

CORTLAND ENLARGED CITY SCHOOL DISTRICT
Board of Education Meeting – Tuesday, September 13, 2016 at 6:30 p.m.
Kaufman Center, 1 Valley View Drive, Cortland NY

- 1. CALL TO ORDER and PLEDGE OF ALLEGIANCE-**
- 2. COMMUNICATIONS and RECOGNITION:**
 - a. Kudos Korner
 - b. Audience Participation – (speakers are asked to state their name and address and limit their comments to two minutes).
 - c. Board Member Reports:
 - 1.) BOE Policy Committee – Report on August 15, 2016 meeting
 - 2.) BOE Facilities Committee – Next meeting TBD
 - 3.) BOE Audit Committee – Next meeting TBD.
 - 4.) BOE Financial Committee – First meeting TBD
 - 5.) Discussion – Opening day
- 3. PRESENTATIONS:**
 - a. Europe Trip Planning Update
 - b. Senior Trip
 - c. Technology Updates
- 4. CONSENT ITEMS:**
 - a. Minutes of August 22, 2016 Special Meeting
 - b. CSE/CPSE (Committee on Pre-school Special Education) Recommendations 2016-2017
- 5. OLD BUSINESS:**
- 6. NEW BUSINESS:**
 - a. Approval to Create a Dispatcher Position
 - b. Approval of Transportation Requests – Non-Public Schools
- 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
 - c. Assistant Superintendent for Curriculum and Instruction
 - d. Director of Special Education
 - e. Superintendent
 - 1.) CHS Voice Drone Footage
 - 2.) NYSSBA's Annual Business Meeting Voting Delegate
- 9. BOARD MEMBER ACTIVITIES**
- 10. NEXT MEETING AGENDA REVIEW**
- 11. EXECUTIVE SESSION (If needed)**
- 12. ADJOURNMENT**

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

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

REQUESTED BY SUPERVISING TEACHER <u>Melissa Gunkan, Ben Wells</u>	SCHOOL <u>CTSHS</u>	DATE <u>6/17/16</u>
DESCRIPTION OF THE TRIP <u>Seniors will take a two day trip to Cedar point and the Rock in Roll Hall of Fame in the Cleveland, Ohio area.</u>		

TRIP DETAILS		
DESTINATION OF TRIP <u>Cleveland, Ohio</u>	DEPARTURE DATE <u>6/9/17</u>	DEPARTURE TIME <u>6am</u>
ADDRESS _____ _____	RETURN DATE <u>6/10/17</u>	RETURN TIME <u>11:59pm</u>
	TOTAL DAYS <u>2</u>	TOTAL NIGHTS <u>1</u>
NUMBER OF STUDENTS <u>approx. 100</u>	NUMBER OF STAFF <u>13</u>	NUMBER OF CHAPERONES <u>13</u>

COSTS		
TOTAL ANTICIPATED COST OF TRIP PER PERSON <u>\$250-260</u>	COST INCLUDES: <u>Bus, hotel, entry to Cedar Point, Rock+Roll Hall of Fame, tour escort, Dinner Cruise, Night Security Guard, Buffet Breakfast, 1 complementary chaperone per 10 students</u>	
ADDITIONAL COSTS <u>\$10-20</u>	ADDITIONAL COSTS INCLUDES: <u>- Dinner on the way home (quick stop)</u> <u>** Possible lunch @ park -</u>	
TRANSPORTATION MODE <u>Charter Bus</u>	TRANSPORTATION CARRIER <u>Provided by Carr's Holiday</u>	TRANSPORTATION COST <u>included</u>

LEARNING OUTCOMES OF TRIP <u>American + Music History, Pop Culture</u> <u>Physics</u>

TARGET GROUP OF STUDENTS
(Class/Team/Organization)

Cortland High School Class of 2017

SPECIAL REQUESTS

(Pertaining only to field trips involving exceptional students or students with special needs)

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

- Initial Meeting after board approval in October
- Follow-up Meeting in Dec/January
- Pre-trip Meeting with Parents, Students & Chaperones in May

POST-TRIP FOLLOW UP/EVALUTION OF EDUCATIONAL VALUE

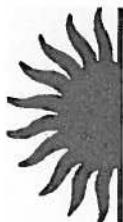
- Post trip Meeting / Survey

PRINCIPAL COMMENTS

SUPERVISING STAFF NAME		COVERAGE ARRANGED
Melissa Guntan	Ben Wells	Teachers will arrange for coverage individually through the district sub-service
Joe Mack	John Zarcone	
Jesse Bender	Pam West	
Charles Canastaro	Kelly Chapman	
Jen Rafferty	Megan Bottle	
Kim Sanderson	Nicole Lathem	

APPROVALS

SIGNATURE OF SUPERVISING TEACHER <i>Melissa Guntan</i>	SIGNATURE OF PRINCIPAL <i>[Signature]</i>
SIGNATURE OF DIRECTOR OF CURRICULUM AND INSTRUCTION	DATE
SIGNATURE OF SUPERINTENDENT	DATE



CARR'S HOLIDAYS

1601 GLENWOOD ROAD | VESTAL, NEW YORK 13850 | 607. 785. 8644 |

Cortland Senior Class Trip Cleveland June 9th – 10th, 2017

Friday June 9th

7:00am Departure
2:00pm Arrive **Rock & Roll Hall of Fame and Museum**
3:30pm Departure
4:00pm Check in **Embassy Suites Hotel** Cleveland Rockside
5:30pm Departure
6:00pm Board Ship
6:30pm Dinner Cruise aboard the **Nautica Queen**
9:30pm Departure
10:00pm Arrive hotel

Saturday June 10th

8:00am Buffet Breakfast @ hotel
9:00am Check out and departure
10:00am Arrive **Cedar Point Amusement Park**
4:00pm Departure
12:00am Arrive Home

Package Includes:

- Round trip transportation and transfers via video bus.
- (1) Nights hotel accommodations @ Embassy Suites
- (1) Night Security Guard
- (1) Buffet Breakfast.
- (1) Dinner Cruise aboard Nautica Queen.
- **All** taxes and gratuities.
- **All** admissions.
- (1) Complimentary chaperone per (10) paying passengers.
- (1) trip escort

Package Price:

\$ 248/ Person based on **quad** occupancy and (40) paying passengers.
\$ 265/ Person based on **triple** occupancy.
\$ 282/ Person based on **double** occupancy.
\$ 350/ Person based on **single** occupancy

4. a

CORTLAND ENLARGED CITY SCHOOL DISTRICT
Board of Education Special Meeting – Monday, August 22, 2016 at 5:00 p.m.
Kaufman Center, 1 Valley View Drive, Cortland NY

A Special Meeting of the Board of Education was held on Monday, August 22, 2016 at the Kaufman Center, 1 Valley View Drive, Cortland, New York.

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

Also Present: Mr. Michael Hoose, Superintendent; Ms. Judi Riley, Assistant Superintendent for Pupil and Personnel Services; Dr. Jeff Craig, Assistant Superintendent for Curriculum & Instruction; and Ms. Alicia Zupancic, Clerk

Absent: Ms. Alane Van Donsel

1. CALL TO ORDER and PLEDGE OF ALLEGIANCE-

Ms. Davis-Howard called the meeting to order at 5:00 p.m. and the Pledge of Allegiance was recited.

2. CONSENT ITEMS:

a. Minutes of August 9, 2016 Regular Meeting

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

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

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

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

3. NEW BUSINESS:

a. Approval of Extra Classroom Activity Fund Quarterly Report

RESOLVED, upon the recommendation of the Superintendent of Schools, to approve the Extra Classroom Activity Fund Quarterly Report as presented.

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

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

4. 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 the revised Resignations and Leaves Schedule 11.78.

Moved by Ms. Griffin, seconded by Mr. Rogoff. Discussion: add the word revised.

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 1187 and 1188.

Moved by Ms. Gregory, seconded by Ms. Griffin. Discussion: Schedule 1187 approved as amended with TBD being removed

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 2425, 2426, 2427 and 2428.

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

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

5. EXECUTIVE SESSION

In accordance with Public Officer's Law Section 96, Subdivision 1, Ms. Davis-Howard called for an Executive Session at 5:06 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 – 7, No – 0. Motion Carried.

Ms. Alane Van Donsel arrived at 5:06 p.m.

The Executive Session adjourned at 5:18 p.m..

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

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

6. ADJOURNMENT

As there was no further business to discuss, Ms. Melissa Davis-Howard asked for a motion to adjourn the regular meeting at 5:19 p.m.

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

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



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: September 1, 2016
Re: Creation of Dispatcher Position**

Due to reorganization of the Transportation Department, I am requesting the Board of Education to create the position of Bus Dispatcher. This is a civil service position that the district does not currently have.

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

cc: BOE

6.b



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Business Office
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Fax: (607) 758-4109

To: Michael Hoose, Superintendent of Schools
From: Kimberly Vile, Director of Business Services *KAV*
Date: September 7, 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:

Isabella Petrella	Grade K
Viviana Petrella	Grade 1

St. Mary's:

Declan Vail	Grade 5
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cc: BOE

SCHEDULE OF RESIGNATIONS AND LEAVES

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

Schedule Number: 11.79
Board Meeting Date: September 13, 2016
Color: White

A. Approval of Personnel Resignations and Leaves

ADMINISTRATORS/INSTRUCTIONAL PERSONNEL:

RESIGNATION	POSITION	ORIGINAL APPOINTMENT	RESIGNATION DATE	REASON
Scott, Stacey	Special Education	10/26/2011	08/31/2016	Resignation.
Mc Sweeney, Stephen	English	09/01/2004	08/31/2016	Resignation.
Spawn, Alyssa	Psychologist	09/01/2014	09/30/2016	Resignation.

CO-CURRICULAR PERSONNEL:

RESIGNATION	POSITION	ORIGINAL APPOINTMENT	RESIGNATION DATE	REMARKS
Jack O'Donnell	Stage Craft Co-Advisor	08/22/2016	08/22/2016	Resignation.

NON-INSTRUCTIONAL PERSONNEL:

RESIGNATION	POSITION	ORIGINAL APPOINTMENT	EFFECTIVE DATE	REASON
Giacco, Luciano	Bus Driver	09/04/2013	09/01/2016	Resignation.
Law, Diane	Bus Driver	09/25/2013	08/31/2016	Resignation.
Sturdevant, Lori	Bus Driver	04/08/2003	09/13/2016	To accept the position of Bus Dispatcher.

INSTRUCTIONAL/NON-INSTRUCTIONAL PERSONNEL

LEAVE OF ABSENCE	POSITION	ORIGINAL APPOINTMENT	LEAVE DATES	REASON

SCHEDULE OF APPOINTMENTS

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

Schedule Number: 1189

Board Meeting Date: September 13, 2016

Color: White

NAME	JOB TITLE	SERVICE AREA	EFFECTIVE DATE	APPOINTMENT TYPE	REMARKS	SALARY/ HOURLY RATE
Lori Sturdevant	Bus Dispatcher	Transportation	09/14/2016	Provisional	Lori will fill the Bus Dispatcher position due to reorganization in the Transportation Office.	\$21.92

7-b

SCHEDULE OF APPOINTMENTS

Non-Instructional Substitute Personnel

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

Schedule Number: 1190
Board Meeting Date: September 13, 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
Burk	Kelly	Bus Aide	\$9.70	Pending fingerprint clearance
Burk	Kelly	Teacher Aide	\$9.70	Pending fingerprint clearance
Marshall, Jr.	Louis	Bus Driver	\$15.89	<i>Rate revision in italics</i>
Thompson	Erica	Teacher Aide	\$9.70	Daily substitute 09/15/16-05/27/17

SCHEDULE OF APPOINTMENTS

ADMINISTRATORS AND INSTRUCTIONAL STAFF

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

Schedule Number: 2429

Board Meeting Date: September 13, 2016

Color: White

NAME	POSITION/ LOCATION	TYPE OF APP'T	DATE EFFECTIVE	PROB ENDS	TENURE AREA	CERT/ DEGREE	REMARKS	SALARY		
Wright, Marquis	Special Education/Smith	Probationary	09/01/2016	08/31/2020	General Special Education	Students With Disabilities (Birth-Grade)/ Professional	Marquise will fill the Special Education vacancy due to resignation.	Step	D1	\$42,411
								Grad Hrs	45	\$1,800
								Master's		\$500
								TOTAL		\$44,711.00
Heavens-Soda, Danielle	Special Education/Smith	Probationary	09/01/2016	08/31/2020	General Special Education	Students With Disabilities (Birth-Grade2)/ Professional	Danielle will fill the Special Education vacancy due to resignation.	Step	A1	\$40,142
								Grad Hrs	30	\$1,200
								Master's		\$500
								TOTAL		\$42,842.00
O'Neill, Adam	Special Education/JSHS	Probationary	10/11/2016	10/10/2020	General Special Education	Students With Disabilities 7-12/ Initial	Adam will fill the Special Education vacancy due to resignation.	Step	B1	\$40,885
								Grad Hrs	48	\$1,920
								Master's		\$500
								TOTAL		\$43,305.00

7c

SCHEDULE OF APPOINTMENTS

ELEMENTARY & SECONDARY SUBSTITUTE TEACHERS/TUTORS 2016-17

Schedule Number: **2430**

Board Meeting Date: **September 13, 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.

Name	Title	List	Daily Rate	Remarks
Volkert, Nicole	Substitute Teacher	A	\$105.00	Retroactive to 09/07/2016
Volkert, Nicole	Teaching Assistant	A	\$93.00	Retroactive to 09/07/2016
Paul, Parveen	Substitute Teacher	B	\$88.00	Retroactive to 09/07/2016
Dumas, Marti	Substitute Teacher	A	\$109.00	Retroactive to 09/07/2016
Shultis, Katrina	Substitute Teacher	B	\$83.00	Retroactive to 09/07/2016
Shultis, Katrina	Teaching Assistant	B	\$75.00	Retroactive to 09/07/2016
Stevens, Nancy	Substitute Teacher	B	\$93.00	Retroactive to 09/07/2016
Stevens, Nancy	Teaching Assistant	B	\$85.00	Retroactive to 09/07/2016
Howard, Cassandra	Substitute Teacher	B	\$83.00	Retroactive to 09/07/2016
Cafararo, Alyssa	Substitute Teacher	B	\$88.00	Retroactive to 09/07/2016
Cafararo, Alyssa	Teaching Assistant	B	\$80.00	Retroactive to 09/07/2016
Allen, Lydia	Substitute Teacher	B	\$83.00	Retroactive to 09/07/2016
Allen, Lydia	Teaching Assistant	B	\$75.00	Retroactive to 09/07/2016
Pallassino, Michael	Substitute Teacher	B	\$83.00	Retroactive to 09/07/2016
Shanks II, Sanders	Substitute Teacher	B	\$83.00	Retroactive to 09/07/2016
Shanks II, Sanders	Teaching Assistant	B	\$75.00	Retroactive to 09/07/2016
Minor, Lindsey	Substitute Teacher	A	\$105.00	Retroactive to 09/07/2016
Minor, Lindsey	Teaching Assistant	A	\$93.00	Retroactive to 09/07/2016
Bryne, Elizabeth	Substitute Teacher	B	\$83.00	Retroactive to 09/09/2016
Casciano, Marisa	Substitute Teacher	B	\$83.00	
SenkeStarowicz, Ivy	Substitute Teacher	B	\$83.00	
Robles, Alexis	Substitute Teacher	B	\$83.00	
Madsen, Mackenzie	Substitute Teacher	B	\$83.00	
Bastien, Ashley	Substitute Teacher	B	\$83.00	
Neilis, Daniel	Substitute Teacher	B	\$83.00	
Chichester, Dillion	Substitute Teacher	B	\$83.00	Pending fingerprint clearance

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

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

Schedule Number: 2431
Board Meeting Date: September 13, 2016
Color: Green

TITLE	APPOINTMENT	YR	AMOUNT	
Stagecraft Advisor	Molly Wagner	N/A	\$	2,343.00
Grade Level Co-Leader – 4th	Lisa Riley	N/A	\$	1,928.50
<i>Grade Level Co-Leader – 4th</i>	<i>Karen Curran</i>	<i>N/A</i>	<i>\$</i>	<i>1,928.50</i>
Grade Level Co-Leader – 5th	Karen Matteson	N/A	\$	1,928.50
<i>Grade Level Co-Leader – 5th</i>	<i>Tina Ricottilli</i>	<i>N/A</i>	<i>\$</i>	<i>1,928.50</i>

*Revisions in italics

7.c

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

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

Schedule Number: **2432**

Board Meeting Date: **September 13, 2016**

Color: **Blue**

NAME	TITLE	VARSITY/JV JUNIOR HIGH	SPORT	BOYS/ GIRLS	AMOUNT
Jennifer Larkin*	Assistant Coach	Varsity	Lacrosse	Girls	\$ 2,934.00

*Retroactive to 03/22/2016