

CORTLAND ENLARGED CITY SCHOOL DISTRICT
Board of Education Meeting – Tuesday, December 11, 2012 at 7:00 p.m.
Kaufman Center, 1 Valley View Drive, Cortland NY

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

1. **CALL TO ORDER**
2. **EXECUTIVE SESSION (if needed)**
3. **RECALL TO ORDER and PLEDGE OF ALLEGIANCE**
4. **COMMUNICATIONS and RECOGNITION:**
 - a. Kudos Korner:
 - 1) Apple for the Teacher Award Recipients:
 - (a) Julie Lundeen
 - (b) Crista Stark
 - (c) Ben Wells
 - b. Audience Participation – on items related to the Agenda (speakers are asked to limit their comments to two minutes).
 - c. Board Member Reports
 - 1) BOE Work Session – December 4, 2012
 - 2) BOE Policy Committee – December 3 & 6, 2012
 - 3) BOE Facilities Committee – December 6, 2012
5. **PRESENTATIONS:**
 - a. Jody Manning, OCM BOCES District Superintendent
 - b. Capital Project Update, Mr. Jim Mulherin of Lend Lease
 - c. First Quarter Academic Report
6. **CONSENT ITEMS:**
 - a. Minutes of November 13, 2012 Regular Meeting
 - b. CSE/CPSE Recommendations
7. **OLD BUSINESS: None**
8. **NEW BUSINESS:**
 - a. Financial Reports: Treasurer’s Report, Trial Balance, Revenues, Intrafund Transfers, Appropriations, Warrant, Claims Monthly Report – September 2012 and October 2012
 - b. Final Approval Extended Field Trip – JSWS Wrestling Tournament – December 27-28, 2012 to Letchworth Central School District, Gainesville, NY
 - c. Final Approval Extended Field Trip – Varsity Ice Hockey Trip – January 18-20, 2013 to Monsey, NY
 - d. Acknowledge Receipt of Winter Clothing Donation from Edward Jones, Cortland, NY
 - e. Acknowledge Receipt of Corrective Action Plan – Fiscal Year 2011-12
 - f. Certification of Principal Lead Evaluators – School Year 2012-13
 - g. Certification of Teacher Lead Evaluators – School Year 2012-13
 - h. Approval of Field Placement Agreement between Cortland Enlarged City School District and SUNY Cortland
 - i. Approval of Release of Liability Agreement Regarding Use of Non-District Ice Hockey Helmet
 - j. 1st Reading Erie I BOCES Policy Revisions to Section 1000 By-Laws
 - k. 1st Reading Erie I BOCES Policy Revisions to Section 2000 Internal Operations
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
 - 1) School Lunch Program
 - b. Assistant Superintendent for Pupil and Personnel Service
 - 1) Professional Development Afternoon – December 5, 2012
 - c. Superintendent
 - 1) Capital Project Change Order Summary
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, November 13, 2012 at 7:00 p.m.
Kaufman Center, 1 Valley View Drive, Cortland NY**

A Regular Meeting of the Board of Education was held on Tuesday, November 13, 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, Ms. Alane Van Donsel, Mr. William Young

Absent: Mr. William Stark

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

6:10 – 6:45 p.m. – Board Budget Workshop

1. **CALL TO ORDER and PLEDGE OF ALLEGIANCE:** Ms. Van Donsel called the meeting to order at 7:04 p.m., and the Pledge of Allegiance was recited.
2. **COMMUNICATIONS and RECOGNITION:**
 - a. Kudos Korner: There were no Kudos recognitions this evening; however, Ms. Van Donsel announced that three Cortland teachers Julie Lundeen, Crista Stark and Ben Wells were recipients of the WHCU 2012 Apple for the Teacher award. They were being honored at a banquet this evening.
 - b. Audience Participation – on items related to the Agenda

Mr. James Reagan, JSHS foreign language teacher, addressed the Board urging them to support and approve the final request for the extended field trip to France and Spain, February 15-24, 2013. Twenty-eight students and four chaperones (Mr. Reagan, Mr. Brafman, Ms. Slade and Ms. Chapman) are in the final phase of planning this trip.
 - c. Board Member Reports
 - 1) President’s Report
 - 2) NYSSBA 2012 Annual Convention – October 25-27, 2012

Members reported on sessions they attended at the convention. They included: *Fiscal Oversight Training for New Board Members, Where Education and Mandates Meet, How Do We Know We Have a Positive School Climate?, Improving Student Discipline*, and the presentation by Commissioner King who addressed APPR, Common Core standards, state testing, closing the achievement gap, and the State Education Department’s direction.
 - 3) BOE Facilities Committee – November 1, 2012

Mr. Hoose reported that the committee reviewed a draft of the District’s Five-year Capital Facilities Plan as required by the State. The plan is intended to be a tool utilized by the district to manage its capital needs by identifying the current condition of the district’s facilities and prioritizing the necessary improvements for each facility. Also under discussion was Phase 2 of the Capital Project, where a top priority will be repairing or replacing roofs.
 - 4) BOE Work Session – November 2, 2012

A draft mission statement, developed by the Board at the work session, has been shared with staff. Feedback is being collected, and will be shared at a future meeting.
 - 5) BOE Audit Committee – November 7, 2012

Ms. Davis-Howard reported that Raymond F. Wager, CPA, PC had met with the committee and will report under presentations this evening.
 - 6) Cortland-Madison School Board Association Fall Dinner November 5, 2012

Ms. Van Donsel reported guest speaker Dr. Bruce T. Fraser, Executive Director of the Rural Schools Association of NY, spoke on the topic of Equity in School Funding. Members reported that the students in the BOCES Culinary Class cooked and served an outstanding dinner.
3. Reserve Fund Transfer (moved forward from New Business)

Resolved, upon the recommendation of the Superintendent of Schools, that the Board of Education of the Cortland Enlarged City School District authorize an increase in the funding of the Retirement

Contribution Reserve from the undesignated fund balance as of June 30, 2012 in the amount of \$900,000.

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

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

4. PRESENTATIONS:

a. Presentation – Raymond F. Wager, CPA, PC

Mr. Raymond Wager, CPA, provided an overview of the Independent Audit performed by his firm for the year ending June 30, 2012. His team had met with the Board of Education Audit Committee on November 7, to review balance sheets, reserves, budget, and forecasting. Tonight, members received the official audit report (submitted to SED, Moody's bond rating, etc.), a management letter outlining deficiencies in internal control, and a financial executive summary.

Mr. Wager reported that CECSD continues to be in very good financial condition as reflected in a good balance sheet, fund balance, reserves, and cash balances. He spoke of the challenge to use reserves properly and moderately to maintain fiscal integrity over a period of time. Mr. Wager noted the cost of TRS retirement benefits for current teaching staff is increasing from 11.8% to 15-16%. Therefore, the Board's decision to move \$900,000 into the Retirement Reserve was a good move. This current year the district plan to use \$2.9 million in fund balance to balance the tax levy. If this year's budget does not develop a surplus, equities will begin to erode, and particular attention will need to be paid to using reserves carefully and slowly.

Mr. Wager stressed that the management letter relates to the July 1-June 30, 2012 year, and does not reflect any of the changes or improvements since July 1. A corrective action plan will be developed to address each of the items in the management letter. He noted that at least one third of the items in the report have already been addressed.

5. CONSENT ITEMS:

a. Minutes of October 23, 2012 Regular Meeting

b. CSE/CPSE Recommendations

610235321, 610142539, 610317761, 610306923, 610373684, 607000402, 610258716, 610316817, 610366729, 607000784, 607000638, 610341446, 607000147, 610382379, 607000133, 607000125, 607000126, 610284607, 610350593, 607000019, 607000520, 610295640, 610322430, 610344379, 607000694, 610273505, 607000499, 607000059, 607000179, 610325654, 607000525, 607000131, 610350601, 610303562, 610394088, 610323615, 610323632, 610297528, 610345996, 607000629, 610392442, 610273315, 610274582, 610310806, 610270446, 610252432, 610391558, 610313195

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

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

6. OLD BUSINESS: None

7. 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

Resolved, upon the recommendation of the Superintendent of Schools, to approve Financial Reports dated August 2012 and Extra Classroom Activity Fund Quarterly Reports September 30, 2012 as presented.

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

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

b. Planning Approval for Extended Field Trip– JSHS Wrestling Tournament – December 27-28, 2012 to Letchworth Central School District, Gainesville, NY

Resolved, upon the recommendation of the Superintendent of Schools, to approve the planning request for a JSHS Wrestling Tournament Extended Field Trip request for December 27-28, 2012 to Letchworth Central School District, Gainesville, NY as presented.

Moved by Ms. Griffin, seconded by Mr. Young. Discussion: Mr. Colongeli asked for clarification on funding of the trip.

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

- c. Planning Approval for Extended Field Trip – Varsity Ice Hockey Trip January 18-20, 2013 Monsey, NY
Resolved, upon the recommendation of the Superintendent of Schools, to approve the planning request for a Varsity Ice Hockey Extended Field Trip to Monsey, New York, January 18-20, 2013, as presented.
Moved by Ms. Griffin, seconded by Ms. Davis Howard. Discussion: None
Final Vote: Yes – 6, No – 0. Motion Carried.
- d. Final Approval Extended Field Trip– JSHS Trip to France and Spain February 15-24, 2013 (10 days)
Resolved, upon the recommendation of the Superintendent of Schools, to approve the request for a field trip to France and Spain – February 15-24, 2013 (10 days), as presented.
Moved by Ms. Davis-Howard, seconded by Mr. Colongeli. Discussion: None
Final Vote: Yes – 6, No – 0. Motion Carried.
- e. Approval of Snow Plowing Service Agreement with the City of Cortland for the 2012-13 fiscal year
Resolved, upon the recommendation of the Superintendent of Schools, that the Board of Education of the Cortland Enlarged City School District hereby approve the agreement for snow plowing service for the 2012-13 fiscal year with the City of Cortland.
Moved by Mr. Natoli, seconded by Mr. Young. Discussion: None
Final Vote: Yes – 6, No – 0. Motion Carried.
- f. Acceptance of \$1,000 Scholarship Donation from JP Morgan Chase
Resolved, upon the recommendation of the Superintendent of Schools, to accept a scholarship donation in the amount of \$1,000 from JP Morgan Chase for the purpose of student scholarship to be paid out in accordance with the Harvey Kaufman Scholarship.
Moved by Ms. Colongeli, seconded by Mr. Natoli. Discussion: None
Final Vote: Yes – 6, No – 0. Motion Carried.
- g. Acceptance of \$500 Scholarship Donation from The Perry and Nancy Browning Charitable Foundation
Resolved, upon the recommendation of the Superintendent of Schools, to accept a scholarship donation in the amount of \$500 from the Perry and Nancy Browning Charitable Foundation for purpose of student scholarship to be paid out in accordance with the Harvey Kaufman Scholarship.
Moved by Mr. Colongeli, seconded by Ms. Davis-Howard. Discussion: None
Final Vote: Yes – 6, No – 0. Motion Carried.
- h. Acceptance of Independent Audit – Fiscal Year 2011-12
Resolved, upon the recommendation of the Audit Committee, to accept the Independent Audit from Raymond F. Wager, CPA, P.C., for the fiscal year 2011-2012, as presented.
Moved by Mr. Colongeli, seconded by Ms. Griffin. Discussion: None
Final Vote: Yes – 6, No – 0. Motion Carried.
- i. Approval of Budget Calendar for 2012-13
Resolved, upon the recommendation of the Superintendent of Schools, that the Board of Education of the Cortland Enlarged City School District hereby approve the Budget Calendar for the 2012-13 fiscal year, as presented.
Moved by Mr. Natoli, seconded by Mr. Young. Discussion: None
Final Vote: Yes – 5, No – 1 (Colongeli). Motion Carried.
- j. Approval of Amendment to Professional Services Agreement between Cortland Enlarged City School District and Tetra Tech Architects & Engineers
Resolved, upon the recommendation of the Superintendent of Schools, that the Board of Education of the Cortland Enlarged City School District hereby accepts the \$460,500 amendment to the Professional Services Agreement between the Cortland Enlarged City School District and Tetra Tech to include roofing in the project scope. This amendment will increase the agreement from \$2,478,000 to \$2,938,500.
Moved by Mr. Natoli, seconded by Ms. Davis-Howard. Discussion: None
Final Vote: Yes – 5, No – 1 (Colongeli). Motion Carried.
- k. Authorize Board President to Sign District Comprehensive Improvement Plan (DCIP) and School Comprehensive Education Plans (SCEP)
Resolved, upon the recommendation of the Superintendent of Schools, to Authorize the Cortland Enlarged City School District Board President to Sign the District Comprehensive Improvement Plan (DCIP) and School Comprehensive Education Plans (SCEP).
Moved by Mr. Natoli, seconded by Ms. Griffin. Discussion: Mr. Hoose reminded members that to fulfill the requirement of the Focus District designation, we are required to complete a District

Comprehensive Improvement Plan (DCIP) and School Comprehensive Education Plans (SCEP) for each school identified. In addition, the district must identify an Outside Educational Expert (OEE), representative must attend SED training, and participate in on-site reviews. Mr. Hoose thanked Ms. Kaup, Ms. Riley, Mr. Santoro, and Mr. Yard for their ongoing work to identify how we can change what we are doing to better serve our students in poverty (the area of designation).

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

- l. Reserve Fund Transfer – moved to beginning of agenda
- m. Approval of Field Placement Agreement between Cortland Enlarged City School District and SUNY Oswego

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

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

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

- n. Approval of Field Placement Agreement between Cortland Enlarged City School District and Cazenovia College

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

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

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

- o. Approval of Field Placement Agreement between Cortland Enlarged City School District and Keuka College

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

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

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

- p. Approval for Use of Liability Reserve Fund for Hunt Settlement

It is resolved that the funds paid per the adjudicated settlement of the litigation against Hunt Architects and Engineers shall be withdrawn from funds available in the Liability Reserve. No undesignated fund balance or General Fund money shall be used.

Moved by Ms. Davis-Howard, seconded by Mr. Colongeli. Discussion: Members thanked Mr. Hoose for bringing this issue to closure.

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

8. 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 10.99.

Moved by Ms. Griffin, seconded by Mr. Colongeli. 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 Schedule of Appointment 1074.

Moved by Mr. Colongeli, seconded by Mr. Young. 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 2214 and 2215.

Moved by Mr. Young, seconded by Mr. Colongeli. Discussion: None

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

9. LEADERSHIP REPORTS:

- a. Director of Business Operations - None

- b. Assistant Superintendent for Pupil and Personnel Service
 - 1) Family Reading Partnership Annual Holiday Book Drive – Ms. Riley announced that the holiday book drive *Give the Gift of Family Reading* is now underway. The drive collects new book for children to be distributed by Catholic Charities, DSS, Salvation Army and Loaves and Fishes so that families may select new books for their children. Ms. Riley collected books from members and thanked them for their generous donations.
- c. Superintendent
 - 1) Capital Project Change Order Summary – Ms. Hoose reviewed change orders EC032 – 035; GC029, 032, and 036 – 040; and PC012 – 021. There was discussion whether GC-032 (location change and rewiring of Virgil kiln) was a design flaw.
 - 2) Recognition of Varsity Head Football Coach David Darrow– Ms. Hoose shared an article posted to the Marcellus football website complimenting Coach Darrow for an excellent job addressing a sportsmanship issue with his team.

10. AUDIENCE PARTICIPATION:

Ms. Loreen Geiger, PTAG President, invited members to a *Meet and Greet* for Superintendent Hoose and new 9-10 Principal Mr. Joseph Mack. The event will be held November 27, 6-7:00 p.m. at the Jr.-Sr. High School.

11. NEXT MEETING AGENDA REVIEW

- Policy Committee Report
- December TBD Work Session Report

12. EXECUTIVE SESSION

In accordance with Public Officer’s Law Section 96, Subdivision 1, Ms. Van Donsel called for an Executive Session at 8:10 p.m. to discuss the medical, financial, credit or employment history of particular persons.

Moved by Mr. Young, seconded by Ms. Griffin. No further discussion.

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

Mr. Young departed at 8:30 p.m.

The Executive Session adjourned at 10:20 p.m.

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

Final Vote: Yes – 5, No – 0. Motion Carried.

13. ADJOURNMENT

As there was no further business to discuss, Ms. Van Donsel asked for a motion to adjourn at 10:20 p.m

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

Final Vote: Yes – 5, No – 0. Motion Carried.

Ms. Margaret Baccaro, Clerk

CORTLAND ENLARGED CITY SCHOOL DISTRICT BOARD OF EDUCATION REQUEST FOR EXTENDED OVERNIGHT FIELD TRIP

11/13/12 BOE Planning Approval

This form applies to any trip scheduled during the school year, organized and/or supervised by a teaching staff member for students (some or all) from that teacher's school that involves two or more night's lodging.

REQUESTED BY SUPERVISING TEACHER <u>David Darrow</u>	SCHOOL <u>High School</u>	DATE <u>10/30/12</u>
DESCRIPTION OF THE TRIP <u>Wrestling Tournament</u> <u>• Letchworth Central School</u>		

TRIP DETAILS		
DESTINATION OF TRIP <u>Letchworth Central School</u>	DEPARTURE DATE <u>Dec 27th (Thurs)</u>	DEPARTURE TIME <u>4:30 am</u>
ADDRESS <u>550 School Rd</u> <u>Gainsville NY</u> <u>14066</u>	RETURN DATE <u>Dec 28th (Fri)</u>	RETURN TIME <u>10 pm?</u>
NUMBER OF STUDENTS <u>20</u>	TOTAL DAYS <u>2</u>	TOTAL NIGHTS <u>1</u>
	NUMBER OF STAFF <u>3 Coach 2 Parents + AL LASH</u>	NUMBER OF CHAPERONES <u>(6)</u>

COSTS		
TOTAL ANTICIPATED COST OF TRIP PER PERSON <u>\$ 20 per/wrestler</u>	COST INCLUDES: <u>Hotel - Mt Morris Country Inn</u> <u>585-658-4080</u>	
ADDITIONAL COSTS <u>\$</u>	ADDITIONAL COSTS INCLUDES: <u>Tournament Cost - 5 duals + \$50 entrance fee</u> <u>paid for through Dir. Athletics budget</u>	
TRANSPORTATION MODE <u>Bus</u>	TRANSPORTATION CARRIER <u>CHS</u>	TRANSPORTATION COST <u>?</u>

~~LEARNING OUTCOMES OF TRIP~~

Wrestling Club will pay for drivers
Hotel room + any costs above \$20 per wrestler

Itinerary for Dec 27th and 28th

Letchworth wrestling Tournament

- **Thursday Dec 27th** Depart from CHS @ 4:30 am
- Arrive @ Letchworth High School for 8am weigh-in
- Depart from Letchworth High School about 6pm
- Arrive @ Country Inn (Mt. Morris NY) around 7pm
- Eat, check weight, swim and bed..lights out 10pm
- **Thursday Dec 28th** Depart from Country Inn 7:15am
- Arrive @ Letchworth High School 8am weigh-in
- Depart from Letchworth High School around 7pm
- Return time at CHS approx 11pm

8 C
11/13/12 BOE
Planning
Approv.

CORTLAND ENLARGED CITY SCHOOL DISTRICT BOARD OF EDUCATION REQUEST FOR EXTENDED OVERNIGHT FIELD TRIP

This form applies to any trip scheduled during the school year, organized and/or supervised by a teaching staff member for students (some or all) from that teacher's school that involves two or more night's lodging.

REQUESTED BY SUPERVISING TEACHER <i>Donald Armstrong - Head Coach</i>	SCHOOL <i>Cortland-Homer</i>	DATE <i>11/1/12</i>
DESCRIPTION OF THE TRIP <i>travel to N. Rockland High School for contests against N. Rockland High and White Plains High over Martin Luther King weekend. - Games played Sat. night Jan 19 and Sunday afternoon Jan 20.</i>		

TRIP DETAILS		
DESTINATION OF TRIP <i>Sportorama Rink</i>	DEPARTURE DATE <i>11/18/13</i>	DEPARTURE TIME <i>3 PM</i>
ADDRESS <i>College Rd. Monsey, N.Y.</i>	RETURN DATE <i>11/20/13</i>	RETURN TIME <i>8 PM</i>
	TOTAL DAYS <i>2</i>	TOTAL NIGHTS <i>2</i>
NUMBER OF STUDENTS <i>21</i>	NUMBER OF STAFF <i>3</i>	NUMBER OF CHAPERONES <i>15 +/-</i>

COSTS		
TOTAL ANTICIPATED COST OF TRIP PER PERSON \$ _____	COST INCLUDES: <i>costs of transportation, lodging and meals will be paid by Booster Club and parents.</i>	
ADDITIONAL COSTS \$ _____	ADDITIONAL COSTS INCLUDES: <i>overnight stay will be at Hampton Inn located 10 minutes from Rink. At least 15-18 parents will travel with us.</i>	
TRANSPORTATION MODE <i>Private bus</i>	TRANSPORTATION CARRIER <i>Onondaga Coach</i>	TRANSPORTATION COST <i>none for school</i>

LEARNING OUTCOMES OF TRIP
<i>We will attend a Div I hockey game at West Point Friday night Jan 18. We will do a tour of West Point during the day on Jan 19. The players will also experience travel together with teammates and parents.</i>

TARGET GROUP OF STUDENTS
(Class/Team/Organization)

Orland - Homer Varsity Hockey Team

SPECIAL REQUESTS

(Pertaining only to field trips involving exceptional students or students with special needs)

N/A

PRE-TRIP ORGANIZATION, PLANNING, MEETINGS, PREPARATION (Dates)

organization for trips through Golden Eagle
Booster club. Room reservations made and
bus reservation made as well. Meetings will
be had with parents and players re season program

POST-TRIP FOLLOW UP/EVALUATION OF EDUCATIONAL VALUE

Athletic Directors will receive report on trips

PRINCIPAL COMMENTS

SUPERVISING STAFF NAME	COVERAGE ARRANGED
Donald Armstrong - Head Coach	
Chad Totman - assist coach	
Dave Boyland Trainer	

APPROVALS

SIGNATURE OF SUPERVISING TEACHER	SIGNATURE OF PRINCIPAL
<i>[Signature]</i>	<i>[Signature]</i> 11/7/12
SIGNATURE OF DIRECTOR OF CURRICULUM AND INSTRUCTION	DATE
<i>[Signature]</i> Director of Athletics	11/8/12
SIGNATURE OF SUPERINTENDENT	DATE
<i>[Signature]</i>	11/20/12



Enlarged City School District
"Committed to Excellence"

8d
12/11/12 BOE

Kaufman Center
1 Valley View Dr.
Cortland, NY 13045
Phone: 607-758-4100
Fax: 607-758-4128
www.cortlandschools.org

November 21, 2012

Superintendent

Michael J. Hoose

Board of Education

Alane M. Van Donsel
President

John A. Natoli, Jr.
Vice-President

Donald A. Colongeli

Melissa Davis-Howard

Janet S. Griffin

William B. Stark III

William F. Young

Edward Jones
21 Main Street
Cortland, New York 13045

Dear Employees of Edward Jones:

On behalf of the Cortland Enlarged City School District and the Board of Education, we want to thank you for coordinating another winter clothing drive.

As the weather turns cold, children in need of warm winter clothing will be the recipients of the generosity of your staff and clients. You will have made a difference in the lives of many of our students.

Please know how much you've helped our students and how much we all appreciate it.

Thank you,

Michael J. Hoose

MJH/mjb

Jackets - Boys	# Received
Small (4-5)	5
Large (10-12)	6
X-Large (14-16)	3

Jackets - Girls	# Received
Small (4-5)	2
Medium (6-8)	4
Large (10-12)	2
X-Large (14-16)	2

Jackets - Women's	# Received
Medium	2

Misc. Items
Hats, Mittens, Scarves & Boots

INLEKVAL CUNIKUL
 RELATED MATTERS IDENTIFIED IN AN AUDIT
 For Year Ended June 30, 2012
 Corrective Action Plan

December 11, 2012

OBSERVATION & RECCOMENDATIONS	DISTRICT RESPONSE	TIMELINE	PERSON(S) RESPONSIBLE
<p>Current Year Significant Deficiencies: 1. Preparation of the Financial Statements - The District does not have adequate internal controls over the preparation and application of accounting principles to prepare the financial statements in accordance with generally accepted accounting principles and the New York State Education Department's Reference Manual. As a result, we have prepared those financial statements and related disclosures for management review and approval.</p> <p>2. Year End Audit Adjustments - The books and records required significant yearend audit adjustments to correct account balances.</p>	<p>The district has hired a Business Official and a School District Treasurer. These individuals will review, update and document current processes to ensure the appropriate application of accounting principles in the preparation of the financial statements.</p>	<p>FY 2012 - 2013</p>	<p>Director of Business Services District Treasurer</p>
<p>3. Bank Reconciliations/Fiscal Oversight - a. Currently the District maintains consolidated bank accounts consisting of the General Fund, School Lunch Fund, Federal Fund, Capital Fund, Trust and Agency and Payroll. Our examination revealed that these bank accounts were not completely reconciled to the respective general ledger accounts on a timely basis. Un-reconciled differences of \$1,229 and \$1,114 still exist for May, and June respectively. In addition, when performing our year-end procedures, we noted the treasurer's reports that were prepared for the Board of Education did not agree with the reconciliation balances.</p>	<p>The district has hired a Business Official and a School District Treasurer. These individuals will review and document current processes to ensure the appropriate application of accounting principles in the preparation of the financial statements.</p>	<p>FY 2012 - 2013</p>	<p>Director of Business Services District Treasurer</p>
<p>b. The District scholarship accounts are maintained in an office at the High School, and the current activity is not recorded on the District's financial accounting system. As a result, the books are adjusted annually through an audit adjustment.</p>	<p>The district has initiated process in which the bank accounts are reconciled monthly and reviewed by administration. The bank reconciliations and Treasurers report have been "tied" together to ensure they are in balance. The District will initiate review of the feasibility of segregation of monies.</p> <p>The District will review the current process of the handling of the scholarship accounts and implement changes necessary to ensure appropriate accounting of the activity.</p>	<p>November 2012 FY 2012 - 2013</p>	<p>Director of Business Services District Treasurer Director of Business Services District Treasurer Director of Business Services District Treasurer</p>

INIEKNAL CUNIKUL
RELATED MATTERS IDENTIFIED IN AN AUDIT
For Year Ended June 30, 2012
Corrective Action Plan

December 11, 2012

<p>c. Extraclassroom activity funds were also maintained in an office at the High School, and were not monitored throughout the year. We were informed that the student accounts had not been reconciled to the bank statement for 14 months at the time we began our year end audit work.</p>	<p>The 14 months of reconciliations of the ECA activity funds have been completed as of November 2012. The Business Office has initiated a monthly reconciliation of these accounts.</p>	<p>November 2012 – continuing process</p>	<p>ECA Treasurer Director of Business Services</p>
<p>4. Segregation of Duties - Our review of procedures followed within the business office revealed the individual responsible for the general ledger function also prepares bank reconciliations, posts journal entries, prepares billing, collects receipts and prepares deposits.</p>	<p>The Business Office will initiate a process to ensure transactions in the general ledger are approved and reviewed.</p>	<p>FY 2012 - 2013</p>	<p>Director of Business Services</p>
<p><u>Prior Year Deficiencies Pending Corrective Action:</u> Capital Project Balances- At June 30, 2012 the District has a balance totaling \$324,942 recorded in the Capital Fund from prior year completed capital projects.</p>	<p>The district has completed a review of the unexpended funds from prior projects and will transfer those funds to the debt service fund to help pay down debt.</p>	<p>December 2012</p>	<p>District Treasurer</p>
<p>Banking Procedures - The Office of the State Comptroller is recommending that Districts create and implement comprehensive written policies for online banking operations. However, the District does not currently have an online banking policy.</p>	<p>The Board of Education has created a policy committee and has begun the process of evaluating existing policies with the direct purpose of updating them for best practices.</p>	<p>November 2012 – continuing process</p>	<p>Board of Education</p>
<p><u>Current Year Deficiencies in Internal Control:</u> Athletic Admissions - During the course of our examination we noted two instances in which cash received for admission to athletic events was not deposited in a timely manner. We also noted that employees are compensated for being ticket takers through the A/P system, rather than through the payroll system.</p>	<p>Steps will be put in place to ensure all deposits are done in a timely manner.</p>	<p>FY 2012 - 2013</p>	<p>Director of Business Services</p>
<p>Over expended Line Items - As indicated in the financial statements, several line items in the General Fund incurred expenditures which exceeded their revised budget amount.</p>	<p>The Business Office has initiated a review of the general ledger for all funds to ensure the district stays within budgetary limits. The Business office will work with the software vendor for its BIS (Finance Manager) to set programmatic spending limits based on appropriations.</p>	<p>FY 2012 - 2013</p>	<p>Treasurer Director of Business Services</p>

INIEKNAL C UNIKUL
RELATED MATTERS IDENTIFIED IN AN AUDIT
For Year Ended June 30, 2012
Corrective Action Plan

December 11, 2012

<p>Special Aid Fund Monitoring/Reporting - During the course of our examination we noted the following items related to the Special Aid Fund:</p> <p>1. The District does not have a process in place to ensure that Federal program final expenditure reporting is reconciled with the internal accounting records.</p> <p>2. The District was not obtaining and retaining, required documentation relating to employee time spent on federal grants (time certifications), and jobs saved or created under ARRA Jobs grants.</p> <p>3. The District does not have procedures in place to adequately ensure that grant revenues are properly classified to the appropriate revenue code.</p> <p>4. The District does not have procedures in place to ensure that revenues and expenditures related to grant funds are properly matched in the same accounting period.</p> <p>STAC Form Processing - During our review of the District's STAC form filing process, we noted that the District did not file their July and August 2011 STAC forms until June 2012. As a result of the delay in filing, the District's reimbursement for costs of the program was delayed.</p> <p>School Lunch Fund Oversight - During the course of our examination we noted the following: 1. The District is not properly classifying revenue received as it relates to "Type A" meals, and other sales.</p>	<p>The District has initiated a review of the coding for special revenue accounts to clearly segregate grant funding and expenditures. The district will review all final expenditure reports to ensure they are reconciled to accounting records.</p> <p>The District will implement a process to ensure the documentation of time certifications.</p> <p>The District has initiated a review of the coding for special revenue accounts to clearly segregate grant funding and expenditures.</p> <p>The District has initiated a review of the coding for special revenue accounts to clearly segregate grant funding and expenditures.</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 Business Office will work with the Food Service department to ensure proper identification of Type "A" meals and other sales.</p>	<p>FY 2012 – 2013</p> <p>FY 2012 - 2013</p> <p>FY 2012 – 2013</p> <p>FY 2012 – 2013</p> <p>FY 2012-2013</p> <p>FY 2012-2013</p>	<p>Director of Business Services District Treasurer</p> <p>Assistant Superintendent for Pupil Services Director of Business Services</p> <p>Director of Business Services District Treasurer</p> <p>Director of Business Services District Treasurer</p> <p>Assistant Superintendent for Pupil Services Director of Business Services</p> <p>Director of Business Services Director of Food Svcs</p>
--	--	---	--

INLEKNAI CUNIKUL
RELATED MATTERS IDENTIFIED IN AN AUDIT
For Year Ended June 30, 2012
Corrective Action Plan

December 11, 2012

<p>2. The Board policies relating to the free and reduced meal program, and meal charges were not available for review.</p> <p>3. The spreadsheet used to compile meal claim numbers for a location not on the District's POS system had an error, resulting in the reimbursement for meals being under claimed.</p>	<p>The Board of Education has created a policy committee and has begun the process of evaluating existing polices with the direct purpose of updating them for best practices.</p> <p>There are currently 2 locations in which the POS system is not in place. The district will work to bring all locations on line with the POS system.</p>	<p>November 2012 - continuing process</p> <p>FY 2012-2013</p>	<p>Board of Education</p> <p>Director of Food Services</p>
<p>Purchasing Policy - The current District purchasing policy does not specify the number of quotes that should be obtained prior to making purchases under the bidding thresholds.</p>	<p>The Board of Education has created a policy committee and has begun the process of evaluating existing polices with the direct purpose of updating them for best practices.</p> <p>The Business Office has initiated a process requiring 3 quotes or the stipulation of sole source vendor for purchases in excess of the the board purchasing policy limits and under the bidding threshold.</p>	<p>November 2012 - continuing process</p>	<p>Board of Education</p> <p>Director of Business Services</p>
<p>Other Items: The following items are not considered to be deficiencies in internal control, however, we consider them other items which we would like to communicate to you as follows:</p> <p>Change in the Bidding Thresholds - General Municipal Law Section 103 was recently amended to increase the required threshold for commodity bidding from \$10,000 to \$20,000. In addition, the threshold for the bidding of public works has been increased from \$20,000 to \$35,000. These changes should reduce the number of bids the District will be required to send each year, making the purchasing process more efficient. However, it is imperative the District amend its purchasing policies to reflect these changes.</p>	<p>The Board of Education has created a policy committee and has begun the process of evaluating existing polices with the direct purpose of updating them for best practices.</p> <p>The Business Office has initiated the use wherever appropriate of utilizing state and local (BOCES) contracts for procurement. This will provide for efficiencies in purchasing processes, utilization of monies and reduce staff time involved in the bidding process.</p>	<p>November 2012 - continuing process</p>	<p>Board of Education</p> <p>Director of Business Services</p>

INIENKVAL CUNIKUL
RELATED MATTERS IDENTIFIED IN AN AUDIT
For Year Ended June 30, 2012
Corrective Action Plan

December 11, 2012

<p>Reserves - When developing the 2011-12 budget, the District identified \$2,100,000 of appropriated reserves to fund 2011-12 appropriations. This is in accordance with the strategic budget planning done during 2010 to utilize reserves to help support future budgets. In light of recent guidance from the New York State Comptroller's Office, we recommend the District reevaluate and clearly identify specific reserves being used to support future budgets.</p>	<p>The District will reevaluate the existing reserves and clearly identify the reserves being used to support future budgets. The district has prepared documentation of each existing reserve and the regulations supporting their establishment, use and liquidation. This information has been shared with the Board of Education as part of its budget committee meeting.</p>	<p>November 2012</p>	<p>Director of Business Services</p>
<p>During the course of our examination we noted that the District does not bill the City for fuel used by the School Resource Officer. We also noted that the District does not take advantage of the reports that are available from the fueling system to analyze fuel usage and consumption. In addition, the District was unable to locate one of their fuel cards, for purchases at an outside vendor.</p>	<p>The District will review the current agreements with the City and processes regarding the use of fuel by the School Resource Officer. The transportation department will complete an inventory of fuel cards.</p>	<p>FY 2012- 2013</p>	<p>Director of Transportation</p>

8/7/12

CORTLAND ENLARGED CITY SCHOOL DISTRICT

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

**Kaufman Center
Phone: 607-758-4100
Fax: 607-758-4028**

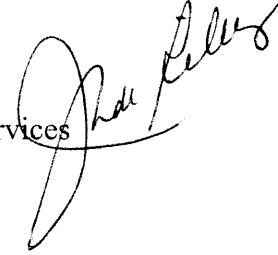
**Judi Riley
Assistant Superintendent
for Pupil and Personnel Services**

To: Mike Hoose, Superintendent of Schools
Members of the Board of Education

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

Date: December 6, 2012

RE: Principal Evaluations



Below for your review and approval are individuals certified to conduct teacher and principal evaluations. Full year training requirements were met during the 2011-2012 BOCES Lead Evaluator Training. Administrators are currently participating in the required continuing Lead Evaluator Training this year.

Teacher Lead Evaluators:

Abe Brafman
Kevin Cafararo
Jeff Johnson
Lisa Kaup
Cliff Kostuk
Joe Mack
Lynn New
Judi Riley
Greg Santoro
Angela Wanish
Kevin Yard

Principal Lead Evaluators:

Mike Hoose
Judi Riley

Please contact me if you have any questions.

Agreement effective as of July 1, 2012 by and between State University of New York College at Cortland an educational institution with a principal place of business at PO Box 2000, Cortland, NY 13045 ("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 as outlined by district policy document entitled "Early Field and Student Teaching Placement Procedures for Cortland Enlarged City School District."

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.

3. Each of the Institution's students placed with the District shall be of good character. The Institution shall provide proof of criminal background 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 to the Institution 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 as provided annually by the District.
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.

10. Subject to the availability of lawful appropriations and consistent with Section 8 of the Court of Claims Act, the State of New York, and/or the State University of New York, to the fullest extent authorized by State law and decisions thereunder, shall be responsible for any and all liability, claim, loss, damage, judgment or injury (including death) to persons or property of whatever kind or nature arising out of the negligence of the university, its officers, or employees acting within the course and scope of employment. Enrolled teacher and education leadership candidates are not considered to be employees of the State or the State University.

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

- a. Tuition credit voucher worth \$250 or the amount provided by SUNY policy; or
- b. Financial remuneration in the amount of at least \$200 or the amount provided by SUNY policy.

12. This Agreement may be terminated by either party, upon thirty (30) days written notice. Notice of termination must be in writing and delivered to the designated representative as described herein. However, in the event of such termination, any candidates in the program at the time of such notice shall be permitted to complete the remainder of their appropriate clinical field experience.

If to the District to:

Superintendent of Schools
1 Valley View Drive
Cortland, NY 13045

If to the Institution to:

William E. Shaut
Vice President, Finance and Management
SUNY Cortland
Miller Building, Room 409-B
Cortland, NY 13045-0900

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

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 relevant to field experiences 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.

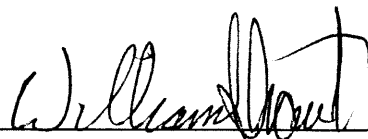
The parties' consent to this Agreement is indicated by their signatures below.

Cortland Enlarged City School District

By: _____

Date: _____

Title: Superintendent of Schools

By:  _____
William E. Shaut

Date: 11/29/12

Title: Vice President, Finance and Management

Institution: SUNY Cortland

**AGREEMENT REGARDING
USE OF NON-DISTRICT HELMETS**

Parent _____, for himself and his son, _____, (the Program Participant), agrees and acknowledges that the Cortland City School District (the District), has published a document in which the District promises to provide each Participant on the ice hockey team with a helmet.

_____, a minor, is a Participant in the District's ice hockey team.

The Program Participant believes that a helmet, different from the helmet provided by the District, better serves the needs of the Program Participant.

The District will permit the Program Participant to use the non-District helmet in exchange for the Program Participants' release of liability as forth below.

The Program Participant, hereby acknowledges, releases and discharges the District its, Board members, administrators, successors and assigns from all actions, causes of action, suits, debts, dues, sums of money, accounts, reckonings, bonds, bills, specialties, covenants, contracts, controversies, agreements, promises, variances, trespasses, damages, judgments, extents, executions, claims, and demands whatsoever, in law, admiralty or equity, which against the District, the Program Participant, his heirs, executors, administrators, successors and assigns ever had, now have or hereafter can, shall or may, have for, upon, or by reason of any matter, cause or thing whatsoever from the beginning of the world to the day of the date of this release. More particularly, and without limitation, any action, cause of action, or proceeding of any kind or nature arising out of or related to an injury caused by or related to the non-District provided ice hockey helmet which is the subject of this agreement.

This release may not be changed orally.

Dated:

Dated:

**CORTLAND CITY SCHOOL
DISTRICT**

Board President

Parent _____, for himself
and his son, _____

SCHEDULE OF RESIGNATIONS AND LEAVES

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

90-c

Schedule Number: **11.00**
Board Meeting Date: **December 11, 2012**
Color: **White**

A. Approval of Personnel Resignations and Leaves

INSTRUCTIONAL PERSONNEL:

RESIGNATION	POSITION	ORIGINAL APPOINTMENT	RESIGNATION DATE	REASON
Litzenberger, Phyllis	Literacy Specialist	09/01/2005	12/07/2012	Resignation.

NON-INSTRUCTIONAL PERSONNEL:

RESIGNATION	POSITION	ORIGINAL APPOINTMENT	EFFECTIVE DATE	REASON
Dunn, Kathy	Cook	09/06/1978	01/30/2013	Retirement.

INSTRUCTIONAL/NON-INSTRUCTIONAL PERSONNEL:

LEAVE OF ABSENCE	POSITION	ORIGINAL APPOINTMENT	LEAVE DATES	REASON
Capano, Allison	Music Teacher	09/25/2002	11/12/2012 – 06/14/2013	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.
Teeter, Breanne	Speech	09/01/2012	11/27/2012 – 3/22/2013 (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

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

Schedule Number: 1075
 Board Meeting Date: December 11, 2012
 Color: White

NAME	JOB TITLE	SERVICE AREA	EFFECTIVE DATE	APPOINTMENT TYPE	REMARKS	SALARY/ HOURLY RATE
Rowland, Kimberly	School Nurse	Virgil/St. Mary's	12/12/2012	Permanent	This increases Kimberly's position from .8 to 1.0 FTE for maintenance of equity of services with St. Mary's.	\$26,000.00*

*To be pro-rated for the remainder of the year.

SCHEDULE OF APPOINTMENTS

Non-Instructional Substitute Personnel

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

Schedule Number: **1076**

Board Meeting Date: **December 11, 2012**

Color: **White**

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

Last Name	First Name	Title	Rate
Sills	Dorothy	Teaching Assistant	\$75.00/day

SCHEDULE OF APPOINTMENTS

ADMINISTRATORS AND INSTRUCTIONAL STAFF

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

Schedule Number: 2216

Board Meeting Date: December 11, 2012

Color: White

NAME	POSITION/ LOCATION	TYPE OF APPT	DATE EFFECTIVE	PROB ENDS	TENURE AREA	CERT/DEGREE	REMARKS	SALARY
Didio, Anne Marie	Reading/Parker	Probationary	12/03/2012	12/02/2015	Remedial Reading	Literacy Birth – Grade 6/ Initial	This increases Anne Marie's .5 position to 1.0 FTE retroactive to 12/03/2012.	Step 2 \$39,478 Grad Hrs \$1,440 Master's \$500
								TOTAL *\$28,992.60

*Pro-rated for the remainder of the school year

SCHEDULE OF APPOINTMENTS

ELEMENTARY & SECONDARY SUBSTITUTE TEACHERS/TUTORS 2012-13

Schedule Number: **2217**
Board Meeting Date: **December 11, 2012**
Color: **Yellow**

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

Name	Title	List	Daily Rate	Remarks
Ernewein, Daniel	Substitute Teacher	A	\$85.00	
Schwert, Andrew	Substitute Teacher	A	\$85.00	
Compton, Michael	Substitute Teacher	A	\$85.00	
Tillotson, Gary	Substitute Teacher	A	\$85.00	Retroactive to 09/12/2012
Ackles, Lindsay	Substitute Teacher	A	\$85.00	Retroactive to 09/12/2012
Feulner, Katherine	Substitute Teacher	A	\$85.00	Retroactive to 12/03/2012
Martin, Ashley	Substitute Teacher	A	\$85.00	Retroactive to 12/06/2012
Snowberger, Katherine	Substitute Teacher	A	\$85.00	Retroactive to 12/10/2012
Tackabury, Emily	Substitute Teacher	A	\$85.00	Retroactive to 12/10/2012
Atkinson, Venessa	Tutor		TBD	

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

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

Schedule Number: **2218**
Board Meeting Date: **December 11, 2012**
Color: **Blue**

NAME	TITLE	VARSITY/JV JUNIOR HIGH	SPORT	BOYS/ GIRLS	AMOUNT
Benjamin Albright	Head Coach	Varsity	Baseball	Boys	\$ TBD
Yale Hughes	Vol. Asst. Coach	Varsity	Baseball	Boys	\$ Volunteer
Gary Giroux	Vol. Asst. Coach	Varsity	Baseball	Boys	\$ Volunteer
Brandon Galutz	Head Coach	JV	Baseball	Boys	\$ TBD
Sean Babcock	Vol. Asst. Coach	JV	Baseball	Boys	\$ Volunteer
Zachary Darrow	Head Coach	Varsity	Softball	Girls	\$ TBD
Daniel Camillo	Head Coach	JV	Softball	Girls	\$ TBD
Kimberly Pace	Head Coach	Varsity	Lacrosse	Girls	\$ TBD
Brittney Galutz	Vol. Asst. Coach	Varsity	Lacrosse	Girls	\$ TBD
Jamie Brown	Head Coach	JV	Lacrosse	Girls	\$ TBD
Joe DiSanto	Vol. Asst. Coach	JV	Lacrosse	Girls	\$ TBD
Matthew Blaich	Head Coach	Varsity	Lacrosse	Boys	\$ TBD
Dan Caughy	Assistant Coach	Varsity	Lacrosse	Boys	\$ TBD
Al Ricotilli	Assistant Coach	JV	Lacrosse	Boys	\$ TBD
Jum Brown	Head Coach	Modified	Lacrosse	Boys	\$ TBD
Ron Reed	Head Coach	Varsity	Track	Girls	\$ TBD
Adam Collister	Head Coach	Varsity	Track	Boys	\$ TBD
John Busch	Assistant Coach	Varsity	Track	Boys/Girls	\$ TBD
Nick Kline	Head Coach	Modified	Track	Boys/Girls	\$ TBD
Eric Prior	Assistant Coach	Modified	Track	Boys/Girls	\$ TBD
Bob Walrath	Head Coach	Varsity	Tennis	Boys	\$ TBD