

**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, May 22, 2012 – Regular Meeting 7:00 PM
Kaufman Center, 1 Valley View Drive, Cortland NY**

- 1. CALL TO ORDER**
- 2. EXECUTIVE SESSION 6:00 -7:00 PM**
- 3. RECALL TO ORDER and PLEDGE OF ALLEGIANCE**
- 4. COMMUNICATIONS and RECOGNITION**
 - a. Kudos Korner
 - 1.) Meyer's Flyers Award 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
- 5. PRESENTATIONS**
 - a. Capital Project
- 6. CONSENT ITEMS**
 - a. Minutes of May 8, 2012 Regular Meeting
 - b. Minutes of May 15, 2012 Special Meeting
 - c. Approval of CSE/CPSE Recommendations
 - d. Reasonable Assurance of Continued Employment
- 7. OLD BUSINESS**
 - a. Financial Reports: Treasurer's Report, Appropriations, Trial Balance, Revenues, Intrafund Transfers, Warrant – March 2012 (Tabled 04/23/2012 and 05/08/2012)
- 8. NEW BUSINESS**
 - a. Financial Reports: Treasurer's Report, Appropriations, Trial Balance, Revenues, Intrafund Transfers, Warrant – April 2012
 - b. Acceptance of Final Budget Vote and Election Results
 - c. Approval of Field Placement Agreement – SUNY Cortland's Kinesiology Department
 - d. Approval of Summer Food Service Program Agreement
- 9. PERSONNEL ACTION**
 - a. Approval of Personnel Resignations and Leaves
 - b. Approval of Non-Instructional Personnel Appointments
 - c. Approval of Instructional Personnel Appointments
 - d. Approval of Tenure Recommendations
 - e. Appointment of Interim Superintendent
- 10. LEADERSHIP REPORTS**
 - a. Director of Business Operations
 - 1.) Financial Report
 - b. Assistant Superintendent for Pupil and Personnel Services
 - c. Superintendent
 - 1.) Capital Project 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, May 8, 2012 – Regular Meeting 7:00 PM
Kaufman Center, 1 Valley View Drive, Cortland NY

A regular meeting of the Board of Education was held on Tuesday, May 8, 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: 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 6:04 p.m.

2. **EXECUTIVE SESSION**

In accordance with Public Officer's Law Section 96, Subdivision 1, Mr. Young called for an Executive Session at 6:04 p.m. to discuss to discuss proposed, pending or current litigation.

Moved by Mr. Natoli, seconded by Ms. Van Donsel. No further discussion.

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

Mr. Lyman arrived at 6:10 p.m.

The Executive Session adjourned at 7:03 p.m.

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

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

3. **RECALL TO ORDER**

Mr. Lyman recalled the meeting to order at 7:08 p.m. and the Pledge of Allegiance was recited.

4. **COMMUNICATIONS and RECOGNITION**

a. **Kudos Korner** - None.

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**

In honor of Staff Appreciation Week, Mr. Lyman thanked and recognized staff for the positive impact they have on the lives of the children in our community.

Mr. Lyman recognized Mr. Mick Lowie who is retiring after twenty-three years as head coach of the boys varsity basketball team. Recently, Mr. Lowie was inducted into the CHS Wall of Fame. Mr. Spring noted, it was remarkable to see the number of his former athletes who attended, many of whom have become coaches themselves. He has done an incredible job at paying it forward.

2.) **Financial Planning Committee**

Mr. Spring reported that the Financial Planning Committee met on May 7, and had invited PTO/PTA/PTAG presidents to join them. The conversation centered on how to communicate the budget to the community, and the next steps for this committee as a long-range planning committee.

3.) **Audit Committee**

Ms. Van Donsel reported that the Audit Committee met on April 25. Tom Zuber, of Raymond F. Wager, CPA, joined them and shared information on the external audit process, and spoke about functions of the business official and claims auditor. Our preliminary audit will take place on May 15.

5. **PRESENTATION** – There were no presentation this evening.

6. **CONSENT ITEMS**

a. Minutes of April 23, 2012 Regular Meeting

b. Minutes of May 1, 2012 Public Budget Hearing

- c. Approval of CSE/CPSE Recommendations
610322291, 610372721, 610353317, 610346282, 610352184, 610351024, 610364514, 610375509,
610375505, 610353315, 610321924, 610259046, 607000422, 610388055, 610366729, 610375288,
610308572, 610308571, 610313746, 610285168, 610389537, 610232786, 610356999, 610333273,
610283537, 610346142, 610307227, 610353007, 610375929, 610278325, 610322430, 610295856,
607000117, 610373829, 610252433, 610308396, 607000131, 610382014, 610348606, 607000194,
610294413, 607000140, 610358544, 610364130, 607000021, 610350591, 610303129, 610250075,
610253548, 610260381, 610241757, 610326113

Resolved, upon the recommendation of the Superintendent, to approve the Consent Items as presented.

Moved by Mr. Young, seconded by Mr. Natoli.

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

7. OLD BUSINESS

- a. Financial Reports: Treasurer's Report, Appropriations, Trial Balance, Revenues, Intrafund Transfers, Warrant – March 2012 (Tabled 04/23/2012)

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

Moved by Mr. Klinger, seconded by Mr. Young. Under Discussion members voiced that there were still unanswered questions regarding the SRO and St. Mary's budget lines. There were questions regarding St. Mary's allocations for textbooks, aidable software, and Title 1 funds. Discussion continued regarding approving versus accepting financial reports, and whether the claims auditor's approval serves as approval on behalf of the Board. Ms. Davis-Howard asked for information regarding the background and qualifications of the claims auditor.

Final Vote: Members reached consensus to table this item.

- b. Approval of Faculty/Student Calendar for 2012-13

Resolved, upon the recommendation of the Superintendent, to approve the 2012-13 Faculty/Student Calendar as presented.

Moved by Mr. Young, seconded by Mr. Natoli. No further discussion.

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

8. NEW BUSINESS

- a. Approval of Memorandum of Understanding between Cortland Enlarged City School District and Family Counseling Services of Cortland County for Supplementary Student Services

Resolved, upon the recommendation of the Superintendent, to approve the Memorandum of Understanding between Cortland Enlarged City School District and Family Counseling Services of Cortland County for Supplementary Student Services.

Moved by Ms. Davis-Howard, seconded by Ms. Griffin. Under discussion, members thanked Ms. Riley for the work she has done on this collaborative project.

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

- b. Approval of Revised Property Tax Report Card for 2012-13

Resolved, upon the recommendation of the Superintendent, to approve the Revised Property Tax Report Card for 2012-2013, as presented.

Moved by Mr. Young, seconded by Ms. Davis-Howard. Under discussion, Mr. Ferraro explained that the revised tax levy is \$32,000 less than the previously adopted levy or .2%. Mr. Spring announced that Assemblywoman Barbara Lifton had notified him that Cortland would be receiving \$80,000 in additional aid. He recommended that the District use this aid to offset the \$32,000, reinstate the music position, and reserve the remaining \$20,000.

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

- c. Approval of the Renewal Proposal by Cayuga Medical Center of Ithaca for Athletic Training Services for 2012-13

Resolved, upon the recommendation of the Superintendent, to approve the Renewal Proposal by Cayuga Medical Center of Ithaca for Athletic Training Services for 2012-13, as presented.

Moved by Mr. Young, seconded by Mr. Natoli. No further discussion.

Final Vote: Yes – 7, 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. 10.89.
Moved by Mr. Young, seconded by Ms. Griffin. No further discussion.
Final Vote: Yes – 7, 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 Schedule of Appointment 1060.
Moved by Mr. Young, seconded by Ms. Griffin. No further discussion.
Final Vote: Yes – 7, 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 2180.
Moved by Ms. Davis-Howard, seconded by Mr. Natoli. No further discussion.
Final Vote: Yes – 7, No – 0. Motion Carried.

10. LEADERSHIP REPORTS

- a. Director of Business Operations
 - 1.) Financial Report – Mr. Ferraro reported that he is working with Mr. Mulherin and Ms. Wingard to assemble data for the final building project report. In addition, he is working with fiscal advisors to get permanent financing for our bonds.
- b. Assistant Superintendent for Pupil and Personnel Services
 - 1.) APPR Plan Update – Mrs. Riley shared that the district is currently working on the two components (teacher and principal) of the APPR plan. Plans are slated to be submitted to SED by July 1 for review, and by January 1, 2013 for final approval. State guidance requirements continues to evolve, with the most recent issued on May 1. Administrators have attended training sessions throughout the year, and staff are just starting to attend training. Local trainings will be established once the plan is complete.
- c. Superintendent
 - 1.) Change Order Review – Mr. Spring reviewed the Capital Project change orders for April.

- 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

Additional Items:

- Review of Probationary Staff (Executive Session) – moved from May 8
- Financial Reports – March and April

13. ADJOURNMENT

With no further business to discuss, Mr. Lyman asked for a motion to adjourn the meeting at 8:05 p.m.

- Moved by Mr. Young, seconded by Ms. Davis-Howard.** No further discussion.
Final Vote: Yes – 7, No – 0. Motion Carried.

CORTLAND ENLARGED CITY SCHOOL DISTRICT
Special Meeting - Board of Education
May 15, 2012 – 9:00 p.m.
Kaufman Center, 1 Valley View Drive, Cortland NY

A special meeting of the Board of Education was held on May 15, 2012 at the Kaufman Center, 1 Valley View Drive, Cortland, New York, to canvass the preliminary results of the Budget Vote and Board Member Election held on May 15, 2012, from 12:00 – 9:00 p.m.

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: 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, Mr. Donald A. Colongeli, Candidate for Board

1. CALL TO ORDER and PLEDGE OF ALLEGIANCE

Mr. Lyman called the meeting to order at 10:00 p.m. and the Pledge of Allegiance was recited.

2. CANVASSING OF VOTES

a. 2012-13 Budget Results

Proposition 1 Budget Preliminary Results: YES 685 NO 319

Proposition 1- Resolved: That the Board of Education of the Cortland Enlarged City School District be authorized to expend the sums set forth in the amount of \$45,153,798 and to levy the necessary tax therefore.

Proposition 2 - Vehicle Lease/Purchase Preliminary Results: YES 624 NO 345

Proposition 2 - Resolved: Shall the Board of Education of the Cortland Enlarged City School District be authorized to acquire by either lease or purchase, and finance three 65/66 passenger buses, one 18 passenger bus, two mini vans and one pickup truck with snow plow and dump box at an estimated cost not to exceed \$495,000 including necessary furnishings, fixtures and equipment and all other costs incidental thereto, and to expend a total sum not to exceed \$495,000, which is estimated to be the total maximum cost hereof, and levy a tax which is hereby voted for the foregoing in the amount of \$495,000, subject to applicable amounts of state assistance available or to any revenues available for such purpose from any other source, which shall be levied and collected in annual installments in such years and in such amounts as may be determined by the Board of Education and in anticipation of the collection of such tax, bonds, notes and installment purchase contracts of the District are hereby authorized to be issued or executed at one time, or from time to time, in the principal amount not to exceed \$495,000, and a tax voted to pay the interest on said obligations when due?

RESOLVED, that the Board of Education of the Cortland Enlarged City School District accepts the budget vote and vehicle lease / purchase results as presented above, and per the Tabulation Sheet, dated May 15, 2012, to be attached to this meeting's minutes.

Moved by Ms. Davis-Howard, seconded by Mr. Young.

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

b. Board of Education Election Results:

1A	Melissa Davis-Howard	847
1B	Donald A. Colongeli	454
1C	Alane Van Donsel	857
Write-in:	Loreen Geiger	130
Write-in:	John Petrella Jr.	1

RESOLVED, by the Board of Education of the Cortland Enlarged City School District, Cortland, New York, that Alane Van Donsel, Melissa Davis-Howard, and Donald A. Colongeli are hereby declared elected to three-year terms as members of the Board of Education of said School District, commencing July 1, 2012, as presented above, and per the tabulation sheet dated May 15, 2012, to be attached to these minutes.

Moved by Mr. Natoli, seconded by Ms. Griffin.

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

3. ADJOURNMENT

There being no further business to conduct, Mr. Lyman asked for a motion to adjourn the meeting at 10:02 p.m.

Moved by Mr. Young, seconded by Mr. Natoli.

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

Margaret Baccaro, Clerk, Board of Education

6d

CORTLAND ENLARGED CITY SCHOOL DISTRICT

1 Valley View Drive
Cortland, New York 13045

Frank Ferraro
Interim Director of Business Services
fferraro@cortlandschools.org

Business Office
(607) 758-4100
Fax: (607) 758-4109

To: Mr. Laurence Spring, Superintendent
Members of the Board of Education

From: Frank Ferraro, Interim Director of Business Services

Date: May 18, 2012

RE: Reasonable Assurance of Continued Employment

At the Board of Education meeting on May 22, 2012, I will ask that the following resolution be adopted:

WHEREAS, the Federal Unemployment Tax Act enacted under Public Law 94-566 and commonly referred to as the Unemployment Insurance Amendments of 1976, requires each state to provide unemployment insurance coverage to local government employees which by companion legislation was enacted in 1977 by New York State, and;

WHEREAS, it is required to send letters of reasonable assurance of continued employment to certain classes of employees for the 2012-13 school year stating that said continued employment will be in the same capacity and that the economic terms and conditions of employment will not be substantially less than that which the employee received during the prior school year;

NOW, THEREFORE, BE IT RESOLVED, that the Superintendent of Schools is hereby authorized and directed to initiate and forward letters of reasonable assurance of continued employment for services performed by certain employees during the 2012-13 school year.

TABULATION SHEET - FINAL
CORTLAND ENLARGED CITY SCHOOL DISTRICT

ANNUAL SCHOOL BOARD ELECTION - MAY 16, 2012

Budget Vote	DIST. 1 CITY (A-K)	DIST. 1 CITY (L-Z)	DIST. 9 CVLE	DIST. 10 VIRGIL	Absentee	TOTAL	
Prop. #1	YES	213	226	99	127	42	707
	NO	76	100	59	61	25	321
Prop. #2	YES	191	197	87	88	39	602
	NO	74	96	58	87	28	343
Board of Education							
1 A - Melissa Davis-Howard		252	274	129	141	51	847
1 B - Donald A. Colongeli		119	143	71	72	49	454
1 C - Alane Van Donsel		247	261	115	178	56	857
Write-in: Loreen Geiger		36	29	19	42	4	130
Write-in: John Petrella, Jr.						1	1
Write-in:							0

Red text indicates corrected counts

AGREEMENT
for
AFFILIATE CLINICAL SETTING
IN ATHLETIC TRAINING

between

SUNY Cortland

Kinesiology Department

And

Cortland High School

The Kinesiology Department and the State University of New York at Cortland and Cortland High School agree to establish an affiliate clinical setting in athletic training. This clinical setting will provide a program of supervised clinical education experiences for the athletic training students at SUNY Cortland. This affiliate clinical experience will be used to broaden and supplement the supervised clinical experience for SUNY Cortland athletic training students according to the guidelines established by the Commission on Accreditation of Athletic Training Education (CAATE).

TERMS

SUNY Cortland and Cortland High School agree to meet all of the CAATE guidelines. A copy of the standards pertaining to the clinical experience and the affiliate clinical setting will be submitted to the Certified Athletic Trainer.

SUNY Cortland agrees to use Cortland High School on a continuous yearly basis. The SUNY Cortland Athletic Training Program Director will be responsible for establishing the ongoing communication between the college and the affiliate clinical site.

SUNY Cortland will assign the Clinical Coordinator who will be responsible for periodically visiting the affiliate site a minimum of two times during the placement to monitor student performance.

SUNY Cortland will require that each student selected for the affiliate clinical experience at Cortland High School will meet the following provisions:

1. Written verification that the student is individually covered by malpractice and personal insurance. The certificate of insurance will be provided to Cortland High School.

2. Written verification that the student is covered by personal or parental health/ accident insurance.
3. Written verification that the student is responsible for their transportation and all liabilities associated with being in transit from the college to Cortland High School and their return to the campus.
4. Read and adhere to all SUNY Upstate policies and procedures related to the staff and pertaining to the facility.

Cortland High School agrees to:

1. Have their athletic training staff serves clinical instructors according to CAATE guidelines and carry out all of the educational objectives of the Cortland Athletic Training Education Program. The affiliate clinical site understands that an Athletic Training Student shall be under the on-site supervision of the clinical instructor at all times. The maximum number of students that would be assigned to Cortland High School would be determined between the SUNY Cortland Clinical Coordinator and the CECSD Director of Athletics and Physical Education.

Furthermore, Cortland High School will not require the SUNY Cortland Athletic Training Student to fulfill any duties that would be considered the responsibilities of a Certified Athletic Trainer nor will the student be obligated to perform any duties that are the responsibility of any paid employee at the affiliate site.

2. Provide a BOC Certified Athletic Trainer with at least one year of experience in supervising and instructing athletic training students.
3. Cortland Athletic Training Students will have completed fingerprint clearance.
4. Provide the Athletic Training Student with an appropriate orientation to the affiliate site, administrative policies and procedures.
5. Complete one or more evaluations regarding student performance.

Both SUNY Cortland and Cortland High School agree that this agreement can be terminated at anytime by either institution.

APPROVAL

Approval for Cortland High School

Superintendent of Schools

Date

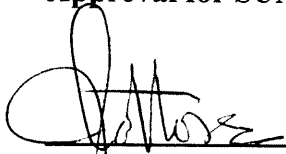
Director of Business Services

Date

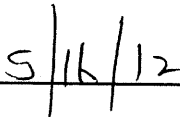
Director of Athletics

Date

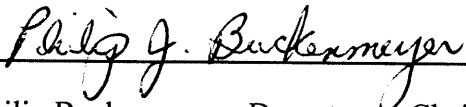
Approval for SUNY Cortland



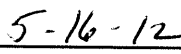
John Cottone, Dean of School of Professional
Studies



Date



Philip Buckenmeyer, Department Chair



Date

**AGREEMENT TO FURNISH FOOD SERVICE
FOR THE NEW YORK STATE SUMMER FOOD SERVICE PROGRAM
(SPONSOR/SCHOOL)**

THIS AGREEMENT is made and entered into between school food authority (SFA) Cortland Enlarged City School District
And (sponsor) Catholic Charities of Cortland County

WHEREAS the (SFA) Cortland Enlarged City School District agrees to supply unitized meals (inclusive/exclusive) of milk and juice to (sponsor) Catholic Charities of Cortland Co. with and for the prices herein listed:

Breakfast.....\$ _____ each Lunches.....\$ 2.65 each McGraw \$2.50 each
Snacks.....\$ _____ each Supper.....\$ _____ each

It is further agreed that (SFA) Cortland Enlarged City School District, pursuant to the provisions of the Summer Food Service Program regulations, ~~attached copy~~ of which is part of this agreement will assure that: said meals meet the minimum meal pattern requirements as to components and portion sizes, NYS sanitary codes are complied with and full and accurate records that the sponsor will need to be maintained in order to meet its responsibility including menus, production records containing the amounts of food prepared and portion sizes and the daily number of meals delivered by type. It is further agreed that a quality control plan, which meets the criteria established by the Department, will be submitted with and made part of this agreement.

These records must be reported to the (sponsor) Catholic Charities of Cortland County promptly at the end of each month. The (SFA) Cortland Enlarged City School District agrees also to retain records required under the preceding clause for a period of 3 years from the date of receipt of final payment under this agreement (or longer, if an audit is in progress); and upon request, to make all accounts and records pertaining to the Program available to representatives of the U.S. Department of Agriculture, NYS Education Department, and the General Accounting Office for audit or administrative review at a reasonable time and place.

In the event that the (SFA) Cortland Enlarged City School District is receiving Federal assistance under the National School Lunch, Breakfast Program, Special Milk Program, or is receiving donated commodities for use in its (name of program) Summer Lunch Program under this Agreement, all revenues shall be deposited into its nonprofit food service account and all expenditures made by the SFA in connection with this Agreement shall be paid from such account.

This Agreement shall be effective as of (date) July 2, 2012. It may be terminated by notice in writing given by either party hereto to the other, at least 30 day prior to the date of termination.

IN WITNESS WHERE OF, the parties hereto have executed this agreement as of the dates indicated below:

_____		_____	
SFA (Officer of the Board of Education)		Sponsor (Member of Executive Board, Mayor, etc.)	
_____		Executive Director 5/4/12	
Title	Date	Title	Date

Location of food preparation centers(s): 1 Valley View Drive
Cortland, NY 13045

SCHEDULE OF RESIGNATIONS AND LEAVES

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

Schedule Number: **10.90**
Board Meeting Date: **May 22, 2012**
Color: **White**

A. Approval of Personnel Resignations and Leaves

INSTRUCTIONAL PERSONNEL:

RESIGNATION	POSITION	ORIGINAL APPOINTMENT	RESIGNATION DATE	REASON

NON-INSTRUCTIONAL PERSONNEL:

RESIGNATION	POSITION	ORIGINAL APPOINTMENT	EFFECTIVE DATE	REASON
Sills, Dorothy	Teacher Aide	09/14/1999	07/01/2012	Retirement.

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: **1061**
Board Meeting Date: **May 22, 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.

Last Name	First Name	Title	Rate
Simon	Laura	Clerical	\$50.00

SCHEDULE OF APPOINTMENTS
TENURE APPOINTMENTS – ADMINISTRATORS AND INSTRUCTIONAL STAFF

Schedule Number: 2181
 Board Meeting Date: May 22, 2012
 Color: Purple

TENURE RECOMMENDATIONS

NAME	TITLE/SCHOOL	TENURE EFFECTIVE DATE	TENURE AREA	DEGREE	GRADUATE HOURS	CERTIFICATION STATUS/AREA	SALARY
Barrette, Amy	School Psychologist/JSHS	09/01/2012	School Psychologist	CAS	60	School Psychologist/Provisional	\$750
Collister, Adam	Physical Education/JSHS	09/01/2012	Physical Education & Recreation	BS	31	Physical Education/Initial	\$750
Gryko, Kimberly	Special Education/JSHS	09/01/2012	General Special Education	MA	30	Students With Disabilities – Grades 7-12 – Social Studies/Initial	\$750
Preston, Meghan	Spanish/JSHS	09/01/2012	Foreign Languages	BS	21	Spanish 7-12/Initial	\$750
Vatier, Melanie	1 st /Parker	09/01/2012	Elementary	MS	37	Pre Kindergarten, Kindergarten and Grades 1-6/Permanent	\$750
Rafferty, Jennifer	Music/JSHS	09/11/2012	Music	MA	33	Music/Professional	\$750
Harmon, Amy	School Psychologist/Randall	10/27/2012	School Psychologist	CAS	61	School Psychologist/Provisional	\$750*

*To be pro-rated

SCHEDULE OF APPOINTMENTS

ELEMENTARY & SECONDARY SUBSTITUTE TEACHERS/TUTORS 2011-12

Schedule Number: **2182**

Board Meeting Date: **May 22, 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.

Name	Title	List	Daily Rate
Cheetham, Amanda	Substitute Teacher	B	\$73.00
Stevens, Emily	Substitute Teacher	B	\$73.00

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

Schedule of Appointments
To Fix Salaries and Schedule Conditions for the School Year 2011-12

Schedule Number: **2183**
Board Meeting Date: **May 22, 2012**
Color: **White**

TITLE	APPOINTMENT	YR	AMOUNT	Remarks
Mentor	Fitzgerald, Debbie		\$ 350.00	
Mentor	Hutchinson, Bonnie		\$ 350.00	
Mentor	Peri, Kelley		\$ 350.00	
Mentor	Brown, Lynn		\$ 350.00	
Mentor	Perry, Patty		\$ 350.00	
Mentor	Petit, Chuck		\$ 350.00	
Mentor	Starmer, Connie		\$ 350.00	
Mentor	Sanderson, Kim		\$ 350.00	
Mentor	Smith, Cara		\$ 350.00	
Mentor	Murphy, Donna		\$ 350.00	
Mentor	McMahon, Annette		\$ 350.00	
Mentor	Maniaci, Annamaria		\$ 350.00	
Mentor	Casciani, Judy		\$ 350.00	
Mentor	Meyer, Lois		\$ 350.00	
Mentor	Avery, Karen		\$ 350.00	
Mentor	Knodel, Cindy		\$ 350.00	
Mentor	Joslyn, Diana		\$ 350.00	

EMPLOYMENT AGREEMENT

INTERIM SUPERINTENDENT OF SCHOOLS

Cortland Enlarged City School District

This Agreement, made on this 22nd day of May, 2012, by and between the Board of Education, Cortland Enlarged City School District, Cortland, New York (hereinafter "Board") and John Lutz, 52 Hickory Park Road, Cortland, New York (hereinafter "Interim Superintendent").

RECITALS

The Board wishes to employ a qualified administrator as Interim Superintendent to serve as the District's chief school officer so as to assist in the efficient operation of the District while the Board continues its process of searching for, and retaining, a new Superintendent of Schools.

The Parties desire to enter into this Agreement to establish the terms of employment of the Interim Superintendent by the Board and hereby agree as follows:

A. EMPLOYMENT

The Board hereby appoints and employs John Lutz as Interim Superintendent of Schools of the District, upon the terms and conditions contained in this Agreement. The Interim Superintendent hereby accepts such employment and agrees to perform, to the best of his ability, the duties of such position, upon the terms of this Agreement.

B. DUTIES AND RESPONSIBILITIES

1. The Interim Superintendent shall be the chief administrative officer of the District and shall perform all the duties of and possess all of the authority granted to a Superintendent of Schools under provisions of Education Law or other statute of the State of New York, or by rule or regulation of the Board of Regents or Commissioner of Education.
2. All additional duties and responsibilities prescribed by the Board shall be consistent with those normally associated with the position of Superintendent of Schools.
3. With respect to their relationships, both parties acknowledge that they are subject to the laws of the State of New York and applicable rules and regulations of the Board of Regents and the Commissioner of Education of the State of New York.

C. BOARD COMMUNICATIONS

The Board, individually and collectively, will promptly refer to the Interim Superintendent in writing, for his study and recommendation: criticisms, complaints, suggestions, communications, or comments regarding the administration of the District or the Interim Superintendent's performance of his duties. Similarly, the Interim Superintendent agrees to promptly and discreetly notify the Board of any incidents or developments that occur and are brought to his attention and which may impact District operations, programs or otherwise negatively affect the mission or reputation of the District.

D. COMPENSATION

1. The Interim Superintendent shall be paid at the rate of five-hundred fifty dollars (\$550) per day for days actually worked. In addition, he shall be reimbursed for reasonable and necessary business related expenses which are incurred while acting as the Interim Superintendent in accordance with District policy and procedures.
2. The Interim Superintendent shall be entitled to utilize a maximum of three (3) days, paid at his per diem rate, for either sick or personal leave purposes. There shall be no accumulation of unused leave days and no reimbursement of unused leave allotments upon the conclusion of the Interim Superintendent's employment with the District.
3. The Board shall be responsible for withholding taxes and social security payments from payments made to the Interim Superintendent.
4. Waiver of Other Benefits:
 - (a) Insurances: The Interim Superintendent hereby waives his right to participation in the health and other insurance plans offered to District employees.
 - (b) Other Fringe Benefits and Leaves: Since the Interim Superintendent is employed on a per diem basis for services rendered, he acknowledges that, other than those items specified above, he shall not receive paid vacation leave, holiday pay or other such paid leaves allowed to salaried employees of the District. Further, the District shall not be required to make contributions on behalf of the Interim Superintendent to any pension plan or retirement system for services rendered under this Agreement.

E. INDEMNIFICATION

To the extent permitted by law, the District shall defend, save harmless, and protect the Interim Superintendent from financial loss arising out of any claim, demand, action, suit or judgment under circumstances covered by Sections 3023, 3028, and 3811 of the Education Law and under Section 18 of the Public Officers Law, provided the Interim Superintendent was acting in the discharge of his duties and within the scope of his employment and/or under the direction of the Board, when the alleged action(s) occurred. The Board shall not be so obligated unless the Interim Superintendent shall, within five (5) days of the time he is served with any summons, complaint, process, notice, demand or pleading, notify in writing and deliver the original of said document, or an accurate copy thereof, to the Board.

F. TERM OF AGREEMENT

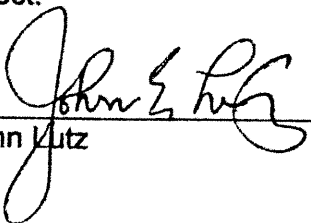
The anticipated starting date for the Interim Superintendent shall be June 1, 2012 and shall extend until the effective starting date of the new Superintendent. The Parties also agree that, subject to initial scheduling and as time permits, the Interim Superintendent may commence his per diem services to the District prior to June 1, 2012 in order to assist the current Superintendent prior to his departure, in coordinating transitional matters and to learn of any particular matters that may need immediate attention.

G. TERMINATION

Either the Interim Superintendent or the Board may terminate this Agreement for any reason upon two (2) weeks' written notice to the other party.

H. ENTIRE AGREEMENT

This Memorandum of Agreement shall constitute the entire Agreement between the parties. If any provision is held to be invalid or unenforceable by a court of competent jurisdiction, such provision shall be deemed modified or rescinded to the extent necessary to comply with law and all other provisions shall continue in full force and effect.



John Lutz

5/10/12

Date

President, Board of Education

Date