

CORTLAND ENLARGED CITY SCHOOL DISTRICT
Board of Education Meeting – Tuesday, June 20, 2017 at 7:00 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 items on the agenda. Please keep your comments to two minutes).
 - c. Board Committee Reports:
 - 1.) BOE Policy Committee – Report on June 13, 2017 meeting – Next meeting is scheduled for July, 20, 2017
 - 2.) BOE Facilities Committee – Report on June 8, 2017 meeting
- 3. PRESENTATIONS:**
 - a. Sports Changes
- 4. CONSENT ITEMS:**
 - a. Minutes of June 6, 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 2017-2018
- 5. OLD BUSINESS:**
- 6. NEW BUSINESS:**
 - a. Financial Reports: Treasurer's Report, Trial Balance, Revenues, Intrafund Transfers, Appropriations, Warrant, Claims Monthly Report – May 2017
 - b. Acceptance of Donations
 - c. Approval to Surplus 20 Lacrosse Helmets and Donate them to the Cortland Youth Bureau
 - d. Approval of Girls Ice Hockey Combined Sport Request
 - e. Acceptance of Donation from Cortland Regional Medical Center to Help Fund the Harmony Bridge Project
 - f. Approval of Utilization of the Employee Retirement Reserve
 - g. Approval of Utilization of the Worker's Comp Reserve
 - h. Approval of Utilization of Employee Benefit Accrued Liability Reserve
 - i. Approval of Utilization of the Tax Certiorari Reserve
 - j. Approval of Utilization of the Unemployment Reserve
 - k. Approval to Allow Out of District Students to Participate in Driver Ed
- 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
- 8. LEADERSHIP REPORTS:**
 - a. Director of Business Services
 - b. Assistant Superintendent for Pupil and Personnel Services
 - c. Assistant Superintendent for Curriculum and Instruction
 - 1.) Induction and Mentoring
 - d. Superintendent
- 9. BOARD MEMBER ACTIVITIES**
- 10. NEXT MEETING AGENDA REVIEW**
- 11. EXECUTIVE SESSION**
- 12. ADJOURNMENT**

H.a

CORTLAND ENLARGED CITY SCHOOL DISTRICT
Board of Education Meeting – Tuesday, June 6, 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, June 6, 2017 at the Kaufman Center, 1 Valley View Drive, Cortland, New York.

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

Also Present: Mr. Michael Hoose, Superintendent; Ms. Judi Riley, Assistant Superintendent for Pupil and Personnel Services; 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.

Ms. Davis-Howard called for a moment of silence in memory of Meta Greene and Yvonne Francis

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 Audit Committee – Report on May 25, 2017 meeting

Ms. Melissa Davis shared results of the Internal Audit and how thorough it was.

2.) BOE Facilities Committee – Next meeting is June 8, 2017 at 4:00 p.m

3. PRESENTATIONS:

a. What's Happening at Randall School – Mr. Kostuk, Ms. Elliott-Birdsall and two students shared what's been happening with Leader in Me and talked about the assembly they had recently.

b. What's Happening at Barry School – A group of Barry students created and gave a presentation on many of the events that took place at Barry school this year.

4. CONSENT ITEMS:

a. Minutes of May 16, 2017 Regular Meeting

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

610384739, 607000859, 607002256, 607001935, 607001167, 610328933, 607001036, 607002199, 607002017, 607001298, 607000463, 607000164, 607001524, 607002036, 607001848, 607000827, 610395066, 610334090, 607001872, 607002194, 610382948, 610310917, 607002175, 607001145, 607002029, 607002082, 607001824, 610375929, 607002240, 610376626, 607001295, 607001897, 610385240, 607001757, 610373394, 607002204, 607002142, 607000275, 607000959, 610392903, 607002149, 607000303, 607000960, 607000433, 607001032, 607000260, 607000132

c. CSE/CPSE (Committee on Pre-school Special Education) Recommendations 2017-18

610384739, 607000859, 607002248, 607001994, 607001782, 607001935, 607001167, 607002038, 610328933, 607000814, 610366729, 607002199, 607002017, 607002441, 607000463, 607000164, 607001524, 607002036, 607001848, 610346089, 610356999, 610334090, 610373462, 610385249, 607000999, 607002160, 607001872, 607002194, 610382948, 610394529, 610310917, 610330460, 607002175, 607002029, 607002082, 607001824, 610375929, 610364967, 607002387, 607002096, 610376626, 607001295, 607002375, 607002698, 607001728, 607002244, 610320668, 610375506, 607000190, 607000074, 607001020, 607001897, 607001676, 610385240, 610345016, 607001757, 607000130, 607001650, 610373394, 607002204, 607001360, 607002011, 607002655, 607000275, 607000959, 607001291, 607002180, 610392903, 607000303, 607000647, 607000960, 607000433, 607000042, 607000989, 607000448, 610350592, 607001082, 607000260, 607000132

- d. Annual Cooperative Bidding Resolution
 - e. Approval of BOCES Agreements and Resolution:
 - 1.) Equivalent of Attendance Program
 - 2.) Employment Preparation Education Program
 - 3.) Adult Continuing Education Resolution
 - 4.) Authorized Signatures
 - f. Reasonable Assurance of Continued Employment
- RESOLVED, upon the recommendation of the Superintendent of Schools, to approve the Consent Items as presented.**
Moved by Ms. Griffin, seconded by Mr. Lemon. Discussion: None
Final Vote: Yes – 7, No – 0. Motion Carried.

5. OLD BUSINESS: None

6. NEW BUSINESS:

- a. Accept Budget Vote / Election Final Results
Proposition 1 Budget Results: YES - 401 NO – 88
Proposition 2 Vehicle Purchase Results: YES - 391 NO – 103
Proposition 3 Cortland Free Library: YES - 352 NO - 143
RESOLVED, that the Board of Education of the Cortland Enlarged City School District accept the FINAL budget vote, vehicle purchase, and Cortland Free Library Tax vote results as stated above, and as presented on the tabulation sheet dated May 16, 2017, to be attached to these minutes.
Moved by Ms. Murphy, seconded by Mr. Rogoff. Discussion: None
Final Vote: Yes – 7, No – 0. Motion Carried.

RESOLVED, by the Board of Education of the Cortland Enlarged City School District, Cortland, New York, that Janet Griffin and David Lemon are hereby declared elected to three-year terms as members of the Board of Education of said School District, commencing July 1, 2017, per the tabulation sheet dated May 16, 2017, to be attached to these minutes.

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

- b. Approval of Food Service Agreements
RESOLVED, upon the recommendation of the Superintendent of Schools, to approve the food service agreements as presented.
Moved by Mr. Lemon, seconded by Ms. Griffin. Discussion: None
Final Vote: Yes – 7, No – 0. Motion Carried.
- c. Acceptance of Internal Audit
RESOLVED, upon the recommendation of the Audit Committee, to accept the Independent Audit from D'Arcangelo & Co., LLP as presented.
Moved by Ms. Griffin, seconded by Mr. Rogoff. Discussion: Very thorough audit.
Final Vote: Yes – 7, No – 0. Motion Carried.

7. PERSONNEL ACTION:

- a.1. 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 Resignations and Leaves Schedule 11.94.
Moved by Mr. Rogoff, seconded by Ms. Murphy. Discussion: None
Final Vote: Yes – 7, No – 0. Motion Carried.
- a.2. *Approval of Personnel Resignations and Leaves*
RESOLVED, upon the recommendation of the Superintendent of Schools, to deny the one year leave request as presented on Resignations and Leaves Schedule 11.95.
Moved by Ms. Griffin, seconded by Ms. Van Donsel. 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 1215, 1216 and 1217.

Moved by Mr. Lemon, seconded by Ms. Murphy. 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 2462 and 2463.

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

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

8. LEADERSHIP REPORTS:

- a. Director of Business Services
b. Assistant Superintendent for Pupil and Personnel Services
1.) Annual Youth Survey results – Ms. Riley shared a Power Point presentation on the results of the Youth Data Survey
2.) Proposed Narcan policy – The first reading of the Narcan policy will be at the reorganizational meeting on July 5.
c. Assistant Superintendent for Curriculum and Instruction
d. Superintendent
1.) 3rd Quarter Results – Mr. Hoose shared a Power Point presentation of the 3rd quarter results.
2.) Mr. Hoose shared a kudos memo that went out to the transportation department for their DOT inspections results.

9. BOARD MEMBER ACTIVITIES

Randall School Leadership Day, Senior Banquet and Awards, CUT Banquet, National Honor Society Inductions, Special Olympics, Softball, Grandparents Day at Parker and Barry, Facilities Study Meeting, NYSSBA mental health summit

10. NEXT MEETING AGENDA REVIEW

The Board would like the Student Advisory Council invited to a Board meeting in the fall.

11. EXECUTIVE SESSION-None

12. ADJOURNMENT

As there was no further business to discuss, Ms. Davis-Howard asked for a motion to adjourn the meeting at 8:28 p.m.

Moved by Ms. Griffin, seconded by Ms. Van Donsel. Discussion: None

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

INVESTMENT REPORT
as of 5/31/2017

6.02

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	\$ 4,226,310	Funds from NYS
Checking		JPMorganChase	\$ 224,715	District office check scanner deposit account; No checks are written from this account
General Fund Accounts:				
Public Funds Checking		TTC	\$ 65,030	Used for General Fund related cash deposits; No checks are written from this account
Commercial Checking		JPMorganChase	\$ 93,303	Used for all payments from the General Fund & CM Fund
Super Checking		TTC	\$ 2,140,393	Used for property tax collections
Super Svgs MMkt		TTC	\$ 1,336,648	Retirement Reserve
Super Svgs MMkt		TTC	\$ 347,461	Unemployment Reserve
Super Svgs MMkt		TTC	\$ 243,059	Insurance Reserve
Super Svgs MMkt		TTC	\$ 1,012,819	Tax Certiorari Reserve
Super Svgs MMkt		TTC	\$ 966,558	Accrued Employee Benefit Reserve
Super Svgs MMkt		TTC	\$ 2,284,040	Capital Reserve
Super Svgs MMkt		TTC	\$ 30,160	Liability Reserve
Super Svgs MMkt		TTC	\$ 374,593	Workers' Compensation Reserve
Super Svgs MMkt		TTC	\$ 767,038	Repair Reserve
School Lunch Fund Accounts:				
Public Funds Checking		TTC	\$ 689,773	Used for all daily receipts of School Lunch Fund; no checks are written from this account
Commercial Checking w/ Interest		JPMorganChase	\$ 190,926	Used for all payments from the School Lunch Fund
Special Aid Fund Account:				
Commercial Checking w/ Interest		JPMorganChase	\$ 220,453	Used for all payments from the Special Aid Fund - Grants
Capital Fund Account:				
Commercial Checking		JPMorganChase	\$ 8,200	Used for paying capital project bills
Debt Service Fund Account:				
Public Funds Commerical MMDA		JPMorganChase	\$ 3,123,066	Used to account for BAN/bond proceeds to be used for capital expenditures and debt service
Agency Fund:				
Public Funds Checking		TTC	\$ 29,081	Used for Agency related cash deposits; No checks are written from this account
Commercial Checking		JPMorganChase	\$ 1,656,148	Used for all payments from the Agency Fund, including payroll and employee benefit payments
Expendable Trust Fund:				
Public Funds NOW		TTC	\$ 122,837	Savings account for all scholarship funds

FUND BALANCE ANALYSIS AT YEAR END 2017
AS OF 5/31/17

REVENUE	BUDGET 16/17	Projected	ADJUSTM'T	2016-17	ADJ. BUD 16/17	EXCEEDED + (UNDER)
TAXES	17,246,932	17,144,689	-	-	17,246,932	(102,243)
CHARGE FOR SVCS	158,785	86,344	-	-	158,785	(72,441)
INTEREST/RENTS	54,750	63,613	-	-	54,750	8,863
SALE OF PROP Insurance Recovery	6,500	143,330	-	-	6,500	136,830
MISCELLANEOUS	599,003	810,369	-	-	599,003	211,366
STATE AID/BOCES AID	26,909,206	26,801,008	-	-	26,909,206	(108,198)
MEDICAID	125,000	69,613	-	-	125,000	(55,387)
INTERFUND TRANSFERS		700	-	-		700
TOTAL	45,100,176	45,119,665	-	-	45,100,176	19,489
RESERVES	3,976,711	1,391,316	-	-		
APP FUND BALANCE	500,000	500,000	-	-	500,000	
TOTAL	49,576,887	46,510,981	-	-	45,600,176	

APPROPRIATIONS	BUDGET 16/17	Projected To DATE	ADJUSTM'T	2016-17	ADJ. BUD 16/17	(EXCEEDED) UNDER +
BD. OF ED	39,604	33,669	10,126	(305)	49,730	16,061
CENT. ADM	234,203	219,096	(100,429)	(100,429)	233,898	14,801
BUS. ADM.	560,165	420,501	(9,205)	(9,205)	459,736	39,235
PERSONNEL	156,329	108,147	680,913	680,913	147,124	38,977
CENTRAL SVCS	2,939,006	3,389,930	5,080	5,080	3,619,919	229,989
SPECIAL ITEMS	421,400	554,221	16,128	16,128	426,480	(127,741)
SUPERVISION	1,972,430	1,830,440	54,870	54,870	1,988,558	158,119
TEACHING	12,518,907	12,335,068	(218,889)	(218,889)	12,573,777	238,710
SPEC EDUCATION	6,233,871	5,761,963	500	500	6,014,982	253,019
SPEECH THERAPY	161,371	157,921			161,871	3,950
OCCUPATIONAL THERAPY	111,283	103,385			111,283	7,898
PHYSICAL THERAPY		16,502	38,000	38,000	38,000	21,498
OCC. EDUCATION	930,000	870,033	(55,000)	(55,000)	875,000	4,967
SUMMER SCHOOL	253,720	118,166	(118,664)	(118,664)	135,056	16,890
SCHOOL LIBRARY	562,052	699,705	152,628	152,628	714,680	14,975
TV	80,725	117,414	52,871	52,871	133,596	16,182
COMPUTER ASST. INST	1,410,175	1,461,199	122,877	122,877	1,533,052	71,853
ATTENDANCE	116,977	105,794	(794)	(794)	116,183	10,390
GUIDANCE	416,922	378,370	(19,750)	(19,750)	397,172	18,802
HEALTH/DIAGNOSTIC	252,168	238,332	(5,650)	(5,650)	246,518	8,186
PSYCHOLOGICAL	327,737	278,581	(20,000)	(20,000)	307,737	29,156
SOCIAL WORKER	430,483	393,926	(25,000)	(25,000)	405,483	11,557
CO-CURRICULAR	211,108	184,331	1,700	1,700	212,808	28,477
INTERSCHOLASTIC	662,592	580,951	(8,850)	(8,850)	653,742	72,791
TRANSPORTATION	1,185,746	1,061,358	(18,652)	(18,652)	1,167,094	105,736
GARAGE	120,092	67,204	720	720	120,812	53,608
TRANS BOCES	8,363	3,102	(4,600)	(4,600)	3,763	661
CIVIC ACTIVITIES		240	5,000	5,000	5,000	4,760
EMPLOYEE BENEFITS	13,304,812	11,624,837	(643,091)	(643,091)	12,661,721	1,036,884
DEBT SERVICE	3,809,646	3,809,646			3,809,646	-
INTERFUND TRANSFERS	145,000	189,361	138,786	138,786	283,786	94,425
TOTAL	49,576,887	47,113,389	31,321	31,321	49,608,208	2,494,819

Fund Balance
AS OF 5/31/17

FUND BALANCE, JULY 1, 2016

9,636,993

ADD: PROJECTED REVENUE

45,119,665

LESS: ACTUAL EXPENSES PLUS ENCUMBRANCES

47,113,389

FUND BALANCE, JUNE 30, 2017

7,643,268

(LESS): Appropriated Fund Balance

500,000

(LESS): Reserve for Encumbrances

356,200

Reserve for Workers Comp.

317,479

Reserve for Unemployment

1,336,762

Reserve for Retirement Contributions

30,161

Reserve for Liability

243,071

Reserve for Insurance

853,753

Reserve for Tax Certiorari

714,605

Reserve for Employee Benefits

2,284,235

Capital Reserve

685,182

Reserve for Repairs

6,821,448

(LESS): Reserves-Restricted Fund Balance

321,820

Unassigned Fund Balance

1,983,075

MAX FUND BALANCE (4% 2016/17 Budget)

(1,661,255)

SURPLUS/(DEFICIT) above 4%

1,117,071

Debt Service Fund

CORTLAND ENLARGED CITY SCHOOLS

Revenue Status Report From 7/1/2016 To 5/31/2017



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
A 1001	REAL PROPERTY TAXES	17,006,932.00	-2,652,798.00	14,354,134.00	14,343,714.98	10,419.02
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	2,652,798.00	2,652,798.00	2,652,798.05	-0.05
A 1090	INTEREST & PENALTIES REAL PROPERTY	90,000.00	0.00	90,000.00	74,167.87	15,832.13
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	18,844.84	-16,844.84
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	12,784.38	-12,784.38
A 2230	DAY SCHOOL TUITION 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	12,686.65	12,313.35
A 2410	RENTAL REAL PROPERTY INDIVIDUAL	13,500.00	0.00	13,500.00	24,951.00	-11,451.00
A 2413	RENTAL REAL PROPERTY BOCES	15,000.00	0.00	15,000.00	22,400.00	-7,400.00
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	187.00	6,313.00
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	394.16	-394.16
A 2700	MEDICARE PART D DRUG REIMB	150,000.00	-50,000.00	100,000.00	63,951.69	36,048.31
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	220,673.59	-120,673.59
A 2705	GIFTS AND DONATIONS	15,000.00	0.00	15,000.00	9,000.00	6,000.00
A 2770	UNCLASSIFIED REVENUES(SPECIFY)	102,003.00	-102,003.00	0.00	0.00	0.00
A 2801	INTERFUND REVENUES	100,000.00	-100,000.00	0.00	0.00	0.00
A 3101	BASIC FORMULA	23,673,886.00	-7,662,397.00	16,011,489.00	14,480,818.62	1,530,670.38
A 3101.01	EXCESS COST AID	908,844.00	3,791,101.00	4,699,945.00	3,330,541.85	1,369,403.15
A 3102	LOTTERY AID	0.00	3,070,199.00	3,070,199.00	3,044,832.89	25,366.11
A 3102.1	VLT GRANT	0.00	1,003,170.00	1,003,170.00	1,003,170.10	-0.10
A 3103	BOCES AID	2,067,800.00	0.00	2,067,800.00	527,951.25	1,539,848.75

CORTLAND ENLARGED CITY SCHOOLS

Revenue Status Report From 7/1/2016 To 5/31/2017



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
A 3104	TUITION AID CHAPTER 47/66/721	0.00	67,333.00	67,333.00	67,333.00	0.00
A 3260	TEXTBOOKS	210,453.00	-59,853.00	150,600.00	150,600.00	0.00
A 3262	SOFTWARE/HARDWARE AID	48,223.00	42,984.00	91,207.00	91,207.00	0.00
A 3263	LIBRARY AID	0.00	17,231.00	17,231.00	17,231.00	0.00
A 3289	OTHER STATE AID	0.00	7,235.00	7,235.00	64,083.00	-56,848.00
A 4601	MEDICAID ASSISTANCE	125,000.00	-25,000.00	100,000.00	64,612.63	35,387.37
A 5031	INTERFUND TRANSFERS	0.00	700.00	700.00	700.00	0.00
A Totals:		45,100,176.00	700.00	45,100,876.00	41,120,975.30	3,979,900.70
Grand Totals:		45,100,176.00	700.00	45,100,876.00	41,120,975.30	3,979,900.70

CORTLAND ENLARGED CITY SCHOOLS

Appropriation Status Summary Report By Function From 7/1/2016 To 5/31/2017



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
1010	BOARD OF EDUCATION	*	30,354.00	10,126.41	40,480.41	24,102.39	2,760.65
1040	DISTRICT CLERK	*	3,000.00	0.00	3,000.00	2,138.64	361.36
1060	DISTRICT MEETING	*	6,250.00	0.00	6,250.00	2,494.78	1,811.10
10		**	39,604.00	10,126.41	49,730.41	28,735.81	4,933.11
1240	CHIEF SCHOOL ADMINISTRATOR	*	234,203.00	-305.44	233,897.56	194,101.29	24,995.16
12		**	234,203.00	-305.44	233,897.56	194,101.29	24,995.16
1310	BUSINESS ADMINISTRATION	*	412,131.00	-103,159.36	308,971.64	251,013.22	30,081.59
1320	AUDITING	*	60,000.00	0.00	60,000.00	25,429.39	30,725.00
1325	TREASURER	*	75,234.00	1,740.03	76,974.03	65,398.80	8,815.29
1330	TAX COLLECTOR	*	12,800.00	990.00	13,790.00	8,776.82	261.00
13		**	560,165.00	-100,429.33	459,735.67	350,618.23	69,882.88
1420	LEGAL	*	50,000.00	0.00	50,000.00	18,166.87	11,833.13
1430	PERSONNEL	*	106,329.00	-9,204.77	97,124.23	70,472.81	7,674.13
14		**	156,329.00	-9,204.77	147,124.23	88,639.68	19,507.26
1620	OPERATION OF PLANT	*	2,330,865.00	63,832.50	2,394,697.50	2,009,281.71	176,559.17
1621	MAINTENANCE OF PLANT	*	608,141.00	137,813.00	745,954.00	661,439.80	59,112.93
1680	CENTRAL DATA PROCESSING	*	0.00	479,267.50	479,267.50	420,973.78	46,562.21
16		**	2,939,006.00	680,913.00	3,619,919.00	3,091,695.29	282,234.31
1910	UNALLOCATED INSURANCE	*	205,000.00	2,580.00	207,580.00	190,421.03	0.00
1930	JUDGMENTS & CLAIMS	*	1,500.00	2,500.00	4,000.00	3,938.51	0.00
1964	REFUND ON REAL PROPERTY TAXES	*	2,000.00	0.00	2,000.00	1,046.00	0.00
1981	BOCES ADMINISTRATIVE COSTS	*	182,900.00	30,000.00	212,900.00	179,697.92	19,966.42
1983	BOCES CAPITAL EXPENSES	*	30,000.00	-30,000.00	0.00	0.00	0.00
19		**	421,400.00	5,080.00	426,480.00	375,103.46	19,966.42
2010	CURRICULUM DEVEL & SUPERVISION	*	331,741.00	-102,161.95	229,579.05	133,253.87	18,136.68
2020	SUPERVISION-REGULAR SCHOOL	*	1,535,689.00	24,475.39	1,560,164.39	1,358,847.39	181,108.51
2070	INSERVICE TRAINING-INSTRUCTION	*	105,000.00	93,815.00	198,815.00	126,595.71	12,497.70
20		**	1,972,430.00	16,128.44	1,988,558.44	1,618,696.97	211,742.89
2110	TEACHING-REGULAR SCHOOL	*	12,518,907.00	54,870.31	12,573,777.31	9,461,555.38	2,773,512.32
21		**	12,518,907.00	54,870.31	12,573,777.31	9,461,555.38	2,773,512.32
2250	PROGRAMS-STUDENTS W/ DISABIL	*	6,233,871.00	-218,889.41	6,014,981.59	4,839,762.19	922,200.39
2251	SPEECH THERAPY	*	161,371.00	500.00	161,871.00	115,523.59	42,397.74
2252	OCCUPATIONAL THERAPY	*	111,283.00	0.00	111,283.00	75,821.24	27,563.46

CORTLAND ENLARGED CITY SCHOOLS

Appropriation Status Summary Report By Function From 7/1/2016 To 5/31/2017



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
2253		*	0.00	38,000.00	16,501.91	0.00	21,498.09
2280	OCCUPATIONAL EDUCATION	*	930,000.00	875,000.00	783,029.52	87,003.28	4,967.20
22		**	7,436,525.00	7,201,135.59	5,830,638.45	1,079,164.87	291,332.27
2330	TEACHING-SPECIAL SCHOOLS	*	253,720.00	-118,664.38	118,165.62	0.00	16,890.00
23		**	253,720.00	-118,664.38	118,165.62	0.00	16,890.00
2610	SCHOOL LIBRARY & AUDIOVISUAL	*	562,052.00	152,627.65	582,356.78	117,347.89	14,974.98
2620	EDUCATIONAL TELEVISION	*	80,725.00	52,871.34	106,406.58	11,007.43	16,182.33
2630	COMPUTER ASSISTED INSTRUCTION	*	1,410,175.00	122,877.11	1,341,590.26	119,608.86	71,852.99
26		**	2,052,952.00	328,376.10	2,030,353.62	247,964.18	103,010.30
2805	ATTENDANCE-REGULAR SCHOOL	*	116,977.00	-793.53	92,825.28	12,968.55	10,389.54
2810	GUIDANCE-REGULAR SCHOOL	*	416,922.00	-19,749.64	291,794.66	86,575.42	18,802.28
2815	HEALTH SERVICES-REGULAR SCHOOL	*	252,168.00	-5,650.00	191,664.75	46,667.08	8,186.17
2820	PSYCHOLOGICAL SRVC-REG SCHOOL	*	327,737.00	-20,000.00	205,426.83	73,153.99	29,156.18
2825	SOCIAL WORK SRVC-REG SCHOOL	*	430,483.00	-25,000.00	286,093.95	107,831.84	11,557.21
2850	CO-CURRICULAR ACTIV-REG SCHL	*	211,108.00	1,700.00	155,699.82	28,630.99	28,477.19
2855	INTERSCHOL ATHLETICS-REG SCHL	*	662,592.00	-8,850.00	542,387.71	38,562.84	72,791.45
28		**	2,417,987.00	-78,343.17	1,765,893.00	394,390.71	179,360.12
5510	DISTRICT TRANSPORTATION	*	1,185,746.00	-18,651.84	888,933.41	132,424.44	145,736.31
5530	GARAGE BUILDING	*	120,092.00	720.23	58,575.87	8,628.04	53,608.32
5581	TRANSPORTATION FROM BOCES	*	8,363.00	-4,600.00	2,791.80	310.20	661.00
55		**	1,314,201.00	-22,531.61	950,301.08	141,362.68	200,005.63
8060	CIVIC ACTIVITIES	*	0.00	5,000.00	240.00	0.00	4,760.00
80		**	0.00	5,000.00	240.00	0.00	4,760.00
9010	STATE RETIREMENT	*	767,850.00	-100,000.00	643,792.83	0.00	24,057.17
9020	TEACHERS' RETIREMENT	*	2,300,000.00	-299,500.00	-29,075.32	2,000,000.00	29,575.32
9030	SOCIAL SECURITY	*	1,692,752.00	-75.00	1,374,685.25	271,620.05	46,371.70
9040	WORKERS' COMPENSATION	*	269,648.00	-47,365.97	211,637.28	1,841.30	8,803.45
9050	UNEMPLOYMENT INSURANCE	*	20,000.00	10,000.00	24,878.47	5,121.53	0.00
9060	HOSPITAL, MEDICAL & DENTAL INS	*	7,532,012.00	-120,000.00	6,357,924.38	715,346.76	338,740.86
9089	OTHER	*	722,550.00	-86,150.00	143,498.13	442,666.40	50,235.47
90		**	13,304,812.00	-643,090.97	8,727,341.02	3,436,596.04	497,783.97
9711	DEBT SERVICE - CONSTRUCTION	*	3,117,450.00	0.00	606,225.00	2,511,225.00	0.00
9712	DEBT SERVICE - BUSES	*	382,196.00	0.00	382,196.00	0.00	0.00

CORTLAND ENLARGED CITY SCHOOLS

Appropriation Status Summary Report By Function From 7/1/2016 To 5/31/2017



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
9731		*	310,000.00	310,000.00	0.00	310,000.00	0.00
9732		*	310,000.00	0.00	0.00	0.00	0.00
97		**	3,809,646.00	3,809,646.00	988,421.00	2,821,225.00	0.00
9901	TRANSFER TO SPECIAL AID	*	45,000.00	64,223.09	64,194.30	0.00	28.79
9950	TRANSFER TO CAPITAL	*	100,000.00	119,562.60	125,166.20	0.00	94,396.40
99		**	145,000.00	138,785.69	189,360.50	0.00	94,425.19
Fund A Totals:			49,576,887.00	49,608,207.87	35,809,860.40	11,527,477.83	2,270,869.64
Grand Totals:			49,576,887.00	49,608,207.87	35,809,860.40	11,527,477.83	2,270,869.64

CORTLAND ENLARGED CITY SCHOOLS

Budget Transfer Query From 5/1/2017 - 5/31/2017 In Between \$0.00 And \$999,999,999.99



Reference #	Date	Transfer Explanation	Account	Detail Description	Debits	Credits
660	05/01/2017	To adjust encumbrances to April BOCES bill	A 2010.490-20-0000 A 2110.490-00-0000 A 2250.490-00-0000 A 2610.490-00-0000		21,500.00 0.00 0.00 0.00	0.00 20,000.00 1,000.00 500.00
Transfer Totals:					21,500.00	21,500.00
661	05/04/2017	Transfer request from R. Martin due to Low Balance in District-wide Supplies	A 1620.200-00-0000 A 1620.461-00-0000 A 1620.465-00-0000 A 1620.475-00-0000 A 1621.450-00-0000 A 1621.467-00-0000		1,600.00 1,000.00 1,500.00 1,000.00 0.00 1,500.00	0.00 0.00 0.00 0.00 6,600.00 0.00
Transfer Totals:					6,600.00	6,600.00
662	05/09/2017	Transfer to increase retiree health insurance budget and PO	A 9060.800-00-0000 A 9060.801-00-0000		125,000.00 0.00	0.00 125,000.00
Transfer Totals:					125,000.00	125,000.00
663	05/11/2017	Transfer to cover down payment on tractor purchase	A 1621.200-00-0000 A 1621.450-00-0000		0.00 4,000.00	4,000.00 0.00
Transfer Totals:					4,000.00	4,000.00
664	05/11/2017	Remaining transfer to cover Barry keyboard purchase	A 2010.475-50-0000 A 2110.200-50-2000		600.00 0.00	0.00 600.00
Transfer Totals:					600.00	600.00
665	05/17/2017	To increase budgets per May BOCES bill	A 2010.490-20-0000 A 2110.490-00-0000 A 2610.490-00-0000		12,300.00 0.00 0.00	0.00 12,000.00 300.00
Transfer Totals:					12,300.00	12,300.00
666	05/19/2017	To remove negative budget balances at 5-19-17 and adjust payroll PO to actual	A 1240.161-20-0000 A 1310.160-20-0000 A 1620.161-00-0000		6,500.00 0.00 0.00	0.00 6,500.00 10,000.00

CORTLAND ENLARGED CITY SCHOOLS

Budget Transfer Query From 5/1/2017 - 5/31/2017 In Between \$0.00 And \$999,999,999.99



Reference #	Date	Transfer Explanation	Account	Detail Description	Debits	Credits
			A 1620.193-00-0000		10,000.00	0.00
			A 2020.160-00-0000		4,150.00	0.00
			A 2020.160-20-0000		0.00	650.00
			A 2020.161-00-0000		0.00	3,500.00
			A 2110.122-00-0000		10,000.00	0.00
			A 2110.122-00-4-6		10,000.00	0.00
			A 2110.140-00-0000		0.00	25,000.00
			A 2110.141-00-0000		0.00	5,000.00
			A 2110.152-00-0000		5,500.00	0.00
			A 2110.160-00-0000		7,000.00	0.00
			A 2110.161-00-0000		0.00	2,500.00
			A 2110.450-90-0000		0.00	7.52
			A 2110.475-90-0000		7.52	0.00
			A 2253.150-00-0000		13,500.00	0.00
			A 2610.450-10-0000		0.00	91.10
			A 2610.451-10-0000		91.10	0.00
			A 2620.160-00-0000		0.00	2,000.00
			A 2620.161-00-0000		2,000.00	0.00
			A 2630.160-00-0000		5,000.00	0.00
			A 2805.161-00-0000		10,000.00	0.00
			A 2810.150-10-0000		5,000.00	0.00
			A 2815.160-00-0000		7,000.00	0.00
			A 2815.160-00-0000		3,000.00	0.00
			A 2815.193-00-0000		0.00	3,000.00
			A 2820.150-00-0000		20,000.00	0.00
			A 2855.150-00-0000		0.00	60,000.00
			A 2855.151-00-0000		33,000.00	0.00
			A 2855.161-00-0000		0.00	500.00
			A 5510.160-30-0000		0.00	1,000.00
			A 5510.161-30-0000		0.00	50,000.00
			A 5510.163-30-0000		10,000.00	0.00
			A 5510.165-30-0000		5,000.00	0.00
			A 5510.166-30-0000		3,000.00	0.00
Transfer Totals:					169,748.62	169,748.62
667	05/30/2017	Increase in OT	A 2620.161-00-0000		0.00	3,000.00
			A 2620.465-00-0000		3,000.00	0.00
Transfer Totals:					3,000.00	3,000.00
Grand Totals:					342,748.62	342,748.62



CORTLAND ENLARGED CITY SCHOOL DISTRICT

1 Valley View Drive
Cortland, New York 13045

l.b

Kimberly Vile
Business Administrator
kvile@cortlandschools.org

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

To: Michael Hoose, Superintendent of Schools

From: Kimberly Vile, Business Administrator

Date: 6/2/17

Re: Donation Acceptance

It is recommended by the business office to accept the following donations:

\$150 – Cortland Music Boosters Inc. donation for Barry keyboard

\$150 – Barry PTA donation for Barry keyboard

\$15.04 – eScrip donation to Virgil ES

\$2,828 – Kids in the Game Go! Grant for Parker ES

\$630 – King's Daughters donation for nurses

\$25 – Bread for Schools Run Corp. donation for Parker ES

\$500 – Red-Kap Sales Inc. Exxon Mobil Educational Alliance program grant for math and science

\$1,200 – Victor Kalilec Memorial Fund donation for science dept.

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

Fax: (607) 758-4116

twagoner@cortlandschools.org

6.C

To: Michael Hoose, Superintendent of Schools
From: Tim Wagoner, Director of Athletics and Physical Education
Date: June 1, 2017
RE: Lacrosse Helmets

The Athletic Department has 20 lacrosse helmets that are no longer serviceable for the program and will need to be replaced for the next sport season.

I would like to remove the helmets from our inventory and with the Board of Education's permission, donate them to the Cortland Youth Bureau for any youth participating in recreational youth lacrosse that is unable to purchase a helmet.

Please feel free to contact me if you have any questions regarding this request.

cc: Alicia Zupancic
File

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

Fax: (607) 758-4116

twagoner@cortlandschools.org

To: Mike Hoose, Superintendent of Schools

From: Tim Wagoner, Director of Athletics and Physical Education

Date: June 14, 2017

RE: Girls Ice Hockey Combined Sport Request

I would like to recommend that the Board of Education approve the participation of female students athletes in grades 7 through 12 who wish to compete as part of a combined varsity girls' ice hockey team with the Cortland Senior High School and the Ithaca City School District for the 2017-18 school year.

There would be no added cost to the district for the 2017-18 school year. Each participant would be responsible for their own equipment cost and all transportation required to attend practices and contests.

If you should need any additional information, please feel free to contact me.

cc: Kim Vile
Alicia Zupancic
File

Cortland Enlarged City School District

One Valley View Drive
Cortland, New York 13045-3297

l.c.

Voice: 607.758.4125
Fax: 607.758.4109
Web: cortlandschools.org
Email: jcraig@cortlandschools.org

Jeff Craig, Ed.D.
Assistant Superintendent For
Curriculum And Instruction

Memorandum

To: Board of Education
Michael J Hoose, Superintendent

From: Jeff Craig

Date: 5.26.17

Subject: Harmony Bridge Donation

The Junior High and High School music department is committed to participating in the *Harmony Bridge* project. The *Harmony Bridge* program teaches students to perform music out in the community for those who can't make it to the concerts themselves, such senior citizen communities and other community locations. Students will learn a library of recognizable standards and classics so those in the senior communities will recognize the music. The program also teaches the participating students how to positively interact with the audience members, bring joy and happiness to the interaction while also teaching the students confidence and interpersonal skills. Harmony Bridge trainers are scheduled for a residency at the Junior Senior High School in early fall.

The District will be paying for a portion of the cost, while donations are also being sought by several key community organizations. The Cortland Regional Medical Center has donated \$500 to help fund the program.



Enlarged City School District

Kimberly Vile
Business Administrator
kvile@cortlandschools.org

CORTLAND ENLARGED CITY SCHOOL DISTRICT

1 Valley View Drive
Cortland, New York 13045

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

To: Mr. Michael Hoose, Superintendent
From: Kimberly Vile, Business Administrator
Date: June 12, 2017
Re: Utilization of the Employee Retirement Reserve 2016-17 Fiscal Year

It is the recommendation of the Business Office to utilize \$647,257 of the Employee Retirement Contribution Reserve.

The 2016-17 budget was adopted with a total allocation of \$3,976,711 being utilized out of reserves. The exact value for each reserve has to be justified by the actual expenditure. Therefore, this reserve amount was unable to be justified until the bill was paid during the 2016-17 school year.

The purpose of this reserve is for payment of the employer retirement contributions; any portion of the amount(s) payable by an eligible school district to the NY State and Local Employees Retirement System (ERS).

The resolution needed to complete this process is as follows:

WHEREAS, Cortland Enlarged City School District maintains a Retirement Contribution Reserve and reserves were allocated to be utilized during the 2016-17 school year, it is recommended by the Superintendent of Schools that the Retirement Contribution Reserve be reduced by \$647,257

NOW THEREFORE, on motion of _____, seconded by _____ it is

RESOLVED, that the Board of Education hereby authorizes a \$647,257 reduction in the Retirement Contribution Reserve and said monies be allocated to the 2016-17 fund balance to pay for the 2016-17 New York State Employee Retirement expense.

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

cc: Board of Education



Enlarged City School District

CORTLAND ENLARGED CITY SCHOOL DISTRICT

1 Valley View Drive
Cortland, New York 13045

Kimberly Vile
Business Administrator
kvile@cortlandschools.org

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

To: Mr. Michael Hoose, Superintendent
From: Kimberly Vile, Business Administrator
Date: June 12, 2017
Re: Utilization of the Workers' Compensation Reserve 2016-17 Fiscal Year

It is the recommendation of the Business Office to utilize \$220,988 of the Workers' Compensation Reserve.

The 2016-17 budget was adopted with a total allocation of \$3,976,711 being utilized out of reserves. The exact value for each reserve has to be justified by the actual expenditure. Therefore, this reserve amount was unable to be justified until the bill was paid during the 2016-17 school year.

The purpose of this reserve is for payment of Workers' compensation expenses, related medical expenses and self- insurance administrative costs.

The resolution needed to complete this process is as follows:

WHEREAS, Cortland Enlarged City School District maintains a Workers' Compensation Reserve and reserves were allocated to be utilized during the 2016-17 school year, it is recommended by the Superintendent of Schools that the Workers' Compensation Reserve be reduced by \$220,988.

NOW THEREFORE, on motion of _____, seconded by _____ it is

RESOLVED, that the Board of Education hereby authorizes a \$220,988 reduction in the Workers' Compensation Reserve and said monies be allocated to the 2016-17 fund balance to pay for the 2016-17 Workers' Compensation Reserve expense.

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

cc: Board of Education



Enlarged City School District

CORTLAND ENLARGED CITY SCHOOL DISTRICT

1 Valley View Drive
Cortland, New York 13045

Kimberly Vile
Business Administrator
kvile@cortlandschools.org

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

To: Mr. Michael Hoose, Superintendent
From: Kimberly Vile, Director of Business Services
Date: June 15, 2017
Re: Utilization of Employee Benefit Accrued Liability Reserve

The following is a proposed resolution for the June 20, 2017 Board of Education Meeting-

The 2016-17 budget was adopted with a total allocation of \$3,976,711 being utilized out of reserves. The exact value for each reserve has to be justified by the actual expenditure. Therefore, this reserve amount was unable to be justified until the expense was processed during the 2016-17 school year.

Upon the recommendation of the Superintendent, it is recommended that the Board of Education appropriate \$252,288 from the Employee Benefit Accrued Liability Reserve to reimburse the District for approved tax deferred annuity contributions to the below listed employees, who will be retiring June 30, 2017, for the retirement incentive as outlined in contracts. Payments will be submitted in July of 2017.

Linda Picciano	\$38,355.50
Rick Eleck	\$43,344.00
Michele Hughes	\$42,152.50
Jon Marks	\$44,175.10
Diane Sweeney	\$39,228.50
Bonnie Meldrim	\$42,032.75
Anne Wingard	\$3,000

The resolution needed to complete this process is as follows:

WHEREAS, Cortland Enlarged City School District maintains an Employee Benefit Accrued Liability Reserve and reserves were allocated to be utilized during the 2016-17 school year, it is recommended by the Superintendent of Schools that the Employee Benefit Accrued Liability Reserve be reduced by \$252,288

NOW THEREFORE, on motion of _____, seconded by _____ it is

RESOLVED, that the Board of Education hereby authorizes a \$252,288 reduction in the Employee Benefit Accrued Liability Reserve and said monies be allocated to the 2016-17 fund balance to pay for the 2016-17 employer contribution for the above noted tax deferred annuity contributions.

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

Cc: Board of Education

Andrea Herzog, Treasurer
Jen Storey, Payroll Coordinator
Andrea Davis, File



Enlarged City School District

CORTLAND ENLARGED CITY SCHOOL DISTRICT

1 Valley View Drive
Cortland, New York 13045

Kimberly Vile
Business Administrator
kvile@cortlandschools.org

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

To: Mr. Michael Hoose, Superintendent
From: Kimberly Vile, Business Administrator
Date: June 15, 2017
Re: Utilization of the Tax Certiorari Reserve 2016-17 Fiscal Year

It is the recommendation of the Business Office to utilize \$159,152 of the Tax Certiorari Reserve.

The 2016-17 budget was adopted with a total allocation of \$3,976,711 being utilized out of reserves. The exact value for each reserve has to be justified by the actual expenditure. Therefore, this reserve amount was unable to be justified until the claim was settled and paid during the 2016-17 school year.

The purpose of this reserve is to pay judgements and claims in tax certiorari proceedings per RPTL, Article 7. This request is being made to cover the 28 Kellogg Road, LLC vs City of Cortland Assessor stipulation of settlement as discussed at a previous BOE meeting.

The resolution needed to complete this process is as follows:

WHEREAS, Cortland Enlarged City School District maintains a Tax Certiorari Reserve and reserves were allocated to be utilized during the 2016-17 school year, it is recommended by the Superintendent of Schools that the Tax Certiorari Reserve be reduced by \$159,152.

NOW THEREFORE, on motion of _____, seconded by _____ it is

RESOLVED, that the Board of Education hereby authorizes a \$159,152 reduction in the Tax Certiorari Reserve and said monies be allocated to pay for the 28 Kellogg Road, LLC vs City of Cortland Assessor stipulation of settlement .

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

cc: Board of Education
A Herzog



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

Kimberly Vile
Business Administrator
kvile@cortlandschools.org

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

To: Mr. Michael Hoose, Superintendent
From: Kimberly Vile, Business Administrator
Date: June 15, 2017
Re: Utilization of the Unemployment Reserve 2016-17 Fiscal Year

It is the recommendation of the Business Office to utilize up to \$30,000 of the Unemployment Reserve.

The 2016-17 budget was adopted with a total allocation of \$3,976,711 being utilized out of reserves. The exact value for each reserve has to be justified by the actual expenditure, which the district will not receive until the next fiscal year. Therefore, this reserve is being projected with a not to exceed value to cover the anticipated 2016-17 school year expense.

The purpose of this fund is to pay the cost of reimbursement to the State Unemployment Insurance Fund for payments made to claimant.

The resolution needed to complete this process is as follows:

WHEREAS, Cortland Enlarged City School District maintains an Unemployment Reserve and reserves were allocated to be utilized during the 2016-17 school year, it is recommended by the Superintendent of Schools that the Unemployment Reserve be reduced by up to \$30,000

NOW THEREFORE, on motion of _____, seconded by _____ it is

RESOLVED, that the Board of Education hereby authorizes a reduction up to \$30,000 in the Unemployment Reserve and said monies be allocated to the 2016-17 fund balance to pay for the 2016-17 Unemployment expense.

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

cc: Board of Education
A Herzog



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

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Business Administrator
kvile@cortlandschools.org

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

To: Michael Hoose, Superintendent
From: Kimberly Vile, Business Administrator *KAV*
Date: June 15, 2017
Re: Driver's Ed

It is the recommendation of the Business Office to allow out of district students to participate in the Driver's Ed program as long as this does not displace any of the CECSD students who are taking the program for credit. Based on the anticipated expenses, payment of \$350 is anticipated to cover the costs of the summer program expenses. Payment to the CECSD will be required prior to the first session.

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

cc: Board of Education

7.a

SCHEDULE OF RESIGNATIONS AND LEAVES

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

Schedule Number: 11.96
Board Meeting Date: June 20, 2017
Color: White

A. Approval of Personnel Resignations and Leaves

ADMINISTRATORS/INSTRUCTIONAL PERSONNEL:

RESIGNATION	POSITION	ORIGINAL APPOINTMENT	RESIGNATION DATE	REASON
Yaman, Molly	Reading	09/01/2013	07/01/2017	Resignation.
Abbey Morgans	Psychologist	09/01/2016	06/30/2017	Resignation.
Kathleen McDermott	Social Worker	09/01/2016	06/23/2017	Resignation.
Cindy Buerkle	Library Media Specialist	02/07/2007	06/23/2017	Resignation.

CO-CURRICULAR PERSONNEL:

RESIGNATION	POSITION	ORIGINAL APPOINTMENT	RESIGNATION DATE	REMARKS
Abbey Albright	Head Coach Jr. High Girls Soccer	05/16/2017	06/05/2017	Resignation.

NON-INSTRUCTIONAL PERSONNEL:

RESIGNATION	POSITION	ORIGINAL APPOINTMENT	EFFECTIVE DATE	REASON
Eaton, Connie	Food Service Helper	02/29/2012	06/22/2017	Retirement.

INSTRUCTIONAL/NON-INSTRUCTIONAL PERSONNEL

LEAVE OF ABSENCE	POSITION	ORIGINAL APPOINTMENT	LEAVE DATES	REASON
King, Shannon	Social Studies	09/01/2001	09/05/2017 – 10/30/2017 (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 2017-18

Schedule Number: 1218
Board Meeting Date: June 20, 2017
Color: White

NAME	JOB TITLE	SERVICE AREA	EFFECTIVE DATE	APPOINTMENT TYPE	REMARKS	SALARY/ HOURLY RATE
Joseph Marshall	Cleaner	Smith	07/01/2017	Probationary	Joseph will fill the cleaner vacancy due to resignation.	\$10.51

Schedule Number: 1219
 Board Meeting Date: June 20, 2017
 Color: White

SCHEDULE OF APPOINTMENTS
Non-Instructional Personnel
To Fix Salaries and Schedule Conditions for the School Year 2017-18

Last	First	Effective	Job Title	Remarks	Rate
Barnes	Brian	07/05/2017	Summer Labor	Returning	\$10.40
Farley	Charisse	07/05/2017	Summer Labor	Returning	\$10.40
Gibbons	Thomas	07/05/2017	Summer Labor	Returning	\$10.40
Guido	Joseph	07/05/2017	Summer Labor	Returning	\$10.40
Sanford	Alex	07/05/2017	Summer Labor	Returning	\$10.40
Pallassino	Rachel	07/05/2017	Summer Labor	Returning	\$10.40
Williams	Jerome	07/05/2017	Summer Labor	New	\$10.40
Theise	Spencer	07/05/2017	Summer Labor	New	\$10.40

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SCHEDULE OF APPOINTMENTS

ADMINISTRATORS AND INSTRUCTIONAL STAFF

To Fix Salaries and Schedule Conditions for the School Year 2017-18

Schedule Number: 2464
 Board Meeting Date: June 20, 2017
 Color: White

NAME	POSITION/ LOCATION	TYPE OF APP'T	DATE EFFECTIVE	PROB ENDS	TENURE AREA	CERT/DEGREE	REMARKS	SALARY
Oaks, Monica	Special Education/Parker	Long-Term Substitute	09/01/2017- 06/30/2018	N/A	N/A	Students with Disabilities (Grades 1-6)/Initial	Monica will fill the Special Education position due to leave.	Step D1 \$42,995 Grad Hrs 39 \$1,560 Master's \$500
								TOTAL \$45,055.00
Levine, Stephanie	Psychologist/JSHS	Probationary	09/01/2017	08/31/2021	School Psychologist	School Psychologist/ Provisional- pending	Stephanie will fill the Psychologist vacancy due to resignation.	Step B1 \$41,447 Grad Hrs \$ Master's \$
								TOTAL \$41,447.00

Co-Curricular Appointments

To Fix Salaries and Schedule Conditions for the School Year 2017-18

M.C

Schedule Number: 2465
Board Meeting Date: June 20, 2017
Color: Green

TITLE	APPOINTMENT	YR	AMOUNT	
Auditorium/LGI Coordinator	Keith Palm	2	\$	1,235.00
Core Department Leaders 7-12 - English	Edward Porter	N/A	\$	4,913.00
Core Department Leaders 7-12 - Math	Abbey Albright	N/A	\$	4,913.00
Core Department Leaders 7-12 - Science	Dianna Joslyn	N/A	\$	4,913.00
Core Department Leaders 7-12 - Social Studies	Kathryn Rhinehart	N/A	\$	4,913.00
Department Leaders 7-12 - Business	Chuck Petit	N/A	\$	2,654.00
Department Leaders 7-12 - Foreign Language	Matthew Kinsella	N/A	\$	2,654.00
Department Leaders 7-12 - Guidance	Penny Pomeroy	N/A	\$	2,654.00
Department Leaders 7-12 - Health & FCS	Jill Pace	N/A	\$	2,654.00
Department Leaders 7-12 - Technology	Chuck Petit	N/A	\$	2,654.00
District - Wellness Coordinator	Jill Pace	N/A	\$	4,907.00
District Department Co-Leader K-12 - Art	Jesse Bender	N/A	\$	1,327.00
District Department Co-Leader K-12 - Art	Nadia Bieber	N/A	\$	1,327.00
District Department Leaders K-12 - Music	Jennifer Rafferty	N/A	\$	2,654.00
District Department Co-Leader K-12 - LMS	Annette Herbert	N/A	\$	1,327.00
District Department Co-Leader K-12 - LMS	Kim Hay	N/A	\$	1,327.00
Drug Abatement	Christine Andrews	9	\$	764.00
Elementary Art Club - Barry	Nadia Bieber	4	\$	183.00
Elementary Art Club - Parker	Michelle Patka	2	\$	158.00
Elementary Art Club - Smith	Michelle Patka	2	\$	158.00
Elementary Art Club - Virgil	Nadia Bieber	4	\$	183.00
Elementary Select Band	Corinne Bennett	4	\$	1,088.00
Elementary Select Band Assistant	Rebecca Miller	1	\$	692.00
GO Bookkeeper	Cindy Dann	6	\$	2,937.00
Grade Level Leader - Kindergarten	Eric Comtois	N/A	\$	3,982.00
Grade Level Leader - 1st	Julie Lundeen	N/A	\$	3,982.00
Grade Level Co-Leader - 2nd	Anthony Caravella	N/A	\$	1,991.00
Grade Level Co-Leader - 2nd	Tom Dovi	N/A	\$	1,991.00
Grade Level Co-Leader - 3rd	Kelly Comtois	N/A	\$	1,991.00
Grade Level Co-Leader - 3rd	Theresa Quail	N/A	\$	1,991.00
Grade Level Co-Leader - 4th	Karen Curran	N/A	\$	1,991.00
Grade Level Co-Leader - 4th	Lisa Riley	N/A	\$	1,991.00
Grade Level Co-Leader - 5th	Karen Matteson	N/A	\$	1,991.00
Grade Level Co-Leader - 5th	Tina Ricottilli	N/A	\$	1,991.00
Grade Level Leader - 6th	James Wallis	N/A	\$	3,982.00
Head Nurse	Ann Mares	N/A	\$	1,693.00
Head Teacher - Barry	Joe Pace	N/A	\$	1,211.00
Head Teacher - Parker	Kim Hay	N/A	\$	1,211.00
Head Teacher - Randall	Tom Dovi	N/A	\$	1,211.00
Head Teacher - Smith	Kellie Maniaci	N/A	\$	1,211.00
Head Teacher - Virgil	Kelly Peri	N/A	\$	1,211.00
Junior Class Co-Advisor	Penny Pomeroy	3	\$	945.00
Junior Class Co-Advisor	Ryane Martino	3	\$	945.00
Junior High Drama Director	Benjamin Wells	13	\$	1,880.00
Junior High Newspaper Advisor – per issue	Sarah Bertram		\$	275.00
Language Club Advisor	Keith Palm	2	\$	409.00
Language Club Co-Advisor	Kelly Chapman	4	\$	217.00
Language Club Co-Advisor	Maura Chapman	1	\$	192.00
Liaison - School Psychologist	Cara Smith	N/A	\$	1,805.00
Liaison - Social Worker	Lois Creighton	N/A	\$	1,805.00

TITLE	APPOINTMENT	YR	AMOUNT	
Liaison - Special Education (Elementary)	Mary Katherine Ticknor	N/A	\$	1,805.00
Liaison - Special Education (Secondary)	Sherlyn Pallassino	N/A	\$	1,805.00
Liaison - Speech	Jennifer Spaulding	N/A	\$	902.50
Liaison - Speech	Lynn Thompson	N/A	\$	902.50
Liaison - Reading	Karen Avery	N/A	\$	1,805.00
Muse-ings Co-Advisor	Megan Bottle	1	\$	880.50
Muse-ings Co-Advisor	Steve Morgan	1	\$	880.50
Music Ensemble Junior	Jennifer Rafferty	3	\$	1,063.00
Musical/Instrumental	Benjamin Wells	5	\$	1,780.00
Musical/Vocal	Benjamin Wells	5	\$	1,780.00
National Honor Society Co-Advisor	Jaime Francey-Henry	1	\$	932.50
National Honor Society Co-Advisor	Pam West	1	\$	932.50
One Act Play	Megan Bottle	4	\$	745.00
Parade Band Assistant Director	Sharon Phetteplace	1	\$	519.00
Parade Band Director	Kim Sanderson	1	\$	865.00
Parade Band Marching Instructor	Jeff Magacs	16	\$	892.00
Pep Band Assistant Director	Sharon Phetteplace	1	\$	692.00
Pep Band Director	Kim Sanderson	1	\$	1,211.00
Photography Club Advisor	Melissa Quinlan	10	\$	896.00
Radio Guild	Jeffrey Guido	4	\$	2,141.00
Relay for Life	Kathryn Rhinehart	2	\$	1,656.00
Rotary Club Interact	Megan Bottle	1	\$	664.00
Safety Patrol - Barry	Stephanie Oyer	4	\$	822.00
Safety Patrol - Parker	James Wallis	8	\$	872.00
Safety Patrol - Randall	Julie Terwilliger	19	\$	997.00
Science Olympiad Co-Advisor	Charles Canestaro	4	\$	737.50
Science Olympiad Co-Advisor	James Ulrich	10	\$	775.00
Senior Class Co-Advisor	Amy Johnson	4	\$	1,234.50
Senior Class Co-Advisor	Christine Andrews	4	\$	1,234.50
Senior High Drama Director	Megan Bottle	2	\$	2,620.00
Senior High Musical Director	Susannah Carr	4	\$	3,337.00
Senior High Newspaper Advisor	Michael Winchell		\$	330.00
Ski Club Advisor – Jr. High	Patrick McNerney	1	\$	550.00
Ski Club Advisor – Sr. High	Rick Gamel	5	\$	1,151.00
Sophomore Class Co-Advisor	Kelly Chapman	1	\$	659.00
Sophomore Class Co-Advisor	Rick Gamel	1	\$	659.00
Student Council Co-Advisor (Senior High)	Rebecca Frost	1	\$	2,530.00
Student Council Co-Advisor (Senior High)	Charles Canestaro	2	\$	2,542.50
Student Council - Barry	Karen Matteson	18	\$	532.00
Student Council Co-Advisor - Parker	Amber Thayer	6	\$	191.00
Student Council Co-Advisor - Parker	Kim Hay	13	\$	228.50
Student Council - Smith	Amanda Osborne	1	\$	307.00
Student Council – Virgil	Karen Avery	4	\$	357.00
Student Council (Junior High)	Ryane Martino	3	\$	725.00
Student Council (Junior High)	Amy Sundheim	3	\$	725.00
Swing Choir	Benjamin Wells	10	\$	1,509.00
Technology Club	Thomas Herting	3	\$	1,656.00
Tri-M Advisor	Benjamin Wells	1	\$	519.00
Video Club Advisor	Melissa Quinlan	2	\$	6,629.00
Yearbook Co-Advisor	Melissa Quinlan	4	\$	2,555.00
Yearbook Co-Advisor	Melissa Norman	1	\$	2,530.00

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SCHEDULE OF APPOINTMENTS
ADMINISTRATORS AND INSTRUCTIONAL STAFF
 To Fix Salaries and Schedule Conditions for the School Year 2017-18

Schedule Number: **2466**

Board Meeting Date: **June 20, 2017**

Color: **White**

NAME	POSITION	BUILDING	EXTRA DAYS	ADDITIONAL SALARY
Marnie Moss	Guidance Counselor	JSHS	13	\$2,810.21
Tutino, Andrea	Guidance Counselor	JSHS	13	\$2,959.71
Pomeroy, Penny	Guidance Counselor	JSHS	15	\$4,751.18
Catalano, Kindra	Guidance Counselor	JSHS	13	\$3,193.45
Evener, Elizabeth	Guidance Counselor	JSHS	13	\$3,080.68
Smith, Cara	School Psychologist	Barry	3	\$957.81
Arthur, Melissa	School Psychologist	Parker	3	\$809.34
Couchman, Jaclyn	School Psychologist	Randall	3	\$823.41
Max Benz	School Psychologist	Smith	3	\$779.33
Leeds, Amy	School Psychologist	Virgil	3	\$834.21
Creighton, Lois	School Social Worker	Randall	2	\$689.86
Pace, Joe	School Social Worker	Barry	2	\$854.99
Kirsch, Linda	School Social Worker	Parker	2	\$854.45
Walters, Zoe	School Social Worker	Smith	2	\$663.49
Whelan, Jennifer	School Social Worker	JSHS	2	\$526.91
Mares, Ann	School Nurse	Randall	2	\$326.60
Greenwood, Lorie	School Nurse	JSHS	2	\$319.20
Myers, Victoria	School Nurse	JSHS	2	\$269.41
Albright, Abbey	Core Department Leader – Math	JSHS	1	\$294.57
Joslyn, Dianna	Core Department Leader - Science	JSHS	1	\$274.10
Porter, Edward	Core Department Leader - English	JSHS	1	\$289.31
Rhinehart, Kathryn	Core Department Leader – Social Studies	JSHS	1	\$259.33
Petit, Chuck	Department Leader – Technology	JSHS	1	\$395.76
Rafferty, Jennifer	District Department Leader – Music	JSHS	1	\$262.28

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NAME	POSITION	BUILDING	EXTRA DAYS	
Hay, Kim	District Department Co-Leader – Library	Parker	1	\$344.93
Herbert, Annette	District Department Co-Leader – Library	Smith	1	\$321.60
Bender, Jesse	District Department Co-Leader – Art	JSHS	1	\$250.42
Bieber, Nadia	District Department Co-Leader – Art	Barry-Virgil	1	\$335.74
Pace, Jill	District Department Leader – Health & FCS	JSHS	1	\$397.55
Pallassino, Sherlyn	Liaison - Special Education (Secondary)	JSHS	1	\$392.01
Ticknor, Mary Katherine	Liaison - Special Education (Elementary)	Randall	1	\$264.42
Avery, Karen	Liaison - Reading	Virgil	1	\$317.35
Creighton, Lois	Liaison - Social Worker	Randall	1	\$344.93
Spaulding, Jennifer	Co-Liaison - Speech	Barry	1	\$309.53
Thompson, Lynn	Co-Liaison - Speech	Smith	1	\$360.13
Smith, Cara	Liaison - School Psychologist	Barry	1	\$319.27

71C

SCHEDULE OF APPOINTMENTS

ELEMENTARY & SECONDARY SUBSTITUTE TEACHERS/TUTORS 2016-17

Schedule Number: **2467**

Board Meeting Date: **June 20, 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
Prignon, Jordan	Substitute Teacher	A	\$101.00	Certified retroactive to 06/05/2017
Prignon, Jordan	Substitute Teaching Assistant		\$83.00	Certified retroactive to 06/05/2017

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

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SCHEDULE OF APPOINTMENTS

ADMINISTRATORS AND INSTRUCTIONAL STAFF
To Fix Salaries and Schedule Conditions for the School Year 2017-18

Schedule Number: 2468
Board Meeting Date: June 20, 2017
Color: White

NAME	POSITION	SUMMER SCHOOL	REMARKS	SALARY
Phyllis Litzenberger	Instructor	Elementary		\$2,785
Shannon Bush	Instructor	Elementary		\$2,785
Lucy Hammond	Instructor	Elementary		\$2,785
Pam Basile	Instructor	Elementary		\$2,785
Tom Dovi	Instructor	Elementary		\$2,785
Emily Stevens	Instructor	Elementary		\$2,785
Karen Curran	Instructor	Elementary		\$2,785
Nadell Casey	Instructor	Elementary		\$2,785
Julie Pace	Instructor	Elementary		\$2,785
Stephanie Oyer	Instructor	Elementary		\$2,785
Dionne DePuy	Instructor	Elementary		\$2,785
Cindy Abdulla	Teaching Assistant	Elementary		\$1,109
Francesca Mahar	Teaching Assistant	Elementary		\$1,109
Nancy Moore	Teaching Assistant	Elementary		\$1,109
Tina Walters	Teaching Assistant	Elementary		\$1,109
Vickey Tobin	Teaching Assistant	Elementary		\$1,109
Gamel, Richard*	Instructor	Driver Education	Classroom and road time*	\$7,033
Lacey, Jeff*	Instructor	Driver Education	Classroom and road time*	\$7,033
Guido, Jeffrey*	Instructor	Driver Education	Classroom and road time*	\$7,033

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

71C

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

Schedule Number: **2469**
 Board Meeting Date: **June 20, 2017**
 Color: **White**

TITLE	APPOINTMENT	YR	AMOUNT	Remarks
Mentor	Meghan Preston		\$ 350.00	
Mentor	Kelly Chapman		\$ 350.00	
Mentor	Ben Albright		\$ 350.00	
Mentor	Lois Creighton		\$ 350.00	
Mentor	Jeff Guido		\$ 350.00	
Mentor	Yale Hughes		\$ 350.00	
Mentor	Ilona Ryon		\$ 350.00	
Mentor	Annette Herbert		\$ 350.00	
Mentor	Carol Brafman		\$ 350.00	
Mentor	Bonnie Meldrim		\$ 350.00	
Mentor	Pam West		\$ 350.00	
Mentor	Abbey Albright		\$ 350.00	
Mentor	Corena Morse		\$ 350.00	
Mentor	Amy Leeds		\$ 350.00	
Mentor	Dianna Joslyn		\$ 350.00	
Mentor	Jennifer Spaulding		\$ 350.00	
Mentor	Katie Swanson		\$ 350.00	
Mentor	Sylvia Telleache		\$ 350.00	
Mentor	Deb Fitzgerald		\$ 350.00	
Mentor	Bonnie Hutchinson		\$ 350.00	
Mentor	Leona Kelemen		\$ 350.00	
Mentor	Shana Snyder		\$ 350.00	
Mentor	Judi Haskins		\$ 350.00	
Mentor	Julie Lundeen		\$ 350.00	
Mentor	Rachel Sopchak		\$ 350.00	
Mentor	Claudia Williams		\$ 350.00	
Mentor	Jean Pawlak		\$ 350.00	
Mentor	Gail Renninger-Smith		\$ 350.00	