

CORTLAND ENLARGED CITY SCHOOL DISTRICT
Board of Education Meeting – Tuesday, January 26, 2016 at 7:00 p.m.
Kaufman Center, 1 Valley View Drive, Cortland NY

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 – Report on January 21, 2016 meeting
 - 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 January 12, 2016 Regular Meeting
 - b. CSE/CPSE (Committee on Special Education/Committee on Pre-school Special Education) Recommendations
- 5. OLD BUSINESS: None**
- 6. NEW BUSINESS:**
 - a. Financial Reports: Treasurer's Report, Trial Balance, Revenues, Intrafund Transfers, Appropriations, Warrant – November & December 2015 and Claims Audit Report – October, November, & December 2015
 - b. Approval of agreement for SUNY Cortland to use the CECSD bus wash
 - c. Approval of 2016-2017 Universal Pre-kindergarten Timeline
 - d. Approval of Academic Intervention Services Plan July 1, 2016 - June 30-2018
- 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
 - 1.) Police Fueling
 - b. Assistant Superintendent for Pupil and Personnel Services
 - 1.) APPR update
 - c. Director of Curriculum and Instruction
 - d. Director of Special Education
 - e. Superintendent
 - 1.) Academic report
- 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 (If needed)**
- 13. ADJOURNMENT**

Amoreena Tellaeche
4th - 6th Grade
Virgil Elementary School
Cortland Enlarged City School District



"Students had a hands-on opportunity to learn that there is more than one way to solve a problem and that they will need stamina and critical thinking to see it through."



Congratulations to our December 2015 Featured Teacher Amoreena Tellaeche. Amoreena is a national Board Certified teacher and just started her 21st year of teaching. She taught mostly in Dual Immersion Spanish classes for 11 years in San Diego, California, and has been teaching in Cortland for 10 years. She works with grades 4 through 6 at Virgil Elementary School, where she "loops" with math instruction for three years. She and the students benefit from working closely together because she really gets to know their strengths and areas of growth as well as build relationships with the students and their parents.

What are some of the innovative ways that Amoreena integrates technology into her curriculum?

Instead of reviewing math concepts with her students for the first weeks of school, Amoreena began the year by collaborating with the CNYRIC's Technology Integration Specialist Jason Clark to launch a robotics pilot using a variety of hand-held robots and coding applications. The CNYRIC's Critical Thinking Through Coding service provides classrooms with four different robot platforms, iPads, and supporting curriculum that introduces students to the critical thinking skills needed for computer programming. By using a variety of hands-on activities and computer simulations, students experience immediate results. The children were split into four groups and over the course of a month they completed a series of challenges to program each of the robotics platforms. Amoreena used an hour of math time for students to solve increasingly challenging problems through trial and error using the robots. For example, they created a program to move Sphero and record its time and distance. After gathering their data, they created a video with the iPad explaining the results of changing time vs. speed and how it affects the distance it travels. Another activity was using Kibo to observe how to create repeat loops and the importance of If/Then blocks to make writing code easier. Once the problem was solved and the skill was mastered, the children were given time to work with Scratch, Lightbot or other similar iPad apps to continue to support problem solving.

How have students benefited from Amoreena's technology integration initiatives?

Starting the year with coding and problem solving complemented Amoreena's first six weeks of Responsive Classroom. After the activities, Amoreena and her students reflected about "mindset" and what skills and attitudes are essential to problem solve. After their discussions, more students noticed their increased stamina working through mistakes and their rising comfort level with taking risks. It opened up the discussion about making mistakes as a path to learning and they were more receptive to feedback from both adults and peers. One student commented, "You're going to fail but just keep trying and when you get it, you will appreciate your mistakes." At the end of the unit, a student wrote about her experience and shared, "I learned that you have to try a couple of times until you get it right. Now I don't care if I fail. The next person who tries this should be happy that failure is good to learn from." Amoreena has seen this attitude and mindset carry over to math and daily problem solving. Students had a hands-on opportunity to learn that there is more than one way to solve a problem and that they will need stamina and critical thinking to see it through. There is no longer the expectation to get to the answer fast. Another student shared with us, "If you know what you are doing, you are not learning." As a result of their interest, Ms. Charles, the school librarian, partnered with Amoreena to start a Coding Club that meets weekly. They are pleased with the great balance of boys and girls that are interested and hope to invite guest speakers to offer ideas about possible future careers in Math and Computer Science. They meet with the students to work with various coding sites and are preparing grants to buy more robots that can be used with the intermediate grades.

Is This You?

Are you the type of teacher who thinks about technology integration and new ways to enhance instruction, engage students, and make learning fun? Know someone who fits the profile? Recommend a "Featured Teacher" so we can recognize and celebrate great work in the area of instructional technology!

4.9

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

Budget Workshop – 6:00 p.m.

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

A Regular Meeting of the Board of Education was held on Tuesday, January 12, 2016 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 Mr. Daniel Sidebottom

Absent: Ms. Alane VanDonsel

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. Alicia Zupancic, Clerk

1. CALL TO ORDER and PLEDGE OF ALLEGIANCE.

Ms. Davis-Howard called the meeting to order at 7:02 p.m. and the Pledge of Allegiance was recited.

2. COMMUNICATIONS and RECOGNITION:

a. Kudos Korner

1.) CNYRIC December 2015 Featured Teacher – Amoreena Tellacche (Tabled due to weather)

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 - The December 10, 2015 meeting had been cancelled. The next meeting will be held January 21, 2016.

2.) BOE Facilities Committee – Next meeting TBD

3.) BOE Audit Committee – Next meeting TBD – The next BOE Audit Committee meeting will be held after the Internal Audit has been completed and the report written up.

3. PRESENTATIONS:

a. 7 Valley New Tech High (Tabled due to weather)

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

607000726, 607000501, 607001660, 610375108, 607002145, 610340630, 610373684, 610380590, 610316629, 607001951, 607000814, 607001822, 607002176, 607002031, 610316631, 607000463, 607002141, 607000147, 610328934, 610353201, 607001347, 607001827, 610356999, 610364513, 610385249, 610387779, 610328939, 610330702, 610308256, 610382948, 607000019, 610374601, 610286429, 607000977, 610379697, 607002095, 610346142, 607002029, 610391099, 607000455, 610375929, 610328958, 607002172, 610384726, 607000502, 610375506, 610385234, 607000130, 607001853, 607002140, 610350601, 607002101, 610361650, 610261568, 610298182, 610330980, 610358577, 610317783, 607000395, 607000971, 607000196, 610293747, 607000448, 610350592, 610293500

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

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

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

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

RESOLVED, upon the recommendation of the Superintendent of Schools, to accept a Sampson PA System valued at 1, 440.00 from Hickey's Music as presented.

Moved by Ms. Griffin, seconded by Mr. Natoli. Discussion: This will be housed at Randall School

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

- b. Acceptance of recommendation to surplus one 425Lm-1 Laminator and one 4250 Laminator

RESOLVED, upon the recommendation of the Superintendent of Schools, to surplus one 425LM-1 Laminator and one 4250 Laminator as presented.

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

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

- c. Approval of Field Placement Agreement, 2016-2020: Oswego State University of New York

RESOLVED, upon the recommendation of the Superintendent of Schools, to approve the Field Placement Agreement between Cortland Enlarged City School District and Oswego State University of New York, January 29, 2016 – June 30, 2020 as presented.

Moved by Ms. Murphy, seconded by Ms. Griffin. Discussion: Term #11 in the contract (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".) was left blank. Ms. Bliss had called the field placement office and was told that this changes at times based on the person that is going to be sent and at the time a student is placed, a, b, or c would be chosen. The students could be placed for student teaching or observation hours.

Final Vote: Yes – 5, No – 1. Motion Carried.

- d. Approval of Overnight Field Trip: Relay for Life Club – February 8-9, 2016

SUGGESTED RESOLUTION: RESOLVED, upon the recommendation of the Superintendent of Schools, to approve the Overnight Field Trip for the Relay for Life Club – February 8-9, 2016 as presented.

Moved by Ms. Griffin, seconded by Ms. Gregory. Discussion: Our Relay for Life students that represent Reality Check have been working with the Cortland County Youth Advocacy Bureau and they have a grant where they can send our students in Reality Check and the officers of our Relay for Life Club to the Albany Legislative Day and they will pay all expenses for travel. The only cost to the district will be substitutes.

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

7. PERSONNEL ACTION:

- a. Approval of Personnel Resignations and Leaves

SUGGESTED RESOLUTION: RESOLVED, upon the recommendation of the Superintendent of Schools, to approve the Resignations and Leaves as presented on Resignations and Leaves Schedule 11.64.

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

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

- b. Approval of Non-Instructional Personnel Appointments

SUGGESTED RESOLUTION: RESOLVED, upon the recommendation of the Superintendent of Schools, to approve the appointments for Non-Instructional Personnel as presented on Schedule of Appointment 1164 and 1165.

Moved by Mr. Sidebottom, seconded by Ms. Griffin. Discussion: One person is becoming a probationary teacher aide and a substitute. Ms. Vile said this is correct as the person will have a reduced number of hours as a job coach, she will substitute also.

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

- c. Approval of Administrative and Instructional Personnel Appointment
SUGGESTED RESOLUTION: RESOLVED, upon the recommendation of the Superintendent of Schools, to approve the appointments for Administrative and Instructional Personnel as presented on Schedules of Appointment 2381 and 2382.

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

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

8. LEADERSHIP REPORTS:

a. Director of Business Operations

- 1.) Ms. Vile shared with the Board that one of the bus driver's had noticed a child had left a bag on the bus just prior to winter recess. He took his own time and initiative to connect with the district office to let the family know he wanted to deliver it to the student and then he did so.
- 2.) Cost of polling places – Ms. Vile shared preliminary costs of polling places. The anticipated cost of one polling place is \$2,070.50 while the anticipated cost of three polling places is \$3,170.50.

b. Assistant Superintendent for Pupil and Personnel Services – Ms. Riley let the Board know that the APPR committee is meeting on Thursday and there will be an update on changes to APPR at the next Board meeting.

c. Director of Curriculum and Instruction – Ms. Bliss shared an Itinerary for the Holocaust Memorial Museum field Trip.

d. Director of Special Education – Dr. Sheehan expressed his appreciation for the warm feedback of the Coffee Hour.

e. Superintendent

- 1.) Mr. Hoose supplied a handout on the Gap Elimination Adjustments. Most of the Cortland District's was restored last year but we will still receive a little more.
- 2.) Focus School – PLC (Professional Learning Community) – There will be a presentation to the Board on the plan to move out of being a focus school.

9. **BOARD MEMBER ACTIVITIES** – Many of the Board members attended the Winter Wishes assembly sponsored by the Renaissance Committee. They all agree that it was inspiring. Several members enjoyed concerts and basketball games. One member mentioned Santa and his elves at the Water Works. Most also enjoyed giving out cards and hot cocoa to the crossing guards as a token of appreciation.

10. **AUDIENCE PARTICIPATION:** (Individuals are requested to keep their comments to two-minutes per speaker). – Michelle Ryan came to ask the Board to start thinking about having an official indoor track club or team for next school year.

11. NEXT MEETING AGENDA REVIEW

- 1.) Tabled Kudos
- 2.) Academic Report
- 3.) Tabled 7 Valley New Tech High presentation

12. EXECUTIVE SESSION

In accordance with Public Officer's Law Section 96, Subdivision 1, Ms. Davis-Howard called for an Executive Session at 8:08 p.m. to discuss contract negotiations.

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

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

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

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

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

13. ADJOURNMENT

As there was no further business to discuss, Ms. Davis-Howard asked for a motion to adjourn the regular meeting at 9:06 p.m.

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

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

Ms. Alicia Zupancic, Clerk



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**

**To: Michael Hoose, Superintendent of Schools
From: Kimberly Vile, Director of Business Services *KAV*
Date: January 22, 2016
Re: Bus Wash agreement**

The business office recommends the approval of the following agreement.

Please let me know if you have any questions.

cc: BOE

The Cortland Enlarged City School District (the District), a public corporation organized and existing under the laws of the State of New York and The State University of New York College at Cortland (the College), a division of the State University of New York, agree:

1. The District owns and operates a bus wash facility for purposes of maintaining the school busses owned and operated by the District.
2. The District's Board of Education has authority granted by New York Education Law §414(1) to make reasonable rules for the use of the District's buildings, grounds and facilities.
3. The College owns and operates busses. The College does not own a bus wash facility.
4. The District and the College agree that the College may use the District owned bus wash facility for College owned busses on the following terms;
 - a. The College may use the bus wash facility between the hours of 2:30 and 3:30 p.m. on any day when the District is in session or on any business day during the District's summer recess.
 - b. The College will pay to the District the sum of \$500.00 by the 15th day of each month for a total payment of \$6,000.00 per year.
 - c. Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the College hereby agrees to effectuate the naming of the District as an additional insured on the College's insurance policies.

The policy naming the District as an additional insured shall:

- i. Be an insurance policy from an A.M. Best rated "Secure" or better insurer, licensed in New York State.
- ii. State that the College's coverage shall be primary and non-contributory coverage for the District, its Board, employees and volunteers.
- iii. The District shall be listed as an additional insured by using endorsement CG 2026 or equivalent. The decision to accept an alternative endorsement rests solely with the District. A completed copy of the endorsement must be attached to the certificate of insurance.
- iv. At the District's request, the College shall provide a copy of the declaration page of the liability and umbrella policies with a list of

endorsements and forms. If so requested, the organization will provide a copy of the policy endorsements and forms.

- d. The College agrees to indemnify the District for any applicable deductibles and self-insured retentions.

5. Required Insurance:

- a. Commercial General Liability Insurance

\$1,000,000 per occurrence/ \$2,000,000 aggregate, with no exclusions for athletic participants.

- b. Excess Insurance

\$_____ each Occurrence and Aggregate. Excess coverage shall be on a follow-form basis.

- 6. The College acknowledges that failure to obtain such insurance on behalf of the District constitutes a material breach of contract and subjects it to liability for damages, indemnification and all other legal remedies available to the District. The College is to provide the District with a certificate of insurance, evidencing the above requirements have been met, prior to the commencement of use of facilities.
- 7. The District is a member/owner of the NY Schools Insurance Reciprocal (NYSIR). The College further acknowledges that the procurement of such insurance as required herein is intended to benefit not only the District but also the NYSIR, as the District's insurer.
- 8. Notwithstanding any contrary provisions of this Agreement, The District shall not be responsible for any loss of or damage to property of the College, except where caused by the willful act or omission or negligence of the District, or the District's agents, employees or contractors.

Dated:

Dated:

President, Cortland Enlarged City School
District Board of Education

David Duryea, Vice President of Finance at
SUNY Cortland

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

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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 and Instruction

Date: January 20, 2016

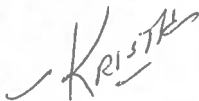
Re: 2016-2017 Universal Pre-kindergarten Timeline

Attached for your review and approval is the 2016 – 2017 Universal Pre-kindergarten Timeline.

Universal Pre-kindergarten is a NYS program established to provide four-year-old children with universal opportunities to access pre-kindergarten programs. The timeline is the guiding document for developing our local 2016 – 2017 program. The timeline includes a schedule for development of contracts with partnering agencies, processing student enrollment, and providing professional learning opportunities.

Thank you for your review of this timeline; please contact me if you have questions or would like additional information in advance of the meeting.

Respectfully,





2016-17 CECSD Universal Pre-K Planning Time Line

August XX, 2016	UPK professional development session
September XX-XX, 2016	Vision screening
September	Fall assessments distributed
Oct 2016- June 2017	Site visits
September 16, 2016	Directors' Meeting (curriculum planning, professional development planning)
November 14, 2016	Fall assessments due for current students
December 16, 2016	Report due to NYSED
January 20, 2017	Directors' Meeting (NYSED updates, center updates, enrollment)
January – March, 2017	Hearing screenings
January 24, 2017	Board of Education UPK Timeline review
January 25, 2017	Request for Proposals (RFPs) to include: <ul style="list-style-type: none">▪ Cover letter▪ Timeline▪ Application▪ Budget▪ Self-Assessment Checklist▪ <i>attachment #1</i>: Program Plan▪ <i>attachment #2</i>: SED Regulations▪ <i>attachment #3</i>: Attendance Regulation
January XX, 2017	UPK professional development session
Date TBD (if needed)	Application training and Q & A session for new applicants
February 24, 2017	Request for Proposals (RFPs) due
Date TBD (if needed)	RFP Subcommittee site visitations to new centers (a.m. visitations)
Date TBD	Agency presentations scheduled to review RFPs with Subcommittee
Date TBD	Advisory Council Meeting to formulate recommendation to BOE
March 3, 2017	Directors' Meeting
March 7, 2017	BOE approval of RFP award(s) subject to final NYS funding
March 15, 2017	Media release / registration forms available
March XX, 2017	UPK professional development session

March 27, 2017	Student registration/placement Agencies mail <i>Phase 2</i> Registration forms
TBD	Spring assessment window
May X, 2017	UPK professional development session
May XX, 2017	Spring assessments due for current students
June 2, 2017	Directors' Meeting
June, 2017	Application filed with SED
July, 2017	15-16 State Final Report Agencies verify final enrollment for application to SED
August, 2017	Agencies supply CECSD Central Registration Office with a <u>list of confirmed</u> UPK <u>attendees</u> and openings for September 2016

Revised 01/20/16

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

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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
Academic Intervention Services (AIS) Committee Members

Date: 20 January 2016

Re: District AIS Plan, July 1, 2016- June 30, 2018

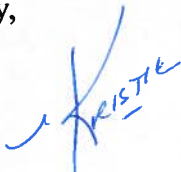
NYSED Academic Intervention Services (AIS) regulations were adopted by the Board of Regents in July 1999. School districts were required to develop and adopt a plan by July 2000 and implement beginning September 1, 2000. Beginning July 1, 2002, and every two years thereafter, each school district must review and revise its description of academic intervention services.

The AIS Committee, chaired by Kristie Bliss, met throughout the 2015-16 school year to conduct its biennial review. The process included thoroughly reviewing the plan, canvassing staff for suggestions, and sharing various stages of the committee's revisions with staff.

Enclosed for your review and approval is the district AIS plan in its ninth edition. Upon approval, it is effective July 1, 2016 – June 30, 2018.

Thank you for your consideration of this document. Please contact me with any need for clarification.

Respectfully,



*Cortland Enlarged City School District
District Plan of
Academic Intervention Services
Effective July 1, 2016 – June 30, 2018*

2016-2018 Academic Intervention Services (AIS) Plan Committee		
Committee Members	Term Expires	Building/Area of Representation
Abbey Albright	June 2017	Cortland JSHS / Math Department Chair
Karen Avery	June 2017	Virgil Elementary School/ Reading Department Leader
Kristie Bliss	Chair	Kaufman Center / Director of Curriculum and Instruction
Cindy Buerkle	June 2017	Cortland JSHS / Library Media Specialist
Jeannette Cahill	June 2017	Cortland JSHS / Psychologist
Jaclyn Couchman	June 2017	Cortland JSHS / Psychologist
Michele Hughes	June 2017	Cortland JSHS / Student Services Department Chair
Dianna Joslyn	June 2017	Cortland JSHS / Science Department Chair
Jonathan Marks	June 2017	Cortland JSHS / English Department Chair
Lois Meyer	June 2017	Cortland JSHS / Social Studies Department Chair

Introduction

Academic Intervention Services are services that provide additional instruction and/or student support services which supplement the instruction provided in the general curriculum and assist students in meeting the NYS learning standards. Academic Intervention Services are intended to assist students who are at risk of not achieving the NYS learning standards in English language arts, mathematics, social studies and/or science, or who are at risk of not gaining the knowledge and skills needed to meet or exceed designated performance levels on NYS assessments. Academic Intervention Services shall be made available to students with disabilities on the same basis as students without disabilities, provided, however, that such services shall be provided to the extent consistent with the student's individualized education program (IEP).

The Cortland Enlarged City School District, located in Cortland County, has a student enrollment of approximately 2,466 pupils. The district believes that all students should be afforded appropriate and targeted opportunities for academic assistance and intervention, based on root cause analysis of multiple measures, so that they may be successful in meeting the New York State Common Core Learning Standards (CCLS).

The following District Description of Academic Intervention Services (AIS) includes criteria for eligibility, and two (2) components of AIS:

Components of AIS

1. Additional instruction that supplements the general curriculum (regular classroom instruction); and/or
2. Student support services needed to address barriers to improved academic performance.

Eligibility for Academic Intervention Services

Services may be provided for students in English language arts, grades 4-12; mathematics grades 2-12; science grades 5-12; and social studies grades 8-12.

Eligibility for AIS services may be determined by NYS assessment results and/or district procedures.

Students, including those with disabilities and/or limited English proficiency, who fail to meet the designated NYS performance standards or district approved procedures are eligible for AIS.

English Language Learner (ELL) students who do not achieve the annual designated performance standards as stipulated in CR Part 154 are eligible for AIS.

Eligibility: State Assessments

Students in grades 4-9 are eligible for AIS if they score below the designated performance level on the New York State assessments in ELA 3-8, mathematics 3-8, or science 4 and 8.

Students in grades 9-12 are eligible for AIS if they score below the approved passing grade on any Regents Examination or other NYS examination required for graduation in ELA, mathematics, science or social studies.

In accordance with sections 100.2(ee)(7) and 100.2(ii) of the Commissioner's Regulations, students may receive RtI services instead of, or in addition to, the CECSD AIS program services.

Eligibility: District Procedures

In grades where no NYS assessments are given, students are eligible for AIS if they are determined to be at risk of not meeting State learning standards, according to criteria established by the district.

District procedures will be used when a student is absent for all or part of a NYS assessment, or when a student transfers into the district without records from another school or district.

District Criteria for Academic Intervention Services

Primary Placement Criteria: Performance below the district established standard on one of the following:

1. Score below State-designated performance level on State assessments in ELA, mathematics, or science.
2. Score below the State-designated passing grade on any Regents exam required for graduation in ELA, mathematics, science, or social studies.
3. English, math, science, or social studies course average below 65% or proficient level.
4. Local, district-wide common summative assessment score below 65% or proficient level.

Applicable Placement Criteria at Each Grade Level

Grade Level	ELA	Math	Science	Social Studies
K-3	3, 4	3, 4		
4-9	1, 3, 4	1, 3, 4	1, 3, 4	
10-12	2, 3, 4	2, 3, 4	2, 3, 4	2, 3, 4

Table 1

Second Level of Supportive Placement Criteria: If supportive criteria are needed to affirm Primary Placement Criteria, or if no Primary Placement Criteria are available, the following should be reviewed:

1. AIMSweb assessment below grade level progress goal.
2. STAR Reading assessment below grade level progress goal.
3. STAR Math assessment below grade level progress goal.
4. Local K-2 assessment or survey data (e.g. Kindergarten Checklist)
5. Fountas & Pinnell Benchmark Assessment
6. District-generated At Risk List
7. Classroom achievement (e.g., class work, tests, effort, attendance, interim/progress reports, report card grades, homework, portfolio assessment)
8. Recommendations by classroom teacher, counselor, administrator, school staff, parent or student
9. Student Records (e.g., anecdotes, evaluations, health records, remedial reports, CSE records, behavior records)
10. Social/behavioral indicators (e.g., withdrawn, disruptive, aggressive, anxiety, drug/alcohol issues, pregnant or parenting teen, peer relations)
11. Attendance data
12. Referrals (e.g., SPOA, PINS diversion, PINS, discipline, drug, alcohol counseling)
13. Information provided through Problem Solving Team (PST) process
14. Potential barriers to academic achievement (e.g., high mobility, delinquency, family health issues)

Grade Level	ELA	Math	Science	Social Studies	Support Services
K-3	1, 2, 4- 11, 13, 14	1, 3, 4- 11, 13, 14			1-11, 13, 14
4-6	1, 2, 5, 7-11, 13, 14	1, 3, 5, 7-11, 13, 14			1-14
7-8	2, 5 -14	3, 5-14			2, 3-14
10-12	2, 6-14	3, 6-14	6-14	6-14	2, 3, 6-14

Table 2

Timeline for Initiation of AIS Services

Academic Intervention Services may start at any time, but must begin no later than the beginning of the semester following a determination that a student needs such services.

Communication of Student Progress

Parents, as partners in their child's education, are informed of their child's progress through quarterly reports, parent conferences or consultations, and communication of suggestions for home support of the student's learning.

Parent Notification of Eligibility of AIS Support

The grade-level building principal is responsible for parental notification indicating eligibility and discontinuance of Academic Intervention Services.

Notification of beginning AIS support is made in writing and includes:

- the type of AIS services being offered,
- the criteria for offering AIS services,
- the service provider(s),
- the date service(s) will begin,
- the frequency of the service(s),
- a summary of the purpose for providing AIS services.

Parent Notification of Discontinuation of AIS Services

Academic Intervention Services are discontinued when the student is successful in reaching proficiency with the NY State and/or district criteria used for beginning the AIS services.

The grade-level building principal is responsible for parental notification indicating discontinuance of Academic Intervention Services.

When AIS is discontinued, the parent is notified via a discontinuance letter that depicts:

- the services will be ending,
- the criteria for ending services,
- the current performance level of the student, and
- the assessment(s) that were used in determining the student's level of performance.

AIS Service Recommendations

The Cortland Enlarged City School District provides Academic Intervention Services (AIS) in the areas of academic instruction and support services. Decisions related to the frequency and intensity of services are made by the building administrator in consultation with appropriate AIS Team members and are based upon individual student needs.

AIS Decision Team	
Elementary	Secondary
Principal	Principal
Classroom Teacher (current or prior)	Classroom Teacher (current or prior)
Support Specialist	AIS Teacher
	Department Curriculum Leader
	School Counselor
Additional Team Members (as needed)	
Elementary	Secondary
Nurse	Nurse
Special Education Provider	Special Education Provider
Therapist	Therapist
Community Agency Representative (e.g., case manager, probation officer)	Community Agency Representative (case manager, probation officer)
CSE Case Manager	CSE Case Manager
Certified Tutor ¹	Certified Tutor ²
ESOL Instructor	ESOL Instructor
Psychologist	Psychologist
Social Worker	Social Worker

Table 3

This general plan is intended to describe services for students residing in the district in grades K-12. Additionally, the district will review individual building needs each year by reviewing data including, but not limited to, the following:

1. student performance information,
2. the number of students receiving AIS at each grade level and within each standards area,
3. the range of performance levels of eligible students as determined through State assessments and district approved procedures,
4. staffing needs, instructional approaches, and scheduling options needed to meet the range of intensity and services required by AIS.

¹ Districts must use providers that are appropriately certified under Part 80 of the Commissioner's Regulations to provide academic intervention services.

² Districts must use providers that are appropriately certified under Part 80 of the Commissioner's Regulations to provide academic intervention services.

Possible Range of Academic Support Services: The intensity of service will be determined based on individual student need.

Possible Range of Academic Intervention Services	
1.	Scheduling options including additional class time (e.g., double literacy blocks)
2.	Small group instruction
3.	Co-teaching support
4.	Before/after-school programs
5.	Summer programs
6.	Learning center assistance (e.g., Academic Center)
7.	Computer Assisted Instruction (e.g., GradPoint)
8.	Distance Learning opportunities
9.	Achievement/AIS Labs
10.	Higher-education assistance
11.	Tutoring ³
12.	Alternative Education placement
13.	Monitoring with intervention support
14.	Extended time (stretch courses)
15.	Supervised Study Hall
16.	Study skills instruction
17.	Instructional modifications
18.	Reduced student-to-staff ratio for instructional support
19.	Reduced class size
20.	Academic and/or behavioral counseling
21.	Flex scheduling
22.	Independent Study
23.	Auditing of course

Table 4

Grade Level	Range of Academic Intervention Services
K-3	1-5, 7, 11, 13, 17-19
4-6	1-5, 7, 11, 13, 17-19
7-8	1-7, 9, 11-20
9-12	1-23

Table 5

³ Districts must use staff who are appropriately certified under Part 80 of the Commissioner's Regulations to provide academic intervention services

Possible Range of Student Support Services: Coordination of services, based on individual need, could include:

Possible Range of Support Services	
Attendance Barriers to Academic Achievement	<ol style="list-style-type: none"> 1. Parent notification 2. Parent consultation/home visit 3. Counseling 4. PINS diversion 5. Single Point of Access (SPOA) 6. Cortland County Coordinated Services Initiative (CCSI) 7. Behavior Modification Plan 8. Social worker involvement 9. Schoolwide prevention/involvement program/framework 10. PST 11. Child Protective Service: reporting
Disciplinary Barriers to Academic Achievement	<ol style="list-style-type: none"> 1. Parent notification 2. Parent consultation/home visit 3. Counseling 4. PINS diversion 5. SPOA 6. CCSI 7. Behavior Modification Plan 8. Social worker involvement 9. Schoolwide prevention/involvement program/framework 10. PST 12. Behavior Intervention Plan 13. Conflict resolution 14. Referral to community agencies
Family Related Barriers to Academic Achievement	<ol style="list-style-type: none"> 2. Parent consultation/home visit 3. Counseling 5. SPOA 6. CCSI 8. Social worker involvement 14. Referral to community agencies 15. Small group interventions (e.g., Banana Splits) 16. Child Protective Services: referral
Health Related Barriers to Academic Achievement	<ol style="list-style-type: none"> 2. Parent consultation/home visit 3. Counseling 5. SPOA 6. CCSI 8. Social worker involvement 14. Referral to community agencies 15. Nurse involvement with student/parent 17. Transportation
Nutritional Barriers to Academic Achievement	<ol style="list-style-type: none"> 3. Counseling 5. SPOA 6. CCSI 14. Referral to community agencies 15. Nurse involvement with student/parent 18. School-based wellness programs
Social Barriers to Academic Achievement	<ol style="list-style-type: none"> 3. Counseling 4. PINS diversion 5. SPOA 6. CCSI 9. Schoolwide prevention/involvement program/framework 14. Referral to community agencies 19. Classroom-based interventions

Grade Level	Support Services
K-3	1-3, 5-19
4-6	1-3, 5-19
7-12	1-19

Table 6

List of Additional Potential District/Building Resources

The following resources may be available to address individual student barriers to academic achievement:

- Community programs at community centers, libraries, etc.
- Child care for parents for school functions (plus possible provision of food, alternative times, days, etc.)
- Connection to vocational or educational programs
- Content area intervention programs
- Extra-curricular programs linked to AIS (e.g., Homework Club, Extended Learning Time)
- Inter-agency partnerships with community resources (e.g., Liberty Partnership Program)
- Summer interventions
- Parent workshops or seminars
- School Resource Officer

Note: All suggested resources are school initiated, based on individual needs, data, and resources to support interventions or programs.

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

PHONE: 607-758-4100

FAX: 607-758-4109

Academic Intervention Services (AIS)
Parent Notification

(Date)

Dear Parent/Guardian:

Re: _____

(Student's Full Name)

(Present Grade)

(Elementary Homeroom Teacher or
School Counselor)

To support college and career readiness and high school graduation, all students are required to satisfactorily meet the established New York State standards in English/Language Arts, Mathematics, Science, and Social Studies. These standards are assessed at various grade levels during a student's elementary and secondary education.

The New York State Education Department mandates that schools provide AIS (Academic Intervention Services) for students not yet meeting State standards. The following test results and/or factors qualify your child for AIS services:

Check Services	Placement Criteria	Level of Performance
<input type="checkbox"/> English/Language Arts		
<input type="checkbox"/> Math		
<input type="checkbox"/> Science		
<input type="checkbox"/> Social Studies		

The following intervention services will be provided to better prepare your child to meet New York State standards:

Intervention/Service	Service Provider	Service Begins	Frequency

Ongoing evaluation will help determine the specific level and/or type of interventions and the need to continue or terminate these services. The overall objective for providing these services is to support your child in successfully meeting the NY State standards and/or graduation requirements. If you have questions regarding these results or services, please call me or the service provider(s) listed above.

Sincerely,

(Principal's Signature)

cc:

Service Provider(s)
Teacher(s)
School Counselor
Curriculum Leader
Director of Curriculum & Instruction

Cumulative Folder ☐

Parent Notification

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

PHONE: 607-758-4100

FAX: 607-758-4109

(Date)

Dear Parent/Guardian:

Re: _____
(Student's Full Name)

The Cortland Enlarged City School District offers students help in academic areas. In some cases sufficient test records are not available or the classroom teacher needs additional information to support student success.

Your child has been recommended for further testing in:

☐ Reading ☐ Math ☐ Science ☐ Social Studies

Please sign and return the bottom portion of this letter so that your child may participate in the testing listed below. If you have any further questions please contact _____ at _____.

Recommended Assessment(s): _____

Sincerely,

Principal

ACADEMIC INTERVENTION
Permission to Test

Academic School Year: _____

I give my permission for _____ to participate in testing to determine if Academic Intervention Service is needed.

(Parent's/Guardian's Signature)

(Date)

PLEASE RETURN PROMPTLY

cc: School Counselor; Classroom Teacher(s); Principal
Cumulative Folder ☐

Permission to Test

Previously you were notified that your child would be receiving Academic Intervention Services. Below is a report of your child's progress to date in:

Academic Intervention - Quarterly Progress Report

Cumulative Folder ☐

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

PHONE: 607-758-4100

FAX: 607-758-4109

**Academic Intervention
Notification of Discontinuation of AIS**

(date)

Dear Parent/Guardian:

Re: _____
(Student's Full Name) _____
(Present Grade) _____
(Elementary Homeroom Teacher or
School Counselor)

The criteria below show that your child has achieved the competencies necessary to exit from one or more Academic Intervention Services. The services that are discontinued at this time are listed below.

List of Services	Criteria for Discontinuation	Level of Performance
<input type="checkbox"/> English/Language Arts		
<input type="checkbox"/> Math		
<input type="checkbox"/> Science		
<input type="checkbox"/> Social Studies		
<input type="checkbox"/> Support Services		

If you have any questions, please contact me.

Sincerely,

(Principal)

cc: Service Provider(s)
School Counselor
Curriculum Leader
Teacher(s)
Director of Curriculum & Instruction

Cumulative Folder ☐

SCHEDULE OF RESIGNATIONS AND LEAVES

ADMINISTRATORS, INSTRUCTIONAL AND NON-INSTRUCTIONAL STAFF

School Year 2015-16

Schedule Number: 11.65
Board Meeting Date: January 26, 2016
Color: White

A. Approval of Personnel Resignations and Leaves

ADMINISTRATORS/INSTRUCTIONAL PERSONNEL:

RESIGNATION	POSITION	ORIGINAL APPOINTMENT	RESIGNATION DATE	REASON
Silva, Amanda	French Teacher	09/01/2015	02/10/2016	Resignation.

CO-CURRICULAR PERSONNEL:

RESIGNATION	POSITION	ORIGINAL APPOINTMENT	RESIGNATION DATE	REMARKS
Discenza, Lara	Head Coach Modified Softball	06/22/2015	01/11/2016	Resignation.
Colt, Thomas	Head Coach Modified Baseball	06/22/2015	01/19/2016	Resignation.
Mark Chambers	Vol. Asst. Coach Modified Baseball	06/22/2015	01/15/2016	To accept the Head Coach Modified Baseball position.

NON-INSTRUCTIONAL PERSONNEL:

RESIGNATION	POSITION	ORIGINAL APPOINTMENT	EFFECTIVE DATE	REASON
Weber, Mary	Bus Driver	12/16/2009	01/19/2016	Resignation.

INSTRUCTIONAL/NON-INSTRUCTIONAL PERSONNEL:

LEAVE OF ABSENCE	POSITION	ORIGINAL APPOINTMENT	LEAVE DATES	REASON
Lunt, Jessica	Elementary Teacher	09/01/2012	09/08/2015 - 06/26/2016 (Extended)	Parental Leave – If part of this leave is to be paid, the period of disability, confirmed by a physician, will be defined in the doctor's note.

7.6

SCHEDULE OF APPOINTMENTS

Non-Instructional Substitute Personnel

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

Schedule Number: **1166**
Board Meeting Date: **January 26, 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.

Last Name	First Name	Title	Rate	Remarks
Kostiv	Mikhail	Bus Driver Trainee	\$13.95	Retroactive to 01/14/2016

SCHEDULE OF APPOINTMENTS

ADMINISTRATORS AND INSTRUCTIONAL STAFF

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

Schedule Number: 2383

Board Meeting Date: January 26, 2015

Color: White

NAME	POSITION/ LOCATION	TYPE OF APP'T	DATE EFFECTIVE	PROB ENDS	TENURE AREA	CERT/DEGREE	REMARKS	SALARY*
Canestaro, Casondra	Elementary/ Parker	Long-Term Substitute	09/01/2015- 06/30/2016	N/A	N/A	Childhood Education (Grades 1-6)/ Initial	Casondra will fill the Elementary vacancy due to extended leave retroactive to 09/01/2015.	Step A1 \$39,005 Grad Hrs 33 \$1,320 Master's \$500
TOTAL								\$40,825.00

*2013-14 rate

7.C

SCHEDULE OF APPOINTMENTS
INTER-SCHOLASTIC (ATHLETICS)
To Fix Salaries and Schedule Conditions for the School Year 2015-16

Schedule Number: **2384**
Board Meeting Date: **January 26, 2016**
Color: **Blue**

NAME	TITLE	VARSITY/JV JUNIOR HIGH	SPORT	BOYS/ GIRLS	AMOUNT
Sean Mack	Assistant. Coach	Junior Varsity	Lacrosse	Boys	\$ 2480
Al Ricottilli	Vol. Asst. Coach	Junior Varsity	Lacrosse	Boys	\$ Volunteer
Mark Chambers	Head Coach	Modified	Baseball	Boys	\$ 2480

*2013-14 rate

7.c

SCHEDULE OF APPOINTMENTS

ELEMENTARY & SECONDARY SUBSTITUTE TEACHERS/TUTORS 2015-16

Schedule Number: **2385**

Board Meeting Date: **January 26, 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.

Name	Title	List	Daily Rate	Remarks
Shultis, Katrina	Substitute Teacher	B	\$81.00	Retroactive to 01/22/2016
Shultis, Katrina	Teaching Assistant		\$73.00	Retroactive to 01/22/2016

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

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7.0

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

Schedule Number: 2386
Board Meeting Date: January 26, 2016
Color: Green

TITLE	APPOINTMENT	YR	AMOUNT*	
Quiz Team Co-Advisor	Megan Bottle	1	\$	469.60
Quiz Team Co-Advisor	Stephanie Passeri	1	\$	469.60

*2013-14 rate pro-rated