

**CORTLAND ENLARGED CITY SCHOOL DISTRICT**  
**Board of Education Meeting – Tuesday, August 9, 2016 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, August 9, 2016 at the Kaufman Center, 1 Valley View Drive, Cortland, New York.

**Present:** Ms. Janet Griffin, Ms. Christine Gregory, Ms. Judith Murphy, Mr. John Natoli, 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; Dr. John Sheehan, Director of Special Education; School and Community Members; and Ms. Alicia Zupancic, Clerk

**Absent:** Ms. Melissa Davis-Howard

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

Ms. Griffin called the meeting to order at 6:32 p.m. and the Pledge of Allegiance was recited.

**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 Member Reports:

1.) BOE Policy Committee – Report on July 6, 2016 & August 2, 2016 meeting – The policy committee received the revisions of the entire policy manual from Erie 1 BOCES and is going through to make sure all of the revisions are correct. The next policy committee meeting is scheduled for Monday, August 15, 2016 at 3:00 p.m.

2.) BOE Facilities Committee – Next meeting TBD

3.) BOE Audit Committee – Next meeting TBD.

4.) BOE Financial Committee – First meeting TBD – Request for Proposals (RFPs) have been sent out. The financial committee will look at them, present to the Board of Education and then make a decision on which company to go with.

5.) Reminder – Board Retreat scheduled for August 22, 2016 from 5:00-8:00 p.m. at the Kaufman Center.

**3. PRESENTATIONS:**

a. Special Education Quality Assurance Review - Dr. John Sheehan presented on the Special Education Quality Assurance Review. This review is a focused review of our programs and services. The process used in this review was the analysis of a representative sample of forty IEPs, classroom observations, and parent and teacher surveys and interviews. One of our strengths is that 64% of our students with disabilities spend 80% of their school day in general education settings. The state average is 58%. The five areas of growth are: Present levels of performance, annual measurable goals, transitional planning, BIP's/FBA's, timeout. Our next steps are compliance, quality, instructional tools.

b. DCIP/SCEP Reports – Ms. Judi Riley and Dr. Jeff Craig presented the 2016-17 District Comprehensive Improvement Plan (DCIP) and the Parker Elementary and JSHS 2016-17 School Comprehensive Education Plans (SCEPs) – The goal of the District is to have all of the schools

c. Safety Committee – Ms. Kimberly Vile reported the state reduced the number of fire drills from twelve to eight. However, the other four will now be lock-down drills. They discussed having a common evacuation area. The safety committee has also been discussing the District Wide Safety Plans and new guidelines making sure we are aware of mental health situations and that those situations are being recorded. They would like to educate all new staff within thirty days of hire.

**4. CONSENT ITEMS:**

a. Minutes of July 5, 2016 Reorganizational Meeting

- b. CSE/CPSE (Committee on Pre-school Special Education) Recommendations 2016-2017  
**RESOLVED, upon the recommendation of the Superintendent of Schools, to approve the Consent Items as presented.**  
Moved by Mr. Natoli, seconded by Ms. Gregory. Discussion: None  
Final Vote: Yes – 6, No – 0. Motion Carried.

**5. OLD BUSINESS: None**

**6. NEW BUSINESS:**

- a. Approval of Claims Auditor Report for April, May and June 2016  
**RESOLVED, upon the recommendation of the Superintendent of Schools, to approve the Claims Auditor Report for April, May and June 2016 as presented.**  
Moved by Ms. Murphy, seconded by Mr. Natoli. Discussion: Should our claims auditor be signing the report? It is being sent electronically.  
Final Vote: Yes – 6, No – 0. Motion Carried.
- b. Approval of resolution for budget transfers to be approved with the following signatures:
  - 1.) Director of Business Services – up to \$10,000
  - 2.) Superintendent – up to \$35,000
  - 3.) Board of Education President if over \$35,000**RESOLVED, upon the recommendation of the Superintendent of Schools, to approve budget transfers with the signatories as noted above.**  
Moved by Ms. Gregory, seconded by Ms. Murphy. Discussion: This resolution will be brought to the Board each year at the re-organizational meeting  
Final Vote: Yes – 6, No – 0. Motion Carried.
- c. Approval for the Superintendent of Schools to submit a Section 211 Waiver request to the New York State Civil Service Commission for Richard McMullin, Bus Driver.  
**BE IT RESOLVED that the Board of Education authorizes the Superintendent of Schools to submit the Section 211-waiver request to the New York State Civil Service commission for Richard McMullin, Bus Driver.**  
Moved by Mr. Natoli, seconded by Mr. Rogoff. Discussion: Why are we doing this? Richard McMullin is a retired officer that is limited in the amount of money he can make without being penalized. He is an exceptional at training people to drive bus.  
Final Vote: Yes – 6, No – 0. Motion Carried.
- d. Final Reading District Mentorship Plan  
**RESOLVED, upon the recommendation of the Superintendent of Schools, to approve the final reading of the District Mentorship Plan as presented.**  
Moved by Ms. Gregory, seconded by Ms. Van Donsel. Discussion: Throughout the plan, Director of Curriculum & Instruction needs to be revised to Assistant Superintendent for Curriculum & Instruction.  
Final Vote: Yes – 6, No – 0. Motion Carried. Accepted as amended.
- e. Acceptance of Donations  
**RESOLVED, upon the recommendation of the Business office to accept a \$1,200.00 donation for the Victor Kalilec Memorial Fund for Science Department and a \$8,500.00 donation to refurbish a 1924 Steinway piano as presented.**  
Moved by Mr. Natoli, seconded by Ms. Murphy. Discussion: None  
Final Vote: Yes – 6, No – 0. Motion Carried.
- f. Acceptance of recommendation to surplus items  
**RESOLVED, upon the recommendation of the Superintendent of Schools, to accept the surplus of items as presented**  
Moved by Ms. Van Donsel, seconded by Ms. Gregory. Discussion: None  
Final Vote: Yes – 6, No – 0. Motion Carried.
- g. Approval of Transportation Requests – Non-Public Schools

**RESOLVED, upon the recommendation of the Superintendent, to approve Private School Transportation Requests for 2016-17 as presented**

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

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

- h. Approval of DCIP and SCEP Plans for 2016-2017

**RESOLVED, upon the recommendation of the Superintendent, to approve the District Comprehensive Improvement Plan, DCIP and Parker and JSHS School Comprehensive Education Plans, SCEPs for 2016-17 as presented.**

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

**Final Vote: Yes – 5, No – 0. Motion Carried. Ms. Murphy abstained from the vote.**

- i. Approval of Food Service Agreements

**RESOLVED, upon the recommendation of the Superintendent, to approve the Food Service Agreement with St. Mary’s and OCM BOCES for the 2016-17 school year as presented.**

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

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

- j. Certification of Lead Teacher Evaluators – School Year 2016-2017

**WHEREAS Mr. Tim Wagoner, Director of Athletics and Mr. Joshua Bacigalupi, are considered as Certified Lead Evaluators for the 2016-2017 School Year, having participated in the Lead Evaluator Training provided by the OCM BOCES Network Team,**

**RESOLVED THAT the Board of Education recognizes Mr. Tim Wagoner and Mr. Joshua Bacigalupi as Certified Lead Evaluator for the Annual Professional Performance Review.**

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

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

- k. Acceptance of Donation of Portable Football Field Goal Post from SUNY Cortland

**RESOLVED, upon the recommendation of the Business office to approve the donation of a portable football field goal post from SUNY Cortland as presented.**

**Moved by Ms. Murphy, seconded by Ms. Van Donsel. 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 11.77.**

**Moved by Ms. Muprhy, seconded by Mr. Rogoff. 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 Schedule of Appointment 1186.**

**Moved by Ms. Gregory, seconded by Mr. Natoli. 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 Schedules of Appointment 2420, 2421, 2422, 2423, and 2424.**

**Moved by Ms. Van Donsel, seconded by Mr. Natoli. Discussion: Is schedule 2423 an inclusive list? No. Why are teacher substitute rates so different for different substitutes? Because of loyalty incentives. Loyalty incentives are based on last year. How do our substitute rates compare to within the county? Good.**

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

**8. LEADERSHIP REPORTS:**

- a. Director of Business Services
  - 1.) 100K project should be wrapped up by the end of September.
  - 2.) The phone project is well underway. Phones arriving August 22, 2016. All have new automated attendants
  - 3.) The treasurer’s report for June is being held until after the audit
  - 4.) The transportation study will be presented to the Board in October
  - 5.) Four new buses are here
- b. Assistant Superintendent for Pupil and Personnel Services
  - 1.) Recruitment Update – There are seven vacancies but we are still in good shape.
  - 2.) New Teacher Orientation – Invitation to all Board members to attend and agendas handed out. Standard Based Planning Training has been moved to the front end of training rather than in the second year. With three days prior to the start of school during New Teacher Orientation and days four and five in September and October.
- c. Assistant Superintendent for Curriculum and Instruction
  - 1.) 3-8 and Regents results for 2015-16 – ELA up in lower grades and older students up in math. The impact on scores is the opt out rate. Regents results up in most cases with the exception being Geometry. CNYRIC has the regional data but has not released it yet.
- d. Director of Special Education
- e. Meaningful Family Engagement – Cortland Enlarged City School District is hosting Family Connections: Meaningful Engagement In The Special Education Process, a special series for parents and family members presented by The Syracuse University Parent Advocacy Center (SUPAC). More information will be available soon.
- f. Superintendent
  - 1.) Our Big 5 Targets – We are waiting on one more piece. Our graduation rate is up and the attendance initiative is great.

**9. BOARD MEMBER ACTIVITIES**

Summer law Conference, Healthy Cortland, Lieutenant Governor

~~**10. AUDIENCE PARTICIPATION:** (Individuals are requested to keep their comments to two minutes per speaker).~~

**11. NEXT MEETING AGENDA REVIEW**

Regents information, Administration retreat goals

**12. EXECUTIVE SESSION (If needed)- None**

**13. ADJOURNMENT**

**As there was no further business to discuss, Ms. Janet Griffin asked for a motion to adjourn the regular meeting at 8:20 p.m.**

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

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