

CORTLAND ENLARGED CITY SCHOOL DISTRICT
Board of Education Annual Organizational Meeting – Tuesday, July 2, 2013 at 7:00 p.m.
Kaufman Center, 1 Valley View Drive, Cortland NY

1. **CALL TO ORDER and PLEDGE OF ALLEGIANCE**
2. **NEW BUSINESS:**
 - a. **Administration of Oath of Office to Newly Elected Member**
 - b. **Election of Officers and Administration of Oath of Office:**
 - 1.) Nominations for President
 - 2.) Nominations for Vice President
 - c. **Appointment of Officers:**
 - 1.) Clerk of the Board – Ms. Margaret Baccaro
 - 2.) District Treasurer – Ms. Michelle Cretaro
 - 3.) Deputy Treasurer – Ms. Anne Wingard
 - 4.) Tax Collector – Ms. Stacey Hatfield
 - 5.) Claims Auditor – Mr. Thomas Ruane
 - 6.) Deputy Claims Auditor – Ms. Anne Wingard
 - d. **Other Appointments:**
 - 1.) Central Treasurer for Extra-Curricular Activity Funds – Ms. Sherry Timmons
 - 2.) Chief Faculty Advisor for Extra-curricular Activity Funds – Mr. Gregory Santoro
 - 3.) Insurance Agent of Record – William Street, Eastern Shore Association Insurance (NYSIR)
 - 4.) District Independent Auditor - Raymond F. Wager, CPA
 - 5.) District Internal Auditor – QUESTAR III BOCES
 - 6.) School Attorneys – Hogan, Sarzynski, Lynch, DeWind, and Gregory LLP
 - 7.) School Physician – Dr. Robert Castellanos
 - 8.) Records Management Officer – Ms. Susan Bridenbecker
 - 9.) Records Access Officer – Ms. Judi Riley
 - 10.) Title IX/Section 504/ADA Compliance Officer – Ms. Judi Riley
 - 11.) District Representative on Coop. Health Insurance Board of Directors – Ms. Susan Bridenbecker
 - 12.) District Representative on Coop. Workmen’s Comp. Board of Directors – Ms. Susan Bridenbecker
 - 13.) Attendance Officer – Ms. Judi Riley
 - 14.) Board of Education Legislative Liaison & Delegate to NYSSBA Annual Meeting, and Alternate
 - 15.) Board of Education Audit Advisory Committee
 - 16.) Board of Education Policy Committee
 - 17.) Board of Education Facilities Committee
 - 18.) CSE/CPSE Committee/Subcommittee Members as submitted
 - 19.) State Education Department Impartial Hearing Officer List as submitted with automatic addition or deletion of future recommendations from SED
 - 20.) Clerk for Impartial Hearings – Ms. Shelley Marshall
 - 21.) Designated SAVE Official, Residency Appeals Officer, Homeless Liaison, Dignity Act Coordinator, and Medicaid Compliance Officer – Ms. Judi Riley.
 - 22.) School Purchasing Agent – Ms. Susan Bridenbecker
 - 23.) Asbestos (LEA) Designee – Mr. Walter Blanden
 - e. **Designations:**
 - 1.) Official Depository for Funds
 - 2.) CAPCO Service Agreements
 - 3.) Revenue Anticipation Note Resolution
 - 4.) Set Board Meeting Dates
 - 5.) Official Newspaper
 - f. **Authorizations:**
 - 1.) The Superintendent to certify payrolls
 - 2.) The Superintendent of Schools, or designee, to approve attendance at all conferences, conventions, workshops, and related education activities
 - 3.) The Superintendent of Schools authorized to seek external grant funds

- 4.) Establishment of petty cash funds and change fund for tax collection: Establishment of ten (10) petty cash funds -- two in the amount of \$100 each under the direction of Secretary to the Business Official (District Office); four in the amount of \$100 each under the direction of Executive Secretary to the JSHS Building Principal (High School), Transportation Supervisor (Transportation Office), Executive Secretary to Principal of Barry School and Executive Secretary to Elementary Summer School; and four in the amount of \$75 each under the direction of Executive Secretary to Principal of Parker School, Executive Secretary to Principal of Randall School, Executive Secretary to Principal of Smith School, and Executive Secretary to Principal of Virgil School; and establishment of one (1) change fund for tax collection in the amount of \$200 under the direction of the Tax Collector.
 - 5.) The School District Treasurer to sign checks
 - 6.) The Superintendent of Schools to approve budget transfers up to \$35,000
 - 7.) The Director of Business Services to invest available funds
 - 8.) Publication of annual financial report
 - 9.) The Superintendent to make appointments between Board meetings
 - 10.) The Superintendent is authorized to sign Memoranda of Understanding and/or Agreement following pre-discussion with the Board
 - 11.) The Superintendent to appoint Board of Registration/Elections Inspectors if those approved by the Board cannot serve
 - 12.) The Superintendent to appoint Impartial Hearing Officer at the maximum local rate of \$100.00 per hour
- g. **Bonding of Personnel:**
- 1.) District Clerk
 - 2.) District Treasurer
 - 3.) Deputy Treasurer
 - 4.) Tax Collector
 - 5.) District Central Treasurer for Extra-Curricular Activity Funds
 - 6.) Internal Claims Auditor
 - 7.) Deputy Internal Claims Auditor
 - 8.) Superintendent
 - 9.) Director Business Services
- h. **Other Items:**
- 1.) Readoption of all policies and bylaws in effect at the end of the previous year
 - 2.) Mileage Reimbursement Rate
 - 3.) Certification of Principal Lead Evaluators – School Year 2013-14
 - 4.) Certification of Teacher Lead Evaluators – School Year 2013-14

OTHER BUSINESS

3. **COMMUNICATIONS and RECOGNITION:**
 - a. Audience Participation – on items related to the Agenda (speakers are asked to limit their comments to two minutes).
 - b. Board Member Reports
 - 1.) Discuss Retreat Date(s)
4. **PRESENTATIONS**
 - a. Code of Conduct – Public Hearing
5. **CONSENT**
 - a. Minutes of June 25, 2013 Regular Meeting
 - b. CSE/CPSE (Committee on Special Education/Committee on Pre-school Special Education) Recommendations
 - c. Four Winds Saratoga Annual Contract
6. **OLD BUSINESS**
 - a. Continue Discussion on Community Membership on Board Committees

7. **OTHER NEW BUSINESS**
 - a. Financial Reports: Treasurer's Report, Trial Balance, Revenues, Intrafund Transfers, Appropriations, Warrant, Claims Monthly Report – May 2013
 - b. Code of Conduct – 1st Reading Approval

8. **PERSONNEL ACTION**
 - a. Approval of Inter-Scholastic (Athletics) Appointments
 - b. Approval of Substitute Rates for Teachers, Teaching Assistants and Nurses for 2013-14

9. **LEADERSHIP REPORTS:**
 - a. Director of Business Operations
 - b. Assistant Superintendent for Pupil and Personnel Service
 - c. Superintendent
 - 1.) Capital Project Change Orders

10. **AUDIENCE PARTICIPATION: (Individuals are requested to keep their comments to two-minutes per speaker).**

11. **NEXT MEETING AGENDA REVIEW**

12. **EXECUTIVE SESSION (*if needed*)**

13. **ADJOURNMENT**

2. d. 4.)

05-20-13A10:51 RCVD

CORTLAND ENLARGED CITY SCHOOL DISTRICT

ENGAGEMENT LETTER

For Year Ended June 30, 2013

Raymond F. Wager, CPA, P.C.
Certified Public Accountants

Shareholders:

Raymond F. Wager, CPA
Thomas J. Lauffer, CPA
Thomas C. Zuber, CPA

May 13, 2013

Members of
American Institute of
Certified Public Accountants
and
New York State Society of
Certified Public Accountants

Ms. Susan Bridenbecker, Director of Business Services
Cortland Enlarged City School District
Kaufman Center
1 Valley View Drive
Cortland, New York 13045

Dear Ms. Bridenbecker:

We are pleased to confirm our understanding of the services we are to provide to the Cortland Enlarged City School District for the year ended June 30, 2013.

Audit Engagement

We are pleased to confirm our understanding of the services we are to provide to the Cortland Enlarged City School District, New York (the District) for the year ended June 30, 2013. We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, which collectively comprise the basic financial statements of the District as of and for the year ended June 30, 2013. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI) such as management's discussion and analysis (MD&A), to supplement the District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subject to certain limited procedures, but will not be audited.

Management's Discussions and Analysis

**Schedule of Revenues, Expenditures and Changes in Fund Balance –
Budget (Non-GAAP Basis) and Actual – General Fund (Unaudited)**

Schedule of Funding Progress of Postemployment Benefit Plan (Unaudited)

We have also been engaged to report on supplementary information other than RSI that accompanies the District's financial statements.

(Audit Engagement) (Continued)

We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole.

Combining Balance Sheet – Nonmajor Governmental Funds

Combining Statement of Revenues, Expenditures and Changes in Fund Balances –
Nonmajor Governmental Funds

General Fund – Analysis of Change from Original Budget to Revised Budget

General Fund – Analysis of Use of Fund Balance

Capital Projects Fund – Schedule of Project Expenditures

Schedule of Expenditures of Federal Awards

Schedule of Investment in Capital Assets, Net of Related Debt

Schedule of Certain Revenues and Expenditures Compared to ST-3 Data

Audit Objectives

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the basic financial statements taken as a whole. The objective also includes reporting on:

- Internal control related to the financial statements and compliance with laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control related to major programs and an opinion on compliance with laws, regulations, and the provisions of contracts or grants agreements that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*.

The reports on internal control and compliance will each include a statement that the report is intended solely for the information and use of management, the body or individuals charged with governance, others within the entity, specific legislative or regulatory bodies, federal awarding agencies, and if applicable, pass-through entities and is not intended to be and should not be used by anyone other than these specific parties.

Our audit will be conducted in accordance with generally accepted auditing standards established by the Auditing Standards Board (United States); the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of OMB Circular A-133, and will include tests of accounting records, a determination of major program(s) in accordance with Circular A-133, and other procedures we consider necessary to enable us to express such opinions and to render the required reports. If our opinions on the financial statements or the Single Audit compliance opinions are other than unqualified, we will fully discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

Management Responsibilities

Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. Management is also responsible for identifying government award programs and understanding and complying with the compliance requirements, and the preparation of the Schedule of Expenditures of Federal Awards in accordance with the requirements of OMB Circular A-133. As part of the audit, we will assist with preparation of your financial statements, schedule of expenditures of federal awards, and related notes. You are responsible for making all management decisions and performing all management functions relating to the financial statements, schedule of expenditures of federal awards, and related notes and for accepting full responsibility for such decisions. You will be required to acknowledge in the management representation letter, our assistance with preparation of the financial statements, schedule of expenditures of federal awards and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you are required to designate an individual with suitable skill, knowledge, or experience to oversee any nonaudit services we provide and for evaluating the adequacy and results of those services and accepting responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including internal controls over compliance, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met and that there is reasonable assurance that government programs are administered in compliance with compliance requirements. You are also responsible for the selection and application of accounting principles; for the fair presentation in the financial statements of the respective financial position of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the District and the respective changes in financial position and, where applicable, cash flows in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for ensuring that management and financial information is reliable and properly recorded. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine is necessary to obtain audit evidence. Your responsibilities also include identifying significant vendor relationships in which the vendor has responsibility for program compliance and for the accuracy and completeness of that information. Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements, and grants. Additionally, as required by OMB Circular A-133, it is management's responsibility to follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan. The summary schedule of prior audit findings should be available for our review at the beginning of the audit.

(Management Responsibilities) (Continued)

You are responsible for preparation of the schedule of expenditures of federal awards in conformity with OMB Circular A-133. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon or make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (a) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with OMB Circular A-133; (b) that you believe the schedule of expenditures of federal awards, including its form and content, is fairly presented in accordance with OMB Circular A-133; (c) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (d) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicated that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (a) you are responsible for presentation of the supplementary information in accordance with GAAP; (b) that you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (c) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (d) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous audits attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits attestation engagements performance audit or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant estimates made by management as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

(Audit Procedures - General) (Continued)

Because of the inherent limitations of an audit combined with the inherent limitations of internal control and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us even though the audit is properly planned and performed in accordance with the U.S. generally accepted auditing standards and government auditing standards. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or government regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform you of any material errors and any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential and any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Audit Procedures—Internal Controls

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other non compliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by OMB Circular A-133, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to OMB Circular A-133.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and OMB Circular A-133.

Auditing Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatements, we will perform tests of the District's compliance with provisions of applicable laws and regulations contracts and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

OMB Circular A-133 requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable laws and regulations and provisions of contracts and grant agreements applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the OMB Circular A-133 *Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the District's major programs. The purpose of these procedures will be to express an opinion on the District's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to OMB Circular A-133.

Audit Administration, Fees and Other

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. If applicable, we will provide copies of our reports for you to include with the reporting package you will submit to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditors' reports or nine months after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for audits.

The audit documentation for this engagement is the property of Raymond F. Wager, CPA, P.C. and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to a federal cognizant agency or its designee providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Raymond F. Wager, CPA, P.C. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release or for any additional period requested by the Federal Cognizant Agency, Oversight Agency for Audit, or Pass-through Entity. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party (ies) contesting the audit finding for guidance prior to destroying the audit documentation.

(Audit Administration, Fees and Other) (Continued)

Our fees to complete the above services for the Cortland Enlarged City School District for June 30, 2013 will be computed at our regular per diem rates, plus travel and other out-of-pocket costs as follows:

	<u>2013</u>
Regular Audit	\$ 23,770
Single Audit	2,100
Extraclassroom Audit	<u>1,900</u>
Total	\$ <u>27,770</u>

Other Services

If requested, we will assist you with the preparation of your Management's Discussion and Analysis (MD&A) for the Cortland Enlarged City School District's Basic Financial Statements for the year ended June 30, 2013.

We will submit an interim bill once our preliminary work is completed and the final bill for the audit will be submitted for payment after the audit is completed, processed and sent.

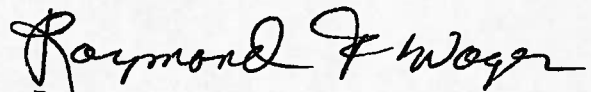
We do not charge for any phone consultation throughout the year. If you require accounting assistance which necessitates travel to your location, we will charge an hourly rate and mileage. Our current hourly rates will be as follows:

Shareholders	\$ 165	Managers	\$ 110	Audit Supervisor	\$ 95
Senior Accountants	\$ 80	Staff Accountants	\$ 65		

Government Auditing Standards require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2012 peer review report accompanies this letter.

If the above terms are acceptable, please sign the enclosed copy where indicated and return it to us. Should you have any questions concerning the items discussed, please do not hesitate to call.

Sincerely,
Raymond F. Wager, CPA, P.C.


Raymond F. Wager

This letter correctly sets forth the understanding of the Cortland Enlarged City School District, New York.

By: _____ Title: _____
Date: _____



Marvin and company, p.c.

CERTIFIED PUBLIC ACCOUNTANTS AND CONSULTANTS

Kevin J. McCoy, CPA
Thomas W. Donovan, CPA
Frank S. Venezia, CPA
James E. Amell, CPA
Carol A. Hausmann, CPA
Benjamin R. Lasher, CPA
Daniel J. Litz, CPA
Karl F. Newton, CPA
Kevin P. O'Leary, CPA
Timothy A. Reynolds, CPA
Leo A. Rigby, CPA

Thomas J. Ross, CPA
Heather D. Patten, CPA

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Queensbury, NY 12804
Ph: 518-792-6595
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Email:

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Web:

http://www.marvincpa.com

System Review Report

To the Shareholders
Raymond F. Wager, CPA, P.C.
and the Peer Review Committee of the NYSSCPA

We have reviewed the system of quality control for the accounting and auditing practice of Raymond F. Wager, CPA, P.C. (the firm) in effect for the year ended May 31, 2012. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards*.

In our opinion, the system of quality control for the accounting and auditing practice of Raymond F. Wager, CPA, P.C. in effect for the year ended May 31, 2012 has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Raymond F. Wager, CPA, P.C. has received a peer review rating of *pass*.

Marvin and Company, P.C.

July 26, 2012

2.d.7.)

CORTLAND ENLARGED CITY SCHOOL DISTRICT

One Valley View Drive
Cortland, New York 13045

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

Judi B. Riley
Assistant Superintendent
for Pupil and Personnel Services

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

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

DATE: June 28, 2013

RE: 2013-2014 School Physician Recommendation



This letter serves to recommend Dr. Castellanos as School Physician for the 2013-2014 school year at a rate of \$9,000. Per your approval, please forward to the board of education for appointment.

2.2.18.)

CORTLAND ENLARGED CITY SCHOOL DISTRICT

One Valley View Drive
Cortland, New York 13045

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

Judi B. Riley
Assistant Superintendent
for Pupil and Personnel Services

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

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

Date: June 28, 2013

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

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

CSE COMMITTEE MEMBERS:

- K. Reynolds District Level Chairperson
- C. Smith CSE Chairperson/Certified School Psychologist/District Level Chairperson
- M. Arthur CSE Chairperson/Certified School Psychologist
- L. Rodriguez CSE Chairperson/Certified School Psychologist
- C. Howe-Sampson CSE Chairperson/Certified School Psychologist
- A. Barrette CSE Chairperson/Certified School Psychologist
- J. Couchman CSE Chairperson/Certified School Psychologist/District Level Chairperson
- A. Harvey CSE Chairperson/Certified School Psychologist
- R. Castellanos Certified School Physician
- Z. Vollers School Social Worker
- L. Creighton School Social Worker
- J. Pace School Social Worker
- C. Henderson School Social Worker
- L. Kirsch School Social Worker
- All general education and special education instructional staff members

CPSE/CSE PARENT MEMBERS:

- W. Darby Homemaker/Preschool Teacher
- K. O'Connell Homemaker
- S. Price Homemaker/Legislator
- S. Allen Cortland Eye Center
- A. Cobb Real Estate Agent

CSE SUBCOMMITTEES:

Each building's subcommittee will include the chairperson, the building's social worker the general education teachers and special education teachers/providers assigned to that building.

CPSE MEMBERS:

- K. Reynolds CPSE/Chairperson
- J. Stegeland Cortland County Representative
- R. Castellanos School Physician
- Parent Rep
- General Education Rep
- Special Education Rep
- Any general education teachers, special education teachers/providers who work with the child being met on, all district primary general education teachers and special education teachers/providers.

Appointment of Cortland City School District Representatives for Mediation:

- Assistant Superintendent for Pupil and Personnel Services
- Superintendent of Schools

Authorization of Cortland City School District Representatives for STAC Approval:

- Assistant Superintendent for Pupil and Personnel Services

2.2.18)

CORTLAND ENLARGED CITY SCHOOL DISTRICT

One Valley View Drive
Cortland, New York 13045

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

Judi B. Riley
Assistant Superintendent
for Pupil and Personnel Services

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

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

Date: June 28, 2013

RE: Impartial Hearing Officer List

Please recommend approval of the following Impartial Hearing Officers as identified for our county on the State list and any additions/deletions made by the aforementioned department for the 2013 – 2014 school year.

- Joan B. Alexander
- Lynn Almeleh
- Robert Briglio
- Paul Bumbalo
- Maryanne Dimeo
- Lana Flame
- Colleen Heinrich
- Martin Kehoe
- Michael Lazan
- Nancy Lederman
- Edward Luban
- James McKeever
- Kenneth S. Ritzenberg
- Jerome Schad
- Leonard E. Sienko Jr.
- Craig Tessler
- Aaron Turetsky
- James Walsh
- Mindy Wolman

In addition, please recommend approval of the following:

1. Board of Education President authority to approve Impartial Hearing Officers in absence of a timely board of education meeting,
2. Executive Secretary to the Assistant Superintendent or Superintendent as district contact persons for Impartial Hearing Officer selection procedure, and
3. A designated maximum local rate of \$100.00 per hour for Impartial Hearing Officer.

**LEASE AND SERVICE AGREEMENT
CORTLAND CITY SCHOOL
Cortland County Community Action Program, Inc.**

This agreement entered in this 1st day of August 2013, between Cortland County Community Action Program, Inc., 32 North Main Street, Cortland, New York 13045. (CAPCO) and the Cortland City School, 1 Valley View Drive, Cortland, New York 13045, is entered into for the purpose of defining the terms under which Cortland will provide to CAPCO Head Start, user space and service in the Cortland City School. This agreement is entered into for the purpose of defining the terms and conditions under which Cortland will lease to CAPCO Head Start the right to use and occupy on a regular basis a portion of the property.

1. CAPCO Head Start shall have the use of one classroom, in the Parker Elementary School, Madison Street, Cortland, New York 13045. The classroom number may change per the request of the school district.
2. The designated space will be available for use by the CAPCO Head Start Program from August 1, 2013 through July 31, 2014. See #12. Hours of operation are 8:00 a .m. to 4:30 p.m., Monday through Friday.
3. Should the CAPCO Head Start Program not be operating during the months of July and August, the program may still store classroom and office equipment/supplies in their allocated space.
4. The CAPCO Head Start Program will be able to use the designated area for evening activities as coordinated with the Cortland School personnel.
5. CAPCO Head Start Program will pay Cortland \$3500.00 per year. Payable monthly at a rate of \$350.00 per month for a 10-month period.
6. CAPCO Head Start will utilize the Parker Elementary School phone system according to their regulations.
7. CAPCO Head Start will carry full liability and personal injury insurance coverage with \$1,000,000.00 limit naming Cortland City School as an insured under the policy. A certificate of insurance will be issued annually to Cortland School District.
8. Cortland School District will provide for the agreed upon space, adequate light, heat along with daily custodial-maintenance services: Sweeping, mopping, vacuuming of floors, bathrooms, trash removal, and replacing bathroom toilet paper towel supplies.
9. CAPCO Head Start agrees to be responsible for the repair of damage to the leased property, other than the normal wear and usage which occurs with routine occupancy of the property.

10. CAPCO Head Start will not make any alterations to the property without the prior approval of Cortland School District. The term "alterations" includes attachments (permanent or temporary) to the floor, walls, and ceilings or the removal or placement of doors, ramps, or partitions.
11. Cortland School District and the CAPCO Head Start Program will work cooperatively with the necessary personnel to ensure open lines of communications regarding this lease and service agreement. In addition, and where necessary, both parties will coordinate services for the best interests of the respective programs and their participants.
12. This lease and service agreement shall be extended automatically for one year and from year to year thereafter, without further notice by either party upon the same terms and conditions, including rent. Either party may terminate this lease at any time upon giving either party a written notice sixty (60) days in advance of the termination of this lease.

Cortland City School District

**Cortland County Community Action
Program, Inc.**

President of the Board

CAPCO Executive Director

Date

Date

CAPCO Head Start Director

Date

**LEASE AND SERVICE AGREEMENT
CORTLAND CITY SCHOOL
Cortland County Community Action Program, Inc.**

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1. CAPCO Head Start shall have the use of one classroom in the Randall Elementary School, 31 Randall Street, Cortland, New York 13045.
2. The designated space will be available for use by the CAPCO Head Start Program from August 1, 2013 through July 31, 2014. See #12. Hours of operation are 8:00 a .m. to 4:30 p.m., Monday through Friday.
3. Should the CAPCO Head Start Program not be operating during the months of July and August, the program may still store classroom and office equipment/supplies in their allocated space.
4. The CAPCO Head Start Program will be able to use the designated area for evening activities as coordinated with the Cortland School personnel.
5. CAPCO Head Start Program will pay Cortland \$3500.00 per year. Payable monthly at a rate of \$350.00 per month for a 10-month period.
6. CAPCO Head Start will utilize the Randall Elementary School phone system according to their regulations.
7. CAPCO Head Start will carry full liability and personal injury insurance coverage with \$1,000,000.00 limit naming Cortland City School as an insured under the policy. A certificate of insurance will be issued annually to Cortland School District.
8. Cortland School District will provide for the agreed upon space, adequate light, heat along with daily custodial maintenance services: Sweeping, mopping, vacuuming of floors, bathrooms, trash removal, and replacing bathroom toilet paper towel supplies.
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Cortland City School District

Cortland County Community Action Program, Inc.

President of the Board

CAPCO Executive Director

Date

Date

CAPCO Head Start Director

Date

**LEASE AND SERVICE AGREEMENT
CORTLAND CITY SCHOOL
Cortland County Community Action Program, Inc.**

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1. CAPCO Head Start shall have the use of one classroom in the Smith Elementary School, Wheeler Avenue, Cortland, New York 13045. The classroom number may change per the request of the school district.
2. The designated space will be available for use by the CAPCO Head Start Program from August 1, 2013 through July 31, 2014. See #12. Hours of operation are 8:00 a .m. to 4:30 p.m., Monday through Friday.
3. Should the CAPCO Head Start Program not be operating during the months of July and August, the program may still store classroom and office equipment/supplies in their allocated space.
4. The CAPCO Head Start Program will be able to use the designated area for evening activities as coordinated with the Cortland School personnel.
5. CAPCO Head Start Program will pay Cortland \$3500.00 per year. Payable monthly at a rate of \$350.00 per month for a 10-month period.
6. CAPCO Head Start will utilize the Smith Elementary School phone system according to their regulations.
7. CAPCO Head Start will carry full liability and personal injury insurance coverage with \$1,000,000.00 limit naming Cortland City School as an insured under the policy. A certificate of insurance will be issued annually to Cortland School District.
8. Cortland School District will provide for the agreed upon space, adequate light, heat along with daily custodial-maintenance services: Sweeping, mopping, vacuuming of floors, bathrooms, trash removal, and replacing bathroom toilet paper towel supplies.
9. CAPCO Head Start agrees to be responsible for the repair of damage to the leased property, other than the normal wear and usage which occurs with routine occupancy of the property.
10. CAPCO Head Start will not make any alterations to the property without the prior approval of Cortland School District. The term ~~alterations~~• includes attachments (permanent or

temporary) to the floor, walls, and ceilings or the removal or placement of doors, ramps, or partitions.

11. Cortland School District and the CAPCO Head Start Program will work cooperatively with the necessary personnel to ensure open lines of communications regarding this lease and service agreement. In addition, and where necessary, both parties will coordinate services for the best interests of the respective programs and their participants.
12. This lease and service agreement shall be extended automatically for one year and from year to year thereafter, without further notice by either party upon the same terms and conditions, including rent. Either party may terminate this lease at any time upon giving either party a written notice sixty (60) days in advance of the termination of this lease.

Cortland City School District

Cortland County Community Action Program, Inc.

President of the Board

CAPCO Executive Director

Date

Date

CAPCO Head Start Director

Date

2e.4.)

**CORTLAND ENLARGED CITY SCHOOL DISTRICT
2013-14 BOARD OF EDUCATION MEETINGS
7:00 PM
Kaufman Center Conference Rooms except where noted**

July 2 Organizational Meeting	October 22	February 25	May 12 Meet the Candidates (Tentative) *Jr-Sr HS Auditorium*
August 6 (first Tuesday)	November 12 *Parker*	March 11	May 13
August 20 (third Tuesday)	December 10	March 25	May 20 Budget Vote/Election 9:00 PM Canvass of Votes
September 10	January 14 *Smith*	April 8	May 27
September 24	January 28 *Randall*	April 21 (Monday)	June 10
October 8 *Virgil*	February 11 *Barry*	May 6 Public Budget Hearing *Jr-Sr HS Auditorium*	June 24 (Tentative)

2.h.3.)

RECEIVED

APR 25 2013

SUPERINTENDENT'S OFFICE



Jeff Craig
Assistant Superintendent for Instructional Support Services

PO Box 4754
Syracuse NY 13221-4754
Phone: (315) 433-2624
FAX: (315) 434-9347
jcraig@ocmboces.org

April 24, 2013

Michael Hoose, Superintendent
Cortland City SD
1 Valley View Drive
Cortland, NY 13045

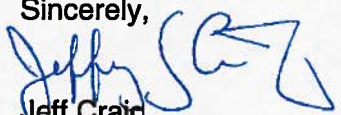
Dear Mike:

The 2012-2013 cohort of Principal Evaluator Training has concluded. A record of attendance of administrators (name and # hours attended) from your district, based on the sign-in sheets, is attached.

Please recall that the Local Governing Agency is the source of actual Principal Evaluator *certification*. The OCM BOCES Network Team has provided the appropriate training in the APPR system and the nine components. It is up to the Local Governing Agency to actually certify individual as Principal Evaluators.

All resources from Principal Evaluator Training are archived at the website. At the bottom of the resources page you will also find sample language for a Board resolution (in case you plan on utilizing that avenue for Principal Evaluator Certification). If you have questions about Principal Evaluator Training please don't hesitate to contact me.

Sincerely,


Jeff Craig

OCM BOCES 2012-2013 Ongoing Principal Evaluator Training Attendance



Hoose	Mike	mhoose@cortlandschools.org	Cortland Enlarged City School District	3		3	6
Riley	Judi	jriley@cortlandschools.org	Cortland Enlarged City School District	3	3	3	9

2.h.4.7

OCMBOCES



Committed to Your Success

Jeff Craig
Assistant Superintendent for Instructional Support Services
PO Box 4754
Syracuse NY 13221-4754
Phone: (315) 433-2624
FAX: (315) 434-9347
jcraig@ocmboces.org

April 10, 2013

Michael Hoose, Superintendent
Cortland City SD
1 Valley View Drive
Cortland, NY 13045

RECEIVED

APR 11 2013

SUPERINTENDENT'S OFFICE

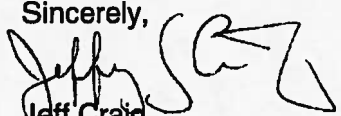
Dear Mike:

The 2012-2013 cohort of Ongoing Lead Evaluator Training has concluded. A record of attendance of administrators (name and # hours attended) from your district, based on the sign-in sheets, is attached. Participation in Ongoing Lead Evaluator Training provides training in the required components (with attention to inter-rater agreement and reliability) as specified in regulation and in your Review Room attestations.

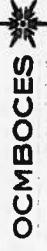
Please recall that the Local Governing Agency is the source of actual Lead Evaluator *certification*. The OCM BOCES Network Team has provided the appropriate training in the APPR system and the nine components. It is up to the Local Governing Agency to actually certify individuals as Lead Evaluators.

All resources from Lead Evaluator Training are archived at the website. At the bottom of the resources page you will also find sample language for a Board resolution (in case you plan on utilizing that avenue for Lead Evaluator Certification). If you have questions about Lead Evaluator Training please don't hesitate to contact me.

Sincerely,


Jeff Craig

2012-2013 OCM BOCES Ongoing Lead Evaluator Training Attendance



Mack	Joe	jmack@cc.cnyric.org	Cortland Enlarged City School District	3	3	3	3	3	12
Santoro	Greg	gsantoro@corlandschools.org	Cortland Enlarged City School District	3	3	3	3	3	12
Braffman	Kenneth	kbraffman@corlandschools.org	Cortland Enlarged City School District		3	3	3	3	12
Cafararo	Kevin	KCafararo@corlandschools.org	Cortland Enlarged City School District		3	3	3	3	12
Johnson	Jeffory	JJohnson@corlandschools.org	Cortland Enlarged City School District		3	3	3	3	12
Kaup	Lisa	lkaup@corlandschools.org	Cortland Enlarged City School District		3	3	3	3	12
Kostuk	Cliff	CKostuk@corlandschools.org	Cortland Enlarged City School District		3	3	3	3	12
New	Lynn	LNew@corlandschools.org	Cortland Enlarged City School District		3	3	3		9
Riley	Judi	jriley@corlandschools.org	Cortland Enlarged City School District			3	3	3	9
Wanish	Angela	awanish@corlandschools.org	Cortland Enlarged City School District		3	3	3	3	12
Yard	Kevin	kyard@corlandschools.org	Cortland Enlarged City School District		3	3	3	3	12

Agenda Item Details

Meeting Jun 10, 2013 - Regular Meeting - 5:00 p.m.
Category 6. Consent Agenda
Subject 6.09 Resolution - APPR Lead Evaluators Approval
Type Action (Consent)
Recommended Action To approve the appointment of the APPR Lead Evaluators as presented.

(Estimated) 9:20 - 9:25 p.m.

Resolution

Whereas, Principals Lynnette Bonner, Deborah Capri, Melissa Corbin, Raymond Kilmer, Eileen Lux, and Maureen McCrystal; and Assistant Principals Edward Kupiec, Douglas Lawrence, Kevin Linck, Steven Musso, and **Peter Reyes** have met the following requirements for certification as outlined in Section 30-2.9 of the Rules of the Board of Regents:

1. NYS Teaching Standards, and their related elements and performance indicators or ISLLC standards and their related functions;
2. Evidence-based observation techniques grounded in research;
3. Application and use of the student growth percentile model and the value-added growth model;
4. Application and use of approved teacher or principal rubric(s) selected by the district or BOCES for use in evaluations, including training on the effective application of such rubrics to observe a teacher's or principal's practice;
5. Application and use of any assessment tools that the school district or BOCES utilizes to evaluate its classroom teachers or building principals, including by not limited to, structured portfolio reviews; student, parent, teacher and/or community surveys; professional growth goals and school improvement goals, etc;
6. Application and use of any State-approved locally-selected measures of student achievement used by the school district or BOCES to evaluate its teachers or principals;
7. Use of the Statewide Instructional Reporting System;
8. Scoring methodology utilized by the Department and/or the district or BOCES to evaluate a teacher or principal under this Subpart, including how scores are generated for each subcomponent and the composite effectiveness score and application and use of the scoring ranges prescribed by the Commissioner for all the four designated rating categories used for the teacher's or principals' overall rating and their subcomponent ratings; and
9. Specific considerations in evaluating teachers and principals of English language learners and students with disabilities.

Therefore, be it resolved that the Fayetteville-Manlius Board of Education recognizes Principals Lynnette Bonner, Deborah Capri, Melissa Corbin, Raymond Kilmer, Eileen Lux, and Maureen McCrystal; and Assistant Principals Edward Kupiec, Douglas Lawrence, Kevin Linck, Steven Musso, and **Peter Reyes of Fayetteville-Manlius Schools**, as the certified lead evaluators for the Annual Professional Performance Review.

June 10, 2013

BY ORDER OF THE BOARD OF EDUCATION

CORTLAND ENLARGED CITY SCHOOL DISTRICT
Board of Education Meeting – Tuesday, June 25, 2013 at 7:00 p.m.
Kaufman Center, 1 Valley View Drive, Cortland NY

59

A Regular Meeting of the Board of Education was held on Tuesday, June 25, 2013 at the Kaufman Center, 1 Valley View Drive, Cortland, New York.

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

Also Present: Mr. Michael Hoose, Superintendent of Schools; Ms. Judi Riley, Assistant Superintendent for Pupil and Personnel Services; Ms. Susan Bridenbecker, Director Business Services; Cortland Standard Representative; School and Community Representatives; and Ms. Margaret Baccaro, Clerk

Before opening the meeting, Ms. Van Donsel called for a moment of silence to recognize the passing of Joseph Cole, retired District courier.

1. **CALL TO ORDER and PLEDGE OF ALLEGIANCE:** Ms. Van Donsel called the meeting to order at 7:03 p.m., and the Pledge of Allegiance was recited.
2. **INTRODUCTION OF NEW BOARD MEMBER**
 Ms. Van Donsel introduced new Board member Judith Murphy. Ms. Murphy fills the Board seat of Mr. William Stark who was appointed to the Board August 21, 2013 to fill the seat vacated by Mr. Paul Klinger. Mr. Stark's appointment expired at the time of the May 2013 election. Ms. Murphy took her Oath of Office before Ms. Baccaro, District Clerk, on June 19, 2013. Board members extended a warm welcome to Ms. Murphy.
3. **COMMUNICATIONS and RECOGNITION:**
 - a. Kudos Korner – None.
 - b. Audience Participation – on items related to the Agenda – There were no requests to address the Board.
 - c. Board Member Reports
 - 1.) Letter from Mr. William Stark – Members received, in their Board packets, a letter from retiring Board member William Stark. On behalf of the Board Ms. Van Donsel thanked Mr. Stark for the contributions he had made while serving on the Board this year.
 - 2.) Facilities Committee Report – June 18, 2013 Meeting – Mr. Hoose reported that the committee reviewed Capital Project change orders, security systems, and unfinished work including counter top failures and temperature control issues. The 2013 roofing project is ahead of schedule at this time, and we are awaiting an estimated on replacing the pole barn roof. Mr. Hoose reported that the unencumbered balance of the project funds could be used to perform projects that will reduce the cost of future operations in district infrastructure or improved efficiencies of systems.
 - 3.) Policy Committee Report – June 25, 2013 Meeting – Mr. Natoli reported the Policy Committee continues to review of the 5000 series Business Operations. The next meeting will be set once the committee is formed for 2013-14.
 - 4.) Annual Business Meeting – Ms. Van Donsel reminded everyone that the Board will be appointing, at the July 2 Organizational Meeting, a Board of Education Legislative Liaison and Delegate and an alternate to the NYSSBA Annual Meeting in October.
4. **PRESENTATIONS:**
 - a. CNYSBA Director, Ms. Peg Peri
 Ms. Peg Peri addressed the Board on behalf of the CNYSBA Board of Directors. She shared the mission of CNYSBA, and explained who they serve and what this organization offers districts. She thanked outgoing Board members William Young and William Stark for their commitment to the students of the District and to the Cortland community, and presented a complementary CNYSBA gift mug for each.
 - b. 2013 Regents Preliminary Report
 Mr. Hoose shared the preliminary results of the 2013 Regents. He provided a chart comparing Regents results over the past eight years. Ms. Griffin made a suggestion to offer American history in 9th

grade and global studies in 10th and 11th grade due to the maturity level of the students, noting that American history is taught in 8th grade and it made sense to continue it in 9th.

5. CONSENT ITEMS:

- a. Minutes of June 11, 2013 Regular Meeting
- b. Minutes of June 18, 2013 Special Meeting
- c. CSE/CPSE Recommendations (Committee on Special Education/Committee on Pre-school Special Education)
607000969, 607000492, 610351024, 610375509, 610307328, 610278317, 610380590, 610273496, 610296164, 607000402, 610370167, 610275341, 610284886, 610273491, 607000147, 607000827, 610346089, 610356999, 610391089, 607000393, 610342280, 607000982, 610251613, 610385319, 610374773, 610375929, 610391519, 610365056, 607000382, 610295428, 607000179, 610253551, 607000525, 607000849, 610253538, 610394618, 607000439, 610319179, 607000511, 607000390, 607000394, 607000942, 607000985, 610351033, 610392705, 610321232, 607000898, 610326113, 607000132
- d. Non-insured Personal Damages
RESOLVED, upon the recommendation of the Superintendent of Schools, to approve the Consent Items as presented.
Moved by Mr. Natoli, seconded by Ms. Davis-Howard.
Final Vote: Yes – 6, No – 1 (Colongeli). Motion Carried.

6. OLD BUSINESS:

- a. Continue Discussion on Downtown Tax Abatement
Mr. Hoose appraised the Board of several conversations he has had on this topic since the last meeting. He has spoken to both Mr. Randy Deal, Director Cortland County Real Property Tax Services, and Mr. Rich Cunningham, Thoma Development. He has developed a summary of these conversations and will forward that on to the Board.
- b. Continue Discussion on Community Membership on Board Committees
Members discussed the pros and cons of community membership on Board committees. Mr. Colongeli noted that committee meetings are open to the public; therefore, those interested should attend the open meeting not become committee members. Others felt some committees could benefit from the expertise of a community member who has experience in a particular field. Mr. Natoli shared that the Audit Committee by-laws allow for community membership. Discussion will continue at the next meeting.

7. NEW BUSINESS:

- a. Financial Reports: Treasurer's Report, Trial Balance, Revenues, Intrafund Transfers, Appropriations, Warrant, Claims Monthly Report – April 2013
RESOLVED, upon the recommendation of the Superintendent of Schools, to approve Financial Reports dated April, 2013 as presented.
Moved by Mr. Young, seconded by Mr. Natoli. Discussion: none
Final Vote: Yes – 6, No – 1 (Colongeli). Motion Carried.
- b. Adoption of Standardized Testing Resolution
RESOLVED, that the Cortland Board of Education calls on the governor, state legislature and state education boards and administrators to reexamine public school accountability systems in this state, and to develop a system based on multiple forms of assessment which more accurately reflects the broad range of student learning, and is used to support students and improve schools; and, that the Cortland Board of Education calls on the U.S. Congress and Administration to overhaul the Elementary and Secondary Education Act, currently known as the "No Child Left Behind Act," reduce the testing mandates, promote multiple forms of evidence of student learning and school quality.
Moved by Mr. Young, seconded by Ms. Davis-Howard. Discussion: none
Final Vote: Yes – 6, No – 1 (Colongeli). Motion Carried.
- c. Adoption of 2013-14 Non-resident Tuition Rates
RESOLVED, upon the recommendation of the Superintendent, to approve the Adoption of 2013-14 Non-Resident Tuition Rates, as presented.
Moved by Ms. Davis-Howard, seconded by Ms. Griffin. Discussion: none
Final Vote: Yes – 7, No – 0. Motion Carried.

- d. Planned Use of Reserves for 2013-14 Fiscal Year
BE RESOLVED that the following Reserve Funds be transferred to undesignated Fund Balance for the 2013-14 Budget Year:

Tax Certiorari Reserve: Reclassify \$500,000 to Unallocated Fund Balance for use in 2013-14.

Liability Reserve: Reclassify \$400,000 to Unallocated Fund Balance for use in 2013-14.

Insurance Reserve: Reclassify \$1,000,000 to Unallocated Fund Balance for use in 2013-14.

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

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

8. 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 11.14.

Moved by Mr. Young, seconded by Ms. Davis-Howard. 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 1090.

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

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

- c. Approval of Co-curricular Appointments

RESOLVED, upon the recommendation of the Superintendent of Schools, to approve the appointments for Co-curricular Personnel as presented on Schedule of Appointment 2244.

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

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

- d. Approval of 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 2245 and 2246.

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

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

9. LEADERSHIP REPORTS:

- a. Director of Business Operations – None

- b. Assistant Superintendent for Pupil and Personnel Service

1.) Student Enrollment Update - Ms. Riley gave a brief review of enrollments comparing the end of year 2012 to end of year 2013 noting enrollments have shown an increase of eighteen K-6 and eight 7-12 students. She thanked the Board for approving an additional elementary section in the budget as sections were tight last year. With the increased enrollment an additional section will ease the displacement of students.

2.) Staffing Update - Mrs. Riley provided an update on the progress of the District's recruitment efforts. Currently there are twenty-three vacancies, with eleven filled. The district is very pleased with the quality of the applicant pool.

- c. Superintendent

1.) Planned and Proposed Use of Reserves for 2012-13 – Mr. Hoose provided a summary of the recommend planned us of reserves for 2012-13 as follows: Unemployment Reserve (up to \$100,000), Retirement Contribution Reserve (up to \$500,000), EBLAR (\$345,000), Insurance Reserve (up to \$500,000) and Liability Reserve (up to \$850,000).

2.) Planned and Proposed Use of Reserves for 2013-14 – Mr. Hoose explained that the 2013-14 budget includes a proposed us of reserves in the amount of up to \$3,333,635. He recommended the following for planned us of reserves for the 2013-14 fiscal year: Unemployment Reserve \$40,000, Retirement Contribution Reserve \$720,000, EBLAR \$349,430, and Undesignated Fund Balance \$2,224,405.

10. AUDIENCE PARTICIPATION: (Individuals are requested to keep their comments to two-minutes per speaker).

Mr. Hoose presented Mr. Young with a plaque in appreciation and recognition of his six years of service on the Board of Education. Members and audience members applauded his service. Mr. Hoose will present a

plaque to Mr. Stark for completing the term of Mr. Klinger. Members expressed their appreciation for Mr. Stark's contributions during his tenure on the Board.

11. NEXT MEETING AGENDA REVIEW

- Continue Discussion on Downtown Tax Abatement
- Code of Conduct – Public Hearing and First Reading
- Board Retreat –The date for a Board retreat will be set at the July 2 meeting. Ms. Baccaro will provide members with a July calendar to indicate days not available.

Ms. Van Donsel reminded members that the summer meetings begin at 7:00 p.m. and are as follows: July 2 Annual Organizational Meeting, August 6 (first Tuesday), and August 20 (third Tuesday).

12. EXECUTIVE SESSION

In accordance with Public Officer's Law Section 96, Subdivision 1, Ms. Van Donsel called for an Executive Session at 8:07 p.m. to discuss the medical, financial, credit, or employment history of a particular person.

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

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

Mr. Young departed at 8:20 p.m.

The Executive Session adjourned at 9:40 p.m.

Moved by Ms. Davis-Howard, seconded by Ms. Griffin.

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

13. ADJOURNMENT

As there was no further business to discuss, Ms. Van Donsel asked for a motion to adjourn the Regular meeting at 9:41 p.m.

Moved by Ms. Murphy, seconded by Ms. Davis-Howard.

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

Ms. Margaret Baccaro, Clerk

2013 - 2014

TUTORIAL CONTRACT

Cortland City Schools
1 Valley View Dr
Cortland NY 13045

agrees to pay for tutorial services provided by Four Winds to students who are:

1. Eligible for public education.
2. Residents of the district.
3. Currently in our inpatient treatment programs at Four Winds.

The district will pay thirty-one dollars and zero cents (\$31.00) an hour for instruction according to the following schedule:

1. Ten (10) hours per week for students in the middle and high school.
2. Five (5) hours per week for students in elementary school.

Signature

Title

Phone Number

Date

form: avrlib/schfrm12/s_contract rev. 12/10/2007

office use only... do not write in this space... do not fold, mutilate, or spindle.



CD122-EDU-002

**SCHEDULE OF APPOINTMENTS
INTER-SCHOLASTIC (ATHLETICS)
To Fix Salaries and Schedule Conditions for the School Year 2013-14**

Schedule Number: **2247**
Board Meeting Date: **July 2, 2013**
Color: **Blue**

NAME	TITLE	VARSITY/JV JUNIOR HIGH	SPORT	BOYS/ GIRLS	AMOUNT
White, Maureen	Head Coach	7 th Grade	Basketball	Girls	\$ 2480
Matt Dearie	Head Coach	Varsity	Cross Country	Boys/Girls	\$ 4960
Paul Drexler	Head Coach	Modified	Cross Country	Boys/Girls	\$ 2480
Dave Boyland	Vol. Athletic Trainer	Varsity	Ice Hockey	Boys	\$ Volunteer

SUBSTITUTE TEACHER PAY

Effective 7/1/13

Loyalty Incentives

Non-Certified Teacher **

Certified Teacher

0 - 25 days
26 - 60 days
61+ days

\$77.00 per day
\$82.00 per day
\$87.00 per day

\$87.00 per day
\$92.00 per day
\$97.00 per day

Term Subs:

1 - 10 days

Regular Rate
(\$77, \$82, \$87)

Regular Rate
(\$87, \$92, \$97)

11 - 20

Regular Rate + \$24 (\$99, \$104, \$109)

Regular Rate + \$24 (\$109, \$114, \$119)

21+ Days
(less than a full semester)

*1/200th Step 1 per day

*1/200th Step 1 per day

Full Semester

Regular Salary
(Step, Hours, Degree)

Half-Day Subs:

Substitutes who work one-half day will have their salary prorated for the day based upon their daily rate listed above.

*Payable retro-active to the 11th day (days 11-20)

** Length of Employment Requirements Section 80-5.4 Substitute Teachers.

(a) Definitions. As used in this section:

(1) Substitute teacher means one who is employed in place of a regularly appointed teacher who is absent but expected to return.

(2) Long-term basis means employment for 40 days by a school district in a school year.

(3) Itinerant basis means employment for 40 days or less by a school district in a school year.

(b) Responsibility. The responsibility for the employment of appropriately qualified substitutes rests with the chief school officer. Persons employed on a long-term basis shall have the proper certification for the position, except as provided in paragraph (c)(2) of this section.

(c) Length of employment. There shall be three categories of substitutes as follows:

(1) Substitutes with valid teaching certificates or certificates of qualification. Service may be rendered in any capacity, for any number of days. If employed on more than an itinerant basis, such persons will be employed in an area for which they are certified.

(2) Substitutes without a valid certificate, but who are completing collegiate study toward certification at the rate of not less than six semester hours per year. Service may be rendered in any capacity, for any number of days, in any number of school districts. If employed on more than an itinerant basis, such persons will be employed in the area for which they are seeking certification.

(3) Substitutes without a valid certificate and who are not working towards certification. Service may be rendered for no more than 40 days by a school district in a school year.

SUBSTITUTE TEACHING ASSISTANT PAY

Effective 7/1/13

Loyalty Incentives

0 - 25 days
26 - 60 days
61+ days

Non-Certified Teaching Assistant

\$69.00 per day
\$74.00 per day
\$79.00 per day

Certified Teaching Assistant

\$77.00 per day
\$82.00 per day
\$87.00 per day

Term Subs:

1 - 10 days

Regular Rate
(\$69, \$74, \$79)

Regular Rate
(\$77, \$82, \$87)

11 - 20

Regular Rate + \$19 (\$86, \$91, \$96)

Regular Rate + \$21 (\$94, \$99, \$104)

21+ days
(less than a full semester)*

*\$96.00 per day

*\$104.00 per day

Full Semester

Regular Salary

Half-Day Subs:

Substitutes who work one-half day will have their salary prorated for the day based upon their daily rate listed above.

For 2013-14 loyalty incentive would be based on 2012-13 subbing and will also include subbing as a Teacher and/or Teacher Aide.

Note: Per Commissioner's Regulations – Certified Teachers are also certified as Teaching Assistants.

*Payable retro-active to the 11th day (days 11-20)

cc: Cabinet

**SUBSTITUTE REGISTERED NURSE
AND
SUBSTITUTE LICENSED PRATICAL NURSE PAY**

EFFECTIVE 9/1/13

Loyalty Incentive

<u>Base Year Days</u>	<u>Current Year Rate</u>
0 - 25 days	\$18.25
26 - 60 days	+\$0.50
61+ days	+\$0.75

Long Term Subs (Continuous days without interruption)

1 - 10 days	Current year rate for sub
11 - 30 days	+\$1.00 per hour
31+ days	New Entry Rate
61+ days	Paid holidays per District Holiday Schedule

Scheduled Substitute Service for Physicals

Any substitute RN who accepts and fulfills such assignment will receive an additional \$1.00 per hour.

cc: Cabinet