

CORTLAND ENLARGED CITY SCHOOL DISTRICT
Board of Education Meeting – Tuesday, January 28, 2014 at 7:00 p.m.
Kaufman Center, 1 Valley View Drive, Cortland NY

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

- 1. CALL TO ORDER and PLEDGE OF ALLEGIANCE**
- 2. ELECTION OF OFFICER AND ADMINISTRATION OF OATH OF OFFICE**
 - a. Nominations for President
- 3. COMMUNICATIONS and RECOGNITION:**
 - a. Kudos Korner
 - 1) Abbey Albright – January 8, 2014 Speaker at Gov. Andrew Cuomo's State of the State Address
 - 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 Meeting – January 15, 2014
 - 2) BOE Policy Committee Meeting – January 21, 2014
 - 3) CNYSBA Open Community Forum – February 5, 2014
- 4. PRESENTATIONS:**
 - a. Independent Audit with Corrective Action Plan Fiscal Year 2012-13 – Raymond F. Wager, CPA, PC
 - b. New York State School Boards Association Recognition
- 5. CONSENT ITEMS:**
 - a. Minutes of January 14, 2014 Regular Meeting
 - b. CSE/CPSE (Committee on Special Education/Committee on Pre-school Special Education) Recommendations
- 6. OLD BUSINESS:** None
- 7. NEW BUSINESS:**
 - a. Acceptance of Independent Audit with Corrective Action Plan Fiscal Year 2012-13
 - b. Creation of Worker's Compensation Reserve
 - c. Acceptance of \$750 Let's Play Grant Award to Barry School from KaBOOM! and Dr Pepper Snapple Group
 - d. Approval of CECSB Board of Education as Lead Agency for NYSDEC SEQR (New York State Department of Environmental Conservation State Environmental Quality Review)
 - e. Approval of Onondaga-Cortland-Madison BOCES 48-month Copier Service Contract
 - f. Approval of Universal Pre-K Contract
 - g. CSE/CPSE Committee/Subcommittee Additional Members
- 8. PERSONNEL ACTION:**
 - a. Approval of Personnel Resignations and Leaves - None
 - b. Approval of Non-Instructional Personnel Appointments
 - c. Approval of Administrative and Instructional Personnel Appointments
- 9. LEADERSHIP REPORTS:**
 - a. Director of Business Operations
 - b. Assistant Superintendent for Pupil and Personnel Services
 - 1) UPK (Universal Pre-K) Timeline and Overview
 - c. Director of Curriculum and Instruction
 - 1) Partnerships with SUNY Cortland
 - d. Superintendent
- 10. AUDIENCE PARTICIPATION: (Individuals are requested to keep their comments to two-minutes per speaker).**
- 11. NEXT MEETING AGENDA REVIEW**

12. EXECUTIVE SESSION

13. ADJOURNMENT

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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

DRAFT

A Regular Meeting of the Board of Education was held on Tuesday, January 14, 2014 at the F.E. Smith Elementary School, 33 Wheeler Ave., 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) David Darrow
Mr. David Darrow was recognized for going “above and beyond” by volunteering to assist Jr.-Sr. High School administrators, in addition to his teaching and coaching duties, during our assistant principal search. His dedication to our students and staff is truly extraordinary. Mr. Darrow was presented with the Board’s certificate of extraordinary achievement.
 - 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 –Mr. Hoose reported that the committee met on December 18, 2013 and reviewed the draft external audit performed by Raymond F. Wager, CPA, PC an outside firm. Once the draft is finalized, it will be presented to the Board.
 - 2) BOE Policy Committee – Mr. Natoli reported that the past several meetings have had to be canceled. The next scheduled meeting is January 21, 2014.
 - 3) BOE Facilities Committee – Mr. Freeman reported that the committee had met on December 12, 2013 and January 9, 2014 with the Capital Project architects and construction managers to review the current status of the project and set priorities for remaining funds. The total of available funds remaining is \$2.3 million.
 - 4) BOE Goal Setting Workshop –Ms. Van Donsel shared a draft of the goals written at the January 3, 2014 workshop. Members expressed that they were very satisfied with the progress they had made on their goal setting. Members were asked to review the draft and forward any changes to Mr. Hoose.
 - 5) Dr. Bill Daggett Presentation: Leading Change During Challenging Times – Ms. Murphy reported she had attended this presentation along with Mr. Hoose, and a group from the District. She shared that Dr. Daggett was an excellent, inspiring motivational speaker. He spoke with conviction about changes that need to be made in public education to allow students to be more competitive in the marketplace, and to adequately prepare them for success in their future and career experiences. There are plans to have Dr. Daggett present at a professional development day in September.
3. **PRESENTATIONS:**
 - a. **ELA Project - Fourth Grade Student Demonstration**
Ms. Angela Wanish, Smith School Principal, welcomed the Board and audience members to Smith School. She announced that Ms. Annete Herbert, Smith School Library Media Specialist, would be demonstrating an ELA project with a group of fourth graders. Ms. Wanish explained that the common core calls for instructional shifts. One of the ELA shifts is a close read with students engaging in reading more deeply, and the fourth graders would be demonstrating work they had done on this. Ms. Herbert, introduced Mason Clarke, Nathan West, Theron Spencer, Zane Warren, Kellen Vollers, Aiden Mead, Aayliana Van Dee, Hannah Swisher, and Logan Doughty. Using the Pledge of Allegiance as their primary source document, the students presented two projects sharing their knowledge of the Pledge and

what the document means to them. Members applauded the students for their demonstrations and Ms. Herbert for assisting her students with the presentation.

b. Raptor School Visitor Management Software

Ms. Denise Fox, Information Systems Administrator, provided an overview of Raptor vSoft, the District's newly installed visitor management software. She explained that using a driver's license, or other state issued ID, vSoft instantly screens for registered sex offenders and can also screen for individuals with restraining orders, custody issues, or for any custom alert. When a visitor is cleared, vSoft prints a badge with the visitor's name, photo, date and time, and destination. If a potential threat is identified, the Raptor system sends instant alerts to designated officials, including administrators and law enforcement, via email, text messaging and/or page. The program is accessible from any workstation with a high speed Internet connection, even off-site computers. This is especially important in emergency situations.

c. Infinite Campus Data Portal

Ms. Denise Fox, Information Systems Administrator, explained that Infinite Campus is a web based student management system that serves as a district-wide data warehouse. She shared that the District plans to open the Infinite Campus Parent Portal piece of this system in the near future. The Parent Portal allows parents access to view different areas of information concerning their own children through the secure, password protected site. Some of those areas include: attendance, class schedule, homework, progress reports, report cards, and assessment results.

d. First Quarter Academic Report

Ms. Kristie Bliss, Director of Curriculum and Instruction, began the first quarter academic report by sharing data on elementary progress. She presented charts reflecting data gathered from report card grades showing percent passing, percent with mastery, and percent failing ELA, math, social studies, science and health. In addition Ms. Bliss provided a two-year history of students with high attendance. Next, Ms. Bliss reported on the academic progress for grades 7-12. She presented charts reflecting passing and mastery (85% or greater) in all core subjects, comparing data from the first quarter for the last five years as reference. She also provided charts reflecting the percent of students passing vs. failing courses, and a two-year history of students with high attendance. She summarized with a slide showing the 13-14 senior class and the percent expected to graduate with each diploma type. The collected data are used to target students that are at-risk.

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

607000501, 610354459, 610351024, 610307328, 607000768, 610394699, 607000402, 610366729, 610384661, 610336557, 610375288, 607001130, 610356999, 607000091, 607001198, 610346142, 607001242, 607000467, 607001068, 607000473, 607001122, 607000630, 610305697, 610342339, 607001166, 610320668, 607001020, 607001276, 610372054, 607001192, 607001164, 610372886, 607001084, 610350591, 607000082, 610381714, 607000971, 610310806, 610327908, 610363271, 610293747, 607001295, 607001200, 610283325, 610310917

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

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

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

5. OLD BUSINESS: There was no old business to conduct.

6. NEW BUSINESS:

a. Financial Reports: Treasurer's Report, Trial Balance, Revenues, Intrafund Transfers, Appropriations, Warrant, Claims Monthly Report – August 2013

RESOLVED, upon the recommendation of the Superintendent of Schools, to approve Financial Reports dated August, 2013 as presented.

Moved by Ms. Davis-Howard, seconded by Mr. Sidebottom. Discussion: none

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

- 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
RESOLVED, upon the recommendation of the Superintendent of Schools, to approve Financial Reports dated September, 2013 as presented.
Moved by Ms. Griffin, seconded by Mr. Natoli. Discussion: none
Final Vote: Yes – 6, No – 0, Abstain – 1 (Colongeli). Motion Carried.
- c. Financial Reports: Treasurer's Report, Trial Balance, Revenues, Intrafund Transfers, Appropriations, Warrant, Claims Monthly Report – October 2013
RESOLVED, upon the recommendation of the Superintendent of Schools, to approve Financial Reports dated October, 2013 as presented.
Moved by Ms. Murphy, seconded by Ms. Davis-Howard. Discussion: none
Final Vote: Yes – 6, No – 0, Abstain – 1 (Colongeli). Motion Carried.
- d. Certification of Teacher Lead Evaluator – School Year 2013-14
WHEREAS Ms. Kristie Bliss, Director of Curriculum and Instruction, is considered as a Certified Lead Evaluator for the 2013-2014 School Year, having participated in the Lead Evaluator Training provided by the OCM BOCES Network Team,
RESOLVED THAT the Board of Education recognizes Ms. Kristie Bliss as Certified Lead Evaluator for the Annual Professional Performance Review.
Moved by Mr. Natoli, seconded by Mr. Sidebottom. Discussion: none
Final Vote: Yes – 7, No – 0. Motion Carried.
- e. Acceptance of Proposal for Energy Performance Contract
RESOLVED, upon the recommendation of the Superintendent of Schools, to accept 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, 2013.
Moved by Ms. Davis-Howard, seconded by Ms. Griffin. Discussion: none
Final Vote: Yes – 6, No – 0, Abstain – 1 (Colongeli). Motion Carried.
- f. Approval of Wall of Fame Dedication to Mr. John J. Pilato, Sr.
RESOLVED, upon the recommendation of the Distinguished Alumni Wall of Fame Committee and the Superintendent of Schools:
WHEREAS, the Cortland Enlarged City School District seeks to honor those persons who by their service to the school district and to the Cortland community have earned such tribute; and
WHEREAS, Mr. John J. Pilato, Sr. served as teacher, coach and Jr. High Principal of Cortland Jr.-Sr. High School from 1983 to 2004; and
WHEREAS, Mr. Pilato was instrumental in establishing the Cortland High School Distinguished Alumni Wall of Fame to recognize and commemorate Cortland High School graduates who have made outstanding contributions in the areas of, but not limited to, education, sports, medicine, business, science/technology, government, civil service, religion, and performing arts;
THEREFORE, IT IS HEREBY RESOLVED the Board of Education dedicates the Cortland High School Distinguished Alumni Wall to John J. Pilato, Sr. and approves an appropriate plaque be placed in a visible location upon its dedication in 2014.
Moved by Ms. Murphy, seconded by Mr. Natoli. Discussion: none
Final Vote: Yes – 7, No – 0. Motion Carried.
- g. Declaration of Surplus Cafeteria Equipment
RESOLVED, upon the recommendation of the Superintendent of Schools, to declare one 1996 Blodgett kitchen steamer Serial #111698II005T as surplus per the Surplus Cafeteria Equipment memo dated January 9, 2014, as presented.
Moved by Ms. Griffin, seconded by Mr. Sidebottom. Under discussion it was noted that this piece of equipment will be scrapped.
Final Vote: Yes – 7, No – 0. Motion Carried.
- h. Approval of Field Placement Agreement between Cortland Enlarged City School District and Keuka College, Division of Occupational Therapy, for 2013-14
RESOLVED, upon the recommendation of the Superintendent, to approve the Field Placement Agreement between Cortland Enlarged City School District and Keuka College Division of Occupational Therapy, for 2013-14, as presented.

Moved by Ms. Davis-Howard, seconded by Mr. Natoli. Discussion: none
Final Vote: Yes – 6, No – 0, Abstain – 1 (Colongeli). Motion Carried.

7. PERSONNEL ACTION:

- a. Approval of Personnel Resignations and Leaves

RESOLVED, upon the recommendation of the Superintendent of Schools, to approve the Resignations and Leaves as presented on Resignations and Leaves Schedule 11.22.

Moved by Ms. Griffin, seconded by Ms. Murphy. Discussion: none
Final Vote: Yes – 6, No – 0, Abstain – 1 (Colongeli). 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 1104 and 1105.

Moved by Mr. Sidebottom, seconded by Ms. Murphy. Discussion: none
Final Vote: Yes – 6, No – 0, Abstain – 1 (Colongeli). 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 2274 and 2275.

Moved by Ms. Griffin, seconded by Mr. Natoli. Discussion: none
Final Vote: Yes – 6, No – 0, Abstain – 1 (Colongeli). Motion Carried.

- d. Authorize Reclassification of Office of District Treasurer

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, be it

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

Moved by Ms. Davis-Howard, seconded by Mr. Natoli. Discussion: none
Final Vote: Yes – 6, No – 0, Abstain – 1 (Colongeli). Motion Carried.

8. LEADERSHIP REPORTS:

- a. Director of Business Operations

1) Creation of Worker's Compensation Reserve – Mr. Freeman announced that he will be recommending the District establish and fund a Worker's Compensation Reserve to help offset future claims, charges, and cost increases associated with participation in the OCM BOCES Worker's Compensation consortium. He provided documentation to support the current liabilities the district has. He will offer a resolution to establish the fund at the January 28 Board meeting.

2) Capital Project Update – Mr. Freeman offered an overview of the status of the current capital project.

- b. Assistant Superintendent for Pupil and Personnel Services

1) OASAS (Office of Alcoholism & Substance Abuse Services) Site Review Report – Ms. Riley was pleased to report that she had been notified by the Office of Alcoholism & Substance Abuse Services that the District's School Based Primary Prevention Program site review was approved. The program is reviewed each year by the County to ensure the District maintains state and local requirements to continue receiving funding from this grant. Ms. Riley explained that the County serves as lead for this grant with the District as a subcontractor. *Project Northland* is an OASAS approved prevention-oriented program used in the District's health curriculum grades 6-8. The goals of *Project Northland* are to delay the age when young people begin drinking, reduce alcohol use among young people who have already tried drinking, and limit the number of alcohol-related problems of young people.

- 2) Cortland Counts Annual Meeting – Ms. Riley reported that she had attended the annual Cortland Counts Community Forum. She shared that since 2001, five local organizations and agencies have collaborated as the Community Assessment Team to create *Cortland Counts*, an annual “Report Card” on the health and well-being of our community. The Community Assessment Team is comprised of CC Health Department, CRMC, SUNY Cortland, Seven Valleys Health Coalition and the United Way for Cortland County. The focus of the event is to provide an overview of the community assessment.
- c. Director of Curriculum and Instruction – Ms. Bliss shared that she is very excited about the prospect of leading the curriculum writing and building a curriculum map. The administrative team is working on funding and human resources.
- d. Superintendent
 - 1) Change Order Summary Update on OCM BOCES Building Purchase – Mr. Hoose provided a review of two change orders relating to the Capital Project: EC-046 and HC-002.
 - 2) Current Initiatives – Mr. Hoose shared a summary of current initiatives in the District.
 - 3) OCM BOCES Facilities Referendum January 23, 2014 – Mr. Hoose shared that the Onondaga-Cortland-Madison BOCES has an opportunity to purchase the former Nationwide Building in the Town of Salina. Currently, OCM BOCES owns two facilities and leases eight more. A building purchase reallocates some of the current rental budget and allows those funds to be used to buy this building. There is a Referendum Vote on this purchase on January 23, 2014 from 10:00 a.m. to 8:00 p.m. The McEvoy Education Campus is the local voting location. Mr. Hoose encouraged all eligible voters to vote in favor of this purchase as the acquisition is a cost-effective purchase with no additional cost to districts.
- e. Board President – Ms. Van Donsel addressed the Board, announcing that she was resigning her position as Board president effective immediately. She noted that she had every intention of staying on the Board; however new career responsibilities, a family business and family commitments led to her decision. This was a surprise to all but Vice President Griffin whom Ms. Van Donsel had contacted before the meeting. Ms. Griffin expressed her appreciation for the work Ms. Van Donsel had contributed to the Board as president. She announced that she was not interested in stepping up as president, but submitted Melissa Davis-Howard as a replacement. Since a resolution had not been prepared, Superintendent Hoose thought it prudent to do a little research on the topic and open the next meeting with nominations.

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

10. **NEXT MEETING AGENDA REVIEW**

The following item will be added to the January 28 agenda:

- Election of a Board President

11. **EXECUTIVE SESSION**

In accordance with Public Officer’s Law Section 96, Subdivision 1, Ms. Van Donsel called for an Executive Session at 9:05 p.m. to discuss the medical, financial, credit, or employment history of a particular person.

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

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

The Executive Session adjourned at 9:50 p.m.

Moved by Mr. Sidebottom, seconded by Ms. Murphy. Discussion: none

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

12. **ADJOURNMENT**

As there was no further business to discuss, Ms. Van Donsel asked for a motion to adjourn the Regular meeting at 9:50 p.m.

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

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

BOE 1/14/14 8a.1.)
BOE 1/28/14 76



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

Date: 12/18/2013

To: Mr. Michael Hoose, Superintendent
From: Brian Freeman, Director of Business Services
Re: Creation of Worker's Compensation Reserve

It is the recommendation of the Business Office to establish and fund a Workers Compensation Reserve for the district. This fund will help offset future claims, charges, and cost increases associated with our participation in the OCM BOCES Worker's Compensation Consortium. Attached you will find the documentation to support what are the current liabilities the district has against it. After consultation with our auditors, it is recommended at this time to fund this reserve with an initial \$1,000,000 in fund balance.

The creation of this reserve will not only put the district in a position to offset future claims and certain increases in rates, but will allow the district to align its fund balance to within the 4% Real Property Tax Threshold for the school year 2013-14.

The resolution needed is as follows:

WHEREAS, Cortland Enlarged City School District is a self-insured employer for purposes of the New York Workers' Compensation law, and WHEREAS, New York General Municipal Law §6-j authorizes self-insured employers to establish a Workers' Compensation Reserve Fund for the payment of compensation and benefits, medical, hospital or other expense authorized by article two of the workmen's compensation law and expenses of administering the self-insurance program for the school district.

NOW THEREFORE, on motion of _____, seconded by _____ it is

RESOLVED, that there is hereby established a Workers' Compensation Reserve Fund established in accordance with New York General Municipal Law §6-j; there may be paid into any such fund such amounts as may be provided by budgetary appropriations and such other sums as may be legally appropriated, and it is further,
RESOLVED, that the Board of Education hereby establishes the fund with a beginning appropriation of one million dollars (\$1,000,000).

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

cc: Board of Education
Audit Committee

November 19, 2013

F.S. Barry Elementary School
20 Raymond Ave.
Cortland, NY 13045
barryplaygroundproject@gmail.com

Congratulations! KaBOOM! and Dr Pepper Snapple Group would like to formally congratulate **F.S. Barry Elementary School** on receiving a **\$750 Let's Play Maintenance Grant/Engineered Wood Fiber Surfacing Grant!** Your community's application and ability to maintain and spruce up your play space demonstrate the type of motivation and high potential for success that we look for in our grantees. We thank you for working to provide quality, fun and safe play opportunities for the children in your community.

The Let's Play Maintenance Grants and Engineered Wood Fiber Surfacing Grants are made possible by Dr Pepper Snapple Group as part of its Let's Play initiative to get kids and families active nationwide. Together, through Let's Play, Dr Pepper Snapple and KaBOOM! will help build or fix up 2,000 playgrounds by the end of 2013, benefiting an estimated five million children across North America.

Robin Snelling
Grants Coordinator
KaBOOM!
4301 Connecticut Avenue NW, Suite ML-1
Washington, D.C. 20008
202-464-6176



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

BOE 1/28/14
7d

Brian Freeman
Director of Business Services
bfreeman@cortlandschools.org

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

To: Michael Hoose, Superintendent of Schools
From: Brian Freeman, Director of Business Services
Date: 1/13/14
Re: State Environmental Quality Review (SEQR)
Cc: Board of Education

At the January 28^h board meeting, the Board of Education will have to adopt the following resolution for the 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 intends to act as the lead agency for the New York State Department of Environmental Conservation (NYSDEC) State Environmental Quality Review (SEQR) process. Pursuant to this process, based on §617.5 (c)(8): (“routine access of educational institutions, including expansion of existing facilities by less than 10,000 square feet of gross floor area and school closings, but not changes in use related to such closings;”), the Board of Education deems this project to be a Type II action requiring no further environmental reviews.

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

RESOLUTION OF THE BOARD OF EDUCATION FOR THE
CORTLAND CITY CENTRAL SCHOOL DISTRICT

WHEREAS, the Board of Education of the Cortland City School District desires to enter into up to a 48 month service contract with the Onondaga-Cortland-Madison Board of Cooperative Educational Services (hereafter referred to as OCM BOCES) in order for the Regional Information Center (RIC) to furnish certain services to the District pursuant to Education Law 1950(4)(jj), those services being but not limited to network printing services in CoSer 521, 562 and/or Co-Ser 620.

NOW, THEREFORE, it is

RESOLVED, that the Board of Education of the above School District agrees to enter into a contract with the OCM BOCES for the provision of said services to the District not to exceed in total over the life of this agreement the estimated annual payment for equipment and Regional Information Center support of **\$56,004.00** plus overage charges incurred by the OCM BOCES on behalf of the school district during the term of this contract. This amount may be amended with the approval of both parties. Payments will be made as part of a regular annual BOCES contract for services. Further, this contract will be finalized by the Superintendent of the school district and is subject to the approval of the Commissioner of Education for both this multi-year service agreement and the OCM BOCES Document Services Agreement contract that will be entered into on behalf of the school district at its request. This contract will be for a maximum period of 48 months commencing on or about February 28, 2014.

CERTIFICATION OF DISTRICT CLERK

I, _____, District Clerk of the _____ School District, hereby certify that the attached resolution was adopted by the required majority of the Board of Education at its meeting held on _____, 20____.

Date: _____

District Clerk

Note: Please return this completed resolution by fax (315) 431-8444 to the attention of Deborah Ayers, OCM BOCES.

**CORTLAND ENLARGED CITY SCHOOL DISTRICT
UNIVERSAL PRE-KINDERGARTEN PROGRAM CONTRACT
AGENCY: CAPCO Head Start at the YMCA**

I, as the duly authorized representative of the above named agency, submit the attached application for Universal Pre-Kindergarten Program funds of **\$ 33,000** to provide educational program activities and services for **11** children as set forth in Part 151 of the Regulations of the Commissioner, and do hereby certify that information therein is correct and that the agency is in total compliance with applicable Federal and State laws and regulations, including, but not limited to:

1. Title VI of the Civil Rights Act of 1964;
2. Title IX of the Educational Amendments of 1972;
3. Section 504 of the Rehabilitation Act of 1973;
4. Age Discrimination Act of 1973; and
5. Part 151-1 of the Regulations of the Commissioner
6. Section 3502, subdivision 37 of NYS Education Law
7. Stewart B. McKinney Homeless Assistance Act

I realize that the Cortland Enlarged City School District reserves the right to terminate this agreement upon thirty days notice to the Agency. It is mutually understood that the District will exercise said termination in the event UPK funding is not allocated to the District in the 2013-2014 State Budget.

I realize in the event the 2013-2014 State Budget contains UPK funding for the District at a rate greater than \$3,000 per student, it is understood that the District will amend this contract to reflect the increase in funding.

In addition:

1. The applicant agency will adopt and use proper methods of administering each program, including (a) the enforcement of any obligations imposed by law on agencies, institutions, organizations and other recipients responsible for carrying-out each program; and (b) the correction of deficiencies in program operations that are identified through audits, monitoring or evaluation.
2. The applicant agency will cooperate in carrying-out any evaluation of such program conducted by or for the district and/or the State Education Department.
3. The applicant agency will use such fiscal control and fund accounting procedures as will ensure proper disbursement of, and accounting for funds under such program.
4. The applicant agency will (a) make reports to the district and/or State Education Department as may be necessary to enable the district and/or the Department to perform its duties under each program, and (b) maintain records, provide information and afford access to records as the district and/or State Education Department may find necessary to carry-out its duties.
5. The applicant agency's application is consistent with the Universal Pre-Kindergarten Program plan adopted by the district.
6. The applicant agency must provide and document that the equivalent of 180 days of instruction will be provided.

Date

Signature of Agency's Authorized Representative

Date

Type/Print Name of Authorized Representative

Date

Signature of Chief School Officer

Date

Michael Hoose
Type/Print Name of Chief School Officer

BOE 1/27/2014
7.9.

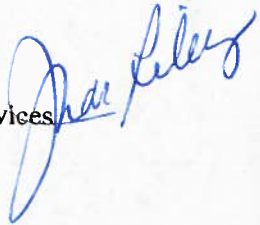
CORTLAND ENLARGED CITY SCHOOL DISTRICT

One Valley View Drive
Cortland, New York 13045

Kaufman Center
Phone: 607-758-4100, ext. 2221
Fax: 607-758-4028

Judi B. Riley
Assistant Superintendent
for Pupil and Personnel Services

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

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

Date: January 24, 2014

RE: 2013-2014 CSE and CPSE Additional Committee/Subcommittee Members

This letter serves to recommend the following individuals for service on the special education and preschool special education committees/subcommittees for the 2013 – 2014 school year. Per your approval, please forward to the board of education for appointment.

CSE COMMITTEE MEMBERS:

- P. Reyes Building Level Chairperson
- J. Ellis CSE Chairperson/Certified School Psychologist

89-C

SCHEDULE OF RESIGNATIONS AND LEAVES

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

Schedule Number: 11.23
Board Meeting Date: January 28, 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

NON-INSTRUCTIONAL PERSONNEL:

TERMINATION	POSITION	ORIGINAL APPOINTMENT	EFFECTIVE DATE	REASON
Khrushch, Vera	Cleaner	09/01/2008	01/29/2014	Civil Service Law §73.

INSTRUCTIONAL/NON-INSTRUCTIONAL PERSONNEL:

LEAVE OF ABSENCE	POSITION	ORIGINAL APPOINTMENT	LEAVE DATES	REASON

SCHEDULE OF APPOINTMENTS

Non-Instructional Substitute Personnel

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

Schedule Number: **1106**
Board Meeting Date: **January 28, 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.

Last Name	First Name	Title	Rate	Remarks
Neff	Robert	School Monitor	\$8.55	Retroactive to 01/17/2014

SCHEDULE OF APPOINTMENTS

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

Schedule Number: 1107
 Board Meeting Date: January 28, 2014
 Color: White

NAME	JOB TITLE	SERVICE AREA	EFFECTIVE DATE	APPOINTMENT TYPE	REMARKS	SALARY/ HOURLY RATE
Herzog-O'Hara, Andrea	School District Treasurer	District	03/03/2014	Exempt	Andrea will fill the School District Treasurer position due to reorganization.	TBD
Leman, Kristy	Cleaner	Parker	02/01/2014	Probationary	Kristy will fill the Cleaner vacancy.	\$10.00

SCHEDULE OF APPOINTMENTS

ELEMENTARY & SECONDARY SUBSTITUTE TEACHERS/TUTORS 2013-14

Schedule Number: 2276

Board Meeting Date: January 28, 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.

Name	Title	List	Daily Rate	Remarks
Alteri, Nicholas	Substitute Teacher	C	\$77.00	Retroactive to 01/17/2014
Alteri, Nicholas	Teaching Assistant		\$69.00	Retroactive to 01/17/2014
Ressler, Alyssa	Substitute Teacher	A	\$87.00	Retroactive to 01/17/2014
Ressler, Alyssa	Teaching Assistant		\$77.00	Retroactive to 01/17/2014
Phillips, Rachel	Substitute Teacher	A	\$87.00	Retroactive to 01/21/2014
Phillips, Rachel	Teaching Assistant		\$77.00	Retroactive to 01/21/2014
Discenza, Michael	Substitute Teacher	B	\$77.00	
Discenza, Michael	Teaching Assistant		\$69.00	
DeRado, Ellen	Teaching Assistant		\$69.00	
Elliot, Jessica	Tutor		\$33.62/hr.	Retroactive to 12/04/2013

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