

**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, March 13, 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.) Ms. Kristy Alberry and Mr. Mike Buchalla – Fundraising Support of the Santoy Basic School in Negril, Jamaica
    - 2.) OCM BOCES McEvoy CTE Regional Skills USA Competition Winners
  - 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.) OCM BOCES Annual Meeting – April 4, 2012 – Henry Campus, Syracuse
    - 3.) Financial Planning Committee
- 5. PRESENTATIONS**
  - a. 2012-13 Budget Discussion
- 6. CONSENT ITEMS**
  - a. Minutes of February 28, 2012 Regular Meeting
  - b. Minutes of March 6, 2012 Special Meeting
  - c. Approval of CSE/CPSE Recommendations
  - d. Approval/Appointment of Board of Registration and Election Inspectors as Presented for the Budget Vote and Election May 15, 2012
- 7. OLD BUSINESS - none**
- 8. NEW BUSINESS**
  - a. 1<sup>st</sup> Reading Erie I BOCES Policy Revisions
  - b. 2<sup>nd</sup> Reading Erie I BOCES Policy Revisions
  - c. Universal Pre-K Contracts
  - d. Field Placement Agreement – Syracuse University
  - e. OCM BOCES Board Member Nomination
- 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
  - b. Assistant Superintendent for Pupil and Personnel Services
    - 1.) March 16, 2012 Professional Development Day and Wellness Activities
  - c. Superintendent

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 28, 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 28, 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 proposed, pending or current litigation.**  
**Moved by Ms. Davis-Howard, seconded by Mr. Klinger. No further discussion.**  
**Final Vote: Yes – 6, No – 0. Motion Carried.**  
**The Executive Session adjourned at 7:04 p.m.**  
**Moved by Ms. Davis-Howard, seconded by Mr. Natoli. No further discussion.**  
**Final Vote: Yes – 6, No – 0. Motion Carried.**
3. **RECALL TO ORDER and PLEDGE OF ALLEGIANCE**  
Mr. Young recalled the Regular Meeting to order at 7:08 p.m. and the Pledge of Allegiance was recited.
4. **COMMUNICATIONS and RECOGNITION**
  - a. Kudos Korner
    - 1.) 2012 Post Scholastic Art Awards Recipients  
The Board recognized Art teachers Ms. Cynthia Andrews, Mr. CJ Hodge and Ms. Robin Jackson and thirteen of their students who earned medals or honorable mention in the 2012 Scholastic Art Awards Program. The teachers and students received certificates of extraordinary achievement on behalf of the Board.
  - b. Audience Participation – on items related to the Agenda (Speakers are asked to limit their comments to two minutes.) There were no requests to address the Board.
  - c. Board Member Reports
    - 1.) President’s Report - Mr. Lyman was absent from tonight’s meeting.
    - 2.) Financial Planning Committee  
Mr. Ferraro reported that the committee is wrapping up its work with recommendations they will make to the Board regarding reducing costs. However, they have scheduled three additional meetings to work on recommendations regarding the overall structure of what the budget should look like—the impact of 2% tax cap, what our reserves look like, and our revenue stream.
    - 3.) Audit Committee  
Ms. Van Donsel reported that the committee met on February 15. They discussed different aspects of the District’s financial functions including internal and external audit functions. They discussed what areas they would like Questar III BOCES to look at during the internal audit, and will make a recommendation to the Board at a later date. The committee discussed ways to make auditing and purchasing processes more efficient including the purchase of purchasing software.

4.) Policy Review Committee

Mr. Spring reported that the committee met on February 16 and continues to work through policy recommendations by Erie 1 BOCES. Policy Committee recommendations will be reviewed under New Business.

**5. PRESENTATIONS**

a. Capital Project Update

Mr. Jim Mulherin, of Lend Lease, and Mr. Brian Domke, of Tetra Tech Architects and Engineers provided their monthly update on the progress of our Capital Project. They reviewed the work accomplished throughout the district to date. Mr. Mulherin reported that the fume hood system and dust collectors in the technology area are installed and operating.

b. 2<sup>nd</sup> Quarter Academic Report

Mr. Spring reported on 2<sup>nd</sup> quarter academic progress. He noted that students in grades K-6 are expected to reach grade level standards by the end of the year. The scores displayed in his presentation represented the percentage of students whose scores reflect grade level proficiency in broad academic terms. He asked the audience to keep in mind that our teachers set our benchmarks, and set them at a challenging set standard in order to assist in identifying students who need help.

Mr. Spring shifted to Tableau, our new data visualization software, and Infinite Campus, our new student information system, to report progress at the Jr.-Sr. High School. The software allows us to look at a number of factors that can influence student success, and helps us to identify students in crisis in order to implement emergency measures.

c. Line Item Budget

Mr. Frank Ferraro, Interim Director of Business Operations, provided a first look at a draft budget for 2012-13, including an overview of revenues, reserve analysis and appropriations. He explained that he has rebuilt the budget to make it more transparent and to provide the Board with another tool to help the public understand what the District is going through financially in the coming year. Mr. Ferraro thanked the Board, Mr. Spring and Ms. Riley for their support as he works through the budget process.

**6. CONSENT ITEMS**

a. Minutes of February 14, 2012 Regular Meeting

b. Approval of CSE/CPSE Recommendations

607000006, 610370907, 610365275, 610238556, 610235822, 607000029, 610382379, 610333274, 610283537, 610350593, 610379697, 610346142, 610264516, 610345644, 610253551, 610262722, 607000131, 610350920, 610285127, 610363584, 610264307, 610296200, 610313195

**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. Financial Reports: Treasurer’s Report, Appropriations, Trial Balance, Revenues, Intrafund Transfers, Warrant – January 2012

**Resolved, upon the recommendation of the Superintendent, to approve Financial Reports dated January 2012 as presented.**

**Moved by Mr. Klinger, seconded by Mr. Natoli.** Under discussion additional clarity was sought on retro pay for teachers and the purchase order process. Also discussed were expenses in a dump code, transfers, driver’s education, incarcerated youth, and textbook purchases. The Financial Reports were approved with the exception of Intrafund Transfers as there were none.

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

- b. 1<sup>st</sup> Reading Erie I BOCES Policy Revisions  
**SUGGESTED RESOLUTION: 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 1260 & 1270 to #1230, *Resignation and Dismissal*
  - 2.) CCSD Policy 1350 to #1334, *Duties of the External (Independent) Auditor*
  - 3.) CCSD Policy 1530 to #1520, *Special Meeting of the Board of Education*
- Moved by Mr. Klinger, seconded by Ms. Griffin.** Under discussion #1230 will go back to the Policy Review Committee for further review, #1520 was omitted from the packet and therefore will be reviewed at the next meeting, and #1334 was approved and will come before the Board for a 2<sup>nd</sup> reading at the next meeting.  
**Final Vote: Yes – 6, No – 0. Motion Carried.**
- c. 2<sup>nd</sup> Reading Erie I BOCES Policy Revisions  
**SUGGESTED RESOLUTION: Resolved, upon the recommendation of the Superintendent, to accept the 2<sup>nd</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 Ms. Davis-Howard.** Under discussion it was asked if there is anything that the former Treasurer did that is not being done by the CBO Treasurer. Mr. Spring replied that the duties not covered by the CBO are being spread among the remaining business office personnel with temporary clerical hired to assist during busier times such as tax collection.  
**Final Vote: Yes – 6, No – 0. Motion Carried.**
- d. Approval of Transportation Agreement  
**Resolved, upon the recommendation of the Superintendent, to approve the agreement for sharing Director of Transportation Services as presented.**  
**Moved by Ms. Griffin, seconded by Mr. Klinger. No further discussion.**  
**Final Vote: Yes – 6, No – 0. Motion Carried.**
- e. Approval of Search Consultant for the Position of Superintendent of Schools  
**Resolved, upon the recommendation of the Superintendent, to approve Dr. Jessica Cohen, District Superintendent of Schools, as Search Consultant for the position of Superintendent of Schools.**  
**Moved by Mr. Klinger, seconded by Ms. Griffin.** Under discussion it was noted that, under our BOCES services, Dr. Cohen's consultant services are available at no extra cost to the district. Although she is retiring at the end of this year, she assured the Board that she would guide them to the end of the search. Following Board approval, Dr. Cohen will meet with the Board to review the timeline, and next steps in the search process.  
**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. 10.85.**  
**Moved by Mr. Natoli, seconded by Mr. Klinger.** Under discussion the Board thanked the three retirees, Ms. Kathy Snowberger, Ms. Esther Davis, and Mr. John Tobin, for their service to the district, and accepted their retirements 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 1057 and 1058.**  
**Moved by Mr. Natoli, 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 Schedule of Appointment 2174.**  
**Moved by Ms. Griffin, seconded by Mr. Klinger. No further discussion.**  
**Final Vote: Yes – 6, No – 0. Motion Carried.**

**10. LEADERSHIP REPORTS**

- a. Director of Business Operations
  - 1.) Financial Report  
Mr. Ferraro provided an appropriations status report. Seventy percent of the budget has been spent to date with twenty-five percent being encumbered. He reported that the district is in a good position as far as our revenues and cash. In the next months he will provide a more in-depth analysis on appropriations and fund balances and present that to the Board.
- b. Assistant Superintendent for Pupil and Personnel Services
  - 1.) Universal Pre-K Update  
Mrs. Riley reported that we have received six agency RFPs for eleven different programs for the 2012-13 Universal Pre-K. We are looking at a stable level of enrollment which we would like boost to increase our funding which is currently \$468,206. The contracts will be presented for action at the next Board meeting.
- c. Superintendent
  - 1.) Change Orders  
Mr. Spring reviewed a summary of change orders and explained the reasons for each.

**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:**

Budget Discussion was added to the next meeting agenda.

**13. ADJOURNMENT**

With no further business to discuss, Mr. Young asked for a motion to adjourn the meeting at 9:02 p.m.

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

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

**CORTLAND ENLARGED CITY SCHOOL DISTRICT**  
**Board of Education Meeting – Tuesday, March 6, 2012 – Special Meeting 7:00 p.m.**  
**Kaufman Center, 1 Valley View Drive, Cortland NY**

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A special meeting of the Board of Education was held on Tuesday, March 6, 2012 at the Kaufman Center, 1 Valley View Drive, Cortland, New York.

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

**Also Present:** Cortland Standard Representative; Ms. Margaret Baccaro, Clerk; Dr. Jessica Cohen

**1. CALL TO ORDER and PLEDGE OF ALLEGIANCE**

Mr. Lyman recalled the Special Meeting to order at 7:02 p.m. and the Pledge of Allegiance was recited

**2. NEW BUSINESS**

**a. Discussion on Superintendent Search**

Mr. Lyman announced that this Special Meeting was called for the purpose of discussing the Superintendent search process. He had requested that the entire Board meet together as a team to offer transparency as this process unfolds.

Mr. Lyman introduced Dr. Jessica Cohen, District Superintendent of Schools and Search Consultant, who lead the discussion. Board members dialogued on the following items: timeline, candidate pool, pros and cons of a residency requirement, advertising, salary and length of contract. A draft brochure was shared for Board member perusal.

Dr. Cohen announced that Board members would be receiving a survey to complete the following day. The purpose is to seek input on what Board members want/expect in a new superintendent.

Two future meeting dates were set to review the survey results, review candidate criteria and develop interview questions. In addition dates were set for initial and final interviews and candidate visitations to the district.

**3. EXECUTIVE SESSION**

**In accordance with Public Officer's Law Section 96, Subdivision 1, Mr. Lyman called for an Executive Session at 8:50 p.m. to discuss the medical, financial, credit or employment history of particular persons.**

**Moved by Mr. Natoli, seconded by Mr. Klinger. No further discussion.**

**Final Vote: Yes – 7, No – 0. Motion Carried.**

**The Executive Session adjourned at 9:20 p.m.**

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

**Final Vote: Yes – 7, No – 0. Motion Carried.**

**4. RECALL TO ORDER**

Mr. Young recalled the meeting to order at 9:20 p.m.

**5. ADJOURNMENT**

With no further business to discuss, Mr. Lyman asked for a motion to adjourn the meeting at 9:22 p.m.

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

**Final Vote: Yes – 7, No – 0. Motion Carried.**

6d

**Board of Registration/Election Inspectors**  
**May 15, 2012 Budget Vote and Election**  
**(5/1/12 Registration Day)**

SAL	FN	LN	PHONE	ADDR	CITY	ST	ZIP	DISTRICT	POLL LOCATION	On County Inspector List
Mr.	John	Storie	835-6619	2431 Page Green Rd.	Cortland	NY	13045		Board of Registration	X*
Mr.	Harry	Weston	756-6516	386 Nye Road	Cortland	NY	13045		Board of Registration	X*
Ms.	Joan	Mack	753-0458	10 Peaceful Drive	Cortland	NY	13045	One	Kaufman Center	D-X*
Mr.	Gerald	O'Rourke	753-1162	16 East Ave.	Cortland	NY	13045	One	Kaufman Center	D-X*
Ms.	Laura	Smith	756-8211	13 Leon Ave., #244	Cortland	NY	13045	One	Kaufman Center	R-X*
Ms.	Elsie	Ferro	756-6372	15 Denti Way	Cortland	NY	13045	One	Kaufman Center	R-X*
Mr.	James	Hamilton	753-9973	85 Floral Ave.	Cortland	NY	13045	One	Kaufman Center	R-X*
Ms.	Carolyn	Dorn	753-8598	234 Kennedy Pkwy.-Bldg 2	Cortland	NY	13045	One	Kaufman Center	I-
Ms.	April	Friedah	753-3977	3296 Clute Rd.	Cortland	NY	13045	Nine	Cortlandville Town Hall	D-X*
Ms.	Norma	Baker	753-7123	1257 Isabel Drive	Cortland	NY	13045	Nine	Cortlandville Town Hall	R-X*
Mr.	Judy	Pierce	756-2776	1127 Gallagher Rd.	Cortland	NY	13045	Nine	Cortlandville Town Hall	R-X
Mr.	John	Storie	835-6619	2431 Page Green Rd.	Cortland	NY	13045	Ten	Virgil Elementary School	D-X*
Mr.	Harry	Weston	756-6516	386 Nye Road	Cortland	NY	13045	Ten	Virgil Elementary School	D-X*
Mr.	Thomas	Dumas	753-7751	478 Nye Road	Cortland	NY	13045	Ten	Virgil Elementary School	R-X

\* Previous Inspectors

X On County Inspector List

Board of Registration and Inspector List Approved at 1st meeting in March Board Meeting

If anyone above is unable to serve, Supt. is given the authority to appoint someone from the County lists at the Org. Mtg.



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

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<b>Policy 2210</b>	03/13/2012	1 <sup>st</sup> Review by Board 2 <sup>nd</sup> Review by Board
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**CECSD's Policy Manual  
Board Policy Reviews – 2<sup>nd</sup> Review**

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<b>Policy 1334</b>	02/28/2012	1 <sup>st</sup> Review by Board
	03/13/2012	2 <sup>nd</sup> Review by Board

**SUBJECT: COMMITTEES OF THE BOARD****Committees for a Specific Purpose**

The Board and/or the President of the Board may at its discretion establish committees for the purpose of undertaking a specific task in connection with Board activity. These committees, however, cannot make legal decisions for the entire Board.

At the request of the Board, the President shall appoint temporary committees consisting of less than a quorum of the full membership for special purposes. These committees shall be discharged on the completion of their assignment. The President of the Board shall be an ex-officio member of such committees.

At the beginning of each school year each Board committee may elect a chairperson. The committee shall keep minute of meetings and distribute them to all Board members and the Superintendent. All Board committee meetings are subject to the Open Meeting law.

**Filling Positions on New Committees**

Positions on new committees of the Board shall be filled according to the following:

- a) Following the establishment of a committee of the Board, the Board President shall make inquiry of all Board members of their interest in serving on such a committee. This may be done at the regularly scheduled Board meeting at which the committee is officially established.
- b) The Board President shall assess all expressions of intent and formulate a recommendation of membership on the committee, which shall be presented to the full Board.

**Termination of Committees**

A committee of the Board of Education shall be terminated according to the following:

- a) A request for the termination of such committee shall be made to the Board President by any Board member and/or the President. Such written request shall include the reason for such request for termination and a time schedule to effect such termination.
- b) Such request shall be presented to the entire Board at the next regularly scheduled Board meeting. This initial presentation shall be for informational purposes only.

(Continued)

## Internal Operations

**SUBJECT: COMMITTEES OF THE BOARD (Cont'd.)**

- c) A discussion of this proposal shall be placed on the agenda of the next regularly scheduled Board meeting under the category of "Old Business." All members shall have an opportunity to discuss the matter at this meeting. No formal action on the request shall be taken at this meeting.
- d) The proposal for the elimination of such committee shall be placed on the agenda of the following regularly scheduled Board meeting under the category of "Old Business." The Board President at this time shall entertain a motion for acceptance of the proposal, and upon proper motion and second, shall call for discussion and, further, a vote on the matter. In the event a motion for tabling the original motion is made, such motion shall be acted on, as provided in Robert's Rules of Order.

**Advisory Committees**

The Board of Education recognizes that it may be necessary from time to time to authorize advisory committees for the purpose of enlisting opinions and counsel of the general public. Such committees shall be appointed by the Board of Education. The Board has the right to accept, reject or modify all or any part of a committee recommendation.

**Audit Committee**

The Board has established an audit committee to oversee the annual audit of the District, and report on its findings to the Board.

Education Law Sections 1708, 2116-c and 4601

NOTE: Refer also to Policy #5572 -- Audit Committee

Adoption Date

## 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)

**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

**1350**

Policy: 1350

Adopted: Last Revised:

Type:

04/11/89 01/01/89

Title: **School Auditor: Duties of**

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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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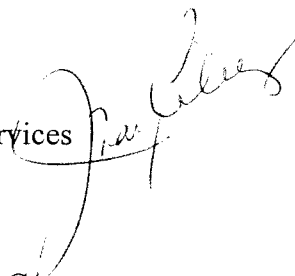
CORTLAND ENLARGED CITY SCHOOL DISTRICT

One Valley View Drive  
Cortland, New York 13045

Kaufman Center  
Phone: 607-758-4100, ext. 2221  
Fax: 607-758-4028

Judi B. Riley  
Assistant Superintendent  
for Pupil and Personnel Services

To: Laurence Spring, Superintendent of Schools  
Members of the Board of Education

From: Judi Riley, Assistant Superintendent for Pupil and Personnel Services 

Date: March 9, 2012

RE: Request for Approval of 2012-2013 Universal Pre-Kindergarten Contracts

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Enclosed please find contracts between Cortland Enlarged City School District and six partner agencies for Universal Pre-Kindergarten services for the 2012-2013 school year. The contracts are approved by the Board of Education annually with the understanding that funds are only allocated as provided in the State Budget.

As always, please call or email with any questions.

**CORTLAND ENLARGED CITY SCHOOL DISTRICT  
UNIVERSAL PRE-KINDERGARTEN PROGRAM CONTRACT  
AGENCY: CAPCO Head Start at the YMCA**

I, as the duly authorized representative of the above named agency, submit the attached application for Universal Pre-Kindergarten Program funds of **\$ 36,000** to provide educational program activities and services for **twelve** children as set forth in Part 151 of the Regulations of the Commissioner, and do hereby certify that information therein is correct and that the agency is in total compliance with applicable Federal and State laws and regulations, including, but not limited to:

1. Title VI of the Civil Rights Act of 1964;
2. Title IX of the Educational Amendments of 1972;
3. Section 504 of the Rehabilitation Act of 1973;
4. Age Discrimination Act of 1973; and
5. Part 151-1 of the Regulations of the Commissioner
6. Section 3502, subdivision 37 of NYS Education Law
7. Stewart B. McKinney Homeless Assistance Act

I realize that the Cortland Enlarged City School District reserves the right to terminate this agreement upon thirty days notice to the Agency. It is mutually understood that the District will exercise said termination in the event UPK funding is not allocated to the District in the 2012-2013 State Budget.

I realize in the event the 2012-2013 State Budget contains UPK funding for the District at a rate greater than \$3,000 per student, it is understood that the District will amend this contract to reflect the increase in funding.

In addition:

1. The applicant agency will adopt and use proper methods of administering each program, including (a) the enforcement of any obligations imposed by law on agencies, institutions, organizations and other recipients responsible for carrying-out each program; and (b) the correction of deficiencies in program operations that are identified through audits, monitoring or evaluation.
2. The applicant agency will cooperate in carrying-out any evaluation of such program conducted by or for the district and/or the State Education Department.
3. The applicant agency will use such fiscal control and fund accounting procedures as will ensure proper disbursement of, and accounting for funds under such program.
4. The applicant agency will (a) make reports to the district and/or State Education Department as may be necessary to enable the district and/or the Department to perform its duties under each program, and (b) maintain records, provide information and afford access to records as the district and/or State Education Department may find necessary to carry-out its duties.
5. The applicant agency's application is consistent with the Universal Pre-Kindergarten Program plan adopted by the district.
6. The applicant agency must provide and document that the equivalent of 180 days of instruction will be provided.

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Agency's Authorized Representative*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Type/Print Name of Authorized Representative*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Chief School Officer*

\_\_\_\_\_  
*Date*

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**Laurence T. Spring**  
*Type/Print Name of Chief School Officer*



**CORTLAND ENLARGED CITY SCHOOL DISTRICT  
UNIVERSAL PRE-KINDERGARTEN PROGRAM CONTRACT  
AGENCY: CAPCO – Parker School Site**

I, as the duly authorized representative of the above named agency, submit the attached application for Universal Pre-Kindergarten Program funds of **\$ 48,000** to provide educational program activities and services for **sixteen** children as set forth in Part 151 of the Regulations of the Commissioner, and do hereby certify that information therein is correct and that the agency is in total compliance with applicable Federal and State laws and regulations, including, but not limited to:

1. Title VI of the Civil Rights Act of 1964;
2. Title IX of the Educational Amendments of 1972;
3. Section 504 of the Rehabilitation Act of 1973;
4. Age Discrimination Act of 1973; and
5. Part 151-1 of the Regulations of the Commissioner
6. Section 3502, subdivision 37 of NYS Education Law
7. Stewart B. McKinney Homeless Assistance Act

I realize that the Cortland Enlarged City School District reserves the right to terminate this agreement upon thirty days notice to the Agency. It is mutually understood that the District will exercise said termination in the event UPK funding is not allocated to the District in the 2012-2013 State Budget.

I realize in the event the 2012-2013 State Budget contains UPK funding for the District at a rate greater than \$3,000 per student, it is understood that the District will amend this contract to reflect the increase in funding.

In addition:

1. The applicant agency will adopt and use proper methods of administering each program, including (a) the enforcement of any obligations imposed by law on agencies, institutions, organizations and other recipients responsible for carrying-out each program; and (b) the correction of deficiencies in program operations that are identified through audits, monitoring or evaluation.
2. The applicant agency will cooperate in carrying-out any evaluation of such program conducted by or for the district and/or the State Education Department.
3. The applicant agency will use such fiscal control and fund accounting procedures as will ensure proper disbursement of, and accounting for funds under such program.
4. The applicant agency will (a) make reports to the district and/or State Education Department as may be necessary to enable the district and/or the Department to perform its duties under each program, and (b) maintain records, provide information and afford access to records as the district and/or State Education Department may find necessary to carry-out its duties.
5. The applicant agency's application is consistent with the Universal Pre-Kindergarten Program plan adopted by the district.
6. The applicant agency must provide and document that the equivalent of 180 days of instruction will be provided.

\_\_\_\_\_  
*Date*

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*Signature of Agency's Authorized Representative*

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*Date*

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*Type/Print Name of Authorized Representative*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Chief School Officer*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
**Laurence T. Spring**  
*Type/Print Name of Chief School Officer*

**CORTLAND ENLARGED CITY SCHOOL DISTRICT  
UNIVERSAL PRE-KINDERGARTEN PROGRAM CONTRACT  
AGENCY: CAPCO – Randall School Site**

I, as the duly authorized representative of the above named agency, submit the attached application for Universal Pre-Kindergarten Program funds of **\$ 36,000** to provide educational program activities and services for **twelve** children as set forth in Part 151 of the Regulations of the Commissioner, and do hereby certify that information therein is correct and that the agency is in total compliance with applicable Federal and State laws and regulations, including, but not limited to:

1. Title VI of the Civil Rights Act of 1964;
2. Title IX of the Educational Amendments of 1972;
3. Section 504 of the Rehabilitation Act of 1973;
4. Age Discrimination Act of 1973; and
5. Part 151-1 of the Regulations of the Commissioner
6. Section 3502, subdivision 37 of NYS Education Law
7. Stewart B. McKinney Homeless Assistance Act

I realize that the Cortland Enlarged City School District reserves the right to terminate this agreement upon thirty days notice to the Agency. It is mutually understood that the District will exercise said termination in the event UPK funding is not allocated to the District in the 2012-2013 State Budget.

I realize in the event the 2012-2013 State Budget contains UPK funding for the District at a rate greater than \$3,000 per student, it is understood that the District will amend this contract to reflect the increase in funding.

In addition:

1. The applicant agency will adopt and use proper methods of administering each program, including (a) the enforcement of any obligations imposed by law on agencies, institutions, organizations and other recipients responsible for carrying-out each program; and (b) the correction of deficiencies in program operations that are identified through audits, monitoring or evaluation.
2. The applicant agency will cooperate in carrying-out any evaluation of such program conducted by or for the district and/or the State Education Department.
3. The applicant agency will use such fiscal control and fund accounting procedures as will ensure proper disbursement of, and accounting for funds under such program.
4. The applicant agency will (a) make reports to the district and/or State Education Department as may be necessary to enable the district and/or the Department to perform its duties under each program, and (b) maintain records, provide information and afford access to records as the district and/or State Education Department may find necessary to carry-out its duties.
5. The applicant agency's application is consistent with the Universal Pre-Kindergarten Program plan adopted by the district.
6. The applicant agency must provide and document that the equivalent of 180 days of instruction will be provided.

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Agency's Authorized Representative*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Type/Print Name of Authorized Representative*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Chief School Officer*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
**Laurence T. Spring**  
*Type/Print Name of Chief School Officer*

**CORTLAND ENLARGED CITY SCHOOL DISTRICT  
UNIVERSAL PRE-KINDERGARTEN PROGRAM CONTRACT  
AGENCY: CAPCO – Smith School Site**

I, as the duly authorized representative of the above named agency, submit the attached application for Universal Pre-Kindergarten Program funds of **\$ 36,000** to provide educational program activities and services for **twelve** children as set forth in Part 151 of the Regulations of the Commissioner, and do hereby certify that information therein is correct and that the agency is in total compliance with applicable Federal and State laws and regulations, including, but not limited to:

1. Title VI of the Civil Rights Act of 1964;
2. Title IX of the Educational Amendments of 1972;
3. Section 504 of the Rehabilitation Act of 1973;
4. Age Discrimination Act of 1973; and
5. Part 151-1 of the Regulations of the Commissioner
6. Section 3502, subdivision 37 of NYS Education Law
7. Stewart B. McKinney Homeless Assistance Act

I realize that the Cortland Enlarged City School District reserves the right to terminate this agreement upon thirty days notice to the Agency. It is mutually understood that the District will exercise said termination in the event UPK funding is not allocated to the District in the 2012-2013 State Budget.

I realize in the event the 2012-2013 State Budget contains UPK funding for the District at a rate greater than \$3,000 per student, it is understood that the District will amend this contract to reflect the increase in funding.

In addition:

1. The applicant agency will adopt and use proper methods of administering each program, including (a) the enforcement of any obligations imposed by law on agencies, institutions, organizations and other recipients responsible for carrying-out each program; and (b) the correction of deficiencies in program operations that are identified through audits, monitoring or evaluation.
2. The applicant agency will cooperate in carrying-out any evaluation of such program conducted by or for the district and/or the State Education Department.
3. The applicant agency will use such fiscal control and fund accounting procedures as will ensure proper disbursement of, and accounting for funds under such program.
4. The applicant agency will (a) make reports to the district and/or State Education Department as may be necessary to enable the district and/or the Department to perform its duties under each program, and (b) maintain records, provide information and afford access to records as the district and/or State Education Department may find necessary to carry-out its duties.
5. The applicant agency's application is consistent with the Universal Pre-Kindergarten Program plan adopted by the district.
6. The applicant agency must provide and document that the equivalent of 180 days of instruction will be provided.

\_\_\_\_\_  
*Date*

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*Signature of Agency's Authorized Representative*

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*Date*

\_\_\_\_\_  
*Type/Print Name of Authorized Representative*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Chief School Officer*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
**Laurence T. Spring**  
*Type/Print Name of Chief School Officer*

**CORTLAND ENLARGED CITY SCHOOL DISTRICT  
UNIVERSAL PRE-KINDERGARTEN PROGRAM CONTRACT  
AGENCY: *Cortland County Child Development – Day Care Program, Inc.***

I, as the duly authorized representative of the above named agency, submit the attached application for Universal Pre-Kindergarten Program funds of **\$ 66,000** to provide educational program activities and services for **twenty-two** children as set forth in Part 151 of the Regulations of the Commissioner, and do hereby certify that information therein is correct and that the agency is in total compliance with applicable Federal and State laws and regulations, including, but not limited to:

1. Title VI of the Civil Rights Act of 1964;
2. Title IX of the Educational Amendments of 1972;
3. Section 504 of the Rehabilitation Act of 1973;
4. Age Discrimination Act of 1973; and
5. Part 151-1 of the Regulations of the Commissioner
6. Section 3502, subdivision 37 of NYS Education Law
7. Stewart B. McKinney Homeless Assistance Act

I realize that the Cortland Enlarged City School District reserves the right to terminate this agreement upon thirty days notice to the Agency. It is mutually understood that the District will exercise said termination in the event UPK funding is not allocated to the District in the 2012-2013 State Budget.

I realize in the event the 2012-2013 State Budget contains UPK funding for the District at a rate greater than \$3,000 per student, it is understood that the District will amend this contract to reflect the increase in funding.

In addition:

1. The applicant agency will adopt and use proper methods of administering each program, including (a) the enforcement of any obligations imposed by law on agencies, institutions, organizations and other recipients responsible for carrying-out each program; and (b) the correction of deficiencies in program operations that are identified through audits, monitoring or evaluation.
2. The applicant agency will cooperate in carrying-out any evaluation of such program conducted by or for the district and/or the State Education Department.
3. The applicant agency will use such fiscal control and fund accounting procedures as will ensure proper disbursement of, and accounting for funds under such program.
4. The applicant agency will (a) make reports to the district and/or State Education Department as may be necessary to enable the district and/or the Department to perform its duties under each program, and (b) maintain records, provide information and afford access to records as the district and/or State Education Department may find necessary to carry-out its duties.
5. The applicant agency's application is consistent with the Universal Pre-Kindergarten Program plan adopted by the district.
6. The applicant agency must provide and document that the equivalent of 180 days of instruction will be provided.

\_\_\_\_\_  
*Date*

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*Signature of Agency's Authorized Representative*

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*Date*

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*Type/Print Name of Authorized Representative*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Chief School Officer*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
**Laurence T. Spring**  
*Type/Print Name of Chief School Officer*

**CORTLAND ENLARGED CITY SCHOOL DISTRICT  
UNIVERSAL PRE-KINDERGARTEN PROGRAM CONTRACT  
AGENCY: *Franziska Racker Center***

I, as the duly authorized representative of the above named agency, submit the attached application for Universal Pre-Kindergarten Program funds of **\$ 18,000** to provide educational program activities and services for **six** children as set forth in Part 151 of the Regulations of the Commissioner, and do hereby certify that information therein is correct and that the agency is in total compliance with applicable Federal and State laws and regulations, including, but not limited to:

1. Title VI of the Civil Rights Act of 1964;
2. Title IX of the Educational Amendments of 1972;
3. Section 504 of the Rehabilitation Act of 1973;
4. Age Discrimination Act of 1973; and
5. Part 151-1 of the Regulations of the Commissioner
6. Section 3502, subdivision 37 of NYS Education Law
7. Stewart B. McKinney Homeless Assistance Act

I realize that the Cortland Enlarged City School District reserves the right to terminate this agreement upon thirty days notice to the Agency. It is mutually understood that the District will exercise said termination in the event UPK funding is not allocated to the District in the 2012-2013 State Budget.

I realize in the event the 2012-2013 State Budget contains UPK funding for the District at a rate greater than \$3,000 per student, it is understood that the District will amend this contract to reflect the increase in funding.

In addition:

1. The applicant agency will adopt and use proper methods of administering each program, including (a) the enforcement of any obligations imposed by law on agencies, institutions, organizations and other recipients responsible for carrying-out each program; and (b) the correction of deficiencies in program operations that are identified through audits, monitoring or evaluation.
2. The applicant agency will cooperate in carrying-out any evaluation of such program conducted by or for the district and/or the State Education Department.
3. The applicant agency will use such fiscal control and fund accounting procedures as will ensure proper disbursement of, and accounting for funds under such program.
4. The applicant agency will (a) make reports to the district and/or State Education Department as may be necessary to enable the district and/or the Department to perform its duties under each program, and (b) maintain records, provide information and afford access to records as the district and/or State Education Department may find necessary to carry-out its duties.
5. The applicant agency's application is consistent with the Universal Pre-Kindergarten Program plan adopted by the district.
6. The applicant agency must provide and document that the equivalent of 180 days of instruction will be provided.

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Agency's Authorized Representative*

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*Date*

\_\_\_\_\_  
*Type/Print Name of Authorized Representative*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Chief School Officer*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
**Laurence T. Spring**  
*Type/Print Name of Chief School Officer*

**CORTLAND ENLARGED CITY SCHOOL DISTRICT  
UNIVERSAL PRE-KINDERGARTEN PROGRAM CONTRACT  
AGENCY: *SUNY Cortland Child Care Center***

I, as the duly authorized representative of the above named agency, submit the attached application for Universal Pre-Kindergarten Program funds of **\$ 54,000** to provide educational program activities and services for **eighteen** children as set forth in Part 151 of the Regulations of the Commissioner, and do hereby certify that information therein is correct and that the agency is in total compliance with applicable Federal and State laws and regulations, including, but not limited to:

1. Title VI of the Civil Rights Act of 1964;
2. Title IX of the Educational Amendments of 1972;
3. Section 504 of the Rehabilitation Act of 1973;
4. Age Discrimination Act of 1973; and
5. Part 151-1 of the Regulations of the Commissioner
6. Section 3502, subdivision 37 of NYS Education Law
7. Stewart B. McKinney Homeless Assistance Act

I realize that the Cortland Enlarged City School District reserves the right to terminate this agreement upon thirty days notice to the Agency. It is mutually understood that the District will exercise said termination in the event UPK funding is not allocated to the District in the 2012-2013 State Budget.

I realize in the event the 2012-2013 State Budget contains UPK funding for the District at a rate greater than \$3,000 per student, it is understood that the District will amend this contract to reflect the increase in funding.

In addition:

1. The applicant agency will adopt and use proper methods of administering each program, including (a) the enforcement of any obligations imposed by law on agencies, institutions, organizations and other recipients responsible for carrying-out each program; and (b) the correction of deficiencies in program operations that are identified through audits, monitoring or evaluation.
2. The applicant agency will cooperate in carrying-out any evaluation of such program conducted by or for the district and/or the State Education Department.
3. The applicant agency will use such fiscal control and fund accounting procedures as will ensure proper disbursement of, and accounting for funds under such program.
4. The applicant agency will (a) make reports to the district and/or State Education Department as may be necessary to enable the district and/or the Department to perform its duties under each program, and (b) maintain records, provide information and afford access to records as the district and/or State Education Department may find necessary to carry-out its duties.
5. The applicant agency's application is consistent with the Universal Pre-Kindergarten Program plan adopted by the district.
6. The applicant agency must provide and document that the equivalent of 180 days of instruction will be provided.

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Agency's Authorized Representative*

\_\_\_\_\_  
*Date*

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*Type/Print Name of Authorized Representative*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Chief School Officer*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
**Laurence T. Spring**  
*Type/Print Name of Chief School Officer*

**CORTLAND ENLARGED CITY SCHOOL DISTRICT  
UNIVERSAL PRE-KINDERGARTEN PROGRAM CONTRACT  
AGENCY: YWCA – Here We Grow**

I, as the duly authorized representative of the above named agency, submit the attached application for Universal Pre-Kindergarten Program funds of **\$ 21,000** to provide educational program activities and services for **seven** children as set forth in Part 151 of the Regulations of the Commissioner, and do hereby certify that information therein is correct and that the agency is in total compliance with applicable Federal and State laws and regulations, including, but not limited to:

1. Title VI of the Civil Rights Act of 1964;
2. Title IX of the Educational Amendments of 1972;
3. Section 504 of the Rehabilitation Act of 1973;
4. Age Discrimination Act of 1973; and
5. Part 151-1 of the Regulations of the Commissioner
6. Section 3502, subdivision 37 of NYS Education Law
7. Stewart B. McKinney Homeless Assistance Act

I realize that the Cortland Enlarged City School District reserves the right to terminate this agreement upon thirty days notice to the Agency. It is mutually understood that the District will exercise said termination in the event UPK funding is not allocated to the District in the 2012-2013 State Budget.

I realize in the event the 2012-2013 State Budget contains UPK funding for the District at a rate greater than \$3,000 per student, it is understood that the District will amend this contract to reflect the increase in funding.

In addition:

1. The applicant agency will adopt and use proper methods of administering each program, including (a) the enforcement of any obligations imposed by law on agencies, institutions, organizations and other recipients responsible for carrying-out each program; and (b) the correction of deficiencies in program operations that are identified through audits, monitoring or evaluation.
2. The applicant agency will cooperate in carrying-out any evaluation of such program conducted by or for the district and/or the State Education Department.
3. The applicant agency will use such fiscal control and fund accounting procedures as will ensure proper disbursement of, and accounting for funds under such program.
4. The applicant agency will (a) make reports to the district and/or State Education Department as may be necessary to enable the district and/or the Department to perform its duties under each program, and (b) maintain records, provide information and afford access to records as the district and/or State Education Department may find necessary to carry-out its duties.
5. The applicant agency's application is consistent with the Universal Pre-Kindergarten Program plan adopted by the district.
6. The applicant agency must provide and document that the equivalent of 180 days of instruction will be provided.

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Agency's Authorized Representative*

\_\_\_\_\_  
*Date*

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*Type/Print Name of Authorized Representative*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Chief School Officer*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
**Laurence T. Spring**  
*Type/Print Name of Chief School Officer*

**CORTLAND ENLARGED CITY SCHOOL DISTRICT  
UNIVERSAL PRE-KINDERGARTEN PROGRAM CONTRACT  
AGENCY: YWCA – Learning Adventure**

I, as the duly authorized representative of the above named agency, submit the attached application for Universal Pre-Kindergarten Program funds of **\$ 42,000** to provide educational program activities and services for **fourteen** children as set forth in Part 151 of the Regulations of the Commissioner, and do hereby certify that information therein is correct and that the agency is in total compliance with applicable Federal and State laws and regulations, including, but not limited to:

1. Title VI of the Civil Rights Act of 1964;
2. Title IX of the Educational Amendments of 1972;
3. Section 504 of the Rehabilitation Act of 1973;
4. Age Discrimination Act of 1973; and
5. Part 151-1 of the Regulations of the Commissioner
6. Section 3502, subdivision 37 of NYS Education Law
7. Stewart B. McKinney Homeless Assistance Act

I realize that the Cortland Enlarged City School District reserves the right to terminate this agreement upon thirty days notice to the Agency. It is mutually understood that the District will exercise said termination in the event UPK funding is not allocated to the District in the 2012-2013 State Budget.

I realize in the event the 2012-2013 State Budget contains UPK funding for the District at a rate greater than \$3,000 per student, it is understood that the District will amend this contract to reflect the increase in funding.

In addition:

1. The applicant agency will adopt and use proper methods of administering each program, including (a) the enforcement of any obligations imposed by law on agencies, institutions, organizations and other recipients responsible for carrying-out each program; and (b) the correction of deficiencies in program operations that are identified through audits, monitoring or evaluation.
2. The applicant agency will cooperate in carrying-out any evaluation of such program conducted by or for the district and/or the State Education Department.
3. The applicant agency will use such fiscal control and fund accounting procedures as will ensure proper disbursement of, and accounting for funds under such program.
4. The applicant agency will (a) make reports to the district and/or State Education Department as may be necessary to enable the district and/or the Department to perform its duties under each program, and (b) maintain records, provide information and afford access to records as the district and/or State Education Department may find necessary to carry-out its duties.
5. The applicant agency's application is consistent with the Universal Pre-Kindergarten Program plan adopted by the district.
6. The applicant agency must provide and document that the equivalent of 180 days of instruction will be provided.

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Agency's Authorized Representative*

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*Date*

\_\_\_\_\_  
*Type/Print Name of Authorized Representative*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Chief School Officer*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
Laurence T. Spring  
*Type/Print Name of Chief School Officer*



**CORTLAND ENLARGED CITY SCHOOL DISTRICT  
UNIVERSAL PRE-KINDERGARTEN PROGRAM CONTRACT  
AGENCY: YWCA – Nursery and Day School**

I, as the duly authorized representative of the above named agency, submit the attached application for Universal Pre-Kindergarten Program funds of **\$ 18,000** to provide educational program activities and services for six children as set forth in Part 151 of the Regulations of the Commissioner, and do hereby certify that information therein is correct and that the agency is in total compliance with applicable Federal and State laws and regulations, including, but not limited to:

1. Title VI of the Civil Rights Act of 1964;
2. Title IX of the Educational Amendments of 1972;
3. Section 504 of the Rehabilitation Act of 1973;
4. Age Discrimination Act of 1973; and
5. Part 151-1 of the Regulations of the Commissioner
6. Section 3502, subdivision 37 of NYS Education Law
7. Stewart B. McKinney Homeless Assistance Act

I realize that the Cortland Enlarged City School District reserves the right to terminate this agreement upon thirty days notice to the Agency. It is mutually understood that the District will exercise said termination in the event UPK funding is not allocated to the District in the 2012-2013 State Budget.

I realize in the event the 2012-2013 State Budget contains UPK funding for the District at a rate greater than \$3,000 per student, it is understood that the District will amend this contract to reflect the increase in funding.

In addition:

1. The applicant agency will adopt and use proper methods of administering each program, including (a) the enforcement of any obligations imposed by law on agencies, institutions, organizations and other recipients responsible for carrying-out each program; and (b) the correction of deficiencies in program operations that are identified through audits, monitoring or evaluation.
2. The applicant agency will cooperate in carrying-out any evaluation of such program conducted by or for the district and/or the State Education Department.
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5. The applicant agency's application is consistent with the Universal Pre-Kindergarten Program plan adopted by the district.
6. The applicant agency must provide and document that the equivalent of 180 days of instruction will be provided.

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Agency's Authorized Representative*

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*Date*

\_\_\_\_\_  
*Type/Print Name of Authorized Representative*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Chief School Officer*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
**Laurence T. Spring**  
*Type/Print Name of Chief School Officer*

**CORTLAND ENLARGED CITY SCHOOL DISTRICT  
UNIVERSAL PRE-KINDERGARTEN PROGRAM CONTRACT  
AGENCY: YMCA Pre-School Plus**

I, as the duly authorized representative of the above named agency, submit the attached application for Universal Pre-Kindergarten Program funds of **\$ 60,000** to provide educational program activities and services for **twenty** children as set forth in Part 151 of the Regulations of the Commissioner, and do hereby certify that information therein is correct and that the agency is in total compliance with applicable Federal and State laws and regulations, including, but not limited to:

1. Title VI of the Civil Rights Act of 1964;
2. Title IX of the Educational Amendments of 1972;
3. Section 504 of the Rehabilitation Act of 1973;
4. Age Discrimination Act of 1973; and
5. Part 151-1 of the Regulations of the Commissioner
6. Section 3502, subdivision 37 of NYS Education Law
7. Stewart B. McKinney Homeless Assistance Act

I realize that the Cortland Enlarged City School District reserves the right to terminate this agreement upon thirty days notice to the Agency. It is mutually understood that the District will exercise said termination in the event UPK funding is not allocated to the District in the 2012-2013 State Budget.

I realize in the event the 2012-2013 State Budget contains UPK funding for the District at a rate greater than \$3,000 per student, it is understood that the District will amend this contract to reflect the increase in funding.

In addition:

1. The applicant agency will adopt and use proper methods of administering each program, including (a) the enforcement of any obligations imposed by law on agencies, institutions, organizations and other recipients responsible for carrying-out each program; and (b) the correction of deficiencies in program operations that are identified through audits, monitoring or evaluation.
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5. The applicant agency's application is consistent with the Universal Pre-Kindergarten Program plan adopted by the district.
6. The applicant agency must provide and document that the equivalent of 180 days of instruction will be provided.

\_\_\_\_\_  
*Date*

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*Signature of Agency's Authorized Representative*

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*Date*

\_\_\_\_\_  
*Type/Print Name of Authorized Representative*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Chief School Officer*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
**Laurence T. Spring**  
*Type/Print Name of Chief School Officer*

10

CORTLAND ENLARGED CITY SCHOOL DISTRICT

One Valley View Drive  
Cortland, New York 13045

Kaufman Center  
Phone: 607-758-4100, ext. 2221  
Fax: 607-758-4028

Judi B. Riley  
Assistant Superintendent  
for Pupil and Personnel Services

To: Laurence Spring, Superintendent of Schools  
Members of the Board of Education

From: Judi Riley, Assistant Superintendent for Pupil and Personnel Services

Date: March 9, 2012

RE: Field Placement Agreement

*Judi Riley*

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Enclosed for your review and approval is a Field Placement Agreement between Cortland Enlarged City School District and Syracuse University. This agreement will be in place through June 30, 2012 and cover students scheduled for placements within our district.

As always, please call or email with any questions.

# SYRACUSE UNIVERSITY

## Agency Agreement

#1980

This sets forth the Agreement between Syracuse University ("University"), a not-for-profit educational corporation, existing under the laws of the State of New York with its principal campus and office in Syracuse, New York on behalf of its academic department known as **Child & Family Studies**, in the David B. Falk College of Sport and Human Dynamics, and **Cortland Enlarged City School District** with its principal office located at **One Valley View Drive, Cortland, New York**, relating to field instruction for the School's students placed at the Agency. This Agreement will be in force for a period of not more than 5 years, beginning January 1, 2012, after which a new agreement may be negotiated.

### I. PURPOSE

The School considers field instruction a vital component in the education of future **Child & Family Studies, David B. Falk College of Sport and Human Dynamics**. It, therefore, recognizes the importance of the settings where field instruction takes place. To maintain and promote the educational excellence which is in the best interest of both the School and the Agency, it has been found that a specific statement of the responsibilities of the parties involved can be mutually beneficial.

### II. RESPONSIBILITIES OF THE SCHOOL

1. The School, in cooperation with the Agency, will assume the responsibility for assigning Students to placements giving consideration to the specialized services of the Agency and the skills and knowledge of its staff.
2. The School shall provide the agency field instructor with a Manual for Field Instruction which states the objectives, policies and procedures pertaining to field instruction.
3. The School, in the person of the faculty field liaison, will assist the Student and Agency Field instructor in developing an educational program which reflects the needs and objectives of the Agency, School and Student.
4. The School will provide overall coordination of training for field instructors to help provide appropriate learning experiences for Students.
5. Responsibility for grades for performance in the field instruction placement rests with the faculty field liaison. Such grades will be based on an evaluation of the Student's performance and will include input from the field instructor.
6. Should it become necessary to make a change in the Student's field placement, both the School and the Agency will be involved to assure that the needs of Student, Agency, and client are met.

### III. RESPONSIBILITIES OF THE AGENCY

1. The Agency will allow Students to engage in field instruction in the furtherance of the Student's academic program at the facilities for a total of 90 hours each semester that the student is enrolled in the practicum course.
2. The Agency will provide a field instructor who possesses the qualification, knowledge and skills necessary to provide quality field instruction. The Agency agrees to replace the field instructor upon written notice by the School. Such notice shall give reasonable grounds for the replacement.
3. The Agency will maintain administrative and professional supervision of students. The Agency shall designate one or more of its employees to supervise the University's students at the Agency.
4. The field instructor will be allowed a minimum of one hour of Agency time per week for individual supervisory conferences.
5. The Field instructor will be allowed Agency time to attend School sponsored training and field orientation sessions for field instructors.
6. The field instructor will complete and submit an End of Semester Field Instruction Evaluation for each Student on or before the last day of each semester.
7. The Agency field instructor shall cooperate with the School's faculty field liaison in providing any other information necessary for Student evaluation.
8. The Agency will provide the Student with appropriate learning experiences that meet the needs of the Student and the educational objectives and goals of the School as outlined in the manual for field instruction.
9. The Agency will provide the Student with the physical facilities and support services necessary to carry out the duties of his/her field placement.
10. The Agency shall promptly notify the University of any exposure of Students or staff to health hazards at the Agency, and in case of accident or illness shall render emergency care to Students and employees of the University.

### IV. RESPONSIBILITIES OF THE UNIVERSITY

1. The University certifies that it does not and will not discriminate against any employee or applicant for employment or registration in a course of study because of race, color, creed, gender, sexual orientation, handicap-status or national origin.

V. GENERAL TERMS

1. Both the Agency and the School will assume responsibility for the content and quality of the educational experience of the Student. Appropriate faculty members, the Student and the field instructor will work closely with one another toward this objective. Students are not employees of either the Agency or the University but are students engaged in an academic program.
2. All parties to this Agreement intend to cooperate with the others in fulfilling their duties under the Agreement and shall interpret its provisions as promoting the interest of **The Department of Child & Family Studies and The David B. Falk College of Sport and Human Dynamics** and the community.
3. The University will defend the Agency with competent counsel, hold it harmless and indemnify the Agency from any liability or claims brought against the Agency as a result of the negligent acts or omissions of the University or its employees. The Agency will defend the University with competent counsel, hold it harmless and indemnify the University from any liability or claims brought against the University as the result of the negligent acts or omissions of the Agency or its employees. The University and the Agency respectively, shall maintain liability insurance, in amounts reasonably satisfactory to the other party, covering the acts or omissions of their respective employees.
4. Any notice to be given under this agreement shall be given in person or by certified mail:

To Agency:

Cortland Enlarged City School District  
One Valley View Drive  
Cortland, New York

Attention: Mr. Larry Spring, Superintendent of Schools

To University:

David B. Falk College of Sport and Human Dynamics  
Department of Child & Family Studies  
426 Ostrom Ave.  
Syracuse, New York 13244

Attention: Director of Field Instruction

5. This Agreement may not be assigned by any party without the written consent of the other party.
6. This Agreement shall be construed and enforced in accordance with the laws of the State of New York.
7. This Agreement may not be modified or amended without the written consent of both parties.
8. This Agreement contains the entire agreement between the parties superseding all prior negotiations, understandings, and agreements.
9. This Agreement is established by the following signatures of the parties:

Agency                      By: \_\_\_\_\_  
    Title: \_\_\_\_\_  
    Date: \_\_\_\_\_

Syracuse University    By: \_\_\_\_\_  
    Vice Chancellor for Academic Affairs  
    Date: \_\_\_\_\_

Acknowledgement      By \_\_\_\_\_  
    School's Director of Field Instruction  
    Date: \_\_\_\_\_



## SYRACUSE UNIVERSITY OFFICE OF ACADEMIC AFFAIRS TUITION CREDIT POLICY FOR OUTSIDE AGENCIES

### ELIGIBILITY:

Outside Agencies that have been granted remitted tuition credits may use these credits solely for current employees of the agency, subject to the restrictions noted in this policy. The agency is responsible for submitting a completed Usage Approval Form to the Remitted Tuition Coordinator in the Office of the Bursar no later than the last day of late registration.

### CONDITIONS:

- Tuition credit hours are available for use within four semesters following the semester of placement completion. The two summer sessions count as one semester. The credits may not be applied retroactively to prior tuition charges. Tuition credit is forfeited if not used before or during the semester of expiration, and the semester of expiration will not be altered under any circumstances.
- The maximum number of credits which the University will award for supervision performed by any one field instructor in a semester is six.
- The sale and/or purchase of tuition credits is expressly forbidden. If it is determined that credits have been obtained in this manner, the credits will become null and void.

### USE:

Tuition credits MAY be applied to:

- Undergraduate and graduate courses offered by main campus colleges, University College, and the extended campus of the School of Education, whether taken for credit or audited.
- MOST non-credit courses offered by University College. The number of tuition credits received for these courses varies according to the number of hours of class time: 15 or fewer hours – 1 tuition credit; 16-30 hours – 2 tuition credits; 31-45 hours – 3 tuition credits.

### RESTRICTIONS:

- Tuition for a full time undergraduate student except with the advance and express approval of the Office of Financial Aid and Scholarship Programs.
- Tuition for courses offered by SUNY College of Environmental Science and Forestry and SUNY Upstate Medical Center, even if the student registers for them through an SU school or college (i.e. Central NY Masters in Public Health Program).
- Fees other than tuition, such as the student activity fee, lab fees, fees for course materials, health service fees, athletic fees, and the \$10.00 tuition credit service fee charged by University College for non-credit courses. (The tuition credit service fee must be paid at the time of registration.)

Syracuse University reserves the right not to accept tuition credit for some courses, programs, and workshops including some of the non-credit Informal, Humanistic Studies and Professional Development courses offered by University College. Tuition credit is not accepted for programs where the charge covers expenses other than tuition.

The policy for reinstatement of tuition credit on dropped courses is the same as for students paying their own tuition, as explained in the *Syracuse University Tuition, Fees and Related Policy* publication. If the student drops regular courses during the first three weeks of class (or during the first week of a summer session) credits will be restored. For non-credit courses, tuition credit hours will be reinstated only if the class is dropped prior to the second meeting.

Syracuse University reserves the right to modify this policy at its discretion.



# SCHEDULE OF RESIGNATIONS AND LEAVES

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

Schedule Number: 10.86

Board Meeting Date: March 13, 2012

Color: White

## A. Approval of Personnel Resignations and Leaves

### INSTRUCTIONAL PERSONNEL:

RESIGNATION	POSITION	ORIGINAL APPOINTMENT	RESIGNATION DATE	REASON
Petaja, Marsha	Guidance	09/01/2001	07/01/2012	Retirement.
Pautz, Wendy	School Psychologist	09/01/2008	07/01/2012	Resignation.
Amante, Suzanne	Teaching Assistant	09/22/1986	07/01/2012	Retirement.

### NON-INSTRUCTIONAL PERSONNEL:

RESIGNATION	POSITION	ORIGINAL APPOINTMENT	EFFECTIVE DATE	REASON
Howard, Tiffany	Personal Health Care Aide	09/01/2007	04/27/2012	Resignation.

### INSTRUCTIONAL/NON-INSTRUCTIONAL PERSONNEL:

LEAVE OF ABSENCE	POSITION	ORIGINAL APPOINTMENT	LEAVE DATES	REASON

# **SCHEDULE OF APPOINTMENTS**

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

Schedule Number: **1059**  
Board Meeting Date: **March 13, 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>
Bramhall	Martha	Teacher Aide	\$8.55

## SCHEDULE OF APPOINTMENTS

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

Schedule Number: 2175

Board Meeting Date: March 13, 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	<i>Retroactive to 02/15/2012</i>
Hammond, Jacob	Substitute Teacher	B	\$73.00	Retroactive to 03/01/2012
Salibrici, Cara	Substitute Teacher	A	\$83.00	Retroactive to 03/01/2012
Gnirs-Busch, Beatrice	Substitute Teacher	A	\$83.00	Retroactive to 03/07/2012
Gnirs-Busch, Beatrice	Tutor		TBD	Retroactive to 02/06/2012
Burns, Kara	Substitute Teacher	B	\$73.00	
Findlay, Kerrie	Substitute Teacher	B	\$73.00	
Oaks, Monica	Substitute Teacher	B	\$73.00	
Logan, Charles	Substitute Teacher	A	\$83.00	

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

\*\*Date revision in italics

**SCHEDULE OF APPOINTMENTS**  
**INTER-SCHOLASTIC (ATHLETICS)**  
**To Fix Salaries and Schedule Conditions for the School Year 2011-12**

Schedule Number: **2176**  
Board Meeting Date: **March 13, 2012**  
Color: **Blue**

<b>NAME</b>	<b>TITLE</b>	<b>VARSITY/JV JUNIOR HIGH</b>	<b>SPORT</b>	<b>BOYS/ GIRLS</b>	<b>AMOUNT</b>
Thomas Colt	Vol. Asst. Coach	Modified	Baseball	Boys	\$ Volunteer
Jessie Darrow	Vol. Asst. Coach	Modified	Softball	Girls	\$ Volunteer