

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

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

**2. NEW BUSINESS:**

**a. Administration of Oath of Office**

- 1.) Oath of Office Newly Elected Board Member – Ms. Christine A. Gregory
- 2.) Oath of Office Superintendent of Schools – Mr. Michael J. Hoose

**b. Election of Officers and Administration of Oath of Office:**

- 1.) Nominations for President
- 2.) Oath of Office – School Board President
- 3.) Nominations for Vice President
- 4.) Oath of Office – School Board Vice President

**c. Appointment of Officers:**

- 1.) Clerk of the Board – Ms. Alicia Zupancic
- 2.) District Treasurer – Ms. Andrea Herzog-O'Hara
- 3.) Deputy Treasurer – Ms. Andrea Davis
- 4.) Tax Collector – Ms. Andrea Herzog-O'Hara
- 5.) Claims Auditor – Mr. Thomas Ruane
- 6.) Deputy Claims Auditor – Ms. Andrea Davis

**d. Other Appointments:**

- 1.) Central Treasurer for Extra-Curricular Activity Funds – Ms. Sherry Timmons
- 2.) Chief Faculty Advisor for Extra-curricular Activity Funds – Mr. Kevin Cafararo
- 3.) Insurance Agent of Record – William Street, Eastern Shore Association Insurance (NYSIR)
- 4.) District Independent Auditor - Raymond F. Wager, CPA
- 5.) District Internal Auditor – D'Arcangelo & Co., LLP
- 6.) School Attorneys – Hogan, Sarzynski, Lynch, DeWind, and Gregory LLP
- 7.) School Physician – Dr. Robert Castellanos
- 8.) Records Management Officer – Ms. Kimberly Vile
- 9.) Records Access Officer – Ms. Judi Riley
- 10.) Title IX/Section 504/ADA Compliance Officer – Ms. Judi Riley
- 11.) District Representative on Coop. Health Insurance Board of Directors – Ms. Kimberly Vile
- 12.) District Representative on Coop. Workmen's Comp. Board of Directors – Ms. Kimberly Vile
- 13.) Attendance Officer – Ms. Judi Riley
- 14.) Board of Education Audit Advisory Committee
- 15.) Board of Education Policy Committee
- 16.) Board of Education Facilities Committee
- 17.) CSE/CPSE Committee/Subcommittee Members as submitted
- 18.) State Education Department Impartial Hearing Officer List as submitted with automatic addition or deletion of future recommendations from SED
- 19.) Clerk for Impartial Hearings – Ms. Kendra Foster
- 20.) Designated SAVE Official, Residency Appeals Officer, Homeless Liaison, and Dignity Act Coordinator – Ms. Judi Riley
- 21.) Designated Medicaid Compliance Officer – Ms. Kimberly Vile
- 22.) School Purchasing Agent – Ms. Kimberly Vile
- 23.) Asbestos (LEA) Designee – Mr. Robert Martin

**e. Designations:**

- 1.) Official Depository for Funds
- 2.) CAPCO Service Agreements
- 3.) Set Board Meeting Dates
- 4.) Official Newspaper

**f. Authorizations:**

- 1.) The Superintendent of Schools, or designee, to certify payrolls
- 2.) The Superintendent of Schools, or designee, to approve attendance at all conferences, conventions, workshops, and related education activities
- 3.) The Superintendent of Schools authorized to seek external grant funds
- 4.) Establishment of petty cash funds: Establishment of ten petty cash funds:
  - one (1) in the amount of \$500 under the direction of Executive Secretary to Director of Athletics
  - two (2) in the amount of \$150 each under the direction of Secretary to the Business Official (District Office)
  - three (3) in the amount of \$100 each under the direction of Executive Secretary to the JSHS Building Principal (High School), Executive Secretary to Principal of Barry School and Executive Secretary to Elementary Summer School
  - four (4) in the amount of \$75 each under the direction of Executive Secretary to Principal of Parker School, Executive Secretary to Principal of Randall School, Executive Secretary to Principal of Smith School, Executive Secretary to Principal of Virgil School
- 5.) The School District Treasurer to sign checks
- 6.) The Director of Business Services to approve budget transfers up to \$10,000 and the Superintendent of Schools to approve budget transfers up to \$10,001 to \$35,000
- 7.) The Director of Business Services to invest available funds
- 8.) The Superintendent of Schools to make appointments between Board meetings
- 9.) The Superintendent is authorized to sign Memoranda of Understanding and/or Agreement following pre-discussion with the Board
- 10.) The Superintendent of Schools to appoint Board of Registration/Elections Inspectors if those approved by the Board cannot serve
- 11.) The Superintendent of Schools to appoint Impartial Hearing Officer at the maximum local rate of \$100.00 per hour
- 12.) Authorization of Deputy Treasurer to sign Checks in Absence of Treasurer
- 13.) Tax Collection Periods
- 14.) Approval of Affordable Care Act Compliance Resolution

**g. Bonding of Personnel:**

- 1.) District Clerk
- 2.) District Treasurer
- 3.) Deputy Treasurer
- 4.) Senior Account Clerk
- 5.) District Central Treasurer for Extra-Curricular Activity Funds
- 6.) Internal Claims Auditor
- 7.) Deputy Internal Claims Auditor
- 8.) Superintendent
- 9.) Director Business Services

**h. Other Items:**

- 1.) Re-adoption of all policies and bylaws in effect at the end of the previous year
- 2.) Mileage Reimbursement Rate
- 3.) Certification of Principal Lead Evaluators – School Year 2015-16
- 4.) Certification of Teacher Lead Evaluators – School Year 2015-16

**3. COMMUNICATIONS and RECOGNITION:**

- a. Audience Participation – on items related to the Agenda (speakers are asked to limit their comments to two minutes).
- b. Board Member Reports
  - 1.) BOE Audit Committee – Report on June 29, 2015 Meeting
  - 2.) BOE Policy Committee Report on June 25 and July 2, 2015 Meetings
  - 3.) BOE Facilities Committee – Next meeting TBD
  - 4.) Reminder: Board Retreat – July 30, 2015, 4:00-8:00 p.m., Kaufman Center

**4. PRESENTATIONS**

**5. CONSENT**

- a. Minutes of June 22, 2015 Regular Meeting
- b. CSE/CPSE (Committee on Special Education/Committee on Pre-school Special Education) Recommendations 2014-15
- c. CSE/CPSE (Committee on Pre-school Special Education) Recommendations 2015-16

**6. OLD BUSINESS**

**7. OTHER NEW BUSINESS**

- a. Financial Reports: Treasurer's Report, Trial Balance, Revenues, Intrafund Transfers, Appropriations, Warrant, Claims Monthly Report – May 2015
- b. 1<sup>st</sup> Reading Revision to Policy 7110 Attendance
- c. 1<sup>st</sup> Reading Revision to Policy 7618 Use of Time Out Rooms
- d. 2<sup>nd</sup> Reading Revision to Policy 7421 Athletic Participation in Mixed Competition
- e. Acceptance of \$100.00 Donation from TST BOCES for the CJSHS Remembrance Garden
- f. Approval of Rental Agreement for Ice Hockey at Cortland Sports Complex, Inc.
- g. Tax Warrant Adoption
- h. Approval of Rental/Ancillary Agreements with OCM BOCES July 1 - August 31, 2015
- i. Approval of Rental/Ancillary Agreements with OCM BOCES September 1, 2015 - June 30, 2016
- j. Declaration of Surplus Vehicles

**8. PERSONNEL ACTION**

- a. Approval of Personnel Resignations and Leaves
- b. Approval of Non-Instructional Personnel Appointments
- c. Approval of Administrative and Instructional Personnel Appointments
- d. Approval of Substitute Rates for Teachers, Teaching Assistants, Nurses, and Non-Instructional Personnel for 2015-16
- e. Approval of Rates for Clock Operators and Security Personnel at Events

**9. LEADERSHIP REPORTS:**

- a. Director of Business Operations
- b. Assistant Superintendent for Pupil and Personnel Service
- c. Director of Curriculum and Instruction
- d. Superintendent
  - 1.) 2014-15 Department of Athletics Report

**10. BOARD MEMBER ACTIVITIES**

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

**12. NEXT MEETING AGENDA REVIEW**

**13. EXECUTIVE SESSION (only if needed)**

**14. ADJOURNMENT**

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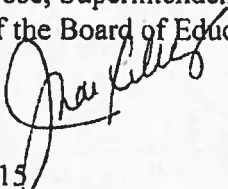
## CORTLAND ENLARGED CITY SCHOOL DISTRICT

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 of Schools  
Members of the Board of Education

**From:** Judi Riley 

**Date:** June 30, 2015

**RE:** 2015-2016 Cortland County Community Action Program, Inc. (CAPCO)

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Enclosed for your review and approval are the 2015 – 2016 lease and service agreements between CAPCO Head Start Program and Cortland School District. The agreements will be in place through July 31, 2016.

As always, please call or email with any questions.

**LEASE AND SERVICE AGREEMENT  
CORTLAND CITY SCHOOL  
Cortland County Community Action Program, Inc.**

This agreement entered in this 1<sup>st</sup> day of August 2015, between Cortland County Community Action Program, Inc., 32 North Main Street, Cortland, New York 13045. (CAPCO) and the Cortland City School, 1 Valley View Drive, Cortland, New York 13045, is entered into for the purpose of defining the terms under which Cortland will provide to CAPCO Head Start, user space and service in the Cortland City School. This agreement is entered into for the purpose of defining the terms and conditions under which Cortland will lease to CAPCO Head Start the right to use and occupy on a regular basis a portion of the property.

1. CAPCO Head Start shall have the use of one classroom in the Smith Elementary School, Wheeler Avenue, Cortland, New York 13045. The classroom number may change per the request of the school district.
2. The designated space will be available for use by the CAPCO Head Start Program from August 1, 2015 through July 31, 2016. See #12. Hours of operation are 8:00 a .m. to 4:30 p.m., Monday through Friday.
3. Should the CAPCO Head Start Program not be operating during the months of July and August, the program may still store classroom and office equipment/supplies in their allocated space.
4. The CAPCO Head Start Program will be able to use the designated area for evening activities as coordinated with the Cortland School personnel.
5. CAPCO Head Start Program will pay Cortland \$3500.00 per year. Payable monthly at a rate of \$350.00 per month for a 10-month period.
6. CAPCO Head Start will utilize the Smith Elementary School phone system according to their regulations.
7. CAPCO Head Start will carry full liability and personal injury insurance coverage with \$1,000,000.00 limit naming Cortland City School as an insured under the policy. A certificate of insurance will be issued annually to Cortland School District.
8. Cortland School District will provide for the agreed upon space, adequate light, heat along with daily custodial maintenance services: Sweeping, mopping, vacuuming of floors, bathrooms, trash removal, and replacing bathroom toilet paper towel supplies.
9. CAPCO Head Start agrees to be responsible for the repair of damage to the leased property, other than the normal wear and usage which occurs with routine occupancy of the property.
10. CAPCO Head Start will not make any alterations to the property without the prior approval of Cortland School District. The term alterations include attachments (permanent or

temporary) to the floor, walls, and ceilings or the removal or placement of doors, ramps, or partitions.

11. Cortland School District and the CAPCO Head Start Program will work cooperatively with the necessary personnel to ensure open lines of communications regarding this lease and service agreement. In addition, and where necessary, both parties will coordinate services for the best interests of the respective programs and their participants.
12. This lease and service agreement shall be extended automatically for one year and from year to year thereafter, without further notice by either party upon the same terms and conditions, including rent. Either party may terminate this lease at any time upon giving either party a written notice sixty (60) days in advance of the termination of this lease.

Cortland City School District

Cortland County Community Action Program, Inc.

\_\_\_\_\_  
President of the Board

\_\_\_\_\_  
CAPCO Executive Director

\_\_\_\_\_  
Date

6/25/15  
\_\_\_\_\_  
Date

\_\_\_\_\_  
CAPCO Head Start Director

6/24/15  
\_\_\_\_\_  
Date

**LEASE AND SERVICE AGREEMENT  
CORTLAND CITY SCHOOL  
Cortland County Community Action Program, Inc.**

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1. CAPCO Head Start shall have the use of one classroom in the Randall Elementary School, 31 Randall Street, Cortland, New York 13045.
2. The designated space will be available for use by the CAPCO Head Start Program from August 1, 2015 through July 31, 2016. See #12. Hours of operation are 8:00 a .m. to 4:30 p.m., Monday through Friday.
3. Should the CAPCO Head Start Program not be operating during the months of July and August, the program may still store classroom and office equipment/supplies in their allocated space.
4. The CAPCO Head Start Program will be able to use the designated area for evening activities as coordinated with the Cortland School personnel.
5. CAPCO Head Start Program will pay Cortland \$3500.00 per year. Payable monthly at a rate of \$350.00 per month for a 10-month period.
6. CAPCO Head Start will utilize the Randall Elementary School phone system according to their regulations.
7. CAPCO Head Start will carry full liability and personal injury insurance coverage with \$1,000,000.00 limit naming Cortland City School as an insured under the policy. A certificate of insurance will be issued annually to Cortland School District.
8. Cortland School District will provide for the agreed upon space, adequate light, heat along with daily custodial maintenance services: Sweeping, mopping, vacuuming of floors, bathrooms, trash removal, and replacing bathroom toilet paper towel supplies.
9. CAPCO Head Start agrees to be responsible for the repair of damage to the leased property, other than the normal wear and usage which occurs with routine occupancy of the property.

10. CAPCO Head Start will not make any alterations to the property without the prior approval of Cortland School District. The term alterations include attachments (permanent or temporary) to the floor, walls, and ceilings or the removal or placement of doors, ramps, or partitions.
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**Cortland City School District**

**Cortland County Community Action Program, Inc.**

\_\_\_\_\_  
President of the Board

\_\_\_\_\_  
*[Signature]*

CAPCO Executive Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
*6/24/15*

Date

\_\_\_\_\_  
*[Signature]*

CAPCO Head Start Director

\_\_\_\_\_  
*6/24/15*

Date



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1. CAPCO Head Start shall have the use of one classroom, in the Parker Elementary School, Madison Street, Cortland, New York 13045. The classroom number may change per the request of the school district.
2. The designated space will be available for use by the CAPCO Head Start Program from August 1, 2015 through July 31, 2016. See #12. Hours of operation are 8:00 a.m. to 4:30 p.m., Monday through Friday.
3. Should the CAPCO Head Start Program not be operating during the months of July and August, the program may still store classroom and office equipment/supplies in their allocated space.
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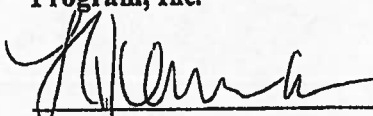
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12. This lease and service agreement shall be extended automatically for one year and from year to year thereafter, without further notice by either party upon the same terms and conditions, including rent. Either party may terminate this lease at any time upon giving either party a written notice sixty (60) days in advance of the termination of this lease.

**Cortland City School District**

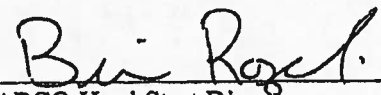
\_\_\_\_\_  
President of the Board

\_\_\_\_\_  
Date

**Cortland County Community Action  
Program, Inc.**

  
\_\_\_\_\_  
CAPCO Executive Director

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
CAPCO Head Start Director

  
\_\_\_\_\_  
Date

2.e.3.)

CORTLAND ENLARGED CITY SCHOOL DISTRICT 2015-16 BOARD OF EDUCATION MEETINGS 7:00 PM Kaufman Center Conference Rooms except where noted					
July 7 Organizational Meeting	October 27	February 23	May 10 Public Budget Hearing Meet the Candidates ( <i>Tentative</i> ) & Regular Meeting *Jr-Sr HS Auditorium*		
August 11	November 17	March 8	May 17 Budget Vote/Election 9:00 PM Canvass of Votes		
August 25	December 8	March 22	May 24		
September 8	January 12	April 12	June 14		
September 22	January 26	April 18 ( <i>Monday</i> )	June 28 ( <i>Tentative</i> )		
October 13	February 9				

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**D'Arcangelo & Co., LLP**  
**Certified Public Accountants & Consultants**

200 E. Garden St., P.O. Box 4300, Rome, N.Y. 13442-4300  
315-336-9220 Fax: 315-336-0836

September 15, 2014

Mr. Brian Freeman  
Director of Business Services  
Cortland Enlarged City School District  
1 Valley View Drive  
Cortland, NY 13035

Dear Mr Freeman:

We are pleased to confirm our understanding of the services we are to provide the Cortland Enlarged City School District (District) for the year ended June 30, 2015. We will perform internal audit services for the District as follows.

We will perform a risk assessment of the District's business operations in effect as of the date of our fieldwork. Our risk assessment will be in accordance with auditing standards generally accepted in the United States of America, applicable standards contained in Government Auditing Standards issued by the Comptroller General of the United States, and will meet the District's obligations under New York Education Law § 2116-b. Our risk assessment will include identification of the District's audit areas together with its policies and procedures, the internal controls currently in effect. Our risk assessment will include but not be limited to, a review of financial policies and procedures and the testing and evaluation of the District internal controls.

We will document the results of our assessment in a formal report. The report will analyze significant risk assessment findings, recommend changes for strengthening controls, and reducing identified risks, and specify timeframes for implementation of such recommendations. The report will also provide an update based on the risk assessment performed and recommendations made in the prior year. We will perform as we are engaged in subsequent years, annual reviews and updates of this risk assessment and monitoring and reporting on compliance with agreed-upon recommendations. The results of our assessment and our report are intended for internal use only and should not be used for any other purposes.

The results of this assessment will be discussed and reviewed with the Audit Committee so as to arrive at a consensus as to the higher risk areas that should be subject to internal audit procedures, i.e. testing. We will perform annual testing and evaluation of one or more areas of the District's internal controls, taking into account risk, control weaknesses, size, and complexity of operations. We will suggest ways in which the District might improve its risk management system regarding financial reporting and management controls including the internal controls currently in effect, as well as those that might otherwise be required or recommended.

The Firm will provide additional copies of any reports on request of the District or make available print ready copy for District reproduction. As a component of the audit agreement, the Firm will make its staff available for ongoing consultation on improvements in District operations related to audit work performed by the Firm.

The purpose of this engagement is to assist the Audit Committee and Board of Education in improving the process by which the District monitors and manages its risk. However, it is ultimately the District's responsibility to assess the adequacy of its risk management system and utilize any of our suggestions. Management is responsible for management decisions and functions. The Board is to oversee risk assessment and internal audit services we provide. The Board is responsible for evaluating adequacy and results of those services and accepting responsibility for such services. Management is responsible for establishing and maintaining internal controls, including monitoring ongoing activities.

Page 2

Mr. Brian Freeman  
Director of Business Services  
Cortland Enlarged City School District  
September 15, 2014

Our fee of \$23,147 for the risk assessment update and testing procedures for the year ended June 30, 2015 is based upon anticipated services to be rendered as presented in our Internal Audit Proposal dated August 4, 2014.

Our invoices for other fees will be rendered as work progresses and are payable on presentation. If for any reason we are unable to complete our engagement, we will not issue a report as a result of this engagement.

We appreciate the opportunity to be of service to the Cortland Enlarged City School District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

*D'Arcangelo & Co., LLP*

Enclosures

**D'Arcangelo & Co., LLP:**

This letter correctly sets forth the understanding of Cortland Enlarged City School District.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

2.d.7.)

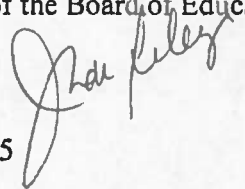
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Kaufman Center  
Phone: 607-758-4100, ext. 2221  
Fax: 607-758-4028

Judi B. Riley  
Assistant Superintendent  
for Pupil and Personnel Services

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

**FROM:** Judi Riley 

**DATE:** July 2, 2015

**RE:** 2015-2016 School Physician Recommendation

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This letter serves to recommend Dr. Castellanos as School Physician for the 2015-2016 school year at a rate of \$9,000. Per your approval, please forward to the board of education for appointment.

2.0.11.)

**2015/2016  
DISTRICT DESIGNATION OF  
COOPERATIVE HEALTH INSURANCE FUND OF CNY REPRESENTATIVE  
TO THE BOARD OF DIRECTORS**

Pursuant to Section 2 of the Second Amended and Restated Health Insurance Cooperative Agreement, Cortland Enlarged City School District hereby designates Kimberly Vile to serve as its primary designee, and Michael Hoose to serve as its alternate, to sit on the Board of Directors of the Cooperative Health Insurance Fund of Central New York, and exercise the voting authority of the Superintendent of the Cortland Enlarged City School District in his/her absence.

Signature: \_\_\_\_\_  
Superintendent of Schools

Date: \_\_\_\_\_

2. d. 12.)

**2015/2016  
DISTRICT DESIGNATION OF  
OCM WORKERS' COMPENSATION CONSORTIUM REPRESENTATIVE  
TO THE BOARD OF DIRECTORS**

Pursuant to Section 3 of the Second Amended and Restated Municipal Cooperation Agreement for Workers' Compensation Benefits, the Cortland Enlarged City School District/BOCES hereby designates Kimberly Vile to serve as its primary designee, and Michael Hoose to serve as its alternate, to sit on the Board of Directors of the OCM Workers' Compensation Consortium, and exercise the voting authority of the Superintendent of the School District/BOCES on the Board of Directors.

Signature: \_\_\_\_\_  
Superintendent of Schools

Date: \_\_\_\_\_



2 d.  
14/15/16

2015-16 Board Committees	
Committee / Meeting Schedule	Committee Members
<b>Audit Committee - 2<sup>nd</sup> Monday 3:30 p.m./KC</b> July 13, 2015 August 10, 2015 September 9, 2015 TBD	1. Melissa Davis-Howard 2. Janet Griffin 3. Judie Murphy 4. Michael Hoose 5. Kim Vile
<b>Facilities Committee - 2<sup>nd</sup> Thursday 3:30 p.m./KC</b>	1. Alane Van Donsel 2. Melissa Davis-Howard 3. Dan Sidebottom 4. Michael Hoose 5. Denise Fox 6. Bob Martin 7. Kim Vile, Director Business Services 8. Bill Stark, ex. Officio 9. Jim Mulherin /Lee Stepp/Chris Kelly (Lend Lease) (optional invitees) 10. Wendy Robbins (TetraTech Project Manager (optional invitee)
<b>Policy Committee – 2<sup>nd</sup> / 4<sup>th</sup> Tuesday 6:00 p.m./KC</b> August 11, 2015 August 25, 2015	1. John Natoli 2. Janet Griffin 3. TBD 4. Michael Hoose

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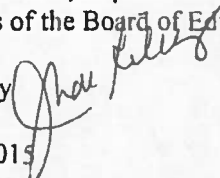
# CORTLAND ENLARGED CITY SCHOOL DISTRICT

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:** July 2, 2015

**RE:** 2015-2016 CSE and CPSE Committee/Subcommittee Members

This letter serves to recommend the following individuals for service on the special education and preschool special education committees/subcommittees for the 2015 – 2016 school year. Per your approval, please forward to the board of education for appointment.

## CSE COMMITTEE MEMBERS:

- |   |   |
|---|---|
| • K. Reynolds   | District Level Chairperson                    |
| • C. Smith  | CSE Chairperson/Certified School Psychologist |
| • M. Arthur   | CSE Chairperson/Certified School Psychologist |
| • A. Spawn  | CSE Chairperson/Certified School Psychologist |
| • Smith – TBD   | CSE Chairperson/Certified School Psychologist |
| • A. Barrette   | CSE Chairperson/Certified School Psychologist |
| • J. Couchman   | CSE Chairperson/Certified School Psychologist |
| • J. Ellis  | CSE Chairperson/Certified School Psychologist |
| • R. Castellanos  | Certified School Physician                    |
| • Z. Vollers  | School Social Worker                          |
| • L. Creighton  | School Social Worker                          |
| • J. Pace   | School Social Worker                          |
| • C. Henderson  | School Social Worker                          |
| • L. Kirsch   | School Social Worker                          |
| • All general education and special education instructional staff members |   |

## CPSE/CSE PARENT MEMBERS:

- |            |                             |
|------------|-----------------------------|
| • W. Darby | Homemaker/Preschool Teacher |
| • S. Price | Homemaker/Legislator        |
| • S. Allen | Cortland Eye Center         |
| • A. Cobb  | Real Estate Agent           |

## CSE SUBCOMMITTEES:

Each building's subcommittee will include the chairperson, the building's social worker the general education teachers and special education teachers/providers assigned to that building.

CPSE MEMBERS:

- K. Reynolds CPSE/Chairperson
- J. Stegeland Cortland County Representative
- R. Castellanos School Physician
- Parent Rep
- General Education Rep
- Special Education Rep
- Any general education teachers, special education teachers/providers who work with the child being met on, all district primary general education teachers and special education teachers/providers.

Appointment of Cortland City School District Representatives for Mediation:

- Assistant Superintendent for Pupil and Personnel Services
- Superintendent of Schools

Authorization of Cortland City School District Representatives for STAC

Approval:

- Assistant Superintendent for Pupil and Personnel Services

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2 d. 19.)  
2 d. 11.)

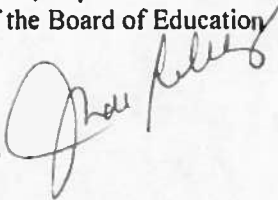
## CORTLAND ENLARGED CITY SCHOOL DISTRICT

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:** July 2, 2015

**RE:** Impartial Hearing Officer List

---

Please consider approval of the following Impartial Hearing Officers as identified for our County on the State Impartial Hearing Officer Rotational list and any additions/deletions made by the aforementioned department for the 2015 – 2016 school year.

Lynn Almeleh  
Robert Briglio  
Paul Bumbalo  
Maryanne Dimeo  
Lana Flame  
Martin Kehoe  
Michael Lazan  
Nancy Lederman  
Edward Luban  
James McKeever  
Kenneth S. Ritzenberg  
Jerome Schad  
Craig Tessler  
Aaron Turetsky  
James Walsh  
Mindy Wolman  
Joan B. Alexander

Further, please consider approval of the following:

1. Board of Education President granted authority to approve Impartial Hearing Officers in absence of a timely board of education meeting,
2. Executive Secretary to the Assistant Superintendent or Superintendent as district contact persons for Impartial Hearing Officer selection procedure, and
- ★ 3. A designated maximum local rate of \$100.00 per hour for Impartial Hearing Officer.

2. f. 13.)



## 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  
From: Kimberly Vile, Director of Business Services  
Re: Tax Collection Periods  
Date: 6/29/15

The following is a proposed resolution for the July 7<sup>th</sup> Board of Education Meeting-

"Whereas, the Board of Education of Cortland Enlarged City School District is empowered by New York Real Property Tax Law § 1326 to authorize and receive the payment of real property taxes for the support of the school district in installments, and

Whereas, the adoptions of a resolution permitting the payment and collection of property taxes in installments would be beneficial for the school district and the taxpayers,

NOW THEREFORE, on motion of \_\_\_\_ and seconded by, it is

RESOLVED, the school district taxpayers of the Cortland Enlarged City School District shall be permitted to pay the property tax due in two installments on the following dates:

Installment 1 – August 1 until August 31 and Installment 2- February 1 until February 29th; if any installment of taxes is paid on or before the date when due, no interest shall be charged thereon;

No installment may be paid unless all prior installments of current taxes, including interest with the following schedule:

September 1<sup>st</sup>-September 30<sup>th</sup>-2%

October 3%

November 4%

December 5%

January 6%

February 7 % (1st installment only), shall have been paid or shall be paid at the same time, and it is further

RESOLVED, the notice required to be given by the collecting officer shall state that taxes may be paid in installments as provided in this resolution."

Cc: Board of Education  
Andrea Herzog, File

2 A. 14 )



Enlarged City School District

## CORTLAND ENLARGED CITY SCHOOL DISTRICT

1 Valley View Drive  
Cortland, New York 13045

Kimberly Vile  
Director of Business Services  
kvile@cortlandschools.org

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

Date: June 29, 2015

To: Mike Hoose, Superintendent  
From: Kimberly vile  
Re: Affordable Care Act Resolution  
Cc: Board of Education

The Affordable Care Act (ACA) has defined employees working 30 hours or more as full time employees. The ACA also requires employers with more than 50 employees to provide all full time employees with access to an employer sponsored health plan. The ACA allows an employer to use a "look back" period of 3, 6, or 12 months to determine which employees would satisfy the 30 hours a week requirement to become eligible for health insurance. Although, it is my understanding that a Board of Education resolution is not legally required to standardize the look back period, it is considered by many to be a best practice. It is, therefore, the recommendation of the business office that the Board of Education approve the following resolution on a yearly basis as a best practice:

A motion made by \_\_\_\_\_, seconded by \_\_\_\_\_,

WHEREAS, the Cortland Enlarged City School District maintains a group health plan as a member of Cooperative Health Insurance Fund of Central New York; and

WHEREAS, the Cortland Enlarged City School District is required to offer coverage under its health plan to eligible full-time employees pursuant to the Patient Protection and Affordable Care Act (ACA), effective in 2015; and

WHEREAS, the Cortland Enlarged City School District has variable hour employees whose full-time status must be determined pursuant to guidance issued under the ACA;

NOW, THEREFORE, BE IT RESOLVED, that the Superintendent of Schools or their designee be, and hereby is, authorized and directed to establish and maintain procedures for the purposes of compliance with the ACA, including (but not limited to) the following:

1. For variable-hour employees, Cortland Enlarged City School District shall establish a 12-month standard measurement period beginning July 1st, and ending the following June 30<sup>th</sup>;
2. The initial measurement period for any new variable-hour employee shall be the 12-month period beginning on the date of hire and ending on the anniversary date thereof;
3. The stability period, during which time a variable-hour employees status as eligible or ineligible for health Plan coverage is fixed, is the period beginning July 1<sup>st</sup> and ending June 30<sup>th</sup>.

BE IT FURTHER RESOLVED that the Superintendent of Schools or their designee is authorized and directed to take such actions as she determines are necessary or proper to give effect to the foregoing resolutions.

April 28, 2015

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

RECEIVED

APR 29 2015

Office of Superintendent

Dear Mike:

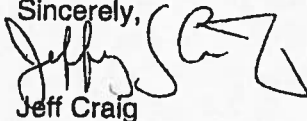
The 2014-2015 cohort of Ongoing Lead Evaluator Training has concluded. A record of attendance of administrators (name and # hours attended) from your district, based on the sign-in sheets, is attached. Participation in Ongoing Lead and/or Principal Evaluator Training provides training in the required components (with attention to inter-rater agreement and reliability) as specified in regulation and in your Review Room attestations.

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

All resources from Evaluator Training are archived at the APPR website (under the APPR tab under "For School Districts" at [ocmboces.org](http://ocmboces.org)). At the top of the "Evaluator Training Archives" page you will also find sample language for a Board resolution (in case you plan on utilizing that avenue for Evaluator Certification). If you have questions about Evaluator Training please don't hesitate to contact me.

At this point I don't think anyone is clear about next year and APPR. Whatever the case may be, we'll be ready to provide any and all required training. Stay tuned!

Sincerely,

  
Jeff Craig

# OCM BOCES Ongoing Lead Evaluator Training, 2014-2015 Attendance

LastName	FirstName	Email	DistrictName	11.6.14	11.7.14	1.26.15	1.27.15	3.26.15
Bliss	Kristie	kbliss@corlandschools.org	Corland Enlarged City School District	3	0	0	3	0
Braffman	Abe	abratman@corlandschools.org	Corland Enlarged City School District	3	0	3	0	3
Cafararo	Kevin	kcafararo@corlandschools.org	Corland Enlarged City School District	3	0	3	0	0
Johnson	Jeffrey	jjeffrey@corlandschools.org	Corland Enlarged City School District	0	0	3	0	3
Kaup	Lisa	lkaup@corlandschools.org	Corland Enlarged City School District	3	0	3	0	3
Kostuk	Cliff	ClKostuk@corlandschools.org	Corland Enlarged City School District	3	0	3	0	3
Mack	Joseph	jcmack@corlandschools.org	Corland Enlarged City School District	3	0	3	0	3
Reyes	Peter	prraves@corlandschools.org	Corland Enlarged City School District	3	0	3	0	3
Riley	Judi	jtriley@corlandschools.org	Corland Enlarged City School District	3	0	3	0	3
Warish	Angela	awarish@corlandschools.org	Corland Enlarged City School District	3	0	3	0	0
Yard	Kevin	kyard@corlandschools.org	Corland Enlarged City School District	3	0	0	0	3
Zarccone	John	jzarccone@corlandschools.org	Corland Enlarged City School District	3	0	3	0	3



## **CERTIFICATION OF LEAD EVALUATORS**

**WHEREAS, the following people are considered as Certified Lead Evaluators for the 2014-2015 School Year, having participated in the Lead Evaluator Training provided by the OCM BOCES Network Team:**

**By virtue of the fact of having participated in the Ongoing Lead Evaluator Training provided by the OCM BOCES Network Team, which included the required components, the following people are considered as Certified Lead Evaluators for the 2014-2015 School Year:**

- Kristie Bliss
- Kenneth Brafman
- Kevin Cafararo
- Jeffrey Johnson
- Lisa Kaup
- Cliff Kostuk
- Joseph Mack
- Peter Reyes
- Angela Wanish
- Kevin Yard
- John Zarcone

7.6

# 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

*4/25/15 Policy Review*  
*7/17/15 BOE 1st Reading*  
*8/11/15 BOE 2nd Reading*  
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:** 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 <sup>nd</sup> 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**

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## 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 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 Pprincipal, 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  
J.C.

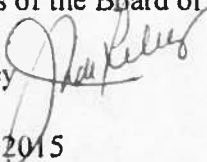
CORTLAND ENLARGED CITY SCHOOL DISTRICT

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Cortland, New York 13045

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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**

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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

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Category: 7000 Students

Policy: 7361

Type:

Title: Athletic Participation in Mixed Competition

6/23/15 1st Ad. BOE 66  
7/7/15 2nd Ad. BOE 74 7d  
Needs to be  
inserted per  
J. Johnson 7421 New  
7361 old

Adopted: 09/24/2008  
Last Revised:

The Board of Education elects that The Cortland Enlarged City School District adhere to the Commissioner of Education Regulation on Mixed Competition, Section 135.4 (c) (7) (ii) (e).

Male and female pupils on interschool athletic teams.

1. Equal opportunity to participate in interschool competition, either on separate teams or in mixed competition on the same team, shall be provided to male and female students, except as hereinafter provided. In schools that do not provide separate competition for male and female students in a specific sport, no student shall be excluded from such competition solely by reason of sex except in accordance with the provisions of subclauses (2) and (4) of this policy. For the purpose of this policy, baseball and softball shall be considered to constitute a single sport.
2. In the sports of baseball, basketball, boxing, field hockey, football, ice hockey, lacrosse, rugby, soccer, softball, speedball, team handball, power volleyball where the height of the net is set at less than eight feet, and wrestling, the fitness of given student to participate in mixed competition shall be determined by a review panel consisting of the school physician, a physical education teacher designated by the principal of the school, and if requested by the parents of the pupil, a physician selected by such parents. Such panel shall make its determination by majority vote of the members, and in accordance with standards and criteria issued by the department. \*
3. Where a school provides separate competition for male and female pupils in interschool athletic competition in a specific sport, the superintendent of schools, or in the case of a nonpublic school or school system which elects to be governed by this policy, the chief executive officer of the school or school system, may permit a female or females to participate on a team organized for males. However, where separate competition is provided, males may not participate on teams organized for females.
4. Where a school does not provide separate competition for male and female pupils in interschool athletic competition in a specific sport, the superintendent of schools, or in the case of a nonpublic school or school system which elects to be governed by this clause, the chief executive officer of the school or school system, or the section may decline to permit a male or males to participate on a team organized for females upon a finding that such participation would have a significant adverse effect upon the opportunity of females to participate successfully in interschool competition in that sport.

Legal Reference: 135.4 (c) (7) (ii) (e)

Adopted: 09/24/2008

7.e



Enlarged City School District

## **CORTLAND ENLARGED CITY SCHOOL DISTRICT**

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

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

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

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**To: Michael Hoose, Superintendent of Schools  
From: Kimberly Vile, Director of Business Services  
Re: Donation Acceptance  
Date: 6/26/15  
cc: Board of Education**

It is the recommendation of the business office to accept the following donation of \$100.00 from TST BOCES to the Cortland United Teachers association. The donation will be used toward the remembrance garden that is being established secondary to the student tragedies during the 2014-15 school year.

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

cc: Andrea Herzog, Treasurer



7F

**RENTAL AGREEMENT**  
**CORTLAND SPORTS COMPLEX**  
**CORTLAND, NY**

Facilities Rental Agreement dated this 25<sup>TH</sup> day of June, 2015 by and between Cortland Sports Complex Inc. with an address of 4292 Fairground Road, Cortland, New York 13045, and Cortland Homer Golden Eagles Hockey Team (Cortland City School District and Homer School District), with an address at Cortland City School District of 1 Valley View Drive, Cortland, NY 13045 and an address at Homer School District of PO Box 500, Homer, NY 13077 herein after together referred to as "Lessee."

Whereas, the Cortland Sports Complex Inc. manages and operates the sports complex facility at 4292 Fairground Road, Cortland, New York 13045, and rents out portions of the facility for use by organizations and individuals in the Cortland community; and

Whereas, the Lessee desires to rent a portion of said facility in accordance with the terms and conditions set forth herein; Now, therefore, for good and valuable consideration, the parties hereby agree as follows:

1. Cortland Sports Complex Inc. does hereby rent Ice Arena & Locker Room(s) to the Lessee and the Lessee hereby rents said portion of the facility for the term and for the purpose listed on Schedule A annexed hereto and incorporated herein by reference. Upon reasonable advance notice and for good cause, the Cortland Sports Complex hereby reserves the right to cancel or modify dates or times of the Lessee's use, and upon said modification, the Lessee is entitled to elect to cancel said modified time and receive a credit accordingly. In the event of school cancellation of scheduled rental time, Lessee is responsible for the rental fee for ice due to cancellation by opponent or home team. If the reservation can be re-booked to another renter, the Lessee will be giving a credit accordingly. Cortland Sports Complex Inc. reserves the right to reasonably adjust customer schedule requests to meet the overall needs of the facility and its customers.
2. Rent shall be paid in accordance with the schedule of payments as set forth in said Schedule A. In the event any payment is more than 30 days past due, the Cortland Sports Complex Inc. shall be entitled to interest on said unpaid balance at the rate of 1 % per annum. The Cortland Sports Complex Inc. reserves the right to require a security deposit in the event it determines the same is appropriate, the payment of which shall be in accordance with the terms specified herein. The security deposit shall be fully refundable following expiration of this agreement and the Lessee's full compliance with its terms and conditions.
3. The Lessee shall use the rented portion of the facilities subject to the rules and regulations as established by the Cortland Sports Complex Inc. from time-to-time. Said rules and regulations shall apply to but not be limited to conduct of Lessee, Lessee's participants, spectators and visitors, parking, ingress and egress, signage, seating, smoking, locker rooms, restrooms and entering and exiting the rented portion of the facility. The Lessee shall leave the facility in a clean condition and shall also provide adequate supervision, not only for its participants, but also for all spectators or visitors present in the facility in connection with its usage. The Cortland Sports Complex Inc. shall not be responsible for any loss or misplaced items of personal property, and the care and security of any items are the sole and exclusive obligation of the Lessee or the Lessee's participants, spectators or visitors, as the case may be. The Lessee shall be responsible for all damage to the facility incurred by itself or its participants. Payment for all damages shall be due and payable in full within ten (10) days from date of invoice. The Lessee shall insure that no materials, objects or substances are brought into the facility that are illegal or that may endanger life or property, and the Cortland Sports Complex Inc. reserves the right to refuse admission or to have removed from the facility any person or persons who fail to comply either with the terms of this Lease or its rules and regulations.
4. For and in consideration of the terms and conditions herein, the Lessee for itself, its participants, its agents, employees, members, guests, and invitees hereby waive any and all claims for damages of any kind resulting from its use of the facility. The Lessee acknowledges that its use of the facility has risks inherent to the particular activities of the participants, as well as spectators or visitors. The Lessee acknowledges it will insure that all of its participants have adequate equipment and are properly equipped for its participants' safety, and further that it has reviewed the risks inherent in its particular activities with its participants, spectators or visitors, and that they have knowingly accepted those risks.



5. The Lessee shall indemnify and hold the Cortland Sports Complex Inc. harmless from any and all claims for damages which are made against the Cortland Sports Complex Inc. by reason of any action or inaction by the Lessee, its participants, spectators or visitors, and the use of said facilities pursuant to the terms and conditions herein and shall also hold the Cortland Sports Complex Inc. harmless from any expenses in connection therewith. Further, the Lessee shall obtain adequate insurance and shall name the Cortland Sports Complex Inc. as an insured under its general liability policy. The Lessee shall provide the Cortland Sports Complex Inc. with evidence of said coverage no later than one month prior to said event and upon reasonable request shall provide additional proof of the same during the term of this Agreement.

6. Any additions, deletions or modifications of this Agreement, if any, are contained in Schedule B annexed hereto and incorporated herein by reference. In the event the Lessee fails to timely make any payment due herein or fails to comply with any other terms and conditions of this Agreement or the rules and regulations of the facility, said Lessee shall be deemed to be in default, and the Cortland Sports Complex Inc. shall provide written notice of the same to the Lessee at the address set forth herein. Upon said written notice, which is deemed made when sent, the Cortland Sports Complex Inc. may suspend Lessee's use of the facilities pursuant to this Agreement until said default has been cured. Upon five (5) days written notice, the Cortland Sports Complex Inc. may terminate this Agreement in the event the Lessee has failed to cure said default. Upon said suspension or termination, the Cortland Sports Complex Inc. may pursue all remedies available under applicable law, including but not limited to the recovery for attorney's fees incurred in pursuing said remedies.

7. This Agreement, together with all schedules, constitutes the entire understanding and agreement of the parties. Any prior agreement not set forth herein is of no force or effect.

8. No alteration or variation of this Agreement shall be valid unless reduced to writing and signed by the parties.

9. Each party is a valid and legally existing entity and each of the undersigned affirm that he/she has full authority to enter into this Agreement.

SIGNED: Cortland School District

By: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name and Title)

SIGNED: Homer School District

By: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name and Title)

**Cortland Sports Complex Inc.**

By: \_\_\_\_\_

Tamara Demeree-Lindhorst, Executive Director

Address: 4292 Fairground Road  
Cortland, New York 13045

## SCHEDULE A

**Portion of the facility rented:** Ice Arena, High School Locker Room, Visitor Locker Room(s)

**Term:** Commencement date: November 9, 2015 Termination date: February 28, 2016

**Rent:** See attached Schedule Dated 6/19/15 Total Rent for term: \$21,481.25 (122.75 hrs)

**Rate Per Hour:** \$175

**Security Deposit:** none

Rent shall be due as follows: Invoices will be sent monthly and payment will be due within 30 days of invoice.

**Insurance:** A certificate of insurance must be provided naming Cortland Sports Complex, Inc. as an additional insured on Lessee's liability policy with a minimum coverage amount of \$1 million per occurrence. This certificate must be provided to the Complex no less than 1 month prior to the start of the event.

**Facility Policies:** Attached are the Facility Policies for the J.M. McDonald Sports Complex. These policies are in full force and effect for the rental period outlined above.

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## RENTAL SCHEDULE

CUSTOMER ("Lessee") – See Schedule Attached Dated 6/19/15

Golden Eagles HS Hockey Team

Portion of Facility Used	Commencement Date	Event start time to finish time	Termination Date	Event Cost
Ice Arena	11/09/15	See Attached Schedule	2/28/16	\$ 21,481.25
HS Locker Room and Visitor Locker Rooms 1/2				

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## SCHEDULE B

Not applicable



## CHHS GOLDEN EAGLES HOCKEY

Monday, November 09, 2015 ~ Friday, February 19, 2016

Date	Time	HOURS	FEE
Monday, November 09, 2015	3:45 PM - 5:15 PM		
Tuesday, November 10, 2015	3:45 PM - 5:15 PM		
Wednesday, November 11, 2015	3:45 PM - 5:15 PM		
Thursday, November 12, 2015	3:45 PM - 5:15 PM		
Friday, November 13, 2015	3:45 PM - 5:15 PM		
Monday, November 16, 2015	3:45 PM - 5:15 PM		
Tuesday, November 17, 2015	3:45 PM - 5:15 PM		
Wednesday, November 18, 2015	3:45 PM - 5:15 PM		
Thursday, November 19, 2015	3:45 PM - 5:15 PM		
Friday, November 20, 2015	3:45 PM - 5:15 PM		
Monday, November 23, 2015	3:45 PM - 5:15 PM		
Tuesday, November 24, 2015	7:00 PM - 9:30 PM		
Wednesday, November 25, 2015	3:45 PM - 5:15 PM		
Monday, November 30, 2015	3:45 PM - 5:15 PM		
TOTAL NOVEMBER		22.00	\$ 3,850.00
Tuesday, December 01, 2015	3:45 PM - 5:15 PM		
Wednesday, December 02, 2015	3:45 PM - 5:15 PM		
Friday, December 04, 2015	3:45 PM - 5:15 PM		
Monday, December 07, 2015	3:45 PM - 5:15 PM		
Tuesday, December 08, 2015	7:00 PM - 10:00 PM		
Wednesday, December 09, 2015	3:45 PM - 5:15 PM		
Thursday, December 10, 2015	3:45 PM - 5:15 PM		
Friday, December 11, 2015	7:00 PM - 10:00 PM		
Monday, December 14, 2015	3:45 PM - 5:15 PM		
Wednesday, December 16, 2015	3:45 PM - 5:15 PM		
Thursday, December 17, 2015	3:45 PM - 5:15 PM		
Monday, December 21, 2015	3:45 PM - 5:15 PM		
Tuesday, December 22, 2015	7:00 PM - 10:00 PM		
Wednesday, December 23, 2015	3:45 PM - 5:15 PM		
Saturday, December 26, 2015	1:45 PM - 9:00 PM		
Sunday, December 27, 2015	11:00 AM - 4:00 PM		
Monday, December 28, 2015	3:45 PM - 5:15 PM		
Tuesday, December 29, 2015	7:00 PM - 10:00 PM		
Wednesday, December 30, 2015	3:45 PM - 5:15 PM		
TOTAL DECEMBER		43.75	\$ 7,656.25



## CHHS GOLDEN EAGLES HOCKEY

Monday, November 09, 2015 ~ Friday, February 19, 2016

Date	Time	HOURS	FEE
Monday, January 04, 2016	3:45 PM - 5:15 PM		
Tuesday, January 05, 2016	3:45 PM - 5:15 PM		
Wednesday, January 06, 2016	3:45 PM - 5:15 PM		
Friday, January 08, 2016	3:45 PM - 5:15 PM		
Monday, January 11, 2016	3:45 PM - 5:15 PM		
Tuesday, January 12, 2016	7:00 PM - 10:00 PM		
Wednesday, January 13, 2016	3:45 PM - 5:15 PM		
Friday, January 15, 2016	3:45 PM - 5:15 PM		
Monday, January 18, 2016	3:45 PM - 5:15 PM		
Tuesday, January 19, 2016	7:00 PM - 10:00 PM		
Wednesday, January 20, 2016	3:45 PM - 5:15 PM		
Thursday, January 21, 2016	3:45 PM - 5:15 PM		
Monday, January 25, 2016	3:45 PM - 5:15 PM		
Tuesday, January 26, 2016	6:30 PM - 9:30 PM		
Wednesday, January 27, 2016	3:45 PM - 5:15 PM		
Thursday, January 28, 2016	3:45 PM - 5:15 PM		
TOTAL JANUARY		28.50	\$ 4,987.50
Monday, February 01, 2016	3:45 PM - 5:15 PM		
Tuesday, February 02, 2016	3:45 PM - 5:15 PM		
Wednesday, February 03, 2016	3:45 PM - 5:15 PM		
Thursday, February 04, 2016	7:00 PM - 10:00 PM		
Friday, February 05, 2016	3:45 PM - 5:15 PM		
Monday, February 08, 2016	3:45 PM - 5:15 PM		
Tuesday, February 09, 2016	7:00 PM - 10:00 PM		
Wednesday, February 10, 2016	3:45 PM - 5:15 PM		
Thursday, February 11, 2016	7:00 PM - 10:00 PM		
Friday, February 12, 2016	7:00 PM - 10:00 PM		
Monday, February 15, 2016	3:45 PM - 5:15 PM		
Tuesday, February 16, 2016	3:45 PM - 5:15 PM		
Wednesday, February 17, 2016	3:45 PM - 5:15 PM		
Thursday, February 18, 2016	3:45 PM - 5:15 PM		
Friday, February 19, 2016	3:45 PM - 5:15 PM		
TOTAL FEBRUARY		28.50	\$ 4,987.50
CONTRACT TOTAL		122.75	\$ 21,481.25



## FACILITY POLICIES

Updated: June 23, 2011

### Our Pledge to our Patrons and Customers

At the J. M. McDonald Sports Complex, we hold customer satisfaction in high regard. We make the following commitments to our patrons and customers:

- ☐ You will be treated with respect and courtesy at all times by our team of enthusiastic, skilled and qualified staff.
- ☐ We are open to suggestions and comments and we will deal with them fairly and promptly.
- ☐ We will do everything in our power to provide you with a clean, safe, and friendly atmosphere for your families to enjoy.
- ☐ We will offer a variety of sports activities and programs for the enjoyment of a wide range of our local population.
- ☐ Safety is a top priority at the Complex.
- ☐ Continuous improvement in our programs, facility and service will be a goal of our staff as we strive for excellence.

If you feel there are ways that we can improve our service to you, please contact any member of our staff.

### Behavior

#### **PARENTS OR LEGAL GUARDIANS ARE RESPONSIBLE FOR THEIR CHILDREN'S BEHAVIOR.**

The Sports Complex is a zero tolerance facility.

Team coaches, league board members and officials are responsible to ensure that all youth, parents, spectators observe all Sports Complex rules, regulations and policies associated with their program or team. The Skater's Code of Conduct and Assumption of Risk Agreement are in effect for this facility. Details are posted in the Ice Arena.

**The Sports Complex reserves the right to expel an individual or team from the complex property, with out refund, for misconduct committed therein.**

Actions by spectators, coaches, and/or players may result in: on the field penalties, suspension, or termination of a match or game and possibly forfeiture of the match or game. Any match or game in progress may be suspended and possibly forfeited unless said person leaves the premises (including parking lot and all Complex property). Verbal and/or physical abuse of Complex staff, referees, or volunteers will not be tolerated.

### Prohibited Activities/Substances

- ☐ **NO** Alcohol, Tobacco products or illegal substances are permitted on Complex property.
- ☐ Please refrain from bringing outside food or drinks into the Complex. Food and Drink purchases may be made at the concession stand during its operating hours and the various vending machines located in our dining area.
- ☐ **NO** gum, drink or food is allowed on the playing surfaces. Water and Sports Drinks are the only permitted beverages in the bench areas.
- ☐ **NO** glass containers in any area of the Complex.
- ☐ **NO** hanging on safety nets or goals on the turf field.
- ☐ **NO** wall ball (including pucks).
- ☐ Children under age 13 must be accompanied by an adult at all times.
- ☐ Passing, throwing, kicking, or hitting of balls and/or pucks are not permitted in the common areas of the building (includes lobby, skate changing area, mezzanine, dining area, meeting rooms, bleachers, perimeter around fields). Sports equipment is only to be used on the fields or ice arena. Equipment will be confiscated and retained.
- ☐ Shirts and shoes must be worn at all times.
- ☐ Parents and Coaches are responsible for intentional damage of the Complex by players and spectators.
- ☐ Pets are not allowed in the building.

### Parking

Traffic in the front parking near main entrance is **ONE WAY**. **Standing or parking in front of the Main Entrance Brick Path is PROHIBITED.** Parking in handicap spaces without proper handicap identification will result in your vehicle being towed at your expense. Please use caution in the parking areas and watch for children. **Parking is at you own risk**

### Injuries/Medical Emergencies

Participants must sign a facility waiver form before participating in activities. It is recommended that managers and coaches, at each game, carry medical release forms, blood kits, medical kits and extra uniforms in the event a parent/guardian cannot be reached in an emergency. The Complex reserves the right to seek emergency care for an injured player, including ambulance assistance or hospital care, as may be deemed necessary under the circumstances at the time. **ALL ACCIDENTS MUST BE REPORTED TO COMPLEX STAFF AND AN ACCIDENT FORM MUST BE COMPLETED. Walkers in the Turf Area do so at their own risk.**

### Spectator Etiquette

Zero tolerance guidelines are utilized for all spectators, players, coaches and team personnel.

**The mezzanine is closed.** The mezzanine is reserved for members of the Fitness Gap, CNY MMA and YMCA gymnastics only.

Spectators must watch the games from the designated areas (bleachers, outside turf nets on spectator side only, outside of ice arena boards, mezzanine). Spectators are not permitted in the bench areas or behind the goals in either venue.

### Photography and Video Recordings

Photographs and videos are occasionally taken of programs and events at the Sports Complex. These photos are used to promote future programs. If you prefer that you or your child not be included, please contact the main office.

### Lost and Found

The Complex is not responsible for lost, stolen, or damaged articles. "Lost & Found" is located in the Skate Rental Shop. Items will be retained for only a short time and then donated to charity.

### Locker Rooms

Coaches & Players are responsible to clean up the locker rooms and bench area at the end of their practice or game. Any malfunctions with the facilities should be reported to staff at once.

### Bulletin Boards

All poster and information must be approved by the Executive Director before it can be posted. The complex reserves the right to refuse postings of political or inappropriate nature. Bulletin boards are to be used to promote local community events, not for sale of merchandise, products or services.

### CONTACT INFORMATION

Phone 607-753-8100, Fax 607-753-8400  
4292 Fairgrounds Drive, Cortland, NY 13045  
[www.jmmcomplex.com](http://www.jmmcomplex.com)

7-h

## AGREEMENT FOR FACILITY USE - SUMMER

This Agreement made this 1<sup>st</sup> day of July, 2015, by and between the **Board of Cooperative Educational Services**, Sole Supervisory District, Onondaga, Cortland & Madison Counties, PO Box 4754, 6820 Thompson Road, Syracuse, New York 13221 (hereinafter the "BOCES") and Cortland Enlarged City School District, located at 1 Valley View Drive, Cortland, NY 13045 (hereinafter the "Lessor").

<b>1. <u>Property to be Leased:</u></b>	Cortland Junior/Senior High School (42 rooms)
<b>2. <u>Term of Lease:</u></b>	Two (2) months commencing July 1, 2015 and expiring midnight, August 31, 2015.
<b>3. <u>Payment Terms:</u></b> 0 classrooms w/o air – 3 class sessions @ \$750 0 classrooms w/o air – 2 class sessions @ \$500 0 classrooms w/o air – 1 class sessions @ \$250 18 classrooms with air – 3 class sessions @ \$900 = \$16,200.00 16 classrooms with air – 2 class sessions @ \$600 = \$ 9,600.00 8 classrooms with air – 1 class session @ \$300 = \$ 2,400.00 <b>TOTAL \$28,200.00    ONE PAYMENT IN FULL: August 31, 2015</b>	
<b>4. <u>Intended Use of Property by BOCES:</u></b>	Special Education/Regional Summer School
<b>5. <u>Services to be Furnished by the Lessor:</u></b>	<ul style="list-style-type: none"> <li>• Classroom furniture</li> <li>• At least one computer per classroom</li> <li>• Telephones with long distance access for work-related calls only. Number of lines and phone locations to be mutually agreed upon by Lessor and BOCES</li> <li>• Network technology/Internet access (available no less than one week prior to start of school)</li> <li>• Access to copy machine unless alternate arrangements are made with OCM BOCES Administrator</li> <li>• Access to fax machines and interactive whiteboard if installed in room</li> <li>• Access to computer lab, library, office space, and nursing facilities (No supervision) (Regional Summer School)</li> <li>• Heat, air conditioning (if available), electricity, custodial services (including paper and other bathroom supplies)</li> <li>• Normal maintenance and minor repairs</li> <li>• Network technology support within 48 hours of reported problem. District may charge OCM BOCES for support costs with prior approval from OCM BOCES administrator at previously agreed-upon rate</li> <li>• Use of Nurse's office</li> <li>• All leased space will be available to OCM BOCES no later than June 30</li> </ul>
<b>6. <u>Services to be Furnished by the BOCES:</u></b>	<ul style="list-style-type: none"> <li>• Instructional Staff</li> <li>• Additional instructional equipment beyond one computer per classroom</li> <li>• Email address for staff</li> <li>• Nursing supplies exclusive of blood pressure cuff</li> <li>• Support Staff (Library and/or AV Support)</li> </ul>
<b>7. <u>Insurance:</u></b>	The BOCES shall provide liability insurance in the amount of \$1,000,000 comprehensive general liability with a \$5,000,000 umbrella for any claims with respect to its actions.
<b>8. <u>Indemnification:</u></b>	In the event that a student is injured while participating in any ancillary service provided by the Lessor, the Lessor shall hold the BOCES harmless for such claim and shall indemnify the BOCES for any damages paid or judgment rendered against the BOCES, including any legal fees and costs incurred by the BOCES in defending such claims.

ONONDAGA-CORTLAND-MADISON BOCES

CORTLAND ENLARGED CITY SCHOOL DISTRICT

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Date

## AGREEMENT FOR FACILITY USE AND PROVISION OF ANCILLARY SERVICES – SCHOOL YEAR

This Agreement made this 1<sup>st</sup> day of September, 2015, by and between the Board of Cooperative Educational Services, Sole Supervisory District, Onondaga, Cortland & Madison Counties, PO Box 4754, 6820 Thompson Road, Syracuse, New York 13221 (hereinafter the "BOCES") and Cortland Enlarged City School District, 1 Valley View Drive, Cortland, NY 13045 (hereinafter the "Lessor").

<b>1. <u>Property to be Leased:</u></b>	Rooms at: Cortland High School (1) = 1 Total Room
<b>2. <u>Term of Lease:</u></b>	Ten (10) months commencing September 1, 2015 and expiring midnight, June 30, 2016.
<b>3. <u>Payment Terms:</u></b> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">                     \$5,000 annual rent per classroom                      \$2,500 annual fee per classroom for ancillary services                      (such as gym and art for the Exceptional Education classrooms)                 </div> <div style="width: 45%;">                     Total 1 room = \$5,000.00                      Total 1 room = \$2,500.00   <b>TOTAL:           \$7,500.00</b>                      Three payments: December 1, 2015, March 1, 2016, June 1, 2016                 </div> </div>	
<b>4. <u>Intended Use of Property by BOCES:</u></b>	Special Education
<b>5. <u>Services to be Furnished by the Lessor:</u></b>	<b><u>Facilities:</u></b> <ul style="list-style-type: none"> <li>Heat, air conditioning (if available), electricity, custodial services (including paper supplies)</li> <li>Normal maintenance and minor repairs</li> <li>Telephone with long distance access</li> <li>Network technology/Internet access (available no less than one week prior to start of school)</li> <li>Access to computer lab and library</li> <li>Access to a photocopy machine</li> <li>Access to Interactive Whiteboard if installed in room</li> </ul> <b><u>Ancillary:</u></b> <ul style="list-style-type: none"> <li>Nursing Services</li> <li>All services relating to mainstreaming as identified in each student's IEP</li> <li>Access to breakfast and lunch programs</li> <li>Access to guidance counselors as needed for scheduling</li> <li>Network technology support</li> </ul>
<b>6. <u>Services to be Furnished by the BOCES:</u></b>	<ul style="list-style-type: none"> <li>Instructional staff</li> <li>Instructional equipment</li> <li>Classroom furniture unless district offers to include with room at no additional cost</li> <li>Classroom technology equipment unless alternate arrangements are made with OCM BOCES Administrator</li> <li>Support for OCM BOCES technology equipment</li> </ul>
<b>7. <u>Insurance:</u></b>	The BOCES shall provide liability insurance in the amount of \$1,000,000 comprehensive general liability with a \$5,000,000 umbrella for any claims with respect to its actions.
<b>8. <u>Indemnification:</u></b>	In the event that a student is injured while participating in any ancillary service provided by the Lessor, the Lessor shall hold the BOCES harmless for such claim and shall indemnify the BOCES for any damages paid or judgment rendered against the BOCES, including any legal fees and costs incurred by the BOCES in defending such claims.

**ONONDAGA-CORTLAND-MADISON BOCES**

**CORTLAND ENLARGED CITY SCHOOL DISTRICT**

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Date



**CORTLAND ENLARGED CITY SCHOOL DISTRICT**

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

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

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

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To: Michael Hoose, Superintendent of Schools  
From: Kimberly A. Vile, Director of Business Services  
Re: Surplus Items  
Date: June 25, 2015  
Cc: Board of Education

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

The items listed are a combination of obsolete, damaged, and all are no longer in service. The district will attempt to sell any items of value through an online service provider or by other means. Any items not sold or remain, will be scrapped or recycled.

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



06/16/15

For your consideration,

Bus #19 -2005 Thomas FS-65.

65 passenger

86336 miles

Removed from service 03/25/15

Runs & drives, but has an EGR coolant leak with a repair cost of \$1800-\$2000

Corrosion consistent with age of vehicle.

I recommend auctioning bus #19 on "Auctions International"

Bus #26-2007 Thomas C2

65 passenger

101,000 miles

Removed from service 05/15

Vehicle runs & drives

Severe rear axel issues.

Cost of repair exceeds value of vehicle.

Substantial body & underbody corrosion.

I recommend auctioning bus #26 on "Auctions International"

Van # 148 -2005 Chrysler Caravan

190,000 miles

Severe Underbody and body corrosion.

Electrical issues.

Does not run.

I recommend scraping vehicle.

Local scrap yard estimates value to be approximately \$300

As the school acquires new vehicles we will be removing older, less reliable vehicles from service

Thank you,

Michael Morris

Trans Tech

CJSHS Bus garage

S.A.

# SCHEDULE OF RESIGNATIONS AND LEAVES

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

Schedule Number: 11.55

Board Meeting Date: July 7, 2015

Color: White

## A. Approval of Personnel Resignations and Leaves

### ADMINISTRATORS/INSTRUCTIONAL PERSONNEL:

RESIGNATION	POSITION	ORIGINAL APPOINTMENT	RESIGNATION DATE	REASON
Larkin, Laura	Special Education	09/01/2015	06/22/2015	Resignation.
Smith, Lauren	Music	09/01/2014	06/30/2015	Resignation.
Nichols, Katharina	Mathematics	09/01/2014	06/30/2015	Resignation.
Harding, Lora	Elementary	09/01/2013	06/30/2015	Resignation.
Cumming, Joy	Foreign Language	09/01/2013	06/30/2015	Resignation.
Kline, Barbara	Elementary	09/01/1990	06/30/2015	Retirement.

### CO-CURRICULAR PERSONNEL:

RESIGNATION	POSITION	ORIGINAL APPOINTMENT	RESIGNATION DATE	REMARKS
Rhinehart, Kathryn	Student Council Jr. High Co-Advisor	05/12/2015	06/25/2015	Resignation.

### NON-INSTRUCTIONAL PERSONNEL:

RESIGNATION	POSITION	ORIGINAL APPOINTMENT	EFFECTIVE DATE	REASON
Stoker, Daniel	Cleaner	12/26/2007	06/19/2015	Retirement.
Call, Laura	Library Aide	01/29/1990	07/01/2015	Retirement.
Discenza, Michael	Teacher Aide	03/24/2014	07/01/2015	Resignation.

### INSTRUCTIONAL/NON-INSTRUCTIONAL PERSONNEL:

LEAVE OF ABSENCE	POSITION	ORIGINAL APPOINTMENT	LEAVE DATES	REASON
Kline, Nicholas	Physical Education	09/01/2006	09/01/2015 – 06/30/2016	Unpaid Leave of Absence.

\*Revision in italics

8.b.

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

Schedule Number: 1147  
 Board Meeting Date: July 7, 2015  
 Color: White

Last	First	Effective	Job Title	Remarks	Rate
Doubet	Molly	07/06/2015	Summer Labor	Returning	\$ 9.05
Dovi	Katharine	07/06/2015	Summer Labor	Returning	\$ 9.05
Reynolds	Alex	07/06/2015	Summer Labor	Returning	\$ 9.05
Sanford	Alex	07/06/2015	Summer Labor	Returning	\$ 9.05
van de Veur	Luke	07/06/2015	Summer Labor	Returning	\$ 9.05
Zupancic	Jack	07/06/2015	Summer Labor	Returning	\$ 9.05
Farley	Charisse	07/06/2015	Summer Labor	New	\$ 9.05
Guido	Joseph	07/06/2015	Summer Labor	New	\$ 9.05

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

Schedule Number: 1148  
Board Meeting Date: July 7, 2015  
Color: White

**Summer School & Programs**

NAME	JOB TITLE	COMMENTS	RATE
Bush, Wava	Cook Manager	Retroactive to 07/06/2015	\$18.67
Norris, Maureen	Food Service Helper	Retroactive to 07/06/2015	\$12.19
Crosby, Rhoda	Food Service Helper	Retroactive to 07/06/2015	\$12.15
Potter, Gail	Food Service Helper	Retroactive to 07/06/2015	\$12.19
Bishop, Santina	Teacher Aide	Retroactive to 07/06/2015	\$11.35
Card, Loretta	Teacher Aide	Retroactive to 07/06/2015	\$12.68
Marsted, Shirley	Teacher Aide	Retroactive to 07/06/2015	\$11.61
Sherwood, Amy	Teacher Aide	Retroactive to 07/06/2015	\$12.68
Cotterill, Christina	Teacher Aide	Retroactive to 07/06/2015	\$11.61
Thomas, Dorothy	Teacher Aide	Retroactive to 07/06/2015	\$15.33

# SCHEDULE OF APPOINTMENTS

## ADMINISTRATORS AND INSTRUCTIONAL STAFF

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

Schedule Number: 2355

Board Meeting Date: July 7, 2015

Color: White

NAME	POSITION/ LOCATION	TYPE OF APPT	DATE EFFECTIVE	PROB ENDS	TENURE AREA	CERT/ DEGREE	REMARKS	SALARY
Loomis, Catrina	Special Education/ Barry	Probationary	09/01/2015	08/31/2017	General Special Education	Special Education/ Permanent	Catrina will fill the Special Education vacancy due to resignation.	Step O1 \$50,419 Grad Hrs 36 \$1,440 Master's \$400
								TOTAL \$52,259.00*
Slack, Meghan	Technology/ JSHS	Probationary	09/01/2015	08/31/2018	Business Education- general	Technology Education/ Professional	Meghan will fill the Technology vacancy due to resignation.	Step E1 \$41,973 Grad Hrs \$ Master's \$
								TOTAL \$41,973.00*

\*2013-14 rate

8.C

# Co-Curricular Appointments

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

Schedule Number: 2356  
Board Meeting Date: July 7, 2015  
Color: Green

TITLE	APPOINTMENT	YR	AMOUNT*	
Parade Marching Instructor	Jeff Magacs	15	\$	\$795.00
Student Council Jr. High	Amy Sundheim	1	\$	\$634.50

# SCHEDULE OF APPOINTMENTS

## ADMINISTRATORS AND INSTRUCTIONAL STAFF

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

Schedule Number: 2357

Board Meeting Date: July 7, 2015

Color: White

NAME	POSITION	SUMMER SCHOOL	REMARKS	SALARY**
Shannon Bush	Instructor	Elementary	1 Session Effective -- 07/06 - 7/31/15	\$2,417.00
Karen Jordan	Instructor	Elementary	1 Session Effective -- 07/06 - 7/31/15	\$2,417.00
Eric Comtois	Instructor	Elementary	1 Session Effective -- 07/06 - 7/31/15	\$2,417.00
Bonnie Meldrim	Instructor	Elementary	1 Session Effective -- 07/06 - 7/31/15	\$2,417.00
Nadell Casey	Instructor	Elementary	1 Session Effective -- 07/06 - 7/31/15	\$2,417.00
Phyllis Litzenberger	Instructor	Elementary	1 Session Effective -- 07/06 - 7/31/15	\$2,417.00
Tom Dovi	Instructor	Elementary	1 Session Effective -- 07/06 - 7/31/15	\$2,417.00
Lynn Brown	Instructor	Elementary	1 Session Effective -- 07/06 - 7/31/15	\$2,417.00
Karen Curran	Instructor	Elementary	1 Session Effective -- 07/06 - 7/31/15	\$2,417.00
Stephanie Oyer	Instructor	Elementary	1 Session Effective -- 07/06 - 7/31/15	\$2,417.00
Cindy Abdulla	Teaching Assistant	Elementary	1 Session Effective -- 07/06 - 7/31/15	\$1,006.80
Francesca Mahar	Teaching Assistant	Elementary	1 Session Effective -- 07/06 - 7/31/15	\$1,006.80
Nancy Moore	Teaching Assistant	Elementary	1 Session Effective -- 07/06 - 7/31/15	\$1,006.80
Tina Walters	Teaching Assistant	Elementary	1 Session Effective -- 07/06 - 7/31/15	\$1,006.80
Vickey Tobin	Teaching Assistant	Elementary	1 Session Effective -- 07/06 - 7/31/15	\$1,006.80
Lacey, Jeff*	Instructor	Driver Education	Classroom and road time* 07/06 --08/18/15.	\$6,265.00
Gamel, Richard*	Instructor	Driver Education	Classroom and road time* 07/06 --08/18/15.	\$6,265.00
Dearie, Matt*	Instructor	Driver Education	Classroom and road time* 07/06 --08/18/15.	\$6,265.00
Guido, Jeffrey*	Instructor	Driver Education	Classroom and road time* 07/06 --08/18/15.	\$6,265.00

\* Approved for service. Actual employment will be determined by final student enrollment.

\*\*2013-14 rate

J. d.

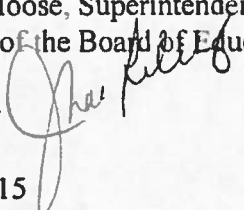
## CORTLAND ENLARGED CITY SCHOOL DISTRICT

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:** July 2, 2015

**RE:** Substitute Rates for 2015-2016

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Enclosed please find the proposed 2015-2016 substitute rates for teachers, teaching assistants, non-instructional staff and nurses for your action. The teacher and teaching assistant rates reflect a \$2.00 per day increase at each level. The nurse and non-instructional rates reflect a .25 increase per hour or higher as needed to adjust to minimum wage requirements.

As always, please call or email with any questions.



# SUBSTITUTE TEACHER PAY

EFFECTIVE 7/1/15

<u>Loyalty Incentives</u>	<u>Non-Certified Teacher **</u>	<u>Certified Teacher</u>
0 - 25 days	\$81.00 per day	\$ 99.00 per day
26 - 60 days	\$86.00 per day	\$101.00 per day
61+ days	\$91.00 per day	\$103.00 per day
Retired District Employees		\$107.00 per day

## Term Subs:

1 - 10 days	Regular Rate (\$81, \$86, \$91)	Regular Rate (\$99, \$101, \$103, \$107)
11 - 20	Regular Rate + \$22 (\$103, \$108, \$113)	Regular Rate + \$22 (\$121, \$123, \$125, \$129)
21+ Days (less than a full semester)	*1/200th Step 1 per day	*1/200th Step 1 per day
Full Semester		Regular Salary (Step, Hours, Degree)

## Half-Day Subs:

Substitutes who work one-half day will have their salary prorated for the day based upon their daily rate listed above.

\*Payable retro-active to the 11<sup>th</sup> day (days 11-20)

\*\* Length of Employment Requirements Section 80-5.4 Substitute Teachers.

(a) Definitions. As used in this section:

(1) Substitute teacher means one who is employed in place of a regularly appointed teacher who is absent but expected to return.

(2) Long-term basis means employment for 40 days by a school district in a school year.

(3) Itinerant basis means employment for 40 days or less by a school district in a school year.

(b) Responsibility. The responsibility for the employment of appropriately qualified substitutes rests with the chief school officer. Persons employed on a long-term basis shall have the proper certification for the position, except as provided in paragraph (c)(2) of this section.

(c) Length of employment. There shall be three categories of substitutes as follows:

(1) Substitutes with valid teaching certificates or certificates of qualification. Service may be rendered in any capacity, for any number of days. If employed on more than an itinerant basis, such persons will be employed in an area for which they are certified.

(2) Substitutes without a valid certificate, but who are completing collegiate study toward certification at the rate of not less than six semester hours per year. Service may be rendered in any capacity, for any number of days, in any number of school districts. If employed on more than an itinerant basis, such persons will be employed in the area for which they are seeking certification.

(3) Substitutes without a valid certificate and who are not working towards certification. Service may be rendered for no more than 40 days by a school district in a school year.

## SUBSTITUTE TEACHING ASSISTANT PAY

EFFECTIVE 7/1/15

### Loyalty Incentives

### Non-Certified Teaching Assistant

### Certified Teaching Assistant

0 - 25 days  
26 - 60 days  
61+ days

\$73.00 per day  
\$78.00 per day  
\$83.00 per day

\$81.00 per day  
\$86.00 per day  
\$91.00 per day

### Term Subs:

1 - 10 days

Regular Rate  
(\$73, \$78, \$83)

Regular Rate  
(\$81, \$86, \$91)

11 - 20

Regular Rate + \$17 (\$90, \$95,  
\$100)

Regular Rate + \$17 (\$98, \$103,  
\$108)

21+ days  
(less than a full  
semester)\*

\*\$100.00 per day

\*\$108.00 per day

Full Semester

Regular Salary

### Half-Day Subs:

Substitutes who work one-half day will have their salary prorated for the day based upon their daily rate listed above.

For 2015-2016 loyalty incentive would be based on 2014-2015 subbing and will also include subbing as a Teacher and/or Teacher Aide.

Note: Per Commissioner's Regulations – Certified Teachers are also certified as Teaching Assistants.

\*Payable retro-active to the 11<sup>th</sup> day (days 11-20)

## **SUBSTITUTE REGISTERED NURSE**

**EFFECTIVE 7/1/15**

### **Loyalty Incentive**

<u>Base Year Days</u>	<u>Current Year Rate</u>
0 - 25 days	\$17.00 per hour
26 – 60 days	+\$ .50 per hour
61+ days	+\$ .75 per hour

### **Long Term Subs (Continuous days without interruption)**

1 – 10 days	Current year rate for sub
11 – 30 days	+\$1.00 per hour
31+ days	New Entry Rate
61+ days	Paid holidays per District Holiday Schedule

### **Scheduled Substitute Service for Physicals**

Any substitute RN who accepts and fulfills such assignment will receive an additional \$1.00 per hour.

cc: Cabinet

**SUBSTITUTE NON-INSTRUCTIONAL PAY**

**EFFECTIVE 7/1/15**

<b><u>Title</u></b>	<b><u>Wages</u></b>
Cleaner/Courier	\$ 9.00 per hour
Typist/Clerical	\$10.35 per hour
Bus Driver	\$13.95 per hour
Aide/Monitor	\$ 9.00 per hour
Food Service Helper	\$ 9.00 per hour
Switchboard Operator	\$ 9.00 per hour

cc: Cabinet 6/24/15



confirming athletic budget rates  
Jeffory Johnson to: Margaret Boice  
Cc: Margaret Baccaro, Michael Hoose

06/25/2015 12:50 PM

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Cortland City School District  
Jeffory J. Johnson  
Director of Physical Education and Athletics  
8 Valley View Drive  
Cortland, New York 13045  
607-758-4115 office  
607-758-4119 fax

Margaret,

I would like to confirm that the rates for clock operators and security personnel at events were approved at \$ 40.00 per event starting in the 15-16 school year. This was an increase of \$ 10.00 and there has not been an increase in 18 years. We discussed this and it should be reflected in the athletic budget I forwarded you for 2015-16.

Thanks,  
Jeff