

CORTLAND ENLARGED CITY SCHOOL DISTRICT
Board of Education Meeting – Tuesday, November 15, 2016 at 6:30 p.m.
Kaufman Center, 1 Valley View Drive, Cortland NY

- 1. CALL TO ORDER and PLEDGE OF ALLEGIANCE:**
- 2. COMMUNICATIONS and RECOGNITION:**
 - a. Kudos Korner
 - b. Audience Participation – (speakers are asked to state their name and address and limit their comments to two minutes).
 - c. Board Committee Reports:
 - 1.) BOE Policy Committee – Next meeting is November 16, 2016 at 9:00 a.m.
 - 2.) BOE Facilities Committee – Report on November 3, 2016 meeting
 - 3.) BOE Audit Committee – Next meeting to be determined
 - 4.) BOE Financial Committee – Report on today's meeting
 - 5.) BOE Communication Committee – Report on November 7, 2016 meeting
- 3. PRESENTATIONS:**
 - a. August Graduates
 - b. CPEF (Cortland Public Education Foundation) Fall 2016 Awards – Ms. Betsy Cheetham, CPEF Board of Directors
 - 1.) Small Engines Drive Jobs – Mr. Hilary Church
 - 2.) Introduction to Coding through Robotics II – Ms. Catalina Charles
 - 3.) Makerspace in the Smith Elementary Library – Ms. Annette Herbert
 - 4.) FACS Empathy Belly – Ms. Jennifer Drake
 - 5.) Journalism, CHS Voice – Mr. Mike Winchell
 - 6.) Virgil School Music Hanging Microphones – Ms. Kimberly Rowland
 - c. Budget Presentation
- 4. CONSENT ITEMS:**
 - a. Minutes of November 1, 2016 Regular Meeting
 - b. CSE/CPSE (Committee on Pre-school Special Education) Recommendations 2016-2017
- 5. OLD BUSINESS:**
- 6. NEW BUSINESS:**
 - a. Acceptance of the Extra-Classroom Activity Fund Quarterly Report Ending September 30, 2016
 - b. Approval of Health & Welfare Services Agreement
 - c. Approval of Transfer of Reserve Funds
 - d. Approval to Surplus the 2001 Chevy Impala Car #143
- 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
 - 1.) Report on Extra-Curricular
 - b. Assistant Superintendent for Pupil and Personnel Services
 - c. Assistant Superintendent for Curriculum and Instruction
 - d. Director of Special Education
 - e. Superintendent
- 9. BOARD MEMBER ACTIVITIES**
- 10. NEXT MEETING AGENDA REVIEW**
- 11. EXECUTIVE SESSION (*If needed*)**
- 12. ADJOURNMENT**

4.a

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

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

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

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

Absent: Ms. Judith Murphy

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.

2. COMMUNICATIONS and RECOGNITION:

a. Kudos Korner – None

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

c. Board Committee Reports:

1.) BOE Policy Committee – Report on October 13 and 26, 2016 meetings

Mr. Natoli reported that the committee is still working through each policy. Should be completed soon.

2.) BOE Facilities Committee – Next meeting is November 3, 2016 at 4:30 p.m.

3.) BOE Audit Committee – Report on October 14, 2016 meeting

Ms. Davis-Howard reported that the auditors came to the meeting and discussed the external audit. The prior year recommendations are mostly done.

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

The financial committee is discussing where to go. Their goal is to keep the Board of Education educated and the documents easy to understand.

5.) BOE Communication Committee – First meeting is November 7, 2016 at 4:00 p.m.

6.) BOE Retreat – November 3, 2016 (Isaf-Merkur will take the BOE picture at this meeting)

3. PRESENTATIONS:

a. External Audit – Thomas Lauffer from Raymond F. Wager, CPA, P.C. presented the external audit to the Board of Education.

b. Budget Presentation – Ms. Kimberly Vile gave a budget presentation.

4. CONSENT ITEMS:

a. Minutes of October 11, 2016 Regular Meeting

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

610339634, 610364514, 610373684, 607001935, 607001167, 610308572, 610356999, 607002590, 610328939, 610317810, 607000019, 610379697, 607002151, 607000467, 607000455, 610295640, 610376626, 610298186, 610323993, 610330366, 607001020, 607000525, 607001897, 610373829, 610385234, 610373394, 607002394, 607001899, 607000399, 607000275, 607002161, 607001733, 610350591, 607000797, 610375511, 610327908, 610382604, 607001589, 607000448, 610253548, 607000260, 607000132

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

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

Final Vote: Yes – 5, No – 0. Motion Carried. Ms. Van Donsel abstained.

5. OLD BUSINESS: None

6. NEW BUSINESS:

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

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

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

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

- b. Contract Renewal for Virgil Snow Removal and Sanding for the 2016-17 School Year

RESOLVED, upon the recommendation of the Superintendent, to approve the agreement between Cortland Enlarged City School District and the Town of Virgil for Snow Removal and Sanding at Virgil School for 2016-17 as presented.

Moved by Ms. Griffin, seconded by Ms. Gregory. Discussion: Is this contract in line with last year? Yes.

Final Vote: Yes – 5, No – 0. Motion Carried. Ms. Van Donsel abstained

- c. Acceptance of External Audit

RESOLVED, upon the recommendation of the Audit Committee, to accept the External Audit with Corrective Action Plan from Raymond F. Wager, CPA, P.C., for the fiscal year 2015-2016, as presented.

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

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

- d. Approval of 2017-18 Budget Calendar

RESOLVED, upon the recommendation of the Superintendent of Schools, to approve the 2017-18 Budget Calendar, as presented.

Moved by Mr. Natoli, seconded by Mr. Rogoff. Discussion: None

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

- e. Approval of Boys and Girls Varsity Indoor Track Teams for the Winter 2016-17 Season

RESOLVED, upon the recommendation of the Superintendent of Schools, to approve the creation of a Boys and a Girls Varsity Indoor Track Team for the Winter 2016-17 Season, as presented

Moved by Ms. Griffin, seconded by Mr. Rogoff. 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 Resignations and Leaves Schedule 11.82.

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

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 1195 and 1196.

Moved by Ms. Griffin, seconded by Mr. Rogoff. 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 2441, 2442 and 2443.

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

8. LEADERSHIP REPORTS:

- a. Director of Business Services
1.) Cafeteria number to support community eligibility. (looking better for K-6 this year)
b. Assistant Superintendent for Pupil and Personnel Services
1.) Give the Gift of Family Reading
c. Assistant Superintendent for Curriculum and Instruction
1.) Google accounts, professional development training online, books. App – Google Classroom
d. Director of Special Education
1.) Recruited 10 student volunteers.
e. Superintendent
1.) Board Appreciation Week
2.) ESSA – Every Students Succeeds Act (replaces No Child Left Behind)

9. BOARD MEMBER ACTIVITIES

NYSSBA Convention, Seven Valley New Tech High Tour, Anti-bullying presentation at Barry School

10. NEXT MEETING AGENDA REVIEW

11. EXECUTIVE SESSION *(If needed)*

In accordance with Public Officer's Law Section 96, Subdivision 1, Ms. Melissa Davis-Howard called for an Executive Session at 7:45 p.m. to discuss the medical, financial, credit or employment history of a particular person.

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

The Executive Session adjourned at 8:15 p.m..

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

12. ADJOURNMENT

As there was no further business to discuss, Ms. Davis-Howard asked for a motion to adjourn the regular meeting at 8:16 p.m.

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

60A

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

FROM: Cindy Dann, GO Bookkeeper

SUBJECT: Quarterly Report 09/30/16, Extra-Classroom Activity Fund

DATE: October 31, 2016

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

Quarterly Financial Statement on Extra-Classroom Fund

Bank Reconciliation

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

GENERAL ORGANIZATION
For the Quarter Ending, September 30, 2016

Balance of General Organization Account, September 30, 2016

Checking Account	\$ 148,267.42
Savings Account	\$ 31,676.62
	<u>\$ 179,944.04</u>

General Organization Account Balances:

Beg. Bal 7/01/16	Receipts	Disbursements	End Bal 9/30/16
\$ 181,190.40	\$ 11,331.95	\$ 12,578.31	\$ 179,944.04

Checkbook Balance:

Beg. Bal 7/01/16	Receipts	Disbursements	End Bal 9/30/16
\$ 149,513.78	\$ 11,331.95	\$ 12,578.31	\$ 148,267.42

Savings Account Balance:

Beg. Bal 7/01/16	Receipts	Disbursements	End Bal 9/30/16
\$ 31,676.62	\$ -	\$ -	\$ 31,676.62

Book Transfers \$ 2,026.54 \$ 2,026.54

CORTLAND JUNIOR-SENIOR HIGH SCHOOL
QUARTERLY REPORT 07/01/16 - 09/30/16
SAVINGS ACCOUNT

DESCRIPTION	BEG. BAL.	RECEIPTS	DISBURSEMENTS	END. BAL.
General Organization	1,518.37	0.00	0.00	1,518.37
CD Investment	30,158.25	0.00	0.00	30,158.25
	31,676.62	0.00	0.00	31,676.62

RECONCILIATION OF BANK BALANCES

Balance shown on statement of 9/30/16 (NBT)

\$ -

Balance shown on statement of 9/30/16 (Tompkins Trust)

150,925.60

Less:

Plus:

Less: Outstanding checks as of 9/30/16 as follows:

DATE	CHECK NUMBER	AMOUNT	DATE	CHECK NUMBER	AMOUNT
4/28/2016	25977	\$ 100.00	9/10/2016	26140	\$ 47.14
			9/10/2016	26143	\$ 340.00
			9/16/2016	26145	\$ 496.00
			9/16/2016	26146	\$ 124.99
			9/16/2016	26147	\$ 276.57
			9/20/2016	26148	\$ 400.00
			9/20/2016	26149	\$ 81.53
			9/30/2016	26150	\$ 120.95
			9/30/2016	26151	\$ 671.00

100.00

2,558.18

Total Amount of Outstanding checks:

2,658.18

Amount of balance on deposit unencumbered:

\$ 148,267.42

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

Cindy Dann
GO Bookkeeper

CORTLAND JUNIOR-SENIOR HIGH SCHOOL					
ACTIVITY ACCOUNT LEDGER					
2016-2017					
	07/01/16	RECEIPTS	EXPENDITURES	TRANSFERS	09/30/16
	BEGINNING	07/01/16	07/01/16	07/01/16	ENDING
ACCOUNT DESCRIPTION	BALANCE	09/30/16	09/30/16	09/30/16	BALANCE
Alive At 25	2,842.28		218.00		2,624.28
All Night Party	882.47	120.00	570.24		292.23
Band Fund	11,409.99				11,409.99
Baseball Club	868.98				868.98
Basketball Cheerleaders	1,527.49				1,527.49
Basketball Club	1,237.28	12.71			1,249.99
Bowling Club	89.88				89.88
Champs	(88.00)				(88.00)
Chorus	8,273.10			88.00	8,361.10
CHS General Fund	1,888.45	178.89			1,888.14
Class 2007	500.00				500.00
Class 2008	985.08			(485.08)	500.00
Class 2015	2,402.03				2,402.03
Class 2018	8,318.84				8,318.84
Class 2017	9,880.58	1,830.00	1,277.10		10,433.48
Class 2018	8,999.10				8,999.10
Class 2019	1,878.79				1,878.79
Class 2020	0.00			835.08	835.08
COHIAN	5,585.57		340.00		5,245.57
Cortland Theater	10,871.69	100.00	2,253.32	38.59	8,657.88
Field Hockey	584.62				584.62
Football	145.80	1,175.85	388.00		955.15
Football Cheerleaders	288.60	83.57			952.17
French Club	141.88				141.88
Freshman Interservice	914.18				914.18
Girls Basketball	748.88				748.88
Girls Lacrosse	3,303.80	25.43	45.98		3,282.76
Girls Soccer	3,282.84	12.71	348.60		2,986.95
Girls Softball	270.84		22.99	0.00	247.85
Girls Swimming	0.00				0.00
Girls Tennis	0.00	2,218.00		658.87	2,976.87
Girls Track	800.08	344.50	22.99		921.58
Golf Club	2,293.08	25.43	887.00		1,491.48
Guidance	3,798.98				3,798.98
Ink Peppers	1,198.10				1,198.10
Inter-Act	0.00				0.00
International Club	1,070.71				1,070.71
Jr High Band	5,730.20		671.00		5,059.20
Jr High Music	4,888.83			(350.00)	4,548.83
JH Select Band	5,048.98		1,052.80	350.00	4,346.70
Junior High Interservice	4,595.79		515.00		4,080.78
Jr High Ski Club	3,883.88				3,883.88
Junior High Team I	1,740.87		127.14		1,613.83
Junior High Team II	2,468.31		228.20		2,227.11
Junior High Team IV	4.75				4.75
Lacrosse Club	700.38				700.38
Link Crew	82.21				82.21
National Honor Society	3,845.88		75.00		3,870.88
JH Orchestra	225.85				225.85
Orchestra	8,500.75				8,500.75
Photo Club	248.23				248.23
Relay for Life Club	2,647.68		31.32		2,616.34
Renaissance	131.80		55.08		76.72
Runners	1,882.83	1,878.79	188.00	57.00	3,248.62
SADD	390.81	0.00		0.00	390.81
Senior Interservice	9,205.89	444.82	0.00	(88.00)	9,589.91
Soccer Club	1,235.13	1,784.38	839.00	0.00	2,380.49
Stage Craft	38.89	0.00	0.00	(38.59)	0.00
Student Council	3,587.88	188.50	202.48	0.00	3,653.97
Student Senate	7,593.32	181.00		(350.00)	7,994.32
Tech Club	282.18				282.18
Tennis Club	1,127.48			(658.87)	468.58
Tiger Den	2,446.89				2,446.89
Toys From Teachers	571.88				571.88
Track - Boy's	1,598.81	208.79	22.99	(57.00)	1,888.41
Tri-M	655.05				655.05
Video Club	8,887.44	800.00			9,487.44
Volleyball Club	1,374.24				1,374.24
Winterguard	250.35				250.35
Wrestling	6,740.00		2,442.28		4,297.72
Gen. Org. Savings	1,518.37				1,518.37
CD Interest SH Int.	3,889.14				3,889.14
Total Cash Amount	181,180.40	11,331.95	12,578.31	0.00	178,944.04
CD Inv. Sr. High Int.	30,188.25				30,188.25
Gen. Org. Savings	1,518.37				1,518.37
	149,513.78				148,287.42



**Cortland Enlarged City
School District**

1 Valley View Drive
Cortland, NY 13045

To: Michael Hoose

From: Kimberly Vile

Date: November 7, 2016

Re: Health & Welfare Services

In accordance with Education Law 912, Cortland Enlarged City School District is required to provide students who attend nonpublic schools within the District all the same health and welfare services available to students who attend public schools in the District, as requested by the nonpublic school administrators. In a letter dated February 4, 2016, St. Mary's School (SMS) requested such services be provided to SMS students. These services include services performed by a physician, dentist, dental hygienist, school nurse, school psychologist, school social worker and speech language pathologist.

If the student attending a nonpublic school lives in another public school district, a written contract must be entered into governing the services to be provided and the reimbursement of such services. Attached is a BOE resolution authorizing the creation and execution of written contracts with other public districts whose students are attending SMS during the 2016-17 school year.

**Resolution to Authorize Agreement for Health/Welfare Services
2016 – 2017 School Year**

WHEREAS, by Section 912 of the Education Law, a school district which is the district of residence for a particular student may enter in agreement with another school district for the purpose of providing health and welfare services for said student(s) who attend a non-public school, and

WHEREAS, during the 2016-17 school year, Cortland Enlarged City School District is eligible to provide said health and welfare services to pupils who attend a non-public school situated within the boundary of Cortland Enlarged City School District, namely St. Mary's School, Cortland, New York, and

WHEREAS, said health and welfare services include those provided under Section 912 of Education Law, as appropriate, and

WHEREAS, it has been projected that the cost of such services would be \$513.08 per pupil, based upon the calculations set forth in commissioners decisions and the NYSED guidance document,

NOW, THEREFORE BE IT RESOLVED that the Board of Education of Cortland Enlarged City School District does hereby authorize a health and welfare services agreements with the following school districts:

Dryden Central School District
Groton Central School District
Homer Central School District
Ithaca City School District
Marathon Central School District
McGraw Central School District
Tully Central School District, and

BE IT FURTHER RESOLVED, that the Board President, Superintendent of Schools and Clerk of the Board are duly authorized to sign and execute such agreement on behalf of Cortland Enlarged City School District.

Yes _____ No _____ Abstain _____ Result _____

The above resolution adopted this ____ day of _____, 2016 upon the motion of _____, and seconded by _____.

District Clerk



RECEIVED 86

FEB 08 2016

Office of Superintendent

61 North Main Street • Cortland, New York 13045 • 607-756-5614 • www.smscortland.org • smarycor@syrdiocese.org

February 4, 2016

Board of Education
Cortland Enlarged City School District
1 Valley View Drive
Cortland, NY 13045

RE: Health and Welfare Services for 2016-2017

Dear Board of Education,

St. Mary's School is requesting all services performed by a physician, physician assistant, dentist, dental hygienist, registered professional nurse, nurse practitioner, school psychologist, school social worker and school speech therapist. This should include dental prophylaxis, vision and hearing screening examinations, the taking of medical histories and the administration of health screening tests including scoliosis screening, the maintenance of cumulative health records and the administration of emergency care programs for ill or injured students.

Since the law is silent on the responsible party for materials, we should come to some agreement: In practice, the nonpublic school provides all of the permanent, nonconsumable facilities and equipment, e.g., room, furniture, files, scale, telephone and utilities; and the school district provides the consumable supplies, e.g., band-aids, tongue blades, thermometers, student health records and related forms. Equipment such as audiometers and mechanical vision testers are usually provided by the school district for the duration of the testing period.

We do not wish to be limited to these services as the law entitles SMS students to equivalent health and welfare services as CCSD students.

Respectfully,

Denise Hall
Principal



L.C

t. 607.797.4839

f. 607.796.123

www.hslg.com

P.O. Box 650

Binghamton, NY 13902-0650

520 Columbia Dr • Suite 204
Johnson City, NY 13790

October 25, 2016

Kimberly Vile
Director of Business Services
Cortland Enlarged City School District
1 Valley View Drive
Cortland, NY 13045-3297

RE: Transfer of Reserve Funds

We have had several discussions concerning the overfunding of the Insurance reserve established pursuant to New York General Municipal Law 6-m. The overfunding of the reserve was established by a loss run report prepared by Wright Insurance on behalf of the New York Insurance Reciprocal. The report showed that for the period 2000 to 2016, the value of all claims paid by the insurance company on behalf of the District was \$1,067,315. There is no District contribution in that figure. Because the statute (New York General Municipal Law 6-m), permits the money in the fund to be used only for *expenditures from the fund for any loss, claim, action or judgment for which the municipal corporation is authorized or required to purchase or maintain insurance, ...* The fund may not be used to pay insurance premiums or to pay claims under Workers Compensation or health insurance, or for any other purpose.

The funds in the Insurance Reserve total \$2,011,648. Essentially, because the Board was prudent in purchasing comprehensive liability insurance, the Insurance Reserve Fund has not been used. We do not foresee the fund being used in the future, except to pay any deductibles which may be included as part of a judgment or settlement, or if a particular claim falls outside the coverage of the District's insurance policies.

You have said that the Board wants to move monies from the Insurance Reserve Fwkd to other funds maintained by the District. Section 13 of the law permits the transfer when, *Prior to the discontinuance of such fund, the fiscal and legal officers of such municipal corporation shall certify to the governing board thereof the amount that may be necessary to retain in such fund to satisfy all liabilities incurred or accrued against it and such sum shall be retained in the fund for payment of such amounts or until later certified that such funds are no longer needed*

We have attached a Certification for your use as fiscal officer and a fully executed original of my certification as legal officer.

Once the documents are in hand, the Board may enact the following resolution.

WHEREAS, the Insurance Reserve Fund established by the Board of Education pursuant to New York General Municipal Law §6-m is funded in the amount of \$2,011,648.00, and

WHEREAS, the District's fiscal and legal officers have certified to the Board that the amount that may be necessary to retain in such fund to satisfy all liabilities incurred or accrued against it and such sum shall be retained in the fund in the amount of \$241,045 for payment of such amounts or until later certified that such funds are no longer needed, and

WHEREAS, New York General Municipal Law §6-m permits the Board to transfer unneeded funds from the Insurance Fund to other funds established by the General Municipal Law and the Education Law,

NOW THEREFORE, upon the recommendation of the Superintendent and on motion of _____ seconded by _____ it is

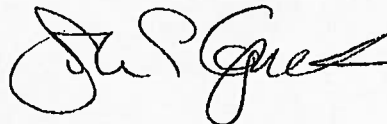
RESOLVED, that there shall be transferred from the Insurance Reserve Fund to the Tax Certiorari Fund established pursuant to the Education Law the sum of \$200,000, and it is further

RESOLVED, that there shall be transferred from the Insurance Reserve Fund to the Retirement Contribution Reserve established pursuant to General Municipal Law §6-r the sum of \$498,855, and it is further

RESOLVED, that there shall be transferred from the Insurance Reserve Fund to the Repair Reserve Fund established pursuant to §6-d of the General Municipal Law the sum of \$300,000, and it is further

RESOLVED, that there shall be transferred from the Insurance Reserve Fund to the Capital Reserve Fund established by the voters the sum of \$771,748.

JPL



cc: Michael J. Hoose, Superintendent

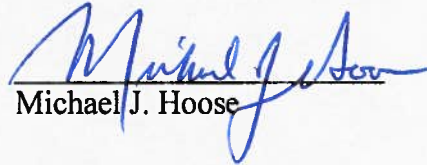
CERTIFICATION

I, Michael J. Hoose, Superintendent of the Cortland Enlarged City School District, hereby certify that I have conducted a review of the last fifteen years of claims experience of the Cortland Enlarged City School District in all insurance lines for which the General Municipal Law §6-m may be used to pay claims.

Over the fifteen-year period, the School District's insurance company paid claims in the amount of \$1,067,315. There were no withdrawals from the Insurance Reserve Fund to cover any of those claims.

It is clear that the Insurance Reserve fund is overfunded and should be reduced by transferring a portion of the money to other reserve funds.

Dated: November 8, 2016


Michael J. Hoose

CERTIFICATION

I, **John P. Lynch**, am an attorney and a member of the firm of Hogan, Sarzynski, Lynch, DeWind & Gregory LLP. Our firm has been appointed by the Cortland Enlarged City School District Board of Education as School District Counsel.

I have examined a report prepared by Wright Insurance on behalf of the New York Insurance Reciprocal concerning the claims history of the Cortland Enlarged City School District. I have also examined a certification prepared by Michael J. Hoose, Superintendent of Schools for the Cortland Enlarged City School District.

I agree that the Insurance Reserve fund is overfunded and should be reduced by transferring funds to other reserve funds.

Dated: *October 25, 2016*


John P. Lynch



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: November 8, 2016
Re: Surplus**

It is the recommendation of the Business Office to surplus the 2001 Chevy Impala car #143. The vehicle has been pulled out of the fleet rotation secondary to safety concerns. It is recommended that the vehicle will be disposed of as scrap due to its condition.

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

7a

SCHEDULE OF RESIGNATIONS AND LEAVES

ADMINISTRATORS, INSTRUCTIONAL AND NON-INSTRUCTIONAL STAFF

School Year 2016-17

Schedule Number: 11.83

Board Meeting Date: November 15, 2016

Color: White

A. Approval of Personnel Resignations and Leaves

ADMINISTRATORS/INSTRUCTIONAL PERSONNEL:

RESIGNATION	POSITION	ORIGINAL APPOINTMENT	RESIGNATION DATE	REASON
Sturdevant, Jonelle	Teaching Assistant	11/02/2016	11/18/2016	Resignation.

NON-INSTRUCTIONAL PERSONNEL:

RESIGNATION	POSITION	ORIGINAL APPOINTMENT	EFFECTIVE DATE	REASON
O'Leary, Melanie	Physical Therapist	09/01/2016	12/02/2016	Resignation.

INSTRUCTIONAL/NON-INSTRUCTIONAL PERSONNEL

LEAVE OF ABSENCE	POSITION	ORIGINAL APPOINTMENT	LEAVE DATES	REASON
Young, Jessica	Special Education	09/01/2015	03/17/2017 – 08/31/2017 (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.

7a

SCHEDULE OF APPOINTMENTS

7.b

Non-Instructional Substitute Personnel

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

Schedule Number: 1197
Board Meeting Date: November 15, 2016
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
Stark,	Crista	Clerical	\$11.35	Retroactive to 10/26/2016

SCHEDULE OF APPOINTMENTS

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

Schedule Number: 1198
Board Meeting Date: November 15, 2016
Color: White

NAME	JOB TITLE	SERVICE AREA	EFFECTIVE DATE	APPOINTMENT TYPE	REMARKS	SALARY/ HOURLY RATE
Weeks, Renee	Library Aide	JSHS	12/12/2016	Probationary	Renee will fill the Library Aide position.	\$10.28

7C

**SCHEDULE OF APPOINTMENTS
INTER-SCHOLASTIC (ATHLETICS)
To Fix Salaries and Schedule Conditions for the School Year 2016-17**

Schedule Number: **2444**
Board Meeting Date: **November 15, 2016**
Color: **Blue**

NAME*	TITLE	VARSITY/JV JUNIOR HIGH	SPORT	BOYS/ GIRLS	AMOUNT
Joseph Ludwig	Vol. Assistant	Jr. Varsity	Basketball	Girls	\$ Volunteer

*Pending coaching requirements

7.C

SCHEDULE OF APPOINTMENTS

ELEMENTARY & SECONDARY SUBSTITUTE TEACHERS/TUTORS 2016-17

Schedule Number: **2445**

Board Meeting Date: **November 15, 2016**

Color: **Yellow**

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

Name	Title	List	Daily Rate	Remarks
McKenna, James	Substitute Teacher	B	\$88.00	Retroactive to 11/08/2016
McKenna, James	Teaching Assistant		\$80.00	Retroactive to 11/08/2016

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

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