

**CORTLAND ENLARGED CITY SCHOOL DISTRICT**  
**Board of Education Meeting – Tuesday, October 13, 2015 at 7:00 p.m.**  
**Kaufman Center, 1 Valley View Drive, Cortland NY**

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- 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 today’s meeting
    - 2.) BOE Facilities Committee – Report on September 24, 2015 meeting
    - 3.) BOE Audit Committee – Report on September 29, 2015 meeting
    - 4.) Discuss having a Board of Education Meeting on November 3<sup>rd</sup> in place of October 27
- 3. PRESENTATIONS:**
  - a. Introduction of new staff
- 4. CONSENT ITEMS:**
  - a. Minutes of September 22, 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. Approval of Extended Field Trip Request for Varsity Ice Hockey
  - b. Acceptance of Internal Audit Corrective Action Plan
  - c. Acceptance of External Audit with Corrective Action Plan Fiscal Year 2014-15
  - d. Financial Reports: September 2105 Claims Monthly Report
  - e. Approval of 2016-17 Budget Calendar
  - f. Approval of a Private School Transportation Request
- 7. PERSONNEL ACTION:**
  - a. Approval of Personnel Resignations and Leaves
  - b. Approval of Non-Instructional Personnel Appointments
  - c. ~~Approval of Tenure Recommendations~~ *Tabled*
  - d. Approval of Administrative and Instructional Personnel Appointments
- 8. LEADERSHIP REPORTS:**
  - a. Director of Business Operations
  - b. Assistant Superintendent for Pupil and Personnel Services
    - 1.) Capital for A Day
  - c. Director of Curriculum and Instruction
  - d. Superintendent
    - 1.) myOn
- 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**

4.a

**CORTLAND ENLARGED CITY SCHOOL DISTRICT**  
**Board of Education Meeting – Tuesday, September 22, 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, September 22, 2015 at the Kaufman Center, 1 Valley View Drive, Cortland, New York.

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

**Absent:** Ms. Janet Griffin

**Also Present:** Mr. Michael Hoose, Superintendent; Ms. Judi Riley, Assistant Superintendent for Pupil and Personnel Services; Ms. Kimberly Vile, Director of Business Services; Mr. Robert Martin, Director of Facilities; *Cortland Standard* Representative; 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 7:00 p.m. and the Pledge of Allegiance was recited.

**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 October 13, 2015

2.) BOE Facilities Committee – Report on September 10, 2015 meeting – Playgrounds at elementary schools mostly complete – New Building Project Survey underway. Next meeting is September 24, 2015.

3.) BOE Audit Committee – Next meeting is September 29, 2015

**3. PRESENTATIONS:**

a. Introduction of 2015 Tenure Recipients – The 2015 Tenure recipients were introduced to and congratulated by the Board. A 15 minute reception followed from 7:12-7:27p.m.

**4. CONSENT ITEMS:**

a. Minutes of September 8, 2015 Regular Meeting

b. CSE/CPSE (Committee on Special Education/Committee on Pre-school Special Education) Recommendations

607002109, 610373684, 610380565, 607001977, 607000147, 610330460, 607002078, 607002048, 607001853, 607002105, 610343164, 607000625, 607000942

**SUGGESTED RESOLUTION: 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. Approval of Budget Transfers

**SUGGESTED RESOLUTION: RESOLVED**, upon the recommendation of the Superintendent of Schools, to authorize budget transfers per the Budget Transfers memo dated September 14, 2015, as presented.

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

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

- b. Financial Reports: Treasurer's Report, Trial Balance, Revenues, Intrafund Transfers, Appropriations, Warrant – July & August 2015 and Claims Monthly Report – August 2015

**SUGGESTED RESOLUTION: RESOLVED**, upon the recommendation of the Superintendent of Schools, to approve Financial Reports dated July & August, 2015 as presented.

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

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

- c. Greek Peak Adventures, LLC Litigation

**SUGGESTED RESOLUTION:**

**WHEREAS** owners of certain real property in the Town of Virgil have commenced a lawsuit in an attempt to lower their tax assessments, which litigation is entitled "Greek Peak Adventures, LLC, Ski Greek Peak, LLC, Hope Lake Holdings, LLC and Greek Peak Holdings, LLC vs. Randy H. Deal, as Assessor of the Town of Virgil," and

**WHEREAS** the Town Board of Virgil believes that the current assessments are fair and equitable, and

**WHEREAS** it is highly important for the financial wellbeing of the school district that proper assessments be maintained, and

**WHEREAS** the Town has proposed an Intermunicipal Agreement for Sharing Litigation Expenses, whereby the Town, County and School District will share in the costs of defense in the above referenced litigation in proportion to the financial benefit that each entity will derive

**NOW, THEREFORE, IT IS HEREBY RESOLVED** that the Board approves the proposed joint defense agreement, and

**IT IS FURTHER RESOLVED** that the President of the school board, and/or the Superintendent are hereby authorized to sign the agreement on behalf of the School District.

Moved by Mr. Natoli, seconded by Ms. Gregory Discussion: Mr. Hoose explained what Cortland Enlarged City School Districts role in this litigation would be. Mr. Hoose checked with school counsel, Mr. John Lynch, and Mr. Lynch's recommendation was that we enter into this Intermunicipal Agreement.

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

- d. Approval of Contract for Superintendent

**SUGGESTED RESOLUTION: RESOLVED**, to approve the Contract Agreement between Cortland Enlarged City School District and Superintendent Mr. Michael J. Hoose, as presented.

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

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 11.59.

This item was tabled.

- 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 Schedules of Appointment 1156 and 1157.

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

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

- c. Approval of Administrative and Instructional Personnel Appointments

**SUGGESTED RESOLUTION: RESOLVED**, upon the recommendation of the Superintendent of Schools, to approve the appointments for Instructional Personnel as presented on Schedules of Appointment 2367 and 2368.

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

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

- d. Approval of Amendment to Employment Contract for Assistant Superintendent for Pupil & Personnel Services

**SUGGESTED RESOLUTION: RESOLVED**, upon the recommendation of the Superintendent, to approve the Amendment to Employment Agreement for Assistant Superintendent for Pupil and Personnel Services for 2015-16 as presented.

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 – Ms. Vile discussed the financials and how to read the spreadsheet. She presented the Board with a an investment report, and a draft of a Corrective Action Plan for Internal Audit.
- b. Assistant Superintendent for Pupil and Personnel Services - None
- c. Director of Curriculum and Instruction – Ms. Bliss was absent.
- d. Superintendent –
- 1.) 2015-2016 Initiatives
- Mr. Hoose shared a handout on the 2015-16 District Targets. He introduced a literacy program called MyOn as a possible partnership with our County partners. Commissioner Elia is going to be in Auburn at the Cayuga-Onondaga BOCES on October 22 to meet with BOE members at 6:00. Mr. Hoose asked interested BOE members to RSVP with Mrs. Zupancic.

9. **BOARD MEMBER ACTIVITIES** – Ms. Gregory went to Smith School Open House, Ms. Murphy went to a select band rehearsal and Several Board members went to the homecoming football game.

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** – Budget calendar and tabled item 7.a

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 8:23 p.m.

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

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

L.A.

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

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:** 8 October 2015

**Re:** Approval of Overnight Field Trip: Varsity Ice Hockey Team  
November 27-28, 2015

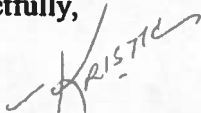
Mr. Johnson, on behalf of the Varsity Ice Hockey team, requests approval from the Board of Education for an extended field trip to attend a tournament in Albany, NY and play games against Shaker High School and Colonie High School on November 27-28, 2015.

I have discussed the trip with Mr. Johnson, who has worked with Mike Carboine, Homer Athletic Director.

The enclosed packet of information evidences that the organizers have met the requirements designated by the Board of Education. The original application did not meet our district requirements; however, once Mr. Johnson worked with Mr. Carboine, the number of chaperones was increased and a parent meeting date was identified. This information is both contained in the copy of the email from Mr. Carboine and is added to the original application with my initials.

Thank you for your support of our athletes and your consideration for approval of this trip to the tournament in Albany. As always, please contact me if there is a need for clarification.

Respectfully,

KRISTIE

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

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

REQUESTED BY SUPERVISING TEACHER <u>Chad Totman</u>	SCHOOL <u>HS</u>	DATE <u>9-15-15</u>
DESCRIPTION OF THE TRIP <u>Overnight hockey Tournament at Albany County Hockey Facility. Playing Shaker Colonie Friday Nov. 27 @ 7:00 and Bethlehem Nov. 28 @ 10:00.</u>		

TRIP DETAILS		
DESTINATION OF TRIP <u>Comfort Inn + Suites</u>	DEPARTURE DATE <u>11/27-15</u>	DEPARTURE TIME <u>11:00</u>
ADDRESS <u>16 Wolf Road</u> <u>Albany NY 12205</u>	RETURN DATE <u>11/28/15</u>	RETURN TIME <u>6:00</u>
TOTAL DAYS <u>2</u>	TOTAL NIGHTS <u>1</u>	
NUMBER OF STUDENTS <u>23</u>	NUMBER OF STAFF <u>2</u>	NUMBER OF CHAPERONES <u>2</u>

COSTS		
TOTAL ANTICIPATED COST OF TRIP PER PERSON \$ _____	COST INCLUDES: <u>Hockey Boosters is covering cost of Hotel, transportation and team meals</u>	
ADDITIONAL COSTS \$ _____	ADDITIONAL COSTS INCLUDES: _____ _____	
TRANSPORTATION MODE <u>Coach - Bus</u>	TRANSPORTATION CARRIER <u>Sher-hout</u>	TRANSPORTATION COST <u>\$1500</u>

LEARNING OUTCOMES OF TRIP
_____ _____ _____
TARGET GROUP OF STUDENTS

(Class/Team/Organization)

HS Hockey Team

**SPECIAL REQUESTS**

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

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

October 29, 2015 7:00 p.m. (KB)

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

**PRINCIPAL COMMENTS**

SUPERVISING STAFF NAME	COVERAGE ARRANGED
Chad Totman	—
Paul Quinlan	—
(KB) Theresa Rossiter	—
Tom Larson	—
Thomas Turck - Homer Jit Principal	—
Dave Boylan - Athletic Trainer	—

**APPROVALS**

SIGNATURE OF SUPERVISING TEACHER

Chad D. Tatz

SIGNATURE OF DIRECTOR OF CURRICULUM AND INSTRUCTION

SIGNATURE OF SUPERINTENDENT

Michael J. Moore

SIGNATURE OF PRINCIPAL

James C. ...

DATE

2 October 2015

DATE

10/8/15





**CORTLAND JUNIOR-SENIOR HIGH SCHOOL**

**Jeffory J. Johnson**  
**Director of Athletics and Physical Education**  
**8 Valley View Drive**  
**Cortland, New York 13045-3296**  
**Phone: (607) 758-4115**  
**Fax: (607) 758-4116**  
**jjohnson@cortlandschools.org**

**To:** Michael Hoose, Superintendent of Schools  
**From:** Jeff Johnson, Director of Athletics and Physical Education  
**Date:** September 28, 2015  
**RE:** Extended Field Trip Request for Varsity Ice Hockey

A handwritten signature of Jeff Johnson in black ink.

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I have attached an extended field trip request for the Varsity Ice Hockey team. The team would like to attend a tournament in Albany, NY to play games against Shaker High School and Colonie High School on November 27 and 28, 2015.

Please review the attached form and itinerary for the trip. The attached form will need to be signed by the Director of Curriculum and Instruction and Superintendent of Schools and submitted for Board approval at the October 7<sup>th</sup> Board of Education meeting.

The team roster for the trip will be forwarded after the team is selected in November.

Please contact me if you have any questions regarding the attached information.

**cc:** Kristie Bliss  
Chad Totman  
Alicia Zupancic  
File





Re: Attached Image

Chad Totman

to:

Mike Carboine, jeff johnson, Lynda Craft, avanwinkle

09/28/2015 09:43 AM

Hide Details

From: Chad Totman <ctotman@homercentral.org>

To: Mike Carboine <mcarboine@homercentral.org>, jeff johnson  
<jjohnson@cortlandschools.org>, Lynda Craft <lcraft@homercentral.org>,  
avanwinkle@cortlandschools.org

Itinerary- Away Trip to Shaker Colonie Tournament- Albany County Hockey Facility

November 27, 2015

11:30 Depart JM McDonald Building-Lunch on Bus

3:00 Check into hotel-Comfort Inn and Suites 16 Wolf Rd Albany NY 12205

5:00 Depart Hotel for game and to watch the Bethlehem vs Mamaroneck game

7:30 Game vs Shaker Colonie

9:00 Leave for hotel

9:15 Dinner/Pizza at hotel

10:00 Lights out

November 28, 2015

7:30 Continental Breakfast

Leave for game 8:30

10:00 game

12:00 Lunch at restaurant TBA

1:30 Depart for Home

4:30 Arrival at JM McDonald

Supervision by:

Chad Totman

Paul Quinlan

Theresa Rossiter

Tom Larson

Thomas Turck-Homer JH principal

Dave Boyland-Athletic Trainer

Pre trip meeting is scheduled during our preseason meeting on October 29th at 7:00

On Wed, Sep 23, 2015 at 11:31 AM, Chad Totman <ctotman@homercentral.org> wrote:

Attached is the Hockey Itinerary. Please let me know  
if either of you needs anything more for board  
approval.

Thanks,

Chad



Enlarged City School District

## 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: Mr. Michael Hoose, Superintendent  
From: Kimberly A. Vile, Director of Business Services  
Date: September 3, 2015  
Re: Corrective Action Plan for Internal Audit

The 2014-15 fiscal year external audit was performed by D'Arcangelo & Co for the Cortland Enlarged City School District. During the audit the items listed below were found as opportunities for strengthening internal controls and operating efficiency. The audit committee responses are stated in italics.

### **Current Year Risks and Recommendations**

#### **1. Risk & Observation Regarding Accounting Procedures Manual**

*The district does have job descriptions for business office staff. The district will strive to create a procedure manual that will include guidance regarding specific job duties. This will be utilized as a reference to assist with cross training and promote smoother transitions should an employee leaves or is not able to perform their duties. Eventually this will include details regarding segregation of duties, internal controls, and standardized forms that support the processes.*

#### **2. Risk & Observation Regarding Conflict of Interest Statements.**

*The District will work with Erie 1 Policy Service to develop a process to ensure an annual conflict of interest statement is signed by board members and key employees to disclose any potential appearance of conflict of interest annually.*

#### **3. Risk & Observation Regarding Section 4980H- Measurement Period.**

*The District is working with a service provider through BOCES to ensure compliance with the ACA look back period as well as other requirements. The look back period has been established and was adopted by the BOE again this summer. The policy committee will review the recommendation for a policy to be adopted.*

#### **4. Risk & Observation Regarding Information Technology Governance Security Policies/Data Protection.**

*The District is in the process of updating and reviewing all policies.*

#### **5. Risk & Observation Regarding Information Technology Governance /Security Vendor Management.**

*The BOCES SSAE 16 service auditor's assurance is underway. Once completed, it will be reviewed and the risk level will be adjusted accordingly.*

**6. Risk & Observation Regarding Information Technology Governance/Security Data Classification**

*The District will research options to complete a security risk assessment.*

**7. Risk & Observation Regarding Information Technology Disaster Recovery.**

*The District will explore the process to develop a Business Impact Analysis (BIA) which identifies Recovery Time Objectives (RTO) and Recovery Point Objectives (RPO) for all application systems and key IT services prior to developing a disaster recovery plan.*

**8. Risk & Observation Information Technology Miscellaneous Application Security**

*The district will request that BOCES contact the Centris Group to determine whether a security feature is available to lock an account after a specified number of invalid logon attempts.*

**9. Risk & Observation Information Technology Security Network Security Monitoring**

*The district will request that BOCES establish a log server to route the Checkpoint Firewall logs and we will discuss an internal security monitoring function with the district's IT specialists.*

**10. Risk & Observation Payroll/Human Resources general Employee Administration Affordable Care Act Reporting**

*The district is working with an organization through BOCES to ensure that all necessary documentation and processes are being followed to be in compliance with the ACA. Further action will be taken as the organization becomes familiar with our practices and recommendations are made to ensure compliance.*

**Current Testwork**

**11. Review of Voucher packet:**

*The expectations for processing payables will be documented and the claims auditor will have clear guidance regarding a consistent process for handling findings and addressing concerns. Processes and procedures will be established, distributed, followed and managed. This is of high importance as we are preparing to hire a new claims auditor.*

**12. Review of Procurement Policy:**

*The policy committee will continue to review and update the procurement policy to be in compliance with GML 104(b). The procedure for the claims auditor will include specific expectations during the review process of required documents for compliance with applicable laws, including but not limited to General Municipal Law 130 and 104(b)*

cc: Board of Education



Enlarged City School District

## CORTLAND ENLARGED CITY SCHOOL DISTRICT

1 Valley View Drive  
Cortland, New York 13045

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Kimberly Vile  
Director of Business Services  
kvile@cortlandschools.org

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

To: Mr. Michael Hoose, Superintendent  
From: Kimberly A. Vile, Director of Business Services  
Date: October 8, 2015  
Re: Corrective Action Plan for External Audit

The 2014-15 fiscal year external audit was performed by Ray Wager for the Cortland Enlarged City School District. During the audit the items listed below were found as opportunities for strengthening internal controls and operating efficiency. The audit committee responses are stated in italics.

### **Prior Year Deficiencies Pending Corrective Action**

#### **Fiscal condition/Appropriation of Fund Balance and Reserves**

*The district will continue to closely monitor the 2015-16 revenues and appropriations. Developing reserve guidelines and a long term financial plan will assist in ensuring that future budgets are balanced in the most effective way possible to promote long term fiscal health.*

#### **Prior Year Deficiencies Pending Corrective Action**

##### **Payroll Processing:**

*Payroll processing for certain employees results in employees being paid in advance of services. The future payroll calendar will be developed to keep this issue in mind, while also remaining in compliance with the current contract language for each bargaining group. Payments to employees, other than those that are annualized, are not prepaid. For example, substitutes and employees earning extra hours of pay are paid after dates worked. Job duties are being reviewed.*

##### **Policies:**

*The district is reviewing policies.*

##### **Documentation of Procedures:**

*The district will strive to create a procedure manual that will include guidance regarding specific job duties. This will be utilized as a reference to assist with cross training and promote smoother transitions should an employee leave or is not able to perform*

### **Current Year Deficiencies in Internal Control**

#### **School Lunch Fund**

*The district will work with the school lunch manager to ensure we are in compliance with the regulations.*

### **Payroll**

*The district will review the payroll process and determine effective ways to build in double checks to promote the ability to correct errors prior to processing payroll. When new salary schedules are created they will be reviewed by more than one person prior to processing payroll with the new schedules.*

### **Computer Controls**

*The business office will develop processes and procedures to ensure change reports are printed and reviewed.*

### **Journal Entries**

*The business office will develop processes and procedures to ensure journal entries are printed and reviewed.*

### **Other Items**

*The district is working with a service provider through BOCES to ensure compliance with the ACA look back period, as well as, other requirements. The look back period has been established and was adopted by the BOE again this summer. The policy committee will review the recommendation for a policy to be adopted.*

cc: Board of Education

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Enlarged City School District

## **CORTLAND ENLARGED CITY SCHOOL DISTRICT**

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

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

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

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### **2016-2017 Budget Development Calendar**

<b>October 13, 2015</b>	<b>Present 2016-17 draft budget calendar for adoption and overview of budget development theory.</b>
<b>October 14, 2015</b>	<b>Meet with Leadership Council to review budget process</b>
<b>November 3, 2015</b>	<b>Present 2016-17 budget development procedures to the BOE for adoption and preliminary budget forecast.</b>
<b>Nov.-Dec. 2015</b>	<b>Meet with individual administrators and directors.</b>
<b>November 17, 2015</b>	<b>Present initial budget assumptions and overview of reserves.</b>
<b>December 8, 2015</b>	<b>Present Operations &amp; Maintenance, Transportation Budgets to Board of Education</b>
<b>December 17, 2015</b>	<b>Initial BOCES services requests due.</b>
<b>January 12, 2016</b>	<b>Discuss employee benefits such as health insurance and retirement</b>
<b>January 27, 2016</b>	<b>Present Curriculum</b>
<b>February 10, 2016</b>	<b>Present Debt Service, Employee Benefits and Revenue (Governor's Proposal) to the BOE.</b>
<b>February 23, 2016</b>	<b>Present information regarding personnel</b>
<b>March 1, 2016</b>	<b>Tax Levy Limit Calculation due to the Office of the State Comptroller</b>
<b>March 8, 2016</b>	<b>Present the BOCES, instructional, and special education budgets to the Board of Education.</b>
<b>March 22, 2016</b>	<b>Present draft 2015-16 budget to the BOE for review and comment.</b>
<b>April 1, 2016</b>	<b>Legal notice of school budget hearing and budget vote. Must advertise four times within seven weeks of the vote with first publication 45 days before date of budget vote.</b>
<b>April 12, 2016</b>	<b>Second Review of draft budget for the BOE.</b>

<b>April 18, 2016</b>	<b>Budget adoption by the BOE. Budget document available to the public, arrange for the pickup and return of voting machines with the Board of Elections contractor. April 22, 2016 is the last legal day to adopt.</b>
<b>April 18, 2016</b>	<b>Deadline for submission of petitions for propositions to be placed on ballot (20 days preceding budget vote). Legal Notices? 2nd</b>
<b>April 22, 2016</b>	<b>Property tax report card must be submitted to SED within 24 hours of budget adoption, but no later than April 23, 2016. Also, submit property tax report card to Cortland Standard within 24 hours of budget adoption.</b>
<b>April 27, 2016</b>	<b>Deadline for submission of petitions for nominations of BOE candidates. Inform candidates of legal requirement for all candidates for election to Board of Education to file sworn statements of campaign contributions and distribute informational material. First sworn statement to be filed with the District Clerk and Commissioner of Education thirty days prior to vote date. Date for drawing by District Clerk for determination of order for listing Board candidates on ballot or voting machine the following day.</b>
<b>April 30-May 2, 2016</b>	<b>Budget statement and required attachments available at least 14 days prior to budget vote. (Legal Notice 4<sup>th</sup>) Mail district newsletter, prepare voting machine inserts and transmit to county Board of Elections. Physically examine voting machines for ballot placement and sign statement at the board of elections.</b>
<b>May 11, 2016</b>	<b>Budget Hearing</b>
<b>May 13, 2015</b>	<b>Budget notice must be mailed to eligible voters after the budget hearing, but no later than six days prior to the vote.</b>
<b>May 12-16, 2016</b>	<b>Sworn statements of campaign contributions or loans in excess of \$1,000, received before vote date and not previously reported, to be filed with the District Clerk and Commissioner of Education within twenty-four hours of receipt by candidates for membership on the Board of Education and Library Board.</b>
<b>May 12-16, 2016</b>	<b>District clerk must maintain a list of names of those residents who were given absentee ballot and make such list available for public inspection the five days prior to the annual meeting except Sunday (Public posting no longer required).</b>
<b>May 17, 2016</b>	<b>Budget Vote Day</b>
<b>June 21, 2016</b>	<b>Statewide budget revote day if applicable.</b>
<b>July 1, 2016</b>	<b>Implement 2015-16 Budget.</b>





**CORTLAND ENLARGED CITY SCHOOL DISTRICT**

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

6.f

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

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

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**To: Mr. Michaels Hoose, Superintendent**  
**From: Kimberly A. Vile, Director of Business Services KAV**  
**Date: October 9, 2015**  
**Re: Transportation Request Non Public**

**It is the recommendation of the Business Office for the BOE to approve the attached transportation request for a student attending a non public school. The family just recently moved into the district.**

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

**cc: Board of Education**

7.2

# SCHEDULE OF RESIGNATIONS AND LEAVES

## ADMINISTRATORS, INSTRUCTIONAL AND NON-INSTRUCTIONAL STAFF

School Year 2015-16

Schedule Number: 11.60  
Board Meeting Date: October 13, 2015  
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
Morrison, Lori	Teacher Aide	09/08/2015	09/22/2015	Resignation.
Feuerherm, Klara	Food Service Helper	09/01/1992	11/27/2015	Retirement.

#### INSTRUCTIONAL/NON-INSTRUCTIONAL PERSONNEL:

LEAVE OF ABSENCE	POSITION	ORIGINAL APPOINTMENT	LEAVE DATES	REASON
Discenza, Lara	Physical Education	09/01/2008	12/14/2015 – 01/22/2016 (Anticipated)	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.
Osborne, Amanda	Reading	09/01/2014	02/09/2016 – 03/29/2016 (Anticipated)	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.
Leeds, Amy	Psychologist	09/01/2009	01/13/2016 – 04/15/2016 (Anticipated)	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.
Horbai, Kathleen	Special Education	09/01/2008	02/10/2016 – 04/15/2016 (Anticipated)	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.

\*Revision in italics

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## **SCHEDULE OF APPOINTMENTS**

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

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

Schedule Number: **1158**  
Board Meeting Date: **October 13, 2015**  
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>
Case	Melanie	School Monitor	\$9.00	Retroactive to 10/04/2015
Fetterly	Adele	Teacher Aide	\$9.00	Retroactive to 10/06/2015
Martin	Ashley	Teacher Aide	\$9.00	Retroactive to 10/06/2015
Wegzyn	Jenna	Teacher Aide	\$9.00	Retroactive to 10/09/2015
Shaw	Allan	Cleaner	\$9.00	Pending Fingerprint Clearance

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## SCHEDULE OF APPOINTMENTS

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

Schedule Number: 2370

Board Meeting Date: October 13, 2015

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
Protheroe, John	Substitute Teacher	A	\$99.00	Retroactive to 09/22/2015
Protheroe, John	Teaching Assistant		\$81.00	Retroactive to 09/22/2015
McDermott-Mulherin, Maureen	Substitute Teacher	A	\$107.00	Retroactive to 09/24/2015
Swarm, Danielle	Substitute Teacher	B	\$81.00	Retroactive to 09/29/2015
Swarm, Danielle	Teaching Assistant		\$73.00	Retroactive to 09/29/2015
Schweider, Luke	Substitute Teacher	A	\$99.00	Retroactive to 09/30/2015
Schweider, Luke	Teaching Assistant		\$81.00	Retroactive to 09/30/2015
Mantella, Dominick	Substitute Teacher	B	\$81.00	Retroactive to 10/07/2015
Mantella, Dominick	Teaching Assistant		\$73.00	Retroactive to 10/07/2015
Fish, Nathan	Substitute Teacher	A	\$99.00	Retroactive to 10/07/2015
Fish, Nathan	Teaching Assistant		\$81.00	Retroactive to 10/07/2015
Robinson, James	Substitute Teacher	B	\$81.00	Retroactive to 10/08/2015
Robinson, James	Teaching Assistant		\$73.00	Retroactive to 10/08/2015
Eckert, Gary	Substitute Teacher	A	\$99.00	Retroactive to 10/09/2015
Eckert, Gary	Teaching Assistant		\$81.00	Retroactive to 10/09/2015

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

\*\*Retroactive to 09/08/2015

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

Schedule Number: 2371  
Board Meeting Date: October 13, 2015  
Color: Blue

NAME	TITLE	VARSITY/JV JUNIOR HIGH	SPORT	BOYS/ GIRLS	AMOUNT
Alex Stacy	Vol. Asst. Coach	Junior Varsity	Basketball	Boys	\$ Volunteer*
Maureen White	Head Coach	8th Grade	Volleyball	Girls	\$ 2480
Ron Reed	Head Coach	Varsity	Bowling	Boys/Girls	\$ 2325
McKenna L'Hommodieu	Head Coach	Junior Varsity	Volleyball	Girls	\$ 4030
Lara Discenza	Vol. Asst. Coach	Junior Varsity	Volleyball	Girls	\$ Volunteer
Delacey Brown	Vol. Asst. Coach	Varsity	Wrestling	Boys	\$ Volunteer*
Maureen White	Head Coach	Varsity	Softball	Girls	\$ 4960

\*Pending issuance of temporary coaching license