

CORTLAND ENLARGED CITY SCHOOL DISTRICT
Board of Education Meeting – Tuesday, March 11, 2014 at 7:00 p.m.
Barry Elementary School, 20 Raymond Avenue, Cortland NY

Televised meeting - Barry 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.) Maintenance Department Staff
 - 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 April 14, 2014
 - 2.) BOE Policy Committee – February 27, 2014 Meeting
 - 3.) BOE Facilities Committee – Next Meeting March 13, 2014
 - 4.) Feedback on 2014 NYSCOSS Annual Winter Institute and Lobby Day
 - 5.) Reminder: March 12, 2014 CNYSBA Community Forum, West Genesee High School Auditorium, Camillus NY
 - 6.) OCM BOCES Annual Meeting – April 2, 2014 Henry Campus, Syracuse NY
- 3. PRESENTATIONS:**
 - a. A Day in Kindergarten by Barry School Kindergartners
 - b. Aladdin and the Magic Lamp Performed by Barry School 3rd Graders
 - c. Solar Project – Lend Lease
 - d. Operation Recognition Diploma –Mr. David Alan Young U.S. Army Vietnam Veteran
 - e. 2nd Quarter Academic Report
- 4. CONSENT ITEMS:**
 - a. Minutes of February 25, 2014 Regular Meeting
 - b. CSE/CPSE (Committee on Special Education/Committee on Pre-school Special Education) Recommendations
 - c. 2013-14 Tax Collection Report
- 5. OLD BUSINESS: None**
- 6. NEW BUSINESS:**
 - a. Financial Reports: Treasurer's Report, Trial Balance, Revenues, Intrafund Transfers, Appropriations, Warrant, Claims Monthly Report – January 2014
 - b. 2nd Reading Erie I BOCES Policy Revisions to Section 2000 Internal Operations
 - c. Approval of Universal Pre-K Contracts
 - d. Declaration of Surplus Equipment
 - e. Approval of Bus Bond Resolution and Notice of Annual Meeting defining Public Budget Hearing, Polling Locations, Voter Registration Day, and Publication of Notice of Annual Meeting
- 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
 - b. Assistant Superintendent for Pupil and Personnel Services
 - c. Director of Curriculum and Instruction
 - d. Superintendent
 - 1.) Capital Project Change Orders

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**

3. d.



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

March 12, 2014

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

Mr. David Alan Young
57 Speed Hill Road
Brooktondale, New York 14817

Dear Mr. Young:

The Veterans' Service Agency advised us of your request for a High School Diploma under the "Operation Recognition" Program. We are pleased to present you with the enclosed diploma awarded at the Board of Education meeting on March 11, 2014.

We're honored to have awarded this diploma to you under the "Operation Recognition" Program, and thankful for the service you provided to your country, community, and school by serving with the U.S. Army in Vietnam.

Sincerely,

Michael J. Hoose
Superintendent of Schools

MJH/mjb

cc: Mr. Carl L. Bullock

A Regular Meeting of the Board of Education was held on Tuesday, February 25, 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 – 7:00 p.m. – Board Budget Workshop

1. **CALL TO ORDER and PLEDGE OF ALLEGIANCE:** Ms. Davis-Howard called the meeting to order at 7:00 p.m., and the Pledge of Allegiance was recited.
2. **COMMUNICATIONS and RECOGNITION:**
 - a. **Kudos Korner**
 - 1.) Mary Kostuk, Secretary Building and Grounds – Mrs. Mary Kostuk, secretary to the Director of Facilities and district switchboard operator was recognized for assisting the interim director and keeping the department on course while the position remained unfilled during the search for a new director. Mrs. Kostuk was present to accept the Board's thanks and certificate of extraordinary achievement.
 - b. **Audience Participation** – There were no requests to address the Board on items related to the Agenda.
 - c. **Board Member Reports**
 - 1.) BOE Policy Committee February 18, 2014 Meeting – Mr. Natoli provided an update on the committee's progress with policy review noting that Section 2000 Internal Operations would be voted upon later in the meeting, and Section 1000 By-Laws would come for a first reading at the next meeting.
 - 2.) BOE Facilities Committee February 13, 2014 Meeting – Ms. Van Donsel reported that the committee had received an update on closing out the Capital Project, an update on the roofing project also about to close out, begun to prioritized the use of remaining funds (approximately \$2 million), and begun discussion on a solar energy project which Lend Lease will present at the next meeting.
 - 3.) BOE Audit Committee - The next meeting of the committee is scheduled for March 10, 2014.
3. **PRESENTATIONS:**
 - a. **CPEF (Cortland Public Education Foundation) Awards**

Mr. Hoose announced the recipients of three grants that the Cortland Public Education Foundation has awarded as follows: (1) Fall 2013 \$1,000 award for National Honor Society to support the purchase of new robes submitted by Jeremy Milligan, (2) Spring 2014 \$1,000 award for Teaching with Tablets submitted by Amy Johnson, and (3) Spring 2014 \$1,000 award for Playaway Audio Books submitted by Katie Swanson and Kim Hay. Mr. Hoose shared that CPEF, an independent, community-based organization, has funded a wide variety of projects in support of the District.
 - b. **Annual Youth Drug and Alcohol Survey**

Ms. Judi Riley and Ms. Jill Pace, Health and FCS Department Leader and District Health and Wellness Coordinator, provided an overview report on the 2013 Annual Youth Drug and Alcohol Survey administered county-wide to students in grades 6, 8, 10 and 12. The purpose of administering the survey is to gain an understanding of what students are facing or experiencing therefore giving the district an opportunity to look at supports, interventions and educational programs to give guidance and support to students who need services.

Ms. Pace reviewed the survey findings including the percent of student not involved in these behaviors, percentage who had used alcohol, cigarettes, marijuana and prescription medications (not prescribed) and the areas of focus to change the behaviors of those who are involved. This data is used by the community and the schools to reduce risk factors and increase protective factors for our youth.

Ms. Riley acknowledged the work of the CACTC Risk and Protective workgroup working in collaboration with County school districts, and praised Ms. Pace for her tireless efforts in this work.

4. **CONSENT ITEMS:**

- a. Minutes of February 11, 2014 Regular Meeting
- b. CSE/CPSE (Committee on Special Education/Committee on Pre-school Special Education)

Recommendations

607001226, 607000969, 607000813, 610316812, 610330600, 610308571, 610308572, 610261569, 607000217, 607000144, 610350593, 607000957, 610375929, 610328958, 610354497, 607001297, 610323993, 607001192, 610350092, 607001294, 610261568, 610317989, 610317783, 610274429, 610364527, 610269874

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

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

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

5. **OLD BUSINESS:** None

6. **NEW BUSINESS:**

- a. Approval of Faculty/Student Calendar for 2014-15

RESOLVED, upon the recommendation of the Superintendent of Schools, that the Board of Education for the Cortland Enlarged City School District hereby approves the 2014-15 Faculty/Student Calendar as presented.

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

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

- b. Final Approval of New Course Proposal for Science in our World

RESOLVED, upon the recommendation of the Superintendent, to approve the new course, Science in our World, as presented at the February 11, 2014 meeting.

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

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

- c. Final Approval of New Course Proposal for Global Environment

RESOLVED, upon the recommendation of the Superintendent, to approve the new course, for Global Environment, as presented at the February 11, 2014 meeting.

Moved by Mr. Natoli, seconded by Ms. Van Donsel. Discussion: none

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

- d. Final Approval of New Course Proposal for Rock Guitar 1

RESOLVED, upon the recommendation of the Superintendent, to approve the new course, for Rock Guitar 1, as presented at the February 11, 2014 meeting.

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

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

- e. 1st Reading Erie I BOCES Policy Revisions to Section 2000

RESOLVED, upon the recommendation of the Superintendent of Schools, to accept the 1st Reading of proposed changes to Section 2000 Internal Operations for the following policies, as recommended by Erie I BOCES, and the Board of Education Policy Committee:

1.1	Orienting and Training New Board Members	2110
2.1	Committees of the Board	2210
3.1	Membership in Associations	2310
3.2	Attendance by Board Members at Conferences, Conventions and Workshops.....	2320
3.3	Compensation and Expenses.....	2330
3.4	Board Self-Evaluation	2340

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

Final Vote: Yes – 7, No – 0. 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 11.25.

Moved by Ms. Griffin, seconded by Mr. Natoli. Under discussion Ms. Patricia Lane's retirement was accepted with regret and thanks for her years of service.

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

- b. Non-Instructional Personnel Appointments – None.
- 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 2280 and 2281.

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

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

8. LEADERSHIP REPORTS:

- a. Director of Business Operations – Mr. Freeman shared that, at the next meeting, the Board will hear a presentation from Lend Lease on a solar project.
- b. Assistant Superintendent for Pupil and Personnel Services – None.
- c. Director of Curriculum and Instruction – None.
- d. Superintendent
 - 1.) New Tech Valley High School Tour on March 25, 2014 – Mr. Hoose shared that the District has a team including Board member Griffin planning to participate in this tour.

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

10. NEXT MEETING AGENDA REVIEW

- Q2 Academic Report

11. EXECUTIVE SESSION

In accordance with Public Officer's Law Section 96, Subdivision 1, Ms. Davis-Howard called for an Executive Session at 7:52 p.m. to discuss collective negotiations pursuant to Article 14 of the Civil Service Law and the employment history of particular persons with no action to follow.

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

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

The Executive Session adjourned at 8:06 p.m.

Moved by Ms. Griffin, seconded by Ms. Van Donsel. Discussion: none

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

12. ADJOURNMENT

As there was no further business to discuss, Ms. Davis-Howard asked for a motion to adjourn the Regular meeting at 8:06 p.m.

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

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



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CORTLAND ENLARGED CITY SCHOOL DISTRICT

1 Valley View Drive
Cortland, New York 13045

M E M O R A N D U M

To: Members of the Board of Education
From: Laura Simon, Acting Tax Collector
Date: March 6, 2014
RE: 2013-14 Tax Collection Report

2013-14 Tax Levy	\$	16,162,675.00
2013-14 Library Tax		360,150.00
Less: Tax Adj. & payments deposited in banks		<u>15,464,098.01</u>
	\$	<u><u>1,058,726.99</u></u>

Unpaid 2013-14 School Taxes:

Cortland City	561,632.08
Cortlandville	234,429.82
Virgil	160,512.68
Harford	949.40
Lapeer	-
Dryden	1,175.15
State Lands	<u>100,027.87</u>
	1,058,726.99
	6.41%

UNPAID SCHOOL TAXES

<u>YEAR</u>	<u>UNPAID MARCH 1ST</u>	<u>% LEVY</u>
2003-04	883,652.01	8.34%
2004-05	1,003,144.36	8.79%
2005-06	978,668.40	8.11%
2006-07	901,872.25	6.93%
2007-08	1,151,803.49	8.63%
2008-09	1,139,984.03	8.04%
2009-10	1,026,406.92	7.24%
2010-11	1,177,513.17	7.92%
2011-12	1,478,403.25	9.49%
2012-13	1,570,327.47	9.78%
2013-14	1,058,726.99	6.41%

RESOLVED, That the Board of Education of the Cortland Enlarged City School District hereby accepts the list of unpaid taxes from the Treasurer and Deputy Tax Collector for former Cortlandville Districts 1 and 17; and Town of Dryden properties, and

BE IT FURTHER RESOLVED, That the Board of Education accept the list of uncollected taxes from the Treasurer and Deputy Tax Collector for the City of Cortland; and

BE IT FURTHER RESOLVED, That the Board of Education authorizes transmitting such lists of uncollected taxes to the proper enforcement agencies, i.e., Treasurer, Cortland County and Finance Officer of the City of Cortland; empowering said agencies to proceed with the collection of uncollected school taxes pursuant to the Real Property Tax Law, and

BE IT FURTHER RESOLVED, That the Board of Education accepts this Tax Collection Report dated March 06, 2014 from the School District Treasurer and Deputy Tax Collector, and directs that it become an official part of their March 25, 2014 minutes of the Board of Education.

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BOE 3/11/14

**CORTLAND ENLARGED CITY SCHOOL DISTRICT
UNIVERSAL PRE-KINDERGARTEN PROGRAM CONTRACT
AGENCY: Cortland County Child Development – Day Care Program, Inc.**

I, as the duly authorized representative of the above named agency, submit the attached application for Universal Pre-Kindergarten Program funds of \$ 66,000 to provide educational program activities and services for **twenty-two** 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 2014-2015 State Budget.

I realize in the event the 2014-2015 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 J. Hoose

Type/Print Name of Chief School Officer

**CORTLAND ENLARGED CITY SCHOOL DISTRICT
UNIVERSAL PRE-KINDERGARTEN PROGRAM CONTRACT
AGENCY: *Franziska Racker Center***

I, as the duly authorized representative of the above named agency, submit the attached application for Universal Pre-Kindergarten Program funds of \$ 21,000 to provide educational program activities and services for seven 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 2014-2015 State Budget.

I realize in the event the 2014-2015 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 J. Hoose

Type/Print Name of Chief School Officer

**CORTLAND ENLARGED CITY SCHOOL DISTRICT
UNIVERSAL PRE-KINDERGARTEN PROGRAM CONTRACT
AGENCY: *SUNY Cortland Child Care Center***

I, as the duly authorized representative of the above named agency, submit the attached application for Universal Pre-Kindergarten Program funds of \$ 63,000 to provide educational program activities and services for **twenty-one** 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 2014-2015 State Budget.

I realize in the event the 2014-2015 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 J. Hoose

Type/Print Name of Chief School Officer

**CORTLAND ENLARGED CITY SCHOOL DISTRICT
UNIVERSAL PRE-KINDERGARTEN PROGRAM CONTRACT
AGENCY: YWCA – Here We Grow**

I, as the duly authorized representative of the above named agency, submit the attached application for Universal Pre-Kindergarten Program funds of \$ 24,000 to provide educational program activities and services for eight 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 2014-2015 State Budget.

I realize in the event the 2014-2015 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 J. Hoose

Type/Print Name of Chief School Officer

**CORTLAND ENLARGED CITY SCHOOL DISTRICT
UNIVERSAL PRE-KINDERGARTEN PROGRAM CONTRACT
AGENCY: YMCA Pre-School Plus**

I, as the duly authorized representative of the above named agency, submit the attached application for Universal Pre-Kindergarten Program funds of \$ 60,000 to provide educational program activities and services for twenty 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 2014-2015 State Budget.

I realize in the event the 2014-2015 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 J. Hoose

Type/Print Name of Chief School Officer

**CORTLAND ENLARGED CITY SCHOOL DISTRICT
UNIVERSAL PRE-KINDERGARTEN PROGRAM CONTRACT
AGENCY: YWCA – Learning Adventure**

I, as the duly authorized representative of the above named agency, submit the attached application for Universal Pre-Kindergarten Program funds of \$ 27,000 to provide educational program activities and services for nine 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 2014-2015 State Budget.

I realize in the event the 2014-2015 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 J. Hoose

Type/Print Name of Chief School Officer

**CORTLAND ENLARGED CITY SCHOOL DISTRICT
UNIVERSAL PRE-KINDERGARTEN PROGRAM CONTRACT
AGENCY: YWCA – Nursery and Day School**

I, as the duly authorized representative of the above named agency, submit the attached application for Universal Pre-Kindergarten Program funds of \$ 45,000 to provide educational program activities and services for fifteen 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 2014-2015 State Budget.

I realize in the event the 2014-2015 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.
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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 J. Hoose

Type/Print Name of Chief School Officer

**CORTLAND ENLARGED CITY SCHOOL DISTRICT
UNIVERSAL PRE-KINDERGARTEN PROGRAM CONTRACT
AGENCY: CAPCO – Parker School Site**

I, as the duly authorized representative of the above named agency, submit the attached application for Universal Pre-Kindergarten Program funds of \$ 48,000 to provide educational program activities and services for sixteen 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

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I realize in the event the 2014-2015 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.
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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 J. Hoose

Type/Print Name of Chief School Officer

**CORTLAND ENLARGED CITY SCHOOL DISTRICT
UNIVERSAL PRE-KINDERGARTEN PROGRAM CONTRACT
AGENCY: CAPCO – Randall School Site**

I, as the duly authorized representative of the above named agency, submit the attached application for Universal Pre-Kindergarten Program funds of \$ 48,000 to provide educational program activities and services for sixteen 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:

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6. Section 3502, subdivision 37 of NYS Education Law
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I realize in the event the 2014-2015 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.

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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 J. Hoose
Type/Print Name of Chief School Officer

**CORTLAND ENLARGED CITY SCHOOL DISTRICT
UNIVERSAL PRE-KINDERGARTEN PROGRAM CONTRACT
AGENCY: CAPCO – Smith School Site**

I, as the duly authorized representative of the above named agency, submit the attached application for Universal Pre-Kindergarten Program funds of \$ 48,000 to provide educational program activities and services for sixteen 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:

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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

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I realize in the event the 2014-2015 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:

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Date

Signature of Agency's Authorized Representative

Date

Type/Print Name of Authorized Representative

Date

Signature of Chief School Officer

Date

Michael J. Hoose

Type/Print Name of Chief School Officer



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**

**To: Michael Hoose, Superintendent of Schools
From: Brian Freeman, Director of Business Services
Re: Surplus Items
Date: 2/28/14
cc: Board of Education**

It is the recommendation of the business office to surplus the following technology items:

- 23 Eiki Overhead Projectors
- 4 Panasonic 4 Head VCR's
- 74 Alpha Smart 3000's
- 9 Fiber 100 mb network cards
- 2 AV TV Carts
- 1 Box of VHS Tapes
- 1 Box of Floppy Diskettes
- 1 15" Acer Computer Monitor
- 1 TEQ Projector
- 1 Elmo Visual Presenter
- 1 HP Printer/Fax Machine
- 1 Panasonic Work 10-150 Copier
- 1 Panasonic USB Card Reader
- 1 Datadesk Littlefingers keyboard

The above listed items are a combination of obsolete, damaged, and no longer in service. The district will attempt to sell any items of value through an online service provider. Any remaining items will be recycled.

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

SCHEDULE OF RESIGNATIONS AND LEAVES

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

7a-c

Schedule Number: 11.26

Board Meeting Date: March 11, 2014

Color: White

A. Approval of Personnel Resignations and Leaves

INSTRUCTIONAL PERSONNEL:

RESIGNATION	POSITION	ORIGINAL APPOINTMENT	RESIGNATION DATE	REASON
Lee, William	English	09/01/1984	06/30/2014	Retirement.
Darrow, Vicki	Mathematics	09/01/1985	06/30/2014	Retirement.
Connelly, Susan	Special Education	09/01/1989	06/30/2014	Retirement.
DeRado, Maria	Special Education	09/01/1989	06/30/2014	Retirement.
Barlow, Patricia	Teaching Assistant	09/06/1989	06/30/2014	Retirement.

NON-INSTRUCTIONAL PERSONNEL:

RESIGNATION	POSITION	ORIGINAL APPOINTMENT	EFFECTIVE DATE	REASON
Hickey, Kristin	Teacher Aide	01/21/2014	03/14/2014	Resignation.

INSTRUCTIONAL/NON-INSTRUCTIONAL PERSONNEL:

LEAVE OF ABSENCE	POSITION	ORIGINAL APPOINTMENT	LEAVE DATES	REASON

SCHEDULE OF APPOINTMENTS

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

Schedule Number: **1110**
 Board Meeting Date: **March 11, 2014**
 Color: **White**

NAME	JOB TITLE	SERVICE AREA	EFFECTIVE DATE	APPOINTMENT TYPE	REMARKS	SALARY/ HOURLY RATE
Nowalk, Carolyn	Personnel Clerk	District	03/31/2014	Probationary	Cynthia will fill the Personnel Clerk position due to reorganization.	\$34,000.00*

*To be pro-rated

SCHEDULE OF APPOINTMENTS

ELEMENTARY & SECONDARY SUBSTITUTE TEACHERS/TUTORS 2013-14

Schedule Number: **2282**

Board Meeting Date: **March 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	Remarks
Cereola, Ashley	Substitute Teacher	A	\$87.00	Retroactive to 03/04/2014
Cereola, Ashley	Teaching Assistant		\$77.00	Retroactive to 03/04/2014
Nye, Carl	Substitute Teacher	B	\$77.00	Retroactive to 02/26/2014
Nye, Carl	Teaching Assistant		\$69.00	Retroactive to 02/26/2014
Kozak, Scott	Substitute Teacher	A	\$87.00	Retroactive to 02/26/2014
Kozak, Scott	Teaching Assistant		\$77.00	Retroactive to 02/26/2014
Paolillo, Nicole	Substitute Teacher	B	\$77.00	Retroactive to 02/26/2014
Paolillo, Nicole	Teaching Assistant		\$69.00	Retroactive to 02/26/2014
Wilson, Lindsay	Substitute Teacher	A	\$87.00	Retroactive to 02/26/2014
Wilson, Lindsay	Teaching Assistant		\$77.00	Retroactive to 02/26/2014
Parks, William	Substitute Teacher	A	\$87.00	Retroactive to 02/26/2014
Parks, William	Teaching Assistant		\$77.00	Retroactive to 02/26/2014
Howard, Cassandra	Teaching Assistant		\$74.00	Retroactive to 02/26/2014
Vonholt, Victoria	Teaching Assistant		\$77.00	Retroactive to 03/04/2014

*** 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: **2283**

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

Color: **Blue**

NAME	TITLE	VARSITY/JV JUNIOR HIGH	SPORT	BOYS/ GIRLS	AMOUNT
Thomas, Paul	Asst. Coach	Modified	Lacrosse	Boys	\$ 2,170.00