

CORTLAND ENLARGED CITY SCHOOL DISTRICT
Board of Education Meeting – Tuesday, February 14, 2017 at 6:30 p.m.
Kaufman Center, 1 Valley View Drive, Cortland NY

- 1. CALL TO ORDER and PLEDGE OF ALLEGIANCE**
- 2. APPOINTMENT OF NEW BOARD MEMBER AND ADMINISTRATION OF OATH OF OFFICE**
- 3. 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 to be determined
 - 2.) BOE Facilities Committee – Next meeting to be determined
 - 3.) BOE Audit Committee – Next meeting to be determined
 - 4.) BOE Financial Committee – Report on the February 14, 2017 meeting
 - 5.) BOE Communication Committee – Next meeting to be determined
- 4. PRESENTATIONS:**
 - a. Budget Presentation
 - b. Mid-Year Update on District Goals
- 5. CONSENT ITEMS:**
 - a. Minutes of January 31, 2017 Regular Meeting
 - b. CSE/CPSE (Committee on Pre-school Special Education) Recommendations 2016-2017
 - c. CSE/CPSE (Committee on Pre-school Special Education) Recommendations 2017-18
- 6. OLD BUSINESS:**
- 7. NEW BUSINESS:**
 - a. Final Approval Extended Field Trip-Quebec and Costa Rica
 - b. Acceptance of Donation
 - c. Creation of Technology Integration and Communication Specialist Position
 - d. Financial Reports: Treasurer's Report, Trial Balance, Revenues, Intrafund Transfers, Appropriations, Warrant, Claims Monthly Report – January 2017
- 8. PERSONNEL ACTION:**
 - a. Approval of Personnel Resignations and Leaves
 - b. Approval of Non-Instructional Personnel Appointments
 - c. Approval of Administrative and Instructional Personnel Appointments
 - d. Approval of Substitute Rates for Teachers, Teaching Assistants and Nurses for 2017-18
- 9. LEADERSHIP REPORTS:**
 - a. Director of Business Services
 - b. Assistant Superintendent for Pupil and Personnel Services
 - 1.) Community Walking Program
 - c. Assistant Superintendent for Curriculum and Instruction
 - d. Director of Special Education
 - e. Superintendent
 - 1.) BoardDocs
- 10. BOARD MEMBER ACTIVITIES**
- 11. NEXT MEETING AGENDA REVIEW**
- 12. EXECUTIVE SESSION**
- 13. ADJOURNMENT**

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

A Regular Meeting of the Board of Education was held on Tuesday, January 31, 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; Dr. Jeff Craig, Assistant Superintendent for Curriculum & Instruction; Ms. Kimberly Vile, Director of Business Service; and School and Community Members

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 – Next meeting is scheduled for February 9, 2017 at 4:30 p.m.

2.) BOE Facilities Committee – Report on the January 18, 2017 meeting

Ms. Van Donsel reported on the Facilities Committee meeting that took place on January 18, 2017. The committee met with the representatives from King & King Architects, Watchdog, and IBC.

The committee discussed work that needs to be done in the Auditorium of the high school as a priority. They also discussed the wireless network.

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

4.) BOE Financial Committee – Report on the January 31, 2017 meeting

Ms. Davis-Howard reported on the Financial Committee meeting. Ms. Vile went over the budget presentation. They discussed IT and fiscal stress.

5.) BOE Communication Committee – Report on the January 31, 2017 meeting

Ms. Davis-Howard reported on the Communication Committee meeting. The committee discussed a new look to our website.

3. PRESENTATIONS:

a. New Course Proposals – Teachers; Mr. Chuck Petit, Ms. Pam West, and Ms. Melissa Norman along with help from Dr. Jeff Craig and Ms. Melissa Quinlan, presented three new course proposals.

b. BoardDocs – Ms. Laura Vatour presented BoardDocs to the Board.

c. Budget Presentation – Ms. Kim Vile gave a 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
RESOLVED, upon the recommendation of the Superintendent of Schools, to approve the Consent Items as presented.
Moved by Ms. Griffin, seconded by Ms. Van Donsel. Discussion: None
Final Vote: Yes – 6, No – 0. Motion Carried.

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

- a. Financial Reports: Treasurer's Report, Trial Balance, Revenues, Intrafund Transfers, Appropriations, Warrant, Claims Monthly Report – December 2016
RESOLVED, upon the recommendation of the Superintendent of Schools, to approve Financial Reports dated December 2016 as presented.
Moved by Ms. Gregory, seconded by Ms. Van Donsel. Discussion: None
Final Vote: Yes – 6, No – 0. Motion Carried.
 - b. Approval of Claims Quarterly Report for October, November, & December 2016
RESOLVED, upon the recommendation of the Superintendent to approve the Claims Quarterly Report for October, November, & December 2016 as presented.
Moved by Mr. Rogoff, seconded by Ms. Griffin. Discussion: None
Final Vote: Yes – 6, No – 0. Motion Carried.
 - c. Approval of New Course Proposal: Computer Essentials
RESOLVED, upon the recommendation of the Superintendent, to approve the new course: Computer Essentials, as presented.
Moved by Ms. Griffin, seconded by Ms. Murphy. Discussion: None
Final Vote: Yes – 6, No – 0. Motion Carried.
 - d. Approval of New Course Proposal: Career Essentials
RESOLVED, upon the recommendation of the Superintendent, to approve the new course: Career Essentials, as presented.
Moved by Mr. Rogoff, seconded by Ms. Murphy. Discussion: None
Final Vote: Yes – 6, No – 0. Motion Carried.
 - e. Approval of New Course Proposal: Foundations of Sports Management
RESOLVED, upon the recommendation of the Superintendent, to approve the new course: Foundations of Sports Management, as presented.
Moved by Ms. Griffin, seconded by Ms. Murphy. Discussion: None
Final Vote: Yes – 6, No – 0. Motion Carried.
 - f. Approval of Extra Classroom Activity Fund Quarterly Report
RESOLVED, upon the recommendation of the Superintendent of Schools, to approve the Extra Classroom Activity Fund Quarterly Report as presented.
Moved by Ms. Van Donsel, 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 11.86.
Moved by Ms. Gregory, seconded by Ms. Murphy. 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 1203 and 1204.

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

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

- c. Approval of Administrative and Instructional Personnel Appointments
RESOLVED, upon the recommendation of the Superintendent of Schools, to approve the appointments for Administrative and Instructional Personnel as presented on Schedule of Appointment 2450.

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

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

8. LEADERSHIP REPORTS:

- a. Director of Business Services

- 1.) Face sheet of financials
- 2.) Need our revenues coming in to exceed our true expenses

- b. Assistant Superintendent for Pupil and Personnel Services – The Assistant Superintendent for Pupil and Personnel Services was unable to attend this meeting.

- 1.) ~~Focus School Designation updates~~

- c. Assistant Superintendent for Curriculum and Instruction

- 1.) Thank you for approving the new courses and supporting the departments and teachers that presented.

- d. Director of Special Education - The Director of Special Education was unable to attend this meeting.

- e. Superintendent

- 1.) Legislative Forum at OCM BOCES at 9:00 on February 11, 2017
- 2.) BOCES snapshot of Cortland Enlarged City School District
- 3.) 7 Valley New Tech High – Open house on April 28, 2017 for students. We are hoping to send seven more students entering 9th grade.

9. BOARD MEMBER ACTIVITIES

Basketball games

How can we get more information out to families regarding T.I.E.S.

10. NEXT MEETING AGENDA REVIEW

Assign new Board member.

11. EXECUTIVE SESSION

In accordance with Public Officer's Law Section 96, Subdivision 1, Ms. Davis-Howard called for an Executive Session at 8:29 p.m. to discuss the medical, financial, credit or employment history of a particular person.

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

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

The Executive Session adjourned at 8:59 p.m..

Moved by Ms. Gregory, 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 8:59 p.m.

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

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

DRAFT

7.0

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

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

| | | |
|--|-----------------|--------------------------|
| REQUESTED BY SUPERVISING TEACHER Meghan Preston/Kelly Chapman/Matthew Kinsella | SCHOOL CJSHS | DATE January 19, 2017 |
| DESCRIPTION OF THE TRIP This an educational trip to French-speaking Canada and Costa Rica that will give students the opportunity to explore the cultures and languages that they have been studying. The trip organized by the foreign language department includes 11 days of travel to historically significant landmarks, well-known museums, live cultural dance shows and more. | | |

| TRIP DETAILS | | |
|--|-----------------------------------|---|
| DESTINATION OF TRIP Québec/ Costa Rica | DEPARTURE DATE April 13, 2017 | DEPARTURE TIME 6:00 am |
| ADDRESS Best Western Centre Ville (QC) 330 Rue de la Couronne, Ville de Québec, QC G1K 6E6, Canada | RETURN DATE April 22, 2015 | RETURN TIME Approximately 10:30 pm |
| Hampton Inn and Suites Montreal Dorval 1900 Rte Transcanadienne, Dorval, QC H9P 2N4, Canada | TOTAL DAYS 10 | TOTAL NIGHTS 9 |
| NUMBER OF STUDENTS 13 | NUMBER OF STAFF 3 | NUMBER OF CHAPERONES 3 |

| COSTS | | |
|--|--|--|
| TOTAL ANTICIPATED COST OF TRIP PER PERSON \$ 3,695 | COST INCLUDES: Roundtrip airfare, hotels, two meals a day, tour guides, entrance fees, ground transportation | |
| ADDITIONAL COSTS \$ 300 | ADDITIONAL COSTS INCLUDES: Passport fees, spending money, tips for service providers (bus driver, tour guides) | |
| TRANSPORTATION MODE Airplane, train, chartered bus, subway | TRANSPORTATION CARRIER Varies by country and availability (and method) | TRANSPORTATION COST Include in cost of trip |

LEARNING OUTCOMES OF TRIP

Students will practice their language skills and/or learn new ones and immerse themselves in foreign cultures and develop real-life skills (problem solving, communication, independence) in an authentic way.

This trip is the embodiment of New York State standards for foreign language:

1. Students will be able to use the language other than English for communication.
2. Students will develop cross-cultural skills and understandings.

TARGET GROUP OF STUDENTS
(Class/Team/Organization)

This trip is open to all students grades 10-12 with a priority for juniors and seniors.

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

We currently monthly with students and will continue to meet with them until the trip. There will be a parent meeting in the month of April to discuss final details.

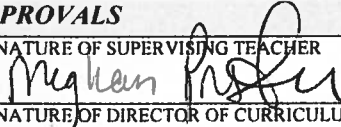
POST-TRIP FOLLOW UP/EVALUATION OF EDUCATIONAL VALUE

As we did last trip, we will have a post-trip gathering to debrief. Student will also present their experiences to the Board of Education and to language classes upon our return.

PRINCIPAL COMMENTS

| SUPERVISING STAFF NAME | COVERAGE ARRANGED |
|------------------------|---|
| Meghan Preston | Coverage will be arranged as we get closer to the trip date. |
| Kelly Chapman | All staff have submitted requests for substitutes via SubService. |
| Matthew Kinsella | |

APPROVALS

| | |
|---|------------------------|
| SIGNATURE OF SUPERVISING TEACHER  | SIGNATURE OF PRINCIPAL |
| SIGNATURE OF DIRECTOR OF CURRICULUM AND INSTRUCTION | DATE |
| SIGNATURE OF SUPERINTENDENT | DATE |

CORTLAND ENLARGED CITY SCHOOL DISTRICT
(607) 758-4100

_____ has my permission to attend and/or participate in
(Student's Name)

Cortland High School Foreign Language Trip scheduled for April 13- 22, 2015.

I understand that if my son/daughter needs medical attention, or is unlawful while participating in the above activity; the chaperone or activity advisor will secure the services of the appropriate agency. Parents should be responsible for coming after the student when the student is ill or fails to follow the school rules or directions of the chaperone.

_____ Parent/Guardian Consent: _____
(Signature of Advisor) (Indicate by Signing)

Parent/Guardian Phone Number: _____

Date: _____

.....
Teachers should indicate notification for the absence only if arrangements have been made regarding assignments.

Homeroom Teacher's Signature: _____

| <i>Period</i> | <i>Subjects</i> | <i>Teacher's Signature</i> | <i>Assignments for Time Absent Provided</i> | |
|---------------|-----------------|----------------------------|---|--------------------------|
| | | | Yes | No |
| 1 | _____ | _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 | _____ | _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 3 | _____ | _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 4 | _____ | _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 5 | _____ | _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 6 | _____ | _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 7 | _____ | _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 8 | _____ | _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 9 | _____ | _____ | <input type="checkbox"/> | <input type="checkbox"/> |

This form is to be completed by the student and returned to the Advisor/teacher at least five (5) school days before the activity.

PROMÉTOUR

a class of its own



USA: 1-800-304-9446

CAN: 1-800-657-7754

INFO@PROMETOUR.COM

Quebec - Costa Rica 2017

CORTLAND

TRAVEL DATES: April 13 - 22, 2017

10 DAYS

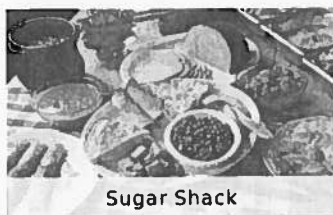
DAY 1: CORTLAND, NY - QUEBEC CITY**Thursday Apr 13 2017**



- Departure from your school to "**Quebec City**"
- Meet your **Quebecois Prometour Tour Director** upon arrival, he/she will remain with your group for the entire duration of your stay
- Head to the **Plains of Abraham Museum** and partake in "**The Military**"; Under the command of generals Wolfe & Montcalm, re-enact the 1759 battle on the Plains of Abraham
- Dinner in a quaint local restaurant
- Overnight accommodation at **Best Western Plus Centre Ville Québec** ****
- A night hall monitor will provide added security for 4 hours

Included: Transport, Prometour Tour Director, Dinner, Room, Night Hall Monitor

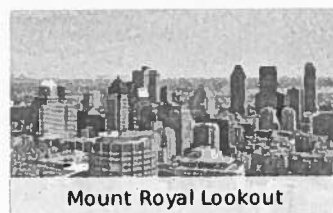
**DAY 2: QUEBEC CITY - SAINT-ANNE-DE-BEAUPRÉ -
QUEBEC CITY****Friday Apr 14 2017**



- Breakfast at a local Québec restaurant
- Stretch your legs exploring this 400 year old fortified city on a **guided walking tour**; Share the secrets of Old Quebec as you journey through St-Louis and St-Jean Streets and see the breathtaking Chateau Frontenac. See the Parliament, Rue du Tresor, Terrasse Dufferin, Place Royale and many more!
- Discover how Samuel de Champlain founded Quebec at the **Centre d'Interpretation de la Place Royale**
- Wander through the enchanting **Quartier Petit Champlain**, the oldest shopping district in North America; don't miss the famous "Escalier Casse-cou" and "Wall of History"
- Have lunch on your own
- At **Parc de la Chute Montmorency** have time for photos, to walk over the suspended bridge, and take the 487 steps for a different view of the falls which are higher than those of Niagara Falls.
- Enjoy a self-guided visit of the **Basilique Sainte-Anne-de-Beaupré**
- Visit the **Copper Museum**, watch a demonstration of "Repoussé" work and then live the experience of an artisan by working on your own copper piece that you can bring home
- Live the Quebecois tradition of "sugaring off" at the **Erablière du Lac Beauport** sugar shack - tour the sugar shack, enjoy a lumberjack meal & learn traditional dances and folk songs
- Overnight accommodation at **Best Western Plus Centre Ville Québec** ****
- A night hall monitor will provide added security for 4 hours

Included: Breakfast, Local Guide, Entrance Fee, Dinner, Room, Night Hall Monitor

DAY 3: QUEBEC CITY - MONTREAL**Saturday Apr 15 2017**



- Breakfast at a local Québec restaurant
- Participate on the "**Behind the Bars**" tour at the **Musee National des Beaux Arts du Quebec**; learn about one of the city's first jails and the people who occupied it!
- Have time at the **Galeries de la Capitale**, a one stop shopping and entertainment center, it even has a Roller Coaster!
- Have lunch on your own
- Board your bus and continue on to **Montreal**
- Admire the spectacular interior of **Notre-Dame Basilica** while a guide tells you about its role in the foundation of Montreal
- Dinner in a quaint local restaurant
- Take in the view of Montreal from the Kondiaronk Belvedere Lookout on **Mount Royal**, named after a great First Nation's Chief who contributed to the signing of the Peace Treaty in 1701
- Overnight accommodation at **Best Western Ville Marie Hotel & Suites** ***
- A night hall monitor will provide added security for 4 hours

Included: Breakfast, Guided Visit, Entrance Fee, Dinner, Room, Night Hall Monitor

DAY 4: MONTREAL - SAN JOSE - LA GUACIMA**Sunday Apr 16 2017**



- Enjoy breakfast at the hotel with your group
- Head to the airport and say a fond "Au revoir" to your Quebecois Prometour Tour Director
- Board your flight from Montreal and fly to Costa Rica
- Bienvenidos a **Costa Rica**! Meet your **Costa Rican Prometour Tour Director** upon arrival at the airport
- Transfer to your hotel for check-in
- Dinner and overnight accommodation at **El Rancho Lodge**

Included: Breakfast, Prometour Tour Director, Airport Tax, International Flight, Arrival transfer, Room, Dinner

DAY 5: LA GUACIMA - SAN JOSE - LA GUACIMA

Monday Apr 17 2017



- Breakfast at the hotel with your group and Prometour Tour Director
- On a **guided city tour of San Jose**, see some of the most popular attractions such as; **Plaza de la Cultura** (the Main Square) and **Plaza de Democracia** (the famous flea market) where you can practice your Spanish by bargaining with local vendors
- Lunch with your group in a local restaurant
- Have the opportunity to **enhance a Costa Rican school** with gifts of basic school supplies that not all local students can afford. Often these schools do not receive a lot of outside help - they need painting, reconstruction, improvement etc. Your involvement today will have a great effect on the local community
- Dinner and overnight accommodation at **El Rancho Lodge**

Included: Breakfast, Prometour Tour Director, Local Guide, Lunch, Room, Dinner

DAY 6: LA GUACIMA - SARAPIQUI

Tuesday Apr 18 2017



Reforestation Program

- Breakfast at the hotel with your group and Prometour Tour Director
- Board your motor coach and travel to **Sarapiquí**
- People, communities, businesses and industries as well as governments from all countries are encouraged to add tree planting pledges online with the objective of planting at least one billion trees worldwide each year. **Be part of it!** Partake in a **Reforestation Program** with your group
- Lunch with your group in a local restaurant
- Enjoy a **chocolate tour** and learn about cacao, its history, and production
- Dinner and overnight accommodation in **Sarapiquí**

Included: Breakfast, Prometour Tour Director, Lunch, Entrance Fee, Room, Dinner

DAY 7: SARAPIQUI - ARENAL

Wednesday Apr 19 2017



Zip Line in Arenal

- Breakfast at the hotel with your group and Prometour Tour Director
- Board your motor coach and travel to **Mount Arenal**, which was considered dormant for over 400 years until it erupted in 1968
- 70% of life in the tropical forest takes place at the tree canopy level; experience the adventure of **zip lining** and sense the thrill first hand as you fly through the forest from platform to platform built on 60 to 90 foot trees
- Lunch with your group in a local restaurant
- Experience the **Baldi Hot Springs**; These natural springs and geysers are located directly below and are fed by the volcanic activity of Mount Arenal. Visitors can relax in the nine different pools, all at slightly different temperatures, while enjoying the beautiful views of the mountain and the surrounding jungle
- Dinner and overnight accommodation in **Arenal**

Included: Breakfast, Prometour Tour Director, Entrance Fee, Lunch, Room, Dinner

DAY 8: ARENAL - MANUEL ANTONIO - JACO BEACH

Thursday Apr 20 2017



- Breakfast at the hotel with your group and Prometour Tour Director
- Enjoy the **Arenal Hanging Bridges Tour**. The tour consists of 3 miles of trails designed for easy access, crossing 15 bridges with lengths ranging from 5 to 100 meters
- Board your motor coach and travel to **Manuel Antonio**, located in the Central Pacific region of Costa Rica
- Make a stop at the **Tarcoles River**, take a look at the **Crocodiles** safely from the bridge
- Lunch with your group in a local restaurant
- Enjoy some relaxing time on the beach! *Weather permitting*
- Dinner and overnight accommodation in **Jaco Beach**

DAY 9: JACO BEACH - LA GUACIMA

Friday Apr 21 2017



- Breakfast at the hotel with your group and Prométour Tour Director
- Enjoy some relaxing time on the beach! *Weather permitting*
- Board your motor coach and travel to **La Guacima de Alajuela**, a small village 18 miles northwest of San José where locals speak only Spanish and families preserve the real "tico" lifestyle!
- Dinner and overnight accommodation at **El Rancho Lodge**

Included: Breakfast, Prometour Tour Director, Room, Dinner

DAY 10: LA GUACIMA - SAN JOSE - CORTLAND, NY

Saturday Apr 22 2017



- Breakfast at the hotel with your group and Prométour Tour Director
- Transfer by motor coach from your hotel to the airport
- Say a fond *Hasta Luego* to your Costa Rican Prometour Tour Director
- Board your flight from Costa Rica to Buffalo
- Board your bus at Buffalo Airport and transfer to Cortland NY

Included: Breakfast, Departure transfer, Prometour Tour Director, Airport Tax, International Flight, Arrival transfer

DOCUMENTS

PROTECTION PLAN : USA-PEACE OF MIND PROGRAM (http://www.documents-prometour.com/INSURANCE_DOCS/USA-PEACE_OF_MIND_PROGRAM.pdf)

PRICE PER PERSON SHEET

This is a privately operated tour - you will not be combined with another group

PRICE PER PERSON

22 + participants: **3314 USD**

18 to 21 participants: **3419 USD**

16 to 17 participants: **3572 USD**

14 to 15 participants: **3695 USD**

SUPPLEMENTS

Adult Insurance Premium \$ 10 per day, per person
Adult Activity Supplement \$ 10 per day, per person
Twin Room Supplement \$ 40 per night, per person
Single Room Supplement \$ 80 per night, per person

PAYMENT SCHEDULE

Based on Dates of Travel
First payment due: **\$1000 November 1, 2016**

Balance due: **90 Days prior to departure**
January 11, 2017
Monthly installments available at time of online registration

PRICE INCLUDES

- **PROMETOUR PEACE OF MIND PROGRAM**
Student Group Insurance Program covering group dates of travel
Coverage includes:
Trip Cancellation, Interruption and Delay
Cancel for Any Reason up to 75% of prepaid, forfeited, non-refundable payments or deposits
Baggage & Personal Effects; Damage Loss & Delay
Emergency Medical & Dental Expenses
Emergency Evacuation/Repatriation
24 hour Accidental Death & Dismemberment
Travel Assistance & Concierge
- Roundtrip airfare* MONTREAL / SAN JOSE /
- Associated ground transportation costs while in destination
- 9 nights multiple occupancy in quality hotels (3-star standard, 4-star standard, , 3 & 4 per room, single beds not guaranteed)
- 9 Breakfast(s) / 4 Lunch(s) / 9 Dinner(s) (group menu with 1 non-alcoholic beverage + vegetarian option)
- Service of a dynamic Bilingual Prometour Tour Director
- All aforementioned visits, activities, tours and admissions
- Service of a Hotel Hall Monitor
- Applicable service fees, taxes and FICAV** contribution

PRICE DOES NOT INCLUDE:

- Airline baggage charges according to their policies
- Meals that are not indicated in the daily program
- Tips are at your discretion - these are standard guidelines
Prometour Tour Director: \$ 3 per day per day, per person
Bus Drivers: \$ 2 per day per day, per person
- Personal spending money
- Any applicable processing fees

* AIRLINE FUEL SURCHARGE(already included in these prices): Airlines have the legal right to impose fuel surcharges to tickets even after bookings have been made. Departure taxes and airline fuel surcharges at time of this quote = \$245

□ Some items such as particular hotels, restaurants, and popular activities are subject to availability. When an item is not possible to book it will be replaced by a similar item of equal standard and value.

** A contribution to the Compensation Fund for Customers of Travel Agents has been included in the cost of your services as set by the Quebec Consumer Protection Office (\$1 / \$1000) www.opc.gouv.qc.ca

Useful links

- ➔ **Going Green - Prometour's Carbon Offset program with TAKING ROOT**
- ➔ **Your Role as a Group Leader**

Your Prometour Tour Consultant: Steve Oneil
339 rue Saint-Paul East, Montreal, Quebec, H2Y 1H3, Canada
www.prometour.com
✉ **info@prometour.com**
👤 USA: 1-800-304-9446/ CAN: 1-800-657-7754



7.6

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

PHONE: (607) 758-4125

FAX: (607)-758-4109

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

To: Michael Hoose, Superintendent of Schools
Members of the Board of Education

From: Jeff Craig, Ed.D., Assistant Superintendent for Curriculum and Instruction

Date: February 7, 2017

Re: Donation Acceptance Request

We have received notice that the following items will be donated by an anonymous donor to the High School music program upon Board of Education approval.

- (2) SD100KIT Compact 5-Piece Electronic Drum Set (2017)
- (4) Vendetta XMT Electric Guitar with Tremolo
- (1) Bullet HH Stratocaster Electric Guitar with Tremolo
- (2) Velocity Series VG05 Battery Powered Guitar Combo Amp (2014)
- (1) Wood Chromatic Resonator Bell Set (2013)
- (4) Classroom Guitar (2013)

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

7.C

CORTLAND ENLARGED CITY SCHOOL DISTRICT

One Valley View Drive
Cortland, New York 13045

Kaufman Center
Phone: 607-758-4100, ext. 2221
Fax: 607-758-4028


Judi B. Riley
Assistant Superintendent
for Pupil and Personnel Services

To: Michael Hoose, Superintendent
Members of the Board of Education

From: Judi Riley, Assistant Superintendent for Pupil and Personnel Services

Date: February 10, 2017

RE: Creation of Position



Please find attached a proposed job description for a *Technology Integration and Communication Specialist*. We request approval to create and fill this new position with an effective start date of July 1, 2017. The position is an entry level, 12 month administrative position and is being proposed to meet identified needs supporting board, district and building goals.

The district currently has multiple part-time itinerant BOCES staff performing the tasks identified in the job description. We believe a full-time district employee will improve our ability to move forward in the areas of technology and communications, both of which are identified as needs within our district plan and board of education goals. The funding of the new position is covered by the current costs supporting the BOCES itinerant staff providing service to our district.

As always, please call or email with any questions.

| | |
|----------------------------|--|
| JOB DESCRIPTION | 2017 Cortland Enlarged City School District Instructional Technology and Communication Specialist |
|----------------------------|--|

TITLE: Instructional Technology and Communication Specialist

QUALIFICATIONS:

1. CAS or Master's Degree in educational administration.
2. A valid NYS Administrative Certificate.
3. A minimum of five years experience as a teacher or administrator.
4. Experience with instructional technology, communication, and social media
5. Experience training adults

JOB GOAL:

To assist district personnel in effectively using instructional technology to support student learning and to facilitate effective communication with a large and diverse audience using social media and other communication structures.

EVALUATED BY:

Assistant Superintendent for Curriculum and Instruction

SUPERVISES: N/A

PERFORMANCE RESPONSIBILITIES:

A. Instructional Leadership

1. Is knowledgeable about district plans for improvement
2. Implements instructional technology plans as an integrated part of the instructional program
3. Participates on relevant district committees

B. Instructional Technology

1. Participates in the leadership of instructional technology decision-making and implementation; works as part of the team
2. Provides training and coaching to district personnel
3. Monitors implementation and makes necessary adjustments
4. Uses data to inform decisions and make recommendations

C. Communications

1. Prepares district communications
2. Collects, organizes, and coordinates image banks for district; assists schools in same
3. Assists with building communication and ensures consistency of format
4. Uses social media to engage with the community
5. Assists other leaders in district with their social media
6. Coordinates website to ensure consistent look and up-to-date content
7. Maintains district communication plan and strategy

D. Professional Growth (Could be titled Other Responsibilities - which opens up the sub- content.)

1. Researches trends in instructional technology
2. Attends relevant professional learning opportunities

3. Keeps Assistant Superintendent for Curriculum & Instruction informed of progress, program needs and training needs
4. Performs other tasks as assigned by the Assistant Superintendent for Curriculum & Instruction or Superintendent.

TERMS OF EMPLOYMENT:

This position is a 12 month, full-time position . Salary and work year to be established by the Board in relation to the agreement with the Cortland Administrators Association.

Approved by: _____

Date: _____

Reviewed and agreed to by: _____

Date: _____

INVESTMENT REPORT as of 1/31/2017

| FUND | ACCOUNT TYPE | BANK | BOOK BALANCE | ACCOUNT DESCRIPTION |
|--|---------------|------|--------------|---|
| NYS requires one account code for all NYS funds coming into the district. The district transfers funds to the respective accounts noted below. | | | | |
| Savings | JPMorganChase | \$ | 889,428 | Funds from NYS |
| Checking | JPMorganChase | \$ | 536,051 | District office check scanner deposit account. No checks are written from this account |
| General Fund Accounts: | | | | |
| Public Funds Checking | TTC | \$ | 62,815 | Used for General Fund related cash deposits; No checks are written from this account |
| Commercial Checking | JPMorganChase | \$ | 21,734 | Used for all payments from the General Fund & CM Fund |
| Super Checking | TTC | \$ | 1,104,273 | Used for property tax collections |
| Super Svgs MMkt | TTC | \$ | 1,336,126 | Retirement Reserve |
| Super Svgs MMkt | TTC | \$ | 347,379 | Unemployment Reserve |
| Super Svgs MMkt | TTC | \$ | 243,001 | Insurance Reserve |
| Super Svgs MMkt | TTC | \$ | 1,012,424 | Tax Certiorari Reserve |
| Super Svgs MMkt | TTC | \$ | 966,271 | Accrued Employee Benefit Reserve |
| Super Svgs MMkt | TTC | \$ | 2,283,148 | Capital Reserve |
| Super Svgs MMkt | TTC | \$ | 30,153 | Liability Reserve |
| Super Svgs MMkt | TTC | \$ | 374,504 | Workers' Compensation Reserve |
| Super Svgs MMkt | TTC | \$ | 766,810 | Repair Reserve |
| School Lunch Fund Accounts: | | | | |
| Public Funds Checking | TTC | \$ | 535,674 | Used for all daily receipts of School Lunch Fund; no checks are written from this account |
| Commercial Checking w/ Interest | JPMorganChase | \$ | 223,284 | Used for all payments from the School Lunch Fund |
| Special Aid Fund Account: | | | | |
| Commercial Checking w/ Interest | JPMorganChase | \$ | 290,849 | 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 | \$ | 4,122,126 | Used to account for BAN/bond proceeds to be used for capital expenditures and debt service |
| Agency Fund: | | | | |
| Public Funds Checking | TTC | \$ | 28,323 | Used for Agency related cash deposits; No checks are written from this account |
| Commercial Checking | JPMorganChase | \$ | 597,311 | Used for all payments from the Agency Fund, including payroll and employee benefit payments |
| Expendable Trust Fund: | | | | |
| Public Funds NOW | TTC | \$ | 124,856 | Savings account for all scholarship funds |

7.d

FUND BALANCE ANALYSIS AT YEAR END 2016
AS OF 1/31/17

| REVENUE | BUDGET 16/17 | Projected | ADJUSTM'T | ADJ. BUD 16/17 | EXCEEDED + (UNDER) |
|---------------------------------|--------------|------------|-----------|----------------|-----------------------|
| TAXES | 17,246,932 | 17,189,021 | - | 17,246,932 | (57,911) |
| CHARGE FOR SVCS | 158,785 | 140,592 | - | 158,785 | (18,193) |
| INTEREST/RENTS | 54,750 | 38,498 | - | 54,750 | (16,252) |
| SALE OF PROP/Insurance Recovery | 6,500 | 127,370 | - | 6,500 | 120,870 |
| MISCELLANEOUS | 599,003 | 760,866 | - | 599,003 | 161,863 |
| STATE AID/BOCES AID | 26,909,206 | 26,859,181 | - | 26,909,206 | (50,025) |
| MEDICAID | 125,000 | 50,000 | - | 125,000 | (75,000) |
| INTERFUND TRANSFERS | | | | | |
| TOTAL | 45,100,176 | 45,165,527 | - | 45,100,176 | 65,351 |
| RESERVES | 3,976,711 | 1,214,317 | - | | |
| APP FUND BALANCE | 500,000 | 500,000 | - | 500,000 | |
| TOTAL | 49,576,887 | 46,379,844 | - | 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 | 31,971 | 10,126 | 49,730 | 17,759 |
| CENT. ADM | 234,203 | 219,428 | 8,185 | 240,398 | 20,969 |
| BUS. ADM. | 560,165 | 385,540 | (96,849) | 463,316 | 77,775 |
| PERSONNEL | 156,329 | 95,128 | | 156,329 | 61,201 |
| CENTRAL SVCS | 2,939,006 | 3,365,588 | 680,913 | 3,619,919 | 254,331 |
| SPECIAL ITEMS | 421,400 | 389,970 | | 421,400 | 31,430 |
| SUPERVISION | 1,972,430 | 1,822,437 | 82,213 | 2,054,643 | 232,206 |
| TEACHING | 12,518,907 | 12,010,912 | (37,254) | 12,481,653 | 470,741 |
| SPEC EDUCATION | 6,233,871 | 5,784,306 | (219,889) | 6,013,982 | 229,676 |
| SPEECH THERAPY | 161,371 | 157,121 | 500 | 161,871 | 4,750 |
| OCCUPATIONAL THERAPY | 111,283 | 102,496 | | 111,283 | 8,787 |
| 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 | 116,166 | (107,414) | 146,306 | 28,140 |
| SCHOOL LIBRARY | 562,052 | 677,885 | 150,578 | 712,630 | 34,745 |
| TV | 80,725 | 114,069 | 47,871 | 128,596 | 14,527 |
| COMPUTER ASST. INST | 1,410,175 | 1,439,098 | 120,812 | 1,530,987 | 91,889 |
| 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 | 223,238 | | 252,168 | 28,930 |
| PSYCHOLOGICAL | 327,737 | 277,174 | | 327,737 | 50,563 |
| SOCIAL WORKER | 430,483 | 393,481 | (25,000) | 405,483 | 12,002 |
| CO-CURRICULAR | 211,108 | 185,370 | 1,700 | 212,808 | 27,438 |
| INTERSCOLASTIC | 662,592 | 428,547 | (30,000) | 632,592 | 204,045 |
| TRANSPORTATION | 1,185,746 | 898,586 | (51,652) | 1,134,094 | 235,508 |
| GARAGE | 120,092 | 66,967 | 720 | 120,812 | 53,846 |
| TRANS BOCES | 8,363 | 3,102 | (4,600) | 3,763 | 661 |
| CIVIC ACTIVITIES | | 240 | 5,000 | 5,000 | 4,760 |
| EMPLOYEE BENEFITS | 13,304,812 | 12,065,435 | (643,091) | 12,661,721 | 596,286 |
| DEBT SERVICE | 3,809,646 | 3,809,646 | | 3,809,646 | |
| INTERFUND TRANSFERS | 145,000 | 188,289 | 138,786 | 283,786 | 95,496 |
| TOTAL | 49,576,887 | 46,625,081 | 30,621 | 49,607,508 | 2,982,427 |

Fund Balance
AS OF 1/31/17

FUND BALANCE, JULY 1, 2016

9,636,993

ADD: PROJECTED REVENUE

45,165,527

LESS: ACTUAL EXPENSES PLUS ENCUMBRANCES

46,625,081

FUND BALANCE, JUNE 30, 2017

8,177,438

(LESS): Appropriated Fund Balance

500,000

(LESS): Reserve for Encumbrances

356,225

Reserve for Workers Comp.

312,568

Reserve for Unemployment

1,336,850

Reserve for Retirement Contributions

30,175

Reserve for Liability

243,384

Reserve for Insurance

1,012,800

Reserve for Tax Cardiorari

741,680

Reserve for Employee Benefits

2,284,000

Capital Reserve

680,850

Reserve for Repairs

6,998,532

Reserves-Restricted Fund Balance

678,906

Unassigned Fund Balance

1,983,075

MAX FUND BALANCE (4% 2016/17 Budget)

(1,304,169)

SURPLUS/(DEFICIT) above 4%

1,115,658

Debt Service Fund

CORTLAND ENLARGED CITY SCHOOLS

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



| 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 | 60,340.53 | 29,659.47 |
| 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 | 3,904.04 | -904.04 |
| A 1414 | ADMISSIONS-OTHER EVENTS | 2,000.00 | 0.00 | 2,000.00 | 3,707.56 | -1,707.56 |
| A 1489 | OTHER CHARGES FOR SERVICES | 13,000.00 | 0.00 | 13,000.00 | 1,000.00 | 12,000.00 |
| 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 | 8,471.63 | 16,528.37 |
| A 2410 | RENTAL REAL PROPERTY INDIVIDUAL | 13,500.00 | 0.00 | 13,500.00 | 20,251.00 | -6,751.00 |
| 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 | 83.00 | 6,417.00 |
| 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 | 137.35 | -137.35 |
| 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 | 112,341.41 | -12,341.41 |
| A 2705 | GIFTS AND DONATIONS | 15,000.00 | 0.00 | 15,000.00 | 8,650.00 | 6,350.00 |
| 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 | 3,421,419.72 | 20,252,466.28 |
| A 3101..01 | EXCESS COST AID | 908,844.00 | 0.00 | 908,844.00 | 1,203,164.94 | -294,320.94 |
| 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 | 702,219.05 | -702,219.05 |
| 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 | 57,534.00 | -57,534.00 |
| A 4601 | MEDICAID ASSISTANCE | 125,000.00 | 0.00 | 125,000.00 | 27,590.22 | 97,409.78 |
| A Totals: | | 45,100,176.00 | 0.00 | 45,100,176.00 | 26,368,420.00 | 18,731,756.00 |
| Grand Totals: | | 45,100,176.00 | 0.00 | 45,100,176.00 | 26,368,420.00 | 18,731,756.00 |

CORTLAND ENLARGED CITY SCHOOLS

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



| Account | Description | | Budget | Adjustments | Adj. Budget | Expensed | Encumbered | Available |
|------------|-------------------------------|----|--------------|-------------|--------------|--------------|--------------|------------|
| 1010 | BOARD OF EDUCATION | * | 30,354.00 | 10,126.41 | 40,480.41 | 19,542.73 | 6,972.82 | 13,964.86 |
| 1040 | DISTRICT CLERK | * | 3,000.00 | 0.00 | 3,000.00 | 1,384.65 | 1,015.35 | 600.00 |
| 1060 | DISTRICT MEETING | * | 6,250.00 | 0.00 | 6,250.00 | 0.00 | 3,055.50 | 3,194.50 |
| 10 | | ** | 39,604.00 | 10,126.41 | 49,730.41 | 20,927.38 | 11,043.67 | 17,759.36 |
| 1240 | CHIEF SCHOOL ADMINISTRATOR | * | 234,203.00 | 6,194.56 | 240,397.56 | 124,506.48 | 94,921.97 | 20,969.11 |
| 12 | | ** | 234,203.00 | 6,194.56 | 240,397.56 | 124,506.48 | 94,921.97 | 20,969.11 |
| 1310 | BUSINESS ADMINISTRATION | * | 412,131.00 | -99,579.36 | 312,551.64 | 155,611.39 | 91,965.76 | 64,974.49 |
| 1320 | AUDITING | * | 60,000.00 | 0.00 | 60,000.00 | 23,400.00 | 32,200.00 | 4,400.00 |
| 1325 | TREASURER | * | 75,234.00 | 1,740.03 | 76,974.03 | 41,909.70 | 31,130.33 | 3,934.00 |
| 1330 | TAX COLLECTOR | * | 12,800.00 | 990.00 | 13,790.00 | 2,018.00 | 7,305.00 | 4,467.00 |
| 13 | | ** | 560,165.00 | -96,849.33 | 463,315.67 | 222,939.09 | 162,601.09 | 77,775.49 |
| 1420 | LEGAL | * | 50,000.00 | 0.00 | 50,000.00 | 6,973.72 | 13,026.28 | 30,000.00 |
| 1430 | PERSONNEL | * | 106,329.00 | 0.00 | 106,329.00 | 41,556.00 | 33,571.51 | 31,201.49 |
| 14 | | ** | 156,329.00 | 0.00 | 156,329.00 | 48,529.72 | 46,597.79 | 61,201.49 |
| 1620 | OPERATION OF PLANT | * | 2,330,865.00 | 50,200.00 | 2,381,065.00 | 1,340,753.38 | 849,770.61 | 190,541.01 |
| 1621 | MAINTENANCE OF PLANT | * | 608,141.00 | 130,713.00 | 738,854.00 | 473,787.44 | 233,865.68 | 31,200.88 |
| 1680 | CENTRAL DATA PROCESSING | * | 0.00 | 500,000.00 | 500,000.00 | 235,873.11 | 231,538.14 | 32,588.75 |
| 16 | | ** | 2,939,006.00 | 680,913.00 | 3,619,919.00 | 2,050,413.93 | 1,315,174.43 | 254,330.64 |
| 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 |
| 02/07/2017 | | | | | | | | |

CORTLAND ENLARGED CITY SCHOOLS

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



| Account | Description | Budget | Adjustments | Adj. Budget | Expensed | Encumbered | Available |
|---------|--------------------------------|--------|---------------|-------------|---------------|--------------|------------|
| 1981 | BOCES ADMINISTRATIVE COSTS | * | 182,900.00 | 30,000.00 | 212,900.00 | 99,832.19 | 13,235.66 |
| 1983 | BOCES CAPITAL EXPENSES | * | 30,000.00 | -30,000.00 | 0.00 | 0.00 | 0.00 |
| 19 | | ** | 421,400.00 | 0.00 | 421,400.00 | 290,137.59 | 31,430.26 |
| 1 | | *** | 4,350,707.00 | 600,384.64 | 4,951,091.64 | 2,757,454.19 | 463,466.35 |
| 2010 | CURRICULUM DEVEL & SUPERVISION | * | 331,741.00 | -67,761.95 | 263,979.05 | 91,161.67 | 99,329.52 |
| 2020 | SUPERVISION-REGULAR SCHOOL | * | 1,535,689.00 | 24,975.39 | 1,560,664.39 | 870,041.29 | 28,818.13 |
| 2070 | INSERVICE TRAINING-INSTRUCTION | * | 105,000.00 | 125,000.00 | 230,000.00 | 69,415.05 | 104,058.36 |
| 20 | | ** | 1,972,430.00 | 82,213.44 | 2,054,643.44 | 1,030,618.01 | 232,206.01 |
| 2110 | TEACHING-REGULAR SCHOOL | * | 12,518,907.00 | -37,254.46 | 12,481,652.54 | 5,415,349.02 | 470,741.01 |
| 21 | | ** | 12,518,907.00 | -37,254.46 | 12,481,652.54 | 5,415,349.02 | 470,741.01 |
| 2250 | PROGRAMS-STUDENTS W/ DISABIL | * | 6,233,871.00 | -219,889.41 | 6,013,981.59 | 2,529,674.51 | 229,675.57 |
| 2251 | SPEECH THERAPY | * | 161,371.00 | 500.00 | 161,871.00 | 66,068.96 | 4,749.84 |
| 2252 | OCCUPATIONAL THERAPY | * | 111,283.00 | 0.00 | 111,283.00 | 43,039.98 | 8,786.65 |
| 2253 | | * | 0.00 | 61,500.00 | 61,500.00 | 16,501.91 | 44,998.09 |
| 2280 | OCCUPATIONAL EDUCATION | * | 930,000.00 | -55,000.00 | 875,000.00 | 435,016.40 | 4,967.20 |
| 22 | | ** | 7,436,525.00 | -212,889.41 | 7,223,635.59 | 3,090,301.76 | 293,177.35 |
| 2330 | TEACHING-SPECIAL SCHOOLS | * | 253,720.00 | -107,414.38 | 146,305.62 | 118,165.62 | 28,140.00 |
| 23 | | ** | 253,720.00 | -107,414.38 | 146,305.62 | 118,165.62 | 28,140.00 |
| 2610 | SCHOOL LIBRARY & AUDIOVISUAL | * | 562,052.00 | 150,577.65 | 712,629.65 | 346,732.24 | 34,744.60 |
| 2620 | EDUCATIONAL TELEVISION | * | 80,725.00 | 47,871.34 | 128,596.34 | 70,080.43 | 14,527.46 |
| 2630 | COMPUTER ASSISTED INSTRUCTION | * | 1,410,175.00 | 120,812.11 | 1,530,987.11 | 900,166.14 | 91,889.49 |

CORTLAND ENLARGED CITY SCHOOLS

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



| Account | Description | Budget | Adjustments | Adj. Budget | Expensed | Encumbered | Available |
|---------|--------------------------------|--------|---------------|--------------|---------------|---------------|--------------|
| 26 | | ** | 2,052,952.00 | 2,372,213.10 | 1,316,978.81 | 914,072.74 | 141,161.55 |
| 2805 | ATTENDANCE-REGULAR SCHOOL | * | 116,977.00 | 126,183.47 | 58,242.24 | 47,551.59 | 20,389.64 |
| 2810 | GUIDANCE-REGULAR SCHOOL | * | 416,922.00 | -14,749.64 | 179,426.09 | 199,135.99 | 23,610.28 |
| 2815 | HEALTH SERVICES-REGULAR SCHOOL | * | 252,168.00 | 0.00 | 110,498.61 | 112,739.44 | 28,929.95 |
| 2820 | PSYCHOLOGICAL SRVC-REG SCHOOL | * | 327,737.00 | 0.00 | 120,407.85 | 156,766.61 | 50,562.54 |
| 2825 | SOCIAL WORK SRVC-REG SCHOOL | * | 430,483.00 | -25,000.00 | 162,187.60 | 231,293.20 | 12,002.20 |
| 2850 | CO-CURRICULAR ACTIV-REG SCHL | * | 211,108.00 | 1,700.00 | 93,705.69 | 91,664.67 | 27,437.64 |
| 2855 | INTERSCHOL ATHLETICS-REG SCHL | * | 662,592.00 | -30,000.00 | 322,050.07 | 106,497.20 | 204,044.73 |
| 28 | | ** | 2,417,987.00 | -58,843.17 | 1,046,518.15 | 945,648.70 | 366,976.98 |
| 2 | | *** | 26,652,521.00 | -14,926.88 | 12,017,931.37 | 13,087,259.85 | 1,532,402.90 |
| 5510 | DISTRICT TRANSPORTATION | * | 1,185,746.00 | -51,651.84 | 531,788.75 | 366,797.47 | 235,507.94 |
| 5530 | GARAGE BUILDING | * | 120,092.00 | 720.23 | 40,122.02 | 26,844.67 | 53,845.54 |
| 5581 | TRANSPORTATION FROM BOCES | * | 8,363.00 | -4,600.00 | 1,551.00 | 1,551.00 | 661.00 |
| 55 | | ** | 1,314,201.00 | -55,531.61 | 573,461.77 | 395,193.14 | 290,014.48 |
| 5 | | *** | 1,314,201.00 | -55,531.61 | 573,461.77 | 395,193.14 | 290,014.48 |
| 8060 | CIVIC ACTIVITIES | * | 0.00 | 5,000.00 | 0.00 | 240.00 | 4,760.00 |
| 80 | | ** | 0.00 | 5,000.00 | 0.00 | 240.00 | 4,760.00 |
| 8 | | *** | 0.00 | 5,000.00 | 0.00 | 240.00 | 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 | -21,034.87 | 2,000,000.00 | 21,534.87 |
| 9030 | SOCIAL SECURITY | * | 1,692,752.00 | -75.00 | 779,639.05 | 861,168.02 | 51,869.93 |

CORTLAND ENLARGED CITY SCHOOLS

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



| Account | Description | | Budget | Adjustments | Adj. Budget | Expensed | Encumbered | Available |
|---------------|--------------------------------|-----|---------------|-------------|---------------|---------------|---------------|--------------|
| 9040 | WORKERS' COMPENSATION | * | 269,648.00 | -47,365.97 | 222,282.03 | 211,781.50 | 9,206.50 | 1,294.03 |
| 9050 | UNEMPLOYMENT INSURANCE | * | 20,000.00 | 10,000.00 | 30,000.00 | 20,906.70 | 9,093.30 | 0.00 |
| 9060 | HOSPITAL, MEDICAL & DENTAL INS | * | 7,532,012.00 | -120,000.00 | 7,412,012.00 | 4,364,658.63 | 2,600,544.67 | 446,808.70 |
| 9089 | OTHER | * | 722,550.00 | -86,150.00 | 636,400.00 | 100,034.27 | 485,644.00 | 50,721.73 |
| 90 | | ** | 13,304,812.00 | -643,090.97 | 12,661,721.03 | 6,099,778.11 | 5,965,656.49 | 596,286.43 |
| 9711 | DEBT SERVICE - CONSTRUCTION | * | 3,117,450.00 | 0.00 | 3,117,450.00 | 606,225.00 | 2,511,225.00 | 0.00 |
| 9712 | DEBT SERVICE - BUSES | * | 382,196.00 | 0.00 | 382,196.00 | 379,853.50 | 2,342.50 | 0.00 |
| 9731 | | * | 0.00 | 310,000.00 | 310,000.00 | 0.00 | 310,000.00 | 0.00 |
| 9732 | | * | 310,000.00 | -310,000.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 97 | | ** | 3,809,646.00 | 0.00 | 3,809,646.00 | 986,078.50 | 2,823,567.50 | 0.00 |
| 9901 | TRANSFER TO SPECIAL AID | * | 45,000.00 | 18,123.09 | 63,123.09 | 63,123.09 | 0.00 | 0.00 |
| 9950 | TRANSFER TO CAPITAL | * | 100,000.00 | 120,662.60 | 220,662.60 | 125,166.20 | 0.00 | 95,496.40 |
| 99 | | ** | 145,000.00 | 138,785.69 | 283,785.69 | 188,289.29 | 0.00 | 95,496.40 |
| 9 | | *** | 17,259,458.00 | -504,305.28 | 16,755,152.72 | 7,274,145.90 | 8,789,223.99 | 691,782.83 |
| Fund ATotals: | | | 49,576,887.00 | 30,620.87 | 49,607,507.87 | 22,622,993.23 | 24,002,088.08 | 2,982,426.56 |
| Grand Totals: | | | 49,576,887.00 | 30,620.87 | 49,607,507.87 | 22,622,993.23 | 24,002,088.08 | 2,982,426.56 |

CORTLAND ENLARGED CITY SCHOOLS

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



| Reference # | Date | Transfer Explanation | Account | Detail Description | Debits | Credits |
|------------------|------------|---|--------------------|--------------------|-----------|-----------|
| 633 | 01/03/2017 | To fund new code for Districtwide facility rentals for PE classes | A 2110.436-00-2300 | | 0.00 | 1,000.00 |
| | | | A 2110.440-00-0000 | | 1,000.00 | 0.00 |
| Transfer Totals: | | | | | 1,000.00 | 1,000.00 |
| 635 | 01/17/2017 | To fund budget code for backpack program | A 2855.151-00-0000 | | 5,000.00 | 0.00 |
| | | | A 8060.450-00-0000 | | 0.00 | 5,000.00 |
| Transfer Totals: | | | | | 5,000.00 | 5,000.00 |
| 636 | 01/19/2017 | Transfer to increase unemployment insurance budget | A 9050.800-00-0000 | | 0.00 | 10,000.00 |
| | | | A 9950.900-00-0000 | | 10,000.00 | 0.00 |
| Transfer Totals: | | | | | 10,000.00 | 10,000.00 |
| 637 | 01/19/2017 | Transfer to increase special education BOCES budget per Jan bill | A 2010.490-20-0000 | | 5,000.00 | 0.00 |
| | | | A 2250.490-00-0000 | | 0.00 | 5,000.00 |
| Transfer Totals: | | | | | 5,000.00 | 5,000.00 |
| 638 | 01/24/2017 | To increase Superintendent dues account for NCERT dues | A 1240.404-20-0000 | | 0.00 | 787.36 |
| | | | A 1310.490-20-0000 | | 787.36 | 0.00 |
| Transfer Totals: | | | | | 787.36 | 787.36 |
| 639 | 01/26/2017 | Transfer to increase PE facility rental for bowling | A 2110.436-00-2300 | | 0.00 | 495.00 |
| | | | A 2110.470-00-0000 | | 495.00 | 0.00 |
| Transfer Totals: | | | | | 495.00 | 495.00 |
| Grand Totals: | | | | | 22,282.36 | 22,282.36 |

28

School Year 2016-17

11.87

February 14, 2017

White

A. Approval of Personnel Resignations and Leaves

ADMINISTRATORS/INSTRUCTIONAL PERSONNEL:

| RESIGNATION | POSITION | ORIGINAL APPOINTMENT | RESIGNATION DATE | REASON |
|-----------------|------------|----------------------|------------------|-------------|
| Eleck, Richard | Music | 09/01/1986 | 07/01/2017 | Retirement. |
| Meldrim, Bonnie | Elementary | 09/01/1984 | 07/01/2017 | Retirement. |
| | | | | |
| | | | | |

NON-INSTRUCTIONAL PERSONNEL:

| RESIGNATION | POSITION | ORIGINAL APPOINTMENT | EFFECTIVE DATE | REASON |
|--------------------|-----------|----------------------|----------------|-------------|
| Hulslander, Steven | Custodian | 04/07/1980 | 06/23/2017 | Retirement. |
| | | | | |
| | | | | |
| | | | | |

INSTRUCTIONAL/NON-INSTRUCTIONAL PERSONNEL

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

8.6

SCHEDULE OF APPOINTMENTS

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

Schedule Number: **1205**
Board Meeting Date: **February 14, 2017**
Color: **White**

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

| Last Name | First Name | Title | Rate | Remarks |
|------------------|-------------------|--------------|--------------|--|
| Ward | June | Teacher Aide | \$9.70/hour | Pending fingerprint clearance |
| Graves | Sandra | Bus Aide | \$9.70/hour | Pending fingerprint clearance |
| Servies | Gail | Nurse | \$130.46/day | Long-Term Substitute - Pending fingerprint clearance |

8. C

SCHEDULE OF APPOINTMENTS**ELEMENTARY & SECONDARY SUBSTITUTE TEACHERS/TUTORS 2016-17**Schedule Number: **2451**Board Meeting Date: **February 14, 2017**Color: **Yellow**

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

| Name | Title | List | Daily Rate | Remarks |
|-----------------|--------------------|-------------|-------------------|---------------------------|
| O'Kipney, Kelly | Substitute Teacher | B | \$83.00 | Retroactive to 02/08/2017 |
| O'Kipney, Kelly | Teaching Assistant | B | \$75.00 | Retroactive to 02/08/2017 |
| Tolson, Sara | Substitute Teacher | B | \$83.00 | Retroactive to 02/14/2017 |
| Tolson, Sara | Teaching Assistant | B | \$75.00 | Retroactive to 02/14/2017 |

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

S:\Data Folder\Personnel\SCHEDULE\INSTRUCTIONAL SCHEDULES\16-17 Schedules\February 14, 2017 InSub.doc

8.d

CORTLAND ENLARGED CITY SCHOOL DISTRICT

One Valley View Drive
Cortland, New York 13045

Kaufman Center
Phone: 607-758-4100, ext. 2221
Fax: 607-758-4028

Judi B. Riley
Assistant Superintendent
for Pupil and Personnel Services


To: Michael Hoose, Superintendent
Members of the Board of Education

From: Judi Riley, Assistant Superintendent for Pupil and Personnel Services

Cc: Sandra Swierczek, Personnel Coordinator

Date: February 10, 2017

RE: Substitute Rates for 2017-2018



Enclosed please find the proposed 2017-2018 substitute rates for teachers, teaching assistants and nurses for your action. The teacher and teaching assistant rates reflect a \$2.00 per day increase at each level. The nurse rates reflect a .25 increase per hour.

We are requesting board of education approval earlier than past years to ensure we have the new rates approved in advance of annual intent to return letters being mailed.

As always, please call or email with any questions.

SUBSTITUTE TEACHER PAY

EFFECTIVE 7/1/17

Loyalty Incentives:

0 - 25 days
26 - 60 days
61+ days
Retired District
Employees

Non-Certified Teacher

\$85.00 per day
\$90.00 per day
\$95.00 per day

Certified Teacher

\$103.00 per day
\$105.00 per day
\$107.00 per day
\$111.00 per day

Term Subs:

1 - 10 days

Regular Rate
(\$85, \$90, \$95)

Regular Rate
(\$103, \$105, \$107, \$111)

11 - 20

Regular Rate + \$22 (\$107,
\$112, \$117)

Regular Rate + \$22 (\$125, \$127, \$129,
\$133)

21+ Days
(less than a full semester)

*1/200th Step 1 per day

*1/200th Step 1 per day

Full Semester

Regular Salary
(Step, Hours, Degree)

Half-Day Subs:

Substitutes who work one-half day will have their salary prorated for the day based upon their daily rate listed above.

*Payable retro-active to the 11th day (days 11-20)

cc: Cabinet

SUBSTITUTE TEACHING ASSISTANT PAY

EFFECTIVE 7/1/17

| <u>Loyalty Incentives:</u> | <u>Non-Certified Teaching Assistant</u> | <u>Certified Teaching Assistant</u> |
|--|--|--|
| 0 - 25 days | \$77.00 per day | \$85.00 per day |
| 26 - 60 days | \$82.00 per day | \$90.00 per day |
| 61+ days | \$87.00 per day | \$95.00 per day |
| <u>Term Subs:</u> | | |
| 1 - 10 days | Regular Rate (\$77, \$82, \$87) | Regular Rate (\$85, \$90, \$95) |
| 11 - 20 | Regular Rate + \$17 (\$94, \$99, \$104) | Regular Rate + \$17 (\$102, \$107, \$112) |
| 21+ days (less than a full semester)* | *\$104.00 per day | *\$112.00 per day |
| Full Semester | | Regular Salary |

Half-Day Subs:

Substitutes who work one-half day will have their salary prorated for the day based upon their daily rate listed above.

For 2017-2018 the loyalty incentive will be based on 2016-2017 substitute service and will also include substitute service as a Teacher and/or Teacher Aide.

*Payable retro-active to the 11th day (days 11-20)

cc: Cabinet

SUBSTITUTE REGISTERED NURSE

EFFECTIVE 7/1/17

Loyalty Incentives:

0 - 25 days
26 - 60 days
61+ days

Current Year Rate

\$17.50 per hour
Regular Rate + \$.50 per hour
Regular Rate + \$.75 per hour

Term Subs: (Continuous days without interruption)

1 - 10 days

Current year rate for sub

11 - 20

Regular Rate + \$1.00 per hour

31+ days

New Entry Rate

61+ days

Paid Holidays per District Holiday Schedule

Scheduled Substitute Service for Physicals:

Any substitute RN who accepts and fulfills such assignment will receive an additional \$1.00 per hour.

cc: Cabinet