

## **Regular Meeting (Tuesday, December 8, 2020)**

*Generated by Alicia Zupancic on Wednesday, December 9, 2020*

### **Members present**

*Christine Gregory, Janet Griffin, Eugene Waldbauer, Donald Chu, Christopher Kuretich, Lori Megivern, Lauren M Mossotti-Kline and 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**

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

##### **Procedural: C. Moment of Silence**

*Mr. Kuretich asked for a moment of silence in memory of Mr. Lawrence Fox Ames. Mr. Ames taught social sciences at Cortland High School. He contributed to setting NYS Regents standards, and at Cortland High School established the Youth in Government club and introduced audio-visual technology and the first computers.*

#### **2. Executive Session**

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

##### **Motion to Convene into Executive 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, Lauren M Mossotti-Kline*

**Time: 6:35 p.m.**

##### **Action: 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, Lauren M Mossotti-Kline*

**Time: 6:52 p.m.**

**The regular meeting resumed at 6:56 pm.**

#### **3. Recognition**

##### **Recognition: A. Tiger Paw Recipient**

*Mr. Edwards recognized Janet Griffin as a Tiger Paw recipient for organizing the giving of Christmas gifts for the foster children of Cortland County from the Cortland Enlarged School*

*District. Janet partners with The Foster Care / Preventative Services of Cortland County to give Christmas gifts to almost 200 children. The Cortland Enlarged City School District gave 128 gifts. Thank you Janet!!*

#### **4. Communications**

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

*There were no requests to address the board.*

##### **Reports: B. Parker and Virgil Update**

*Mr. Matt Denniston and Mr. Jereme Stiles from the Town of Virgil attended the meeting. They came to ask the following questions regarding the Virgil School building and property:*

- 1. What are the restrictions on the school? What can we do with it? What can't we do with it? If the restrictions are tied to the outstanding bonds, do they go away when the bonds are settled? Is there a timeline the school has in place for that to happen?*
  - 2. Is there a timeframe to sell the school?*
  - 3. If the town doesn't choose to purchase the school, would the school district be willing to subdivide part of that in reference to the park that they have that is adjacent to it with the playground?*
  - 4. Has there been any discussion with the pandemic and social distancing to utilize the building at all?*
- The Town of Virgil is not interested in making a decision on that building without getting further input. When they have information, they will put it out to the Virgil community and let them weigh in on things.*
  - The Town of Virgil has a meeting this Thursday and the second Thursday of every month. They asked that answers to the above questions be forwarded to the town clerk.*

*Mr. Kuretich - Our board would like to see a clear path forward before the end of this academic year. He asked the town when we need to get the information back to them.*

*Mr. Edwards - There would be a response crafted in time for the Virgil Town board meeting in January.*

*Mrs. Megivern - DASNY wanted to know exactly what the building was going to be used for before they would say whether or not they were going to allow the building to be used for that. Do you know what those DASNY restrictions are and do you know what you might be using the school for?*

- Mr. Denniston - There has been many conversations about what the building would be used for but there is not a solid plan due to the restrictions.*

*Mrs. Megivern - With the document that the district presents to you at your next board meeting, the district will have to be very explicit in what DASNY is not allowing the building to be used for so that you could build a plan of what you want to do. You're not going to want to do something you're not allowed to do unless you're a teenager.*

*Mrs. Megivern - has there been any discussion with the district to reopen it as a community school or community center?*

- No, that has not been talked about.*

### **Discussion: C. Goals Update**

- *Mr. Kuretich - The board goals are almost finalized in the SMART format. There will be an update on where we are at with those goals at the January 26, 2021 board meeting. He will be reaching out to board members and Mr. Edwards. At that same meeting, the board will discuss the third quarter and year- end updates.*

### **Reports: D. BOE Ad-Hoc Committee for Board Member Manual Report**

*The minutes of the December 3, 2020 board manual committee meeting are attached to this meeting's agenda in BoardDocs.*

*Board members had the following questions or comments:*

- *Mr. Chu - Reported that of the four sections that we outlined for the manual, we've got two drafted.*
  1. *The quick start for new members*
  2. *The district description*

*Alicia Zupancic is working on drafting the board description section and Janet Griffin is working on drafting the history of the district section. We are hoping for a complete draft by the end of the year.*

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

*The minutes of the December 3, 2020 communications committee meeting are attached to this meeting's agenda in BoardDocs.*

*Board members had the following questions or comments:*

- *Ms. Mossotti-Kline - In the minutes, I mention that we worked on a survey. If any board member would like to see or anyone in this room would like to see a copy of the survey, I'd be happy to share it.*

### **Reports: F. BOE Facilities Committee Report**

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

*Board members had the following questions or comments:*

- *Mr. Chu - There is a slight inaccuracy in the notes that I pointed out to Ms. Welch. The proposal was not to exceed the maximum cost allowances but rather to increase the district share. In connection with the facilities meeting, I think we all know that we need to start a new project by 2026 in order to keep our state aid for building construction. Proposed is 29 million dollar project but thanks to Mrs. Vile getting updated maximum cost allowance from the state, we're actually able to get aid for a much larger project, 47 million rather than 29 million. To carry that additional debt which is the way the state provides building assistance, we would have to go from half a million dollars in local*

share of the debt service to 750 thousand dollars roughly per year. When you see that amount, that's 250 thousand out of 17 million that the local taxes contribute each year. It's a relatively small amount of money for a very big payoff. In this case, 15 or 16 million dollars in state aid. Actually 90% of 16 million dollars. That's something to consider going forward rather than the 29 million we could go for a 47 million dollar project or several of them that add up to that. One strange thing about the maximum cost allowances from the state is that the high school gets 63% of the cost allowances. The high school is the newest building and has about 50% of the students. The argument could be made that the elementary schools are getting shorted. In discussions with the financial advisor, Ben Maslona, he suggested that we might be able to get the state to reconsider some of their limits which are what the maximum cost allowances for each school are. So those three things, we need a new project, we might well do a bigger project because there's plenty of need in all the schools, and we may want to ask if we could readjust some of the priorities that the State Education Department Office of Facilities Planning said in handing us these maximum cost allowances.

- *Mrs. Megivern - To piggyback on that, after we've gone through all the priority lists and everybody put down what they thought was most important to them, and then they had the funny little algorithm where they said this number and that number and multiplied it to come up with the priorities, the things that are going to come out because of the way the math was done are the things that are the biggest safety issues. So when you see a program that's being advocated in music and then you see what the elementary buildings have got for space for music, and they're asking for auditoriums, is it auditoriums or a furnace? The one that's going to win is going to be the furnace but the one that's going to have the long-lasting effect on the child is going to be the music. So if you can increase the amount you're asking and do facilities which are in horrible disrepair, and do program, if we could sell the community on that, that's important now. Otherwise, you're not going to be doing anything until 2030? Is that what's projected for the next big project? It just seems like we should add on now and do both. I heard an off the cuff remark from King & King that the best thing to do with the cluster area at Barry is to demolish it. They're in bad shape.*
  - *Mrs. Griffin - Do you mean the facilities or the building itself?*
- *Mrs. Megivern - Both, the boilers are in bad shape. If something breaks they can't find a replacement part. You've seen the list.*
  - *Mrs. Griffin - Yes, I saw the list too.*
- *Mr. Waldbauer - Can we go through two or three of the slides?*
- *Mr. Chu - Another omission from the cost allowance is any number for the Kaufman Center. The Kaufman Center also has significant repairs that have been called out in previous building condition surveys. Interestingly, Virgil School has a 1.8 million dollar cost allowance for construction.*
  - *Mr. Waldbauer - We should keep in mind that the Kaufman Center is a support building. We wouldn't get any aid whereas all of our other buildings it's almost 90% aid.*
- *Mr. Chu - Thank you for the clarification Eugene. Eventually we'll probably want to do repairs on the Kaufman Center as well. I guess we'll have to pay for it dollar for dollar out of our own pocket.*

- *Mr. Waldbauer went through the slides that are attached to this meeting's agenda in BoardDocs.*
- *Mrs. Megivern started a discussion on student enrollment. Mr. Edwards said that the student enrollment is right around 2000 which is down from last year.*
- *Mrs. Griffin asked when the last building survey was done. Kim Vile said our next one is three or four years out.*
- *Mr. Waldbauer asked if the board was on the same page to continue with the path they're on to have the vote on the capital project at the end of next year.*

## **Reports: G. BOE Finance Committee Report**

*The minutes of the December 3, 2020 finance committee meeting are attached to this meeting's agenda in BoardDocs.*

*Board members had the following questions or comments:*

- *Mr. Chu - It was agreed that there's value in at least some board members attending the claim auditors review of the warrants. Warrants, it sounds like, are every single check payment that the district makes. On December 22nd, Mrs. Vile invited members of the board to attend that meeting with the claims auditor. The claims auditor comes twice a month. Some board members will get an introduction to how each of the individual payments the district makes are reviewed for accuracy.*
- *Mrs. Megivern - It is the audit committee but if it is published in a timely manner, anybody can go. You don't have to limit it to just the audit committee. I've been on audit and finance but there's no reason why anybody that was available and interested couldn't go and witness that auditing warrant process. That's huge in what our responsibilities are as board members to understand those warrants. I don't but I want to.*
- *Mrs. Griffin - Anybody can attend but you have to be careful about the open meetings law.*
- *Mr. Edwards - I would suggest that is specifically an audit committee function. And I do think the audit committee just like any of our committees should the report out on what that process is. That's a good way for us all to learn about our committee work and about processes. I do think it's a good opportunity for us to learn about that audit process.*
- *Mrs. Megivern - It will be published like the rest of ours. There is no reason you can't go if you have the opportunity and the desire.*

## **5. Presentations**

### **Information: A. Music Program Review Committee Presentation**

*Allison Capano, Jeff Craig, Emily Gier, Sharon Phetteplace, Heidi Shelly, Angela Wanish and Ben Wells, all members of the music program review committee, presented their report and recommendations to the board.*

*The committee report and recommendations are attached to this meeting's agenda in BoardDocs along with their presentation.*

*Board members had the following questions or comments:*

- *Ms. Mossotti-Kline - Has the committee discussed and come up with a solution to remedy the scheduling conflict students face?*
  - *This has been discussed for many years. It is difficult to navigate and I don't think we're quite there yet.*
- *Ms. Mossotti-Kline - Of the college partners that you spoke to, which colleges were they?*
  - *Ithaca College.*
  - *We reached out to all the colleges that have a music program in our state.*
- *Ms. Mossotti-Kline - I think it's really remarkable that you've had such an amazing reply from alumni, especially in our community. I would hope that part of the plan is to engage those alumni in some way with our current students so that those students can see what life beyond high school is like with music in your life.*
- *Mrs. Griffin - Thank you for coming tonight.*

#### **Reports: B. Extraclass Audit**

*Mrs. Vile discussed the extraclass audit with the board. The audit committee will discuss it in further detail on December 22, 2020 and the final report and the corrective action plan will be presented at the January 12, 2020 board meeting.*

*Board members had the following questions or comments:*

- *Mrs. Megivern - Is this the one that had guidance in it and has that been fixed yet?*
  - *Mrs. Vile - Yes, that money will come to the district office now and checks will be cut for them.*
- *Mrs. Megivern - Wouldn't it be better if this was run with Quick Books or something like that?*
  - *Mrs. Vile - That would be a great idea. We actually looked at putting it into nVision but didn't get there.*
- *Mrs. Griffin - The book I have says the claims auditor reviews the club activity at least twice a year.*
  - *Mrs. Vile - We try to, but we have to get the books to review them. We can only review the binders we get.*
- *Ms. Mossotti-Kline - I think working with Google Drive is excellent because that is where the students are working all the time. That would be an easy transition for them.*

#### **Reports: C. Budget Presentation**

*Mrs. Vile gave a budget presentation.*

*The presentation is attached to this meeting's agenda in BoardDocs.*

*There were no questions or comments.*

## **6. Consent Items**

**Action (Consent), Minutes: A. Approval of Minutes**

**Resolution: Resolution to approve the minutes as attached**

**Action (Consent): B. CSE/CPSE (Committee on Special Education and Committee on  
Preschool Special Education) Recommendations 2020-2021**

**Resolution: Resolution to approve Consent Items as presented.**

**Action (Consent): C. Approval of Consent Agenda**

**Resolution: Resolution to approve consent agenda items**

*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, Lauren M Mossotti-Kline*

## **7. Old Business**

*There were no items under Old Business.*

## **8. New Business**

**Action: A. Retention and Disposition Schedule for New York Local Government Records  
RESOLVED, By the Board of Education of the Cortland Enlarged City School District that  
Retention and Disposition Schedule for New York Local Government (LGS-1), issued  
pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal  
minimum retention periods for local government records, is hereby adopted for use by  
all officers in legally disposing of valueless records listed therein.**

**FURTHER RESOLVED, that in accordance with Article 57-A:**

**(a) only those records will be disposed of that are described in Retention and Disposition  
Schedule for New York Local Government Records (LGS-1), after they have met the  
minimum retention periods described therein;**

**(b) only those records will be disposed of that do not have sufficient administrative,  
fiscal, legal, or historical value to merit retention beyond established legal minimum  
periods.**

*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, Lauren M Mossotti-Kline*

- *Mrs. Griffin and Mr. Chu - Who is the person that determines this?*
  - *Mrs. Vile - It is connected to me.*
  - *Mr. Edwards - There is a whole retention schedule.*
  
- *Mr. Chu - So this is with the business administrator?*
  - *Mr. Kuretich - Yes.*

**Action: B. Abatement Contract for the Districtwide Smart Bond Project - Phase 2 - Project #19-44-6646**

**Resolution upon the recommendation of the Superintendent of Schools to award the Abatement Contract to Sessler Environmental Services, LLC, the lowest qualified bidder in the amount of \$30,600.00 for the Districtwide Smart Bond Project - Phase 2 - Project #19-44-6646 as presented.**

*Motion by Eugene Waldbauer, second by Lauren M Mossotti-Kline.*

*Final Resolution: Motion Carried*

*Aye: Christine Gregory, Janet Griffin, Eugene Waldbauer, Donald Chu, Christopher Kuretich, Lori Megivern, Lauren M Mossotti-Kline*

- *Mr. Chu - This is for the asbestos removal at Barry?*
  - *Mr. Kuretich - Correct.*

## **9. Personnel Action**

**Action: A. Approval of Personnel Resignations and Leaves**

**Resolution to approve Personnel Resignations and Leaves as presented on Schedule 12.71 revised.**

*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, Lauren M Mossotti-Kline*

- *Mrs. Griffin - I don't know what a FFCRA qualification is.*
  - *Mr. Edwards - That is the new leave act. It is one of the new leave acts that's protecting the employees from taking leave during this time of Covid.*

**Action: B. Approval of Administrative and Instructional Personnel Appointments**  
**Resolution to approve Administrative and Instructional Personnel Appointments as presented on Schedules 2688, 2689 revised, and 2690**

*Motion by Lauren M Mossotti-Kline, second by Eugene Waldbauer.*

*Final Resolution: Motion Carried*

*Aye: Christine Gregory, Janet Griffin, Eugene Waldbauer, Donald Chu, Christopher Kuretich, Lori Megivern, Lauren M Mossotti-Kline*

*Mr. Edwards welcomed the new staff aboard.*

## **10. Leadership Reports**

**Reports: A. Business Administrator**

*Mrs. Vile*

- *Thank you for having me for over five years. I've learned a lot. Best to all. I'm sure I'll still be a phone call away if I can be of help.*
  - *The board members all thanked Mrs. Vile.*

**Reports: B. Director of Special Education**

Ms. Swanson

- *Had a great K-12 meeting today with the mid-state collaborators. We focused on really making our goals measurable and progress monitoring. We want to focus on those foundational skills that will help us meet those essential standards. In the next couple of weeks, we have training set up for our co-teachers, where special education and general education teachers will train together on EDI (Explicit Direct Instruction).*
- *Mrs. Griffin - How are you doing special education and Zooming?*
  - *We have a fearless staff. The teachers did a lot of back work to get to where we are. We are doing the best we can.*

### **Reports: C. Assistant Superintendent of Curriculum and Instruction**

Dr. Craig

- *Just to summarize, tonight you got a very good glimpse into our efforts to provide a strong, current, future oriented guaranteed and viable curriculum for all our kids. You got to see the collaborative team meeting work and you got to see the first year review cycle for music. Those are two of our pretty important systems. I'm glad you got to see them.*

### **Reports: D. Superintendent**

Mr. Edwards

- *Gratefulness for the presentations and the staff that we had here tonight.*
  - *We had a very informative board workshop prior to the meeting tonight. It was great to see some of our teachers in terms of their work and studying and learning about their students.*
  - *The program review committee - I hope Kim, Katie and Jeff know how grateful I am for the work that they do with staff in so many different ways.*
- *Building reports*
  - *Barry is currently practicing remote learning for all students.*
  - *The high school is currently practicing remote learning for all students.*
  - *8th grade is currently practicing remote learning for all.*
  - *7th grade is in-person and remote, our traditional programming.*
  - *Smith Intermediate School has two classrooms in addition to our normal remote learning that is practicing remote learning at this point.*
    - *Mrs. Griffin - One of them is a 4th grade, right?*
    - *Yes.*
  - *Randall is currently fully intact.*
- *I really appreciate staff for the way they have rallied in some of these scenarios that have happened on Saturdays or Sundays or seven o'clock at night.*
- *Mr. Edwards shared different scenarios that can happen with Covid from the first sniffle, to the test, to the test results, to reporting.*
- *Last week there were budget presentations broadcasted to staff and community members. We will continue reporting out on the budget.*
- *Today I had the opportunity to be at Smith in a fourth grade classroom for a science lesson. Ms. Riley, the teacher, said with everything going on, I wasn't sure that you'd be here. It was a good opportunity to remind myself to not stop the car. There are a lot of great things going on in the classrooms.*

## **Reports: E. Board of Education**

*Mrs. Griffin*

- *While reading the newspaper, I noticed we had quite a number of scholar athlete nominations in girls soccer, field hockey, golf, boys soccer, the girls tennis, boys cross-country and two students, Nicholas Yonta from boys soccer and Alexis Brown from cross-country, each earned individual honors through Section 3. I am very grateful for the coaches that put themselves out there in a Covid situation.*
- *Grading was in the paper. Failing grades are off the rail in the United States. The reason they're off the rails is because they're not doing what we're doing. They are giving zeros in the first quarter, especially with Covid. We don't do that and I am grateful because it gives the kids that extra chance. It's in the first section of last night's paper. Thank you to the administrators that realized this was an important thing to do.*

## **11. Other Communication**

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

*There were no requests to address the board.*

## **12. Closing of Meeting**

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

#### **Motion to Adjourn**

*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, Lauren M Mossotti-Kline*

**Time: 8:59 p.m.**