

CORTLAND ENLARGED CITY SCHOOL DISTRICT
Board of Education Meeting – Tuesday, January 31, 2017 at 6:30 p.m.
Kaufman Center, 1 Valley View Drive, Cortland NY

- 1. CALL TO ORDER and PLEDGE OF ALLEGIANCE**
- 2. COMMUNICATIONS and RECOGNITION:**
 - a. Kudos Korner
 - b. Audience Participation – (speakers are asked to state their name and address and limit their comments to two minutes).
 - c. Board Committee Reports:
 - 1.) BOE Policy Committee – Next meeting is scheduled for February 9, 2017 at 4:30 p.m.
 - 2.) BOE Facilities Committee – Report on the January 18, 2017 meeting
 - 3.) BOE Audit Committee – Next meeting to be determined
 - 4.) BOE Financial Committee – *Report on the January 31, 2017 meeting*
 - 5.) BOE Communication Committee – *Report on the January 31, 2017 meeting*
- 3. PRESENTATIONS:**
 - a. BoardDocs
 - b. New Course Proposals
 - c. Budget Presentation
- 4. CONSENT ITEMS:**
 - a. Minutes of January 17, 2017 Regular Meeting
 - b. CSE/CPSE (Committee on Pre-school Special Education) Recommendations 2016-2017
- 5. OLD BUSINESS:**
- 6. NEW BUSINESS:**
 - a. Financial Reports: Treasurer's Report, Trial Balance, Revenues, Intrafund Transfers, Appropriations, Warrant, Claims Monthly Report – December 2016
 - b. Approval of Claims Quarterly Report for October, November, & December 2016
 - c. Approval of New Course Proposal: Computer Essentials
 - d. Approval of New Course Proposal: Career Essentials
 - e. Approval of New Course Proposal: Foundations of Sports Management
 - f. Approval of Extra Classroom Activity Fund Quarterly Report
- 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
 - 1.) Focus School Designation updates
 - c. Assistant Superintendent for Curriculum and Instruction
 - d. Director of Special Education
 - e. Superintendent
- 9. BOARD MEMBER ACTIVITIES**
- 10. NEXT MEETING AGENDA REVIEW**
- 11. EXECUTIVE SESSION**
- 12. ADJOURNMENT**

4a

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

A Regular Meeting of the Board of Education was held on Tuesday, January 17, 2017 at the Kaufman Center, 1 Valley View Drive, Cortland, New York.

Present: Ms. Melissa Davis-Howard, Ms. Christine Gregory, Ms. Janet Griffin, Ms. Judith Murphy, Mr. 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; 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 5:30 p.m. and the Pledge of Allegiance was recited.

At this time, Alan Pole and Bill Silky, Consultants with Castallo and Silky LLC-Education consultants presented how they would conduct a Building Utilization Study for our district and what information that study would provide to the district and the Board.

There was a 15 minute recess from 6:15 – 6:30 p.m.

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 January 4 & 12, 2017 meetings

The Policy Committee has gone through the 8000's and at this point need to go back over some policies that there are questions on.

2.) BOE Facilities Committee – Next meeting is scheduled for January 18, 2017 at 4:00 p.m.

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

4.) BOE Financial Committee – Next meeting is scheduled for January 24, 2017 at 5:45 p.m.

5.) BOE Communication Committee – Next meeting TBD

3. PRESENTATIONS:

a. Budget Presentation

Kimberly Vile shared a budget presentation with the Board.

4. CONSENT ITEMS:

a. Minutes of December 13, 2016 Regular Meeting

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

607002497, 607002498, 607002503, 610339634, 610340630, 607000770, 607001167, 607002038, 607002279, 607001822, 610316631, 607000463, 607002280, 610328934, 607002636, 610305510,

607002488, 610308397, 607001827, 607002416, 607002496, 607002489, 607000464, 607002620, 607002638, 607002281, 610362340, 610342280, 610308256, 607000612, 610394529, 610374601, 610286429, 607002628, 607002429, 607001145, 610391099, 607002082, 607001824, 607002433, 607002342, 607001730, 607002240, 607002490, 610308249, 610384726, 607000499, 610366226, 610375506, 607002666, 610308396, 610329392, 607001694, 610350601, 607000275, 607002634, 610261568, 607002392, 607002633, 610298182, 610358577, 610317783, 607000303, 610273148, 607002432, 607000989, 610363271, 607000448

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: There was no old business.

6. NEW BUSINESS:

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

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

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

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

- b. Acceptance of 2nd Reading of Policy #7515 Head Lice

RESOLVED, upon the recommendation of the Superintendent of Schools, to accept the 2nd Reading of Policy #7515 Head Lice as presented.

Moved by Ms. Murphy, seconded by Mr. Rogoff. Discussion: Q: Is there follow up the next day that treatment has been started? A: Yes. Q: Is staff notified that a student in their classroom has head lice? A: Will get answer.

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

- c. Approval of Field Placement Agreement: Grand Canyon University

RESOLVED, upon the recommendation of the Superintendent of Schools, to approve the Field Placement Agreement between Cortland Enlarged City School District and Grand Canyon University as presented.

Moved by Ms. Griffin, seconded by Ms. Murphy. Discussion: Q: Is this request from Grand Canyon similar to when you have agreements with SUNY Cortland? A: Yes, this became due to a request from someone with interest here.

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

- d. Acceptance of Cooperative Purchasing Agreement

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

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

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

Moved by Ms. Gregory, seconded by Ms. Van Donsel. Discussion: Good idea! Good job Kim!

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

- e. Acceptance of Board Member Resignation

RESOLVED to accept the resignation of John Natoli as a Board member effective December 31, 2016.

Moved by Ms. Griffin, seconded by Ms. Gregory. Discussion: Accept with regret.
Final Vote: Yes – 6, No – 0. Motion Carried.

- f. Approval of Extended Field Trip – Capital Building, Albany, New York
RESOLVED, upon the recommendation of the Superintendent, to approve the extended field trip to the capital building in Albany, New York, as presented.

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

- g. Appointment of Board of Registration and Election Inspectors as Presented for the Budget Vote and Election May 16, 2017

RESOLVED, upon the recommendation of the Superintendent, to approve the appointment of the Board of Registration and Election Inspectors for the Budget Vote and Election May 16, 2017 as presented.

Moved by Ms. Van Donsel, seconded by Ms. Griffin. 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 11.85.

Moved by Ms. Griffin, seconded by Ms. Murphy. Discussion: Accept Anne Wingard's retirement with deep 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 1201 and 1202.

Moved by Ms. Gregory, seconded by Ms. Murphy. 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 Schedule of Appointment 2449.

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

- d. Approval of Tenure Recommendation

RESOLVED, upon the recommendation of the Superintendent of Schools, to approve the Tenure appointment as presented on Schedule of Appointment 2448.

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

8. LEADERSHIP REPORTS:

- a. Director of Business Services –

1.) Ms. Vile asked the Board members to take a close look at the financial face feet.

- b. Assistant Superintendent for Pupil and Personnel Services –

1.) Ms. Riley shared the parent letter regarding *The Family Engagement Survey* that went home and explained the benefits and timeline of the survey with the Board.

2.) The state will be reviewing the Junior Senior High School in February as part of the Focus review. Feedback will be given to the Board on February 28.

- c. Assistant Superintendent for Curriculum and Instruction

- 1.) Mr. Craig will be bring three new course proposals to the Board meeting on January 24 along with members from the Business department to present them.
- d. Director of Special Education – The Director of Special Education was unable to attend this meeting.
- e. Superintendent –
 - 1.) Mr. Martin will have an update at the next Board meeting regarding the EPC. At this time the district has a reduction of 74% of kilowatts used.
 - 2.) Mr. Hoose discussed the grading policy changes at the Junior Senior High School.
9. **BOARD MEMBER ACTIVITIES** – Lots of basketball games.

10. NEXT MEETING AGENDA REVIEW –

Ms. Davis-Howard asked the other Board members what they would like to do with the open seat on the Board. She said there are three options: 1. Not fill the position; 2. If there was a person who ran for the Board in the last election but was not voted in, ask that person to take the seat; 3. Appoint someone that is interested. The Board decided to appoint someone that is interested and were asked to have interested candidates contact the District Clerk by January 31, 2017 and the person selected will be appointed on February 14, 2017.

11. EXECUTIVE SESSION

In accordance with Public Officer's Law Section 96, Subdivision 1, Ms. Davis-Howard called for an Executive Session at 7:35 p.m. to discuss the medical, financial, credit or employment history of a particular person.

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

The Executive Session adjourned at 8:11 p.m..

Moved by Ms. Gregory, seconded by Ms. Van Donsel. 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 8:11 p.m.

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

INVESTMENT REPORT
as of 12/31/2016

6.a

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	\$ 1,360,270	Funds from NYS
	Checking	JPMorganChase	\$ 472,458	District office check scanner deposit account; No checks are written from this account
General Fund Accounts:				
	Public Funds Checking	TTC	\$ 59,387	Used for General Fund related cash deposits; No checks are written from this account
	Commercial Checking	JPMorganChase	\$ 225,868	Used for all payments from the General Fund & CM Fund
	Super Checking	TTC	\$ 974,545	Used for property tax collections
	Super Svgs MMkt	TTC	\$ 1,335,984	Retirement Reserve
	Super Svgs MMkt	TTC	\$ 347,356	Unemployment Reserve
	Super Svgs MMkt	TTC	\$ 242,985	Insurance Reserve
	Super Svgs MMkt	TTC	\$ 1,012,316	Tax Certiorari Reserve
	Super Svgs MMkt	TTC	\$ 966,193	Accrued Employee Benefit Reserve
	Super Svgs MMkt	TTC	\$ 2,282,906	Capital Reserve
	Super Svgs MMkt	TTC	\$ 30,151	Liability Reserve
	Super Svgs MMkt	TTC	\$ 374,480	Workers' Compensation Reserve
	Super Svgs MMkt	TTC	\$ 766,748	Repair Reserve
School Lunch Fund Accounts:				
	Public Funds Checking	TTC	\$ 493,997	Used for all daily receipts of School Lunch Fund; no checks are written from this account
	Commercial Checking w/ Interest	JPMorganChase	\$ 225,542	Used for all payments from the School Lunch Fund
Special Aid Fund Account:				
	Commercial Checking w/ Interest	JPMorganChase	\$ 209,555	Used for all payments from the Special Aid Fund - Grants
Capital Fund Account:				
	Commercial Checking	JPMorganChase	\$ 176	Used for paying capital project bills
Debt Service Fund Account:				
	Public Funds Commercial MMDA	JPMorganChase	\$ 4,121,917	Used to account for BAN/bond proceeds to be used for capital expenditures and debt service
Agency Fund:				
	Public Funds Checking	TTC	\$ 27,870	Used for Agency related cash deposits; No checks are written from this account
	Commercial Checking	JPMorganChase	\$ 550,203	Used for all payments from the Agency Fund, including payroll and employee benefit payments
Expendable Trust Fund:				
	Public Funds NOW	TTC	\$ 124,848	Savings account for all scholarship funds

FUND BALANCE ANALYSIS AT YEAR END 2016
AS OF 12/31/16

REVENUE	BUDGET 16/17	Projected	ADJUSTM'T	ADJ. BUD 16/17	EXCEEDED + (UNDER)
TAXES	17,246,932	17,223,721	-	17,246,932	(23,211)
CHARGE FOR SVCS	158,785	135,980	-	158,785	(22,805)
INTEREST/RENTS	54,750	44,725	-	54,750	(10,025)
SALE OF PROP./Insurance Recovery	6,500	127,201	-	6,500	120,701
MISCELLANEOUS	599,003	564,435	-	599,003	(34,568)
STATE AID/BOCES AID	26,909,206	26,837,808	-	26,909,206	(71,398)
MEDICAID	125,000	50,000	-	125,000	(75,000)
INTERFUND TRANSFERS			-		-
TOTAL	45,100,176	44,983,870	-	45,100,176	(116,306)
RESERVES	3,976,711				
APP FUND BALANCE	500,000	500,000		500,000	
TOTAL	49,576,887	44,983,870	-	45,600,176	

APPROPRIATIONS	BUDGET 16/17	YEAR To DATE	ADJUSTM'T 2016-17	ADJ. BUD 16/17	(EXCEEDED) UNDER +
BD. OF ED	39,604	23,597	10,126	49,730	26,134
CENT. ADM	234,203	210,014	5,407	239,610	29,596
BUS. ADM.	560,165	379,243	(96,062)	464,103	84,860
PERSONNEL	156,329	92,731		156,329	63,598
CENTRAL SRVCS	2,939,006	3,314,059	680,913	3,619,919	305,860
SPECIAL ITEMS	421,400	389,970		421,400	31,430
SUPERVISION	1,972,430	1,815,604	87,213	2,059,643	244,040
TEACHING	12,518,907	11,925,143	(37,254)	12,481,653	556,509
SPEC EDUCATION	6,233,871	5,786,321	(224,889)	6,008,982	222,660
SPEECH THERAPY	161,371	156,467	500	161,871	5,404
OCCUPATIONAL THERAPY	111,283	101,836		111,283	9,447
PHYSICAL THERAPY	-	16,502	61,500	61,500	44,998
OCC. EDUCATION	930,000	870,033	(55,000)	875,000	4,967
SUMMER SCHOOL	253,720	145,806	(107,414)	146,306	500
SCHOOL LIBRARY	562,052	675,366	150,578	712,630	37,263
TV	80,725	110,812	47,871	128,596	17,784
COMPUTER ASST. INST	1,410,175	1,434,513	120,812	1,530,987	96,474
ATTENDANCE	116,977	105,794	9,206	126,183	20,390
GUIDANCE	416,922	378,562	(14,750)	402,172	23,610
HEALTH/DIAGNOSTIC	252,168	220,498		252,168	31,670
PSYCHOLOGICAL	327,737	277,174	(25,000)	327,737	50,563
SOCIAL WORKER	430,483	393,256		405,483	12,227
CO-CURRICULAR	211,108	185,658	1,700	212,808	27,150
INTERSCHOLASTIC	662,592	409,801	(25,000)	637,592	227,791
TRANSPORTATION	1,185,746	888,193	(51,652)	1,134,094	247,901
GARAGE	120,092	59,927	720	120,812	60,886
TRANS BOCES	8,363	3,102	(4,600)	3,763	661
EMPLOYEE BENEFITS	13,304,812	12,043,648	(653,091)	12,651,721	608,073
DEBT SERVICE	3,809,646	3,499,646		3,809,646	310,000
INTERFUND TRANSFERS	145,000	188,289	148,786	293,786	105,496
TOTAL	49,576,887	46,099,565	30,621	49,607,508	3,507,943

Fund Balance
AS OF 12/31/16

FUND BALANCE, JULY 1, 2016

9,636,993

ADD: PROJECTED REVENUE

44,983,870

LESS: ACTUAL EXPENSES PLUS ENCUMBRANCES

46,099,565

FUND BALANCE, JUNE 30, 2017

8,521,298

(LESS): Appropriated Fund Balance

500,000

(LESS): Reserve for Encumbrances

374,480

Reserve for Workers Comp.

347,356

Reserve for Unemployment

1,335,984

Reserve for Retirement Contributions

36,151

Reserve for Liability

242,985

Reserve for Insurance

1,012,316

Reserve for Tax Certiorari

966,193

Reserve for Employee Benefits

2,282,906

Capital Reserve

766,748

Reserve for Repairs

7,359,119

(LESS): Reserves-Restricted Fund Balance

Unassigned Fund Balance

662,179

MAX FUND BALANCE (4% 2016/17 Budget)

1,983,075

SURPLUS/(DEFICIT) above 4%

(1,320,897)

Debt Service Fund

1,115,658

CORTLAND ENLARGED CITY SCHOOLS

Revenue Status Report From 7/1/2016 To 12/31/2016



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
A 1001	REAL PROPERTY TAXES	17,006,932.00	0.00	17,006,932.00	14,343,714.98	2,663,217.02
A 1081	OTHER PAYMENTS LIEU OF TAXES	150,000.00	0.00	150,000.00	107,167.22	42,832.78
A 1085	SCHOOL TAX RELIEF REIMBURSEMENT	0.00	0.00	0.00	2,652,798.05	-2,652,798.05
A 1090	INTEREST & PENALTIES REAL PROPERTY	90,000.00	0.00	90,000.00	45,531.06	44,468.94
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	1,671.70	1,328.30
A 1414	ADMISSIONS-OTHER EVENTS	2,000.00	0.00	2,000.00	1,829.00	171.00
A 1489	OTHER CHARGES FOR SERVICES	13,000.00	0.00	13,000.00	850.00	12,150.00
A 1490	CHARGES FOR TRANS-NON STUDENT	0.00	0.00	0.00	8,281.48	-8,281.48
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	7,593.33	17,406.67
A 2410	RENTAL REAL PROPERTY INDIVIDUAL	13,500.00	0.00	13,500.00	20,051.00	-6,551.00
A 2413	RENTAL REAL PROPERTY BOCES	15,000.00	0.00	15,000.00	2,500.00	12,500.00
A 2414	RENTAL OF EQUIPMENT INDIVIDUAL	500.00	0.00	500.00	225.00	275.00
A 2450	COMMISSIONS	750.00	0.00	750.00	0.00	750.00
A 2650	SALES OF SCRAP/EXCESS MATERIAL	6,500.00	0.00	6,500.00	54.00	6,446.00
A 2680	INSURANCE RECOVERIES	0.00	0.00	0.00	126,999.55	-126,999.55
A 2690	OTHER COMPENSATION FOR LOSS	0.00	0.00	0.00	125.96	-125.96
A 2700	MEDICARE PART D DRUG REIMB	150,000.00	0.00	150,000.00	0.00	150,000.00
A 2701	REFUND PRIOR YEARS - BOCES	132,000.00	0.00	132,000.00	444,874.46	-312,874.46
A 2703	OTHER REFUNDS (SPECIFY)	100,000.00	0.00	100,000.00	59,060.76	40,939.24
A 2705	GIFTS AND DONATIONS	15,000.00	0.00	15,000.00	8,500.00	6,500.00
A 2770	UNCLASSIFIED REVENUES (SPECIFY)	102,003.00	0.00	102,003.00	0.00	102,003.00
A 2801	INTERFUND REVENUES	100,000.00	0.00	100,000.00	0.00	100,000.00
A 3101	BASIC FORMULA	23,673,886.00	0.00	23,673,886.00	1,787,054.26	21,886,831.74
A 3101..01	EXCESS COST AID	908,844.00	0.00	908,844.00	1,197,009.25	-288,165.25
A 3102	LOTTERY AID	0.00	0.00	0.00	2,985,644.81	-2,985,644.81
A 3102..1	VLT GRANT	0.00	0.00	0.00	551,743.54	-551,743.54
A 3103	BOCES AID	2,067,800.00	0.00	2,067,800.00	0.00	2,067,800.00
A 3260	TEXTBOOKS	210,453.00	0.00	210,453.00	39,420.00	171,033.00
A 3262	SOFTWARE/HARDWARE AID	48,223.00	0.00	48,223.00	0.00	48,223.00
A 3289	OTHER STATE AID	0.00	0.00	0.00	7,534.00	-7,534.00
A 4601	MEDICAID ASSISTANCE	125,000.00	0.00	125,000.00	21,434.54	103,565.46
A Totals:		45,100,176.00	0.00	45,100,176.00	24,447,647.95	20,652,528.05
Grand Totals:		45,100,176.00	0.00	45,100,176.00	24,447,647.95	20,652,528.05

CORTLAND ENLARGED CITY SCHOOLS

Appropriation Status Summary Report By Function From 7/1/2016 To 12/31/2016



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available	
1010	BOARD OF EDUCATION	*	30,354.00	10,126.41	40,480.41	19,406.87	1,789.86	19,283.68
1040	DISTRICT CLERK	*	3,000.00	0.00	3,000.00	1,200.03	1,199.97	600.00
1060	DISTRICT MEETING	*	6,250.00	0.00	6,250.00	0.00	0.00	6,250.00
10		**	39,604.00	10,126.41	49,730.41	20,606.90	2,989.83	26,133.68
1240	CHIEF SCHOOL ADMINISTRATOR	*	234,203.00	5,407.20	239,610.20	108,480.51	101,533.72	29,595.97
12		**	234,203.00	5,407.20	239,610.20	108,480.51	101,533.72	29,595.97
1310	BUSINESS ADMINISTRATION	*	412,131.00	-98,792.00	313,339.00	134,246.51	115,033.05	64,059.44
1320	AUDITING	*	60,000.00	0.00	60,000.00	18,675.00	28,925.00	12,400.00
1325	TREASURER	*	75,234.00	1,740.03	76,974.03	36,261.94	36,778.09	3,934.00
1330	TAX COLLECTOR	*	12,800.00	990.00	13,790.00	1,757.00	7,566.00	4,467.00
13		**	560,165.00	-96,061.97	464,103.03	190,940.45	188,302.14	84,860.44
1420	LEGAL	*	50,000.00	0.00	50,000.00	5,607.72	14,392.28	30,000.00
1430	PERSONNEL	*	106,329.00	0.00	106,329.00	35,241.54	37,489.22	33,598.24
14		**	156,329.00	0.00	156,329.00	40,849.26	51,881.50	63,598.24
1620	OPERATION OF PLANT	*	2,330,865.00	50,200.00	2,381,065.00	1,195,778.43	951,547.01	233,739.56
1621	MAINTENANCE OF PLANT	*	608,141.00	130,713.00	738,854.00	442,020.34	257,302.45	39,531.21
1680	CENTRAL DATA PROCESSING	*	0.00	500,000.00	500,000.00	189,565.47	277,845.78	32,588.75
16		**	2,939,006.00	680,913.00	3,619,919.00	1,827,364.24	1,486,695.24	305,859.52
1910	UNALLOCATED INSURANCE	*	205,000.00	0.00	205,000.00	190,305.40	0.00	14,694.60
1930	JUDGMENTS & CLAIMS	*	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00
1964	REFUND ON REAL PROPERTY TAXES	*	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00

CORTLAND ENLARGED CITY SCHOOLS

Appropriation Status Summary Report By Function From 7/1/2016 To 12/31/2016



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
1981	BOCES ADMINISTRATIVE COSTS	-	30,000.00	212,900.00	79,865.75	119,798.59	13,235.66
1983	BOCES CAPITAL EXPENSES	*	-30,000.00	0.00	0.00	0.00	0.00
19		**	0.00	421,400.00	270,171.15	119,798.59	31,430.26
2010	CURRICULUM DEVEL & SUPERVISION	*	-62,761.95	268,979.05	76,754.38	86,734.96	105,489.71
2020	SUPERVISION-REGULAR SCHOOL	*	24,975.39	1,560,664.39	747,956.84	782,469.37	30,238.18
2070	INSERVICE TRAINING-INSTRUCTION	*	125,000.00	230,000.00	54,852.22	66,835.92	108,311.86
20		**	87,213.44	2,059,643.44	879,563.44	936,040.25	244,039.75
2110	TEACHING-REGULAR SCHOOL	*	-37,254.46	12,481,652.54	4,377,381.69	7,547,761.46	556,509.39
21		**	-37,254.46	12,481,652.54	4,377,381.69	7,547,761.46	556,509.39
2250	PROGRAMS-STUDENTS W/ DISABIL	*	-224,889.41	6,008,981.59	1,989,248.41	3,797,072.85	222,660.33
2251	SPEECH THERAPY	*	500.00	161,871.00	53,501.35	102,965.82	5,403.83
2252	OCCUPATIONAL THERAPY	*	0.00	111,283.00	34,504.71	67,331.64	9,446.65
2253		*	61,500.00	61,500.00	16,501.91	0.00	44,998.09
2280	OCCUPATIONAL EDUCATION	*	-55,000.00	875,000.00	348,013.12	522,019.68	4,967.20
22		**	-217,889.41	7,218,635.59	2,441,769.50	4,489,389.99	287,476.10
2330	TEACHING-SPECIAL SCHOOLS	*	-107,414.38	146,305.62	145,805.62	0.00	500.00
23		**	-107,414.38	146,305.62	145,805.62	0.00	500.00
2610	SCHOOL LIBRARY & AUDIOVISUAL	*	150,577.65	712,629.65	287,057.49	388,308.70	37,263.46
2620	EDUCATIONAL TELEVISION	*	47,871.34	128,596.34	53,769.89	57,042.38	17,784.07
2630	COMPUTER ASSISTED INSTRUCTION	*	120,812.11	1,530,987.11	772,345.31	662,167.39	96,474.41
26		**	319,261.10	2,372,213.10	1,113,172.69	1,107,518.47	151,521.94

CORTLAND ENLARGED CITY SCHOOLS

Appropriation Status Summary Report By Function From 7/1/2016 To 12/31/2016



Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
2805	ATTENDANCE-REGULAR SCHOOL	*	116,977.00	9,206.47	126,183.47	49,596.48	56,197.35	20,389.64
2810	GUIDANCE-REGULAR SCHOOL	*	416,922.00	-14,749.64	402,172.36	150,977.61	227,584.47	23,610.28
2815	HEALTH SERVICES-REGULAR SCHOOL	*	252,168.00	0.00	252,168.00	90,639.11	129,859.13	31,669.76
2820	PSYCHOLOGICAL SRVC-REG SCHOOL	*	327,737.00	0.00	327,737.00	99,506.69	177,667.77	50,562.54
2825	SOCIAL WORK SRVC-REG SCHOOL	*	430,483.00	-25,000.00	405,483.00	131,378.52	261,877.28	12,227.20
2850	CO-CURRICULAR ACTIV-REG SCHL	*	211,108.00	1,700.00	212,808.00	77,172.88	108,484.98	27,150.14
2855	INTERSCHOL ATHLETICS-REG SCHL	*	662,592.00	-25,000.00	637,592.00	277,574.61	132,225.96	227,791.43
28		**	2,417,987.00	-53,843.17	2,364,143.83	876,845.90	1,093,896.94	393,400.99
5510	DISTRICT TRANSPORTATION	*	1,185,746.00	-51,651.84	1,134,094.16	452,755.76	433,437.64	247,900.76
5530	GARAGE BUILDING	*	120,092.00	720.23	120,812.23	36,743.91	23,182.78	60,885.54
5581	TRANSPORTATION FROM BOCES	*	8,363.00	-4,600.00	3,763.00	1,240.80	1,861.20	661.00
55		**	1,314,201.00	-55,531.61	1,258,669.39	490,740.47	458,481.62	309,447.30
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	652,125.44	986,894.79	53,656.77
9040	WORKERS' COMPENSATION	*	269,648.00	-47,365.97	222,282.03	209,940.20	11,047.80	1,294.03
9050	UNEMPLOYMENT INSURANCE	*	20,000.00	0.00	20,000.00	7,847.24	2,152.76	10,000.00
9060	HOSPITAL, MEDICAL & DENTAL INS	*	7,532,012.00	-120,000.00	7,412,012.00	3,635,802.30	3,329,401.00	446,808.70
9089	OTHER	*	722,550.00	-86,150.00	636,400.00	99,076.67	486,601.60	50,721.73
90		**	13,304,812.00	-653,090.97	12,651,721.03	5,227,549.81	6,816,097.95	608,073.27
9711	DEBT SERVICE - CONSTRUCTION	*	3,117,450.00	0.00	3,117,450.00	606,225.00	2,511,225.00	0.00

CORTLAND ENLARGED CITY SCHOOLS

Appropriation Status Summary Report By Function From 7/1/2016 To 12/31/2016



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
9712	DEBT SERVICE - BUSES	*	382,196.00	0.00	382,196.00	378,753.50	3,442.50
9731		*	0.00	310,000.00	0.00	0.00	310,000.00
9732		*	310,000.00	-310,000.00	0.00	0.00	0.00
97		**	3,809,646.00	0.00	3,809,646.00	2,514,667.50	310,000.00
9901	TRANSFER TO SPECIAL AID	*	45,000.00	18,123.09	63,123.09	0.00	0.00
9950	TRANSFER TO CAPITAL	*	100,000.00	130,662.60	230,662.60	125,166.20	105,496.40
99		**	145,000.00	148,785.69	293,785.69	188,289.29	105,496.40
Fund A Totals:			49,576,887.00	30,620.87	49,607,507.87	19,184,509.42	3,507,943.25
Grand Totals:			49,576,887.00	30,620.87	49,607,507.87	19,184,509.42	3,507,943.25

CORTLAND ENLARGED CITY SCHOOLS

Budget Transfer Query From 12/1/2016 - 12/31/2016 In Between \$0.00 And \$999,999,999.99



Reference #	Date	Transfer Explanation	Account	Detail Description	Debits	Credits
626	12/01/2016	To reclassify summer school payroll budgets per L. Simon	A 2330.122-00-0000		1,074.00	0.00
			A 2330.150-00-0000		5,738.00	0.00
			A 2330.150-10-0000		0.00	6,812.00
				Transfer Totals:	6,812.00	6,812.00
627	12/16/2016	To adjust salary lines to actual at 12/16/16	A 1620.160-00-0000		0.00	3,500.00
			A 1620.163-00-0000		3,500.00	0.00
			A 2010.150-20-0000		200.00	0.00
			A 2010.160-20-0000	Add'l Longevity	0.00	200.00
			A 2110.120-00-0000		12,000.00	0.00
			A 2110.120-00-4-6		0.00	12,000.00
			A 2110.122-00-0000		21,450.00	0.00
			A 2110.122-00-4-6		21,450.00	0.00
			A 2110.130-00-0000		0.00	42,000.00
			A 2110.132-10-0000		0.00	900.00
			A 2250.150-00-0000		10,500.00	0.00
			A 2250.160-00-0000		0.00	10,500.00
			A 2610.150-00-0000		4,000.00	0.00
			A 2610.160-00-0000		0.00	1,000.00
			A 2610.161-00-0000		0.00	3,000.00
			A 2620.150-00-0000		3,200.00	0.00
			A 2620.160-00-0000		0.00	3,200.00
			A 2820.150-00-0000		4,500.00	0.00
			A 2820.193-00-0000		0.00	4,500.00
			A 5510.162-30-0000		0.00	2,750.00
			A 5510.163-30-0000		2,750.00	0.00
				Transfer Totals:	83,550.00	83,550.00
628	12/19/2016	To increase due to F for 4408 program	A 9901.950-00-0000		0.00	5,285.12
			A 9950.900-00-0000		5,285.12	0.00
				Transfer Totals:	5,285.12	5,285.12
629	12/20/2016	To transfer funds between BOCES lines for additional Special Education services	A 2010.490-20-0000		33,175.00	0.00
			A 2250.490-00-0000		0.00	32,750.00
			A 2610.490-00-0000		0.00	425.00
				Transfer Totals:	33,175.00	33,175.00
630	12/21/2016	To transfer funds for AM Duty	A 2110.120-00-0000		10,000.00	0.00

CORTLAND ENLARGED CITY SCHOOLS

Budget Transfer Query From 12/1/2016 - 12/31/2016 In Between \$0.00 And \$999,999,999.99



Reference #	Date	Transfer Explanation	Account	Detail Description	Debits	Credits
			A 2110.130-01-0000		0.00	10,000.00
				Transfer Totals:	10,000.00	10,000.00
631	12/22/2016	Transfer funds to cover Cortland County Chamber membership	A 1010.404-20-0000		0.00	1,000.00
			A 1010.477-10-0000		1,000.00	0.00
				Transfer Totals:	1,000.00	1,000.00
632	12/22/2016	Transfer per B. Martin request	A 1620.450-00-0000		500.00	0.00
			A 1621.450-00-0000		0.00	1,500.00
			A 1621.466-00-0000		1,000.00	0.00
				Transfer Totals:	1,500.00	1,500.00
634	12/31/2016	Transfer to increase budget for transfer to CM fund for bullet aid used by Link Crew	A 9901.950-20-0000		0.00	2,500.00
			A 9950.900-00-0000		2,500.00	0.00
				Transfer Totals:	2,500.00	2,500.00
				Grand Totals:	143,822.12	143,822.12



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: January 12, 2017
Re: Claims Audit Report**

The claims auditor report is attached for the period of Oct - Dec 2016. 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 me to compile this report.

Please note that during this time period there were 2245 transactions with 10 findings. This is equivalent to an error rate of less than 1% . Action taken at time of finding is noted on spreadsheet. We are tracking findings when any error is noted in all parts of the purchasing process. Please note that in regards to the Flihan order, we did receive verification that items were part of the BOCES bid process, however the ordering process was not followed. If you have any questions please let me know.

cc: BOE

Cortland Central Schools													
Date	Activity	Checks	Transactions	Check Numbers	Findings	Recommendations							
	Warrant Number												
10/5/2016	A-15	139	263	151971 thru 152109	G C Schmick - Purchase Order not issued	Check was released							
					Pupil Transport - Purchase Order not issued	Check was released							
	CM-5	1	1	152110	No Discrepancies Noted								
	H-6	1	1	605878	No Discrepancies Noted								
	C-6	2	2	809709 and 809710	No Discrepancies Noted								
	F-9	2	7	707665 and 707666	No Discrepancies Noted								
	TA-13	23	23	918514 thru 918536	No Discrepancies Noted								
10/19/2016	A-17	123	272	152111 thru 152233	No Discrepancies Noted								
	F-10	13	24	707667 thru 707679	No Discrepancies Noted								
	H-7	2	2	605879 and 605880	No Discrepancies Noted								
	C-7	23	155	809711 thru 809733	Ecolab - Invoice included sales tax	Check was deleted							
	TA-15	15	16	918549 thru 918563	No Discrepancies Noted								
	CM-6	2	2	152234 and 152235	No Discrepancies Noted								
11/2/2016	A-19	112	265	152236 thru 152347	J Chad Prof Training - Purchase Order not issued - Confirming PO	Check was released							
					Patterson Medical - Missing signature for receipt of materials	District to get signature prior to releasing check							
					School Specialty - Missing signature for receipt of materials	District to get signature prior to releasing check							
	CM-7	2	3	152348 and 152349	No Discrepancies Noted								
	C-8	5	6	809734 thru 809738	No Discrepancies Noted								
	F-11	7	7	707680 thru 707686	No Discrepancies Noted								
	H-8	1	1	605881	No Discrepancies Noted								
11/16/2016	A-21	87	220	152350 thru 152436	No Discrepancies Noted								

	C-9	15	112	809739 thru 809753	No Discrepancies Noted	Joseph Filihan - Order totalling 18,299.54. Did not have any competitive quotes or any documentation of existing bid contracts	Check was released. Due to the large amount the District should have solicited for competitive bids.
	CM-8	3	4	152437 thru 152439	No Discrepancies Noted		
	F-12	10	24	707687 thru 707696	No Discrepancies Noted		
	TA-18	9	9	918586 thru 918594	No Discrepancies Noted		
11/30/2016	A-23	49	91	152440 thru 152488	No Discrepancies Noted		
	C-10	3	3	809754 thru 809756	No Discrepancies Noted		
	CM-9	1	2	152489	No Discrepancies Noted		
	F-13	12	18	707697 thru 707708	No Discrepancies Noted		
	H-9	1	1	605882	No Discrepancies Noted		
	TA-21	1	1	918608	No Discrepancies Noted		
12/14/2016	A-25	136	303	152490 thru 152625	Digital Surveillance - Purchase Order not released	Check was released	
					McKie Sports - Conf PO Inv date 11/14/16	Check was released	
	CM-11	1	1	152626	Lloyd Sound - Conf PO Inv date 11/4/16	Check was released	
	TA-23	10	10	918621 thru 918630	No Discrepancies Noted		
	C-11	15	170	809757 thru 809771	No Discrepancies Noted		
	F-14	15	40	707709 thru 707723	No Discrepancies Noted		
12/28/2016	A-27	90	157	152627 thru 152716	No Discrepancies Noted		
	TA-25	15	15	918644 thru 918658	No Discrepancies Noted		
	F-15	5	5	707724 thru 707728	No Discrepancies Noted		
	CM-12	6	6	152717 thru 152722	No Discrepancies Noted		
	C-12	3	3	809772 thru 809774	No Discrepancies Noted		
			2245	10 errors			

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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 J. Hoose, Superintendent
Members of the Board of Education

From: Jeff Craig

Date: 1.17.17

Subject: New Course Proposals

Enclosed for your review are proposals for new courses in the Business Department to be added to the course offerings for the Junior-Senior High School.

1. Computer Essentials
2. Career Essentials
3. Sports Management

The first two proposals are revisions of existing courses, in order to modernize them or better align them to college and career readiness. The sports management course is based on student interest and excitement, resulting in a more developed course to replace what has been, until now, a series of independent studies. We will be working with SUNY Cortland for advice about the course and potential concurrent enrollment opportunities.

Upon approval, these courses will be offered to students beginning with the 2017-2018 school year. If approved, the course will increase student offerings and career options without any additional staffing. Approval of curriculum development hours, textbooks, and supplies is dependent on funding priorities.

Thank you for consideration of these proposals. Please contact me if there is any need for clarification.

Cortland Enlarged City School District

New Course Proposal Form

Deadline: November 1

Approval Process: At Latest:

- Nov. 1 · The person proposing the new course submits this form to the Department Leader, Principal, and Director of Curriculum and Instruction
- Dec. 1 · The Department Leader prepares a rationale either endorsing or rejecting the proposal, and forward it to the Principal and the DCI.
- Dec. 1 · If the Principal and the DCI approve the proposal, a discussion occurs at an Administrative Cabinet meeting.
- Jan. · There may be several discussions before the course is brought up for a vote.
- Jan. · If the Superintendent agrees with the recommendation to adopt the course, it is submitted to the Board of Education for approval. This would involve two meetings, the first for presentation of the proposal and the second for the vote.

Course Title: Computer Essentials

Department: Business Department

Grade Level(s): Grades 7-9

Credit (if applicable): 0.5 high school credit

Submitted by: Melissa Norman

Course Goals (Show alignment with State Standards and District Graduation Expectations)

NYS Career Development and Occupational Studies

Standard 3a – Universal Foundation Skills – Students will demonstrate mastery of the foundation skills and competencies essential for success in the workplace.

- evaluate facts, solve advanced problems, and make decisions by applying logic and reasoning skills
- select and use appropriate technology to complete a task
- select and communicate information in an appropriate format (e.g., oral, written, graphic, pictorial, multimedia)

NYS Mathematics, Science and Technology Learning Standards

Standard 2 – Information Systems – Students will access, generate, process, and transfer information using appropriate technologies.

- use a range of equipment and software to integrate several forms of information in order to create good quality audio, video, graphic, and text-based presentations.
- use spreadsheets and data-base software to collect, process, display, and analyze information. Students access needed information from electronic data bases and on-line telecommunication services.
- systematically obtain accurate and relevant information pertaining to a particular topic from a range of sources, including local and national media, libraries, museums, governmental agencies, industries, and individuals.

Standard 5 – Computer Technology – Computers, as tools for design, modeling, information processing, communication, and system control, have greatly increased human productivity and knowledge.

- assemble a computer system including keyboard, central processing unit and disc drives, mouse, modem, printer, and monitor
- use a computer system to connect to and access needed information from various Internet sites

Standard 7 – Interdisciplinary Problem Solving – Students will apply the knowledge and thinking skills of mathematics, science, and technology to address real-life problems and make informed decisions.

- The knowledge and skills of mathematics, science, and technology are used together to make informed decisions and solve problems, especially those relating to issues of science/technology/society, consumer decision making, design, and inquiry into phenomena.
- Solving interdisciplinary problems involves a variety of skills and strategies, including effective work habits; gathering and processing information; generating and analyzing ideas; realizing ideas; making connections among the common themes of mathematics, science, and technology; and presenting results.

Course Topics

- Familiarize students with logging on, saving to various drives, file management, sharing and printing files, troubleshooting and other basic operations
- Electronic communication
 - emails, messaging, chat, etc.
- Improve keyboarding skills
- Introduction to word processing
 - Margins, tabs, bullets/numbering, proofreader marks, tables, composing essays
- Introduction to spreadsheets
 - Entering and sorting data, creating charts and graphs, formulas, developing a personal budget
- Introduction to presentation software
 - Creating presentations, citing sources, and developing presentation skills
- Introduction to publication software
 - Creating business cards, greeting cards, calendars, etc.
- Digital Literacy and Citizenship
 - Using the Internet to search for reliable sources of information, copyright/fair use guidelines, staying safe online, cyberbullying, being aware of your digital footprint

Is this course directed toward meeting the needs of a particular type of student?

Yes ☐ No ☒ If yes, please provide a description.

Does this course replace an existing course? Yes ☐ No ☒ If yes, title

How was the need for this course identified?

Discussion with administration and Director of Curriculum and Instruction, faculty observation of students lacking skills

Were students surveyed for interest? Yes ☐ No ☒ If yes, what were the results?

Will this course require summer curriculum development support? Yes ☒ No ☐

If yes, please estimate the number of people, and the amount of time.

Number of people – 1

Amount of time – approximately 12 hours

What other kind of support may be needed such as conferences, visitations, or consultants? Please describe and estimate cost.

No other support will be needed

Will this course require the addition of staff? Yes ☐ No ☒

If yes, please estimate the number of additional staff members needed.

Are there expenses such as texts, materials, and equipment that will need to be budgeted to support the course? Yes ☒ No ☐ Please list and estimate the cost.

Keyboard covers for touch typing work - \$778.50 (30 covers at \$25.95 each)

EduTyping.com accounts for EduTyping, Jr. curriculum - \$1550 (for 199 student accounts for 3 years)

Endorsements: (A signature will signify endorsement. If endorsement is withheld, a letter of explanation shall be provided to the District Instructional Council.)

Department Leader

Principal

Office use only: (initial and date)

Director of Curriculum and Instruction

Superintendent

Board of Education (minutes-date)

6.d

Cortland Enlarged City School District

New Course Proposal Form

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Course Title:	Career Essentials
Department:	Business
Grade Level(s):	10-12
Credit (if applicable):	½ credit
Submitted by:	Pamela West

Course Goals (Show alignment with State Standards and District Graduation Expectations)

Standard 1: Career Development Students will be knowledgeable about the world of work, explore career options, and relate personal skills, aptitudes, and abilities to future career decisions.

- Students will learn about the changing nature of the workplace, the value of work to society, and the connection of work to the achievement of personal goals.
- Develop resumes and letters of application and demonstrate effective interviewing techniques that could be used to gain entry into a career option.

Standard 2: Students will demonstrate how academic knowledge and skills are applied in the workplace and other settings.

- Demonstrate the integration and application of academic and occupational skills in their school learning, work, and personal lives.
- Use effective skills and techniques in a simulated job interview.

Standard 3a—Universal Foundation Skills

- Demonstrate mastery of the foundation skills and competencies essential for success in the workplace.
- Demonstrate the ability to organize and process information and apply skills in new ways.
- Personal qualities generally include competence in self-management and the ability to plan, organize, and take independent action.

Course Topics

1. **How to Get a Job Now**
 - a. Working papers
 - b. Researching local opportunities
 - c. Age-dependent rules
2. **Career/ Occupation Research and Discovery**
 - a. Explore/research careers (building on FACS work)
 - b. Applications
 - c. Resume
 - d. Interview skills
 - e. Portfolios
3. **Postsecondary Opportunities**
 - a. Explore/research postsecondary applications
 - b. Financial aspects
 - c. Application prep
4. **Soft Skills**
 - a. Meeting people and introductions
 - b. Organization
 - c. Phone skills
 - d. Respect
 - e. Agency
 - f. Decision-making
 - g. Problem-solving
 - h. Goal-setting and monitoring
5. **Saving and Budgeting**
 - a. Budgeting
 - b. Saving
 - c. Communities and living options
6. **Credit and Debt**
 - a. Debt
 - b. Life after high school
 - i. Pay off college debt
 - c. Consumer awareness
7. **Financial Planning and Insurance**
 - a. Investing
 - b. Retirement
 - c. Insurance
8. **Income Taxes and Giving**
 - a. Money sense and relationships
 - b. Careers and taxes
 - c. Giving and civic mindedness

CAREER ESSENTIALS

This course examines the topics of careers, employment, and money management. Student activities include, but are not limited to career planning, personal information, and applicable financial documents. Students will understand and develop a resume and cover letter, as well as how to complete an application. Topics also covered in the class include: soft skills, saving, budgeting, credit, debt, financial planning, insurance, income taxes and giving.

Is this course directed toward meeting the needs of a particular type of student?
Yes ☐ No ☒ If yes, please provide a description.

Does this course replace an existing course? Yes ☒ No ☐ If yes, title
Career Prep

How was the need for this course identified?
Spoke with businesses, colleges, current and past students

Were students surveyed for interest? Yes ☒ No ☐ If yes, what were the results?
Informally and the results were overwhelmingly positive...topics were those that they would like to and feel necessary to learn.

Will this course require summer curriculum development support? Yes ☐ No ☒
If yes, please estimate the number of people, and the amount of time.
No, because curriculum development will take place after school before June.

What other kind of support may be needed such as conferences, visitations, or consultants?
Please describe and estimate cost.
N/A

Will this course require the addition of staff? Yes ☐ No ☒
If yes, please estimate the number of additional staff members needed.

Are there expenses such as texts, materials, and equipment that will need to be budgeted to support the course? Yes ☐ No ☒ Please list and estimate the cost.
Can come out of current business budget.

Endorsements: (A signature will signify endorsement. If endorsement is withheld, a letter of explanation shall be provided to the District Instructional Council.)

Department Leader:

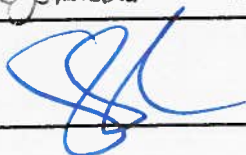
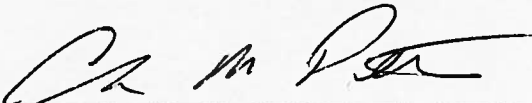
Principal:

Office use only: (initial and date)

Director of Curriculum and Instruction

Superintendent

Board of Education (minutes-date)



1.5.17

L.O.E

Cortland Enlarged City School District

New Course Proposal Form

RECEIVED

JAN 06 2016

Deadline: November 1

Office of Curriculum & Instruction

Approval Process: At Latest:

- Nov. 1 · The person proposing the new course submits this form to the Department Leader, Principal, and Director of Curriculum and Instruction
- Dec. 1 · The Department Leader prepares a rationale either endorsing or rejecting the proposal, and forward it to the Principal and the DCI.
- Dec. 1 · If the Principal and the DCI approve the proposal, a discussion occurs at an Administrative Cabinet meeting.
- Jan. · There may be several discussions before the course is brought up for a vote.
- Jan. · If the Superintendent agrees with the recommendation to adopt the course, it is submitted to the Board of Education for approval. This would involve two meetings, the first for presentation of the proposal and the second for the vote.

Course Title:	Foundations of Sports Management
Department:	Business & Technology
Grade Level(s):	11-12
Credit (if applicable):	1.0
Submitted by:	Business & Technology Department

Course Goals (Show alignment with State Standards and District Graduation Expectations)

Standard 2-Students will demonstrate how academic knowledge and skills are applied in the workplace.

Standard 3a-Managing resources

Standard 3b-Business/Information Systems (1.,3.,5.,6.,)

- Learn the basic functions of the sports industry
- Develop a virtual franchise and make all the decisions for promoting and managing it including:
 - Developing promotional plans which may consist of television, radio, and print ads using the latest technology
 - Working collaboratively to create logos, slogans, and merchandise for your team to create "brand identity"
- Learn the management process, roles, and skills needed by sports managers in this dynamic industry
- Gain knowledge of the history of sports, sports skills, and attitudes needed to be a manager
- Learn the basic functions and responsibilities of management as they apply to sporting events and facilities
- Understand the business finances, budgets, and operations of a sporting venture

- Explore the exciting variety of careers in sports marketing and management.

Course Topics

1. Management Principles
2. School and Intercollegiate Athletics
3. Professional Sport
4. Sport Marketing
5. Facilities Planning
6. Accounting and Finance in Sport
7. Statistics and Probability in Sport
8. Sport Law and Sport Agents
9. Ethics in Sport
10. Emerging Issues in Sport

Is this course directed toward meeting the needs of a particular type of student?
Yes ☐ No ☒ If yes, please provide a description.

Does this course replace an existing course? Yes No ☒ If yes, title

How was the need for this course identified?

Student interest

Were students surveyed for interest? Yes No ☒ If yes, what were the results?

Career research identified the need (as evidenced in Career Folders) and increasing requests for independent study

Will this course require summer curriculum development support? Yes ☒ No
If yes, please estimate the number of people, and the amount of time.

Two people for approximately 18 hours each (work to be done before June after school)

What other kind of support may be needed such as conferences, visitations, or consultants? Please describe and estimate cost.

A visitation to another high school in New York State who offers the course. Also we will be collaborating with SUNY Cortland, seeking articulation, expertise, and concurrent enrollment opportunities

Will this course require the addition of staff? Yes ☐ No ☒

If yes, please estimate the number of additional staff members needed.

Are there expenses such as texts, materials, and equipment that will need to be budgeted to support the course? Yes ☒ No ☐ Please list and estimate the cost.

To be determined, based on expectations of a concurrent enrollment course with SUNY Cortland and the availability of authentic resources (Journal of Sports Management, events, etc.)

Endorsements: (A signature will signify endorsement. If endorsement is withheld, a letter of explanation shall be provided to the District Instructional Council.)

Department Leader

Principal

Office use only: (initial and date)

Director of Curriculum and Instruction

Superintendent

Board of Education (minutes-date)

Leaf

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

FROM: Cindy Dann, GO Bookkeeper

SUBJECT: Quarterly Report 12/31/16, Extra-Classroom Activity Fund

DATE: January 19, 2017

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, December, 2016

Balance of General Organization Account, December 31, 2016

Checking Account	\$ 172,176.67
Savings Account	\$ 31,677.00
	<u>\$ 203,853.67</u>

General Organization Account Balances:

Beg. Bal 7/01/16	Receipts	Disbursements	End Bal 9/30/16
\$ 179,944.04	\$ 72,287.05	\$ 48,377.42	\$ 203,853.67

Checkbook Balance:

Beg. Bal 7/01/16	Receipts	Disbursements	End Bal 9/30/16
\$ 148,267.42	\$ 72,286.67	\$ 48,377.42	\$ 172,176.67

Savings Account Balance:

Beg. Bal 7/01/16	Receipts	Disbursements	End Bal 9/30/16
\$ 31,676.62	\$ 0.38	\$ -	\$ 31,677.00

Book Transfers \$ 1,236.46 \$ 1,236.46

CORTLAND JUNIOR-SENIOR HIGH SCHOOL
 QUARTERLY REPORT 10/01/16 - 12/31/16
 SAVINGS ACCOUNT

DESCRIPTION	BEG. BAL.	RECEIPTS	DISBURSEMENTS	END. BAL.
General Organizator	1,518.37	0.38	0.00	1,518.75
CD Investment	30,158.25	0.00	0.00	30,158.25
	31,676.62	0.38	0.00	31,677.00

RECONCILIATION OF BANK BALANCES

Balance shown on statement of 12/31/16 (NBT)

\$ -

Balance shown on statement of 12/31/16 (Tompkins Trust)

176,037.25

Less:

Plus:

Less: Outstanding checks as of 12/31/16 as follows:

DATE	CHECK NUMBER	AMOUNT	DATE	CHECK NUMBER	AMOUNT
4/28/2016	25977	\$ 100.00	12/8/2016	26241	\$ 34.34
11/10/2016	26190	\$ 24.95	12/12/2016	26254	\$ 320.50
			12/15/2016	26260	\$ 1,022.40
			12/15/2016	26261	\$ 1,552.50
			12/21/2016	26262	\$ 232.90
			12/23/2016	26263	\$ 305.85
			12/21/2016	26264	\$ 201.16
			12/20/2016	26265	\$ 58.24
			12/9/2016	26266	\$ 7.74

124.95

3,735.63

Total Amount of Outstanding checks:

3,860.58

Amount of balance on deposit unencumbered:

\$ 172,176.67

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					
	09/30/16	RECEIPTS	EXPENDITURES	TRANSFERS	12/31/16
	ENDING	10/01/16	10/01/16	10/01/16	ENDING
ACCOUNT DESCRIPTION	BALANCE	12/31/16	12/31/16	12/31/16	BALANCE
Alive At 25	2,828.28				2,828.28
All Night Party	282.29	2,885.05	1,378.14		1,788.14
Band Fund	11,408.98	8,235.87	2,820.50		14,828.18
Baseball Club	888.88	12.71			879.87
Basketball Cheerleaders	1,827.49				1,827.49
Basketball Club	1,248.84	8,528.75	848.95		8,830.74
Bowling Club	83.88				83.88
Champs	0.00	200.00	200.00		0.00
Chorus	8,273.10				8,273.10
CHS General Fund	1,885.14	82.85	100.00		1,847.99
Class 2007	500.00		500.00		0.00
Class 2008	500.00		500.00		0.00
Class 2015	2,402.03				2,402.03
Class 2016	8,318.84				8,318.84
Class 2017	10,439.48	13,790.75	13,187.40		11,028.81
Class 2018	6,399.10	525.00	50.00		6,814.10
Class 2019	1,878.78				1,878.78
Class 2020	835.08				835.08
COHIAN	9,245.57	3,327.40			8,872.97
Cortland Theater	8,557.88	4,548.00	2,112.43		10,985.43
Field Hockey	584.92	12.71	105.80		471.83
Football	858.18	1,911.35			2,868.60
Football Cheerleaders	352.17				352.17
French Club	141.88				141.88
Freshman Interservice	914.18				914.18
Girls Basketball	748.58	2,532.00	873.88		2,404.70
Girls Lacrosse	3,282.78				3,282.78
Girls Soccer	2,828.88	1,834.00	874.89		3,888.28
Girls Softball	247.95	38.14			286.09
Girls Swimming	0.00				0.00
Girls Tennis	2,876.87	375.00	2,545.91	100.00	805.96
Girls Track	821.88				821.88
Golf Club	1,481.48		732.74		698.74
Guidance	3,788.88	630.00	894.00		3,874.88
Ink Peppers	1,138.10		128.01		1,012.89
Inter-Act	0.00				0.00
International Club	1,070.71				1,070.71
Jr High Band	5,088.20	381.00	248.00		5,174.20
Jr High Music	4,546.93		100.00		4,446.93
JH Select Band	4,840.70	112.00	320.50	350.00	4,482.20
Junior High Interservice	4,980.78		321.22		5,769.88
Jr High Ski Club	5,888.88		100.00		3,788.88
Junior High Team I	1,813.88	4,035.75	2,258.98		3,389.60
Junior High Team II	2,227.11	3,032.00	1,587.00		3,682.11
Junior High Team IV	4.78				4.78
Lacrosse Club	700.38	228.88			928.24
Link Crew	82.21				82.21
National Honor Society	9,870.88		58.03		9,512.85
JH Orchestra	228.88			650.00	878.88
Orchestra	5,500.76	1,872.00		(1,000.00)	6,372.76
Photo Club	248.28				248.28
Relay for Life Club	2,618.24	188.00	100.00		2,884.24
Renaissance	78.72				78.72
Runners	3,248.82	1,054.00	2,157.95		2,144.87
SADD	880.81				880.81
Senior Interservice	8,883.91	587.32	258.33	(138.48)	9,788.44
Soccer Club	2,880.48	510.00	823.69		2,348.80
Stage Craft	0.00				0.00
Student Council	3,888.97	3,823.72	2,800.95	138.48	4,519.20
Student Senate	7,394.32	6,218.85	4,537.54		9,013.69
Tech Club	282.18	807.00			889.18
Tennis Club	488.58	208.79		(100.00)	678.37
Tiger Den	2,448.88				2,448.88
Toys From Teachers	571.88		200.00		371.88
Track - Boys	1,888.41				1,888.41
Tri-M	588.08				588.08
Video Club	8,487.44	22.00	1,950.00		7,539.44
Volleyball Club	1,374.24	1,485.00	948.00		1,811.24
Winterguard	280.35				280.35
Wrestling	4,287.72	811.00	2,358.80		2,739.92
Gen. Org. Savings	1,518.37	0.38			1,518.75
CD Interest SH Int.	3,689.14				3,689.14
Total Cash Amount	178,944.04	72,287.05	48,377.42	0.00	203,883.67
CD Inv. Sr. High Int.	30,188.25				30,188.25
Gen. Org. Savings	1,518.37	0.38			1,518.75
					0.00
	148,267.42				172,178.67

CDawn 11/16/17

7a

SCHEDULE OF RESIGNATIONS AND LEAVES

ADMINISTRATORS, INSTRUCTIONAL AND NON-INSTRUCTIONAL STAFF

School Year 2016-17

Schedule Number: 11.86
 Board Meeting Date: January 31, 2017
 Color: White

A. Approval of Personnel Resignations and Leaves

ADMINISTRATORS/INSTRUCTIONAL PERSONNEL:

RESIGNATION	POSITION	ORIGINAL APPOINTMENT	RESIGNATION DATE	REASON

NON-INSTRUCTIONAL PERSONNEL:

RESIGNATION	POSITION	ORIGINAL APPOINTMENT	EFFECTIVE DATE	REASON

NON-INSTRUCTIONAL PERSONNEL:

TERMINATION	POSITION	ORIGINAL APPOINTMENT	EFFECTIVE DATE	REASON
Ruquet, Lisa	Bus Aide	05/10/2016	02/02/2017	Probationary Appointment.

INSTRUCTIONAL/NON-INSTRUCTIONAL PERSONNEL

LEAVE OF ABSENCE	POSITION	ORIGINAL APPOINTMENT	LEAVE DATES	REASON
Urtz, Charlene	Teaching Assistant	09/01/2015	01/25/2017 – 04/28/2017 (Anticipated)	Personal 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.

17.b

SCHEDULE OF APPOINTMENTS

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

Schedule Number: 1203
Board Meeting Date: January 24, 2017
Color: White

NAME	JOB TITLE	SERVICE AREA	EFFECTIVE DATE	APPOINTMENT TYPE	REMARKS	SALARY/ HOURLY RATE
Hubbard, Stacy	Bus Driver	District	01/25/2017	Probationary	Stacy will fill the Bus Driver position due to resignation.	\$15.89
Hubbard, Stacy	Food Service Helper	District	01/25/2017	Probationary		\$9.96

7.6

SCHEDULE OF APPOINTMENTS

Non-Instructional Substitute Personnel

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

Schedule Number: **1204**
Board Meeting Date: **January 31, 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
McCarthy	Gabrielle	Teacher Aide	\$9.70

SCHEDULE OF APPOINTMENTS**ELEMENTARY & SECONDARY SUBSTITUTE TEACHERS/TUTORS 2016-17**Schedule Number: **2450**Board Meeting Date: **January 31, 2017**Color: **Yellow**

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

Name	Title	List	Daily Rate
McCarthy, Gabrielle	Teaching Assistant	B	\$75.00

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

S:\Data Folder\Personnel\SCHEDULE\INSTRUCTIONAL SCHEDULES\16-17 Schedules\January 31, 2017 InSub.doc