

**CORTLAND ENLARGED CITY SCHOOL DISTRICT**  
**Board of Education Meeting – Tuesday, November 12, 2013 at 7:00 p.m.**  
**Parker School, 89 Madison Street, Cortland NY**

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**Budget Workshop – 6:00 p.m.**

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

***Televised Meeting – Parker Elementary School***

- 1. CALL TO ORDER and PLEDGE OF ALLEGIANCE**
- 2. COMMUNICATIONS and RECOGNITION:**
  - a. Kudos Korner
    - 1) Two Hundredth Coaching Win as Varsity Field Hockey - Coach Jamie Brown
    - 2) New York State Master Teachers
      - (a) Ms. Abbey Albright
      - (b) Ms. Karen Krichbaum-Stenger
      - (c) Mr. James Ulrich
  - 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 November 20, 2013
    - 2) BOE Facilities Committee – Next Meeting November 14, 2013
    - 3) BOE Policy Committee – Next Meeting November TBD
  - d. NYSSBA 2013 Annual Convention
  - e. Cortland-Madison School Board Association Fall Dinner – November 4, 2013
  - f. CARES (Caring Advocates for a Responsible Education System)
  - g. Onondaga-Madison SBA Annual Meeting – December 5, 2013
- 3. PRESENTATIONS:**
  - a. Parent Engagement Project – Parker School
- 4. CONSENT ITEMS:**
  - a. Minutes of October 22, 2013 Regular Meeting
  - b. Minutes of November 4, 2013 Special Meeting
  - c. CSE/CPSE (Committee on Special Education/Committee on Pre-school Special Education) Recommendations
- 5. OLD BUSINESS: None**
- 6. NEW BUSINESS:**
  - a. Planning Approval Extended Field Trip – Varsity Ice Hockey Trip, December 13-14, 2013 to Lake Placid, NY
  - b. Approval of Budget Calendar for 2013-14
  - c. Declaration of Surplus Audiology Equipment
  - d. Declaration of Surplus Textbook Inventory
  - e. Acceptance of \$12,300 Donation from the Barry Playground Committee
  - f. Acceptance of \$600 Donation from the Houck Scholarship Fund
- 7. PERSONNEL ACTION:**
  - a. Approval of Personnel Resignations and Leaves - None
  - b. Approval of Non-Instructional Personnel Appointments
  - c. Approval of Administrative and Instructional Personnel Appointments
- 8. LEADERSHIP REPORTS:**
  - a. Director of Business Operations
  - b. Assistant Superintendent for Pupil and Personnel Services
    - 1) Family Reading Partnership Annual Book Drive
  - c. Director of Curriculum and Instruction
    - 1) October 25, 2013 Professional Development Day
  - d. Superintendent
    - 1) 75<sup>th</sup> Annual United Way for Cortland County Campaign
    - 2) Capital Project Change Orders
    - 3) Letter from Mr. David Brown, NYSSMA Executive Board Member

- 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, October 22, 2013 at 7:00 p.m.**  
**Kaufman Center, 1 Valley View Drive, Cortland NY**

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A Regular Meeting of the Board of Education was held on Tuesday, October 22, 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. 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. Stephen Littlefield, Interim Director Business Services; Cortland Standard Representative; School and Community Representatives; and Ms. Margaret Baccaro, Clerk

1. **CALL TO ORDER and PLEDGE OF ALLEGIANCE:** Ms. Van Donsel called the meeting to order at 7:00 p.m., and the Pledge of Allegiance was recited.
2. **COMMUNICATIONS and RECOGNITION:**
  - a. **Kudos Korner**
    - 1) **2013 World Food Prize Global Youth Institute Participant - Austin Perelka, 11<sup>th</sup> Grade CJSHS**

The Board recognized Austin Perelka for being among the top students in the country selected to attend the Food Prize Global Youth Institute October 17-19 in Des Moines, Iowa. He was accompanied by his teacher-mentor, Ms. Stephanie Passeri-Densmore. Austin entertained the Board with a brief PowerPoint presentation depicting highlights of the event. Austin and Ms. Passeri-Densmore were presented with the Board's Certificate of Extraordinary Achievement.
    - b. **Audience Participation – on items related to the Agenda (speakers are asked to limit their comments to two minutes).**

Ms. Kimberly McRae and Ms. Susan Williams, co-founders of Cortland County CARES (Caring Advocates for a Responsible Education System), each addressed the Board. They voiced concerns over the implementation of the Common Core State Standards and the curriculum modules provided by the NYSED. They asked our Board to consider putting a unified message forward regarding the hasty and often developmentally inappropriate Common Core modules as well as the rapid increase in high stakes testing in New York State. They urged the Board to share those concerns at the upcoming NYSSBA Conference. In addition, they invited representatives from the district to serve on a panel for open discussion at a community forum.
  - c. **Board Member Reports:**
    - 1) **BOE Audit Committee Report – October 16, 2013 Meeting**

Ms. Davis-Howard reported that the Audit Committee met on October 16. The committee discussed the transition in the Business Office as the new Director of Business Services, Brian Freeman, begins on November 12. In addition they reviewed the progress of the external audit, and the transition to a new district treasurer. The next meeting is scheduled for November 20, 2013.
    - 2) **BOE Facilities Committee – October 10, 2013 Meeting**

Mr. Hoose reported that the Facilities Committee met on October 10. They discussed the Capital Project and the use of any remaining funds after the completion of the Phase 2 roofing projects. In addition, they heard a presentation from ECG Engineering. ECG provides a service to government agencies that want to significantly reduce energy consumption through an EPP (Energy Performance Project). ECG guarantees that money now being wasted on energy will pay for all project expenses. There is no out-of-pocket expense, the energy savings are guaranteed by the contractor, and ECG manages and controls the project from beginning to end.
    - 3) **BOE Policy Committee – October 22, 2013 Meeting**

Mr. Natoli reported that the committee was unable to meet due to scheduling conflicts.
    - 4) **School Board Recognition Week**

October 28-November 1, 2013 is designated as School Board Recognition Week to commend school board members for their dedicated service to the children of New York State. On behalf of the district, Superintendent Hoose expressed his thanks and appreciation to our Board members for their hard work and for the time commitment they give to the district. He read a proclamation signed by Governor Cuomo and presented each member with a Cortland Tigers tote bag.

- d. NYSSBA 2013 Annual Convention – Conference Schedule  
Each member attending the October 24-26 NYSSBA Conference received a folder containing a conference schedule, hotel reservation information, and a summary timetable for specific events. Ms. Van Donsel thanked Mr. Colongeli for stepping in for her as the Board's voting delegate at the NYSSBA Annual Business Meeting.
- e. Cortland-Madison School Board Association Fall Dinner – November 4, 2013  
Members received information regarding the Cortland-Madison School Board Association Fall Dinner, and were asked to complete an RSVP and return it to Ms. Baccaro after the meeting.

### 3. PRESENTATIONS:

- a. Cortland County Youth Program  
Ms. Diane Wheaton, Employment and Training Specialist with Cortland Works Career Center, shared with the Board that Cortland Works conducts a summer work program for youth from low-income households. This summer six students were assigned to the Cortland bus garage. She complimented the staff for serving as great role models for the students, adding that students love the assignment. She presented Mr. Hoose with a plaque thanking the Cortland School District for its continued support and commitment to the youth of Cortland County.
- b. Introduction of New Staff  
Mr. Hoose introduced the District's new administrative and instructional staff members. Following the introductions a brief reception was held to congratulate and welcome them.

### 4. CONSENT ITEMS:

- a. **Minutes of September 24, 2013 Regular Meeting**
- b. **Minutes of October 8, 2013 Regular Meeting**
- c. **CSE/CPSE (Committee on Special Education/Committee on Pre-school Special Education) Recommendations**  
610354459, 610346282, 610316631, 607001053, 610346089, 610284957, 607000467, 610364967, 610352501, 607000630, 610305697, 610317757, 610394618, 610303562, 607001036, 610323615, 607001037, 610276608, 607000652, 607000042, 607000146, 610319848, 607001058, 610252432, 610334329, 610391558  
**RESOLVED, upon the recommendation of the Superintendent of Schools, to approve the Consent Items as presented.**  
**Moved by Mr. Natoli, seconded by Ms. Griffin.**  
**Final Vote: Yes – 7, No – 0, Abstain – 0. Motion Carried.**

### 5. OLD BUSINESS:

- a. Financial Reports: Treasurer's Report, Trial Balance, Revenues, Intrafund Transfers, Appropriations, Warrant, Claims Monthly Report - July 2013  
**RESOLVED, upon the recommendation of the Superintendent of Schools, to approve Financial Reports dated July, 2013 as presented.**  
**Moved by Ms. Griffin, seconded by Mr. Sidebottom. Discussion: None.**  
**Final Vote: Yes – 7, No – 0, Abstain – 0. Motion Carried.**

### 6. NEW BUSINESS:

- a. Approval of Professional Development Plan – September 2013 to September 2016  
**RESOLVED, upon the recommendation of the Superintendent, to approve revisions to the Professional Development Plan effective September 2013 to September 2016, as presented.**  
**Moved by Ms. Davis-Howard, seconded by Mr. Natoli. Discussion: None.**  
**Final Vote: Yes – 6, No – 0, Abstain – 1 (Colongeli). Motion Carried.**
- b. Appointments
  - 1) **Chief Faculty Advisor for Extra-curricular Activity Funds – Mr. Kevin Cafararo**
  - 2) **Records Management Officer – Mr. Brian Freeman**
  - 3) **District Representative on Coop. Health Insurance Board of Directors – Mr. Brian Freeman**
  - 4) **District Representative on Coop. Workmen's Comp. Board of Directors – Mr. Brian Freeman**
  - 5) **School Purchasing Agent – Mr. Brian Freeman**
  - 6) **Asbestos (LEA) Designee – Director of Facilities**

**RESOLVED**, upon the recommendation of the Superintendent, to approve the above appointments as presented.

Moved by Ms. Griffin, seconded by Ms. Davis-Howard. Under discussion it was noted that Mr. Freeman's appointments will begin on November 12, 2013. Mr. Hoose addressed questions from Mr. Colongeli regarding Mr. Cafararo's extra duty and why the need for an Asbestos Designee.

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

- c. Authorization of Deputy Treasurer to Sign Checks in Absence of Treasurer

**RESOLVED**, upon the recommendation of the Superintendent, to approve authorization of the Deputy Treasurer to sign checks in the absence of Treasurer as presented.

Moved by Ms. Griffin, seconded by Mr. Sidebottom. Discussion: Ms. Griffin reminded members that Ms. Anne Wingard serves as Deputy Treasurer.

**Final Vote: Yes – 7, No – 0, Abstain – 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 11.20.

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

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

- b. Approval of Non-Instructional Personnel Appointments

**RESOLVED**, upon the recommendation of the Superintendent, to approve the appointments for Non-Instructional Personnel as presented on Schedule of Appointment 1100.

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

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

- c. Approval of Administrative and Instructional Personnel Appointments

**RESOLVED**, upon the recommendation of the Superintendent of Schools, to approve the appointments for Instructional Personnel as presented on Schedules of Appointment 2265, 2266 and 2267.

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

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

**8. LEADERSHIP REPORTS:**

- a. Director of Business Operations – None

- b. Assistant Superintendent for Pupil and Personnel Services

- 1.) Annual Youth Surveys

Ms. Riley announced that the annual youth surveys will be administered to students in grades 6-12 this week. Students in grades 6, 8, 10 and 12 will be administered the PRIDE Survey and student in grades 7, 9, and 11 will be taking the Youth Risk Behaviors Survey. Ms. Riley shared that we have been collecting the PRIDE data for over twenty years, while the Youth Risk Behavior Survey is new. The collected and analyzed results will be shared with the Board.

- c. Director of Curriculum and Instruction

- 1.) Professional Development Day – October 25, 2013

Ms. Bliss reminded members of the upcoming Professional Development Day, and extended an invitation to attend.

- d. Superintendent – None

- e. Classroom Visits

Ms. Griffin visited grade 6 Ms. Renninger-Smith, Mr. Natoli visited grade 3 Ms. Alberry and Ms. Murphy visited grade 3 Ms. Alberry to observe a module lesson plan in action. Each reported on their classroom visit, and thanked the teachers and Principal Wanish for welcoming them into the classrooms.

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

**10. NEXT MEETING AGENDA REVIEW**

Members asked if a public forum would be organized to address concerns regarding the new Common Core Learning Standards. Mr. Hoose acknowledged that a forum will be planned to discuss the Common Core to dispel some of the myths and also acknowledge some of the concerns. Invitations will be extended to parents, Cortland County CARES and board members

**11. EXECUTIVE SESSION**

**In accordance with Public Officer's Law Section 96, Subdivision 1, Ms. Van Donsel called for an Executive Session at 8:22 p.m. to discuss the medical, financial, credit, or employment history of a particular person.**

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

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

**The Executive Session adjourned at 8:30 p.m.**

**Moved by Ms. Davis-Howard, 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. Van Donsel asked for a motion to adjourn the Regular meeting at 8:31 p.m.**

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

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

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Ms. Margaret Baccaro, Clerk

CORTLAND ENLARGED CITY SCHOOL DISTRICT  
Board of Education Special Meeting – Monday, November 4, 2013 at 7:00 p.m.  
OCM BOCES McEvoy Campus, 1710 NYS Route 13, Cortland, NY 13045

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A Special Meeting of the Board of Education was held on Monday, November 4, 2013 at the OCM BOCES McEvoy Campus, 1710 NYS Route 13, Cortland, NY 13045.

**Present:** Mr. Donald Colongeli, Ms. Janet Griffin, Mr. John Natoli, Mr. Daniel Sidebottom and Ms. Alane Van Donsel

**Absent:** Ms. Judith Murphy and Ms. Melissa Davis-Howard

**Also Present:** Mr. Michael Hoose, Superintendent

1. **CALL TO ORDER:** Ms. Van Donsel called the meeting to order at 7:02 p.m.

2. **NEW BUSINESS**

a. Designation First Niagara Bank Official Depository for Funds

**RESOLVED**, that First Niagara Bank, N.A. headquartered in Buffalo, New York is designated an authorized depository of this corporation; and

**FURTHER RESOLVED**, that all drafts, checks, or other instruments or orders for the payment of money drawn against the account or accounts of this corporation with said depository shall be signed by any 1 of the following Brian Freeman, Director of Business Services or Anne Wingard, Deputy Treasurer.

**FURTHER RESOLVED**, that said depository is authorized to place to the credit of the account, or any of the accounts, of this corporation, funds, drafts, checks or other property by whomever delivered to said depository or agent thereof for deposit to the accounts of this corporation, endorsed with the name of this corporation, by rubber stamp, facsimile, mechanical, manual, or other signature (and any such endorsement by whomever affixed shall be the endorsement of this corporation), or otherwise endorsed, or unendorsed, provided that if any such item shall bear, or be accompanied by, directions (by whomever made) for deposit to specific account, then such deposit shall be to the credit of such specific account: and

**FURTHER RESOLVED**, that said depository is hereby directed to accept, and/or pay and/or apply any draft, check, instrument or order for the payment of money, or any proceeds thereof, drawn on such account or accounts when signed as required by these resolutions by manual, rubber stamp, facsimile, or other mechanical signature (by whomever affixed) without limit as to amount, without inquiry, and without regard to the disposition of any such item or any proceeds thereof. Further, said depository shall not be liable in connection therewith notwithstanding that such item may be payable to the order of a person whose signature appears thereon or of any other officer or officers, agent or agents of this corporation, or such items or any proceeds thereof may be used or disposed of for the personal credit or account of any such person or persons, officer or officers, agent or agents with the depository or otherwise.

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

Final Vote: Yes – 5, No – 0. Motion Carried.

3. **ADJOURNMENT**

As there was no further business to discuss, Ms. Van Donsel asked for a motion to adjourn the Special meeting at 7:06 p.m.

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

Final Vote: Yes – 5, No – 0. Motion Carried.

# CORTLAND ENLARGED CITY SCHOOL DISTRICT BOARD OF EDUCATION REQUEST FOR EXTENDED OVERNIGHT FIELD TRIP

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This form applies to any trip scheduled during the school year, organized and/or supervised by a teaching staff member for students (some or all) from that teacher's school that involves two or more night's lodging.

REQUESTED BY SUPERVISING TEACHER <i>Don Armstrong - Varsity Hockey Coach Cortland</i>	SCHOOL <i>Cortland</i>	DATE <i>10/16/13</i>
DESCRIPTION OF THE TRIP <i>Overnight trip to Lake Placid to play two hockey games. Also in process of making plans to visit either Paul Smith's College or North Country Community College.</i>		

TRIP DETAILS		
DESTINATION OF TRIP <i>Lake Placid</i>	DEPARTURE DATE <i>12/13/13 - Fri</i>	DEPARTURE TIME <i>12:30</i>
ADDRESS <i>Courtyard by Marriott Rt. 73 Lake Placid, N.Y.</i>	RETURN DATE <i>12/14/13 - Sat</i>	RETURN TIME <i>11 PM</i>
NUMBER OF STUDENTS <i>20-22</i>	TOTAL DAYS <i>2</i>	TOTAL NIGHTS <i>1</i>
	NUMBER OF STAFF <i>3</i>	NUMBER OF CHAPERONES <i>12-18</i>

COSTS	
TOTAL ANTICIPATED COST OF TRIP PER PERSON <i>\$ 40.00</i>	COST INCLUDES: <i>travel, lodging and meals are met through fundraising by team. perhaps 1-2 meals will be paid for by each player.</i>
ADDITIONAL COSTS <i>\$</i>	ADDITIONAL COSTS INCLUDES: <i>No expense to school districts</i>

TRANSPORTATION MODE <i>Charter Bus</i>	TRANSPORTATION CARRIER <i>Swarthout Leaches, Inc.</i>	TRANSPORTATION COST <i>pd. by home clubs fund raising</i>
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LEARNING OUTCOMES OF TRIP
<i>representing schools, families and communities. see the beauty of Adirondacks, experience inter-scholastic competition with one game in olympic facility. Planned school visit</i>



**TARGET GROUP OF STUDENTS**  
(Class/Team/Organization)

*Varsity athletes*

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

*N/A*

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

*Have had preliminary meeting/communication w/ parents. fund raising is now occurring*

**POST-TRIP FOLLOW UP/EVALUTION OF EDUCATIONAL VALUE**

*will report to A.D.s.*

**PRINCIPAL COMMENTS**

SUPERVISING STAFF NAME	COVERAGE ARRANGED
<i>Don Armstrong - coach</i>	
<i>Chad Totman - assistant coach</i>	
<i>Kevin Ayer - assistant coach</i>	

APPROVALS	
SIGNATURE OF SUPERVISING TEACHER <i>[Signature]</i>	SIGNATURE OF PRINCIPAL <i>[Signature]</i>
SIGNATURE OF DIRECTOR OF CURRICULUM AND INSTRUCTION <i>[Signature]</i>	DATE <i>25 October 2013</i>
SIGNATURE OF SUPERINTENDENT <i>[Signature]</i>	DATE <i>11/4/13</i>

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# Cortland Enlarged City School District

## **DRAFT** BUDGET DEVELOPMENT CALENDAR 2014-15

- November 12, 2013** Present 2014-15 budget calendar and budget development procedures to the Board of Education for adoption.
- December 11, 2013** Meet with Leadership Council to present budget guidelines.
- December 10, 2013** Present Operations & Maintenance Budget to Board of Education.
- December 20, 2013** Submit Initial Requests for Services to BOCES.  
Principals submit new staffing requests.
- January 2014** Meet with budget builders various throughout the month.
- January 14 2014** Present General Support Section of budget to Board of Education.
- February 3, 2014** Instructional budget builders submit appropriation requests to Business Office.
- February 11, 2014** Present transportation, debt service & employee benefits Budgets to the Board of Education.
- February 13, 2014** BOCES initial budget is available to Business Administrator.
- March 3, 2014** Submit calculation for tax levy limit to Comptroller, Tax and Finance and SED.
- March 11, 2014** Present initial BOCES, instructional & special education budgets to the Board of Education. BOE adopts budget resolution for legal notice
- March 25, 2014** Present first full draft of the 2014-15 budget with estimated tax levy to the Board of Education.
- April 5, 2014** Legal notice of school budget hearing and budget vote. Must advertise four times within 7 weeks of the vote with first publication 45 days before date of budget vote.
- April 8, 2014** Second review of full budget by Board of Education.
- April 15, 2014** Final Requests for Services is due at BOCES.
- April 21, 2014** Proposed budget approved by the Board of Education.
- April 22-25, 2014** Submit property tax report card to SED within a business day of budget adoption, but no later than 24 days prior to the budget vote. Submit the report card to the Cortland Standard.
- April 30, 2014** Deadline for petitions from candidates for the Board of Education must be received no later than 20 days prior to the budget vote.  
Post district budget newsletter on website (include full disclosure information).
- May 1, 2014** Absentee Ballots available to district residents who apply.
- May 6, 2014** Budget Hearing
- May 13, 2014** Mail **Budget** Notice Cards to taxpayers.
- May 20, 2014** Statewide annual meeting, board election & budget vote.

Nov, 4, 2013

**CORTLAND ENLARGED CITY SCHOOL DISTRICT**

1 Valley View Drive  
Cortland, New York 13045

BOE 11/12/13

bc

Stephen Littlefield  
Interim Director of Business Services  
slittlefield@cortlandschools.org

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

RECEIVED

OCT 29 2013

SUPERINTENDENT'S OFFICE

To: Mr. Michael Hoose  
Superintendent of Schools

From: Steve Littlefield

*Steve L*

Date: October 29, 2013

Re: Surplus Audiology Supplies

We have received two boxes of old audiology equipment that was being used by OCM BOCES for Cortland students with special hearing needs. I have spoken with Kathy Reynolds, who informs me that the district has no use for it. The district is now using different technology for students with special hearing needs. When I look into the boxes, I am unable to easily identify any of the parts specifically. However, I am informed that it is as follows:

- 2 desk top speakers.**
  - 1 Phonak MicroVox transmitter.**
  - 4 Phonak campus transmitters.**
  - 5 Phonak fixed frequency ear level receivers.**
  - 1 transmitter for Lightspeed group FM system.**
  - 6 receivers for Lightspeed group FM system.**
  - 2 Phonic Ear Solaris units.**
  - 2 Phonic Ear receivers.**
- Various chargers and microphones related to the above supplies are also included.**

**It is unknown whether these items still work. I request that you place a resolution before the board of education to designate these items as surplus.**

6 d  
BOE 11/12/13

**CORTLAND ENLARGED CITY SCHOOL DISTRICT**

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

**Kaufman Center  
Phone: 607-758-4100  
Fax: 607-758-4028**

**Judi 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:** November 4, 2013

**RE:** Excess Textbook Inventory



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Please find attached a listing of excess inventory for board action designating as surplus for disposal purposes. The excess textbooks are outdated materials in storage beyond ten years. Attached is an inventory identifying materials by title, ISBN, quantity and condition.

The district is seeking a resource that may use the textbooks materials or they will be disposed of. Upon approval the district will contract with a service to collect the surplus inventory.

As always, please call or email with any questions.

**Inventory of back room text books**

<u>Title</u>	<u>Edition</u>	<u>ISBN</u>	<u>Qty</u>	<u>Condition</u>
<b><i>Merrill Linguistic Reading Program</i></b>				
<b><i>Hard Cover Books</i></b>				
Take Flight	3 <sup>rd</sup> Edition	0-675-01162-0	47	Used
Take Flight	4 <sup>th</sup> Edition	0-675-01327-5	22	New
Looking Around	n/a	0-675-01478-6	25	Used
Step Up	3 <sup>rd</sup> Edition	0-675-01158-2	31	Used
Step Up	4 <sup>th</sup> Edition	0-675-01325-9	8	New
Get Set	3 <sup>rd</sup> Edition	0-675-01156-6	45	Used
Get Set	4 <sup>th</sup> Edition	0-675-01324-0	5	New
Break Through	3 <sup>rd</sup> Edition	0-675-01164-7	23	Used
Break Through	4 <sup>th</sup> Edition	0-675-01328-3	20	New
Lift Off	4 <sup>th</sup> Edition	0-675-01326-7	40	New
Lift Off	3 <sup>rd</sup> Edition	0-675-01160-4	12	Used
Making Choices		0-675-01476-X	15	Used
<b><i>Soft Cover Books</i></b>				
Step Up	3 <sup>rd</sup> Edition	0-675-01174-4	34	New
Step Up	3 <sup>rd</sup> Edition		1	Used
Get Set	3 <sup>rd</sup> Edition	0-675-01172-8	70	New
Get Set	3 <sup>rd</sup> Edition		3	Used
Get Set	4 <sup>th</sup> Edition	0-675-01340-2	1	New
Get Set	Teacher's Ed.	0-675-01173-6	18	New/Used
Break Through	3 <sup>rd</sup> Edition	0-675-01180-9	21	New
Break Through	4 <sup>th</sup> Edition	0-675-01344-5	6	New
Take Flight	3 <sup>rd</sup> Edition	0-675-01178-7	70	New
Take Flight	3 <sup>rd</sup> Edition		1	Used
Take Flight	4 <sup>th</sup> Edition	0-675-01343-7	3	New

Lift Off	3 <sup>rd</sup> Edition	0-675-01176-0	14	New
Lift Off	3 <sup>rd</sup> Edition		2	Used
Reading Enrichment Book/Book 1, 4 <sup>th</sup> Edition			2	Used
Reading Enrichment Book/Book 3			1	Used
Reading Enrichment Book/Book 5, 4 <sup>th</sup> Edition			4	Used

***Charles E. Merrill Publishing co.***

***Hard Cover Books***

Easy Going		0-675-01480-8	11	Used
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***Harcourt Brace Jovanovich (Hard Cover Books)***

HBJ Health		0-15-369106-9	2	Used
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***Scott, Foresman (Hard Cover Books)***

Health for Life		0-673-29508-7	14	New
Health for Life (workbook)		0-673-29528-1	23	New

***Soft Cover Books***

Decisions for Health-Book1 (Steck-Vaughn)		0-8114-3301-3	16	New
Decisions for Health-Book 2 (Steck-Vaughn)		0-8114-3301-3	16	New
Matter, Motion and Machines (AGS)		0-86601-964-2	08	New

***Houghton Mifflin***

***Hard Cover Books***

The Mathematics Experience		0-395-49406-0	8	Used
The Mathematics Experience		0-395-49410-9	19	Used
The Mathematics Experience		0-395-49411-7	32	New

***Fearon's (Hard Cover Books)***

Practical Mathematics		0-8224-0809-0	10	Used
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***LaidLaw Brothers (Hard Cover Books)***

Understanding Our Country		0-8445-6505-9	7	Used
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***McDougal, Littell (Hard Cover Books)***

Building English Skills (Teacher's Edition)		1	Used
Building English Skills (Teacher's Edition/Brown Level)		1	Used
Building English Skills (Brown Level)		1	Used
Building English Skills (Gold Level)		2	Used
Building English Skills (Silver Level)		1	Used

***Silver Burdett Ginn (Hard Cover Books)***

The World and its People	0-382-32694-6	9	New
The World and its People (Wookbooks)	0-382-35007-3	9	New

***Addison Wesley(Hard Cover Books)***

Science	0-201-11864-5	3	Used
Science	0-201-11865-3	3	Used

***McGraw Hill (sets)***

Math Sets –Grade 1-6		1 set ea.	New
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CORTLAND ENLARGED CITY SCHOOL DISTRICT

1 Valley View Drive  
Cortland, New York 13045

BOE 11/12/2013  
6 e+f

Stephen Littlefield  
Interim Director of Business Services  
slittlefield@cortlandschools.org

Business Office  
(607) 758-4100  
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To: Mr. Hoose  
Superintendent of Schools

From: Steve Littlefield



Date: November 8, 2013

Re: Playground and other funds received

For the record, the district has received some funds from Barry Elementary School. Some of those funds need to be recognized and accepted by the Board of Education.

**1. Barry Playground.** It is my understanding that an Ad Hoc committee has raised the money for a new playground at Barry Elementary School. The business office has received \$12,300.00. This money is being deposited into the Trust & Agency Fund until the equipment is purchased.

**2. Houck Scholarship Fund.** The business office has received \$600 toward the establishment of the Houck Scholarship in honor of the late Kathleene Houck. The proceeds came indirectly from the closure of her estate. The purpose is to provide \$25 scholarships to two 6<sup>th</sup> Grade art students from the Barry School each year.



7b+c

## SCHEDULE OF APPOINTMENTS

### Non-Instructional Substitute Personnel

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

Schedule Number: **1101**  
Board Meeting Date: **November 12, 2013**  
Color: **White**

The following individuals are appointed conditionally (pending fingerprint clearance) to the substitute list for non-instructional personnel. The Superintendent is authorized to make assignments from the list.

Last Name	First Name	Title	Rate	Remarks
Michelson	Larry	School Monitor	\$8.55	Retroactive to 09/06/2013
Darling	Gayland	Bus Driver	TBD	

## SCHEDULE OF APPOINTMENTS

### ELEMENTARY & SECONDARY SUBSTITUTE TEACHERS/TUTORS 2013-14

Schedule Number: **2268**

Board Meeting Date: **November 12, 2013**

Color: **Yellow**

**The following individuals are emergency conditional appointments to the substitute teacher list. The Superintendent is authorized to make assignments from the list.**

<b>Name</b>	<b>Title</b>	<b>List</b>	<b>Daily Rate</b>	<b>Remarks</b>
Yaman, Molly	Substitute Teacher	A	\$87.00	Retroactive to 09/12/2013
Hammel, Amanda	Substitute Teacher	A	\$87.00	Retroactive to 11/06/2013
O'Neil, David	Substitute Teacher	B	\$77.00	Retroactive to 11/06/2013

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

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

Schedule Number: **2269**  
Board Meeting Date: **November 12, 2013**  
Color: **Blue**

NAME	TITLE	VARSITY/JV JUNIOR HIGH	SPORT	BOYS/ GIRLS	AMOUNT
Ramsey Hassen	Vol. Coach	Varsity	Volleyball	Girls	\$ Volunteer
George Burkinshaw	Vol. Coach	Varsity	Wrestling	Boys	\$ Volunteer