

**CORTLAND ENLARGED CITY SCHOOL DISTRICT**  
**Annual Organizational Meeting – Tuesday, July 5, 2016 at 7:00 p.m.**  
**Kaufman Center, 1 Valley View Drive, Cortland NY**

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**6:30 p.m. — Group picture by Isaf Merkur**

**6:45 p.m. Repair Reserve Utilization Public Hearing**

**7:00 p.m. Board of Education Regular Meeting**

The Organizational Meeting of the Board of Education was held on Tuesday, July 5, 2016 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, Mr. Peter Rogoff and Ms. Alane Van Donsel

**Also Present:** Mr. Michael Hoose, Superintendent of Schools; Ms. Judi Riley, Assistant Superintendent for Pupil and Personnel Services; Ms. Kimberly Vile, Director of Business Services; School and Community Members; and Ms. Alicia Zupancic, Clerk

**1. CALL TO ORDER and ~~PLEDGE OF ALLEGIANCE~~**

Mr. Hoose called the meeting to order at 7:00 p.m.

**2. NEW BUSINESS:**

**a. Administration of Oath of Office**

- 1.) Administration of Oath of Office to Newly Elected Board Member, Mr. Peter Rogoff and re-elected board member, Ms. Judith Murphy.
- 2.) Administration of Oath of Office to Superintendent of Schools, Mr. Michael J. Hoose.

**b. Election of Officers and Administration of Oath of Office:**

- 1.) Nominations for President: Mr. Hoose called for nominations for Board President for the 2016-17 school year. Ms. Griffin nominated Ms. Davis-Howard. There were no further nominations.

**RESOLVED, to elect Ms. Melissa Davis-Howard as President of the Board of Education for the 2016-2017 school year.**

**Moved by Ms. Gregory, Seconded by Mr. Natoli Discussion: none.**

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

- 2.) Administration of Oath of Office to re-elected School Board President, Ms. Melissa Davis-Howard. Mr. Hoose turned the meeting over to the newly re-elected President, Ms. Davis-Howard. She asked for nomination for Vice-President.
- 3.) Nominations for Vice President: Mr. Natoli nominated Ms. Griffin. There were no further nominations.

**RESOLVED, to elect Ms. Janet Griffin as Vice-President of the Board of Education for the 2016-2017 school year.**

**Moved by Mr. Natoli, seconded by Ms. Gregory Discussion: none.**

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

- 4.) Administration of Oath of Office to re-elected School Board Vice President, Ms. Janet Griffin.

**c. Appointment of Officers:**

- 1.) Clerk of the Board – Ms. Alicia Zupancic
- 2.) District Treasurer – Ms. Andrea Herzog-O’Hara
- 3.) Deputy Treasurer – Ms. Anne Wingard
- 4.) Tax Collector – Ms. Andrea Herzog-O’Hara
- 5.) ~~Claims Auditor – Mr. Edward Siemiatkowski (Moved to 2.d. 25)~~
- 6.) Deputy Claims Auditor – Ms. Jennifer Storey

**RESOLVED to appoint the above officers for the 2016-17 school year as presented.**

**Moved by Ms. Griffin, seconded by Mr. Natoli Discussion:** Ms. Vile asked to have Mr. Edward Siemiatkowski moved to Other appointments as it is his company that we contract with and he is not on our payroll.

**Final Vote: Yes – 7, No – 0. 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. Kevin Cafararo
  - 3.) Insurance Agent of Record – Martha Murray, Eastern Shore Association Insurance (NYSIR)
  - 4.) District Independent Auditor - Raymond F. Wager, CPA
  - 5.) District Internal Auditor – D’Arcangelo & Co., LLP
  - 6.) School Attorneys – Hogan, Sarzynski, Lynch, DeWind, and Gregory LLP
  - 7.) School Physician – Dr. Robert Castellanos
  - 8.) Records Management Officer – Ms. Kimberly Vile
  - 9.) Records Access Officer – Ms. Judi Riley
  - 10.) Title IX/Section 504/ADA Compliance Officer – Ms. Judi Riley / Dr. Jeffrey Craig
  - 11.) District Representative on Coop. Health Insurance Board of Directors – Ms. Kimberly Vile
  - 12.) District Representative on Coop. Workmen’s Comp. Board of Directors – Ms. Kimberly Vile
  - 13.) Attendance Officer – Ms. Judi Riley
  - 14.) Board of Education Audit Advisory Committee (*For 2015-16: Melissa, Janet, Judie*)  
Melissa Davis-Howard, Janet Griffin, Judie Murphy
  - 15.) Board of Education Policy Committee (*For 2015-16: John, Janet, Chris*)  
Christine Gregory, Janet Griffin, John Natoli
  - 16.) Board of Education Facilities Committee (*For 2015-2016: Alane, Melissa, Dan*)  
Melissa Davis-Howard, Peter Rogoff, Alane Van Donsel
  - 17.) Board of Education Financial Committee (*New Committee*)  
Melissa Davis-Howard, Christine Gregory, Alane Van Donsel
  - 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. Kendra Foster
  - 21.) Designated SAVE Official, Residency Appeals Officer, Homeless Liaison, and Dignity Act Coordinator – Ms. Judi Riley
  - 22.) Designated Medicaid Compliance Officer – Ms. Kimberly Vile
  - 23.) School Purchasing Agent – Ms. Kimberly Vile
  - 24.) Asbestos (LEA) Designee – Mr. Robert Martin
  - 25.) Claims Auditor – First Choice Professional Bookkeeping
- RESOLVED, upon the recommendation of the Superintendent of Schools, to approve the above appointments as presented.**

**Moved by Ms. Griffin, seconded by Mr. Natoli Discussion:** Does it matter that #1 & 2 are in the same office? No, due to auditing.

**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, NBT Bank and Tompkins Trust 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. Gregory, seconded by Ms. Murphy Discussion:** none.  
**Final Vote: Yes – 7, No – 0. Motion Carried.**

- 2.) 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 2016-17 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 (third Tuesday), December and June on the second Tuesday of the month, and the second April, 2017 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. Gregory, seconded by Ms. Griffin Discussion:** It was asked if one meeting a month and one workshop would be better. The Board decided to stick with the normal schedule but want to change the starting time to 6:30 p.m.

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

3.) Official Newspaper

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

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

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

f. **Authorizations:**

- 1.) The Superintendent of Schools, or Director of Business Services, 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: Establishment of ten petty cash funds:
  - one (1) in the amount of \$500 under the direction of Executive Secretary to Director of Athletics
  - two (2) in the amount of \$150 each under the direction of the Senior Account Clerk in the Business Office
  - two (2) in the amount of \$100 each under the direction of Executive Secretary to the JSHS Building Principal (High School) and Executive Secretary to Elementary Summer School
  - five (5) in the amount of \$75 each under the direction of Executive Secretary to Principal of Barry School, Executive Secretary to Principal of Parker School, Executive Secretary to Principal of Randall School, Executive Secretary to Principal of Smith School, Executive Secretary to Principal of Virgil School
- 5.) The School District Treasurer to sign checks
- 6.) The Director of Business Services to approve budget transfers up to \$10,000, the Superintendent of Schools to approve budget transfers from \$10,001 up to \$35,000, and the President of the Board of Education to approve budget transfers from \$35,001 and greater.
- 7.) The Director of Business Services to invest available funds
- 8.) The Superintendent of Schools to make appointments between Board meetings
- 9.) The Superintendent is authorized to sign Memoranda of Understanding and/or Agreement following pre-discussion with the Board
- 10.) The Superintendent of Schools to appoint Board of Registration/Elections Inspectors if those approved by the Board cannot serve
- 11.) The Superintendent of Schools to appoint Impartial Hearing Officer at the maximum local rate of \$100.00 per hour
- 12.) Authorization of Deputy Treasurer to sign Checks in Absence of Treasurer
- 13.) Tax Collection Periods
- 14.) Approval of Affordable Care Act Compliance Resolution

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

**Moved by Ms. Van Donsel, seconded by Ms. Gregory Discussion:** none.

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

g. **Bonding of Personnel:**

- 1.) District Clerk
- 2.) District Treasurer
- 3.) Deputy Treasurer
- 4.) Senior Account Clerk
- 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 Ms. Van Donsel, seconded by Ms. Gregory Discussion: none.  
Final Vote: Yes – 7, No – 0. Motion Carried.

h. **Other Items:**

- 1.) Re-adoption 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 Mr. Rogoff Discussion: none.  
Final Vote: Yes – 7, No – 0. Motion Carried.
- 2.) Mileage Reimbursement Rate  
**RESOLVED, to adopt the published IRS Mileage Rate.**  
Moved by Ms. Griffin, seconded by Ms. Gregory Discussion: none.  
Final Vote: Yes – 7, No – 0. Motion Carried.
- 3.) Certification of Principal Lead Evaluators – School Year 2016-17  
**RESOLVED, that 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 nine elements of APPR required by NYSED.**  
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 2016-2017 School Year:  
Michael Hoose, Superintendent of Schools, Judi Riley, Assistant Superintendent for Pupil and Personnel Services, Jeffrey Craig, Assistant Superintendent for Curriculum & Instruction, Joseph Mack, Director of Secondary Education.  
Moved by Mr. Natoli, seconded by Ms. Murphy Discussion: none.  
Final Vote: Yes – 7, No – 0. Motion Carried.
- 4.) Certification of Teacher Lead Evaluators – School Year 2016-17  
**RESOLVED, 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 nine elements of APPR required by NYSED.**  
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 2016-2017 School Year:
  - Kenneth Brafman, 9-10 Principal
  - Kevin Cafararo, 7-8 Principal
  - Jeff Craig, Assistant Superintendent of Curriculum & Instruction
  - Lisa Kaup, Virgil Elementary Principal
  - Cliff Kostuk, Randall Elementary Principal
  - Joseph Mack, Secondary Education Coordinator
  - Douglas Pasquerella, Barry Elementary Principal
  - Judi Riley, Assistant Superintendent for Pupil and Personnel Service
  - John Sheehan, Director of Special Education
  - Angela Wanish, Smith Elementary Principal
  - John Zarccone, 11-12 Principal
  - ~~Jeff Craig, Assistant Superintendent of Curriculum & Instruction~~
 Moved by Ms. Gregory, seconded by Mr. Natoli Discussion: none.  
Final Vote: Yes – 7, No – 0. Motion Carried.

3. **COMMUNICATIONS and RECOGNITION:**

- a. 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.
- b. Board Member Reports
  - 1.) BOE Audit Committee – Next meeting TBD
  - 2.) BOE Policy Committee – Next meeting scheduled for July 6, 2016 at 9:00 a.m.
  - 3.) BOE Facilities Committee - Next meeting TBD
  - 4.) Set date for Board Retreat - August 22, 2016 at the Kaufman Center from 5:00 PM – 8:00 PM

**4. PRESENTATIONS – None****5. CONSENT**

- a. Minutes of June 28, 2016 Regular Meeting
- b. CSE/CPSE (Committee on Special Education/Committee on Pre-school Special Education) Recommendations 2015-16  
607002251, 607002197
- c. CSE/CPSE (Committee on Pre-school Special Education) Recommendations 2016-17  
607002259, 607002092, 607002247, 607002248, 607002216, 607002201, 607000195,  
607002176, 607001846, 607001145, 607002013, 607001897, 607002250, 607001844, 607002100,  
607001130

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

**Moved by Mr. Natoli, seconded by Ms. Griffin Discussion: none.**

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

**6. OLD BUSINESS - None****7. OTHER NEW BUSINESS**

- a. 2<sup>nd</sup> Reading Revision to Policy 7110 Attendance

**RESOLVED, upon the recommendation of the Superintendent, and the Board of Education Policy Committee, to approve the 2<sup>nd</sup> and final Reading of Policy 7110 Attendance as presented.**

**Moved by Mr. Natoli, seconded by Ms. Gregory Discussion: none.**

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

- b. 2<sup>nd</sup> Reading Code of Conduct

**RESOLVED, upon the recommendation of the Superintendent, to accept the 2<sup>nd</sup> and final Reading of the proposed changes to the Code of Conduct as recommended by the Code of Conduct Committee as presented.**

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

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

- c. Tax Warrant Adoption

**RESOLVED, upon the recommendation of the Superintendent of Schools, to adopt the 2016-17 tax warrant as presented.**

**Moved by Ms. Griffin, seconded by Mr. Natoli Discussion: none.**

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

- d. Approval of Rental/Ancillary Agreements with OCM BOCES September 1, 2016 - June 30, 2017

**RESOLVED, upon the recommendation of the Superintendent of Schools, to approve the Rental/Ancillary Agreement with OCM BOCES for the use of a classroom at the Cortland Jr./Sr. High School for Special Education from September 1, 2016 through June 30, 2017.**

**Moved by Ms. Murphy, seconded by Mr. Natoli Discussion: none.**

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

- e. Declaration of Surplus Vehicles

**RESOLVED, upon the recommendation of the Superintendent of Schools, to declare five vehicles as surplus per the Surplus Vehicle memo dated July 1, 2016, as presented.**

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

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

- f. Approval of Repair Reserve Utilization

**RESOLVED, that the Board of Education of the Cortland Enlarged City School District approves the utilization of the Repair Reserve Fund for various repair projects as presented.**

**Moved by Ms. Van Donsel, seconded by Ms. Murphy Discussion: none.**

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

- g. Approval of OCM BOCES Certification of Initial Contract (AS-7)  
**Resolved, upon the recommendation of the Superintendent, to approve the OCM BOCES Services Contract for the 2016-17 school year as presented.**  
 Moved by Ms. Griffin, seconded by Ms. Gregory Discussion: none.  
 Final Vote: Yes – 7, No – 0. Motion Carried.
- h. Approval of Annual News Release for Food Service Free and Reduced Cafeteria Prices  
**Resolved, upon the recommendation of the Superintendent, to approve the Annual News Release for Food Service Free and Reduced Cafeteria Prices as presented.**  
 Moved by Mr. Natoli, seconded by Rogoff Discussion: none.  
 Final Vote: Yes – 7, No – 0. Motion Carried.
- i. Approval of Cafeteria Prices  
**Resolved, upon the recommendation of the Superintendent, to adopt the breakfast/lunch prices for 2016-17 as presented.**  
 Moved by Ms. Griffin, seconded by Ms. Gregory Discussion: none.  
 Final Vote: Yes – 7, No – 0. Motion Carried.
- j. Approval of Rental/Ancillary Agreements with OCM BOCES July 1 - August 31, 2016  
**RESOLVED, upon the recommendation of the Superintendent of Schools, to approve the Rental/Ancillary Agreement with OCM BOCES for the use of classrooms at Cortland Jr./Sr. High School from July 1, 2016 through August 31, 2016.**  
 Moved by Mr. Natoli, seconded by Ms. Van Donsel Discussion: none.  
 Final Vote: Yes – 7, No – 0. Motion Carried.

## 8. PERSONNEL ACTION

- a. Approval of Personnel Resignations and Leaves
- 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 1183, 1184 and 1185.**  
 Moved by Ms. Murphy, seconded by Mr. Rogoff Discussion: none.  
 Final Vote: Yes – 7, 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 Instructional Personnel as presented on Schedules of Appointments 2417, 2418 and 2419. (2418 was taken out of this resolution)**  
 Moved by Ms. Gregory, seconded by Ms. Murphy Discussion: none.  
 Final Vote: Yes – 7, No – 0. Motion Carried.
- d. Approval of Substitute Rates for Teachers, Teaching Assistants and Nurses for 2016-17  
**RESOLVED, upon the recommendation of the Superintendent of Schools, to approve Substitute Rates for Teachers, Teaching Assistants and Nurses for 2016-17, as presented.**  
 Moved by Ms. Gregory, seconded by Ms. Murphy Discussion: none.  
 Final Vote: Yes – 7, No – 0. Motion Carried.
- e. Approval of Substitute Rates for Non-Instructional Personnel for 2016-17  
**RESOLVED, upon the recommendation of the Superintendent of Schools, to approve Substitute Rates for Non-Instructional Personnel for 2016-17, as presented.**  
 Moved by Ms. Van Donsel, seconded by Ms. Griffin Discussion: none.  
 Final Vote: Yes – 7, No – 0. Motion Carried.

## 9. LEADERSHIP REPORTS:

- a. Director of Business Services-None
- b. Assistant Superintendent for Pupil and Personnel Service
- 1.) Recruitment update – 22 new hires. Hoping to have team in place in early August. There is one vacated position that will not be back-filled.

- c. Director of Special Education-None
- d. Superintendent
  - 1.) Transportation Study update – The routing has been pulled out and given to a separate consultant.
  - 2.) ~~Technology website updates~~

**10. BOARD MEMBER ACTIVITIES - None**

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

**12. NEXT MEETING AGENDA REVIEW - None**

**13. EXECUTIVE SESSION (only if needed)**

**In accordance with Public Officer’s Law Section 96, Subdivision 1, Ms. Davis-Howard called for an Executive session at 8:13 p.m. to discuss the medical, financial, credit, or employment history of a particular person, and to discuss potential litigation, and collective negotiations pursuant to Article 14 of the Civil Service Law.**

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

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

**The Executive Session adjourned at 8:19 p.m..**

**Moved by Ms. Gregory, seconded by Ms. Van Donsel. Discussion: none.**

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

After Executive Session, the following schedule of appointments were resolved.

**RESOLVED, upon the recommendation of the Superintendent of Schools, to approve the appointments for Instructional Personnel as presented on Schedule of Appointments 2418**

**Moved by Ms. Griffin, seconded by Ms. Gregory Discussion: none.**

**Final Vote: Yes – 6, No – 1. Motion Carried.**

**14. ADJOURNMENT**

**As there was no further business to discuss, Ms. Davis-Howard asked for a motion to adjourn the Regular meeting at 8:21 p.m.**

**Moved by Ms. Griffin, seconded by Ms. Gregory. Discussion: none.**

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

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**Ms. Alicia Zupancic, Clerk**