

CORTLAND ENLARGED CITY SCHOOL DISTRICT
Board of Education Meeting – Tuesday, February 28, 2017 at 5:30 p.m.
Kaufman Center, 1 Valley View Drive, Cortland NY

- 1. CALL TO ORDER and PLEDGE OF ALLEGIANCE**
- 2. ALAN POLE AND BILL SILKY, CONSULTANTS WITH CASTALLO AND SILKY LLC**
- 3. COMMUNICATIONS and RECOGNITION:**
 - a. Kudos Korner
 - 1.) Ann Mares – District Head Nurse & Zone 11 representative and member of the board of directors for the NYS Association of School Nurses.
 - 2.) Thane Doubet - CNYRIC February 2017 Featured Teacher
 - 3.) Katherine Couture & Kelsey Gibbons - Winners of the Statewide and Central Regional Youth Advocate of the Year Awards, sponsored by Reality Check of the Bureau of Tobacco Central in New York State.
 - 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 March 1, 2017 at 10:00 a.m.
 - 2.) BOE Facilities Committee – Report on February 21, 2017 meeting
 - 3.) BOE Communication Committee – Website Update
- 4. PRESENTATIONS:**
 - a. What's happening at the Junior Senior High School
 - b. Focus Presentation
 - c. Superintendent & Board of Education Mid-Year Goals Update
 - d. *Budget Presentation*
- 5. CONSENT ITEMS:**
 - a. Minutes of February 14, 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. Approval of the Buildings Utilization Study conducted by Castallo and Silky LLC
 - b. Approval of the agreement between BoardDocs and the Cortland Enlarged City School District
 - c. Approval of Health and Welfare Services Contract between Cortland Enlarged City School District and West Genesee Central School District
 - d. Approval of Revised 2016-17 School Calendar
- 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
- 9. LEADERSHIP REPORTS:**
 - a. Director of Business Services
 - b. Assistant Superintendent for Pupil and Personnel Services
 - c. Assistant Superintendent for Curriculum and Instruction
 - d. Superintendent
 - 1.) Agreement between the County of Cortland and the Cortland Enlarged City School District
 - 2.) SchoolTool
- 10. BOARD MEMBER ACTIVITIES**
- 11. NEXT MEETING AGENDA REVIEW**
- 12. EXECUTIVE SESSION (IF NEEDED)**
- 13. ADJOURNMENT**

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

A Regular Meeting of the Board of Education was held on Tuesday, February 14, 2017 at the Kaufman Center, 1 Valley View Drive, Cortland, New York.

Present: Ms. Melissa Davis-Howard, 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; and School and Community Members

Absent: Ms. Christine Gregory

1. CALL TO ORDER and PLEDGE OF ALLEGIANCE

Ms. Davis-Howard called the meeting to order at 6:30 p.m. and the Pledge of Allegiance was recited.

There was a moment of silence honoring the memory of Elsie Ferro, a long time election inspector.

- 2. APPOINTMENT OF NEW BOARD MEMBER AND ADMINISTRATION OF OATH OF OFFICE**
Pursuant to Education Law, the Board of Education hereby appoints Mr. David Lemon to fill the vacant seat on the Board of Education, effective immediately through May 16, 2017, the seat being vacated by Mr. John Natoli due to his resignation from the Board of Education effective December 31, 2016.
Moved by Ms. Griffin, seconded by Ms. Murphy. Discussion: None
Final Vote: Yes – 5, No – 0. Motion Carried.

Mr. Lemon was administered the Oath of Office and then joined the Board.

3. 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 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

Alane reported on the Financial Committee meeting. They discussed getting revenues and expenses closer together and they talked about the tax cap. Ms. Vile went over the budget presentation.

5.) BOE Communication Committee – Next meeting to be determined

4. PRESENTATIONS:

- a. Mid-Year Update on District Goals – Ms. Judi Riley and Dr. Jeff Craig gave a mid-year update on the district goals and how they are being implemented.
- b. Budget Presentation - Ms. Kim Vile gave a budget presentation.

5. CONSENT ITEMS:

- a. Minutes of January 31, 2017 Regular Meeting
- b. CSE/CPSE (Committee on Pre-school Special Education) Recommendations 2016-2017
610306924, 607002201, 610373684, 607000862, 607002380, 607002141, 607001645, 607002636, 607002194, 607001230, 610350593, 607001391, 607002095, 607002029, 607002670, 607002643, 607001729, 607001295, 610298186, 610366226, 607002666, 607001899, 610385846, 610350092, 610380592, 610350601, 610297528, 607001380, 607002161, 607001291, 607001057, 610382133, 607002098, 607000797, 607001287, 607000008, 607000942, 610364527, 610327670, 607002437, 610269874, 610313195, 607002493, 610325550
- c. CSE/CPSE (Committee on Pre-school Special Education) Recommendations 2017-18
610306924, 610330600, 607001230, 610298186, 610385846, 610382133, 607000008, 607000942, 610327670

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

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

Final Vote: Yes – 5, No – 0, Abstain - 1. Motion Carried.

6. OLD BUSINESS: There is no old business**7. NEW BUSINESS:**

- a. Final Approval Extended Field Trip-Quebec and Costa Rica
RESOLVED, upon the recommendation of the Superintendent, to approve the Extended Field Trip request for April 13 – April 22, 2017 to Quebec and Costa Rica as presented.
Moved by Ms. Van Donsel, seconded by Mr. Rogoff. Discussion: Mr. Zarcone gave a brief overview of the trips details.
Final Vote: Yes – 5, No – 0, Abstain - 1. Motion Carried.
- b. Acceptance of Donation
RESOLVED, upon the recommendation of the Superintendent to accept the anonymous donation of musical instruments to the high school music program as presented.
Moved by Ms. Murphy, seconded by Ms. Griffin. Discussion: Yay!
Final Vote: Yes – 6, No – 0. Motion Carried.
- c. Creation of Technology Integration and Communication Specialist Position
RESOLVED, upon the recommendation of the Superintendent, to approve the position of “Instructional Technology Integration and Communication Specialist.”
Moved by Ms. Griffin, seconded by Mr. Rogoff. Discussion: Title is Instructional Technology and Communication Specialist.
Final Vote: Yes – 5, No – 0, Abstain - 1. Motion Carried.
- d. Financial Reports: Treasurer’s Report, Trial Balance, Revenues, Intrafund Transfers, Appropriations, Warrant, Claims Monthly Report – January 2017
RESOLVED, upon the recommendation of the Superintendent of Schools, to approve Financial Reports dated January 2017 as presented.
Moved by Ms. Van Donsel, seconded by Ms. Griffin. Discussion: None
Final Vote: Yes – 5, No – 0, Abstain - 1. Motion Carried.

8. 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 11.87 (revised).
Moved by Ms. Griffin, seconded by Ms. Murphy. Discussion: With regret on all retirements
Final Vote: Yes – 5, No – 0, Abstain - 1. 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 Schedule of Appointment 1205.
Moved by Mr. Rogoff, seconded by Ms. Murphy. Discussion: None
Final Vote: Yes – 5, No – 0, Abstain - 1. 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 2451.
Moved by Ms. Griffin, seconded by Ms. Van Donsel. Discussion: None
Final Vote: Yes – 5, No – 0, Abstain - 1. Motion Carried.
- d. Approval of Substitute Rates for Teachers, Teaching Assistants and Nurses for 2017-18
RESOLVED, upon the recommendation of the Superintendent of Schools, to approve Substitute Rates for Teachers, Teaching Assistants and Nurses for 2017-18, as presented.
Moved by Ms. Griffin, seconded by Ms. Murphy. Discussion: Our substitute rates are comparable to our neighbors rates.
Final Vote: Yes – 5, No – 0, Abstain - 1. Motion Carried.
- e. Approval of Amendment to Employment Contract for Superintendent
RESOLVED, to approve the Amendment to Employment Agreement for the Superintendent as presented.
Moved by Ms. Griffin, seconded by Ms. Murphy. Discussion: None
Final Vote: Yes – 5, No – 0, Abstain - 1. Motion Carried.
- f. Approval of Amendment to Employment Contract for Assistant Superintendent for Pupil & Personnel Services
RESOLVED, upon the recommendation of the Superintendent, to approve the Amendment to Employment Agreement for Assistant Superintendent for Pupil and Personnel Services as presented.
Moved by Ms. Griffin, seconded by Ms. Murphy. Discussion: None
Final Vote: Yes – 5, No – 0, Abstain - 1. Motion Carried.

9. LEADERSHIP REPORTS:

- a. Director of Business Services
- b. Assistant Superintendent for Pupil and Personnel Services
 - 1.) Requests for retirement for first time eligible staff are due on March 1, 2017. The recruitment process will start early.
 - 2.) Community Walking Program – The Seven Valley Health Coalition received a grant to help employers implement worksite strategies that are proven by research to prevent disease. They invited us to participate by opening our buildings for the community and our staff to walk. This is in the planning stages, working to make schedules and have volunteers to sign the walkers in. More to come on this.
- c. Assistant Superintendent for Curriculum and Instruction
- d. Director of Special Education - The Director of Special Education was unable to attend this meeting.
- e. Superintendent
 - 1.) BoardDocs – Mr. Hoose asked the Board if they wanted to move forward with BoardDocs and it was a unanimous yes.

10. BOARD MEMBER ACTIVITIES

All County Jazz Band, Basketball, Reading at Randall

11. NEXT MEETING AGENDA REVIEW

12. EXECUTIVE SESSION

In accordance with Public Officer's Law Section 96, Subdivision 1, I would like to call for an Executive Session at 8:10 PM. to discuss contract negotiations.

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

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

The Executive Session adjourned at 9:07 PM.

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

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

13. ADJOURNMENT

As there was no further business to discuss, Ms. Davis-Howard asked for a motion to adjourn the regular meeting at 9:08 p.m.

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

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

Proposal

Facility & Grade Organization Study

Prepared for the

**Cortland City School
District**

Proposal submitted by:

Castallo and Silky LLC, Education Consultants

William D. Silky, Principal

Alan D. Pole, Associate

P.O. Box 15100

Syracuse, NY 13215

www.castalloandsilky.com

315.492.4474

December 15, 2016

Facility & Grade Organization Study Proposal

Cortland City School District

William Silky and Alan Pole, Castallo & Silky LLC

This study will examine the possible reconfiguring of grades and grade organization of all the elementary and secondary schools in the Cortland City School District. This proposal is presented by William D. Silky and Alan D. Pole of Castallo & Silky LLC (Syracuse, N.Y.) pursuant to a request from the Superintendent of Schools and the Board of Education.

Purpose/Methodology

This study will examine key aspects of the district's operation to determine the *feasibility* and *desirability* of reconfiguring the grade organization and/or school buildings to ensure all Cortland City students receive a high quality and equitable education. The study will be conducted in consultation with district administration and the Board of Education. The consultants will begin by formulating and agreeing with the Superintendent and Board of Education on a list of "critical questions" they would like the study to answer. Once this is completed, the consultants will request a significant amount of information from the school district. After the information has been secured, meetings with key school district staff will be held to review the information and to probe other critical areas of district operations.

The consultants will organize and analyze the information and share it with a community advisory committee appointed by the Board of Education (**if the Board chooses to use such a committee**). The consultants will meet with this advisory committee on at least five (5) occasions throughout the study to solicit the members' input on the data gathered and possible recommendations to be included in the final report.

A written report will be prepared. **It should be noted however that the final report and recommendations would be the consultants' and not that of the Committee.** Based on the key findings, a presentation/written report will be made to the superintendent and Board of Education regarding the findings and recommendations.

Principles

The following principles will govern the conduct of this redistricting study:

1. The study will be conducted in a fair manner

2. All data will be presented to the board of education
3. Recommendations will:
 - a. benefit student learning,
 - b. be sensitive to the unique cultural context of the school district,
 - c. be independent of special interest groups,
 - d. be educationally sound, and
 - e. be fiscally responsible and realistic.

Areas of Study

The following critical information will be examined:

- 1-Current attendance zones for each school will be reviewed and analyzed at the street level.
- 2-Enrollment projections for the district and each school will be generated to assess trends and estimate future enrollments by attendance zone.
- 3-Current space utilization of all district schools will be studied to determine the degree to which each school is approximating its practical capacity.
- 4-Class sizes for the 2016-17 academic year will be assessed to explore the comparability across the elementary and middle schools.
- 5-Current transportation routing data will be studied to understand the daily transportation of students to and from each elementary and secondary school. This will involve working closely with the Director of Transportation in the district.
- 6-Interviews with the Superintendent and other central office administrators will be conducted to inquire about any system-wide facility/grade configuration considerations that cannot be obtained from other data sources.
- 7-An interview will be held with all elementary and secondary school principals in the district to discuss master schedules, class sizes, and any unique circumstances in their respective buildings that might impact upon, or be impacted by, a reconfiguration of district school buildings.
- 8-Models of reconfiguring the elementary and secondary schools will be created to ensure quality and equitability of educational opportunity for students regardless of the school attended. Each model will:
 - provide a list of advantages and disadvantages to reconfiguring schools;
 - include the transportation plan to get students to and from school daily;
 - offer the impact on the educational program and staffing; and,
 - offer cost estimates for implementing the plan.

9-Throughout the course of the study, the consultants will meet on at least five (5) occasions with the Board appointed community advisory committee. These meetings will be held in the evening and will be for the purpose of soliciting community input into the data being examined and the resultant recommendations. The advisory committee will also be asked to serve as key communicators to their respective constituents in the school district.

Study Cost, Product, and Timeline

The cost of this proposed facility and grade organization study is dependent on whether or not the Board of Education elects to have a stakeholder Advisory Committee work with the consultants. Should the Board opt to appoint an Advisory Committee the cost of the study will be \$34,000 plus ordinary expenses (mileage, tolls, meals, etc.) related to the conduct of the study. If the Board prefers to have the consultants complete the study without the input of an Advisory Committee the cost of the study will be \$24,000 plus expenses. Once the study is completed, the consultants will prepare a written report to present their findings and recommendations. In addition, the consultants will present this report to the Board of Education. The study will begin in January 2017 and be completed by October 1, 2017 if an Advisory Committee is involved or completed by June 1, 2017 if no committee is appointed.

NOTE: Adjustments in this proposed schedule might be necessary but only after agreement among the consultants and the district.

Consultants

The consultants that are being proposed for this grade organization & facility study, William Silky and Alan Pole, have extensive experience in working with school districts on school organization studies. The backgrounds of the two consultants are presented below.

Dr. William D. Silky has served as a consultant to over 100 school districts in New York State over the past 30 years. Included in his many consultancies are numerous field studies that have explored various school district organizational issues (school district merger, grade reconfiguration, redistricting, tuitioning of students, etc.). In addition to 18 years as a public school teacher and administrator. Dr. Silky retired after 20 years on the graduate faculty at SUNY Oswego and then spent five years as an administrator at Le Moyne College (Syracuse, New York).

After eighteen years in the role, Alan Pole retired as District Superintendent of the Delaware-Chenango-Madison-Otsego BOCES in 2008. Prior to this responsibility, Alan was the Deputy Superintendent at the Onondaga-Cortland-

Madison BOCES, where he specialized in personnel, employee relations, and instructional issues. He has been involved in many school district field studies in and outside his BOCES and since retiring has been a senior associate with Castallo and Silky.

References

Dr. David Richards
Superintendent
Unatego Central Schools
607-988-5020

Dr. Christopher Brown
Superintendent
West Genesee Central Schools
315-487-4562

Mr. Michael McGuire
Superintendent
Trumansburg Central School District
607-387-7551

7b

BoardDocs
End User Agreement
Part I: Order Form

Emerald Data Solutions, Inc. ("Emerald"), 519 Johnson Ferry RD NE, Suite A100, Marietta, GA 30068, provides a proprietary, web-based service known as BoardDocs (the "Service"), that enables organizations to enhance aspects of the governance process and communications between the administration, the public and the board, all on and subject to the terms of this End User Agreement (the "Agreement"). By executing this Agreement, effective as of the "Effective Date" indicated below, the below named customer ("Customer") agrees to use, and Emerald agrees to make available to Customer, the Service, all in accordance with and subject to the terms and conditions described in this Agreement.

1. General Information.

PROJECT INFORMATION		SALES INFORMATION	
Billing Agent: CNYRIC		Sales Rep Phone: (404) 549-6634	
Sales Rep Name: Laura Vautour		Sales Rep E-Mail: lvautour@boarddocs.com	
CUSTOMER INFORMATION			
Organization Name: Cortland Enlarged City School District			
Address: 1 Valley View Drive			
City: Cortland		State: NY	Zip: 13045
Telephone: (607) 758-4100			
PROJECT ROLES			
	Name	Phone	Email
Primary:	Alicia Zupancic	(607) 758-4100 x2202	azupancic@cortlandschools.org
Administrative:	Alicia Zupancic		
IS/Technical:	Denise Fox	(607) 758-4100 x1250	dfox@cortlandschools.org
Billing:	Andie Davis	(607) 758-4100 x2206	adavis@cortlandschools.org

2. Charges. For each "BoardDocs site" (as defined by Emerald) ordered under this Agreement, Customer will pay the applicable Annual Recurring Charge ("ARC") and the Non-Recurring Charge ("NRC") set forth below. Once paid, the ARC and NRC are not refundable, except as described in Section 3 below. The initial NRC and ARC will be invoiced immediately after implementation of the Service.

Initial Service	Type of Service	Amount
<input checked="" type="checkbox"/>	NRC (Non-Recurring Charge)	\$1,000.00
<input type="checkbox"/>	BoardDocs Pro Plus ARC (Annual Recurring Charge)	\$20,000.00
<input checked="" type="checkbox"/>	BoardDocs Pro ARC (Annual Recurring Charge)	\$12,000.00
<input type="checkbox"/>	BoardDocs LT Plus ARC (Annual Recurring Charge)	\$6,000.00
<input type="checkbox"/>	BoardDocs LT ARC (Annual Recurring Charge)	\$3,000.00

3. Term. The "Initial Term" of this Agreement will commence on the first day of the month in which the implementation of the Service takes place and continue for an Initial Agreement Term of 1 year. On the expiration of the Initial Agreement Term, the Term of this Agreement will automatically renew and remain in effect for consecutive 1 year periods (each a "Renewal Term"). After the Initial Agreement Term, Customer may terminate this Agreement at any time upon at least 30 days prior written notice to Emerald (an "Early Termination"). Within 60 days of an Early Termination, Emerald (or the designated billing agent) will refund to Customer any unused prorated portion of the ARC already paid for the term that represents the remaining portion of the ARC after the effective date of such Early Termination.

BY SIGNING BELOW, THE PERSON SIGNING FOR CUSTOMER PERSONALLY REPRESENTS AND WARRANTS TO EMERALD THAT HE OR SHE HAS THE AUTHORITY TO SIGN FOR CUSTOMER AND BIND CUSTOMER TO THIS AGREEMENT. CUSTOMER UNDERSTANDS AND AGREES TO BE BOUND BY THE ATTACHED TERMS AND CONDITIONS.

CUSTOMER**EMERALD DATA SOLUTIONS, INC.**

SIGNATURE

Date

SIGNATURE

Effective Date

Name and Title of Authorized Representative

Name and Title of Authorized Representative

Part II: Additional Terms and Conditions

4. Provision of Service. Subject to the terms and conditions of this Agreement, Emerald will make the Service available to Customer in accordance with this Agreement, the Service Level Agreement ("SLA") and the Emerald Acceptable Use Policy ("AUP"), which SLA and AUP, are posted on Emerald's web site at <http://www.BoardDocs.com/Home.nsf/legal> and both of which are incorporated into and made a part of this Agreement. Emerald will use commercially reasonable efforts to make the initial version of the Service available to Customer by an implementation date agreed to by the parties, including establishing the hosting of the Service and storage of data uploaded via the Service. Such initial Service will be co-branded with both parties' "Marks" (as defined in Section 10). Emerald may modify certain components of the Service as required by changes in laws, regulations or technology, requests of customers or to make improvements or correct problems or issues. Customer may request in writing to switch to any other version of the Service provided by Emerald, and Emerald will make every reasonable effort to accomplish such change request to the extent possible and will automatically make the corresponding changes to appropriate ARC for such version.

5. Payment. Customer agrees to pay Emerald (or its designated billing agent) all charges or fees described in this Agreement within 45 days of Customer's receipt of the applicable invoice. Any amount not paid within such 45-day period will bear interest, until paid, at the lesser of: (a) one and one-half percent (1½%) per month, or (b) the highest rate permitted by applicable law. ARCs will be invoiced annually in advance. NRCs, if any, will be invoiced promptly following the implementation date. In addition to such rates and charges, Customer will be responsible for all taxes and fees assessed or due with regard to its use of the Service. The continued provision of the Service is conditioned on Customer's creditworthiness and may be subject to a mutually agreeable reasonable assurance of payment or deposit.

6. Termination. This Agreement is effective for the Term described in Section 3. Customer has the Early Termination right after the first year of the Initial Agreement Term (as described in Section 3), and both parties have the right to not renew the Agreement for a Renewal Term. In addition, Emerald may terminate this Agreement and/or cease or suspend the provision of all or any part of the Service upon: (a) Customer's failure to pay any amount when due under this Agreement (after 10 days prior written notice of such failure to pay); (b) the filing of a petition in bankruptcy by or against Customer; (c) any illegal, slanderous, infringing or inappropriate "Content" (as defined in Section 8) being loaded on any website or otherwise transmitted or used in connection with the Service which is not immediately ceased and removed after request by Emerald; or (d) any material breach of this Agreement including but not limited to any violation of the AUP (all of the foregoing being defined as a "Customer Caused Termination or Suspension"). In the case of any such Customer Caused Termination or Suspension, Customer will pay for all accrued and unpaid charges for the Service provided through the effective date of such Customer Caused Termination or Suspension. Upon any termination of this Agreement, Customer agrees its right to use the Service or Emerald "Intellectual Property" and "Marks" (as defined in Section 10 hereof) immediately ceases and it shall cause all of its affiliates to cease using the Service and all of Emerald's Intellectual Property. Customer agrees to completely destroy all copies in any form of any Emerald Service or Intellectual Property in its or its affiliates' possession upon termination of this Agreement for any reason. Upon written request and payment of any applicable fees, Emerald will work with Customer to provide reasonable access to Customer's data for up to one year after termination of this Agreement (other than following Customer's breach hereof), provided that Customer immediately deletes all copies of the Service and Emerald Intellectual Property in Customer's possession.

7. Use of the Service. Subject to the terms and conditions of this Agreement, Emerald hereby grants to Customer, and Customer hereby accepts, a non-exclusive, non-sublicenseable, non-transferable, annual license to access the Service for Customer's purposes solely during the Term. Customer will be responsible for all hardware, software (including browser software) and Internet communication links and connectivity necessary to access the Service from their respective facilities, including, without limitation, maintaining sufficient bandwidth to meet its utilization demands. Customer will be solely responsible for ensuring that each of the persons or entities that accesses the Service through Customer or its systems or with their consent (collectively, "Users") complies with all of the terms and conditions of this Agreement, including the AUP and all applicable laws, rules, regulations and ordinances. Customer will not modify, adapt, translate, hypothecate, lease, disclose, loan, sublicense, resell, distribute or create derivative works based on all or any part of the Service or Emerald Intellectual Property or Marks, unless permitted by Emerald. Customer will not attempt to decompile, reverse engineer or disassemble the Service and Customer will be liable to Emerald for any unauthorized copying, reverse engineering or use of the Service by Users. If Emerald supplies any source code to Customer, Customer is solely liable and responsible for the consequences of any modifications to such source code made by or for Customer, and all support obligations or warranties with regard to such modified source code will be void and of no force or effect as a result of Customer's revisions thereto. Unless otherwise agreed in writing by Emerald, Customer will not, and will cause each of the Users to not, remove or modify, or attempt to remove or modify, any proprietary notices contained in or associated with the Service. Customer agrees that it is solely responsible for maintaining, and ensuring that its users maintain, the confidentiality of any user passwords or access codes entrusted to Customer or its Users, and for all activities resulting from their authorized or unauthorized use.

8. Customer Content and Data. Subject to the terms of this Agreement, Customer is exclusively responsible and liable for all content it posts or transmits using the Service (the "Content"), and Emerald has no responsibility or liability therefore, nor will Emerald be responsible for reviewing or determining the accuracy or appropriateness of any such Content. "Content" does not include data or information regarding other customers of Emerald or any information provided by Emerald. Customer will not use any information accessible from the Service in conjunction with any enterprise unrelated to its governmental duties or not authorized or contemplated by this Agreement. Customer reserves exclusive rights to all of its information stored in fields and as attachments in the Service database. At Customer's request, Emerald will export the data from the database for a mutually agreed-upon nominal fee. Customer hereby grants to Emerald, and Emerald hereby accepts, a non-exclusive, royalty-free, irrevocable, perpetual license to use such Content, information and data for purposes of providing the Service to Customer and performing any other obligations under this Agreement, for their business purposes relating to the Service, and for the maintenance or use of business records and information associated with any of the foregoing. Customer is solely responsible for such Content, information and data (including, without limitation the accuracy of such Content, information and data) and for ensuring that Customer has the necessary rights to use such Content, information and data, and Customer will defend, and satisfy any claims, judgments or expenses of or against

Emerald, arising out of any third party claims relating to such Content, information or data. Customer has only the limited rights granted by this Agreement.

9. Acceptable Use. All use of the Service will comply with the Emerald's AUP. Customer will not: (a) post or transmit on or through any website or network through which the Service is provided any libelous, slanderous, obscene or otherwise unlawful information or materials of any kind or any information that invades the privacy or rights of a third party; (b) interfere with or disable the Service or Emerald's systems or operations in any way; (c) engage in any conduct involving the Service that would constitute a criminal offense or give rise to civil liability under any local, state, federal or other law or regulation; or (d) post, transmit, upload, reproduce or distribute to or through the Service any material or Content protected by copyright, patent, confidentiality, trade secret, trademark, privacy or other intellectual property or proprietary rights without first obtaining sufficient legal consent or written permission from the owner thereof. Unless the law that governs Customer's existence or operation prohibits this, Customer agrees to defend, indemnify and hold harmless Emerald from any and all liabilities, costs and expenses, including reasonable attorneys' fees, arising from or related to a failure of Customer or its Users to comply with all applicable laws, this Agreement or the AUP or Customer's actions or omissions with respect thereto.

10. Ownership and Intellectual Property. "Intellectual Property" means (a) copyrights, trademarks (and all goodwill associated therewith), service marks (and all goodwill associated therewith) and any other rights to any form or medium of expression and all applications for registration of any of the foregoing; (b) trade secrets and confidential information (as defined by applicable law), privacy rights and any other protection for confidential or proprietary information or ideas; (c) patents and patent applications; (d) inventions and any other items, information or theories which are protectable or registrable under any of the copyright, patent, trade secret, confidentiality or other intellectual property laws; and (e) any other similar proprietary rights or interests recognized by applicable law. Customer acknowledges and agrees that Emerald owns (as between Emerald and Customer) and will retain all ownership in the Intellectual Property and all other property rights and interests associated with the Service, the Marks and all derivative works and components of any of the foregoing. Customer specifically disclaims, and acknowledges it will never acquire, claim or seek to register, any Intellectual Property or other property rights or interests in the Service or Emerald Intellectual Property, or any derivative work of any of the foregoing, by operation of law or otherwise. Customer will execute and deliver confirmations or other written instruments as reasonably requested by Emerald to confirm Emerald's exclusive ownership of Emerald's Intellectual Property and the Service. As between Customer and Emerald, Customer will own all Intellectual Property or other property rights or interests in and to their own data and content. Subject to the terms this Agreement, each party hereby grants to the other during the Term of this Agreement a royalty-free, non-exclusive, non-transferable license to use such party's trademarks and service marks (and the good will associated therewith) provided to the other by such party (the "Marks") solely in connection with the other's performance of this Agreement and in connection with their use of the Service. Each party agrees that any use of the other party's Marks will be in strict accordance with the other party's trademark and service mark guidelines as provided and revised by the other party from time to time. Emerald reserves all rights not expressly granted to Customer in this Agreement.

11. Disclaimer. CUSTOMER ASSUMES TOTAL RESPONSIBILITY FOR USE OF THE SERVICE, CONTENT AND THE INTERNET AND ACCESSES THE SAME AT ITS OWN RISK. EMERALD EXERCISES NO CONTROL OVER AND HAS NO RESPONSIBILITY WHATSOEVER FOR THE CONTENT ACCESSIBLE OR ACTIONS TAKEN ON THE INTERNET OR PROVIDED BY CUSTOMER OR ITS AFFILIATES, AND EMERALD EXPRESSLY DISCLAIMS ANY RESPONSIBILITY FOR SUCH CONTENT OR ACTIONS. EXCEPT AS SPECIFICALLY SET FORTH IN THIS AGREEMENT. THE SERVICE AND ANY RELATED SOFTWARE PROVIDED BY EMERALD ARE PROVIDED WITHOUT WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, INCLUDING NO WARRANTY OF TITLE, NONINFRINGEMENT, MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. NO ADVICE, STATEMENT OR INFORMATION GIVEN BY EMERALD, ITS AFFILIATES OR CONTRACTORS WILL CREATE A WARRANTY.

12. Limitations of Liability. NO PARTY OR SUCH PARTY'S AFFILIATES OR CONTRACTORS WILL BE LIABLE FOR ANY INDIRECT, INCIDENTAL, SPECIAL, PUNITIVE OR CONSEQUENTIAL DAMAGES OR FOR ANY LOST OR IMPUTED PROFITS OR REVENUES OR LOST DATA OR COSTS OF COVER ARISING FROM OR RELATED TO THE SERVICE OR THIS AGREEMENT, REGARDLESS OF THE LEGAL THEORY UNDER WHICH SUCH LIABILITY IS ASSERTED AND REGARDLESS OF WHETHER A PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF ANY SUCH LIABILITY, LOSS OR DAMAGE, EXCEPT WITH RESPECT TO ANY INDEMNITY PROVIDED BY CUSTOMER UNDER THIS AGREEMENT. CUSTOMER'S REMEDIES FOR ANY AND ALL CLAIMS RELATED TO THIS AGREEMENT AND EMERALD'S AGGREGATE LIABILITY UNDER THIS AGREEMENT ARE LIMITED TO THE REMEDIES SET FORTH IN THE SLA.

13. Confidentiality. A party's "Confidential Information" means information or data (in oral, written, electronic or other form), excluding any "Trade Secrets" (as defined under applicable law), related to or owned or controlled by such party, valuable to such party and not generally known or readily available through legal means (other than its disclosure in reliance on this Agreement) to the receiving party. Customer acknowledges that the Service contains Confidential Information and Trade Secrets of Emerald. Subject to applicable law, a receiving party may use the disclosing party's Confidential Information or Trade Secrets to perform its obligations and exercise its rights under this Agreement, and may not communicate, disclose, transfer or use the disclosing party's Confidential Information or Trade Secrets for any other purpose without the prior written consent of the disclosing party. The foregoing restrictions shall not apply to any Confidential Information or Trade Secrets of the disclosing party that: (a) are in the public domain, other than due to the actions or omissions of the receiving party; (b) can be proven to have been already known by the receiving party before their disclosure by the disclosing party; (c) were independently developed by the receiving party without access to or use of any Confidential Information or Trade Secrets of the disclosing party. In addition, the receiving party may disclose the disclosing party's Confidential Information or Trade Secrets only to its officers, directors and employees on a need-to-know basis after informing any such discloses that it is confidential and subject to the terms of this Agreement, and provided that such disclosing party remains liable to ensure that such individuals comply with the requirements of this Agreement. Notwithstanding the foregoing, after giving reasonable notice to the disclosing party (which notice affords the disclosing party an opportunity to seek a protective order or other remedy), the receiving party may disclose the disclosing party's Confidential Information or Trade Secrets to the extent required by law or a court of competent jurisdiction. On request, each receiving party will

return or destroy all copies or records that contain or reflect the disclosing party's Confidential Information or Trade Secrets. A party may seek injunctive relief to redress or prevent violations of this Section 13, in addition to, and not in lieu of, any other rights and remedies available to such party. Confidential Information will cease to be protected as set forth in this Agreement on the third anniversary of the termination of this Agreement. Trade Secrets will be protected as required by this Agreement and applicable law for so long as they remain a Trade Secret under applicable law.

14. Miscellaneous

- (a) Unless the law that governs Customer's existence or operation prohibits this, any claim or dispute relating to this Agreement will be submitted for binding arbitration in accordance with the Federal Arbitration Act, 9 U.S.C. 1-16 and this Agreement will be governed by Georgia law. The parties agree that the arbitrator must adhere to the terms and conditions in this Agreement.
- (b) If any portion of this Agreement is held to be unenforceable, the unenforceable portion will be construed as nearly as possible to reflect the original intent of the parties and the remainder of the provisions will remain in full force and effect. Except with regard to the SLA, neither party's failure to insist upon strict performance of any provision of this Agreement will be construed as a waiver of any of its rights under this Agreement. The terms and conditions of this Agreement will not be more strictly construed against either party since both parties negotiated this mutually acceptable Agreement.
- (c) Notices under this Agreement will be sent to the addresses set forth above or to such other address as a party shall notify the other party in writing.
- (d) All terms and provisions of this Agreement which should by their nature survive the termination of this Agreement will so survive, including, but not limited to, the relevant provisions of Sections 3, 4, 5, 6, 7 (except any licenses, which are restricted to the Term), 9, 10, 11, 12, 13, and 14.
- (e) Customer understands that the Service is accessed through the Internet and data may travel over the unsecured networks of several third party Internet service providers and thus may not be secure or confidential. Emerald is not responsible for Internet connectivity to Customer's location or anything that happens by or through internet or other transmission or access. Emerald will not be liable to Customer, or any User, for any delay or failure to perform any provision of this Agreement to the extent such delay or failure to perform is caused by an event beyond the reasonable control of Emerald, including, without limitation, an act of God; flood; riot; fire; explosion; judicial or governmental act; terrorism; military act; strike or lockout; third party act or omission; failure of utility or telecommunications facilities; virus, worm, trojan horse or other code, command, file or program designed to interrupt, destroy or limit the functionality of any content, information, software, hardware or equipment; Internet slow-down or failure; lightning or other weather condition or event; or any other act, omission or event outside the control of Emerald (all of which are "Events of Force Majeure").
- (f) This Agreement, the SLA and AUP and other documents or items referenced herein or therein, constitute one and the same legally binding instrument and the entire agreement between Customer and Emerald with respect to the subject matter hereof and expressly supersede any contrary prior written or oral agreements or understandings between the parties. Customer may not assign this Agreement or any of its rights or obligations without the prior written consent of Emerald, which consent will not be unreasonably withheld or delayed. The remaining terms and conditions of this Agreement may not be amended except in a writing signed by both parties.



CORTLAND ENLARGED CITY SCHOOL DISTRICT

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

7.C

**Kimberly A. 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 A. Vile, Director of Business Services
Re: Health and Welfare Services
Date: February 23, 2017
Cc: Board of Education**

It is the recommendation of the business office to approve the Health and Welfare Services for children residing in the Cortland Enlarged City School District and attending nonpublic schools in the West Genesee Central School District.



WEST GENESEE CENTRAL SCHOOL DISTRICT
DISTRICT OFFICE
300 SANDERSON DRIVE, CAMILLUS, NEW YORK 13031-1655
Fax (315) 487-2999

Barbara Schmidt
Treasurer/Purchasing Agent
(315) 487-4692

February 16, 2017

Cortland City School District
1 Valley View Drive
Cortland, NY 13045-3297

Dear Sir or Madam:

Enclosed please find the following:

5. The original and one copy of the contract for Health and Welfare Services between our two districts.
6. An invoice covering the services.
7. A list of those students covered by the contract.
8. A rate determination worksheet.

Please have the original contract signed by the appropriate officials and returned to my attention with payment.

Sincerely,

Barbara Schmidt
Treasurer

enc.

RECEIVED
FEB 21 2017

CORTLAND CITY SCHOOL
DISTRICT BUSINESS OFFICE

CONTRACT FOR HEALTH AND WELFARE SERVICES

THIS AGREEMENT made February 15, 2017, by and between the Board of Education of the **Cortland City School District**, party of the first part, and the Board of Education of West Genesee Central School District, party of the second part.

WITNESSETH, That whereas party of the first part has been duly empowered by the provisions of Section 912 of the Education Law to enter into a contract for the purpose of providing health and welfare services for children residing in said school district and attending nonpublic schools in West Genesee Central School District, to begin on September 1, 2016, and to end June 30, 2017.

NOW, THEREFORE, the said party of the first part hereby agrees to pay the party of the second part the sum of **\$401.80** for health and welfare services to be provided under Section 912 to 1 child/children residing in said **Cortland City School District** and attending nonpublic schools in said West Genesee Central School District,

AND the party of the second part hereby agrees with the party of the first part that the health and welfare services provided shall consist of physician services, nurse services, and supplies and equipment for use by physician and/or school nurse. It is expressly agreed by and between the parties hereto that the services agreed to be supplied under this contract shall not include any teaching service.

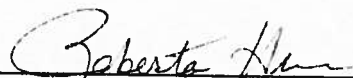
It is mutually agreed by and between the parties hereto that the per pupil charge shall be computed on actual district cost divided by the October 1st total public and nonpublic enrollment.

It is mutually agreed that this contract shall not become valid and binding upon either party thereto until the same shall be approved by the **Cortland City School District** superintendent of schools.

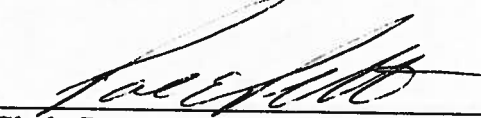
IN WITNESS WHEREOF, the parties have hereunto set their hands the day and year above written.

President, Board of Education
Cortland City School District

Clerk, Board of Education
Cortland City School District

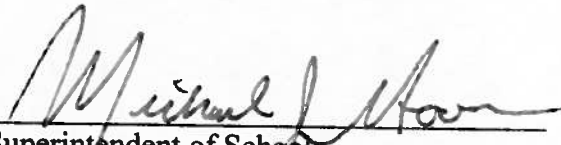


President, Board of Education
West Genesee Central School District



Clerk, Board of Education
West Genesee Central School District

I have examined the above contract and hereby approve the same.



Superintendent of Schools
Cortland City School District

Dated 2.29.2017

CONTRACT FOR HEALTH AND WELFARE SERVICES

THIS AGREEMENT made February 15, 2017, by and between the Board of Education of the **Cortland City School District**, party of the first part, and the Board of Education of West Genesee Central School District, party of the second part.

WITNESSETH, That whereas party of the first part has been duly empowered by the provisions of Section 912 of the Education Law to enter into a contract for the purpose of providing health and welfare services for children residing in said school district and attending nonpublic schools in West Genesee Central School District, to begin on September 1, 2016, and to end June 30, 2017.

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AND the party of the second part hereby agrees with the party of the first part that the health and welfare services provided shall consist of physician services, nurse services, and supplies and equipment for use by physician and/or school nurse. It is expressly agreed by and between the parties hereto that the services agreed to be supplied under this contract shall not include any teaching service.


It is mutually agreed by and between the parties hereto that the per pupil charge shall be computed on actual district cost divided by the October 1st total public and nonpublic enrollment.

It is mutually agreed that this contract shall not become valid and binding upon either party thereto until the same shall be approved by the **Cortland City School District** superintendent of schools.


IN WITNESS WHEREOF, the parties have hereunto set their hands the day and year above written.

President, Board of Education
Cortland City School District

Clerk, Board of Education
Cortland City School District



President, Board of Education
West Genesee Central School District



Clerk, Board of Education
West Genesee Central School District

I have examined the above contract and hereby approve the same.

Superintendent of Schools
Cortland City School District

Dated _____

**WEST GENESEE CENTRAL SCHOOL DISTRICT
DISTRICT OFFICE
300 SANDERSON DRIVE
CAMILLUS, NEW YORK 13031-1655**

February 16, 2017

INVOICE NO. 11059

Services Provided To:

Cortland City School District
1 Valley View Drive
Cortland, NY 13045-3297

Make checks payable to: **WEST GENESEE CENTRAL SCHOOL DISTRICT**

Mail to: Mrs. Barbara Schmidt, Treasurer
West Genesee Central School District
Accounting Department
300 Sanderson Drive
Camillus, NY 13031-1655

DATE OF SERVICE	DESCRIPTION	AMOUNT
2016-2017 School Year	Health Services for 2016-2017 School Year for students attending: Bishop Ludden 1 Holy Family 0 students @ \$401.80 Student list attached	
	TOTAL AMOUNT DUE	\$ 401.80

BISHOP LUDDEN JR. SR. HIGH SCHOOL: 2016-17

2-06-2017

STUDENT DATA

Cortland - 110200	Mulhern	Mac	Mr. & Mrs. William Mulhern	192 Groton Ave.	Cortland	13045	11
1							

West Genesee Central School District

Health Services Worksheet

2016-2017 School Year

Health Services Expenses

Salaries-Nurses	545,243
Benefits	246,088
Contractual	60,540
Supplies	30,662
	<u>882,534</u>

Psychological & Social Worker Expenses

Salaries-Psych. & Social Worker	835,571
Benefits	302,612
Contractual	459
Supplies	5,525
	<u>1,144,167</u>

Total Expenses	2,026,701
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Pupil Count

West Genesee CSD	4,596
Holy Family	143
Bishop Ludden Jr. & Sr. High	305
Total Count	<u>5,044</u>

Health Services Cost per Pupil	401.80
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Cortland Enlarged City School District

2016-17 Calendar



Revised 02/23/2017

Approved by Board – 03/22/2016

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

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

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

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

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

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

SEPTEMBER

5	Labor Day
6	1 st Day Staff
7	1 st Day Students

OCTOBER

7	Prof. Development Day
10	Columbus Day

NOVEMBER

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

DECEMBER

26 - Jan. 2	December Recess
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JANUARY

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

FEBRUARY

20-24	Winter Recess
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MARCH

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

APRIL

14	Good Friday
17-21	Spring Recess

May

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

JUNE

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

KEY

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

185 Faculty/180 Student Days

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

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

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

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

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

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

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

8.2

SCHEDULE OF RESIGNATIONS AND LEAVES

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

Schedule Number: 11.88
Board Meeting Date: February 28, 2017
Color: White

A. Approval of Personnel Resignations and Leaves

ADMINISTRATORS/INSTRUCTIONAL PERSONNEL:

RESIGNATION	POSITION	ORIGINAL APPOINTMENT	RESIGNATION DATE	REASON
Hughes, Michele	Guidance	07/01/2002	06/30/2017	Retirement.
Picciano, Linda	Special Education	09/01/1996	06/30/2017	Retirement.

NON-INSTRUCTIONAL PERSONNEL:

RESIGNATION	POSITION	ORIGINAL APPOINTMENT	EFFECTIVE DATE	REASON
Tinker, Jonathon	Bus Aide	10/06/2014	02/15/2017	
Powers, Teri	Teacher Aide	09/08/2015	03/09/2017	Resignation.
Hill, Loretta	Bus Aide/Teacher Aide	09/16/2013	02/17/2017	Resignation.

CO-CURRICULAR PERSONNEL:

TERMINATION	POSITION	ORIGINAL APPOINTMENT	EFFECTIVE DATE	REASON
Rozewski, Brian	Head Coach Junior High Softball	09/27/2016	02/17/2017	Rescind coaching appointment retroactive to 02/17/2017.

INSTRUCTIONAL/NON-INSTRUCTIONAL PERSONNEL

LEAVE OF ABSENCE	POSITION	ORIGINAL APPOINTMENT	LEAVE DATES	REASON

8.C

SCHEDULE OF APPOINTMENTS**ELEMENTARY & SECONDARY SUBSTITUTE TEACHERS/TUTORS 2016-17**Schedule Number: **2452**Board Meeting Date: **February 28, 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
Busch, Andrew	Substitute Teacher	B	\$83.00	
Busch, Andrew	Teaching Assistant	B	\$75.00	