

**CORTLAND ENLARGED CITY SCHOOL DISTRICT**  
**Board of Education Meeting – Tuesday, September 27, 2016 at 6:00 p.m.**  
**Kaufman Center, 1 Valley View Drive, Cortland NY**

---

- 1. CALL TO ORDER and PLEDGE OF ALLEGIANCE-**
- 2. REQUEST FOR PROPOSALS FOR ARCHITECTURAL SERVICES FINALISTS PRESENTATIONS:**
  - a. SEI Design Group
  - b. Highland Associates
  - c. King & King Architects
- 3. COMMUNICATIONS and RECOGNITION:**
  - a. Kudos Korner
    - 1.) Parker Peace Pole
    - 2.) 1<sup>st</sup> Place at Central New York Association of Music Teachers High School Vocal Competition
  - 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 September 20, 2016 meeting
    - 2.) BOE Facilities Committee – Next meeting TBD
    - 3.) BOE Audit Committee – Next meeting October 14, 2016 at 3:00 p.m.
    - 4.) BOE Financial Committee – First meeting TBD
- 4. PRESENTATIONS:**
  - a. NYSIR Insurance Presentation
- 5. CONSENT ITEMS:**
  - a. Minutes of September 13, 2016 Regular Meeting
  - b. CSE/CPSE (Committee on Pre-school Special Education) Recommendations 2016-2017
- 6. OLD BUSINESS:**
- 7. NEW BUSINESS:**
  - a. Financial Reports: Treasurer's Report, Trial Balance, Revenues, Intrafund Transfers, Appropriations, Warrant – June, July, and August 2016
  - b. Approval to Create a Network Technician Position
  - c. Approval of Amendment to Superintendent's Contract
  - d. Approval of Amendment to Assistant Superintendent for Pupil & Personnel Services Contract
  - e. Approval of Rental Agreement for Ice Hockey at Cortland Sports Complex, Inc.
- 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 to Increase the CSE/CPSE Chairperson Position from 10+ months to 12 months
  - e. Approval of 2016-17 Salaries as presented
- 9. 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.) Winter Track
- 10. BOARD MEMBER ACTIVITIES**
- 11. NEXT MEETING AGENDA REVIEW**
- 12. EXECUTIVE SESSION**
- 13. ADJOURNMENT**

**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**

---

A Regular Meeting of the Board of Education was held on Tuesday, September 13, 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, Mr. Peter Rogoff and Ms. Alane Van Donsel

**Also Present:** Mr. Michael Hoose, Superintendent; Ms. Judi Riley, Assistant Superintendent for Pupil and Personnel Services; Dr. Jeff Craig, Assistant Superintendent for Curriculum & Instruction; Ms. Kimberly Vile, Director of Business Service; 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 6:32 p.m. and the Pledge of Allegiance was recited.

Ms. Davis-Howard asked for a moment of silence in memory of Luella Gay.

**2. COMMUNICATIONS and RECOGNITION:**

a. Kudos Korner – None

b. Audience Participation – (speakers are asked to state their name and address and limit their comments to two minutes). – There were no requests to address the Board.

c. Board Member Reports:

- 1.) BOE Policy Committee – Report on August 15, 2016 meeting – The policy committee left off at policy #5540 and still needs to go through the 4000's and the rest after #5540. The next meeting will be determined via email.
- 2.) BOE Facilities Committee – The facilities committee met on September 13, 2016. Ms. Alane Van Donsel was re-elected as the Facilities Committee Chairperson. The committee discussed their community member involvement. Ms. Van Donsel will work on this. They also discussed the seven RFPs from architectural firms that were received. Of those seven firms, the committee chose three to present to the Board on September 27, 2016.
- 3.) BOE Audit Committee – Next meeting TBD. – Auditors are in building now.
- 4.) BOE Financial Committee – First meeting TBD
- 5.) Discussion – Opening day – Opening day was great! It was upbeat, the presentation was positive, and the tone throughout the district was good.

**3. PRESENTATIONS:**

- a. Europe Trip Planning Update – Mr. John Zarcone presented possibly cancelling the Europe trip and traveling to Costa Rica and Quebec instead. He is going to reach out to parents.
- b. Senior Trip – Mr. John Zarcone also presented the senior trip to Cleveland, Ohio where they will visit the Rock and Roll Hall of Fame, Cedar Point Amusement Park, have dinner on the Nautica Queen, and spend the night in Cleveland.
- c. Technology Updates – Mr. Mike Fall and Denise Fox presented the technology updates.
  - CECSD has been allotted \$2,270,295 in Smart School funding
  - The new phone system is complete (voice over internet)
  - The new data switch infrastructure is complete

- There are devices for every student
- Looking at new technology to more than triple network capacity
- The District loans equipment to non-public schools in the amount of \$250.00 per student
- Guest wifi network is open
- Print Management – about 20 % of Xerox machines have low usage. This will be looked into to see if money can be saved by having fewer machines. The business office is also trying to have all of the copiers leases end and start at the same time.

**4. CONSENT ITEMS:**

- a. Minutes of August 22, 2016 Special Meeting
- b. CSE/CPSE (Committee on Pre-school Special Education) Recommendations 2016-2017

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

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

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

**5. OLD BUSINESS: None**

**6. NEW BUSINESS:**

- a. Approval to Create a Dispatcher Position

**RESOLVED, upon the recommendation of the Superintendent of Schools, to approve the Creation of a Dispatcher Position as presented.**

**Moved by Mr. Natoli, seconded by Ms. Griffin. Discussion: Great idea.**

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

- b. Approval of Transportation Requests – Non-Public Schools

**RESOLVED, upon the recommendation of the Superintendent, to approve Private School Transportation Requests for 2016-17 as presented**

**Moved by Ms. Van Donsel, seconded by Ms. Griffin. 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 11.79.**

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

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

- b. Approval of Non-Instructional Personnel Appointments

**RESOLVED, upon the recommendation of the Superintendent of Schools, to approve the appointments for Non-Instructional Personnel as presented on Schedules of Appointment 1189 and 1190.**

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

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

- c. Approval of Administrative and Instructional Personnel Appointments

**RESOLVED, upon the recommendation of the Superintendent of Schools, to approve the appointments for Administrative and Instructional Personnel as presented on Schedules of Appointment 2429, 2430, 2431 and 2432.**

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

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

**8. LEADERSHIP REPORTS:**

- a. Director of Business Services

Ms. Vile reported that there were a few glitches with transportation in the afternoon that are still being worked on though they are mostly worked out. The transportation department is in need of bus drivers.

- b. Assistant Superintendent for Pupil and Personnel Services

There are two instructional positions to be filled.

- c. Assistant Superintendent for Curriculum and Instruction  
Dr. Craig talked about the many meeting that have already taken place and ones coming up this week. He discussed the work that has already been done and that the beginning of the school year is already behind us.
- d. Director of Special Education  
Special Education department is focused on meeting requirements of SEQRA review.
- e. Superintendent
  - 1.) CHS Voice Drone Footage – Mr. Hoose shared the drone footage that Matthew Maniaci took overlooking the high school.
  - 2.) NYSSBA's Annual Business Meeting Voting Delegate – Ms. Griffin was elected to be the voting delegate.  
Mr. Hoose thanked the Board for a great opening day.  
Mr. Hoose handed out the draft of Board Goals asking the Board to get back to him by Monday, September 19 with any questions or concerns. These goals will be posted on the web.

**9. BOARD MEMBER ACTIVITIES**

Seven Valley New Tech High Open House was great. Ms. Davis-Howard asked the Board members to send her dates they are available to set up a tour of the New Tech High.

**10. NEXT MEETING AGENDA REVIEW**

Ms. Janet Griffin will not be in attendance

**11. EXECUTIVE SESSION**

In accordance with Public Officer's Law Section 96, Subdivision 1, Ms. Davis-Howard called for an Executive Session at 7:29 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 7:53 p.m..

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

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

**12. ADJOURNMENT**

As there was no further business to discuss, Ms. Davis-Howard asked for a motion to adjourn the regular meeting at 7:53 p.m.

Moved by Mr. Natoli, seconded by Ms. Griffin. 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 21, 2016  
Re: Creation of Network Technician Position**

I am requesting the Board of Education to create a Network Technician position. Based on the ever-changing technology needs, it is recommended to backfill a vacancy due to a retirement with a Network Technician.

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

cc: BOE

7.C

## **CORTLAND CITY SCHOOL DISTRICT**

### **Amendment to Employment Agreement**

Board of Education Regular Meeting: September 27, 2016

1. It is hereby agreed by and between the Board of Education of the Cortland Enlarged City School District located in Cortland County in the State of New York (hereinafter called the Board) and Michael J. Hoose (hereinafter called the Superintendent) that the said Board, in accordance with its actions found in the minutes of the meeting held on the 27th day of September, 2016 does hereby amend its employment agreement with the Superintendent as follows:

#### **WITNESSETH:**

2. The Superintendent's salary for the 2016-17 school shall be \$165,810.76 retroactive to July 1, 2016.
3. Section 5, F, ii "Other Benefits – Sick Days" of the current contract shall be amended to include "siblings" in the list of family members.

Dated this \_\_\_\_ day of September, 2016

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Melissa Davis-Howard, President  
Board of Education

7d

**CORTLAND CITY SCHOOL DISTRICT**

**Amendment to Employment Agreement**

Board of Education Regular Meeting: September 27, 2016

1. It is hereby agreed by and between the Board of Education of the Cortland Enlarged City School District located in Cortland County in the State of New York (hereinafter called the Board) and Judi B. Riley (hereinafter called the Assistant Superintendent) that the said Board, in accordance with its actions found in the minutes of the meeting held on the 27<sup>nd</sup> day of September, 2016, does hereby amend its employment agreement with the Assistant Superintendent as follows:

**WITNESSETH:**

2. That the salary for the Assistant Superintendent for Pupil and Personnel Services for the 2016-17 school year shall be \$135,213.86 retroactive to July 1, 2016.

Dated this \_\_\_\_ day of September, 2016

\_\_\_\_\_  
Assistant Superintendent

\_\_\_\_\_  
President, Board of Education

7.e

**RENTAL AGREEMENT**  
**CORTLAND SPORTS COMPLEX**  
**CORTLAND, NY**

Facilities Rental Agreement dated this 23<sup>RD</sup> day of August, 2016 by and between Cortland Sports Complex Inc. with an address of 4292 Fairground Road, Cortland, New York 13045, and Cortland Homer Golden Eagles Hockey Team (Cortland City School District and Homer School District), with an address at Cortland City School District of 1 Valley View Drive, Cortland, NY 13045 and an address at Homer School District of PO Box 500, Homer, NY 13077 herein after together referred to as "Lessee."

Whereas, the Cortland Sports Complex Inc. manages and operates the sports complex facility at 4292 Fairground Road, Cortland, New York 13045, and rents out portions of the facility for use by organizations and individuals in the Cortland community; and

Whereas, the Lessee desires to rent a portion of said facility in accordance with the terms and conditions set forth herein; Now, therefore, for good and valuable consideration, the parties hereby agree as follows:

1. Cortland Sports Complex Inc. does hereby rent Ice Arena & Locker Room(s) to the Lessee and the Lessee hereby rents said portion of the facility for the term and for the purpose listed on Schedule A annexed hereto and incorporated herein by reference. Upon reasonable advance notice and for good cause, the Cortland Sports Complex hereby reserves the right to cancel or modify dates or times of the Lessee's use, and upon said modification, the Lessee is entitled to elect to cancel said modified time and receive a credit accordingly. In the event of school cancellation of scheduled rental time, Lessee is responsible for the rental fee for ice due to cancellation by opponent or home team. If the reservation can be re-booked to another renter, the Lessee will be giving a credit accordingly. Cortland Sports Complex Inc. reserves the right to reasonably adjust customer schedule requests to meet the overall needs of the facility and its customers.
2. Rent shall be paid in accordance with the schedule of payments as set forth in said Schedule A. In the event any payment is more than 30 days past due, the Cortland Sports Complex Inc. shall be entitled to interest on said unpaid balance at the rate of 1 % per annum. The Cortland Sports Complex Inc. reserves the right to require a security deposit in the event it determines the same is appropriate, the payment of which shall be in accordance with the terms specified herein. The security deposit shall be fully refundable following expiration of this agreement and the Lessee's full compliance with its terms and conditions.
3. The Lessee shall use the rented portion of the facilities subject to the rules and regulations as established by the Cortland Sports Complex Inc. from time-to-time. Said rules and regulations shall apply to but not be limited to conduct of Lessee, Lessee's participants, spectators and visitors, parking, ingress and egress, signage, seating, smoking, locker rooms, restrooms and entering and exiting the rented portion of the facility. The Lessee shall leave the facility in a clean condition and shall also provide adequate supervision, not only for its participants, but also for all spectators or visitors present in the facility in connection with its usage. The Cortland Sports Complex Inc. shall not be responsible for any loss or misplaced items of personal property, and the care and security of any items are the sole and exclusive obligation of the Lessee or the Lessee's participants, spectators or visitors, as the case may be. The Lessee shall be responsible for all damage to the facility incurred by itself or its participants. Payment for all damages shall be due and payable in full within ten (10) days from date of invoice. The Lessee shall insure that no materials, objects or substances are brought into the facility that are illegal or that may endanger life or property, and the Cortland Sports Complex Inc. reserves the right to refuse admission or to have removed from the facility any person or persons who fail to comply either with the terms of this Lease or its rules and regulations.
4. For and in consideration of the terms and conditions herein, the Lessee for itself, its participants, its agents, employees, members, guests, and invitees hereby waive any and all claims for damages of any kind resulting from its use of the facility. The Lessee acknowledges that its use of the facility has risks inherent to the particular activities of the participants, as well as spectators or visitors. The Lessee acknowledges it will insure that all of its participants have adequate equipment and are properly equipped for its participants' safety, and further that it has reviewed the risks inherent in its particular activities with its participants, spectators or visitors, and that they have knowingly accepted those risks.



5. The Lessee shall indemnify and hold the Cortland Sports Complex Inc. harmless from any and all claims for damages which are made against the Cortland Sports Complex Inc. by reason of any action or inaction by the Lessee, its participants, spectators or visitors, and the use of said facilities pursuant to the terms and conditions herein and shall also hold the Cortland Sports Complex Inc. harmless from any expenses in connection therewith. Further, the Lessee shall obtain adequate insurance and shall name the Cortland Sports Complex Inc. as an insured under its general liability policy. The Lessee shall provide the Cortland Sports Complex Inc. with evidence of said coverage no later than one month prior to said event and upon reasonable request shall provide additional proof of the same during the term of this Agreement.

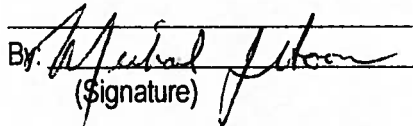
6. Any additions, deletions or modifications of this Agreement, if any, are contained in Schedule B annexed hereto and incorporated herein by reference. In the event the Lessee fails to timely make any payment due herein or fails to comply with any other terms and conditions of this Agreement or the rules and regulations of the facility, said Lessee shall be deemed to be in default, and the Cortland Sports Complex Inc. shall provide written notice of the same to the Lessee at the address set forth herein. Upon said written notice, which is deemed made when sent, the Cortland Sports Complex Inc. may suspend Lessee's use of the facilities pursuant to this Agreement until said default has been cured. Upon five (5) days written notice, the Cortland Sports Complex Inc. may terminate this Agreement in the event the Lessee has failed to cure said default. Upon said suspension or termination, the Cortland Sports Complex Inc. may pursue all remedies available under applicable law, including but not limited to the recovery for attorney's fees incurred in pursuing said remedies.

7. This Agreement, together with all schedules, constitutes the entire understanding and agreement of the parties. Any prior agreement not set forth herein is of no force or effect.

8. No alteration or variation of this Agreement shall be valid unless reduced to writing and signed by the parties.

9. Each party is a valid and legally existing entity and each of the undersigned affirm that he/she has full authority to enter into this Agreement.

SIGNED: Cortland School District

By:   
(Signature)

Michael J. Hoose, Supt.  
(Print Name and Title)

SIGNED: Homer School District

By: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name and Title)

**Cortland Sports Complex Inc.**

By: 

John Protheroe, Operations Manager

Address: 4292 Fairground Road  
Cortland, New York 13045

## SCHEDULE A

**Portion of the facility rented:** Ice Arena, High School Locker Room, Visitor Locker Room(s)

**Term:** Commencement date: November 7, 2016 Termination date: February 17, 2017

**Rent:** See attached Schedule Dated 5/11/16 Total Rent for term: \$21,512.50 (117.5 hrs)

**Rate Per Hour:** \$185

**Security Deposit:** none

Rent shall be due as follows: Invoices will be sent monthly and payment will be due within 30 days of invoice.

**Insurance:** A certificate of insurance must be provided naming Cortland Sports Complex, Inc. as an additional insured on Lessee's liability policy with a minimum coverage amount of \$1 million per occurrence. This certificate must be provided to the Complex no less than 1 month prior to the start of the event.

**Facility Policies:** Attached are the Facility Policies for the J.M. McDonald Sports Complex. These policies are in full force and effect for the rental period outlined above.

---

## RENTAL SCHEDULE

CUSTOMER ("Lessee") – See Schedule Attached Dated 5/11/16

Golden Eagles HS Hockey Team

Portion of Facility Used	Commencement Date	Event start time to finish time	Termination Date	Event Cost
Ice Arena	11/07/16	See Attached Schedule	2/17/17	\$ 21,512.50
HS Locker Room and Visitor Locker Rooms 1/2				

---

## SCHEDULE B

Not applicable



**JM McDonald Sports Complex**  
4292 Fairgrounds Rd.  
Cortland, NY 13045  
Phone: 607-753-8100  
Fax: 607-753-8400

**Bill to:**  
Cortland High School -  
Jeff Johnson  
Valley Drive  
Cortland, NY 13045

# INVOICE

Invoice number: **12232**  
Invoice date: **5/11/2016**  
Terms: **Net 180**  
Due date: **11/7/2016**

**Reservation #:** 2471144  
**Home Phone:**  
**Cell Phone:**  
**Work Phone:** 607-758-4115

Description	Dates/Times	Qty	Rate	Price
League:	Mon 11/7/2016 4:00 PM-5:30 PM	23.5	\$185.00	\$4347.50
Ice Rink {Ice Arena - Golden Eagles 2016/2017: \$185.00 Per Hour}	Tue 11/8/2016 4:00 PM-5:30 PM			
	Wed 11/9/2016 4:00 PM-5:30 PM			
	Thu 11/10/2016 4:00 PM-5:30 PM			
	Fri 11/11/2016 4:00 PM-5:30 PM			
	Mon 11/14/2016 4:00 PM-5:30 PM			
	Tue 11/15/2016 4:00 PM-5:30 PM			
	Wed 11/16/2016 4:00 PM-5:30 PM			
	Thu 11/17/2016 4:00 PM-5:30 PM			
	Fri 11/18/2016 4:00 PM-5:30 PM			
	Mon 11/21/2016 4:00 PM-5:30 PM			
	Tue 11/22/2016 6:30 PM-9:00 PM			
	Wed 11/23/2016 4:00 PM-5:30 PM			
	Mon 11/28/2016 4:00 PM-5:30 PM			
	Wed 11/30/2016 4:00 PM-5:30 PM			

Additional items/services:

**Discount:** \$0.00  
**Subtotal:** \$4,347.50  
**Paid:** \$0.00  
**BALANCE:** \$4,347.50

## Golden Eagles practice and games times for November of 2016-2017 season

Rentals - JM McDonald Sports Complex Facility Policies are in effect. All rental fees are due in advance of rental date. Bookings not paid one week in advance of first reservation or event date will be forfeited and may be sold to another party. All rental groups are required to sign a rental agreement and provide an insurance certificate naming "**Cortland Sports Complex, Inc**" as an additional insured.

Birthday Parties - JM McDonald Sports Complex Facility Policies are in effect. We require a \$50 non-refundable fee for birthday parties. We accept MC & VISA, American Express, checks or cash. Adults hosting Birthday Parties accept full responsibility for the behavior of their party guests. Any party invoice over \$300 must be paid in full prior to the date of the party.

JM McDonald Sports Complex Facility Policies are found on our website at: [www.jmcdcomplex.com](http://www.jmcdcomplex.com)

Thank you for your business and support of the JM McDonald Sports Complex (a 501(c) 3 organization).

Federal ID # 16-1595605



**JM McDonald Sports Complex**  
4292 Fairgrounds Rd.  
Cortland, NY 13045  
Phone: 607-753-8100  
Fax: 607-753-8400

Invoice number: **12233**  
Invoice date: **5/11/2016**  
Terms: **Net 204**  
Due date: **12/1/2016**

**Bill to:**  
Cortland High School -  
Jeff Johnson  
Valley Drive  
Cortland, NY 13045

**Reservation #:** 2471146  
**Home Phone:**  
**Cell Phone:**  
**Work Phone:** 607-758-4115

Description	Dates/Times	Qty	Rate	Price
League:	Thu 12/1/2016 4:00 PM-5:30 PM	42.00	\$185.00	\$7770.00
Ice Rink {Ice Arena - Golden Eagles	Fri 12/2/2016 4:00 PM-5:30 PM			
2016/2017: \$185.00 Per Hour}	Mon 12/5/2016 4:00 PM-5:30 PM			
	Wed 12/7/2016 4:00 PM-5:30 PM			
	Thu 12/8/2016 4:00 PM-5:30 PM			
	Fri 12/9/2016 4:00 PM-5:30 PM			
	Mon 12/12/2016 4:00 PM-5:30 PM			
	Tue 12/13/2016 6:30 PM-9:30 PM			
	Wed 12/14/2016 4:00 PM-5:30 PM			
	Thu 12/15/2016 4:00 PM-5:30 PM			
	Fri 12/16/2016 6:30 PM-9:30 PM			
	Mon 12/19/2016 4:00 PM-5:30 PM			
	Wed 12/21/2016 4:00 PM-5:30 PM			
	Thu 12/22/2016 4:00 PM-5:30 PM			
	Fri 12/23/2016 4:00 PM-5:30 PM			
	Mon 12/26/2016 4:00 PM-5:30 PM			
	Tue 12/27/2016 4:00 PM-5:30 PM			
	Wed 12/28/2016 4:00 PM-5:30 PM			
	Thu 12/29/2016 1:45 PM-9:00 PM			
	Fri 12/30/2016 11:00 AM-3:45 PM			

Additional items/services:

**Discount:** \$0.00  
**Subtotal:** \$7,770.00  
**Paid:** \$0.00  
**BALANCE:** \$7,770.00

### Golden Eagles practice and games times for December of 2016-2017 season

Rentals - JM McDonald Sports Complex Facility Policies are in effect. All rental fees are due in advance of rental date. Bookings not paid one week in advance of first reservation or event date will be forfeited and may be sold to another party. All rental groups are required to sign a rental agreement and provide an insurance certificate naming "**Cortland Sports Complex, Inc**" as an additional insured.

Birthday Parties - JM McDonald Sports Complex Facility Policies are in effect. We require a \$50 non-refundable fee for birthday parties. We accept MC & VISA, American Express, checks or cash. Adults hosting Birthday Parties accept full responsibility for the behavior of their party guests. Any party invoice over \$300 must be paid in full prior to the date of the party.

JM McDonald Sports Complex Facility Policies are found on our website at: [www.jmmcdonaldsports.com](http://www.jmmcdonaldsports.com)

Thank you for your business and support of the JM McDonald Sports Complex (a 501(c) 3 organization)

Federal ID # 16-1595605



**JM McDonald Sports Complex**  
4292 Fairgrounds Rd.  
Cortland, NY 13045  
Phone: 607-753-8100  
Fax: 607-753-8400

**INVOICE**

Invoice number: **12235**  
Invoice date: **5/11/2016**  
Terms: **Net 236**  
Due date: **1/2/2017**

**Bill to:**  
Cortland High School -  
Jeff Johnson  
Valley Drive  
Cortland, NY 13045

**Reservation #:** 2471173  
**Home Phone:**  
**Cell Phone:**  
**Work Phone:** 607-758-4115

Description	Dates/Times	Qty	Rate	Price
League: Ice Rink {Ice Arena - Golden Eagles 2016/2017: \$185.00 Per Hour}	Mon 1/2/2017 4:00 PM-5:30 PM Tue 1/3/2017 6:30 PM-9:00 PM Wed 1/4/2017 4:00 PM-5:30 PM Thu 1/5/2017 4:00 PM-5:30 PM Fri 1/6/2017 6:30 PM-9:00 PM Mon 1/9/2017 4:00 PM-5:30 PM Tue 1/10/2017 4:00 PM-5:30 PM Thu 1/12/2017 4:00 PM-5:30 PM Fri 1/13/2017 4:00 PM-5:30 PM Mon 1/16/2017 4:00 PM-5:30 PM Wed 1/18/2017 4:00 PM-5:30 PM Thu 1/19/2017 4:00 PM-5:30 PM Fri 1/20/2017 6:30 PM-9:00 PM Wed 1/25/2017 4:00 PM-5:30 PM Fri 1/27/2017 6:30 PM-9:00 PM Mon 1/30/2017 4:00 PM-5:30 PM Tue 1/31/2017 4:00 PM-5:30 PM	29.5	\$185.00	\$5457.50

Additional items/services:

**Discount:** \$0.00  
**Subtotal:** \$5,457.50  
**Paid:** \$0.00  
**BALANCE: \$5,457.50**

### Golden Eagles practice and games times for January of 2016-2017 season

Rentals - JM McDonald Sports Complex Facility Policies are in effect. All rental fees are due in advance of rental date. Bookings not paid one week in advance of first reservation or event date will be forfeited and may be sold to another party. All rental groups are required to sign a rental agreement and provide an insurance certificate naming "**Cortland Sports Complex, Inc**" as an additional insured.

Birthday Parties - JM McDonald Sports Complex Facility Policies are in effect. We require a \$50 non-refundable fee for birthday parties. We accept MC & VISA, American Express, checks or cash. Adults hosting Birthday Parties accept full responsibility for the behavior of their party guests. Any party invoice over \$300 must be paid in full prior to the date of the party.

JM McDonald Sports Complex Facility Policies are found on our website at: [www.jmmcdonaldsportscomplex.com](http://www.jmmcdonaldsportscomplex.com)

Thank you for your business and support of the JM McDonald Sports Complex (a 501(c) 3 organization).

Federal ID # 16-1595605



**JM McDonald Sports Complex**  
4292 Fairgrounds Rd.  
Cortland, NY 13045  
Phone: 607-753-8100  
Fax: 607-753-8400

Invoice number: **12236**  
Invoice date: **5/11/2016**  
Terms: **Net 266**  
Due date: **2/1/2017**

**Bill to:**  
Cortland High School -  
Jeff Johnson  
Valley Drive  
Cortland, NY 13045

**Reservation #:** 2471177  
**Home Phone:**  
**Cell Phone:**  
**Work Phone:** 607-758-4115

Description	Dates/Times	Qty	Rate	Price
League: Ice Rink { Ice Arena - Golden Eagles 2015/2016: \$175.00/Per Hour}	Wed 2/1/2017 4:00 PM-5:30 PM Thu 2/2/2017 4:00 PM-5:30 PM Fri 2/3/2017 4:00 PM-5:30 PM Sat 2/4/2017 6:30 PM-9:30 PM Mon 2/6/2017 4:00 PM-5:30 PM Tue 2/7/2017 4:00 PM-5:30 PM Wed 2/8/2017 4:00 PM-5:30 PM Thu 2/9/2017 6:30 PM-9:30 PM Mon 2/13/2017 4:00 PM-5:30 PM Tue 2/14/2017 4:00 PM-5:30 PM Wed 2/15/2017 4:00 PM-5:30 PM Thu 2/16/2017 4:00 PM-5:30 PM Fri 2/17/2017 4:00 PM-5:30 PM	22.5	\$175.00	\$3937.50

Additional items/services:

**Discount:** \$0.00  
**Subtotal:** \$3,937.50  
**Paid:** \$0.00  
**BALANCE: \$3,937.50**

Rentals - JM McDonald Sports Complex Facility Policies are in effect. All rental fees are due in advance of rental date. Bookings not paid one week in advance of first reservation or event date will be forfeited and may be sold to another party. All rental groups are required to sign a rental agreement and provide an insurance certificate naming "**Cortland Sports Complex, Inc.**" as an additional insured.

Birthday Parties - JM McDonald Sports Complex Facility Policies are in effect. We require a \$50 non-refundable fee for birthday parties. We accept MC & VISA, American Express, checks or cash. Adults hosting Birthday Parties accept full responsibility for the behavior of their party guests. Any party invoice over \$300 must be paid in full prior to the date of the party.

JM McDonald Sports Complex Facility Policies are found on our website at: [www.jmmcdonaldsportscomplex.com](http://www.jmmcdonaldsportscomplex.com)

Thank you for your business and support of the JM McDonald Sports Complex (a 501(c) 3 organization).

Federal ID # 16-1595605

8.2

# SCHEDULE OF RESIGNATIONS AND LEAVES

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

Schedule Number: 11.80

Board Meeting Date: September 27, 2016

Color: White

## A. Approval of Personnel Resignations and Leaves

### ADMINISTRATORS/INSTRUCTIONAL PERSONNEL:

RESIGNATION	POSITION	ORIGINAL APPOINTMENT	RESIGNATION DATE	REASON
Sierson, Suzanne	Teaching Assistant	03/05/2001	09/26/2016	Resignation.

### CO-CURRICULAR PERSONNEL:

RESIGNATION	POSITION	ORIGINAL APPOINTMENT	RESIGNATION DATE	REMARKS
Brafman, Carol	Girls On The Run Coach	06/29/2016	09/21/2016	Resignation.

### NON-INSTRUCTIONAL PERSONNEL:

RESIGNATION	POSITION	ORIGINAL APPOINTMENT	EFFECTIVE DATE	REASON

### INSTRUCTIONAL/NON-INSTRUCTIONAL PERSONNEL

LEAVE OF ABSENCE	POSITION	ORIGINAL APPOINTMENT	LEAVE DATES	REASON
Corfield, Sarah	Reading	09/01/2016	11/23/2016 – 02/19/2017 (Anticipated)	Parental Leave – If part of this leave is to be paid, the period of disability, confirmed by a physician, will be defined in the doctor's note.

8b

## SCHEDULE OF APPOINTMENTS

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

Schedule Number: 1191

Board Meeting Date: September 27, 2016

Color: White

NAME	JOB TITLE	SERVICE AREA	EFFECTIVE DATE	APPOINTMENT TYPE	REMARKS	SALARY/ HOURLY RATE
LaFever, Kylie	Sr. Keyboard Specialist	Barry/Randall	09/19/2019	Provisional	Kylie will fill the Sr. Keyboard Specialist position due to resignation retroactive to 09/19/2016.	\$12.19



# **SCHEDULE OF APPOINTMENTS**

8.6

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

Schedule Number: 1192  
Board Meeting Date: September 27, 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
Austin	Matthew	Cleaner	\$9.70	
Condie	Daniel	Bus Driver	\$14.95	Pending fingerprint clearance
Vogt	Jean	Food Service Helper	\$9.70	Pending fingerprint clearance
Whitney	Debra	Cleaner	\$9.70	

8.c

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

Schedule Number: 2433

Board Meeting Date: September 27, 2016

Color: White

NAME	POSITION	BUILDING	EXTRA DAYS	ADDITIONAL SALARY
Melissa Quinlan	CVC	JSHS	30	7,398.00*

\*Retroactive to 07/01/2016

8.C

## CORTLAND ENLARGED CITY SCHOOL DISTRICT

One Valley View Drive  
Cortland, New York 13045

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


Judi B. Riley  
Assistant Superintendent  
for Pupil and Personnel Services

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

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

Date: September 23, 2016

RE: Additional Days for 2016 – 2017 – Melissa Quinlan



---

Please refer to Schedule, # 2433, recommendation for additional days for the 2016 – 2017 school year for Melissa Quinlan, retroactive to July 1, 2016. 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.

8c

# SCHEDULE OF APPOINTMENTS

## ADMINISTRATORS AND INSTRUCTIONAL STAFF

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

Schedule Number: 2434  
 Board Meeting Date: September 27, 2016  
 Color: White

NAME	POSITION/ LOCATION	TYPE OF APP'T	DATE EFFECTIVE	PROB ENDS	TENURE AREA	CERT/DEGREE	REMARKS	SALARY
van der Veur, Shirley	ESL/JSHS	Probationary	09/01/2016	08/31/2020	English as a Second Language	English To Speakers of Other Languages/ Professional	Shirley will move from .6 FTE to 1.0 FTE retroactive to 09/01/2016.	Step D1 \$42,411 Grad Hrs 165 \$6,600 Master's \$400 Doctorate \$1,000
								TOTAL \$50,411.00

# SCHEDULE OF APPOINTMENTS

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

Schedule Number: 2435

Board Meeting Date: September 27, 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
Elliott, Jessica	Substitute Teacher	A	\$101.00	
Balfour, Elizabeth	Substitute Teacher	A	\$101.00	Retroactive to 09/13/2016
Neilis, Daniel	Substitute Teacher	A	<i>\$101.00</i>	Revised rate in italics
Hall, Celestine	Substitute Teacher	A	\$101.00	Retroactive to 09/16/2016
Hall, Celestine	Teaching Assistant	B	\$83.00	Retroactive to 09/16/2016
Dovi, Ellen	Substitute Teacher	A	\$101.00	Retroactive to 09/19/2016
Dovi, Ellen	Teaching Assistant	B	\$83.00	Retroactive to 09/19/2016
Ecker, Theodore	Substitute Teacher	B	\$83.00	Retroactive to 09/19/2016

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

S:\Data Folder\Personnel\SCHEDULE\INSTRUCTIONAL SCHEDULES\16-17 Schedules\September 27, 2016 InSub.doc

8.C

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

Schedule Number: 2436  
Board Meeting Date: September 27, 2016  
Color: Green

TITLE	APPOINTMENT	YR	AMOUNT*	
National Honor Society Co-Advisor	Elizabeth Evener	N/A	\$	903.00
National Honor Society Co-Advisor	Kindra Catalano	N/A	\$	903.00
Sr. High Drama Director	Megan Bottle	N/A	\$	2,520.00
Auditorium/LGI Co-Coordinator	Keith Palm	N/A	\$	1,172.00

\*To be pro-rated effective 09/28/2016

8 C

**SCHEDULE OF APPOINTMENTS  
INTER-SCHOLASTIC (ATHLETICS)  
To Fix Salaries and Schedule Conditions for the School Year 2016-17**

Schedule Number: **2437**  
Board Meeting Date: **September 27, 2016**  
Color: **Blue**

NAME	TITLE	VARSITY/JV JUNIOR HIGH	SPORT	BOYS/ GIRLS	AMOUNT
Jeremy Milligan	Head Coach	Varsity	Basketball	Boys	\$ 6720
Tom Neugebauer	Vol. Assistant Coach	Varsity	Basketball	Boys	\$ Volunteer
Tom Murphy	Head Coach	Junior Varsity	Basketball	Boys	\$ 4368
Jeff Lacey	Head Coach	Freshman	Basketball	Boys	\$ 3360
Brandon Galutz	Head Coach	8th Grade	Basketball	Boys	\$ 2688
Ben Albright	Head Coach	7th Grade	Basketball	Boys	\$ 2688
Nolan Sinclair	Head Coach	Varsity	Basketball	Girls	\$ 6720
Mark Harrington	Head Coach	Junior Varsity	Basketball	Girls	\$ 4368
Abbey Albright	Head Coach	8th Grade	Basketball	Girls	\$ 2688
Maureen White	Head Coach	7th Grade	Basketball	Girls	\$ 2688
Nikki Zeches	Head Coach	Varsity/JV	Winter Cheerleading	Girls	\$ 2688
George Burkinshaw	Head Coach	Varsity	Wrestling	Boys	\$ 6720
Delancey Brown	Vol. Assistant Coach	Varsity	Wrestling	Boys	\$ Volunteer
Joe Nicholas	Head Coach	Junior Varsity	Wrestling	Boys	\$ 4368
Chad Totman	Head Coach	Varsity	Ice Hockey (with Homer)	Boys	\$ 6720
Paul Quinlan	Vol. Assistant Coach	Varsity	Ice Hockey (with Homer)	Boys	\$ Volunteer
Howie Thomas	Vol. Assistant Coach	Varsity	Ice Hockey (with Homer)	Boys	\$ Volunteer
Dave Boylan	Vol. Athletic Trainer	Varsity	Ice Hockey (with Homer)	Boys	\$ Volunteer
Cheri Olson	Head Coach	Varsity	Volleyball	Girls	\$ 6720
Elizabeth Roberts	Head Coach	Junior Varsity	Volleyball	Girls	\$ 4368
McKenna L'Hommodieu	Vol. Assistant Coach	Junior Varsity	Volleyball	Girls	\$ Volunteer
Maureen White	Head Coach	8th Grade	Volleyball	Girls	\$ 2688
Amanda Cizenski	Head Coach	7th Grade	Volleyball	Girls	\$ 2688
Dustin Bush	Head Coach	Varsity	Bowling	Boys/Girls	\$ 2520

**SCHEDULE OF APPOINTMENTS  
INTER-SCHOLASTIC (ATHLETICS)  
To Fix Salaries and Schedule Conditions for the School Year 2016-17**

Schedule Number: **2437 (continued)**  
Board Meeting Date: **September 27, 2016**  
Color: **Blue**

NAME*	TITLE	VARSITY/JV JUNIOR HIGH	SPORT	BOYS/ GIRLS	AMOUNT
Ben Albright	Head Coach	Varsity	Baseball	Boys	\$ 5376
Brandon Galutz	Head Coach	Junior Varsity	Baseball	Boys	\$ 3024
Mark Chambers	Head Coach	Junior High	Baseball	Boys	\$ 2688
Jeff Carr	Vol. Assistant Coach	Junior High	Baseball	Boys	\$ Volunteer
Matt Blaich	Head Coach	Varsity	Lacrosse	Boys	\$ 5376
Dan Caughey	Assistant Coach	Varsity	Lacrosse	Boys	\$ 3024
Patrick McNerney	Head Coach	Junior Varsity	Lacrosse	Boys	\$ 3024
Sean Mack	Assistant Coach	Junior Varsity	Lacrosse	Boys	\$ 2688
Alan Ricottilli	Vol. Assistant Coach	Junior Varsity	Lacrosse	Boys	\$ Volunteer
Dustin Bush	Head Coach	Junior High	Lacrosse	Boys	\$ 2688
Trevor Rohlin	Assistant Coach	Junior High	Lacrosse	Boys	\$ 2352
Matt Dearie	Head Coach	Varsity	Track	Boys	\$ 5376
John Busch	Head Coach	Varsity	Track	Girls	\$ 5376
Luke Schweider	Head Coach	Junior High	Track	Boys/Girls	\$ 2688
Maura Chapman	Assistant Coach	Junior High	Track	Boys/Girls	\$ 2352
Kindra Catalano	Head Coach	Varsity	Lacrosse	Girls	\$ 5376
Jennifer Larkin	Vol. Assistant Coach	Varsity	Lacrosse	Girls	\$ Volunteer
Lisa Caselle	Head Coach	Junior Varsity	Lacrosse	Girls	\$ 3024
Amanda Cizenski	Head Coach	Junior High	Lacrosse	Girls	\$ 2688
Nicole Latham	Head Coach	Varsity	Softball	Girls	\$ 5376
Daniel Camillo	Head Coach	Junior Varsity	Softball	Girls	\$ 3024
Brian Rozewski	Head Coach	Junior High	Softball	Girls	\$ 2688
Cheri Olson	Head Coach	Varsity	Tennis	Boys	\$ 3875

\*Contingent upon coaching requirements





## Memo

**To:** Board of Education

**From:** Michael Hoose

**CC:** J. Riley

**Date:** 9/21/2016

**Re:** K. Reynolds

---

Based upon the recommendation of the Special Education Study commissioned by the BOE and Assistant Superintendent for Pupil and Personnel Judi Riley and I am requesting that the CSE/CPSE Chairperson position be increased from a 10+ month to a 12 month position.

As discussed with the BOE, this position requires many CSE meetings, annual reviews, and new entrant meetings be held during the summer months and during traditional holiday breaks. Any increase in salary will be absorbed by our Special Education grants and will not reduce services to students.



Date: 8/10/16

To: Melissa Davis-Howard, President

CC: Board of Education Members

From: Michael Hoose 

Re: 2016-17 Salaries

Based upon performance reviews for the 2015-16 school year, I am recommending salary adjustments for the following positions:

Employee	Job Title	2015-16 Salary	Percentage Increase
Judi Riley	Assistant Superintendent for Pupil and Personnel Services	\$131,595	2.75
Jeff Craig	Assistant Superintendent for Curriculum and Instruction	\$145,078	0.00
Robert Martin	Facility Director III	\$84,378	2.75
Andrea Herzog	Treasurer	\$62,283*	2.75
Kimberly Vile	Director of Business Services	\$110,000	2.75
Denise Fox	Information Systems Administrator	\$92,434	2.75
John Sheehan	Director of Special Education	\$105,000	2.75

\*Plus (2) stipends: \$5,000 for Tax Collector and \$2,500 for CPA – Neither subject to the percentage increase

Note: The CAA (Administrators) contract calls for a 2.5% increase for unit members.  
The teacher's contract calls for a 3.25 increase for unit members (with concessions).

I am asking that this recommendation be acted on at the September 27, 2016 BOE meeting and be retroactive to July 1, 2016.