

**CORTLAND ENLARGED CITY SCHOOL DISTRICT**  
**Board of Education Meeting – Tuesday, January 12, 2016 at 7:00 p.m.**  
**Kaufman Center, 1 Valley View Drive, Cortland NY**

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**Budget Workshop – 6:00 p.m.**

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

- 1. CALL TO ORDER and PLEDGE OF ALLEGIANCE.**
- 2. COMMUNICATIONS and RECOGNITION:**
  - a. Kudos Korner
  - 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 Policy Committee – Next meeting TBD
    - 2.) BOE Facilities Committee – Next meeting TBD
    - 3.) BOE Audit Committee – Next meeting TBD
- 3. PRESENTATIONS:**
  - a. 7 Valley New Tech High
- 4. CONSENT ITEMS:**
  - a. Minutes of December 8, 2015 Regular Meeting
  - b. CSE/CPSE (Committee on Special Education/Committee on Pre-school Special Education) Recommendations
- 5. OLD BUSINESS:** None
- 6. NEW BUSINESS:**
  - a. Acceptance of a Sampson PA System valued at \$1,440.00 as a donation from Hickey's Music Center
  - b. Acceptance of recommendation to surplus one 425Lm-1 Laminator and one 4250 Laminator
  - c. Approval of Field Placement Agreement, 2016-2020: Oswego State University of New York
- 7. PERSONNEL ACTION:**
  - a. Approval of Personnel Resignations and Leaves
  - b. Approval of Non-Instructional Personnel Appointments
  - c. Approval of Administrative and Instructional Personnel Appointments
- 8. LEADERSHIP REPORTS:**
  - a. Director of Business Operations
  - b. Assistant Superintendent for Pupil and Personnel Services
  - c. Director of Curriculum and Instruction
  - d. Director of Special Education
  - e. Superintendent
- 9. BOARD MEMBER ACTIVITIES**
- 10. AUDIENCE PARTICIPATION:** (Individuals are requested to keep their comments to two-minutes per speaker).
- 11. NEXT MEETING AGENDA REVIEW**
- 12. EXECUTIVE SESSION**
- 13. ADJOURNMENT**

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**CORTLAND ENLARGED CITY SCHOOL DISTRICT**  
**Board of Education Meeting – Tuesday, December 8, 2015 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, December 8, 2015 at the Kaufman Center, 1 Valley View Drive, Cortland, New York.

**Present:** Ms. Melissa Davis-Howard, Ms. Christine Gregory, Ms. Janet Griffin, Ms. Judith Murphy, Mr. John Natoli and Ms. Alane Van Donsel

**Absent:** Mr. Daniel Sidebottom

**Also Present:** Mr. Michael Hoose, Superintendent; Ms. Judi Riley, Assistant Superintendent for Pupil and Personnel Services; Ms. Kimberly Vile, Director of Business Services; Ms. Kristie Bliss, Director of Curriculum & Instruction; Dr. John Sheehan, Director of Special Education; School and Community Members; and Ms. Margaret Baccaro, Clerk Pro Tem

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

**1. CALL TO ORDER and PLEDGE OF ALLEGIANCE.**

Ms. Davis-Howard called the meeting to order at 7:07 p.m. and the Pledge of Allegiance was recited. Ms. Davis-Howard and members welcomed Dr. Sheehan, new Director of Special Education, to the table.

**2. COMMUNICATIONS and RECOGNITION:**

- a. Kudos Korner – None
- b. Audience Participation – on items related to the Agenda (speakers are asked to limit their comments to two minutes). - There were no requests to address the Board.
- c. Board Member Reports:
  - 1.) BOE Policy Committee – Next meeting December 10, 2015
  - 2.) BOE Facilities Committee – Ms. Vile reported items discussed at the November 19, 2015 meeting as follows: (1) Close out of the current Capital Project and discussion regarding plans for remaining funds; (2) Discussion on the upcoming EPC Project (Energy Performance Contract Project) and a press release to update the public on the project.
  - 3.) BOE Audit Committee – Next meeting TBD

**3. PRESENTATIONS:**

- a. Reality Check – Mrs. Riley introduced Melissa Potter, Reality Check Coordinator for Cortland, Tompkins and Chenango Counties. Ms. Potter explained that Reality Check is a teen led, adult supported program provided through a state grant to the Cortland County Health Department, to expose the deceptive and manipulative marketing tactics of the tobacco industry. Ms. Potter introduced CJSHS Juniors Charlene Kolts and Katherine Couture. Carlene and Katherine, Reality Check youth leaders, provided a presentation on how the retail environment is the lead channel for tobacco and e-cigarette marketing and promotion, specifically to kids and teens. In addition, they provided information on how our community can address this issue to prevent another generation of addiction. The Board thanked Ms. Potter, Carlene and Katherine for a very informative presentation.
- b. First quarter referral data for the high school  
Mr. Kevin Cafararo, Mr. Abe Brafman and Mr. John Zarcone provided a report on student conduct for marking period one. Each principal shared a chart and reported on the total number of referrals broken down by grade, the number of students assigned to in school suspension, out of school suspension and Superintendent's Hearings. Principals referred members to the notes at the bottom of each chart and pointed out in most cases a handful of students accounted for the majority of the referrals. For instance, in 8<sup>th</sup> grade one student accounted for forty-nine of the sixty-three referrals.

**4. CONSENT ITEMS:**

- a. Minutes of November 17, 2015 Regular Meeting
- b. CSE/CPSE (Committee on Special Education/Committee on Pre-school Special Education) Recommendations  
607002092, 610370907, 610366894, 610384925, 607000770, 610306924, 610296162, 607001684, 607000685, 607000195, 607000768, 610315678, 607001167, 607000406, 607001977, 607001601, 610364022, 610383132, 607001846, 607000899, 610296191, 607001758, 607001600, 610382756, 607000897, 610373462, 610342280, 610308256, 607002167, 610385319, 607001754, 607000473, 610362615, 607002114, 607001253, 607002013,

610320668, 607000130, 610375318, 607000399, 607000959, 610354498, 610330980, 607000355, 607002098, 607001966, 607002099, 607001086, 607002067, 610319848, 607001588, 610307966, 607001755, 610293500, 610334292

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

Moved by Ms. Van Donsel, seconded by Ms. Gregory. Discussion: None

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

5. **OLD BUSINESS:** There was no old business.

6. **NEW BUSINESS:**

a. Financial Reports: Investment Report, Treasurer's Report, Revenues, Appropriations, and Budget Transfers Monthly Report–October 2015 and Extra Classroom Activity Fund Quarterly Report

**RESOLVED**, upon the recommendation of the Superintendent of Schools, to approve Financial Reports dated October 31, 2015 and September 30, 2015 as presented.

Moved by Ms. Griffin, seconded by Ms. Gregory. Discussion: None

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

b. Final Approval of New Course Proposal: Food Science

**RESOLVED**, upon the recommendation of the Superintendent, to approve the new course: Food Science, as presented.

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

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

c. Final Approval of New Course Proposal: Nutrition

**RESOLVED**, upon the recommendation of the Superintendent, to approve the new course: Nutrition, as presented.

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

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

d. Final Approval of New Course Proposal: Food Service

**RESOLVED**, upon the recommendation of the Superintendent, to approve the new course: Food Service, as presented.

Moved by Ms. Murphy, seconded by Ms. Gregory. Discussion: None

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

e. Acceptance of Occupational Therapy Equipment from Cortland Regional Medical Center

**RESOLVED**, upon the recommendation of the Superintendent, to accept Occupational Therapy Equipment from Cortland Regional Medical Center as presented.

Moved by Mr. Natoli, seconded by Ms. Griffin. Under discussion members thanked CRMC for the generous donation.

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

f. Acceptance of a \$92.00 donation from the CNY Bread Run

**RESOLVED**, upon the recommendation of the Superintendent, to accept a \$92.00 donation from the CNY Bread Run as presented.

Moved by Ms. Griffin, seconded by Ms. Muphy. Under discussion Mr. Hoose explained that four local residents who participated in the CNY Bread Run half marathon had designated that their entry fee be donated to the District. The donations will be acknowledged with a thank-you note from the Superintendent.

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

g. Approval of Physical Education Curriculum Plan

**RESOLVED**, upon the recommendation of the Superintendent, to approve the Physical Education Curriculum Plan as presented.

Moved by Ms. Murphy, seconded by Ms. Gregory. Under discussion Mr. Hoose explained that the NYSED requires districts to review and update their Physical Education plans every five to seven years. Members complimented Mr. Jeffory Johnson, Director of Athletics and Physical Education, for the outstanding, thorough report.

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

h. Creation of Payroll Coordinator Position

**RESOLVED**, upon the recommendation of the Superintendent, to approve the position of “Payroll Coordinator.”

Moved by Ms. Griffin, seconded by Ms. Murphy. Discussion: None

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

**7. PERSONNEL ACTION:**

**a. Approval of Personnel Resignations and Leaves**

**RESOLVED**, upon the recommendation of the Superintendent of Schools, to approve the Resignations and Leaves as presented on Resignations and Leaves Schedule 11.63.

Moved by Ms. Gregory, seconded by Mr. Natoli. Under discussion, the retirement of Ms. Sheila Sandford was accepted with regret.

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

**b. Approval of Administrative and Instructional Personnel Appointments**

**RESOLVED**, upon the recommendation of the Superintendent of Schools, to approve the appointments for Administrative and Instructional Personnel as presented on Schedules of Appointment 2378, 2379 and 2380.

Moved by Ms. Griffin, seconded by Ms. Gregory. Discussion: None

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

**c. Approval of Non-Instructional Personnel Appointments**

**RESOLVED**, upon the recommendation of the Superintendent of Schools, to approve the appointments for Non-Instructional Personnel as presented on Schedule of Appointment 1163 (revised).

Moved by Ms. Griffin, seconded by Mr. Natoli. Under discussion, members welcomed Ms. Jennifer Storey who will fill the new created position of Payroll Coordinator.

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

**8. LEADERSHIP REPORTS:**

**a. Director of Business Operations – None**

**b. Assistant Superintendent for Pupil and Personnel Services – Ms. Riley thanked those who participated in the Family Reading Partnership book donation drive. The drive collected 637 new books and over 400 gently used books. Catholic Charities and the Salvation Army will distribute the books to children throughout the County.**

**c. Director of Curriculum and Instruction**

- 1.) Holocaust Memorial Museum Field Trip April 8, 2016 – Ms. Bliss provided information regarding this trip. She explained that for years, students at the CSHS have had the opportunity to take this day trip to visit the US Holocaust Memorial Museum in Washington D.C. It has proven to be an invaluable experience for students taking the Holocaust and Human Rights course. Not only will this experience impact our students’ understanding of the Holocaust, but also it will heighten their awareness of global human rights issues and pathways for prevention.

**d. Director of Special Education – Dr. Sheehan expressed his appreciation for the warm welcome he has received throughout the District.**

**e. Superintendent**

- 1.) Quarterly Report for Five Targets – Mr. Hoose provided data, collected from AIMSweb Spring 2015, regarding the percent of students below, at, or above grade level using Lexile levels from the first marking period.
- 2.) District Website/Media Relations BOCES service discussion – Mr. Hoose provided a summary of a meeting he had with Rick Pollard, CNYRIC Assistant Director, regarding e-communication support.
- 3.) 2016 School Board Election and Budget Vote – Mr. Hoose provided a summary of a meeting conducted with Mr. Tom Brown, Cortland County Election Commissioner, regarding the required transition from lever voting machines to optical scan machines. He reviewed expenses, estimated at \$998, to include: programming scanners, delivery fees, set-up fees, tech support, etc. In addition the district must purchase scan ballots at \$ .57 each. He noted that the transition will be costly as the district would need four scanners at three polling locations. Members made cost saving suggestions as follows: (1) reduce the number of polling places, eliminating Virgil and Cortlandville, (2) offering one polling place at the Kaufman Center with one or two scanners, and (3) one polling place extending the voting hours. Mr. Hoose stressed the importance of making a decision in a timely manner in order to ensure the public is made aware of any changes and the reasons for such. Discussion on this topic will continue once the fees are finalized.

**9. BOARD MEMBER ACTIVITIES**

Ms. Griffin was very pleased to share that 120 faculty and staff volunteered to purchase Christmas gifts for the foster children of Cortland County. Ms. Davis-Howard and Ms. Griffin both attended the TC3 trip for 9<sup>th</sup> graders. They reported that the session was very informative.

Ms. Gregory was pleased to report that she had completed the online fiscal training. In addition she thanked Jon Marks for the time he spent with her to assist her with preparing for tutoring SUNY student in writing.

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

Mr. Johnson shared that CJSHS student Shea Swartout has signed a national letter of intent to attend Niagara University on a lacrosse scholarship. Dillon Brown had a 98 yard touchdown run during this year's football season and as a result Dillon's was awarded Player of the Year and the District received \$1,000. In addition, the CHS football team won the Section III Sportsmanship Award.

**11. NEXT MEETING AGENDA REVIEW** – There were no items added to the agenda.

**12. EXECUTIVE SESSION - None**

**13. ADJOURNMENT**

As there was no further business to discuss, Ms. Davis-Howard asked for a motion to adjourn the regular meeting at 8:15 p.m.

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

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

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Ms. Margaret Baccaro, Clerk Pro Tem



**CORTLAND ENLARGED CITY SCHOOL DISTRICT**

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

**Kimberly Vile  
Director of Business Services  
kvile@cortlandschools.org**

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

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**To: Michael Hoose, Superintendent of Schools  
From: Kimberly Vile, Director of Business Services  
Date: 1/7/16  
Re: Donation Acceptance**

It is the recommendation of the business office to accept the following donation of a Samson PA System. This donation was obtained by Corinne Bennett from Hickey's Music Center and is a unit that Randall school is very appreciative of.

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

**cc: Board of Education  
Andrea Herzog, Treasurer**



104 Adams Street • Ithaca, NY 14850  
607.272.8262 Fax: 607.272.2203  
Online at [www.hickeys.com](http://www.hickeys.com)

December 14, 2015

Cortland School Board of Education  
Cortland Enlarged City School District  
1 Valley View Drive  
Cortland, NY 13045

To Whom It May Concern:

We are pleased to donate to the Cortland Schools a Samson PA System valued at \$1440.00. This was awarded at the recent New York State Music Teachers Association conference held in Rochester.

We have worked closely with the Cortland Schools over the years and were delighted when it turned out to be a local customer.

Sincerely,

A handwritten signature in black ink, appearing to read "David Zimet", is written over the printed name.

David Zimet

**CORTLAND ENLARGED CITY SCHOOL DISTRICT**  
**ONE VALLEY VIEW DRIVE**  
**CORTLAND, NEW YORK 13045-3297**

l.b

PHONE: (607) 758-4125

FAX: (607)-758-4109

**KRISTIE L. BLISS**  
**DIRECTOR OF CURRICULUM AND INSTRUCTION**  
**WEBSITE: WWW.CORTLANDSCHOOLS.ORG**

**To:** Michael Hoose

**From:** Kristie Bliss

**Date:** December 11, 2015

*Kristie*

**Re:** Recommendation to Surplus

**cc:** Robert Martin

Please accept the recommendation to surplus the following as the cost to repair is double the cost to replace and according to the service technician, many parts are no longer available and they could be safety hazards.

- I. 425Lm-1 Laminator**
  - Serial Number: 3312714
- II. 4250 Laminator**
  - Serial Number: EJ01412

Upon approval, we will contact Mr. Martin for appropriate disposal of the two laminators.

Thank you for your consideration.







**Rick Gaylo: Sr. Technical Rep.**  
Office: 35 Lake Ave / Auburn, NY 13021

(315 area code dial 1 first)

**Approved By:** (sign) \_\_\_\_\_ (print) \_\_\_\_\_ (date) \_\_\_\_\_

CORTLAND ENLARGED CITY SCHOOL DISTRICT  
ONE VALLEY VIEW DRIVE  
CORTLAND, NEW YORK 13045-3297

6.C

PHONE: (607) 758-4125

FAX: (607)-758-4109

KRISTIE L. BLISS  
DIRECTOR OF CURRICULUM AND INSTRUCTION  
WEBSITE: WWW.CORTLANDSCHOOLS.ORG

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

**From:** Kristie Bliss, Director of Curriculum & Instruction

**Date:** 7 January 2016



**Re:** Field Placement Agreement, 2016-2020: Oswego State University of New York

Enclosed for your review and approval is a proposed Field Placement Agreement between the District and Oswego State University of New York.

Upon approval, this agreement will be in effect January 29, 2016 – June 30, 2020. It provides opportunity for District personnel to sponsor field placement experiences for Oswego State University of New York students who are preparing for K-12 teaching certification.

Thank you for your consideration of this agreement, and please contact me if there is a need for clarification.

Respectfully,





## FIELD PLACEMENT AGREEMENT

Agreement effective as of January 29, 2016 by and between Oswego State University of New York, an educational institution with a principal place of business at 7060 Route 104, Oswego, NY 13126 ("The Institution"), and the Cortland Enlarged City School District, ("The District") with a principal place of business located at 1 Valley View Drive, Cortland, NY 13045.

### RECITALS:

- A. The Institution is in the business of preparing students for professional careers in education and, as part of that preparation, arranges field instruction/practical training/student teaching experiences for its students.
- B. The District employs people in the professions for which the Institution seeks field placements.
- C. The Institution desires to place its students in field placements within the District.
- D. The District is willing to provide field placements for the Institution students under certain terms and conditions.

Therefore, based on their mutual promises and other valuable consideration, the parties agree as follows.

### TERMS:

- 1. The District shall have sole discretion to offer as many, as few, or no field placements as it may determine annually.
- 2. The Institution represents that any students it seeks to place with the District will be adequately trained and knowledgeable for the field experience sought.
- 3. Each of the Institution's students placed with the District shall be of good character. The Institution shall provide proof of criminal background checks and fingerprint clearance through the State Education Department procedures prior to the start of any field placement with the District.
- 4. The District reserves the right to reject any student proposed by the Institution for a field placement experience or to terminate any student placed in a field placement for valid non-discriminatory reasons; and the Institution shall remove any employee or



## FIELD PLACEMENT AGREEMENT

student of the Institution from the field placement experience at the District upon written notice that such person is no longer acceptable to the District.

5. Each party should provide for accommodations or supports which are under their control that are required under State or Federal disability laws by the students in order to perform in the field placement.
6. The parties acknowledge that the student participants are not employees of the District or the Institution during their field placements but rather students of the Institution satisfying requirements of their degree programs. As a result, the students shall not be eligible for, nor receive pay or other compensations or benefits of any kind.
7. Students shall be subject to and shall abide by all applicable policies, rules and regulations of the District, as well as Federal, State and Local law regulation.
8. The Institution shall identify and provide appropriate personnel to coordinate the Institution's student field placements at the District. The Institution will not be responsible for on-site supervision. The District shall identify and provide appropriate personnel to supervise the Institution's students in their field placement assignments.
9. The District and the Institution shall agree, prior to placement of students, upon the duration of the field placement as well as the number of days and hours per week expected of the student in the field placement experience.
10. Subject to the availability of lawful appropriations and consistent with Section 8 of the Court of Claims Act, the State of New York, and/or the State University of New York, to the fullest extent authorized by State law and decisions thereunder, shall be responsible for any and all liability, claim, loss, damage, judgment or injury (including death) to persons or property of whatever kind of nature arising out of the negligence of the University, its officers, or employees acting within the course and scope of their employment.
11. As consideration for the District providing field placement experiences for the Institution's students, the Institution shall provide the following, (check/circle appropriate action):
  - a. Tuition credit voucher; or
  - b. Financial remuneration in the amount of \_\_\_\_\_ or
  - c. Neither "a" nor "b."



## FIELD PLACEMENT AGREEMENT

12. The agreement shall terminate on June 30, 2020. Either party may terminate this Agreement earlier, with or without cause, upon two weeks written notice to other party personally delivered or sent by registered mail, return receipt requested.

If to the District to:

Superintendent of Schools  
1 Valley View Drive  
Cortland, NY 13045

If to the Institution to:

Nichole Brown, Director  
175 Wilber Hall  
Oswego, NY 14126

13. The relationship between the parties is that of independent contractors. Nothing in this Agreement shall be construed so as to make the parties joint venturers, partners, or agents of the other. Neither party shall have nor hold itself out as having any power of authority to bind, create liability for, or otherwise act on behalf of the other.
14. This Agreement constitutes the entire understanding of the parties and may only be amended by written consent of the parties.
15. Any disputes arising from the Agreement shall be resolved in a court of competent jurisdiction within Cortland County, New York, and the parties consent to jurisdiction of any such court. The Agreement shall be governed by and construed in accordance with New York State Law.

The parties' consent to this Agreement is indicated by their signatures below.

Cortland Enlarged City School District

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Title: Superintendent of Schools

By: [Signature] Date: 1/4/16  
Title: V.P. Administration

Institution: Oswego State University of New York

## State University of New York

The parties to the attached contract, license, lease, amendment or other agreement of any kind (hereinafter, "contract") agree to be bound by the following clauses which are hereby made a part of the contract (the word "Contractor" herein refers to any party other than the State, whether a Contractor, licensor, licensee, lessor, lessee or any other party):

**1. EXECUTORY CLAUSE.** In accordance with Section 41 of the State Finance Law, the State shall have no liability under this contract to the Contractor or to anyone else beyond funds appropriated and available for this contract.

**2. PROHIBITION AGAINST ASSIGNMENT**

Except for the assignment of its right to receive payments subject to Article 5-A of the State Finance Law, the Contractor selected to perform the services herein are prohibited in accordance with Section 138 of the State Finance Law from assigning, transferring, conveying, subletting or otherwise disposing of its rights, title or interest in the contract without the prior written consent of SUNY and attempts to do so are null and void. Notwithstanding the foregoing, SUNY may, with the concurrence of the New York Office of State Comptroller, waive prior written consent of the assignment, transfer, conveyance, sublease or other disposition of a contract let pursuant to Article XI of the State Finance Law if the assignment, transfer, conveyance, sublease or other disposition is due to a reorganization, merger or consolidation of Contractor's its business entity or enterprise and Contractor so certifies to SUNY. SUNY retains the right, as provided in Section 138 of the State Finance Law, to accept or reject an assignment, transfer, conveyance, sublease or other disposition of the contract, and to require that any Contractor demonstrate its responsibility to do business with SUNY.

**3. COMPTROLLER'S APPROVAL.** (a) In accordance with Section 112 of the State Finance Law, Section 355 of New York State Education Law, and 8 NYCRR 316, Comptroller's approval is not required for the following contracts: (i) materials; (ii) equipment and supplies, including computer equipment; (iii) motor vehicles; (iv) construction; (v) construction-related services; (vi) printing; and (vii) goods for State University health care facilities, including contracts for goods made with joint or group purchasing arrangements.

(b) Comptroller's approval is required for the following contracts: (i) contracts for services not listed in Paragraph (3)(a) above made by a State University campus or health care facility certified by the Vice Chancellor and Chief Financial Officer, if the contract value exceeds \$250,000; (ii) contracts for services not listed in Paragraph (3)(a) above made by a State University campus not certified by the Vice Chancellor and Chief Financial Officer, if the contract value exceeds \$50,000; (iii) contracts for services not listed in Paragraph (3)(a) above made by health care facilities not certified by the Vice Chancellor and Chief Financial Officer, if the contract value exceeds \$75,000; (iv) contracts whereby the State University agrees to give something other than money, when the value or reasonably estimated value of such consideration exceeds \$10,000; (v) contracts for real property transactions if the contract value exceeds \$50,000; (vi) all other contracts not listed in Paragraph (3)(a) above, if the contract value exceeds \$50,000, e.g. SUNY acquisition of a business and New York State Finance Article 11-B contracts and (vii) amendments for any amount to contracts not listed in Paragraph (3)(a) above, when as so amended, the contract exceeds the threshold amounts stated in Paragraph (b) herein. However, such pre-approval shall not be required for any contract established as a centralized contract through the Office of General Services or

for a purchase order or other transaction issued under such centralized contract.

(c) Any contract that requires Comptroller approval shall not be valid, effective or binding upon the State University until it has been approved by the Comptroller and filed in the Comptroller's office.

**4. WORKERS' COMPENSATION BENEFITS.** In accordance with Section 142 of the State Finance Law, this contract shall be void and of no force and effect unless the Contractor shall provide and maintain coverage during the life of this contract for the benefit of such employees as are required to be covered by the provisions of the Workers' Compensation Law.

**5. NON-DISCRIMINATION REQUIREMENTS.**

To the extent required by Article 16 of the Executive Law (also known as the Human Rights Law) and all other State and Federal statutory and constitutional non-discrimination provisions, the Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex, (including gender identity or expression), national origin, sexual orientation, military status, age, disability, predisposing genetic characteristics, marital status or domestic violence victim status. Furthermore, in accordance with Section 220-e of the Labor Law, if this is a contract for the construction, alteration or repair of any public building or public work or for the manufacture, sale or distribution of materials, equipment or supplies, and to the extent that this contract shall be performed within the State of New York, Contractor agrees that neither it nor its subcontractors shall, by reason of race, creed, color, disability, sex, or national origin: (a) discriminate in hiring against any New York State citizen who is qualified and available to perform the work; or (b) discriminate against or intimidate any employee hired for the performance of work under this contract. If this is a building service contract as defined in Section 230 of the Labor Law, then, in accordance with Section 239 thereof, Contractor agrees that neither it nor its subcontractors shall by reason of race, creed, color, national origin, age, sex or disability: (a) discriminate in hiring against any New York State citizen who is qualified and available to perform the work; or (b) discriminate against or intimidate any employee hired for the performance of work under this contract. Contractor is subject to fines of \$50.00 per person per day for any violation of Section 220-e or Section 239 as well as possible termination of this contract and forfeiture of all moneys due hereunder for a second or subsequent violation.

**6. WAGE AND HOURS PROVISIONS.** If this is a public work contract covered by Article 8 of the Labor Law or a building service contract covered by Article 9 thereof, neither Contractor's employees nor the employees of its subcontractors may be required or permitted to work more than the number of hours or days stated in said statutes, except as otherwise provided in the Labor Law and as set forth in prevailing wage and supplement schedules issued by the State Labor Department. Furthermore, Contractor and its subcontractors must pay at least the prevailing wage rate and pay or provide the prevailing supplements, including the premium rates for overtime pay, as determined by the State Labor Department in accordance with the Labor Law. Additionally, effective April 28, 2008, if this is a public work

contract covered by Article 8 of the Labor Law, the Contractor understands and agrees that the filing of payrolls in a manner consistent with Subdivision 3-a of Section 220 of the Labor Law shall be a condition precedent to payment by SUNY of any SUNY-approved sums due and owing for work done upon the project.

**7. NON-COLLUSIVE BIDDING CERTIFICATION.**

In accordance with Section 139-d of the State Finance Law, if this contract was awarded based on the submission of competitive bids, Contractor affirms, under penalty of perjury, and each person signing on behalf of Contractor, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that its bid was arrived at independently and without collusion aimed at restricting competition. Contractor further affirms that, at the time Contractor submitted its bid, an authorized and responsible person executed and delivered it to SUNY a non-collusive bidding certification on Contractor's behalf.

**8. INTERNATIONAL BOYCOTT PROHIBITION.**

In accordance with Section 220-f of the Labor Law and Section 139-h of the State Finance Law, if this contract exceeds \$5,000, the Contractor agrees, as a material condition of the contract, that neither the Contractor nor any substantially owned or affiliated person, firm, partnership or corporation has participated, is participating, or shall participate in an international boycott in violation of the federal Export Administration Act of 1979 (50 USC App. Sections 2401 *et seq.*) or regulations thereunder. If such Contractor, or any of the aforesaid affiliates of Contractor, is convicted or is otherwise found to have violated said laws or regulations upon the final determination of the United States Commerce Department or any other appropriate agency of the United States subsequent to the contract's execution, such contract, amendment or modification thereto shall be rendered forfeit and void. The Contractor shall so notify the State Comptroller within five (5) business days of such conviction, determination or disposition of appeal (2 NYCRR 105.4).

**9. SET-OFF RIGHTS.** The State shall have all of its common law, equitable and statutory rights of set-off. These rights shall include, but not be limited to, the State's option to withhold for the purposes of set-off any moneys due to the Contractor under this contract up to any amounts due and owing to the State with regard to this contract, any other contract with any State department or agency, including any contract for a term commencing prior to the term of this contract, plus any amounts due and owing to the State for any other reason including, without limitation, tax delinquencies or monetary penalties relative thereto. The State shall exercise its set-off rights in accordance with normal State practices including, in cases of set-off pursuant to an audit, the finalization of such audit by the State, its representatives, or the State Comptroller.

**10. RECORDS.** The Contractor shall establish and maintain complete and accurate books, records, documents, accounts and other evidence directly pertinent to performance under this contract (hereinafter, collectively, "the Records"). The Records must be kept for the balance of the calendar year in which they were made and for six



(6) additional years thereafter. The State Comptroller, the Attorney General and any other person or entity authorized to conduct an examination, as SUNY and its representatives and entities involved in this contract, shall have access to the Records during normal business hours at an office of the Contractor within the State of New York or, if no such office is available, at a mutually agreeable and reasonable venue within the State, for the term specified above for the purposes of inspection, auditing and copying. SUNY shall take reasonable steps to protect from public disclosure any of the Records which are exempt from disclosure under Section 87 of the Public Officers Law (the "Statute") provided that: (i) the Contractor shall timely inform an appropriate SUNY official, in writing, that said Records should not be disclosed; and (ii) said Records shall be sufficiently identified; and (iii) designation of said Records as exempt under the Statute is reasonable. Nothing contained herein shall diminish, or in any way adversely affect, SUNY's or the State's right to discovery in any pending or future litigation.

#### 11. IDENTIFYING INFORMATION AND PRIVACY NOTIFICATION.

Identification Number(s). Every invoice or New York State Claim for Payment submitted to the State University of New York by a payee, for payment for the sale of goods or services or for transactions (e.g., leases, easements, licenses, etc.) related to real or personal property must include the payee's identification number. The number is any or all of the following: (i) the payee's Federal employer identification number, (ii) the payee's Federal social security number, and/or (iii) the payee's Vendor Identification Number assigned by the Statewide Financial System. Failure to include such number or numbers may delay payment. Where the payee does not have such number or numbers, the payee, on its invoice or Claim for Payment, must give the reason or reasons why the payee does not have such number or numbers.

(b) Privacy Notification. (1) The authority to request the above personal information from a seller of goods or services or a lessor of real or personal property, and the authority to maintain such information, is found in Section 5 of the State Tax Law. Disclosure of this information by the seller or lessor to the State University of New York is mandatory. The principal purpose for which the information is collected is to enable the State to identify individuals, businesses and others who have been delinquent in filing tax returns or may have understated their tax liabilities and to generally identify persons affected by the taxes administered by the Commissioner of Taxation and Finance. The information will be used for tax administration purposes and for any other purpose authorized by law. (2) The personal information is requested by the purchasing unit of the State University of New York contracting to purchase the goods or services or lease the real or personal property covered by this contract or lease. The information is maintained in the Statewide Financial System by the Vendor Management Unit within the Bureau of State Expenditures, Office of the State Comptroller, 110 State Street, Albany, New York 12236.

#### 12. EQUAL EMPLOYMENT OPPORTUNITIES FOR MINORITIES AND WOMEN.

(a) In accordance with Section 312 of the Executive Law and 5 NYCRR 143, if this contract is: (i) a written agreement or purchase order instrument, providing for a total expenditure in excess of \$25,000.00, whereby a contracting agency is committed to expend or does expend funds in return for labor, services, supplies, equipment, materials or any combination of the foregoing, to be performed for, or rendered or furnished to the contracting agency; or (ii) a written agreement in excess of \$100,000.00 whereby a contracting agency is committed to expend or does expend funds for the acquisition,

construction, demolition, replacement, major repair or renovation of real property and improvements thereon; or (iii) a written agreement in excess of \$100,000.00 whereby the owner of a State assisted housing project is committed to expend or does expend funds for the acquisition, construction, demolition, replacement, major repair or renovation of real property and improvements thereon for such project, then the following shall apply and by signing this agreement the Contractor certifies and affirms that it is Contractor's equal employment opportunity policy that:

(1) The Contractor will not discriminate against employees or applicants for employment because of race, creed, color, national origin, sex, age, disability or marital status, and will undertake or continue existing programs of affirmative action to ensure that minority group members and women are afforded equal employment opportunities without discrimination. Affirmative action shall mean recruitment, employment, job assignment, promotion, upgradings, demotion, transfer, layoff, or termination and rates of pay or other forms of compensation;

(2) at SUNY's request, Contractor shall request each employment agency, labor union, or authorized representative of workers with which it has a collective bargaining or other agreement or understanding, to furnish a written statement that such employment agency, labor union or representative will not discriminate on the basis of race, creed, color, national origin, sex, age, disability or marital status and that such union or representative will affirmatively cooperate in the implementation of the Contractor's obligations herein; and

(3) Contractor shall state, in all solicitations or advertisements for employees, that, in the performance of the State contract, all qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

(b) Contractor will include the provisions of "1", "2" and "3", above, in every subcontract over \$25,000.00 for the construction, demolition, replacement, major repair, renovation, planning or design of real property and improvements thereon (the "Work") except where the Work is for the beneficial use of the Contractor. Section 312 does not apply to: (i) work, goods or services unrelated to this contract; or (ii) employment outside New York State. The State shall consider compliance by a Contractor or sub-contractor with the requirements of any federal law concerning equal employment opportunity which effectuates the purpose of this section. SUNY shall determine whether the imposition of the requirements of the provisions hereof duplicate or conflict with any such federal law and if such duplication or conflict exists, SUNY shall waive the applicability of Section 312 to the extent of such duplication or conflict. Contractor will comply with all duly promulgated and lawful rules and regulations of the Department of Economic Development's Division of Minority and Women's Business Development pertaining hereto.

13. **CONFLICTING TERMS.** In the event of a conflict between the terms of the contract (including any and all attachments thereto and amendments thereof) and the terms of this Exhibit A, the terms of this Exhibit A shall control.

14. **GOVERNING LAW.** This contract shall be governed by the laws of the State of New York except where the Federal supremacy clause requires otherwise.

15. **LATE PAYMENT.** Timeliness of payment and any interest to be paid to Contractor for late payment shall be governed by Article 11-A of the State Finance Law to the extent required by law.

16. **NO ARBITRATION.** Disputes involving this contract, including the breach or alleged breach

thereof, may not be submitted to binding arbitration (except where statutorily authorized) but must, instead, be heard in a court of competent jurisdiction of the State of New York.

17. **SERVICE OF PROCESS.** In addition to the methods of service allowed by the State Civil Practice Law & Rules ("CPLR"), Contractor hereby consents to service of process upon it by registered or certified mail, return receipt requested. Service hereunder shall be complete upon Contractor's actual receipt of process or upon the State's receipt of the return thereof by the United States Postal Service as refused or undeliverable. Contractor must promptly notify the State, in writing, of each and every change of address to which service of process can be made. Service by the State to the last known address shall be sufficient. Contractor will have thirty (30) calendar days after service hereunder is complete in which to respond.

18. **PROHIBITION ON PURCHASE OF TROPICAL HARDWOODS.** The Contractor certifies and warrants that all wood products to be used under this contract award will be in accordance with, but not limited to, the specifications and provisions of State Finance Law §165 (Use of Tropical Hardwoods), which prohibits purchase and use of tropical hardwoods, unless specifically exempted, by the State or any governmental agency or political subdivision or public benefit corporation. Qualification for an exemption under this law will be the responsibility of the contractor to establish to meet with the approval of the State. In addition, when any portion of this contract involving the use of woods, whether supply or installation, is to be performed by any subcontractor, the prime Contractor will indicate and certify in the submitted bid proposal that the subcontractor has been informed and is in compliance with specifications and provisions regarding use of tropical hardwoods as detailed in Section 165 of the State Finance Law. Any such use must meet with the approval of the State, otherwise, the bid may not be considered responsive. Under bidder certification, proof of qualification for exemption will be the responsibility of the Contractor to meet with the approval of the State.

19. **MacBRIDE FAIR EMPLOYMENT PRINCIPLES.** In accordance with the MacBride Fair Employment Principles (Chapter 807 of the Laws of 1992), the Contractor hereby stipulates that Contractor and any individual or legal entity in which the Contractor holds a ten percent or greater ownership interest and any individual or legal entity that holds a ten percent or greater ownership interest in the Contractor either (a) have no business operations in Northern Ireland, or (b) shall take lawful steps in good faith to conduct any business operations in Northern Ireland in accordance with the MacBride Fair Employment Principles (as described in Section 165(5) of the State Finance Law), and shall permit independent monitoring of compliance with such principles.

20. **OMNIBUS PROCUREMENT ACT OF 1992.** It is the policy of New York State to maximize opportunities for the participation of New York State business enterprises, including minority and women-owned business enterprises as bidders, subcontractors and suppliers on its procurement contracts.

Information on the availability of New York State subcontractors and suppliers is available from:

NYS Department of Economic Development  
Division for Small Business  
30 South Pearl St., 7th Floor  
Albany, NY 12245  
Tel: 518-292-5100  
Fax: 518-292-5884  
email: opa@esd.ny.gov

A directory of certified minority and women-



owned business enterprises is available from:

NYS Department of Economic Development  
Division of Minority and Women's Business  
Development  
633 Third Avenue  
New York, NY 10017  
212-803-2414

email: [mwbecertification@esd.ny.gov](mailto:mwbecertification@esd.ny.gov)  
<https://ny.newnyccontracts.com/FrontEnd/VendorSearchPublic.asp>

The Omnibus Procurement Act of 1992 requires that by signing this bid proposal or contract, as applicable, Contractors certify that whenever the total bid amount is greater than \$1 million:

(a) The Contractor has made reasonable efforts to encourage the participation of New York State Business Enterprises as suppliers and subcontractors, including certified minority and women-owned business enterprises, on this project, and has retained the documentation of these efforts to be provided upon request to SUNY;

(b) The Contractor has complied with the Federal Equal Employment Opportunity Act of 1972 (P.L. 92-261), as amended;

(c) The Contractor agrees to make reasonable efforts to provide notification to New York State residents of employment opportunities on this project through listing any such positions with the Job Search Division of the New York State Department of Labor, or providing such notification in such manner as is consistent with existing collective bargaining contracts or agreements. The contractor agrees to document these efforts and to provide said documentation to the State upon request; and

(d) The Contractor acknowledges notice that SUNY may seek to obtain offset credits from foreign countries as a result of this contract and agrees to cooperate with SUNY in these efforts.

#### 21. RECIPROCITY AND SANCTIONS

**PROVISIONS.** Bidders are hereby notified that if their principal place of business is located in a country, nation, province, state or political subdivision that penalizes New York State vendors, and if the goods or services they offer will be substantially produced or performed outside New York State, the Omnibus Procurement Act of 1994 and 2000 amendments (Chapter 684 and Chapter 383, respectively) require that they be denied contracts which they would otherwise obtain. Contact the NYS Department of Economic Development, Division for Small Business, 30 South Pearl Street, Albany, New York 12245, for a current list of jurisdictions subject to this

provision.

**22. COMPLIANCE WITH NEW YORK STATE INFORMATION SECURITY BREACH AND NOTIFICATION ACT.** Contractor shall comply with the provisions of the New York State Information Security Breach and Notification Act (General Business Law Section 899-aa; State Technology Law Section 208).

**23. COMPLIANCE WITH CONSULTANT DISCLOSURE LAW** If this is a contract for consulting services, defined for purposes of this requirement to include analysis, evaluation, research, training, data processing, computer programming, engineering, environmental health and mental health services, accounting, auditing, paralegal, legal or similar services, then in accordance with Section 163(4-g) of the State Finance Law, the Contractor shall timely, accurately and properly comply with the requirement to submit an annual employment report for the contract to SUNY, the Department of Civil Service and the State Comptroller.

**24. PURCHASES OF APPAREL AND SPORTS EQUIPMENT.** In accordance with State Finance Law Section 165(7), SUNY may determine that a bidder on a contract for the purchase of apparel or sports equipment is not a responsible bidder as defined in State Finance Law Section 183 based on (a) the labor standards applicable to the manufacture of the apparel or sports equipment, including employee compensation, working conditions, employee rights to form unions and the use of child labor; or (b) bidder's failure to provide information sufficient for SUNY to determine the labor conditions applicable to the manufacture of the apparel or sports equipment.

**25. PROCUREMENT LOBBYING.** To the extent this agreement is a "procurement contract" as defined by State Finance Law Sections 139-j and 139-k, by signing this agreement the contractor certifies and affirms that all disclosures made in accordance with State Finance Law Sections 139-j and 139-k are complete, true and accurate. In the event such certification is found to be intentionally false or intentionally incomplete, the State may terminate the agreement by providing written notification to the Contractor in accordance with the terms of the agreement.

**26. CERTIFICATION OF REGISTRATION TO COLLECT SALES AND COMPENSATING USE TAX BY CERTAIN STATE CONTRACTORS, AFFILIATES AND SUBCONTRACTORS.** To the extent this agreement is a contract as defined by Tax Law Section 5-a, if the Contractor fails to make the certification required by Tax Law

Section 5-a or if during the term of the contract, the Department of Taxation and Finance or SUNY discovers that the certification, made under penalty of perjury, is false, then such failure to file or false certification shall be a material breach of this contract and this contract may be terminated, by providing written notification to the Contractor in accordance with the terms of the agreement, if SUNY determines that such action is in the best interests of the State.

**27. IRAN DIVESTMENT ACT.** By entering into this Agreement, Contractor certifies in accordance with State Finance Law §165-a that it is not on the "Entities Determined to be Non-Responsive Bidders/Offerors pursuant to the New York State Iran Divestment Act of 2012" ("Prohibited Entities List") posted at:  
<http://www.ogs.ny.gov/about/regis/docs/ListofEntities.pdf>

Contractor further certifies that it will not utilize on this Contract any subcontractor that is identified on the Prohibited Entities List. Contractor agrees that should it seek to renew or extend this Contract, it must provide the same certification at the time the Contract is renewed or extended. Contractor also agrees that any proposed Assignee of this Contract will be required to certify that it is not on the Prohibited Entities List before the contract assignment will be approved by the State.

During the term of the Contract, should the state agency receive information that a person (as defined in State Finance Law §165-a) is in violation of the above-referenced certifications, the state agency will review such information and offer the person an opportunity to respond. If the person fails to demonstrate that it has ceased its engagement in the investment activity which is in violation of the Act within 90 days after the determination of such violation, then the state agency shall take such action as may be appropriate and provided for by law, rule, or contract, including, but not limited to, imposing sanctions, seeking compliance, recovering damages, or declaring the Contractor in default.

The state agency reserves the right to reject any bid, request for assignment, renewal or extension for an entity that appears on the Prohibited Entities List prior to the award, assignment, renewal or extension of a contract, and to pursue a responsibility review with respect to any entity that is awarded a contract and appears on the Prohibited Entities list after contract award.

#### **THE FOLLOWING PROVISIONS SHALL APPLY ONLY TO THOSE CONTRACTS TO WHICH A HOSPITAL OR OTHER HEALTH SERVICE FACILITY IS A PARTY**

28. Notwithstanding any other provision in this contract, the hospital or other health service facility remains responsible for insuring that any service provided pursuant to this contract complies with all pertinent provisions of Federal, state and local statutes, rules and regulations. In the foregoing sentence, the word "service" shall be construed to refer to the health care service rendered by the hospital or other health service facility.

29. (a) In accordance with the 1980 Omnibus Reconciliation Act (Public Law 96-499), Contractor hereby agrees that until the expiration of four years after the furnishing of services under this agreement, Contractor shall make available upon written request to the Secretary of Health and Human Services, or upon request, to the Comptroller General of the United States or any of their duly authorized representatives, copies of this contract, books, documents and records of the Contractor that are necessary to certify the nature and extent of the costs hereunder.

(b) If Contractor carries out any of the duties of the contract hereunder, through a subcontract having a value or cost of \$10,000 or more over a twelve-month period, such subcontract shall contain a clause to the effect that, until the expiration of four years after the furnishing of such services pursuant to such subcontract, the subcontractor shall make available upon written request to the Secretary of Health and Human Services or upon request to the Comptroller General of the United States, or any of their duly authorized representatives, copies of the subcontract and books, documents and records of the subcontractor that are necessary to verify the nature and extent of the costs of such subcontract.

(c) The provisions of this section shall apply only to such contracts as are within the definition established by the Health Care Financing Administration, as may be amended or modified from time to time.

7.a

# SCHEDULE OF RESIGNATIONS AND LEAVES

ADMINISTRATORS, INSTRUCTIONAL AND NON-INSTRUCTIONAL STAFF  
School Year 2015-16

Schedule Number: 11.64  
Board Meeting Date: January 12, 2016  
Color: White

## A. Approval of Personnel Resignations and Leaves

### ADMINISTRATORS/INSTRUCTIONAL PERSONNEL:

| RESIGNATION | POSITION | ORIGINAL APPOINTMENT | RESIGNATION DATE | REASON |
|-------------|----------|----------------------|------------------|--------|
|             |          |                      |                  |        |
|             |          |                      |                  |        |
|             |          |                      |                  |        |

### NON-INSTRUCTIONAL PERSONNEL:

| RESIGNATION       | POSITION      | ORIGINAL APPOINTMENT | EFFECTIVE DATE | REASON       |
|-------------------|---------------|----------------------|----------------|--------------|
| Domineske, Jeanne | Teacher Aide  | 09/02/2003           | 01/28/2016     | Retirement.  |
| Poole, Karen      | Payroll Clerk | 05/14/2012           | 01/19/2016     | Resignation. |
|                   |               |                      |                |              |

### INSTRUCTIONAL/NON-INSTRUCTIONAL PERSONNEL:

| LEAVE OF ABSENCE | POSITION | ORIGINAL APPOINTMENT | LEAVE DATES | REASON |
|------------------|----------|----------------------|-------------|--------|
|                  |          |                      |             |        |
|                  |          |                      |             |        |
|                  |          |                      |             |        |
|                  |          |                      |             |        |

7.a

# SCHEDULE OF APPOINTMENTS

Non-Instructional Personnel  
To Fix Salaries and Schedule Conditions for the School Year 2015-16

Schedule Number: 1164  
Board Meeting Date: January 12, 2016  
Color: White

| NAME           | JOB TITLE           | SERVICE AREA | EFFECTIVE DATE | APPOINTMENT TYPE | REMARKS  | SALARY/<br>HOURLY RATE |
|----------------|---------------------|--------------|----------------|------------------|--|------------------------|
| Adams, Valorie | Teacher Aide        | JSHS         | 01/04/2015     | Probationary     | Valorie will fill the Teacher Aide – Job Coach position retroactive to 01/04/2016. | \$9.84                 |
| Ossit, Deborah | Keyboard Specialist | Parker/Smith | 01/19/2015     | Probationary     | Deborah will fill the Keyboard Specialist vacancy due to resignation.              | \$11.89                |

7.6

## **SCHEDULE OF APPOINTMENTS**

### **Non-Instructional Substitute Personnel**

#### **To Fix Salaries and Schedule Conditions for the School Year 2015-16**

Schedule Number: **1165**  
Board Meeting Date: **January 12, 2016**  
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.**

| <b>Last Name</b> | <b>First Name</b> | <b>Title</b>        | <b>Rate</b> | <b>Remarks</b>            |
|------------------|-------------------|---------------------|-------------|---------------------------|
| Corpora          | Laura             | Food Service Helper | \$9.00      |                           |
| Adams            | Valorie           | Teacher Aide        | \$9.00      | Retroactive to 12/21/2015 |
| Adams            | Valorie           | Clerical            | \$10.35     | Retroactive to 12/21/2015 |
| Domineske        | Jeanne            | Teacher Aide        | \$9.00      | Effective 01/29/2016      |

7.C

## SCHEDULE OF APPOINTMENTS

### ELEMENTARY & SECONDARY SUBSTITUTE TEACHERS/TUTORS 2015-16

Schedule Number: **2381**

Board Meeting Date: **January 12, 2016**

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>            |
|--------------------|--------------------|-------------|-------------------|---------------------------|
| DeMarco, Brooke    | Substitute Teacher | A           | \$99.00           | Retroactive to 12/09/2015 |
| DeMarco, Brooke    | Teaching Assistant |             | \$81.00           | Retroactive to 12/09/2015 |
| Honour, Jonathan   | Substitute Teacher | A           | \$99.00           | Retroactive to 12/14/2015 |
| Honour, Jonathan   | Teaching Assistant |             | \$81.00           | Retroactive to 12/14/2015 |
| Deferio, Katherine | Substitute Teacher | A           | \$99.00           | Retroactive to 01/04/2016 |
| Lott, Jessica      | Teaching Assistant | B           | \$73.00           | Retroactive to 12/15/2015 |
| Muldowney, Betty   | Substitute Teacher | A           | \$99.00           |                           |
| Platt, Pamela      | Teaching Assistant | A           | \$81.00           |                           |

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

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7. C

**Co-Curricular Appointments**  
**To Fix Salaries and Schedule Conditions for the School Year 2015-16**

Schedule Number: 2382  
Board Meeting Date: January 12, 2016  
Color: Green

| TITLE              | APPOINTMENT   | YR | AMOUNT |         |
|--------------------|---------------|----|--------|---------|
| Jr. High Newspaper | Sarah Bertram | 1  | \$     | 245.00* |

\*2013-14 rate per issue – max 7 issues