

Organizational Meeting (Tuesday, July 14, 2020)

Generated by Alicia Zupancic on Monday, July 15 2020

Members present

Christine Gregory, Janet Griffin, Judith Murphy, Eugene Waldbauer, Donald Chu, Christopher Kuretich, Lorilee Megivern

Meeting called to order at 6:26 PM

1. Opening of Meeting

Procedural: A. Call Meeting to Order

Procedural: B. Pledge of Allegiance

Alicia Zupancic called the meeting to order and the Pledge of Allegiance was recited.

2. New Business

Procedural: A. Administration of Oath to Newly Elected Board Member, Janet Griffin

The Oath of Office was administered to newly elected Board member - Ms. Janet Griffin.

Procedural: B. Administration of Oath to Newly Elected Board Member, Lorilee Megivern

The Oath of Office was administered to newly elected Board member - Mrs. Lorilee Megivern.

Procedural: C. Administration of Oath of Office to Superintendent of Schools - Mr. Robert Edwards

The Oath of Office was administered to the Superintendent of Schools - Mr. Robert Edwards.

Action: D. Nominations for President of the Board of Education

Eugene Waldbauer nominated Judith Murphy for President of the Board of Education. There were no other nominations.

Aye: Christine Gregory, Janet Griffin, Judith Murphy, Eugene Waldbauer, Donald Chu, Christopher Kuretich, Lorilee Megivern

Procedural: E. Administration of Oath of Office to School Board President

The Oath of Office was administered to Judith Murphy as Board President.

Action: F. Nominations for Vice President of the Board of Education

Christine Gregory nominated Christopher Kuretich for Vice President of the Board of Education. There were no other nominations.

Aye: Christine Gregory, Janet Griffin, Judith Murphy, Eugene Waldbauer, Donald Chu, Christopher Kuretich, Lorilee Megivern

Procedural: G. Administration of Oath of Office to School Board Vice President

The Oath of Office was administered to Christopher Kuretich as Board Vice President.

Action: H. Appointment of Officers

Resolution upon the recommendation of the Superintendent of Schools to appoint the officers as presented for the 2020-2021 school year.

Motion by Christine Gregory, second by Eugene Waldbauer.

Final Resolution: Motion Carried

Aye: Christine Gregory, Janet Griffin, Judith Murphy, Eugene Waldbauer, Donald Chu, Christopher Kuretich, Lorilee Megivern

Action: I. Other Appointments

Resolution upon the recommendation of the Superintendent of Schools, to approve the other appointments as presented

Item I. 19. Board of Education Communications Committee was tabled. The rest of the items under I were approved.

Motion by Christopher Kuretich, second by Eugene Waldbauer.

Final Resolution: Motion Carried

Aye: Christine Gregory, Janet Griffin, Judith Murphy, Eugene Waldbauer, Donald Chu, Christopher Kuretich, Lorilee Megivern

Action: J. Official Depository for Funds

Resolution: 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, NBT Bank and Tompkins Trust be and they are hereby designated as depositories in which the tax collector, treasurer, and extracurricular and school store treasurers shall deposit all monies coming into their hands by virtue of their offices.

Motion by Donald Chu, second by Eugene Waldbauer.

Final Resolution: Motion Carried

Aye: Christine Gregory, Janet Griffin, Judith Murphy, Eugene Waldbauer, Donald Chu, Christopher Kuretich, Lorilee Megivern

Action: K. Set Board of Education Meeting Dates for 2020-2021

SUGGESTED RESOLUTION: 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 2020-21 school year as follows: July 14 (organizational meeting) & 28, August 11 & 25, September 8 & 22, October 13 & 27, November 10 & 24, December 8, January 12 & 26, February 9 & 23, March 9 & 23, April 13 & 19 (Monday meeting to coincide with BOCES Administrative Budget Vote) May 11 (Meet the Candidates & Public Budget Hearing) & 18 (Budget Vote and School Board Election), and June 8 & 22. Special Meetings will be called and held in accordance with State Education Law.

Motion by Eugene Waldbauer, second by Donald Chu.

Final Resolution: Motion Carried

Aye: Christine Gregory, Janet Griffin, Judith Murphy, Eugene Waldbauer, Donald Chu, Christopher Kuretich, Lorilee Megivern

Action: L. Official Newspaper

Resolution to appoint the Cortland Standard as the official newspaper for the District.

Motion by Christopher Kuretich, second by Donald Chu.

Final Resolution: Motion Carried

Aye: Christine Gregory, Janet Griffin, Judith Murphy, Eugene Waldbauer, Donald Chu, Christopher Kuretich, Lorilee Megivern

Action: M. Authorizations

Resolution, upon the recommendation of the Superintendent of Schools, to approve the authorizations as presented

Motion by Eugene Waldbauer, second by Judith Murphy.

Final Resolution: Motion Carried

Aye: Christine Gregory, Janet Griffin, Judith Murphy, Eugene Waldbauer, Christopher Kuretich

Nay: Lorilee Megivern

Abstain: Donald Chu

Action: N. Bonding of Personnel

Resolution to approve Faithful Performance Blanket Bonding for the list as stated below:

- 1. District Clerk**
- 2. Deputy Clerk**

3. District Treasurer
4. Deputy Treasurer
5. Senior Account Clerk
6. District Central Treasurers for Extra-Curricular Activity Funds
7. Internal Claims Auditor
8. Deputy Internal Claims Auditor
9. Superintendent
10. Business Administrator

Motion by Donald Chu, second by Eugene Waldbauer.

Final Resolution: Motion Carried

Aye: Christine Gregory, Janet Griffin, Judith Murphy, Eugene Waldbauer, Donald Chu, Christopher Kuretich, Lorilee Megivern

Action: O. Re-adoption of all policies and bylaws in effect at the end of the previous year

Resolution to re-adopt all policies and bylaws in effect at the end of the previous year

Motion by Christopher Kuretich, second by Christine Gregory.

Final Resolution: Motion Carried

Aye: Christine Gregory, Janet Griffin, Judith Murphy, Eugene Waldbauer, Donald Chu, Christopher Kuretich, Lorilee Megivern

Action: P. Mileage Reimbursement Rate

Resolution to adopt the published IRS Mileage Rate

Motion by Donald Chu, second by Christine Gregory.

Final Resolution: Motion Carried

Aye: Christine Gregory, Janet Griffin, Judith Murphy, Eugene Waldbauer, Donald Chu, Christopher Kuretich, Lorilee Megivern

Action: Q. Claims Auditor Procedures

Resolution upon the recommendation of the Superintendent of Schools to approve the Claims Auditor Procedures as presented.

Motion by Christopher Kuretich, second by Eugene Waldbauer.

Final Resolution: Motion Carried

Aye: Christine Gregory, Janet Griffin, Judith Murphy, Eugene Waldbauer, Donald Chu, Christopher Kuretich, Lorilee Megivern

Action: R. Certification of Teacher and Principal Lead Evaluators for School Year 2020-2021

Resolution upon the recommendation of the Superintendent of Schools that the Board of Education certifies the teacher and principal lead evaluators as presented.

Motion by Christine Gregory, second by Eugene Waldbauer.

Final Resolution: Motion Carried

Aye: Christine Gregory, Janet Griffin, Judith Murphy, Eugene Waldbauer, Donald Chu, Christopher Kuretich, Lorilee Megivern

3. Communications

Reports: A. Facilities Committee

Eugene Waldbauer gave a report on the July 10, 2020 facilities committee meeting. The minutes for that meeting and the June 5, 2020 facilities committee meeting are attached to the agenda of this meeting in BoardDocs.

4. Consent Items

Action (Consent), Minutes: A. Minutes of June 18, 2020 Board of Education Meeting

Action (Consent): B. CSE/CPSE (Committee on Pre-School Special Education) Recommendations 2019-2020 & 2020-2021

Action (Consent): C. Approval of Consent Agenda

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

Motion by Janet Griffin, second by Eugene Waldbauer.

Final Resolution: Motion Carried

Aye: Christine Gregory, Janet Griffin, Judith Murphy, Eugene Waldbauer, Donald Chu, Christopher Kuretich, Lorilee Megivern

5. Old Business

There were no items under Old Business.

6. Other New Business

Action: A. Occasional and Volunteer Drivers

Resolution upon the recommendation of the Superintendent to approve the Occasional and Volunteer Drivers as presented.

Motion by Christine Gregory, second by Donald Chu.

Final Resolution: Motion Carried

Aye: Christine Gregory, Janet Griffin, Judith Murphy, Eugene Waldbauer, Donald Chu, Christopher Kuretich, Lorilee Megivern

Action: B. Affordable Care Act Compliance Resolution
Resolution upon the recommendation of the Superintendent of Schools to approve the Affordable Care Act Compliance Resolution as presented.

Motion by Christopher Kuretich, second by Janet Griffin.

Final Resolution: Motion Carried

Aye: Christine Gregory, Janet Griffin, Judith Murphy, Eugene Waldbauer, Donald Chu, Christopher Kuretich, Lorilee Megivern

Action: C. Guiding Principles
Resolution upon the recommendation of the Superintendent of Schools to accept the guiding principles for utilization of reserves, assigned fund balance and encumbrances as noted in the attached document.

Motion by Eugene Waldbauer, second by Christine Gregory.

Final Resolution: Motion Carried

Aye: Christine Gregory, Janet Griffin, Judith Murphy, Eugene Waldbauer, Donald Chu, Christopher Kuretich, Lorilee Megivern

Action: D. OCM BOCES Certification of Initial Contract (AS-7)
Resolution upon the recommendation of the Superintendent of Schools to approve the OCM BOCES Services Contract for the 2020-2021 school year as presented.

Motion by Janet Griffin, second by Eugene Waldbauer.

Final Resolution: Motion Carried

Aye: Christine Gregory, Janet Griffin, Judith Murphy, Eugene Waldbauer, Donald Chu, Christopher Kuretich, Lorilee Megivern

Action: E. Professional Learning Plan
Resolution upon the recommendation of the Superintendent of Schools to approve the Cortland Enlarged City School District 2020-2025 Professional Learning Plan as presented.

Motion by Judith Murphy, second by Janet Griffin.

Final Resolution: Motion Carried

Aye: Christine Gregory, Janet Griffin, Judith Murphy, Eugene Waldbauer, Donald Chu, Christopher Kuretich, Lorilee Megivern

Action: F. Approval of the Cortland Enlarged City School District 2020-2025 Shared Decision Making Plan

Resolution upon the recommendation of the Superintendent of Schools to approve the Cortland Enlarged City School District 2020-2025 Shared Decision Making Plan as presented.

Motion by Christine Gregory, second by Christopher Kuretich.

Final Resolution: Motion Carried

Aye: Christine Gregory, Janet Griffin, Judith Murphy, Eugene Waldbauer, Christopher Kuretich, Lorilee Megivern

Nay: Donald Chu

Action: G. Approval of Surplus Items

Resolution upon the recommendation of the Superintendent of Schools to approve the surplus items as presented.

Motion by Eugene Waldbauer, second by Janet Griffin.

Final Resolution: Motion Carried

Aye: Christine Gregory, Janet Griffin, Judith Murphy, Eugene Waldbauer, Donald Chu, Christopher Kuretich, Lorilee Megivern

Action: H. Revenue Anticipation Note Resolution

Resolution upon the recommendation of the Superintendent of Schools to approve the Revenue Anticipation Note Resolution as presented.

Motion by Judith Murphy, second by Janet Griffin.

Final Resolution: Motion Carried

Aye: Christine Gregory, Janet Griffin, Judith Murphy, Eugene Waldbauer, Christopher Kuretich

Nay: Donald Chu, Lorilee Megivern

Action: I. CECSD District Wide Safety Plan for 2020-2021

Resolution upon the recommendation of the Superintendent of Schools to approve the CECSD District Wide Safety Plan as presented.

Motion by Janet Griffin, second by Christopher Kuretich.

Final Resolution: Motion Carried

Aye: Christine Gregory, Janet Griffin, Judith Murphy, Eugene Waldbauer, Donald Chu, Christopher Kuretich, Lorilee Megivern

Action: J. Reasonable Assurance of Continued Employment

Resolution that the Board of Education hereby authorizes the Superintendent of Schools to issue reasonable assurance letters to any individual employed by the District in perpetuity.

Motion by Donald Chu, second by Eugene Waldbauer.

Final Resolution: Motion Carried

Aye: Christine Gregory, Janet Griffin, Judith Murphy, Eugene Waldbauer, Donald Chu, Christopher Kuretich, Lorilee Megivern

**Action: K. Extra Classroom Quarterly Report
Resolution upon the recommendation of the Superintendent of Schools to
approve the Extra Classroom Quarterly Report.**

Motion by Janet Griffin, second by Christine Gregory.

Final Resolution: Motion Carried

Aye: Christine Gregory, Janet Griffin, Judith Murphy, Eugene Waldbauer, Donald Chu, Christopher Kuretich, Lorilee Megivern

**Action: L. Transportation Request for a Non-Public School
Resolution upon the recommendation of the Superintendent of Schools to
approve the transportation request for a non-public school as presented.**

Motion by Donald Chu, second by Christopher Kuretich.

Final Resolution: Motion Carried

Aye: Christine Gregory, Janet Griffin, Judith Murphy, Eugene Waldbauer, Donald Chu, Christopher Kuretich, Lorilee Megivern

Action: M. BOCES Technology Lease

WHEREAS, the Board of Education of the Cortland Enlarged City School District desires to enter into up to a THREE year service contract with the Onondaga-Cortland-Madison Board of Cooperative Educational Services (hereafter referred to as OCM BOCES) in order for the Regional Information Center (RIC) to furnish certain services to the District pursuant to Education Law 1950(4)(jj), those services being but not limited to classroom technology and library automation and other instructional technologies in CoSer 562 and/or CoSer 620.

NOW, THEREFORE, it is

RESOLVED, that the Board of Education of the Cortland Enlarged City School District agrees to enter into a contract with the OCM BOCES for the provision of said services to the District in total over the life of this agreement not to exceed the principal amount of \$425,000.00 plus related borrowing fees incurred by the OCM BOCES on behalf of the school district, plus yearly Regional Information Center support during the term of this contract. This amount may be amended with the approval of both parties. Payments will be made as part of a regular annual BOCES contract for services. Further, this contract will be finalized by the Superintendent of the school district and is subject to the approval of the Commissioner of Education for both this multi-year service agreement and the OCM BOCES Installment Purchase contract which will be entered into on behalf of the school district at its request. This contract will be for a maximum period of three years commencing on or about July 1, 2020.

Motion by Donald Chu, second by Christine Gregory.

Final Resolution: Motion Carried

Aye: Christine Gregory, Janet Griffin, Judith Murphy, Eugene Waldbauer, Donald Chu, Christopher Kuretich, Lorilee Megivern

Action: N. Utilization of the Unemployment Reserve

Resolution upon the recommendation of the Superintendent: WHEREAS, Cortland Enlarged City School District maintains an Unemployment Reserve and reserves were allocated to be utilized during the 2019-20 school year, it is recommended by the Superintendent of Schools that the Unemployment Reserve be reduced by up to \$11,000

NOW THEREFORE, on motion of Janet Griffin, seconded by Christine Gregory it is

RESOLVED, that the Board of Education hereby authorizes a reduction up to \$11,000 in the Unemployment Reserve and said monies be allocated to the 2019-20 fund balance to pay for the 2019-20 unemployment expense.

Motion by Janet Griffin, second by Christine Gregory.

Final Resolution: Motion Carried

Aye: Christine Gregory, Janet Griffin, Judith Murphy, Eugene Waldbauer, Donald Chu, Christopher Kuretich, Lorilee Megivern

Action: O. Donation of Art Supplies

Resolution upon the recommendation of the Superintendent of Schools to accept the donation of art supplies totaling \$518.21 from Bruce Tytler.

Motion by Christopher Kuretich, second by Donald Chu.

Final Resolution: Motion Carried

Aye: Christine Gregory, Janet Griffin, Judith Murphy, Eugene Waldbauer, Donald Chu, Christopher Kuretich, Lorilee Megivern

**Action: P. Approval of Claims Auditor Quarterly Report April, May and June 2020
Resolution upon the recommendation of the Superintendent of Schools to approve the claims auditor report as presented.**

Motion by Donald Chu, second by Janet Griffin.

Final Resolution: Motion Carried

Aye: Christine Gregory, Janet Griffin, Judith Murphy, Eugene Waldbauer, Donald Chu, Christopher Kuretich, Lorilee Megivern

7. Personnel Action

Action: A. Substitute Support Staff Rates

Resolution upon the recommendation of the Superintendent of Schools to approve the proposed substitute support staff rates as presented.

Motion by Christine Gregory, second by Donald Chu.

Final Resolution: Motion Carried

Aye: Christine Gregory, Janet Griffin, Judith Murphy, Eugene Waldbauer, Donald Chu, Christopher Kuretich, Lorilee Megivern

Action: B. Substitute Rates for 2020-2021

Resolution upon the recommendation of the Superintendent of Schools to approve the proposed 2020-2021 substitute rates as presented.

Motion by Janet Griffin, second by Donald Chu.

Final Resolution: Motion Carried

Aye: Christine Gregory, Janet Griffin, Judith Murphy, Eugene Waldbauer, Donald Chu, Christopher Kuretich, Lorilee Megivern

Action: C. Accompanist Rates for 2020-2021

Resolution upon the recommendation of the Superintendent of Schools to approve the proposed 2020-2021 accompanist rates as presented.

Motion by Donald Chu, second by Christine Gregory.

Final Resolution: Motion Carried

Aye: Christine Gregory, Janet Griffin, Judith Murphy, Eugene Waldbauer, Donald Chu, Christopher Kuretich, Lorilee Megivern

Action: D. Approval of Personnel Resignations and Leaves

Resolution to approve Personnel Resignations and Leaves as presented on Schedule 12.61.

Motion by Christine Gregory, second by Donald Chu.

Final Resolution: Motion Carried

Aye: Christine Gregory, Janet Griffin, Judith Murphy, Eugene Waldbauer, Donald Chu, Christopher Kuretich, Lorilee Megivern

Action: E. Approval of Non-Instructional Personnel Appointments

Resolution to approve Non-Instructional Personnel Appointments as presented on Schedules 1318, 1319, and 1320.

Motion by Donald Chu, second by Christopher Kuretich.

Final Resolution: Motion Carried

Aye: Christine Gregory, Janet Griffin, Judith Murphy, Eugene Waldbauer, Donald Chu, Christopher Kuretich, Lorilee Megivern

Action: F. Approval of Administrative and Instructional Personnel Appointments

Resolution to approve Administrative and Instructional Personnel Appointments as presented on Schedules 2660 revised, 2661, and 2662.

Motion by Christine Gregory, second by Christopher Kuretich.

Final Resolution: Motion Carried

Aye: Christine Gregory, Janet Griffin, Judith Murphy, Eugene Waldbauer, Donald Chu, Christopher Kuretich, Lorilee Megivern

Action: G. 2020-21 Rates

Resolution upon the recommendation of the Superintendent of Schools to approve the 2020-21 rates as presented.

Motion by Donald Chu, second by Eugene Waldbauer.

Final Resolution: Motion Carried

Aye: Christine Gregory, Janet Griffin, Judith Murphy, Eugene Waldbauer, Donald Chu, Christopher Kuretich, Lorilee Megivern

8. Leadership Reports

Reports: A. Business Administrator

- Succession plan for Director of Facilities. We are planning on going back to a model of Director of Facilities and Head Custodian. A Head Custodian will be brought to the next meeting for approval.
- Welcome to the Audit Committee. The first meeting will be next week.

Reports: B. Assistant Superintendent for Pupil and Personnel

- Update on recruitment - one remaining vacancy to fill.
- Code of Conduct - looking to revisit if needed with reopening plans.

Reports: C. Assistant Superintendent of Curriculum and Instruction

- Distance Learning Report

Reports: D. Superintendent

- Expressed gratitude for quite a welcome back into the District.
 - His own entry plan is to listen and learn.
- Reentry planning report
 - Cabinet are all in quite a variety of meetings.
 - John Lynch will be hosting a webinar to sort out some guidance.
- Highlighting some student things - had the opportunity to see kids at Barry today!

Reports: E. Board of Education

- Christine Gregory has been attending webinars.
- Eugene Waldbauer welcomed Robert Edwards and Lorilee Megivern aboard.
- Judith Murphy
 - Janet Griffin made self-evaluations available
 - The Board Retreat is scheduled for July 22, 2020.
 - Please be sure to turn in your Conflict of Interest Statement.
 - Thanked Janet Griffin for her leadership.

9. Closing of Meeting

Action: A. Adjournment

Motion by Donald Chu, second by Janet Griffin.

Final Resolution: Motion Carried

Aye: Christine Gregory, Janet Griffin, Judith Murphy, Eugene Waldbauer, Donald Chu, Christopher Kuretich, Lorilee Megivern

Time: 8:29 p.m.