

CORTLAND ENLARGED CITY SCHOOL DISTRICT
Board of Education Meeting – Tuesday, March 12, 2013 at 7:00 p.m.
Kaufman Center, 1 Valley View Drive, Cortland NY

- 1. CALL TO ORDER and PLEDGE OF ALLEGIANCE**
- 2. COMMUNICATIONS and RECOGNITION:**
 - a. Kudos Korner:
 - 1) Coach Jeremy Milligan and Varsity Boys Basketball Team
 - b. Audience Participation – on items related to the Agenda (speakers are asked to limit their comments to two minutes).
 - c. Board Member Reports
 - 1) Request to Dedicate JSHS Main Office to John A. Gee
 - 2) Feedback on CNYSBA Annual Legislative Breakfast, March 9, Westhill High School
 - 3) Feedback on 2013 Annual Winter Institute and Lobby Day
 - 4) OCM BOCES Annual Meeting, April 11, 2013
 - 5) SUNY Cortland Graduate Student – Participation in Survey
- 3. PRESENTATIONS: None**
- 4. CONSENT ITEMS:**
 - a. Minutes of February 26, 2013 Regular Meeting
 - b. CSE/CPSE Recommendations
 - c. 2012-2013 Tax Collection Report
- 5. OLD BUSINESS:**
- 6. NEW BUSINESS:**
 - a. Approval of Faculty/Student Calendar for 2013-14
 - b. Rescind Acceptance of Surplus Auction Bid Awards
 - c. Approval of Surplus Auction Bid Awards
 - d. Acceptance of Extra Classroom Activities Financial Statement and Corrective Action Plan – Fiscal Year 2011-12
 - e. Acceptance of OSC (Office of State Comptroller) Corrective Action Plan – June 1, 2011 – July 9, 2012
 - f. Approval of Bus Bond Resolution and Notice of Annual Meeting defining Public Budget Hearing, Polling Locations, Voter Registration Day, and Publication of Notice of Annual Meeting
- 7. PERSONNEL ACTION:**
 - a. Approval of Personnel Resignations and Leaves
 - b. Approval of Non-Instructional Personnel Appointments
 - c. Approval of Instructional Personnel Appointments
- 8. LEADERSHIP REPORTS:**
 - a. Director of Business Operations
 - b. Assistant Superintendent for Pupil and Personnel Service
 - 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**

CORTLAND ENLARGED CITY SCHOOL DISTRICT
Board of Education Meeting – Tuesday, February 26, 2013 at 7:00 p.m.
Kaufman Center, 1 Valley View Drive, Cortland NY

4a

A Regular Meeting of the Board of Education was held on Tuesday, February 26, 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

Absent: Mr. William Young, Ms. Peg Baccaro

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. Cindy Dann, Clerk Pro tem

6:12 – 6:35 p.m. – Board Budget Workshop

1. CALL TO ORDER and PLEDGE OF ALLEGIANCE:

Ms. Van Donsel called the meeting to order at 7:00 p.m., and the Pledge of Allegiance was recited.

2. COMMUNICATIONS and RECOGNITION:

a. Kudos Korner

1) National Board Certification – Nicholas Kline

Mr. Nicholas Kline, PE teacher at Parker Elementary School was recognized as recently achieving the coveted status of National Board certification. To achieve this status teachers must complete a rigorous process of assessments, analysis and written exercises from the National Board for Professional Teaching Standards that can take up to three years. Mr. Kline accepted a certificate with thanks and provided a brief explanation of the five core prepositions that form the foundation and frame for accomplished teaching. Mr. Hoose added that Mr. Kline is the fifth teacher in the district to achieve this accomplishment. The other four teachers are Ms. Megivern, Ms. Avery, Ms. Brown and Ms. Tellaeche.

b. Audience Participation – There were no requests to address the Board

c. Board Member Reports

1) Discussion – Driver Education

Mr. Hoose provided a handout with a four-year history of Driver Education in the district. The board discussed the idea of bringing back driver education for course credit, but Mr. Hoose explained that it is too late for 2013-14; however, he will look into it for the following school year. Mr. Hoose stated the district offered the course for a fee the past three summers, and that the board has not decided what to do for this summer. It was explained that students also can take driver education for a fee through OCM BOCES. Paying for the course means it cannot count as course credit. Ms. Griffin asked if it was possible to look into providing this for next summer as a .5 credit course as there are many students that could benefit from the credit. Mr. Natoli asked if this course provided all the necessary hours for a student to obtain their license. Mr. Hoose did not have the answer, however recognized that there were driver education instructors in the audience and asked if anyone could provide that answer. Mr. Jeff Lacey stated to obtain a certificate from driver's education course, a student must attend 24 hours of theory and 24 hours of driving. NYS requests 50 driving hours logged. Ms. Davis-Howard said some students cannot afford to pay for the course at BOCES, which is why the board explored having the course for credit again. Ms. Van Donsel thanked everyone for their participation in the conversation.

2) BOE Facilities committee Report

Mr. Stark provided an update regarding the February 14, 2013 meeting. The committee discussed close-out items from the current project and created lists of items that still need to be completed. Also discussed, was the roofing project which has been submitted to SED for approval. Bids will go out upon approval and will be prioritized by need.

3) COSBA CNYSBA Annual Legislative Breakfast

Ms. Van Donsel reminded members of the upcoming CNYSBA Annual Legislative Breakfast rescheduled for March 9, 8-11 a.m. at Westhill High School. Board members who wish to attend submitted completed forms to Ms. Dann.

4) **BOE Policy Committee Update**

Mr. Natoli reported that the committee met this evening reviewing the cross reference list and recommendations from Erie 1 BOCES. Mr. Natoli stated that Erie 1 BOCES is recommending that the entire policy manual be reviewed before adopting the policy manual. This will take more work and time to complete.

5) **Acknowledge Receipt of Report of Examination for Period of June 1, 2011 to July 9, 2012 from the Office of the New York State Comptroller**

Ms. Van Donsel acknowledged the receipt of the CECSD Report of Examination for Period of June 1, 2011 to July 9, 2012 from the Office of the New York State Comptroller. Members have received copies, and the document has been reviewed by the Audit Committee as reported at the February 12 meeting.

3. **PRESENTATIONS:**

a. **Cortland Public Education Foundation Awards**

Ms. Van Donsel stated the Board is extremely grateful for the work that the Foundation does to support innovative classroom and curriculum projects. Ms. Kellyann O'Mara, Treasurer of the Cortland Public Education Foundation was invited to speak. Ms. O'Mara mentioned the Foundation is always looking for board members if anyone is interested and introduced two grant recipients: Ms. Sharon Phetteplace, Vocal Music CJSHS/Virgil and Ms. Heidi Shelley, Vocal Music Randall. Ms. Shelley along with a group of 3rd graders from Randall Elementary School, entertained the audience by singing and playing the xylophones that were purchased with grant funds. The xylophones aid in teaching children a sense of tonality. Ms. Phetteplace along with 5th & 6th graders from Virgil Elementary School entertained the audience by playing the authentic West African drums purchased with grant funds. The drums help children sing, play, improvise, listen, compose, evaluate and read music and learn first-hand how music relates to other disciplines.

b. **Parent Engagement – Parker School**

Mr. Yard, Principal Parker Elementary, Ms. Robin Cataldo, Parker PTO President along with eight Parker Elementary teachers and parents entertained the Board with an in-depth Power Point presentation regarding the school's parent engagement program. The group said they focus on efforts to improve attendance and academic success by making parents a larger part of school. Parents and teachers noted increasing participation as each event unfolds including the "Welcome Back to School" barbeque which had a line of parents and students to the street! The parents promote 95% attendance for all students. If a student falls below 93% attendance, the group sends a letter to the student's family offering to help.

c. **2nd Quarter Academic Report**

Ms. Kaup began the second quarter academic report by sharing data on elementary progress. She presented charts reflecting data gathered from report card grades showing percent passing, percent with mastery, and percent failing ELA, math, social studies, science and health. The slide presentation included charts tracking the benchmark progress using data collection and comparisons from the same marking period from years 2008-09 through present and comparing first quarter to second quarter. In addition Ms. Kaup reported on elementary attendance, comparing students with 85% or better and 90% or better attendance to last year at the same time. There was some discussion regarding attendance.

Mr. Santoro first thanked members for approving the trip to France and Spain. The students and staff had an absolutely wonderful time and it was an experience they will never forget.

Mr. Santoro reported on the academic progress for grades 7-12. He presented charts reflecting passing and mastery (85% or greater) in all core subjects, comparing data from the second quarter for the last five years as reference. The data are used to target students that are at-risk. For those students, guidance, parent, teachers and the student work together to put academic action plans in place. Mr. Santoro noted that the increase of failures from quarter one to quarter two is concerning, but somewhat expected as the students are into the core of the subject matter. Members mentioned that they would like to see data by course in addition to grade level.

Mr. Natoli asked if advisory is the same as homeroom and would it be better if advisory and period one were switched. Mr. Santoro advised that a survey has been completed by staff members regarding attendance. Administrators are reviewing the results. Ms. Griffin asked if it was mandatory for students at risk to attend the study tables and Mr. Santoro explained that it is highly encouraged, but not mandatory. Mr. Santoro explained that there is an increased effort to reduce the drop-out rates.

4. **CONSENT ITEM:**a. **Minutes of February 12, 2013 Regular Meeting**b. **CSE/CPSE Recommendations**

607000726, 607000430, 607000608, 610316631, 610330865, 610241557, 610308397, 607000125, 610350593, 610273192, 607000062, 610371724, 610323993, 607000179, 610343124, 610319179, 610329392, 610350920, 610392014, 607000399, 607000458, 607000219, 610392442, 610273315, 607000096, 607000395, 610327908, 610265253

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

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

5. **OLD BUSINESS:**a. **2nd Reading Erie I BOCES Policy Revisions to Section 4000 Administration**

RESOLVED, upon the recommendation of the Superintendent of Schools, to accept the 2nd Reading of proposed changes to Section 4000 Administration, for the following policies as recommended by Erie I BOCES, and the Board of Education Policy Committee:

4110 Administrative Personnel

4210 Administrative Organization and Operation

4220 Administrative Authority

4230 District Committees

4310 Superintendent of Schools

4320 Superintendent-Board of Education Relations

4410 Professional Development Opportunities

4420 Compensation and Related Benefits

Moved by Ms. Griffin, seconded by Mr. Stark. Discussion. None

Final Vote: Yes – 5, No – 1 (Colongeli). Motion Carried.

6. **NEW BUSINESS:**a. **Financial Reports: Treasurer's Report, Trial Balance, Revenues, Intrafund Transfers, Appropriations, Warrant, Claims Monthly Report – December 2012 and Extra Classroom Activity Fund Quarterly Reports December 31, 2012**

RESOLVED, upon the recommendation of the Superintendent of Schools, to approve Financial Reports dated December, 2012 as presented.

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

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

b. **Approve Participation in Local Government Efficiency Program Grant**

RESOLVED, upon the recommendation of the Superintendent of Schools, to approve authorization for OCM BOCES to apply for the Local Government Efficiency Grant Program with the Cortland Enlarged City School District as a Co-Applicant as presented.

Moved by Ms. Davis-Howard, seconded by Ms. Griffin. Discussion: Ms. Griffin asked for confirmation of the cost to our district. Mr. Hoose confirmed the cost of \$5000.00 is being split equally by nine districts which will be \$555.55.

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

c. **Approve Surplus Auction Bid Awards**

RESOLVED, upon the recommendation of the Superintendent of Schools, that the Board of Education for the Cortland Enlarged City School District hereby accept the bid of \$3,550.00 for a 2002 Freightliner/Thomas bus #7, VIN 4UZA AWAK62CJ60255, 18 passenger/2WC. The high bidder was Phillip Benowitz, P&B Auto Sales of Brooklyn, NY through their bid on the Auctions International website.

Moved by Mr. Stark, seconded by Mr. Colongeli. Discussion: Mr. Natoli asked if all bid awards could be approved together and Mr. Hoose explained it was prepared this way to avoid re-doing all items if one didn't work out.

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

RESOLVED, upon the recommendation of the Superintendent of Schools, that the Board of Education for the Cortland Enlarged City School District hereby accept the bid of \$6,500.00 for a 2002 Thomas MVP 66 passenger Saf-T-Liner bus #8, VIN 1T7HN4B2621121545. The high bidder

was Abdul Chaudhry, Kwality Auto Group, Paterson, NJ through their bid on the Auctions International website..

Moved by Mr. Natoli, seconded by Mr. Colongeli. Discussion. None

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

RESOLVED, upon the recommendation of the Superintendent of Schools, that the Board of Education for the Cortland Enlarged City School District hereby accept the bid of \$6,400.00 for a 2002 Thomas MVP 66 passenger Saf-T-Liner bus #9, VIN 1T7HN4B2821121546. The high bidder was Richard Blair, Blair's Bus Service, Maryville, Tennessee through their bid on the Auctions International website.

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

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

RESOLVED, upon the recommendation of the Superintendent of Schools, that the Board of Education for the Cortland Enlarged City School District hereby accept the bid of \$8,700.00 for a 2004 Freightliner/Thomas 65 passenger bus #10, VIN 4UZAAXCS34CL82306. The high bidder was Omar Valles, 1101 Via De La Amistad, San Diego, CA through their bid on the Auctions International website.

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

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

RESOLVED, upon the recommendation of the Superintendent of Schools, that the Board of Education for the Cortland Enlarged City School District hereby accept the bid of \$8,200.00 for a 2004 Freightliner/Thomas 65 passenger bus #12, VIN 4UZAAXCS44CL82329. The high bidder was Omar Valles of San Diego, CA through their bid on the Auctions International website.

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

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

RESOLVED, upon the recommendation of the Superintendent of Schools, that the Board of Education for the Cortland Enlarged City School District hereby accept the bid of \$860.00 for a 2002 Chrysler Voyager van #145, VIN 1C8GJ25322B658967. The high bidder was Meghan Sues, One Stop Buy & Sell, Lake Ronkonkoma, NY through their bid on the Auctions International website.

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

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

RESOLVED, upon the recommendation of the Superintendent of Schools, that the Board of Education for the Cortland Enlarged City School District hereby accept the bid of \$870.00 2003 Chrysler Voyager LX van #146, VIN 1C8GJ25393B233148. The high bidder was Meghan Sues, Lake Ronkonkoma, NY through their bid on the Auctions International website.

Moved by Mr. Colongeli, seconded by Mr. Stark. Discussion. Mr. Stark asked what account the revenue is posted to once received. Ms. Bridenbecker stated the money is posted as revenue in general funds. Mr. Natoli asked if a thank you note could be sent to Mr. Littlefield thanking him for the nice job in getting these items out for bid and sold. Mr. Hoose will do this. This process netted the district over \$35,000.

Final Vote: Yes – 6, 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 11.05.

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

Final Vote: Yes – 6, 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 1082 and 1083.

Moved by Mr. Colongeli, seconded by Mr. Stark. Discussion. None

Final Vote: Yes – 6, 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 2228 and 2229.

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

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

8. LEADERSHIP REPORTS:

a. Director of Business Operations - None

b. Assistant Superintendent for Pupil and Personnel Service

1) School Health Systems Improvement Plan Project – Ms. Riley mentioned that at a prior meeting, an inquiry was received from a board member about district involvement with the School Health Systems Improvement Plan with Ms. Jeanette Dippo and her class at SUNY Cortland. Ms. Riley mentioned that the district has a long history of working with Ms. Dippo through her career with the district as well as in her role at the college as professor. By combining the work of students at the college and the expertise of Ms. Dippo as we move forward with this collaboration, we are certainly in a good position to benefit. A handout providing an overview of the project was distributed to members. Ms. Riley acknowledged Ms. Jill Pace as taking the lead in this project and that this will be incorporated into the district Health and Wellness Committee work. The committee will report back to members when more information is available including if we are accepted.

c. Superintendent

1) Draft Calendar 2013-14 – Mr. Hoose explained that the district tries to match the calendar to the BOCES draft calendar. Mr. Hoose noted three half days for professional development have been added to the calendar. Ms. Griffin appreciates the forward thinking in setting up the calendar.

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

10. NEXT MEETING AGENDA REVIEW

The following items were added to the March 12 meeting agenda:

- Driver Education
- 2013-14 Calendar for Approval

Ms. Griffin mentioned that the Board of Education meets at 6:00 p.m. for a Budget workshop prior to Board of Education meetings and it is open to the public – come on down!

11. EXECUTIVE SESSION

In accordance with Public Officer’s Law Section 96, Subdivision 1, Ms. Van Donsel called for an Executive Session at 8:50 p.m. to discuss the medical, financial, credit, or employment history of a particular person.

Moved by Mr. Colongeli, seconded by Mr. Stark. Discussion. None

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

The Executive Session adjourned at 9:40 p.m.

Moved by Ms. Davis-Howard, seconded by Ms. Griffin. Discussion. None

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

12. ADJOURNMENT

As there was no further business to discuss, Mr. Van Donsel asked for a motion to adjourn.

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

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

Cortland Enlarged City School District Proposed 2013-14 Calendar

6a



Enlarged City School District

Adopted by Board of Education

JULY				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

AUGUST				
M	T	W	TH	F
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12	13	14	15	16
19	20	21	22	23
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SEPTEMBER				
M	T	W	TH	F
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OCTOBER				
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NOVEMBER				
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DECEMBER				
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23	24	25	26	27
30	31			

SEPTEMBER

21/ 20

2 Labor Day
3 Supt. Conference Day
4 1st Day of Classes
27 ½ Prof. Development Day PM

OCTOBER

14 Columbus Day
25 Prof. Development Day

NOVEMBER

15/ 15

11 Veterans Day
18 K-6 Parent Conf. Day
7-12 Prof. Dev. Day
27-29 Thanksgiving Recess

DECEMBER

23 - 1/1 December Recess

JANUARY

21/ 20

2 Classes Resume
20 Martin Luther King Day
27-30 Regents
31 Staff Work Day

FEBRUARY

5 ½ Prof. Development Day PM
17 President's Day
18-21 Winter Recess

MARCH

16/ 16

21 Prof. Development Day

APRIL

18-25 Spring Recess

MAY

23-26 Memorial Weekend

JUNE

3-4 Regents
17-25 Regents
20 Elem. ½ Work Day PM
25 Last Day for Students
26 Rating Day

KEY

Holiday/Vacation:	
Staff Work Days:	1.5
Supt./Prof. Dev. Days:	5
Rating Day	1
Regents	19/ 19

JANUARY				
M	T	W	TH	F
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FEBRUARY				
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MARCH				
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31				

APRIL				
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MAY				
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JUNE				
M	T	W	TH	F
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16	17	18	19	20
23	24	25	26	27
30				

186 Faculty/181 Student Days

Important Notes: Rating Day counts toward student required days, but students do not attend.
Should Additional Days be required due to emergency closings they will be taken in this order:
May 23, April 18, 21, and 22. Please plan accordingly.

66+c



Surplus Cortland vehicles
Fran & Steve Littlefield
to:
Susan Bridenbecker, mhoose
03/06/2013 12:51 PM
Cc:
mbaccaro, lynn
Show Details

Dear Mike and Susan:

On the evening of March 4th, bidding closed for the 2002 Ford VIN 1FMNU4OL9YED45825. The high bidder is Brian J. Farrell, of 1912 Wantagh Ave., Wantagh, NY 11793 for \$2,550.00.

The high bidder for the two Chrysler vans failed to honor her bids, which will require action from the board to rescind the bid acceptance. The 2003 Chrysler Voyager (Bus 146) VIN 1C8GJ25393B233148 has a second highest bidder who will take the vehicle. That bid is \$820 from Andrew Hall, PO Box 205, Delphi Falls, NY 13206.

I recommend that the board accept these two bids during their next board meeting.

Chrysler Van (Bus 145) VIN 1C8GJ25322B658967 can be put back up for bid, once the board rescinds the bid acceptance from the previous high bidder.

Please let me know what the board decides during their March 12th meeting.

Sincerely, Steve Littlefield

March 12, 2013

OBSERVATION & RECOMMENDATIONS	RECOMMENDATION	DISTRICT RESPONSE	TIMELINE	PERSON(S) RESPONSIBLE
<p><u>Prior Year Deficiencies Pending Corrective Action:</u></p> <p>Profit & Loss Statements: Profit and loss statements are not always prepared for fund raising activities.</p> <p>Sales Tax: Sales tax is not currently being collected and remitted on any taxable fund raisers, dances, concessions, yearbooks sales, etc.</p> <p>The Districts tax ID number is used to avoid paying sales tax on taxable purchase.</p> <p>Ticket Reconciliations: Pre-numbered tickets or tally sheets are not always used for school dances, performances and event requiring an admission charge. Ticket reconciliations are not being consistently prepared by clubs holding these events.</p> <p>Disbursements: There were 21 instances identified where payments were made with no supporting documentation, from a copy of the invoice or by e-mail notification rather than an original vendor invoice or itemized receipt.</p> <p>There were 22 instances in which the payment orders lacked one of the three required signatures.</p> <p>The All Night Party issued 215 cash prizes totaling \$2,150; however, there were no list of students that would be receiving the cash and no student minutes authorizing these gifts. In addition, the club issued a \$250 cash award and a \$50 gift card as a prize; however, we were unable to observe any supporting documentation of how and why the awards were issued.</p>	<p>In an effort to improve internal accounting control, all payment orders should be supported by an original vendor invoice or itemized receipts and contain the three required authorizing signatures as a prerequisite to being processed for payment by the Central Treasurer. Additionally, any change funds deemed necessary be established by a check made payable to the faculty advisor.</p>	<p>The Business Office will no longer provide the District Tax ID number for extra classroom activity purchases.</p> <p>The District has reviewed the prior year's Extra Classroom Activity Funds financial report, a subsequent external audit of the District Extra Classroom Activities and the current year financial report. The results of these audits clearly show the need for training of both staff and student participants in the appropriate handling of Extra Classroom Activities funds. The District will identify and utilize appropriate training resources to ensure compliance with applicable state federal regulations. The District recognizes the need for training of this type is ongoing and should be afforded to all participants on an annual basis.</p>	<p>2013 - implemented</p> <p>2013- Ongoing</p>	<p>Director of Business Services</p> <p>Director of Business Services</p>

March 12, 2013

OBSERVATION & RECOMMENDATIONS	RECOMMENDATION	DISTRICT RESPONSE	TIMELINE	PERSON(S) RESPONSIBLE
<p>There were no club minutes or a letter from the donor specifying the intended recipients of two scholarships issued by the Senior Inter-service Club.</p> <p>The Senior Inter-service Club change fund was established by a check made payable to CASH.</p> <p><u>General Accountability:</u> During the course of our examination, we noted some clubs that do not appear to meet the criteria of an extra classroom activity as established in New York State Pamphlet #2, <i>The Safeguarding, Accounting and Auditing of Extra classroom Activity Funds</i> due to the following:</p> <p>ALL NIGHT PARTY: The club is managed by parent volunteers along with a faculty advisor liaison with no student involvement</p> <p>CHS GENERAL FUND: The club is managed by the executive principal and the main source of revenues is donations with no student involvement.</p> <p>ENGLISH DEPT – BOSCH: The funds are used for purchases within the English Department with no student involvement.</p> <p>GUIDANCE – The club is managed by the secretary for Guidance who collects money and makes payments for SAT and PSAT exams with no student involvement.</p> <p>JR HIGH INTERSERVICE: The funds are used to pay staff members for training and awarding scholarships with no student involvement.</p>		<p>The District recognizes the importance of reviewing policies and procedures to ensure current and up to date compliance with state and federal rules and regulations applicable to district activities. The Board of Education will review and update its policies regarding the Extra Classroom Activities in accordance with the NYS Pamphlet #2. The District will review all extra classroom activity clubs to ensure they operate within Board policies and meet the criteria as established in the NYS pamphlet #2. Those activities which do not meet the criteria will be discontinued.</p>	<p>Spring 2013 through Spring 2014</p>	<p>Board of Education, Director of Business Services</p>

March 12, 2013

OBSERVATION & RECOMMENDATIONS	RECOMMENDATION	DISTRICT RESPONSE	TIMELINE	PERSON(S) RESPONSIBLE
<p>SENIOR INTERSERVICE: The funds are used to pay staff members for training and awarding scholarships with no student involvement.</p> <p>TECHNOLOGY CLUB: The funds are used for purchase within the Technology Department with no student involvement.</p> <p><u>Student Participation:</u></p> <ol style="list-style-type: none"> 1. Not All clubs had an elected student treasurer 2. Students are not always involved in counting cash, preparing deposits, or preparing payment orders 3. Students are not always involved in maintaining a separate club ledger. <p><u>Receipts:</u> During the course of our examination, we noted that the Treasurer's receipts are not pre-numbered, and revenue from two or more sources is not broken out in the receipt. In addition, these were eight instances in which deposits were not made in a timely manner.</p>		<p>The District will identify and utilize appropriate training resources to ensure compliance with applicable state federal regulations in regards to the activities of Extra Classroom Activity clubs. This training will provide documentation and guidance regarding the creation of the club, fund raising activities and the handling of cash receipts and disbursements. Training will be provided to both activity advisors and student participants.</p>	<p>2013- Ongoing</p>	<p>Director, Business Services</p>

March 12, 2013

OBSERVATION & RECOMMENDATIONS	RECOMMENDATION	DISTRICT RESPONSE	TIMELINE	PERSON(S) RESPONSIBLE
<p><u>Current Year Deficiencies in Internal Control:</u></p> <p>Deficit Balances: As indicated on the statement of cash receipts and disbursements, the Baseball Club and Boys Track Club had deficit balances of \$125 and \$36 respectively at June 30, 2012.</p> <p>Sales Tax: During the course of our examination, we noted five instances where sales tax was not paid on taxable purchase.</p> <p>Internal Accounting Controls: No one from Administration is currently reviewing the extra classroom financial records during the year.</p> <p>Blank check stock is maintained in two locations.</p> <p>IRS Form 1099: Our examination revealed there is no process currently in place to ensure individuals receiving payments in excess of \$600 in a calendar year are appropriately issued an IRS Form 1099.</p>	<p>We recommend the Administration review these activities during the next fiscal year to determine the reasons for the excess of expense over revenue and to develop corrective action necessary to eliminate these deficits.</p> <p>We recommend every effort be made to comply with New York Sales tax Law regarding the payment of sales tax on those purchase which are not intended for resale.</p> <p>In an effort to safeguard cash and maintain accountability and control, we recommend checks be maintained in one location with access limited to the signor on the bank account. In addition, someone from Administration should be delegated the responsibility of reviewing the financial records of the extra classroom account at least on a quarterly basis.</p> <p>We recommend development of a process to insure compliance with IRS regulations pertaining to the issuance of IRS form 1099.</p>	<p>The ECA Treasurer will provide quarterly reports to the Board of Education. The quarterly report and the monthly bank reconciliations will be reviewed by the Director of Business Services prior to submittal to the Board of Education.</p> <p>The District will identify and utilize appropriate training resources to ensure compliance with applicable state federal regulations in regards to the activities of Extra Classroom Activity clubs.</p>	<p>2012-2013 Implemented</p> <p>2013- Ongoing</p>	<p>ECA Treasurer, Director of Business Services</p> <p>ECA Treasurer, Director of Business Services</p>

March 12, 2013

OBSERVATION & RECOMMENDATIONS	RECOMMENDATION	DISTRICT RESPONSE	TIMELINE	PERSON(S) RESPONSIBLE
<p>Other Items: Related Parties: During the course of our examination, we noted the individual who processes extra classroom transactions is related to the Soccer Club's Student Treasurer. We also noted on instance where the Student treasurer for the Soccer Club was related to a vendor receiving payment and one instance where the Student Senate Faculty Advisor was related to a vendor receiving payment from the Student Senate extra classroom club for DJ Services.</p>	<p>Although our examination revealed no unusual financial transactions, we recommend that Administration continue to monitor this situation to improve internal accounting controls.</p>	<p>The District will review its policies and procedures regarding the identification and monitoring of potential conflict of interest.</p>	<p>Spring 2013</p>	<p>Director of Business Services</p>
<p>New York State Education Department issued Finance Pamphlet #2, <i>The Safeguarding, Accounting and Auditing of Extra classroom Activity Funds</i>, to provide guidance on policies and procedures related to extra classroom activities. Finance pamphlet #2 was last updated in October 2008. The Districts Extra Classroom policy was last updated in January 1989.</p>	<p>We recommend the Administration consider reviewing its policy to ensure compliance with the updated guidelines.</p>	<p>The District recognizes the importance of reviewing policies and procedures to ensure current and up to date compliance with state and federal rules and regulations applicable to district activities. The district will review and update existing Board policies to conform to the regulations regarding extra classroom activities in accordance with the NYS Pamphlet #2. The District will review all extra classroom activity clubs to ensure they operate within Board policies and meet the criteria as established in the NYS Pamphlet #2.</p>	<p>2012/13 – 2013/14</p>	<p>Board of Education</p>
<p>Prior Year Recommendations: Our examination revealed that the prior year audit report recommendations were not reviewed with the Faculty Advisors.</p>	<p>We recommend that all audit recommendations be communicated to the appropriate individuals in order to accurately implement a corrective action plan for the subsequent school year.</p>			
<p>Inactive Clubs: As indicated on the statement of Cash receipts and Disbursements the following clubs were financially inactive during the 2011-2012 fiscal year: Class of 2006, Class of 2007, Class of 2009, Champs, English Dept, Girls Track, Photo Club, Quiz Team, Stage Craft, General Organization</p>	<p>We recommend that status of these clubs be reviewed. If future financial activity is not anticipated, they should be closed in accordance with the Board Of Education Policy.</p>			

March 12, 2013

OBSERVATION & RECOMMENDATIONS	DISTRICT RESPONSE	TIMELINE	PERSON(S) RESPONSIBLE
<p>Segregation of Duties: District officials are responsible for providing for a proper segregation of duties for the payroll and cash disbursements processes so that no one individual controls all phases of a transaction. In general, the functions of transaction approval, recordkeeping, asset custody and reconciliation must be separated. The primary purpose for segregating duties is to prevent or detect errors and fraudulent activity in a timely manner. If it is not practicable to adequately segregate these duties, mitigating controls should be implemented, such as providing management oversight and review of the associated transactions.</p> <p>The payroll clerk's and accounts payable clerk's duties are not sufficiently segregated to ensure that disbursements are adequately safeguarded. The payroll clerk routinely adds and updates employee records, enters time sheet information, sets up direct deposit, processes payroll, and directs the checks to be printed at the Central New York Regional Information Center (CNYRIC) with the Treasurer's signature applied electronically. She also makes payroll journal entries for any necessary adjustments. Neither the former Superintendent nor the interim Superintendent certified any of the payrolls to verify the accuracy and necessity of those payments.</p> <p>Similarly, the accounts payable clerk routinely processes vendor disbursements and directs the checks to be printed at the CNYRIC with the Treasurer's signature applied electronically. The CNYRIC returns those checks to the accounts payable clerk for mailing. She also uploads a file listing all the disbursements to the District's bank for payment and is solely responsible for authorizing any adjustments requested by the bank for disbursements not included in the uploaded file.</p>	<p>The Board of Education and administration recognize a key component to the successful development and implementation of strategically sound business practices is to create a stable business office in which staff duties, staff authorities and office procedures are developed, documented and communicated.</p> <p>The district hired a School District Treasurer in December 2011 and a Director of Business Services in the Fall of 2012.</p> <p>These individuals will review, update and document current staff assignments and work processes to ensure the appropriate application of internal controls.</p> <p>The Director of Business Services will review each payroll run to ensure changes to the payroll are authorized and documented prior to the payroll run(s). The Superintendent of Schools will certify each payroll run.</p> <p>The District has created a new account clerk position. This position was created specifically to allow for the segregation of duties within the business office. The segregation of cash receipts and deposits from the recording of receipts in the general ledger has been completed.</p> <p>The Director of Business Services will be responsible for the authorization of adjustments to disbursements and for verifying the actual disbursements to the audited disbursements.</p>	<p>Spring 2013- Spring 2015</p> <p>Complete</p> <p>December 2012 – December 2013</p> <p>Initiated January 2013</p> <p>February 2013</p> <p>February 2013 - Ongoing</p>	<p>Director of Business Services</p> <p>Superintendent of Schools</p> <p>Director of Business Services, District Treasurer</p> <p>Director of Business Services</p> <p>Director of Business Services, Superintendent of Schools,</p> <p>Director of Business Services</p>

Corrective Action Plan

March 12, 2013

OBSERVATION & RECOMMENDATIONS	DISTRICT RESPONSE	TIMELINE	PERSON(S) RESPONSIBLE
<p>While the Treasurer does regularly reconcile the recorded cash balances with the adjusted bank balances, such reconciliation would likely only detect a disbursement that was not recorded or was recorded in error. No one compares the actual disbursements uploaded to the bank to the disbursements that were audited and approved to be paid. As such, the risk still exists that an unauthorized payment could be made without detection or correction.</p> <p>District staff also have access to software components that enable them to perform functions they are not assigned. Specifically, the Treasurer has access to process payroll, as well as print both payroll and vendor checks. In addition, all 20 Onondaga-Cortland-Madison Counties Board of Cooperative Educational Services staff in the CNYRIC, have unlimited access to the District's modules within the financial software. Granting these rights in the financial software increases the risk that District funds could be misappropriated without detection or correction. Prior administration assigned these duties and rights, and former staff access rights were simply replicated to the current staff. No one was able to justify the assignment of these duties and rights to the staff discussed. We reviewed payments to key District officials totaling \$382,626, direct deposits totaling \$449,917 and salary rate changes for 10 employees, as well as changes to vendor information for 20 vendors within the financial software during the audit period. While our review did not disclose any material discrepancies or unusual transactions, because of these weaknesses, a significant risk exists that errors and irregularities can occur without detection.</p> <p>The Superintendent should ensure that the Director of Business Services and Treasurer assign financial duties so that one person does not have custody, recordkeeping responsibilities, and authority to approve and execute transactions.</p>	<p>The Director of Business Services, in conjunction with the advice and support of the District Treasurer and the BOCES Regional Information Center, will review the access levels for each individual with access to the districts business information system. The objective of this review is to develop a role based security system. This system will utilize standardized roles, administrative approval and periodic review of access levels.</p> <p>The ability to authorize access to the financial system will be limited to the Director of Business Services. Requests for changes in access will be in writing.</p>	<p>January 2013 FY 2013/14</p> <p>January 2013</p>	<p>Director of Business Services</p> <p>Director of Business Services</p>

Corrective Action Plan

March 12, 2013

OBSERVATION & RECOMMENDATIONS	DISTRICT RESPONSE	TIMELINE	PERSON(S) RESPONSIBLE
<p><u>Billing for Reimbursements:</u></p> <p>District staff failed to file claims with Medicaid and bill home districts for students residing in foster care settings within the District. The District has a non-resident tuition policy which requires staff to bill home districts for tuition for foster care students. While the former Treasurer did prepare tuition bills, she retired in April 2011, and no one has billed for this tuition for the 2010-11 school year since her retirement. In a similar manner, no one has submitted any claims to Medicaid for services provided to Medicaid-eligible students during the 2010-11 and 2011-12 school years, since such billing had become allowable beginning in April 2011. These lapses in billing occurred at a time when the District's administration and business operations were experiencing significant staff turnover. As key staff left District service, there was no effective transition of their duties to the subsequent staff. For example, the Treasurers appointed after the former Treasurer's retirement did not realize that the recently-retired Treasurer prepared billings for reimbursements; thus, no one prepared these billings.</p> <p>The Superintendent should ensure that the Treasurer establishes procedures to bill home districts for foster care children who are enrolled in the District.</p> <p>The Superintendent should ensure that the Treasurer establishes procedures for filing claims with Medicaid for support services provided to Medicaid-eligible students.</p>	<p>The district has engaged a consultant firm to review prior year claims to recoup costs. In addition, the district has identified staff for training in the STAC process to ensure timely filing in future.</p> <p>The District will develop procedures to monitor the Medicaid claims filing process and ensure timely billing of claims.</p> <p>The current billing practice of the district will be reviewed, updated and documented. Key staff will be trained in these processes. The District Treasurer will create a schedule to ensure all accounts receivable such as foster care are identified and billed in a timely manner.</p>	<p>Fall 2013</p> <p>Spring 2013 - Ongoing</p>	<p>Superintendent of Schools</p> <p>Director of Business Services, District Treasurer</p>

67 BOE 3/12/13

**MEETING OF THE BOARD OF EDUCATION OF THE
CORTLAND ENLARGED CITY SCHOOL DISTRICT
IN THE COUNTY OF CORTLAND, NEW YORK
March 12, 2013**

A Regular Meeting of the Board of Education (the "Board") of the Cortland Enlarged City School District (the "District") held at the Kaufman Center, 1 Valley View Drive, Cortland, New York, on March 12, 2013, at 7:00 o'clock P.M. (Prevailing Time).

There were present:

Also Present:

There were Absent:

* * * * *

Upon motion duly made by _____ and seconded by _____, the following resolution was adopted:

BOND RESOLUTION OF THE CORTLAND ENLARGED CITY SCHOOL DISTRICT ADOPTED ON MARCH 12, 2013 AUTHORIZING THE ACQUISITION OF SCHOOL BUSES AT A TOTAL ESTIMATED COST NOT TO EXCEED \$543,000, AUTHORIZING THE ISSUANCE AND SALE OF SERIAL BONDS AND NOTES IN ANTICIPATION OF SUCH BONDS IN THE AGGREGATE PRINCIPAL AMOUNT OF \$543,000 AND FURTHER AUTHORIZING NOTICE OF THE ANNUAL MEETING OF THE QUALIFIED VOTERS OF THE DISTRICT ON MAY 21, 2013 FOR THE PURPOSE OF VOTING ON THE PROPOSITIONS DESCRIBED IN THE NOTICE HEREINAFTER SET FORTH.

RECITAL

WHEREAS, the District is a local agency pursuant to the New York State Environmental Quality Review Act ("SEQRA"), ECL Section 8-0101, *et seq.*, and implementing regulations, 6 NYCRR Part 617 (the "Regulations"), and

WHEREAS, the District, having reviewed the impact of the acquisition by either lease or purchase, and finance, of three 66 passenger buses, one 48 passenger wheelchair bus, one 7 passenger van and one pickup truck with snow plow at an estimated cost not to exceed \$543,000, including necessary furnishings, fixtures and equipment and all other costs incidental thereto (the "Project") upon the environment, intends hereby to determine that such action constitutes a "Type II Action" under the Regulations and is not subject to review under SEQRA; and

WHEREAS, the District has reviewed the classifications of actions contained in the Regulations; and

WHEREAS, the District intends to schedule a Special Meeting of the qualified voters of the District for the purpose of voting on a proposition relating to the Project on May 21, 2013; and

NOW, THEREFORE BE IT RESOLVED ON MARCH 12, 2013, BY THE BOARD OF EDUCATION OF THE DISTRICT, (by favorable vote of not less than three fifths of all the members of said Board of Education) AS FOLLOWS:

Section 1. The District hereby determines that the Project constitutes a Type II Action under the Regulations and as such is not subject to review under SEQRA.

Section 2. Subject to approval by the District's qualified voters and the completion of all regulatory requirements, the Board of Education hereby grants its approval of the Project and the expenditure therefore of an amount, including preliminary costs and costs incidental thereto and to financing thereof, not to exceed the estimated maximum cost of \$543,000, and said amount is hereby appropriated therefore. The estimated total cost of said specific objects or purposes, including preliminary costs and costs incidental thereto and the financing thereof is \$543,000, and the plan of financing includes the issuance of serial bonds or notes in anticipation thereof in the aggregate principal amount not to exceed \$543,000 to finance said appropriation, and the levy and collection of taxes on all the taxable real property in the District to pay the principal of said bonds or bond anticipation notes and the interest thereon as the same shall become due and payable, subject to applicable amounts of state assistance available or to any revenues available for such purpose from any other source.

Section 3. Bonds and bond anticipation notes of the District are hereby authorized to be issued pursuant to the provisions of the Local Finance Law of the State of New York (the "Local Finance Law") in a principal amount not to exceed \$543,000 to finance said appropriations for the acquisition, purchase and equipping of the Project. Such obligations of the District may be issued in excess of the constitutional debt limitation of the District.

Section 4. The following additional matters are hereby determined and declared with regard to the Project:

(a) Under the Local Finance Law, the period of probable usefulness of the Project is five (5) years pursuant to Section 11 of the Local Finance Law;

(b) Current funds are not required by the Local Finance Law to be provided prior to the issuance of the bonds and any notes issued in anticipation thereof authorized by this resolution; and

(c) The proposed maturity of the bonds authorized by this resolution will not exceed five (5) years.

(d) The District reasonably expects to reimburse itself for expenditures made for the Project from the proceeds of the bonds or notes herein authorized.

(e) The temporary use of available funds of the District, not immediately required for the purpose or purposes for which the same were borrowed, raised or otherwise created, is hereby authorized pursuant to Section 165.10 of the Local Finance Law, for the capital purposes described in Section 2 of this resolution. The reasonably expected source of funds to be used to initially pay for the expenditures authorized by Section 2 of this resolution shall be from the District's General Fund. It is intended that the District shall then reimburse expenditures from the General Fund with the proceeds of the bonds and bond anticipation notes authorized by this resolution and that the interest payable on the bonds and any bond anticipation notes issued in anticipation of such bonds shall be excludable from gross income for federal income tax purposes. This resolution is intended to constitute the declaration of the District's "official intent" within the meaning of Treasury Regulation Section 1.150-2 to reimburse the expenditures authorized by this resolution with the proceeds of the bonds and bond anticipation notes authorized herein. Other than as specified in this resolution, no monies are reasonably expected to be, received, allocated on a long-term basis, or otherwise set aside with respect to the permanent funding of the objects or purposes described herein.

Section 5. Each of the bonds authorized by this resolution and any bond anticipation notes issued in anticipation thereof shall contain the recital of validity as prescribed by Section 52.00 of the Local Finance Law and said bonds and any notes issued in anticipation of said bonds shall be general obligations of the District, payable as to both principal and interest by general tax upon all the taxable real property within the District without limitation of rate or amount. The full faith and credit of the District are hereby irrevocably pledged to the punctual payment of the principal of and interest on said bonds and any notes issued in anticipation of the sale of said bonds and provision shall be made annually in the budget of the District of appropriation for (a) the amortization and redemption of the bonds and any notes in anticipation thereof to mature in such year and (b) the payment of interest to be due and payable in such year. The bonds may be issued such that annual installments of principal and interest are substantially level, as provided by law.

Section 6. The validity of the bonds authorized by this resolution and of any notes issued in anticipation of the sale of said bonds may be contested only if:

- (a) such obligations are authorized for an object or purpose for which the District is not authorized to expend money, or

- (b) the provisions of law which should be complied with at the date of the publication of such resolution are not substantially complied with, and an action, suit or proceeding contesting such validity, is commenced within twenty days after the date of such publication, or
- (c) such obligations are authorized in violation of the provisions of the constitution.

Section 7. The power to issue and sell the bonds and any notes issued in anticipation thereof, including all powers or duties pertaining or incidental thereto, is hereby delegated to the President of the Board of Education, as Chief Fiscal Officer, except as herein provided. The bonds shall be of such terms, form and contents as may be determined by the Chief Fiscal Officer, pursuant to the Local Finance Law. The Chief Fiscal Officer is authorized to execute and deliver any documents and to take such other action as may be necessary and proper to carry out the intent and provisions hereof.

Section 8. The Annual Meeting of the qualified voters of the Cortland City School District, County of Cortland, State of New York, will be held for the purpose of voting on the propositions described in the Notice of Special District Meeting hereinafter set forth on May 21, 2013 at the following polling locations by voting machine between the hours of 12:00 Noon and 9:00 P.M.,

City:

Ward	School District	Location	Address
1-8	1	Kaufman Center	1 Valley View Drive

Cortlandville, Lapeer, Hartford, Virgil:

LD/ED/Town	School District	Location	Address
12-1 CT	9	Cortlandville Town Hall	Terrace Road
13-3 & 4 CT	9	Cortlandville Town Hall	Terrace Road
14-6 CT	9	Cortlandville Town Hall	Terrace Road
18-1 LA	10	Virgil Elementary School	Church Street, Virgil
19-1 HA	10	Virgil Elementary School	Church Street, Virgil
19-2 VI	10	Virgil Elementary School	Church Street, Virgil

Section 9. The business to be acted upon at said Special District Meeting shall be as stated in the Notice thereof, and the District Clerk is hereby authorized and directed to cause the Notice of said Special District Meeting to be published in the *Cortland Standard* and the *Ithaca Journal*, newspapers having a general circulation within the District, such publications to be made four (4) times each in such newspapers within the seven (7) weeks next preceding such Special District Meeting, the first publication to be at least forty-five (45) days prior to the date of said Special District Meeting. The District Clerk is further authorized to cause publication of all other notices as necessary to effect the purposes and intent of this resolution and, upon the advice of school counsel, to make such changes and edits to this resolution as are advisable to accomplish the purposes set forth herein.

Section 10. Said Special District Meeting shall be called by giving the following notice thereof:

**NOTICE OF PUBLIC HEARING, BUDGET VOTE,
VOTE ON THE ACQUISITION OF SCHOOL BUSES, AND ELECTION
CORTLAND ENLARGED CITY SCHOOL DISTRICT**

NOTICE IS HEREBY GIVEN, that a public hearing of the qualified voters of the Cortland Enlarged City School District, City of Cortland, New York, will be held in the City and County of Cortland, New York in said District on May 7, 2013, at 7:00 PM, at the Cortland Junior Senior High School, 8 Valley View Drive, Cortland, prevailing time, for the transaction of business as authorized by Education Law, including the following items,

1. To receive such reports of the officials of the School District as shall be submitted.
2. To discuss all the items hereinafter set forth to be voted upon by voting machines at the vote and election to be held on May 21, 2013.
3. To transact such other business as may properly come before the meeting pursuant to the Education Law of the State of New York and acts amendatory thereto.

AND FURTHER NOTICE IS HEREBY GIVEN, that said vote and election will be held on May 21, 2013, between the hours of 12:00 noon and 9:00 PM, prevailing time, at the following polling locations in the Cortland Enlarged City School District:

City:	Ward:	School District	Location	Address
	1-8	1	Kaufman Center	1 Valley View Drive

Cortlandville, Lapeer, Hartford, Virgil:

LD/ED/Town	School District	Location	Address
12-1 CT	9	Cortlandville Town Hall	Terrace Road
13-3 & 4 CT	9	Cortlandville Town Hall	Terrace Road
14-6 CT	9	Cortlandville Town Hall	Terrace Road
18-1 LA	10	Virgil Elementary School	Church Street, Virgil
19-1 HA	10	Virgil Elementary School	Church Street, Virgil
19-2 VI	10	Virgil Elementary School	Church Street, Virgil

at which time the polls will be opened to vote by voting machine upon the following items:

1. To adopt the annual budget of the School District for the fiscal year 2013-2014 and to authorize the requisite portion thereof to be raised by taxation on the taxable property of the district.
2. To elect 2 members of the Board of Education for three year terms commencing July 1, 2013, and expiring on June 30, 2016.
3. To vote upon the adoption of the following proposition, which will appear as Proposition No. 2 on the voting machines:

PROPOSITION 2

Shall the Board of Education of the Cortland Enlarged City School District be authorized to acquire by either lease or purchase, and finance three 66 passenger buses, one 48 passenger wheelchair bus, one 7 passenger van and one pickup truck with snow plow at an estimated cost not to exceed \$543,000 including necessary furnishings, fixtures and equipment and all other costs incidental thereto,

and to expend a total sum not to exceed \$543,000, 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 \$543,000, 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 \$543,000, and a tax voted to pay the interest on said obligations when due?

NOTICE IS FURTHER GIVEN that the proposition set forth on the voting machine label shall appear as to follows:

PROPOSITION 2

Shall the Board of Education of the Cortland Enlarged City School District be authorized to acquire by either lease or purchase, and finance three 66 passenger buses, one 48 passenger wheelchair bus, one 7 passenger van and one pickup truck with snow plow at an estimated cost not to exceed \$543,000 including necessary furnishings, fixtures and equipment and all other costs incidental thereto, and to expend a total sum not to exceed \$543,000, 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 \$543,000, 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 \$543,000, and a tax voted to pay the interest on said obligations when due?

AND FURTHER NOTICE IS GIVEN, that a copy of the statement of the amount of money which will be required to fund the school district's budget for 2013-2014 exclusive of public monies, may be obtained by any resident of the district during business hours beginning April 10, 2013, except Saturday, Sunday or holidays, at the District Office, 1 Valley View Drive, Cortland, New York.

AND FURTHER NOTICE IS HEREBY GIVEN, that petitions nominating candidates for the office of member of the Board of Education shall be filed with the Clerk of said School District at the District Office, 1 Valley View Drive, Cortland, New York, not later than May 1, 2013, between 8:00 AM and 5:00 PM. Vacancies on the Board of Education are not considered separate, specific offices; candidates run at large. Nominating petitions shall not describe any specific vacancy upon the Board for which the candidate is nominated; must be directed to the Clerk of the District; must be signed by at least 100 qualified voters of the District; must state the name and residence of each signer, and, must state the name and residence of the candidate.

PLEASE TAKE FURTHER NOTICE that qualified voters of the District may obtain applications for an absentee ballot from the office of the Clerk of the District. Completed applications must be received by the Clerk of the District no later than 5:00 p.m. on May 20, 2013, and must be received no later than 4:00 p.m. on May 18, 2013 if the absentee ballot is to be mailed to the voter. Completed applications received after 4:00 p.m. on May 14, 2013 will require the voter to personally appear at the office of the Clerk of the District to receive an absentee ballot. A listing of all persons to whom an absentee ballot is issued will be available for inspection by any qualified voter in the office of

the Clerk of the District between the hours of 8:00 a.m. and 4:00 p.m. through May 20, 2013, except on Saturdays, Sundays or holidays. Any qualified voter, may upon examination of such list, file written challenge of qualifications as a voter of any person whose name appears on such list, stating the reasons for the challenge. Such written challenge shall be transmitted by the Clerk or designee to the Inspectors of Election on election day.

AND FURTHER NOTICE IS HEREBY GIVEN, that personal registration of voters is required either pursuant to 2606 of the Education Law or pursuant to Article 53 of the Election Law. If a voter has heretofore registered pursuant to 2606 of the Education Law and has voted at an annual or special district meeting within the last four (4) calendar years, he or she is eligible to vote at this election; if a voter is registered and eligible to vote under Article 5 of the Election Law, he or she is also eligible to vote at this election. All other persons who wish to vote must register.

The Board of Registration will meet for the purpose of registering all qualified voters of the District pursuant to 2606 of the Education Law at the Kaufman Center, 1 Valley View Drive, Cortland, New York, on May 7, 2013, between the hours of 3:00 PM and 8:00 PM to add any additional names to the Register to be used at the aforesaid election, at which times any person will be entitled to have his or her name placed on such Register, provided that at such meeting of the Board of Registration he or she is known or proven to the satisfaction of said Board of Registration to be then or thereafter entitled to vote at such election for which the register is prepared. The register so prepared pursuant to 2606 of the Education Law will be filed in the Office of the Clerk of the School District in the City of Cortland, New York, and will be open for inspection by any qualified voter of the District beginning on May 8, 2013, between the hours of 8:00 AM and 3:00 PM, prevailing time, on weekdays, and each day prior to the day set for the election except Saturday and Sunday, and at the polling place(s) on the day of the vote.

AND FURTHER NOTICE IS HEREBY GIVEN, that pursuant to 2606 of the Education Law of the State of New York, the Board of Registration will meet on May 7, 2013, between the hours of 3:00 PM and 8:00 PM, prevailing time, at the District Offices, 1 Valley View Drive, Cortland, New York, to prepare the Register of the School District to be used at the election to be held on May 21, 2013, and any special district meetings that may be held after the preparation of said Register, at which time any person will be entitled to have his or her name placed on such Register provided that at such meeting of said Board of Registration he or she is known or proven to the satisfaction of such Board of Registration to be then or thereafter entitled to vote at the school election for which said Register is prepared, in any special district meeting held after May 21, 2013.

AND FURTHER NOTICE IS HEREBY GIVEN, that pursuant to a rule adopted by the Board of Education in accordance with sections 2611 and 2035 of the Education Law, any referenda or propositions to amend the budget, or otherwise to be submitted for voting at said election, must be filed with the Board of Education at the Board of Education Offices, 1 Valley View Drive, Cortland, New York, on or before April 22, 2013, at 4:30 PM. prevailing time; must be typed or printed in the English language, must be directed to the Clerk of the School District; must be signed by at least 100 qualified voters of the District; and must state the name and residence of each signer. However, the School Board will not entertain any petition to place before the voters any proposition the purpose of which is not within the powers of the voters to determine, or any proposition which fails to include a specific appropriation where the expenditure of monies is required by the proposition.

Dated: Cortland, New York
March 12, 2013

Margaret Baccaro, District Clerk

Section 11. The vote upon the proposition to be submitted to the qualified voters shall be by ballot on voting machines and the District Clerk is hereby authorized and directed to have the necessary ballot labels printed in form corresponding as nearly as may be with the requirements of the Education Law.

Section 12. This Resolution shall take effect upon the conclusion of voting, if approved, at the annual meeting scheduled for May 21, 2013. After the proposition approving this resolution has been adopted, this resolution or a summary hereof, shall be published in the District's official newspaper, together with a notice of the School District Clerk in substantially the form provided in Section 81.00 of the Local Finance Law.

Section 13. The law firm of Trespaz & Marquardt, LLP is appointed bond counsel for the Project.

The adoption of the foregoing resolution was duly put to a vote on roll call, which resulted as follows:

Voting	Yes
Voting	Yes
Voting	Yes
Voting	Yes
Voting	Yes
Voting	Yes
Voting	Yes

The resolution was declared adopted.

State of New York :
:ss.
County of Cortland :

I, the undersigned District Clerk of the Cortland Enlarged City School District, in the County of Cortland, State of New York, **HEREBY CERTIFY:**

That I have compared the annexed extract from the minutes of a meeting of the Board of Education of said School District, including the resolution contained therein, held on March 12, 2013, with the original thereof on file in my office, and that the same is a true, complete and correct copy thereof and of the whole of said original minutes so far as the same relates to the subject matters therein referred to.

I FURTHER CERTIFY that all members of said Board had due notice of said meeting.

I FURTHER CERTIFY that, pursuant to Section 103 of the Public Officers Law (Open Meetings Law) said meeting was open to the general public.

I FURTHER CERTIFY that, prior, to the time of said meeting, I duly caused a public notice of the time and place of said meeting to be given to the following newspapers and/or other news media as follows:

Newspaper and/or Other News Media	Date Given
Cortland Standard District Website	

I FURTHER CERTIFY that prior to the time of said meeting, I duly caused public notice of the time and place of said meeting to be conspicuously posted in the following designated public location(s) on the following dates:

Designated Location(s) of Posted Notice	Date of Posting
All District Offices District Website	

IN WITNESS WHEREOF, I have hereunto set my hand and seal and affixed the corporate seal of the Cortland Enlarged City School District, County of Cortland, New York, this day of March, 2013.

Margaret Baccaro, District Clerk

[SEAL]

NOTICE OF BOND RESOLUTION

The resolution, a summary of which is published herewith, was adopted by the Board of Education of the Cortland Enlarged City School District on March 12, 2013 and was thereafter approved at a special meeting of the qualified voters of said District on May 21, 2013. The validity of the obligations authorized by such resolution may be hereafter contested only if such obligations were authorized for an object or purpose for which the Cortland Enlarged City School District is not authorized to expend money or if the provisions of law which should have been complied with as of the date of publication of this notice were not substantially complied with, and an action, suit or proceeding contesting such validity is commenced within twenty days after the date of publication of this notice, or such obligations were authorized in violation of the provisions of the constitution.

Margaret Baccaro, District Clerk

SUMMARY OF BOND RESOLUTION

A Resolution adopted by the Board of Education of the Cortland Enlarged City School District (the "District") on March 12, 2013 and approved at the annual meeting of the qualified voters of the District on May 21, 2013 authorizes the issuance of bonds and other obligations in connection with the acquisition by either lease or purchase, and finance of three 66 passenger buses, one 48 passenger wheelchair bus, one 7 passenger van and one pickup truck with snow plow at an estimated cost not to exceed \$543,000, including necessary furnishings, fixtures and equipment and all other costs incidental thereto (the "Project") at a total estimated cost not to exceed \$543,000; and to obtain the necessary funds by the levy of a tax upon the taxable property of the District to be collected in annual installments with such tax to be partially offset by state aid available therefore, in the years and in the amounts as the Board of Education shall determine in accordance with the Education Law, and in anticipation of the collection of such tax, bonds, notes and installment purchase contracts of the District to be issued or executed at one time, or from time to time, in the principal amount not to exceed \$543,000. Such obligations of the District may be issued in excess of the constitutional debt limitation of the District. Under the Local Finance Law, the period of probable usefulness of the Project is five (5) years. Such resolution shall be kept available for public inspection in the District Offices during regular business hours for twenty days following this publication.

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SCHEDULE OF RESIGNATIONS AND LEAVES

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

Schedule Number: 11.06
Board Meeting Date: March 12, 2013
Color: White

A. Approval of Personnel Resignations and Leaves

INSTRUCTIONAL PERSONNEL:

RESIGNATION	POSITION	ORIGINAL APPOINTMENT	RESIGNATION DATE	REASON
Aspinwall, Breck	Science	09/01/1983	07/01/2013	Retirement.
Reed, Ronald	Science	09/01/2003	07/01/2013	Retirement.
Triplett, Amanda	English	09/10/2007	02/26/2013	Resignation.

NON-INSTRUCTIONAL PERSONNEL:

RESIGNATION	POSITION	ORIGINAL APPOINTMENT	EFFECTIVE DATE	REASON

INSTRUCTIONAL/NON-INSTRUCTIONAL PERSONNEL:

LEAVE OF ABSENCE	POSITION	ORIGINAL APPOINTMENT	LEAVE DATES	REASON
Murphy, Donna	English Teacher	09/01/2001	02/25/2013 - 04/12/2013 (Anticipated)	Medical Leave – If part of this leave is to be paid, the period of disability, confirmed by a physician, will be defined in the doctor’s note.
Marsh, Samantha	Reading Teacher	09/01/2008	09/22/2013 – 11/03/2013 (Anticipated)	Parental Leave – If part of this leave is to be paid, the period of disability, confirmed by a physician, will be defined in the doctor’s note.

SCHEDULE OF APPOINTMENTS

ADMINISTRATORS AND INSTRUCTIONAL STAFF

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

Schedule Number: 2230
 Board Meeting Date: March 12, 2013
 Color: White

NAME	POSITION/ LOCATION	TYPE OF APP'T	DATE EFFECTIVE	PROB ENDS	TENURE AREA	CERT/DEGREE	REMARKS	SALARY
Kempton, Cassandra	Elementary/Parker	Long-Term Substitute	10/16/2013	N/A	N/A	Childhood Education Grades 1-6/Initial	Cassandra will fill the Elementary vacancy due to leave retroactive to 10/16/2012.	Step B1 \$39,478 Grad Hrs 51 \$2,040 Master's \$500
								TOTAL *\$42,018.00

*To be pro-rated

SCHEDULE OF APPOINTMENTS

ELEMENTARY & SECONDARY SUBSTITUTE TEACHERS/TUTORS 2012-13

Schedule Number: 2231

Board Meeting Date: March 12, 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
Montez, Regina	Substitute Teacher	A	\$85.00
Thomas, Nathan	Substitute Teacher	B	\$75.00

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