

## **Regular Meeting (Tuesday, July 22, 2025)**

*Generated by Alicia Zupancic on Wednesday, July 23, 2025*

### **Members present**

Janet Griffin, Lori Megivern, Sherlyn Pallassino, Brendan McGovern, Gavin Teeter and Ayden Harmin

### **Members absent excused**

Brett Barnes, Joseph McMahon

### **Meeting called to order at 6:03 PM**

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

**Procedural: 1.1 Call to Order**

**Procedural: 1.2 Pledge of Allegiance**

*Brendan McGovern called the meeting to order and the Pledge of Allegiance was recited.*

#### **Procedural: 1.3 Moment of Silence**

*Brendan McGovern called for a moment of silence in memory of Ms. Louise Gilhooley and Ms. Diane Dorset.*

*Ms. Gilhooley retired as a second grade teacher from Parker Elementary School in 1999.*

*Ms. Dorset worked at the high school from January 1994 to June 2004. She started her career as a teacher aide and then took a clerk position.*

#### **Procedural: 1.4 Recite Board Norms**

*Brendan McGovern recited the board norms.*

*Janet Griffin will recite the board norms at the August 26th meeting.*

#### **Action: 1.5 Approval of Agenda**

**BE IT RESOLVED**, upon the recommendation of Mr. Robert Edwards, Superintendent of Schools, that the Cortland Enlarged City School District Board of Education approves the agenda as presented.

*Motion by Sherlyn Pallassino, second by Janet Griffin.*

*Final Resolution: Motion Carried*

*Yes: Janet Griffin, Lori Megivern, Sherlyn Pallassino, Brendan McGovern, Gavin Teeter*

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

**Action: 2.1 Proposed Executive Session**

**Motion to convene into executive session.**

*Motion by Janet Griffin, second by Sherlyn Pallassino.*

*Final Resolution: Motion Carried*

*Yes: Janet Griffin, Lori Megivern, Sherlyn Pallassino, Brendan McGovern, Gavin Teeter*

**Time: 6:05 PM**

**Action: 2.2 Reconvene In Open Session**

**Motion to reconvene in open session.**

*Motion by Janet Griffin, second by Gavin Teeter.*

*Final Resolution: Motion Carried*

*Yes: Janet Griffin, Lori Megivern, Sherlyn Pallassino, Brendan McGovern, Gavin Teeter*

**Time: 6:30 PM**

**3. Recognition**

**Recognition: 3.1 Tiger Paw Recipient**

*Kris Williamson presented Brayden Bushnell with a Tiger Paw Award for her kindness and professionalism assisting our district residents with their tax bills, especially assisting one resident who recently paid off their mortgage.*

**4. Communications**

**Procedural: 4.1 Audience Participation**

*There were no requests to address the board.*

**5. Presentations**

**Reports: 5.1 Interscholastic Athletic Report**

*Coach Beam shared an overview of the 2024-2025 interscholastic sports. The report can be viewed in BoardDocs.*

**Reports: 5.2 2025-2026 Tax Rates Presentation**

*Kris Williamson shared a presentation with the board regarding tax rates and how they are calculated.*

*Kris also shared some photos of the construction happening at Barry Primary School and Randall Middle School. The Barry demolition of the cluster will begin tomorrow.*

**6. Consent Calendar**

**Action (Consent), Minutes: 6.1 Approval of Minutes**

**Resolution: BE IT RESOLVED, upon the recommendation of Mr. Robert Edwards, Superintendent of Schools, that the Cortland Enlarged City School District Board of Education accepts the minutes of the reorganizational board meeting on July 1, 2025 as presented.**

**Action (Consent): 6.2 Approval of CSE/CPSE Recommendations**

**Resolution: BE IT RESOLVED, upon the recommendation of Mr. Robert Edwards, Superintendent of Schools, that the Cortland Enlarged City School District Board of Education accept the approval of CSE/CPSE recommendations as presented.**

**Action (Consent): 6.3 Approval of Financial Reports**

**Resolution: BE IT RESOLVED, upon the recommendation of Mr. Robert Edwards, Superintendent of Schools, that the Cortland Enlarged City Schools District Board of Education accept the approval of financial reports as presented.**

**Action (Consent): 6.4 Consent Vote**

**Resolution: BE IT RESOLVED, upon the recommendation of Mr. Robert Edwards, Superintendent of Schools, that the Cortland Enlarged City School District Board of Education accepts the consent calendar as presented.**

*Motion by Janet Griffin, second by Sherlyn Pallassino.*

*Final Resolution: Motion Carried*

*Yes: Janet Griffin, Lori Megivern, Sherlyn Pallassino, Brendan McGovern, Gavin Teeter*

## **7. Personnel Action**

**Action: 7.1 Approval of Personnel Action**

**BE IT RESOLVED, upon the recommendation of Mr. Robert Edwards, Superintendent of Schools, that the Cortland Enlarged City School District Board of Education accepts the consent calendar as presented.**

*Motion by Lori Megivern, second by Janet Griffin.*

*Final Resolution: Motion Carried*

*Yes: Janet Griffin, Lori Megivern, Sherlyn Pallassino, Brendan McGovern, Gavin Teeter*

## **8. Old Business**

**Action: 8.1 First Reading of Policy #5685 - Maximum Temperature for School Buildings and Indoor Facilities**

**BE IT RESOLVED, upon the recommendation of Mr. Robert Edwards, Superintendent of Schools, that the Cortland Enlarged City School District Board of Education accepts the first reading of Policy #5685 - Maximum Temperature for School Buildings and Indoor Facilities as presented, waiving the second reading.**

*Motion by Janet Griffin, second by Lori Megivern.*

*Final Resolution: Motion Carried*

*Yes: Janet Griffin, Lori Megivern, Sherlyn Pallassino, Brendan McGovern, Gavin Teeter*

## **9. New Business**

**Action: 9.1 Second Reading of Policy #7695 - Student and Personal Electronic Devices**  
**BE IT RESOLVED**, upon the recommendation of Mr. Robert Edwards, Superintendent of Schools, that the Cortland Enlarged City School District Board of Education accepts the second reading of Policy #7695 - Student and Personal Electronic Devices as presented.

*Motion by Lori Megivern, second by Janet Griffin.*

*Final Resolution: Motion Carried*

*Yes: Janet Griffin, Lori Megivern, Sherlyn Pallassino, Brendan McGovern, Gavin Teeter*

**Action: 9.2 Contract for Professional Medical Services Between CECSD and Guthrie Medical Group, P.C.**

**BE IT RESOLVED**, upon the recommendation of Mr. Robert Edwards, Superintendent of Schools, that the Cortland Enlarged City School District Board of Education approves the contract for professional medical services between CECSD and Guthrie Medical Group, P.C. as presented.

*Motion by Sherlyn Pallassino, second by Lori Megivern.*

*Final Resolution: Motion Carried*

*Yes: Janet Griffin, Lori Megivern, Sherlyn Pallassino, Brendan McGovern, Gavin Teeter*

**Action: 9.3 Boiler Service Agreement between Siemens Industry Inc. and Cortland Enlarged City School District**

**BE IT RESOLVED**, upon the recommendation of Mr. Robert Edwards, Superintendent of Schools, that the Cortland Enlarged City School District Board of Education approves the boiler service agreement between Siemens Industry Inc. and Cortland Enlarged City School District as presented.

*Motion by Janet Griffin, second by Lori Megivern.*

*Final Resolution: Motion Carried*

*Yes: Janet Griffin, Lori Megivern, Sherlyn Pallassino, Brendan McGovern, Gavin Teeter*

**Action: 9.4 2025-2026 Building Automation System Service Contract between CECSD and C&S Companies**

**BE IT RESOLVED**, upon the recommendation of Mr. Robert Edwards, Superintendent of Schools, that the Cortland Enlarged City School District Board of Education approves the 2025-2026 Building Automation System Service Contract between CECSD and C&S Companies as presented.

*Motion by Sherlyn Pallassino, second by Lori Megivern.*

*Final Resolution: Motion Carried*

*Yes: Janet Griffin, Lori Megivern, Sherlyn Pallassino, Brendan McGovern, Gavin Teeter*

**Action: 9.5 Surplus Library Books**

**BE IT RESOLVED**, upon the recommendation of Mr. Robert Edwards, Superintendent of Schools, that the Cortland Enlarged City School District Board of Education approves the request to discard surplus library books as presented.

*Motion by Janet Griffin, second by Sherlyn Pallassino.*

*Final Resolution: Motion Carried*

*Yes: Janet Griffin, Lori Megivern, Sherlyn Pallassino, Brendan McGovern, Gavin Teeter*

**Action: 9.6 Contract Extension Agreement ratified by Cortland Administrators Association (CAA) on July 2, 2025**

**BE IT RESOLVED**, upon the recommendation of Mr. Robert Edwards, Superintendent of Schools, that the Cortland Enlarged City School District Board of Education approves the contract extension agreement ratified by the Cortland Administrators Association (CAA) on July 2, 2025 as presented.

*Motion by Janet Griffin, second by Sherlyn Pallassino.*

*Final Resolution: Motion Carried*

*Yes: Janet Griffin, Lori Megivern, Sherlyn Pallassino, Brendan McGovern, Gavin Teeter*

**Action: 9.7 2025-2026 Tax Rates**

**BE IT RESOLVED**, upon the recommendation of Mr. Robert Edwards, Superintendent of Schools, that the Cortland Enlarged City School District Board of Education approves the 2025-2026 tax rates as presented.

*Motion by Janet Griffin, second by Sherlyn Pallassino.*

*Final Resolution: Motion Carried*

*Yes: Janet Griffin, Lori Megivern, Sherlyn Pallassino, Brendan McGovern, Gavin Teeter*

**Action: 9.8 Tax Collection Period**

**BE IT RESOLVED**, upon the recommendation of Mr. Robert Edwards, Superintendent of Schools, that the Cortland Enlarged City School District Board of Education authorizes the collection of taxes in accordance with the guidelines as presented.

*Motion by Janet Griffin, second by Gavin Teeter.*

*Final Resolution: Motion Carried*

*Yes: Janet Griffin, Lori Megivern, Sherlyn Pallassino, Brendan McGovern, Gavin Teeter*

**Action: 9.9 Extraclassroom Quarterly Report**

**BE IT RESOLVED**, upon the recommendation of Mr. Robert Edwards, Superintendent of Schools, that the Cortland Enlarged City School District Board of Education approves the Extraclassroom Quarterly Report as presented.

*Motion by Janet Griffin, second by Sherlyn Pallassino.*

*Final Resolution: Motion Carried*

*Yes: Janet Griffin, Lori Megivern, Sherlyn Pallassino, Brendan McGovern, Gavin Teeter*

**Action: 9.10 2025-2026 District Comprehensive Improvement Plan**

**BE IT RESOLVED**, upon the recommendation of Mr. Robert Edwards, Superintendent of Schools, that the Cortland Enlarged City School District Board of Education approves the 2025-2026 District Comprehensive Improvement Plan, DCIP, as presented.

*Motion by Janet Griffin, second by Sherlyn Pallassino.*

*Final Resolution: Motion Carried*

*Yes: Janet Griffin, Lori Megivern, Sherlyn Pallassino, Brendan McGovern, Gavin Teeter*

**Action: 9.11 HVAC Service Agreement between Siemens Industry, Inc. and Cortland Enlarged City School District**

**BE IT RESOLVED**, upon the recommendation of Mr. Robert Edwards, Superintendent of Schools, that the Cortland Enlarged City School District Board of Education approves the HVAC service agreement between Siemens Industry Inc. and Cortland Enlarged City School District as presented.

*Motion by Lori Megivern, second by Sherlyn Pallassino.*

*Final Resolution: Motion Carried*

*Yes: Janet Griffin, Lori Megivern, Sherlyn Pallassino, Brendan McGovern, Gavin Teeter*

**Action: 9.12 Clinical Affiliation Agreement between SUNY Binghamton and Cortland Enlarged City School District**

**BE IT RESOLVED**, upon the recommendation of Mr. Robert Edwards, Superintendent of Schools, that the Cortland Enlarged City School District Board of Education approves the clinical affiliation agreement between SUNY Binghamton and Cortland Enlarged City School District.

*Motion by Sherlyn Pallassino, second by Gavin Teeter.*

*Final Resolution: Motion Carried*

*Yes: Janet Griffin, Lori Megivern, Sherlyn Pallassino, Brendan McGovern, Gavin Teeter*

**Action: 9.13 Occasional and Volunteer Drivers**

**BE IT RESOLVED**, upon the recommendation of Mr. Robert Edwards, Superintendent of Schools, that the Cortland Enlarged City School District Board of Education approves the Occasional and Volunteer Drivers as presented.

*Motion by Janet Griffin, second by Lori Megivern.*

*Final Resolution: Motion Carried*

*Yes: Janet Griffin, Lori Megivern, Sherlyn Pallassino, Brendan McGovern, Gavin Teeter*

**Action: 9.14 Surplus Items**

**BE IT RESOLVED**, upon the recommendation of Mr. Robert Edwards, Superintendent of Schools, that the Cortland Enlarged City School District Board of Education approves the request to surplus items as presented.

*Motion by Janet Griffin, second by Lori Megivern.*

*Final Resolution: Motion Carried*

*Yes: Janet Griffin, Lori Megivern, Sherlyn Pallassino, Brendan McGovern, Gavin Teeter*

**Action: 9.15 Intermunicipal Collaborative known as the RIC One Risk Operations Center (the "ROC") Resolution**

**BE IT RESOLVED**, upon the recommendation of Mr. Robert Edwards, Superintendent of Schools, that the Cortland Enlarged City School District approves the intermunicipal collaborative known as RIC One Risk Operations Center (the "ROC") resolution as presented.

*Motion by Janet Griffin, second by Sherlyn Pallassino.*

*Final Resolution: Motion Carried*

*Yes: Janet Griffin, Lori Megivern, Sherlyn Pallassino, Brendan McGovern, Gavin Teeter*

**10. Leadership Reports**

**Reports: 10.1 Cabinet**

**Kris Williamson**

- *Parker update*
  - *We received State Ed approval to use Parker.*
  - *We are waiting on the health inspection for the kitchen.*
  - *It's getting all set up to have our kindergartners there next year.*
- *Jordon Lilley and I will be working to create a new position called bus driver / delivery attendant. Once that is approved we'll ask the board to approve the position.*
- *Update on fiscal strategic planning for the upcoming year*
  - *We have started talking about what kind of studies we want for the year including:*
    - *Utilization of our spaces*
    - *Staffing audit*
    - *Financial reviews*
    - *Programmatic reviews*
  - *This summer we will start reaching out to companies to start conducting those studies.*
  - *In the fall and winter start adding some stakeholder input about where they want to see the budget go in the future.*

- *In February and March, we'll be ready to incorporate that information into the budget process.*

### **Bob Edwards**

- *Shared a parent and a staff communication survey with the board. Two of the main takeaways from the surveys are that Facebook typically wins for social media and most people want to receive about the same amount of information.*
- *Parent Square is being launched.*
  - *Parent Square is interacting with SchoolTool.*
  - *The next step is to have it interact with nVision.*
  - *The Parent Square app is highly recommended.*
- *I attended the Community Schools Conference where we are working to build community schools strategy throughout schools in New York State.*
- *Juli Quinn and I met with the staff of the Cortland Free Library today, building that partnership.*
- *There is still time to donate to the Cortland Public Education Foundation (CPEF) or put together a team for the golf tournament this Friday. The golf tournament is their largest fundraiser and donations are important.*
  - *CPEF accepts applications from Cortland teachers for supplies, events, etc. and when approved provide the funds for those items. The grants are given two times per year.*
- *Bob asked the board if they looked at the revised SRO Contract and if they were okay with moving it forward. The board is ready to move it forward.*
- *Thank you to Kris and Tabitha for their work on the district wide safety plan public hearing and all the hard work they do in the business office.*

### **Reports: 10.2 Board of Education**

#### **1. 2025-2026 Board Committees Discussion**

*Each board member received a schedule of board and committee meetings. Each committee will consist of three board members and district personnel. The meetings with the exception of the audit committee, will be held on the second Tuesday of each month.*

*Brendan McGovern asked the board members what committees they are interested in being on.*

*For the policy committee, Janet Griffin, Sherlyn Pallassino, Gavin Teeter and Ayden Harmin are interested.*

*For the finance committee, Brendan McGovern and Lori Megivern are interested.*

*For the community engagement committee, Brendan McGovern, Gavin Teeter and Ayden Harmin are interested.*



*For the facilities and transportation committee, Lori Megivern and Sherlyn Pallassino are interested.*

*For the audit committee, Lori Megivern, Sherlyn Pallassino, Brendan McGovern and Ayden Harmin are interested.*

*Alicia will reach out to Brett Barnes and Joseph McMahon to see which committees they are interested in.*

*The committees will be announced in August.*

## **2. NYSSBA Convention**

*Brendan McGovern let the board know that the digital convention will be live, but will also be recorded and cataloged on the NYSSBA website for on-demand viewing about two weeks after the convention.*

*Janet Griffin and Bob Edwards will attend the virtual convention.*

*Alicia will reach out to Brett Barnes and Joseph McMahon to see if they are interested in attending the live virtual convention.*

### **Lori Megivern**

- *Thank you to Kristen Ailport for the special education data.*
- *Are we still doing one program review a year?*
  - *Juli Quinn will be resetting the program review schedule.*
- *What is the term of the OCM BOCES Homer board member? Can that board member report their perspective of the board meetings to the Cortland board?*

### **Reports: 10.3 Ex-Officio Student Board Member**

#### **Ayden Harmin**

- *Ayden and Giovanna Perfetti, the 2024-2025 student board member, had corresponded. Giovanna had graciously shared the Student Board Member Portfolio she had presented to the board in June. Each board has a hard copy of the portfolio in front of them. Ayden and the board are all grateful to Giovanna. Lori Megivern will send her a thank you note on behalf of the whole board.*

## **11. Other Communication**

### **Discussion: 11.1 Audience Participation**

*There were no requests to address the board.*

### **12. Executive Session**

**Action: 12.1 Proposed Executive Session**

**Action: 12.2 Reconvene In Open Session**

*This executive session was not needed.*

**13. Closing of Meeting**

**Action: 13.1 Adjourn**

**Motion to adjourn.**

*Motion by Sherlyn Pallassino, second by Janet Griffin.*

*Final Resolution: Motion Carried*

*Yes: Janet Griffin, Lori Megivern, Sherlyn Pallassino, Brendan McGovern, Gavin Teeter*

**Time: 8:29 PM**