

**CORTLAND ENLARGED CITY SCHOOL DISTRICT**  
**Annual Organizational Meeting – Tuesday, July 5, 2016 at 7:00 p.m.**  
**Kaufman Center, 1 Valley View Drive, Cortland NY**

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**6:30 p.m. Group picture by Isaf Merkur**  
**6:45 p.m. Repair Reserve Utilization Public Hearing**  
**7:00 p.m. Board of Education Regular Meeting**

**1. CALL TO ORDER and PLEDGE OF ALLEGIANCE**

**2. NEW BUSINESS:**

**a. Administration of Oath of Office**

- 1.) Oath of Office Newly Elected Board Member – Mr. Peter L. Rogoff
- 2.) Oath of Office Superintendent of Schools – Mr. Michael J. Hoose

**b. Election of Officers and Administration of Oath of Office:**

- 1.) Nominations for President
- 2.) Oath of Office – School Board President
- 3.) Nominations for Vice President
- 4.) Oath of Office – School Board Vice President

**c. Appointment of Officers:**

- 1.) Clerk of the Board – Ms. Alicia Zupancic
- 2.) District Treasurer – Ms. Andrea Herzog-O'Hara
- 3.) Deputy Treasurer – Ms. Anne Wingard
- 4.) Tax Collector – Ms. Andrea Herzog-O'Hara
- 5.) Claims Auditor – Mr. Edward Siemiakowski
- 6.) Deputy Claims Auditor – Ms. Jennifer Storey

**d. Other Appointments:**

- 1.) Central Treasurer for Extra-Curricular Activity Funds – Ms. Sherry Timmons
- 2.) Chief Faculty Advisor for Extra-curricular Activity Funds – Mr. Kevin Cafararo
- 3.) Insurance Agent of Record – Martha Murray, Eastern Shore Association Insurance (NYSIR)
- 4.) District Independent Auditor - Raymond F. Wager, CPA
- 5.) District Internal Auditor – D'Arcangelo & Co., LLP
- 6.) School Attorneys – Hogan, Sarzynski, Lynch, DeWind, and Gregory LLP
- 7.) School Physician – Dr. Robert Castellanos
- 8.) Records Management Officer – Ms. Kimberly Vile
- 9.) Records Access Officer – Ms. Judi Riley
- 10.) Title IX/Section 504/ADA Compliance Officer – Ms. Judi Riley / Mr. Jeffrey Craig
- 11.) District Representative on Coop. Health Insurance Board of Directors – Ms. Kimberly Vile
- 12.) District Representative on Coop. Workmen's Comp. Board of Directors – Ms. Kimberly Vile
- 13.) Attendance Officer – Ms. Judi Riley
- 14.) Board of Education Audit Advisory Committee
- 15.) Board of Education Policy Committee
- 16.) Board of Education Facilities Committee
- 17.) Board of Education Financial Committee
- 18.) CSE/CPSE Committee/Subcommittee Members as submitted
- 19.) State Education Department Impartial Hearing Officer List as submitted with automatic addition or deletion of future recommendations from SED
- 20.) Clerk for Impartial Hearings – Ms. Kendra Foster
- 21.) Designated SAVE Official, Residency Appeals Officer, Homeless Liaison, and Dignity Act Coordinator – Ms. Judi Riley

- 22.) Designated Medicaid Compliance Officer – Ms. Kimberly Vile
- 23.) School Purchasing Agent – Ms. Kimberly Vile
- 24.) Asbestos (LEA) Designee – Mr. Robert Martin

**e. Designations:**

- 1.) Official Depository for Funds
- 2.) Set Board Meeting Dates
- 3.) Official Newspaper

**f. Authorizations:**

- 1.) The Superintendent of Schools, or Director of Business Services, to certify payrolls
- 2.) The Superintendent of Schools, or designee, to approve attendance at all conferences, conventions, workshops, and related education activities
- 3.) The Superintendent of Schools authorized to seek external grant funds
- 4.) Establishment of petty cash funds: Establishment of ten petty cash funds:
  - one (1) in the amount of \$500 under the direction of Executive Secretary to Director of Athletics
  - two (2) in the amount of \$150 each under the direction of the Senior Account Clerk in the Business Office
  - two (2) in the amount of \$100 each under the direction of Executive Secretary to the JSHS Building Principal (High School) and Executive Secretary to Elementary Summer School
  - five (5) in the amount of \$75 each under the direction of Executive Secretary to Principal of Barry School, Executive Secretary to Principal of Parker School, Executive Secretary to Principal of Randall School, Executive Secretary to Principal of Smith School, Executive Secretary to Principal of Virgil School
- 5.) The School District Treasurer to sign checks
- 6.) The Director of Business Services to approve budget transfers up to \$10,000, the Superintendent of Schools to approve budget transfers from \$10,001 up to \$35,000, and the President of the Board of Education to approve budget transfers from \$35,001 and greater.
- 7.) The Director of Business Services to invest available funds
- 8.) The Superintendent of Schools to make appointments between Board meetings
- 9.) The Superintendent is authorized to sign Memoranda of Understanding and/or Agreement following pre-discussion with the Board
- 10.) The Superintendent of Schools to appoint Board of Registration/Elections Inspectors if those approved by the Board cannot serve
- 11.) The Superintendent of Schools to appoint Impartial Hearing Officer at the maximum local rate of \$100.00 per hour
- 12.) Authorization of Deputy Treasurer to sign Checks in Absence of Treasurer
- 13.) Tax Collection Periods
- 14.) Approval of Affordable Care Act Compliance Resolution

**g. Bonding of Personnel:**

- 1.) District Clerk
- 2.) District Treasurer
- 3.) Deputy Treasurer
- 4.) Senior Account Clerk
- 5.) District Central Treasurer for Extra-Curricular Activity Funds
- 6.) Internal Claims Auditor
- 7.) Deputy Internal Claims Auditor
- 8.) Superintendent
- 9.) Director Business Services

**h. Other Items:**

- 1.) Re-adoption of all policies and bylaws in effect at the end of the previous year

- 2.) Mileage Reimbursement Rate
  - 3.) Certification of Principal Lead Evaluators – School Year 2016-17
  - 4.) Certification of Teacher Lead Evaluators – School Year 2016-17
3. **COMMUNICATIONS and RECOGNITION:**
  - a. Audience Participation – on items related to the Agenda (speakers are asked to limit their comments to two minutes).
  - b. Board Member Reports
    - 1.) BOE Audit Committee
    - 2.) BOE Policy Committee
    - 3.) BOE Facilities Committee
    - 4.) Set date for Board Retreat
4. **PRESENTATIONS**
5. **CONSENT**
  - a. Minutes of June 28, 2016 Regular Meeting
  - b. CSE/CPSE (Committee on Special Education/Committee on Pre-school Special Education) Recommendations 2016-17
  - c. CSE/CPSE (Committee on Pre-school Special Education) Recommendations 2016-17
6. **OLD BUSINESS**
7. **OTHER NEW BUSINESS**
  - a. 2<sup>nd</sup> Reading Revision to Policy 7110 Attendance
  - b. 2<sup>nd</sup> Reading Code of Conduct
  - c. Tax Warrant Adoption
  - d. Approval of Rental/Ancillary Agreements with OCM BOCES September 1, 2016 - June 30, 2017
  - e. Declaration of Surplus Vehicles
  - f. Approval of Repair Reserve Utilization
  - g. Approval of OCM BOCES Certification of Initial Contract (AS-7)
  - h. Approval of Annual News Release for Food Service Free and Reduced Cafeteria Prices
  - i. Approval of Cafeteria Prices
  - j. *Approval of Rental/Ancillary Agreements with OCM BOCES July 1 - August 31, 2015*
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 2016-17
  - e. Approval of Substitute Rates for Non-Instructional Personnel for 2016-17
9. **LEADERSHIP REPORTS:**
  - a. Director of Business Services
  - b. Assistant Superintendent for Pupil and Personnel Service
    - 1.) *Recruitment update*
  - c. Director of Special Education
  - d. Superintendent
    - 1.) Transportation Study update
    - 2.) Technology – website updates
10. **BOARD MEMBER ACTIVITIES**
11. **AUDIENCE PARTICIPATION: (Individuals are requested to keep their comments to two-minutes per speaker).**

**12. NEXT MEETING AGENDA REVIEW**

**13. EXECUTIVE SESSION (*only if needed*)**

**14. ADJOURNMENT**

2.0.7

# 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: July 1, 2016

RE: 2016-2017 School Physician Recommendation



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This letter serves to recommend Dr. Castellanos as School Physician for the 2016-2017 school year at a rate of \$9,000. Per your approval, please forward to the board of education for appointment.

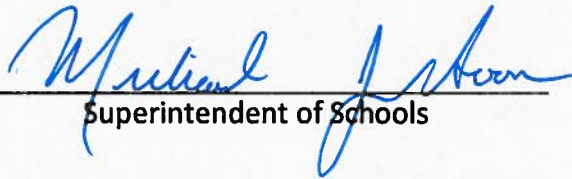
As always, please call or email with any questions.

2.d.11

**2016/2017  
DISTRICT DESIGNATION OF  
COOPERATIVE HEALTH INSURANCE FUND OF CNY REPRESENTATIVE  
TO THE BOARD OF DIRECTORS**

Pursuant to Section 2 of the Second Amended and Restated Health Insurance Cooperative Agreement, Cortland Enlarged City School District hereby designates Kimberly Vile to serve as its primary designee, and Michael Hoose to serve as its alternate, to sit on the Board of Directors of the cooperative Health Insurance fund of Central New York, and exercise the voting authority of the Superintendent of the Cortland Enlarged City School District in his/her absence.

Signature:

  
Superintendent of Schools

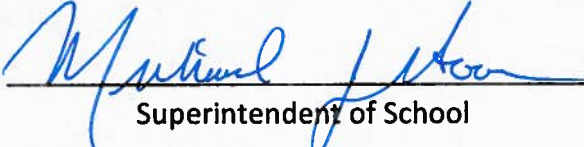
Date:



S.d. 12

**2016/2017  
DISTRICT DESIGNATION OF  
OCM WORKERS' COMPENSATION CONSORTIUM REPRESENTATIVE  
TO THE BOARD OF DIRECTORS**

Pursuant to Section 3 of the Second Amended and Restated Municipal Cooperation Agreement for Workers' Compensation Benefits, the Cortland Enlarged City School District/BOCES hereby designates Kimberly Vile to serve as its primary designee, and Michael Hoose to serve as its alternate, to sit on the Board of Directors of the OCM Workers' Compensation Consortium, and exercise the voting authority of the Superintendent of the School District/BOCES on the Board of Directors.

Signature:   
Superintendent of School

Date: 7/1/16

2.d.18

## CORTLAND ENLARGED CITY SCHOOL DISTRICT

Kaufman Center  
One Valley View Drive  
Cortland, New York 13045

Phone: 607-758-4100  
Fax: 607-758-4028

John F. Sheehan, Ph.D.  
Director of Special Education

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

From: John Sheehan, Director of Special Education

Date: July 1, 2016

RE: 2016-2017 CSE and CPSE Committee/Subcommittee Members

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This letter serves to recommend the following individuals for service on the special education and preschool special education committees/subcommittees for the 2016 – 2017 school year. Per your approval, please forward to the board of education for appointment.

### CSE COMMITTEE MEMBERS:

- K. Reynolds District Level Chairperson
- J. Sheehan District Level Chairperson
- C. Smith CSE Chairperson/Certified School Psychologist
- M. Arthur CSE Chairperson/Certified School Psychologist
- A. Spawn CSE Chairperson/Certified School Psychologist
- M. Benz CSE Chairperson/Certified School Psychologist
- A. Barrette CSE Chairperson/Certified School Psychologist
- J. Couchman CSE Chairperson/Certified School Psychologist
- TBD CSE Chairperson/Certified School Psychologist
- R. Castellanos Certified School Physician
- Z. Vollers School Social Worker
- L. Creighton School Social Worker
- J. Pace School Social Worker
- K. McDermott School Social Worker
- L. Kirsch School Social Worker
- All general education and special education instructional staff members

### CPSE/CSE PARENT MEMBERS:

- K. Daghita Waitress
- K. Kyser Pet Groomer
- D. Seymour Sodexo/IC
- S. Allen Homemaker



### CSE SUBCOMMITTEES:

Each building's subcommittee will include the chairperson, the building's social worker the general education teachers and special education teachers/providers assigned to that building.

### CPSE MEMBERS:

- K. Reynolds CPSE/Chairperson
- J. Stegeland Cortland County Representative
- R. Castellanos School Physician
- Parent Rep
- General Education Rep
- Special Education Rep
- Any general education teachers, special education teachers/providers who work with the child being met on, all district primary general education teachers and special education teachers/providers.

### Appointment of Cortland City School District Representatives for Mediation:

- Assistant Superintendent for Pupil and Personnel Services
- Superintendent of Schools

### Authorization of Cortland City School District Representatives for STAC Approval:

- Director of Special Education

2.d.19

## CORTLAND ENLARGED CITY SCHOOL DISTRICT

Kaufman Center  
One Valley View Drive  
Cortland, New York 13045

Phone: 607-758-4100  
Fax: 607-758-4028

John F. Sheehan, Ph.D.  
Director of Special Education

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

From: John Sheehan, Director of Special Education

Date: July 1, 2016

RE: Impartial Hearing Officer List

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Please consider approval of the following Impartial Hearing Officers as identified for our County on the State Impartial Hearing Officer Rotational list and any additions/deletions made by the aforementioned department for the 2016 – 2017 school year.

Paul Bumbalo  
Maryanne Dimeo  
Lana Flame  
Martin Kehoe  
Michael Lazan  
Nancy Lederman  
Edward Luban  
James McKeever  
Kenneth S. Ritzenberg  
Jerome Schad  
Craig Tessler  
Aaron Turetsky  
James Walsh  
Mindy Wolman  
Joan B. Alexander  
Lynn Almeleh  
Robert Briglio

Further, please consider approval of the following:

1. Board of Education President granted authority to approve Impartial Hearing Officers in absence of a timely board of education meeting,
2. Executive Secretary to the Director of Special Education as district contact persons for Impartial Hearing Officer selection procedure, and
3. A designated maximum local rate of \$100.00 per hour for Impartial Hearing Officer.

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2.0.2

CORTLAND ENLARGED CITY SCHOOL DISTRICT 2016-17 BOARD OF EDUCATION MEETINGS 7:00 PM Kaufman Center Conference Rooms					
July 5 Organizational Meeting	October 25	February 28	May 9 Public Budget Hearing Meet the Candidates ( <i>Tentative</i> ) & Regular Meeting		
August 9	November 15	March 14	May 16 Budget Vote/Election 9:00 PM Canvass of Votes		
August 23	December 13	March 28	May 23		
September 13	January 10	April 11	June 6		
September 27	January 24	April 24 ( <i>Monday</i> )	June 20		
October 11	February 14				



## CORTLAND ENLARGED CITY SCHOOL DISTRICT

1 Valley View Drive  
Cortland, New York 13045

2-F-13

Kimberly Vile  
Director of Business Services  
kvile@cortlandschools.org

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

To: Michael Hoose, Superintendent  
From: Kimberly Vile, Director of Business Services  
Date: 7/1/16  
Re: Tax Collection Periods

The following is a proposed resolution for the July 5<sup>th</sup> Board of Education Meeting-

“Whereas, the Board of Education of Cortland Enlarged City School District is empowered by New York Real Property Tax Law §1326 to authorize and receive the payment of real property taxes for the support of the school district in installments, and

Whereas, the adoption of a resolution permitting the payment and collection of property taxes in installments would be beneficial for the school district and the taxpayers,

NOW THEREFORE, on motion of \_\_\_\_ and seconded by, \_\_\_\_\_ it is

RESOLVED, the school district taxpayers of Cortland Enlarged City School District shall be permitted to pay the property tax in full or the first installment due without penalty by August 31. The second installment without penalty is due by February 28<sup>th</sup>.

Furthermore, if no payment is made by August 31 the following penalty will be assessed on the first installment:

September 1 <sup>st</sup> - 30 <sup>th</sup>	2%
October 1 <sup>st</sup> -31 <sup>st</sup>	3%
November 1 <sup>st</sup> -30 <sup>th</sup>	4%
December 1 <sup>st</sup> -31 <sup>st</sup>	5%
January 1 <sup>st</sup> - 31 <sup>st</sup>	6%
February 1 <sup>st</sup> -28 <sup>th</sup>	7 %

The first installment with penalty, if applicable, must be paid prior to paying the second installment

RESOLVED, the notice required to be given by the collecting officer shall state that taxes may be paid in installments as provided in this resolution.”

Cc: Board of Education  
Andrea Herzog, File



## CORTLAND ENLARGED CITY SCHOOL DISTRICT

1 Valley View Drive  
Cortland, New York 13045

Kimberly Vile  
Director of Business Services  
kvile@cortlandschools.org

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

To: Mike Hoose, Superintendent  
From: Kimberly vile  
Re: Affordable Care Act Resolution  
Date: June 29, 2016

The Affordable Care Act (ACA) has defined employees working 30 hours or more as full time employees. The ACA also requires employers with more than 50 employees to provide all full time employees with access to an employer sponsored health plan. The ACA allows an employer to use a "look back" period of 3, 6, or 12 months to determine which employees would satisfy the 30 hours a week requirement to become eligible for health insurance. Although, it is my understanding that a Board of Education resolution is not legally required to standardize the look back period, it is considered by many to be a best practice. It is, therefore, the recommendation of the business office that the Board of Education approve the following resolution on a yearly basis as a best practice:

A motion made by \_\_\_\_\_, seconded by \_\_\_\_\_,

WHEREAS, Cortland Enlarged City School District maintains a group health plan as a member of Cooperative Health Insurance Fund of Central New York; and

WHEREAS, Cortland Enlarged City School District is required to offer coverage under its health plan to eligible full-time employees pursuant to the Patient Protection and Affordable Care Act (ACA), effective in 2015; and

WHEREAS, Cortland Enlarged City School District has variable hour employees whose full-time status must be determined pursuant to guidance issued under the ACA;

NOW, THEREFORE, BE IT RESOLVED, that the Superintendent of Schools or their designee be, and hereby is, authorized and directed to establish and maintain procedures for the purpose of compliance with the ACA, including (but not limited to) the following:

1. For variable-hour employees, Cortland Enlarged City School District shall establish a 12-month standard measurement period beginning July 1st, and ending the following June 30<sup>th</sup>;
2. The initial measurement period for any new variable-hour employee shall be the 12-month period beginning on the date of hire and ending on the anniversary date thereof;
3. The stability period, during which time a variable-hour employees status as eligible or ineligible for health Plan coverage is fixed, is the period beginning July 1<sup>st</sup> and ending June 30<sup>th</sup>.

BE IT FURTHER RESOLVED that the Superintendent of Schools or their designee is authorized and directed to take such actions as he determines are necessary or proper to give effect to the foregoing resolutions.

cc: Board of Education

2. h. 344

## 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 of Schools  
Members of the Board of Education

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

Date: July 1, 2016

RE: Certification of Principal and Teacher Lead Evaluators for 2016-2017

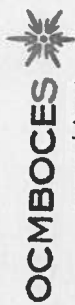


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Enclosed please find the certification documentation of Principal and Teacher lead evaluators for the 2016- 2017 school year.

As always, please call or email with any questions.

# OCM BOCES Lead Evaluator Crash Course Training Attendance



LastName	FirstName	Email	DistrictName	2.25.16	2.26.16	total
Sheehan	John	jsheehan@cortlandschools.org	Cortland Enlarged City School District	6	6	12

# Ongoing Lead Evaluator Training, 2015-2016

LastName	FirstName	Email	DistrictName	11.12.15	11.13.15	2.1.16	2.2.16	3.21.16	3.22.16	total
Bliss	Kristie	KBliss@corlandschools.org	Corland Enlarged City School District				3		3	6
Braffman	Ken(Abe)	ABraffman@corlandschools.org	Corland Enlarged City School District	3			3		3	9
Cafararo	Kevin	KCafararo@corlandschools.org	Corland Enlarged City School District	3			3		3	9
Craig	Jeffrey	jcraig@corlandschools.org	Corland Enlarged City School District	3	3	3	3	3	3	18
Johnson	Jeffory	JJohnson@corlandschools.org	Corland Enlarged City School District	3			3		3	9
Kaup	Lisa	lkaup@corlandschools.org	Corland Enlarged City School District	3			3		3	9
Kostuk	Cliff	CKostuk@corlandschools.org	Corland Enlarged City School District	3					3	6
Mack	Joseph	jcmack@corlandschools.org	Corland Enlarged City School District	3			3		3	9
Pasquerella	Douglas	dpasquerella@corlandschools.org	Corland Enlarged City School District	3			3		3	9
Riley	Judi	jriley@corlandschools.org	Corland Enlarged City School District	3			3		3	9
Sheehan	John	jsheehan@corlandschools.org	Corland Enlarged City School District						3	3
Wanish	Angela	awanish@corlandschools.org	Corland Enlarged City School District		3	3			3	9
Yard	Kevin	kyard@corlandschools.org	Corland Enlarged City School District	3						3
Zarcone	John	jzarcone@corlandschools.org	Corland Enlarged City School District	3			3		3	9



# 2015-2016 OCM BOCES Principal Evaluator Training Attendance



LastName	FirstName	Email	DistrictName	12/9/2015	2/10/2016	4/13/2016	total
Craig	Jeffrey	jcraig@cortlandschools.org	Cortland Enlarged City School District	3	3	3	9
Hoose	Michael	mhoose@cortlandschools.org	Cortland Enlarged City School District	3	3	3	9
Mack	Joseph	jcmack@cortlandschools.org	Cortland Enlarged City School District	3	3	3	9
Riley	Judi	jriley@cortlandschools.org	Cortland Enlarged City School District	3	3	0	6

7/1/2016

**CORTLAND ENLARGED CITY SCHOOL DISTRICT**  
**Board of Education Meeting – Tuesday, June 28, 2016 at 7:00 p.m.**  
**Kaufman Center, 1 Valley View Drive, Cortland NY**

A Regular Meeting of the Board of Education was held on Tuesday, June 28, 2016 at the Kaufman Center, 1 Valley View Drive, Cortland, New York.

**Present:** Ms. Melissa Davis-Howard, Ms. Janet Griffin, Ms. Christine Gregory, Mr. John Natoli, Me. Daniel Sidebottom and Ms. Alane Van Donsel

**Also Present:** Mr. Michael Hoose, Superintendent; Ms. Kimberly Vile, Director of Business Service; Ms. Kristie Bliss, Director of Curriculum & Instruction; Dr. John Sheehan, Director of Special Education; School and Community Members; and Ms. Alicia Zupancic, Clerk

**Absent:** Ms. Judith Murphy

**1. CALL TO ORDER and PLEDGE OF ALLEGIANCE:**

Ms. Davis-Howard called the meeting to order at 7:00 p.m. and the Pledge of Allegiance was recited.

**2. COMMUNICATIONS and RECOGNITION:**

a. Kudos Korner - will reschedule for September

1.) ~~First place recipient in the Freshman Category at the Central New York Association of Music Teachers High School Vocal Competition~~

b. Audience Participation – on items related to the Agenda (speakers are asked to limit their comments to two minutes). - There were no requests to address the Board on items relating to the Agenda.

c. Board Member Reports:

1.) BOE Policy Committee – Next meeting scheduled for July 6, 2016 at 9:00 a.m.

2.) BOE Facilities Committee – Report on June 23, 2016 meeting. – This was a kick off with CNS for the Energy Performance Contract. – The wiring is coming in for the phones. This will get rid of the unknown caller status - 100K project moving forward - Ms. Vile suggested a Facilities committee meeting in July.

3.) BOE Audit Committee – Next meeting TBD. – Preliminary audit is complete

4.) Set Date for Board Retreat – will set date at next Board meeting

**3. PRESENTATIONS:**

a. CNYCBA Director, Peg Peri - Ms. Peri recognized Daniel Sidebottom for his years of service to the Cortland Enlarged City School District's Board of Education.

At this time, Ms. Davis Howard presented Daniel Sidebottom with a plaque and Mr. Hoose presented Kristie Bliss with a plaque and a pin.

A 10 minute reception followed from 7:07-7:17p.m.

b. Building Conditions Survey – Ms. Vile shared images of some of the damages to the high school and Parker Elementary School. There were four graphs shared that showed the construction costs and project costs by priority, the facility and program needs per building, total needs by category per building, and priorities costs by facility.

**4. CONSENT ITEMS:**

a. Minutes of June 14, 2016 Regular Meeting

b. CSE/CPSE (Committee on Special Education/Committee on Pre-school Special Education) Recommendations 2015-2016

607000726 607001015 607001735 610365031 607002247 607002248 607001660 610366894 607001461  
 610375108 610317808 610382285 610341869 610296164 607002113 607000814 607002017 607001601  
 607001952 607001832 607000164 607000356 610313364 610382756 607001347 607000125 610308256  
 610382948 610310917 607000335 607001928 610385319 607001421 607001051 607001003 607000145  
 607002013 607000885 607000074 607001020 610385234 607001615 607002000 607001757 610394618

610319179 610330651 610385846 610268129 610350601 607001164 610362475 607001662 607001220  
607001014 607001966  
607000395 607000196 610319848 607001588 607001775 610264307 607001852

- c. CSE/CPSE (Committee on Pre-school Special Education) Recommendations 2016-17  
607001935 607001167 607002038 607002017 607001846 607002036 607002249 607002242 607001872  
607001145 607002096 607002269 607001297 607001728 607002244 607002182 607001897 607001369  
607002139 607002204 607001360 607001681 607001844 607000960 610393956 607001113 607001082

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

**Moved by Mr. Natoli, seconded by Mr. Sidebottom. Discussion: None**

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

**5. OLD BUSINESS: None**

**6. NEW BUSINESS:**

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

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

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

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

- b. Acceptance of Building Condition Survey

**RESOLVED, upon the recommendation of the Facilities Committee to approve the Building Condition Survey as presented.**

**Moved by Mr. Sidebottom, seconded by Ms. Gregory. Discussion: None**

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

- c. Approval of Police Fueling Agreement

**RESOLVED, upon the recommendation of the Superintendent to approve the Police Fueling Agreement as presented.**

**Moved by Ms. Griffin, seconded by Mr. Sidebottom. Discussion: None**

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

- d. Approval of Utilization of Employee Retirement Reserve 2015-16 Fiscal Year

**RESOLVED, upon the recommendation of the Business Office to approve the Utilization of the Employee Retirement Reserve 2015-16 Fiscal Year as presented.**

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

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

- e. Approval of Reduction of Reserve for Liability

**RESOLVED, upon the recommendation of the Business Office to approve the Reduction of Reserve for Liability as presented.**

**Moved by Mr. Sidebottom, seconded by Mr. Natoli. Discussion: None**

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

- f. Approval of Utilization of Employee Benefit Accrued Liability Reserve

**RESOLVED, upon the recommendation of the Superintendent to approve the Utilization of Employee Benefit Accrued Liability Reserve as presented.**

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

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

- g. Accept \$100K Project Bid Award from Bouley Associates Inc., 265 Genessee St., Auburn, NY

**RESOLVED, upon the recommendation of the Superintendent to accept the \$100K Project Bid Award from Bouley Associates Inc., 265 Genessee St., Auburn, NY as presented.**

Moved by Mr. Sidebottom, seconded by Ms. Griffin. Discussion: The contract award is \$73, 000.00 plus fees and permits

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

- h. Planning Approval Extended Field Trip – Senior High Concert Band to Sandusky, Ohio to perform at the Rock and Roll Hall of Fame

**RESOLVED**, upon the recommendation of the Superintendent to approve the planning of an Extended Field Trip – Senior High Concert Band to Sandusky, Ohio to perform at the Rock and Roll Hall of Fame as presented.

Moved by Ms. Van Donsel, seconded by Ms. Griffin. Discussion: There needs to be one chaperone per eight students. There are seven chaperones needed for this trip. If a parent is a chaperone, he/she has to go through the volunteer background check.

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

- i. 1<sup>st</sup> Reading District Mentorship Plan

**RESOLVED**, upon the recommendation of the Superintendent to approve the 1<sup>st</sup> Reading of the District Mentorship Plan as presented.

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

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

- j. Approval of Professional Development Plan

**RESOLVED**, upon the recommendation of the Superintendent to approve the Professional Development Plan as presented.

Moved by Mr. Sidebottom, seconded by Mr. Natoli. 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 11.76.

Moved by Ms. Gregory, seconded by Mr. Natoli. Discussion: Sad to see Linda Slade leave

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 1181, and 1182.

Moved by Ms. Griffin, seconded by Mr. Natoli. Discussion: There wasn't a summer lottery because all that applied were able to work.

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

- c. Approval of Administrative and Instructional Personnel Appointments

**RESOLVED**, upon the recommendation of the Superintendent of Schools, to approve the appointments for Administrative and Instructional Personnel as presented on Schedules of Appointment 2412, 2413, 2414, 2415, and 2416.

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

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

**8. LEADERSHIP REPORTS:**

- a. Director of Business Services - none
- b. Assistant Superintendent for Pupil and Personnel Services - absent
- c. Director of Curriculum and Instruction - none
- d. Director of Special Education - none
- e. Superintendent – Mr. Hoose asked the Board to look over the Community Chain of Contact before the next Board meeting. – Katie Finn is working on the website. Take a look. – Transportation Efficiency

Study update; we should have a routing report in a couple of weeks. In order to transport all students, we would need about eight additional buses and drivers. – We are adding a .5 math teacher for Virgil and have hired a .4 technology instructor.

9. **BOARD MEMBER ACTIVITIES** – High School graduation rehearsal, High School graduation – Barry School 6<sup>th</sup> grade graduation, Virgil kindergarten graduation, Lion King at Parker School – Healthy N.Y. – Senior walk at Barry School
10. **AUDIENCE PARTICIPATION:** (Individuals are requested to keep their comments to two-minutes per speaker). – Lisa Derado from the Teacher Center recognized Kristie Bliss and said the teacher center is trying to move to the Beard Building on Main Street. Their tentative hours are Monday through Friday from 1:00 p.m. – 6:00 p.m. More to follow.
11. **NEXT MEETING AGENDA REVIEW** – 2<sup>nd</sup> Reading Code of Conduct – 2<sup>nd</sup> Reading Attendance Policy – 2<sup>nd</sup> Reading District Mentorship Plan
12. **EXECUTIVE SESSION (If needed)**  
In accordance with Public Officer's Law Section 96, Subdivision 1, Ms. Davis-Howard called for an Executive Session at 7:59 p.m. to discuss the medical, financial, credit or employment history of a particular person.  
Moved by Ms. Gregory, seconded by Ms. Griffin. Discussion: None  
Final Vote: Yes – 6, No – 0. Motion Carried.  
The Executive Session adjourned at 8:47 p.m..  
Moved by Mr. Natoli, 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 8:48 p.m.  
Moved by Ms. Griffin, seconded by Mr. Natoli. Discussion: None  
Final Vote: Yes – 6, No – 0. Motion Carried.

7.2

Category: 7000 Students

7110

Policy: 7110

Adopted: Last Revised:

Type:

09/08/98

05/31/16

Title: **Attendance**

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## Comprehensive Student Attendance Policy - Cortland Enlarged City School District

### I. Philosophy Statement

Class attendance within the Cortland Enlarged City School District is recognized as an integral component of instruction and the learning experience. Achievement is a measurement of what a student knows, what he/she can do, and how well the student participates in class. These measurable student outcomes are criteria for excellence and are heavily attendance dependent. Accountability for learning begins with classroom attendance. Therefore, attendance in school must be a top priority.

Regular attendance contributes to improved academic performance, and promotes continuity and reinforcement of learning, and contributes to the social and emotional well-being of students. Student diligence and dedication to regular periods of instruction help establish a discipline for the student. This is important in developing positive work ethic behaviors necessary to be career and/or college ready. It is toward these ends that the Cortland Enlarged City School District Attendance Regulations for students are directed.

Therefore, each student has the responsibility to attend all regularly scheduled classes and to participate fully in class experiences and activities. Further, it is the student's responsibility to make up classes and/or work from which he/she has been absent in a timely manner.

It is the shared responsibility of the school and the home to assist students in developing the desirable habits of punctuality and attendance. Written procedures are established at the Universal Pre-K, elementary, and secondary levels to ensure accountability for all students in accordance with the laws of the State of New York.

## II. Objectives

The objectives of the CECSD Comprehensive Student Attendance Policy are:

To ensure student attendance as required by Education Law 3205, 3208, 3211, 3212

To reinforce attendance as a critical factor in school success for students

To increase student accountability leading to college and/or career readiness

To monitor safety for all students

To determine the district's average daily attendance for State Aid purposes.

To identify attendance patterns in order to design attendance improvement efforts.

## III. Definitions

Whenever used within the Comprehensive Student Attendance Policy, the following terms shall mean:

Scheduled Instruction: Every period that a pupil is scheduled to attend instructional or supervised study activities during the course of a school day.

Absent: The pupil is not present for the period of the pupil's scheduled instruction.

Tardy to Class: The pupil arrives later than the starting time of the pupil's scheduled instruction.

Tardy to School: The pupil arrives later than the starting time of school.

Early Departure: The pupil leaves prior to the end of the pupil's scheduled instruction.

Present: The pupil is in attendance for the period of scheduled instruction.

Excused Absence: Any absence, tardiness or early departure for which the pupil has a valid school approved excuse. Such excused absences may include, but are not limited to: personal illness, death in the family, religious observance, quarantine, required court appearances, attendance at health clinics or other medical appointments for student\*, college visits, military obligations, impassable roads as determined by school transportation, absences approved in advance by the principal, and other reasons as may be approved by the Commissioner of Education.



\* Please note that although staff shall cooperate with parents in requests for pupil absences for dental and medical services, the Board strongly requests parental effort to schedule such appointments in free time or after school. If such scheduling is not possible, advance notice should be given to the school by the parents. Further, parents are strongly encouraged to return the student to school, following appointments as possible, to continue his/her participation in remaining classes.

Unexcused Absence: Any absence, tardiness or early departure for which the pupil has no valid school approved excuse. Such unexcused absences may include, but are not limited to: oversleeping, baby-sitting, shopping/personal errands, family vacation/travel, needed at home, skipping class, job interview, hunting/fishing, motor vehicle appointment, non-specific family emergency, missing the bus, and any other absence that is not excused.

Perfect Attendance: The pupil is in attendance every period of instruction during the entire school year. A student participating in a school sponsored activity will be counted in attendance and retains responsibility for missed work. Exceptions will be allowed for religious observance.

#### **IV. Coding System:**

A = Absent Excused - Period  
D = Early Dismissal  
E = Returned  
F = Full Day Absence Excused  
G = Full Day Absence Unexcused  
GG = Guidance  
H = In School Suspension  
K = Unexcused Early Departure  
LE = Late to School Excused  
LU = Late to School Unexcused  
M = Medical Tutored  
ML = Music Lesson  
N = Nurse's Office  
O = Sent to Office  
P = Placement Tutoring  
R = Truant  
S = Suspended Out of School  
T = Tardy Excused - Period



U = Absent Unexcused - Period  
V = Tardy Unexcused - Period  
X = Educational Event  
Y = Suspended with Tutor  
Z = Time Out Room

## **V. Strategies and Incentives:**

A. Strategies: In order to encourage student attendance, the following strategies shall apply:

1. Create and maintain a positive school building culture by fostering a positive environment.
2. Develop and maintain a Comprehensive Student Attendance Plan based upon the recommendations of a broadly representative District Policy Development Team.
3. Maintain accurate record keeping using a Register of Attendance to record presence, absence, tardiness or early departure of all pupils.
4. Utilize data analysis systems to track individual pupil attendance, and identify trends in student attendance.
5. Develop early intervention strategies to improve school attendance for all pupils.
6. Develop collaborative community supports.

B. Incentives: Individual schools will implement classroom and school-wide based incentive programs for excellent attendance. Examples, including but not limited to those listed below, may occur in schools:

1. Attendance honor rolls to be posted in prominent places in District buildings, included in District newsletters, community newsletters and sent to individual students and parents.
2. Attendance awards such as roaming trophies, certificates, banners, and reward parties to be provided as recognition of students or a class, as appropriate.
3. Grade level awards in individual buildings for best attendance.
4. School-wide and classroom bulletin boards highlighting excellent attendance.

### **C. Intervention Strategies**

The Building Principal shall review student attendance records as per district procedures, address identified patterns of unexcused pupil absence, tardiness, and early departure, and review current intervention methods. Intervention strategies, may include, but are not limited to:

1. Student Centered Support
  - Problem Solving Meetings
  - Parental Contact
  - Student Attendance Plans
2. Written or verbal notice to address chronic attendance problems.
3. Parent conferences to address chronic attendance problems.
4. Counseling provided to students with chronic absenteeism.
5. Referral to outside agency.

D. Notices of Absences: Parents/persons in parental relation shall be notified of their child's absence(s), tardiness or early departures. When a pupil has not been marked as present for the first period of scheduled instruction and the school has not been previously notified of the absence, the school attendance officer shall attempt to contact the pupil's parent(s) or person in parental relation to learn the nature of the pupil's absence and notify the parent that the child has not arrived at school.

E. Disciplinary Procedures: A pupil may be subject to disciplinary sanctions for unexcused absence, tardiness, or early departure as described in the Code of Conduct. Disciplinary sanctions may include, but are not limited to:

1. Verbal or written warning.
2. Parent Contact
3. Detention.
4. In-School Suspension.
5. Loss of extra-curricular privileges.
6. Involvement in the court system.

#### **VI. Attendance Officer:**

Attendance records shall be kept consistent with Education Law. The Board shall designate a person/persons as the Attendance Officer(s). The Attendance Officer(s) is/are responsible for reviewing pupil attendance records and initiating appropriate action to address unexcused pupil absence, tardiness and early departure consistent with the Comprehensive Student Attendance Policy.

Legal Reference: Education Law 3205, 3208, 3211, 3212

Adopted: 9/8/1998

Revised: 7/2/2002; 8/26/2003; 6/27/2006, 7/17/07, 7/15/2008, 8/12/2015, 5/31/2016



Enlarged City School District

## Collaborative Attendance Procedure Elementary 2016-2017

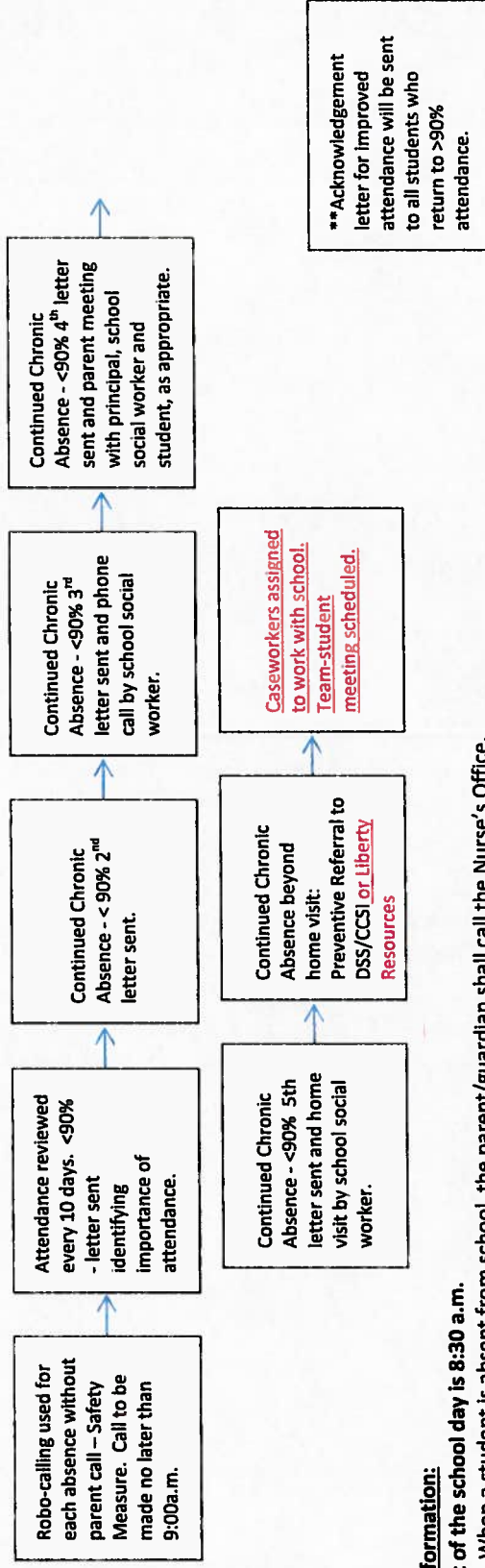


### Response to Absence Procedures:

**Purpose:** To support students and families who are struggling with chronic absenteeism in a supportive, collaborative manner. Bright futures begin with good school attendance! To that end, the school, families and community partners will work to reduce chronic absenteeism through early intervention and supports.

**Chronic Absenteeism:** Students missing 10% of the school days, for any reason, whether excused or unexcused. These days can be consecutive or not. It is important to note: students who miss a couple days of school each month can be considered chronically absent.

**\*The flow chart below is a guide; steps and actions may vary based on circumstances.**



### Absence General Information:

- The start of the school day is 8:30 a.m.
- When a student is absent from school, the parent/guardian shall call the Nurse's Office.
- The parent/guardian shall send a written excuse explaining the student's absences upon the student's return.
- Any student absent for 5 consecutive days without a physician's verification will be referred to a school social worker.
- A physician's excuse must be filed in the school nurses' office for any absence exceeding 6 consecutive days.
- Anticipated absences of more than 2 weeks should be referred for home tutoring.
- SSW and/or Principal should be notified at each step in case they are aware of extenuating circumstances that would excuse the family from this process.
- At any point in this process if a child's school attendance is having a negative impact on his school performance or emotional well-being a CPS report can be made



Enlarged City School District



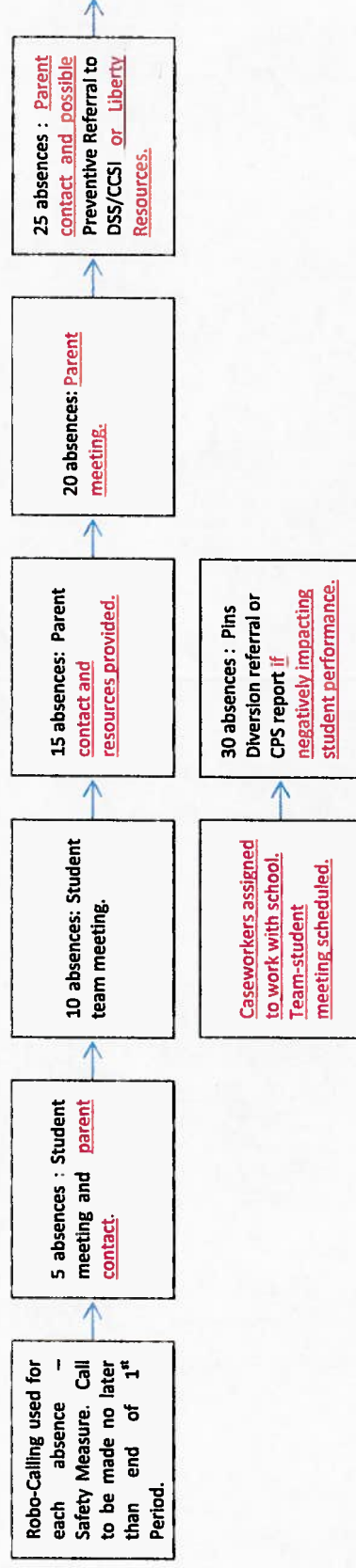
## Collaborative Attendance Procedure Cortland Jr. Sr. High School 2016-2017

### Response to Absence Procedures:

**Purpose:** To support students and families who are struggling with chronic absenteeism in a supportive, collaborative manner. Bright futures begin with good school attendance! To that end, the school, families and community partners will work to reduce chronic absenteeism through early intervention and supports.

**Chronic Absenteeism:** Students missing 10% of the school days, for any reason, whether excused or unexcused. These days can be consecutive or not. It is important to note: students who miss a couple days of school each month can be considered chronically absent.

**\*The flow chart below is a guide; steps and actions may vary based on circumstances.**

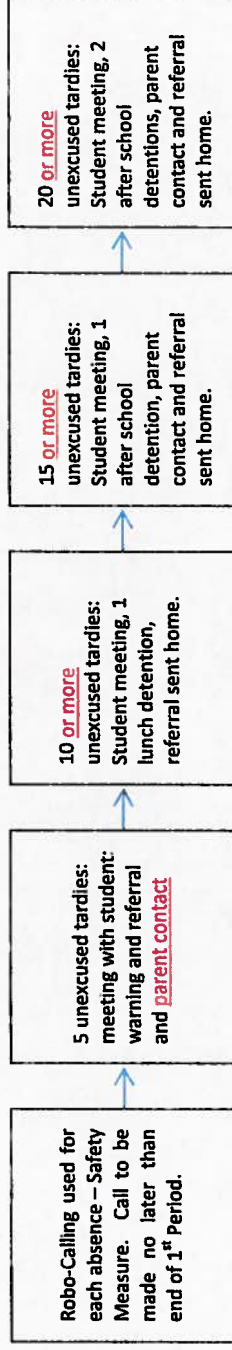


### Absence General Information:

- The start of the school day is 7:45a.m.
  - When a student is absent from school, the parent/guardian shall call the Attendance Office, 758-4110, ext 1326/1327
  - The parent/guardian shall send a written excuse explaining the student's absences upon the student's return.
  - Any student absent for 5 consecutive days without a physician's verification will be referred to a school social worker.
  - A physician's excuse must be filed in the school nurses' office for any absence exceeding 6 consecutive days.
  - Anticipated absences of more than 2 weeks should be referred for home tutoring.
  - SSW and/or Principal should be notified at each step in case they are aware of extenuating circumstances excusing the family from this process.
  - At any point in this process if a child's school attendance is having a negative impact on his school performance or emotional well-being a CPS report can be made.



### Response to Tardiness Procedures:



### School Tardiness General Information:

- The school day begins at 7:45.
  - Any student arriving to school after 7:45 must report to the attendance office with a written excuse for being tardy.
  - Students arriving late to school will receive a pass signed by the Attendance Office. This pass will admit the student to class.
  - Penalties for unexcused tardies will be as follows:
    - 1<sup>st</sup> Referral – Warning
    - 2<sup>nd</sup> Referral – Lunch Detention
    - 3<sup>rd</sup> Referral – After School Detention and Parent Contact
    - 4<sup>th</sup> Referral – 2 After School Detentions and Parent Contact

7/1/2016

**Cortland Enlarged City School District  
Tax Warrant 2016-17**

**School only 2016-17**

Tax Levy \$ 17,006,932.00  
Tax Rate on True \$ 18.21

2015

Town	Assessed Value	Clergy Exemption	Assessed Value	Equalizat Rate	True Value	Proportion of True Value	Proportion Used	Tax Rate per 1000 Assessed
Cortland	533,538,019.00	6,000.00	533,544,019.00	0.98	544,432,672.45	0.583070366	\$ 9,916,238.06	18.585813
Cortlandville	226,188,490.00		226,188,490.00	1.00	226,188,490.00	0.242240799	\$ 4,119,772.80	18.213892
Harford	1,816,413.00		1,816,413.00	1.00	1,816,413.00	0.001945322	\$ 33,083.95	18.213892
Lapeer	1,565,900.00		1,565,900.00	0.995	1,573,768.84	0.001685457	\$ 28,664.46	18.305419
Virgil	158,895,172.00		158,895,172.00	1.00	158,895,172.00	0.170171760	\$ 2,894,099.55	18.213892
Dryden	827,565.00		827,565.00	1.00	827,565.00	0.000886296	\$ 15,073.18	18.213892
	922,831,559.00		922,837,559.00		933,734,081.29	1.000000000	\$ 17,006,932.00	

**Library only 2016-17**

Tax Levy \$ 370,775.00  
Tax Rate on True \$ 0.40

Town	Assessed Value	Clergy Exemption	Assessed Value	Equaliz Rate	True Value	Proportion of True Value	Proportion Used	Tax Rate per 1000 Assessed
Cortland	533,538,019.00	6,000.00	533,544,019.00	0.98	544,432,672.45	0.583070366	\$ 216,187.91	0.405197
Cortlandville	226,188,490.00		226,188,490.00	1.00	226,188,490.00	0.242240799	\$ 89,816.83	0.397088
Harford	1,816,413.00		1,816,413.00	1.00	1,816,413.00	0.001945322	\$ 721.28	0.397088
Lapeer	1,565,900.00		1,565,900.00	0.995	1,573,768.84	0.001685457	\$ 624.93	0.399084
Virgil	158,895,172.00		158,895,172.00	1.00	158,895,172.00	0.170171760	\$ 63,095.43	0.397088
Dryden	827,565.00		827,565.00	1.00	827,565.00	0.000886296	\$ 328.62	0.397088
	922,831,559.00		922,837,559.00		933,734,081.29	1	\$ 370,775.00	

**Cortland Enlarged City School District  
Tax Warrant 2016-17**

## Library & School 2016-17

Tax Levy \$ 17,377,707.00  
Tax Rate on True \$ 18.61

Town	Assessed Value	Clergy Exemption	Assessed Value	Equaliz Rate	True Value	Proportion of True Value	Proportion Used	Tax Rate per 1000 Assessed
Cortland	533,538,019.00	6,000.00	533,544,019.00	0.98	544,432,672.45	0.583070366	\$ 10,132,425.98	18.99101
Cortlandville	226,188,490.00		226,188,490.00	1.00	226,188,490.00	0.242240799	\$ 4,209,589.63	18.61098
Harford	1,816,413.00		1,816,413.00	1.00	1,816,413.00	0.001945322	\$ 33,805.23	18.61098
Lapeer	1,565,900.00		1,565,900.00	0.995	1,573,768.84	0.001685457	\$ 29,289.38	18.7045
Virgil	158,895,172.00		158,895,172.00	1.00	158,895,172.00	0.170171760	\$ 2,957,194.99	18.61098
Dryden	827,565.00		827,565.00	1.00	827,565.00	0.000886296	\$ 15,401.80	18.61098
	922,831,559.00		922,837,559.00		933,734,081.29	1.000000000	\$ 17,377,707.00	

Melissa Davis-Howard

Janet Griffin

John Natoli

Alane Van Donsel

Daniel Sidebottom

Judith Murphy

Christine Gregory

# 7.d

## AGREEMENT FOR FACILITY USE AND PROVISION OF ANCILLARY SERVICES – SCHOOL YEAR

This Agreement made this 1<sup>st</sup> day of September, 2016, by and between the Board of Cooperative Educational Services, Sole Supervisory District, Onondaga, Cortland & Madison Counties, 110 Elwood Davis Rd., Liverpool, NY 13088 (USPS: PO Box 4754, Syracuse, New York 13221) (hereinafter the "BOCES") and Cortland Enlarged City School District, 1 Valley View Drive, Cortland, NY 13045 (hereinafter the "Lessor").

<b>1. <u>Property to be Leased:</u></b>	Rooms at: Cortland High School (1) = 1 Total Room
<b>2. <u>Term of Lease:</u></b>	Ten (10) months commencing September 1, 2016 and expiring midnight, June 30, 2017.
<b>3. <u>Payment Terms:</u></b> <div style="display: flex; justify-content: space-between;"> <div> \$5,000 annual rent per classroom  \$2,500 annual fee per classroom for ancillary services  (such as gym and art for the Exceptional Education classrooms) </div> <div> Total 1 room = \$5,000.00  Total 1 room = \$2,500.00   <b>TOTAL: <u>\$7,500.00</u></b>  Three payments: December 1, 2016, March 1, 2017, June 1, 2017 </div> </div>	
<b>4. <u>Intended Use of Property by BOCES:</u></b>	Special Education
<b>5. <u>Services to be Furnished by the Lessor:</u></b>	<b><u>Facilities:</u></b> <ul style="list-style-type: none"> <li>Heat, air conditioning (if available), electricity, custodial services (including paper supplies)</li> <li>Normal maintenance and minor repairs</li> <li>Telephone with long distance access</li> <li>Network technology/Internet access (available no less than one week prior to start of school)</li> <li>Access to computer lab and library</li> <li>Access to a photocopy machine</li> <li>Access to Interactive Whiteboard if installed in room</li> </ul> <b><u>Ancillary:</u></b> <ul style="list-style-type: none"> <li>Nursing Services</li> <li>All services relating to mainstreaming as identified in each student's IEP</li> <li>Access to breakfast and lunch programs</li> <li>Access to guidance counselors as needed for scheduling</li> <li>Network technology support</li> </ul>
<b>6. <u>Services to be Furnished by the BOCES:</u></b>	<ul style="list-style-type: none"> <li>Instructional staff</li> <li>Instructional equipment</li> <li>Classroom furniture unless district offers to include with room at no additional cost</li> <li>Classroom technology equipment unless alternate arrangements are made with OCM BOCES Administrator</li> <li>Support for OCM BOCES technology equipment</li> </ul>
<b>7. <u>Insurance:</u></b>	The BOCES shall provide liability insurance in the amount of \$1,000,000 comprehensive general liability with a \$5,000,000 umbrella for any claims with respect to its actions.
<b>8. <u>Indemnification:</u></b>	In the event that a student is injured while participating in any ancillary service provided by the Lessor, the Lessor shall hold the BOCES harmless for such claim and shall indemnify the BOCES for any damages paid or judgment rendered against the BOCES, including any legal fees and costs incurred by the BOCES in defending such claims.

**ONONDAGA-CORTLAND-MADISON BOCES**

**CORTLAND ENLARGED CITY SCHOOL DISTRICT**

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Date





## CORTLAND ENLARGED CITY SCHOOL DISTRICT

1 Valley View Drive  
Cortland, New York 13045

Kimberly Vile  
Director of Business Services  
kvile@cortlandschools.org

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

To: Michael Hoose, Superintendent  
From: Kimberly Vile, Director of Business Services *KAV*  
Date: July 1, 2016  
Re: Surplus Buses

It is the recommendation of the Business Office to surplus the following buses. It is further recommended to trade in the buses resulting in a reduced purchase price of the new buses that were approved to be purchased during the 2016-17 school year as noted below. Trading in the higher mileage buses for newer models with enhanced safety features and current warranties assists us with providing the safest way to transport students and the most cost efficient way to maintain our fleet.

Bus #22	21 Passenger with Wheelchair lift	Trade value	\$2,500
Bus #25	66 Passenger	Trade value	\$5,000
Bus #27	66 Passenger	Trade value	\$7,500
Bus #28	66 Passenger	Trade value	\$7,500
Bus #30	66 Passenger	Trade value	\$13,500

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



## CORTLAND ENLARGED CITY SCHOOL DISTRICT

1 Valley View Drive  
Cortland, New York 13045

Kimberly Vile  
Director of Business Services  
kvile@cortlandschools.org

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

To: Michael Hoose, Superintendent  
From: Kimberly Vile, Director of Business Services *KAV*  
Date: July 1, 2016  
Re: Repair Reserve Utilization

It is the recommendation of the Business Office to approve the utilization of up to \$81,905 to be utilized out of the repair reserve to complete the work noted below. This resolution will occur after the public hearing that will be held on July 5<sup>th</sup>.

### Repair Reserve Projects 2016/2017


Project description	School	Estimated cost
New water softener	High school	\$6,000.00
Tennis court fence repair - gates	High school	\$5,000.00
Painting upper gym	High school	\$9,400.00
Roofing - AHU10	High school	\$2,540.00
Roofing - Parker kitchen exhaust	Parker	\$675.00
Barry wall panels	Barry	\$1,890.00
Concrete cutting - sidewalks	High school	\$2,470.00
Concrete cutting - sidewalks	Randall	\$2,240.00
Concrete cutting - sidewalks	Smith	\$920.00
Concrete cutting - sidewalks	Virgil	\$920.00
Parking lot sealing & striping	High school	\$31,100.00
Parking lot sealing & striping	Kaufman Center	\$11,000.00
Parking lot repairs	Virgil	\$2,700.00
Parking lot repairs & sidewalks	High school	\$3,800.00
Window seal replacement	Randall	\$1,250.00
<b>Total</b>		<b>\$81,905.00</b>

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

Administrative Services

6820 Thompson Road  
P.O. Box 4754  
Syracuse, NY 13221  
PHONE: (315) 433-2614  
FAX: (315) 437-4816

# Memo

**To:** School Business Officials  
**From:** Deborah Ayers   
**Date:** June 20, 2016  
**Re:** 2016-2017 Certification of Initial Contract (AS-7)

DUE: JULY 25, 2016

Needs your Board of Education  
Approval

Attached below is a copy of the OCM BOCES Certification of Initial Contract (AS-7) for the 2016-2017 school year. Please note that the amounts indicated in the "Adjustments To Date" column represent amounts that were unit cost changes from other BOCES and also your request/changes to the other BOCES. In addition, you will see the change in Rental and Capital Budget which nets to a \$0.

Please have your President and/or Clerk of the Board sign and return one (1) copy to our Business Office by **JULY 25, 2016**. Please retain a copy for your files.

The contract reflects the revenue approved by the OCM BOCES Board of Education on May 19, 2016. **Please do not make any adjustments to this contract.** Adjustments for the 2016-2017 school year will be processed and be reflected throughout the year in your billing and in your final contract.

Please note that by signing the AS-7 your district is authorizing the 2016-2017 Unit Cost Methodology.

If you have any questions, do not hesitate to contact me at (315) 433-2614.

Thank you for your assistance in this matter.

DA:dz

RECEIVED  
JUN 21 2016

CORTLAND CITY SCHOOL  
DISTRICT BUSINESS OFFICE

ONONDAGA-CORTLAND-MADISON BOCES  
6820 THOMPSON ROAD  
SYRACUSE, NY 13211

Contract for Cooperative Educational Services

THIS AGREEMENT made this 1st day of July, 2016 by and between the ONONDAGA-CORTLAND-MADISON BOCES, party of the first part, and Cortland City SD, party of the second part.

WITNESSETH, That whereas party of the first part has been duly authorized to provide the approved Services below and has been authorized to enter into agreements with boards of education and school trustees, under the provisions of sections 1950-51 of the Education Law.

NOW THEREFORE, The said party of the first part hereby agrees to provide to the party of the second part the following Services during the 2016-17 school year at the indicated cost:

Program/ Serial No.	Service	Basis for Current Contract				Initial Contract	Adjustments To Date	Current Contract
		Quantity/ Share	Unit Cost	Cost Basis	Current Fixed Cost			
001.010	Administration	2,705.0000	31.2600	RWADA	11.26	84,569.56	0.00	84,569.56
002.010	Rental of Facilities	2,705.0000	35.0500	RWADA	6.16	94,816.41	0.00	94,816.41
002.020	Capital Facilities	2,705.0000	7.4900	RWADA	17.92	20,278.37	0.00	20,278.37
101.000	Career & Tech Educ	97.4000	8,177.0000	Per FTE	0.00	796,439.80	0.00	796,439.80
101.700	New Vision	9.0000	8,177.0000	Per FTE	0.00	73,593.00	0.00	73,593.00
208.490	Turning Pt Day Treat TST	0.0000	0.0000	X-CONTRACT	88,125.13	88,125.13	0.00	88,125.13
224.100	STAR	12.0000	21,016.0000	Per FTE	0.00	252,192.00	0.00	252,192.00
224.745	STAR Related Services Therapists	24.0458	0.0000		103,652.00	103,652.00	0.00	103,652.00
224.746	STAR Teaching Assistants	105.0000	0.0000		163,800.00	163,800.00	0.00	163,800.00
263.100	TEAM (Multiply Handicapped)	14.0000	33,792.0000	Per FTE	0.00	473,088.00	0.00	473,088.00
263.200	SKATE	5.0000	33,792.0000	PER FTE	0.00	168,960.00	0.00	168,960.00
263.745	TEAM Related Services Therapists	48.9423	0.0000		239,785.22	239,785.22	0.00	239,785.22
263.746	TEAM Teaching Assistants	177.0000	0.0000		276,120.00	276,120.00	0.00	276,120.00
280.100	Hearing Impaired - Deaf (1.0)	1.0000	33,245.0000	Per FTE	1.00	33,246.00	0.00	33,246.00
280.745	Deaf Related Service Therapists	3.3334	0.0000		14,600.00	14,600.00	0.00	14,600.00
280.746	Deaf Teaching Assistants	6.2500	0.0000		9,750.00	9,750.00	0.00	9,750.00
293.100	SED	15.0000	35,099.0000	Per FTE	0.00	526,485.00	0.00	526,485.00
293.745	SED Related Services Therapists	14.7900	0.0000		44,355.59	44,355.59	0.00	44,355.59
293.746	SED Teaching Assistants	30.0000	0.0000		46,800.00	46,800.00	0.00	46,800.00
337.010	Physical Therapist	0.7000	94,691.0000	Per FTE	0.00	66,283.70	0.00	66,283.70
340.340	Visually Impaired	2.7584	0.0000	PER HOUR	19,640.00	19,640.00	0.00	19,640.00

**ONONDAGA-CORTLAND-MADISON BOCES**  
**6820 THOMPSON ROAD**  
**SYRACUSE, NY 13211**

**Contract for Cooperative Educational Services**

ONONDAGA-CORTLAND-MADISON BOCES Cortland City SD		School Year 2016-17							
Program/ Serial No.	Service	Basis for Current Contract					Initial Contract	Adjustments To Date	Current Contract
		Quantity/ Share	Unit Cost	Cost Basis	Current Fixed Cost				
358.010	Related Service-Audiology,APE	0.3800	110,310.0000	Per FTE	0.00	41,917.80	0.00	41,917.80	
358.020	Audiology Evaluations	25.0000	143.0000	Per Hour	0.00	3,575.00	0.00	3,575.00	
360.360	Itinerant Teacher of the Deaf	9.1667	0.0000	PER HOUR	76,267.00	76,267.00	0.00	76,267.00	
403.010	Adirondack/Marine Studies	13.0000	800.0000	Per Student	0.00	10,400.00	0.00	10,400.00	
405.010	Alternative Education								
405.010.150	CAS	11.0000	14,076.0000	Per FTE	0.00	154,836.00	0.00	154,836.00	
405.120	Seven Valleys New Tech Academy	14.0000	16,343.0000	Per FTE	0.00	228,802.00	0.00	228,802.00	
406.010	Summer School	139.0000	310.0000	Per Student	0.00	43,090.00	0.00	43,090.00	
406.012	Summer School SWD	70.0000	450.0000	Per Student	0.00	31,500.00	0.00	31,500.00	
406.030	Summer Sch Exams w/o modifications	43.0000	60.0000	Per Exam	0.00	2,580.00	0.00	2,580.00	
406.040	Summer Sch Exams w/ modifications	33.0000	80.0000	Per Exam	0.00	2,640.00	0.00	2,640.00	
411.490	Hospital Based TST	0.0000	0.0000	X-Contract	720.00	720.00	0.00	720.00	
412.490	Performing Arts Base Cayuga	1.0000	2,075.0000	X-CONTRACT	0.00	2,075.00	0.00	2,075.00	
412.491	Performing Arts Agreement Cayuga	0.0000	0.0000	X-Contract	35,610.00	35,610.00	0.00	35,610.00	
416.490	Performing Arts Base - Oswego	1.0000	2,695.0000	X-CONTRACT	0.00	2,695.00	0.00	2,695.00	
416.491	Performing Arts Requests - Oswego	0.0000	0.0000	X-CONTRACT	23,084.00	23,084.00	0.00	23,084.00	
416.492	Performing Arts Srv Chg - Oswego	0.0000	0.0000	X-CONTRACT	3,554.94	3,554.94	0.00	3,554.94	
417.490	Exploratory Enrich Base- Oswego	1.0000	1,200.0000	X-CONTRACT	0.00	1,200.00	0.00	1,200.00	
417.491	Exploratory Enrich Requests Oswego	0.0000	0.0000	X-CONTRACT	4,745.00	4,745.00	0.00	4,745.00	
417.492	Exploratory Enrich Srv Chg Oswego	0.0000	0.0000	X-CONTRACT	626.34	626.34	0.00	626.34	
450.490	Distance Learning TST BOCES	0.0000	0.0000	X-CONTRACT	2,250.00	2,250.00	0.00	2,250.00	
456.010	High School Equivalency	3.0000	4,034.0000	Per FTE	0.00	12,102.00	0.00	12,102.00	
463.020	Equivalent of Attendance - McEvoy	37.2500	6.0000	Per Hour	0.00	223.50	0.00	223.50	

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**Contract for Cooperative Educational Services**

ONONDAGA-CORTLAND-MADISON BOCES Cortland City SD		School Year 2016-17	
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Program/ Serial No.	Service	Basis for Current Contract				Initial Contract	Adjustments To Date	Current Contract
		Quantity/ Share	Unit Cost	Cost Basis	Current Fixed Cost			
465.490	EOA TST BOCES	0.0000	0.0000	X-Contract	667.31	667.31	0.00	667.31
472.010	E-Learning Connect							
472.010.001	E-Learning Connect	1.0000	3,650.0000	Base Fee	0.00	3,650.00	0.00	3,650.00
472.020	E-Learning Connect-Other Charges							
472.020.001	E-Learning Con-Virtual Field Trip	1.0000	0.0000		1,000.00	1,000.00	0.00	1,000.00
472.030	E-Learning Connect - Applications							
472.030.001	Pearson On-Line Learning (Base Fe	1.0000	2,400.0000	Base Fee	0.00	2,400.00	0.00	2,400.00
472.030.002	Pearson On-Line Learning (License	1.0000	0.0000		6,500.00	6,500.00	0.00	6,500.00
504.490	Access To College Ed TST	0.0000	0.0000	X-Contract	4,721.00	4,721.00	0.00	4,721.00
506.490	School Improvement TST	0.0000	0.0000	X-Contract	400.00	400.00	0.00	400.00
508.020	Continuing Contract	8.0000	2,950.0000	Per Teacher	0.00	23,600.00	0.00	23,600.00
508.030	Teacher Leader Services	1.0000	15,000.0000	Per District	0.00	15,000.00	0.00	15,000.00
508.050	Leveled Literacy Intervention							
508.050.010	Cost w/o training materials	2.0000	1,663.0000	Per Person	0.00	3,326.00	0.00	3,326.00
508.050.056	Intermed & 6-12 Training Only	3.0000	1,236.0000	Per Person	0.00	3,708.00	0.00	3,708.00
521.011	Instructional Graphics	1.0000	0.0000		75,000.00	75,000.00	0.00	75,000.00
540.010	Film/Video Library							
540.010.001	mediaCONNECT	2,705.0000	7.1500	Per RWADA	0.00	19,340.75	0.00	19,340.75
541.010	Technical Services							
541.010.001	Technical Srvc & AV Repair	2,705.0000	9.8000	Per RWADA	0.00	26,509.00	0.00	26,509.00
541.021	Technical Services Repair Parts	1.0000	0.0000		825.00	825.00	0.00	825.00
547.010	CI & A Base Fee	1.0000	14,645.0000	Per District	0.00	14,645.00	0.00	14,645.00
547.011	Workshop/Days/Scoring Base							
547.011.002	Medium District 2001-5000 RWADA	1.0000	20,511.0000	Per District	0.00	20,511.00	0.00	20,511.00
547.030	Additional Workshops/Days/Scoring	0.0000	0.0000		4,983.00	4,983.00	0.00	4,983.00

**ONONDAGA-CORTLAND-MADISON BOCES**  
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**SYRACUSE, NY 13211**

**Contract for Cooperative Educational Services**

ONONDAGA-CORTLAND-MADISON BOCES Cortland City SD		School Year 2016-17			
Program/ Serial No.	Service	Basis for Current Contract			Current Contract
		Quantity/ Share	Unit Cost	Cost Basis	Current Fixed Cost
<b>547.215</b>	<b>Project Based Learning Bill at 100%</b>				
547.215.001	Components	1.0000	525.0000	Per Participant	0.00
547.310	CI & A Substitutes/Stipends	0.0000	0.0000		6,840.00
547.410	CI & A School Improvement	0.0000	0.0000		55,000.00
<b>547.500</b>	<b>Comp Ed Tech Asst Service</b>				
547.500.001	Half Day CETA Workshop	5.0000	375.0000	Per Day	0.00
547.500.002	Full Day CETA Workshop	3.0000	750.0000	Per Day	0.00
<b>547.650</b>	<b>Dignity Act</b>				
547.650.001	Components	1.0000	876.0000	Per Building	0.00
547.715	SLS Conference Bill at 100%	6.0000	105.0000	Per Person	0.00
<b>547.810</b>	<b>Science Kit Training</b>				
547.810.001	Full Science Training	68.0000	32.0000	Per Classroom	0.00
<b>562.010</b>	<b>Instructional Technology Support</b>				
562.010.010	Insurance for Technology Projects	1.0000	0.0000		5,492.01
<b>562.020</b>	<b>Tech Leases</b>				
562.020.001	Instr Technology Hardware Lease	1.0000	0.0000		210,608.57
562.020.002	Instr Technology Hardware Lease	1.0000	0.0000		158,404.13
<b>562.030</b>	<b>Printer/Copier Lease</b>				
562.030.001	Xerox Lease	1.0000	0.0000		108,492.00
562.030.003	Xerox Overage Charges	1.0000	0.0000		6,500.00
562.032	Digital Printing Managed Services	1.0000	0.0000		25,320.00
<b>562.110</b>	<b>Instructional Technology &amp; Design</b>				
562.110.002	Common Set of Learn Obj - 3 Days	1.0000	9,300.0000	Per District	0.00
562.110.005	Instr Supt & Integration-Site	0.4000	114,030.0000	Per FTE	0.00
562.110.007	On-line Application Training	1.0000	0.0000		6,079.06
<b>562.120</b>	<b>Instructional Software</b>				
562.120.001	Software Acquisitions	1.0000	0.0000		7,500.00
562.120.405	NYLeans (Base Fee)	1.0000	2,000.0000	Base Fee	0.00
562.120.406	NYLeans (License Fee)	1.0000	0.0000		12,582.00
562.120.470	Ensemble Video	1.0000	3,650.0000	Base Fee	0.00
					9,300.00
					45,612.00
					6,079.06
					7,500.00
					2,000.00
					12,582.00
					3,650.00



**ONONDAGA-CORTLAND-MADISON BOCES**  
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**SYRACUSE, NY 13211**

**Contract for Cooperative Educational Services**

ONONDAGA-CORTLAND-MADISON BOCES Cortland City SD		School Year 2016-17
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**Basis for Current Contract**

Program/ Serial No.	Service	Quantity/ Share	Unit Cost	Cost Basis	Current Fixed Cost	Initial Contract	Adjustments To Date	Current Contract
<b>562.130 Web Applications</b>								
562.130.150	Website Design(Devlpmt & Licensin	1.0000	0.0000		3,700.00	3,700.00	0.00	3,700.00
562.130.151	Website Design(Hosting & Support)	1.0000	2,200.0000	Base Fee	0.00	2,200.00	0.00	2,200.00
562.130.160	Digital Signage	1.0000	0.0000		3,200.00	3,200.00	0.00	3,200.00
562.130.170	E-Communications Support	0.0000	0.0000		17,775.00	17,775.00	0.00	17,775.00
<b>562.140 Guidance Software</b>								
562.140.062	Centris-Guid Direct (Dist License	1.0000	1,550.0000	Base Fee	0.00	1,550.00	0.00	1,550.00
562.140.065	Centris-Guid Direct (A Yr Coun Li	5.0000	150.0000	Per Counselor	0.00	750.00	0.00	750.00
<b>563.010 Model Schools</b>								
563.010.001	Model Schools (Base Fee)	1.0000	3,990.0000	Base Fee	0.00	3,990.00	0.00	3,990.00
<b>563.110 Model Schools-Subs/Stipends</b>								
563.110.001	Model Schools-Subs/Stipends	1.0000	0.0000		8,000.00	8,000.00	0.00	8,000.00
572.210	Union Catalog Service	6.0000	750.0000	Per Building	0.00	4,500.00	0.00	4,500.00
<b>572.410 Base Fee Online Library</b>								
572.410.002	Base Fee 1,501+	1.0000	850.0000	RWADA	0.00	850.00	0.00	850.00
<b>572.427 Brain Pop</b>								
572.427.001	Brain Pop Grades 3-8 Enrollment	1,113.0000	2.3000	Per Bldg Enrl	0.00	2,559.90	0.00	2,559.90
572.427.002	Brain Pop Jr. Grades K-2 Enrollment	558.0000	2.1000	Per Bldg Enrl	0.00	1,171.80	0.00	1,171.80
<b>572.428 Britannica Online</b>								
572.428.001	School Edition Bldg Enroll >=800	1,168.0000	0.5400	Per Bldg Enrl	0.00	630.72	0.00	630.72
572.428.004	Annals of American History	1.0000	355.0000	Per Building	0.00	355.00	0.00	355.00
<b>572.429 Capstone Press</b>								
572.429.012	PebGo-All 4: Anim,E&S,Bio,TBD	5.0000	1,194.0000	Per Building	0.00	5,970.00	0.00	5,970.00
572.429.050	MyOn District Special	0.0000	0.0000	Per District	27,064.00	27,064.00	0.00	27,064.00
<b>572.440 Ebsco</b>								
572.440.004	Novelist K-8 Plus (incl nonficlio	1.0000	522.0000	Per Building	0.00	522.00	0.00	522.00
572.440.008	Novelist HS Plus (incl nonfiction	1.0000	649.0000	Per Building	0.00	649.00	0.00	649.00
<b>572.449 FactCite: Lincoln Library Press Inc</b>								
572.449.002	Online 8-Database MS/HS Bundle	5.0000	872.0000	Per Building	0.00	4,360.00	0.00	4,360.00



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ONONDAGA-CORTLAND-MADISON BOCES		Cortland City SD		School Year 2016-17	
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Program/ Serial No.	Service	Basis for Current Contract				Initial Contract	Adjustments To Date	Current Contract
		Quantity/ Share	Unit Cost	Cost Basis	Current Fixed Cost			
572.455	Gale >= 501 Bldg RWADA	1.0000	2,581.0000	Per Building	0.00	2,581.00	0.00	2,581.00
572.455.002	Global Issues in Context	1.0000	4,375.0000	Per Building	0.00	4,375.00	0.00	4,375.00
572.455.012	US & World History in Context	1.0000	5,218.0000	Per Building	0.00	5,218.00	0.00	5,218.00
572.455.016	Literature Resource Center							
572.460	Grolier/Scholastic	5.0000	503.0000	Per Building	0.00	2,515.00	0.00	2,515.00
572.460.011	Trueflix	5.0000	548.0000	Per Building	0.00	2,740.00	0.00	2,740.00
572.460.014	Freedom Flix							
572.464	Noodletools	1.0000	363.0000	Per Building	0.00	363.00	0.00	363.00
572.464.002	Noodlebib >1,001							
572.469	Newsbank	1.0000	1,105.0000	Per Building	0.00	1,105.00	0.00	1,105.00
572.469.031	AH NWSP (yrs 1690-2000) MS 250-49							
572.470	Various Vendors	5.0000	383.0000	Per Building	0.00	1,915.00	0.00	1,915.00
572.470.002	Tumble Deluxe	1.0000	600.0000	Per Bldg Enrl	0.00	600.00	0.00	600.00
572.470.008	Easybib >1000	1.0000	2,268.0000	1000-1500/Bldg	0.00	2,268.00	0.00	2,268.00
572.470.054	Research Ready 1000-1500 students							
572.475	Proquest	1.0000	841.0000	Per Building	0.00	841.00	0.00	841.00
572.475.019	Culture Grams (Mid/Jr)	1.0000	1,111.0000	Per Building	0.00	1,111.00	0.00	1,111.00
572.475.020	Culture Grams (High Sch)							
572.482	Springshare, LLC	1.0000	959.0000	Per Building	0.00	959.00	0.00	959.00
572.482.002	LibGuides CMS							
572.485	Turnitin - Plagiarism Prevention	1.0000	720.0000	Base Fee	0.00	720.00	0.00	720.00
572.485.001	Base - JH/Mid/HS	1,169.0000	3.1200	Per Bldg Enrl	0.00	3,647.28	0.00	3,647.28
572.485.002	JH/Mid/HS (must incl w/base)							
572.490	World Book Encyclopedia	300.0000	0.9300	Per Bldg Enrl	0.00	279.00	0.00	279.00
572.490.004	Stud w/ Discover Bldg Enroll							
573.011	Follett-Destiny Library Auto	6.0000	1,200.0000	Per Building	0.00	7,200.00	0.00	7,200.00
573.011.003	Various Equipment /Software Fees	6.0000	150.0000	Per Building	0.00	900.00	0.00	900.00
573.011.004	Base Support Patron Uploads/Per B	0.0000	0.0000	Variable	2,880.00	2,880.00	0.00	2,880.00
573.011.006	Digital Content/Reading Programs							
584.490	K-12 Insight Eastern Suffolk	0.0000	0.0000	X-CONTRACT	16,000.00	16,000.00	0.00	16,000.00

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ONONDAGA-CORTLAND-MADISON BOCES Cortland City SD		School Year 2016-17	
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Program/ Serial No.	Service	Basis for Current Contract				Initial Contract	Adjustments To Date	Current Contract
		Quantity/ Share	Unit Cost	Cost Basis	Current Fixed Cost			
193.010	Science Kits							
593.010.001	Full Program (Grades K-6)	68.0000	860.0000	Per Classroom	0.00	58,480.00	0.00	58,480.00
101.010	Telecommunications Base Fee							
601.010.001	Telecommunications Base Service	1.0000	2,700.0000	Per District	0.00	2,700.00	0.00	2,700.00
101.060	CNY Regional Network-OCM BOCES							
601.060.001	CNY Regional Network-OCM BOCES	1.0000	49,800.0000	Per District	0.00	49,800.00	0.00	49,800.00
101.100	District Fiber Network							
601.100.001	District Fiber Network	1.0000	0.0000		60,293.00	60,293.00	0.00	60,293.00
102.010	Telephone Interconnect Service Fee							
602.010.001	Telephone Interconnect Base Servi	1.0000	3,228.0000	Base Fee	0.00	3,228.00	0.00	3,228.00
102.020	Local Telephone							
602.020.001	Telephone Interconnect-Local	1.0000	0.0000		33,000.00	33,000.00	0.00	33,000.00
102.030	Long Distance							
602.030.001	Telephone Interconnect-Long Dist	1.0000	0.0000		1,500.00	1,500.00	0.00	1,500.00
102.040	E Rate Base Application Fee							
602.040.001	E-Rate Applications-Base Service	1.0000	3,300.0000	Per District	0.00	3,300.00	0.00	3,300.00
102.050	E Rate Rwanda Application Fee							
602.050.001	E-Rate Applications - RWADA	2,705.0000	0.5800	Per RWADA	0.00	1,568.90	0.00	1,568.90
105.310	STAC Processing							
605.310	STAC Processing	0.0000	0.0000		10,000.00	10,000.00	0.00	10,000.00
106.010	Recruiting Service							
606.010	Recruiting Service	1.0000	1,107.0000	Base Fee	0.00	1,107.00	0.00	1,107.00
106.020	Recruiting Service RWADA							
606.020	Recruiting Service RWADA	2,705.0000	0.5600	RWADA	0.00	1,514.80	0.00	1,514.80
106.030	Recruiting Service Advertising							
606.030	Recruiting Service Advertising	0.0000	0.0000		7,203.75	7,203.75	0.00	7,203.75
107.490	Recruiting Service Putnam							
607.490	Recruiting Service Putnam	0.0000	0.0000	X-Contract	5,710.00	5,710.00	0.00	5,710.00
110.010	Tower							
610.010	Tower	1.0000	700.0000		0.00	700.00	0.00	700.00
112.010	Handicapped/BOCES Programs							
612.010	Handicapped/BOCES Programs	33.0000	94.0000	Per FTE	0.00	3,102.00	0.00	3,102.00

**ONONDAGA-CORTLAND-MADISON BOCES**  
**6820 THOMPSON ROAD**  
**SYRACUSE, NY 13211**

**Contract for Cooperative Educational Services**

**ONONDAGA-CORTLAND-MADISON BOCES**  
**Cortland City SD**

School Year 2016-17

Program/ Serial No.	Service	Basis for Current Contract					Initial Contract	Adjustments To Date	Current Contract
		Quantity/ Share	Unit Cost	Cost Basis	Current Fixed Cost				
15.010	Employee Calling Service	365.0000	19.5000	Per Employee	0.00		7,117.50	0.00	7,117.50
18.490	Planning Service Erie 1	0.0000	0.0000	X-Contract	2,000.00		2,000.00	0.00	2,000.00
20.010	Administrative	1.0000	0.0000		9,031.00		9,031.00	0.00	9,031.00
20.100	Financial	12,000.0000	0.1900	Per Envelope	0.00		2,280.00	0.00	2,280.00
620.100.022	Check Stuffing & Insertion	1.0000	1,100.0000	Base Fee	0.00		1,100.00	0.00	1,100.00
620.100.100	MyLearning Plan/OASYS (Base Fee)	475.0000	20.0000	Per User	0.00		9,500.00	0.00	9,500.00
620.100.101	MyLearning Plan (License Fee)	1.0000	0.0000		10,935.00		10,935.00	0.00	10,935.00
620.100.306	FM-Basic Package Maintenance	1.0000	16,115.0000	Base Fee	0.00		16,115.00	0.00	16,115.00
620.100.320	Finance Manager-Base Fee	1.0000	7.6500	RWADA	0.00		20,693.25	0.00	20,693.25
620.100.322	FM-Complete Application Support	2,705.0000	235.0000	Per Concurrent	0.00		4,230.00	0.00	4,230.00
620.100.330	FM-Server Access Fees	18.0000							
20.160	Managed Technical Support Services	0.0000	0.0000		79,000.00		79,000.00	0.00	79,000.00
620.160.010	Tier 1 Support	0.0000	0.0000		46,000.00		46,000.00	0.00	46,000.00
620.160.014	Tier 3 Support								
20.300	Operations	25.0000	30.0000	Per 1mb	0.00		750.00	0.00	750.00
620.300.006	Internet Bandwidth	25.0000	75.0000	Per Hour	0.00		1,875.00	0.00	1,875.00
620.300.302	Ntwrk Technician-Contracted Hrs	1.0000	0.0000		1,748.26		1,748.26	0.00	1,748.26
620.300.335	Insurance for Technlgy Projects	1.0000	0.0000		3,900.00		3,900.00	0.00	3,900.00
620.300.345	Lotus Notes Server Support	1.0000	20.0000	Per User	0.00		1,800.00	0.00	1,800.00
620.300.346	Lotus Notes Licenses	90.0000	1,500.0000	Base Fee	0.00		1,500.00	0.00	1,500.00
620.300.347	Lotus Notes User Training	1.0000	0.0000		8,600.00		8,600.00	0.00	8,600.00
620.300.380	Facilities Management Application	1.0000	0.0000		2,880.00		2,880.00	0.00	2,880.00
620.300.410	Visitor Management -Hardware/Stfwa	1.0000	250.0000	Per Building	0.00		1,750.00	0.00	1,750.00
620.300.411	Visitor Management - Support	7.0000	800.0000	Per Router	0.00		1,600.00	0.00	1,600.00
620.300.506	WAN Router Maintenance	2.0000	0.0000		12,409.26		12,409.26	0.00	12,409.26
620.300.522	Ronco Maintenance Contracts	1.0000	0.0000		11,714.22		11,714.22	0.00	11,714.22
620.300.603	Aristotle Licenses	1.0000	0.0000		10,931.20		10,931.20	0.00	10,931.20
620.300.705	Distributed Virus Protection	1.0000	0.0000		500.00		500.00	0.00	500.00
620.300.708	Centralized Firewall - NATing	1.0000			0.00				

**ONONDAGA-CORTLAND-MADISON BOCES**  
**6820 THOMPSON ROAD**  
**SYRACUSE, NY 13211**

**Contract for Cooperative Educational Services**

ONONDAGA-CORTLAND-MADISON BOCES Cortland City SD		School Year 2016-17
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Program/ Serial No.	Service	Basis for Current Contract				Initial Contract	Adjustments To Date	Current Contract
		Quantity/ Share	Unit Cost	Cost Basis	Current Fixed Cost			
620.300.709	Virtual Private Network (VPN)	4.0000	50.0000	Per User	0.00	200.00	0.00	200.00
<b>320.301 Computer Supplies Service</b>								
620.301.001	Computer Supplies Service	1.0000	0.0000		25,000.00	25,000.00	0.00	25,000.00
<b>320.400 Special Education</b>								
620.400.010	Centris Documt Repository/FaxDire	1.0000	0.0000		551.56	551.56	0.00	551.56
620.400.036	IEP Direct Base Fee	1.0000	0.0000		9,633.66	9,633.66	0.00	9,633.66
620.400.038	IEP Direct Annual Support	363.0000	11.0500	Per SE Pupil	0.00	4,011.15	0.00	4,011.15
620.400.039	Medicaid Direct Annual Support	1.0000	1,447.0000	Base Fee	0.00	1,447.00	0.00	1,447.00
620.400.041	Medicaid Direct - Base Fee	1.0000	0.0000		1,718.66	1,718.66	0.00	1,718.66
620.400.043	Centris Sync Integration-Ann Sftw	1.0000	0.0000		758.28	758.28	0.00	758.28
620.400.101	Application Hosting Serv Spec Edu	1.0000	1,384.0000	Annual	0.00	1,384.00	0.00	1,384.00
<b>320.600 Test Scoring</b>								
620.600.001	NYS Test Grade 3 ELA	210.0000	3.0200	Per Test	0.00	634.20	0.00	634.20
620.600.002	NYS Test Grade 3 Math	210.0000	3.0200	Per Test	0.00	634.20	0.00	634.20
620.600.005	NYS Test Grade 4 ELA	200.0000	3.0200	Per Test	0.00	604.00	0.00	604.00
620.600.006	NYS Test Grade 4 Math	200.0000	3.0200	Per Test	0.00	604.00	0.00	604.00
620.600.007	NYS Test Grade 4 Science	200.0000	3.0200	Per Test	0.00	604.00	0.00	604.00
620.600.010	NYS Test Grade 5 ELA	200.0000	3.0200	Per Test	0.00	604.00	0.00	604.00
620.600.011	NYS Test Grade 5 Math	200.0000	3.0200	Per Test	0.00	604.00	0.00	604.00
620.600.015	NYS Test Grade 6 ELA	200.0000	3.0200	Per Test	0.00	604.00	0.00	604.00
620.600.016	NYS Test Grade 6 Math	200.0000	3.0200	Per Test	0.00	604.00	0.00	604.00
620.600.017	NYS Test Grade 7 ELA	200.0000	3.0200	Per Test	0.00	604.00	0.00	604.00
620.600.018	NYS Test Grade 7 Math	200.0000	3.0200	Per Test	0.00	604.00	0.00	604.00
620.600.020	NYS Test Grade 8 ELA	200.0000	3.0200	Per Test	0.00	604.00	0.00	604.00
620.600.021	NYS Test Grade 8 Math	200.0000	3.0200	Per Test	0.00	604.00	0.00	604.00
620.600.022	NYS Test Grade 8 Science	200.0000	3.0200	Per Test	0.00	604.00	0.00	604.00
620.600.031	NYS Alternate (NYSAA)	10.0000	4.6000	Per Test	0.00	46.00	0.00	46.00
620.600.032	NYS ESL Achievement-NYSESLAT	28.0000	4.6000	Per Test	0.00	128.80	0.00	128.80
620.600.044	NYS Regent Remote Scoring Reporti	1,650.0000	1.2000		0.00	1,980.00	0.00	1,980.00
620.600.045	NYS Reg Remote-Lic Supt/Maint	4.0000	1,830.0000	Annual Fee	0.00	7,320.00	0.00	7,320.00
620.600.405	Online Vendor Scoring ELA 3-8	1,331.0000	12.5000	Per Exam	0.00	16,637.50	0.00	16,637.50
620.600.406	Online Vendor Scoring Math 3-8	1,331.0000	10.5000	Per Exam	0.00	13,975.50	0.00	13,975.50
<b>320.650 Food Service</b>								

**ONONDAGA-CORTLAND-MADISON BOCES**  
**6820 THOMPSON ROAD**  
**SYRACUSE, NY 13211**

**Contract for Cooperative Educational Services**

ONONDAGA-CORTLAND-MADISON BOCES		School Year 2016-17
Cortland City SD		

**Basis for Current Contract**

Program/ Serial No.	Service	Quantity/ Share	Unit Cost	Cost Basis	Current Fixed Cost	Initial Contract	Adjustments To Date	Current Contract
620.650.100	Nutri-kids Application Support-Ma	1.0000	0.0000		4,533.00	4,533.00	0.00	4,533.00
620.650.101	Nutri-kids Application Supt-Build	6.0000	800.0000	Per Building	0.00	4,800.00	0.00	4,800.00
620.650.104	Nutri-kids Technical Support	40.0000	75.0000	Per Hour	0.00	3,000.00	0.00	3,000.00
620.650.110	Nutri-kids Software Maint-Manager	1.0000	158.0000	Annual Fee	0.00	158.00	0.00	158.00
620.650.112	Nutri-kids Software Maint-F & R	1.0000	158.0000	Annual Fee	0.00	158.00	0.00	158.00
620.650.114	Nutri-kids Software Maint-Buildin	6.0000	168.0000	Per Building	0.00	1,008.00	0.00	1,008.00
620.650.120	Nutri-kids Equip Supt/Service-PC	8.0000	142.0000	Per Unit	0.00	1,136.00	0.00	1,136.00
620.650.122	Nutri-kids Eq Supt/Serv-Ultimate	10.0000	237.0000	Per Unit	0.00	2,370.00	0.00	2,370.00
620.650.124	Nutri-kids Equip Supt/Serv-PinPad	10.0000	58.0000	Per Unit	0.00	580.00	0.00	580.00
620.650.130	Server Hosting Fees	1.0000	1,500.0000	Annual Fee	0.00	1,500.00	0.00	1,500.00
<b>620.700 Data Warehouse</b>								
620.700.001	Data Warehouse Svcs-Level 1	2,705.0000	6.7100	RWADA	0.00	18,150.55	0.00	18,150.55
620.700.200	Data Warehouse Support Services	1.0000	0.0000		23,250.00	23,250.00	0.00	23,250.00
620.700.400	Response to Intervention Supt & C	1.0000	0.0000		23,250.00	23,250.00	0.00	23,250.00
620.700.410	AIMSweb Annual Support - Part A	1.0000	0.0000	Base Fee	3,000.00	3,000.00	0.00	3,000.00
620.700.411	AIMSweb Software Licenses	1.0000	0.0000	Per Contract	12,206.25	12,206.25	0.00	12,206.25
620.700.412	AIMSweb Annual Support - Part B	1,953.0000	0.2900	Per Student	0.00	566.37	0.00	566.37
620.700.415	AIMSweb Data Migration-Local	1.0000	520.0000	Annual Fee	0.00	520.00	0.00	520.00
620.700.500	College Clearinghouse	1.0000	0.0000	Base Fee	1,000.00	1,000.00	0.00	1,000.00
620.700.620	Star/Renaissance Annual Support	1.0000	0.0000	Base Fee	4,075.00	4,075.00	0.00	4,075.00
620.700.622	Star/Renaissance License Fee	1.0000	0.0000		42,156.30	42,156.30	0.00	42,156.30
620.700.627	Star/Renaissance Data Synchron	1.0000	0.0000		1,800.00	1,800.00	0.00	1,800.00
620.700.629	Star/Renaissance Web Hosting	6.0000	599.0000	Per Building	0.00	3,594.00	0.00	3,594.00
633.010	Employer Employee Rel - Base Fee	1.0000	16,449.0000	Base Fee	0.00	16,449.00	0.00	16,449.00
634.010	Transportation Compliance Service	2,705.0000	1.9400	RWADA	0.00	5,247.70	0.00	5,247.70
634.020	Drug & Alcohol Testing	8.0000	25.5000	Per Test	0.00	204.00	0.00	204.00
636.020	Health & Safety Serv Std Level II	0.4000	109,634.0000	Base Fee	0.00	43,853.60	0.00	43,853.60
636.050	Health & Safety Workshops & Other	0.0000	0.0000		240.00	240.00	0.00	240.00
638.490	Bus Driver Training TST BOCES	0.0000	0.0000	X-CONTRACT	50.00	50.00	0.00	50.00
640.010	Staff Development for Bus Drivers	1.0000	710.0000	Per Person	0.00	710.00	0.00	710.00

## Contract for Cooperative Educational Services

ONONDAGA-CORTLAND-MADISON BOCES Cortland City SD									
School Year 2016-17									
Basis for Current Contract									
Program/ Serial No.	Service	Quantity/ Share	Unit Cost	Cost Basis	Current Fixed Cost	Initial Contract	Adjustments To Date	Current Contract	
644.010	School Food Srv Mgmt	2,705.0000	20.0000	RWADA	0.00	54,100.00	0.00	54,100.00	
644.030	School Dietician	0.8000	20,000.0000	PER FTE	0.00	16,000.00	0.00	16,000.00	
647.490	GASB 45 Clinton-Essex	1.0000	0.0000	X-Contract	9,620.00	9,620.00	0.00	9,620.00	
648.490	Tax Collector TST BOCES	0.0000	0.0000	X-CONTRACT	1,410.00	1,410.00	0.00	1,410.00	
651.490	Stud Mgmt Sys Campus Maint Monroe 1	0.0000	0.0000	X-Contract	85,730.42	85,730.42	0.00	85,730.42	
652.490	Lotus Notes Services Erie 1	0.0000	0.0000	X-CONTRACT	600.00	600.00	0.00	600.00	
660.490	State Aid Planning Questar	0.0000	0.0000	X-Contract	3,170.00	3,170.00	0.00	3,170.00	
<b>665.010</b>	<b>Medicaid Billing</b>								
665.010.002	>= 100 CSE Med Elig Stud w/ RS	113.0000	105.0000	Per ME Student	0.00	11,865.00	0.00	11,865.00	
670.010	Gas/Electric Accounts	14.0000	490.0000	Per Account	0.00	6,860.00	0.00	6,860.00	
670.030	Gas/Electric Low Use Meter	3.0000	90.0000	Per Account	0.00	270.00	0.00	270.00	
670.110	Cooperative Purchasing	1.0000	3,400.0000	Per District	0.00	3,400.00	0.00	3,400.00	
676.010	Employee Benefits Coordination	0.0000	0.0000		18,413.00	18,413.00	0.00	18,413.00	
676.100	ACA Reporting and Tracking	2,705.0000	2.5000	Per RWADA	0.00	6,762.50	0.00	6,762.50	
676.110	ACA Licensing Fee	0.0000	0.0000	Per District	6,799.15	6,799.15	0.00	6,799.15	
680.010	Asset Management Base Fee	1.0000	1,750.0000	Base Fee	0.00	1,750.00	0.00	1,750.00	
680.020	Asset Management Hourly Chg	10.0000	60.0000	Per Hour	0.00	600.00	0.00	600.00	

ONONDAGA-CORTLAND-MADISON BOCES  
6820 THOMPSON ROAD  
SYRACUSE, NY 13211

ONONDAGA-CORTLAND-MADISON BOCES Cortland City SD	School Year 2016-17
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Summary:  
Total of Service Costs - All Funds: 6,181,313.04 (Except 001/002)  
Capital Costs: 115,094.78 (CoSer 002)  
Adm. & Clerical Costs: 84,569.56 (CoSer 001)  
Total Contract Costs: 6,380,977.38

The party of the second part has approved the Service Unit Cost Methodologies used to calculate costs for each Service as reviewed and approved by the Superintendent of Schools, and has adopted a resolution to participate in the specific services marked above for the 2016-17 school year.

The party of the second part hereby agrees to pay the total contract cost to the party of the first part according to the following schedule:

10 Times per year

This contract shall not be valid or binding until it is approved by the Commissioner of Education.  
IN WITNESS WHEREOF, the parties have set their hands the day and year above written.

 Signature, President and/or Clerk, BOCES	ONONDAGA-CORTLAND-MADISON BOCES	6820 THOMPSON ROAD, SYRACUSE, NY, 13211
Cortland City SD	(Party of the First Part)	(Post Office Address)
One Valley View Drive, Cortland, NY, 13045-3297		
Signature, President and/or Clerk, Board of Education (As Authorized)	(Party of the Second Part)	(Post Office Address)

7.h

**ANNUAL NEWS RELEASE - PUBLIC ANNOUNCEMENT**

Cortland Enlarged School District today announced a free and reduced price meal policy for Cortland area school children.

Local school officials have adopted the following family eligibility criteria to assist them in determining eligibility:

**2016-2017 INCOME ELIGIBILITY GUIDELINES  
FOR FREE AND REDUCED PRICE MEALS OR FREE MILK**

Free Eligibility Scale						Reduced Price Eligibility Scale					
Free Lunch, Breakfast, Milk						Reduced Price Lunch, Breakfast					
Household Size	Annual	Monthly	Twice per Month	Every Two Weeks	Weekly	Household Size	Annual	Monthly	Twice per Month	Every Two Weeks	Weekly
1	\$ 15,444	\$ 1,287	\$ 644	\$ 594	\$ 297	1	\$ 21,978	\$ 1,832	\$ 916	\$ 846	\$ 423
2	\$ 20,826	\$ 1,736	\$ 868	\$ 801	\$ 401	2	\$ 29,637	\$ 2,470	\$ 1,235	\$ 1,140	\$ 570
3	\$ 26,208	\$ 2,184	\$ 1,092	\$ 1,008	\$ 504	3	\$ 37,296	\$ 3,108	\$ 1,554	\$ 1,435	\$ 718
4	\$ 31,590	\$ 2,633	\$ 1,317	\$ 1,215	\$ 608	4	\$ 44,955	\$ 3,747	\$ 1,874	\$ 1,730	\$ 865
5	\$ 36,972	\$ 3,081	\$ 1,541	\$ 1,422	\$ 711	5	\$ 52,614	\$ 4,385	\$ 2,193	\$ 2,024	\$ 1,012
6	\$ 42,354	\$ 3,530	\$ 1,765	\$ 1,629	\$ 815	6	\$ 60,273	\$ 5,023	\$ 2,512	\$ 2,319	\$ 1,160
7	\$ 47,749	\$ 3,980	\$ 1,990	\$ 1,837	\$ 919	7	\$ 67,951	\$ 5,663	\$ 2,832	\$ 2,614	\$ 1,307
8	\$ 53,157	\$ 4,430	\$ 2,215	\$ 2,045	\$ 1,023	8	\$ 75,647	\$ 6,304	\$ 3,152	\$ 2,910	\$ 1,455
Each Add'l person add	\$ 5,408	\$ 451	\$ 226	\$ 208	\$ 104	Each Add'l person add	\$ 7,696	\$ 642	\$ 321	\$ 296	\$ 148

**SNAP/TANF/FDPIR Households:** Households which that currently include children who receive SNAP but who are not found during the DCMP, or Temporary Assistance to Needy Families (TANF), or the Food Distribution Program on Indian Reservations (FDPIR) must complete an application listing the child's name, a SNAP, TANF, or FDPIR case number and the signature of an adult household member, or provide an Eligibility letter for free meals/milk from the NYS Education Department

**Other Households:** Households with income the same or below the amounts listed above for family size may be eligible for and are urged to apply for free and/or reduced price meals. They may do so by completing the application sent home with the letter to parents. Additional copies are available at the principal's office in each school. Applications may be submitted any time during the school year to Francis Zaryski, School Lunch Manager.

The information provided on the application will be confidential and will be used for determining eligibility. The names and eligibility status of participants may also be used for the allocation of funds to federal education programs such as Title I and National Assessment of Educational Progress (NAEP), State health or State education programs, provided the State agency or local education agency administers the programs, and for federal, State or local means-tested nutrition programs with eligibility standards comparable to the NSLP. Eligibility information may also be released to programs authorized under the National School Lunch Act (NSLA) or the Child Nutrition Act (CNA). The release of information to any program or entity not specifically authorized by the NSLA will require a written consent statement from the parent or guardian.



The school district does, however, have the right to verify at any time during the school year the information on the application. If a parent does not give the school this information, the child/children will no longer be able to receive free or reduced price meals (free milk).

Foster children are eligible for free meal benefits. A separate application for a foster child is no longer necessary. Foster children may be listed on the application as a member of the family where they reside. Applications must include the foster child's name and personal use income.

Under the provisions of the policy, the designated official will review applications and determine eligibility. If a parent is dissatisfied with the ruling of the designated official, he/she may make a request either orally or in writing for a hearing to appeal the decision.

Kimberly Vile Director of Business Services, whose address is 1 Valley View Drive, Cortland NY 13045 has been designated as the Hearing Official. Hearing procedures are outlined in the policy. However, prior to initiating the hearing procedure, the parent or School Food Authority may request a conference to provide an opportunity for the parent and official to discuss the situation, present information, and obtain an explanation of the data submitted in the application or the decisions rendered. The request for a conference shall not in any way prejudice or diminish the right to a fair hearing.

Only complete applications can be approved. This includes complete and accurate information regarding: the SNAP, TANF, or FDPIR case number; the names of all household members; on an income application the last four digits of the social security number of the person who signs the form or an indication that the adult does not have one, and the amount and source of income received by each household member. In addition, the parent or guardian must sign the application form, certifying the information is true and correct.

**Nondiscrimination Statement:** This explains what to do if you believe you have been treated unfairly.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.



## CORTLAND ENLARGED CITY SCHOOL DISTRICT

1 Valley View Drive  
Cortland, New York 13045

Kimberly Vile  
Director of Business Services  
kvile@cortlandschools.org

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

To: Michael Hoose, Superintendent  
From: Kimberly Vile, Director of Business Services  
Date: July 1, 2016  
Re: School lunch prices for 2016-17

It is the recommendation of the Business Office to increase meal prices for 2016-17 by the following amounts:

	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
Breakfast	1.25	1.25	1.25	1.25
Lunch				
Elementary	\$1.50 \$1.65	\$1.55 \$1.75	\$1.65 \$1.85	\$1.75 \$1.95
Secondary				

Under the Health Kids Hunger Free Act, the USDA has set a formula that dictated mandated increases based on the Paid Lunch Equity theory that Francis has discussed in presentations. In short, we will continue to be required to raise prices in order to reach the target set forth on a yearly basis by the USDA.

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

cc: BOE

## AGREEMENT FOR FACILITY USE - SUMMER

This Agreement made this 1<sup>st</sup> day of July, 2016, by and between the Board of Cooperative Educational Services, Sole Supervisory District, Onondaga, Cortland & Madison Counties, PO Box 4754, 6820 Thompson Road, Syracuse, New York 13221-110 Elwood Davis Rd., Liverpool, NY 13088 (USPS: PO Box 4754, Syracuse, New York 13221) (hereinafter the "BOCES") and Cortland Enlarged City School District, located at 1 Valley View Drive, Cortland, NY 13045 (hereinafter the "Lessor").

<b>1. Property to be Leased:</b>	Cortland Junior/Senior High School (25 rooms)
<b>2. Term of Lease:</b>	Two (2) months commencing July 1, 2016 and expiring midnight, August 31, 2017.
<b>3. Payment Terms:</b>	0 classrooms w/o air – 3 class sessions @ \$750 0 classrooms w/o air – 2 class sessions @ \$500 0 classrooms w/o air – 1 class sessions @ \$250 9 classrooms with air – 3 class sessions @ \$900 = \$ 8,100.00 15 classrooms with air – 2 class sessions @ \$600 = \$ 9,000.00 1 classrooms with air – 1 class session @ \$300 = \$ 300.00 <b>TOTAL \$17,400.00 ONE PAYMENT IN FULL: August 31, 2016</b>
<b>4. Intended Use of Property by BOCES:</b>	Special Education/Regional Summer School
<b>5. Services to be Furnished by the Lessor:</b>	<ul style="list-style-type: none"> <li>Classroom furniture</li> <li>At least one computer per classroom</li> <li>Telephones with long distance access for work-related calls only. Number of lines and phone locations to be mutually agreed upon by Lessor and BOCES</li> <li>Network technology/Internet access (available no less than one week prior to start of school)</li> <li>Access to copy machine unless alternate arrangements are made with OCM BOCES Administrator</li> <li>Access to fax machines and interactive whiteboard if installed in room</li> <li>Access to computer lab, library, office space, and nursing facilities (No supervision) (Regional Summer School)</li> <li>Heat, air conditioning (if available), electricity, custodial services (including paper and other bathroom supplies)</li> <li>Normal maintenance and minor repairs</li> <li>Network technology support within 48 hours of reported problem. District may charge OCM BOCES for support costs with prior approval from OCM BOCES administrator at previously agreed-upon rate</li> <li>Use of Nurse's office</li> <li>All leased space will be available to OCM BOCES no later than June 30</li> </ul>
<b>6. Services to be Furnished by the BOCES:</b>	<ul style="list-style-type: none"> <li>Instructional Staff</li> <li>Additional instructional equipment beyond one computer per classroom</li> <li>Email address for staff</li> <li>Nursing supplies exclusive of blood pressure cuff</li> <li>Support Staff (Library and/or AV Support)</li> </ul>
<b>7. Insurance:</b>	The BOCES shall provide liability insurance in the amount of \$1,000,000 comprehensive general liability with a \$5,000,000 umbrella for any claims with respect to its actions.
<b>8. Indemnification:</b>	In the event that a student is injured while participating in any ancillary service provided by the Lessor, the Lessor shall hold the BOCES harmless for such claim and shall indemnify the BOCES for any damages paid or judgment rendered against the BOCES, including any legal fees and costs incurred by the BOCES in defending such claims.

ONONDAGA-CORTLAND-MADISON BOCES

CORTLAND ENLARGED CITY SCHOOL DISTRICT

Board President

Date

Board President

Date

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# SCHEDULE OF APPOINTMENTS

## Non-Instructional Personnel

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

Schedule Number: 1183

Board Meeting Date: July 5, 2016

Color: White

#### Summer School & Programs

NAME	JOB TITLE	COMMENTS	RATE
Bishop, Santina	Aide	Retroactive to 07/01/2016	\$11.61
Card, Loretta	Aide	Retroactive to 07/01/2016	\$12.98
Marsted, Shirley	Aide	Retroactive to 07/01/2016	\$11.88
Sherwood, Amy	Aide	Retroactive to 07/01/2016	\$15.33
Adamczak, Bernadette	Aide	Retroactive to 07/01/2016	\$12.56
Thomas, Dorothy	Aide	Retroactive to 07/01/2016	\$15.68
Drake, Andrea	Aide	Retroactive to 07/01/2016	\$12.56
Moore, Rhonda	Aide	Retroactive to 07/01/2016	\$10.95
Hill, Loretta	Aide	Retroactive to 07/01/2016	\$10.34
Avery, Heidi	Aide	Retroactive to 07/01/2016	\$11.14
Slack, Luisa	Aide	Retroactive to 07/01/2016	\$12.48
Ruquet, Lisa	Aide	Retroactive to 07/01/2016	\$10.09
Tinker, John	Aide	Retroactive to 07/01/2016	\$10.21
Burk, Jeannine	Bus Driver	Retroactive to 07/01/2016	\$16.92
Yacavone, Mark	Bus Driver	Retroactive to 07/01/2016	\$18.65
McMullin, Rick	Bus Driver	Retroactive to 07/01/2016	\$21.92
June Price	Bus Driver	Retroactive to 07/01/2016	\$19.34
Sturdevant, Lori	Bus Driver	Retroactive to 07/01/2016	\$21.92
Honour, Dennis	Bus Driver	Retroactive to 07/01/2016	\$19.34
Reardon, Connie	Bus Driver	Retroactive to 07/01/2016	\$19.16
Case, Melanie	Bus Driver	Retroactive to 07/01/2016	\$21.92
Daniels, Elizabeth	Bus Driver	Retroactive to 07/01/2016	\$16.92
Merchant, Chris	Bus Driver	Retroactive to 07/01/2016	\$19.16
Law, Diane	Bus Driver	Retroactive to 07/01/2016	\$17.34
Little, Duane	Bus Driver	Retroactive to 07/01/2016	\$17.76
Marks, Donna	AV Coordinator	Retroactive to 07/01/2016	\$21.60
Reif, Barbara	Library Aide	Retroactive to 07/01/2016	\$15.46

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## **SCHEDULE OF APPOINTMENTS**

### **Non-Instructional Substitute Personnel**

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

Schedule Number: **1184**  
Board Meeting Date: **July 5, 2016**  
Color: **White**

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

<b>Last Name</b>	<b>First Name</b>	<b>Title</b>	<b>Rate*</b>	<b>Remarks</b>
Sturdevant	Lori	Clerical	\$10.35	Retroactive to 07/01/2016
Pallassino	Rachel	Aide	\$9.00	Retroactive to 07/01/2016
Dorn	Carolyn	Switchboard Operator	\$9.00	Retroactive to 07/01/2016

\*2015-16 rate

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## SCHEDULE OF APPOINTMENTS

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

Schedule Number: 1185  
Board Meeting Date: July 5, 2016  
Color: White

NAME	JOB TITLE	SERVICE AREA	EFFECTIVE DATE	APPOINTMENT TYPE	REMARKS	SALARY/ HOURLY RATE
Underwood, Luke	AV Support Specialist	District	07/01/2016	Probationary	Luke will fill the AV Support Specialist vacancy retroactive to 07/01/2016.	\$18.50

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# SCHEDULE OF APPOINTMENTS

## ADMINISTRATORS AND INSTRUCTIONAL STAFF

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

Schedule Number: 2417

Board Meeting Date: July 5, 2016

Color: White

NAME	POSITION/ LOCATION	TYPE OF APPT	DATE EFFECTIVE	PROB ENDS	TENURE AREA	CERT/ DEGREE	REMARKS	SALARY
Gerbino, Samantha	Special Education/Parker	Probationary	09/01/2016	08/31/2020	General Special Education	Students with Disabilities (Grades 1-6)/Initial	Samantha will fill the Special Education position moving from .6 FTE to 1.0 FTE.	Step B1 Grad Hrs 48 Master's \$40,885 \$1,920 \$500
								TOTAL \$43,305.00
Oaks, Monica	Special Education/Parker	Long-Term Substitute	09/01/2016- 06/30/2017	N/A	N/A	Students with Disabilities (Grades 1-6)/Initial	Monica will fill the Special Education position due to leave.	Step B1 Grad Hrs 39 Master's \$40,885 \$1,560 \$500
								TOTAL \$42,945.00

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**SCHEDULE OF APPOINTMENTS****ELEMENTARY & SECONDARY SUBSTITUTE TEACHERS/TUTORS 2015-16**

Schedule Number: 2418

Board Meeting Date: July 5, 2016

Color: Yellow

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

<b>Name</b>	<b>Title</b>	<b>List</b>	<b>Rate</b>	<b>Remarks</b>
Tobin, John	Extended Learning Teacher	A	\$28.01	Retroactive to 03/23/2016

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

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## 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 of Schools  
Members of the Board of Education

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

Date: July 1, 2016

RE: Additional Days for 2016 – 2017



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Please refer to Schedule, # 2419, recommendation for additional days for the 2016 – 2017 school year. Additional days are approved annually for PPS and leadership positions. The recommended allocations reflect the same level as the 2016 – 2017 school year.

As always, please call or email with any questions.

**SCHEDULE OF APPOINTMENTS**  
**ADMINISTRATORS AND INSTRUCTIONAL STAFF**  
 To Fix Salaries and Schedule Conditions for the School Year 2016-17

Schedule Number: 2419

Board Meeting Date: July 5, 2016

Color: White

NAME	POSITION	BUILDING	EXTRA DAYS	ADDITIONAL SALARY
Hughes, Michelle	Guidance Counselor	JSHS	15	\$6,210.83
Tutino, Andrea	Guidance Counselor	JSHS	13	\$2,871.38
Pomeroy, Penny	Guidance Counselor	JSHS	13	\$3,995.49
Catalano, Kindra	Guidance Counselor	JSHS	13	\$3,102.19
Evener, Elizabeth	Guidance Counselor	JSHS	13	\$2,992.67
Couchman, Jaclyn	School Psychologist	JSHS	5	\$1,331.73
Smith, Cara	School Psychologist	Barry	3	\$929.34
Arthur, Melissa	School Psychologist	Parker	3	\$785.40
Alyssa Spawn	School Psychologist	Randall	3	\$746.87
Max Benz	School Psychologist	Smith	3	\$759.02
Leeds, Amy	School Psychologist	Virgil	3	\$809.48
Creighton, Lois	School Social Worker	Randall	2	\$668.49
Pace, Joe	School Social Worker	Barry	2	\$828.11
Kirsch, Linda	School Social Worker	Parker	2	\$828.08
Vollers, Zoe	School Social Worker	Smith	2	\$644.69
McDermott, Kathleen	School Social Worker	JSHS	2	\$425.62
Whelan, Jennifer	School Social Worker	JSHS	2	\$504.02
Mares, Ann	School Nurse	Randall	2	\$316.32
Greenwood, Lorie	School Nurse	JSHS	2	\$309.15
Phalen, Kathleen	School Nurse	JSHS	2	\$309.15
Albright, Abbey	Core Department Leader - Math	JSHS	1	\$280.46
Joslyn, Dianna	Core Department Leader - Science	JSHS	1	\$265.63
Marks, Jon	Core Department Leader - English	JSHS	1	\$414.06
Rhinehart, Kathryn	Core Department Leader - Social Studies	JSHS	1	\$246.35

NAME	POSITION	BUILDING	EXTRA DAYS	ADDITIONAL SALARY
Petit, Chuck	Department Leader – Technology	JSHS	1	\$376.06
Eleck, Rick	District Department Leader – Music	JSHS	1	\$395.81
Hay, Kim	District Department Co-Leader – Library	Parker	1	\$334.25
Herbert, Annette	District Department Co-Leader – Library	Smith	1	\$306.80
Jackson, Robin	District Department Leader – Art	JSHS	1	\$429.52
Pace, Jill	District Department Leader – Health & FCS	JSHS	1	\$377.80
Pallassino, Sherlyn	Liaison - Special Education (Secondary)	JSHS	1	\$373.38
Ticknor, Mary Katherine	Liaison - Special Education (Elementary)	Randall	1	\$251.25
Avery, Karen	Liaison - Reading	Virgil	1	\$307.69
Creighton, Lois	Liaison - Social Worker	Randall	1	\$334.25
Spaulding, Jennifer	Co-Liaison - Speech	Barry	1	\$299.96
Thompson, Lynn	Co-Liaison - Speech	Smith	1	\$341.54
Smith, Cara	Liaison - School Psychologist	Barry	1	\$309.78

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## 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: July 1, 2016

RE: Substitute Rates for 2016-2017



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Enclosed please find the proposed 2016-2017 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.

As always, please call or email with any questions.

## **SUBSTITUTE TEACHER PAY**

**EFFECTIVE 7/1/16**

### **Loyalty Incentives:**

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

### **Non-Certified Teacher**

\$83.00 per day  
\$88.00 per day  
\$93.00 per day

### **Certified Teacher**

\$101.00 per day  
\$103.00 per day  
\$105.00 per day  
\$109.00 per day

### **Term Subs:**

1 - 10 days

Regular Rate  
(\$83, \$88, \$93)

Regular Rate  
(\$101, \$103, \$105, \$109)

11 - 20

Regular Rate + \$22 (\$105,  
\$110, \$115)

Regular Rate + \$22 (\$123, \$125, \$127,  
\$131)

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 11<sup>th</sup> day (days 11-20)

cc: Cabinet

## **SUBSTITUTE TEACHING ASSISTANT PAY**

**EFFECTIVE 7/1/16**

### **Loyalty Incentives:**

#### **Non-Certified Teaching Assistant**

#### **Certified Teaching Assistant**

0 - 25 days  
26 - 60 days  
61+ days

\$75.00 per day  
\$80.00 per day  
\$85.00 per day

\$83.00 per day  
\$88.00 per day  
\$93.00 per day

### **Term Subs:**

1 - 10 days

Regular Rate  
(\$75, \$80, \$85)

Regular Rate  
(\$83, \$88, \$93)

11 - 20

Regular Rate + \$17 (\$92, \$97,  
\$102)

Regular Rate + \$17 (\$100, \$105,  
\$110)

21+ days  
(less than a full semester)\*

\*\$102.00 per day

\*\$110.00 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 2016-2017 the loyalty incentive will be based on 2015-2016 substitute service and will also include substitute service as a Teacher and/or Teacher Aide.

\*Payable retro-active to the 11<sup>th</sup> day (days 11-20)

cc: Cabinet

## **SUBSTITUTE REGISTERED NURSE**

**EFFECTIVE 7/1/16**

### **Loyalty Incentives:**

### **Current Year Rate**

0 - 25 days

\$17.25 per hour

26 - 60 days

Regular Rate + \$.50 per hour

61+ days

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



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

**Kimberly Vile**  
**Director of Business Services**  
**[kvile@cortlandschools.org](mailto:kvile@cortlandschools.org)**

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

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**To: Mike Hoose, Superintendent**  
**From: Kimberly vile**  
**Re: Substitute Non-Instructional Pay**  
**Date: July 1, 2016**

**Enclosed please find the proposed 2016-2017 substitute rates for non-instructional personnel for your action.**

**cc: Board of Education**

## **SUBSTITUTE NON-INSTRUCTIONAL PAY**

**EFFECTIVE 7/1/16**

<b><u>Title</u></b>	<b><u>Wages</u></b> Per hour	
	<b><u>2015-16</u></b>	<b><u>2016-17</u></b>
Cleaner/Courier	\$ 9.00	\$ 9.70
Typist/Clerical	\$10.35	\$11.35
Bus Driver	\$13.95	\$14.95
Aide/Monitor	\$ 9.00	\$ 9.70
Food Service Helper	\$ 9.00	\$ 9.70
Switchboard Operator	\$ 9.00	\$ 9.70

\*Minimum wage will increase to \$9.70 December 31, 2016.

cc: Cabinet 6/30/16