

6a

June 2015 Claims Audit Log

Vendor	Claimant Department	Warrant	P/O Number	Problem Identified	Prob. Number	Money	Approved for Payment	Corr. Action Taken
Futures Ed.	CCSD	6A15	-	No PO	1	16,250.00	yes	
Teacher Center	CCSD	6A15	-	No PO-Not a purchase 6-30-2015	1	1,000.00	yes	Violation N
Tot's Market	CCSD	6A15	-	No PO	1	81.35	yes	
Phonak	CCSD	6A15	-	Not signed, returned to KR for signature-signed	4	3,363.89	yes	
Cort. Dwt. Part.	CCSD	6A15	151516	Invoice/order date prior to PO, Req date or received	9	140.00	yes	Violation N
Dinn Bros.	CCSD	6A15	151467	Invoice/order date prior to PO, Req date or received	9	181.44	yes	Violation N
Simplex Gnnell	CCSD	6A15	150711	Invoice/order date prior to PO, Req date or received	9	984.00	yes	Violation N
W2Operator	CCSD	6A15	151326	Invoice/order date prior to PO, Req date or received	9	300.00	yes	Violation N
Agile Tech.	CCSD	6A15	151379	Invoice/order date prior to PO, Req date or received	9	1,400.00	yes	Violation N
Flinn	CCSD	6A15	151212	PO lacks \$50.51	10	50.51	yes	
Frontier Cellular	CCSD	6A15	151079	PO lacks \$450.91	10	450.91	yes	
Skyline Electric	CCSD	6A15	150715	Open PO lacks \$2215.24	10	2,215.24	yes	
Staples	CCSD	6A15	150724	PO cancelled before invoice paid	10	276.69	yes	
Triumph Learning	CCSD	6A15	151512	Shipping not included \$183.48	10	183.48	yes	Violation N
1st National Bank	CCSD	6A15	-	Tax Paid \$4.51	10	4.51	yes	Violation N
Rowland Read	CCSD	6F30	151459	Shipping not included \$63.	10	63.00	yes	
Amazon	CCSD	6A30	151429	Not signed for \$192	10	192.00	Hold	
Amazon	CCSD	6A30	151515	Signed for \$151.10 of \$187.28	10	16.18	Hold	
Amazon	CCSD	6A30	151499	Signed for \$20.89 of \$255.42	10	234.53	yes	OK to Pay
Amazon	CCSD	6A30	151544	Signed for \$1074.61 of \$2198.69	10	1,124.08	Hold	
Amazon	CCSD	6A30	151478	Signed for \$138.44 of \$288.24	10	129.80	Hold	
Lakeshore Learning	CCSD	6A30	151528	Shipping not included \$12.	10	12.00	yes	
Pioneer Books	CCSD	6A30	151504	Shipping not included \$112.	10	112.00	yes	Violation N
Ames Linen	CCSD	6A30	-	No PO	1	167.89	yes	Violation N
Everbind	CCSD	6A30	151539	Signed ?	4	1,351.48	yes	
MG	CCSD	6A30	-	No PO-update po 151408 Not included	1	500.00	yes	

Problem #	Notes	Explanation
1	No P/O, No Req	
2	Need proper approval	
3	Incorrect calculation	
4	Needed signature verifying goods received	
5	No original receipt / Fax invoice	
6	Sales tax included	
7	MLP for Authorization	
8	Large Difference from Request to Invoice	
9	Invoice/order date prior to PO, Req date or received	
10	Misc	
11	On-line approval for Computer Inst.	
12	No receiving copy of P/O	

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Problem #	Explanation
1	No P/O, No Req
2	Need proper approval
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10	Misc
11	On-line approval for Computer Inst.
12	No receiving copy of P/O

Claims Monthly Report June 2015

Warrant #	Check Date	Fund	# of Checks	# Claims	Check #	Amount	No P/O, No Req	Need Proper Approval	Incorrect Calculation	Needed signature	No original receipt / invoice	Sales tax included	MLP for Authorization	Large Diff. from request to invoice	Invoice prior to PO or received	Misc.	On-line approval for Computer Inst.	No receiving copy of P/O	Total
6C15	6/15/15	C	6	6	809463-468	\$ 3,334.13													0 \$0
6H15	6/15/15	H	1	1	605812	\$ 100,000.00													0 \$0
6A15	6/15/15	A	135	135	148448-582	\$ 821,969.06	3			1 \$3,364					5 \$3,005	6 \$3,181			15 \$26,882
6F15	6/15/15	F	6	3	707297-302	\$ 16,372.08													0 \$0
6TA15	6/15/15	TA	1	1	917867	\$ 1,529.92													0 \$0
6TE15	6/15/15	TE	1	3	148447	\$ 100.00													0 \$0
6C30	6/30/15	C	12	12	808469-480	\$ 30,391.51													0 \$0
M MCW - Manual Check Warrant																			
r1 Voided Checks xxxxxx from warrant xxxxx.																			
r2 Void Check xxxxxx for xxxxx from warrant xxxxxx, returned from bank.																			
r3 Checks xxxxxx, xxx, xxx for \$xxx removed from warrant xxxxx.																			
Total Page 1							162	161		3	0	0	0	0	5	6	0	0	15
							\$ 971,396.70	\$17,331	\$0	\$0	\$0	\$0	\$0	\$0	\$3,005	\$3,181	\$0	\$0	\$26,882
Fund																			
A General																			
TA Trust & Agency																			
C School Lunch																			
H Capital																			
F Special Aid																			
Signature		C. Ruane																	
Date		6-15																	

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Claims Monthly Report June 2015

Warrant #	Check Date	Fund	# of Checks	# Claims	Check #	Amount	No P.O. No Req	Need Proper Approval	Incorrect Calculation	Needed signature	No original receipt / Invoice	Sales tax included	MLP for Authorization	Large Diff. from request to Invoice	Invoice prior to PO or received	Misc.	On-line approval for Computer Inst.	No receiving copy of P/O	Total
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June 2015 Check Log

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Fund Report For June 2015

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Voided Checks for June 2015

Warrant	Check Number	Amount	Reason	Vendor
6TE15	148280	\$100.00	Deceased	AC
6TE15	148296	\$100.00	Name	AS

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July 2015 Claims Audit Log

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Amazon	CCSD	6A30	151544	Signed for \$1074.61 of \$2198.89	10	1,124.08	yes	ok to pay
Amazon	CCSD	6A30	151478	Signed for \$138.44 of \$268.24	10	129.80	yes	ok to pay
Amazon	CCSD	6A30	151515	Signed for \$151.10 of \$167.28	10	16.18	yes	ok to pay
Bernard's DB	CCSD	7A15	160035	Invoice/order date prior to PO, Req date or received	9	29.99	yes	Violation N
Cazenovia Eq.	CCSD	7A15	150012	No PO	1	11.99	yes	Violation N
Elm Tree Golf	CCSD	7A15	150012	Misc-missing PO page	10	112.52	yes	Violation N
Hillyard	CCSD	7A15	150012	No PO	1	396.00	yes	Violation N
Hummel's	CCSD	7A15	150009	Misc-PO covers \$310 of \$382.	10	72.00	yes	
Hummel's	CCSD	7A15	160032	Invoice/order date prior to PO, Req date or received	9	16.50	yes	
Hummel's	CCSD	7A15	160032	Invoice/order date prior to PO, Req date or received	9	80.12	yes	
Kellogg Auto	CCSD	7A15	151157	Misc-Open PO short \$73.16	10	73.16	yes	
School Specialty	CCSD	7A15	160018	Invoice/order date prior to PO, Req date or received	9	72.75	yes	
School Specialty	CCSD	7A15	160008	Invoice/order date prior to PO, Req date or received	9	150.50	yes	
Physics Factory	CCSD	7A15	151371	Invoice/order date prior to PO, Req date or received	9	500.00	yes	Violation N
Time for Kids	CCSD	7A15	-	PO was for 2015, pay as claim	1	40.00	yes	
Trane Company	CCSD	7A15	150365	Included tax on invoice. Not paid	6	37.44	yes	
Greek Peak	CCSD	7A15	-	No PO taxes & fees 20.16	1	219.16	yes	ok to pay
First Niagara	CCSD	7A15	-	Missing Backup \$2411.62 & Tax \$14.72	10	2,426.34	yes	
Maines	CCSD	7C30	151461	Missing 2 credit invoices for \$9.72	10	9.72	yes	
Heinemann	CCSD	7A30	160025	Invoice/order date prior to PO, Req date or received	9	41.00	yes	Violation N
NYSPPHSA	CCSD	7A30	-	No PO	1	1,579.70	yes	
Oriental Trading	CCSD	7A30	160005	Invoice/order date prior to PO, Req date or received	9	92.98	yes	
Really Good Stuff-2	CCSD	7A30	160016&160029	Invoice/order date prior to PO, Req date or received	9	151.95	yes	
Rural School	CCSD	7A30	160031	Invoice/order date prior to PO, Req date or received	9	625.00	yes	
Scholastic	CCSD	7A30	160013	Invoice/order date prior to PO, Req date or received	9	195.93	yes	
School Sp.-4	CCSD	7A30	160001,7,15,28	Invoice/order date prior to PO, Req date or received	9	343.67	yes	

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July 2015 Claims Audit Log

[illegible]

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Claims Monthly Report July 2015[illegible]

Claims Monthly Report July 2015

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July 2015 Check Log

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Fund Report For July 2015

	Fund-A	Fund-C	Fund-F	Fund-H	Fund-TA
Warrant					
7C15		\$ 8,487.34			
7F15			\$ 24,853.15		
7A15	\$ 656,761.51				
7TA15					\$ 48.08
7H15				\$ 988.00	
7A15-2	\$ 3,296.70				
7F15-2			\$ 65.39		
7F30			\$ 41,658.43		
7A30	\$ 1,029,865.70				
7C30		\$ 56,780.00			
7H30				\$ 14,666.74	
7TA30					\$ 3,976.35
	\$ 1,689,923.91	\$65,267.34	\$66,576.97	\$15,654.74	\$4,024.43
	A	C	F	H	TA

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\$	1,841,447.39
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Voided Checks for July 2015

Warrant	Check Number	Amount	Reason	Vendor
7A15	146913	\$100.00	Check not cashed	BH

6a

TO: Board of Education, Cortland Enlarged City School District,
Cortland, NY

FROM: Cindy Dann, GO Bookkeeper

SUBJECT: Quarterly Report 06/30/15, Extra-Classroom Activity Fund

DATE: July 14, 2015

In accordance with the provisions of "Rules and Regulations for the Conduct, Operation and Maintenance of Extra-Classroom Activities" adopted by the Board of Education at its regular Board meeting on July 11, 1974 the following reports are submitted:

Quarterly Financial Statement on Extra-Classroom Fund

Bank Reconciliation

cc: Mr. Hoose
Mrs. Vile
Ms. Herzog-O'Hara
Mr. Mack
Mr. Brafman
Mr. Cafararo
Mrs. Timmons
BOE (5 copies & electronic)

C. Dann
7/14/15

GENERAL ORGANIZATION
For the Quarter Ending, June 30, 2015

Balance of General Organization Account, June 30, 2015

Checking Account	\$ 144,597.27
Savings Account	\$ 31,337.67
	<u>\$ 175,934.94</u>

General Organization Account Balances:

Beg. Bal 04/01/15	Receipts	Disbursements	End Bal 06/30/15
\$ 201,616.00	\$ 101,244.11	\$ 126,925.17	\$ 175,934.94

Checkbook Balance:

Beg. Bal 04/01/15	Receipts	Disbursements	End Bal 06/30/15
\$ 170,278.52	\$ 101,243.92	\$ 126,925.17	\$ 144,597.27

Savings Account Balance:

Beg. Bal 04/01/15	Receipts	Disbursements	End Bal 06/30/15
\$ 31,337.48	\$ 0.19	\$ -	\$ 31,337.67

Book Transfers \$ 4,879.41 \$ 4,879.41

CD
7/14/15

CORTLAND JUNIOR-SENIOR HIGH SCHOOL
 QUARTERLY REPORT 04/01/15 - 06/30/15
 SAVINGS ACCOUNT

DESCRIPTION	BEG. BAL.	RECEIPTS	DISBURSEMENTS	END. BAL.
General Organization	1,517.42	0.19	0.00	1,517.61
CD Investment	29,820.06	0.00	0.00	29,820.06
	31,337.48	0.19	0.00	31,337.67

CD Investment
7/14/15

RECONCILIATION OF BANK BALANCES

Balance shown on statement of 6/01/15 (NBT)

Balance shown on statement of 6/30/15 (Tompkins Trust)

\$

152,114.54

Less:

Plus:

Less: Outstanding checks as of 6/30/15 as follows:

DATE	CHECK NUMBER	AMOUNT	DATE	CHECK NUMBER	AMOUNT
4/15/2014	25048	\$ 36.00	6/4/2015	25609	\$ 25.00
5/8/2014	25106	\$ 62.00	6/12/2015	25611	\$ 400.00
5/21/2014	25121	\$ 100.00	6/12/2015	25612	\$ 150.00
10/2/2014	25294	\$ 387.50	6/12/2015	25614	\$ 100.00
5/1/2015	25518	\$ 25.00	6/12/2015	25616	\$ 500.00
5/1/2015	25520	\$ 25.00	6/12/2015	25618	\$ 200.00
5/1/2015	25521	\$ 25.00	6/10/2015	25623	\$ 270.45
5/1/2015	25523	\$ 25.00	6/15/2015	25629	\$ 100.00
5/18/2015	25554	\$ 250.00	6/15/2015	25630	\$ 25.00
5/19/2015	25557	\$ 250.00	6/5/2015	25638	\$ 15.10
5/19/2015	25561	\$ 79.85	6/5/2015	25641	\$ 65.03
5/22/2015	25570	\$ 250.00	6/15/2015	25646	\$ 600.00
5/22/2015	25572	\$ 250.00	6/17/2015	25648	\$ 25.00
			6/17/2015	25650	\$ 25.00
			6/17/2015	25651	\$ 25.00
			6/17/2015	25652	\$ 50.00
			6/17/2015	25653	\$ 50.00
			6/17/2015	25655	\$ 28.16
			6/17/2015	25656	\$ 198.87
			6/17/2015	25657	\$ 94.61
			6/18/2015	25667	\$ 31.29
			6/18/2015	25668	\$ 195.99
			6/18/2015	25669	\$ 500.00
			6/22/2015	25673	\$ 51.50
			6/22/2015	25674	\$ 113.14
			6/22/2015	25679	\$ 40.00
			6/23/2015	25680	\$ 47.47
			6/23/2015	25681	\$ 1,194.50
			6/23/2015	25682	\$ 330.81
			6/9/2015	25683	\$ 300.00

1,785.35

5,751.92

Total Amount of Outstanding checks:

7,517.27

Amount of balance on deposit unencumbered:

\$ 144,597.27

I certify that the above reconciliation of bank balance is correct.

Cindy Dann
GO Bookkeeper

C. Dann
7/1/15

**CORTLAND JUNIOR-SENIOR HIGH SCHOOL
ACTIVITY ACCOUNT LEDGER
2014-2015**

	03/30/15	RECEIPTS	EXPENDITURES	TRANSFERS	08/30/15
ACCOUNT DESCRIPTION	ENDING BALANCE	04/01/15	04/01/15	04/01/15	ENDING BALANCE
Alive At 25	842.26	1,000.00	0.00	0.00	1,842.26
All Night Party	8,528.07	10,549.48	15,244.88	0.00	1,832.67
Band Fund	11,001.45	2,702.34	3,183.20	0.00	10,520.59
Baseball Club	1,831.33	1,188.00	2,394.50	0.00	634.83
Basketball Cheerleaders	385.12	85.00	0.00	0.00	480.12
Basketball Club	3,411.82	84.50	840.00	0.00	2,856.32
Bowling Club	103.86	0.00	0.00	0.00	103.86
Champs	(88.00)	0.00	0.00	0.00	(88.00)
Chorus	7,287.10	0.00	502.00	0.00	6,785.10
CRS General Fund	2,825.02	1,810.00	2,018.24	0.00	2,616.78
Class 2007	853.15	0.00	0.00	0.00	853.15
Class 2008	1,485.08	0.00	0.00	0.00	1,485.08
Class 2013	2,827.14	0.00	500.00	0.00	2,327.14
Class 2014	8,928.24	0.00	0.00	0.00	8,928.24
Class 2015	10,034.88	14,829.00	19,150.03	(2,984.80)	9,149.05
Class 2016	11,980.11	1,878.80	2,808.20	0.00	11,050.71
Class 2017	7,765.78	88.00	0.00	0.00	7,853.78
Class 2018	820.14	2,100.00	1,422.80	1,000.00	2,297.34
COHIAN	7,833.42	8,823.89	15,812.49	2,584.80	1,809.72
Cortland Theater	10,787.83	828.50	5,185.00	0.00	6,431.33
Field Hockey	1,801.68	0.00	0.00	0.00	1,801.68
Football	1,952.87	1,725.00	2,048.88	0.00	1,629.99
Football Cheerleaders	223.87	0.00	0.00	0.00	223.87
Freshman Interservice	904.18	35.00	0.00	0.00	939.18
Girls Basketball	1,208.21	0.00	0.00	0.00	1,208.21
Girls Lacrosse	3,192.58	884.00	477.14	0.00	3,599.44
Girls Soccer	4,282.79	0.00	0.00	0.00	4,282.79
Girls Softball	988.54	1,082.00	1,742.85	0.00	285.69
Girls Swimming	0.00	0.00	0.00	0.00	0.00
Girls Track	228.28	0.00	0.00	0.00	228.28
Golf Club	2,485.84	0.00	850.00	0.00	1,635.84
Guidance	2,758.98	6,488.00	5,854.00	0.00	3,288.98
Ink Peppers	1,181.10	0.00	0.00	0.00	1,181.10
Inter-Act	0.00	0.00	0.00	0.00	0.00
International Club	824.87	1,485.00	1,832.81	0.00	277.06
Jr High Band	8,388.05	20.00	57.88	0.00	8,350.17
Jr High Music	1,788.54	301.28	0.00	424.81	2,612.41
JH Select Band	5,882.58	9,800.18	7,815.48	(424.81)	7,822.88
Junior High Interservice	5,483.77	2,400.00	3,000.88	90.00	4,872.79
Jr High Ski Club	3,893.77	0.00	0.00	0.00	3,893.77
Junior High Team I	1,544.84	0.00	491.88	0.00	1,052.96
Junior High Team II	2,842.15	0.00	0.00	0.00	2,842.15
Junior High Team IV	4.75	0.00	0.00	0.00	4.75
Lacrosse Club	485.40	0.00	0.00	0.00	485.40
Link Crew	2,118.97	0.00	0.00	(1,800.00)	318.97
National Honor Society	500.88	2,839.00	1,772.85	0.00	1,567.03
Orchestra	588.94	8,742.34	3,308.73	(80.00)	5,941.55
Photo Club	248.23	0.00	0.00	0.00	248.23
Relay for Life Club	1,883.50	1,000.50	1,480.85	0.00	1,403.15
Renaissance	2,289.85	0.00	2,888.97	800.00	80.88
Runners	1,082.48	0.00	813.00	0.00	269.48
SADD	380.81	0.00	0.00	0.00	380.81
Senior Interservice	10,125.44	2,218.24	3,785.00	0.00	8,558.68
Soccer Club	2,018.05	420.00	1,458.00	0.00	978.05
Stage Craft	39.58	0.00	0.00	0.00	39.58
Student Council	3,487.30	2,125.48	3,058.23	0.00	2,554.55
Student Senate	10,100.48	6,548.00	8,134.88	0.00	8,513.60
Tech Club	378.89	0.00	0.00	0.00	378.89
Tennis Club	883.64	2,139.00	2,138.00	0.00	884.64
Tiger Den	2,445.88	0.00	0.00	0.00	2,445.88
Toys From Teachers	571.88	0.00	0.00	0.00	571.88
Track - Boys	1,081.94	2,348.00	3,098.89	0.00	327.05
Tx-M	310.57	250.00	158.00	0.00	402.57
Video Club	7,831.76	245.00	2,069.15	0.00	6,007.61
Volleyball Club	1,370.37	0.00	0.00	0.00	1,370.37
Winterguard	418.35	0.00	0.00	0.00	418.35
Wrestling	1,481.23	4,835.31	500.00	0.00	6,816.54
Gen Org Savings	1,517.42	0.18	0.00	0.00	1,517.60
CD Interest SH Int	3,330.95	0.00	0.00	0.00	3,330.95
Total Cash Amount	201,818.00	101,244.11	128,925.17	0.00	174,136.94
CD Inv. Sr. High Int.	28,820.08				28,820.08
Gen Org Savings	1,517.42	0.18			1,517.60
	170,276.52				144,507.27

CD Inv
11/4/15



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**

To: Michael Hoose, Superintendent of Schools
From: Kimberly A. Vile, Director of Business Services
Re: Surplus Items
Date: August 6, 2015
Cc: Board of Education

It is the recommendation of the business office to surplus the following items.

The items listed are older vehicles that are less reliable and will be removed from service. The vehicles are being replaced with newer vehicles that will be added to our fleet this fall via the lease process. The recommendation as noted is to accept the trade-in offer from Matthews Buses.

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

The following was provided to me by Mike Morris:

Bus #18-2005 Thomas FS-65 Trade in value of \$1,500
21 passenger
98,000 miles
Runs & drives, but with extensive floor, underbody and exterior corrosion

Bus #20-2006 Thomas FS-65 Trade in value of \$4,500
88,000 miles
65 passenger
Vehicle runs & drives
Corrosion consistent with age of vehicle.

Bus #23-2008 Thomas C2 Trade in value of \$7,500
65 passenger
90,000 miles
Vehicle runs & drives
Bus has substantial body & underbody corrosion.

Bus #24-2008 Thomas C2 Trade in value of \$7,500
65 passenger
111,800 miles
Vehicle runs & drives
Bus has substantial body & underbody corrosion.



6-C

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 A. Vile, Director of Business Services
Date: August 6, 2015
Re: Bus lease
Cc: BOE

The following resolution is recommended for action at the August 11, 2015 BOE meeting:

Resolved: Shall the Board of Education be authorized to lease from the lowest responsible bidder four (4) school buses capable of transporting sixty-six passengers and one (1) wheelchair accessibility thirty-five passenger school bus for a five-year term at a maximum cost of four hundred fifty-five thousand (455,000) including costs of leasing, the financing of the leases and other related costs?

Resolved, that the Board of Education of the Cortland Enlarged City School District accepts the budget vote and vehicle lease/purchase results as presented above, and per the Tabulation sheet, dated July 21, 2015 to be attached to this meeting's minutes.

21-Jul-15	Santander	Santander	Mercedes-Benz	Mercedes-Benz
	35 Passenger	(4) 66 Passenger	35 Passenger	(4) 66 Passenger
Capitalized	126,051.93	116,822.09	126,051.93	116,822.09
Residual	35,000.00	38,500.00	35,000.00	38,500.00
Interest Rate	2.70%	2.70%	2.93%	2.93%
Five equal payments	20,099.00	17,506.00	20,271.88	17,609.35
Total Annual Payments	20,099.00	70,024.00	20,271.88	70,437.40
Total lease cost over 5 years	100,495.00	350,120.00	101,359.40	352,187.00
	Awarded to Santander			

21-Jul-15

	Santander		Santander		Mercedes-Benz		Mercedes-Benz	
	35 Passenger	(4) 66 Passenger	35 Passenger	(4) 66 Passenger	35 Passenger	(4) 66 Passenger	35 Passenger	(4) 66 Passenger
Capitalized	\$ 126,051.93	\$ 116,822.09	\$ 126,051.93	\$ 116,822.09	\$ 126,051.93	\$ 116,822.09	\$ 126,051.93	\$ 116,822.09
Residual	\$ 35,000.00	\$ 38,500.00	\$ 35,000.00	\$ 38,500.00	\$ 35,000.00	\$ 38,500.00	\$ 35,000.00	\$ 38,500.00
Interest Rate	2.70%	2.70%	2.70%	2.70%	2.93%	2.83%	2.93%	2.83%
Five equal payments	\$ 20,099.00	\$ 17,506.00	\$ 20,099.00	\$ 17,506.00	\$ 20,271.88	\$ 17,609.35	\$ 20,271.88	\$ 17,609.35
Total Annual Payments	\$ 20,099.00	\$ 70,024.00	\$ 20,099.00	\$ 70,024.00	\$ 20,271.88	\$ 70,437.40	\$ 20,271.88	\$ 70,437.40
Total lease cost over 5 years	\$ 100,495.00	\$ 350,120.00	\$ 101,359.40	\$ 352,187.00	\$ 101,359.40	\$ 352,187.00	\$ 101,359.40	\$ 352,187.00

Awarded to Santander

ONONDAGA-CORTLAND-MADISON BOCES
6820 THOMPSON ROAD
SYRACUSE, NY 13211

Contract for Cooperative Educational Services

THIS AGREEMENT made this 1st day of July, 2015 by and between the ONONDAGA-CORTLAND-MADISON BOCES, party of the first part, and Cortland City SD, party of the second part.

WITNESSETH, That whereas party of the first part has been duly authorized to provide the approved Services below and has been authorized to enter into agreements with boards of education and school trustees, under the provisions of sections 1950-61 of the Education Law.

NOW THEREFORE, The said party of the first part hereby agrees to provide to the party of the second part the following Services during the 2015-16 school year at the indicated cost:

Program/ Serial No.	Service	Basis for Current Contract				Initial Contract	Adjustments To Date	Current Contract
		Quantity/ Share	Unit Cost	Cost Basis	Current Fixed Cost			
001.010	Administration	2,730.0000	30.2500	RWADA	14.19	82,596.69	0.00	82,596.69
002.010	Rental of Facilities	2,730.0000	36.7200	RWADA	18.20	81,645.20	18,618.60	100,263.80
002.020	Capital Facilities	2,730.0000	7.4800	RWADA	14.20	39,053.20	-18,618.60	20,434.60
101.000	Career & Tech Educ	108.9000	7,982.0000	Per FTE	0.00	869,239.80	0.00	869,239.80
101.700	New Vision	7.0000	7,982.0000	Per FTE	0.00	55,874.00	0.00	55,874.00
224.100	STAR	10.0000	20,604.0000	Per FTE	0.00	206,040.00	0.00	206,040.00
224.745	STAR Related Services Therapists	0.0000	0.0000		120,336.85	120,336.85	0.00	120,336.85
224.746	STAR Teaching Assistants	63.3333	0.0000		98,800.00	98,800.00	0.00	98,800.00
224.747	STAR Transition Serv	0.0000	0.0000		6,019.25	6,019.25	0.00	6,019.25
263.100	TEAM (Multiply Handicapped)	16.0000	33,128.0000	Per FTE	323.20	530,387.20	0.00	530,387.20
263.745	TEAM Related Services Therapists	0.0000	0.0000		232,106.10	232,106.10	0.00	232,106.10
263.746	TEAM Teaching Assistants	121.2500	0.0000		189,150.00	189,150.00	0.00	189,150.00
280.100	Hearing Impaired - Deaf (1.0)	1.0000	32,593.0000	Per FTE	0.00	32,593.00	0.00	32,593.00
280.745	Deaf Related Service Therapists	0.0000	0.0000		14,552.03	14,552.03	0.00	14,552.03
280.746	Deaf Teaching Assistants	6.2500	0.0000		9,750.00	9,750.00	0.00	9,750.00
293.100	SED	14.0000	34,411.0000	Per FTE	337.35	482,081.35	0.00	482,081.35
293.745	SED Related Services Therapists	0.0000	0.0000		86,165.52	86,165.52	0.00	86,165.52
293.746	SED Teaching Assistants	15.0000	0.0000		23,400.00	23,400.00	0.00	23,400.00
337.010	Physical Therapist	0.4500	92,834.0000	Per FTE	0.00	41,775.30	0.00	41,775.30
340.340	Visually Impaired	1.5917	0.0000	PER HOUR	14,343.00	14,343.00	0.00	14,343.00

6.0

ONONDAGA-CORTLAND-MADISON BOCES
6820 THOMPSON ROAD
SYRACUSE, NY 13211

Contract for Cooperative Educational Services

ONONDAGA-CORTLAND-MADISON BOCES Cortland City SD		School Year 2015-16									
Program/ Serial No.	Service	Basis for Current Contract					Current Fixed Cost	Initial Contract	Adjustments To Date	Current Contract	
		Quantity/ Share	Unit Cost	Cost Basis							
358.010	Related Service-Audiology, APE	0.3800	108,847.0000	Per FTE		0.00		41,361.86	0.00	41,361.86	
358.020	Audiology Evaluations	40.0000	136.0000	Per Hour		0.00		5,440.00	0.00	5,440.00	
360.360	Itinerant Teacher of the Deaf	3.3334	0.0000	PER HOUR		27,200.00		27,200.00	0.00	27,200.00	
403.010	Adirondack/Marine Studies	13.0000	800.0000	Per Student		0.00		10,400.00	0.00	10,400.00	
405.010	Alternative Education										
405.010.150	CAS	11.0000	13,800.0000	Per FTE		0.00		151,800.00	0.00	151,800.00	
406.010	Summer School	213.0000	295.0000	Per Student		0.00		62,835.00	0.00	62,835.00	
406.030	Summer Sch Exams w/o modifications	43.0000	45.0000	Per Exam		0.00		1,935.00	0.00	1,935.00	
406.040	Summer Sch Exams w/ modifications	33.0000	65.0000	Per Exam		0.00		2,145.00	0.00	2,145.00	
411.490	Hospital Based TST	0.0000	0.0000	X-Contract		720.00		720.00	0.00	720.00	
412.490	Performing Arts Base Cayuga	1.0000	2,075.0000	X-CONTRACT		0.00		3,917.00	-1,842.00	2,075.00	
412.491	Performing Arts Agreement Cayuga	0.0000	0.0000	X-Contract		35,610.00		35,855.00	-245.00	35,610.00	
416.490	Performing Arts Base - Oswego	1.0000	2,695.0000	X-CONTRACT		0.00		2,695.00	0.00	2,695.00	
416.491	Performing Arts Requests - Oswego	0.0000	0.0000	X-CONTRACT		23,084.00		23,084.00	0.00	23,084.00	
416.492	Performing Arts Srv Chg - Oswego	0.0000	0.0000	X-CONTRACT		3,554.94		3,554.94	0.00	3,554.94	
417.490	Exploratory Enrich Base- Oswego	1.0000	1,200.0000	X-CONTRACT		0.00		1,245.00	-45.00	1,200.00	
417.491	Exploratory Enrich Requests Oswego	0.0000	0.0000	X-CONTRACT		4,745.00		4,745.00	0.00	4,745.00	
417.492	Exploratory Enrich Srv Chg Oswego	0.0000	0.0000	X-CONTRACT		626.34		626.34	0.00	626.34	
450.490	Distance Learning TST BOCES	0.0000	0.0000	X-CONTRACT		2,250.00		2,250.00	0.00	2,250.00	
456.010	High School Equivalency	3.0000	3,879.0000	Per FTE		0.00		11,637.00	0.00	11,637.00	
463.020	Equivalent of Attendance - McEvoy	37.2500	6.0000	Per Hour		0.00		223.50	0.00	223.50	
465.490	EOA TST BOCES	0.0000	0.0000	X-Contract		667.31		512.75	154.56	667.31	

WinCap Ver. 15.06.05.189

Ver. 15.06.05.189

ONONDAGA-CORTLAND-MADISON BOCES
6820 THOMPSON ROAD
SYRACUSE, NY 13211

Contract for Cooperative Educational Services

ONONDAGA-CORTLAND-MADISON BOCES Cortland City SD		School Year 2015-16								
Program/ Serial No.	Service	Basis for Current Contract				Current Fixed Cost	Initial Contract	Adjustments To Date	Current Contract	
		Quantity/ Share	Unit Cost	Cost Basis						
562.130 Web Applications										
562.130.150	Website Design(Devlpmt & Licensin	1.0000	0.0000			3,700.00	3,700.00	0.00	3,700.00	
562.130.151	Website Design(Hosting & Support)	1.0000	2,100.0000	Base Fee		0.00	2,100.00	0.00	2,100.00	
562.130.160	Digital Signage	0.0000	0.0000			2,200.00	2,200.00	0.00	2,200.00	
562.140 Guidance Software										
562.140.062	Centris-Guid Direct (Dist License	1.0000	1,550.0000	Base Fee		0.00	1,550.00	0.00	1,550.00	
562.140.065	Centris-Guid Direct (A Yr Coun LJ	5.0000	150.0000	Per Counselor		0.00	750.00	0.00	750.00	
563.010 Model Schools										
563.010.001	Model Schools (Base Fee)	1.0000	3,800.0000	Base Fee		0.00	3,800.00	0.00	3,800.00	
563.110 Model Schools-Subs/Stipends										
563.110.001	Model Schools-Subs/Stipends	1.0000	0.0000			8,000.00	8,000.00	0.00	8,000.00	
572.210	Union Catalog Service	6.0000	670.0000	Per Building		0.00	4,020.00	0.00	4,020.00	
572.410 Base Fee Online Library										
572.410.002	Base Fee 1,501+	1.0000	825.0000	RWADA		0.00	825.00	0.00	825.00	
572.427 Brain Pop										
572.427.001	Brain Pop Grades 3-8 Enrollment	953.0000	2.3000	Per Bldg Enrl		0.00	2,191.90	0.00	2,191.90	
572.427.002	Brain Pop Jr. Grades K-2 Enrollme	667.0000	2.1000	Per Bldg Enrl		0.00	1,400.70	0.00	1,400.70	
572.428 Britannica Online										
572.428.001	School Edition Bldg Enroll >=800	1,168.0000	0.5400	Per Bldg Enrl		0.00	630.72	0.00	630.72	
572.428.004	Annals of American History	1.0000	355.0000	Per Building		0.00	355.00	0.00	355.00	
572.429 Capstone Press										
572.429.012	PebGo-All 4: Anim,E&S,Bio,TBD	5.0000	1,194.0000	Per Building		0.00	5,970.00	0.00	5,970.00	
572.440 Ebsco										
572.440.004	Novelist K-8 Plus (incl nonficito	1.0000	479.0000	Per Building		0.00	479.00	0.00	479.00	
572.440.008	Novelist HS Plus (incl nonficito	1.0000	630.0000	Per Building		0.00	630.00	0.00	630.00	
572.449 FactCite: Lincoln Library Press Inc										
572.449.002	Online 8-Database MS/HS Bundle	5.0000	872.0000	Per Building		0.00	4,360.00	0.00	4,360.00	
572.455 Gale >= 501 Bldg RWADA										
572.455.002	Global Issues in Context	1.0000	2,581.0000	Per Building		0.00	2,581.00	0.00	2,581.00	

ONONDAGA-CORTLAND-MADISON BOCES
6820 THOMPSON ROAD
SYRACUSE, NY 13211

Contract for Cooperative Educational Services

ONONDAGA-CORTLAND-MADISON BOCES Cortland City SD		School Year 2015-16					
Program/ Serial No.	Service	Basis for Current Contract				Initial Contract	Current Contract
		Quantity/ Share	Unit Cost	Cost Basis	Current Fixed Cost	Adjustments To Date	
572.455.012	US & World History in Context	1.0000	4,375.0000	Per Building	0.00	0.00	4,375.00
572.455.016	Literature Resource Center	1.0000	5,166.0000	Per Building	0.00	0.00	5,166.00
572.460	Grollier/Scholastic	5.0000	480.0000	Per Building	0.00	0.00	2,400.00
572.460.011	Trueflix	5.0000	523.0000	Per Building	0.00	0.00	2,615.00
572.460.014	Freedom Flx						
572.469	Newsbank	1.0000	1,068.0000	Per Building	0.00	0.00	1,068.00
572.469.031	AH NWSP (yrs 1690-2000) MS 250-49						
572.470	Various Vendors	5.0000	460.0000	Per Building	0.00	0.00	2,300.00
572.470.002	Tumble Deluxe	1.0000	600.0000	Per Bldg Enrl	0.00	0.00	600.00
572.470.008	Easybib >1000						
572.475	Proquest	1.0000	825.0000	Per Building	0.00	0.00	825.00
572.475.019	Culture Grams (Mid/Jr)	1.0000	1,090.0000	Per Building	0.00	0.00	1,090.00
572.475.020	Culture Grams (High Sch)						
572.482	Springshare, LLC	1.0000	959.0000	Per Building	0.00	0.00	959.00
572.482.002	LibGuides CMS						
572.486	Turnitin - Plagiarism Prevention	1.0000	720.0000	Base Fee	0.00	0.00	720.00
572.485.001	Base - JH/Mid/HS	1.0000	2,760.0000	Per Bldg Enrl	0.00	0.00	2,760.00
572.485.002	JH/Mid/HS (must incl w/base)						
572.490	World Book Encyclopedia	486.0000	0.9300	Per Bldg Enrl	0.00	0.00	433.38
572.490.004	Stud w/ Discover Bldg Enroll						
573.011	Follett-Destiny Library Auto	6.0000	1,200.0000	Per Building	0.00	0.00	7,200.00
573.011.003	Various Equipment /Software Fees	6.0000	150.0000	Per Building	0.00	0.00	900.00
573.011.004	Base Support Patron Uploads/Per B	0.0000	0.0000	Variable	2,880.00	0.00	2,880.00
573.011.006	Digital Content/Reading Programs						
584.490	K-12 Insight Eastern Suffolk	0.0000	0.0000	X-CONTRACT	15,900.00	0.00	15,900.00
593.010	Science Kits	70.0000	820.0000	Per Classroom	0.00	0.00	57,400.00
593.010.001	Full Program (Grades K-6)						
601.010	Telecommunications Base Fee						

ONONDAGA-CORTLAND-MADISON BOCES
6820 THOMPSON ROAD
SYRACUSE, NY 13211

Contract for Cooperative Educational Services

ONONDAGA-CORTLAND-MADISON BOCES Cortland City SD		School Year 2015-16			
Program/ Serial No.	Service	Basis for Current Contract			Current Contract
		Quantity/ Share	Unit Cost	Cost Basis Per District	Initial Contract
601.010.001	Telecommunications Base Service	1.0000	2,700.0000	Per District	2,700.00
601.060	CNY Regional Network-OCM BOCES	1.0000	42,800.0000	Per District	42,800.00
601.100	District Fiber Network	1.0000	0.0000		63,274.00
601.200	WAN Upgrade/Renewal Adjustment	1.0000	7,000.0000	Per District	7,000.00
602.010	Telephone Interconnect Service Fee	1.0000	3,228.0000	Base Fee	3,228.00
602.020	Local Telephone	1.0000	0.0000		33,000.00
602.030	Long Distance	1.0000	0.0000		1,500.00
602.040	E Rate Base Application Fee	1.0000	3,125.0000	Per District	3,125.00
602.050	E Rate Rwada Application Fee	2,730.0000	0.5400	Per RWADA	1,474.20
605.010	Business Office Support Services	1.2000	59,800.0000	Per FTE	71,760.00
605.310	STAC Processing	0.0000	0.0000		15,000.00
606.010	Recruiting Service	1.0000	1,075.0000	Base Fee	1,075.00
606.020	Recruiting Service RWADA	2,730.0000	0.4980	RWADA	1,354.08
606.030	Recruiting Service Advertising	0.0000	0.0000		5,747.84
607.490	Recruiting Service Putnam	0.0000	0.0000	X-Contract	5,710.00
610.010	Tower	1.0000	700.0000		700.00
612.010	Handicapped/BOCES Programs	33.0000	94.0000	Per FTE	3,102.00
615.010	Employee Calling Service	367.0000	18.7500	Per Employee	6,881.25
					2,700.00
					42,800.00
					63,274.00
					7,000.00
					3,228.00
					33,000.00
					1,500.00
					3,125.00
					1,474.20
					71,760.00
					15,000.00
					1,075.00
					1,354.08
					5,747.84
					5,710.00
					700.00
					3,102.00
					6,881.25

ONONDAGA-CORTLAND-MADISON BOCES
6820 THOMPSON ROAD
SYRACUSE, NY 13211

Contract for Cooperative Educational Services

ONONDAGA-CORTLAND-MADISON BOCES Cortland City SD		School Year 2015-16			
Program/ Serial No.	Service	Basis for Current Contract			
		Quantity/ Share	Unit Cost	Cost Basis	Current Fixed Cost
618.490	Planning Service Erie 1	0.0000	0.0000	X-Contract	2,000.00
					0.00
					2,000.00
620.010	Administrative	1.0000	0.0000		9,031.00
620.010.010	Teachscape				
620.100	Financial	16,970.0000	0.1900	Per Envelope	0.00
620.100.022	Check Stuffing & Insertion				
620.100.100	MyLearning Plan/OASYS (Base Fee)	1.0000	1,100.0000	Base Fee	0.00
620.100.101	MyLearning Plan (License Fee)	468.0000	20.0000	Per User	0.00
620.100.306	FM-Basic Package Maintenance	1.0000	0.0000		10,773.00
620.100.320	Finance Manager-Base Fee	1.0000	15,350.0000	Base Fee	0.00
620.100.322	FM-Complete Application Support	2,730.0000	7.3000	RWADA	0.00
620.100.330	FM-Server Access Fees	18.0000	230.0000	Per Concurrent	0.00
620.300	Operations				
620.300.006	Internet Bandwidth	25.0000	500.0000	Per 1mb	0.00
620.300.302	Ntwrk Technician-Contracted Hrs	25.0000	75.0000	Per Hour	0.00
620.300.335	Insurance for Technlgy Projects	1.0000	0.0000		1,748.26
620.300.345	Lotus Notes Server Support	1.0000	0.0000		3,900.00
620.300.346	Lotus Notes Licenses	90.0000	20.0000	Per User	0.00
620.300.347	Lotus Notes User Training	1.0000	1,500.0000	Base Fee	0.00
620.300.380	Facilities Management Application	1.0000	0.0000		8,500.00
620.300.410	Visitor Managemnt -Hardware/Sftwa	1.0000	0.0000		3,399.75
620.300.411	Visitor Management - Support	7.0000	250.0000	Per Building	0.00
620.300.506	WAN Router Maintenance	2.0000	800.0000	Per Router	0.00
620.300.522	Ronco Maintenance Contracts	1.0000	0.0000		12,409.26
620.300.603	Aristotle Licenses	1.0000	0.0000		11,714.22
620.300.705	Distributed Virus Protection	1.0000	0.0000		10,931.20
620.300.708	Centralized Firewall - NATing	1.0000	500.0000	Per District	0.00
620.300.709	Virtual Private Network (VPN)	4.0000	50.0000	Per User	0.00
620.301	Computer Supplies Service				
620.301.001	Computer Supplies Service	1.0000	0.0000		25,000.00
620.400	Special Education				
620.400.010	Centris Documnt Repository/FaxDire	0.0000	0.0000		525.30
					0.00
					525.30

ONONDAGA-CORTLAND-MADISON BOCES
6820 THOMPSON ROAD
SYRACUSE, NY 13211

Contract for Cooperative Educational Services

ONONDAGA-CORTLAND-MADISON BOCES		School Year 2015-16	
Cortland City SD			

Program/ Serial No.	Service	Basis for Current Contract				Initial Contract	Adjustments To Date	Current Contract
		Quantity/ Share	Unit Cost	Cost Basis	Current Fixed Cost			
620.400.036	IEP Direct Base Fee	1.0000	0.0000		9,353.07	9,353.07	0.00	9,353.07
620.400.038	IEP Direct Annual Support	363.0000	10.5200	Per SE Pupil	0.00	3,818.76	0.00	3,818.76
620.400.039	Medicaid Direct Annual Support	1.0000	1,405.0000	Base Fee	0.00	1,405.00	0.00	1,405.00
620.400.041	Medicaid Direct - Base Fee	1.0000	0.0000		1,668.60	1,668.60	0.00	1,668.60
620.400.043	Centris Sync Integration-Ann Sftw	1.0000	0.0000		736.19	736.19	0.00	736.19
620.400.101	Application Hosting Serv Spec Edu	1.0000	1,344.0000	Annual	0.00	1,344.00	0.00	1,344.00
620.600 Test Scoring								
620.600.001	NYS Test Grade 3 ELA	210.0000	2.8800	Per Test	0.00	604.80	0.00	604.80
620.600.002	NYS Test Grade 3 Math	210.0000	2.8800	Per Test	0.00	604.80	0.00	604.80
620.600.005	NYS Test Grade 4 ELA	210.0000	2.8800	Per Test	0.00	604.80	0.00	604.80
620.600.006	NYS Test Grade 4 Math	210.0000	2.8800	Per Test	0.00	604.80	0.00	604.80
620.600.007	NYS Test Grade 4 Science	210.0000	2.8800	Per Test	0.00	604.80	0.00	604.80
620.600.010	NYS Test Grade 5 ELA	210.0000	2.8800	Per Test	0.00	604.80	0.00	604.80
620.600.011	NYS Test Grade 5 Math	210.0000	2.8800	Per Test	0.00	604.80	0.00	604.80
620.600.015	NYS Test Grade 6 ELA	200.0000	2.8800	Per Test	0.00	576.00	0.00	576.00
620.600.016	NYS Test Grade 6 Math	200.0000	2.8800	Per Test	0.00	576.00	0.00	576.00
620.600.017	NYS Test Grade 7 ELA	220.0000	2.8800	Per Test	0.00	633.60	0.00	633.60
620.600.018	NYS Test Grade 7 Math	220.0000	2.8800	Per Test	0.00	633.60	0.00	633.60
620.600.020	NYS Test Grade 8 ELA	240.0000	2.8800	Per Test	0.00	691.20	0.00	691.20
620.600.021	NYS Test Grade 8 Math	240.0000	2.8800	Per Test	0.00	691.20	0.00	691.20
620.600.022	NYS Test Grade 8 Science	240.0000	2.8800	Per Test	0.00	691.20	0.00	691.20
620.600.031	NYS Alternate (NYSAA)	10.0000	4.6000	Per Test	0.00	46.00	0.00	46.00
620.600.032	NYS ESL Achievement-NYSESLAT	28.0000	4.6000	Per Test	0.00	128.80	0.00	128.80
620.600.044	NYS Regent Remote Scoring Reporti	1,650.0000	1.0000		0.00	1,650.00	0.00	1,650.00
620.600.045	NYS Reg Remote-Lic Supt/Maint	4.0000	1,830.0000	Annual Fee	0.00	7,320.00	0.00	7,320.00
620.600.405	Online Vendor Scoring ELA 3-8	1,331.0000	12.5000	Per Exam	0.00	16,637.50	0.00	16,637.50
620.600.406	Online Vendor Scoring Math 3-8	1,331.0000	10.5000	Per Exam	0.00	13,975.50	0.00	13,975.50
620.650 Food Service								
620.650.100	Nutri-kids Application Support-Ma	1.0000	0.0000		4,533.00	4,533.00	0.00	4,533.00
620.650.101	Nutri-kids Application Supt-Build	6.0000	761.0000	Per Building	0.00	4,566.00	0.00	4,566.00
620.650.104	Nutri-kids Technical Support	20.0000	75.0000	Per Hour	0.00	1,500.00	0.00	1,500.00
620.650.110	Nutri-kids Software Maint-Manager	1.0000	150.0000	Annual Fee	0.00	150.00	0.00	150.00
620.650.112	Nutri-kids Software Maint-F & R	1.0000	150.0000	Annual Fee	0.00	150.00	0.00	150.00
620.650.114	Nutri-kids Software Maint-Buildin	6.0000	160.0000	Per Building	0.00	960.00	0.00	960.00

ONONDAGA-CORTLAND-MADISON BOCES
6820 THOMPSON ROAD
SYRACUSE, NY 13211

Contract for Cooperative Educational Services

ONONDAGA-CORTLAND-MADISON BOCES Cortland City SD		School Year 2015-16	
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Program/ Serial No.	Service	Basis for Current Contract				Initial Contract	Adjustments To Date	Current Contract
		Quantity/ Share	Unit Cost	Cost Basis	Current Fixed Cost			
620.650.120	Nutri-kids Equip Supt/Service-PC	8.0000	135.0000	Per Unit	0.00	1,080.00	0.00	1,080.00
620.650.122	Nutri-kids Eq Supt/Serv-Ultimate	10.0000	225.0000	Per Unit	0.00	2,250.00	0.00	2,250.00
620.650.124	Nutri-kids Equip Supt/Serv-PinPad	11.0000	55.0000	Per Unit	0.00	605.00	0.00	605.00
620.650.130	Server Hosting Fees	1.0000	1,500.0000	Annual Fee	0.00	1,500.00	0.00	1,500.00
620.700 Data Warehouse								
620.700.001	Data Warehouse Svcs-Level 1	2,730.0000	6.5400	RWADA	0.00	17,854.20	0.00	17,854.20
620.700.200	Data Warehouse Support Services	1.0000	0.0000		23,250.00	23,250.00	0.00	23,250.00
620.700.400	Response to Intervention Supt & C	1.0000	0.0000		23,250.00	23,250.00	0.00	23,250.00
620.700.410	AimsWeb Annual Support - Part A	1.0000	0.0000	Base Fee	3,000.00	3,000.00	0.00	3,000.00
620.700.411	AimsWeb Software Licenses	1.0000	0.0000	Per Contract	11,718.00	11,718.00	0.00	11,718.00
620.700.412	AimsWeb Annual Support - Part B	1,953.0000	0.2700	Per Student	0.00	527.31	0.00	527.31
620.700.415	AimsWeb Data Migration-Local	1.0000	520.0000	Annual Fee	0.00	520.00	0.00	520.00
620.700.500	College Clearinghouse	1.0000	0.0000	Base Fee	1,000.00	1,000.00	0.00	1,000.00
620.700.620	Star/Renaissance Annual Support	1.0000	0.0000	Base Fee	4,000.00	4,000.00	0.00	4,000.00
620.700.622	Star/Renaissance License Fee	0.0000	0.0000		40,620.90	40,620.90	0.00	40,620.90
620.700.627	Star/Renaissance Data Synchron	1.0000	0.0000		1,800.00	1,800.00	0.00	1,800.00
620.700.629	Star/Renaissance Web Hosting	6.0000	599.0000	Per Building	0.00	3,594.00	0.00	3,594.00
633.010	Employer Employee Rel - Base Fee	1.0000	15,970.0000	Base Fee	0.00	15,970.00	0.00	15,970.00
634.010	Transportation Compliance Service	2,730.0000	1.8300	RWADA	0.00	4,995.90	0.00	4,995.90
634.020	Drug & Alcohol Testing	6.0000	25.0000	Per Test	0.00	150.00	0.00	150.00
636.020	Health & Safety Serv Std Level II	0.4000	106,440.0000	Base Fee	0.00	42,576.00	0.00	42,576.00
636.050	Health & Safety Workshops & Other	0.0000	0.0000		240.00	240.00	0.00	240.00
638.490	Bus Driver Training TST BOCES	0.0000	0.0000	X-CONTRACT	50.00	50.00	0.00	50.00
644.010	School Food Srv Mgmt	2,730.0000	19.5000	RWADA	0.00	53,235.00	0.00	53,235.00
644.030	School Dietician	0.8000	19,500.0000	PER FTE	0.00	15,600.00	0.00	15,600.00
647.490	GASB 45 Clinton-Essex	1.0000	0.0000	X-Contract	9,620.00	9,620.00	0.00	9,620.00
651.490	Stud Mgmt Sys Campus Maint Monroe 1	0.0000	0.0000	X-Contract	85,730.42	85,730.42	0.00	85,730.42

ONONDAGA-CORTLAND-MADISON BOCES
6820 THOMPSON ROAD
SYRACUSE, NY 13211

Contract for Cooperative Educational Services

ONONDAGA-CORTLAND-MADISON BOCES		School Year 2015-16						
Cortland City SD								
		Basis for Current Contract						
Program/ Serial No.	Service	Quantity/ Share	Unit Cost	Cost Basis	Current Fixed Cost	Initial Contract	Adjustments To Date	Current Contract
652.490	Lotus Notes Services Erie 1	0.0000		0.0000 X-CONTRACT	600.00	600.00	0.00	600.00
660.490	State Aid Planning Questar	0.0000		0.0000 X-Contract	3,170.00	3,170.00	0.00	3,170.00
665.010	Medicaid Billing							
665.010.002	>= 400 Medicaid Eligible Students	275.0000	40.0000	Per ME Student	0.00	11,000.00	0.00	11,000.00
670.010	Gas/Electric Accounts	14.0000	490.0000	Per Account	0.00	6,860.00	0.00	6,860.00
670.030	Gas/Electric Low Use Meter	3.0000	90.0000	Per Account	0.00	270.00	0.00	270.00
670.110	Cooperative Purchasing	1.0000	3,300.0000	Per District	0.00	3,300.00	0.00	3,300.00
676.010	Employee Benefits Coordination	0.0000	0.0000		17,548.00	17,548.00	0.00	17,548.00
680.010	Asset Management Base Fee	1.0000	1,700.0000	Base Fee	0.00	1,700.00	0.00	1,700.00
680.020	Asset Management Hourly Chg	10.0000	55.0000	Per Hour	0.00	550.00	0.00	550.00

WinCap Ver. 15.06.05.189

CORTLAND ENLARGED CITY SCHOOL DISTRICT

One Valley View Drive
Cortland, New York 13045

Kaufman Center
Phone: 607-758-4100, ext. 2221
Fax: 607-758-4028

Judi B. Riley
Assistant Superintendent
for Pupil and Personnel Services

4/25/15 Policy Review
7/17/15 BOE 1st Reading
8/11/15 BOE 2nd Reading

TO: Michael Hoose, Superintendent
Members of the Board of Education
FROM: Judi Riley
DATE: June 26, 2015
RE: Proposed Revisions to the Attendance Policy

Enclosed please find the committee's recommended revisions to the Attendance Policy for your review.

Members of the Attendance Policy Review Committee are listed below. They did an excellent job and their work is appreciated! Elementary and Secondary subcommittees will be meeting to develop corresponding procedures.

Attendance Policy Review Committee		
Representative	Area of Representation	Building
Jaclyn Couchman	School Psychologist	Cortland Jr. – Sr. High School
Lois Creighton	School Social Worker	Randall Elementary
Cindy Henderson	School Social Worker	Cortland Jr. – Sr. High School
Linda Kirsch	School Social Worker	Parker Elementary
Cynthia Knodel	Special Education Teacher	Smith Elementary
Joseph Pace	School Social Worker	Barry Elementary
Judi Riley	Assistant Superintendent for PPS	Kaufman Center
Dedrea Scalza	2 nd Grade Teacher	Virgil Elementary
Zoe Vollers	School Social Worker	Smith Elementary

As always, please call or email with any questions.

Category: 7000 Students

71210

Policy: 71210

Adopted: Last Revised:

Type:

09/08/98 06/22/2010

Title: Attendance

Comprehensive Student Attendance Policy - Cortland Enlarged City School District

I. Philosophy Statement

Class attendance within the Cortland Enlarged City School District is recognized as an integral component of instruction and the learning experience. Achievement is a measurement of what a student knows, what he/she can do, and how well the student participates in class. These measurable student outcomes are criteria for excellence and are heavily attendance dependent. Accountability for learning begins with classroom attendance. Therefore, attendance in school must be a top priority.

Regular attendance contributes to improved academic performance and promotes continuity and reinforcement of learning. Student diligence and dedication to regular periods of instruction help establish a discipline for the student. This is important in developing positive work ethic behaviors necessary to be career and/or college ready. It is toward these ends that the Cortland Enlarged City School District Attendance Regulations for students are directed.

Therefore, Each student has the responsibility to attend all regularly scheduled classes and to participate fully in class experiences and activities. Further, it is the student's responsibility to make up classes and/or work from which he/she has been absent in a timely manner.

The Cortland Enlarged City School District Board of Education believes that it is the shared responsibility of the school and the home to assist students in developing the desirable habits of punctuality and attendance. The Board expects that every step will be taken by all appropriate parties to implement this philosophy. It shall be the responsibility of the administration to have written regulations for attendance procedures are established at the Universal Pre-K, elementary, and secondary levels that will to ensure accountability for all students in accordance with the

laws of the State of New York.

~~We believe that regular attendance contributes to improved academic performance and promotes continuity and reinforcement of learning. Student diligence and dedication to regular periods of instruction help establish a discipline for the student. This is important in developing positive work ethic behaviors necessary for success in the world of work. It is toward these ends that the Cortland Enlarged City School District Attendance Regulations for students are directed.~~

II. Objectives

The objectives of the CECSD Comprehensive Student Attendance Policy are:

To ensure student attendance as required by Education Law 3205, 3208, 3211, 3212

To reinforce attendance as a critical factor in school success for students

To ~~seek increased~~ student accountability ~~and safety for all~~

~~students~~ leading to college and/or career readiness

To monitor safety for all students

To determine the district's average daily attendance for State Aid purposes.

To identify attendance patterns in order to design attendance improvement efforts.

III. Definitions

Whenever used within the Comprehensive Student Attendance Policy, the following terms shall mean:

Scheduled Instruction: Every period that a pupil is scheduled to attend instructional or supervised study activities during the course of a school day.

Absent: The pupil is not present for the period of the pupil's scheduled instruction.

Tardy to Class: The pupil arrives later than the starting time of the pupil's scheduled instruction.

~~(A tardy in excess of ten minutes will be counted as an absence at the secondary level.)~~

Tardy to School: The pupil arrives later than the starting time of school.

Early Departure: The pupil leaves prior to the end of the pupil's scheduled instruction.

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Present: The pupil is in attendance for the period of scheduled instruction.

~~(A student must be present for a minimum of thirty minutes of a forty minute period of instruction at the secondary level.)~~

Excused Absence: Any absence, tardiness or early departure for which the pupil has a valid school approved excuse. Such excused absences may include, but are not limited to: personal illness, death in the family, religious observance, quarantine, required court appearances, attendance at health clinics or other medical appointments **for student***, college visits, military obligations, impassable roads as determined by school transportation, absences approved in advance by the **P**principal, and other reasons as may be approved by the Commissioner of Education.

* Please note that although staff shall cooperate with parents in requests for pupil absences for dental and medical services, the Board strongly requests parental effort to schedule such appointments in free time or after school. If such scheduling is not possible, advance notice should be given to the school by the parents. Further, parents are strongly encouraged to return the student to school, following appointments as possible, to continue his/her participation in remaining classes.

Unexcused Absence: Any absence, tardiness or early departure for which the pupil has no valid school approved excuse. Such unexcused absences may include, but are not limited to: oversleeping, baby-sitting, shopping/personal errands, family vacation/travel, needed at home, skipping class, job interview, hunting/fishing, motor vehicle appointment, non-specific family emergency, missing the bus, and any other absence that is not excused.

Perfect Attendance: The pupil is in attendance every period of instruction during the entire school year. A student participating in a school sponsored activity will be counted in attendance and retains responsibility for missed work. Exceptions will be allowed for religious observance.

IV. Coding System:

A = Absent Excused - Period
D = Early Dismissal

E = Returned
F = Full Day Absence Excused
G = Full Day Absence
Unexcused
GG = Guidance
H = In School Suspension
K = Unexcused Early Departure
LE = Late to School Excused
LU = Late to School Unexcused
M = Medical Tutored
ML = Music Lesson
N = Nurse's Office
O = Sent to Office
P = Placement Tutoring
R = Truant
S = Suspended Out of School
T = Tardy Excused - Period
U = Absent Unexcused - Period
V = Tardy Unexcused - Period
X = Educational Event
Y = Suspended with Tutor
Z = Time Out Room

V. Strategies and Incentives:

A. Strategies: In order to encourage student attendance, the following strategies shall apply:

1. Create and maintain a positive school building culture by fostering a positive environment.
2. Develop and maintain a Comprehensive Student Attendance Plan based upon the recommendations of a broadly representative District Policy Development Team.
3. Maintain accurate record keeping using a Register of Attendance to record presence, absence, tardiness or early departure of all pupils.
4. Utilize data analysis systems to track individual pupil attendance, and identify trends in student attendance.
5. Develop early intervention strategies to improve school attendance for all pupils.

6. Develop collaborative community supports.

B. Incentives: Individual schools will implement classroom and school-wide based incentive programs for excellent attendance. Examples, including but not limited to those listed below, may occur in schools:

1. Attendance honor rolls to be posted in prominent places in District buildings, included in District newsletters, community newsletters and sent to individual students and parents.
2. Attendance awards such as roaming trophies, certificates, banners, and reward parties to be provided as recognition of students or a class, as appropriate.
3. Grade level awards in individual buildings for best attendance.
4. School-wide and classroom bulletin boards highlighting excellent attendance.

C. Intervention Strategies

The Building Principal shall review student attendance records as per district procedures, address identified patterns of unexcused pupil absence, tardiness, and early departure, and review current intervention methods. Intervention strategies, may include, but are not limited to:

1. Student Centered Support

- Problem Solving Meetings
- Parental Contact
- Student Attendance Plans

2. Written or verbal notice to address chronic attendance problems.

3. Parent conferences to address chronic attendance problems.

4. Counseling provided to students with chronic absenteeism.

5. Referral to outside agency.

D. Notices of Absences: Parents/persons in parental relation ~~will~~ shall be notified of their child's absence(s), tardiness or early departures. When a pupil has not been marked as present for the first period of scheduled instruction and the school has not been previously notified of the absence, the school attendance officer shall attempt to contact the pupil's parent(s) or person in parental relation to learn the nature of the pupil's absence and notify the parent that the child has not arrived at school.

E. Disciplinary Procedures: A pupil may be subject to disciplinary sanctions for unexcused absence, tardiness, or early departure as

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described in the Code of Conduct. Disciplinary sanctions may include, but are not limited to:

1. Verbal or written warning.
2. Parent Contact
3. Detention.
4. In-School Suspension.
5. Loss of extra-curricular privileges.
6. Involvement in the court system.

VI. Attendance Officer:

Attendance records shall be kept consistent with Education Law.

The Board shall designate a person/persons as the Attendance Officer(s). The Attendance Officer(s) is/are responsible for reviewing pupil attendance records and initiating appropriate action to address unexcused pupil absence, tardiness and early departure consistent with the Comprehensive Student Attendance Policy.

Legal Reference: Education Law 3205, 3208, 3211, 3212

Adopted: 9/8/1998

Revised: 7/2/2002; 8/26/2003; 6/27/2006, 7/17/07, 7/15/2008, 5/ /2015

7/7/15 BOE 1st Reading
8/11/15 BOE 2nd Reading
L.F.

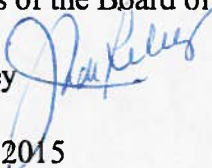
CORTLAND ENLARGED CITY SCHOOL DISTRICT

One Valley View Drive
Cortland, New York 13045

Kaufman Center
Phone: 607-758-4100, ext. 2221
Fax: 607-758-4028

Judi B. Riley
Assistant Superintendent
for Pupil and Personnel Services

TO: Michael Hoose, Superintendent
Members of the Board of Education

FROM: Judi Riley 

DATE: June 26, 2015

RE: Revision to Policy *Use of Time Out Rooms* #7618

Attached is a recommended revision to policy #7618 *Use of Time Out Rooms*. The recommended revision is in Section c: Time limitations for the use of the time out room. Paragraph 2, section c states "If the student continues to present dangerous behaviors after this period of time (30 minutes), the student's parent/guardian shall be called for the purpose of taking the student home for the remainder of the school day."

The committee requests the above line to be changed to "...for the purposes of determining next steps."

As always, please call or email with any questions.

Category: 7000 Students

7618

Policy: 7618

Adopted: Last Revised:

Type:

02/10/2015 02/10/2015

Title: **USE OF TIME OUT ROOMS**

Except as provided pursuant to 8 NYCRR Section 200.22(c) as referenced below, the School District shall not employ the use of time out rooms as a means of regulating student behavior. Pursuant to Commissioner's Regulations, a time out room is defined "as an area for a student to safely de-escalate, regain control and prepare to meet expectations to return to his/her education program." If a time out room is to be used, it must be used in conjunction with a behavioral intervention plan (that is designed to teach and reinforce alternative appropriate behaviors). The student is then removed to a supervised area in order to facilitate self control. Time outs may also be used in unanticipated situations that pose an immediate concern for the physical safety of a student or others. Such unanticipated or emergency use requires proper documentation as outlined in Commissioner's Regulation Section 200.22(d)(4).

The District has adopted and implemented the following policy and procedures governing school use of time out rooms as part its behavior management approach consistent with Commissioner's Regulations, including the physical and monitoring requirements, parental rights and individualized education program (IEP) requirements for students with disabilities.

At a minimum, the use of time out rooms shall be governed by the following rules and standards:

a) The District prohibits placing a student in a locked room or space or in a room where the student cannot be continuously observed and supervised. The time out room shall be unlocked and the door must be able to be opened from the inside. The use of locked rooms or spaces for purposes of time out or emergency interventions is prohibited.

Staff shall continuously monitor the student in a time out room. The staff must be able to see and hear the student at all times.

Under no circumstances shall a time out room in a school program be used for seclusion of the student, where the term "seclusion" is interpreted to mean placing a student in a locked room or space or in a room where the student is not continuously observed and supervised.

b) Factors which may precipitate the use of the time out room:

- Behavior that is severely disruptive
- Student fails to respond to less severe interventions
- Behavior that presents a risk of injury or harm to self or others
- Behavior that is dangerous or presents a risk of significant property

damage

· *The designated time out room shall not be used for punitive purposes, for staff convenience or to control minor misbehavior.*

c) Time limitations for the use of the time out room:

A student should remain in the time out room only for the time necessary for the student to recover him/herself sufficiently to return to the classroom with minimal risk that the behavior will reoccur. This determination is made by school personnel monitoring the intervention.

School staff shall not keep a student in the time out room for more than 30 minutes. If the student continues to present dangerous behaviors after this period of time, the student's parent / guardian shall be called for the purpose of ~~taking the student home for the remainder of that school day.~~ determining next steps.

Further, a student's IEP shall specify when a behavioral intervention plan includes the use of a time out room for a student with a disability, including the maximum amount of time a student will need to be in a time out room as a behavioral consequence as determined on an individual basis in consideration of the student's age and individual needs.

School administration or other personnel shall be notified in the event a student is placed in a time out room for excessive amounts of time; and such information shall be considered when determining the effectiveness of the student's behavioral intervention plan and the use of the time out room for the student. Whether the student requires a debriefing following the use of a time out room shall be left to the staff knowledgeable about the individual student.

d) Staff training on the policies and procedures related to the use of time out rooms shall include, but not be limited to, the following measures:

1. District and building administration shall be responsible to the Superintendent for establishing administrative practices and procedures for training all District personnel responsible for carrying out the provisions of Commissioner's Regulations relating to the use of time out rooms, including members of the Committee on Special Education (CSE) and Committee on Preschool Special Education (CPSE).
2. District Specific Training and Activities shall include, but not be limited to:
 - Annual administrative review of policy and procedures for use of a time out room.
 - Annual review of students with use of time out room on an IEP by building and district,
 - Annual review of students with FBAs and/or BIPs by building and district,
 - Building level meetings to review and train appropriate staff on implementation of student specific FBAs and BIPs,
 - Annual building level review of policy, procedures and regulations pertaining to use of time out rooms,
 - Annual review of time out room space to ensure safety and

compliance,

- Annual review of criteria to be used by CSE when considering adding the use of time out rooms to a student's IEP,
- Participation in appropriate behavior intervention training that may include: De-escalation strategies, TCI (Therapeutic Crisis Intervention), Life Space Crisis Intervention, Behavioral First Aid, CPS (Collaborative Problem Solving).

e) Data collection to monitor the effectiveness of the use of time out rooms:

District schools shall establish and implement procedures to document the use of time out rooms, including information to monitor the effectiveness of the use of the time out room to decrease specified behaviors. Such data would be subject to review by the State Education Department (SED) upon request.

Such data collection should appropriately include, but is not limited to, the following information:

1. A weekly building record of activity, including incident, student, grade, length of time, recovery and return to class or removal;
2. A record for each student showing the date and time of each use of the time out room;
3. A detailed account of the antecedent conditions/specific behavior that led to the use of the time out room;
4. The amount of time that the student was in the time out room; and
5. Information to monitor the effectiveness of the use of the time out room to decrease specified behaviors which resulted in the student being placed in the room.

f) Information to be provided to parents.

The School District shall inform the student's parents prior to the initiation of a behavioral intervention plan that will incorporate the use of a time out room for a student, and shall give the parent the opportunity to see the physical space that will be used as a time out room and provide the parent with a copy of the school's policy on the use of time out rooms.

Additionally, parents should be notified if their child was placed in a time out room. Minimally, *whenever a time out room is used as an emergency intervention* pursuant to Commissioner's Regulations Section 200.22(d), the parent shall be notified of the emergency intervention. Such notification will be provided the same day whenever possible.

The parent is a member of the CSE and the use of a time out room must be included on the student's IEP. The parent receives prior notice as to the recommendations on a student's IEP and may request due process in the event the parent does not agree with the CSE recommendations.

Parent reports of alleged inappropriate interventions used in a time out room should be directed to school administrators.

Physical Space Used as a Time Out Room

The physical space used as a time out room must meet certain standards.

- a) The room shall provide a means for continuous visual and auditory monitoring of the student.
- b) The room shall be of adequate width, length and height to allow the student to move about and recline comfortably.
- c) Wall and floor coverings should be designed to prevent injury to the student, and there shall be adequate lighting and ventilation.
- d) The temperature of the room shall be within the normal comfort range and consistent with the rest of the building.
- e) The room shall be clean and free of objects and fixtures that could be potentially dangerous to a student and shall meet all local fire and safety codes.

Education Law Sections 207, 210, 305, 4401, 4402, 4403, and 4410
8 NYCRR Sections 19.5, 200.1, 200.4, 200.7, 200.22, and 201.2

L.g

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
Mentorship Committee Members

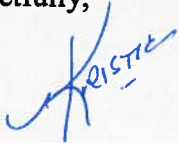
Date: 7 August 2015

Re: District Mentorship Plan, 2015-2016

Enclosed for your review and approval is the 2015-2016 District Mentorship Plan for staff hired under the Cortland United Teachers contract. Upon approval, it is effective for school year 2015- 2016. The committee will monitor and evaluate the implementation and impact of the plan during 2015-2016 and analyze the information gathered during the year to write a plan for future years.

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

Respectfully,

A handwritten signature in blue ink, appearing to read "Kristie", with a stylized flourish extending from the end.

CORTLAND ENLARGED CITY SCHOOL DISTRICT

Mentoring Program and Handbook

2015-2016



District Mission Statement: The Cortland Enlarged City School District values all community members as partners in creating a positive learning environment for all students. This environment prepares all students to reach their fullest potential in becoming life-long learners and successful, contributing members of the society in which they live.

Cortland Enlarged City School District Mentoring Program Committee

Kristie Bliss

Kenneth Brafman

Eileen Fitzgerald-Spiehs

Cliff Kostuk

Cindy Henderson

Michele Hughes

Steve McSweeney

Penny Pomeroy

Gail Renninger-Smith

Tina Ricottilli

Cara Smith

Michael J. Hoose, Superintendent of Schools

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PROGRAM PHILOSOPHY

Cortland Enlarged City School District (Cortland) recognizes the importance of continuous, systemic support of the professional learning process for all staff. When adults participate in continuous professional learning, students are better prepared to graduate from high school with the skills and knowledge needed for a successful transition to college and career choices.

PROGRAM PURPOSE

As a result of this philosophy, the Cortland Mentoring Program is developed to meet the *NYS Standards for Effective Mentoring*¹, align with both the NYS Teaching Standards and Charlotte Danielson's *Framework for Teaching*, and engage new staff in a mentor-mentee process that supports:

- transition between teacher preparation programs or prior education programs and the new contexts of Cortland;
- professional learning as an essential component of a highly-effective career path;
- collaboration as a Cortland expectation in a systems approach to learner-focused practices that support student cognitive and emotional growth;
- selection and professional learning of a collaborative cadre of mentor teachers;
- allocation of resources that support the Cortland Mentor Program as an induction practice of Cortland professional learning systems.

PROGRAM OVERVIEW²

Cortland supports the continued professional learning of staff members who are new to the district through its Mentoring Program. The purpose of the Mentoring Program is to link new staff members with veteran staff members who provide new staff with assistance and guidance. During the mentoring period, ongoing collaboration will facilitate the growth of the new staff member for the purpose of achieving effective and highly effective levels of professional practice during the first few years of employment with the district. The impact of this program will result in more effective transition to the Cortland environment for new staff, increased retention of new staff, continued professional learning for mentoring staff, and equitable learning opportunity for students. The Cortland Mentoring Program provides a mentoring partnership for new staff members who are employed under the provisions of the teacher contract.³

¹ See Appendix A: NYS Standards for Effective Mentoring

² Cortland Mentoring Program references the *Foxborough Public Schools Mentoring Program* as an exemplar provided by NYSED, 2014

³ Cortland nurses embed alternate mentoring practices for new school nursing staff.

New Instructional Staff Mentoring Program

During the first year of employment with the Cortland district, the Mentoring Program is designed to build collaboration among the cohort of new staff members and support the specific learning of new staff members on both an individual and a departmental level.

For teachers, the Cortland Mentoring Program focuses on the following:

- Annual Professional Performance Review (APPR) criteria
- Emotional and personal support
- Orientation to the school, policies, and procedures

For Pupil Personnel Staff (PPS) staff members, the Cortland Mentoring Program focuses on the following:

- Professional Growth and Assessment Plan (PGAP) criteria
- Emotional and personal support
- Orientation to the school, policies, and procedures

Confidentiality Statement

It is important for the new staff member to be able to discuss problems openly with the mentor so that they may be addressed in a timely and informed manner. The mentor is not an evaluator of the new staff member; she or he is a collaborator with the new staff member. As a result of this relationship, the mentor is not expected to share specific written or verbal information with any evaluator or administrator.

PROCESS FOR MENTOR SELECTION AND MENTEE-MENTOR PAIRING

During the first week of May, the building principal will develop a list of mentoring positions that may be available during the following school year. By the end of the first week in June, Principals and Department Leaders, Grade Level Leaders, or program specialists will collaboratively select mentors that may be paired with potential new staff members.

Mentor Qualifications

The following qualifications will be used in the selection of mentors:

- A minimum of five (5) years of experience, with tenure in the Cortland district.
- Voluntary participation in the mentor training program.
- Accessibility to the new staff member and a commitment to support the mentee.
- Knowledge of and adherence to the relevant program standards and expectations.
- Experience with and understanding of the Danielson *Framework for Teaching* or other relevant program criteria.
- Ability to support the cognitive and emotional learning needs of diverse learners.
- Knowledge of the resources of the school, district, and community.

- Willingness to invest time to develop mentoring skills and participate in the program for the duration of the mentoring relationship.
- Ability to maintain a confidential relationship.

Mentor-Mentee Pairing Factors

The following factors are helpful in determining a good match of mentors with new staff:

- Program experience
- Grade or building level
- Content or program area
- Availability of common time for collaboration
- Physical proximity of work location
- Complementary program work style and philosophy
- Common interests

Mentor-Mentee Relationship

It should be stressed from the onset that no match is permanent and can be changed at the request of either the mentor or the mentee. A mentoring relationship that is not supporting increased learning should not be considered a failure, but rather a match that is not supportive of the mentee's learning due to such factors as proximity, availability, or style.

Mentor Teams⁴

Just as the Mentor Program goals include opportunity for new staff to develop a cohort relationship, as the list of trained building or program mentors develops, the Mentor Program goals include development of teams of mentors within buildings and/or programs. The relevant team of mentors will be available to support one another in the mentoring process and will also be available to support the learning of new staff members within the Team's building or program. The team mentoring approach provides differentiated and supplemental support for new staff members as well as collaborative support for the mentors. Increased opportunity for specific support increases the new staff member's learning as it supports student achievement.

Mentor Professional Learning

The district will offer each mentor professional training that supports the role of mentor through training in the skills of effective mentoring and strategies for supporting new staff to be successful in their programs. This training will be managed at the district level to ensure comparable learning for all mentors. Professional learning for mentors will be selected based on the needs of the mentors and availability of experienced mentors or consultants who can support the learning needs of the mentors.

⁴ See Appendix D: List of New Staff and Mentors by Building

Elements of professional learning for mentors may include, but not be limited to, the following topics:

- The role of a mentor
- Analysis of program strategies
- Observation skills
- Strategies for conferencing and providing effective feedback
- Diagnosing and analyzing classroom or program management issues
- Problem-solving skills
- Reflective practice
- Use of student work to evaluate and inform practice
- Classroom or specific program management skills

COMPENSATION

Credit for Professional Learning

New staff members and mentors will be credited with professional development hours as indicated on My Learning Plan (MLP). Hours for participation in the mentoring program will be credited in June of the corresponding school year.

Fiscal Compensation

Mentee Staff

New staff members participate in the Mentor Program as a condition of employment.

Mentor Staff

Upon satisfactory completion of the Mentor Program, mentor staff members will receive a stipend based on the language in the current teacher contract. This stipend will be issued in June of the corresponding school year.

MENTOR PROGRAM EVALUATION:

In late January and early May, all mentors and new staff will be asked to complete an online survey to help the district evaluate the quality of the mentoring program. The survey will assist the district in identification of strengths and areas for improvement.

In addition, all year one new staff will complete an individual needs assessment to help personalize continual improvement.⁵

ROLES AND RESPONSIBILITIES

As possible, all involved will meet before the beginning of the school year with the new staff members to provide an initial orientation and to schedule activities for the new school year.

During the school year:

New Staff will:

- play an active role in the mentoring relationship.
- critically reflect on their own practices.
- observe experienced staff members at work.
- participate in programs organized for new staff members.
- remain open to feedback as a means of professional learning.
- attend required Mentorship Meetings.
- participate as a condition of employment in required professional workshops.⁶

The Mentor will:

- ensure a strong start to the year.
- observe the new staff member at work.
- provide program support.
- provide professional support.
- provide personal support.
- maintain a confidential relationship with the new staff member.
- maintain a comprehensive mentoring log.⁷
- acquire a thorough knowledge of the mentoring program.
- serve as a resource.
- attend Mentorship Meetings when possible.

⁵ See Appendix L and Appendix M: The Reflective Teacher's Self-Reflection; The Reflective PPS Member's Self-Reflection

⁶ First year elementary teachers are required to participate in a *Responsive Classroom* workshop as a condition of employment.

Second year teachers are required to participate in a *Standards Based Instruction* workshop as a condition of employment.

To optimize instructional time, the teacher should register for summer workshops whenever possible.

⁷ See Appendix K: Cortland Enlarged City School District Mentoring Log

The Mentor Program Committee will:

- explain the mentoring process to the faculty.
- plan/provide optional mentor training.
- plan/provide New Staff Orientation.⁸
- plan/provide Mentoring Program Calendar.⁹
- plan/provide Mentorship Meeting Schedule¹⁰
- make available mentoring resources.
- collect updated mentor/mentee lists from principals.
- plan and oversee Mentee/Mentor meetings throughout the year.
- administer, collect, and analyze Mentor Program surveys.
- update and revise mentoring program handbook.
- make appropriate recommendations to the Professional Development Committee.
- Meet with the Director of Curriculum & Instruction as needed throughout the school year.

The Principal will:

- establish a collegial school culture.
- ensure reasonable working conditions for the new staff.
- participate in the evaluation program according to the requirements of the APPR or PGAP plan.
- coordinate the selection of mentors.
- respect the confidential relationship between the new staff member and mentor.
- notify the Director of Curriculum & Instruction of mentor/mentee changes throughout the school year.

The Professional Development Committee will:

- provide ongoing professional learning opportunities as identified by mentors or mentees.

⁸ See Appendix B: New Staff Orientation Agenda

⁹ See Appendix G: Mentoring Program Calendar

¹⁰ See Appendix F: District Mentorship Meeting Schedule

APPENDICES

Appendix A: NYS Standards for Effective Mentoring

Appendix B: New Staff Orientation Agenda

Appendix C: 2015-2016 District Calendar

Appendix D: List of New Staff and Mentors by Building

Appendix E: 2015-2016 Teacher Leaders by Building

Appendix F: District Mentorship Meeting Schedule

Appendix G: Mentoring Program Calendar

Appendix H: Mentor/Mentee Checklist

Appendix I: Mentoring Monthly Suggested Topics for Teachers

Appendix J: Mentoring Monthly Suggested Topics for PPS

Appendix K: Cortland Enlarged City School District Mentoring Meeting Log

Appendix L: The Reflective Teacher's Self-Reflection

Appendix M: The Reflective PPS Member's Self-Reflection

Appendix A

NYS STANDARDS FOR EFFECTIVE MENTORING

Standard 1: Program Philosophy and Purposes

NYSTS II, VI, and VII and Charlotte Danielson's *Framework for Teaching* Domain

Standard: The philosophy of the mentoring program upholds the assertion that induction is a crucial transition between teacher preparation and continuing professional development.

Standard 2: Program Design

NYSTS I, II, III, VI, and VII and Charlotte Danielson's *Framework for Teaching* Domain

Standard: The mentoring program is designed as a crucial component of a comprehensive induction plan and is embedded in an integrated professional culture.

Standard 3: Program Implementation

NYSTS I, II, VI and VII and Charlotte Danielson's *Framework for Teaching* Domain

Standard: The mentoring program is implemented to meet New York State Teaching Standards and sustain program activities that support the development of all beginning teachers.

Standard 4: Mentor Selection Process and Criteria

NYSTS I, II, VI, and VII and Charlotte Danielson's *Framework for Teaching* Domain

Standard: Mentors are recruited and selected through a rigorous and transparent process guided by criteria that consider the mentor candidate's commitment to the profession and teaching experience.

Standard 5: Mentor Development

NYSTS I, II, V, VI and VII and Charlotte Danielson's *Framework for Teaching* Domain

Standard: Mentoring is a professional practice with its own knowledge and research base, strategies and best practices.

Standard 6: Mentors Have Clearly Defined Roles and Responsibilities

NYSTS I, II, III, VI, and VII and Charlotte Danielson's *Framework for Teaching* Domain

Standard: The role of the mentor is to engage, inspire, assist, encourage and advance the professional learning of a beginning teacher and to model professional conduct.

Standard 7: Mentoring Skill and Knowledge

NYSTS I, II, III, V, VI, and VII and Charlotte Danielson's *Framework for Teaching* Domain

Standard: Mentors must be familiar with research-based practices, data analysis, and technological advances that promote student learning and growth at the various stages of development.

Standard 8: Shared Leadership and Administration

NYSTS I, II, III, V, VI, and VII

Standard: Leadership of the mentoring program is a shared responsibility among all stakeholders.

Standard 9: Beginning Teacher Knowledge, Skills, and Dispositions

NYSTS I, II, III, IV, V, VI, and VII and Charlotte Danielson's *Framework for Teaching* Domain

Standard: Beginning teachers bring valued knowledge, skills, and dispositions to the new context of the classroom, school, and districts where they are first employed.

Standard 10: Program Evaluation

NYSTS I, II, III, IV, VI, and VII and Charlotte Danielson's *Framework for Teaching* Domain

Standard: The mentor program includes a comprehensive system of formative and summative assessments.

DRAFT

Appendix B

New Staff Orientation Agenda

Day 1: Tuesday, September 1, 2015

**Cortland Junior Senior High School (JSHS)
Library Media Center (LMC)**

- 8:00 a.m. – 8:30 a.m. Morning Refreshments
- 8:30 a.m. – 9:15 a.m. Welcome, Introductions and District Vision
Michael Hoose, Superintendent
Eileen Fitzgerald-Spiehs, CUT President
Lisa DeRado, Cortland County Teacher Center
- 9:15 a.m. – 11:15 a.m. OUR Community – Field Trip: Cortland Community Bus Tour
Janet Griffin and Cliff Kostuk, Tour Guides
- 11:30 a.m. – 12:30 a.m. Cortland Professional Support
Eileen Fitzgerald-Spiehs and Kristie Bliss, JSHS Library
- 12:30 p.m. – 1:30 p.m. Luncheon
*Sponsored by Cortland United Teachers' Association,
JSHS Library*
- 1:45 p.m. – 2:15 p.m. PGAP/APPR
Brief Overview of the Process – Split Session
PGAP & Questions: Abe Brafman: JSHS Library Media Center
APPR & Questions: Kevin Yard: JSHS Academic Center
- 2:15 p.m. ID Badges
Maria Thorn, Room 224, Upstairs at the JSHS

**Day 2: Wednesday, September 2, 2015
JSHS – Computer Lab #190**

- 8:00 a.m. – 11:00 a.m. New Staff Resources Orientation
JSHS Computer Lab #190
Denise Fox
- 11:00 a.m. – 1:00 p.m. Infinite Campus (Student Information System/Attendance)
Dianna Joslyn, Ed Porter
- 1:00 p.m. – 2:30 p.m. JSHS New Staff: Building Orientation – Abe Brafman
Lunch provided

Appendix C

2015-2016 District Calendar



Approved by Board – 02/10/2015

JULY				
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

AUGUST				
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				

SEPTEMBER				
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		

OCTOBER				
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

NOVEMBER				
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				

DECEMBER				
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	31	

SEPTEMBER	
7	Labor Day
8	1 st Day Staff & Students (2 Hour Delay)

OCTOBER	
12	Columbus Day
23	Prof. Development Day

NOVEMBER	
11	Veterans Day
16	K-6 Parent Conf. Day
	7-12 Prof. Dev. Day
26-27	Thanksgiving Recess

DECEMBER	
24 – Jan. 1	December Recess

JANUARY	
4	Classes Resume
18	Martin Luther King Day
26-29	Regents
29	Staff Work Day

FEBRUARY	
15	President's Day
15-19	Winter Recess

MARCH	
25	Prof. Development Day

APRIL	
25-29	Spring Recess

MAY	
30	Memorial Day

JUNE	
1	Regents
14-22	Regents
17	½ Elem. Work Day PM
22	½ Elem. Work Day PM
22	Last Day Elem. Students 12:30 PM Dismissal
23	Rating Day
24	Staff Work Day

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

JANUARY				
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

FEBRUARY				
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				

MARCH				
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	31	

APRIL				
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

MAY				
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			

JUNE				
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	

186 Faculty/181 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 29, 28 and 27. Please plan accordingly.

Appendix D

List of New Staff and Mentors by Building – Who We Are!

<i>New Staff Member</i>	<i>Department/Subject</i>	<i>Building</i>
Catrina Loomis	Special Education	Barry
Sarah Smith	Special Education	Barry
Jena Annable	Occupational Therapy	District
Melissa Martin	Occupational Therapy	District
Amanda Silva	Languages Other Than English: French	Junior-Senior HS
Andrea Tutino	Guidance	Junior-Senior HS
Bryn Shepard	Special Education/English Language Arts	Junior-Senior HS
Carynn Rich	Mathematics	Junior-Senior HS
Erika Stanton	Mathematics	Junior-Senior HS
Keith Palm	Languages Other Than English: Spanish	Junior-Senior HS
Meghan Slack	Technology	Junior-Senior HS
Nicole Latham	Science	Junior-Senior HS
Sarah Bertram	English Language Arts	Junior-Senior HS
Jessica Young	Special Education	Randall
Max Benz	Psychologist	Smith
Meghan Gallagher	Music	Smith

Appendix E
2015-2016 Teacher Leaders by Building – Who's Who?

Department Leaders

<i>Department Leader</i>	<i>Department</i>	<i>Building</i>
Jon Marks	English	Junior-Senior HS
Dianna Joslyn	Science	Junior-Senior HS
Abbey Albright	Mathematics	Junior-Senior HS
Lois Meyer	Social Studies	Junior-Senior HS
Rick Eleck	Music	Junior-Senior HS
Robin Jackson	Art	Junior-Senior HS
Jill Pace	Health/Family Consumer Science	Junior-Senior HS
Linda Slade	Foreign Language (LOTE)	Junior-Senior HS
Kim Hay Annette Herbert	Library Media Science	Parker ES Smith ES
Chuck Petit	Technology and Business	Junior-Senior HS
Michele Hughes	Guidance	Junior-Senior HS
Jennifer Spaulding Lynn Thompson	Speech	Barry ES Smith ES
Cara Smith	Psychology	Virgil ES
Jill Pace	District Wellness Coordinator	Junior-Senior HS
Sherlyn Pallassino Mary Kate Ticknor	Secondary Special Education Elementary Special Education	Junior-Senior HS Randall ES
Karen Avery	Reading	Virgil ES

Elementary Grade Level Leaders

<i>Grade Level Leader</i>	<i>Grade</i>	<i>Building</i>
Eric Comtois	Kindergarten	Smith ES
TBD	Grade 1	
Tom Dovi Bonnie Meldrim	Grade 2	Randall ES
Theresa Quail Kelly Comtois	Grade 3	Barry ES Parker ES
Karen Curran Lisa Riley	Grade 4	Randall ES
Karren Matteson Tina Ricottili	Grade 5	Barry ES
James Wallis	Grade 6	Parker ES

Building Union Reps

<i>Building Representative</i>	<i>Building</i>	<i>Telephone Extension</i>
Steve McSweeney	Junior-Senior HS	Ext. 1223
Shawn Whittaker	Junior-Senior HS	Ext. 1285
Caroline Perks	Barry ES	Ext. 5170
Tina Ricottili	Barry ES	Ext. 5120
Katie Swanson	Parker ES	Ext. 6231
Tom Dovi	Randall ES	Ext. 3754
Gail Renninger-Smith	Smith ES	Ext. 8180
Nate MacLean	Virgil ES	Ext. 3227

Appendix F
District Mentorship Meeting Schedule

District Mentorship Program Mentorship Monthly Meetings 2015-16			
Date	Time	Topic (Subject to Change)	Location
September 17, 2015	3:30 – 4:30 p.m.	Mandated Reporting	Kaufman Center
October 15, 2015	3:30 – 4:30 p.m.	Teaching: Parent Engagement PPS: Community Resources	Kaufman Center
November 19, 2015	3:30 – 4:30 p.m.	Everything CSE	Kaufman Center
January 21, 2016	3:30 – 4:30 p.m.	Mid-Year Celebration Take Care of Yourself	Kaufman Center
March 17, 2016	3:30 – 4:30 p.m.	Book Chat	Kaufman Center
April 21, 2016	3:30 – 4:30 p.m.	Financial Planning	Kaufman Center
May 19, 2016	3:30 – 4:30 p.m.	Program Evaluation Book Chat	Kaufman Center

**Mentors are welcome,
not required, to attend the monthly mentorship meetings.**

Appendix G
Mentoring Program Calendar

DATE	ACTIVITY
September 1, 2015	New Staff Orientation Day 1
September 2, 2015	New Staff Orientation Day 2
September 17, 2015	Mentorship Meeting #1
October 15, 2015	Mentorship Meeting #2
November 19, 2015	Mentorship Meeting #3
January 2016	Submit Online Survey – Program Evaluation
January 21, 2016	Mentorship Meeting #4: Half-Year Celebration – Take Care of Yourself!
March 17, 2016	Mentorship Meeting #5
April 21, 2016	Mentorship Meeting #6
May 2016	Submit Online Survey – Program Evaluation
May 19, 2016	Mentorship Meeting #7
May 2016	Year One Teachers and PPS members submit Self-Reflection
June 2016	Mentors Submit Mentoring Log
Required Workshops	Check MLP: OCM BOCES Catalog to Register
Condition of Employment	Year One: Elementary Teachers Register & Take Workshop: Responsive Classroom: Preference is given to summer registration in order to increase the teacher's instructional time with students.
Condition of Employment	Year Two Teachers Register & Take Workshop: Standards Based Planning for All: Preference is given to summer registration in order to increase the teacher's instructional time with students.

Appendix H

Mentor/Mentee Checklist

SCHOOL LAYOUT

- _____ washrooms
- _____ staff work areas/copiers
- _____ staff lunch area
- _____ main office/secretaries
- _____ supply room
- _____ custodians/custodians' office
- _____ school forms
- _____ library/Library Media Specialist
- _____ bus entrance/loading
- _____ staff parking
- _____ nurse's office
- _____ guidance/social worker/psychologist office
- _____ resource officer/office
- _____ music rooms
- _____ art rooms
- _____ gymnasium
- _____ health rooms
- _____ language rooms
- _____ mailboxes

BUILDING PROCEDURES

- _____ staff meetings
- _____ working hours/contract
- _____ extra duties
- _____ clubs and activities
- _____ field trips (busses/chaperones/approved volunteer list)
- _____ homeroom procedures
- _____ attendance procedures
- _____ Open House/Meet the Teacher
- _____ Parent-Teacher conferences
- _____ movement of students (exits, lunch, hallways, etc.)
- _____ dress codes (staff and students)
- _____ District/School Building Safety Plan
- _____ lunch supervision
- _____ student accidents/emergencies
- _____ specific building issues
- _____ cafeteria procedures
- _____ IST/PST
- _____ Fire/Safety drills
- _____ computer lab/classroom computers
- _____ mandated reporting procedures
- _____ faculty handbook
- _____ building access

ORGANIZATION OF CLASSROOM/OFFICE

- _____ options for room arrangement
- _____ student traffic patterns
- _____ storage and access of classroom/office materials
- _____ displaying emergency procedures/emergency folders
- _____ classroom learning centers

ACCESS TO RESOURCES/RESOURCE PEOPLE

- _____ supply requisitions
- _____ technology equipment
- _____ computer access for staff/students
- _____ textbooks/consumables
- _____ ordering textbooks/consumables
- _____ building technical support person
- _____ instructional technology
- _____ Department Leaders/Grade Level Leaders

CURRICULUM

- _____ review of text and materials
- _____ review of district curriculum
- _____ central office curriculum staff
- _____ management/pacing of curriculum
- _____ lesson plan procedures/expectations
- _____ subject matter 'experts' on staff
- _____ teaching teams
- _____ grading procedures
- _____ homework/assessment policy
- _____ report cards/progress reports
- _____ opening day schedule, plans, procedures
- _____ first week of planning/first six weeks
- _____ substitute plans folder
- _____ assessment dates
- _____ Rtl/AIS overview

SPECIAL EDUCATION

- _____ IEP/504 process and services
- _____ review of IEPs and 504s
- _____ Special Education procedures
- _____ consult meetings/liaisons
- _____ CSE/504 meetings/procedures
- _____ CSE/504 responsibilities

DISCIPLINE PROTOCOL/PROCEDURES

- _____ establishing expectations for classroom behavior
- _____ what works for the mentor
- _____ behavior expectations of students outside of class
- _____ formal discipline procedures/referral process
- _____ Code of Conduct

PERSONAL & PROFESSIONAL PROCEDURES

- _____ review of teachers' contract (CUT contract)
- _____ review of Mentoring Handbook
- _____ snow days/call list/Robo Call
- _____ procedures for calling in sick
- _____ securing guest/substitute teacher
- _____ personal & professional days
- _____ professional learning opportunities/MLP
- _____ confidentiality of student & collegial issues
- _____ evaluation process (see contract)
- _____ union (CUT) issues/building representatives

Appendix I

Mentoring Monthly Suggested Topics for Teachers

August	<p>Half-Day Q & A Session</p> <ol style="list-style-type: none"> 1. Parent interaction 2. Classroom management 3. Planning, curriculum pacing, curriculum materials 4. Assessment & grading 5. Retirement 6. Chain of Command 7. Technical support – Who? What? When? 8. Resources 9. School procedures & policies 10. Discuss mentor program/handbook/requirements 11. Introduction to staff 12. Review district/building rules 13. Set up weekly meeting time 14. Extra-curricular opportunities
September	<p>Meet once a week or more as needed</p> <ol style="list-style-type: none"> 1. Reflections of what went well and what needs improvement – how the week went 2. Progress report and discuss any issues 3. In-depth discussion of: planning, classroom management, curriculum, parent relation, “how-to” for Open House/Meet the Teacher, and curriculum nights, etc. 4. Review any curriculum questions 5. Address initial concerns 6. Start looking ahead at the coming months (e.g., standardized tests, events) 7. Mentor and teacher can collaborate on lessons 8. Share ideas for classroom environment (e.g., bulletin boards, traffic patterns)
October	<p>Meet every other week or more as needed</p> <ol style="list-style-type: none"> 1. Grading/progress reports 2. Parent/teacher conferences 3. In-depth resource guidance 4. How to address each child on the report card, parent conference, Open House 5. How does the district/school handle holidays? (October/November) 6. Observation by mentor (October/November)
November	<p>Meet once per month or more as needed</p> <ol style="list-style-type: none"> 1. Report cards/parent-teacher conferences 2. Extra help in? 3. Review holiday /party policies/practices
December	<p>Meet once per month or more as needed</p> <ol style="list-style-type: none"> 1. Review curriculum and pacing 2. Help with the holiday celebrations/projects

	3. How to keep the students focused during the holidays
January	<p>Meet once per month or more as needed</p> <ol style="list-style-type: none"> 1. Regaining classroom management 2. Help with grades and report cards 3. CSE referrals and IEP goals 4. Check to make sure you're on track with your curriculum 5. Mid-year assessment schedules
February	<p>Meet once per month or more as needed</p> <ol style="list-style-type: none"> 1. Meet with principal to review professional goals and progress with APPR
March	<p>Meet once per month or more as needed</p> <ol style="list-style-type: none"> 1. Start looking toward the end of the year 2. For standardized/end-of-year assessments
April	<p>Meet as needed</p> <ol style="list-style-type: none"> 1. Standardized tests 2. Placement for next year
May	<p>Meet every other week or more as needed</p> <ol style="list-style-type: none"> 1. End-of-year procedures 2. Elementary summer school 3. End-of-year field trip procedures/practices 4. Begin housekeeping 5. Tips for dealing with students who are excited about summer 6. Notes home about materials/charges
June	<p>Meet every other week or more as needed</p> <ol style="list-style-type: none"> 1. Permanent records/paperwork 2. Pass/fail criteria 3. Student classroom placement 4. Preparing for the next year 5. Any questions/concerns 6. End-of-year/check out procedures 7. What to do on the last day with students 8. What should next year's students do over the summer? 9. Summer building hours and classroom access

Appendix J

Mentoring Monthly Suggested Topics for PPS

<p>August or</p> <p>When Identified</p> <p>Prior to First Day of School</p>	<p>Half-Day Q & A Session</p> <ol style="list-style-type: none"> 1. Initial Consultation 2. Exchange Phone Numbers/Contact Information 3. Procedures for ordering supplies 4. Copies of curriculum guides 5. Copies of Mentoring Program Handbook 6. Review Mentor Handbook with new staff member 7. Building handbook 8. Contract 9. Code of Conduct 10. Student Handbook 11. New Staff Orientation 12. Building layout 13. Tour of Machines (e.g., copier) 14. Fire/Emergency Drill procedures 15. Building accessibility/Reserving rooms for activities 16. Electronic calendar 17. Confidentiality issues 18. Office organization 19. New Student Orientation (JSHS) 20. Cafeteria procedures 21. Recess/bathroom/hallway procedures 22. Before school procedures 23. Dismissal procedures 24. Mailbox and E-mail procedures 25. Late Bus schedule 26. Substitute/Guest teacher system procedures 27. Specific building issues 28. Duties 29. Meeting schedule with mentee/mentoring log 30. Student and Staff dress code/expectations 31. Staff hours 32. IEP/504 student lists 33. IEP/504 counseling lists
<p>September</p>	<p>Meet once a week or more as needed</p> <ol style="list-style-type: none"> 1. My Learning Plan 2. Review Evaluation Forms/Professional Development Goals 3. Review Open House/Meet the Teacher procedures 4. Parent communication/contact log 5. Review IEPs/Special Education forms 6. Community agencies 7. Mentor Meeting Schedule

October	<p>Meet every other week or more as needed</p> <ol style="list-style-type: none"> 1. Observation process/portfolio 2. Prepare for Progress Reports 3. Staff Professional Development Day 4. Extra-curricular activities 5. Discuss personal days 6. Identify accommodations for NYS Testing 7. Mentor Meeting
November	<p>Meet once per month or more as needed</p> <ol style="list-style-type: none"> 1. Observe and give feedback 2. Prepare for parent conferences (elementary) 3. Prepare for close of Quarter 1 grades 4. Early Release Day Policies (Parent Conference Days) – elementary 5. Extended school year procedures (psychologists) 6. Mentor Meeting
December	<p>Meet once per month or more as needed</p> <ol style="list-style-type: none"> 1. Observe and give feedback 2. Prepare for Quarter 2 Progress Reports 3. Prepare for vacation 4. Review scheduling process (school counselors)
January	<p>Meet once per month or more as needed</p> <ol style="list-style-type: none"> 1. Observe and give feedback 2. Prepare for Quarter 2 report cards 3. Half-way celebration! 4. Mid-year evaluation of mentor program 5. Mid-term exam (JSHS) 6. Prepare for 6th-7th grade transition meetings (Elementary, Junior High) 7. Mentor Meeting
February	<p>Meet once per month or more as needed</p> <ol style="list-style-type: none"> 1. Observe and give feedback 2. Discuss Standardized Testing 3. Prepare for vacation 4. Extended school year procedures (psychologists) 5. CSE/504 test accommodations for testing (elementary_ 6. Mentor Meeting
March	<p>Meet once per month or more as needed</p> <ol style="list-style-type: none"> 1. Observe and give feedback 2. Prepare for Progress Reports 3. Mentor Meeting

April	<p>Meet as needed</p> <ol style="list-style-type: none"> 1. Observe and give feedback 2. Prepare for Report Cards 3. Prepare for vacation 4. Order materials 5. Review NYS testing procedures 6. Mentor Meeting
May	<p>Meet every other week or more as needed</p> <ol style="list-style-type: none"> 1. Observe and give feedback 2. Prepare for Progress Reports 3. Placement input/Retention 4. NYS Testing 5. Complete mentorship survey 6. PGAP Self-Reflective Narrative 7. Mentor Meeting
June	<p>Meet every other week or more as needed</p> <ol style="list-style-type: none"> 1. Review End-of-Year procedures and activities 2. Prepare for Report Cards 3. Complete Student Files 4. Review and reflect on the year 5. Discuss and prepare for next year 6. Review 'Last Day of School for Students' procedures 7. Notify principal about intention to mentor 8. Goals for next year 9. Mentor Meeting

Appendix K

Cortland Enlarged City School District Mentoring Meeting Log

Explanation and Sample Format

The format for log entries is standard for all new teaching and pupil/personnel staff and mentors.

The Mentoring Log page may be copied as needed throughout the year. Each new page should have the heading completed and the entries completed with:

- Names of mentor and new staff member
- Date and time of meeting
- Length of meeting
- Topic(s) discussed (Be specific about topics, but do not record details of the discussion or resolutions.)

The mentor must submit the completed Mentoring Logs to the Director of Curriculum & Instruction in order to receive compensation. If the mentor has any questions about log format or content, s/he should discuss the issue with a member of the Mentoring Committee or the Director of Curriculum & Instruction.

Mentor Logs are used to help the Mentor Committee and the district identify common themes that arise and could be addressed through professional development or other resources.

These logs are not used for evaluation purposes and are kept confidential.

SAMPLE MENTORING LOG

New Staff Member: Ima Newbie

School Year: 2015-2016

Mentor: Ben Thar

Building: M.Y.Kool School

DATE	TIME	TOTAL CONFERENCE TIME	TOPICS DISCUSSED
9/24/15	2:30 p	1 hour	<ul style="list-style-type: none">▪ Reviewed meeting schedules▪ Discussed areas of concern▪ Assessed classroom needs▪ Answered questions related to IEP software
10/20/15	9:15 a	45 min	<ul style="list-style-type: none">▪ Discussed reading group strategies▪ Discussed reading strategies

MENTORING LOG

New Staff Member: _____

School Year: _____

Mentor: _____

Building: _____

[illegible]

Appendix L

The Reflective Teacher's Self-Reflection

Name: _____

Consider your own development as a beginning teacher. Describe your development using the following items. This information will not be used as an evaluative tool by anyone. The information you collect here through your own reflection will help to shape your mentor/mentee experience. The areas of expertise are the *Framework for Teaching* Domain Components. Using the following continuum, circle the number that best corresponds with where you would place your level of expertise with each component.

Please rate yourself in the following areas

1 = Novice – I have a general idea of what needs to be done.

2 = Proficient – I am comfortable with responsibilities but I have room to grow.

3 = Expert – I have reached mastery of the area and could train others or share my expertise.

Domain Component		Rating Scale
1a	Demonstrating knowledge of content and pedagogy	1 2 3
1b	Demonstrating knowledge of students	1 2 3
1c	Setting effective instructional outcomes	1 2 3
1d	Demonstrating knowledge of instructional resources	1 2 3
1e	Designing coherent instruction	1 2 3
1f	Designing student assessments	1 2 3
2a	Creating an environment of respect and rapport	1 2 3
2b	Establishing a culture for learning	1 2 3
2c	Managing classroom procedures	1 2 3
2d	Managing student behavior	1 2 3
2e	Organizing physical space	1 2 3
3a	Communicating with students	1 2 3
3b	Using questioning and discussion techniques	1 2 3
3c	Engaging students in learning	1 2 3
3d	Using assessment in instruction	1 2 3
3e	Demonstrating flexibility and responsiveness	1 2 3

4a	Reflecting on teaching	1	2	3
4b	Maintaining accurate records	1	2	3
4c	Communicating with families	1	2	3
4d	Participating in a professional community	1	2	3
4e	Growing and developing professionally	1	2	3
4f	Showing professionalism	1	2	3

After working through this self-evaluation, consider what growth goals you might set for yourself next year.

Appendix M

The Reflective Guidance Counselor, Social Worker, or Psychologist

Name: _____

Consider your own development as a beginning guidance counselor, social worker, or psychologist. Describe your development using the following items. This information will not be used as an evaluative tool by anyone. The criteria used for self-reflection references Danielson's *Framework for Specialist Positions*. The information you collect here through your own reflection will help to shape your mentor/mentee experience. Using the following continuum, circle the number that best corresponds with where you would place your level of expertise with each professional item.

Please rate yourself in the following areas

1 = Novice – I have a general idea of what needs to be done.

2 = Proficient – I am comfortable with responsibilities but I have room to grow.

3 = Expert – I have reached mastery of the area and could train others or share my expertise.

Criteria	Rating Scale
Demonstrating knowledge of program theory and techniques	1 2 3
Demonstrating knowledge of child and adolescent development	1 2 3
Establishing goals for the program that are appropriate to the setting and the students being supported	1 2 3
Demonstrating knowledge of state and federal regulations and of resources both within and beyond the school and district	1 2 3
Planning the program, integrated within the overall school program, to meet the needs of individual students	1 2 3
Developing a plan for evaluating the impact of your work	1 2 3
Creating an environment of respect and rapport	1 2 3
Establishing a culture for productive communication and school-wide developmental health	1 2 3
Managing routines and procedures	1 2 3
Establishing standards of conduct and contributing to the culture for student behavior throughout the school	1 2 3
Organizing physical space	1 2 3
Assessing students needs	1 2 3
Assisting students and teachers in the formulation of academic, personal/social, and career plans, based on knowledge of student needs	1 2 3

	Using supportive program techniques in individual and classroom programs	1	2	3
	Using community resources to meet student needs	1	2	3
	Demonstrating flexibility and responsiveness to meet changing student needs	1	2	3
	Reflecting on practice	1	2	3
	Maintaining records and submitting them in a timely fashion	1	2	3
	Communicating with families	1	2	3
	Participating in a professional school community	1	2	3
	Engaging in professional development	1	2	3
	Showing professionalism	1	2	3

After working through this self-evaluation, consider what growth goals you might set for yourself next year.

71a. SCHEDULE OF RESIGNATIONS AND LEAVES

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

Schedule Number: 11.56
Board Meeting Date: August 11, 2015
Color: White

A. Approval of Personnel Resignations and Leaves ADMINISTRATORS/INSTRUCTIONAL PERSONNEL:

RESIGNATION	POSITION	ORIGINAL APPOINTMENT	RESIGNATION DATE	REASON
Baranski, Trina	Elementary	09/01/2011	07/14/2015	Resignation.
Tooley, Amy	Special Education	09/01/2008	07/16/2015	Resignation.
Finucane, Judy	Elementary	09/01/2006	07/22/2015	Resignation.
Tartaglia, Kristy	Art	09/01/2012	08/05/2015	Resignation.
Zimmerman, Leslie	Special Education	09/01/2007	08/31/2015	Resignation.

CO-CURRICULAR PERSONNEL:

RESIGNATION	POSITION	ORIGINAL APPOINTMENT	RESIGNATION DATE	REMARKS
Kline, Nicholas	Head Coach Jr. High Boys Soccer	06/22/2015	07/09/2015	Resignation.
Kline, Nicholas	Head Coach Jr. High Boys/Girls Track	06/22/2015	07/09/2015	Resignation.
Tartaglia, Kristy	Head Coach JV. Girls Soccer	06/22/2015	08/05/2015	Resignation.
Ricottilli, Al	Asst. Coach/Jr. Varsity Boys Lacrosse	06/22/2015	07/15/2015	Resignation.

NON-INSTRUCTIONAL PERSONNEL:

RESIGNATION	POSITION	ORIGINAL APPOINTMENT	EFFECTIVE DATE	REASON
Vosburg, Lorrie	Keyboard Specialist	08/29/2011	07/19/2015	To conditionally accept the position of Executive Secretary.
Drake, Jeannie	Teacher Aide	09/15/2014	07/27/2015	Resignation.
Urtz, Charlene	Teacher Aide	01/02/2014	08/07/2015	To accept the position of Teaching Assistant.
Sherwood, Amy	Teacher Aide	09/05/2006	07/30/2015	To accept the position of Teaching Assistant.
Chapman, Valerie	Teacher Aide	09/02/2014	08/04/2015	To accept the position of Teaching Assistant.
Davidson, Anne	Teacher Aide	09/01/1994	07/31/2015	To accept the position of Teaching Assistant.

INSTRUCTIONAL/NON-INSTRUCTIONAL PERSONNEL:

LEAVE OF ABSENCE	POSITION	ORIGINAL APPOINTMENT	LEAVE DATES	REASON
Lunt, Jessica	Elementary	09/01/2012	09/08/2015 - 11/20/2015 (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.

SCHEDULE OF APPOINTMENTS

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

Schedule Number: 1150
Board Meeting Date: August 11, 2015
Color: White

NAME	JOB TITLE	SERVICE AREA	EFFECTIVE DATE	APPOINTMENT TYPE	REMARKS	SALARY/ HOURLY RATE
Davis, Francine	Library Aide	Barry	09/08/2015	Provisional	Francine will fill the Library Aide vacancy due to retirement.	\$10.15
Knout, Amanda	Library Aide	JSHS	09/08/2015	Provisional	Amanda will fill the Library Aide vacancy due to retirement.	\$10.15
Vosburg, Lorrie	Executive Secretary	JSHS	07/20/2015	Provisional	Lorrie will contingently fill the Executive Secretary position due to resignation retroactive to 07/20/2015.	\$10.13
Hanson, Amy	Executive Secretary	Parker	08/10/2015	Provisional	Amy will fill the Executive Secretary vacancy due to resignation retroactive to 08/10/2015.	\$12.46
Brookes, John	Cleaner	Virgil	08/31/2015	Probationary	John will fill the Cleaner vacancy due to retirement.	\$10.25

7.6

7.6

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

Schedule Number: 1151
Board Meeting Date: August 11, 2015
Color: White

Summer School & Programs

NAME	JOB TITLE	COMMENTS	RATE
Glover, Carol	Teacher Aide	Retroactive to 07/06/2015	10.59

SCHEDULE OF APPOINTMENTS

ADMINISTRATORS AND INSTRUCTIONAL STAFF

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

Schedule Number: 2358

Board Meeting Date: August 11, 2015

Color: White

NAME	POSITION/ LOCATION	TYPE OF APP'T	DATE EFFECTIVE	PROB ENDS	TENURE AREA	CERT/ DEGREE	REMARKS	SALARY*
Caravella, Christina	Reading/Randall	Probationary	09/01/2015	08/31/2019	Remedial Reading	Literacy(Birth- Grade 6)/ Professional	Christina will fill the Reading vacancy due to resignation.	Step H1 Grad Hrs 52 Master's \$44,347 \$2,080 \$400
								TOTAL \$46,827.00
Gallagher, Meghan	Music/ Smith	Probationary	09/01/2015	08/31/2019	Music	Music/Initial	Meghan will fill the Music vacancy due to resignation.	Step A1 Grad Hrs 30 Master's \$39,005 \$1,200 \$500
								TOTAL \$40,705.00
Silva, Amanda	French/JSHS	Probationary	09/01/2015	08/31/2018	Foreign Languages	French 7-12/ Permanent	Amanda will fill the French position due to resignation.	Step O1 Grad Hrs 30 Master's \$50,419 \$1,200 \$500
								TOTAL \$52,119.00
Stevens, Emily	Elementary/Randall	Probationary	09/01/2015	08/31/2019	Elementary	Childhood Education (Grades 1-6) /Initial	Emily will fill the Elementary vacancy.	Step C1 Grad Hrs 33 Master's \$40,462 \$1,320 \$500
								TOTAL \$42,282.00
Simmons, Sherry	Elementary/Smith	Probationary	09/01/2015	08/31/2019	Elementary	Childhood Education (Grades 1-6) /Professional - pending	Sherry will fill the Elementary vacancy.	Step B1 Grad Hrs 33 Master's \$39,727 \$1,320 \$500
								TOTAL \$41,547.00
Carozza, Maria	Special Education/ JSHS	Probationary	09/01/2015	08/31/2019	General Special Education	Special Education/ Permanent	Maria will fill the Special Education vacancy due to resignation.	Step A1 Grad Hrs 42 Master's \$39,005 \$1,680 \$400
								TOTAL \$41,085.00

NAME	POSITION/ LOCATION	TYPE OF APP'T	DATE EFFECTIVE	PROB ENDS	TENURE AREA	CERT/ DEGREE	REMARKS	SALARY
Benz, Max	Psychologist/ Smith	Probationary	09/01/2015	08/31/2019	School Psychologist	School Psychologist/ Provisional	Max will fill the Psychologist vacancy due to resignation.	Step B1 \$39,727 Grad Hrs 99 \$3,960 Master's \$500 Master's \$500 CAS \$500 NBC \$1,000 TOTAL \$46,187.00
Urtz, Charlene	Teaching Assistant/Barry	Probationary	09/01/2015	08/31/2019	Teaching Assistant	Teaching Assistant/ Level I	Charlene will fill the new Teaching Assistant vacancy.	Step A1 TOTAL \$19,502.50
Sherwood, Amy	Teaching Assistant/Virgil	Probationary	09/01/2015	08/31/2019	Teaching Assistant	Teaching Assistant/ Level I	Amy will fill the Teaching Assistant vacancy due to retirement.	Step A1 TOTAL \$19,502.50
Chapman, Valerie	Teaching Assistant/Smith	Probationary	09/01/2015	08/31/2019	Teaching Assistant	Teaching Assistant/ Level I	Valerie will fill the Teaching Assistant vacancy due to retirement.	Step A1 TOTAL \$19,502.50
Davidson, Anne	Teaching Assistant/Smith	Probationary	09/01/2015	08/31/2019	Teaching Assistant	Teaching Assistant/ Level I	Anne will fill the new Teaching Assistant vacancy.	Step A1 TOTAL \$19,502.50
McConnell, Andrew	Teaching Assistant/Barry	Probationary	09/01/2015	08/31/2019	Teaching Assistant	Teaching Assistant/ Level I	Andrew will fill the new Teaching Assistant vacancy.	Step A1 TOTAL \$19,502.50

7.C.

7.C

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

Schedule Number: 2359
Board Meeting Date: August 11, 2015
Color: Green

TITLE	APPOINTMENT	YR	AMOUNT*	
Grade Level Leader – 1st	Julie Lundeen	N/A	\$	1,773.50

7c.

**SCHEDULE OF APPOINTMENTS
INTER-SCHOLASTIC (ATHLETICS)**

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

Schedule Number: **2360**
Board Meeting Date: **August 11, 2015**
Color: **Blue**

NAME	TITLE	VARSITY/JV JUNIOR HIGH	SPORT	BOYS/ GIRLS	AMOUNT*
Yale Hughes	Head Coach	Jr. Varsity	Basketball	Boys	\$ 4,030
Mike Discenza	Asst. Coach	Varsity	Football	Boys	\$ Volunteer
Tom Dovi	Head Coach	Modified	Soccer	Boys	\$ 2,480
Alex Stacy	Asst. Coach	Varsity	Football	Boys	\$ 4,030
Max Benz	Asst. Coach	Jr. Varsity	Football	Boys	\$ 3,100
Andrea Tutino*	Head Coach	Jr. Varsity	Soccer	Girls	\$ 2,790

*pending completion of coaching courses

Cortland Enlarged City School District

Interscholastic Athletic Report 2014-15



Presented by

Jeffory Johnson

Director of Athletics and Physical Education

SCHOLAR ATHLETES 2014-15

SEASON	TEAM	NUMBER QUALIFIED	MINIMUM REQUIRED	TEAM AVG.
Fall:	Girls Tennis	11	9	95.428
	Girls Soccer	12	12	93.875
	Girls Cross Country	5	7	92.564
	Boys Cross Country	10	7	94.164
	Boys Soccer	15	12	95.236
	Boys Golf	7	7	91.486
	Field Hockey	12	12	91.927
	Football	12	12	91.829
Winter:	Girls Volleyball	12	8	95.830
	Ice Hockey (C/H)	4 (C)	8	94.603
	Boys Basketball	7	7	91.964
	Girls Basketball	7	7	93.990
	Wrestling	10	10	92.593
Spring:	Boys Lacrosse	11	11	92.595
	Girls Track	13	12	93.434
	Girls Lacrosse	11	11	91.917
	Boys Track	13	12	92.715
	Baseball	11	11	90.056
	Softball	11	11	90.751
	Boys Tennis	14	9	95.577

TEAM RECORDS 2014-15 – FALL SEASON

<u>SPORT</u>	<u>OVERALL</u>	<u>LEAGUE</u>	<u>COMMENTS</u>
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Football	2-6	0-5	NYSPPHSAA Scholar Athlete Team.
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All-League selections: 1st Team = 2 2nd Team = 2 HM = 2

Field Hockey	6-7	3-7	Sectional qualifier. Cortland lost to Vernon-Verona-Sherrill 3-2 in overtime in the quarterfinals of the Section III Tournament.
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All-League selections: 1st Team = 1 2nd Team = 1
Academic All-American = 4

Girls Soccer	3-12-1	1-11-1	NYSPPHSAA Scholar Athlete Team.
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All-League selections: 1st Team = 1 2nd Team = 1 HM = 2

Boys Soccer	5-11-1	5-3	Sectional qualifier. Cortland lost to Watertown 7-2 in the 1 st round of sectionals.
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All-League selections: 1st Team = 3

Girls Tennis	5-8	3-5	Sectional qualifier. Lyudmila Levitskaya was the 6 th seed in the Section III singles tournament. Lyudmila lost to the sectional champion. Delaney Marshall and Jen Wang were seeded 6 th in the Section III doubles play and qualified for the NYSPHSAA Tournament.
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All-League selections: 2nd Team = 3

Boys Cross Country	3-5	3-5	Sectional qualifier. CHS finished 9 th in the Section III Class B Meet.
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Girls Cross Country	3-5	3-5	Sectional qualifier. CHS finished 6 th in the Section III Class B Meet. Kendall McGee finished 10 th in the sectional championship and Hayley Tasselmyer qualified for the NYSPHSAA State Championship meet and was named to the All-CNY Team.
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All-League selections: 1st Team = 2 2nd Team = 1 All-CNY = 1

Boys Golf	8-6	6-4	Sectional qualifier. Cortland finished 6 th overall in the team tournament and Jake Woods qualified for the Section III individual tournament with an 84.
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All-League selections: 2nd Team = 2 HM = 1

TEAM RECORDS 2014-15 – WINTER SEASON

<u>SPORT</u>	<u>OVERALL</u>	<u>LEAGUE</u>	<u>COMMENTS</u>
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Ice Hockey	7-11-1	2-10-1	NYSPHSAA Scholar Athlete Team. The Cortland-Homer team won the Cortland Holiday Tournament defeating Cazenovia 5-2 and Frontier Central 2-1.
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Girls Basketball	13-7	8-2	Sectional qualifier. Cortland lost to Carthage 46-45 in the quarterfinals. Cortland won the OHSL Freedom National Division Championship.
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All-League selections: 1st Team = 2 2nd Team = 1 HM = 1

Volleyball	14-6	13-5	Sectional qualifier. CHS defeated Oneida in the quarterfinals 3-2 and lost to Chittenango 3-0 in the semi-finals of the Section III Tournament.
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All-League selections: 1st Team = 3 2nd Team = 1 All-CNY = 1

Bowling

Boys	10-6	10-6	Sectional qualifier. The boys team placed 3 rd and the girls team placed 4 th overall in the OHSL. In the Class B Tournament the girls placed 5 th and the boys placed 4 th .
Girls	10-6	10-6	

All-League selections: 2nd Team = 2

Boys Basketball	15-6	8-3	Sectional qualifier. CHS defeated Oswego 58-48 in sectional quarterfinals and lost to Jamesville-Dewitt in the Section III Class A semi-finals 68-59 in overtime.
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All-League selections: 1st Team = 2 2nd Team = 1

Wrestling	32-3	3-2	Sectional qualifier. CHS placed 5 th in the Section III Class B Tournament and 4 th overall in the Division II Sectional Championship. Dane George placed 6 th , Trent Jones 2 nd , Keigan Brown 6 th , Drew Towers 4 th , Grant Tinker 4 th , Chace Bentley 5 th , Dakoatah Miller 6 th , Reilly Brown 6 th and Nick Edmond 1 st in the Section III Class B Championship in their respective weight classes. In the Section III Division II Championship Cortland placed 10 th as a team and Trent Jones finished 4 th at 113 lbs, Drew Towers 3 rd at 138 lbs, Grant Tinker 3 rd at 145 lbs and Nick Edmond 4 th at 285 lbs. CHS also won 29 matches in a row, 5 tournaments and defeated 7 state ranked teams.
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TEAM RECORDS 2014-15 – SPRING SEASON

<u>SPORT</u>	<u>OVERALL</u>	<u>LEAGUE</u>	<u>COMMENTS</u>
Girls Lacrosse	3-12	2-8	NYSPPHSAA Scholar Athlete Team.
All-League selections: 1 st Team = 1 2 nd Team = 1 HM = 4 Academic All-Americans = 1			
Softball	12-6	8-5	Sectional qualifier. CHS won the OHSL Freedom National Division Championship. Defeated Indian River 4-0 in the 1 st round of sectionals and lost to Jamesville-Dewitt 12-2 in the quarterfinals.
All-League selections: 1 st Team = 4 2 nd Team = 2			
Boys Lacrosse	6-11	4-5	Sectional qualifier. CHS lost to Skaneateles in the 1 st round of sectionals 15-8.
All-League selections: 1 st Team = 2 2 nd Team = 4 HM = 4			
Boys Tennis	10-4	9-3	Sectional qualifier. CHS won the OHSL Freedom National Division Championship. 1 st doubles and 2 nd doubles lost in 1 st round of sectionals.
All-League selections: 1 st Team = 5			
Girls Track	1-4	1-4	Sectional qualifier. Kassandra Vosburg 2 nd in discus (91' 4"), Monica Millick 2 nd in 200m (27.28) and 3 rd in 100m (13.15). Kendall McGee 3 rd in Steeplechase (8:00.93). Kassandra Vosburg 5 th in the NYSPHSAA Meet in discus (92' 6") and Kendall McGee 9 th in Steeplechase (8:21.85). Kassandra Vosburg 1 st in the discus at the OHSL Freedom Championship.
All League selections: 1 st Team = 7 All-CNY = 2			
Boys Track	1-4	1-4	Sectional qualifier. Andrew Boyce 2 nd in 3200m, Ezra Engst-Mansilla 4 th in 200m, 4 th in 400m, 4 th in long jump, Forest Stewart 2 nd in 1600m and the 4x100m relay team of Ezra Engst-Mansilla, Brandon Sweet, Ryan O'Neil and Ian George placed 4 th .
All League selections: 1 st Team = 1 2 nd Team = 5			
Baseball	10-8	7-5	Sectional qualifier. CHS won the OHSL Freedom National Division Championship. CHS defeated New Hartford 4-3 in the 1 st round of sectionals and defeated Watertown 11-7 in the quarterfinals before losing to V-V-S 11-3 in the semi-final game.
All-League selections: 1 st Team = 4 HM = 3 All-State = 1			

2014-15 TEAM PARTICIPATION

FALL	<u>Vars.</u>	<u>JV</u>	<u>9th</u>	<u>JH (7/8)</u>
Football (B)	28	22		40
Soccer (B)	27	26		33
Soccer (G)	17	16		31
Field Hockey (G)	14	17		24
Cross Country (B/G)	B/22 G/5			B/10 G/8
Tennis (G)	12	7		
Football Cheerleading	14			
Golf	B/12 G/1			
Total:	152	88		146

Season Total: 386

Winter				
Bowling	B/7 G/7			
Wrestling (B)	25	9		20
Basketball (B)	14	14	14	16/16
Basketball (G)	12	14		14/15
Volleyball (G)	14	15		15/15
Ice Hockey (B) (Cortland)	8			
Basketball Cheerleading	10			
Total:	97	52	15	111

Season Total: 275

Spring				
Tennis (B)	25			
Baseball (B)	16	14		17
Track (G)	32			29
Track (B)	31			24
Lacrosse (G)	15	17		16
Lacrosse (B)	23	19		22
Softball (G)	14	12		16
Total:	156	62		124

Season Total: 342

Total Number of participants during 2014-15: 1003

PERCENTAGE OF 3, 2 or 1 SPORT ATHLETES BY GRADE 2014-15

3-SPORT ATHLETES

	<u>Girls</u>	<u>Boys</u>
Grade 9	9.79%	8.58%
Grade 10	10.72%	6.80%
Grade 11	11.94%	5.94%
Grade 12	5.00%	7.22%

2-SPORT ATHLETES

	<u>Girls</u>	<u>Boys</u>
Grade 9	13.05%	11.43%
Grade 10	15.48%	31.07%
Grade 11	16.42%	21.79%
Grade 12	16.25%	24.75%

1-SPORT ATHLETES

	<u>Girls</u>	<u>Boys</u>
Grade 9	18.48%	16.19%
Grade 10	19.05%	14.57%
Grade 11	19.41%	24.76%
Grade 12	17.50%	12.38%

PARTICIPATION RATES FOR 2014-15

	<u>Girls</u>	<u>Boys</u>	<u>Total</u>
Grade 9	38/92 = 41.31%	38/105 = 36.19%	76/197 = 38.58%
Grade 10	38/84 = 45.24%	54/103 = 52.43%	92/187 = 49.20%
Grade 11	32/67 = 47.77%	53/101 = 52.48%	85/168 = 50.60%
Grade 12	31/80 = 38.75%	43/97 = 44.33%	74/177 = 41.81%
Total Number of Students 9-12:		327/729	44.86%
Total Girls:		139/323	43.04%
Total Boys:		188/406	46.31%

NUMBER OF ATHLETIC TEAMS AND EVENTS SCHEDULED 2014-15

FALL

Football
 Varsity
 JV
 Modified
 Boys Soccer
 Varsity
 JV
 Modified
 Girls Soccer
 Varsity
 JV
 Modified
 Field Hockey
 Varsity
 JV
 Modified
 Girls Tennis
 Varsity
 JV
 Golf
 Varsity
 Cross Country
 Varsity Boys & Girls
 Modified Boys & Girls
 Football Cheerleading
 JV/Varsity

7 sports
 17 teams
 1 activity

211 contests scheduled

WINTER

Boys Basketball
 Varsity
 JV
 Freshmen
 8th
 7th
 Girls Basketball
 Varsity
 JV
 8th
 7th
 Volleyball
 Varsity
 JV
 8th
 7th
 Wrestling
 Varsity
 JV
 Modified
 Ice Hockey
 Varsity
 Bowling
 Varsity Boys & Girls
 Basketball Cheerleading
 JV/Varsity

7 sports
 19 teams
 1 activity

283 contests scheduled

SPRING

Baseball
 Varsity
 JV
 Modified
 Softball
 Varsity
 JV
 Modified
 Boys Lacrosse
 Varsity
 JV
 Modified
 Girls Lacrosse
 Varsity
 JV
 Modified
 Boys Track
 Varsity
 Modified
 Girls Track
 Varsity
 Modified
 Boys Tennis
 Varsity

7 sports
 17 teams

220 contests scheduled

(Total 714 contests scheduled for 2014-15)

ELEMENTARY SCHOOL PE SPORTSMANSHIP AWARDS 2014-15

September	Barry	Kylie Davie	Brandon Martin
	Parker	Summer Knight	Gatlin Stark
	Randall	Jennifer Baker	Logan Anjeski
	Smith	Hannah Thorton	Brody Flynn
October	Virgil	Briann Tinker	Adam Coon
	Barry	Cassandra Snyder	Daniel Zhang
	Parker	Holly Fralix	Joseph Cataldo
	Randall	Gabby Allen	Ryan Morsch
November	Smith	Alex Gier	Cole Willard
	Virgil	Makala Gutches	George Lynch
	Barry	Olivia Andreas	Jesse West
	Parker	Khia Wood	Robert Eaton
December	Randall	Kloey Hickok	Nicholas Yacavone
	Smith	Abigail Swisher	Brayden Flynn
	Virgil	Lia Barber	Cody Ramey
	Barry	Kamijah Matthews	Avery Canzano
January	Parker	Ali Metcalf	Andy Thornton
	Randall	Sulamita Sobchuk	Caleb Cullip
	Smith	Autumn Barber	Wrangler VanSlyke
	Virgil	Valerosa Gambitta	Ethan Johnson
February	Barry	Kartyr Hubbard	Hunter Hall
	Parker	Gwyneth Horton	Frank Williams
	Randall	MacKenna Bulger	Raymond Quarella
	Smith	Carter Urtz	Brett Nelson
March	Virgil	Bionca Barber	Caden Albright
	Barry	Abigail Wurst	Landyn Bethoney
	Parker	Sawyer Bowman	Orion Bennett
	Randall	Zoey DiVito	Kaidence Smith
April	Smith	Bridget Madden	Noah Fassett
	Virgil	Gabrielle Hooko	Adam Parshall
	Barry	Crystal Little	Ethan Dovi
	Parker	Alivia Reif	Jordan Brown
May	Randall	Emma McGovern	Wyatt Allyn
	Smith	Isabella Guido	Matthew O'Mara
	Virgil	Paige Randall	Elliot Manning
	Barry	Erika-Linn Burdick	Cal Albright
May	Parker	Kadison MacNabb	Toby Carr
	Randall	Ashley Merritt	Dakota Walters
	Smith	Bailey Webster	Bayn Boyce
	Virgil	Mallory Turner	Carter Steiner
May	Barry	Emily Tice	Damen Wright
	Parker	Khya Hnath	Russell Wood
	Randall	Makayla Cotterill	Reese Whitney
	Smith	Caitlynn Hilton	David Thalheimer
	Virgil	Ella Ligas	Caden Congdon
			Aaron Wehnke
			Seth Timmerman

COACHING ASSIGNMENTS – FALL SPORTS

SPORT	LEVEL	HEAD COACH	ASSISTANT(S)
Football	Varsity	1	2
	Jr. Varsity	1	1
	Modified	1	2
Boys Soccer	Varsity	1	
	Jr. Varsity	1	
	Modified	1	
Girls Soccer	Varsity	1	
	Jr. Varsity	1	
	Modified	1	
Field Hockey	Varsity	1	
	Jr. Varsity	1	
	Modified	1	
Girls Tennis	Varsity	1	
	Jr. Varsity	1	
Boys Golf	Varsity	1	
Cross Country Boys/Girls	Varsity	1	
	Modified	1	
Cheerleading	JV/Varsity	1	
Total Programs/Activities		8	
Total Teams		19	
Total Head Coaches		18	
Total Assistant Coaches		5	

COACHING ASSIGNMENTS – WINTER SPORTS

SPORT	LEVEL	HEAD COACH	ASSISTANT(S)
Boys Basketball	Varsity	1	
	Jr. Varsity	1	
	Freshmen	1	
	8 th	1	
	7 th	1	
Girls Basketball	Varsity	1	
	Jr. Varsity	1	
	8 th	1	
	7 th	1	
Girls Volleyball	Varsity	1	
	Jr. Varsity	1	
	Modified	1	
Wrestling	Varsity	1	
	Jr. Varsity	1	
	Modified	1	
Boys/Girls Bowling	Varsity	1	
	(same coach)		
Ice Hockey	Varsity	1	
Cheerleading	JV/Varsity	1	
Total Programs/Activities		8	
Total Teams		19	
Total Head Coaches		18	
Total Assistant Coaches		0	

COACHING ASSIGNMENTS – SPRING SPORTS

SPORT	LEVEL	HEAD COACH	ASSISTANT(S)
Baseball	Varsity	1	
	Jr. Varsity	1	
	Modified	1	
Softball	Varsity	1	
	Jr. Varsity	1	
	Modified	1	
Boys Lacrosse	Varsity	1	1
	Jr. Varsity	1	1
	Modified	1	1
Girls Lacrosse	Varsity	1	
	Jr. Varsity	1	
	Modified	1	
Girls Track	Varsity	1	1 (shared)
	Modified	1	1 (shared)
Boys Track	Varsity	1	1 (shared)
	Modified	1	1 (shared)
Boys Tennis	Varsity	1	
Total Programs		7	
Total Teams		17	
Total Head Coaches		17	
Total Assistant Coaches		5	

INTERSCHOLASTIC ATHLETIC DEPARTMENT HIGHLIGHTS

- Twenty out of 22 varsity athletic teams were recognized as Scholar Athlete Teams by the New York State Public High School Athletic Association during the 2014-15 school year.
- Erin Brown was named 1st Team All-League for field hockey
- Samantha Daniels, Erin Brown, Abby Hess and Liz Knout were named National Field Hockey Coaches Association Academic All-Americans
- Hayley Tasselmyer was named 1st Team All-League and to the All-CNY Team in girls cross country
- Hayley Tasselmyer qualified to run in the NYSPHSAA State Cross Country Championship meet
- Boys and Girls Cross Country were recognized as NYSPHSAA Scholar Athlete Teams with team averages of 94.164 and 92.564
- Varsity football player Anthony Ricottilli was the recipient of the National Football Foundation Scholar Athlete Award and received a \$500.00 scholarship
- Adam Gutierrez was honored by the CNY Football Officials Association as the recipient of the Joe Witkowski and Tom Yanno Memorial Award winner for the highest academically ranked football player in Central New York
- Kaleb Wingard and Anthony Ricottilli were named 1st Team All-League in football
- Justin Prentice was named to the All-CNY boys' soccer team
- Justin Prentice set a new Cortland High School boys' soccer scoring record by scoring his 58th goal last fall
- Sage Brown, Ezra Engst-Mansilla and Justin Prentice were named 1st Team All-League in boys' soccer
- Talia Cruz was selected 1st Team All-League in varsity girls' soccer
- Lyudmila Levitskaya qualified for the Section III Tennis Championship in singles play
- Jen Wang and Delaney Marshall qualified for the Section III Championship in doubles and advanced to play in the NYSPHSAA Tournament
- Varsity golf teammates Jake Woods and Andrew Seyfried were selected 2nd Team All-League
- Jake Woods shot an 84 in the Section III Tournament qualifying round and participated in the Section III Championship Tournament
- The varsity girls' basketball team won the OHSL Freedom National Division Championship
- Varsity girls' basketball coach Dick Penoyer was named the OHSL Freedom Coach of the Year
- Varsity girls' basketball player Shea Swartwout was named the OHSL Freedom National Division Player of the Year
- The varsity girls' basketball team advanced to the Section III quarter-final game and were ranked as a top ten program in the CNY large school rankings by the Syracuse Newspaper
- Shea Swartwout and Jackie Phillips were 1st Team All-League selections in girls' varsity basketball
- The varsity boys' basketball team advanced to the Section III semi-final game and were ranked #10 in the large schools poll by the Syracuse Newspaper

INTERSCHOLASTIC ATHLETIC DEPARTMENT HIGHLIGHTS – cont.

- Varsity boys' basketball players Nick Craig and Sage Brown were selected to the 1st Team All-OHSL this season
- Varsity boys' basketball player Chris Luke was selected 2nd Team All-OHSL this season
- The varsity ice hockey team won the Cortland Holiday Classic Ice Hockey Tournament Championship.
- The varsity girls' volleyball team advanced to the Section III semi-finals this season
- Ali Bustamante was selected for the All-CNY girls' volleyball team
- Danielle Lynch, Ali Bustamante and Kristin Bush were named 1st Team All-OHSL in girls' volleyball
- Lyudmila Levitskaya was named 2nd team all-OSHL in girls' volleyball
- Kristin Bush was named Co-Libero of the Year in the OHSL for girls volleyball
- Elizabeth Minnard qualified for the Section III Individual Shootout State Qualifier for girls' bowling.
- Elizabeth Minnard placed in the top 15% of the league averages which earned her 2nd team All-OHSL honors
- Andrew Babcock qualified for the Section III Individual Shootout State Qualifier for boys' bowling placing in the top 15% of averages in the league which also earned him 2nd Team All-League honors
- The CHS varsity wrestling team was ranked 17th in New York State Small School rankings
- The varsity wrestling team had an 32-3 overall record this season and won 5 Dual Meet Tournaments
- The varsity wrestling team also won 29 consecutive matches and defeated 7 other state ranked teams
- Nick Edmond won the Section III Class B Wrestling Tournament in the 285 lbs. weight class
- Trevor Jones, Drew Towers, Grant Tinker and Nick Edmond all qualified to wrestling in the Section III Wrestling Tournament
- Varsity wrestling coach Dave Darrow was named the NYSPHSAA and NFHS Region I Coach of the Year for wrestling
- Dave Darrow closed out his wrestling coaching career at Cortland High School with an overall record of 457 wins and 151 losses and 4 ties
- Molly Herting and Ben Forrester were the recipients of the Section III Scholar Athlete Award
- The CHS varsity softball team won the OHSL National Division Championship
- The varsity softball team advanced to the semi-final round of the Section III Tournament
- Cady Walts was named Pitcher of the Year in the OHSL Freedom National Division for softball
- Kacie Hubbard, Cady Walts, Talia Cruz and Abby Hess were named 1st Team All-OHSL in softball
- Ashley Shortsleeve and Ali Bustamante were named 2nd Team All-OHSL in softball
- Varsity baseball players James Lane, Sage Brown, Justin Prentice and Andrew Babcock were 1st Team All-League
- Sage Brown was named to the All-State team in baseball (9th Team)

INTERSCHOLASTIC ATHLETIC DEPARTMENT HIGHLIGHTS – cont.

- Varsity boys track athlete Andrew Boyce was 1st team All-League in the 3200m and 2nd Team All-League in the 1600 m
- The CHS 4x800m team of Andrew Boyce, Forest Stewart, Bradlee Sherman and Paul Lyman were named 2nd Team All-OHSL
- Kassandra Vosburg and Kendall McGee were named All-CNY in girls' track and qualified for the NYSPHSAA Championships
- Monica Millick placed 2nd in the 200m with a time of 27.28 and qualified for the NYSPHSAA Meet
- Kassandra Vosburg placed 1st in the discus at the OHSL Meet
- Kassandra Vosburg placed 2nd in the discus with a distance of 91' 4" and Kendall McGee placed 3rd in the Steeplechase with a time of 8:01.93 at the Section III Meet
- Shea Swartwout was named 1st Team All-OHSL in girls' lacrosse
- Matt May and John Phillips were named 1st Team All-OHSL in boys' lacrosse
- Anthony Ricottilli, Joe Piedigrossi, Connor Caughey and John Burhans were named 2nd Team All-OHSL in boys' lacrosse
- The CHS varsity boys tennis team won the OHSL Freedom National Division Championship
- Ruvim Kostiv, Ben Condit, Garrett Reagan, Jon Horner and Vadim Salashnyy were named 1st Team All-OHSL in boys' tennis
- Varsity boys tennis coach Bob Walrath closed out his coaching career with an overall record of 276 wins and 138 losses
- The CHS varsity baseball team won the OHSL Freedom National Division Championship
- The varsity baseball team advanced to the Section III semi-finals



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Athletes!