

Televised meeting - Randall Elementary School

Budget Workshop – 6:00 p.m.

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

- 1. CALL TO ORDER and PLEDGE OF ALLEGIANCE**
- 2. COMMUNICATIONS and RECOGNITION:**
 - a. Kudos Korner
 - 1.) Alex Reynolds – 2013 NYSSMA All-State Mixed Chorus
 - 2.) Tess Engst-Mansilla – Post-Standard/WCNY Spelling Bee Finalist
 - 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 – Next Meeting March 13, 2014
 - 2.) BOE Policy Committee – Next Meeting February 18, 2014
 - 3.) BOE Facilities Committee – Next Meeting February 13, 2014
- 3. PRESENTATIONS:**
 - a. Sixth Grade Drum Ensemble
 - b. Budget Overview to Date
- 4. CONSENT ITEMS:**
 - a. Minutes of January 28, 2014 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 – November 2013
 - b. Financial Reports: Treasurer’s Report, Trial Balance, Revenues, Intrafund Transfers, Appropriations, Warrant, Claims Monthly Report, and Extra Classroom Activity Fund Quarterly Reports – December 2013
 - c. Approve Use of EBALR (Employee Benefit Accrued Liability Reserve) Fund
 - d. Extended Field Trip Planning Approval – JSHS Trip to Europe – April 1, 2015 (11 days)
 - e. Approval/Appointment of Board of Registration and Election Inspectors as Presented for the Budget Vote and Election May 20, 2014
 - f. Approval of Increase in Board of Registration and Election Inspector Rate
- 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
- 8. LEADERSHIP REPORTS:**
 - a. Director of Business Operations
 - 1.) Veterans Exemption
 - b. Assistant Superintendent for Pupil and Personnel Services
 - c. Director of Curriculum and Instruction
 - 1.) New Course Proposals – First Review
 - d. Superintendent
 - 1.) Update on Special Education Review
 - 2.) Draft Calendar 2014-15
 - 3.) Capital Project Change Order Summary

9. **AUDIENCE PARTICIPATION: (Individuals are requested to keep their comments to two-minutes per speaker).**
10. **NEXT MEETING AGENDA REVIEW**
11. **EXECUTIVE SESSION**
12. **ADJOURNMENT**

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

Draft

4a

A Regular Meeting of the Board of Education was held on Tuesday, January 28, 2014 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. Griffin called the meeting to order at 7:08 p.m., and the Pledge of Allegiance was recited.
2. **ELECTION OF OFFICER AND ADMINISTRATION OF OATH OF OFFICE**
 - a. Election of Officer and Administration of Oath of Office:
 - 1.) Nominations for President: Ms. Griffin called for nominations for Board President to serve for the remainder of the 2013-14 school year. Ms. Murphy nominated Ms. Davis-Howard. There were no further nominations.
RESOLVED, to elect Ms. Davis-Howard as President of the Board of Education for the remainder of the 2013-14 school year.
Moved by Mr. Colongeli, seconded by Mr. Sidebottom. No further discussion.
Final Vote: Yes – 7, No – 0. Motion Carried.
 - 2.) Administration of Oath of Office to Newly Elected President - Ms. Baccaro administered the Oath of Office to Ms. Melissa Davis-Howard.

Ms. Griffin turned the meeting over to the newly elected President. Ms. Davis-Howard thanked members for their vote of confidence, and asked that Ms. Griffin serve as chair for the meeting as she had laryngitis.

3. **EXECUTIVE SESSION**

In accordance with Public Officer's Law Section 96, Subdivision 1, Ms. Griffin called for an Executive Session at 7:12 p.m. to discuss collective negotiations pursuant to Article 14 of the Civil Service Law.

Moved by Mr. Natoli, seconded by Mr. Colongeli. Discussion: none

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

The Executive Session adjourned at 7:25 p.m.

4. **RECALL TO ORDER** – Ms. Griffin recalled the meeting to order at 7:26 p.m.

5. **COMMUNICATIONS and RECOGNITION:**

a. **Kudos Korner**

- 1.) Abbey Albright – January 8, 2014 Speaker at Gov. Andrew Cuomo's State of the State Address
The Board recognized Ms. Abbey Albright, Cortland Junior High math teacher, as one of two non-politicians to speak at Gov. Andrew Cuomo's State of the State address. Ms. Albright spoke as a newly minted "master teacher" under a program Gov. Cuomo announced during last year's State of the State.

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 Meeting January 15, 2014 – Ms. Davis-Howard reported that the committee had met to review resumes of the candidates for District Treasurer and to schedule interview times. They were very pleased with the candidate pool, and with the final candidate chosen as Treasurer.

- 2.) BOE Policy Committee Meeting – January 21, 2014 – Mr. Natoli reported the committee continued to work on policy revisions that are on hold pending consultation with administrators tied to those policies.
- 3.) CNYSBA Open Community Forum– Mr. Hoose shared information on the upcoming CNYSBA Open Community Forum February 5, 2014, 6:30 p.m., North Syracuse JHS Auditorium. Dr. Rick Timbs, Executive Director of the Statewide School Finance Consortium, will speak to the complexities of state aid and how school districts have been negatively impacted. Mr. Hoose and Mr. Freeman will attend. Others interested should contact Ms. Baccaro who will RSVP.

6. PRESENTATIONS:

a. Independent Audit with Corrective Action Plan Fiscal Year 2012-13 – Raymond F. Wager, CPA, PC

Mr. Thomas Lauffer, of the Raymond F. Wager accounting firm, presented an overview of the Independent Audit performed by his firm for the year ending June 30, 2013. He met with the Board of Education Audit Committee December 18, to review the draft audit report and management letter. Tonight, members received the official audit report (submitted to SED and the Office of State Comptroller), a management letter outlining deficiencies in internal control, a financial report of the extraclassroom activity funds, and a financial executive summary.

Mr. Lauffer reported that CECSD continues to be in very stable financial condition as reflected in a balance sheet, fund balance, reserves, and cash balances. He stressed that the management letter relates to the July 1-June 30, 2013 year and reviewed deficiencies. A corrective action plan will be developed to address each of the items in the management letter.

Mr. Lauffer spoke of the challenge to use reserves properly and moderately to maintain fiscal integrity over a period of time, and noted that particular attention will need to be paid to using reserves carefully and slowly.

The Board thanked Mr. Lauffer for the excellent work he had performed for the District this year.

b. New York State School Boards Association Recognition –Superintendent Hoose

Mr. Hoose reported that the NYSSBA's *School Board U* Recognition Program is designed to recognize extensive time and effort for school board members who strive to continually expand their governance knowledge and skills. Members qualify for recognition points by participating in any NYSSBA developmental activities. Mr. Hoose was pleased to present Ms. Janet Griffin with the *Board Excellence Award*, and Mr. John Natoli with the *Board Achievement Award*.

7. CONSENT ITEMS:

a. Minutes of January 14, 2014 Regular Meeting

b. CSE/CPSE Recommendations (Committee on Special Education/Committee on Pre-school Special Education)

607000388, 610339634, 610306924, 610373684, 607000685, 610380590, 610316629, 610357291, 610238556, 607001110, 610308397, 610342280, 610328939, 610310917, 610379697, 607001114, 607001173, 610391099, 607000026, 607000455, 607000538, 610317954, 607001007, 610366730, 610283325, 610253551, 607001283, 610330366, 610289282, 610394618, 607001281, 607001018, 610361650, 610330980, 607001195, 610366697, 607001112, 607001303, 607000196, 610293500, 610253550

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

Moved by Ms. Van Donsel, seconded by Mr. Natoli.

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

8. OLD BUSINESS: None

9. NEW BUSINESS:

a. Acceptance of Independent Audit with Corrective Action Plan Fiscal Year 2012-13

RESOLVED, upon the recommendation of the Audit Committee, to accept the Independent Audit from Raymond F. Wager, CPA, P.C., for the fiscal year 2012-2013, as presented.

Moved by Mr. Colongeli, seconded by Mr. Sidebottom. Discussion: none

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

- b. **Creation of Worker’s Compensation Reserve**
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, 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).
Moved by Ms. Davis-Howard, seconded by Ms. Murphy. Discussion: none
Final Vote: Yes – 6, No – 1 (Colongeli), Abstain – 0. Motion Carried.
- c. **Acceptance of \$750 Let’s Play Grant Award to Barry School from KaBOOM! and Dr Pepper Snapple Group**
RESOLVED, upon the recommendation of the Superintendent of Schools, to accept a Let’s Play Grant Award in the amount of \$750 from KaBOOM! and Dr Pepper Snapple Group for the purpose of the Barry Playground project.
Moved by Ms. Davis-Howard, seconded by Mr. Colongeli. Discussion: none
Final Vote: Yes – 7, No – 0, Abstain – 0. Motion Carried.
- d. **Approval of CECSO Board of Education as Lead Agency for NYSDEC SEQR (New York State Department of Environmental Conservation State Environmental Quality Review)**
RESOLVED, upon the recommendation of the Superintendent of Schools, 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.
Moved by Mr. Natoli, seconded by Mr. Sidebottom. Under discussion it was explained that this resolution is in preparation for the Net Zero project.
Final Vote: Yes – 7, No – 0, Abstain – 0. Motion Carried.
- e. **Approval of Onondaga-Cortland-Madison BOCES 48-month Copier Service Contract**
WHEREAS, the Board of Education of the Cortland 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 Co-Ser 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.
Moved by Mr. Natoli, seconded by Ms. Murphy. Under discussion Mr. Colongeli asked if this was the best deal we could get. Mr. Sidebottom questioned the overage charges. Mr. Freeman responded that this contract is through BOCES and aidable. In addition, the usage

projected in the contract fairly represents the actual use and therefore overage should be minimal.

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

f. Approval of Universal Pre-K Contract

RESOLVED, upon the recommendation of the Superintendent, to approve the Universal Pre-Kindergarten Contract between Cortland Enlarged City School District and CAPCO Head Start at the YMCA for the remainder of the 2013-14 school year as presented.

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

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

g. CSE/CPSE Committee/Subcommittee Additional Members

RESOLVED, upon the recommendation of the Superintendent, to approve the CSE/CPSE Committee/Subcommittee Additional Members for the 2013-14 school year as presented.

Moved by Mr. Sidebottom, seconded by Mr. Natoli. Under discussion Ms. Riley explained that the two additions were a new school psychologist and a new administrator with experience chairing CSE/CPSE meetings.

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

h. Ratification of CAA Contract

RESOLVED, upon the recommendation of the Superintendent, to ratify the contract between the Cortland Enlarged City School District and the Cortland Administrators Association, effective July 1, 2014 to June 30, 2017, as presented.

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

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

10. **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 11.23.

Moved by Mr. Colongeli, seconded by Mr. Natoli. 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 1106 and 1107.

Moved by Ms. Davis-Howard, seconded by Mr. Natoli. 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 Schedule of Appointment 2276.

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

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

11. **LEADERSHIP REPORTS:**

a. Director of Business Operations

1.) Veterans Exemption - Mr. Freeman provided preliminary information pertaining to the recently enacted NYS legislation that allows school districts to exempt properties up to certain limits for veterans. He provided early estimates on the Veterans Exemption based on figures obtained from the Office of Real Property Services. He explained that there is no financial impact to the district itself. Whatever levy the district sets, the district will receive that amount of money either in taxes or STAR reimbursement. The impact will be felt on the individual taxpayers who do not receive the exemption. This will also decrease the amount the state will have to reimburse districts under the STAR program. In order for this to be adopted for next fiscal year, a resolution must be passed by March 1.

b. Assistant Superintendent for Pupil and Personnel Services

1.) Universal Pre-K - Ms. Riley provided an overview and timeline for the 2014-15 UPK program. She explained that the program is grant funded with no local funds used to support it. Although the program does not require Board approval, the Board will be required to approve RFP awards.

c. Director of Curriculum and Instruction

- 1.) Partnerships with SUNY Cortland – Ms. Bliss provide an update on the District’s partnerships with SUNY Cortland including the Professional Development School (PDS) initiative, Teacher/Leader Quality Partnership (TLQP) and the Liberty Partnership Program.

d. Superintendent

- 1.) Grant Update – Mr. Hoose shared the he had received approval for a \$90,000 School Improvement SIG1003a grant that will fund some of the FOCUS designation activities, and a \$70,000 STEM grant.

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

13. **NEXT MEETING AGENDA REVIEW**

- Ms. Murphy requested a discussion regarding the Special Education program be put on a future agenda. Ms. Griffin suggested this would be a topic for a Board workshop. Mr. Hoose added that the administrative team is working on coordinating a Special Ed review by an outside individual. The person in mind is currently the district’s OEE for our FOCUS designation. Mr. Hoose is investigating the cost and possible grants to fund a review. In addition, a proposal for a Special Ed Director will be forthcoming during the budget preparation process.

14. **ADJOURNMENT**

As there was no further business to discuss, Ms. Davis-Howard asked for a motion to adjourn the Regular meeting 9:01 p.m.

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

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

Ms. Margaret Baccaro, Clerk



Enlarged City School District

CORTLAND ENLARGED CITY SCHOOL DISTRICT

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

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**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: Retirement Payment
Date: 1/31/2014**

The following is a proposed resolution for the February 11th Board of Education Meeting-

Upon the recommendation of the Superintendent, it is recommended that the Board of Education appropriate \$4,033.50 from the Employee Benefit Accrued Liability Reserve fund to reimburse the district approved tax deferred annuity account of the following employee, who retired on February 21, 2014, for the retirement incentive as outlined in the Cortland United Teacher's Contract with the district.

Claudia Olson: \$4,033.50

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

**Cc: Board of Education
Karen Poole, Payroll
Anne Wingard, File**

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 <u>Linda Slade</u>	SCHOOL <u>CJSHS</u>	DATE <u>Jan. 29, 2014</u>
DESCRIPTION OF THE TRIP <u>This is an educational trip to Europe that will give students the opportunity to explore the cultures and languages they have been studying. The trip, organized by the Foreign Language Department, includes 11 days of travel to historically</u> → (please see back)		

TRIP DETAILS		
DESTINATION OF TRIP <u>Spain/Italy or Spain/France</u>	DEPARTURE DATE <u>April 1, 2015</u>	DEPARTURE TIME <u>TBD</u>
ADDRESS <u>Varies - potential stops are: Paris, Barcelona, Seville, Rome, Florence</u>	RETURN DATE <u>April 11, 2015</u>	RETURN TIME <u>TBD</u>
	TOTAL DAYS <u>11</u>	TOTAL NIGHTS <u>9 (overnight flights)</u>
NUMBER OF STUDENTS <u>Up to 32</u>	NUMBER OF STAFF <u>4</u>	NUMBER OF CHAPERONES <u>4</u>

COSTS		
TOTAL ANTICIPATED COST OF TRIP PER PERSON <u>Approximately \$ 3,400</u>	COST INCLUDES: <u>Roundtrip airfare, hotels, two meals a day, tour guides, entrance fees, ground transportation</u>	
ADDITIONAL COSTS <u>Approximately \$ 300</u>	ADDITIONAL COSTS INCLUDES: <u>Passport fees, spending money</u>	
TRANSPORTATION MODE <u>Airplane, train, bus, subway</u>	TRANSPORTATION CARRIER <u>TBD</u>	TRANSPORTATION COST <u>Included in cost of trip</u>

LEARNING OUTCOMES OF TRIP
<u>Students will practice their language skills and/or learn new ones, immerse themselves in foreign cultures, and develop real-life skills (problemsolving, communication, independence) in an authentic way. This trip is the</u>

TARGET GROUP OF STUDENTS

(Class/Team/Organization)

This trip is open to all students in grades 10-12, with juniors and seniors having priority.

SPECIAL REQUESTS

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

N/A

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

We will meet monthly with the students once the group has been determined. We will also have one or two additional parent meetings. Dates will be determined after the trip has been approved.

POST-TRIP FOLLOW UP/EVALUATION OF EDUCATIONAL VALUE

As we did last year, we will have a post-trip gathering to "debrief." Students will also present their experiences to the Board of Education and to language classes.

PRINCIPAL COMMENTS

SUPERVISING STAFF NAME	COVERAGE ARRANGED
Linda Slade	Coverage will be arranged as we get closer to the trip.
Matt Kinsella	
Kelly Chapman	
Abe Brafman	
Meghan Preston	

APPROVALS

SIGNATURE OF SUPERVISING TEACHER <i>Linda Slade</i>	SIGNATURE OF PRINCIPAL <i>Joseph M. D.</i>
SIGNATURE OF DIRECTOR OF CURRICULUM AND INSTRUCTION <i>[Signature]</i>	DATE 2/4/14
SIGNATURE OF SUPERINTENDENT <i>[Signature]</i>	DATE 2/4/14

**Board of Registration/Election Inspectors
May 20, 2014 Budget Vote and Election
(May 6, 2014 Registration Day)**

Board of Registration										
SAL	FN	LN	PHONE	ADDR	CITY	ST	ZIP	DISTRICT	POLL LOCATION	On County Inspector List
Mr.	John	Storie	835-6619	2431 Page Green Rd.	Cortland	NY	13045		Board of Registration	X*
Mr.	Harry	Weston	756-6516	386 Nye Road	Cortland	NY	13045		Board of Registration	*

Election Inspectors										
SAL	FN	LN	PHONE	ADDR	CITY	ST	ZIP	DISTRICT	POLL LOCATION	On County Inspector List
Ms.	Joan	Mack	753-0458	10 Peaceful Drive	Cortland	NY	13045	One	Kaufman Center	D*
Ms.	June	Leopardi	753-0031	23 Kellogg Road	Cortland	NY	13045	One	Kaufman Center	R-X*
Ms.	Laura	Smith	756-8211	13 Leon Ave., #244	Cortland	NY	13045	One	Kaufman Center	R-X*
Ms.	Elsie	Ferro	756-6372	15 Denni Way	Cortland	NY	13045	One	Kaufman Center	R-X*
Ms.	Judi	Davison	756-5877	21 Broadway	Cortland	NY	13045	One	Kaufman Center	D-X*
Ms.	Carolyn	Dorn	753-8598	234 Kennedy Pkwy.-Bldg 2	Cortland	NY	13045	One	Kaufman Center	I*
Ms.	April	Friedah	753-3977	3296 Clute Rd.	Cortland	NY	13045	Nine	Cortlandville Town Hall	D-X*
Ms.	Norma	Baker	753-7123	1257 Isabel Drive	Cortland	NY	13045	Nine	Cortlandville Town Hall	R*
Mr.	Judy	Pierce	756-2776	1127 Gallagher Rd.	Cortland	NY	13045	Nine	Cortlandville Town Hall	R*
Mr.	John	Storie	835-6619	2431 Page Green Rd.	Cortland	NY	13045	Ten	Virgil Elementary School	D-X*
Mr.	Harry	Weston	756-6516	386 Nye Road	Cortland	NY	13045	Ten	Virgil Elementary School	D*
Mr.	Thomas	Dumas	753-7751	478 Nye Road	Cortland	NY	13045	Ten	Virgil Elementary School	R-X*

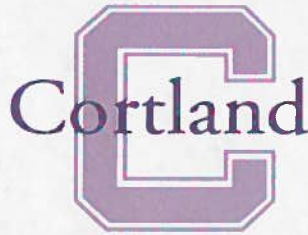
* Previous Inspectors

X On County Inspector List

Board of Registration and Inspector List Approved at 1st Board Meeting in February

If anyone above is unable to serve, Supt. is given the authority to appoint someone from the County lists per Organiz. Meeting

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Enlarged City School District
"Committed to Excellence"

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

Superintendent

Michael J. Hoose

Board of Education

Melissa Davis-Howard
President

Janet S. Griffin
Vice-President

Donald A. Colongeli

Judith E. Murphy

John A. Natoli, Jr.

Daniel R. Sidebottom

Alane M. Van Donsel

Memorandum

To: Michael Hoose
Brian Freeman
Members of the Board of Education

From: Margaret Baccaro, District Clerk *mjb*

Date: February 5, 2014

Topic: Election Inspector/Board of Registration Pay Increase

Election inspector pay rates in small city school districts are set by the school board and cannot exceed the basic compensation paid at the preceding general election. Inspectors are paid \$10.00 per hour for the general election.

I am proposing a pay increase of \$1.00 per hour to a rate of \$10.00 per hour for the school board election inspectors and the Board of Registration beginning this year. The current rate is \$9.00 per hour. The last wage increase for these workers was in May 2011.

MJB H:\Supt Office\docs\ELECTION\Inspectors pay increase.doc

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SCHEDULE OF RESIGNATIONS AND LEAVES

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

Schedule Number: 11.24
Board Meeting Date: February 11, 2014
Color: White

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

RESIGNATION	POSITION	ORIGINAL APPOINTMENT	RESIGNATION DATE	REASON
Vorce, Christopher	English	09/01/1985	07/01/2014	Retirement.

NON-INSTRUCTIONAL PERSONNEL:

RESIGNATION	POSITION	ORIGINAL APPOINTMENT	EFFECTIVE DATE	REASON
Brown, Judy	Account Clerk	02/27/2013	02/07/2014	Resignation retroactive to 02/07/2014.
Westfall, Patricia	Teacher Aide	12/22/2010	02/11/2014	To accept the Teaching Assistant position.

INSTRUCTIONAL/NON-INSTRUCTIONAL PERSONNEL:

LEAVE OF ABSENCE	POSITION	ORIGINAL APPOINTMENT	LEAVE DATES	REASON
Ticknor, Mary Katherine	Special Education	09/01/2008	03/28/2014 – 05/09/2014 (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 Substitute Personnel

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

Schedule Number: **1108**
Board Meeting Date: **February 11, 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
Morse	Ahren	Keyboard Specialist	\$10.10

SCHEDULE OF APPOINTMENTS

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

Schedule Number: 1109

Board Meeting Date: February 11, 2014

Color: White

NAME	JOB TITLE	SERVICE AREA	EFFECTIVE DATE	APPOINTMENT TYPE	REMARKS	SALARY/ HOURLY RATE
Tinkham, Kameron	Laborer	Kaufman Center	01/29/2014	Temporary	Kameron will fill the temporary laborer position retroactive to 01/29/2014.	\$9.05

**SCHEDULE OF APPOINTMENTS
INTER-SCHOLASTIC (ATHLETICS)**

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

Schedule Number: **2277**

Board Meeting Date: **February 11, 2014**

Color: **Blue**

NAME	TITLE	VARSITY/JV JUNIOR HIGH	SPORT	BOYS/ GIRLS	AMOUNT
John Busch	Head Coach	Varsity	Track	Girls	\$ 4,960.00

SCHEDULE OF APPOINTMENTS

ELEMENTARY & SECONDARY SUBSTITUTE TEACHERS/TUTORS 2013-14

Schedule Number: **2278**

Board Meeting Date: **February 11, 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
Davide, Francesca	Substitute Teacher	A	\$87.00

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

SCHEDULE OF APPOINTMENTS

ADMINISTRATORS AND INSTRUCTIONAL STAFF

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

Schedule Number: 2279

Board Meeting Date: February 11, 2014

Color: White

NAME	POSITION/ LOCATION	TYPE OF APPT	DATE EFFECTIVE	PROB ENDS	TENURE AREA	CERT/DEGREE	REMARKS	SALARY
Westfall, Patricia	Teaching Assistant/Parker	Probationary	02/12/2014	02/11/2017	Teaching Assistant	Teaching Assistant/ Continuing	Patricia will fill the Teaching Assistant position due to retirement.	Step F1
								TOTAL
								\$21,375.00*

*To be pro-rated