

Budget Committee Workshop – 6:00 p.m.
Board of Education Meeting – 7:00 p.m.

CORTLAND ENLARGED CITY SCHOOL DISTRICT
Board of Education Meeting – Tuesday, January 22, 2013 at 7:00 p.m.
Kaufman Center, 1 Valley View Drive, Cortland NY

Budget Committee Workshop – 6:00 p.m.
Board of Education Meeting – 7:00 p.m.

- 1. CALL TO ORDER and PLEDGE OF ALLEGIANCE**
- 2. 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).
 - c. Board Member Reports
 - 1) Discussion – Set date for BOE Work Session
 - 2) BOE Policy Committee – January 10 and January 17, 2013
 - 3) Reminder - COSBA Annual Legislative Breakfast, February 2, 8-11:00 a.m. Trumansburg Elementary School
- 3. PRESENTATIONS:**
 - a. New York State School Boards Association Recognitions
- 4. CONSENT ITEMS:**
 - a. Minutes of January 8, 2013 Regular Meeting
 - b. CSE/CPSE Recommendations
- 5. OLD BUSINESS: None**
- 6. NEW BUSINESS:**
 - a. Financial Reports: Treasurer’s Report, Trial Balance, Revenues, Intrafund Transfers, Appropriations, Warrant, Claims Monthly Report – November 2012
 - b. 1st Reading Erie I BOCES Policy Revisions to Section 1000 By-Laws – Policy 1630
 - c. 1st Reading Erie I BOCES Policy Revisions to Section 3000 Community Relations
 - d. Accept Donation of 300 Board Feet of White Ash for Use in Technology Classes
 - e. Accept Donation of Library Books from the Holbrook Family
 - f. Declaration of Surplus Vehicles
- 7. PERSONNEL ACTION:**
 - a. Approval of Personnel Resignations and Leaves
 - b. Approval of Non-Instructional Personnel Appointments
 - c. Approval of Instructional Personnel Appointments
 - d. Creation of Account Clerk Position
 - e. Creation of Teacher Aide Position
- 8. LEADERSHIP REPORTS:**
 - a. Director of Business Operations
 - b. Assistant Superintendent for Pupil and Personnel Service
 - 1) UPK Timeline
 - c. Superintendent
 - 1) Capital Project Change Order Summary
- 9. AUDIENCE PARTICIPATION: (Individuals are requested to keep their comments to two-minutes per speaker).**
- 10. NEXT MEETING AGENDA REVIEW**
- 11. EXECUTIVE SESSION (if needed)**
- 12. ADJOURNMENT**

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CORTLAND ENLARGED CITY SCHOOL DISTRICT
Board of Education Meeting – Tuesday, January 8, 2013 at 7:00 p.m.
Kaufman Center, 1 Valley View Drive, Cortland NY

DRAFT

A Regular Meeting of the Board of Education was held on Tuesday, January 8, 2013 at the Kaufman Center, 1 Valley View Drive, Cortland, New York.

Present: Mr. Donald Colongeli, Ms. Melissa Davis-Howard, Ms. Janet Griffin, Mr. John Natoli, Mr. William Stark, Ms. Alane Van Donsel, and Mr. William Young

Also Present: Mr. Michael Hoose, Superintendent of Schools; Ms. Judi Riley, Assistant Superintendent for Pupil and Personnel Services; Ms. Susan Bridenbecker, Director Business Services; Cortland Standard Representative; School and Community Representatives; Ms. Margaret Baccaro, Clerk

6:00 – 7:00 p.m. – Board Budget Workshop

1. **CALL TO ORDER and PLEDGE OF ALLEGIANCE:** Ms. Van Donsel called the meeting to order at 7:07 p.m., and the Pledge of Allegiance was recited.
2. **COMMUNICATIONS and RECOGNITION:**
 - a. **Kudos Korner:**
 - 1) 2012 World Food Prize Global Youth Institute Participant – *Tabled*
 - 2) 2013 GRAMMY Foundation Signature Schools Semifinalists – CJSHS Music Department
The Board recognized members of the Jr.-Sr. High Music Department for being selected by the GRAMMY Foundation as a *Signature School* and *Enterprise Award* semifinalists. Certificates of Extraordinary Achievement were awarded to: Mr. Rick Eleck, Ms. Kimberly Sanderson, Mr. Paul Feissner, Ms. Sharon Phetteplace, Ms. Jennifer Rafferty, and Mr. Ben Wells.
 - b. **Audience Participation – on items related to the Agenda**
Mrs. Lori Megivern, Virgil resident, requested the Board post each budget component presented at the budget workshops on the District's website. Mr. Hoose responded that we are planning to do so.
 - c. **Board Member Reports**
 - 1) **BOE Work Session**
Ms. Van Donsel reported that members invited K-12 administrators to a work session held on December 13, 2012 to discuss district goals based on the district's mission statement. She thanked those who had attended, and shared that members are looking forward to continuing the discussion.
 - 2) **BOE Policy Committee**
Mr. Natoli reported the Policy Committee is scheduled to meet again on January 9. With the exception of Policy 1630, the Board will act on the 2nd reading of Section 1000 By-Laws and Section 2000 Internal Operations later in this meeting. The committee is seeking legal council before presenting Policy 1630 for a first reading.
 - 3) **BOE Facilities Committee**
Mr. Stark reported he attended a Security Project meeting as a representative of the Facilities Committee meeting. In addition, he worked with Ms. Van Donsel and Mr. Hoose to start the process for submitting applications to the State for the roofing project.
 - 4) **2nd Annual CNYSBA Issue Advocacy Conference & Workshop, January 26, 2013, 9 - 11:30 a.m., Liverpool HS**
Members received information regarding the CNYSBA Issue Advocacy Conference and Workshop, January 26, 2013. Mr. Hoose will attend. Members wishing to attend should contact Ms. Baccaro by January 22.
 - 5) **CMSBA/TSTBA/COSBA Annual Legislative Breakfast, February 2, 8-11:00 a.m. Trumansburg Elementary School.**
Board members received information on the February 2 Annual Legislative Breakfast and were asked to reply to Ms. Baccaro by January 22 if they are planning to attend.
3. **PRESENTATIONS:**
 - a. **Operation Recognition Diploma – Mr. Bruce H. Eddy, U.S. Navy Vietnam Veteran**
Mr. Bruce H. Eddy, a Vietnam Veteran, was presented his High School diploma. Mr. Eddy was unable to attend the meeting. Mr. Hoose explained the Operation Recognition Program, and expressed

that the District was thankful for the service Mr. Eddy provided to his country, community and school by serving with the U.S. Navy in Vietnam.

b. School Lunch Program – Francis Zaryski, Cafeteria Manager

Mr. Francis Zaryski, School Cafeteria Manager, provided information on the cost of the food service program, the food cost to produce each reimbursable meal, and how much revenue each reimbursable meal generates. Members inquired about and Mr. Zaryski explained the process to notify parents of outstanding balances on student accounts. Members encouraged Mr. Zaryski to investigate notifying parents of an outstanding balance and billing before the balance becomes too high and a hardship for the family.

4. **CONSENT ITEMS:**

- a. Minutes of December 11, 2012 Regular Meeting
b. Minutes of December 13, 2012 Special Meeting
c. CSE/CPSE Recommendations

610392192, 607000813, 610296162, 607000685, 610244635, 607000657, 607000716, 610370167, 607000790, 607000784, 610212627, 610316631, 610261798, 610296191, 610328934, 610356999, 610395270, 610351287, 607000788, 610310917, 610264516, 610352185, 607000128, 610365056, 610351339, 607000607, 607000062, 607000694, 610342339, 610275381, 610323993, 610386243, 610244922, 610319179, 610361650, 610372886, 610298182, 607000021, 607000008, 610373857, 610255711, 610232483, 610352570, 610351033, 607000042, 607000096, 607000777, 610307966, 610350592, 607000380

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

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

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

5. **OLD BUSINESS: None**

6. **NEW BUSINESS:**

- a. Acknowledge Receipt of Pilot Agreement between Cortland Enlarged City School District and Sky Hospitality LLP

The superintendent advised the Board that the Cortland County Industrial Development Agency concluded a payment in lieu of taxes agreement with Sky Hospitality LLP. A copy of the agreement has been provided to the Board.

RESOLVED, that the Board acknowledges receipt and review of the Payment in Lieu of Taxes agreement between the Cortland County IDA and Sky Hospitality LLC.

Moved by Mr. Natoli, seconded by Mr. Stark. Discussion: None

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

- b. Approval of Agreement between Cortland Enlarged City School District and Lend Lease (US) Construction Inc. to Proceed with Extension of Services

RESOLVED, upon the recommendation of the Superintendent of Schools, to approve the Agreement between Cortland Enlarged City School District and Lend Lease (US) Construction Inc. to Proceed with Extension of Services as presented.

Moved by Mr. Stark, seconded by Mr. Natoli. Discussion: None

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

- c. Approval of Outside Use Rates for District Vehicles and Drivers for 2012-13

RESOLVED, upon the recommendation of the Superintendent of Schools, to accept the reimbursement schedule for outside group lease rates for the fiscal year 2012-13 as presented.

Moved by Ms. Davis-Howard, seconded by Mr. Stark. Discussion: None

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

- d. 1st Reading Erie I BOCES Policy Revisions to Section 1000 By-Laws – Policy 1630 – *Tabled*

- e. 2nd Reading Erie I BOCES Policy Revisions to Section 1000 By-Laws

RESOLVED, upon the recommendation of the Superintendent of Schools, to accept the 2nd Reading of proposed changes to Section 1000 By-Laws for the following: policies, as recommended by Erie I BOCES, and the Board of Education Policy Committee:

1.1	School District and Board of Education Legal Status and Authority	1110
1.2	Board of Education: Qualifications, Numbers and Terms of Office	1120
2.1	Board of Education Members: Nomination and Election	1210
2.2	Reporting of Expenditures and Contributions	1220

2.3 Resignation and Dismissal..... 1230

3.1 Powers and Duties of the Board..... 1310

3.2 Nomination and Election of Board Officers and Duties of the President and Vice President..... 1320

3.3 Appointments and Designations by the Board of Education 1330

3.3.1 Duties of the District Clerk..... 1331

3.3.2 Duties of the School District Treasurer..... 1332

3.3.3 Duties of the Tax Collector..... 1333

3.3.4 Duties of the External (Independent) Auditor..... 1334

3.3.5 Appointment and Duties of the Claims Auditor..... 1335

3.3.6 Duties of the Extraclassroom Activity Fund Central Treasurer and Faculty Auditor.... 1336

3.3.7 Duties of the School Attorney..... 1337

3.3.8 Duties of the School Physician/Nurse Practitioner..... 1338

3.3.9 Duties of the Internal Auditor..... 1339

4.1 Policy and Administrative Regulations..... 1410

5.1 Regular Board Meetings and Rules (Quorum and Parliamentary Procedure)..... 1510

5.2 Special Meetings of the Board of Education..... 1520

5.3 Minutes..... 1530

5.4 Executive Sessions..... 1540

6.1 Annual District Meeting and Election/Budget Vote..... 1610

6.1.1 Business of the Annual District Election..... 1611

6.2 Annual Organizational Meeting..... 1620

6.4 Absentee Ballots..... 1640

6.5 Submission of Questions and Propositions at Annual Elections and Special District Meetings..... 1650

Moved by Mr. Stark, seconded by Ms. Davis-Howard. Discussion: Mr. Natoli noted four policies, 1120, 1210, 1333, and 1338 required minor editing. Members received the revisions prior to the meeting.

Final Vote: Yes – 6, No – 1 (Colongeli). Motion Carried.

- f. 2nd Reading Erie I BOCES Policy Revisions to Section 2000 Internal Operations
RESOLVED, upon the recommendation of the Superintendent of Schools, to accept the 2nd Reading of proposed changes to Section 2000 Internal Operations for the following policies, as recommended by Erie I BOCES, and the Board of Education Policy Committee:

1.1 Orienting and Training New Board Members..... 2110

2.1 Committees of the Board..... 2210

3.1 Membership in Associations..... 2310

3.2 Attendance by Board Members at Conferences, Conventions and Workshops..... 2320

3.3 Compensation and Expenses..... 2330

3.4 Board Self-Evaluation..... 2340

Moved by Ms. Davis-Howard, seconded by Mr. Stark. Discussion: Mr. Natoli noted that Policy 2110 required minor editing. Members received the revision prior to the meeting.

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

- g. IRS Mileage Rate Change
RESOLVED, to adjust the IRS Mileage Rate, effective January 1, 2013, from \$.555 to \$.565 per mile, as presented.

Moved by Ms. Griffin, seconded by Mr. Natoli. Discussion: None

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

- h. Approval of Executive Summary Five-Year Capital Facilities Plan Revised December 2012
RESOLVED, upon the recommendation of the Superintendent of Schools, to approve the Executive Summary of the Five-Year Capital Facilities Plan Revised December 2012 as presented.

Moved by Mr. Stark, seconded by Mr. Natoli. Discussion: None

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

- i. Approval of Cortland County Community Services Board Contract for the 2012-13 School Year
RESOLVED, upon the recommendation of the Superintendent, to approve the Agreement with the County of Cortland Community Services Board for alcohol and substance abuse services for 2012-13, as presented.
Moved by Ms. Davis-Howard, seconded by Ms. Griffin. Discussion: None
Final Vote: Yes – 7, No – 0. Motion Carried.
- j. Final Approval Extended Field Trip – JSHS Wrestling Tournament – January 18-19, 2013 to Lansingburgh High School, Troy, NY
RESOLVED, upon the recommendation of the Superintendent of Schools, to approve the final request for a JSHS Wrestling Tournament field trip, January 18-19, 2013 to Lansingburgh High School, Troy, NY, as presented.
Moved by Mr. Colongeli, seconded by Mr. Stark. Discussion: None
Final Vote: Yes – 7, No – 0. Motion Carried.

7. **PERSONNEL ACTION:**

- a. Approval of Personnel Resignations and Leaves
RESOLVED, upon the recommendation of the Superintendent of Schools, to approve the Resignations and Leaves as presented on Resignations and Leaves Schedule 11.01.
Moved by Mr. Natoli, seconded by Mr. Young. Discussion: None
Final Vote: Yes – 7, No – 0. Motion Carried.
- b. Approval of Non-Instructional Personnel Appointments
RESOLVED, upon the recommendation of the Superintendent of Schools, to approve the appointments for Non-Instructional Personnel as presented on Schedules of Appointment 1077 and 1078.
Moved by Ms. Griffin, seconded by Mr. Stark. Discussion: None
Final Vote: Yes – 7, No – 0. Motion Carried.
- c. Approval of Instructional Personnel Appointments
RESOLVED, upon the recommendation of the Superintendent of Schools, to approve the appointments for Instructional Personnel as presented on Schedules of Appointment 2219, 2220 and 2221.
Moved by Ms. Davis-Howard, seconded by Mr. Natoli. Discussion: None
Final Vote: Yes – 7, No – 0. Motion Carried.

8. **LEADERSHIP REPORTS:**

- a. Director of Business Operations
Ms. Bridenbecker offered Kudos to the Business Department, and shared that W2s and 1099s have been completed in a timely manner and submitted to BOCES for printing. She noted, new this year, the IRS required employers report the combined cost of employer and employee health insurance on the W2s.
- b. Assistant Superintendent for Pupil and Personnel Service
 - 1) Professional Development Afternoon – January 8, 2013
Ms. Riley reported that today was the second of three early release days. K-8 classroom and special education teachers engaged in work focusing on transition to the Common Core in mathematics. Grades 9-12 and special area departments focused on implementing the Common Core shifts and implementing them into the APPR lesson plan template, while some of the smaller departments worked on things germane to their departments. Outside a thirty-minute session provided by OCM BOCES Network Team trainers on EngageNY, the sessions were facilitated by teacher leaders and groups of colleagues working collaboratively.
- c. Superintendent
 - 1) Capital Project Change Order Summary
Mr. Hoose reviewed change order EC-037. Ms. Griffin questioned the credit for work to the lower field. Mr. Hoose will investigate and provide members with further information.
 - 2) The Walden Oaks Country Club – 2013 Golf Team Agreement
Mr. Hoose provided copies of the 2013 Golf Team Agreement with Walden Oaks Country Club. He thanked the club for generously hosting our team at no charge.

9. **AUDIENCE PARTICIPATION:** There were no requests to address the Board.

10. **NEXT MEETING AGENDA REVIEW**

The following items were added to the next meeting agenda:

- Policy Revisions
- Discussion – Set date for work session

11. **EXECUTIVE SESSION**

In accordance with Public Officer’s Law Section 96, Subdivision 1, Ms. Van Donsel called for an Executive Session at 8:18 p.m. to discuss the medical, financial, credit, or employment history of a particular person.

Moved by Ms. Davis-Howard, seconded by Mr. Natoli. Discussion: None

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

The Executive Session adjourned at 9:28 p.m.

Moved by Ms. Davis-Howard, seconded by Mr. Young. Discussion: None

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

12. **ADJOURNMENT**

As there was no further business to discuss, Ms. Van Donsel asked for a motion to adjourn the Regular meeting 9:30 p.m.

Moved by Ms. Davis-Howard, seconded by Mr. Young. Discussion: None

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

Ms. Margaret Baccaro, Clerk

Proposed 2013

By-Laws

SUBJECT: LEGAL QUALIFICATIONS OF VOTERS AT SCHOOL DISTRICT MEETINGS

A person shall be entitled to register and vote at any school meeting for election of members of the Board of Education, and upon all matters which may be brought before such meeting, who is:

- a) A citizen of the United States;
- b) Eighteen (18) years of age or older;
- c) A resident within the District for a period of thirty (30) days preceding the next meeting at which he/she offers to vote.

Any person who would not be qualified to register or vote under the provisions of Election Law Sections 5-100 and 5-106 shall not have the right to register for or vote in an election.

Education Law Sections 2012, 2025 and 2603
Election Law Article 5

***Personal Registration of Voters**

Personal registration of voters in the Cortland Enlarged City School District has been provided.

The Board of Education will authorize registration of voters on dates to be determined at their discretion.

The registration must include all persons registering personally for the referendum or election in question. The register will also include:

- a) All persons who previously have registered for any annual budget referendum or special meeting of election held with four (4) calendar years prior to the year in which such register is being prepared.
- b) Any person who is registered to vote under the provisions of Election Law Section 5-612(2) and amendments.

The last day of registration shall not be less than five (5) days nor more than fourteen (14) days preceding the annual budget referendum or election. Such registration must be open for at least four (4) consecutive hours between 7 a.m. and 8 p.m.

The Board of Education reserves the right to revoke the provisions for personal registration in this District. However, once revoked they cannot be reinstated unless authorized by the voters at a District election.

**District Option*
Adoption Date

6 b/c

2013

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Community Relations

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pgs. 1-4*

SUBJECT: CHARTER SCHOOLS

A charter school is a public school financed through public local, state and federal funds that is independent of local school boards. Although the New York Charter Schools Act of 1998 designates certain "charter entities," only the local school district may approve the conversion of an *existing public school* to a charter school. Prior to any such conversion to a charter school, the parents/guardians of the majority of the students then enrolled in the public school must have voted in favor of the conversion.

For charter schools approved by the Board of Trustees of the State University of New York or the Board of Regents, the local school district within which the charter school is located has the right to visit, examine, and inspect the charter school for compliance with all applicable laws, regulations, and charter provisions.

Charter schools may be located in part of an existing public school building, a private work site, a public building, or any other suitable location. At the request of the charter school or prospective applicant, the School District shall make available a list of vacant and unused school buildings and vacant and unused portions of school buildings, including private school buildings, within the School District which may be suitable for the operation of a charter school.

The School District's high school(s) may accept academic credit from students who transfer from the charter school as authorized and/or permitted in accordance with law, Commissioner's Regulations, and local District standards. Either the charter school or the local School Board may issue a high school diploma upon students' graduation from a charter school depending on the charter school's relationship with the School Board.

For the purposes of the Textbook Loan Program defined in Education Law Section 701, the Library Materials Loan Program defined in Education Law Section 711, and the Computer Software Loan Program defined in Education Law Section 751, and Health and Welfare Services defined in Education Law Section 912, students attending a charter school have the same access to textbooks, software and library materials loaned by the School District as if enrolled in a nonpublic school. Within available School District inventory and budgetary appropriations for purchase of such materials, the School District is required to provide such materials on an equitable basis to all public school students and to all nonpublic school and charter school students who are residents of the District (Textbook Loan Program) or who attend a nonpublic or charter school in the School District (Software and Library Materials Loan Programs). The base year enrollment of students in the charter school may be claimed by the School District for the purposes of Textbook, Software and Library Materials Aids, in the same manner as nonpublic school enrollments are claimed.

For the purpose of transportation, charter schools are considered nonpublic schools, which means that students attending charter schools who reside within a fifteen (15) mile radius of the charter school (or a greater radius if the voters of the *school district of residence* have approved nonpublic transportation for more than fifteen [15] miles) will receive transportation from their *school district of residence* on the same basis as nonpublic school students; that is, subject to the applicable

(Continued)

Community Relations

SUBJECT: CHARTER SCHOOLS (Cont'd.)

minimum mileage limits for transportation in the *school district of residence*, and the requirement of the timely filing of the request for transportation pursuant to Education Law Section 3635(2).

A student *cannot* be dually enrolled in the charter school and District schools. However, the *school district of residence* of students attending a charter school may, but is not required to, allow such students to participate in athletic and extracurricular activities.

Special Education programs and services shall be provided to students with disabilities attending a charter school in accordance with the individualized education program recommended by the Committee or Subcommittee of Special Education of the student's *school district of residence*. The charter school may arrange to have such services provided by the *school district of residence* or by the charter school directly or by contract with another provider. Where the district of residence provides the special education programs or services, they will be provided in the same manner as provided to students in other public schools in the District. This includes the provision of supplementary and related services on site to the same extent the District's policy and practices provide such services on the site of other public schools.

All employees of a public school *converted* to a charter school are included within the negotiating unit for the local school district, *but* the collective bargaining agreement of that negotiating unit may be *modified by a majority vote* of the members who work at the charter school, with the approval of the Board of Trustees of the charter school.

Instructional employees of a charter school which has *not* been converted from an existing public school and which has more than 250 students during the *first year* of instruction will be represented in a separate negotiating unit at the charter school by the same employee organization representing similar employees in the local school district. Employees *may* be included in the Teachers' Retirement System and other retirement systems open to employees of the School District. Financial contributions for such benefits are the responsibility of the charter school and the charter school's employees.

Teachers employed by the School District may apply for a leave of absence for purposes of teaching at a charter school. Approval for such leave of absence for a period of two (2) years or less shall not be unreasonably withheld. If such approval is granted to a teacher by the District, the teacher may return to teach in the School District during such period of leave without the loss of any right of certification, retirement, seniority, salary status, or any other benefit provided by law or by collective bargaining agreement. If an appropriate position is unavailable, the teacher's name shall be placed on a preferred eligible list of candidates for appointment to a vacancy that may thereafter occur in an office or position similar to the one such teacher filled in the District immediately prior to the leave of service.

(Continued)

Community Relations

SUBJECT: CHARTER SCHOOLS (Cont'd.)**Charter School Finances**

The enrollment of students attending charter schools shall be included in the enrollment, attendance and, if applicable, count of students with disabilities of the school district in which the charter school student resides. The charter school shall report all such data to the school districts of residence in a timely manner for reporting to the State Education Department. The school district of residence shall pay directly to the charter school for each student enrolled in the charter school the basic tuition as determined by the Commissioner of Education *as set forth in Education Law Section 3602(1)(f). The New York Charter Schools Act requires that the *school district of residence* forward such payments to the charter school in six (6) substantially equal installments each year beginning on the first business day of the months of July, September, November, January, March, and May.

Approved operating expenses include the essential operating cost of the School District. Excluded are costs for transportation, debt services, construction, tuition payments to other school districts, some BOCES payments, cafeteria or school lunch expenditures, balances and transfers, rental income from leased property, and certain other limited categories unless otherwise authorized pursuant to the federal grant program, *State Charter School Facilities Incentive Program*.

Charter school financing in the first year of operation shall be based on the number of students projected to be served by the charter school and the approved operating expenses of the district of residence of those students. Adjustments will be made in each subsequent year based upon the final report by the charter school of actual enrollment.

Federal and State aid attributable to students with disabilities are required to be paid to a charter school by the school district of residence for those students attending such charter school in proportion to the services the charter school provides such students directly or indirectly. Payment of federal aid attributable to a student with a disability attending a charter school must be made according to the requirements in 20 United States Code (USC) Sections 76.85-76.799 and Section 300.209 of Title 34 of the Code of Federal Regulations (CFR). Failure by the School District to make such required payments will result in the State Comptroller deducting the required amounts from State funds due to the District and paying them to the charter school.

Neither the School District, the charter entity, nor the State is liable for the debts of the charter school.

Notice and Hearing Requirements

The New York State Board of Regents is required to provide the School District information on the charter school process. If a charter school is proposed, the charter entity and the Board of Regents shall notify the school district in which the charter school is located and public and nonpublic schools in the same geographic area as the proposed charter school at each significant stage of the chartering process.

(Continued)

SUBJECT: CHARTER SCHOOLS (Cont'd.)

Such notification shall be provided by the charter entity within thirty (30) days of its receipt of an application for formation of a new charter school or for renewal of an existing charter school and at least forty-five (45) days prior to initial approval of the charter application by the charter entity.

Before a charter is issued, revised or renewed, the school district in which the charter school is located shall hold a public hearing to solicit comments from the community potentially impacted by the proposed charter school. When a revision involves the relocation of a charter school to a different school district, the proposed new school district shall also hold a hearing. The school district shall, at the time of its dissemination, provide the State Education Department with a copy of the public hearing notice.

No later than the business day next following the hearing, the school district shall provide written confirmation to both the charter entity and the State Education Department of the date and time the hearing was held. Copies of all written records or comments generated from the hearing shall be submitted to the charter entity and the State Education Department within fifteen (15) days of the hearing.

The school district shall also be given the opportunity to comment on the proposed charter to the charter entity. The charter entity shall consider any comments raised and submit them to the Board of Regents with the application for issuance, revision or renewal of a charter.

In the event the school district fails to conduct a public hearing, the Board of Regents shall conduct a public hearing to solicit comments from the community in connection with the issuance, revision or renewal of a charter.

20 USC Sections 76.785-76.799
State Charter School Facilities Incentive Program, 34 CFR Part 226
34 CFR Section 300.209
Education Law Article 56 and Sections 3602(11) and 3635
8 NYCRR Parts 100 and 119

Adoption Date

C/

SUBJECT: PARENT-TEACHER ASSOCIATION

The Board of Education recognizes that the goal of the Parent-Teacher Association is to develop a united effort between educators and the general public to secure for every child the highest achievement in physical, academic and social education. Therefore, staff members and parents are encouraged to join the Parent-Teacher Association and to participate actively in its programs.

The Cortland City School District ~~PTO~~ *Parent-Teacher Groups* are:

- a) Barry School ~~PTO~~ *PTA*
- b) Parker School PTO;
- c) Randall School PTO;
- d) Smith School PTO;
- e) Virgil School PTO; and
- f) High School PTO. *PTAG (parent teacher awareness group)*

Adoption Date

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Community Relations



SUBJECT: SOLICITATION OF CHARITABLE DONATIONS

School Children

Direct solicitation of charitable donations from children in the District schools on school property during regular school hours shall not be permitted. It will be a violation of District policy to ask District school children directly to contribute money or goods for the benefit of a charity during the hours in which District students are compelled to be on school premises.

However, this policy does not prevent the following types of fund raising activities:

- a) Fund raising activities which take place off school premises, or outside of regular school hours during before-school or after-school extracurricular periods;
- b) Arms-length transactions, where the purchaser receives a consideration for his/her donation. For example, the sale of goods or tickets for concerts or social events, where the proceeds go to charity, shall not be prohibited as the purchaser will receive consideration - the concert or social event - for the funds expended;
- c) Indirect forms of charitable solicitation on school premises that do not involve coercion, such as placing a bin or collection box in a hallway or other common area for the donation of food, clothing, other goods or money. However, collection of charitable contributions of food, clothing, other goods or funds from students in the classroom or homeroom is prohibited.

The Board of Education shall ultimately decide which organizations, groups, etc. can solicit charitable donations and for what purposes, as long as the activities comply with the terms of this policy and the Rules of the Board of Regents.

Regulations shall be developed by the administration to implement this policy.

School Personnel

Soliciting of funds from school personnel by persons or organizations representing public or private organizations shall be prohibited. The Superintendent of Schools shall have the authority to make exceptions to this policy in cases where such solicitation is considered to be in the District's best interest. The Board of Education shall be notified of these instances.

Distribution of information about worthwhile area charities may be made through the Office of the Superintendent of Schools as a service to School District personnel.

(Continued)

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Community Relations

SUBJECT: SOLICITATION OF CHARITABLE DONATIONS

New York State Constitution Article 8, Section 1
Education Law Section 414
8 NYCRR Section 19.6

NOTE: Refer also to Policy #7450 -- Fund Raising by Students

Adoption Date

Community Relations

SUBJECT: THREATS OF VIOLENCE IN SCHOOL

The School District is committed to the prevention of violence against any individual or property in the schools, on school property or at school activities whether such acts and/or threats of violence are made by students, staff, or others. Threats of violence against students, school personnel and/or school property will not be tolerated whether or not such threats occur on school grounds or during the school day.

Any person who commits an act or threatens an act of violence, including bomb threats, whether made orally, in writing, by email, or by any other electronic format, shall be subject to appropriate discipline in accordance with applicable law, District policies and regulations, as well as the *Code of Conduct on School Property* and collective bargaining agreements, as may be necessary.

While acknowledging an individual's constitutional rights, including applicable due process rights, the District refuses to condone acts and/or threats of violence which threaten the safety and well being of staff, students, visitors and/or the school environment. Employees, students, agents and invitees shall refrain from engaging in threats or physical actions which create a safety hazard for others.

All staff who are made aware of physical acts and/or threats of violence directed to students or staff are to report such incidents to the Building Principal/designee, who shall report such occurrences to the Superintendent. Additionally, the Building Principal/designee will also report occurrences of violence, whether involving an actual confrontation or threat of potential violence, to the school psychologist and/or Director of Special Education if applicable. Local law enforcement agencies may be called as necessary upon the determination of the Superintendent/designee.

Students are to report all acts and/or threats of violence, including threats of suicide, of which they are aware by reporting such incidents to the school hotline, a faculty member, or the Building Principal.

~~to the school hotline~~ delete the school hotline

The District reserves the right to seek restitution, in accordance with law, from the parent/guardian and/or student for any costs or damages which had been incurred by the District as a result of the threats or acts of violence in the schools.

This policy will be enforced in accordance with applicable laws and regulations, as well as collective bargaining agreements and the *Code of Conduct* as may be necessary. Additionally, this policy will be disseminated, as appropriate, to students, staff, and parents and will be available to the general public upon request.

Appropriate sanctions for violations of this policy by students will be addressed in the *Code of Conduct*.

Adoption Date



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CORTLAND ENLARGED CITY SCHOOL DISTRICT

**1 Valley View Drive
Cortland, New York 13045**

**Susan Bridenbecker
Director of Business Services
sbridenbecker@cortlandschools.org**

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

To: Michael Hoose, Superintendent of Schools
From: Susan Bridenbecker, Director of Business Services
Date: January 16, 2013
RE: Wood Donation

We have received a donation from Mr. Thomas Herting, a teacher at the JR./Sr. High School of 300 board feet of white ash for use in the technology classes.

I recommend that the Board of Education accept this donation.

Board Resolution

Resolved upon the recommendation of the Superintendent of Schools to accept a donation of 300 board feet of white ash valued at \$500 from Thomas Herting.



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

To: Michael Hoose, Superintendent of Schools
From: Susan Bridenbecker, Director of Business Services
Date: January 16, 2013
RE: Library Book Donation

The Holbrook family would like to make a donation of three (3) library books valued at \$52.52 in memory of Cassidy D'Addario.

I recommend that the Board of Education accept this donation.

Board Resolution

Resolved upon the recommendation of the Superintendent of Schools to accept a donation of 3 library books valued at \$52.52 from the Holbrook Family in memory of Cassidy D'Addario.

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BOE 1/22/13

To: Michael Hoose
Superintendent of Schools

Susan Bridenbecker
Director of Business Services

From: Steve Littlefield

Date: January 17, 2013

Re: Surplus Vehicle Inventory

The following list of vehicles should be placed before the board of education in order to be designated as surplus, so that they may be sold at auction to the highest bidders.

1. **School Bus #7** is a 2002 Freightliner FS65 chassis with a Thomas body, VIN 4UZAAWAK62CJ60255. Bus #7 has a wheelchair lift and adjustable seating, so that it can accommodate up to four wheelchair using passengers and up to 28 regular passengers. Caterpillar 3116 six cylinder turbo diesel engine, with Allison 2000 automatic transmission. Current mileage is unknown, because the bus has an LCD odometer and a dead battery. It ran well when parked and it has a good frame and chassis. It lost DOT approval in October 2012 due to underbody rust.
2. **School Bus #10** is a 2004 Freightliner FS65 chassis with a Thomas 65 passenger body, VIN 4UZAAXCS34CL82306. The bus has a Mercedes Benz six cylinder turbo diesel engine and an Allison 2000 automatic transmission. The bus has run about 120,320 miles. It ran well when parked and it has a good frame and chassis. It lost DOT approval in September 2012 due to underbody rust.
3. **School Bus #12** is a 2004 Freightliner FS65 chassis with a Thomas 65 passenger body, VIN 4UZAAXCS44CL82329. The bus has a Mercedes Benz six cylinder turbo diesel engine and an Allison 2000 automatic transmission. The bus has run about 123,300 miles. It ran well when parked and it has a good frame and chassis. It lost DOT approval in September 2012 due to underbody rust.
4. **Van #145** is a 2002 Chrysler Voyager, VIN IC8GJ25322B6558967, has a 3.3 liter V6 and automatic transmission. The rear passenger seats have been removed to accommodate the transportation of supplies. It has about 187,000 miles on the odometer and has inspection through July 2013. The van has extensive rust in the rocker panels, wheel wells and undercarriage. It runs and drives.
5. **Van #146** is a 2002 Chrysler Voyager LX, VIN IC8GJ25393B233148, has a 3.3 liter V6 and automatic transmission. It has seating for six passengers. It runs and drives, but has a noisy water pump. It has 173,447 miles on the odometer and is inspected through June 2013.

School Buses #8 and #9 were designated as surplus by the board of education during the summer of 2012, but could not be sold because the titles could not be found. These vehicles will also be put up for sale along with the above listed vehicles.

Most of these vehicles have dead batteries and are not currently running. Mike and Keith will put a limited amount of time into getting them running in order to accommodate sale. Once the board of education has designated them as surplus, I will put them up for bid. Once bidding has closed, the winning bids will be put before the board for approval.

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SCHEDULE OF RESIGNATIONS AND LEAVES

ADMINISTRATORS, INSTRUCTIONAL AND NON-INSTRUCTIONAL STAFF
School Year 2012-13

Schedule Number: 11.02
Board Meeting Date: January 22, 2013
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
Morton, Nancy	Food Service Helper	09/05/2006	01/30/2013	To accept the Cook position.

INSTRUCTIONAL/NON-INSTRUCTIONAL PERSONNEL:

LEAVE OF ABSENCE	POSITION	ORIGINAL APPOINTMENT	LEAVE DATES	REASON

SCHEDULE OF APPOINTMENTS

Non-Instructional Personnel To Fix Salaries and Schedule Conditions for the School Year 2012-13

Schedule Number: **1079**
 Board Meeting Date: **January 22, 2013**
 Color: **White**

NAME	JOB TITLE	SERVICE AREA	EFFECTIVE DATE	APPOINTMENT TYPE	REMARKS	SALARY/ HOURLY RATE
Morton, Nancy	Cook	Barry	01/31/2013	Probationary	Nancy will fill the Cook vacancy due to retirement.	\$11.00

**SCHEDULE OF APPOINTMENTS
INTER-SCHOLASTIC (ATHLETICS)
To Fix Salaries and Schedule Conditions for the School Year 2012-13**

Schedule Number: **2222**
Board Meeting Date: **January 22, 2012**
Color: **Blue**

NAME	TITLE	VARSITY/JV JUNIOR HIGH	SPORT	BOYS/ GIRLS	AMOUNT
Thomas Colt	Head Coach	Modified	Baseball	Boys	\$ TBD
Lara Discenza	Head Coach	Modified	Softball	Girls	\$ TBD
Ilona Ryon	Head Coach	Modified	Lacrosse	Girls	\$ TBD
Joseph VanDonsel	Vol. Asst. Coach	JV	Lacrosse	Girls	\$ Volunteer
Nate Thomas	Assistant Coach	Modified	Lacrosse	Boys	\$ TBD

SCHEDULE OF APPOINTMENTS

ELEMENTARY & SECONDARY SUBSTITUTE TEACHERS/TUTORS 2012-13

Schedule Number: **2223**

Board Meeting Date: **January 22, 2013**

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
Sinnigen, Justin	Substitute Teacher	A	\$85.00

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



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

To: Michael Hoose, Superintendent of Schools
From: Susan Bridenbecker, Director of Business Services
Date: January 16, 2013
RE: New Position Request

The Business Office is comprised of 1 accounts payable clerk, 1 payroll clerk, and 1 executive secretary. In addition, there are 2 part time tax collectors.

The day to day operations of the Business Office include:

- a. Payroll: producing over 14,000 paychecks annually (500+ on a bi-weekly payroll cycle)
- b. Health & Dental Insurance: Enrollment, tracking and collecting and processing payments for 500+ enrollees.
- c. Workers Compensation, Unemployment, Student Incidents & Safety: Coordination, processing and reporting
- d. Student Enrollment & Data Warehouse: registration, records requests, student transfers, projections and reports
- e. Procurement & Accounts Payable: requisition processing, vendor maintenance & accounts, budget review, process & payment of 3,900+ payables claims annually
- f. Cash receipts: occur on a daily basis; with a heavier load during the tax collection periods of August through October and December through March
- g. Financial & agency reporting
- h. Reception desk coverage: 2 hours+ a day

I am requesting the creation of a 12 month Account Clerk position. This position will enable the Business Office to create efficiencies in processes (including cross training of staff), and ensure we have adequate daily coverage for cash receipts and the reception desk.

The cost of this position will be partially offset by the reduction in the hours of the part time tax collectors and staff overtime.

I recommend that the Board of Education accept this resolution.

Board Resolution

Resolved upon the recommendation of the Superintendent of Schools to create a twelve (12) month Account Clerk position.



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To: Michael Hoose, Superintendent of Schools
From: Susan Bridenbecker, Director of Business Services
Date: January 16, 2013
RE: New Position Request

The Committee on Special Education minutes presented to the Board of Education on December 13, 2012 included an addition of one 1:1 teacher Aide for a student. Attached is a resolution to increase staffing to accommodate the Students IEP.

I recommend that the Board of Education accept this resolution.

Board Resolution

Resolved upon the recommendation of the Superintendent of Schools to create a Teacher Aide position as per the December 2012 Committee on Special Education minutes.