

CORTLAND ENLARGED CITY SCHOOL DISTRICT
Board of Education Meeting – Tuesday, January 17, 2017 at 6:30 p.m.
Kaufman Center, 1 Valley View Drive, Cortland NY

- 1. CALL TO ORDER and PLEDGE OF ALLEGIANCE**
- 2. COMMUNICATIONS and RECOGNITION:**
 - a. Kudos Korner
 - b. Audience Participation – (speakers are asked to state their name and address and limit their comments to two minutes).
 - c. Board Committee Reports:
 - 1.) BOE Policy Committee – Report on January 4 & 12, 2017 meetings
 - 2.) BOE Facilities Committee – Next meeting is scheduled for January 18, 2017 at 4:00 p.m.
 - 3.) BOE Audit Committee – Next meeting to be determined
 - 4.) BOE Financial Committee – Next meeting scheduled for January 24, 2017 at 5:45 p.m.
 - 5.) BOE Communication Committee – Next meeting TBD
- 3. PRESENTATIONS:**
 - a. Budget Presentation
- 4. CONSENT ITEMS:**
 - a. Minutes of December 13, 2016 Regular Meeting
 - b. CSE/CPSE (Committee on Pre-school Special Education) Recommendations 2016-2017
- 5. OLD BUSINESS:**
- 6. NEW BUSINESS:**
 - a. Financial Reports: Treasurer's Report, Trial Balance, Revenues, Intrafund Transfers, Appropriations, Warrant, Claims Monthly Report – November 2016
 - b. Acceptance of 2nd Reading of Policy #7515 Head lice
 - c. Approval of Field Placement Agreement: Grand Canyon University
 - d. Acceptance of Cooperative Purchasing Agreement
 - e. Acceptance of Board Member Resignation
 - f. Approval of Extended Field Trip – Capital Building, Albany, New York
 - g. *Appointment of Board of Registration and Election Inspectors as Presented for the Budget Vote and Election May 16, 2017*
- 7. PERSONNEL ACTION:**
 - a. Approval of Personnel Resignations and Leaves
 - b. Approval of Non-Instructional Personnel Appointments
 - c. Approval of Administrative and Instructional Personnel Appointments
 - d. Approval of Tenure Recommendation
- 8. LEADERSHIP REPORTS:**
 - a. Director of Business Services
 - b. Assistant Superintendent for Pupil and Personnel Services
 - c. Assistant Superintendent for Curriculum and Instruction
 - d. Director of Special Education
 - e. Superintendent
- 9. BOARD MEMBER ACTIVITIES**
- 10. NEXT MEETING AGENDA REVIEW**
- 11. EXECUTIVE SESSION**
- 12. ADJOURNMENT**

CORTLAND ENLARGED CITY SCHOOL DISTRICT
Board of Education Meeting – Tuesday, December 13, 2016 at 6:30 p.m.
Kaufman Center, 1 Valley View Drive, Cortland NY

A Regular Meeting of the Board of Education was held on Tuesday, December 13, 2016 at the Kaufman Center, 1 Valley View Drive, Cortland, New York.

Present: Ms. Melissa Davis-Howard, Ms. Christine Gregory, Ms. Janet Griffin, Ms. Judith Murphy, Mr. John Natoli, Mr. Peter Rogoff and Ms. Alane Van Donsel

Also Present: Mr. Michael Hoose, Superintendent; Ms. Judi Riley, Assistant Superintendent for Pupil and Personnel Services; Dr. Jeff Craig, Assistant Superintendent for Curriculum & Instruction; Ms. Kimberly Vile, Director of Business Service; Dr. John Sheehan, Director of Special Education; School and Community Members; and Ms. Alicia Zupancic, Clerk

1. CALL TO ORDER and PLEDGE OF ALLEGIANCE

Ms. Davis-Howard called the meeting to order at 6:30 p.m. and the Pledge of Allegiance was recited.

There was a moment of silence honoring the memory of Joe Coleman, a former Cortland Enlarged City School District Director of Secondary Education.

2. COMMUNICATIONS and RECOGNITION:

a. Kudos Korner - None

b. Audience Participation – (speakers are asked to state their name and address and limit their comments to two minutes).

Bonnie Meldrim and Heidi Shelley extended an invitation to the Board to attend the “Spotlight on Leadership” assembly taking place at Randall School on Friday December 23, 2016 at 2:00 p.m.

c. Board Committee Reports:

1.) BOE Policy Committee – Report on November 16, 2016 and December 1 & 7, 2016 meetings

The Policy Committee have completed going through the 1000's- 5,000's, up to 6, 411 in the 6, 000's and some of the 7,000's. The next meetings are scheduled for January 4, 2016 at 10:00 a.m. and January 12, 2016 at 4:30 p.m.

2.) BOE Facilities Committee – Next meeting is scheduled for December 15, 2016 at 4:00 p.m.

The next Facilities Committee meeting is scheduled for December 15, 2016 at 4:00 p.m.

3.) BOE Audit Committee – Next meeting to be determined

4.) BOE Financial Committee – Report on today's meeting

The Financial Committee went over the budget presentation that was presented later in this meeting.

5.) BOE Communication Committee – Report on December 1, 2016 meeting

The Communications Committee discussed the direction of the committee. They have chosen to update and work on the website first with the emphasis on the content and then go to social media venues.

3. PRESENTATIONS:

a. Academic Report

Mr. Hoose presented the academic data report

b. Meeting Community Eligibility

Francis Zaryski, Wava Bush, and Kim Vile did a presentation on Meeting community Eligibility. With this program, all K-6 students would be able to have lunch and breakfast with no cost.

c. Budget Presentation

Kimberly Vile shared a budget presentation with the Board.

4. **CONSENT ITEMS:**

a. Minutes of November 15, 2016 Regular Meeting

b. CSE/CPSE (Committee on Pre-school Special Education) Recommendations 2016-2017

607000501, 610354459, 607001626, 610370907, 607001994, 610366894, 610342472, 607000792, 610296162, 610373684, 610380590, 607001167, 607001365, 607002380, 607001125, 610364022, 607002499, 610375288, 607001110, 607000147, 610308571, 607001600, 607001848, 610373462, 610340881, 607001872, 607001230, 610382948, 610385319, 607000455, 610328958, 610348041, 610352501, 607001754, 607000473, 610383965, 607002387, 607002096, 607002114, 610330751, 607001253, 607002375, 610342339, 607001020, 607001378, 607001885, 610375318, 610350601, 607002655, 607001881, 610361650, 607002631, 607002286, 610382248, 607002491, 607000042, 607000887, 610381714, 607000196, 607002500, 610319848, 610321232, 610296200, 607001082

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

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

Final Vote: Yes – 7, No – 0. Motion Carried.

5. **OLD BUSINESS: There was no old business.**6. **NEW BUSINESS:**

a. Financial Reports: Treasurer's Report, Trial Balance, Revenues, Intrafund Transfers, Appropriations, Warrant, Claims Monthly Report – October 2016

RESOLVED, upon the recommendation of the Superintendent of Schools, to approve Financial Reports dated October 2016 as presented.

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

Final Vote: Yes – 7, No – 0. Motion Carried.

b. Acceptance of 1st Reading of Policy #7515 Head Lice

RESOLVED, upon the recommendation of the Superintendent of Schools, to accept the 1st Reading of Policy #7515 Head Lice as presented.

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

Final Vote: Yes – 7, No – 0. Motion Carried.

c. Approval to Surplus Items

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

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

Final Vote: Yes – 7, No – 0. Motion Carried.

d. Approval to Surplus Buses

RESOLVED, upon the recommendation of the Superintendent of Schools, to Surplus Buses #31, #32, #33, #34, and #35 being traded and sent to Matthews toward the price of new buses as presented.

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

Final Vote: Yes – 7, No – 0. Motion Carried.

7. PERSONNEL ACTION:**a. Approval of Personnel Resignations and Leaves**

RESOLVED, upon the recommendation of the Superintendent of Schools, to approve the Resignations and Leaves as presented on Resignations and Leaves Schedule 11.84.

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

Final Vote: Yes – 7, No – 0. Motion Carried.

b. Approval of Non-Instructional Personnel Appointments

RESOLVED, upon the recommendation of the Superintendent of Schools, to approve the appointments for Non-Instructional Personnel as presented on Schedules of Appointment 1199 and 1200 as revised.

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

Final Vote: Yes – 7, No – 0. Motion Carried.

c. Approval of Administrative and Instructional Personnel Appointments

RESOLVED, upon the recommendation of the Superintendent of Schools, to approve the appointments for Administrative and Instructional Personnel as presented on Schedules of Appointment 2446 and 2447.

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

Final Vote: Yes – 7, No – 0. Motion Carried.

8. LEADERSHIP REPORTS:**a. Director of Business Services**

- 1.) The lead testing results are online.

b. Assistant Superintendent for Pupil and Personnel Services

- 1.) Snack Pack Program

CECSD in partnership with CAPCO offers a program for students that helps to provide healthy food for weekends and school breaks. The students take home a snack backpack on Fridays and return the empty backpacks on Monday to be filled for that next Friday.

- 2.) Narcan Training

The Board agreed that Ms. Riley should put together a planning team for the administration of Narcan.

- 3.) The Family Reading Program collected over 700 books.

c. Assistant Superintendent for Curriculum and Instruction

We are in the cue for the first withdrawal of the Smart School Bonds Act. Now an application for the second draw needs to be completed.

d. Director of Special Education – None**e. Superintendent**

- 1.) A Vietnam War Veteran received his diploma and started a new job the next day making \$38.00/hour.
- 2.) Board Docs – possibly have someone from BOCES give the Board a presentation in a Board workshop.
- 3.) We have an IT audit taking place through the Comptroller's office.
- 4.) CNY School Boards Forum

9. BOARD MEMBER ACTIVITIES

Virgil Concert, Barry morning program, Parker Fab Lab, Smith Innovation Lab
The district was thanked for their donations to foster children for Christmas.

10. NEXT MEETING AGENDA REVIEW

11. EXECUTIVE SESSION

In accordance with Public Officer's Law Section 96, Subdivision 1, Ms. Davis-Howard called for an Executive Session at 8:23 p.m. to discuss the medical, financial, credit or employment history of a particular person.

Moved by Ms. Gregory, seconded by Ms. Griffin. Discussion: None
Final Vote: Yes – 7, No – 0. Motion Carried.

The Executive Session adjourned at 9:26 p.m..

Moved by Ms. Griffin, seconded by Mr. Rogoff. Discussion: None
Final Vote: Yes – 7, No – 0. Motion Carried.

12. ADJOURNMENT

As there was no further business to discuss, Ms. Davis-Howard asked for a motion to adjourn the regular meeting at 9:27 p.m.

Moved by Ms. Griffin, seconded by Ms. Murphy. Discussion: None
Final Vote: Yes – 7, No – 0. Motion Carried.

INVESTMENT REPORT as of 11/30/2016

6.a

ACCOUNT TYPE

BANK

BOOK BALANCE

ACCOUNT DESCRIPTION

FUND				ACCOUNT DESCRIPTION			
NYS requires one account code for all NYS funds coming into the district. The district transfers funds to the respective accounts noted below.							
Savings	JPMorganChase	\$	342,293	Funds from NYS			
Checking	JPMorganChase	\$	401,002	District office check scanner deposit account; No checks are written from this account			
General Fund Accounts:							
Public Funds Checking	TTC	\$	57,169	Used for General Fund related cash deposits; No checks are written from this account			
Commercial Checking	JPMorganChase	\$	(43,562)	Used for all payments from the General Fund & CM Fund			
Super Checking	TTC	\$	3,163,951	Used for property tax collections			
Super Svgs MMkt	TTC	\$	1,484,225	Retirement Reserve			
Super Svgs MMkt	TTC	\$	347,334	Unemployment Reserve			
Super Svgs MMkt	TTC	\$	2,013,539	Insurance Reserve			
Super Svgs MMkt	TTC	\$	812,217	Tax Certiorari Reserve			
Super Svgs MMkt	TTC	\$	966,116	Accrued Employee Benefit Reserve			
Super Svgs MMkt	TTC	\$	1,510,930	Capital Reserve			
Super Svgs MMkt	TTC	\$	30,149	Liability Reserve			
Super Svgs MMkt	TTC	\$	374,456	Workers' Compensation Reserve			
Super Svgs MMkt	TTC	\$	466,694	Repair Reserve			
School Lunch Fund Accounts:							
Public Funds Checking	TTC	\$	459,557	Used for all daily receipts of School Lunch Fund; no checks are written from this account			
Commercial Checking w/ Interest	JPMorganChase	\$	223,383	Used for all payments from the School Lunch Fund			
Special Aid Fund Account:							
Commercial Checking w/ Interest	JPMorganChase	\$	229,676	Used for all payments from the Special Aid Fund - Grants			
Capital Fund Account:							
Commercial Checking	JPMorganChase	\$	176	Used for paying capital project bills			
Debt Service Fund Account:							
Public Funds Commercial MMDA	JPMorganChase	\$	4,121,707	Used to account for BAN/bond proceeds to be used for capital expenditures and debt service			
Agency Fund:							
Public Funds Checking	TTC	\$	27,418	Used for Agency related cash deposits; No checks are written from this account			
Commercial Checking	JPMorganChase	\$	1,433,178	Used for all payments from the Agency Fund, including payroll and employee benefit payments			
Expendable Trust Fund:							
Public Funds NOW	TTC	\$	124,840	Savings account for all scholarship funds			

FUND BALANCE ANALYSIS AT YEAR END 2016
AS OF 11/30/16

REVENUE	BUDGET 16/17	Projected	ADJUSTMT	ADJ. BUD 16/17	EXCEEDED + (UNDER)
TAXES	17,246,932	17,126,954	-	17,246,932	(119,978)
CHARGE FOR SVCS	158,785	34,843	-	158,785	(123,942)
INTEREST/RENTS	54,750	37,406	-	54,750	(17,344)
SALE OF PROP Insurance Recovery	6,500	127,166	-	6,500	120,666
MISCELLANEOUS	599,003	509,241	-	599,003	(89,762)
STATE AID/BOCES AID	26,909,206	26,645,168	-	26,909,206	(264,038)
MEDICAID	125,000	16,063	-	125,000	(108,937)
INTERFUND TRANSFERS					
TOTAL	45,100,176	44,496,841	-	45,100,176	(603,335)
RESERVES	3,976,711				
APP FUND BALANCE	500,000	500,000		500,000	
TOTAL	49,576,887	44,496,841	-	45,600,176	

APPROPRIATIONS	BUDGET 16/17	YEAR To DATE	ADJUSTMT 2016-17	ADJ. BUD 16/17	(EXCEEDED) UNDER +
BD. OF ED	39,604	21,813	10,126	49,730	27,917
CENT. ADM	234,203	207,659	5,407	239,610	31,951
BUS. ADM	560,165	367,290	(96,062)	464,103	96,813
PERSONNEL	156,329	91,761		156,329	64,568
CENTRAL SRVCS	2,939,006	3,133,318	680,913	3,619,919	486,601
SPECIAL ITEMS	421,400	389,970		421,400	31,430
SUPERVISION	1,972,430	1,817,379	120,388	2,092,818	275,439
TEACHING	12,518,907	11,840,016	(37,254)	12,481,653	641,637
SPEC EDUCATION	6,233,871	5,475,447	(257,639)	5,976,232	500,785
SPEECH THERAPY	161,371	156,456	500	161,871	5,415
OCCUPATIONAL THERAPY	111,283	101,430		111,283	9,853
PHYSICAL THERAPY	-	51,108	61,500	61,500	10,392
OCC. EDUCATION	930,000	870,033	(55,000)	875,000	4,967
SUMMER SCHOOL	253,720	145,806	(107,414)	146,306	500
SCHOOL LIBRARY	562,052	668,811	150,153	712,205	43,394
TV	80,725	107,488	47,871	128,596	21,108
COMPUTER ASST. INST	1,410,175	1,414,013	120,812	1,530,987	116,974
ATTENDANCE	116,977	105,794	9,206	126,183	20,390
GUIDANCE	416,922	378,562	(14,750)	402,172	23,610
HEALTH/DIAGNOSTIC	252,168	238,432		252,168	13,736
PSYCHOLOGICAL	327,737	277,174		327,737	50,563
SOCIAL WORKER	430,483	393,687	(25,000)	405,483	11,796
CO-CURRICULAR	211,108	189,146	1,700	212,808	23,662
INTERSCHOLASTIC	662,592	396,448	(25,000)	637,592	241,144
TRANSPORTATION	1,185,746	827,478	(51,652)	1,134,094	306,616
GARAGE	120,092	49,243	720	120,812	71,570
TRANS BOCES	8,363	3,102	(4,600)	3,763	661
EMPLOYEE BENEFITS	13,304,812	11,555,200	(653,091)	12,651,721	1,096,521
DEBT SERVICE	3,809,646	3,499,646		3,809,646	310,000
INTERFUND TRANSFERS	145,000	135,504	148,786	293,786	158,282
TOTAL	49,576,887	44,909,213	30,621	49,607,508	4,698,294

Fund Balance
AS OF 11/30/16

FUND BALANCE, JULY 1, 2016
9,636,993
ADD: PROJECTED REVENUE
44,496,841
LESS: ACTUAL EXPENSES PLUS ENCUMBRANCES
44,909,213

FUND BALANCE, JUNE 30, 2017
9,224,621

(LESS): Appropriated Fund Balance
500,000

(LESS): Reserve for Encumbrances
Reserve for Workers Comp.
Reserve for Unemployment
Reserve for Retirement Contributions
Reserve for Liability
Reserve for Insurance
Reserve for Tax Certiorari
Reserve for Employee Benefits
Capital Reserve
Reserve for Repairs
374,456
347,334
1,983,080
30,149
242,936
1,012,217
966,116
2,282,678
766,694

(LESS): Reserves-Restricted Fund Balance
8,005,660

Unassigned Fund Balance
718,961

MAX FUND BALANCE (4% 2016/17 Budget)
1,983,075
SURPLUS/(DEFICIT) above 4%
(1,264,115)

Debt Service Fund
1,115,449

CORTLAND ENLARGED CITY SCHOOLS

Revenue Status Report From 7/1/2016 To 11/30/2016



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
A 1001	REAL PROPERTY TAXES	17,006,932.00	0.00	17,006,932.00	14,342,083.15	2,664,848.85
A 1081	OTHER PAYMENTS LIEU OF TAXES	150,000.00	0.00	150,000.00	107,167.22	42,832.78
A 1085	SCHOOL TAX RELIEF REIMBURSEMENT	0.00	0.00	0.00	2,652,798.05	-2,652,798.05
A 1090	INTEREST & PENALTIES REAL PROPERTY	90,000.00	0.00	90,000.00	24,905.16	65,094.84
A 1310	DAY SCHOOL TUITION INDIVIDUAL	25,000.00	0.00	25,000.00	22,760.00	2,240.00
A 1320	SUMMER SCHOOL TUITION INDIVIDUALS	13,051.00	0.00	13,051.00	0.00	13,051.00
A 1410	ADMISSION-FOOTBALL	4,000.00	0.00	4,000.00	3,220.00	780.00
A 1411	ADMISSIONS-BASKETBALL	3,000.00	0.00	3,000.00	0.00	3,000.00
A 1414	ADMISSIONS-OTHER EVENTS	2,000.00	0.00	2,000.00	0.00	2,000.00
A 1489	OTHER CHARGES FOR SERVICES	13,000.00	0.00	13,000.00	725.00	12,275.00
A 1490	CHARGES FOR TRANS-NON STUDENT	0.00	0.00	0.00	7,755.38	-7,755.38
A 2230	DAY SCHOOL TUIT OTHER DISTRICTS	80,000.00	0.00	80,000.00	0.00	80,000.00
A 2235	SERVICES PROVIDED FOR BOCES	300.00	0.00	300.00	0.00	300.00
A 2280	HEALTH SERVICES OTHER DISTRICT	18,434.00	0.00	18,434.00	0.00	18,434.00
A 2401	INTEREST AND EARNINGS	25,000.00	0.00	25,000.00	6,083.19	18,916.81
A 2410	RENTAL REAL PROPERTY INDIVIDUAL	13,500.00	0.00	13,500.00	18,225.00	-4,725.00
A 2413	RENTAL REAL PROPERTY BOCES	15,000.00	0.00	15,000.00	2,500.00	12,500.00
A 2414	RENTAL OF EQUIPMENT INDIVIDUAL	500.00	0.00	500.00	225.00	275.00
A 2450	COMMISSIONS	750.00	0.00	750.00	0.00	750.00
A 2650	SALES OF SCRAP/EXCESS MATERIAL	6,500.00	0.00	6,500.00	40.00	6,460.00
A 2680	INSURANCE RECOVERIES	0.00	0.00	0.00	126,999.55	-126,999.55
A 2690	OTHER COMPENSATION FOR LOSS	0.00	0.00	0.00	125.96	-125.96
A 2700	MEDICARE PART D DRUG REIMB	150,000.00	0.00	150,000.00	0.00	150,000.00
A 2701	REFUND PRIOR YEARS - BOCES	132,000.00	0.00	132,000.00	444,874.46	-312,874.46
A 2703	OTHER REFUNDS (SPECIFY)	100,000.00	0.00	100,000.00	52,596.35	47,403.65
A 2705	GIFTS AND DONATIONS	15,000.00	0.00	15,000.00	8,500.00	6,500.00
A 2770	UNCLASSIFIED REVENUES(SPECIFY)	102,003.00	0.00	102,003.00	0.00	102,003.00
A 2801	INTERFUND REVENUES	100,000.00	0.00	100,000.00	0.00	100,000.00
A 3101	BASIC FORMULA	23,673,886.00	0.00	23,673,886.00	810,751.74	22,863,134.26
A 3101.01	EXCESS COST AID	908,844.00	0.00	908,844.00	32,126.92	876,717.08
A 3102	LOTTERY AID	0.00	0.00	0.00	2,985,644.81	-2,985,644.81
A 3102.1	VLT GRANT	0.00	0.00	0.00	401,268.03	-401,268.03
A 3103	BOCES AID	2,067,800.00	0.00	2,067,800.00	0.00	2,067,800.00
A 3260	TEXTBOOKS	210,453.00	0.00	210,453.00	39,420.00	171,033.00
A 3262	SOFTWARE/HARDWARE AID	48,223.00	0.00	48,223.00	0.00	48,223.00
A 3289	OTHER STATE AID	0.00	0.00	0.00	6,511.00	-6,511.00
A 4601	MEDICAID ASSISTANCE	125,000.00	0.00	125,000.00	10,166.03	114,833.97
A Totals:		45,100,176.00	0.00	45,100,176.00	22,107,472.00	22,992,704.00
Grand Totals:		45,100,176.00	0.00	45,100,176.00	22,107,472.00	22,992,704.00

CORTLAND ENLARGED CITY SCHOOLS

Appropriation Status Summary Report By Function From 7/1/2016 To 11/30/2016



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
1010	BOARD OF EDUCATION	*	30,354.00	10,126.41	40,480.41	17,257.27	21,067.14
1040	DISTRICT CLERK	*	3,000.00	0.00	3,000.00	1,125.10	600.00
1060	DISTRICT MEETING	*	6,250.00	0.00	6,250.00	0.00	6,250.00
1240	CHIEF SCHOOL ADMINISTRATOR	*	234,203.00	5,407.20	239,610.20	83,079.20	31,951.22
1310	BUSINESS ADMINISTRATION	*	412,131.00	-98,792.00	313,339.00	101,793.01	76,012.32
1320	AUDITING	*	60,000.00	0.00	60,000.00	18,375.00	12,400.00
1325	TREASURER	*	75,234.00	1,740.03	76,974.03	27,893.80	3,934.00
1330	TAX COLLECTOR	*	12,800.00	990.00	13,790.00	1,496.00	4,467.00
1420	LEGAL	*	50,000.00	0.00	50,000.00	4,727.92	30,000.00
1430	PERSONNEL	*	106,329.00	0.00	106,329.00	27,007.31	34,568.10
1620	OPERATION OF PLANT	*	2,330,865.00	50,700.00	2,381,565.00	937,608.13	403,067.32
1621	MAINTENANCE OF PLANT	*	608,141.00	130,213.00	738,354.00	400,945.40	46,252.97
1680	CENTRAL DATA PROCESSING	*	0.00	500,000.00	500,000.00	138,815.76	37,280.83
1910	UNALLOCATED INSURANCE	*	205,000.00	0.00	205,000.00	190,305.40	14,694.60
1930	JUDGMENTS & CLAIMS	*	1,500.00	0.00	1,500.00	0.00	1,500.00
1964	REFUND ON REAL PROPERTY TAXES	*	2,000.00	0.00	2,000.00	0.00	2,000.00
1981	BOCES ADMINISTRATIVE COSTS	*	182,900.00	30,000.00	212,900.00	59,899.32	13,235.66
1983	BOCES CAPITAL EXPENSES	*	30,000.00	-30,000.00	0.00	0.00	0.00
2010	CURRICULUM DEVEL & SUPERVISION	*	331,741.00	-29,586.95	302,154.05	57,594.64	140,733.21
2020	SUPERVISION-REGULAR SCHOOL	*	1,535,689.00	24,975.39	1,560,664.39	565,473.02	25,422.67
2070	INSERVICE TRAINING-INSTRUCTION	*	105,000.00	125,000.00	230,000.00	42,891.66	109,283.11

CORTLAND ENLARGED CITY SCHOOLS

Appropriation Status Summary Report By Function From 7/1/2016 To 11/30/2016



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
2110	TEACHING-REGULAR SCHOOL	*	12,518,907.00	-37,254.46	12,481,652.54	2,899,316.12	8,940,699.71
2250	PROGRAMS-STUDENTS W/ DISABIL	*	6,233,871.00	-257,639.41	5,976,231.59	1,354,688.94	4,120,758.07
2251	SPEECH THERAPY	*	161,371.00	500.00	161,871.00	35,320.24	121,136.22
2252	OCCUPATIONAL THERAPY	*	111,283.00	0.00	111,283.00	22,677.75	78,752.72
2253		*	0.00	61,500.00	61,500.00	11,548.04	39,559.50
2280	OCCUPATIONAL EDUCATION	*	930,000.00	-55,000.00	875,000.00	261,009.84	609,022.96
2330	TEACHING-SPECIAL SCHOOLS	*	253,720.00	-107,414.38	146,305.62	145,805.62	0.00
2610	SCHOOL LIBRARY & AUDIOVISUAL	*	562,052.00	150,152.65	712,204.65	211,278.56	457,532.08
2620	EDUCATIONAL TELEVISION	*	80,725.00	47,871.34	128,596.34	39,074.41	68,413.71
2630	COMPUTER ASSISTED INSTRUCTION	*	1,410,175.00	120,812.11	1,530,987.11	673,061.86	740,951.35
2805	ATTENDANCE-REGULAR SCHOOL	*	116,977.00	9,206.47	126,183.47	36,627.84	69,165.99
2810	GUIDANCE-REGULAR SCHOOL	*	416,922.00	-14,749.64	402,172.36	108,867.51	269,694.57
2815	HEALTH SERVICES-REGULAR SCHOOL	*	252,168.00	0.00	252,168.00	61,307.63	177,124.72
2820	PSYCHOLOGICAL SRVC-REG SCHOOL	*	327,737.00	0.00	327,737.00	68,154.95	209,019.51
2825	SOCIAL WORK SRVC-REG SCHOOL	*	430,483.00	-25,000.00	405,483.00	85,403.35	308,283.45
2850	CO-CURRICULAR ACTIV-REG SCHL	*	211,108.00	1,700.00	212,808.00	50,514.07	138,631.46
2855	INTERSCHOL ATHLETICS-REG SCHL	*	662,592.00	-25,000.00	637,592.00	199,801.05	196,646.73
5510	DISTRICT TRANSPORTATION	*	1,185,746.00	-51,651.84	1,134,094.16	361,729.52	465,748.73
5530	GARAGE BUILDING	*	120,092.00	720.23	120,812.23	26,361.06	22,881.63
5581	TRANSPORTATION FROM BOCES	*	8,363.00	-4,600.00	3,763.00	930.60	2,171.40
9010	STATE RETIREMENT	*	767,850.00	-100,000.00	667,850.00	0.00	652,755.00

CORTLAND ENLARGED CITY SCHOOLS

Appropriation Status Summary Report By Function From 7/1/2016 To 11/30/2016



Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
9020	TEACHERS' RETIREMENT	*	2,300,000.00	-299,500.00	2,000,500.00	-21,034.87	2,000,000.00	21,534.87
9030	SOCIAL SECURITY	*	1,692,752.00	-75.00	1,692,677.00	526,334.33	1,114,395.64	51,947.03
9040	WORKERS' COMPENSATION	*	269,648.00	-47,365.97	222,282.03	208,098.90	12,889.10	1,294.03
9050	UNEMPLOYMENT INSURANCE	*	20,000.00	0.00	20,000.00	7,847.24	2,152.76	10,000.00
9060	HOSPITAL, MEDICAL & DENTAL INS	*	7,532,012.00	-120,000.00	7,412,012.00	2,917,595.66	4,044,727.48	449,688.86
9089	OTHER	*	722,550.00	-86,150.00	636,400.00	82,099.56	7,339.10	546,961.34
9711	DEBT SERVICE - CONSTRUCTION	*	3,117,450.00	0.00	3,117,450.00	0.00	3,117,450.00	0.00
9712	DEBT SERVICE - BUSES	*	382,196.00	0.00	382,196.00	378,753.50	3,442.50	0.00
9731		*	0.00	310,000.00	310,000.00	0.00	0.00	310,000.00
9732		*	310,000.00	-310,000.00	0.00	0.00	0.00	0.00
9901	TRANSFER TO SPECIAL AID	*	45,000.00	10,337.97	55,337.97	10,337.97	0.00	45,000.00
9950	TRANSFER TO CAPITAL	*	100,000.00	138,447.72	238,447.72	125,166.20	0.00	113,281.52
Fund ATotals:			49,576,887.00	30,620.87	49,607,507.87	13,564,965.39	31,344,248.08	4,698,294.40
Grand Totals:			49,576,887.00	30,620.87	49,607,507.87	13,564,965.39	31,344,248.08	4,698,294.40

CORTLAND ENLARGED CITY SCHOOLS

Budget Transfer Query From 11/1/2016 - 11/30/2016 In Between \$0.00 And \$999,999,999.99



Reference #	Date	Transfer Explanation	Account	Detail Description	Debits	Credits
622	11/16/2016	To reclass BAN budget to construction BAN account	A 9731.600-00-0000		0.00	250,000.00
			A 9731.700-00-0000		0.00	60,000.00
			A 9732.600-00-0000		250,000.00	0.00
			A 9732.700-00-0000		60,000.00	0.00
				Transfer Totals:	310,000.00	310,000.00
623	11/16/2016	To allocate expenses to appropriate codes.	A 5510.400-30-0000		0.00	10,000.00
			A 5510.446-30-0000		10,000.00	0.00
				Transfer Totals:	10,000.00	10,000.00
624	11/28/2016	To increase special ed BOCES budget for additional STAR transition svc, deaf therapy svcs, SED	A 1310.490-20-0000		65,700.00	0.00
			A 2250.490-00-0000		0.00	65,700.00
				Transfer Totals:	65,700.00	65,700.00
625	11/28/2016	To transfer additional funds to contractual transportation code from consultants	A 5510.400-30-0000		0.00	9,000.00
			A 5510.446-30-0000		9,000.00	0.00
				Transfer Totals:	9,000.00	9,000.00
				Grand Totals:	394,700.00	394,700.00

Category: Students
Policy: 7515
Type: Procedure
Title: Head Lice

7515
Adopted: Last Revised:
12/13/16 2016

While a nuisance, head lice do not pose a public health risk. Consistent with accepted medical knowledge, no healthy child will be excluded from school due to an active case of head lice or the presence of nits (louse eggs). Children identified by the school nurse as having an active infestation of head lice will be sent home at the end of the day and their parents will be informed by the school nurse of their condition and advised to begin treatment.

In the event regulations or procedures are developed implementing this policy, the Superintendent will work with the District's medical director or one or more school nurses to ensure those regulations or procedures are consistent with accepted medical knowledge and best nursing practice.

b.c

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

PHONE: (607) 758-4125

FAX: (607)-758-4109

JEFF CRAIG, Ed.D.
ASSISTANT SUPERINTENDENT FOR CURRICULUM AND INSTRUCTION
WEBSITE: WWW.CORTLANDSCHOOLS.ORG

To: Michael Hoose, Superintendent of Schools

From: Jeff Craig, Assistant Superintendent for Curriculum and Instruction

Date: December 14, 2016

Re: Field Placement Agreement: Grand Canyon University

Enclosed for your review and approval is a proposed Field Placement Agreement between the District and Grand Canyon University of Phoenix, Arizona.

Upon approval by the Cortland Board of Education, this agreement will be in effect from the date of approval until January 1, 2022. The contract provides opportunity for District personnel to host internship experiences for Grand Canyon University students who are preparing to work in an educational setting.

Thank you for your consideration of this agreement, and please contact me if there is a need for clarification.

Respectfully,





FIELD PLACEMENT AGREEMENT

If to the Institution to:

Stephanie Toston-Botar
Teacher Placement Supervisor
3300 W. Camelback Road
Phoenix, AZ 85017

13. The relationship between the parties is that of independent contractors. Nothing in this Agreement shall be construed so as to make the parties joint venturers, partners, or agents of the other. Neither party shall have nor hold itself out as having any power of authority to bind, create liability for, or otherwise act on behalf of the other.
14. This Agreement constitutes the entire understanding of the parties and may only be amended by written consent of the parties.
15. Any disputes arising from the Agreement shall be resolved in a court of competent jurisdiction within Cortland County, New York, and the parties consent to jurisdiction of any such court. The Agreement shall be governed by and construed in accordance with New York State Law.

The parties' consent to this Agreement is indicated by their signatures below.

Cortland Enlarged City School District

By: _____ Date: _____
Title: Superintendent of Schools

By: Dr. Kimberly LaPrade Date: 12/12/16
Title: Dean, College of Education

Institution: Grand Canyon University

S:\CI\MS Word\Field Placement\Grand Canyon Univ Field Placement Agreement.doc

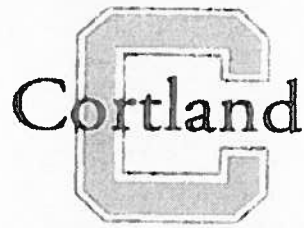
Dr. Kimberly LaPrade
Dean, College of Education
Grand Canyon University



FIELD PLACEMENT AGREEMENT

- student of the Institution from the field placement experience at the District upon written notice that such person is no longer acceptable to the District.
5. The Institution will provide any accommodations or supports required under State or Federal disability laws by the students in order to perform in the field placement.
 6. The parties acknowledge that the student participants are not employees of the District or the Institution during their field placements but rather students of the Institution satisfying requirements of their degree programs. As a result, the students shall not be eligible for, nor receive pay or other compensations or benefits of any kind.
 7. Students shall be subject to and shall abide by all applicable policies, rules and regulations of the District, as well as Federal, State and Local law regulation.
 8. The Institution shall identify and provide appropriate personnel to coordinate the Institution's student field placements at the District. The Institution will not be responsible for on-site supervision. The District shall identify and provide appropriate personnel to supervise the Institution's students in their field placement assignments.
 9. The District and the Institution shall agree, prior to placement of students, upon the duration of the field placement as well as the number of days and hours per week expected of the student in the field placement experience.
 10. In accordance with State law and decisions there under, the Institution shall be responsible for any liability, claim, loss, damage, suit or judgment (and if assessed by a court of competent jurisdiction, any costs, expenses and reasonable attorney's fees) arising directly from the negligent acts or omissions of the Institution or its officers or employees in connection with or account of the activities carried out under this agreement.
 11. Remuneration as per university guidelines.
 12. The agreement shall terminate on January 1, 2022. Either party may terminate this Agreement earlier, with or without cause, upon two weeks written notice to other party personally delivered or sent by registered mail, return receipt requested.

If to the District to:
Superintendent of Schools
1 Valley View Drive
Cortland, NY 13045



Enlarged City School District

*Assistant Superintendent
for Curriculum &
Instruction*

Jeff Craig, Ed.D.

*Kaufman Center
1 Valley View Dr.
Cortland, NY 13045
Phone: 607-758-4125
Fax: 607-758-4109
www.cortlandschools.org*

December 12, 2016

Stephanie Toston-Botar
Grand Canyon University
3300 W. Camelback Road
Phoenix, AZ 85017

Dear Ms. Toston-Botar:

We recently received a Student Teaching placement request from Ms. Kimberly Milligan, Teacher Placement Counselor at Grand Canyon University (GCU) for Ms. Kayla Hadley. However, we do not have a Field Placement Agreement on file for GCU.

Enclosed please find a copy of the Field Placement Agreement between GCU, and the Cortland Enlarged City School District for your review and signature.

Please feel free to contact me should you have any questions.

Sincerely,



Jeff Craig, Ed.D.

Assistant Superintendent for Curriculum and Instruction

JC/cld
Encl



FIELD PLACEMENT AGREEMENT

Agreement effective as of January 1, 2017 by and between Grand Canyon University, an educational institution with a principal place of business at 3300 W. Camelback Road, Phoenix, AZ 85017 ("The Institution"), and the Cortland Enlarged City School District, ("The District") with a principal place of business located at 1 Valley View Drive, Cortland, NY 13045.

RECITALS:

- A. The Institution is in the business of preparing students for professional careers in education and, as part of that preparation, arranges field instruction/practical training/student teaching experiences for its students.
- B. The District employs people in the professions for which the Institution seeks field placements.
- C. The Institution desires to place its students in field placements within the District.
- D. The District is willing to provide field placements for the Institution students under certain terms and conditions.

Therefore, based on their mutual promises and other valuable consideration, the parties agree as follows.

TERMS:

- 1. The District shall have sole discretion to offer as many, as few, or no field placements as it may determine annually.
- 2. The Institution represents that any students it seeks to place with the District will be adequately trained and knowledgeable for the field experience sought.
- 3. Each of the Institution's students placed with the District shall be of good character. The Institution shall provide proof of criminal background checks and fingerprint clearance through the State Education Department procedures prior to the start of any field placement with the District.
- 4. The District reserves the right to reject any student proposed by the Institution for a field placement experience or to terminate any student placed in a field placement for valid non-discriminatory reasons; and the Institution shall remove any employee or



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 *KAV*
Date: December 30, 2016
Re: Education Data Service, Inc

The district is currently purchasing various supplies from multiple vendors. General Municipal Law Section 103 and Education Law 1619, references the need for school districts to advertise for sealed bids in the manner required, and award to the lowest responsible bidder that furnishes the required security, contracts for public works that exceed \$35,000 and purchase contracts that exceed \$20,000. Furthermore, purchases cannot be artificially divided for purpose of satisfying the \$20,000 threshold. There are several options to ensure we are in compliance with this requirement. One option is to prepare, advertise and solicit proposals for each individual item which is rather limiting and cumbersome. Another option is to piggyback or join a cooperative bid that currently exists and follows the required procedures.

Education Data Service is a company that currently has a cooperative bid awarded to ClarkstownCSD for purchasing various supplies, services, materials and equipment in accordance with General Municipal Law Section 119-0. We can take advantage of this service due to piggy backing language. This is a service that would connect us to multiple vendors and allow us to reap the benefits of bulk buying power, as well as provide more options than going through the bidding process our self each year.

CECSD conducted our own side by side price comparison utilizing a random set of classroom supplies we currently purchase. We contacted a current user of the program to provide us with data to make our comparison. The current district cost from various vendors was \$294.38 and pricing through Ed-Data would have been \$98.50, indicating a significant savings.

In summary the small snap shot that we looked at resulted in a significant cost savings. In addition Ed Data links directly to our nVision system streamlining the processing procedure. There is an annual fee which is \$9,800 for the 2017-18 school year. We feel as though our savings would exceed the cost, as well as ensure our purchasing sources are in compliance with the General Municipal law and NYS Ed law. Approval of the attached resolution does not lock us in to participating in the 2017-18 school year but allows us to do so if we choose.

cc: BOE

ITEMS**DISTRICT PRICING ED DATA PRICING**

Expo Dry Erase Low Odor Black Fine Point (12 Pack)	\$16.57	\$3.36
Dixon Ticonderoga 30 pack pre sharpened pencils	\$7.07	\$2.38
School Smart Non Skid 2" Paperclips pack of 1000	\$7.37	\$1.90
Crayola Crayons standard size pack of 24	\$1.67	\$0.51
Crayola Crayons Large Tuck box of 8	\$1.77	\$0.79
School Smart White .28oz Glue Sticks pack of 30	\$7.27	\$0.44
Crayola Classic Markers 10 pack	\$3.79	\$5.98
Elmers All Purpose Glue Sticks 8 pack	\$4.99	\$1.20
Post It Super Sticky 3x3 pack of 5	\$11.01	\$10.10
BIC Wite Out Fluid 12 pack	\$18.06	\$5.76
Scotch Tape 2"x22yd pack of 6	\$21.06	\$7.86
Tempera Paint any color 16oz	\$3.75	\$2.39
Construction Paper 12x18 assorted colors	\$3.89	\$1.23
BIC Stick Ball Point Pens 60 pack	\$6.59	\$10.15
Papermate Med point ball point Pens 12 count	\$4.29	\$0.58
Business Source Legal ruled letter size Pads 12 count	\$9.79	\$0.35
Sharpie Accent Retractable Highlighter Chisel Point 8 ct	\$12.26	\$4.19
Papermate Dryline Correction Film 2 pack	\$6.19	\$0.96
Desk Pad 16 Months	\$14.76	\$1.09
Expo White Board Towellette Cleaner	\$8.63	\$2.02
Binder Clips assorted sizes	\$5.05	\$4.63
Binder Clips large 2" 12 pack	\$4.63	\$0.70
Avery Mailing Labels 1.5x2 - 13/16 White box	\$41.60	\$17.92

Smead Manila File Folder Letter size 100/box	\$22.88	\$2.64
Smead Manila File Folder Legal Size 100/box	\$36.85	\$5.59
Post It Pop up Page Markers 1x1.5	\$4.53	\$1.15
Post It "sign here" Flags	\$5.58	\$1.53
Business Source Steno notebooks 6x9	\$1.59	\$0.95
Business Source Index Cards 3x5 100 pack	\$0.89	\$0.15
	\$294.38	\$98.50

**NEW YORK/ISLAND
COOPERATIVE BID RESOLUTION:**

WHEREAS, it would be in the joint interest of the Cortland Enlarged City School District and the following:

SEE ATTACHED LISTING

To participate in cooperative bids for the purchase of various supplies, services, materials and equipment, as Advertised by and awarded by the Clarkstown Central School District acting as the Lead Agency, as provided by General Municipal Law Section 119-0 and,

WHEREAS, each BOARD retains the legal authority to contract with the successful Vendor(s) and shall not be bound by purchase contracts or other agreements made by the other BOARD(S), therefore

BE IT RESOLVED, that the BOARD OF EDUCATION of Cortland Enlarged City School District hereby agrees to participate with the attached named school districts in such cooperative bids.

**Business Administrator
Cortland Enlarged City School District**

Date of Board Meeting: _____

NY/ISLAND COOPERATIVE BID PROGRAM

AGREEMENT

WHEREAS, General Municipal Law Section 119-0 specifically authorizes municipal Corporations and school districts to enter into agreements for “purchasing and making of contracts;” and

WHEREAS, the attached school district listing has explored and supported the establishment of a municipal cooperative purchasing group; and

WHEREAS, the parties hereto desire a municipal cooperative purchasing group to effect economies in the purchasing and making contracts for materials, supplies and public works; and

WHEREAS, the governing bodies of the parties hereto have approved this cooperative purchasing arrangement by appropriate resolution.

NOW, THEREFORE, in consideration of the promises and covenants set forth herein, it is mutually agreed as follows:

- 1. A municipal cooperative purchasing group to be known as the “NY/Island Cooperative Bid” (Purchasing Group) has been established.**
- 2. Membership in such Purchasing Group shall be available to any school district or municipal Corporation in New York State, which, by appropriate resolution, adopts the provisions of this agreement.**
- 3. The members of the Purchasing Group shall adopt such rules, regulations and procedures in the conformity with New York State bidding laws to effectuate the purposes of this Agreement.**
- 4. The Purchasing Group may enter into agreements with contractors to assist the Purchasing Group in carrying out the purposes of this Agreement.**
- 5. The Clarkstown Central School District shall serve as Lead Agency for the Purchasing Group.**
- 6. Educational Data Services will serve as the Administrative Agent for the Purchasing Group to perform those ministerial functions required as per the Lead Agency.**

New York/Long Island Cooperative Members

ALBANY COUNTY

South Colonie

CATTARAUGUS COUNTY

Salamanca City

CAYUGA

Auburn
Port Byron
Southern Cayuga

COLUMBIA

New Lebanon

DUTCHESS COUNTY

Arlington
Dover Plains
Poughkeepsie
Pawling
Red Hook

ESSEX COUNTY

Elizabethtown-Lewis
Ticonderoga

FRANKLIN COUNTY

Brushton-Moira
Malone
Salmon River

NASSAU COUNTY

Bellmore
Bellmore-Merrick
Bethpage
East Meadow
East Williston
Elmont
Farmingdale
Franklin Square
Freeport
Garden City
Great Neck
Herricks
Hewlett/Woodmere
Hicksville
Island Park
Island Trees
Jericho
Lawrence
Levittown
Locust Valley
Long Beach City
Malverne
Manhasset
Massapequa
Merrick
Mineola
North Merrick
North Shore
Oyster Bay/E. Norwich
Plainedge
Plainview
Port Washington
Roslyn
Seaford
Valley Stream S.D.
Valley Stream H.S.D.
Wantagh
Westbury

ONTARIO COUNTY

Bloomfield
Canandaigua
Gorham-Middlesex
Phelps-Clifton Springs

ORANGE COUNTY

Minnisink Valley
Newburgh
Pine Bush

PUTNAM COUNTY

Brewster
Carmel
Haldane
Mahopac

RENSSELAER COUNTY

Averill Park
Lansingburgh
Troy

ROCKLAND COUNTY

Clarkstown
East Ramapo
Nanuet
North Rockland
Nyack
Pearl River
Ramapo
South Orangetown

SARATOGA COUNTY

Burnt Hills-Ballston Lake
Corinth
Galway
Saratoga Springs
Schuylerville
South Glens Falls
Stillwater
Waterford-Halfmoon

SCHENECTADY COUNTY

Mohonasen
Scotia-Glenville

SCHOHARIE COUNTY

Cobleskill-Richmondville
Middleburgh

SENECA COUNTY

Seneca Falls

STEBEN COUNTY

Bath

SUFFOLK COUNTY

Amityville
Babylon
Bay Shore
Bayport Blue Point
Center Moriches
Central Islip
East Hampton
Elwood
Half Hollow Hills
Hampton Bays
Huntington
Lindenhurst

SUFFOLK COUNTY (continued)

Middle Country
Miller Place
Mt. Sinai
Patchogue-Medford
Port Jefferson
Sag Harbor
Shoreham-Wading
Smithtown
South Country
South Huntington
West Babylon

ULSTER COUNTY

New Paltz
Saugerties
Wallkill

WARREN COUNTY

Bolton
Glen Falls
Hadley-Luzerne
Lake George
Warrensburg

WASHINGTON COUNTY

Argyle
Ft. Ann
Ft. Edward
Greenwich
Hartford

WAYNE COUNTY

Gananda
North Rose-Wolcott
Palmyra-Macedon

WESTCHESTER COUNTY

Ardsley
Bedford
Blind Brook
Boces So. W. Chester
Briarcliff Manor
Bronxville
Byram Hills
Chappaqua
Dobbs Ferry
Eastchester
Edgemont
Harrison
Hastings On Hudson
Hendrick Hudson
Irvington
Katonah-Lewisboro
Mt. Pleasant
New Rochelle
North Salem
Peekskill
Pelham
Portchester
Pleasantville
Rye City
Rye Neck
Somers
Tarrytown
Tuckahoe
Yorktown

6. +

RECEIVED
DEC 22 2016

CORTLAND ENLARGED CITY SCHOOL DISTRICT BOARD OF EDUCATION

REQUEST FOR EXTENDED OVERNIGHT FIELD TRIP

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

REQUESTED BY SUPERVISING TEACHER <u>Kathryn Rhinehart</u>	SCHOOL <u>Senior High</u>	DATE <u>2/6 + 2/7</u>
DESCRIPTION OF THE TRIP <u>Students will be traveling to Albany to the capital building for legislative day. Students will be meeting with legislators to promote relay for life + reality check + learn leadership skills</u>		

TRIP DETAILS		
DESTINATION OF TRIP <u>Capital Bldg Albany, NY</u>	DEPARTURE DATE <u>Monday 2/6</u>	DEPARTURE TIME <u>3 pm</u>
ADDRESS _____ _____	RETURN DATE <u>Tuesday 2/7</u>	RETURN TIME <u>7 pm</u>
TOTAL DAYS <u>2</u>	TOTAL NIGHTS <u>1</u>	
NUMBER OF STUDENTS <u>5</u>	NUMBER OF STAFF <u>1</u>	NUMBER OF CHAPERONES <u>2</u>

COSTS		
TOTAL ANTICIPATED COST OF TRIP PER PERSON <u>\$ 0</u>	COST INCLUDES: <u>* paid for by Cortland County Health Department</u>	
ADDITIONAL COSTS <u>\$</u>	ADDITIONAL COSTS INCLUDES: _____ _____	
TRANSPORTATION MODE <u>School Van</u>	TRANSPORTATION CARRIER _____	TRANSPORTATION COST <u>\$ 0</u>

LEARNING OUTCOMES OF TRIP
<u>Students will be learning leadership skills + about the legislative process. Students will use these skills when they meet with legislators to educate state leaders about the work our students are doing in our community to gain support for local initiatives.</u>

TARGET GROUP OF STUDENTS
(Class/Team/Organization)

Relay for Life Club

SPECIAL REQUESTS

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

None

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

Students will research about Reality Check's local initiatives to prepare talking points to discuss with legislators.

POST-TRIP FOLLOW UP/EVALUTION OF EDUCATIONAL VALUE

Students will write business letters to legislators to say thank you and reiterate our initiatives.

Students will debrief the whole group when they return as a recruitment tool for other local initiatives.

PRINCIPAL COMMENTS

SUPERVISING STAFF NAME

COVERAGE ARRANGED

APPROVALS

SIGNATURE OF SUPERVISING TEACHER

SIGNATURE OF PRINCIPAL

SIGNATURE OF DIRECTOR OF CURRICULUM AND INSTRUCTION

DATE

SIGNATURE OF SUPERINTENDENT

DATE

Board of Registration/Election Inspectors
May 16, 2017 Budget Vote and Election

Board of Registration May 2, 2017 Registration Day										
SAL	FN	LN	PHONE	ADDR	CITY	ST	ZIP	DISTRICT	POLL LOCATION	On County Inspector List
Mr.	John	Storie	835-6619	2431 Page Green Rd.	Cortland	NY	13045		Board of Registration	X*
Mr.	Harry	Weston	756-6516	386 Nye Road	Cortland	NY	13045		Board of Registration	*

Election Inspectors May 16, 2017 Budget Vote and Election										
SAL	FN	LN	PHONE	ADDR	CITY	ST	ZIP	DISTRICT	POLL LOCATION	On County Inspector List
Ms.	Susan	Hay	753-9758	6 York Street	Cortland	NY	13045	One	Kaufman Center	D-X*
Ms.	Sandra	Cardillo	756-4792	10 Salisbury Street	Cortland	NY	13045	One	Kaufman Center	D-X*
Ms.	Virginia	Jones	753-7795	90 Church Street	Cortland	NY	13045	One	Kaufman Center	R-X*
Ms.	Elsie	Ferro	756-6372	15 Denti Way	Cortland	NY	13045	One	Kaufman Center	R-X*
Ms.	Judy	Davison	756-5877	21 Broadway	Cortland	NY	13045	One	Kaufman Center	D-X*
Ms.	Martha	Dumas	753-7751	478 Nye Road	Cortland	NY	13045	One	Kaufman Center	D-X*
Ms.	Mary	McGee	753-1810	404 State Route 13	Cortland	NY	13045	Nine	Cortlandville Town Hall	D-X*
Ms.	Phyllis	Guest	280-1832	345 Route 222	Cortland	NY	13045	Nine	Cortlandville Town Hall	R-X*
Ms.	Nancy	Albro	662-4244	845 Lime Hollow Rd.	Cortland	NY	13045	Nine	Cortlandville Town Hall	R-X*
Mr.	John	Storie	835-6619	2431 Page Green Rd.	Cortland	NY	13045	Ten	Virgil Town Hall	D-X*
Mr.	Harry	Weston	756-6516	386 Nye Road	Cortland	NY	13045	Ten	Virgil Town Hall	D-*
Mr.	Thomas	Dumas	753-7751	478 Nye Road	Cortland	NY	13045	Ten	Virgil Town Hall	R-X*

* Previous Inspectors

X On County Inspector List

XX Previously on County Inspector List and Trained on Imagecast Voting Machines

If anyone above is unable to serve, Supt. is given the authority to appoint someone from the County lists per Organiza. Meeting

ADMINISTRATORS, INSTRUCTIONAL AND NON-INSTRUCTIONAL STAFF

School Year 2016-17

Schedule Number: 11.85

Board Meeting Date: January 17, 2017

Color: **White**

A. Approval of Personnel Resignations and Leaves

ADMINISTRATORS/INSTRUCTIONAL PERSONNEL:

RESIGNATION	POSITION	ORIGINAL APPOINTMENT	RESIGNATION DATE	REASON

NON-INSTRUCTIONAL PERSONNEL:

RESIGNATION	POSITION	ORIGINAL APPOINTMENT	EFFECTIVE DATE	REASON
Wingard, Anne	Information Processing Specialist	05/21/1984	06/29/2017	Retirement.
Darling, Gayland	Bus Driver	10/17/2016	01/18/2017	To serve as a Substitute Bus Driver.

INSTRUCTIONAL/NON-INSTRUCTIONAL PERSONNEL

LEAVE OF ABSENCE	POSITION	ORIGINAL APPOINTMENT	LEAVE DATES	REASON
Lann, Staci	Teacher Aide	09/06/2016	02/13/2017 – 03/27/2017 (Anticipated)	Parental Leave – If part of this leave is to be paid, the period of disability, confirmed by a physician, will be defined in the doctor's note.

SCHEDULE OF APPOINTMENTS

Non-Instructional Personnel
To Fix Salaries and Schedule Conditions for the School Year 2016-17

Schedule Number: 1201
Board Meeting Date: January 17, 2017
Color: White

NAME	JOB TITLE	SERVICE AREA	EFFECTIVE DATE	APPOINTMENT TYPE	REMARKS	SALARY/ HOURLY RATE
Blake, Sheri	Cleaner	Randall	01/01/2017	Probationary	Sheri will fill the Cleaner position retroactive to 01/01/2017.	\$10.38
Myers, Victoria	Nurse	JSHS	01/05/2017	Probationary	Victoria will fill the Nurse position due to retirement.	\$26,092.30*

*To be pro-rated

7.6

SCHEDULE OF APPOINTMENTS

Non-Instructional Substitute Personnel

To Fix Salaries and Schedule Conditions for the School Year 2016-17

Schedule Number: **1202**
Board Meeting Date: **January 17, 2017**
Color: **White**

The following individuals are appointed conditionally (pending fingerprint clearance) to the substitute list for non-instructional personnel. The Superintendent is authorized to make assignments from the list.

Last Name	First Name	Title	Rate	Remarks
Hubbard	Stacy	Bus Driver	\$14.95	
Hubbard	Stacy	Food Service Helper	\$9.70	
Batzer	Tanya	Teacher Aide	\$9.70	
Darling	Gayland	Bus Driver	\$16.09	Effective 01/19/2017

7.C

SCHEDULE OF APPOINTMENTS

ELEMENTARY & SECONDARY SUBSTITUTE TEACHERS/TUTORS 2016-17

Schedule Number: **2449**

Board Meeting Date: **January 17, 2017**

Color: **Yellow**

The following individuals are emergency conditional appointments to the substitute teacher list. The Superintendent is authorized to make assignments from the list.

Name	Title	List	Daily Rate	Remarks
Axt, Rachel	Substitute Teacher	B	\$83.00	
Axt, Rachel	Teaching Assistant		\$75.00	
Moshkowsky, Elizabeth	Substitute Teacher	B	\$83.00	Retroactive to 01/04/2017
Moshkowsky, Elizabeth	Teaching Assistant		\$75.00	Retroactive to 01/04/2017
Passeri, Noel	Substitute Teacher	B	\$88.00	Retroactive to 01/05/2017
Passeri, Noel	Teaching Assistant		\$80.00	Retroactive to 01/05/2017
Price, Jonathan	Tutor		\$37.50	

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

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SCHEDULE OF APPOINTMENTS
TENURE APPOINTMENTS – ADMINISTRATORS AND INSTRUCTIONAL STAFF

Schedule Number: **2448**
 Board Meeting Date: **January 17, 2017**
 Color: **Purple**

NAME	TITLE/SCHOOL	TENURE EFFECTIVE DATE	TENURE AREA	DEGREE	GRADUATE HOURS	CERTIFICATION STATUS/AREA	SALARY
Patricia Westfall	Teaching Assistant	02/12/2014	Teaching Assistant	N/A	N/A	Continuing/Teaching Assistant	\$200*

*To be pro-rated