*Revised*
*(4.b.&c., 6.b., m., & n.)*

**CORTLAND ENLARGED CITY SCHOOL DISTRICT**
**Board of Education Meeting – Tuesday, April 11, 2017 at 6:30 p.m.**
**Kaufman Center, 1 Valley View Drive, Cortland NY**

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

**2. COMMUNICATIONS and RECOGNITION:**
a. Kudos Korner
1.) Daniel Lemon – Winner of Cortland's Local National Geographic Bee
b. Audience Participation – (speakers are asked to state their name and address and limit their comments to two minutes).

**3. PRESENTATIONS:**
a. What's Happening at Virgil School
b. Grade 9 CTE Program
c. Membership to the CNYCL (SCAC) Fall 2017
d. Budget Presentation
e. JSHS School Improvement Presentation

**4. CONSENT ITEMS:**
a. Minutes of March 21, 2017 Regular Meeting
*b. CSE/CPSE (Committee on Pre-school Special Education) Recommendations 2016-2017*
*c. CSE/CPSE (Committee on Pre-school Special Education) Recommendations 2017-18*

**5. OLD BUSINESS:**

**6. NEW BUSINESS:**
a. Approval of 2017-18 District Budget
*b. Approval of Property Tax Report Card for 2017-18*
c. State Environmental Quality Review for Renovations to Cortland Junior Senior High School
d. Acceptance of Recommendation that the Board of Education make the Biennial Certification of Shared Decision Making
e. Approval to Surplus Items
f. Acceptance of Donation
g. Approval for Athletic Teams to Join the CNYCL (SCAC)
h. Approval of Claims Quarterly Report for January, February, & March 2017
i. Certified Resolution for Teacher and School Staff Appreciation Week May 1 – 5, 2017
j. Approval of Transportation Request for a Non Public School
k. Financial Reports: Treasurer's Report, Trial Balance, Revenues, Intrafund Transfers, Appropriations, Warrant, Claims Monthly Report – March 2017
l. Approval of Field Placement Agreement: Cazenovia College
*m. Approval of Revised 2016-17 School Calendar*
*n. Final Approval Extended Field Trip – Senior High Concert Band to Sandusky, Ohio to perform at the Rock and Roll Hall of Fame*

**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 Substitute Rates for Non-Instructional Personnel for 2017-18

**8. LEADERSHIP REPORTS:**
a. Director of Business Services
1.) External Audit Update
b. Assistant Superintendent for Pupil and Personnel Services
c. Assistant Superintendent for Curriculum and Instruction
d. Superintendent
1.) 2017-18 Board Meeting Dates

**9. BOARD MEMBER ACTIVITIES**

**10. NEXT MEETING AGENDA REVIEW**

**11. EXECUTIVE SESSION**

**12. ADJOURNMENT**

4.a

**CORTLAND ENLARGED CITY SCHOOL DISTRICT**
**Board of Education Meeting – Tuesday, March 21, 2017 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, March 21, 2017 at the Kaufman Center, 1Valley View Drive, Cortland, New York.

**Present:** Ms. Melissa Davis-Howard, Ms. Janet Griffin, Ms. Christine Gregory, Mr. David Lemon, Ms. Judith Murphy 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; School and Community Members and Ms. Alicia Zupancic, Clerk
**Absent:** Mr. Peter Rogoff

**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 Barbara Elliott. Ms. Elliott worked at Virgil school for 32 years.

**2. COMMUNICATIONS and RECOGNITION:**

a. Kudos Korner
   1.) Abe Brafman, Matt Dearie, Nicole Humpf, Tim Wagoner, and John Zarcone – Extraordinary Response to a Student Medical Emergency –
      a. The Board recognized Abe Brafman, Matt Dearie, Nicole Humpf, Tim Wagoner and John Zarcone for their extraordinary response to a student medical emergency. Each one of them acted quickly, professionally, and as a team to support this student.

b. Audience Participation – (speakers are asked to state their name and address and limit their comments to two minutes). – There were no requests to address the Board.

c. Board Committee Reports:
   1.) BOE Policy Committee – Report on March 1, 2017 meeting – The policy manual was sent to the schools lawyer to go through.
   2.) BOE Facilities Committee – Report on March 9, 2017 meeting – The facilities committee discussed security cameras and where they are needed..

**3. PRESENTATIONS:**

a. Presentation of Diploma
   1.) Under the Operations Recognition program, Vietnam Veteran, Gary Cornelius was presented with a high school diploma.

b. Budget Presentation
   1.) Ms. Vile gave a budget presentation

**4. CONSENT ITEMS:**

a. Minutes of February 28, 2017 Regular Meeting
b. CSE/CPSE (Committee on Pre-school Special Education) Recommendations 2016-2017
c. CSE/CPSE (Committee on Pre-school Special Education) Recommendations 2017-18

**RESOLVED, upon the recommendation of the Superintendent of Schools, to approve the Consent Items as presented.**
**Moved by Ms. Murphy, seconded by Ms. Griffin. Discussion: None**
**Final Vote: Yes – 6, No – 0. Motion Carried.**

**5. OLD BUSINESS: None**

DRAFT

**6. NEW BUSINESS:**

a. Financial Reports: Treasurer's Report, Trial Balance, Revenues, Intrafund Transfers, Appropriations, Warrant, Claims Monthly Report – February 2017

**RESOLVED, upon the recommendation of the Superintendent of Schools, to approve Financial Reports dated February 2017 as presented.**

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

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

b. 2016-2017 Tax Collection Report

**RESOLVED, upon the recommendation of the Superintendent of Schools, to accept the 2016-17 Tax Collection Report as presented.**

**Moved by Ms. Gregory, seconded by Mr. Lemon. Discussion: City reimburses school for unpaid taxes.**

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

c. Faculty/Student Calendar for 2017-18

**RESOLVED, upon the recommendation of the Superintendent of Schools, that the Board of Education for the Cortland Enlarged City School District hereby approves the 2017-18 Faculty/Student Calendar as presented.**

**Moved by Ms. Gregory, seconded by Mr. Lemon. Discussion: September 5 and 6 are staff days to train for SchoolTool.**

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

d. Approval of 2017-18 Universal Pre-Kindergarten Contracts

**RESOLVED, upon the recommendation of the Superintendent of Schools, to approve the Universal Pre-Kindergarten Contracts as presented.**

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

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

e. Approval of Bus Bond Resolution

**RESOLVED, upon the recommendation of the Superintendent of Schools, that the Board of Education for the Cortland Enlarged City School District hereby approves the Bus Bond Resolution, as presented.**

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

**Ms. Melissa Davis-Howard voted – Yes**
**Ms. Christine Gregory voted – Yes**
**Ms. Janet Griffin voted – Yes**
**Mr. David Lemon voted – Yes**
**Ms. Judith Murphy voted – Yes**
**Ms. Alane Van Donsel voted - Yes**

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

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

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

**Moved by Mr. Lemon, seconded by Ms. Gregory. Discussion: None**

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

DRAFT

g. Creation of Pupil and Personnel Information Coordinator position
**RESOLVED, upon the recommendation of the Superintendent, to approve the creation of the position of "Pupil and Personnel Information Coordinator" as presented.**
**Moved by Ms. Griffin, seconded by Mr. Lemon. Discussion: Combing two positions**
**Final Vote: Yes – 6, No – 0. Motion Carried.**

h. Approval of Property Tax roll Corrections
**RESOLVED, upon the recommendation of the Superintendent of Schools, to approve the Property tax roll corrections per the Property tax roll corrections memo dated March 17, 2017 as presented.**
**Moved by Ms. Griffin, seconded by Ms. Murphy. Discussion: None**
**Final Vote: Yes – 6, No – 0. Motion Carried.**

i. Approval of Revised 2016-17 Calendar
**RESOLVED, upon the recommendation of the Superintendent, to approve the Revised 2016-17 School Calendar as presented.**
**Moved by Ms. Murphy, seconded by Mr. Lemon. Discussion: None**
**Final Vote: Yes – 6, No – 0. Motion Carried.**

**7. PERSONNEL ACTION:**

a. Approval of Personnel Resignations and Leaves
**RESOLVED, upon the recommendation of the Superintendent of Schools, to approve the Resignations and Leaves as presented on the revised Resignations and Leaves Schedule 11.89.**
**Moved by Ms. Griffin, seconded by Mr. Lemon. Discussion: Retirements with regret**
**Final Vote: Yes – 6, No – 0. Motion Carried.**

b. Approval of Non-Instructional Personnel Appointments
**RESOLVED, upon the recommendation of the Superintendent of Schools, to approve the appointments for Non-Instructional Personnel as presented on Schedules of Appointment 1206 and 1207.**
**Moved by Mr. Lemon, seconded by Ms. Van Donsel. Discussion: None**
**Final Vote: Yes – 6, No – 0. Motion Carried.**

c. Approval of Administrative and Instructional Personnel Appointments
**RESOLVED, upon the recommendation of the Superintendent of Schools, to approve the appointments for Administrative and Instructional Personnel as presented on Schedules of Appointment 2453 and 2454.**
**Moved by Ms. Griffin, seconded by Ms. Gregory. Discussion: None**
**Final Vote: Yes – 6, No – 0. Motion Carried.**

**8. LEADERSHIP REPORTS:**

a. Director of Business Services
1.) Internal IT Audit postponed to spring
2.) Looking at another 100K project. SEQRA resolution coming for redoing bathrooms.

b. Assistant Superintendent for Pupil and Personnel Services
1.) Recruitment season is here. At this time we have 14 vacancies. Recruitment starts next Wednesday in Albany.

c. Assistant Superintendent for Curriculum and Instruction
1.) Professional Development Day Overview – Survey open to staff

d. Superintendent
1.) Transportation Sharing – possibly sharing transportation with other Cortland County school districts.
2.) Is the critical question for the Buildings Utilization Study, "Now and in the future, is there a better way to arrange the grades and school buildings to maintain and perhaps enhance the education of Cortland City School District students while ensuring fiscal responsibility to the taxpayer? If so, how should the grades and schools be organized?" the question the Board would like used? Board agreed with that being the critical question.

**9. BOARD MEMBER ACTIVITIES**

Basket ball games

DRAFT

**10. NEXT MEETING AGENDA REVIEW**

**11. EXECUTIVE SESSION**

**In accordance with Public Officer's Law Section 96, Subdivision 1, I would like to call for an Executive Session at 7:44 PM. to discuss contract negotiations.**

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

**The Executive Session adjourned at 8:40 PM.**

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

**12. APPOINTMENT OF MEDICAL INSPECTOR**

**RESOLVED, upon the recommendation of the Superintendent of Schools, to approve the appointment of a medical inspector.**

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

**13. ADJOURNMENT**

**As there was no further business to discuss, Ms. Davis-Howard asked for a motion to adjourn the regular meeting at 8:45 p.m.**

**Moved by Ms. Van Donsel, seconded by Ms. Gregory. Discussion: None**
**Final Vote: Yes – 6, No – 0. Motion Carried.**

DRAFT

6.b

# 2017-18 Property Tax Report Card

**110200-Cortland Enlarged City School District**

Contact Person:

Telephone Number: 607-758-4100

| | Budgeted 2016-17 (A) | Proposed Budget 2017-18 (B) | Percent Change (C) |
|---|---|---|---|
| Total Budgeted Amount, not including Separate Propositions | 49,576,887 | 49,576,887 | 0.00% |
| A. Proposed Tax Levy to Support the Total Budgeted Amount [1] | 17,006,932 | 17,006,932 | |
| B. Tax Levy to Support Library Debt, if Applicable | 0 | 0 | |
| C. Tax Levy for Non-Excludable Propositions, if Applicable [2] | 0 | 0 | |
| D. Total Tax Cap Reserve Amount Used to Reduce Current Year Levy, if Applicable | 0 | 0 | |
| E. Total Proposed School Year Tax Levy (A + B + C - D) | 17,006,932 | 17,006,932 | 0.00% |
| F. Permissible Exclusions to the School Tax Levy Limit | 1,160,073 | 883,883 | |
| G. School Tax Levy Limit, Excluding Levy for Permissible Exclusions [3] | 15,854,577 | 16,123,195 | |
| H. Total Proposed School Year Tax Levy, Excluding Levy to Support Library Debt and/or Permissible Exclusions (E - B - F + D) | 15,846,859 | 16,123,049 | |
| I. Difference: (G - H); (negative value requires 60.0% voter approval) [2] | 7,718 | 146 | |
| Public School Enrollment | 2,550 | 2,406 | -5.65% |
| Consumer Price Index | | | 1.26% |

[1] Include any prior year reserve for excess tax levy, including interest.

[2] Tax levy associated with educational or transportation services propositions are not eligible for exclusion under the School Tax Levy Limit and may affect voter approval requirements.

[3] For 2017-18, includes any carryover from 2016-17 and excludes any tax levy for library debt or prior year reserve for excess tax levy, including interest.

| | Actual 2016-17 (D) | Estimated 2017-18 (E) |
|---|---|---|
| Adjusted Restricted Fund Balance | 6,998,224 | 5,658,224 |
| Assigned Appropriated Fund Balance | 535,000 | 535,000 |
| Adjusted Unrestricted Fund Balance | 159,480 | 159,300 |
| Adjusted Unrestricted Fund Balance as a Percent of the Total Budget | 0.32% | 0.32% |

6.C

# CORTLAND ENLARGED CITY SCHOOL DISTRICT

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

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

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

---

To: Michael Hoose, Superintendent
From: Kimberly Vile, Director of Business Services *KAV*
Date: April 6, 2017
Re: SEQRA

It is the recommendation of the Business Office to approve the attached SEQRA resolution. This is one step in the process for our 2017-18 $100,000 project. The facilities committee has recommended that the toilet rooms be renovated near the JSHS main gym.

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

## 2017-18 100K Capital Outlay Project SEQRA Resolution

**Lead Agency**

**BE IT RESOLVED** that the Cortland Enlarged City School District Board of Education, hereby declares the Cortland Enlarged City School District Board of Education as the lead agency for purposes of the State Environmental Quality Review Act and Regulations (SEQRA), associated with the 2017-18 $100K Capital Outlay Project

**TYPE 2 ACTION**

King +King Architects selected by the Cortland Enlarged City School District has recommended to the Board of Education that the Board determine that the 2017-18 $100K Capital Outlay Project is a Type II action as that term is defined in the State Environmental Quality Review Act and will not have a significant impact on the environment. The project is therefore not subject to further review under SEQRA.

**BE IT RESOLVED** that the Cortland Enlarged City School District Board of Education acting as lead agency for purposes of the State Environmental Quality Review Act and Regulations and upon the recommendation of the School District's architect and engineer hereby determines that the 2017-18 $100K Capital Outlay Project is Type II action which will not have a significant impact on the environment and is not subject to further review under the State Environmental Quality Review Act.

**Motion:_____ Second:_____ Discussion:**

**All in Favor: ____Opposed: ____.**

**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**

6.d

**To:** Michael J. Hoose, Superintendent

**From:** Jeff Craig

**Date:** 3.21.17

**Subject:** Biennial Review of Shared Decision Making

**Copy:** Board of Education

The District Shared Decision making Committee is recommending that the Board of Education make the biennial certification of shared decision making. Their complete recommendation is attached. Upon action by the board, accepting the recommendation, I will submit the necessary forms to SED.

## Biennial Review of Shared Decision Making

Section 100.11 of Commissioner's Regulations requires school districts and BOCES to biennially review their school-based planning and shared decision making plans and to keep the results of the review on file and available for review. Regulations also require districts and BOCES to submit information about the review to the State Education Department.

The District Shared Decision Making committee conducted such a review and is recommending to the Board of Education that they certify the district as in compliance with the shared decision making requirement. The district committee included representatives from teachers, parents, support staff, and administrators. The committee:

- Ensured that all building teams have goals for the year
- Ensured that building teams are keeping minutes
- Conducted the Title 1 compliance review (recommended no changes)
- Surveyed the buildings implementation of shared decision making, and combined the building ratings into district ratings (see chart below).
- Concluded that we are able to recommend to the Board of Education that they submit the biennial review to the State Education Department

| | Not Addressed | Inconsistent Implementation | Minimal Implementation | Moderate Implementation | Consistent Implementation |
|---|---|---|---|---|---|
| Educational issues subject to shared decision making | | | | X | |
| Involvement of all parties | | | | | X |
| Means and standards used to evaluate student achievement | | | | X | |
| Accountability for decisions | | | | | X |
| Dispute resolution process | | | | X | |
| Coordination of state and federal requirements for parental involvement | | | | X | |

6.e

# 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: April 6, 2017
Re: Surplus

It is the recommendation of the Business Office to surplus the various books per attached list that are outdated and have been stored for a number of years. Every effort will be made to dispose of these in the most economical manner we are working with the Rotary to repurpose as many as possible.

It is also recommendation of the Business Office to surplus the following items that are also attached and dispose of:

Office Chairs – Scrap
Large Jacobson (Grounds equipment)– Trade or Sell
Turfcat Jacobson (Grounds equipment) – Trade or Sell
Broom (Grounds equipment)– Scrap

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

Cortland Enlarged City School District "Committed to Excellence"

(Books)

## Assets Transfer/Disposal Form

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Current Location: | Pole Barn | Room: | Main | To Location: | Rotary | Room: | N/A |
| Person Completing the Form: | Bob Martin | | | Date: | 3/28/17 | Surplus: | ✓ |
| Asset Tag # | Description | Make | Model | Serial # | Statement of Condition | | |
| N/A | Literacy Place | Scholastic | Grade 3 | 0-439-06150-4 | Good (8) | | |
| N/A | Literacy Place | Scholastic | Grade 3 | 0-439-06151-2 | Good (12) | | |
| N/A | Literacy Places | Scholastic | Grade 3 | 0-439-06150-4 | Good (20) | | |
| N/A | Math Text | Harcourt | Grade 3 | 0-15-320747-7 | Good (13) | | |
| N/A | Math Text | Harcourt | Grade 3 | 015-320747-7 | Good (10) | | |
| N/A | Teachers Manuals | Scholastic | Grade 3 | 0439478974 | Good (14) | | |
| N/A | Math Teachers Manual | Harcourt | Grade 3 | 0 15 320757 4 | Good (2) | | |
| N/A | SS Teachers Manual | Harcourt | Grade 3 | 0-15-305697 4 | Good (2) | | |
| N/A | Scholastic Texts | Scholastic | Grade 3 | 0439-06151-2 | Good (7) | | |
| N/A | Boxes of Books | Unknown Library | 7 | | New unopened (3) | | |
| N/A | Boxes of Books | Unknown Library | 6 | | New unopened (2) | | |
| N/A | Boxes of Books | Library Network | | | New unopened (5) | | |
| N/A | Teacher Guides | Scholastic | Kindergarten | Teacher Guides | Box | | |
| | Pallets of Books | Misc | Misc | N/A | 20+/- Boxes | | |

Please return this form to Kaufman Center-Attention to Kim Vile, Director of Business Services

Approved for Transfer ☐ Approved for Disposal ☐

Signature / Date

Cortland Enlarged City School District "Committed to Excellence"

## Assets Transfer/Disposal Form

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Current Location: | RANDALL | Room: | B-22 | To Location: | | Room: | |
| Person Completing the Form: | KIRK RYAN | | | Date: | 3/28/2017 | Surplus: | ✓ |

| Asset Tag # | Description | Make | Model | ~~Serial~~ # | Statement of Condition | |
|---|---|---|---|---|---|---|
| | TEXT BOOKS | | | ISBN # | QUANTITY | |
| | HARCOURT MATH | | | 0-15-320747-7 | 56 | 4 BOXES |
| | HARCOURT MATH | | | 0-15-320749-3 | 70 | 5 BOXES |
| | HARCOURT MATH | | | 0-15-320750-7 | 22 | 2 BOXES |
| | SCHOLASTIC | LITERACY PLACE | | 0-439-06147-4 | 38 | 1 BOX |
| | " | " | | 0-439-06150-4 | 86 | 3+ BOXES |
| | " | " | | 0-439-06151-2 | 73 | 3+ BOXES |
| | " | " | | 0-439-06149-0 | 53 | 3 BOXES |
| | " | " | | 0-439-06143-1 | 38 | 1 BOX |
| | " | " | | 0-439-06144-X | 38 | 1 BOX |
| | " | " | | 0-439-06146-6 | 38 | 1 BOX |
| | " | " | | 0-439-06153-9 | 25 | 2 BOXES |
| | " | " | | 0-590-49106-7 | 48 | 1+ BOXES |
| | " | " | | 0-590-49193-8 | 44 | 1+ BOXES |

Please return this form to Kaufman Center-Attention to Brian Freeman, Director of Business Services

Approved for Transfer [ ] Approved for Disposal [✓]

Cyndi Kostul 3.28.17

Signature / Date

Cortland Enlarged City School District "Committed to Excellence"

## Assets Transfer/Disposal Form

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Current Location: | RANDALL | Room: | B22 | To Location: | | Room: | |
| Person Completing the Form: | KIRK RYAN | | | Date: | 3/28/2017 | Surplus: | |
| Asset Tag # | Description | Make | Model | Serial # | Statement of Condition | | |
| | TEXT BOOKS | | | ISBN # | QUANTITY | | |
| | SCHOLASTIC | LITERACY PLACE | | 0-590-48997-6 | 45 | 1+ BOXES | |
| | " | " | | 0-590-49152-0 | 45 | 1+ BOXES | |
| | " | " | | 0-590-49117-2 | 22 | 1 BOX | |
| | " | " | | 0-590-56636-9 | 20 | 1 BOX | |
| | " | " | | 0-15-309783-3 | 54 | 2 BOXES | |
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Please return this form to Kaufman Center-Attention to Brian Freeman, Director of Business Services

Approved for Transfer [ ] Approved for Disposal [✓]

Kirk Ryan 3.28.17

Signature / Date

Cortland Enlarged City School District "Committed to Excellence"

## Assets Transfer/Disposal Form

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Current Location:** | 93D/Clocktower | **Room:** | 93D | **To Location:** | Scrap | **Room:** | |
| **Person Completing the Form:** | Bob Martin | | | **Date:** | 3/30/17 | **Surplus:** | |

| Asset Tag # | Description | Make | Model | Serial # | Statement of Condition |
|---|---|---|---|---|---|
| N/A | Old office chair | – | – | – | Broken |
| N/A | Old computer chairs | – | – | – | Old/Broken |
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Please return this form to Kaufman Center-Attention to Kim Vile, Director of Business Services

Approved for Transfer [ ] Approved for Disposal [ ]

Signature / Date

Cortland Enlarged City School District "Committed to Excellence"

## Assets Transfer/Disposal Form

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Current Location:** | GROUDS GARAGE | **Room:** | N/A | **To Location:** | SELL OR TRADE | **Room:** | |
| **Person Completing the Form:** | BOB MARTIN | | | **Date:** | 3/30/17 | **Surplus:** | |

| Asset Tag # | Description | Make | Model | Serial # | Statement of Condition |
|---|---|---|---|---|---|
| N/A | HYDRO-DRIVE HR15 | JACOBSEN | HR15 | 70521 | OLD 1990 |
| N/A | TURFCAT 62ED | JACOBSEN | 62ED | 01105-5-502 | OLD 2008 |
| N/A | MB BROOM | MB | N/A | N/A | BELT FROM ACCIDENT (SCRAP) |
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Please return this form to Kaufman Center-Attention to Kim Vile, Director of Business Services

Approved for Transfer [ ] Approved for Disposal [ ]

Signature / Date

JACOBSEN

JACOBSEN
COMMERCIAL

mb

Turfcat
628D 4WD
One Tough Cat
JACOBSEN
A Textron Company
Hydro Drive

CAUTION
DANGER
WARNING
DANGER

Cortland
Enlarged City School District

# CORTLAND ENLARGED CITY SCHOOL DISTRICT
**1 Valley View Drive**
**Cortland, New York 13045**

6.f

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

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

---

To: Michael Hoose, Superintendent of Schools
From: Kimberly Vile, Director of Business Services
Date: 3/2/17
Re: Donation Acceptance

It is the recommendation of the business office to accept the following donation of $200.00 from Jim Povero. Jim worked with the Cortland Youth Commission coaching Virgil girls basketball and received a stipend. The donation will be earmarked for the Physical Education Department at Virgil Elementary School as he requested.

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

cc: Board of Education
Andrea Herzog, Treasurer

CORTLAND JUNIOR-SENIOR HIGH SCHOOL
Timothy J. Wagoner
Director of Athletics and Physical Education
8 Valley View Drive
Cortland, New York 13045-3296
Phone: (607) 758-4115
twagoner@cortlandschools.org

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**New League starting July 1, 2017**

The CNYCL (AA schools):
(CNS, Henninger, Corcoran, Nottingham, Liverpool, B'ville, FM and West Genny) are merging to create a new league with the 8 Freedom Class A schools from the OHSL (Onondaga High School League): (ESM, Fulton, Auburn, Central Square, Oswego, JD, Cortland and Fowler) to re-branded, Class A/Class AA only, league: The Salt City Athletic Conference (SCAC).

We firmly believe that this is in the best interests of the student-athletes from our schools and will allow us to:

- Brand our league, and promote student-achievement
- Schedule creatively
- Create professional development opportunities
- Engage in collaborative conversations with respected colleagues.

As AD's, we all agree that this is a GREAT opportunity for students and the future of our sport programs. It is not about the exclusion of other schools, it is more about moving forward in a league where we can efficiently and creatively get things done for our kids.

## Salt City Athletic Conference (SCAC)
## 2017-2018

| (CNYCL) AA | |
|---|---|
| CNS | 2111 |
| Liverpool | 1665 |
| Henninger | 1501 |
| Baldwinsville | 1320 |
| West Genesee | 1181 |
| Corcoran | 1175 |
| FM | 1072 |
| Nottingham | 1031 |

| OHSL A | |
|---|---|
| Auburn | 955 |
| Central Square | 949 |
| Oswego | 835 |
| Fulton | 780 |
| ESM | 766 |
| JD | 719 |
| Fowler | 664 |
| Cortland | 544 |

CORTLAND JUNIOR-SENIOR HIGH SCHOOL
Timothy J. Wagoner
Director of Athletics and Physical Education
8 Valley View Drive
Cortland, New York 13045-3296
Phone: (607) 758-4115
twagoner@cortlandschools.org

March 23, 2017

**Re: Membership to the CNYCL (SCAC) Fall 2017**

Dear Colleen:

The Cortland Enlarged City School District is requesting permission to join the CNYCL (SCAC) League with all Varsity, JV and Modified teams beginning Fall 2017. Based on the SCAC Constitution for membership that requires a school to be a Class "AA" or "A", our beds numbers for 2017-18 are 544 per the NYSPHSAA website.

We would be leaving the OHSL Freedom Division to form our new conference. We look forward to working in conjunction with the AA schools to do what is best for all student athletes so that they can experience all the positives that comes with participating in a competitive athletic program.

If there is anything further that you need, please let me know. Thank you for the opportunity and we hope to hear from you soon.

Sincerely,

Timothy J. Wagoner
Director of Athletics and Physical Education

Michael J. Hoose
Superintendent of Schools

TWJ:av

cc: File

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# CORTLAND ENLARGED CITY SCHOOL DISTRICT

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

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

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


---

To: Michael Hoose, Superintendent of Schools
From: Kimberly Vile, Director of Business Services *KAV*
Date: April 4, 2017
Re: Claims Audit Report

The claims auditor report is attached for the period of Jan-March 2017. The recommendation is to share this report with the BOE on a quarterly basis. The BOE President is copied into the monthly reports that are sent to compile this report.

Please note that during this time period there were 1543 transactions with 13 findings. This is equivalent to an error rate of less than 1% . We are tracking all issues in regards to following the purchasing process as well as data errors. We are tracking findings when any error is noted, this includes insuring a purchase requisition is entered prior to a purchase being made. Please note that 10 out of the 13 findings are related to the purchase process not being followed. This is something that we are able to focus on more at this point in time as we continue to improve business office processes. The checks for these findings are released and follow up is provided to the individuals in hopes of ensuring the process will be followed in the future. The other 3 findings are related to human error and the checks were deleted or held until proper calculations or data could be obtained. If you have any questions please let me know.

cc: BOE

| Cortland Enlarged City School District | | | | | | |
|---|---|---|---|---|---|---|
| Date | Activity | Checks | ransaction | Check Numbers | Findings | Recommendations |
| 1/11/2017 | A-30 | 118 | 278 | 152723 thru 152840 | No Discrepancies Noted | |
| | F-16 | 8 | 17 | 707729 thru 707736 | No Discrepancies Noted | |
| | CM-13 | 6 | 12 | 152841 thru 152846 | No Discrepancies Noted | |
| | | | | | | |
| 1/25/2017 | A-32 | 87 | 189 | 152848 thru 152934 | Cortland County Music Teachers Assoc - PO not issued. Paid on claims form | This is considered a Confirming PO. Check was released |
| | | | | | Forte Surgical - Conf PO Inv date 6/25/16, PO date 10/25/16. Req: K Harvey Stearns | Check was released |
| | | | | | Lubrication Engineers - PO not issued. Paid on claims form | This is considered a Confirming PO. Check was released |
| | | | | | NY State School Music Assoc - Conf PO Inv date 11/22/16. PO date 11/28/16. Req: R Eleck | Check was released |
| | | | | | Riverside Fire Extinguishers - Conf PO Inv date 8/17/16. PO date 10/25/16. Req: M Kostuk | Check was released |
| | | | | | SUNY Cortland - Conf PO Inv date 12/27/16. PO date 1/11/17. Req: A VanWinkle | Check was released |
| | | | | | Renaissance Addiction Service - PO not issued. Paid on claims form | This is considered a Confirming PO. Check was released |
| | | | | | Verizon - Check amount did not equal invoice amount. Check included previous balance which was already paid | Check was deleted |
| | | | | | | |
| 2/8/2017 | A-34 | 110 | 210 | 152936 thru 153045 | RH Osborne - Purchase Order not issued | Check was released |
| | H-11 | 1 | 1 | 605883 | No Discrepancies Noted | |
| | C-14 | 1 | 1 | 809788 | No Discrepancies Noted | |
| | F-18 | 7 | 11 | 707743 thru 707749 | No Discrepancies Noted | |
| | | | | | | |

| | | | | | | |
|---|---|---|---|---|---|---|
| 2/22/2017 | A-36 | 78 | 155 | 153046 thru 153123 | Skyline Electric - Conf PO Inv date 1/22/17, PO date 1/23/17. Req: M Kostuk | Check was released |
| | | | | | K Vile - Mileage claim calculated incorrectly | Check was deleted |
| | | | | | Cort-Lanes - Invoice did not include enough detailed information to verify number of games bowled | Check is being held until verification is received |
| | C-15 | 14 | 123 | 809789 thru 809802 | No Discrepancies Noted | |
| | TA-32 | 8 | 9 | 918719 thru 918726 | No Discrepancies Noted | |
| | F-19 | 11 | 23 | 707750 thru 707760 | No Discrepancies Noted | |
| | | | | | | |
| 3/10/2017 | A-38 | 87 | 201 | 153124 thru 153210 | No Discrepancies Noted | |
| | F-20 | 16 | 23 | 707761 thru 707776 | No Discrepancies Noted | |
| | C-16 | 6 | 7 | 809803 thru 809808 | No Discrepancies Noted | |
| | H-12 | 1 | 1 | 605884 | No Discrepancies Noted | |
| | TA-34 | 13 | 13 | 918738 thru 918750 | No Discrepancies Noted | |
| | CM-16 | 1 | 1 | 153211 | No Discrepancies Noted | |
| | | | | | | |
| 3/22/2017 | A-40 | 59 | 155 | 153212 thru 153270 | No Discrepancies Noted | |
| | F-21 | 11 | 11 | 707777 thru 707787 | No Discrepancies Noted | |
| | C-17 | 17 | 86 | 809809 thru 809825 | Grainger - Conf PO Inv date 1/11/17. PO date 2/15/17. Req: F Zanuski | Check was released |
| | CM-17 | 3 | 3 | 153271 thru 153273 | No Discrepancies Noted | |
| | TA-34 | 13 | 13 | 918738 thru 918750 | No Discrepancies Noted | |
| | | | | | | |
| | | | 1543 | 13 Findings | Less than 1 % finding rate | |

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*Kaufman Center*
1 Valley View Dr.
Cortland, NY 13045
Phone: 607-758-4100
Fax: 607-758-4128
*www.cortlandschools.org*

***Superintendent***

Michael J. Hoose

***Board of Education***

Melissa Davis-Howard
*President*

Janet S. Griffin
*Vice-President*

Christine A. Gregory

David K. Lemon

Judith E. Murphy

Peter L. Rogoff

Alane M. Van Donsel

Cortland

Enlarged City School District

*"Committed to Excellence"*

**CERTIFIED BOARD RESOLUTION**
**Teacher and School Staff Appreciation Week**

**WHEREAS**, teachers and school staff mold future citizens through guidance and education and

**WHEREAS**, teachers and school staff encounter students of widely differing backgrounds; and

**WHEREAS**, our country's future depends upon providing quality education to all students; and

**WHEREAS**, teachers and school staff spend countless hours preparing lessons, evaluating progress, counseling and coaching students and performing community service; and

**WHEREAS**, our community recognizes and supports its teachers and school staff in educating the children of this community.

**NOW, THEREFORE, BE IT RESOLVED** that the Cortland Enlarged City School District Board of Education proclaims May 1-5, 2017, to be TEACHER & SCHOOL STAFF APPRECIATION WEEK; and

**BE IT FURTHER RESOLVED** that the Cortland Enlarged City School District Board of Education strongly encourages all members of our community to join with it in personally expressing appreciation to our teachers & school staff for their dedication and devotion to their work.

_____

President Board of Education

**STATE OF NEW YORK**
**COUNTY OF CORTLAND**

**I, Alicia Zupancic, Clerk of the Board of Education of the Cortland Enlarged City School District, Cortland, New York, DO HEREBY CERTIFY that the foregoing is a true copy of a resolution duly adopted by the Board of Education of the Cortland Enlarged City School District of Cortland, New York on April 11, 2017, and of the whole thereof.**

**WITNESS my hand and the seal of said Board of Education of the Cortland Enlarged City School District of Cortland, New York, this 11th day of April 2017.**

_____

**Alicia M. Zupancic, Clerk**
**Board of Education**

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# CORTLAND ENLARGED CITY SCHOOL DISTRICT

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

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

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

---

To: Mr. Michaels Hoose, Superintendent
From: Kimberly A. Vile, Director of Business Services *KAV*
Date: April 5, 2017
Re: Transportation Request Non Public

It is the recommendation of the Business Office for the BOE to approve the attached transportation request for students attending Cortland Christian Academy.

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

cc: Board of Education

CORTLAND Christian ACADEMY

" To God Be the Glory, Great Things He Has Done! "

*A ministry of Bible Baptist Church*

www.cortlandchristian.org

Nate Cobb, Principal
J. Craig Miller, Head of School

RECEIVED
MAR 30 2017
Office of Superintendent

March 28, 2017

Attention Superintendent's Office:

Please find the list of Cortland Christian Academy's students from your school district who will be requesting bus transportation for the 2017-2018 school year and enclosed find their forms:

| Name | Grade Entering |
|---|---|
| Jonathan Alteri | Grade 11 |
| Eleckta Towers | Grade 7 |
| Karis Miller | Grade 5 |
| Samuel Miller | Grade 2 |
| Timothy Miller | Grade 6 |
| Levi Moshkowski | Grade 3 |
| Lincoln Moshkowski | Grade 5 |
| Tom Clark | Grade 10 |
| Makayla Gridley | Grade Kindergarten |
| Gloria Golden | Grade 12 |
| Isabella Petrella | Grade 1 |
| Viviana Petrella | Grade 2 |
| Kristy Mitchell | Grade 1 |

Tina Weed
School Secretary

♦ 15 West Rd. Cortland, NY 13045 ♦ Phone: 607-756-5838 ♦ Fax: 607-756-7716 ♦ E-mail: manager@bbc-cortland.org

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# INVESTMENT REPORT
## as of 3/31/2017

| FUND | ACCOUNT TYPE | BANK | BOOK BALANCE | 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 | $ 8,054,129 | Funds from **NYS** |
| | Checking | JPMorganChase | $ 156,705 | District office check scanner deposit account; No checks are written from this account |
| | | | | |
| **General Fund Accounts:** | | | | |
| | Public Funds Checking | TTC | $ 64,914 | Used for General Fund related cash deposits; No checks are written from this account |
| | Commercial Checking | JPMorganChase | $ 69,425 | Used for all payments from the General Fund & CM Fund |
| | Super Checking | TTC | $ 2,140,148 | Used for property tax collections |
| | Super Svgs MMkt | TTC | $ 1,336,396 | Retirement Reserve |
| | Super Svgs MMkt | TTC | $ 347,421 | Unemployment Reserve |
| | Super Svgs MMkt | TTC | $ 243,031 | Insurance Reserve |
| | Super Svgs MMkt | TTC | $ 1,012,628 | Tax Certiorari Reserve |
| | Super Svgs MMkt | TTC | $ 966,420 | Accrued Employee Benefit Reserve |
| | Super Svgs MMkt | TTC | $ 2,283,609 | Capital Reserve |
| | Super Svgs MMkt | TTC | $ 30,157 | Liability Reserve |
| | Super Svgs MMkt | TTC | $ 374,550 | Workers' Compensation Reserve |
| | Super Svgs MMkt | TTC | $ 766,928 | Repair Reserve |
| | | | | |
| **School Lunch Fund Accounts:** | | | | |
| | Public Funds Checking | TTC | $ 613,620 | Used for all daily receipts of School Lunch Fund; no checks are written from this account |
| | Commerical Checking w/ Interest | JPMorganChase | $ 223,783 | Used for all payments from the School Lunch Fund |
| | | | | |
| **Special Aid Fund Account:** | | | | |
| | Commerical Checking w/ Interest | JPMorganChase | $ 442,534 | Used for all payments from the Special Aid Fund - Grants |
| | | | | |
| **Capital Fund Account:** | | | | |
| | Commercial Checking | JPMorganChase | $ 21,283 | Used for paying capital project bills |
| | | | | |
| **Debt Service Fund Account:** | | | | |
| | Public Funds Commerical MMDA | JPMorganChase | $ 3,122,546 | Used to account for BAN/bond proceeds to be used for capital expenditures and debt service |
| | | | | |
| **Agency Fund:** | | | | |
| | Public Funds Checking | TTC | $ 29,077 | Used for Agency related cash deposits; No checks are written from this account |
| | Commercial Checking | JPMorganChase | $ 465,963 | Used for all payments from the Agency Fund, including payroll and employee benefit payments |
| | | | | |
| **Expendable Trust Fund:** | | | | |
| | Public Funds NOW | TTC | $ 127,971 | Savings account for all scholarship funds |

## FUND BALANCE ANALYSIS AT YEAR END 2017

**AS OF 3/31/17**

| REVENUE | | BUDGET 16/17 | Projected | ADJUSTM'T 2016-17 | ADJ. BUD 16/17 | EXCEEDED + (UNDER) |
|---|---|---|---|---|---|---|
| TAXES | A1000 | 17,246,932 | 17,212,725 | - | 17,246,932 | (34,207) |
| CHARGE FOR SVCS | A1300 | 158,785 | 121,909 | - | 158,785 | (36,876) |
| INTEREST/RENTS | A2400 | 54,750 | 43,969 | - | 54,750 | (10,781) |
| SALE OF PROP./Insurance Recovery | A2600 | 6,500 | 143,235 | - | 6,500 | 136,735 |
| MISCELLANEOUS | A2700 | 599,003 | 829,333 | - | 599,003 | 230,330 |
| STATE AID/BOCES AID | A3000 | 26,909,206 | 26,859,181 | - | 26,909,206 | (50,025) |
| MEDICAID | A4600 | 125,000 | 50,000 | - | 125,000 | (75,000) |
| INTERFUND TRANSFERS | A5700 | | | - | | - |
| TOTAL | | 45,100,176 | 45,260,353 | - | 45,100,176 | 160,177 |
| RESERVES | | 3,976,711 | 1,214,317 | | | |
| APP FUND BALANCE | | 500,000 | 500,000 | | 500,000 | |
| **TOTAL** | | **49,576,887** | **46,474,670** | **-** | **45,600,176** | |

| APPROPRIATIONS | | BUDGET 16/17 | YEAR To DATE | ADJUSTM'T 2016-17 | ADJ. BUD 16/17 | (EXCEEDED) UNDER + |
|---|---|---|---|---|---|---|
| BD. OF ED | A1000 | 39,604 | 31,615 | 10,126 | 49,730 | 18,115 |
| CENT. ADM | A1200 | 234,203 | 219,347 | 6,195 | 240,398 | 21,051 |
| BUS. ADM. | A1300 | 560,165 | 405,450 | (106,929) | 453,236 | 47,786 |
| PERSONNEL | A1400 | 156,329 | 97,891 | (9,205) | 147,124 | 49,233 |
| CENTRAL SRVCS | A1600 | 2,939,006 | 3,475,457 | 680,913 | 3,619,919 | 144,462 |
| SPECIAL ITEMS | A1900 | 421,400 | 391,131 | 5,080 | 426,480 | 35,349 |
| SUPERVISION | A2000 | 1,972,430 | 1,838,166 | 51,028 | 2,023,458 | 185,293 |
| TEACHING | A2100 | 12,518,907 | 12,167,659 | 23,135 | 12,542,042 | 374,383 |
| SPEC EDUCATION | A2250 | 6,233,871 | 5,847,755 | (219,889) | 6,013,982 | 166,226 |
| SPEECH THERAPY | A2251 | 161,371 | 158,016 | 500 | 161,871 | 3,855 |
| OCCUPATIONAL THERAPY | A2252 | 111,283 | 103,528 | | 111,283 | 7,755 |
| PHYSICAL THERAPY | A2253 | - | 16,502 | 51,500 | 51,500 | 34,998 |
| OCC. EDUCATION | A2280 | 930,000 | 870,033 | (55,000) | 875,000 | 4,967 |
| SUMMER SCHOOL | A2330 | 253,720 | 118,166 | (118,664) | 135,056 | 16,890 |
| SCHOOL LIBRARY | A2610 | 562,052 | 699,131 | 151,828 | 713,880 | 14,749 |
| TV | A2620 | 80,725 | 114,361 | 52,871 | 133,596 | 19,235 |
| COMPUTER ASST. INST | A2630 | 1,410,175 | 1,456,859 | 125,812 | 1,535,987 | 79,128 |
| ATTENDANCE | A2805 | 116,977 | 105,794 | 9,206 | 126,183 | 20,390 |
| GUIDANCE | A2810 | 416,922 | 378,295 | (14,750) | 402,172 | 23,877 |
| HEALTH/DIAGNOSTIC | A2815 | 252,168 | 245,637 | 1,350 | 253,518 | 7,881 |
| PSYCHOLOGICAL | A2820 | 327,737 | 278,442 | | 327,737 | 49,295 |
| SOCIAL WORKER | A2825 | 430,483 | 393,706 | (25,000) | 405,483 | 11,777 |
| CO-CURRICULAR | A2850 | 211,108 | 184,402 | 1,700 | 212,808 | 28,406 |
| INTERSCHOLASTIC | A2855 | 662,592 | 477,936 | (36,350) | 626,242 | 148,306 |
| TRANSPORTATION | A5510 | 1,185,746 | 959,107 | (51,652) | 1,134,094 | 174,987 |
| GARAGE | A5530 | 120,092 | 68,906 | 720 | 120,812 | 51,906 |
| TRANS BOCES | A5581 | 8,363 | 3,102 | (4,600) | 3,763 | 661 |
| CIVIC ACTIVITIES | A8060 | | 240 | 5,000 | 5,000 | 4,760 |
| EMPLOYEE BENEFITS | A9000 | 13,304,812 | 12,235,072 | (643,091) | 12,661,721 | 426,649 |
| DEBT DERVICE | A9700 | 3,809,646 | 3,809,646 | | 3,809,646 | - |
| INTERFUND TRANSFERS | A9900 | 145,000 | 188,289 | 138,786 | 283,786 | 95,496 |
| **TOTAL** | | **49,576,887** | **47,339,642** | **30,621** | **49,607,508** | **2,267,866** |

**Fund Balance**
**AS OF 3/31/17**

| | | |
|---|---|---|
| **FUND BALANCE, JULY 1, 2016** | 9,636,993 | |
| **ADD: PROJECTED REVENUE** | 45,260,353 | |
| **LESS: ACTUAL EXPENSES PLUS ENCUMBRANCES** | 47,339,642 | |
| **FUND BALANCE, JUNE 30, 2017** | | 7,557,704 |
| **(LESS): Appropriated Fund Balance** | | 500,000 |
| **(LESS): Reserve for Encumbrances** | | |
| Reserve for Workers Comp. | 356,225 | |
| Reserve for Unemployment | 312,568 | |
| Reserve for Retirement Contributions | 1,336,850 | |
| Reserve for Liability | 30,175 | |
| Reserve for Insurance | 243,076 | |
| Reserve for Tax Certiorari | 1,012,800 | |
| Reserve for Employee Benefits | 741,680 | |
| Capital Reserve | 2,284,000 | |
| Reserve for Repairs | 680,850 | |
| **(LESS): Reserves-Restricted Fund Balance** | | 6,998,224 |
| **Unassigned Fund Balance** | | 59,480 |
| **MAX FUND BALANCE (4% 2016/17 Budget)** | | 1,983,075 |
| **SURPLUS/(DEFICIT) above 4%** | | (1,923,595) |
| **Debt Service Fund** | 1,116,287 | |

# CORTLAND ENLARGED CITY SCHOOLS

## Revenue Status Report From 7/1/2016 To 3/31/2017

NVISION

| 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 | 14,343,714.98 | 2,663,217.02 |
| A 1081 | OTHER PAYMENTS LIEU OF TAXES | 150,000.00 | 0.00 | 150,000.00 | 131,007.77 | 18,992.23 |
| 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 | 64,463.05 | 25,536.95 |
| 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 | 5,660.04 | -2,660.04 |
| A 1414 | ADMISSIONS-OTHER EVENTS | 2,000.00 | 0.00 | 2,000.00 | 3,937.56 | -1,937.56 |
| A 1489 | OTHER CHARGES FOR SERVICES | 13,000.00 | 0.00 | 13,000.00 | 1,075.00 | 11,925.00 |
| A 1490 | CHARGES FOR TRANS-NON STUDENT | 0.00 | 0.00 | 0.00 | 9,896.82 | -9,896.82 |
| 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 | 10,778.15 | 14,221.85 |
| A 2410 | RENTAL REAL PROPERTY INDIVIDUAL | 13,500.00 | 0.00 | 13,500.00 | 24,651.00 | -11,151.00 |
| A 2413 | RENTAL REAL PROPERTY BOCES | 15,000.00 | 0.00 | 15,000.00 | 5,000.00 | 10,000.00 |
| 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 | 107.00 | 6,393.00 |
| A 2680 | INSURANCE RECOVERIES | 0.00 | 0.00 | 0.00 | 142,648.71 | -142,648.71 |
| A 2690 | OTHER COMPENSATION FOR LOSS | 0.00 | 0.00 | 0.00 | 329.77 | -329.77 |
| A 2700 | MEDICARE PART D DRUG REIMB | 150,000.00 | 0.00 | 150,000.00 | 63,951.69 | 86,048.31 |
| A 2701 | REFUND PRIOR YEARS - BOCES | 132,000.00 | 0.00 | 132,000.00 | 514,743.23 | -382,743.23 |
| A 2703 | OTHER REFUNDS (SPECIFY) | 100,000.00 | 0.00 | 100,000.00 | 212,838.21 | -112,838.21 |
| A 2705 | GIFTS AND DONATIONS | 15,000.00 | 0.00 | 15,000.00 | 8,800.00 | 6,200.00 |
| 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 | 10,244,660.05 | 13,429,225.95 |
| A 3101..01 | EXCESS COST AID | 908,844.00 | 0.00 | 908,844.00 | 3,312,046.63 | -2,403,202.63 |
| A 3102 | LOTTERY AID | 0.00 | 0.00 | 0.00 | 3,044,832.89 | -3,044,832.89 |
| A 3102..1 | VLT GRANT | 0.00 | 0.00 | 0.00 | 1,003,170.10 | -1,003,170.10 |
| A 3103 | BOCES AID | 2,067,800.00 | 0.00 | 2,067,800.00 | 527,951.25 | 1,539,848.75 |
| A 3104 | TUITION AID CHAPTER 47/66/721 | 0.00 | 0.00 | 0.00 | 67,333.00 | -67,333.00 |
| A 3260 | TEXTBOOKS | 210,453.00 | 0.00 | 210,453.00 | 150,600.00 | 59,853.00 |
| A 3262 | SOFTWARE/HARDWARE AID | 48,223.00 | 0.00 | 48,223.00 | 91,207.00 | -42,984.00 |
| A 3263 | LIBRARY AID | 0.00 | 0.00 | 0.00 | 17,231.00 | -17,231.00 |
| A 3289 | OTHER STATE AID | 0.00 | 0.00 | 0.00 | 64,083.00 | -64,083.00 |
| A 4601 | MEDICAID ASSISTANCE | 125,000.00 | 0.00 | 125,000.00 | 46,117.41 | 78,882.59 |
| | **A Totals:** | **45,100,176.00** | **0.00** | **45,100,176.00** | **36,791,838.36** | **8,308,337.64** |
| | **Grand Totals:** | **45,100,176.00** | **0.00** | **45,100,176.00** | **36,791,838.36** | **8,308,337.64** |

# CORTLAND ENLARGED CITY SCHOOLS

## Appropriation Status Summary Report By Function From 7/1/2016 To 3/31/2017

NVISION

| Account | Description | | Budget | Adjustments | Adj. Budget | Expensed | Encumbered | Available |
|---|---|---|---|---|---|---|---|---|
| 1010 | BOARD OF EDUCATION | * | 30,354.00 | 10,126.41 | 40,480.41 | 23,453.42 | 2,606.13 | 14,420.86 |
| 1040 | DISTRICT CLERK | * | 3,000.00 | 0.00 | 3,000.00 | 1,769.40 | 730.60 | 500.00 |
| 1060 | DISTRICT MEETING | * | 6,250.00 | 0.00 | 6,250.00 | 0.00 | 3,055.50 | 3,194.50 |
| 10 | | ** | 39,604.00 | 10,126.41 | 49,730.41 | 25,222.82 | 6,392.23 | 18,115.36 |
| 1240 | CHIEF SCHOOL ADMINISTRATOR | * | 234,203.00 | 6,194.56 | 240,397.56 | 162,977.44 | 56,369.58 | 21,050.54 |
| 12 | | ** | 234,203.00 | 6,194.56 | 240,397.56 | 162,977.44 | 56,369.58 | 21,050.54 |
| 1310 | BUSINESS ADMINISTRATION | * | 412,131.00 | -109,659.36 | 302,471.64 | 204,594.49 | 61,963.07 | 35,914.08 |
| 1320 | AUDITING | * | 60,000.00 | 0.00 | 60,000.00 | 24,829.39 | 31,325.00 | 3,845.61 |
| 1325 | TREASURER | * | 75,234.00 | 1,740.03 | 76,974.03 | 53,727.22 | 19,972.81 | 3,274.00 |
| 1330 | TAX COLLECTOR | * | 12,800.00 | 990.00 | 13,790.00 | 7,993.82 | 1,044.00 | 4,752.18 |
| 13 | | ** | 560,165.00 | -106,929.33 | 453,235.67 | 291,144.92 | 114,304.88 | 47,785.87 |
| 1420 | LEGAL | * | 50,000.00 | 0.00 | 50,000.00 | 8,734.16 | 11,265.84 | 30,000.00 |
| 1430 | PERSONNEL | * | 106,329.00 | -9,204.77 | 97,124.23 | 53,184.18 | 24,706.97 | 19,233.08 |
| 14 | | ** | 156,329.00 | -9,204.77 | 147,124.23 | 61,918.34 | 35,972.81 | 49,233.08 |
| 1620 | OPERATION OF PLANT | * | 2,330,865.00 | 70,932.50 | 2,401,797.50 | 1,710,655.93 | 580,479.79 | 110,661.78 |
| 1621 | MAINTENANCE OF PLANT | * | 608,141.00 | 130,713.00 | 738,854.00 | 579,792.02 | 138,111.47 | 20,950.51 |
| 1680 | CENTRAL DATA PROCESSING | * | 0.00 | 479,267.50 | 479,267.50 | 280,172.85 | 186,244.92 | 12,849.73 |
| 16 | | ** | 2,939,006.00 | 680,913.00 | 3,619,919.00 | 2,570,620.80 | 904,836.18 | 144,462.02 |
| 1910 | UNALLOCATED INSURANCE | * | 205,000.00 | 2,580.00 | 207,580.00 | 190,421.03 | 0.00 | 17,158.97 |
| 1930 | JUDGMENTS & CLAIMS | * | 1,500.00 | 2,500.00 | 4,000.00 | 0.00 | 0.00 | 4,000.00 |
| 1964 | REFUND ON REAL PROPERTY TAXES | * | 2,000.00 | 0.00 | 2,000.00 | 1,046.00 | 0.00 | 954.00 |

# CORTLAND ENLARGED CITY SCHOOLS

## Appropriation Status Summary Report By Function From 7/1/2016 To 3/31/2017

NVISION

| Account | Description | | Budget | Adjustments | Adj. Budget | Expensed | Encumbered | Available |
|---|---|---|---|---|---|---|---|---|
| 1981 | BOCES ADMINISTRATIVE COSTS | * | 182,900.00 | 30,000.00 | 212,900.00 | 119,798.61 | 79,865.73 | 13,235.66 |
| 1983 | BOCES CAPITAL EXPENSES | * | 30,000.00 | -30,000.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 19 | | ** | 421,400.00 | 5,080.00 | 426,480.00 | 311,265.64 | 79,865.73 | 35,348.63 |
| 2010 | CURRICULUM DEVEL & SUPERVISION | * | 331,741.00 | -67,761.95 | 263,979.05 | 117,381.64 | 50,119.12 | 96,478.29 |
| 2020 | SUPERVISION-REGULAR SCHOOL | * | 1,535,689.00 | 24,975.39 | 1,560,664.39 | 1,111,772.60 | 423,158.86 | 25,732.93 |
| 2070 | INSERVICE TRAINING-INSTRUCTION | * | 105,000.00 | 93,815.00 | 198,815.00 | 85,742.72 | 49,990.88 | 63,081.40 |
| 20 | | ** | 1,972,430.00 | 51,028.44 | 2,023,458.44 | 1,314,896.96 | 523,268.86 | 185,292.62 |
| 2110 | TEACHING-REGULAR SCHOOL | * | 12,518,907.00 | 23,135.31 | 12,542,042.31 | 7,375,598.11 | 4,792,060.92 | 374,383.28 |
| 21 | | ** | 12,518,907.00 | 23,135.31 | 12,542,042.31 | 7,375,598.11 | 4,792,060.92 | 374,383.28 |
| 2250 | PROGRAMS-STUDENTS W/ DISABIL | * | 6,233,871.00 | -219,889.41 | 6,013,981.59 | 3,449,854.95 | 2,397,900.51 | 166,226.13 |
| 2251 | SPEECH THERAPY | * | 161,371.00 | 500.00 | 161,871.00 | 91,012.35 | 67,003.98 | 3,854.67 |
| 2252 | OCCUPATIONAL THERAPY | * | 111,283.00 | 0.00 | 111,283.00 | 59,424.46 | 44,103.39 | 7,755.15 |
| 2253 | | * | 0.00 | 51,500.00 | 51,500.00 | 16,501.91 | 0.00 | 34,998.09 |
| 2280 | OCCUPATIONAL EDUCATION | * | 930,000.00 | -55,000.00 | 875,000.00 | 522,019.68 | 348,013.12 | 4,967.20 |
| 22 | | ** | 7,436,525.00 | -222,889.41 | 7,213,635.59 | 4,138,813.35 | 2,857,021.00 | 217,801.24 |
| 2330 | TEACHING-SPECIAL SCHOOLS | * | 253,720.00 | -118,664.38 | 135,055.62 | 118,165.62 | 0.00 | 16,890.00 |
| 23 | | ** | 253,720.00 | -118,664.38 | 135,055.62 | 118,165.62 | 0.00 | 16,890.00 |
| 2610 | SCHOOL LIBRARY & AUDIOVISUAL | * | 562,052.00 | 151,827.65 | 713,879.65 | 443,661.09 | 255,469.91 | 14,748.65 |
| 2620 | EDUCATIONAL TELEVISION | * | 80,725.00 | 52,871.34 | 133,596.34 | 87,807.96 | 26,553.24 | 19,235.14 |
| 2630 | COMPUTER ASSISTED INSTRUCTION | * | 1,410,175.00 | 125,812.11 | 1,535,987.11 | 1,043,697.51 | 413,161.45 | 79,128.15 |
| 26 | | ** | 2,052,952.00 | 330,511.10 | 2,383,463.10 | 1,575,166.56 | 695,184.60 | 113,111.94 |

# CORTLAND ENLARGED CITY SCHOOLS

## Appropriation Status Summary Report By Function From 7/1/2016 To 3/31/2017

NVISION

| Account | Description | | Budget | Adjustments | Adj. Budget | Expensed | Encumbered | Available |
|---|---|---|---|---|---|---|---|---|
| 2805 | ATTENDANCE-REGULAR SCHOOL | * | 116,977.00 | 9,206.47 | 126,183.47 | 75,533.76 | 30,260.07 | 20,389.64 |
| 2810 | GUIDANCE-REGULAR SCHOOL | * | 416,922.00 | -14,749.64 | 402,172.36 | 235,572.88 | 142,722.20 | 23,877.28 |
| 2815 | HEALTH SERVICES-REGULAR SCHOOL | * | 252,168.00 | 1,350.00 | 253,518.00 | 154,456.23 | 91,180.83 | 7,880.94 |
| 2820 | PSYCHOLOGICAL SRVC-REG SCHOOL | * | 327,737.00 | 0.00 | 327,737.00 | 163,486.01 | 114,956.30 | 49,294.69 |
| 2825 | SOCIAL WORK SRVC-REG SCHOOL | * | 430,483.00 | -25,000.00 | 405,483.00 | 224,030.77 | 169,675.03 | 11,777.20 |
| 2850 | CO-CURRICULAR ACTIV-REG SCHL | * | 211,108.00 | 1,700.00 | 212,808.00 | 131,658.92 | 52,742.69 | 28,406.39 |
| 2855 | INTERSCHOL ATHLETICS-REG SCHL | * | 662,592.00 | -36,350.00 | 626,242.00 | 410,116.10 | 67,819.87 | 148,306.03 |
| 28 | | ** | 2,417,987.00 | -63,843.17 | 2,354,143.83 | 1,394,854.67 | 669,356.99 | 289,932.17 |
| 5510 | DISTRICT TRANSPORTATION | * | 1,185,746.00 | -51,651.84 | 1,134,094.16 | 705,003.30 | 254,103.96 | 174,986.90 |
| 5530 | GARAGE BUILDING | * | 120,092.00 | 720.23 | 120,812.23 | 51,577.23 | 17,329.23 | 51,905.77 |
| 5581 | TRANSPORTATION FROM BOCES | * | 8,363.00 | -4,600.00 | 3,763.00 | 1,861.20 | 1,240.80 | 661.00 |
| 55 | | ** | 1,314,201.00 | -55,531.61 | 1,258,669.39 | 758,441.73 | 272,673.99 | 227,553.67 |
| 8060 | CIVIC ACTIVITIES | * | 0.00 | 5,000.00 | 5,000.00 | 240.00 | 0.00 | 4,760.00 |
| 80 | | ** | 0.00 | 5,000.00 | 5,000.00 | 240.00 | 0.00 | 4,760.00 |
| 9010 | STATE RETIREMENT | * | 767,850.00 | -100,000.00 | 667,850.00 | 643,792.83 | 0.00 | 24,057.17 |
| 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 | 1,039,559.04 | 601,248.03 | 51,869.93 |
| 9040 | WORKERS' COMPENSATION | * | 269,648.00 | -47,365.97 | 222,282.03 | 213,622.80 | 7,365.20 | 1,294.03 |
| 9050 | UNEMPLOYMENT INSURANCE | * | 20,000.00 | 10,000.00 | 30,000.00 | 20,953.03 | 9,046.97 | 0.00 |
| 9060 | HOSPITAL, MEDICAL & DENTAL INS | * | 7,532,012.00 | -120,000.00 | 7,412,012.00 | 5,577,829.63 | 1,556,524.62 | 277,657.75 |
| 9089 | OTHER | * | 722,550.00 | -86,150.00 | 636,400.00 | 141,829.63 | 444,334.90 | 50,235.47 |

# CORTLAND ENLARGED CITY SCHOOLS

## Appropriation Status Summary Report By Function From 7/1/2016 To 3/31/2017

| Account | Description | | Budget | Adjustments | Adj. Budget | Expensed | Encumbered | Available |
|---|---|---|---|---|---|---|---|---|
| 90 | | ** | 13,304,812.00 | -643,090.97 | 12,661,721.03 | 7,616,552.09 | 4,618,519.72 | 426,649.22 |
| 9711 | DEBT SERVICE - CONSTRUCTION | * | 3,117,450.00 | 0.00 | 3,117,450.00 | 606,225.00 | 2,511,225.00 | 0.00 |
| 9712 | DEBT SERVICE - BUSES | * | 382,196.00 | 0.00 | 382,196.00 | 382,196.00 | 0.00 | 0.00 |
| 9731 | | * | 0.00 | 310,000.00 | 310,000.00 | 0.00 | 310,000.00 | 0.00 |
| 9732 | | * | 310,000.00 | -310,000.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 97 | | ** | 3,809,646.00 | 0.00 | 3,809,646.00 | 988,421.00 | 2,821,225.00 | 0.00 |
| 9901 | TRANSFER TO SPECIAL AID | * | 45,000.00 | 18,123.09 | 63,123.09 | 63,123.09 | 0.00 | 0.00 |
| 9950 | TRANSFER TO CAPITAL | * | 100,000.00 | 120,662.60 | 220,662.60 | 125,166.20 | 0.00 | 95,496.40 |
| 99 | | ** | 145,000.00 | 138,785.69 | 283,785.69 | 188,289.29 | 0.00 | 95,496.40 |
| | Fund ATotals: | | 49,576,887.00 | 30,620.87 | 49,607,507.87 | 28,892,589.34 | 18,447,052.49 | 2,267,866.04 |
| | Grand Totals: | | 49,576,887.00 | 30,620.87 | 49,607,507.87 | 28,892,589.34 | 18,447,052.49 | 2,267,866.04 |

# CORTLAND ENLARGED CITY SCHOOLS

**Budget Transfer Query From 3/1/2017 - 3/31/2017 In Between $0.00 And $999,999,999.99**

NVISION

| Reference # | Date | Transfer Explanation | Account | Detail Description | Debits | Credits |
|---|---|---|---|---|---|---|
| 645 | 03/01/2017 | Transfer per attached request from R. Martin | A 1620.440-00-0000 | | 2,875.00 | 0.00 |
| | | | A 1620.450-00-0000 | | 0.00 | 2,875.00 |
| | | | | **Transfer Totals:** | **2,875.00** | **2,875.00** |
| 646 | 03/10/2017 | To transfer funds for purchase of washing machine | A 2855.200-10-0000 | | 0.00 | 12,916.00 |
| | | | A 2855.447-10-0000 | | 12,916.00 | 0.00 |
| | | | | **Transfer Totals:** | **12,916.00** | **12,916.00** |
| 647 | 03/16/2017 | Increase Occupational Therapy conference line per request from J. Riley via K. Foster | A 2252.450-00-0000 | | 190.00 | 0.00 |
| | | | A 2252.475-00-0000 | | 0.00 | 190.00 |
| | | | | **Transfer Totals:** | **190.00** | **190.00** |
| 648 | 03/20/2017 | Transfer to increase equipment budget to purchase PC for piloting Imaging & Testing per C. Dann | A 2630.220-00-0000 | | 0.00 | 100.00 |
| | | | A 2630.465-00-0000 | | 100.00 | 0.00 |
| | | | | **Transfer Totals:** | **100.00** | **100.00** |
| 649 | 03/22/2017 | Transfer BOCES funds per March bill | A 2110.490-00-0000 | | 0.00 | 20,000.00 |
| | | | A 2253.490-00-0000 | | 10,000.00 | 0.00 |
| | | | A 2330.490-00-0000 | | 11,250.00 | 0.00 |
| | | | A 2610.490-00-0000 | | 0.00 | 1,250.00 |
| | | | | **Transfer Totals:** | **21,250.00** | **21,250.00** |
| 650 | 03/31/2017 | To transfer budget dollars to remove payroll overages | A 1240.160-20-0000 | | 0.00 | 114.58 |
| | | | A 1240.161-20-0000 | | 114.58 | 0.00 |
| | | | A 2070.150-00-0000 | | 31,185.00 | 0.00 |
| | | | A 2110.120-00-0000 | | 35,000.00 | 0.00 |
| | | | A 2110.130-10-0000 | | 0.00 | 10,000.00 |
| | | | A 2110.140-00-0000 | | 0.00 | 35,000.00 |
| | | | A 2110.141-00-0000 | | 0.00 | 21,185.00 |
| | | | A 2250.150-00-0000 | | 6,500.00 | 0.00 |
| | | | A 2250.160-00-0000 | | 0.00 | 4,000.00 |
| | | | A 2250.193-00-0000 | | 0.00 | 2,500.00 |
| | | | A 2855.150-00-0000 | | 0.00 | 10,000.00 |
| | | | A 2855.151-00-0000 | | 10,000.00 | 0.00 |
| | | | A 5510.160-30-0000 | | 0.00 | 2,000.00 |

# CORTLAND ENLARGED CITY SCHOOLS

## Budget Transfer Query From 3/1/2017 - 3/31/2017 In Between $0.00 And $999,999,999.99

| Reference # | Date | Transfer Explanation | Account | Detail Description | | Debits | Credits |
|---|---|---|---|---|---|---|---|
| | | | A 5510.161-30-0000 | | | 0.00 | 10,000.00 |
| | | | A 5510.165-30-0000 | | | 10,000.00 | 0.00 |
| | | | A 5510.166-30-0000 | | | 2,000.00 | 0.00 |
| | | | | | **Transfer Totals:** | **94,799.58** | **94,799.58** |
| 651 | 03/31/2017 | Transfer to cover interest/penalties on late payment of 2016 payroll withholdings | A 1310.490-20-0000 | | | 2,500.00 | 0.00 |
| | | | A 1930.400-20-0000 | | | 0.00 | 2,500.00 |
| | | | | | **Transfer Totals:** | **2,500.00** | **2,500.00** |
| | | | | | **Grand Totals:** | **134,630.58** | **134,630.58** |

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**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:** April 7, 2017

**Re:** Field Placement Agreement: Cazenovia College

Enclosed for your review and approval is a proposed Field Placement Agreement between the District and Cazenovia College, Cazenovia, New York.

Upon approval by the Cortland Board of Education, this agreement will be in effect from the date of approval until April 1, 2022. The contract provides opportunity for District personnel to host internship experiences for Cazenovia College 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,

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CAZENOVIA COLLEGE
FOUNDED IN 1824

April 3, 2017

Jeff Craig, Ed.D.
Assistant Superintendent for Curriculum and Instruction
Cortland Enlarged City School District
Kaufman Center
1 Valley View Drive
Cortland, NY 13045

Dear Dr. Craig:

Thank you for sending the Cortland Enlarged City School District Affiliation Agreement. We have reviewed it and find that it meets our requirements for an internship placement.

Enclosed is the Affiliation Agreement signed by Cazenovia College. When the agreement is fully executed, please send a copy to me for our files.

I will provide information to the student, Kali Johnson about the requirements needed to intern at the Cortland Enlarged City School District.

Best regards,

Christine Richardson

Christine Richardson, M.Ed., NCC
Director, Career Services Office
Cazenovia College
22 Sullivan Street
Cazenovia, NY 13035
315-655-7147
cwrichardson@cazenovia.edu

Cortland
Enlarged City School District

# FIELD PLACEMENT AGREEMENT

Agreement effective as of April 1, 2017 by and between Cazenovia College, an educational institution with a principal place of business at 145 Williams Hall, Cazenovia, NY 13035 ("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

# 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 or the Institution or tis 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 April 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

Cortland
Enlarged City School District

# FIELD PLACEMENT AGREEMENT

If to the Institution to:

Christine Richardson, M.Ed., NCC Director
Center for Adult and Continuing Education & Career Development Center
145 Williams Hall
Cazenovia, NY 13035

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: Christine Richardson Date: 4-3-17
Title: Director, Career Services

Institution: Cazenovia College

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April 14 changed to 1/2 PDD

# Cortland Enlarged City School District
# 2016-17 Calendar

Revised 04/11/2017
Approved by Board – 04/11/2017

Cortland
Enlarged City School District

## JULY

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

## AUGUST

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

## SEPTEMBER

| M | T | W | TH | F | |
|---|---|---|---|---|---|
| | | | 1 | 2 | |
| 5 | 6 | 7 | 8 | 9 | |
| 12 | 13 | 14 | 15 | 16 | |
| 19 | 20 | 21 | 22 | 23 | 19/ |
| 26 | 27 | 28 | 29 | 30 | 18 |

## OCTOBER

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

## NOVEMBER

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

## DECEMBER

| M | T | W | TH | F | |
|---|---|---|---|---|---|
| | | | 1 | 2 | |
| 5 | 6 | 7 | 8 | 9 | |
| 12 | 13 | 14 | 15 | 16 | |
| 19 | 20 | 21 | 22 | 23 | 17/ |
| 26 | 27 | 28 | 29 | 30 | 17 |

### SEPTEMBER
- 5 Labor Day
- 6 1st Day Staff
- 7 1st Day Students

### OCTOBER
- 7 Prof. Development Day
- 10 Columbus Day

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

### DECEMBER
- 26 - Jan. 2 December Recess

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

### FEBRUARY
- 20-24 Winter Recess

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

### APRIL
- 14 ½ Prof. Development Day PM
- 17-21 Spring Recess

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

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

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

## JANUARY

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

## FEBRUARY

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

## MARCH

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

## APRIL

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

## MAY

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

## JUNE

| M | T | W | TH | F | |
|---|---|---|---|---|---|
| | | | 1 | 2 | |
| 5 | 6 | 7 | 8 | 9 | |
| 12 | 13 | 14 | 15 | 16 | |
| 19 | 20 | 21 | 22 | 23 | 17/ |
| 26 | 27 | 28 | 29 | 30 | 17 |

**185 Faculty/180 Student Days**

**Important Notes** Rating Day counts toward student required days, but students do not attend. Should we exceed our allotted emergency closing days, additional days will be taken in this order: April 14, 21 and 20. Please plan accordingly.

Revised draft 3/20/17

FINAL APPROVAL REQUESTED 6.17

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

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

| REQUESTED BY SUPERVISING TEACHER | SCHOOL | DATE |
|---|---|---|
| Rick Eleck | CJSHS | 4/13/2017 |

DESCRIPTION OF THE TRIP

Students will travel to Cleveland and Sandusky, Ohio to perform at the Rock and Roll Hall of Fame and Cedar Point Amusement Park. In addition, students will tour the Rock and Roll Hall of Fame and the Great Lakes Science Center. The students will also have the opportunity to spend a day at Cedar Point.

### *TRIP DETAILS*

| DESTINATION OF TRIP | DEPARTURE DATE | DEPARTURE TIME |
|---|---|---|
| Cleveland/Sandusky Hotel | Friday, May 12, 2017 | 6:00 AM |
| **Embassy Suites Hotel**<br>**Address:** 5800 Rockside Woods Blvd N, Independence, OH 44131<br>**Phone:** (216) 986-9900 | RETURN DATE<br>Sunday, May 14, 2017 | RETURN TIME<br>11:00 PM |
| | TOTAL DAYS<br>3 | TOTAL NIGHTS<br>2 |
| NUMBER OF STUDENTS<br>40 | NUMBER OF STAFF<br>2 | NUMBER OF CHAPERONES<br>4 |

### *COSTS*

| TOTAL ANTICIPATED COST OF TRIP PER PERSON | COST INCLUDES: |
|---|---|
| $ 230 | Round Trip transportation and transfers via video bus.<br>2 nights hotel accommodations<br>2 breakfasts, 1 lunch, 1 dinner, 1 all day park meal plan<br>Admission to:<br>Cedar Point<br>Rock and Roll Hall of Fame<br>Great Lakes Science Center<br>A sufficient amount of money has been raised to help students who are unable to pay for the trip. This information has been shared with all families. Some students have requested help. Help was granted. |
| ADDITIONAL COSTS<br>$ 20.00 | ADDITIONAL COSTS INCLUDES:<br>1 dinner<br>souvenirs |

| TRANSPORTATION MODE | TRANSPORTATION CARRIER | TRANSPORTATION COST |
|---|---|---|
| Charter Bus | Arranged through Carr's Holidays | Included in Cost per Person |

### *LEARNING OUTCOMES OF TRIP*

TARGET GROUP OF STUDENTS
(Class/Team/Organization)

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

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

POST-TRIP FOLLOW UP/EVALUTION OF EDUCATIONAL VALUE

PRINCIPAL COMMENTS

| SUPERVISING STAFF NAME | COVERAGE ARRANGED |
|---|---|
| | |
| | |
| | |
| | |
| | |
| | |

***APPROVALS***

| | |
|---|---|
| SIGNATURE OF SUPERVISING TEACHER | SIGNATURE OF PRINCIPAL 4/10/17 |
| SIGNATURE OF DIRECTOR OF CURRICULUM AND INSTRUCTION | DATE 4.11.17 |
| SIGNATURE OF SUPERINTENDENT | DATE |

Students will be performing in an internationally recognized venue (Rock and Roll Hall of Fame). Students will visit and tour historical and educational institutions in Cleveland, Ohio.

Extended performance trips allow the students to "bond" as a team, accepting the differences of others and noting the strengths of themselves and their peers. Older students "look out" for the younger ones and provide positive peer role modeling. Additional intangible learning outcomes include the feeling of success, the development of social skills and learning to live (albeit, for a short time) in a safe and structured environment away from home.

TARGET GROUP OF STUDENTS
(Class/Team/Organization)

Sr. High Concert Band

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

none

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

September, 2016 – info letter to gauge student interest

October 2016 – first meeting with parents of participating students

Late March – mandatory Chaperone Meeting
Early April – mandatory Parent Meeting

POST-TRIP FOLLOW UP/EVALUTION OF EDUCATIONAL VALUE

May, 2017 –Participating students will be given a questionnaire to evaluate their experiences.

PRINCIPAL COMMENTS

Approved - Great trip - Joseph C. [illegible]

| SUPERVISING STAFF NAME | COVERAGE ARRANGED |
|---|---|
| Richard Eleck | |
| Kim Sanderson | |
| Chaperones TBD | |

CARR'S
HOLIDAYS
1601 GLENWOOD ROAD I VESTAL, NEW YORK 13850 I 607. 785. 8644 I

**Cortland H.S. Music**
**Cleveland**
**May 12-14, 2017**

This is a proposal. Times and arrangements are tentative until confirmed

**Friday May 12th**

| | |
|---|---|
| 6:00am | Departure – stops on route as needed |
| 1:00pm | Arrive **Rock & Roll Hall of Fame and Museum** |
| 1:30pm | **Performance @ Rock Hall** |
| 4:30pm | Departure |
| 5:00pm | Dinner @ **Music Box Supper Club** – live performance package |
| 6:30pm | Departure |
| 7:00pm | Check in **Embassy Suites Hotel** Cleveland Rockside |

**Saturday May 13th**

| | |
|---|---|
| 8:00am | **Buffet Breakfast** @ hotel |
| 9:00am | Departure |
| 10:15am | Arrive **Cedar Point Amusement Park** |
| TBA | **All Day Meal Plan** – eat every 90 minutes |
| TBA | **All Day Drink Wristbands** |
| TBA | Departure |
| TBA | Return to hotel |

**Sunday May 14th**

| | |
|---|---|
| 8:30am | Buffet Breakfast @ hotel |
| 9:30am | Check out and departure |
| 10:00am | Arrive **Royalton Music** – group to arrange tour + presentation. |
| 11:30am | Departure |
| Noon | Bowling and Lunch @ **The Corner Alley – location TBA** |
| 2:00pm | Departure |
| 2:30pm | Arrive **Great Lakes Science Center** |
| 4:00pm | Departure – stops on route home as needed |
| 11:00pm | Arrive home |

**Package Includes:**

- Round trip motor coach transportation.
- (2) Nights hotel accommodations.
- (2) Buffet Breakfasts @ hotel
- (1) Dinner @ Music Box Supper Club.
- (1) All Day Dining @ Cedar Point
- (1) Drink Wrist Band @ Cedar Point
- (1) Lunch @ The Corner Alley
- ***All*** taxes and gratuities.
- ***All*** admissions.
- (1) Complimentary chaperone per (20) paying passengers.

Chaperones have not been finalized yet.
This will happen soon.

Phone tree will be compiled prior to departure for emergency purposes.

7a

# SCHEDULE OF RESIGNATIONS AND LEAVES

ADMINISTRATORS, INSTRUCTIONAL AND NON-INSTRUCTIONAL STAFF
School Year 2016-17

Schedule Number: **11.90**
Board Meeting Date: **April 11, 2017**
Color: **White**

**A. Approval of Personnel Resignations and Leaves**

**ADMINISTRATORS/INSTRUCTIONAL PERSONNEL:**

| RESIGNATION | POSITION | ORIGINAL APPOINTMENT | RESIGNATION DATE | REASON |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |

**CO-CURRICULAR PERSONNEL:**

| PROGRAM CANCELLATION | POSITION | ORIGINAL APPOINTMENT | EFFECTIVE DATE | REASON |
|---|---|---|---|---|
| Christine Andrews | Girls On The Run - Coordinator | 06/28/2016 | 03/05/2017 | Cancellation due to low participation. 50% pro-rated stipend for work completed prior to cancellation. |
| Dianna Joslyn | Girls On The Run - Coach | 06/28/2016 | 03/05/2017 | Cancellation due to low participation. |
| Meghan Preston | Girls On The Run - Coach | 06/28/2016 | 03/05/2017 | Cancellation due to low participation. |
| Maureen White | Girls On The Run - Coach | 06/28/2016 | 03/05/2017 | Cancellation due to low participation. |
| Kathryn Rhinehart | Girls On The Run - Coach | 06/28/2016 | 03/05/2017 | Cancellation due to low participation. |

**NON-INSTRUCTIONAL PERSONNEL:**

| RESIGNATION | POSITION | ORIGINAL APPOINTMENT | EFFECTIVE DATE | REASON |
|---|---|---|---|---|
| Allen, Patricia | Teacher Aide | 02/28/2001 | 06/30/2017 | Retirement. |
| Clark, Michael | Cleaner | 09/25/2013 | 03/25/2017 | Resignation. |
| | | | | |
| | | | | |

**INSTRUCTIONAL/NON-INSTRUCTIONAL PERSONNEL**

| LEAVE OF ABSENCE | POSITION | ORIGINAL APPOINTMENT | LEAVE DATES | REASON |
|---|---|---|---|---|
| | | | | |
| | | | | |

7.b

# SCHEDULE OF APPOINTMENTS

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

Schedule Number: **1208**
Board Meeting Date: **April 11, 2017**
Color: **White**

| NAME | JOB TITLE | SERVICE AREA | EFFECTIVE DATE | APPOINTMENT TYPE | REMARKS | SALARY/ HOURLY RATE |
|---|---|---|---|---|---|---|
| Sandra Graves | Bus Aide | Transportation | 04/25/2017 | Probationary | Sandra will fill the Bus Aide vacancy due to resignation. | $9.96 |

7.b

# SCHEDULE OF APPOINTMENTS

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

Schedule Number: **1209**
Board Meeting Date: **April 11, 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 | Jamie | Teacher Aide | $9.70 | Retroactive to 03/28/2017 |
| Brown | Stephanie | Food Service Helper | $9.70 | Retroactive to 04/03/2017 |

7. C

# SCHEDULE OF APPOINTMENTS

## ELEMENTARY & SECONDARY SUBSTITUTE TEACHERS/TUTORS 2016-17

Schedule Number: **2455**
Board Meeting Date: **April 11, 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 | Rate | Remarks |
|---|---|---|---|---|
| Fleury, Jenna | Tutor | A | $37.50/hour | Retroactive to 03/28/2017 |
| Evans, Marc | Substitute Teacher | B | $83.00/day | Retroactive to 03/30/2017 |
| Evans, Marc | Substitute Teaching Assistant | B | $75.00/day | Retroactive to 03/30/2017 |
| Touhey, Megan | Substitute Teacher | A | $101.00/day | Retroactive to 04/04/2017 |
| Touhey, Megan | Substitute Teaching Assistant | A | $83.00/day | Retroactive to 04/04/2017 |

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

7.d

# CORTLAND ENLARGED CITY SCHOOL DISTRICT

1 Valley View Drive
Cortland, New York 13045

Kimberly Vile
Director of Business Services
kvile@cortlandschools.org

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

To: Michael Hoose, Superintendent of Schools
From: Kimberly Vile, Director of Business Services *KAV*
Date: April 4, 2017
Re: Proposed Substitute rates

## Proposed Substitute Non-Instructional Pay
## Effective 7/1/17

| Title | Wages Per hour | | |
|---|---|---|---|
| | **2015-16** | **2016-17** | **2017-18** |
| Cleaner/Courier | $ 9.00 | $ 9.70 | $10.40 |
| Typist/Clerical | $10.35 | $11.35 | $11.35 |
| Bus Driver | $13.95 | $14.95 | $16.09 |
| Aide/Monitor | $ 9.00 | $ 9.70 | $10.40 |
| Food Service Helper | $ 9.00 | $ 9.70 | $10.40 |
| Switchboard Operator | $ 9.00 | $ 9.70 | $10.40 |

Please note that we continue to strive to meet the required minimum wage that goes into effect during the middle of our school year at the start of the school year.

Minimum wage will increase to $10.40 December 31, 2017.

The bus driver sub rate is capped based on the current CSEA contract. If you have any questions please let me know.

cc: BOE