

**CORTLAND ENLARGED CITY SCHOOL DISTRICT**  
**Board of Education Meeting – Tuesday, November 13, 2012 at 7:00 p.m.**  
**Kaufman Center, 1 Valley View Drive, Cortland NY**

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

- 1. CALL TO ORDER**
- 2. EXECUTIVE SESSION (if needed)**
- 3. RECALL TO ORDER and PLEDGE OF ALLEGIANCE**
- 4. COMMUNICATIONS and RECOGNITION:**
  - a. Kudos Korner: None
  - b. Audience Participation – on items related to the Agenda (speakers are asked to limit their comments to two minutes).
  - c. Board Member Reports
    - 1) President's Report
    - 2) NYSSBA 2012 Annual Convention – October 25-27, 2012
    - 3) BOE Facilities Committee – November 1, 2012
    - 4) BOE Work Session – November 2, 2012
    - 5) BOE Audit Committee – November 7, 2012
    - 6) Cortland-Madison School Board Association Fall Dinner – November 5, 2012
- 5. PRESENTATIONS:**
  - a. Presentation – Raymond F. Wager, CPA, PC
- 6. CONSENT ITEMS:**
  - a. Minutes of October 23, 2012 Regular Meeting
  - b. CSE/CPSE Recommendations
- 7. OLD BUSINESS:**
- 8. NEW BUSINESS:**
  - a. Financial Reports: Treasurer's Report, Trial Balance, Revenues, Intrafund Transfers, Appropriations, Warrant, Claims Monthly Report – August 2012 and Extra Classroom Activity Fund Quarterly Reports September 30, 2012
  - b. Planning Approval Extended Field Trip– JSHS Wrestling Tournament – December 27-28, 2012 to Letchworth Central School District, Gainesville, NY
  - c. Planning Approval Extended Field Trip– Varsity Ice Hockey Trip – January 18-20, 2013 to Monsey, NY
  - d. Final Approval Extended Field Trip – JSHS Trip to France and Spain – February 15-24, 2013 (10 days)
  - e. Approval of Snow Plowing Service Agreement with the City of Cortland for the 2012-13 fiscal year
  - f. Acceptance of \$1,000 Scholarship Donation from JP Morgan Chase
  - g. Acceptance of \$500 Scholarship Donation from The Perry and Nancy Browning Charitable Foundation
  - h. Acceptance of Independent Audit – Fiscal Year 2011-12
  - i. Approval of Budget Calendar for 2012-13
  - j. Approval of Amendment to Professional Services Agreement between Cortland Enlarged City School District and Tetra Tech Architects & Engineers
  - k. Authorize Board President to Sign District Comprehensive Improvement Plan (DCIP) and School Comprehensive Education Plans (SCEP)
    - l. Reserve Fund Transfer
  - m. Approval of Field Placement Agreement between Cortland Enlarged City School District and SUNY Oswego
  - n. Approval of Field Placement Agreement between Cortland Enlarged City School District and Cazenovia College
  - o. Approval of Field Placement Agreement between Cortland Enlarged City School District and Keuka College
  - p. Approval for Use of Liability Reserve Fund for Hunt Settlement

9. **PERSONNEL ACTION:**
  - a. Approval of Personnel Resignations and Leaves
  - b. Approval of Non-Instructional Personnel Appointments
  - c. Approval of Instructional Personnel Appointments
  
10. **LEADERSHIP REPORTS:**
  - a. Director of Business Operations
  - b. Assistant Superintendent for Pupil and Personnel Service
    - 1) Family Reading Partnership Annual Holiday Book Drive
  - c. Superintendent
    - 1) Capital Project Change Order Summary
    - 2) Recognition of Varsity Head Football Coach David Darrow
  
11. **AUDIENCE PARTICIPATION: (Individuals are requested to keep their comments to two-minutes per speaker).**
  
12. **NEXT MEETING AGENDA REVIEW**
  
13. **ADJOURNMENT**

**CORTLAND ENLARGED CITY SCHOOL DISTRICT**  
**Board of Education Meeting – Tuesday, October 23, 2012 at 7:00 p.m.**  
**Kaufman Center, 1 Valley View Drive, Cortland NY**

Draft

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A Regular Meeting of the Board of Education was held on Tuesday, October 23, 2012 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, 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

1. **CALL TO ORDER:** Ms. Van Donsel called the meeting to order at 6:03 p.m.

2. **EXECUTIVE SESSION:**

In accordance with Public Officer's Law Section 96, Subdivision 1, Ms. Van Donsel called for an Executive Session to discuss the medical, financial, credit or employment history of particular persons.

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

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

The Executive Session adjourned at 6:35 p.m.

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

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

3. **RECALL TO ORDER and PLEDGE OF ALLEGIANCE:** Ms. Van Donsel recalled the meeting to order at 7:10 p.m. and the Pledge of Allegiance was recited.

4. **COMMUNICATIONS and RECOGNITION:**

a. Kudos Korner: None

b. Audience Participation – on items related to the Agenda.

Ms. Van Donsel explained a new process for those wishing to address the Board.

Addressees will be asked to complete a form requesting name, address, phone number and topic. This will provide the Board with contact information for responses.

Ms. Lori Megivern, CUT President, offered kudos to the Board for the addition of a microphone allowing the audience to hear Board conversations and action more clearly.

c. Board Member Reports

1) President's Report

(a) Board Retreat – Ms. Van Donsel reported that the retreat was an extremely worthwhile. There were many excellent suggestions, including ways to reach out to community and staff. The Board will be coming together to work goals and a vision for the district.

2) BOE Facilities Committee – Mr. Stark reported that the committee held its initial meeting October 11. The committee is comprised of members Stark, Young, and Van Donsel, Superintendent of Buildings and Grounds Wally Blanden, Director of Business Services Susan Bridenbecker, Tetra Tech Architects and Engineers VP Scott Duell, and Lend Lease CM Jim Mulherin. The intent was to establish the parameters of the committee, review roofing status of the current capital project and review remaining work to roofing. Items of discussion were the bid process, funds available, and prioritizing the approach to the work needed.

3) BOE Policy Committee – Mr. Natoli reported he and members Griffin and Stark and Superintendent Hoose met October 18 to resume the policy review process. Mr. Natoli reported that, at the request of Mr. Hoose, ERIE I BOCES has agreed to provide Cortland with an updated draft policy manual. Over the next six months the committee will review the draft, make any revisions and submit them to ERIE who will review them and provide the district with a full updated policy manual.

4) School Board Recognition Week – Superintendent Hoose took an opportunity to say thank-you to our Board members for their hard work and for the time commitment they give the district. He noted that often few people fully understand the time spent in board

meetings represents just a small fraction of the hours school board members devote to their districts. He thanked members for the work they have done, their professionalism and willingness to tackle difficult issues and for giving so much to the district and community.

- d. NYSSBA 2012 Annual Convention – Each member attending the October 25-27 NYSSBA Convention received a folder containing a conference schedule, hotel reservation information, and a summary timetable for specific events.
- e. Cortland-Madison School Board Association Fall Dinner – November 5, 2012 – Ms. Van Donsel reported that Cortland will be hosts for the dinner. She has invited Dr. Bruce T. Fraser, Executive Director of the Rural Schools Association of NY, to be the guest speaker. Members were asked to complete an RSVP and return it to Ms. Baccaro after the meeting.

#### 5. PRESENTATIONS:

##### a. Capital Project Update

Mr. Jim Mulherin, Lend Lease Construction Management, reported that the Capital Project is in the substantial completion stage indicating that only minor, punch list type work remains. He explained the substantial completion process and noted that, although some of the construction trailers may be removed, it doesn't mean the contractors are finished. Moving the trailers allows for site cleanup. Capital Project completion is expected in January 2013.

Mr. Mulherin shared that we had received an extremely high estimate on the redesign site work corrections needed at Barry School. Therefore, we will looking at all options to see if there is another way of doing the redesign to save costs while still doing it correctly.

#### 6. CONSENT ITEMS:

##### a. Minutes of October 9, 2012 Regular Meeting

##### b. CSE/CPSE Recommendations

607000557, 610238556, 610284886, 607000029, 607000164, 610296191, 610346089, 610261569, 607000217, 610295107, 607000182, 607000611, 607000612, 610374601, 610246615, 610264516, 610362612, 607000628, 607000128, 607000607, 607000135, 610273505, 607000499, 607000059, 607000179, 610394618, 610350601, 610350799, 607000511, 610223229, 607000625, 607000647, 610351033, 607000652, 607000622

##### c. CUT Contract Ratification

##### d. Authorize Superintendent to Sign Settlement Agreement and Release Regarding Hunt Engineers, Architects and Land Surveyors, P.C.

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

**Moved by Mr. Young, seconded by Mr. Natoli.** Mr. Stark provided public notice that although his wife is an employee of the district, per Commissioner's Ruling 13,914, he has the ability to vote on this contract. Ms. Griffin provided notice that she would recuse herself from the vote as she was a district employee during the 2010-11 school year.

**Final Vote: Yes – 5, No – 1 (Mr. Colongeli), Abstain – 1 (Ms. Griffin). Motion Carried.**

#### 7. OLD BUSINESS:

##### a. Revision of 2012-13 District Calendar

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

**Moved by Mr. Young, seconded by Mr. Stark. Discussion:** Mr. Hoose noted as part of the CUT contract settlement, the number of teaching days are reduced by one (November 21), and three half-day professional development days have been added to the calendar to continue the roll out the Common Core Standards and APPR.

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

#### 8. NEW BUSINESS:

##### a. Financial Reports: Treasurer's Report, Trial Balance, Revenues, Intrafund Transfers, Appropriations, Warrant, Claims Monthly Report – August 2012

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

**Moved by Mr. Young, seconded by Ms. Davis-Howard. Discussion:** Since only the claims monthly report was received, members agreed to table.

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

**Moved by Mr. Stark, seconded by Ms. Davis-Howard to table this item.**

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

- b. Formation of BOE Budget Committee

**Resolved, upon the recommendation of the Superintendent of Schools, to approve the formation of a Board Budget Committee as presented.**

**Moved by Ms. Griffin, seconded by Mr. Young. Discussion:** None

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

- c. Approval of Revised Cortland-Homer Ice Hockey Program Agreement 2012-13 School Year

**Resolved, upon the recommendation of the Superintendent of Schools, to approve the Revised Cortland-Homer Ice Hockey Program Agreement for the 2012-13 School Year as presented.**

**Moved by Mr. Colongeli, seconded by Mr. Young. Discussion:** Mr. Hoose noted that this contract, approved October 9, was revised to include the purchase of goalie helmets with masks and to clarify registrant eligibility.

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

- d. Approval of Field Placement Agreement between Cortland Enlarged City School District and Ithaca College School of Health, Sciences and Human Performance

**Resolved, upon the recommendation of the Superintendent of Schools, to approve the Field Placement Agreement between Cortland Enlarged City School District and Ithaca College School of Health, Sciences and Human Performance, as presented.**

**Moved by Mr. Natoli, seconded by Mr. Young. Discussion:** None

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

- e. Approval of Field Placement Agreement between Cortland Enlarged City School District and Utica College

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

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

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

- f. Approval of Correction to Tax Roll – Parcel #126.00-11-06.000

**Resolved, upon the recommendation of the Superintendent of Schools, that the Board of Education for the Cortland Enlarged City School District hereby corrects the tax roll to reflect the following subdivision of parcel 126.00-11-06.000 in Cortland, NY, formally owned by Gerald and Patricia Power. Parcel 126.00-11-06.000 with a taxable assessed value of \$9,423.00 is now:**

- Parcel 126.00-11-06.000-1 owned by Gerald and Patricia Power with a taxable assessed value of \$1,402.00.
- Parcel 126.00-11-06.000-2 owned by Gerald and Patricia Power with a taxable assessed value of \$1,392.00.
- Parcel 126.00-11-06.000-3 owned by Evan Hayes with a taxable assessed value of \$6,629.00.

**Moved by Mr. Colongeli, seconded by Mr. Natoli. Discussion:** This resolution contained a correction to the resolution voted upon October 9, 2012.

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

- g. Approval of 2012-13 Annual Professional Performance Review (APPR) Plan

**Resolved, upon the recommendation of the Superintendent of Schools, to approve the 2012-13 Annual Professional Performance Review Plan as presented.**

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

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

**9. PERSONNEL ACTION:**

- a. Approval of Personnel Resignations and Leaves

**Resolved, upon the recommendation of the Superintendent of Schools, to approve the Resignations and Leaves as presented on Resignations and Leaves Schedule 10.98.**

**Moved by Ms. Griffin, seconded by Mr. Young. Discussion:** Mr. Bacigalupi's resignation was accepted with regret.

**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 Schedule of Appointment 1073.**

**Moved by Ms. Griffin, seconded by Mr. Colongeli. 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 2212 and 2213.**

**Moved by Mr. Stark, seconded by Mr. Young. Discussion:** None

**Final Vote: Yes – 7, No – 0. Motion Carried.** Mr. Hoose welcomed Mr. Joseph Mack appointed as the new 9-10 Principal.

**10. LEADERSHIP REPORTS:**

- a. Director of Business Operations – Ms. Bridenbecker was pleased to report that our internal auditors have completed their site work. In addition, clean edits on our Form A (attendance data) and ST-3 (financial information) have been received, and with one small correction our transportation forms will be filed.
- b. Assistant Superintendent for Pupil and Personnel Services – Ms. Riley provided an update on the FCS (Family Counseling Services) Partnership established to meet the growing mental health needs in our school community. FCS is providing the counselors while the district is providing the space. Ms. Riley was pleased to share that in the first month of the partnership, FCS has already added staff and addressed the waiting list.
- c. Superintendent
- 1) Focus School – Mr. Hoose shared that the group is working to finalize the plan for submission. A Special Board meeting may have to be held to approve it by the deadline.
  - 2) Extended Field Trip France and Spain, February 15-24, 2013 – Mr. Hoose reminded members that they had postponed a decision to increase the ratio of chaperones from 8:1 to 9:1 to accommodate additional students who wished to participate. He was pleased to inform the Board that he had contacted the tour company, and was able to negotiate waiving the cost of an additional chaperone to allow the additional students to attend and maintain the 8:1 ratio of students to chaperones.

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

**12. NEXT MEETING AGENDA REVIEW**

The following items will be added to the next agenda:

- Financial Reports: Treasurer's Report, Trial Balance, Revenues, Intrafund Transfers, Appropriations, Warrant, Claims Monthly Report – August 2012
- Report: Audit Committee Report
- Report: NYSSBA Convention
- Report: Cortland-Madison School Board Association Fall Dinner – November 5, 2012

**13. ADJOURNMENT**

**As there was no further business to discuss, Ms. Van Donsel asked for a motion to adjourn at 8:09 p.m.**

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

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

## France/Spain 2013 Final Approval

- **Objectives and the anticipated learning outcomes of the trip**  
Students will be totally immersed in the language(s) and culture(s) they have studied. They will learn about European history in a tactile way and will experience being citizens of a global society.
  
- **Specific learning activities to be experienced during the trip**  
Students will be exposed to a variety of European traditions, customs and landmarks. Please see attached itinerary for specifics.
  
- **Number and grade(s) of students**  
There are 28 students going on this trip. See attached list of students and chaperones.
  
- **Cost per pupil**  
\$2,979
  
- **Assurance of participation regardless of ability to pay**  
See attached Cancellation Policy.
  
- **Name of sponsoring class or group**  
The International Club has assisted with some fundraising, but there is no class or group officially sponsoring this trip.
  
- **Transportation to be used**

### **BUS TRANSFER TO AND FROM THE AIRPORT**

Shafer Bus  
500 North Street  
Endicott, NY 13760  
(607)-797-2006

**Cost Estimate For Plowing & Salting the Cortland School Districts  
Facilities-Barry, Parker, Randall & Smith Elementaries, the Jr/Sr High  
School and Bus Garage for the  
2012-2013 Snow Season**

**PLOWING SNOW**

**1)High School/Bus Garage - 3hrs. to complete task**

**Two Backhoes w/ snow pushers and two operators  
Equip;(as per NYSDOT Rental Rate Schedule, 8/2009) \$23.83/hr (ea)  
Labor ;(hourly wage rate per employee plus benefits(avg) ) \$40/ hr**

**\$23.83 + \$40 (2) (3 hr) = \$ 382.98 per plowable snow event**

**2)Barry & Smith Elementary – 3 hrs. to complete task**

**Two Backhoes w/ snow pushers and two operators  
Equip;(as per NYSDOT Rental Rate Schedule, 8/2009) \$23.83/hr (ea)  
Labor ;(hourly wage rate per employee plus benefits(avg) ) \$40/ hr**

**\$23.83 + \$40 (2) (3 hr) = \$ 382.98 per plowable snow event**

**3)Parker & Randall Elementary- 2 hrs. to complete task**

**Two Backhoes w/ snow pushers and two operators  
Equip;(as per NYSDOT Rental Rate Schedule, 8/2009) \$23.83/hr (ea)  
Labor ;(hourly wage rate per employee plus benefits(avg) ) \$40/ hr**

**\$23.83 + \$40 (2) (2 hr) = \$ 255.32 per plowable snow event**

**SALTING**

**All facilities – 2hrs. to complete task**

**One Diesel Powered Truck and one operator**

**Equip.: \$ 47.80/hr**

**Labor : \$ 40/ hr(w/benefits)**

**Salt\* used – two (2) tons per all three facilities per trip (@ \$36/ton)**

**\$47.80 + \$40 (2 hr) +(\$36)(2 ton) = \$ 247.60 per saltable snow event**



## **Summary**

**The 2011-2012 was a record low snowfall of 46 inches and temperatures were above normal. Services provided by the City to the School District was \$4,828.18 for plowing snow six times and \$5,484.25 for salting 21 times, bringing the total amount to \$10,312.43.**

**A look at the the 2010-2011 winter is a much more realistic winter for Central New York:**

**In 2010-2011 winter the School District was billed \$14,089.29 for plowing snow 14 times and \$12,778.41 for salting 51 times, bringing the total amount to \$26,867.70.**

**Cortland School District shall be billed for actual hours worked in School District parking lots. After hour and weekend hours worked shall be billed at time and one-half (1 ½) the salary schedule rate as per CSEA City of Cortland Unit # 6558 Local 812 Contract.**

**\*Salt prices shall be according to NYS OGS bid for Cortland County**

**Regards,**

**Christopher Bistocchi  
City of Cortland DPW**

sf



## 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

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**To:** Michael Hoose, Superintendent of Schools  
**From:** Susan Bridenbecker, Director of Business Services  
**Date:** October 31, 2012  
**RE:** Harvey Kaufman Scholarship

We have received notification from JP Morgan Chase that they wish to contribute \$1,000 for the purpose of student scholarship. They have requested that these funds be paid out in accordance with the Harvey Kaufman Scholarship.

I recommend that the Board of Education accept this scholarship.

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**CORTLAND ENLARGED CITY SCHOOL DISTRICT**

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

**Susan Bridenbecker  
Director of Business Services  
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(607) 758-4100  
Fax: (607) 758-4109**

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**To:** Michael Hoose, Superintendent of Schools  
**From:** Susan Bridenbecker, Director of Business Services  
**Date:** October 31, 2012  
**RE:** Harvey Kaufman Scholarship: The Perry & Nancy Browning Charitable Foundation

We have received notification from The Perry & Nancy Browning Charitable Foundation that they wish to contribute \$500 for the purpose of student scholarship. They have requested that these funds be paid out in accordance with the Harvey Kaufman Scholarship.

I recommend that the Board of Education accept this scholarship.



Cortland Enlarged City School District  
Budget Calendar- 2012/13

<b>BOE Meeting Date</b>	<b>Budget Area</b>
October 23	Initial Assumptions & Calendar
November 13	Fund Balance Review
December 11	Draft 1 – Rollover w/ Initial Assumptions
January 8	Discussion of Draft 1
January 22	Instructional Goals Presentation by Superintendent and Staff
February 12	Draft 2 & Budget Presentations- Non-Instructional
February 26	Budget Presentations- Instructional
March 12	Initial Revenue Projection BOE recommendations due
March 26	Executive Budget Proposal – Final Draft
April 9	Final Budget Presentation, BOE Adopts Proposed Budget
April 22	BOCES Administrative Budget Review
May 7	Public Budget Hearing
May 14	Budget Update/Status Report
May 21	Budget Vote and Election

# AIA Document G802™ – 2007

## Amendment to the Professional Services Agreement

Amendment Number: 003

TO: Mr. Michael Hoose, Superintendent of Schools  
(Owner or Owner's Representative)

In accordance with the Agreement dated: April 29<sup>th</sup>, 2009

**BETWEEN the Owner:**

(Name and address)

Cortland Enlarged City School District  
1 Valley View Drive  
Cortland, New York 13045

**and the Architect:**

(Name and address)

Tetra Tech Engineers, Architects & Landscape Architects, P.C.  
d/b/a Tetra Tech Architects & Engineers  
Cornell Business & Technology Park  
10 Brown Road  
Ithaca, New York 14850  
previously located at:  
215 The Commons, 2<sup>nd</sup> Floor  
Ithaca, NY 14850

**for the Project:**

(Name and address)

TAE Project Number: 143-08252-09001  
Cortland Enlarged City School District - District Wide Alterations

**Authorization is requested**

- to proceed with Additional Services.  
 to incur additional Reimbursable Expenses.

**As follows:**

Please refer to the duly signed proposal letter dated November 01, 2012 from Architect's representatives Scott Duell to Owner's Superintendent of Schools Mr. Michael Hoose, hereinafter referred to as the Proposal Letter, attached hereto and incorporated herein by this reference.

The following adjustments shall be made to compensation and time.


(Insert provisions in accordance with the Agreement, or as otherwise agreed by the parties.)

**Compensation:**

Agreement - April 29, 2009	\$2,100,000.00
Amendment 001 - stipulated lump sum fee pursuant to Letter of Intent dated 05-24-2010	\$ 28,000.00
	<u>\$2,128,000.00</u>
Amendment 002 - pursuant to the letter dated 11-01-2010	\$ 350,000.00
	<u>\$2,478,000.00</u>
Amendment 003 - pursuant to the Proposal Letter dated 11-01-2012	\$ 460,500.00
Total adjusted stipulated lump sum fee	<u>\$2,938,500.00</u>

Time:  
Pursuant to Agreement.

SUBMITTED BY:



(Signature)

Scott J. Duell, RA, Vice President

(Printed name and title)

November 01, 2012

(Date)

AGREED TO:

(Signature)

Michael Hoose, Superintendent of Schools

(Printed name and title)

(Date)



**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:** November 6, 2012  
**RE:** Board Resolution: Reserve Fund Transfers

The Undesignated Fund Balance as of June 30, 2012 is \$2,631,901 as per our audited financial statements. This amount exceeds the 4% of budget allowable. In accordance with prior practice, attached is a resolution to reserve \$900,000 in undesignated fund balance for future use. Based upon projected increases in the employer contribution rates for the Employee Retirement System, I am recommending the funds be reserved in the Retirement Contribution Reserve.

## FIELD PLACEMENT AGREEMENT

Agreement effective as of \_\_\_\_\_ by and between State University of New York at Oswego, an educational institution with a principal place of business at \_\_\_\_\_ ("The Institution"), and the Cortland Enlarged City School District, ("The District") with a principal place of business located at 1 Valley View Drive, Cortland, NY 13045.

### RECITALS:

- A. The Institution is in the business of preparing students for professional careers in education and, as part of that preparation, arranges field instruction/practical training/student teaching experiences for its students.
- B. The District employs people in the professions for which the Institution seeks field placements.
- C. The Institution desires to place its students in field placements within the District.
- D. The District is willing to provide field placements for the Institution students under certain terms and conditions.

Therefore, based on their mutual promises and other valuable consideration, the parties agree as follows.

### TERMS:

1. The District shall have sole discretion to offer as many, as few, or no field placements as it may determine annually.
2. The Institution represents that any students it seeks to place with the District will be adequately trained and knowledgeable for the field experience sought.



## FIELD PLACEMENT AGREEMENT

3. Each of the Institution's students placed with the District shall be of good character. The Institution shall provide proof of criminal background checks and/or fingerprint clearance through the State Education Department procedures prior to the start of any field placement with the District.
4. The District reserves the right to reject any student proposed by the Institution for a field placement experience or to terminate any student placed in a field placement for valid non-discriminatory reasons; and the Institution shall remove any employee or student of the Institution from the field placement experience at the District upon written notice that such person is no longer acceptable to the District.
5. The Institution will provide any accommodations or supports required under State or Federal disability laws by the students in order to perform in the field placement.
6. The parties acknowledge that the student participants are not employees of the District or the Institution during their field placements but rather students of the Institution satisfying requirements of their degree programs. As a result, the students shall not be eligible for, nor receive pay or other compensations or benefits of any kind.
7. Students shall be subject to and shall abide by all applicable policies, rules and regulations of the District, as well as Federal, State and Local law regulation.
8. The Institution shall identify and provide appropriate personnel to coordinate the Institution's student field placements at the District. The Institution will not be responsible for on-site supervision. The District shall identify and provide appropriate personnel to supervise the Institution's students in their field placement assignments.
9. The District and the Institution shall agree, prior to placement of students, upon the duration of the field placement as well as the number of days and hours per week expected of the student in the field placement experience.

## FIELD PLACEMENT AGREEMENT

10. In accordance with State law and decisions there under, the Institution shall be responsible for any liability, claim, loss, damage, suit or judgment (and if assessed by a court of competent jurisdiction any costs, expenses and reasonable attorney's fees) arising directly from the negligent acts or omissions of the institution or its officers or employees in connection with or account of the activities carried out under this agreement.

11. As consideration for the District providing field placement experiences for the Institution's students, the Institution shall provide the following, if appropriate:

- a. Tuition credit in the amount of \$250; or
- b. Financial remuneration in the amount of \$200.

12. The agreement shall terminate on June 30, 2013. Either party may terminate this Agreement earlier, with or without cause, upon two weeks written notice to other party personally delivered or sent by registered mail, return receipt requested.

If to the District to:

Superintendent of Schools  
1 Valley View Drive  
Cortland, NY 13045

If to the Institution to:

Name	SUNY Oswego
Dept.	Field Placement Office
Address	252 Wilber Hall
City, State Zip	Oswego, NY 13126

and shall be deemed given upon the earlier of receipt or three days after mailing.

# FIELD PLACEMENT AGREEMENT

13. The relationship between the parties is that of independent contractors. Nothing in this Agreement shall be construed so as to make the parties joint ventures, partners, or agents of the other. Neither party shall have nor hold itself out as having any power of authority to bind, create liability for, or otherwise act on behalf of the other.

14. This Agreement constitutes the entire understanding of the parties and may only be amended by written consent of the parties.

15. Any disputes arising from the Agreement shall be resolved in a court of competent jurisdiction within Cortland County, New York, and the parties consent to jurisdiction of any such court. The Agreement shall be governed by and construed in accordance with New York State Law.

The parties' consent to this Agreement is indicated by their signatures below.

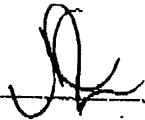
Cortland Enlarged City School District

By: \_\_\_\_\_

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

Title: Superintendent of Schools

By: Nichole Brown



Date: 11/8/12

Title: Director, Field Placement Office

Institution: SUNY Oswego

## FIELD PLACEMENT AGREEMENT

Agreement effective as of November 5<sup>th</sup> 2012 by and between Cazenovia College, an educational institution with a principal place of business at 22 Sullivan Street, Cazenovia, NY 13035 ("The Institution"), and the Cortland Enlarged City School District, ("The District") with a principal place of business located at 1 Valley View Drive, Cortland, NY 13045.

### RECITALS:

- A. The Institution is in the business of preparing students for professional careers in education and, as part of that preparation, arranges field Instruction/practical training/student teaching experiences for its students.
- B. The District employs people in the professions for which the Institution seeks field placements.
- C. The Institution desires to place its students in field placements within the District.
- D. The District is willing to provide field placements for the Institution students under certain terms and conditions.

Therefore, based on their mutual promises and other valuable consideration, the parties agree as follows.

### TERMS:

1. The District shall have sole discretion to offer as many, as few, or no field placements as it may determine annually.
2. The Institution represents that any students it seeks to place with the District will be adequately trained and knowledgeable for the field experience sought.

## FIELD PLACEMENT AGREEMENT

3. Each of the Institution's students placed with the District shall be of good character. The Institution shall provide proof of criminal background checks and fingerprint clearance through the State Education Department procedures prior to the start of any field placement with the District.
4. The District reserves the right to reject any student proposed by the Institution for a field placement experience or to terminate any student placed in a field placement for valid non-discriminatory reasons; and the Institution shall remove any employee or student of the Institution from the field placement experience at the District upon written notice that such person is no longer acceptable to the District.
5. The Institution will provide any accommodations or supports required under State or Federal disability laws by the students in order to perform in the field placement.
6. The parties acknowledge that the student participants are not employees of the District or the Institution during their field placements but rather students of the Institution satisfying requirements of their degree programs. As a result, the students shall not be eligible for, nor receive pay or other compensations or benefits of any kind.
7. Students shall be subject to and shall abide by all applicable policies, rules and regulations of the District, as well as Federal, State and Local law regulation.
8. The Institution shall identify and provide appropriate personnel to coordinate the Institution's student field placements at the District. The Institution will not be responsible for on-site supervision. The District shall identify and provide appropriate personnel to supervise the Institution's students in their field placement assignments.
9. The District and the Institution shall agree, prior to placement of students, upon the duration of the field placement as well as the number of days and hours per week expected of the student in the field placement experience.

### FIELD PLACEMENT AGREEMENT

10. In accordance with State law and decisions there under, the Institution shall be responsible for any liability, claim, loss, damage, suit or judgment (and if assessed by a court of competent jurisdiction, any costs, expenses and reasonable attorney's fees) arising directly from the negligent acts or omissions of the Institution or its officers or employees in connection with or account of the activities carried out under this agreement.

11. As consideration for the District providing field placement experiences for the Institution's students, the Institution shall provide the following, if appropriate:

- a. Tuition credit voucher; or
- b. Financial remuneration in the amount of \$370.00 to host teacher

12. The agreement shall terminate on June 30, 2013. Either party may terminate this Agreement earlier, with or without cause, upon two weeks written notice to other party personally delivered or sent by registered mail, return receipt requested.

If to the District to:

Superintendent of Schools  
1 Valley View Drive  
Cortland, NY 13045

If to the Institution to:

Name: Dr. Kim Wieczorek, Program Director  
Dept.: Inclusive Education Program, Cazenovia College  
Address: 22 Sullivan Street  
City, State Zip: Cazenovia, NY 13035

and shall be deemed given upon the earlier of receipt or three days after mailing.

### FIELD PLACEMENT AGREEMENT

- 13. The relationship between the parties is that of independent contractors. Nothing in this Agreement shall be construed so as to make the parties joint venturers, partners, or agents of the other. Neither party shall have nor hold itself out as having any power of authority to bind, create liability for, or otherwise act on behalf of the other.
- 14. This Agreement constitutes the entire understanding of the parties and may only be amended by written consent of the parties.
- 15. Any disputes arising from the Agreement shall be resolved in a court of competent jurisdiction within Cortland County, New York, and the parties consent to jurisdiction of any such court. The Agreement shall be governed by and construed in accordance with New York State Law.

The parties' consent to this Agreement is indicated by their signatures below.

Cortland Enlarged City School District

By: \_\_\_\_\_

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

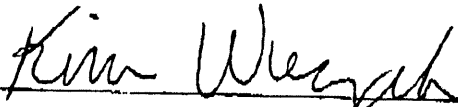
Title: Superintendent of Schools

By: Dr. Kim Wieczorek

Date: November 5<sup>th</sup>, 2012

Title: Program Director, Inclusive Education Program

Institution: Cazenovia College

  
 \_\_\_\_\_  
 Signature

11/7/2012

## FIELD PLACEMENT AGREEMENT

Agreement effective as of December 15, 2012 by and between Keuka College, an educational institution with a principal place of business at 141 Central Ave., Keuka Park, NY 14478 ("The Institution"), and the Cortland Enlamed City School District, ("The District") with a principal place of business located at 1 Valley View Drive, Cortland, NY 13045.

### RECITALS:

- A. The Institution is in the business of preparing students for professional careers in education and, as part of that preparation, arranges field instruction/practical training/student teaching experiences for its students.
- B. The District employs people in the professions for which the Institution seeks field placements.
- C. The Institution desires to place its students in field placements within the District.
- D. The District is willing to provide field placements for the Institution students under certain terms and conditions.

Therefore, based on their mutual promises and other valuable consideration, the parties agree as follows.

### TERMS:

1. The District shall have sole discretion to offer as many, as few, or no field placements as it may determine annually.
2. The Institution represents that any students it seeks to place with the District will be adequately trained and knowledgeable for the field experience sought.



## FIELD PLACEMENT AGREEMENT

3. Each of the Institution's students placed with the District shall be of good character. The Institution shall provide proof of criminal background checks and fingerprint clearance through the State Education Department procedures prior to the start of any field placement with the District.
4. The District reserves the right to reject any student proposed by the Institution for a field placement experience or to terminate any student placed in a field placement for valid non-discriminatory reasons; and the Institution shall remove any employee or student of the Institution from the field placement experience at the District upon written notice that such person is no longer acceptable to the District.
5. The Institution will provide any accommodations or supports required under State or Federal disability laws by the students in order to perform in the field placement.
6. The parties acknowledge that the student participants are not employees of the District or the Institution during their field placements but rather students of the Institution satisfying requirements of their degree programs. As a result, the students shall not be eligible for, nor receive pay or other compensations or benefits of any kind.
7. Students shall be subject to and shall abide by all applicable policies, rules and regulations of the District, as well as Federal, State and Local law regulation.
8. The Institution shall identify and provide appropriate personnel to coordinate the Institution's student field placements at the District. The Institution will not be responsible for on-site supervision. The District shall identify and provide appropriate personnel to supervise the Institution's students in their field placement assignments.
9. The District and the Institution shall agree, prior to placement of students, upon the duration of the field placement as well as the number of days and hours per week expected of the student in the field placement experience.

## FIELD PLACEMENT AGREEMENT

10. In accordance with State law and decisions there under, the Institution shall be responsible for any liability, claim, loss, damage, suit or judgment (and if assessed by a court of competent jurisdiction, any costs, expenses and reasonable attorney's fees) arising directly from the negligent acts or omissions or the Institution or its officers or employees in connection with or account of the activities carried out under this agreement.

11. As consideration for the District providing field placement experiences for the Institution's students, the Institution shall provide the following, if appropriate:

- a. Tuition credit voucher n/a ; or
- b. Financial remuneration in the amount of 0.

12. The agreement shall terminate on June 30, 2015. Either party may terminate this Agreement earlier, with or without cause, upon two weeks written notice to other party personally delivered or sent by registered mail, return receipt requested.  
If to the District to:

Superintendent of Schools  
1 Valley View Drive  
Corland, NY 13045

If to the Institution to:

Name Dr. Anne Marie Guthrie, Dean  
Dept. Center for Experiential Learning  
Address 141 Central Avenue  
City, State Zip Keuka Park, NY 14478

and shall be deemed given upon the earlier of receipt or three days after mailing.

FIELD PLACEMENT AGREEMENT

13. The relationship between the parties is that of independent contractors. Nothing in this Agreement shall be construed so as to make the parties joint venturers, partners, or agents of the other. Neither party shall have nor hold itself out as having any power of authority to bind, create liability for, or otherwise act on behalf of the other.

14. This Agreement constitutes the entire understanding of the parties and may only be amended by written consent of the parties.

15. Any disputes arising from the Agreement shall be resolved in a court of competent jurisdiction within Cortland County, New York, and the parties consent to jurisdiction of any such court. The Agreement shall be governed by and construed in accordance with New York State Law.

The parties' consent to this Agreement is indicated by their signatures below.

Cortland Enlarged City School District

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

Title: Superintendent of Schools

By: James H. ... Date: 11/6/12

Title: V.P. Fin & Admin

Institution: Keuka College

# SCHEDULE OF RESIGNATIONS AND LEAVES

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

Schedule Number: 10.99  
Board Meeting Date: November 13, 2012  
Color: White

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

**INSTRUCTIONAL PERSONNEL:**

RESIGNATION	POSITION	ORIGINAL APPOINTMENT	RESIGNATION DATE	REASON

**CO-CURRICULAR PERSONNEL:**

RESIGNATION	POSITION	ORIGINAL APPOINTMENT	RESIGNATION DATE	REMARKS
Lee, William	Jr. High Newspaper Co-Advisor	09/01/2012	11/01/2012	Resignation effective after publishing Purple Paw first edition.
Rice, Stacy	Jr. High Newspaper Co-Advisor	09/01/2012	11/01/2012	Resignation effective after publishing Purple Paw first edition.

**NON-INSTRUCTIONAL PERSONNEL:**

RESIGNATION	POSITION	ORIGINAL APPOINTMENT	EFFECTIVE DATE	REASON
Tucci, Tirzah-Jo	Teacher Aide	09/05/2012	11/01/2012	Resignation

**INSTRUCTIONAL/NON-INSTRUCTIONAL PERSONNEL:**

LEAVE OF ABSENCE	POSITION	ORIGINAL APPOINTMENT	LEAVE DATES	REASON
Triplet, Amanda	English Teacher	09/10/2007	12/20/2012 – 06/30/2013 (Extended)	Family Leave.

# **SCHEDULE OF APPOINTMENTS**

## **Non-Instructional Substitute Personnel**

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

Schedule Number: **1074**

Board Meeting Date: **November 13, 2012**

Color: **White**

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

<b>Last Name</b>	<b>First Name</b>	<b>Title</b>	<b>Rate</b>	<b>Remarks</b>
Landsdowne	Bobbie	Teaching Assistant	\$75.00/day	Retroactive to 11/08/2012
Burroughs	Heidi	Teacher Aide	\$8.55/hour	Retroactive to 10/26/2012

## SCHEDULE OF APPOINTMENTS

### ELEMENTARY & SECONDARY SUBSTITUTE TEACHERS/TUTORS 2012-13

Schedule Number: **2214**

Board Meeting Date: **November 13, 2012**

Color: **Yellow**

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

<b>Name</b>	<b>Title</b>	<b>List</b>	<b>Daily Rate</b>	<b>Remarks</b>
Nelson, Tricia	Substitute Teacher	B	\$75.00	
Poplawski, Ryan	Substitute Teacher	A	\$85.00	
Sawchuck, Jessica	Substitute Teacher	A	\$85.00	Retroactive to 10/24/2012
Bocklet, Michael	Substitute Teacher	A	\$85.00	Retroactive to 11/01/2012

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

**Co-Curricular Appointments**  
**To Fix Salaries and Schedule Conditions for the School Year 2012-13**

Schedule Number: **2215**

Board Meeting Date: **November 13, 2012**

Color: **Green**

TITLE	APPOINTMENT	YR	AMOUNT*	
Interim Grade Level Leader – 6 <sup>th</sup>	Nancy Thompson		\$	3,461.00

\*To be pro-rated