

**CORTLAND ENLARGED CITY SCHOOL DISTRICT**  
**Board of Education Meeting – Tuesday, January 14, 2014 at 7:00 p.m.**  
**F.E. Smith Elementary School, 33 Wheeler Ave., Cortland NY**

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**Budget Workshop – 6:00 p.m.**

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

***Televised Meeting – Smith Elementary School***

- 1. CALL TO ORDER and PLEDGE OF ALLEGIANCE**
- 2. COMMUNICATIONS and RECOGNITION:**
  - a. Kudos Korner
    - 1) David Darrow
  - 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 Audit Committee – December 18, 2013 Meeting
    - 2) BOE Policy Committee Meeting – January 21, 2014 Meeting
    - 3) BOE Facilities Committee Meeting – December 12, 2013 Meeting
    - 4) BOE Goal Setting Workshop – January 3, 2013
    - 5) Dr. Bill Daggett: Leading Change During Challenging Times
- 3. PRESENTATIONS:**
  - a. ELA Project - Fourth Grade Student Demonstration
  - b. Raptor School Visitor Management Software – Ms. Denise Fox, Information Systems Administrator
  - c. Infinite Campus Data Portal – Ms. Denise Fox, Information Systems Administrator
  - d. First Quarter Academic Report – Ms. Kristie Bliss
- 4. CONSENT ITEMS:**
  - a. Minutes of December 10, 2013 Regular Meeting
  - b. CSE/CPSE (Committee on Special Education/Committee on Pre-school Special Education) Recommendations
- 5. OLD BUSINESS: None**
- 6. NEW BUSINESS:**
  - a. Financial Reports: Treasurer's Report, Trial Balance, Revenues, Intrafund Transfers, Appropriations, Warrant, Claims Monthly Report – August 2013
  - b. Financial Reports: Treasurer's Report, Trial Balance, Revenues, Intrafund Transfers, Appropriations, Warrant, Claims Monthly Report and Extra Classroom Activity Fund Quarterly Reports – September 2013
  - c. Financial Reports: Treasurer's Report, Trial Balance, Revenues, Intrafund Transfers, Appropriations, Warrant, Claims Monthly Report – October 2013
  - d. Certification of Teacher Lead Evaluator – School Year 2013-14
  - e. Acceptance of Proposal for Energy Performance Contract
  - f. Approval of Wall of Fame Dedication to Mr. John Pilato
  - g. Declaration of Surplus Cafeteria Equipment
  - h. Approval of Field Placement Agreement between Cortland Enlarged City School District and Keuka College, Division of Occupational Therapy for 2013-14
- 7. PERSONNEL ACTION:**
  - a. Approval of Personnel Resignations and Leaves
  - b. Approval of Non-Instructional Personnel Appointments
  - c. Approval of Administrative and Instructional Personnel Appointments
  - d. Authorize Reclassification of Office of District Treasurer
- 8. LEADERSHIP REPORTS:**
  - a. Director of Business Operations
    - 1) Creation of Worker's Compensation Reserve
    - 2) Capital Project Update

- b. Assistant Superintendent for Pupil and Personnel Services
    - 1) OASAS (Office of Alcoholism & Substance Abuse Services) Site Review Report
    - 2) Cortland Counts Annual Meeting
  - c. Director of Curriculum and Instruction
  - d. Superintendent
    - 1) Change Order Summary
    - 2) Update on OCM BOCES Building Purchase
    - 3) Current Initiatives
9. **AUDIENCE PARTICIPATION: (Individuals are requested to keep their comments to two-minutes per speaker).**
10. **NEXT MEETING AGENDA REVIEW**
11. **EXECUTIVE SESSION (only if needed)**
12. **ADJOURNMENT**

**CORTLAND ENLARGED CITY SCHOOL DISTRICT**  
**Board of Education Meeting – Tuesday, December 10, 2013 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, December 10, 2013 at the Kaufman Center, 1 Valley View Drive, Cortland, New York.

**Present:** Mr. Donald Colongeli, Ms. Melissa Davis-Howard, Ms. Janet Griffin, Ms. Judith Murphy, Mr. John Natoli, Mr. Daniel Sidebottom and Ms. Alane Van Donsel

**Also Present:** Mr. Michael Hoose, Superintendent; Ms. Judi Riley, Assistant Superintendent for Pupil and Personnel Services; Ms. Kristie Bliss, Director of Curriculum and Instruction; Mr. Brian Freeman, Director Business Services; Cortland Standard Representative; School and Community Representatives; and Ms. Margaret Baccaro, Clerk

**6:00 – 6:30 p.m. – Board Budget Workshop**

1. **CALL TO ORDER and PLEDGE OF ALLEGIANCE:** Ms. Van Donsel called the meeting to order at 7:05 p.m., and the Pledge of Allegiance was recited.

2. **COMMUNICATIONS and RECOGNITION:**

a. **Kudos Korner:**

- 1) Mrs. Jill Pace, Lee National Denim Day® Fundraiser  
The Board recognized Mrs. Jill Pace who has been the district leader for the Lee Denim Day since 1997. Donations help the American Cancer Society discover new ways to prevent, find and cure breast cancer. This year’s event raised \$805 dollars. A certificate of extraordinary achievement will be mailed to Ms. Pace as she was unable to attend the meeting.
- 2) Miss Margaret Hoeschele – National Association for Music Education All National Honor Chorus  
The Board recognized Miss Margaret Hoeschele, a senior at Cortland Jr.-Sr. High School, who performed in Nashville Tennessee in October as a member of the National Association of Music Education’s All-National Honor Chorus. Margaret was selected among the nation’s most elite high school singers who were first named “best-of-the-best” of about 2.5 million students nationwide at local, district, and state music festivals. A certificate of extraordinary achievement will be mailed to Margaret as she was unable to attend the meeting.

b. **Audience Participation** – on items related to the Agenda – There were no requests to address the Board.

c. **Board Member Reports:**

- 1) BOE Audit Committee – The next meeting is scheduled for December 18, 5:00 p.m.
- 2) BOE Policy Committee – The next meeting is scheduled for January 7, 6:00 p.m.
- 3) BOE Facilities Committee – The next meeting is scheduled for December 12, 2013, 4:00 p.m.
- 4) Wall of Fame Inductees – Ms. Van Donsel noted that the Board had been advised of inductees per the By-Laws of the Wall of Fame Committee, and that the Board members should direct any concerns to the Committee for their review. Board members were reminded that the names are to remain confidential until letters have been sent and replies received from the inductees. Committee members Mr. Don Hay, Ms. Linda Schmidt, and Ms. Ruth Kay Burns were in attendance. Mr. Hay addressed the Board and expressed his appreciation for the District’s continued support of the Wall of Fame program. Nineteen candidates were nominated this year with seven elected as inductees. Mr. Hay asked the Board’s permission to dedicate the Wall of Fame to former principal John Pilato who recently passed away. Mr. Pilato was instrumental in establishing the Wall and the committee felt it appropriate to honor his memory. This proposal will be acted upon at the January 14 Board meeting.

d. **Onondaga-Madison SBA Annual Meeting – December 5, 2013**

Mr. Hoose and members Colongeli and Murphy attended the Dec. 5 Onondaga-Madison School Boards Association Annual Meeting. Mr. Colongeli and Ms. Murphy each provided a brief synopsis of the two meeting topics, FOIL and the Open Meetings Law.

3. **PRESENTATIONS:**

a. **Data Dashboard – Dr. Donald DeJohn, OCM BOCES Project Manager Data Warehouse**

Dr. Donald DeJohn, OCM BOCES Project Manager of Data Warehouse, provided a presentation on the Data Portal (Dashboard) and how it works. He explained that Data Warehouse collects all types of student accountability data. There are twelve Regional Information Centers throughout the state with all collecting standardized data in multiple, incompatible systems, e.g., student information systems, grade

book, transportation, food service, etc. RTTT (Race To The Top) provided the state with funds to develop a state educational data portal. The portal would allow all district across the state access to the same kinds of data. He explained that through the educational data portal parents would have access to a user-friendly dashboard that would show real-time updates on their child's grades, assignments and academic progress. inBloom is a data store that uses a common language, it connects the multiple incompatible systems currently used to store student information and provides a secure, single-access point. Participating states and districts decide how much data will be collected and stored in the system, and the states and districts maintain control over that data at all times. Ms. Davis-Howard expressed concern over the cost of the program once the state no longer funds it after two years, and also questioned third party access to our student data. Dr. DeJohn answered that consistent with FERPA, (Family Educational Rights and Privacy Act) New York has had a statewide student database in place since 2004 and provides this information to third parties as necessary to meet its program evaluation and improvement responsibilities (e.g., school report cards). Also, districts and schools provide data to third parties to meet their instructional and organizational responsibilities. inBloom does not sell any student data to anyone.

**4. CONSENT ITEMS:**

- a. Minutes of November 12, 2013 Regular Meeting
- b. CSE/CPSE (Committee on Special Education/Committee on Pre-school Special Education)

**Recommendations**

607001161, 610364514, 610366894, 610342472, 610384925, 610340630, 607000770, 610296162, 610373684, 610315678, 607001124, 607001049, 607001023, 610300907, 607000814, 610307161, 607000110, 610383132, 607001110, 607001011, 610373462, 610350597, 610284811, 607000091, 610308256, 610284957, 607001296, 607000633, 607001273, 610382948, 607000019, 607001111, 610251613, 607001145, 610385319, 610373707, 610295640, 610278325, 610330751, 607000499, 610287612, 610282883, 610335006, 610385234, 610394618, 610330651, 610372054, 610329392, 610342287, 610375318, 607001285, 607001017, 610294566, 610298182, 610365680, 607001287, 610317783, 610375511, 607000095, 610392705, 607001271, 607001087, 607000993, 610300299, 610291316, 610307966, 607001082, 610295915

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

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

**Final Vote: Yes – 6, No – 0, Abstain – 1 (Colongeli). Motion Carried.**

**5. OLD BUSINESS: None.**

**6. NEW BUSINESS:**

- a. Final Approval Extended Field Trip – Varsity Ice Hockey Trip, December 13-14, 2013 to Lake Placid, NY

**RESOLVED, upon the recommendation of the Superintendent, to approve the Varsity Ice Hockey Extended Field Trip request for December 13-14, 2013 to Lake Placid, NY as presented.**

**Moved by Mr. Colongeli, seconded by Mr. Sidebottom.** Discussion: The Board was advised that the itinerary had changed and the team would be staying at a different hotel. Ms. Griffin noted that the arrival time was incorrect on the itinerary. The Athletic Department will be notified.

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

- b. Designate Tompkins Trust Company as an Official Depository for Funds

**WHEREAS, it is provided that the Board of Education of Cortland Enlarged City School District shall designate by written resolution the banks or trust companies in which the collectors and treasurer shall deposit the monies coming into their hands by virtue of their office,**

**NOW, THEREFORE, BE IT RESOLVED, that the Tompkins Trust Company is hereby designated as a depository in which the tax collector, treasurer, and extracurricular and School Store treasurer may deposit monies coming into their hands by virtue of their offices at the direction of the Director of Business Services.**

**Moved by Mr. Natoli, seconded by Mr. Colongeli.** Discussion: Mr. Freeman noted that the addition of another Official Depository offers the District an opportunity to see the best interest rates on these accounts

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

- c. Acknowledge Receipt of Winter Clothing Donation from Edward Jones, Cortland, NY  
**RESOLVED, upon the recommendation of the Superintendent, to acknowledge receipt of a winter clothing donation from Edward Jones, Cortland, NY to be distributed to students in need as presented.**  
**Moved by Ms. Davis-Howard, seconded by Mr. Natoli. Discussion:** It was noted that the donations were provided by the Main Street Office of Edward Jones.  
**Final Vote: Yes – 7, No – 0, Abstain – 0. Motion Carried.**
- d. Financial Reports: Treasurer’s Report, Trial Balance, Revenues, Intrafund Transfers, Appropriations, Warrant, Claims Monthly Report – August 2013  
**Postponed:** Ms. Van Donsel postponed the August 2013 Financial Report to allow members time to thoroughly review it for action at the next meeting
- e. Financial Reports: Treasurer’s Report, Trial Balance, Revenues, Intrafund Transfers, Appropriations, Warrant, Claims Monthly Report and Extra Classroom Activity Fund Quarterly Reports – September 2013  
**Postponed:** Ms. Van Donsel postponed the September 2013 Financial Report to allow members time to thoroughly review it for action at the next meeting
- f. Financial Reports: Treasurer’s Report, Trial Balance, Revenues, Intrafund Transfers, Appropriations, Warrant, Claims Monthly Report – October 2013  
**Postponed:** Ms. Van Donsel postponed the October 2013 Financial Report to allow members time to thoroughly review it for action at the next meeting

#### 7. PERSONNEL ACTION:

- a. Approval of Personnel Resignations and Leaves  
**RESOLVED, upon the recommendation of the Superintendent of Schools, to approve the Resignations and Leaves as presented on Resignations and Leaves Schedule 11.21.**  
**Moved by Mr. Natoli, seconded by Mr. Sidebottom. Discussion:** None  
**Final Vote: Yes – 7, No – 0, Abstain – 0. Motion Carried.**
- b. Approval of Non-Instructional Personnel Appointments  
**RESOLVED, upon the recommendation of the Superintendent, to approve the appointments for Non-Instructional Personnel as presented on Schedules of Appointment 1102 and 1103 (carry in).**  
**Moved by Ms. Griffin, seconded by Ms. Murphy. Discussion:** None  
**Final Vote: Yes – 7, No – 0, Abstain – 0. Motion Carried.**
- c. Approval of Administrative and 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 2270, 2271, 2272 and 2273.**  
**Moved by Ms. Davis-Howard, seconded by Mr. Sidebottom. Discussion:** None  
**Final Vote: Yes – 7, No – 0, Abstain – 0. Motion Carried.**

#### 8. LEADERSHIP REPORTS:

- a. Director of Business Operations – Mr. Freeman reported that the external auditors were on site last week and finished auditing the extra classroom activity fund, and the special education grants. In addition, he discovered a 2012 internal audit that requires a response letter--he will share that with Audit Committee on December 18.
- b. Assistant Superintendent for Pupil and Personnel Services
- 1) Family Reading Partnership Annual Book Drive – Ms. Riley shared that 432 books are in the process of being delivered to Catholic Charities, Loaves and Fishes, and the Salvation Army. All of the agencies are very grateful to those who donated.
  - 2) Fireside Readings - Ms. Riley shared a flyer announcing Sunday evening fireside readings at Country Inn and Suites. Readers include students from our Interact Club. She invited members to stop by.
  - 3) Cortland School Improvement Plan – Mrs. Riley shared information regarding the December 9 presentation by SUNY Cortland health education graduate students, under the direction of Jeanette Dippo. The students reported on their research conducted on the district’s school health program, policies and systems. As a follow-up, Ms. Jill Pace, District Wellness Coordinator, will receive a final report with a set of suggestions and timeline. Ms. Pace will then lead the work with the Health and Wellness team to look at the report and make recommendations.
- c. Director of Curriculum and Instruction – none

## d. Superintendent

- 1) Local Government Efficiency Grants – OCM Regional School Transportation Study – Mr. Hoose reminded members that they had approved, at the February 26, 2013 Board meeting, participation (as co-applicant with OCM BOCES) in a Local Government Efficiency Program Grant. BOCES has notified him that the grant will not be funded by New York State.
- 2) NYSPHSAA Scholar-Athlete Team Nominations – Mr. Hoose provided a list of the NYSPHSAA Scholar-Athlete Teams. He shared that at the end of each sport season NYSPHSAA honors those teams that excel in the classroom. He was pleased to report that the list included all of Cortland's fall sport teams.
- 3) United Way Campaign - Mr. Hoose reported that the annual campaign had come to a close, and had come in just short of last year's donations. He credited building level liaisons with organizing building campaigns. The work they put forward is greatly appreciated and supports the United Way and member agencies in providing services for children and families within our community.

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

10. **NEXT MEETING AGENDA REVIEW**

Ms. Van Donsel requested that a goal setting work session be scheduled. Members were asked to provide Ms. Baccaro with dates they were unavailable in December and January, and a session will be scheduled using that information.

The following items were added to the next agenda

- Financial Reports: August, September and October 2013
- Raptor Ware

11. **EXECUTIVE SESSION**

**In accordance with Public Officer's Law Section 96, Subdivision 1, Ms. Van Donsel called for an Executive Session at 8:30 p.m. to discuss the medical, financial, credit, or employment history of a particular person.**

**Moved by Ms. Griffin, seconded by Ms. Murphy. Discussion: none**

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

**Mr. Colongeli departed at 8:35 p.m.**

**The Executive Session adjourned at 9:30 p.m.**

**Moved by Ms. Griffin, seconded by Mr. Natoli. Discussion: none**

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

12. **ADJOURNMENT**

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

**Moved by Ms. Griffin, seconded by Mr. Natoli. Discussion: none**

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

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Ms. Margaret Baccaro, Clerk

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**CORTLAND ENLARGED CITY SCHOOL DISTRICT**  
**1 Valley View Drive**  
**Cortland, New York 13045**

**Brian Freeman**  
**Director of Business Services**  
**bfreeman@cortlandschools.org**

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

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To: Michael Hoose, Superintendent of Schools  
From: Brian Freeman, Director of Business Services  
Date: 12/16/13  
Cc: Board of Education

At the January 14<sup>th</sup> board meeting, the Board of Education will have to adopt the following resolution in response for the district's RFP for under \$100,000 Energy Performance Program:

“Upon the recommendation of the Superintendent of Schools, on motion of \_\_\_\_\_, seconded by \_\_\_\_\_, it is hereby RESOLVED, that the Board of Education of the Cortland Enlarged City School District accepts the proposal of C&S Companies of Syracuse, New York to perform the work of the energy performance contract described in a request for proposals dated November 15<sup>th</sup>, 2013”

Please let me know if you have any questions. Thank you.



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Enlarged City School District

## CORTLAND ENLARGED CITY SCHOOL DISTRICT

1 Valley View Drive  
Cortland, New York 13045

**Brian Freeman**  
Director of Business Services  
bfreeman@cortlandschools.org

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

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To: Michael Hoose, Superintendent of Schools  
From: Brian Freeman, Director of Business Services  
Re: Surplus Item  
Date: 1/9/13  
Cc: Board of Education

It is the recommendation of the business office to Surplus the following kitchen steamer:

Brand - Blodgett  
Model # - COS-8G/AB  
Serial # - 111698II005T  
Year-1996

The steamer has not been in use for over two years as it was replaced with a newer model during the capital project renovations. Its current condition would allow for it to be scrapped for the metal and not re-sale.

Please let me know if you have any questions. Thank you.





## **Fieldwork Agreement**

**This agreement between the  
Trustees of Keuka College  
on behalf of the  
Division of Occupational Therapy  
141 Central Avenue  
Keuka Park, NY 14478  
hereafter referred to as the "College" and:**

### **Cortland City School District**

1 Valley View Drive  
Cortland, NY 13045

hereafter referred to as the "Facility", will be effective for a period of one year from the date signed. This agreement shall be automatically renewed yearly unless either party requests a change or termination of this agreement in the manner provided herein.

THE FOLLOWING TERMS AND CONDITIONS ARE AGREED UPON:

#### **Specific Responsibilities of the College:**

1. The College shall be responsible for selecting only those students who have successfully completed all the prerequisite courses or previous fieldwork experiences as specifically requested by the facility and are in good professional behavior standing within the school.
2. The College shall provide the Facility with current access to information about its curriculum and clinical education goals upon initial contact and as requested. The College will also provide all information/forms as required by the College and The American Occupational Therapy Association.
3. The College represents that each student affiliate is covered by professional liability insurance policy with limits of \$1,000,000 per claim and \$3,000,000 in the aggregate. Proof of professional liability insurance will be provided to the Facility prior to the start date of the student fieldwork at the Facility.
4. The College will designate a faculty member to cooperate with the clinical supervisor at the Facility, in coordinating the academic aspects of the student's education with the fieldwork.
5. The College agrees to honor its fieldwork commitments. In the event that the cancellation of a reserved space is necessary, the College will make every effort to notify the Facility as far in advance as possible of the scheduled beginning of the placement.
6. The College agrees to provide basic education of the following: Health Information Portability and Accessibility Act (HIPAA), Family Educational Rights and Policies Act (FERPA) and Mental Hygiene Laws.

7. The College will notify the student that he or she is responsible for:
  - a) adherence to the administrative policies, rules, standards, regulations, and procedures of Facility, at all times,
  - b) students shall respect the confidential nature of all information available to them with respect to Facility's patients and records and shall sign Facility's confidentiality policy. It is understood that students shall also be personally responsible for respecting the confidential nature of all such information.
  - c) providing the necessary and appropriate attire required or not provided by the Facility,
  - d) arrangements for his or her own transportation, housing and food when not provided by the Facility,
  - e) current immunization and physical examination as required,
  - f) evidence of health insurance,
  - g) CPR (minimum of adult and child coverage)
  - h) obtaining prior written approval from the Facility and the College before publishing any material related to the field experience, and
  - i) any other specific facility prerequisites as stated on the Fieldwork Data Form (proof of fingerprint clearance or a background check required).

**Specific Responsibilities of the Facility:**

1. The Facility will provide supervised learning experiences for the fieldwork students. Qualified personnel according to ACOTE standards will be provided by the Facility to directly supervise the student during the fieldwork.
2. The Facility shall complete a Fieldwork Data Form annually and any other such records and forms required by the College or The American Occupational Therapy Association.
3. The number of students that can be accepted for fieldwork for any given period of time shall be determined by the Facility and will be dependant on its philosophy, its available space, patient or client population, and qualified staff. The fieldwork period will be that amount of continuous time agreed upon by the School and the Facility. It will usually consist of the equivalent of two weeks of full-time experience for Level I students or twelve weeks of full-time experience for Level II students.
4. The Facility agrees to inform the College of any changes in staffing or its service program that will affect the fieldwork experience.
5. The Facility agrees to honor is fieldwork commitments. In the event that cancellation of a student is necessary, the Facility shall make every effort to notify the College as far in advance as possible of the scheduled beginning of the placement.
6. The Facility agrees to inform both the College and the student concerning the student's level of clinical growth and competence. The Level II Fieldwork Performance Evaluation Form is to be completed at midterm and at the end of twelve weeks and returned to the School within one week of the student completing the fieldwork experience as part of this information process. The Facility agrees to complete any other such records as may be required to evaluate the student for level I/Level II's.

7. The Facility agrees, upon reasonable request, to permit inspection of its clinical educational facilities, student records, or other such items as may pertain to the Fieldwork Program utilized by the College's students, by the College or appropriate agencies, or those charged with the responsibilities for accreditation of the College's curriculum or program.
8. The Facility will retain full responsibility for the care of patients/students/consumers including all administrative and professional functions relating thereto.
9. The Facility will provide time and opportunity for orientation of the students to the Facility, its facilities and personnel.

**Mutually Agreed Terms and Conclusions:**

1. In order to better coordinate clinical and academic education, the College will provide opportunities for continuing education through a variety of media – ex. On-line workshops, FW Consortium workshops, etc.
2. Collaboration of the designing of fieldwork experiences and mutually agreed upon objectives
3. In compliance with New York State and Federal laws, which prohibit discrimination based on race, creed, color, national origin, sexual orientation, handicap, sponsor, or source of payment, the parties to this agreement agree to operate on a non-discriminatory basis.
4. It is understood and agreed by and between the parties hereto that the Facility and or College has the right to terminate the fieldwork experience of the student whose behavior and/or performance (1) endangers any of Facility's employees, patients or patients' care or (2) fails to comply with Facility's policies and procedures or any applicable federal, state, or local laws, rules or codes or any requirement of any authorized agency having direction or control over Facility's operations.
5. It is understood and agreed that the parties to this agreement may revise or modify this agreement or the written plan for the fieldwork experience by written amendment upon mutual agreement to such amendments.
6. It is understood that this agreement may be terminated by either party giving not less than sixty- (60) day's notice in writing to the other party by mail at the addresses hereafter set forth. Such termination shall not take effect, however, until the students already placed in the fieldwork program have completed their scheduled assignments.
7. Students shall in no way be deemed to be employees of the Facility under any law, rule, regulation or Facility policy.
8. The College will indemnify and hold the Facility harmless from and against all lawsuits or claims which result from the negligent activity of its students, faculty or employees while on the Facility's premises in connection with this cooperative agreement. The Facility shall similarly hold the College harmless from and against all lawsuits or claims which result from the negligent activity of Facility employees.

**THIS AGREEMENT SHALL BE EFFECTIVE WHEN EXECUTED BY BOTH PARTIES AND IN ACCORD WITH THE DAY AND YEAR OF FINAL SIGNATURE.**

**FOR KEUKA COLLEGE**

**By: \_\_\_\_\_  
Anne K. Weed  
Vice President for Academic Affairs  
Keuka College**

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

**FOR FACILITY**

**By: \_\_\_\_\_  
Facility Administrator**

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

**By: \_\_\_\_\_  
(Title)**

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

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**SCHEDULE OF RESIGNATIONS AND LEAVES**

ADMINISTRATORS, INSTRUCTIONAL AND NON-INSTRUCTIONAL STAFF  
School Year 2013-14

Schedule Number: 11.22  
Board Meeting Date: January 14, 2014  
Color: White

**A. Approval of Personnel Resignations and Leaves  
INSTRUCTIONAL PERSONNEL:**

RESIGNATION	POSITION	ORIGINAL APPOINTMENT	RESIGNATION DATE	REASON

**NON-INSTRUCTIONAL PERSONNEL:**

RESIGNATION	POSITION	ORIGINAL APPOINTMENT	EFFECTIVE DATE	REASON
Hammond, Jacob	Teacher Aide	09/05/2012	01/24/2014	Resignation.
Wasser, Karen	Bus Driver	01/09/2013	12/12/2013	Resignation.
Olson, Claudia	Teaching Assistant	09/01/2003	02/20/2014	Retirement.

**INSTRUCTIONAL/NON-INSTRUCTIONAL PERSONNEL:**

LEAVE OF ABSENCE	POSITION	ORIGINAL APPOINTMENT	LEAVE DATES	REASON
Scott, Stacey	Special Education	10/26/2011	05/15/2014 – 06/30/2014 (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 2013-14

Schedule Number: 1104  
Board Meeting Date: January 14, 2014  
Color: White

NAME	JOB TITLE	SERVICE AREA	EFFECTIVE DATE	APPOINTMENT TYPE	REMARKS	SALARY/ HOURLY RATE
Urtz, Charlene	Teacher Aide	Parker	01/02/2014	Probationary	Charlene will fill the Teacher Aide position retroactive to 01/02/2014.	\$9.60
Hickey, Kristin	Teacher Aide	JSHS	01/21/2014	Probationary	Kristin will fill the Teacher Aide position due to resignation.	\$9.60
Darling, Gayland	Bus Driver	Transportation	01/15/2014	Probationary	Gayland will fill the Bus Driver position due to resignation.	\$16.10
Rolewicz, Rachel	Teacher Aide	Barry	01/30/2014	Probationary	Rachel will fill the Teacher Aide position.	\$9.60

**SCHEDULE OF APPOINTMENTS**

**Non-Instructional Substitute Personnel**

**To Fix Salaries and Schedule Conditions for the School Year 2013-14**

Schedule Number: **1105**  
Board Meeting Date: **January 14, 2014**  
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>
Long	Doug	Cleaner	\$8.80	Retroactive to 12/11/2013



## SCHEDULE OF APPOINTMENTS

### ELEMENTARY & SECONDARY SUBSTITUTE TEACHERS/TUTORS 2013-14

Schedule Number: 2274

Board Meeting Date: January 14, 2014

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>
Bernstein, Diane	Tutor		\$33.62	Retroactive to 01/02/2014
Stoddard, Judy	Tutor		\$33.62	Retroactive to 10/16/2013
Jacobs-Ziobro, Tomi	Substitute Teacher	B	\$77.00	Retroactive to 12/12/2013
Vandebogart, Leigh	Substitute Teacher	A	\$87.00	Retroactive to 01/07/2014
Jackowski, Nicole	Substitute Teacher	A	\$87.00	
Feulner, Katherine	Substitute Teacher	A	\$97.00	
Blaich, Matthew	Substitute Teacher	B	\$77.00	

**\* 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 2013-14**

Schedule Number: **2275**  
Board Meeting Date: **January 14, 2014**  
Color: **Blue**

<b>NAME</b>	<b>TITLE</b>	<b>VARSITY/JV JUNIOR HIGH</b>	<b>SPORT</b>	<b>BOYS/ GIRLS</b>	<b>AMOUNT</b>
John Zarcone	Vol. Asst. Coach	Varsity	Wrestling	Boys	\$ Volunteer

BOE 1/14/14 7d



**CORTLAND ENLARGED CITY SCHOOL DISTRICT**  
1 Valley View Drive  
Cortland, New York 13045

**Brian Freeman**  
Director of Business Services  
bfreeman@cortlandschools.org

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

To: Michael Hoose, Superintendent  
From: Brian Freeman, Director of Business Services  
Re: Civil Service Treasurer  
Date: 12/11/13

Currently, Cortland County holds the position of School District Treasurer as a competitive position. Attached you will find the documentation from the district's attorney that shows that this is in contrast to educational law. In order to address this the board of education will need to pass the following resolution wishing this position to be reclassified:

**Whereas, a vacancy exists in the Office of District Treasurer; and**  
**Whereas, the office of District Treasurer as created by Education Law § 2503(15) authorizes a Board of Education to appoint a District Treasurer who shall hold office at the pleasure of the Board; and**  
**Whereas, the Cortland County Civil Service Agency listed District Treasurer among the competitive titles,**

Now Therefore on motion of \_\_\_\_\_, seconded by \_\_\_\_\_, it is

**RESOLVED, that the Cortland County Civil Service Agency is respectfully requested to classify the District Treasurer as an exempt position for the reasons stated herein, and it if further**

**RESOLVED, that the Clerk of the Board shall forward a copy of this resolution to Cortland County Civil Service Agency**

This will also be presented to the other boards of education that work with Cortland County to pass. This will only help to increase the flexibility the district has in hiring for this position moving forward.

Please let me know if you have additional questions. Thank you.

Cc: Board of Education