

**CORTLAND ENLARGED CITY SCHOOL DISTRICT**  
**Board of Education Meeting – Tuesday, August 9, 2016 at 6:30 p.m.**  
**Kaufman Center, 1 Valley View Drive, Cortland NY**

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- 1. CALL TO ORDER and PLEDGE OF ALLEGIANCE-**
- 2. COMMUNICATIONS and RECOGNITION:**
  - a. Kudos Korner
  - b. Audience Participation – (speakers are asked to limit their comments to two minutes).
  - c. Board Member Reports:
    - 1.) BOE Policy Committee – Report on August 2, 2016 meeting
    - 2.) BOE Facilities Committee – Next meeting TBD
    - 3.) BOE Audit Committee – Next meeting TBD.
    - 4.) *BOE Financial Committee – First meeting TBD*
    - 5.) Reminder – Board Retreat scheduled for August 22, 2016 from 5:00-8:00 p.m. at the Kaufman Center.
- 3. PRESENTATIONS:**
  - a. Special Education Quality Assurance Review
  - b. DCIP/SCEP Reports
  - c. Safety Committee
- 4. CONSENT ITEMS:**
  - a. Minutes of July 5, 2016 Reorganizational Meeting
  - b. CSE/CPSE (Committee on Pre-school Special Education) Recommendations 2016-2017
- 5. OLD BUSINESS:**
- 6. NEW BUSINESS:**
  - a. Approval of Claims Auditor Report for April, May, and June 2016
  - b. Approval of resolution for budget transfers to be approved with the following signatures:
    - 1.) Director of Business Services – up to \$10,000
    - 2.) Superintendent – up to \$35,000
    - 3.) Board of Education President if over \$35,000
  - c. Approval for the Superintendent of Schools to submit a Section 211 Waiver request to the New York State Civil Service Commission for Richard McMullin, Bus Driver.
  - d. *Final* Reading District Mentorship Plan
  - e. Acceptance of Donations
  - f. Acceptance of recommendation to surplus items
  - g. Approval of Transportation Requests – Non-Public Schools
  - h. Approval of DCIP and SCEP Plans for 2016-2017
  - i. Approval of Food Service Agreements
  - j. Certification of Lead Teacher Evaluators – School Year 2016-2017
  - k. Acceptance of Donation of Portable Football Field Goal Post from SUNY Cortland
- 7. PERSONNEL ACTION:**
  - a. Approval of Personnel Resignations and Leaves
  - b. Approval of Non-Instructional Personnel Appointments
  - c. Approval of Administrative and Instructional Personnel Appointments
- 8. LEADERSHIP REPORTS:**
  - a. Director of Business Services
  - b. Assistant Superintendent for Pupil and Personnel Services
    - 1.) Recruitment Update
    - 2.) New Teacher Orientation
  - c. Assistant Superintendent for Curriculum and Instruction

- d. Director of Special Education
- l.) Meaningful Family Engagement
- e. Superintendent

**9. BOARD MEMBER ACTIVITIES**

**~~10. AUDIENCE PARTICIPATION:~~** ~~(Individuals are requested to keep their comments to two minutes per speaker.)~~

**11. NEXT MEETING AGENDA REVIEW**

**12. *EXECUTIVE SESSION (If needed)***

**13. ADJOURNMENT**

4. a

**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**

The Organizational Meeting of the Board of Education was held on Tuesday, July 5, 2016 at the Kaufman Center, 1 Valley View Drive, Cortland, New York.

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

**Also Present:** Mr. Michael Hoose, Superintendent of Schools; Ms. Judi Riley, Assistant Superintendent for Pupil and Personnel Services; Ms. Kimberly Vile, Director of Business Services; School and Community Members; and Ms. Alicia Zupancic, Clerk

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

Mr. Hoose called the meeting to order at 7:00 p.m.

**2. NEW BUSINESS:**

**a. Administration of Oath of Office**

- 1.) Administration of Oath of Office to Newly Elected Board Member, Mr. Peter Rogoff and re-elected board member, Ms. Judith Murphy.
- 2.) Administration of Oath of Office to Superintendent of Schools, Mr. Michael J. Hoose.

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

- 1.) Nominations for President: Mr. Hoose called for nominations for Board President for the 2016-17 school year. Ms. Griffin nominated Ms. Davis-Howard. There were no further nominations.  
**RESOLVED, to elect Ms. Melissa Davis-Howard as President of the Board of Education for the 2016-2017 school year.**

**Moved by Ms. Gregory, Seconded by Mr. Natoli Discussion: none.**

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

- 2.) Administration of Oath of Office to re-elected School Board President, Ms. Melissa Davis-Howard. Mr. Hoose turned the meeting over to the newly re-elected President, Ms. Davis-Howard. She asked for nomination for Vice-President.
- 3.) Nominations for Vice President: Mr. Natoli nominated Ms. Griffin. There were no further nominations.

**RESOLVED, to elect Ms. Janet Griffin as Vice-President of the Board of Education for the 2016-2017 school year.**

**Moved by Mr. Natoli, seconded by Ms. Gregory Discussion: none.**

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

- 4.) Administration of Oath of Office to re-elected School Board Vice President, Ms. Janet Griffin.

**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 Siemiatkowski (Moved to 2.d. 25)~~
- 6.) Deputy Claims Auditor – Ms. Jennifer Storey

**RESOLVED to appoint the above officers for the 2016-17 school year as presented.**

**Moved by Ms. Griffin, seconded by Mr. Natoli Discussion:** Ms. Vile asked to have Mr. Edward Siemiatkowski moved to Other appointments as it is his company that we contract with and he is not on our payroll.

**Final Vote: Yes – 7, No – 0. Motion Carried.**

**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 / Dr. 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 (*For 2015-16: Melissa, Janet, Judie*)  
Melissa Davis-Howard, Janet Griffin, Judie Murphy
- 15.) Board of Education Policy Committee (*For 2015-16: John, Janet, Chris*)  
Christine Gregory, Janet Griffin, John Natoli
- 16.) Board of Education Facilities Committee (*For 2015-2016: Alane, Melissa, Dan*)  
Melissa Davis-Howard, Peter Rogoff, Alane Van Donsel
- 17.) Board of Education Financial Committee (*New Committee*)  
Melissa Davis-Howard, Christine Gregory, Alane Van Donsel
- 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
- 25.) Claims Auditor – First Choice Professional Bookkeeping

**RESOLVED, upon the recommendation of the Superintendent of Schools, to approve the above appointments as presented.**

**Moved by Ms. Griffin, seconded by Mr. Natoli Discussion:** Does it matter that #1 & 2 are in the same office? No, due to auditing.

**Final Vote: Yes – 7, No – 0. Motion Carried.**

**e. Designations:**

- 1.) Official Depository for Funds

**WHEREAS, it is provided that the Board of Education of Cortland Enlarged City School District shall designate by written resolution the banks or trust companies in which the collectors and treasurer shall deposit the monies coming into their hands by virtue of their office,**

**NOW, THEREFORE, BE IT RESOLVED, that the J.P. Morgan Chase, First Niagara Bank, First National Bank of Dryden, NBT Bank and Tompkins Trust be and they are hereby**

designated as depositories in which the tax collector, treasurer, and extracurricular and School Store treasurer shall deposit all monies coming into their hands by virtue of their offices.

Moved by Ms. Gregory, seconded by Ms. Murphy Discussion: none.

Final Vote: Yes – 7, No – 0. Motion Carried.

2.) Set Board Meeting Dates

**RESOLVED** by the Board of Education of the Cortland Enlarged City School District, County of Cortland, New York, to approve the Board meetings for the 2016-17 school year be held on the second and fourth Tuesday's of the month, September through June, at 7:00 p.m., with the following exceptions: one meeting in November (third Tuesday), December and June on the second Tuesday of the month, and the second April, 2017 meeting will be held on the fourth Monday and coincide with the BOCES Administrative Budget Vote. Summer meetings (July and August) and Special Meetings will be called and held in accordance with State Education Law.

Moved by Ms. Gregory, seconded by Ms. Griffin Discussion: It was asked if one meeting a month and one workshop would be better. The Board decided to stick with the normal schedule but want to change the starting time to 6:30 p.m.

Final Vote: Yes – 7, No – 0. Motion Carried.

3.) Official Newspaper

**RESOLVED** to appoint the Cortland Standard as the official newspaper for the District.

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

Final Vote: Yes – 7, No – 0. Motion Carried.

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 JSBS 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  
**RESOLVED, upon the recommendation of the Superintendent of Schools, to approve the above authorizations as presented.**

**Moved by Ms. Van Donsel, seconded by Ms. Gregory Discussion: none.**

**Final Vote: Yes – 7, No – 0. Motion Carried.**

**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

**RESOLVED, to approve Faithful Performance Blanket Bonding for the list as stated above.**

**Moved by Ms. Van Donsel, seconded by Ms. Gregory Discussion: none.**

**Final Vote: Yes – 7, No – 0. Motion Carried.**

**h. Other Items:**

- 1.) Re-adoption of all policies and bylaws in effect at the end of the previous year  
**RESOLVED, to re-adopt of all policies and bylaws in effect at the end of the previous year.**  
**Moved by Mr. Natoli, seconded by Mr. Rogoff Discussion: none.**  
**Final Vote: Yes – 7, No – 0. Motion Carried.**
- 2.) Mileage Reimbursement Rate  
**RESOLVED, to adopt the published IRS Mileage Rate.**  
**Moved by Ms. Griffin, seconded by Ms. Gregory Discussion: none.**  
**Final Vote: Yes – 7, No – 0. Motion Carried.**
- 3.) Certification of Principal Lead Evaluators – School Year 2016-17  
**RESOLVED, that The Annual Professional Performance Review (APPR) regulations of the Board of Regents provides that, in order to be certified as principal evaluators, administrators must be trained in the nine elements of APPR required by NYSED.**  
**By virtue of the fact of having participated in the Principal Evaluator Training provided by the OCM BOCES Network Team, which included the required components, the following people are considered as Certified Principal Evaluators for the 2016-2017 School Year: Michael Hoose, Superintendent of Schools, Judi Riley, Assistant Superintendent for Pupil and Personnel Services, Jeffrey Craig, Assistant Superintendent for Curriculum & Instruction, Joseph Mack, Director of Secondary Education.**  
**Moved by Mr. Natoli, seconded by Ms. Murphy Discussion: none.**  
**Final Vote: Yes – 7, No – 0. Motion Carried.**
- 4.) Certification of Teacher Lead Evaluators – School Year 2016-17  
**RESOLVED, The Annual Professional Performance Review (APPR) regulations of the Board of Regents provides that, in order to be certified as lead evaluators, administrators must be trained in the nine elements of APPR required by NYSED.**  
**By virtue of the fact of having participated in the Lead Evaluator Training provided by the OCM BOCES Network Team, which included the required components, the following people are considered as Certified Teacher Lead Evaluators for the 2016-2017 School Year:**
  - **Kenneth Brafman, 9-10 Principal**
  - **Kevin Cafararo, 7-8 Principal**
  - **Jeff Craig, Assistant Superintendent of Curriculum & Instruction**

- Lisa Kaup, Virgil Elementary Principal
  - Cliff Kostuk, Randall Elementary Principal
  - Joseph Mack, Secondary Education Coordinator
  - Douglas Pasquerella, Barry Elementary Principal
  - Judi Riley, Assistant Superintendent for Pupil and Personnel Service
  - John Sheehan, Director of Special Education
  - Angela Wanish, Smith Elementary Principal
  - John Zarcone, 11-12 Principal
  - ~~Jeff Craig, Assistant Superintendent of Curriculum & Instruction~~
- Moved by Ms. Gregory, seconded by Mr. Natoli Discussion: none.  
Final Vote: Yes – 7, No – 0. Motion Carried.

### 3. COMMUNICATIONS and RECOGNITION:

- a. 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.
- b. Board Member Reports
  - 1.) BOE Audit Committee – Next meeting TBD
  - 2.) BOE Policy Committee – Next meeting scheduled for July 6, 2016 at 9:00 a.m.
  - 3.) BOE Facilities Committee - Next meeting TBD
  - 4.) Set date for Board Retreat - August 22, 2016 at the Kaufman Center from 5:00 PM – 8:00 PM

### 4. PRESENTATIONS – None

### 5. CONSENT

- a. Minutes of June 28, 2016 Regular Meeting
  - b. CSE/CPSE (Committee on Special Education/Committee on Pre-school Special Education) Recommendations 2015-16  
607002251, 607002197
  - c. CSE/CPSE (Committee on Pre-school Special Education) Recommendations 2016-17  
607002259, 607002092, 607002247, 607002248, 607002216, 607002201, 607000195,  
607002176, 607001846, 607001145, 607002013, 607001897, 607002250, 607001844, 607002100,  
607001130
- RESOLVED, upon the recommendation of the Superintendent of Schools, to approve the Consent Items as presented.**  
Moved by Mr. Natoli, seconded by Ms. Griffin Discussion: none.  
Final Vote: Yes – 7, No – 0. Motion Carried.

### 6. OLD BUSINESS - None

### 7. OTHER NEW BUSINESS

- a. 2<sup>nd</sup> Reading Revision to Policy 7110 Attendance  
**RESOLVED, upon the recommendation of the Superintendent, and the Board of Education Policy Committee, to approve the 2<sup>nd</sup> and final Reading of Policy 7110 Attendance as presented.**  
Moved by Mr. Natoli, seconded by Ms. Gregory Discussion: none.  
Final Vote: Yes – 7, No – 0. Motion Carried.
- b. 2<sup>nd</sup> Reading Code of Conduct  
**RESOLVED, upon the recommendation of the Superintendent, to accept the 2<sup>nd</sup> and final Reading of the proposed changes to the Code of Conduct as recommended by the Code of Conduct Committee as presented.**  
Moved by Ms. Van Donsel, seconded by Ms. Griffin Discussion: none.  
Final Vote: Yes – 7, No – 0. Motion Carried.

- c. Tax Warrant Adoption  
**RESOLVED, upon the recommendation of the Superintendent of Schools, to adopt the 2016-17 tax warrant as presented.**  
Moved by Ms. Griffin, seconded by Mr. Natoli Discussion: none.  
Final Vote: Yes – 7, No – 0. Motion Carried.
  - d. Approval of Rental/Ancillary Agreements with OCM BOCES September 1, 2016 - June 30, 2017  
**RESOLVED, upon the recommendation of the Superintendent of Schools, to approve the Rental/Ancillary Agreement with OCM BOCES for the use of a classroom at the Cortland Jr./Sr. High School for Special Education from September 1, 2016 through June 30, 2017.**  
Moved by Ms. Murphy, seconded by Mr. Natoli Discussion: none.  
Final Vote: Yes – 7, No – 0. Motion Carried.
  - e. Declaration of Surplus Vehicles  
**RESOLVED, upon the recommendation of the Superintendent of Schools, to declare five vehicles as surplus per the Surplus Vehicle memo dated July 1, 2016, as presented.**  
Moved by Ms. Griffin, seconded by Ms. Murphy Discussion: none.  
Final Vote: Yes – 7, No – 0. Motion Carried.
  - f. Approval of Repair Reserve Utilization  
**RESOLVED, that the Board of Education of the Cortland Enlarged City School District approves the utilization of the Repair Reserve Fund for various repair projects as presented.**  
Moved by Ms. Van Donsel, seconded by Ms. Murphy Discussion: none.  
Final Vote: Yes – 7, No – 0. Motion Carried.
  - g. Approval of OCM BOCES Certification of Initial Contract (AS-7)  
**Resolved, upon the recommendation of the Superintendent, to approve the OCM BOCES Services Contract for the 2016-17 school year as presented.**  
Moved by Ms. Griffin, seconded by Ms. Gregory Discussion: none.  
Final Vote: Yes – 7, No – 0. Motion Carried.
  - h. Approval of Annual News Release for Food Service Free and Reduced Cafeteria Prices  
**Resolved, upon the recommendation of the Superintendent, to approve the Annual News Release for Food Service Free and Reduced Cafeteria Prices as presented.**  
Moved by Mr. Natoli, seconded by Rogoff Discussion: none.  
Final Vote: Yes – 7, No – 0. Motion Carried.
  - i. Approval of Cafeteria Prices  
**Resolved, upon the recommendation of the Superintendent, to adopt the breakfast/lunch prices for 2016-17 as presented.**  
Moved by Ms. Griffin, seconded by Ms. Gregory Discussion: none.  
Final Vote: Yes – 7, No – 0. Motion Carried.
  - j. Approval of Rental/Ancillary Agreements with OCM BOCES July 1 - August 31, 2016  
**RESOLVED, upon the recommendation of the Superintendent of Schools, to approve the Rental/Ancillary Agreement with OCM BOCES for the use of classrooms at Cortland Jr./Sr. High School from July 1, 2016 through August 31, 2016.**  
Moved by Mr. Natoli, seconded by Ms. Van Donsel Discussion: none.  
Final Vote: Yes – 7, No – 0. Motion Carried.
- 8. PERSONNEL ACTION**
- a. Approval of Personnel Resignations and Leaves
  - 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 1183, 1184 and 1185.

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

Final Vote: Yes – 7, 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 Instructional Personnel as presented on Schedules of Appointments 2417, 2418 and 2419. *(2418 was taken out of this resolution)*

Moved by Ms. Gregory, seconded by Ms. Murphy Discussion: none.

Final Vote: Yes – 7, No – 0. Motion Carried.

- d. Approval of Substitute Rates for Teachers, Teaching Assistants and Nurses for 2016-17

**RESOLVED**, upon the recommendation of the Superintendent of Schools, to approve Substitute Rates for Teachers, Teaching Assistants and Nurses for 2016-17, as presented.

Moved by Ms. Gregory, seconded by Ms. Murphy Discussion: none.

Final Vote: Yes – 7, No – 0. Motion Carried.

- e. Approval of Substitute Rates for Non-Instructional Personnel for 2016-17

**RESOLVED**, upon the recommendation of the Superintendent of Schools, to approve Substitute Rates for Non-Instructional Personnel for 2016-17, as presented.

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

Final Vote: Yes – 7, No – 0. Motion Carried.

#### 9. LEADERSHIP REPORTS:

- a. Director of Business Services-None
- b. Assistant Superintendent for Pupil and Personnel Service
  - 1.) Recruitment update – 22 new hires. Hoping to have team in place in early August. There is one vacated position that will not be back-filled.
- c. Director of Special Education-None
- d. Superintendent
  - 1.) Transportation Study update – The routing has been pulled out and given to a separate consultant.
  - 2.) ~~Technology website updates~~

#### 10. BOARD MEMBER ACTIVITIES - None

#### 11. AUDIENCE PARTICIPATION: (Individuals are requested to keep their comments to two-minutes per speaker). – There were no requests to address the Board.

#### 12. NEXT MEETING AGENDA REVIEW - None

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

In accordance with Public Officer's Law Section 96, Subdivision 1, Ms. Davis-Howard called for an Executive session at 8:13 p.m. to discuss the medical, financial, credit, or employment history of a particular person, and to discuss potential litigation, and collective negotiations pursuant to Article 14 of the Civil Service Law.

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

Final Vote: Yes – 7, No – 0. Motion Carried.

The Executive Session adjourned at 8:19 p.m..

Moved by Ms. Gregory, seconded by Ms. Van Donsel. Discussion: none.

Final Vote: Yes – 7, No – 0. Motion Carried.

After Executive Session, the following schedule of appointments was resolved.

**RESOLVED**, upon the recommendation of the Superintendent of Schools, to approve the appointments for Instructional Personnel as presented on Schedule of Appointments 2418

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

Final Vote: Yes – 6, No – 1. Motion Carried.

**14. ADJOURNMENT**

As there was no further business to discuss, Ms. Davis-Howard asked for a motion to adjourn the Regular meeting at 8:21 p.m.

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

Final Vote: Yes – 7, No – 0. Motion Carried.

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**Ms. Alicia Zupancic, Clerk**



**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**

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**To:** Michael Hoose, Superintendent of Schools  
**From:** Kimberly Vile, Director of Business Services *KAV*  
**Date:** July 5, 2016  
**Re:** Claims Audit Report

The claims auditor report is attached for the period of April-June 2016. The recommendation is to share this report with the BOE on a quarterly basis. The BOE President is copied into the monthly reports that are sent to me to compile this report.

Please note that during this time period there were 1993 transactions with 13 findings. This is equivalent to an error rate of less than 1% . Action taken at time of finding is noted on spreadsheet. If you have any questions please let me know.

**cc:** BOE

		Cortland Central Schools			
Date	Activity	Transactions	Check Numbers	Finding	Recommendations
	Warrant Number				
4/6/2016	A-61	57 Checks and 100 Transactions	150722 thru 150778	No Discrepancies Noted	
	CM-22	1 Check and 1 Transactions	150779	No Discrepancies Noted	
	F-36	7 Checks and 9 Transactions	707498 thru 707504	No Discrepancies Noted	
	TA-52	8 Checks and 8 Transactions	918305 thru 918312	No Discrepancies Noted	
4/13/2016	A-62	57 Checks and 122 Transactions	150780 thru 150836	No Discrepancies Noted	
	C-30	1 Check and 1 Transactions	809630	No Discrepancies Noted	
	F-37	10 Checks and 12 Transactions	707505 thru 707514	First Niagara Bank -Credit Card - Staples invoice included sales tax.	Check was released. District to recoupe sales tax
4/20/2016	A-63	53 Checks and 127 Transactions	150837 thru 150889	Contento's - 5 Invoices contained sales tax	Check was deleted
	CM-23	2 Checks and 2 Transactions	150890 and 150891	No Discrepancies Noted	
	F-38	6 Checks and 14 Transactions	707515 thru 707520	No Discrepancies Noted	
	TA-54	6 Checks and 10 Transactions	918324 thru 918329	No Discrepancies Noted	
4/27/2016	A-65	49 Checks and 101 Transactions	150892 thru 150940	No Discrepancies Noted	
	CM-24	1 Check and 1 Transaction	150941	No Discrepancies Noted	
	C-31	11 Checks and 131 Transactions	809631 thru 809641	No Discrepancies Noted	
	F-39	6 Checks and 23 Transactions	707521 thru 707526	K Rhinehart - Claiming meal reimbursement for meals that were included in conference	Check was released after approval for payment from BOE
5/11/2016	A-66	39 Checks and 60 Transactions	150942 thru 150980	No Discrepancies Noted	
	A-69	100 Checks and 164 Transactions	150981 thru 151080	No Discrepancies Noted	
	C-32	1 Check and 3 Transactions	809642	No Discrepancies Noted	
	C-33	1 Check and 1 Transaction	809643	No Discrepancies Noted	
	CM-25	2 Checks and 2 Transactions	151081 and 151082	No Discrepancies Noted	
	F-40	9 Checks and 13 Transactions	707527 thru 707535	Jesse Bender - Claim submitted for incorrect amount	Check was deleted
	F-41	4 Checks and 4 Transactions	707536 thru 707539	No Discrepancies Noted	
	TA-55	8 Checks and 8 Transactions	918340 thru 918347	No Discrepancies Noted	
	TA-58	6 Checks and 6 Transactions	918358 thru 918363	No Discrepancies Noted	
5/25/2016	A-70	31 Checks and 99 Transactions	151084 thru 151114	No Discrepancies Noted	
	A-72	86 Checks and 133 Transactions	15115 thru 151200	Cook's Bros - Check issued wrong payee	Check was deleted
	C-34	14 Checks and 154 Transactions	809644 thru 809657	No Discrepancies Noted	
	C-35	3 Checks and 24 Transactions	809658 thru 809660	No Discrepancies Noted	
	CM-26	1 Check and 1 Transaction	151201	No Discrepancies Noted	
	F-43	3 Checks and 4 Transactions	707541 thru 707543	No Discrepancies Noted	
	TA-60	7 Checks and 8 Transactions	918375 thru 918381	No Discrepancies Noted	
	TE-1	24 Checks and 24 Transactions	151202 thru 151225	No Discrepancies Noted	

6/8/2016	A-73	44 Checks and 57 Transactions	151227 thru 151270	No Discrepancies Noted	
	A-75	74 Checks and 139 Transactions	150271 thru 150343 +151226	James Kernan -Check issued wrong payee	Check was deleted
	F-45	5 Checks and 5 Transactions	707555 thru 707559	No Discrepancies Noted	
	C-37	4 Checks and 10 Transactions	809662 thru 809665	No Discrepancies Noted	
	TA-61	4 Checks and 6 Transactions	918391 thru 918394	No Discrepancies Noted	
	TA-63	4 Checks and 4 Transactions	918395 thru 918398	Donna Marks - Invoice not attached for payment	Check was deleted
	F-44	3 Checks and 3 Transactions	707552 thru 707554	No Discrepancies Noted	
	CM-27	1 Check and 1 Transaction	150344	No Discrepancies Noted	
6/22/2016	A-78	74 Checks and 145 Transactions	151271 thru 151344	No Discrepancies Noted	
	F-46	23 Checks and 41 Transactions	707560 thru 707582	No Discrepancies Noted	
	CM-28	2 Checks and 2 Transactions	151345 thru 151346	No Discrepancies Noted	
	TA-66	10 Checks and 10 Transactions	918409 thru 918418	No Discrepancies Noted	
	TE-2	2 Checks and 2 Transactions	151347 and 151348	No Discrepancies Noted	
	C-38	19 Checks and 198 Transactions	809666 thru 809684	Bill Bros. Two invoices entered incorrectly. Overpayment of .07	Check was released
				Maines Paper - Incorrect credit taken in School favor	Check was released



**CORTLAND ENLARGED CITY SCHOOL DISTRICT**

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

6.b

**Kimberly Vile  
Director of Business Services  
kvile@cortlandschools.org**

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

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**To: Michael Hoose, Superintendent  
From: Kimberly Vile, Director of Business Services *KAV*  
Date: August 2, 2016  
Re: Budget Transfers**

It is the recommendation of the Business Office to approve the resolution for budget transfers to be approved with the following signatures:

Director of Business Services – up to \$10,000  
Superintendent – up to \$35,000  
Board of Education President if over \$35,000

The Business office will then provide the budget transfers that have been processed in the financial packed to the BOE at least quarterly. It is further recommended that this action be included in the annual reorganization meeting in future years.

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

**cc: BOE  
Andrea Herzog, Treasurer**



**CORTLAND ENLARGED CITY SCHOOL DISTRICT**

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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 28, 2016**  
**Re: Section 211 Waiver for Bus Driver**

It is the recommendation of the Director of Business Services to approve the attached resolution. Mr. Richard McMullin is currently a bus driver who is also a 19A certified examiner and a School Bus Driver Instructor PTSI. Rick has been and continues to be our primary trainer for not only new interested candidates but also for our current staff to remain in compliance with DOT guidelines. In order for this waiver to be considered the BOE is asked to approve a resolution to be submitted with the application.

**BE IT RESOLVED**, that the Board of Education authorizes the Superintendent of Schools to submit the Section 211-waiver request to the New York State Civil Service Commission for Richard McMullin, Bus Driver.

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

cc: BOE



**CORTLAND ENLARGED CITY SCHOOL DISTRICT**

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Cortland, New York 13045**

**Kimberly Vile  
Director of Business Services  
kvile@cortlandschools.org**

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

**To: Michael Hoose, Superintendent of Schools**

**From: Kimberly Vile, Director of Business Services**

**Date: 7/13/16**

**Re: Donation Acceptance**

It is recommended of the business office to accept the following donations:

\$1,200.00 – Victor Kalilec Memorial Fund for Science Dept.

\$8,500.00 – Manuel Medeiros for refurbishment of 1924 Steinway piano

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

**cc: Board of Education  
Andrea Herzog, Treasurer**





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Cortland, New York 13045**

**Kimberly Vile  
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(607) 758-4100  
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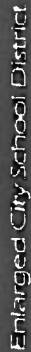
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**To: Michael Hoose, Superintendent  
From: Kimberly Vile, Director of Business Services *KAV*  
Date: July 21, 2016  
Re: Surplus**

It is the recommendation of the Business Office to surplus the items per the attached list. The items have surpassed their useful life and will all be disposed of.

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

cc: BOE



**"Committed to Excellence"**

# Assets Transfer/Disposal Form

[illegible]

Please return this form to Kaufman Center-Attention to Kim Vile, Director of Business Services

**Approved for Transfer**

**Approved for Disposal**

**Signature / Date**





PROPERTY OF  
CORTLAND ENLARGED CSD  
20100104

CORTLAND  
CSD  
001082



**CORTLAND ENLARGED CITY SCHOOL DISTRICT**

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

**Kimberly Vile  
Director of Business Services  
kvile@cortlandschools.org**

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

**To: Michael Hoose, Superintendent of Schools  
From: Kimberly Vile, Director of Business Services *KAV*  
Date: August 9, 2016  
Re: Transportation Requests – Non-Public Schools**

In accordance with Education Law § 3635-2, the following students have requested transportation to a non-public school for school year 2016-2017. These schools meet the mileage and eligibility requirements set forth in law.

**Cortland Christian Academy:**

Kristy Jo Mitchell      Grade K

**Marathon Christian Academy:**

Liberty Sneed      Grade 6  
Shiloh Sneed      Grade 3

**cc: BOE**

6.7

## 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 of Schools  
Members of the Board of Education

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

Date: August 5, 2016

RE: DCIP and SCEPs for 2016-2017



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Enclosed please find the District Comprehensive Improvement Plan, DCIP, and Parker and JSHS School Comprehensive Education Plans, SCEPs. The DCIP and SCEPs are the guiding plans associated with our Re-identified Focus Designation. Jeff and I will present an overview of the plans and respond to any questions regarding the plans or Focus work in general at Tuesday's meeting.

As always, please call or email with any questions.



**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: Mr. Michaels Hoose, Superintendent**  
**From: Kimberly A. Vile, Director of Business Services KAV**  
**Date: August 21, 2015**  
**Re: Food Service Agreements**

**It is the recommendation of the Business Office to approve the food service agreements as presented.**

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

**cc: Board of Education**

# **CORTLAND ENLARGED CITY SCHOOL DISTRICT**

## **FOOD SERVICE AGREEMENT**

This agreement entered into this 1st day of September 2016 by and between the Cortland Enlarged City School District, party of the first part, hereinafter referred to as the District, and the St. Mary's School, party of the second part, hereinafter referred to as St. Mary's, do hereby mutually agree that:

1. The District, as the Sponsoring Agency, agrees to continue service to St. Mary's, as a recipient agency, for the 2016-17 program period September 2016 through June 2017.
2. This Agreement is renewable each school year with the mutual consent of both parties to the Agreement. This Agreement may be terminated by either party upon the filing of 60 days prior notice in writing to the other party.
3.
  - (a) The District agrees to perform administrative functions normally conducted by a Sponsoring Agency such as, but not limited to, ordering food and milk, filing claims, filing required reports, conducting hearings and such other administrative tasks not otherwise expected in this Agreement.
  - b) The District agrees to prepare and deliver lunches to St. Mary's on each school day that the District's schools are in session. The District further agrees to provide one (1) Food Service Helper employee at the point of service, the costs of said employee to be borne by the District. The menu will be identical to that published for service at the public elementary schools.
4. St. Mary's, in consideration of lunches and other services provided by the District, agrees to:
  - (a) Pay a monthly administrative charge of \$110.00 for ten months, September through June, to the District to cover expenses incurred by the District, such as, Administrative Personal Services, postage, advertising, supplies and materials.
  - (b) Repair, maintain, or replace equipment necessary to the operation of the program, equipment to mean having a unit value of \$50.00 or more for replacement purposes.
  - (c) Assign Government Donated Food allocation to the District.
  - (d) The release of all funds (revenues) to the District that are generated by the direct operation of the School Lunch Program.
  - (e) Guarantee the District payment for documented losses sustained as a result of operating the Lunch Program for St. Mary's. The District's Business Official will provide quarterly financial status reports to the Chief School Officer at St. Mary's. Documented losses, if any, will be paid by St. Mary's during the month of June of the current school year.
  - (f) Agrees to reimburse the District for time worked by the District's on site employee and authorized by St. Mary's beyond the hours per day required under 3 (b) above at the rate of \$15.00 per hour. (rate subject to change)
  - (g) Maintain the food serving and dining areas in a sanitary condition (custodial



services) acceptable at all times to the Cortland County Health Department.

5. The District agrees that the monthly administrative charge in item 4 (a) of this agreement will be offset by any net profit generated as shown in the quarterly financial report, item 4 (e), up to a maximum of \$1,000 of the current school year. Credit will not carry over from one school year to the next.
6. The District agrees that any net profit over and above that used in item 5 will be added to the inventory credit before demanding payment as provided for in item 4 (e).
7. Any dispute between the parties to this Agreement shall first be presented to the Chief School Officers of St. Mary's and the District for resolution; if the dispute cannot be resolved at this level, the matter shall be presented to the District's Board of Education for final settlement.

Both parties recognize the intent and purpose of a Child Nutrition Program and pledge their support to serve the children nutritious meals at a reasonable charge in accordance with existing Federal, State and local regulations.

FOR: CORTLAND ENLARGED CITY SCHOOL DISTRICT:

\_\_\_\_\_  
Chief School Officer

\_\_\_\_\_  
Date

FOR: ST. MARY'S SCHOOL:

\_\_\_\_\_  
Chief School Officer

\_\_\_\_\_  
Date

# **CORTLAND ENLARGED CITY SCHOOL DISTRICT**

## **FOOD SERVICE AGREEMENT**

This Agreement entered into this 1st day of September 2016 by and between the Cortland Enlarged City School District, party of the first part, hereinafter referred to as the District, and the Onondaga-Cortland-Madison BOCES, party of the second part, hereinafter referred to as BOCES, do hereby mutually agree that:

1. The District, as the Sponsoring Agency, agrees to continue service to BOCES, as a recipient agency, for the 2016-17 program period September 2016 through June 2017.
2. This relationship is renewable each school year by mutual agreement.
3. Cortland will review applicants for free and reduced price meals.
4. Food is transported via a BOCES courier for all participating programs with pick up from the Cortland Jr.-Sr. High School at an agreed upon time.
5. BOCES guarantees the District payment for any documented losses as a result of meal sales projected at the end of May 2017 with a final payment, if any, in June 2017.
6. This Agreement may be terminated by either party during the school year with 30 days notice in writing.
7. The District will perform administrative functions normally handled by the Sponsoring Agency, such as, but not limited to, ordering food and milk, filing claims, filing required reports, and conducting hearings.
8. The District will apply for the health department permit and obtain the necessary signatures to operate, the cost of the health department permit will be included on your itemized bill.

Clarification by site location:

### **McEvoy :**

The District will provide meals and labor and any other services normally provided other recipient agencies except as otherwise stipulated in this agreement.

BOCES will pay a monthly administrative surcharge of \$110.00 for ten months, September through June, to the District.

BOCES agrees to pay for any special services rendered by the Food Service Helper above the normal 6 ½ hours per day at the rate of \$15.00 per hour. (rate subject to change)

BOCES agrees to provide all services, except meals and direct labor.

### **Alternative & 7 Valleys**

BOCES will track meal counts and account status for these students.

BOCES agrees to serve all meals that are prepared and delivered for student consumption.

Both parties recognize the purpose of a school lunch program and pledge their support to serve the children nutritious meals in accordance with current rules and regulations.

FOR: CORTLAND ENLARGED CITY SCHOOL DISTRICT:

\_\_\_\_\_  
Chief School Officer

\_\_\_\_\_  
Date

FOR: ONONDAGA-CORTLAND-MADISON BOCES:

\_\_\_\_\_  
Chief School Officer

\_\_\_\_\_  
Date

6-3

**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: August 5, 2016

RE: Additional Certification of Lead Evaluators for 2016-2017



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Enclosed please find the certification documentation for Tim Wagoner and Josh Bacigalupi to be approved Lead Evaluators for the 2016- 2017 school year.

As always, please call or email with any questions.

## Certification for Lead Teacher Evaluators

Lead Evaluator Name: Tim Wagoner

Title: Athletic Director

District: Gouverneur Central School

Lead Evaluators must show evidence of training within all nine Lead Evaluator training criteria in order to receive district certification as a Lead Evaluator. Administrators must be certified as a Lead Evaluator in order for classroom observations that construct a teacher's APPR to be valid.

### New York State Education Department Regulations for training:

1. New York State Teaching Standards, and their related elements and performance indicators and the Leadership Standards and their related functions, as applicable

Date	Aligned Professional Development	Professional Development Hours
8/18/2015	Lead Evaluator Module 1	4

2. Evidence-based observation techniques that are grounded in research

Date	Aligned Professional Development	Professional Development Hours
8/18/2015	Lead Evaluator Module 2	3
12/2/2015	Lead Evaluator Module 6	3
12/23/2015	Lead Evaluator Module 10	1

3. Application and use of the student growth percentile model and the value-added growth model as defined in section 30-2.2 of this Subpart

Date	Aligned Professional Development	Professional Development Hours
8/18/2015	Lead Evaluator Module 3	2

4. Application and use of the State-approved teacher or principal rubric(s) selected by the district or BOCES for use in evaluations, including training on the effective application of such rubrics to observe a teacher or principal's practice

Date	Aligned Professional Development	Professional Development Hours
8/18/2015	Lead Evaluator Module 4	1
12/23/2015	Lead Evaluator Module 10	2

5. Application and use of any assessment tools that the school district or BOCES utilize to evaluate its classroom teachers or building principals professional growth goals and school improvement goals, etc.

Date	Aligned Professional Development	Professional Development Hours
12/2/2015	Lead Evaluator Module 5	1

6. Application and use of any State-approved locally selected measures of student achievement used by the school district or BOCES to evaluate its teachers or principals.

Date	Aligned Professional Development	Professional Development Hours
12/2/2015	Lead Evaluator Module 6	4
12/2/2015	Lead Evaluator Module 9	1

7. Use of the Statewide Instructional Reporting System

Date	Aligned Professional Development	Professional Development Hours
8/18/2015	Lead Evaluator Module 7	2

8. The scoring methodology utilized by the Department and/or the district or BOCES to evaluate a teacher or principal under this Subpart, including how scores are generated for each subcomponent and the composite effectiveness score and application and use of the scoring ranges prescribed by the Commissioner for the four designated rating categories used for the teacher's or principal's overall rating and their subcomponent ratings

Date	Aligned Professional Development	Professional Development Hours
12/2/2015	Lead Evaluator Module 8	1

9. Specific considerations in evaluating teachers and principals of English language learners and students with disabilities

Date	Aligned Professional Development	Professional Development Hours
12/2/2015	Lead Evaluator Module 9	2

Tim Wagoner has completed the above professional development sessions.

Signature of BOCES



Dr. Jennifer French, Senior Supervisor for School Improvement

Training added above and beyond the BOCES APPR training has been added in blue ink and initialed by the superintendent or his or her designee. Completion of a session through VIDEO must be confirmed by the superintendent.

**Calibration must be completed yearly per the Commissioners regulations. Proof of calibration will be provided independently.**



**DRYDEN CENTRAL SCHOOL DISTRICT**

*filed*

P.O. Box 88  
Dryden, NY 13053  
Main Office (607) 844-8694  
District Office (607) 844-5361  
FAX (607) 844-4733

TO: Members, Board of Education

FROM: Sandra R. Sherwood, Superintendent of Schools *(SRS)*

DATE: November 3, 2015

RE: Certification of Lead Teacher Evaluators

As you are aware, part of the teacher evaluation regulations requires that evaluators complete a series of training sessions and then be certified by their local Boards of Education annually. I am pleased to recommend the following administrators for Board certification as Lead Teacher Evaluators as they completed their training this fall at TST BOCES:

Joshua Bacigalupi  
Adam Bauchner  
John Birmingham  
Michael Farney  
Bryan Ford  
Audrey Ryan  
Janet Rascoe-Strebel  
Dale Sweet  
David Thon

Additionally, I have also completed the training session requirements at TST BOCES this fall for Lead Teacher Evaluator and ask for Board certification as a Lead Teacher Evaluator.

Thank you.

SRS/slw

xc: Administrative Team



**CORTLAND ENLARGED CITY SCHOOL DISTRICT**

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

**Kimberly A. Vile  
Director of Business Services  
kvile@cortlandschools.org**

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

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**To: Michael Hoose, Superintendent of Schools  
From: Kimberly A. Vile, Director of Business Services  
Re: Donation  
Date: August 5, 2016  
Cc: Board of Education**

**It is the recommendation of the business office to accept the donation of a portable football field goal from SUNY Cortland to the Cortland Junior Senior High School Athletic Department.**

**Please let me know if you have any questions. Thank you!**



7.a

# SCHEDULE OF RESIGNATIONS AND LEAVES

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

Schedule Number: 11.77 (Revised)  
Board Meeting Date: August 9, 2016  
Color: White

## A. Approval of Personnel Resignations and Leaves

### ADMINISTRATORS/INSTRUCTIONAL PERSONNEL:

RESIGNATION	POSITION	ORIGINAL APPOINTMENT	RESIGNATION DATE	REASON
Yanchuk, Vitaliy	Teaching Assistant	09/01/2015	09/01/2016	Resignation.
Corfield, Sarah	Elementary	10/12/2010	08/31/2016	To accept the Reading Teacher position.
Loomis, Catrina	Special Education	09/01/2015	07/19/2016	Resignation.
Horbai, Kathleen	Special Education	09/01/2008	07/29/2016	Resignation.
Vatier, Melanie	Elementary	09/01/2010	08/31/2016	Resignation.
Noga, Julie	Elementary Long-Term Substitute	07/05/2016	08/05/2016	Resignation.

### CO-CURRICULAR PERSONNEL:

RESIGNATION	POSITION	ORIGINAL APPOINTMENT	RESIGNATION DATE	REMARKS
Protheroe, John	Head Coach Jr. Varsity Boys Soccer	06/14/2016	07/28/2016	Resignation.

### NON-INSTRUCTIONAL PERSONNEL:

RESIGNATION	POSITION	ORIGINAL APPOINTMENT	EFFECTIVE DATE	REASON
Thorn, Maria	PC Support Specialist	08/09/1999	09/02/2016	Retirement.

### INSTRUCTIONAL/NON-INSTRUCTIONAL PERSONNEL

LEAVE OF ABSENCE	POSITION	ORIGINAL APPOINTMENT	LEAVE DATES	REASON

71b

## SCHEDULE OF APPOINTMENTS

### Non-Instructional Substitute Personnel

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

Schedule Number: 1186  
Board Meeting Date: August 9, 2016  
Color: White

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

Last Name	First Name	Title	Rate	Remarks
Tinker	Jonathan	Bus Driver Trainee	\$14.95	Effective 08/22/2016

# SCHEDULE OF APPOINTMENTS

## ADMINISTRATORS AND INSTRUCTIONAL STAFF

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

Schedule Number: 2420

Board Meeting Date: August 9, 2016

Color: White

NAME	POSITION/ LOCATION	TYPE OF APP'T	DATE EFFECTIVE	PROB ENDS	TENURE AREA	CERT/ DEGREE	REMARKS	SALARY
Corfield, Sarah	Reading/Parker	Probationary	09/01/2016	08/31/2019	Remedial Reading	Literacy (Birth- Grade6)/ Professional	Sarah will fill the Reading vacancy due to resignation.	Step Grad Hrs Master's TOTAL \$47,880.00
Morgans. Abbey	Psychologist/ISHS	Probationary	09/01/2016	08/31/2020	School Psychologist	School Psychologist/ Provisional	Abbey will fill the Psychologist vacancy due to resignation.	Step B1 \$40,885 Grad Hrs 69 \$2,760 Master's \$500 CAS \$500 Stipend \$2,500 TOTAL \$47,145.00
Bair, Leanne	Science/ISHS	Probationary	09/01/2016	08/31/2019	Science	Biology	Leanne will fill the Science vacancy due to resignation.	Step T1 \$56,867 Grad Hrs 42 \$1,680 Master's \$400 TOTAL \$58,947.00
Lansdowne, Bobbie	Teaching Assistant/Barry	Probationary	09/01/2016	08/31/2020	Teaching Assistant	Childhood Education (Grades 1-6)/Initial Ext.	Bobbie will fill the Teaching Assistant vacancy due to resignation.	Step A1 TOTAL \$20,071.00
Wood, Adrienne	Teaching Assistant/Barry	Probationary	09/01/2016	08/31/2020	Teaching Assistant	Music/Initial	Adrienne will fill the new Teaching Assistant position.	Step A1 TOTAL \$20,071.00
Milhaven, Alexandra	Elementary/Smith	Long-Term Substitute	09/01/2016- 04/07/2017	N/A	N/A	Childhood Education (Grades 1-6)/Initial	Alexandra will fill the Elementary position due to leave.	Step A1 \$40,142 Grad Hrs 13 \$520 Master's TOTAL \$40,662
Zeger, Laura	Elementary/Virgil- District	Probationary	09/01/2016	08/31/2020	Elementary	Childhood Education (Grades 1-6)/ Professional	Laura will fill the new position.	Pro-Rated Total \$29,479.95 Step H1 \$45,638 Grad Hrs 48 \$1,920 Master's \$400 CAS \$500 TOTAL \$48,458.00

7C

**Co-Curricular Appointments**  
**To Fix Salaries and Schedule Conditions for the School Year 2016-17**

Schedule Number:     **2421**  
Board Meeting Date:   **August 9, 2016**  
Color:                 **Green**

TITLE	APPOINTMENT	YR	AMOUNT	
Department Leaders 7-12 - Foreign Language	Matthew Kinsella	N/A	\$	2,570.00
Head Teacher - Barry	Joe Pace	N/A	\$	1,173.00
Head Teacher - Parker	Katherine Swanson	N/A	\$	1,173.00

7c

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

Schedule Number: 2422

Board Meeting Date: August 9, 2016

Color: White

NAME	POSITION	BUILDING	EXTRA DAYS	ADDITIONAL SALARY
Abbey Morgans	School Psychologist	JSHS	5	\$1,178.65
Matthew Kinsella	Department Leader – Foreign Languages	JSHS	1	\$242.66

# 7C SCHEDULE OF APPOINTMENTS

## ELEMENTARY & SECONDARY SUBSTITUTE TEACHERS/TUTORS 2016-17

Schedule Number: **2423**

Board Meeting Date: **August 9, 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>Daily Rate</b>
Antonovia, Ievgeniia	Teaching Assistant	B	\$85.00
Barlow, Patricia	Substitute Teacher	B	\$88.00
Barnes, Barbara	Substitute Teacher	A	\$101.00
Brady, Philomena	Substitute Teacher	B	\$93.00
Brady, Philomena	Teaching Assistant	B	\$85.00
Busch, John	Substitute Teacher	A	\$101.00
Chapman, Robert	Substitute Teacher	A	\$103.00
Chapman, Robert	Teaching Assistant	A	\$88.00
Connelly, Susan	Substitute Teacher	A	\$109.00
Connelly, Susan	Tutor		\$33.62
Conroe, Scott	Substitute Teacher	B	\$93.00
Conroe, Scott	Teaching Assistant	B	\$85.00
Darling, Christina	Substitute Teacher	B	\$83.00
Darling, Christina	Teaching Assistant	B	\$75.00
Darrow, David	Substitute Teacher	A	\$109.00
Darrow, David	Tutor		\$33.62
Darrow, Vicki	Substitute Teacher	A	\$109.00
Darrow, Vicki	Tutor		\$33.62
DuBois, Kathleen	Teaching Assistant	A	\$83.00
DeMuth, Peggy	Substitute Teacher	A	\$103.00
DeRado, Maria	Substitute Teacher	A	\$109.00
DeRado, Maria	Tutor		\$33.62
Francis, Marci	Substitute Teacher	A	\$103.00
Francis, Marci	Teaching Assistant	A	\$88.00
Frawley, Christine	Substitute Teacher	B	\$93.00
Frawley, Christine	Assistant Teacher	B	\$85.00
Gath, Thomas	Substitute Teacher	A	\$109.00
Gath, Thomas	Tutor		\$33.62
Gerlach, Donald	Substitute Teacher	A	\$101.00
Heil, Kasy	Substitute Teacher	A	\$103.00
Heil, Kasy	Teaching Assistant	A	\$88.00
Hollenbeck, Sharon	Teaching Assistant	B	\$85.00
Honour, Jonathan	Substitute Teacher	A	\$103.00
Honour, Jonathan	Teaching Assistant	A	\$88.00
Ivie, Peggy	Substitute Teacher	B	\$88.00
Jackson, Sophie-Louise	Substitute Teacher	A	\$103.00
Kline, Barbara	Substitute Teacher	A	\$109.00
Kulikowsky, William	Substitute Teacher	A	\$105.00
Lane, Patricia	Substitute Teacher	A	\$109.00
Lane, Patricia	Tutor		\$33.62
Logan, Charles	Substitute Teacher	A	\$109.00
Lowie, Joan	Teaching Assistant	A	\$93.00
Mantella, Dominick	Substitute Teacher	B	\$93.00
Mantella, Dominick	Teaching Assistant	B	\$85.00
Martins, LeeAnn	Substitute Teacher	B	\$88.00
Martins, LeeAnn	Teaching Assistant	B	\$80.00

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

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Milhaven, Alexandra	Substitute Teacher	A	\$101.00
Milhaven, Alexandra	Teaching Assistant	A	\$83.00
North, Colleen	Substitute Teacher	A	\$109.00
Palmeri, Vanessa	Substitute Teacher	A	\$101.00
Palmeri, Vanessa	Teaching Assistant	A	\$83.00
Pearsall, Kathleen	Teaching Assistant	B	\$85.00
Platt, Pamela	Teaching Assistant	A	\$83.00
Poli, Beverly	Teaching Assistant	B	\$80.00
Richmond, Kimberly	Teaching Assistant	B	\$85.00
Roiger, Patricia	Substitute Teacher	A	\$101.00
Romano, Tara	Substitute Teacher	A	\$101.00
Sandstrom, Timothy	Substitute Teacher	A	\$101.00
Shaw, Amanda	Substitute Teacher	B	\$83.00
Shaw, Amanda	Teaching Assistant	B	\$75.00
Sills, Dorothy	Teaching Assistant	A	\$93.00
Sinetar, Toby	Substitute Teacher	A	\$105.00
Spallone, John	Substitute Teacher	A	\$109.00
Crista, Stark	Substitute Teacher	A	\$109.00
Crista, Stark	Tutor		\$33.62
Stark, Lynn	Substitute Teacher	B	\$83.00
Stevens, Nancy	Substitute Teacher	B	\$93.00
Stevens, Nancy	Teaching Assistant	B	\$85.00
Stoker, Celeste	Substitute Teacher	A	\$109.00
Tupper, Barbara	Substitute Teacher	A	\$109.00
Vidulich, Robert	Substitute Teacher	A	\$109.00
Warwick, Michelle	Substitute Teacher	B	\$83.00
Warwick, Michelle	Teaching Assistant	A	\$83.00
Wick, Corryne	Substitute Teacher	B	\$83.00
Wick, Corryne	Teaching Assistant	B	\$75.00
Wilcox, Carlene	Substitute Teacher	A	\$109.00
Williams, Phyllis	Substitute Teacher	A	\$109.00
Withey, Kendalyn	Substitute Teacher	A	\$105.00
Withey, Kendalyn	Teaching Assistant	A	\$93.00

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

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7.C

**SCHEDULE OF APPOINTMENTS  
INTER-SCHOLASTIC (ATHLETICS)**

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

Schedule Number: **2424**  
Board Meeting Date: **August 9, 2016**  
Color: **Blue**

NAME	TITLE	Varsity/JV JUNIOR HIGH	SPORT	BOYS/ GIRLS	AMOUNT
Patrick McNerney	Head Coach	Modified	Football	Boys	\$ 3360
Graceann Forrester	Assistant Coach	Varsity/JV	Field Hockey	Girls	\$ Volunteer
Bryn Sheppard*	Assistant Coach	Varsity/JV	Field Hockey	Girls	\$ Volunteer
Ryan Bilodeau	Assistant Coach	Varsity/JV/JH	Soccer	Girls	\$ Volunteer
Kelsey Harwood	Assistant Coach	Varsity/JV	Tennis	Girls	\$ Volunteer

\*Pending completion of required coaching regulations