

**When an Executive Session occurs,  
typically the meeting begins at 6:00 PM with the  
Regular Meeting resuming at 7:00 PM**

**CORTLAND ENLARGED CITY SCHOOL DISTRICT  
Board of Education Meeting – Tuesday, February 28, 2012 – Regular Meeting 7:00 PM  
Kaufman Center, 1 Valley View Drive, Cortland NY**

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- 1. CALL TO ORDER**
- 2. EXECUTIVE SESSION 6:00 -7:00 PM (*if needed*)**
- 3. RECALL TO ORDER and PLEDGE OF ALLEGIANCE**
- 4. COMMUNICATIONS and RECOGNITION**
  - a. Kudos Korner
    - 1.) 2012 Post Scholastic Art Awards Recipients
  - b. Audience Participation – on items related to the Agenda (Speakers are asked to limit their comments to two minutes.)
  - c. Board Member Reports
    - 1.) President’s Report
    - 2.) Financial Planning Committee
    - 3.) Audit Committee
    - 4.) Policy Review Committee
- 5. PRESENTATIONS**
  - a. Capital Project Update - Mr. Jim Mulherin of Lend Lease
  - b. 2<sup>nd</sup> Quarter Academic Report
  - c. Line Item Budget
- 6. CONSENT ITEMS**
  - a. Minutes of February 14, 2012 Regular Meeting
  - b. Approval of CSE/CPSE Recommendations
- 7. OLD BUSINESS**
- 8. NEW BUSINESS**
  - a. Financial Reports: Treasurer’s Report, Appropriations, Trial Balance, Revenues, Intrafund Transfers, Warrant – January 2012
  - b. 1<sup>st</sup> Reading Erie I BOCES Policy Revisions
  - c. 2<sup>nd</sup> Reading Erie I BOCES Policy Revisions
  - d. Approval of Transportation Agreement
  - e. Approval of Search Consultant for the Position of Superintendent of Schools
- 9. PERSONNEL ACTION**
  - a. Approval of Personnel Resignations and Leaves
  - b. Approval of Non-Instructional Personnel Appointments
  - c. Approval of Instructional Personnel Appointments
- 10. LEADERSHIP REPORTS**
  - a. Director of Business Operations
    - 1.) Financial Report
  - b. Assistant Superintendent for Pupil and Personnel Services
    - 1.) UPK Update
  - c. Superintendent
    - 1.) Change Orders

11. **AUDIENCE PARTICIPATION:** (Individuals are requested to keep their comments to two minutes per speaker).
12. **NEXT MEETING AGENDA REVIEW**
13. **ADJOURNMENT**

**CORTLAND ENLARGED CITY SCHOOL DISTRICT**  
**Board of Education Meeting – Tuesday, February 14, 2012 – Regular Meeting 7:00 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, February 14, 2012 at the Kaufman Center, 1 Valley View Drive, Cortland, New York.

**Present:** Mr. William Young, Ms. Melissa Davis-Howard, Ms. Janet Griffin, Mr. Paul Klinger, Mr. John Natoli and Ms. Alane Van Donsel

**Absent:** Mr. Joseph Lyman

**Also Present:** Mr. Laurence Spring, Superintendent of Schools; Ms. Judi Riley, Assistant Superintendent for Pupil and Personnel Services; Mr. Frank Ferrero, Interim Director of Business Services; Cortland Standard Representative; School and Community Representatives; Ms. Margaret Baccaro, Clerk

1. **CALL TO ORDER:** Mr. Young called the meeting to order at 6:05 p.m. and immediately called for an Executive Session.
2. **EXECUTIVE SESSION**  
**In accordance with Public Officer's Law Section 96, Subdivision 1, Mr. Young called for an Executive Session to discuss collective negotiations pursuant to Article 14 of the Civil Service Law.**  
**Moved by Mr. Natoli, seconded by Mr. Klinger. No further discussion.**  
**Final Vote: Yes – 6, No – 0. Motion Carried.**  
**The Executive Session adjourned at 7:00 p.m.**
3. **RECALL TO ORDER and PLEDGE OF ALLEGIANCE**  
Mr. Young recalled the Regular Meeting to order at 7:03 p.m. and the Pledge of Allegiance was recited.
4. **COMMUNICATIONS and RECOGNITION**
  - a. **Kudos Korner**
    - 1.) **2012 Post-Standard / WCNY Oral Spelling Bee Finalist**  
The Board recognized Cameron Dempsey, CJSHS 8<sup>th</sup> grader, who qualified to join thirty-seven of the top scorers (from approximately 200 students from 40 school districts in Central New York) to compete in the 2012 Post-Standard / WCNY February 4 Oral Spelling Bee. Cameron will receive a certificate of Extraordinary Achievement and congratulations on behalf of the Board.
  - b. **Audience Participation** – on items related to the Agenda (Speakers are asked to limit their comments to two minutes.)  
Ms. Darlene Latten, parent of a senior enrolled in four AP classes, addressed the Board and read a letter expressing dissatisfaction with the handling of her request that her child not sit for the AP exams. She is unsure of her child's status in the AP courses despite her request that she remain in them. The Board was given a copy of her letter.
  - c. **Board Member Reports**
    - 1.) **President's Report** – Mr. Lyman was absent from tonight's meeting.
    - 2.) **Wall of Fame Inductees**  
Mr. Young noted that the Board had been advised of inductees per the By-Laws of the Wall of Fame Committee. The names are to remain confidential until letters have been sent and replies received from the inductees. Ms. Elaine Contento and Ms. Helen Hart of the Wall of Fame Committee were in attendance. They thanked the Board for recognizing the achievements of Cortland Alumni and for their support of the Wall of Fame.
    - 3.) **NYSSBA School Board U Recognitions**  
Mr. Young announced that Board President, Joe Lyman, Paul Klinger and Alane Van Donsel had received Level 1 Board Achievement Awards from the NYSSBA's *School Board U*. They were presented with certificates acknowledging their achievement.

4.) **Financial Planning Committee**

Mr. Ferraro began by expressing his appreciation for the time and serious commitment of the school and community members serving on this committee.

Over the past couple of weeks the group has looked at the 2% tax cap and ramifications that will have on the budget. In addition, they have looked at areas in which to make recommendations, e.g., reserve usage, tax rate information, and expenditure projections. As part of the expenditure projections they have looked at course offerings and how that impacts the budget. The committee is preparing to make recommendations to the Board, and has discussed communications and what issues need to be communicated to the public.

5.) **Audit Committee**

Ms. Van Donsel reported that at their February 1 Audit Committee meeting they had reviewed a Charter (with guidelines from state education law) and discussed the function of the committee. In addition they discussed the external audit, internal audit function, and the remaining scope of work under the Capital Project.

5. **PRESENTATIONS**

a. **OCM BOCES Board** – pulled from agenda

b. **Annual Youth Drug and Alcohol Survey**

Ms. Judi Riley and Ms. Jill Pace, Health and FCS Department Leader and District Health and Wellness Coordinator, provided a report on the Annual Youth Drug and Alcohol Survey administered county-wide to students in grades 6, 8, 10 and 12. The survey measures substance use within the past 30 days. Ms. Pace reviewed the survey findings including the percent of student not involved in these behaviors, percentage who had used alcohol, cigarettes, marijuana, inhalants, and prescription medications and the areas of focus to change the behaviors of those who are involved. This data is used by community and the schools to reduce risk factors and increase protective factors for our youth.

c. **UbD (Understanding by Design) Update**

Mr. Spring provided Board members with a copy of *Cortland's Own UbD Guide* and explained that UbD is not a new curriculum, but a curriculum design tool used to align programs to assessments, and guide teachers in implementing a standards-based curriculum. As Cortland has gone through the past eighteen months of UbD turn-key training, the state has had a landscape change as well. Although the district has made good progress with UbD there was a sense that staff were feeling anxious about the Common Core.

Ms. Phyllis Litzenberger, a CIE member, provided an overview and shared her experiences as an in-depth training participant, turn-key trainer on PD day, and as a support person to her colleagues as they work through unit design. She shared that the CIE had conducted a survey to gather input on the UbD group's comfort level, effectiveness regarding turn-key training, value of their work on UbD this year, and belief that UbD results in improved instructional planning. The results reflected that, although they valued their work on UbD, they felt pulled as far as focus and energies. With these concerns voiced, CIE decided as a committee that our current focus should be unpacking the Common Core State Standards. The Common Core State Standards will require us to prioritize, write units, and create unit development, which run hand in hand with UbD. Therefore, pausing with UbD is not abandoning the tool, but only putting it aside at this time.

6. **CONSENT ITEMS**

a. Minutes of January 24, 2012 Regular Meeting

b. Approval of CSE/CPSE Recommendations

607000073, 610333902, 610373684, 607000212, 610330600, 607000184, 610382379, 610313746, 610209623, 610285168, 610389537, 610308397, 610344176, 610356999, 610393751, 607000178, 610248128, 610385238, 610317954, 610278325, 610353348, 607000015, 610323993, 607000179, 607000191, 610289282, 610323632, 610330980, 610355575, 610262429, 607000221, 607000219, 607000218, 610373833, 607000213, 607000082, 610350592, 607000162, 610253550

- c. Health and Welfare Services Agreement - Dryden Central School District  
**RESOLVED, upon the recommendation of the Superintendent, to approve the Consent Items as presented.**

**Moved by Mr. Klinger, seconded by Ms. Griffin. No further discussion.  
Final Vote: Yes – 6, No – 0. Motion Carried.**

7. **OLD BUSINESS** – none

8. **NEW BUSINESS**

- a. 1<sup>st</sup> Reading Erie I BOCES Policy Revisions

**Resolved, upon the recommendation of the Superintendent, to accept the 1<sup>st</sup> Reading of proposed changes to the wording and number for the following policies, as recommended by Erie I BOCES, and the Board of Education Policy Committee:**

- 1.) **CCSD Policy 1340 to #1331, *Duties of the District Clerk***
- 2.) **CCSD Policy 1360 to #1332, *Duties of School District Treasurer***
- 3.) **CCSD Policy 1370 to #1333, *Duties of School Tax Collector***
- 4.) **CCSD Policy 1390 to #1338, *Duties of the School Physician/Nurse Practitioner***

**Moved by Mr. Klinger, seconded by Mr. Natoli.** Under discussion a correction was made to #1338 item h, the statement *as required as needed* was added.

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

- b. Field Placement Agreement – Cayuga Community College

**Resolved, upon the recommendation of the Superintendent, to approve the Field Placement Agreement between Cortland Enlarged City School District and Cayuga Community College for 2012, as presented.**

**Moved by Ms. Griffin, seconded by Ms. Davis-Howard.** Under discussion Ms. Riley clarified that no remuneration is received from the institutions for field placements.

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

- c. Field Placement Agreement – Ithaca College

**Resolved, upon the recommendation of the Superintendent, to approve the Field Placement Agreement between Cortland Enlarged City School District and Ithaca College for 2012, as presented.**

**Moved by Ms. Griffin, seconded by Mr. Klinger.** Under discussion Ms. Riley noted that our goal is to have all Field Placement Agreements for all partners acted upon at the July reorganizational meeting.

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

9. **PERSONNEL ACTION**

- a. Approval of Personnel Resignations and Leaves

**RESOLVED, upon the recommendation of the Superintendent, to approve the Resignations and Leaves as presented on Resignations and Leaves Schedule No. 10.84.**

**Moved by Ms. Griffin, seconded by Ms. Davis-Howard.** Under discussion retirements of Ms. Kathleen Taylor, Ms. Cynthia Andrews and Ms. Paula Chantrell were accepted with deepest regret.

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

- b. Approval of Non-Instructional Personnel Appointments

**RESOLVED, upon the recommendation of the Superintendent, to approve the appointments for Non-Instructional Personnel as presented on Schedules of Appointment 1055 and 1056.**

**Moved by Ms. Davis-Howard, seconded by Ms. Griffin. No further discussion.**

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

- c. Approval of Instructional Personnel Appointments

**RESOLVED, upon the recommendation of the Superintendent, to approve the appointments for Instructional Personnel as presented on Schedules of Appointment 2172 and 2173.**

**Moved by Mr. Natoli, seconded by Ms. Griffin. No further discussion.**

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

**10. LEADERSHIP REPORTS**

**a. Director of Business Operations**

Mr. Ferraro announced that he will be sharing a line item budget at the next Board meeting. He is aiming for more public engagement in the budget process and plans to hold community budget hearings to discuss major components of the budget (special education athletics, transportation) and possibly the 2% tax cap.

Mr. Ferraro made the Board aware that he is in the process of re-coding the budget into components such as equipment, supplies, BOCES, benefits, etc. with a summary report accompanied by a line item summary.

**b. Assistant Superintendent for Pupil and Personnel Services – No report**

**c. Superintendent**

Mr. Spring provided information on current dropouts as compared to previous years at this time, and discussed the significant risk factors that contribute to dropping out of school. At the end of the 2<sup>nd</sup> quarter, we had seventeen dropouts with an additional two as we began the 3<sup>rd</sup> quarter. This is down slightly from last year. There are four students who have not dropped, but we are wrestling to try to get them to come to school with the regularity that is needed to be successful.

**11. AUDIENCE PARTICIPATION:** (Individuals are requested to keep their comments to two minutes per speaker). There were no requests to address the Board.

**12. NEXT MEETING AGENDA REVIEW**

In addition those items listed on the Review Agenda, the following were added: (1) Audit Committee Report, (2) Policy Review 1<sup>st</sup> Reading, (3) Policy Review 2<sup>nd</sup> Reading, (4) Transportation Agreement, and (5) Line Item Budget-Mr. Ferraro.

**13. ADJOURNMENT**

With no further business to discuss, Mr. Young asked for a motion to adjourn the meeting at 8:35 p.m.

**Moved by Mr. Natoli, seconded by Ms. Griffin. No further discussion.**

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

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**Margaret Baccaro, Clerk, Board of Education**

**CECSD's Policy Manual**  
**Board Policy Reviews – 1<sup>st</sup> Review**

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|                    |            |  |
|--------------------|------------|--|
| <b>Policy 1230</b> | 02/28/2012 | 1 <sup>st</sup> Review by Board<br>2 <sup>nd</sup> Review by Board |
| <b>Policy 1334</b> | 02/28/2012 | 1 <sup>st</sup> Review by Board<br>2 <sup>nd</sup> Review by Board |

**SUBJECT: RESIGNATION AND DISMISSAL**

Board members may resign at a District meeting of residents (i.e., the annual meeting, not a regular Board of Education meeting) or by filing a written resignation with the District Superintendent of the Supervisory District who must endorse his/her approval and file the resignation with the District Clerk.

Alternatively, a Board member may resign under Public Officers Law Section 31 by filing a written resignation with the District Clerk. The Clerk must then notify the School Board and the State Board of Elections.

A resignation may be withdrawn only with the consent of the person to whom the resignation was delivered (i.e., the District Clerk or BOCES District Superintendent). The School Board has no authority to act upon a request to withdraw a resignation.

The resignation shall take effect upon the date specified in the letter of resignation; however, if no effective date is specified, it shall take effect on the date of delivery to or filing with the District Clerk. If an effective date is specified in the letter of resignation, such date shall not be more than thirty (30) days subsequent to the date of its delivery or filing.

It shall be the duty of each member of the Board of Education to attend all meetings of the Board and, if any member shall refuse to attend three (3) consecutive meetings of the Board after having been regularly notified and a satisfactory cause for each non-attendance is not shown, the Board will proceed to declare that office vacant.

A Board member may be removed from office by the Commissioner of Education for willful violation of any provision of law, neglect of duty, or willfully disobeying any decision, order or regulation of the Commissioner. The Board of Education may also remove a Board member for misconduct relating to the exercise of authority as a Board member. A written copy of all charges made of such misconduct must be served upon the Board member at least ten (10) days before the time designated for a hearing on the charges; and the Board member shall be allowed a full and fair opportunity to refute such charges before removal.

As a small city school district, the District is not obligated to fill a vacancy on the Board which occurs due to death, resignation, removal from office or from the School District, or refusal to serve of a Board member.

However, the Board may fill the vacancy by appointment for a term ending with the next annual election of the School District. If the Board chooses to fill the vacancy by appointment, the appointment requires a majority vote of the remaining members of the Board.

~~The Board, at its own option, may instead call a special election within ninety (90) days to fill the unexpired term.~~ If not so filled, the District Superintendent of the Supervisory District may appoint a competent person to fill the vacancy until the next annual election.

A person elected or appointed to fill a vacancy shall take office immediately upon filing the oath of office.

Education Law Sections 306, 1607, 1706, 1709(17)(18), 1804(1), 2103(2), 2109, 2111, 2112, 2113, 2502, 2503 and 2553 Public Officers Law Sections 30, 31 and 35

Adoption Date



**Close****Send Policy To..**

Category: 1000 By-Laws of the Board

**1260**

Policy: 1260

Adopted: Last Revised:

Type:

04/11/89

12/12/88

Title: **Filling Vacancies**

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When a vacancy shall occur or exist in the office of member of the Board, except by reason of expiration of term or of an increase in the number of members of such Board, a majority of the remaining members of such Board will appoint a person to fill the vacancy. To fill such vacancy the Board will solicit nominations through the public media, interview all nominees and select a qualified person from among the nominees. The person so appointed shall hold office to and including the thirtieth (30th) of June next succeeding the first annual school election at which the vacancy may be filled.

Education Law 2502 (6)

ADOPTED BY THE BOARD OF EDUCATION AT THEIR MEETING ON DECEMBER 12, 1988.

**Close****Send Policy To..**

Category: 1000 By-Laws of the Board

Policy: 1270

Type:

Title: **Removal from Office****1270**

Adopted: Last Revised:

04/11/89 01/01/89

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The Board and the Commissioner of Education may remove a member found guilty of official misconduct as provided by law.

Education Law 306, 1706, 1709-18

## By-Laws

**SUBJECT: DUTIES OF THE EXTERNAL (INDEPENDENT) AUDITOR**

The responsibility for engaging a qualified and competent Certified Public Accountant (CPA) or Public Accountant (PA) to perform the annual audit of the District's financial statements resides with the Board of Education. State laws and regulations require that the annual audit be "accepted" by a resolution of the Board of Education. This resolution along with the audit report must be filed with State Education Department (SED) in a timely manner. In addition, the independence and objectivity of the auditor may be enhanced when the Board of Education and Audit Committee perform an oversight role with respect to the hiring and performance of the auditor, as required by law. The Board will publish a request for proposals to hire an auditor at least every five years.

The independent auditor must conduct the audit in accordance with Generally Accepted Government Auditing Standards (GAGAS) issued by the Comptroller General of the United States. Standards of GAGAS are organized as general, fieldwork, and reporting.

Below are some important considerations the District shall expect of the auditor in preparing the audit; however, they should not be considered all-inclusive or a substitute for the auditor's professional judgment.

- a) Independence: The auditor must document that he/she is independent of the District and free of personal and external impairments. The auditor must establish an internal quality control system to identify any personal and external impairment and assure compliance with GAGAS independence requirements.
- b) Internal Quality Control System: The auditor must document that his/her internal quality control processes adequately demonstrate compliance with government auditing standards. He/she must establish an organizational structure, policies and procedures to provide reasonable assurance of complying with applicable standards governing audits.
- c) Internal Controls: The auditor must obtain a sufficient understanding of the District's internal controls and document such understanding covering the five interrelated components: the control environment, risk assessment, control activities, information and communication, and monitoring.
- d) Planning and Supervision: The auditor's work is to be properly planned and supervised and consider materiality in order to provide reasonable assurance of detecting misstatements resulting from direct and material illegal acts and material irregularities to financial statements. The auditor should also be aware of the possibility that indirect illegal acts may have occurred.
- e) Audit documentation: In order to meet the GAGAS requirements, the audit documentation should provide a clear understanding of its purpose, the source, and the conclusions the auditor reached. It should be organized to provide a clear link to the findings, conclusions, and recommendations contained in the audit report.

(Continued)

By-Laws

**SUBJECT: DUTIES OF THE EXTERNAL (INDEPENDENT) AUDITOR (Cont'd.)**

- f) Reporting on Internal Controls and Compliance: The auditor must report on and present the results of his/her testing of the District's compliance with laws and regulations and its internal controls over financial reports in light of irregularities, illegal acts, other material noncompliance, significant deficiencies, and material weaknesses in internal controls.

Generally Accepted Government Auditing Standards (GAGAS) Sections 3.50-3.54, 4.03, 4.19-4.24, and 5.07-5.20

Education Law Section 2116-a

8 New York Code of Rules and Regulations (NYCRR) Sections 170.2, 170.3 and 170.12

Adoption Date

**Close** **Send Policy To..**

Category: 1000 By-Laws of the Board  
Policy: 1350  
Type:  
Title: **School Auditor: Duties of**

**1350**  
Adopted: Last Revised:  
04/11/89 01/01/89

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The Board may appoint an auditor who shall hold the position subject to the pleasure of the Board. No person shall be eligible for appointment to the office of auditor who shall be:

- a) a member of the Board;
- b) the clerk or Treasurer of the Board;
- c) the official of the district responsible for business management;
- d) the purchasing agent;
- e) clerical personnel directly involved in accounting and purchasing functions.

Education Law 2526

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## **CECSD's Policy Manual Board Policy Reviews – 2<sup>nd</sup> Review**

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|--------------------|------------|---------------------------------|
| <b>Policy 1331</b> | 02/14/2012 | 1 <sup>st</sup> Review by Board |
|                    | 02/28/2012 | 2 <sup>nd</sup> Review by Board |
| <b>Policy 1332</b> | 02/14/2012 | 1 <sup>st</sup> Review by Board |
|                    | 02/28/2012 | 2 <sup>nd</sup> Review by Board |
| <b>Policy 1333</b> | 02/14/2012 | 1 <sup>st</sup> Review by Board |
|                    | 02/28/2012 | 2 <sup>nd</sup> Review by Board |
| <b>Policy 1338</b> | 02/14/2012 | 1 <sup>st</sup> Review by Board |
|                    | 02/28/2012 | 2 <sup>nd</sup> Review by Board |

## By-Laws

**SUBJECT: DUTIES OF THE DISTRICT CLERK**

The District Clerk will be appointed by the Board at its Annual Organizational Meeting and will serve for a period of one (1) year. The Clerk's duties include the following:

- a) Attends all meetings of the Board and keeps a record of its proceedings and records, by name, those in attendance;
- b) Prepares minutes of the meetings of the Board, obtains approval of the minutes by the Board at the next meeting, signs the minutes to signify their official standing and forwards copies of the minutes to each member of the Board of Education;
- c) Sends notices of special meetings to members of the Board; contacts and communicates with members as required;
- d) Sees that the proper legal notices and announcements are published on all specifications and items out on bid, in accordance with state law;
- e) Maintains an up-to-date record of Board policies and by-laws;
- f) Delivers to, and collects from, the President (or Vice President) such papers for signature as may be necessary;
- g) Distributes notices to the public announcing availability of copies of the budget to be presented at the Annual District Meeting in compliance with the requirements of the State Education Law;
- h) Administers oaths of office, as required by Public Officers Law Section 10;
- i) Gives written notice of appointment to persons appointed as inspectors of election;
- ~~j) Calls all meetings to order in the absence of the President and Vice President;~~
- k) Assumes other duties customary to the office.

The above duties of the District Clerk are not intended to be complete but should serve as a comprehensive guide in undertaking the duties of this office. The District Clerk shall perform such other duties as may be assigned from time to time by the Board.

Education Law Section 2121  
Public Officers Law Section 104

Adoption Date

## By-Laws

**SUBJECT: DUTIES OF THE SCHOOL DISTRICT TREASURER**

The Treasurer is appointed by the Board of Education at the Annual Organizational Meeting and will be covered by a blanket bond. In addition to the routine duties of accounting, filing, posting and preparing reports and statements concerning District finances, the District Treasurer shall perform other specific tasks as follows:

- a) Acts as custodian of all moneys belonging to the School District and lawfully deposits these moneys in the depositories designated by the Board;
- b) Pays all authorized obligations of the District as directed, including payments of bond principal and interest;
- c) Maintains proper records and files of all checks, and approved payment of bills and salaries;
- d) Makes all such entries and posts to all such financial ledgers, records and reports, including bond and note registers, as may be properly required to afford the District an acceptable and comprehensive financial accounting of the use of its moneys and financial transactions;
- e) Signs all checks drawn on District fund accounts provided that the District's Claims Auditor has attested to the authority to issue the check based upon proper evidence of a charge against the District's funds;
- f) Assumes other duties customary to the office.
- g) Job descripton

Education Law Sections 2122, 2130 and 2523

Local Finance Law Sections 163 and 165

8 New York Code of Rules and Regulations (NYCRR) Sections 170.2(g), 170.2(o) and 170.2(p)

Adoption Date



Jurisdiction: SchoolsJurisdictional Class: CompetitiveAdopted:**SCHOOL DISTRICT TREASURER****DISTINGUISHING FEATURES OF THE CLASS:**

The work involves responsibility for planning, implementing and monitoring accounting and fiscal management functions in a school district. The incumbent in this position analyzes and monitors program funds, grants and expenditures; maintains accounting systems; furnishes periodic financial reports; completes the payroll and other related personnel reports; and may oversee account keeping activities completed by contract agencies. The work is performed under the general supervision of a department head or higher level administrator with leeway allowed for the exercise of independent judgment in carrying out details of the work. May supervise the work of subordinate employees engaged in account keeping and fiscal activities. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

- Ensures the proper application and use of the District accounting systems and procedures to provide complete and accurate accounting for an agency's financial transactions;
- Prepares financial reports required by State laws and local rules detailing claims and expenditures;
- Performs cost and budget analyses, financial forecasting feasibility studies and other accounting tasks to aid in program efficiency and effectiveness;
- Prepares and monitors an annual budget as required;
- Maintains ledger and journal accounts and balances and reconciles bank statements and accounts;
- Prepares periodic fiscal and statistical statements and reports for District use, or submission to State and Federal agencies;
- Assists the department head in the preparation of service contracts by collecting and preparing statistical reports;
- Assists the department head in the preparation of a program's annual operating budget and application for grants by compiling and analyzing financial data;
- Advises and consults with department head and other staff on current fiscal and reporting requirements and control of expenditures;
- Coordinates purchases for a department, verifies funds are available from appropriate accounts, prepares requisitions and maintains list of qualified suppliers;
- Uses personal computer to make financial inquiries, maintain records and make financial analyses.;
- May direct and supervise subordinate staff engaged in a variety of account keeping and fiscal activities;
- May coordinate the maintenance of and prepare agency financial, payroll, personnel and attendance records;

**SCHOOL DISTRICT TREASURER: -**

## By-Laws

**SUBJECT: DUTIES OF THE TAX COLLECTOR**

The Tax Collector is appointed annually by the Board of Education and shall be covered by a bond. It shall be the responsibility of the District Tax Collector to perform the following duties:

- a) Prepares and mails tax notices;
- b) Uses suitable printed tax receipt forms as prescribed by the State Tax Commission;
- c) Collects taxes in the amount of the warrant, upon the issuance of the tax warrant by the Board of Education and penalty fees in accordance with the terms of such warrant;
- d) Turns over in a timely manner to the School District Treasurer all money collected by virtue of any tax list and warrant issued;
- e) Submits a report, certified by him/her to the Board of Education, showing the amount of taxes and fees collected along with the unpaid listing. The combination of taxes collected and uncollected shall equal the amount of the warrant;
- f) Turns over to the City Finance Office and the County Treasurer, in March, a list of unpaid taxes;
- g) Carries out such other duties of the position as prescribed in Education Law, Real Property Tax Law, or as established by the Regulations of the Commissioner of Education.

Education Law Sections 2126, 2130 and 2506  
Real Property Tax Law Sections 922, 924, 1322, 1330 and 1338  
8 New York Code of Rules and Regulations (NYCRR) Section 170.2

Adoption Date

## By-Laws

**SUBJECT: DUTIES OF THE SCHOOL PHYSICIAN/NURSE PRACTITIONER**

The school physician/nurse practitioner shall be appointed by the Board of Education. The duties of the school physician/nurse practitioner shall include, but are not limited to, the following:

- a) Performs professional medical services in the examination and care of school children;
- b) Performs routine examinations of school children to detect the presence of contagious diseases and physical defects;
- c) Serves as an on call member on the Committee on Special Education;
- d) Reports to the Board on school health services;
- e) Coordinates scheduling for physical examinations to all students participating in interscholastic athletics;
- f) Develops the program of health service in accordance with policies approved by the Board and as directed by the Superintendent of Schools;
- g) Conducts physical exams for all bus drivers and substitutes prior to employment and annually thereafter as required as needed;
- h) Conducts physical exams for all new employees (instructional and non-instructional) as required as needed;
- i) Conducts a medical evaluation on any employee at the request of the Board of Education.

Education Law Sections 902, 913 and 6902

Adoption Date

**AGREEMENT FOR SHARING  
Director of Transportation**

This Agreement is entered into as of February 14, 2012, by and between the Homer Central School District, Homer, New York ("Homer CSD") and the Cortland Enlarged City School District, Cortland, New York ("CCSD"). The two school districts are sometimes referred to in this Agreement individually or collectively as "participating district(s)" or the "parties," as applicable.

**RECITALS**

Section 1981 of the Education Law authorizes school districts to enter into agreements for sharing the services of any employee with district-wide administrative or supervisory responsibilities.

The parties wish to share the services of Director of Transportation, which is a position with district-wide supervisory responsibilities.

Article 5-G of the General Municipal Law authorizes school districts to enter into municipal cooperation agreements to provide for the performance of their functions, powers or duties on a cooperative, joint or contract basis.

The parties wish to enter into an Agreement to provide transportation supervisory functions in a shared manner.

In consideration thereof and of other good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

**1. Shared Personnel**

The parties hereby agree to share on a 50/50 basis the services of Director of Transportation in accordance with Section 1981 of the Education Law.

**2. Authority and Duties**

The Director of Transportation shall, in general, have and exercise all functions and authority of a Director of Transportation as prescribed by any applicable rules, policies and practices of each of the participating school districts respectively, and as listed on the job description attached as Exhibit "A".

### **3. Employing District/Employment Decisions**

(a) Because the Director of Transportation is a position with Conditions for Employment including benefits, the Director of Transportation shall be considered to be employed by Homer CSD; provided, however, that any decisions regarding probationary appointment and compensation package of the Director of Transportation shall be made with the consent of a majority of the boards of education of each participating district. Decisions regarding termination or discipline of the Director of Transportation shall be made by Homer CSD in consultation with CCSD or any other participating district as may become a party to this or any successor Agreement. Services rendered by the Director of Transportation under this Agreement to any participating district shall be deemed to have been rendered in the Homer CSD for all applicable purposes under the Education Law, including, but not limited to: accumulation of vacation and sick leave; seniority; and discipline. Any review or evaluation of the quality and/or competency of the Director of Transportation's professional performance shall be conducted and rendered by Homer CSD, with appropriate input provided by CCSD.

(b) In the event the principal employing district abolishes the position of Director of Transportation and creates a new position for the performance of similar duties, the new position shall be deemed similar if more than 40% of the functions in the new position were performed by the Director of Transportation in the shared position.

(c) In the event that a participating district other than Homer CSD decides to discontinue the services of the Director of Transportation pursuant to the terms of this Agreement, the Director of Transportation shall retain his seniority rights at Homer CSD only. In the event of the termination of all cooperative agreements with respect to this position, the Director of Transportation will become the Director of Transportation for Homer CSD exclusively, with such salary, benefits, and terms and conditions of employment as are set by the Board of Education of Homer CSD for that position.

### **4. Participating District Policies**

Nothing in this Agreement shall limit, in any way, the right of the participating districts to promulgate educational or administrative policies pertaining to their respective districts pursuant to law, rule or regulation.

### **5. Approval**

This Agreement to share personnel pursuant to Section 1981 of the New York Education Law is subject to the approval and oversight of the District Superintendent of the Onondaga-Cortland-Madison BOCES, in accordance with subsection (3) of that Section.

## **6. Transportation Services**

The parties hereby agree that the services to the participating districts will be provided on an ongoing basis from both participating sites. Due to the nature of the duties of the Director of Transportation position, each party understands and stipulates that services are generally capable of being rendered to it from the other participating district's site.. It is anticipated by the parties that under ordinary circumstances the Director of Transportation will be on the site of each participating district approximately 2.5 days per week, notwithstanding travel time between the participating districts, generally reflecting physical presence in the same ratio as the performance of his or her services to the participating districts. However, the parties stipulate and understand that the Director of Transportation may, within his or her own good judgment and within any particular time period, reallocate his or her working time at the site of each participating district as specific circumstances demand, without compromising the performance of his or her duties to the other participating district. .

## **7. Time Away from Work**

All decisions regarding approval or denial or requests for time off, shall be made by Homer CSD after appropriate consultation between the participating districts. .

## **8. Term and Termination**

The term of this agreement is for One year and four months from March 1, 2012 through June 30, 2013, at which time it will terminate unless renewed or extended by the parties in writing. Any party may terminate its participation in this agreement by written notice delivered to the Superintendent of Schools of the other participating district (or, should this Agreement be extended to other participating districts, to the Superintendent of Schools of each participating district) before January 1 of any school year, to be effective on June 30<sup>th</sup> of that same school year.

## **9. Cost Sharing**

The participating districts agree to share equally all costs associated with maintaining the position of the Director of Transportation, including but not limited to: the salary, benefits and expenses of the Director of Transportation, and all other allocable expenses as may be agreed by the parties from time to time. The 50/50 ratio of cost-sharing between the participating districts with respect to the position of Director of Transportation shall be reflected by any requisite reporting by each district to the New York State Retirement System and/or any other agency or entity to which such or similar reporting of employment is required by law. Homer CSD will annually prepare a budget on or before January 31<sup>st</sup> of each school year for the successive school year, for the review and approval of the participating districts. The cost as determined in the approved budget shall be allocated to each participating district in a 50/50 share. Payment by CCSD of its share of the aforementioned costs to Homer CSD shall be made monthly during the school year by the first day of each month in which services are rendered, without the necessity of an invoice or demand. Such payments shall commence for each school year in the month of July. Late payments will carry an interest of 3% charge, payable in the same month. If this contract is entered into prior to July 1, 2012, costs will be prorated for less than the full year.

## **10. Indemnification and Insurance**

The parties agree that the Homer CSD will be protected, defended, indemnified and held harmless by CCSD or any other participating district involved in this or any successor Agreement, from any and all claims, suits or demands of any nature arising out of this Agreement ~~and~~, except those arising out of the negligence of Homer CSD, its agents servants or employees-brought by or on behalf of students or person in a parental relationship to students of that participating district. The parties further agree to maintain, at minimum, a policy or policies of commercial liability coverage, including contractual liability coverage, naming the Homer CSD as an additional insured, in a minimum amount of \$1,000,000 from such insurance companies as are deemed reasonably acceptable by Homer CSD.

The Parties further agree that this agreement creates a special employment relationship for purposes of the Worker's Compensation Law between the Director of Transportation and CCSD for the term of this agreement.

**11. Miscellaneous**

This Agreement constitutes the entire agreement of the parties with respect to its subject matter. It may be amended only in writing, agreed to and signed by all of the parties. This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one and the same instrument. This Agreement shall be approved by each party's Board of Education in accordance with the requirements of law applicable to such party. This Agreement shall be governed by and construed in accordance with the laws of the State of New York. Cortland County, New York, shall be the venue of any action or proceeding arising from or related to this Agreement. Paragraph headings have been provided for convenience of reference only and shall not control, affect the meaning or be used in the interpretation of any provisions of this Agreement.

**IN WITNESS WHEREOF**, the Parties hereto have caused this Agreement to be executed by their duly authorized officers as of the day and year first above written.

HOMER CSD

CORTLAND CSD

\_\_\_\_\_  
President of the Board of Education

\_\_\_\_\_  
President of the Board of Education

Date \_\_\_\_\_

Date: \_\_\_\_\_



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## SCHEDULE OF RESIGNATIONS AND LEAVES

ADMINISTRATORS, INSTRUCTIONAL AND NON-INSTRUCTIONAL STAFF  
School Year 2011-12

Schedule Number: 10.85  
Board Meeting Date: February 28, 2012  
Color: White

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

**ADMINISTRATIVE/INSTRUCTIONAL PERSONNEL:**

| RESIGNATION         | POSITION                  | ORIGINAL APPOINTMENT | RESIGNATION DATE | REASON       |
|---------------------|---------------------------|----------------------|------------------|--------------|
| Davis, Esther       | Kindergarten              | 01/31/1994           | 07/01/2012       | Retirement.  |
| Snowberger, Kathryn | Speech                    | 09/01/1982           | 07/01/2012       | Retirement.  |
| Tobin, John         | 5 <sup>th</sup> Grade     | 09/01/1994           | 07/01/2012       | Retirement.  |
| Spring, Laurence    | Superintendent of Schools | 07/01/2006           | 05/30/2012       | Resignation. |

**NON-INSTRUCTIONAL PERSONNEL:**

| RESIGNATION | POSITION | ORIGINAL APPOINTMENT | EFFECTIVE DATE | REASON |
|-------------|----------|----------------------|----------------|--------|
|             |          |                      |                |        |
|             |          |                      |                |        |

**INSTRUCTIONAL/NON-INSTRUCTIONAL PERSONNEL:**

| LEAVE OF ABSENCE  | POSITION          | ORIGINAL APPOINTMENT | LEAVE DATES                         | REASON  |
|-------------------|-------------------|----------------------|-------------------------------------|---|
| Williams, Claudia | Special Education | 02/01/2009           | Anticipated 04/27/2012 – 06/30/2012 | Parental leave – If part of this leave is to be paid, the period of disability, confirmed by a physician, will be defined in the doctor's note. |
|                   |                   |                      |                                     |   |

## SCHEDULE OF APPOINTMENTS

Non-Instructional Personnel  
To Fix Salaries and Schedule Conditions for the School Year 2011-12

Schedule Number: 1057  
Board Meeting Date: February 28, 2012  
Color: White

| NAME             | JOB TITLE           | SERVICE AREA | EFFECTIVE DATE | APPOINTMENT TYPE | REMARKS  | SALARY/ HOURLY RATE |
|------------------|---------------------|--------------|----------------|------------------|--|---------------------|
| Tyrrell, Lori    | Bus Driver          | District     | 02/29/2012     | Probationary     | Lori will fill the Bus Driver vacancy due to resignation.              | \$16.09             |
| Coe, Jerry       | Bus Driver          | District     | 02/29/2012     | Probationary     | Jerry will fill the Bus Driver vacancy due to retirement.              | \$16.09             |
| Eaton, Connielee | Food Service Helper | Randall      | 02/29/2012     | Probationary     | Connielee will fill the Food Service Helper vacancy due to retirement. | \$9.60              |
| Gore, Bridget    | Teacher Aide        | Randall      | 01/31/2012     | Reinstatement    | Bridget will fill the Teacher Aide vacancy as a PEL reinstatement.     | <i>\$9.60*</i>      |

\*Corrected rate in italics

# **SCHEDULE OF APPOINTMENTS**

## **Non-Instructional Substitute Personnel To Fix Salaries and Schedule Conditions for the School Year 2011-12**

Schedule Number: **1058**  
Board Meeting Date: **February 28, 2012**  
Color: **White**

**The following individuals are appointed conditionally (pending fingerprint clearance) to the substitute list for non-instructional personnel. The Superintendent is authorized to make assignments from the list.**

| <b>Last Name</b> | <b>First Name</b> | <b>Title</b> | <b>Rate</b> |
|------------------|-------------------|--------------|-------------|
| Davis            | Oscar             | Bus Driver   | \$13.70     |
| Arnone           | Kelsey            | Teacher Aide | \$8.55      |

## SCHEDULE OF APPOINTMENTS

### ELEMENTARY & SECONDARY SUBSTITUTE TEACHERS/TUTORS 2011-12

Schedule Number: **2174**

Board Meeting Date: **February 28, 2012**

Color: **Yellow**

**The following individuals are emergency conditional appointments to the substitute teacher list. The Superintendent is authorized to make assignments from the list.**

| <b>Name</b>          | <b>Title</b>       | <b>List</b> | <b>Daily Rate</b> | <b>Remarks</b>            |
|----------------------|--------------------|-------------|-------------------|---------------------------|
| DePerno, Danielle    | Substitute Teacher | A           | \$83.00           | Retroactive to 12/15/2012 |
| Arnone, Kelsy        | Substitute Teacher | A           | \$83.00           |                           |
| Stannard, Laurie     | Substitute Teacher | A           | \$83.00           |                           |
| Whittaker, Mary Beth | Tutor              |             | TBD               |                           |

**\* Substitutes appointed above are automatically eligible to substitute as Teaching Assistants.**