

## **Regular Meeting (Tuesday, September 22, 2020)**

*Generated by Alicia Zupancic on Wednesday, September 23, 2020*

*Revised on Wednesday, October 21, 2020*

### **Members present**

Christine Gregory, Janet Griffin, Eugene Waldbauer, Donald Chu, Christopher Kuretich, Lori Megivern, Alex Shaffer

### **Meeting called to order at 6:32 PM**

#### **1. Opening of Meeting**

**Procedural: A. Call Meeting to Order**

**Procedural: B. Pledge of Allegiance**

*Christopher Kuretich called the meeting to order and the Pledge of Allegiance was recited.*

#### **2. Recognition**

*Mr. Edwards recognized Denise Fox as a Tiger Paw recipient. Denise was thanked for her hard work and dedication this summer and in the opening of school.*

#### **3. New Business**

**Acceptance of Board of Education Member Resignation**

**Resolution to accept the resignation of Judith Murphy as a Board of Education member effective September 22, 2020.**

*Motion by Christine Gregory, second by Donald Chu.*

*Final Resolution: Motion Carried*

*Aye: Christine Gregory, Janet Griffin, Eugene Waldbauer, Donald Chu, Christopher Kuretich, Lori Megivern*

#### **4. Communications**

**A. Message from Judith Murphy**

*Christopher Kuretich read a message from Judith Murphy.*

*Mr. Edwards discussed the guidance he received from Mr. Lynch as to our options in filling the vacant seat on the Board and the presidency.*

*The Board agreed to offer the vacant seat to the person who had the third most votes in the election in June.*

*Filling the role of president will be discussed at the next Board meeting.*

#### **B. Audience Participation**

*There were no requests to address the Board.*

### **C. Board of Education Meeting Location Discussion**

*There has been a request to relocate the Board meetings. Music classes are being held daily in the auditorium. Mr. Edwards suggested the LGI.*

### **D. BOE Audit Committee Report**

*The audit committee met today and discussed the following items:*

- *The External Audit*
- *The Internal Audit for 20-21*

### **E. BOE Communications Committee Report**

*The communications committee met for the first time today and discussed the following items:*

- *A mission statement for communication.*
- *Want communication to be intentional and consistent,*
- *Getting the Board of Education on the communications that go out to staff, students and families.*
- *They will have news blasts with a twitter message letting folks know it is coming.*
- *Next meeting is October 23, 2020 at 11:00 a.m. in room 103 at the high school.*

### **F. BOE Facilities Committee**

- *The minutes from the September 4, 2020 facilities committee meeting are attached to this meeting's agenda in BoardDocs.*

### **G. Superintendent's Goals and Board Goals Process**

*Mr. Edwards discussed the following items:*

- *Superintendent's goal setting process*
  - *Getting feedback from the Board to make his work intentional about their work together.*
  - *He has six general categories around the work and good goal setting process. He could send the Board a Google sheet or an email with the six categories, and they could be ranked 1 through 6.*
  - *This would help Mr. Edwards prioritize his goals.*
  - *This process may also work for Board Goals.*

## **5. Presentations**

### **Reports: A. External Audit**

*Mr. Michael DeBadts presented the External Audit.*

## **6. Consent Items**

### **A. Approval of August 25, 2020 BOE Meeting Draft Minutes Revised**

### **B. Approval of September 8, 2020 BOE Meeting Draft Minutes**

## **C. CSE/CPSE (Committee on Pre-School Special Education) Recommendations 2020-2021**

### **D. Approval of Consent Agenda**

#### **Resolution to approve consent agenda items**

*Motion by Christine Gregory, second by Donald Chu.*

*Final Resolution: Motion Carried*

*Aye: Christine Gregory, Janet Griffin, Eugene Waldbauer, Donald Chu, Christopher Kuretich, Lori Megivern*

### **7. Old Business**

*There were no items under Old Business.*

### **8. Other New Business**

#### **A. 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 Janet Griffin, second by Eugene Waldbauer.*

*Final Resolution: Motion Carried*

*Aye: Christine Gregory, Janet Griffin, Eugene Waldbauer, Donald Chu, Christopher Kuretich, Lori Megivern*

*Lori Megivern stated that the transportation letter suggests these transportation requests were not on time. The Governor has extended the date to October 4, 2020 to turn in a transportation request. She would like the letter to reflect this change.*

#### **B. Utilization of the Employee Retirement Reserve**

**Resolution upon the recommendation of the Superintendent: WHEREAS, Cortland Enlarged City School District maintains an Employee Retirement Reserve and reserves were allocated to be utilized during the 2019-20 school year, it is recommended by the Superintendent of Schools that the Employee Retirement Reserve be reduced by \$73,000 NOW THEREFORE, on motion of Janet Griffin, seconded by Christine Gregory it is RESOLVED, that the Board of Education hereby authorizes a reduction of \$73,000 in the Employee Retirement Reserve and said monies be allocated to the 2019-20 fund balance to pay for part of the 2019-20 Employee Retirement expense.**

*Motion by Janet Griffin, second by Christine Gregory.*

*Final Resolution: Motion Carried*

*Aye: Christine Gregory, Janet Griffin, Eugene Waldbauer, Donald Chu, Christopher Kuretich, Lori Megivern*

### **C. External Audit and Corrective Action Plan**

**Resolution upon the recommendation of the Audit Committee to accept the External Audit from Raymond F. Wager, CPA, P.C., a division of Mengal Metzger Barr & Co. LLP for fiscal year 2019-2020 and the Corrective Action Plan as presented.**

*Motion by Eugene Waldbauer, second by Donald Chu.*

*Final Resolution: Motion Carried*

*Aye: Christine Gregory, Janet Griffin, Eugene Waldbauer, Donald Chu, Christopher Kuretich, Lori Megivern*

### **9. Personnel Action**

#### **A. Approval of Personnel Resignations and Leaves**

**Resolution to approve Personnel Resignations and Leaves as presented on Schedule 12.66**

*Motion by Janet Griffin, second by Donald Chu.*

*Final Resolution: Motion Carried*

*Aye: Christine Gregory, Janet Griffin, Eugene Waldbauer, Donald Chu, Christopher Kuretich, Lori Megivern*

#### **B. Approval of Non-Instructional Appointments**

**Resolution to approve Non-Instructional Personnel Appointments as presented on Schedules 1329 and 1330**

*Motion by Christine Gregory, second by Donald Chu.*

*Final Resolution: Motion Carried*

*Aye: Christine Gregory, Janet Griffin, Eugene Waldbauer, Donald Chu, Christopher Kuretich, Lori Megivern*

#### **C. Approval of Administrative and Instructional Personnel Appointments**

**Resolution to approve Administrative and Instructional Personnel Appointments as presented on Schedules 2671, 2672 Revised, 2673 Revised, 2674, and 2675 Revised**

*Motion by Christine Gregory, second by Janet Griffin.*

*Final Resolution: Motion Carried*

*Aye: Christine Gregory, Janet Griffin, Eugene Waldbauer, Donald Chu, Christopher Kuretich, Lori Megivern*

#### **D. Memorandum of Agreement between the Cortland Enlarged City School District and the Cortland United Teachers**

**Resolution upon the recommendation of the Superintendent of Schools to approve the Memorandum of Agreement between the Cortland Enlarged City School District and the Cortland United Teachers as presented.**

*Motion by Donald Chu, second by Eugene Waldbauer.*

*Final Resolution: Motion Carried*

*Aye: Christine Gregory, Janet Griffin, Eugene Waldbauer, Donald Chu, Christopher Kuretich, Lori Megivern*

## **10. Leadership Reports**

### **A. Business Administrator**

### **B. Director of Special Education**

### **C. Assistant Superintendent for Pupil and Personnel Services**

- *Kudos for the opening of the school year!*

### **D. Assistant Superintendent of Curriculum and Instruction**

- *Instructional technology is a huge focus.*
- *Instructional technology support partners provided before school training and continue.*
- *Every teacher and every class have an active Google Classroom that is ready to go.*
- *Devices are going home regularly.*
- *Tiger Techs are up and running.*
- *Waiting for Chromebooks for grades 9-12 to arrive. Right now those students are using laptops.*

### **E. Superintendent**

- *Shout out to Cabinet for launching this school year and all their hard work.*
- *Went to JV girls soccer practice. They were all wearing their masks and doing the right thing. It was great!*
- *We are ready to offer modified sports.*
- *At 2:00 p.m. students leave school and then come back for sports practices.*
- *A survey was sent to instructional staff around the opening of school.*
- *Friday is a remote learning day. A survey will go out afterwards.*

### **F. Board of Education**

- *If there is a problem with technology, who should a parent reach out to? The parent should reach out to the teacher.*
- *Shout out to Jordon in transportation for facilitating the food distribution to remote learners on Mondays.*

## **11. Other Communication**

### **Procedural: A. Audience Participation**

*There were no requests to address the Board.*

## **12. Executive Session**

### **A. Convene into Executive Session**

#### **Motion to Convene into Executive Session**

*Motion by Janet Griffin, second by Eugene Waldbauer.*

*Final Resolution: Motion Carried*

*Aye: Christine Gregory, Janet Griffin, Eugene Waldbauer, Donald Chu, Christopher Kuretich, Lori Megivern*

**Time: 7:45 PM**

### **B. Reconvene in Open Session**

*Motion by Eugene Waldbauer, second by Janet Griffin.*

*Final Resolution: Motion Carried*

*Aye: Christine Gregory, Janet Griffin, Eugene Waldbauer, Donald Chu, Christopher Kuretich, Lori Megivern*

**Time: 8:36 PM**

## **13. Closing of Meeting**

### **Action: A. Adjournment**

*Motion by Christine Gregory, second by Janet Griffin.*

*Final Resolution: Motion Carried*

*Aye: Christine Gregory, Janet Griffin, Eugene Waldbauer, Donald Chu, Christopher Kuretich, Lori Megivern*

**Time: 8:37 PM**