

**CORTLAND ENLARGED CITY SCHOOL DISTRICT**  
**Board of Education Meeting – Tuesday, March 22, 2016 at 7:00 p.m.**  
**Kaufman Center, 1 Valley View Drive, Cortland NY**

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**Executive Session – 6:00 p.m.**

**Budget Workshop – Immediately following the Executive Session**

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

- 1. CALL TO ORDER**
- 2. EXECUTIVE SESSION**
- 3. CALL TO ORDER and PLEDGE OF ALLEGIANCE.**
- 4. 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 March 23, 2016 at 10:30 a.m.
    - 2.) BOE Facilities Committee – Next meeting TBD
    - 3.) BOE Audit Committee – Next meeting TBD
    - 4.) The OCM BOCES Annual Meeting is April 6, 2016. Please let Alicia know by March 28 if you plan to attend.
- 5. PRESENTATIONS:**
  - a. CPEF Spring 2016 Grant Recipient
  - b. Parker School – Parker Student Enrichment Project
  - c. NYSSBA
- 6. CONSENT ITEMS:**
  - a. Minutes of March 8, 2016 Regular Meeting
  - b. CSE/CPSE (Committee on Special Education/Committee on Pre-school Special Education) Recommendations
- 7. OLD BUSINESS:**
  - a. Reserve Reauthorization
- 8. NEW BUSINESS:**
  - a. Approval of Revised Notice of Annual Meeting, defining the Budget Public Hearing Date, Polling Locations, Voter Registration Day, and Publication of Notice of Annual Meeting and Election, Bus Proposition, Capital Reserve Proposition and Library Proposition as presented.
  - b. Health and Welfare Services Agreement – St. Mary's School
  - c. Faculty/Student Calendar for 2016-17
  - d. Certification of Teacher Lead Evaluator – School Year 2015-16
- 9. PERSONNEL ACTION:**
  - a. Approval of Personnel Resignations and Leaves
  - b. Approval of Non-Instructional Personnel Appointments
  - c. Approval of Administrative and Instructional Personnel Appointments
- 10. 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
- 11. BOARD MEMBER ACTIVITIES**
- 12. AUDIENCE PARTICIPATION:** (Individuals are requested to keep their comments to two-minutes per speaker).
- 13. NEXT MEETING AGENDA REVIEW**

**14. EXECUTIVE SESSION**

**15. ADJOURNMENT**

6. a

**CORTLAND ENLARGED CITY SCHOOL DISTRICT**  
**Board of Education Meeting – Tuesday, March 8, 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.**

A Regular Meeting of the Board of Education was held on Tuesday, March 8, 2016 at the Kaufman Center, 1 Valley View Drive, Cortland, New York.

**Present:** Ms. Melissa Davis-Howard, Ms. Janet Griffin, Ms. Judi Murphy, Ms. Alane VanDonsel, Mr. John Natoli and 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. Alicia Zupancic, Clerk

**2. COMMUNICATIONS and RECOGNITION:**

**a. Kudos Korner**

- 1.) Cortland Youth Bureau Spelling Bee 1<sup>st</sup> Place Winner -  
The Board of Education recognized Samantha Engst-Mansilla for being the 1<sup>st</sup> place winner of the Cortland Youth Bureau spelling bee.
- 2.) Scholastic Art Competition Winners -  
The Board of Education recognized Russel Gerhard, Clayton Larson, Hope Lese, Kurt van der Veur, Kassandra Vosburg, Cosmo Bistocchi, Audrey Porter, and Jonathan Rzepka for being winners in the Scholastic Art Competition:

- 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 – Report on March 1, 2016 meeting - The policy committee is down to six policies they need information on.
- 2.) BOE Facilities Committee – Report on March 3, 2016 meeting – The presentation of the building climate survey was very thorough. The committee will present to the Board and discuss survey.
- 3.) BOE Audit Committee – Report on March 1, 2016 meeting – The internal auditor came in and gave the committee ideas to move forward. The next internal audit will be IT.

**3. PRESENTATIONS:**

- a. CPEF Spring 2016 Grant Recipients** - Betsy Cheetham, a member of the Board of Directors of the Cortland Public Education Foundation, presented three of the four CPEF grant recipients with a certificate.

Kim Sanderson received a CPEF grant for three acoustic-electric guitars for the high school.

Amoreena Tellacche and Catalina Charles received a CPEF grant to purchase robots to aid in introducing programming to elementary students. Three sixth grade students gave a presentation on how they programmed a robot.

Sharon Phetteplace received a CPEF grant to purchase two soprano and two alto xylophones for Virgil School. Several students played the song Don't Worry, Be Happy for the Board and the audience.

- b. 2017 Europe trip – Mr. Zarcone presented the planning of a trip to Europe for high school students in April of 2017.

**4. CONSENT ITEMS:**

- a. Minutes of February 23, 2016 Regular Meeting
- b. CSE/CPSE (Committee on Special Education/Committee on Pre-school Special Education) Recommendations  
610339634, 610338808, 610307328, 610380835, 607001952, 610316631, 607002159, 610328934, 610362340, 607001872, 610364967, 610327671, 607001625, 610310072, 607002155, 610325654, 607001897, 610380592, 610285127, 607002186, 610361655, 610309695, 610353282, 610327888, 610364130, 610343387, 607002149, 607001654, 607001652, 607000290, 610381714, 607002066, 607001588, 607001775, 610346296, 607000260

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

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

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

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

**6. NEW BUSINESS:**

- a. Financial Reports: Treasurer's Report, Trial Balance, Revenues, Intrafund Transfers, Appropriations, Warrant – January 2016  
**RESOLVED, upon the recommendation of the Superintendent of Schools, to approve Financial Reports dated January 2016 as presented.**

**Moved by Mr. Sidebottom, seconded by Ms. Murphy. Discussion: None**

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

- b. Acceptance of recommendation to surplus items  
**RESOLVED, upon the recommendation of the Business Office, to accept the surplus of items as presented.**

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

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

- c. Acceptance of donations  
**RESOLVED, upon the recommendation of the Business Office, to accept donations as presented.**

**Moved by Ms. Van Donsel, seconded by Ms. Griffin. Discussion: The board is very appreciative of the donations.**

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

- d. Approval of Claims Auditor services from July 1, 2016 – June 30, 2021 as presented  
**RESOLVED, upon the recommendation of the Superintendent of Schools, to approve Claims Auditor services from July 1, 2016 – June 30, 2021 as presented.**

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

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

- e. Approval of Universal Pre-Kindergarten Requests for Participation  
**RESOLVED, upon the recommendation of the Superintendent of Schools, to approve the UPK Requests for Participation as presented.**

**Moved by Mr. Sidebottom, seconded by Ms. Murphy. Discussion: None**

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

- f. Extended Field Trip Planning Approval – JSHS Trip to Europe – April 13-22, 2017  
**RESOLVED, upon the recommendation of the Superintendent, to approve the planning for a field trip to Europe April 13-22, 2017, as presented, with the understanding that the final plans will be brought before the Board 60 days in advance of departure for final approval.**

Moved by Ms. Griffin, seconded by Mr. Natoli. Discussion: BOE would like an update in the fall.

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

- g. Appointment of Board of Registration and Election Inspectors as Presented for the Budget Vote and Election May 17, 2016

**RESOLVED, upon the recommendation of the Superintendent, to approve the appointment of the Board of Registration and election inspectors for the Budget Vote and Election May 17, 2016 as presented.**

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

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

- h. Discussion of policy #7450 – Fundraising by students – The Director of Business Services is going to check into our claims auditor offering training to staff.

- i. Approval of Notice of Annual Meeting, defining the Budget Public Hearing Date, Polling Locations, Voter Registration Day, and Publication of Notice of Annual Meeting and Election, Bus lease proposition, Capital Reserve proposition and Library proposition as presented.

**RESOLVED, upon the recommendation of the Superintendent of Schools, that the Board of Education for the Cortland Enlarged City School District hereby approves the Notice of Annual Meeting, defining the Budget Public Hearing Date, Polling Locations, Voter Registration Day, and Publication of Notice of Annual Meeting and Election, Bus Proposition, Capital Reserve Proposition and Library Proposition as presented.**

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

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

- j. 2015-2016 Tax Collection Report

**RESOLVED, upon the recommendation of the Superintendent of Schools, to accept the 2015-16 Tax Collection Report as presented.**

Moved by Ms. Griffin, seconded by Mr. Sidebottom. Discussion: All taxes do end up getting paid. There is about a one-year lag.

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

- k. BOCES Lease

**RESOLVED, upon the recommendation of the Superintendent of schools, to approve the three year service contract with the Onondaga-Cortland-Madison Board of Cooperative Educational Services in order for the Regional Information Center to furnish certain services to the District commencing on July 1, 2016 as presented.**

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

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

- l. Approval of Appointment of Impartial Hearing Officer Robert Briglio, Esq.

**RESOLVED, upon the recommendation of the Superintendent, to approve the Appointment of Impartial Hearing Officer Robert Briglio, Esq., as presented.**

Moved by Mr. Sidebottom, seconded by Ms. Griffin. 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 11.68 (revised).**

Moved by Ms. Van Donsel, seconded by Ms. Griffin. Discussion: Approve with the exception of leave of absence for Nicholas Kline

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

- b. 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 1168 and 1169.**  
**Moved by Ms. Griffin, seconded by Mr. Natoli. Discussion: None**  
**Final Vote: Yes – 6, No – 0. Motion Carried.**
- c. Approval of Administrative and Instructional Personnel Appointments  
**RESOLVED, upon the recommendation of the Superintendent of Schools, to approve the appointments for Administrative and Instructional Personnel as presented on Schedules of Appointment 2391, 2392 and 2393.**  
**Moved by Mr. Sidebottom, seconded by Mr. Natoli. Discussion: None**  
**Final Vote: Yes – 6, No – 0. Motion Carried.**

**8. LEADERSHIP REPORTS:**

- a. Director of Business Operations
- b. Assistant Superintendent for Pupil and Personnel Services
  - 1.) Community Eligibility Program, free breakfast and lunch for elementary students – Ms. Riley and Ms. Vile introduced CEP (Community Eligibility Provision). CEP enables school districts to serve all children breakfast and lunch at no charge for four years. Right now this is completely in the exploratory phase for CECSD with participation at all elementary schools for the 2016-17 school year being the focus.

c. Director of Curriculum and Instruction – Professional development day is moving forward.

d. Director of Special Education - None

e. Superintendent –

Mr. Hoose presented the Board with a copy of the contract from the Cortland County Board of Elections and pricing for the 2016 election using three polling places.

He also talked about the Smart School Bond Act. He said no projects have been approved yet. Approvals are sent out quarterly. There is not a timeline in spending the Smart School Bond Act money. There will be a new guideline coming out. Day Automation is a company that offers equipment you can buy with Smart School Bond Act money. He will invite that company to a Board of Education meeting.

Commissioner MaryEllen Elia has made changes to testing. There will be a guidance document coming.

The board would like Mr. Hoose to go ahead with an efficiency study regarding shared transportation with Homer.

The Board is invited to the OCM Boces dinner on April 6, 2016.

- 9. **BOARD MEMBER ACTIVITIES** – Barry Staff vs. Students basketball game, People's Choice Awards Dinner, 7<sup>th</sup> grade orientation
- 10. **AUDIENCE PARTICIPATION:** (Individuals are requested to keep their comments to two-minutes per speaker). - There were no requests to address the Board.
- 11. **NEXT MEETING AGENDA REVIEW** - None
- 12. **EXECUTIVE SESSION**  
**In accordance with Public Officer's Law Section 96, Subdivision 1, Ms. Davis-Howard called for an Executive Session at 8:26 p.m. to discuss the medical, financial, credit or employment history of a particular person.**

**Moved by Mr. Natoli, seconded by Ms. Griffin. Discussion: None**  
**Final Vote: Yes – 6, No – 0. Motion Carried.**

**The Executive Session adjourned at 8:57 p.m..**

**Moved by Mr. Natoli, 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 8:59 p.m.**

**Moved by Ms. Griffin, seconded by Mr. Sidebottom. Discussion: None**  
**Final Vote: Yes – 6, No – 0. Motion Carried.**



**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 *KAV*  
Date: March 18, 2016  
Re: Reserve Reauthorization**

It is the recommendation of the Business Office for the Board of Education to approve the following reauthorization language for the noted reserves:

**Unemployment Insurance Reserve – The Unemployment Insurance Reserve previously established by the Board of Education in accordance with New York General Municipal Law §6-m is hereby reauthorized and continued the current level of monies on deposit within such fund.**

**Liability Reserve – The Liability Reserve previously established by the Board of Education in accordance with New York Education Law §1709(8-c) is hereby reauthorized and continued the current level of monies on deposit**

**cc: BOE**

**MEETING OF THE BOARD OF EDUCATION OF THE  
CORTLAND ENLARGED CITY SCHOOL DISTRICT  
IN THE COUNTY OF CORTLAND, NEW YORK  
MARCH 22, 2016**

A Regular Meeting of the Board of Education (the "Board") of the Cortland Enlarged City School District (the "District") held at the Kaufman Center, 1 Valley View Drive, Cortland, New York, on MARCH 8, 2016, at 7:00 o'clock P.M. (Prevailing Time).

**There were present:**

**Also Present:**

**There were Absent:**

\* \* \* \* \*

Upon motion duly made by \_\_\_\_\_ and seconded by \_\_\_\_\_, the following resolution was adopted:

## RECITAL

WHEREAS, the District intends to Annual hold the Annual Meeting of the qualified voters of the District as required by Article 53 of the New York Education Law on May 17, 2016; and

NOW, THEREFORE BE IT RESOLVED ON MARCH 8, 2016, BY THE BOARD OF EDUCATION OF THE DISTRICT, (by favorable vote of not less than three fifths of all the members of said Board of Education) AS FOLLOWS:

**Section 1.** The Annual Meeting of the qualified voters of the Cortland City School District, County of Cortland, State of New York, will be held for the purpose of voting on the propositions described in the Notice of Annual District Meeting hereinafter set forth on May 17, 2016 at the following polling locations by voting machine between the hours of 12:00 Noon and 9:00 PM:

**City:**

Ward	School District	Location	Address
1-8	1	Kaufman Center	1 Valley View Drive

**Cortlandville, Lapeer, Hartford, Virgil:**

LD/ED/Town	School District	Location	Address
12-1 CT	9	Cortlandville Town Hall	Terrace Road
13-3 & 4 CT	9	Cortlandville Town Hall	Terrace Road
14-6 CT	9	Cortlandville Town Hall	Terrace Road
18-1 LA	10	Virgil Fire Department	1195 West State Road, Virgil
19-1 HA	10	Virgil Fire Department	1195 West State Road, Virgil
19-2 VI	10	Virgil Fire Department	1195 West State Road, Virgil

**Section 2.** The business to be acted upon at said Annual District Meeting shall be as stated in the Notice thereof, and the District Clerk is hereby authorized and directed to cause the Notice of said Annual District Meeting to be published in the *Cortland Standard* and the *Ithaca Journal*, newspapers having a general circulation within the District, such publications to be made four (4) times each in such newspapers within the seven (7) weeks next preceding such Annual District Meeting, the first publication to be at least forty-five (45) days prior to the date of said Annual District Meeting. The District Clerk is further authorized to cause publication of all other notices as necessary to effect the purposes and intent of this resolution and, upon the advice of school counsel, to make such changes and edits to this resolution as are advisable to accomplish the purposes set forth herein.

**Section 3.** Said Annual District Meeting shall be called by giving the following notice thereof:

**NOTICE OF ANNUAL MEETING AND ELECTION  
CORTLAND ENLARGED CITY SCHOOL DISTRICT**

NOTICE IS HEREBY GIVEN, that a public hearing of the qualified voters of the Cortland Enlarged City School District, City of Cortland, New York, will be held in the City and County of Cortland, New York in said District on May 10, 2016, at 7:00 PM, at the Cortland Junior Senior High School, 8 Valley View Drive, Cortland, prevailing time, for the transaction of business as authorized by Education Law, including the following items:

1. To receive such reports of the officials of the School District as shall be submitted.
2. To discuss all the items hereinafter set forth to be voted upon by voting machines at the vote and election to be held on May 17, 2016.
3. To transact such other business as may properly come before the meeting pursuant to the Education Law of the State of New York and acts amendatory thereto.

AND FURTHER NOTICE IS HEREBY GIVEN, that said vote and election will be held on May 17, 2016, between the hours of 12:00 noon and 9:00 PM, prevailing time, at the following polling locations in the Cortland Enlarged City School District:

**City:**

Ward	School District	Location	Address
1-8	1	Kaufman Center	1 Valley View Drive

**Cortlandville, Lapeer, Hartford, Virgil:**

LD/ED/Town	School District	Location	Address
12-1 CT	9	Cortlandville Town Hall	Terrace Road
13-3 & 4 CT	9	Cortlandville Town Hall	Terrace Road
14-6 CT	9	Cortlandville Town Hall	Terrace Road
18-1 LA	10	Virgil Fire Department	1195 West State Road, Virgil
19-1 HA	10	Virgil Fire Department	1195 West State Road, Virgil
19-2 VI	10	Virgil Fire Department	1195 West State Road, Virgil

at which time the polls will be opened to vote by voting machine upon the following items:

1. To adopt the annual budget of the School District for the fiscal year 2016-2017 and to authorize the requisite portion thereof to be raised by taxation on the taxable property of the district.
2. To elect three (3) members of the Board of Education for two three-year terms commencing July 1, 2016 and expiring on June 30, 2019 and to the member with the least votes, a one-year term commencing July 1, 2016 and expiring on June 30, 2017.
3. To vote upon the adoption of the proposition, which will appear as Proposition No. 2 on the ballot.
4. To vote upon the adoption of the proposition, which will appear as Proposition No. 3 on the ballot.
5. To vote upon the adoption of the proposition, which will appear as Proposition No. 4 on the ballot.

**PROPOSITION 2**

Shall the bond resolution adopted by the Board of Education of the Cortland Enlarged City School District on March 8, 2016 authorizing the acquisition of five (5) large replacement school buses and four (4) passenger vehicles, including necessary furnishings, fixtures and equipment, and the expenditure of a total sum not to exceed \$711,000, which is estimated to be the total maximum cost thereof, and further authorizing the issuance of \$711,000 serial bonds to pay the cost thereof; providing that the sum of \$711,000, or so much thereof as may be necessary, shall be raised by the levy of a tax upon the taxable real property of such School District and collected in annual installments as provided by Section 416 of the Education Law; providing that, in anticipation of said tax, obligations of the School

District, including installment purchase contracts, may be issued; pledging the faith and credit of said School District for the payment of the principal of and interest on said bonds; determining that the period of probable usefulness thereof and maximum maturity of the serial bonds therefor is five years; delegating the power to authorize and sell bond anticipation notes and to fix the details of and to sell serial bonds; containing an estoppel clause and providing for the publication of an estoppel notice, be approved?

### **PROPOSITION 3**

Shall the following resolution be adopted: RESOLVED, that the Board of Education of the Cortland Enlarged City School District, Cortland County, New York, is hereby authorized to establish a new ten-year capital reserve pursuant to Section 3651 of the Education Law in an amount not to exceed \$10,000,000 to be used for renovations and additions to all District facilities, including purchase of equipment, technology upgrades, classroom equipment and/or school infrastructure equipment, site development, storm and sanitary sewer, driveways, and parking lots, such reserve fund to be funded from (i) a transfer of the unexpended balance currently on deposit in the District's existing reserve fund approved by the District's voters on May 17, 2016, to be terminated if this proposition is approved, (ii) year-end budget surplus funds known as unassigned fund balance, as available, for the fiscal year ended June 30, 2016 and each fiscal year thereafter for the term of the reserve fund, (iii) transfers of excess monies from Board of Education designated reserves, (iv) amounts from budgetary appropriations from time to time, and (v) New York State Aid received and made available by the Board of Education from time to time, all as permitted by law.

### **PROPOSITION 4**

Shall the Cortland Free Library tax previously approved by the voters of the District be increased from the current \$367,353 to \$370,775 beginning July 1, 2016, to be raised by a tax upon the taxable property of the District in each year for general library purposes and to continue from year to year until modified or repealed by a subsequent vote?

**NOTICE IS FURTHER GIVEN** that the propositions set forth on the voting machine label shall appear as to follows:

### **PROPOSITION 2**

Shall the bond resolution adopted by the Board of Education on March 8, 2016 authorizing the purchase and finance of the acquisition of five (5) large replacement school buses and four (4) passenger vehicles, including necessary furnishings, fixtures and equipment, and the expenditure of a total sum not to exceed \$711,000, which is estimated to be the total maximum cost thereof, and further authorizing the issuance of \$711,000 serial bonds to pay the cost thereof; providing that the sum of \$711,000, or so much thereof as may be necessary, shall be raised by the levy of a tax upon the taxable real property of such School District and collected in annual installments as provided by Section 416 of the Education Law; providing that, in anticipation of said tax, obligations of the School District, including installment purchase contracts, may be issued; pledging the faith and credit of said School District for the payment of the principal of and interest on said bonds; determining that the period of probable usefulness thereof and maximum maturity of the serial bonds therefor is five years; delegating the power to authorize and sell bond anticipation notes and to fix the details of and to sell serial bonds; containing an estoppel clause and providing for the publication of an estoppel notice, be approved?

### **PROPOSITION 3**

Shall the following resolution be adopted: RESOLVED, that the District is hereby authorized to establish a new ten-year capital reserve pursuant to Section 3651 of the Education Law in an amount not to exceed \$10,000,000 to be used for renovations and additions to all District facilities, such reserve fund to be funded from (i) a transfer of the unexpended balance currently on deposit in the District's existing reserve fund approved by the District's voters on May 17, 2016, to be terminated if this proposition is approved, (ii) year-end budget surplus funds known as unassigned fund balance, as available, for the fiscal year ended June 30, 2016 and each fiscal year thereafter for the term of the reserve fund, (iii) transfers of excess monies from Board of Education designated reserves, (iv) amounts from budgetary

appropriations from time to time, and (v) New York State Aid received and made available by the Board of Education from time to time, all as permitted by law.

#### **PROPOSITION 4**

Shall the Cortland Free Library tax previously approved by the voters of the District be increased from the current \$367,353 to \$370,775 beginning July 1, 2016, to be raised by a tax upon the taxable property of the District in each year for general library purposes and to continue from year to year until modified or repealed by a subsequent vote?

**AND FURTHER NOTICE IS GIVEN**, that a copy of the statement of the amount of money which will be required to fund the school district's budget for 2016-2017 exclusive of public monies, may be obtained by any resident of the district during business hours beginning May 3, 2016, except Saturday, Sunday or holidays, at the District Office, 1 Valley View Drive, Cortland, New York.

**AND FURTHER NOTICE IS HEREBY GIVEN**, that petitions nominating candidates for the office of member of the Board of Education shall be filed with the Clerk of said School District at the District Office, 1 Valley View Drive, Cortland, New York, not later than April 27, 2016, between 8:00 AM and 5:00 PM. Vacancies on the Board of Education are not considered separate, specific offices; candidates run at large. Nominating petitions shall not describe any specific vacancy upon the Board for which the candidate is nominated; must be directed to the Clerk of the District; must be signed by at least 100 qualified voters of the District; must state the name and residence of each signer, and, must state the name and residence of the candidate.

**PLEASE TAKE FURTHER NOTICE** that qualified voters of the District may obtain applications for an absentee ballot from the office of the Clerk of the District. Completed applications must be received by the Clerk of the District no later than 5:00 p.m. on May 16, 2016, and must be received no later than 4:00 p.m. on May 10, 2016 if the absentee ballot is to be mailed to the voter. Completed applications received after 4:00 p.m. on May 10, 2016 will require the voter to personally appear at the office of the Clerk of the District to receive an absentee ballot. A listing of all persons to whom an absentee ballot is issued will be available for inspection by any qualified voter in the office of the Clerk of the District between the hours of 8:00 a.m. and 4:00 p.m. through May 16, 2016, except on Saturdays, Sundays or holidays. Any qualified voter, may upon examination of such list, file written challenge of qualifications as a voter of any person whose name appears on such list, stating the reasons for the challenge. Such written challenge shall be transmitted by the Clerk or designee to the Inspectors of Election on election day.

**AND FURTHER NOTICE IS HEREBY GIVEN**, that personal registration of voters is required either pursuant to 2606 of the Education Law or pursuant to Article 53 of the Election Law. If voter has heretofore registered pursuant to 2606 of the Education Law and has voted at an annual or Annual district meeting within the last four (4) calendar years, he or she is eligible to vote at this election; if a voter is registered and eligible to vote under Article 5 of the Election Law, he or she is also eligible to vote at this election. All other persons who wish to vote must register.

The Board of Registration will meet for the purpose of registering all qualified voters of the District pursuant to 2606 of the Education Law at the Kaufman Center, 1 Valley View Drive, Cortland, New York, on May 3, 2016, between the hours of 3:00 PM and 8:00 PM to add any additional names to the Register to be used at the aforesaid election, at which times any person will be entitled to have his or her name placed on such Register, provided that at such meeting of the Board of Registration he or she is known or proven to the satisfaction of said Board of Registration to be then or thereafter entitled to vote at such election for which the register is prepared. The register so prepared pursuant to 2606 of the Education Law will be filed in the Office of the Clerk of the School District in the City of Cortland, New York, and will be open for inspection by any qualified voter of the District beginning on May 4, 2016, between the hours of 8:00 AM and 3:00 PM, prevailing time, on weekdays, and each day prior to the day set for the election except Saturday and Sunday, and at the polling place(s) on the day of the vote.

**AND FURTHER NOTICE IS HEREBY GIVEN**, that pursuant to 2606 of the Education Law of the State of New York, the Board of Registration will meet on May 3, 2016, between the hours of 3:00 PM and 8:00 PM, prevailing time, at the District Offices, 1 Valley View Drive, Cortland, New York, to prepare the Register of the School District to be used at the election to be held on May 17, 2016, and any Annual district meetings that may be held after the preparation of said Register, at which time any person will be entitled to have his or her name placed on such Register provided that at such meeting of said Board of Registration he or she is known or proven to the satisfaction of such Board of Registration to be then or thereafter entitled to vote at the school election for which said Register is prepared, in any Annual district meeting held after May 17, 2016.

**AND FURTHER NOTICE IS HEREBY GIVEN**, that pursuant to a rule adopted by the Board of Education in accordance with sections 2611 and 2035 of the Education Law, any referenda or propositions to amend the budget, or otherwise to be submitted for voting at said election, must be filed with the Board of Education at the Board of Education Offices, 1 Valley View Drive, Cortland, New York, on or before April 18, 2016, at 4:30 PM prevailing time; must be typed or printed in the English language, must be directed to the Clerk of the School District; must be signed by at least 100 qualified voters of the District; and must state the name and residence of each signer. However, the School Board will not entertain any petition to place before the voters any proposition the purpose of which is not within the powers of the voters to determine, or any proposition which fails to include a specific appropriation where the expenditure of monies is required by the proposition.

**Dated: Cortland, New York**  
**MARCH 22, 2016**

**Alicia Zupancic, District Clerk**

**Section 4.** The vote upon the propositions to be submitted to the qualified voters shall be by ballot on voting machines and the District Clerk is hereby authorized and directed to have the necessary ballot labels printed in form corresponding as nearly as may be with the requirements of the Education Law.

The adoption of the foregoing resolution was duly put to a vote on roll call, which resulted as follows:

Ms. Melissa Davis-Howard	Voting Yes/No
Ms. Christine A. Gregory	Voting Yes/No
Ms. Janet S. Griffin	Voting Yes/No
Ms. Judith E. Murphy	Voting Yes/No
Mr. John A. Natoli, Jr.	Voting Yes/No
Mr. Daniel R. Sidebottom	Voting Yes/No
Ms. Alane M. Van Donsel	Voting Yes/No

The resolution was declared adopted.



RECEIVED

8b

FEB 08 2016

Office of Superintendent

61 North Main Street • Cortland, New York 13045 • 607-756-5614 • [www.smscortland.org](http://www.smscortland.org) • [smarycor@syrdiocese.org](mailto:smarycor@syrdiocese.org)

February 4, 2016

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

RE: Health and Welfare Services for 2016-2017

Dear Board of Education,

St. Mary's School is requesting all services performed by a physician, physician assistant, dentist, dental hygienist, registered professional nurse, nurse practitioner, school psychologist, school social worker and school speech therapist. This should include dental prophylaxis, vision and hearing screening examinations, the taking of medical histories and the administration of health screening tests including scoliosis screening, the maintenance of cumulative health records and the administration of emergency care programs for ill or injured students.

Since the law is silent on the responsible party for materials, we should come to some agreement: In practice, the nonpublic school provides all of the permanent, nonconsumable facilities and equipment, e.g., room, furniture, files, scale, telephone and utilities; and the school district provides the consumable supplies, e.g., band-aids, tongue blades, thermometers, student health records and related forms. Equipment such as audiometers and mechanical vision testers are usually provided by the school district for the duration of the testing period.

We do not wish to be limited to these services as the law entitles SMS students to equivalent health and welfare services as CCSD students.

Respectfully,

Denise Hall  
Principal

# Cortland Enlarged City School District

## 2016-17 Calendar



Approved by Board – 00/00/2016

JULY				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

AUGUST				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

SEPTEMBER				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

OCTOBER				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

NOVEMBER				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

DECEMBER				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

SEPTEMBER	
5	Labor Day
6	1 <sup>st</sup> Day Staff
7	1 <sup>st</sup> Day Students

OCTOBER	
7	Prof. Development Day
10	Columbus Day

NOVEMBER	
11	Veterans Day
14	Parent/Teacher Conf. K-12
23-25	Thanksgiving Recess

DECEMBER	
26 - Jan. 2	December Recess

JANUARY	
3	Classes Resume
16	Martin Luther King Day
24-27	Regents
30	Staff Work Day

FEBRUARY	
20-24	Winter Recess

MARCH	
17	Prof. Development Day
27-31	Gr. 3-8 ELA Testing

APRIL	
14	Good Friday
17-21	Spring Recess

May	
1-5	Gr. 3-8 Mathematics Testing
24 - Jun 2	Gr 4 & 8 Sci. Prf. Test
29	Memorial Day

JUNE	
5	Gr. 4 Science Written Exam
5	Gr. 8 Science Written Exam
9	½ Elem. Work Day PM
14-22	Regents
22	Last Day Elem. Students
	12:30 Dismissal
23	Rating Day

KEY	
Holiday/Vacation	
Staff Work Days	
Supt./Prof. Dev. Days	
Rating Day	
Testing/Regents	

JANUARY				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

FEBRUARY				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28			

MARCH				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

APRIL				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

MAY				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

JUNE				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

185 Faculty/180 Student Days

**Important Notes** Rating Day counts toward student required days, but students do not attend.  
Should we exceed our allotted emergency closing days, additional days will be taken in this order:  
April 21, 20 and 19. Please plan accordingly.



Jeff Craig, Ed.D.

Assistant Superintendent for Instructional Support Services

Phone: (315) 433-2627

Fax: (315) 434-9347

jcraig@ocmboces.org

February 28, 2016

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

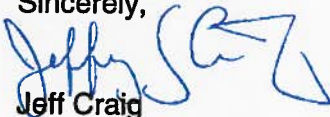
Dear Michael:

The *compacted* Year One of Lead Evaluator Training (2015-2016 cohort) has concluded. A record of attendance of administrators (name and # hours attended) from your district, based on the sign-in sheets, is attached.

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

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

Sincerely,

  
Jeff Craig

# OCM BOCES Lead Evaluator Crash Course Training Attendance



LastName	FirstName	Email	DistrictName	2.25.16	2.26.16	total
Sheehan	John	jshEEhan@cortlandschools.org	Cortland Enlarged City School District	6	6	12

# SCHEDULE OF RESIGNATIONS AND LEAVES

ADMINISTRATORS, INSTRUCTIONAL AND NON-INSTRUCTIONAL STAFF

School Year 2015-16

Schedule Number: 11.69  
Board Meeting Date: March 22, 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
Vogt, Regina	Food Service Helper	12/07/1999	06/30/2016	Retirement.
Cifonelli, Michael	Cleaner	08/07/2013	03/18/2016	Resignation.

### INSTRUCTIONAL/NON-INSTRUCTIONAL PERSONNEL

LEAVE OF ABSENCE	POSITION	ORIGINAL APPOINTMENT	LEAVE DATES	REASON

# SCHEDULE OF APPOINTMENTS

## Non-Instructional Substitute Personnel

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

Schedule Number: 1170

Board Meeting Date: March 22, 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
Darling	Gayland	Bus Driver	<i>\$16.09</i>	Revised rate in italics
Call	Joseph	Bus Driver Trainee	\$13.95	Pending Transportation requirements

## SCHEDULE OF APPOINTMENTS

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

Schedule Number: **2394**

Board Meeting Date: **March 22, 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>
Roetzer, Kiersten	Substitute Teacher	A	\$99.00	Retroactive to 03/21/2016
Shaw, Amanda	Substitute Teacher	B	\$81.00	Pending fingerprint clearance
Shaw, Amanda	Substitute Teaching Assistant		\$73.00	Pending fingerprint clearance

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

9.1

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

Schedule Number: **2395**  
Board Meeting Date: **March 22, 2016**  
Color: **Blue**

NAME	TITLE	VARSITY/JV JUNIOR HIGH	SPORT	BOYS/ GIRLS	AMOUNT
Jeff Carr	Vol. Asst. Coach	Modified	Baseball	Boys	\$ Volunteer

\*2013-14 rate