREAS, each BOARD retains the legal authority to contract with the successful Vendor(s) and shall not be bound by purchase contracts or other agreements made by the other BOARD(S), therefore**

**BE IT RESOLVED, that the BOARD OF EDUCATION of Cortland Enlarged City School District hereby agrees to participate with the attached named school districts in such cooperative bids.**

**Moved by Ms. Gregory, seconded by Ms. Van Donsel. Discussion: Good idea! Good job Kim!**

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

- e. Acceptance of Board Member Resignation

**RESOLVED to accept the resignation of John Natoli as a Board member effective December 31, 2016.**

**Moved by Ms. Griffin, seconded by Ms. Gregory. Discussion: Accept with regret.**

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

- f. Approval of Extended Field Trip – Capital Building, Albany, New York

**RESOLVED, upon the recommendation of the Superintendent, to approve the extended field trip to the capital building in Albany, New York, as presented.**

**Moved by Mr. Rogoff, seconded by Ms. Murphy. Discussion: None**

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

- g. **Appointment of Board of Registration and Election Inspectors as Presented for the Budget Vote and Election May 16, 2017**

**RESOLVED**, upon the recommendation of the Superintendent, to approve the appointment of the Board of Registration and Election Inspectors for the Budget Vote and Election May 16, 2017 as presented.

Moved by Ms. Van Donsel, seconded by Ms. Griffin. 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 11.85.

Moved by Ms. Griffin, seconded by Ms. Murphy. Discussion: Accept Anne Wingard's retirement with deep regret.

**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 1201 and 1202.

Moved by Ms. Gregory, seconded by Ms. Murphy. 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 Schedule of Appointment 2449.

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

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

- d. **Approval of Tenure Recommendation**

**RESOLVED**, upon the recommendation of the Superintendent of Schools, to approve the Tenure appointment as presented on Schedule of Appointment 2448.

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

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

**8. LEADERSHIP REPORTS:**

- a. **Director of Business Services –**

1.) Ms. Vile asked the Board members to take a close look at the financial face feet.

- b. **Assistant Superintendent for Pupil and Personnel Services –**

- 1.) Ms. Riley shared the parent letter regarding *The Family Engagement Survey* that went home and explained the benefits and timeline of the survey with the Board.
- 2.) The state will be reviewing the Junior Senior High School in February as part of the Focus review. Feedback will be given to the Board on February 28.

- c. **Assistant Superintendent for Curriculum and Instruction**

1.) Mr. Craig will be bring three new course proposals to the Board meeting on January 24 along with members from the Business department to present them.

- d. **Director of Special Education –** The Director of Special Education was unable to attend this meeting.

- e. **Superintendent –**

- 1.) Mr. Martin will have an update at the next Board meeting regarding the EPC. At this time the district has a reduction of 74% of kilowatts used.
- 2.) Mr. Hoose discussed the grading policy changes at the Junior Senior High School.

**9. BOARD MEMBER ACTIVITIES –** Lots of basketball games.

**10. NEXT MEETING AGENDA REVIEW –**

Ms. Davis-Howard asked the other Board members what they would like to do with the open seat on the Board. She said there are three options: 1. Not fill the position; 2. If there was a person who ran for the Board in the last election but was not voted in, ask that person to take the seat; 3. Appoint someone that is interested. The Board decided to appoint someone that is interested and were asked to have interested candidates contact the District Clerk by January 31, 2017 and the person selected will be appointed on February 14, 2017.

**11. EXECUTIVE SESSION**

In accordance with Public Officer's Law Section 96, Subdivision 1, Ms. Davis-Howard called for an Executive Session at 7:35 p.m. to discuss the medical, financial, credit or employment history of a particular person.

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

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

The Executive Session adjourned at 8:11 p.m..

Moved by Ms. Gregory, seconded by Ms. Van Donsel. 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 8:11 p.m.

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

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