

CORTLAND ENLARGED CITY SCHOOL DISTRICT
Board of Education Meeting – Tuesday, May 27, 2014 at 7:00 p.m.
Kaufman Center, 1 Valley View Drive, Cortland NY

1. CALL TO ORDER and PLEDGE OF ALLEGIANCE

A Moment of silence to recognize the passing of Jacqueline Martin former attendance clerk at the CJSHS.

2. COMMUNICATIONS and RECOGNITION:

- a. Kudos Korner
 - 1.) Founder of CJSHS One-Act Play Festival – Mr. William Lee
 - 2.) New York State Master Teacher – Mrs. Carol Brafman
 - 3.) Syracuse Stage's 2014 Young Playwrights Festival Finalist – Hannah Mekell
 - 4.) Syracuse Stage's 2014 Young Playwrights Festival Semi-Finalist – Iva Markicevic
 - 5.) National Awards for Original Writings – Nisarga Paul
 - 6.) Recipient of Zonta's Ruth Schaub High School Senior Education Award – Kelli Bell
 - 7.) Recipient of Zonta's Jean M. Coon Humanitarian Award – Kameron Tinkham
 - 8.) Published Author *The Meeting of the Waters: From the Amazon to Harvard* – Teodora Buzea
- 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 June 9, 2014
 - 2.) BOE Policy Committee – May 27, 2014 Meeting
 - 3.) BOE Facilities Committee – Next Meeting June 12, 2014
 - 4.) CNYSSBA Annual Meeting – May 29, 2014, 6:00 p.m.
 - 5.) NYSSBA 95th Annual Convention – October 26-28, 2014 New York NY
 - 6.) Reminder: Board Self Appraisals Due May 27, 2014

3. PRESENTATIONS: None

4. CONSENT ITEMS:

- a. Minutes of May 13, 2014 Regular Meeting
- b. Minutes of May 20, 2014 Budget Vote / Election
- c. CSE/CPSE (Committee on Special Education/Committee on Pre-school Special Education) Recommendations
- d. Annual Cooperative Bidding Resolution
- e. Reasonable Assurance of Continued Employment
- f. Approval of BOCES Agreements and Resolution:
 - 1.) Equivalent of Attendance Program
 - 2.) Employment Preparation Education Program
 - 3.) Adult Continuing Education Resolution

5. OLD BUSINESS: None

6. NEW BUSINESS:

- a. Acceptance of Final Budget Vote and Election Results
- b. Approval of Summer Food Service Program Agreement
- c. Acceptance of \$5,000 Donation from the Lowe's Charitable and Education Foundation
- d. 1st Reading Erie I BOCES Policy Revisions to Section 1000
- e. 1st Reading Policy 7222 Diploma and/or Credential Options for students with Disabilities
- f. Certification of Teacher Evaluator Training

7. PERSONNEL ACTION:

- a. Approval of Personnel Resignations and Leaves
- b. Approval of Non-Instructional Personnel Appointments
- c. Approval of Administrative and Instructional Personnel Appointments
- d. Approval of Tenure Recommendations

8. LEADERSHIP REPORTS:

- a. Director of Business Operations
 - 1.) Barry Playground Proposal
- b. Assistant Superintendent for Pupil and Personnel Services

- c. Director of Curriculum and Instruction
- d. Superintendent
 - 1.) Capital Project Change Order Review
 - 2.) NYSASCSD (NYS Association of Small City School Districts) Membership
- 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, May 13, 2014 at 7:00 p.m.
Kaufman Center, 1 Valley View Drive, Cortland NY

A Regular Meeting of the Board of Education was held on Tuesday, May 13, 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; School and Community Representatives; and Ms. Margaret Baccaro, Clerk

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

Ms. Davis-Howard called for a moment of silence to recognize the passing of retiree Mrs. Martha Lang, who served as an elementary teacher at both Pomeroy and Smith School.

2. **COMMUNICATIONS and RECOGNITION:**

- a. Kudos Korner

- 1.) Varsity Volleyball Team – 2013-14 Winter Season Top Section III Scholar Athlete Team

At the end of each sport season the NYS Public High School Athletic Association compiles team averages, and honors those teams that excel in the classroom. The Cortland High School Girls Volleyball team received the 2013-14 Section III Winter Season Scholar-Athlete Volleyball Team award with a 95.92 team average. For this outstanding achievement, Coach Ms. Cheri Olson and team members Clare Bardsley, Alisandra Bustamante, Lily Carlton, Shelina Carrion, Samantha Daniels, Liza Ferro, Jacklyn Hoch, Kayla Holl, Emma Lang, Lyudmila Levitskaya, Danielle Lynch, Caitlyn Ruggiero, and Chelsea Vallilee were presented the Boards Certificate of Extraordinary Achievement.

- 2.) Cortland County Youth Leadership (CCYL) Program Participants

The Cortland County Youth Leadership program is comprised of a select five or six students from each school district across Cortland County. The program offers lifelong lessons on volunteering, helping others, different career choices, and working together as a team. The Board thanked the CCYL Advisory Board: Machell Phelps, Matt Marcey, Mary Kate Boland, Chris Place, and Michele Whalen for the work they do with this group to promote and encourage service to our community. The Board was pleased to recognize CCYL Advisor Mr. Paul Drexler and the following students for their participation in the program: Sage Brown, Jacklyn Hoch, Glenn Kenyon, Hannah Sidebottom, Monica Van Donsel, and Molly Herting.

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

- c. Board Member Reports:

- 1.) BOE Audit Committee – May 12, 2014 Meeting ***Canceled***

- 2.) BOE Policy Committee May 13, 2014 Meeting - Mr. Natoli reported that the committee continues to make steady progress on Section 1000 By-Laws and Section 3000 Community Relations. *Section 1000 By-Laws* and new *Policy 7222 Diploma and/or Credential Options for students with Disabilities* will come before the Board for a first reading on May 27.

- 3.) BOE Facilities Committee May 1 and May 7, 2014 Meetings - Mr. Hoose reported that Tetra Tech Architects & Engineers presented a proposed timeline for Phase 3 of the Capital Project. He explained that the timeline is aggressive due to the time needed for SED Facilities Planning review and approval. The committee discussed doing the project in two separate packages. One would be for anything requiring quick approval (sidewalks, etc.) and the other for anything that would require a longer review time (mechanical, electrical, plumbing, etc.).

- 4.) Distribute Board Self Appraisal – Each member received a Board Self Appraisal form to complete and return to Ms. Baccaro by Tuesday, May 27.

- 5.) Reminders:

- a.) May 12, 2014 – Meet the Candidates ***Canceled***

- b.) May 20, 2014 Budget Vote / Election – Members were reminded that the canvass of votes begins at 9:00 p.m. at the Kaufman Center
- c.) CNYNSBA Annual Meeting Welch Allyn Lodge, Skaneateles May 29, 2014, 6:00 p.m. - Members received a flyer on this annual event. Members wishing to attend were asked to RSVP to Ms. Baccaro.

3. PRESENTATIONS:

- a. Operation Recognition Diploma – Mr. Frederick W. Underwood U.S. Army Vietnam Veteran
Mr. Frederick W. Underwood, U.S. Army Vietnam veteran, was awarded his High School diploma under the Operation Recognition Program. Mr. Hoose explained the Operation Recognition Program, and expressed that the District was thankful for the service Mr. Underwood provided to his country, community and school by serving with the U.S. Army in Vietnam. Mr. Underwood was unable to attend the meeting, and therefore his diploma will be mailed.
- b. Third Quarter Academic Report

Ms. Bliss provided a detailed 3rd Quarter Academic Report presenting quarterly comparison charts for ELA, math, social studies and science and health. The charts reflected the percent of students passing, passing with mastery, or failing in each core subject. In addition charts reflecting attendance trends were presented as attending school regularly is a key benchmark in determining academic success.

Ms. Bliss began with elementary report card and attendance data. The charts for elementary students reflected the percent of students passing, passing with mastery, or percent not yet proficient in broad academic terms. She explained that students in grade K-6 are expected to reach grade level standards by the end of the year. Ms. Bliss shared that the elementary grade level leaders are guiding monthly collaboration with module instruction, and that this data will be used to target students that are at-risk.

Next, Ms. Bliss provided academic reports for grades 7 and 8 that indicated the percentage of students that reached mastery in core subject areas (85% or higher). Data from the 3rd quarter of the last five years was included for reference. Charts reflecting a five-year history of the percent of students failing one, two and three or more courses were presented as were charts reflecting a quarterly comparison of the percent of students on the Merit List and Honor Roll. Charts reflecting a five-year history of the percent of students failing one, two and three or more courses were presented

Lastly, Ms. Bliss provided data from grades 9-12 core academic courses, and overall passing levels on courses by grade level. Also included were charts reflecting a five-year history of the percent of students failing one, two and three or more courses, and a five-year high school drop-out comparison. In addition, charts reflecting a quarterly comparison of the percent of student on the Merit List and Honor Roll were shared. At the Jr.-Sr. High School level, guidance, parents, students and teachers are working together to develop academic action plans for those students identified as at-risk.

4. CONSENT ITEMS:

- a. Minutes of April 8, 2014 Regular Meeting *Corrected*
- b. Minutes of April 21, 2014 Regular Meeting
- c. Minutes of May 6, 2014 Public Budget Hearing
- d. CSE/CPSE (Committee on Special Education/Committee on Pre-school Special Education)

Recommendations

607000726, 607001015, 607001356, 610384684, 607000813, 610289445, 610316629, 607001110, 610308397, 610307218, 610333273, 610278003, 610284957, 607000633, 607000019, 607001145, 610362612, 610373987, 610350606, 607001370, 610295811, 607000145, 610310071, 607000922, 610282883, 610253544, 607001372, 610394618, 607001285, 607001017, 607000399, 607001036, 610368225, 610286470, 610294413, 610345996, 607001355, 607000458, 607000458, 607000008, 607000629, 610382248, 610384958, 610310806, 610382604, 610264307, 610241757, 610326113

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

Moved by Ms. Griffin, seconded by Ms. Murphy.

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

5. OLD BUSINESS: None

6. NEW BUSINESS:

- a. Financial Reports: Treasurer’s Report, Trial Balance, Revenues, Intrafund Transfers, Appropriations, Warrant, Claims Monthly Report and Extra Classroom Activity Fund Quarterly Report – March 2014 **RESOLVED, upon the recommendation of the Superintendent of Schools, to approve Financial Reports dated March, 2014 as presented.**
Moved by Ms. Murphy, seconded by Mr. Sidebottom. Discussion: None
Final Vote: Yes – 6, No – 1 (Colongeli). Motion Carried.
 - b. Approval of the Section III Combined Cortland-Homer Varsity Boys Ice Hockey Team for 2014-15 **RESOLVED, upon the recommendation of the Superintendent, to approve the continuation of the Section III Combined Cortland-Homer Varsity Ice Hockey team for 2014-15 Winter Season as presented.**
Moved by Mr. Natoli, seconded by Ms. Murphy. Discussion: None
Final Vote: Yes – 7, No – 0. Motion Carried.
 - c. Approval of the Combined Cortland-Homer Varsity Boys Ice Hockey Agreement for 2014-15 **RESOLVED, upon the recommendation of the Superintendent of Schools, to approve the Combined Cortland-Homer Varsity Boys Ice Hockey Agreement for the 2014-15 School Year as presented.**
Moved by Mr. Natoli, seconded by Mr. Sidebottom. Discussion: None
Final Vote: Yes – 7, No – 0. Motion Carried.
 - d. Approval of Field Placement LeMoyne College School of Nursing **RESOLVED, upon the recommendation of the Superintendent, to approve the Field Placement Agreement between Cortland Enlarged City School District and LeMoyne College School of Nursing, for a 5-year period beginning September 1, 2014 and ending August 31, 2019, as presented.**
Moved by Ms. Griffin, seconded by Mr. Natoli. Discussion: None
Final Vote: Yes – 7, No – 0. Motion Carried.
 - e. Declaration of Surplus Grounds Equipment **RESOLVED, upon the recommendation of the Superintendent of Schools, to declare Surplus Grounds Equipment per the Surplus Grounds memo dated May 8, 2014, as presented.**
Moved by Mr. Sidebottom, seconded by Mr. Natoli. Under discussion Mr. Colongeli asked if the items were in working condition. Mr. Hoose responded that the items were a combination of obsolete, damaged and are no longer in service.
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 11.29.**
Moved by Ms. Griffin, seconded by Mr. Natoli. Discussion: None
Final Vote: Yes – 7, No – 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 Schedule of Appointment 1112.**
Moved by Mr. Natoli, seconded by Mr. Sidebottom. Discussion: None
Final Vote: Yes – 7, No – 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 2287.**
Moved by Ms. Griffin, seconded by Mr. Natoli. Discussion: Mr. Colongeli asked if any of the appointments were tenured position. Mr. Hoose responded no, they were all substitutes
Final Vote: Yes – 7, No – 0. Motion Carried.
8. **LEADERSHIP REPORTS:**
- a. Director of Business Operations
 - 1.) Disposal of Surplus Items – Mr. Freeman reported that the district will attempt to sell any of the surplus items of value through an online service provider or hold them for a district garage sale at a date to be determined. Items not sold will be scrapped or recycled.

- 2.) Municipal Innovation Exchange Summit - Mr. Freeman reported on a recent conference he attended. The summit, sponsored by NYSSBA, was an opportunity to engage with school district, county, city, village and town leaders from across the state to explore shared services, share success stories, and learn how to create more efficiencies for our taxpaying communities. It also offered a glimpse of the economic conditions that will likely cause school districts and other local governments to implement shared services.
- b. Assistant Superintendent for Pupil and Personnel Services – Mrs. Riley reported that we have officially begun the first round of interviews for vacancies that are posted. To date we have eleven vacancies through retirements and resignations and five anticipated new positions pending budget approval.
- c. Director of Curriculum and Instruction – Ms. Bliss had no additional items to report.
- d. Superintendent
 - 1.) Discussion of Changes to *District Mission Statement* – Mr. Hoose shared that he would like to propose slight changes to the *District Mission Statement*. He will provide them to members via e-mail.

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

10. NEXT MEETING AGENDA REVIEW

- 1st Reading Erie I BOCES Policy Revisions to Section 1000
- 1st Reading Policy 7222 Diploma and/or Credential Options for students with Disabilities

11. EXECUTIVE SESSION

In accordance with Public Officer’s Law Section 96, Subdivision 1, Ms. Davis-Howard called for an Executive Session at 8:00 p.m. to discuss the medical, financial, credit, or employment history of a particular person.

**Moved by Ms. Griffin, seconded by Mr. Colongeli. Discussion: None
Final Vote: Yes – 7, No – 0. Motion Carried.**

The Executive Session adjourned at 9:05 p.m.

**Moved by Mr. Natoli, seconded by Ms. Griffin. 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 9:06 p.m.

**Moved by Ms. Murphy, seconded by Mr. Natoli. Discussion: None
Final Vote: Yes – 7, No – 0. Motion Carried.**

Ms. Margaret Baccaro, Clerk

CORTLAND ENLARGED CITY SCHOOL DISTRICT
Special Board of Education Meeting
Tuesday, May 20, 2014 – 9:00 p.m.
Kaufman Center, 1 Valley View Drive

A special meeting of the Board of Education was held on May 20, 2014 at the Kaufman Center, 1 Valley View Drive, Cortland, New York, to canvass the preliminary results of the Budget Vote and Board Member Election held on May 20, 2014, from 12:00 – 9:00 p.m.

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; Mr. Brian Freeman, Director Business Services; and Ms. Margaret Baccaro, Clerk

1. **CALL TO ORDER and PLEDGE OF ALLEGIANCE:** Ms. Davis-Howard called the meeting to order at 9:50 p.m., and the Pledge of Allegiance was recited.
2. **CANVASSING OF VOTES**
 - a. **The 2014-15 Budget Results are as follows:**

Proposition 1 Budget Preliminary Results: YES - 328 NO - 177

RESOLVED: That the Board of Education of the Cortland Enlarged City School District be authorized to expend the sums set forth in the amount of \$47,504,329 and to levy the necessary tax therefore.

Proposition 2 Vehicle Lease/Purchase Preliminary Results: YES - 362 NO - 134

RESOLVED: Shall the Board of Education be authorized to lease from the lowest responsible bidder four (4) school buses capable of transporting sixty-six passengers and one (1) wheelchair accessible thirty passenger school bus for a five-year term at a maximum cost of four hundred twenty-five thousand dollars (\$425,000), including the costs of leasing, the financing of the leases and other related costs?

RESOLVED, that the Board of Education of the Cortland Enlarged City School District accepts the budget vote and vehicle lease / purchase results as presented above, and per the Tabulation Sheet, dated May 20, 2014, to be attached to this meeting's minutes.

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

Final Vote: Yes – 6, No – 0, Abstain – 1 (Colongeli). Motion Carried. Mr. Colongeli stated that he was abstaining from Proposition 1 and in favor of Proposition 2. When asked, by President Davis-Howard, why he was abstaining from the preliminary results he explained that in his years of experience the Board of Elections has to approve the results before they are official.

b. Board of Education Election Results:

1A John A. Natoli, Jr.	<u>419</u>
1B Janet S. Griffin	<u>404</u>
Write-in: Kathleen Hennessy	<u>1</u>
Write-in: JoAnn T. Lamey	<u>1</u>

RESOLVED, by the Board of Education of the Cortland Enlarged City School District, Cortland, New York, that John A. Natoli, Jr., and Janet S Griffin are hereby declared elected to three-year terms as members of the Board of Education of said School District,

commencing July 1, 2014, as presented above, and per the tabulation sheet dated May 20, 2014, to be attached to these minutes.

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

Final Vote: Yes – 7. Motion Carried

3. ADJOURNMENT

There being no further business to conduct, Ms. Davis-Howard asked for a motion to adjourn the meeting at 9:54 p.m.

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

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

Ms. Margaret Baccaro, Clerk

**TABULATION SHEET - PRELIMINARY RESULTS
CORTLAND ENLARGED CITY SCHOOL DISTRICT**

ANNUAL SCHOOL BOARD ELECTION - May 20, 2014

Vote	DIST. 1 CITY (A-K)	DIST. 1 CITY (L-Z)	DIST. 9 CVLE	DIST. 10 VIRGIL	Absentee	Challenge	TOTAL
Prop. #1: Budget YES	92	103	40	43	50		328
NO	44	52	25	23	33		177
Prop. #2: Bus YES	99	108	45	44	66		362
NO	34	42	20	22	16		134
Board of Education							
1A John A. Natoli	118	131	49	49	72		419
1B Janet S. Griffin	110	120	53	51	70		404
Write-in: Kathleen Hennessy	1						1
Write-in: JoAnn T Lamey					1		1
Write-in:							0
Write-in:							0
Write-in:							0

Annual Cooperative Bidding Resolution Notification

Resolution:

The Cortland Enlarged City School District (hereafter known as "School District") agrees to participate in 2014-2015 (July 1, 2014 - June 30, 2015) municipal cooperative bids for the commodities checked below as defined in various provisions of New York State General Municipal Law. The cooperative bids will be coordinated by the Onondaga-Cortland-Madison BOCES to ensure maximization of savings to each respective participating School District. Furthermore, that Deborah B. Ayers, Assistant Superintendent for Administration, Onondaga-Cortland-Madison BOCES, be designated to advertise, receive, open and award on behalf of the participating School District said bids and that the Board of Education of the BOCES reserves the right to reject any or all bids. The School District is not obligated to purchase from the awarded vendors for any bulk products or services.

- | | |
|--|--|
| <input checked="" type="checkbox"/> athletic/physical education equipment & supplies | <input checked="" type="checkbox"/> medical/nursing supplies & equipment |
| <input checked="" type="checkbox"/> audio visual equipment | <input checked="" type="checkbox"/> natural gas/electricity |
| <input checked="" type="checkbox"/> auditing services | <input checked="" type="checkbox"/> paper and envelopes |
| <input checked="" type="checkbox"/> building condition survey | <input checked="" type="checkbox"/> refrigeration equipment service |
| <input checked="" type="checkbox"/> building inspection services | <input checked="" type="checkbox"/> school bus/automotive parts |
| <input checked="" type="checkbox"/> cafeteria paper/smallwares products | <input checked="" type="checkbox"/> school furniture & equipment |
| <input checked="" type="checkbox"/> computer paper | <input checked="" type="checkbox"/> school/office supplies |
| <input checked="" type="checkbox"/> computers, printers, software, etc. | <input checked="" type="checkbox"/> science equipment & supplies |
| <input checked="" type="checkbox"/> contract transportation | <input checked="" type="checkbox"/> scientific & graphing calculators |
| <input checked="" type="checkbox"/> curtain inspection & treatment | <input checked="" type="checkbox"/> student accident insurance |
| <input checked="" type="checkbox"/> custodial supplies & equipment | <input checked="" type="checkbox"/> student agendas |
| <input checked="" type="checkbox"/> digital printers & supplies | <input checked="" type="checkbox"/> telecommunications |
| <input checked="" type="checkbox"/> elevator maintenance and inspection service | <input checked="" type="checkbox"/> textbooks |
| <input checked="" type="checkbox"/> fire system maintenance and inspection service | <input checked="" type="checkbox"/> uniforms |
| <input checked="" type="checkbox"/> food/milk/ice cream/bread/produce | <input checked="" type="checkbox"/> water system treatment |
| <input checked="" type="checkbox"/> #2 fuel oil, gasoline, kerosene & diesel fuel | <input checked="" type="checkbox"/> welding supplies/gases |
| <input checked="" type="checkbox"/> HVAC maintenance/inspection services | |
| <input checked="" type="checkbox"/> musical instruments | |

Other bids as identified during 2014-2015

Official Newspaper(s) Cortland Standard

Yes _____ No _____ Abstaining _____

Clerk of the Board of Education

Date of Resolution

4e



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

Brian Freeman
Director of Business Services
bfreeman@cortlandschools.org

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

To: Michael Hoose, Superintendent
From: Brian Freeman, Director of Business Services
Re: Reasonable Assurance of Continued Employment
Date: 5/14//14

The following is a proposed resolution for the May 27th, 2014 Board of Education Meeting-

WHEREAS, the Federal Unemployment Tax Act enacted under Public Law 94-566 and commonly referred to as the Unemployment Insurance Amendments of 1976, requires each state to provide unemployment insurance coverage to local government employees which by companion legislation was enacted in 1977 by New York State, and;

WHEREAS, it is required to send letters of reasonable assurance of continued employment to certain classes of employees for the 2014-15 school year stating that said continued employment will be in the same capacity and that the economic terms and conditions of employment will not be substantially less than that which the employee received during the prior school year;

NOW, THEREFORE, BE IT RESOLVED, that the Superintendent of Schools is hereby authorized and directed to initiate and forward letters or reasonable assurance of continued employment for services performed by certain employees during the 2014-15 school year.

AGREEMENT BETWEEN THE
Cortland Enlarged City School District
 and the
Onondaga-Cortland-Madison Board of Cooperative Education Services
Effective July 1, 2014 – June 30, 2015
EQUIVALENT OF ATTENDANCE PROGRAM

This agreement will remain in force unless a request is submitted by the school district to terminate the agreement thirty (30) days from the date of notification.

The Onondaga-Cortland-Madison Board of Cooperative Educational Services agrees to provide the Equivalent of Attendance Program for residents of the district who are:

- (a) 16 and 17 years old (12 hours per week at the BOCES Adult Education Center, Morgan Road and the McEvoy Center, Cortland);
- (b) 18-20 years old and attend instruction at sites throughout the counties; and
- (c) attend the program as approved by the district's E.O.A. designated contact person.

The training is in the High School Equivalency Program, Basic Education Instruction, English as a Second Language and Job Club. This agreement will be null and void if the Onondaga-Cortland-Madison BOCES fails to have the program approved by the New York State Education Department. The billing for this program will be once a year. The amount of billing shall be equal to the district's E.O.A. contact hours at \$5.00 per hour.

The BOCES shall assume responsibility for the attendance of the students and any inaccuracies or penalties a District may suffer shall be paid by the Onondaga-Cortland-Madison Board of Cooperative Educational Services.

President, BOCES Board of Education

Date

President, Local Board of Education

Date

AGREEMENT BETWEEN THE
Cortland Enlarged City School District
 and the
Onondaga-Cortland-Madison Board of Cooperative Education Services
Effective July 1, 2014 – June 30, 2015
EMPLOYMENT PREPARATION EDUCATION PROGRAM

This agreement will remain in force unless a request is submitted by the school district to terminate the agreement thirty (30) days from the date of notification.

The Onondaga-Cortland-Madison Board of Cooperative Educational Services agrees to provide the Employment Preparation Education program for residents of the district who are twenty-one (21) years or older. The education includes high school equivalency (GED, GED on TV, External Diploma Program), Basic Education, Life Skills, Occupational Training, Work Experience, and English as a Second Language. This agreement will be null and void if the OCM BOCES fails to have the program approved by the New York State Education Department.

President, BOCES Board of Education

Date

President, Local Board of Education

Date

**ONONDAGA-CORTLAND-MADISON BOCES
Adult and Continuing Education Resolution**

RESOLVED that the Board of Education of the Cortland Enlarged City School District ~~Central~~ School District authorizes the Onondaga-Cortland-Madison Board of Cooperative Education Services to operate Cooperative Adult and Continuing Education programs at no charge to the district; without affecting their right to operate district programs.

WHEREAS school districts are authorized to provide Adult and Continuing Education programs in a consortium administered by their BOCES, and

WHEREAS the number of enrollees in certain programs in a single school district does not warrant the operation of those programs, and

WHEREAS there is ample evidence that there is a sufficient demand among adults in the supervisory district to support self-sustaining instructional programs,

THEREFORE let it be resolved that the Cortland Enlarged City ~~Central~~ School District authorizes the Onondaga-Cortland-Madison BOCES to operate a self-sustaining Adult and Continuing Education Comprehensive Program, during the 2014-2015 school year at no charge to the district.

Authorized Signature, Superintendent

Date

69

**TABULATION SHEET - FINAL
CORTLAND ENLARGED CITY SCHOOL DISTRICT**

ANNUAL SCHOOL BOARD ELECTION - May 20, 2014

Vote	DIST. 1 CITY (A-K)	DIST. 1 CITY (L-Z)	DIST. 9 CVLE	DIST. 10 VIRGIL	Absentee	Challenge	TOTAL
Prop. #1: Budget YES	92	103	40	43	50	4	332
NO	44	52	25	23	33	1	178
Prop. #2: Bus YES	99	108	45	44	66	5	367
NO	34	42	20	22	16	0	134
Board of Education							
1A John A. Natoli	118	131	49	49	72	5	424
1B Janet S. Griffin	110	120	53	51	70	5	409
Write-in: Kathleen Hennessy	1						1
Write-in: JoAnn T Lamey					1		1
Write-in:							0
Write-in:							0
Write-in:							0
Total Voters	136	157	65	67	85	5	515

66

**AGREEMENT TO FURNISH FOOD SERVICE
FOR THE NEW YORK STATE SUMMER FOOD SERVICE PROGRAM
(SPONSOR/SCHOOL)**

THIS AGREEMENT is made and entered into between school food authority (SFA) Cortland Enlarged City School District and (sponsor) Catholic Charities of Cortland County

WHEREAS the (SFA) Cortland Enlarged City School District agrees to supply:

unitized meals and/or

meal components in bulk. The SFA agrees to provide serving directions and appropriate sized serving utensils to meet the required portion size for each component per meal service for the quantity of meals agreed upon for delivery.

It is further agreed that (SFA) Cortland Enlarged City School District, will deliver meals inclusive or exclusive (circle one) of milk and juice to (sponsor) Catholic Charities of Cortland County with and for the prices herein listed:

Breakfast.....\$ _____ each	Lunches.....\$ <u>2.80</u> each	<u>2.65 - pick up</u>
Snacks.....\$ _____ each	Supper.....\$ _____ each	

It is further agreed that (SFA) Cortland Enlarged City School District, pursuant to the provisions of the Summer Food Service Program regulations, attached copy of which is part of this agreement will assure that: said meals meet the minimum meal pattern requirements as to components and portion sizes, NYS sanitary codes are complied with and full and accurate records that the sponsor will need to be maintained in order to meet its responsibility including menus, production records containing the amounts of food prepared and portion sizes and the daily number of meals delivered by type.

To ensure that health and sanitation requirements are met at all times in the preparation and delivery of the summer meals, (SFA) Cortland Enlarged City School District will submit to (sponsor) Catholic Charities of Cortland County with this signed agreement a copy of the (SFA's) Cortland Enlarged City School District's quality control assurance plan that provides complete details on the quality assurance procedures for meal preparation, packaging of food items, transportation and delivery schedules, and food production monitoring methods used to ensure that all foods are handled in a safe and sanitary manner. The production/handling procedures for food (meal) assembly shall identify specific measures designed to monitor and assure the maintenance of personnel hygiene, sanitary conditions of the facility and the length of time associated with meal production periods. Food product temperature monitoring procedures shall provide a description of the procedures utilized to assure maintenance of safe food temperatures during all phases of handling, production, storage and shipment of meals. Once the program is in operation, (SFA) Cortland Enlarged City School District is responsible for submitting a copy of the records used for monitoring and recording food temperature during handling, production, storage, and delivery of the meals to (sponsor) Catholic Charities of Cortland County. (SFA) Cortland Enlarged City School District is also responsible for submitting samples of weights taken during program operations.

All records must be reported to the (sponsor) Catholic Charities of Cortland County promptly at the end of each month. (SFA) Cortland Enlarged City School District agrees also to retain records required under the preceding clauses for a period of 3 years from the date of receipt of final payment under this agreement (or longer, if an audit is in progress); and upon request, to make all accounts and records pertaining to the Program available to representatives of the U.S. Department of Agriculture, NYS Education Department, and the General Accounting Office for audit or administrative review at a reasonable time and place.

In the event that the (SFA) Cortland Enlarged City School District is receiving Federal assistance under the National School Lunch, Breakfast Program, Special Milk Program, or is receiving donated commodities for use in its (name of program) Food Service under this Agreement, all revenues shall be deposited into its nonprofit food service account and all expenditures made by the SFA in connection with this Agreement shall be paid from such account.

This Agreement shall be effective as of (date) 7/1/2014. It may be terminated by notice in writing given by either party hereto to the other, at least 14 days prior to the date of termination.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the dates indicated below:

SFA (Officer of the Board of Education)

Sponsor (Member of Executive Board, Mayor, etc.)

Title

Date

Title

Date

Location of food preparation centers(s): _____



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: Lowes Donation
Date: 5/16/14
Cc: Board of Education**

It is the recommendation of the business office to accept the following donation in the amount of \$5,000 from Lowe's Charitable and Education Foundation. These funds were awarded to Randall Elementary School based on a grant application submitted by Nataliya Parker under the Lowe's Toolbox for Education grant program. Nataliya is a Reading Teacher at Randall currently.

The funds are intended to create a parent-teacher reading center for the school. These funds will be allocated and accounted for in a separate account outside the General Fund Budget.

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

Cc: Cliff Kostuk

SCHEDULE OF RESIGNATIONS AND LEAVES
ADMINISTRATORS, INSTRUCTIONAL AND NON-INSTRUCTIONAL STAFF
 School Year 2013-14

Schedule Number: 11.30
 Board Meeting Date: May 27, 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
Morse, Ahren	Keyboard Specialist	11/20/2013	05/28/2014	Resignation.

INSTRUCTIONAL/NON-INSTRUCTIONAL PERSONNEL:

LEAVE OF ABSENCE	POSITION	ORIGINAL APPOINTMENT	LEAVE DATES	REASON
Eaton, Caitlin	Science	09/01/2011	09/18/2014 – 11/13/2014 (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.
Ryon, Ilona	Physical Education	09/01/2012	09/15/2014 – 11/24/2014 (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.
Geiss, Maria	Elementary	09/01/2012	06/20-30/2014, 09/01-21/2014 (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.

Co-Curricular Appointments
To Fix Salaries and Schedule Conditions for the School Year 2014-15

Schedule Number: 2289
 Board Meeting Date: May 27, 2014
 Color: Green

TITLE	APPOINTMENT	YR	AMOUNT	
Grade level leader - Kindergarten	Eric Comtois	NA	\$	3,547.00
Grade level Leader - 1st	Barbara Kline	NA	\$	3,547.00
Grade level Leader - 2nd	Bonnie Meldrim	NA	\$	1,773.50
Grade level Leader - 2nd	Tom Dovi	NA	\$	1,773.50
Grade level Leader - 3rd	Kathleen Elliot-Birdsall	NA	\$	1,773.50
Grade level Leader - 3rd	Theresa Quail	NA	\$	1,773.50
Grade level Leader - 4th	Karen Curran	NA	\$	1,773.50
Grade level Leader - 4th	Lisa Riley	NA	\$	1,773.50
Grade level Leader - 5th	Karen Matteson	NA	\$	1,773.50
Grade level Leader - 5th	Tina Ricotilli	NA	\$	1,773.50
Grade level Leader - 6th	Stephanie Rhyde	NA	\$	1,773.50
Grade level Leader - 6th	Molly Harrington	NA	\$	1,773.50
Head Nurse	Ann Mares	NA	\$	1,508.00
Head Teacher - Barry	Joe Pace	NA	\$	887.00
Head Teacher - Parker	Katherine Swanson	NA	\$	887.00
Head Teacher - Randall	Bonnie Meldrim	NA	\$	887.00
Head Teacher - Smith	Barbara Kline	NA	\$	887.00
Liaison - School Psychologist	Cara Smith	NA	\$	1,608.00
Liaison - Social Worker	Lois Creighton	NA	\$	1,608.00
Liaison - Special Education (Elementary)	Mary Katherine Ticknor	NA	\$	646.00
Liaison - Speech	Gwen Barbato	NA	\$	646.00
Liaison - Reading	Karen Avery	NA	\$	1,608.00
Safety Patrol - Barry	Stephanie Rhyde	8	\$	788.00
Safety Patrol - Parker	James Wallis	5	\$	738.00
Safety Patrol - Randall	Julie Terwilliger	16	\$	888.00
Safety Patrol - Smith	Maria Kohne	1	\$	688.00
Student Council - Barry	Karen Matteson	15	\$	448.00
Student Council - Parker	Kim Hay	10	\$	199.00
Student Council - Parker	Amber Thayer	3	\$	149.00
Student Council - Smith	Samantha Marsh	1	\$	273.00
Elementary Select Band	Sharon Phetteplace	3	\$	955.00
Elementary Select Band Assistant	Jason Juliano	2	\$	645.00
Elementary Select Orchestra	Allison Capano	12	\$	1,080.00

*2013-14 rates

SCHEDULE OF APPOINTMENTS
TENURE APPOINTMENTS – ADMINISTRATORS AND INSTRUCTIONAL STAFF

Schedule Number: 2288
 Board Meeting Date: May 27, 2014
 Color: Purple

TENURE RECOMMENDATIONS

NAME	TITLE/SCHOOL	TENURE EFFECTIVE DATE	TENURE AREA	DEGREE	GRADUATE HOURS	CERTIFICATION STATUS/AREA	SALARY
Maney, Katharine	Guidance/JSHS	06/18/2014	School Counseling & Guidance	MS	51	School Counselor/Provisional	\$750*
Kaup, Lisa	Principal-Virgil/Elementary Education Coordinator	08/08/2014	Administration K-6	CAS	69	School Administrator/Supervisor /Permanent	\$750*
Baranski, Trina	Kindergarten/Parker	09/01/2014	Elementary	BA	0	Early Childhood Education Birth-2/Initial	\$750
Kinsella, Matthew	LOTE/JSHS	09/01/2014	Foreign Languages	MS	31	Spanish 7-12/Professional	\$750
Ramiza-Kratts, Brianne	Special Education/Barry	09/01/2014	General Special Education	BA	18	Students With Disabilities 1-6/Initial	\$750
Thayer, Amber	Music/Parker	09/01/2014	Music	MS	31	Music/Professional	\$750
Arthur, Melissa	School Psychologist/Parker	09/01/2014	School Psychologist	CAS	68	School Psychologist/Provisional	\$750
Colt, Thomas	Social Studies/JSHS	09/01/2014	Social Studies	MS	30	Social Studies 7-12/Professional	\$750
Howe-Sampson, Christina	School Psychologist/Smith	09/01/2014	School Psychologist	CAS	84	School Psychologist/Permanent	\$750
Eaton, Caitlin	Science/JSHS	09/01/2014	Science	MA	32	Biology/Initial	\$750
West, Pamela	Business/JSHS	09/01/2014	Business Education - general	MS	40	Business And Distributive Education/Permanent	\$750
Sopchak, Rachel	Reading/Barry	09/01/2014	Remedial Reading	MS	33	Literacy (Birth-Grade 6) /Professional	\$750
Scott, Stacey	Special Education/Smith	10/26/2014	General Special Education	MS	36	Students With Disabilities 1-6/Professional	\$750*

*To be pro-rated