

**CORTLAND ENLARGED CITY SCHOOL DISTRICT**  
**Board of Education Meeting – Tuesday, February 14, 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, February 14, 2017 at the Kaufman Center, 1 Valley View Drive, Cortland, New York.

**Present:** Ms. Melissa Davis-Howard, 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; and School and Community Members

**Absent:** Ms. Christine Gregory

**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.

There was a moment of silence honoring the memory of Elsie Ferro, a long time election inspector.

- 2. APPOINTMENT OF NEW BOARD MEMBER AND ADMINISTRATION OF OATH OF OFFICE**  
**Pursuant to Education Law, the Board of Education hereby appoints Mr. David Lemon to fill the vacant seat on the Board of Education, effective immediately through May 16, 2017, the seat being vacated by Mr. John Natoli due to his resignation from the Board of Education effective December 31, 2016.**  
**Moved by Ms. Griffin, seconded by Ms. Murphy. Discussion: None**  
**Final Vote: Yes – 5, No – 0. Motion Carried.**

**Mr. Lemon was administered the Oath of Office and then joined the Board.**

**3. 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 – Next meeting to be determined
  - 2.) BOE Facilities Committee – Next meeting to be determined
  - 3.) BOE Audit Committee – Next meeting to be determined
  - 4.) BOE Financial Committee – Report on the February 14, 2017 meeting

Alane reported on the Financial Committee meeting. They discussed getting revenues and expenses closer together and they talked about the tax cap. Ms. Vile went over the budget presentation.

- 5.) BOE Communication Committee – Next meeting to be determined

**4. PRESENTATIONS:**

- a. Mid-Year Update on District Goals – Ms. Judi Riley and Dr. Jeff Craig gave a mid-year update on the district goals and how they are being implemented.
- b. Budget Presentation - Ms. Kim Vile gave a budget presentation.

**5. CONSENT ITEMS:**

- a. Minutes of January 31, 2017 Regular Meeting
- b. CSE/CPSE (Committee on Pre-school Special Education) Recommendations 2016-2017  
610306924, 607002201, 610373684, 607000862, 607002380, 607002141, 607001645, 607002636, 607002194, 607001230, 610350593, 607001391, 607002095, 607002029, 607002670, 607002643, 607001729, 607001295, 610298186, 610366226, 607002666, 607001899, 610385846, 610350092,

610380592, 610350601, 610297528, 607001380, 607002161, 607001291, 607001057, 610382133, 607002098, 607000797, 607001287, 607000008, 607000942, 610364527, 610327670, 607002437, 610269874, 610313195, 607002493, 610325550

- c. CSE/CPSE (Committee on Pre-school Special Education) Recommendations 2017-18  
610306924, 610330600, 607001230, 610298186, 610385846, 610382133, 607000008, 607000942, 610327670

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

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

**Final Vote: Yes – 5, No – 0, Abstain - 1. Motion Carried.**

**6. OLD BUSINESS: There is no old business**

**7. NEW BUSINESS:**

- a. Final Approval Extended Field Trip-Quebec and Costa Rica

**RESOLVED, upon the recommendation of the Superintendent, to approve the Extended Field Trip request for April 13 – April 22, 2017 to Quebec and Costa Rica as presented.**

**Moved by Ms. Van Donsel, seconded by Mr. Rogoff. Discussion: Mr. Zarcone gave a brief overview of the trips details.**

**Final Vote: Yes – 5, No – 0, Abstain - 1. Motion Carried.**

- b. Acceptance of Donation

**RESOLVED, upon the recommendation of the Superintendent to accept the anonymous donation of musical instruments to the high school music program as presented.**

**Moved by Ms. Murphy, seconded by Ms. Griffin. Discussion: Yay!**

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

- c. Creation of Technology Integration and Communication Specialist Position

**RESOLVED, upon the recommendation of the Superintendent, to approve the position of “Instructional Technology ~~Integration~~ and Communication Specialist.”**

**Moved by Ms. Griffin, seconded by Mr. Rogoff. Discussion: Title is Instructional Technology and Communication Specialist.**

**Final Vote: Yes – 5, No – 0, Abstain - 1. Motion Carried.**

- d. Financial Reports: Treasurer’s Report, Trial Balance, Revenues, Intrafund Transfers, Appropriations, Warrant, Claims Monthly Report – January 2017

**RESOLVED, upon the recommendation of the Superintendent of Schools, to approve Financial Reports dated January 2017 as presented.**

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

**Final Vote: Yes – 5, No – 0, Abstain - 1. Motion Carried.**

**8. 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 11.87 (revised).**

**Moved by Ms. Griffin, seconded by Ms. Murphy. Discussion: With regret on all retirements**

**Final Vote: Yes – 5, No – 0, Abstain - 1. 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 Schedule of Appointment 1205.**

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

**Final Vote: Yes – 5, No – 0, Abstain - 1. 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 2451.**

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

**Final Vote: Yes – 5, No – 0, Abstain - 1. Motion Carried.**

- d. Approval of Substitute Rates for Teachers, Teaching Assistants and Nurses for 2017-18

**RESOLVED, upon the recommendation of the Superintendent of Schools, to approve Substitute Rates for Teachers, Teaching Assistants and Nurses for 2017-18, as presented.**

**Moved by Ms. Griffin, seconded by Ms. Murphy. Discussion: Our substitute rates are comparable to our neighbors rates.**

**Final Vote: Yes – 5, No – 0, Abstain - 1. Motion Carried.**

- e. Approval of Amendment to Employment Contract for Superintendent

**RESOLVED, to approve the Amendment to Employment Agreement for the Superintendent as presented.**

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

**Final Vote: Yes – 5, No – 0, Abstain - 1. Motion Carried.**

- f. Approval of Amendment to Employment Contract for Assistant Superintendent for Pupil & Personnel Services

**RESOLVED, upon the recommendation of the Superintendent, to approve the Amendment to Employment Agreement for Assistant Superintendent for Pupil and Personnel Services as presented.**

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

**Final Vote: Yes – 5, No – 0, Abstain - 1. Motion Carried.**

**9. LEADERSHIP REPORTS:**

- a. Director of Business Services

- b. Assistant Superintendent for Pupil and Personnel Services

- 1.) Requests for retirement for first time eligible staff are due on March 1, 2017. The recruitment process will start early.
- 2.) Community Walking Program – The Seven Valley Health Coalition received a grant to help employers implement worksite strategies that are proven by research to prevent disease. They invited us to participate by opening our buildings for the community and our staff to walk. This is in the planning stages, working to make schedules and have volunteers to sign the walkers in. More to come on this.

- c. Assistant Superintendent for Curriculum and Instruction

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

- e. Superintendent

- 1.) BoardDocs – Mr. Hoose asked the Board if they wanted to move forward with BoardDocs and it was a unanimous yes.

**10. BOARD MEMBER ACTIVITIES**

All County Jazz Band, Basketball, Reading at Randall

**11. NEXT MEETING AGENDA REVIEW**

**12. EXECUTIVE SESSION**

**In accordance with Public Officer's Law Section 96, Subdivision 1, I would like to call for an Executive Session at 8:10 PM. to discuss contract negotiations.**

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

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

**The Executive Session adjourned at 9:07 PM.**

**Moved by Ms. Murphy, 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 9:08 p.m.**

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

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