



**BOARD OF EDUCATION PUBLIC BUDGET HEARING AND MEETING  
TUESDAY, MAY 3, 2016  
JR./SR. HIGH SCHOOL LIBRARY – 6:30 P.M.**

**1. Meeting Call to Order**

- 1.1 Pledge to the Flag
- 1.2 Acceptance of Agenda
- 1.3 Public Budget Hearing on 2016-17 School Budget

**2. Communications**

- 2.1 From the Floor
- 2.2 President's Messages
  - a. Committee Report(s)
    - 1. Facilities Health & Safety Committee - R. Ross
    - 2. Policy Committee – J. Wroblecki
    - 3. Transportation Committee – R. Surprenant
    - 4. Finance Committee – T. Welch
    - 5. Survey Committee – S. King.
  - b. Board Calendar
  - c. BOCES Representative Report

**3. Consent Agenda**

- 3.1 Board of Education Minutes
  - a. Meeting held April 5, 2016
  - b. Meeting held April 19, 2016
- 3.2 Business Office Reports for Month ending March 2016
- 3.3 CSE Reports
  - a. Minutes of meetings held 3/17/16
  - b. Minutes of meeting held 3/28/16
  - c. Minutes of meetings held 3/29/16
  - d. Minutes of meetings held 3/30/16
  - e. Minutes of meetings held 3/31/16
  - f. Minutes of meetings held 4/07/16
  - g. Minutes of meetings held 4/08/16
  - h. Minutes of meetings held 4/11/16
  - i. Minutes of meetings held 4/12/16
  - j. Minutes of meetings held 4/18/16
  - k. Minutes of meetings held 4/19/16
  - l. Minutes of meetings held 4/20/16

**4. Old Business**

- 4.1 2<sup>nd</sup> Reading of Policy #1005, Temporary Signs Prohibited on School Property, #3030, Job Description Executive Principal; #3031, Job Description Principal - Action

## **5. New Business**

- 5.1 Personnel Report – Action
- 5.2 Parochial Transportation Requests - Action
- 5.3 Resolution to Enter into a 4-Year Contract for CoSER 602 Administrative Computer Services - Action
- 5.4 1<sup>st</sup> Reading of Regulation #610035, Job Description: Director of Facilities 1; Policy #6200, Fingerprinting and Criminal History Record Checks for Prospective Employees; Regulation #6200.1, Statement for Emergency Conditional or Conditional Appointment; Policy #6201, Drug and Alcohol Testing for Bus Drivers; Regulation #6201.1 Pre-Duty Acknowledgement, Authorization and Consent Form; #6201.2 Acknowledgement, Authorization and Consent Form (with pre-duty exception); Policy #6202, Physical Examinations; #6203, Non-Probationary Appointment Pending Board Approval; and #6204, Appointment of Athletic Coaches

## **6. Building Reports**

- 6.1 Elementary Building Report
  - a. Kindergarten Screening
  - b. Principals Focus Review Reflection
- 6.2 Secondary Building Report
  - a. High School Bank and Chorus Concerts
  - b. Report on Teen Traffic Safety Day
  - c.

## **7. Superintendent's Report**

- 7.1 Status of APPR
- 7.2 Focus District Review Update
- 7.3 Capital Project Update
- 7.4 K-12 Enrollment

## **8. Board Discussion**

## **9. Visitors Comments**

## **10. Executive Session - Pending Litigation and Negotiations with CSEA**

## **11. Adjournment**

**New York Mills  
Union Free  
School District**

# Public Budget Hearing

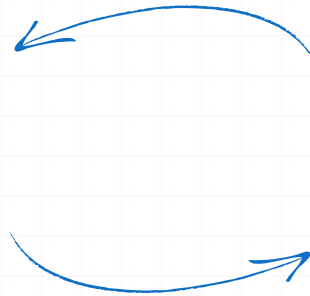
Presentation #5

May 3, 2016

# Budget Decisions Driven By:

## School District Mission

- The mission of the New York Mills Union Free School District is to help students become motivated, responsible, caring individuals by **providing resources and a safe, supportive environment that encourages students to pursue excellence.**



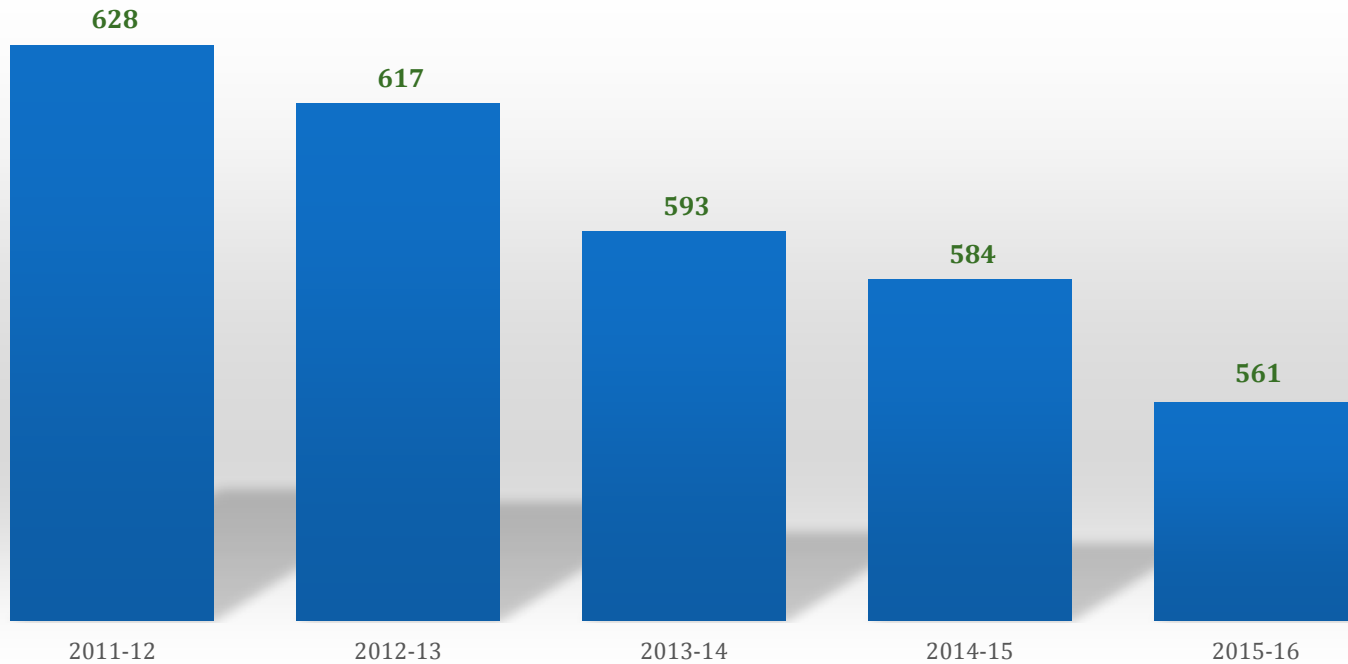
## District Goals

- **Provide programs, resources, and facilities** that will ensure all students are given equal opportunities to achieve higher district, state, and national standards.
- **Provide staff development** to all employees that will enable them to elevate their skills, knowledge, and attitude in order to help our students achieve excellence.
- Promote school pride and spirit through a **partnership with the community.**

# Budget Timeline

- o Monday, November 9 Budget Construction Begins
- o Monday, January 25 Central Office Budget Process Begins
- o Tuesday, March 1 1<sup>st</sup> Public Budget Workshop
- o Tuesday, March 15 2<sup>nd</sup> Public Budget Workshop
- o Tuesday, April 5 3<sup>rd</sup> Public Budget Workshop
- o Tuesday, April 19 Extra Public Budget Workshop and Adoption of Proposed Budget
- o Tuesday, May 3 Public Budget Hearing
- o Wednesday, May 4 Budget Notices Mailed
- o Tuesday, May 17 Annual Budget Vote & Board Member Election

# K-12 Enrollment



# Included in Budget:

- o Capital Outlay Project
- o Bond Anticipation Note
- o Purchase Two New Buses
- o New Administrative Structure
- o New Elementary Reading Program
- o .5 FTE Building Maintenance Worker
- o Middle School Keyboard Class
- o Senior Seminar
- o .2 FTE BOCES Curriculum Specialist
- o Rotating Elementary Bus Monitor



# Capital Outlay Project

**\$100,000**





# **BAN**

**(Bond Anticipation Note)**



# **\$90,507**

# Purchase of Two New Buses



**\$ 149,606**





# Administrative Restructuring



**\$7,561**

**Add \$2,248 to 2016-17 contract increase**



# Phase in of New Elementary Reading Program



**With Training to Support Implementation \$45,000**

# .5 FTE Maintenance Position



**\$18,460**

# Middle School Keyboarding Class



**\$16,195**

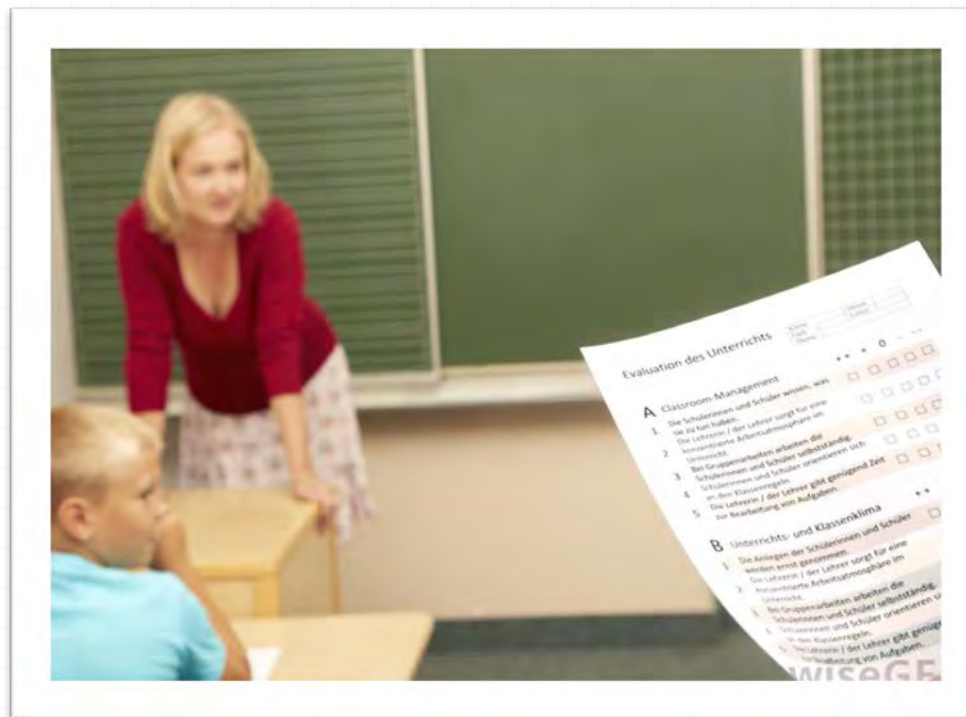
# Senior Seminar (New Elective, BOCES .2 FTE)



**\$16,078**



# Curriculum Specialist (BOCES .2 FTE)



**\$15,000**



# Elementary Rotating Bus Monitor (PM only)



**\$3,748**

# Percent of Budget Funded by State Aid

Year	State Aid	Property Tax	Other
2008-09	33%	52%	15%
2009-10	30%	54%	16%
2010-11	30%	53%	17%
2011-12	30%	53%	17%
2012-13	28%	55%	17%
2013-14	25%	57%	18%
2014-15	25%	57%	18%
2015-16	31%	55%	14%

# **Proposed 2016-17 Budget**

**\$13,517,666**

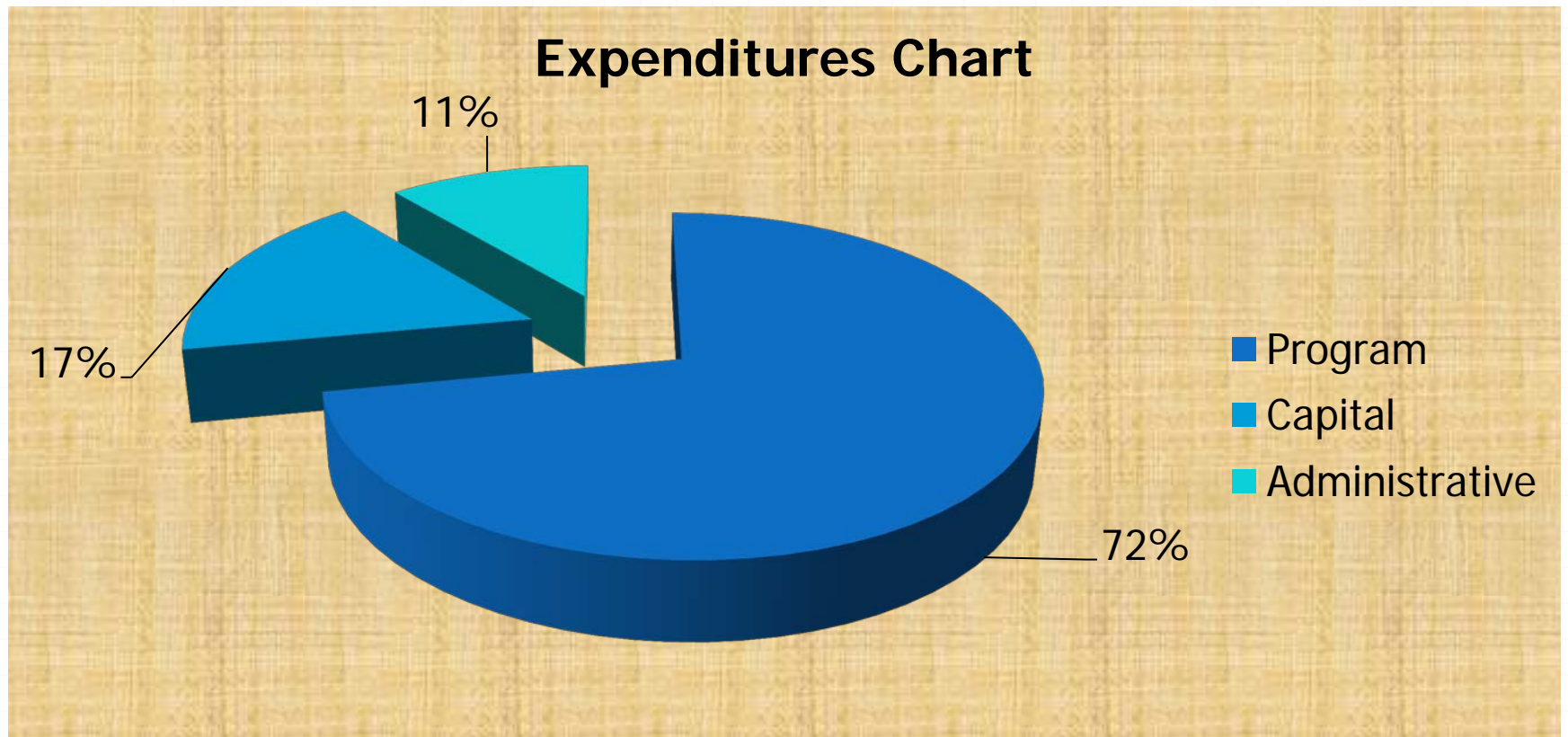
**Budget to Budget Decrease**

**.0053334%**

# Budget Components

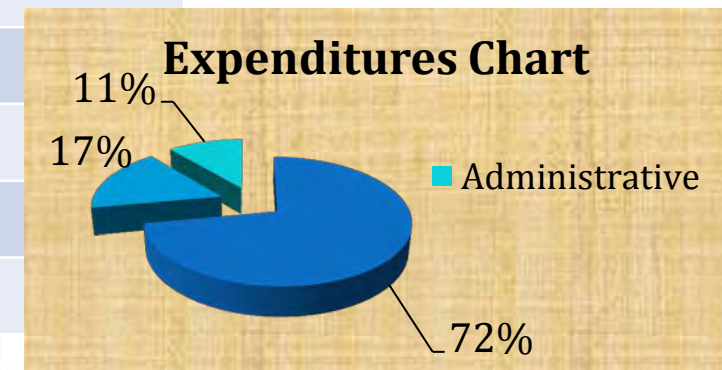
- o **Administrative Component** The administrative component consists of overall management activities including board of education, superintendent's office, business office operations such as central data processing, payroll, purchasing, BOCES administrative expenses, insurance, printing, mailing, personnel, legal and auditing services, and building administrative costs.
- o **Program Component** The program component consists of funding the instruction of and educational support services for the district's 575 students. Transportation of students, athletics, and co-curricular activities are also included in this budget component.
- o **Capital Component** The capital component consists of maintenance of buildings, upkeep of grounds, and electricity, heat, water & sewer, and telephone services. Funds are also included for the lease of school buses, payments on the capital project, and for refund of taxes for claims against property assessments.

# Expenditures



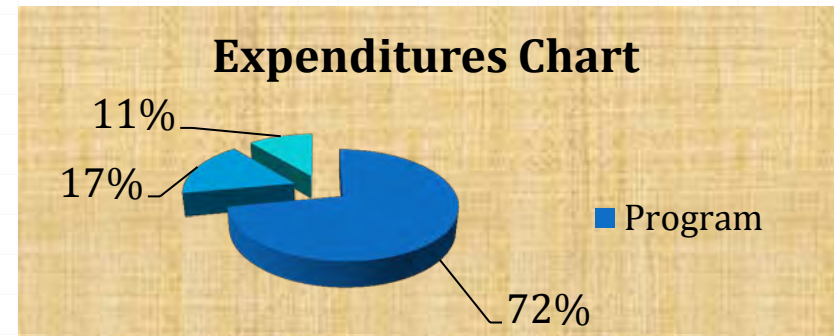
# Administrative Component

Function or Account	Proposed Amount
Board of Education	\$24,500
Central Administration	\$199,921
Finance	\$148,358
Legal Services	\$11,000
Personnel	\$50,625
Records Management	\$5,069
Other Central Services	\$259,106
Other Special Items	\$216,983
Curr. Dev. & Sup.	\$111,100
Supervision – Regular Sch.	\$277,758
Employee Benefits	\$149,285
<b>Total</b>	<b>\$1,453,705</b>



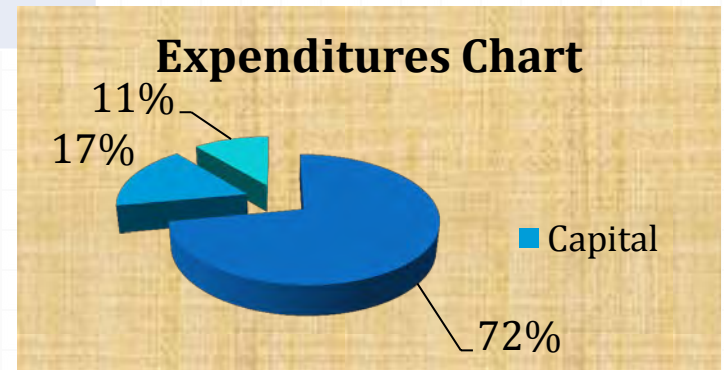
# Program Component

Function or Account	Proposed Amount
Legal Services	\$21,500
Instruction	\$6,585,473
Other Dist. Transportation	\$359,513
Garage Building	\$59,886
Employee Benefits	\$2,676,872
Other Transfers	\$9,500
<b>Total</b>	<b>\$9,712,744</b>



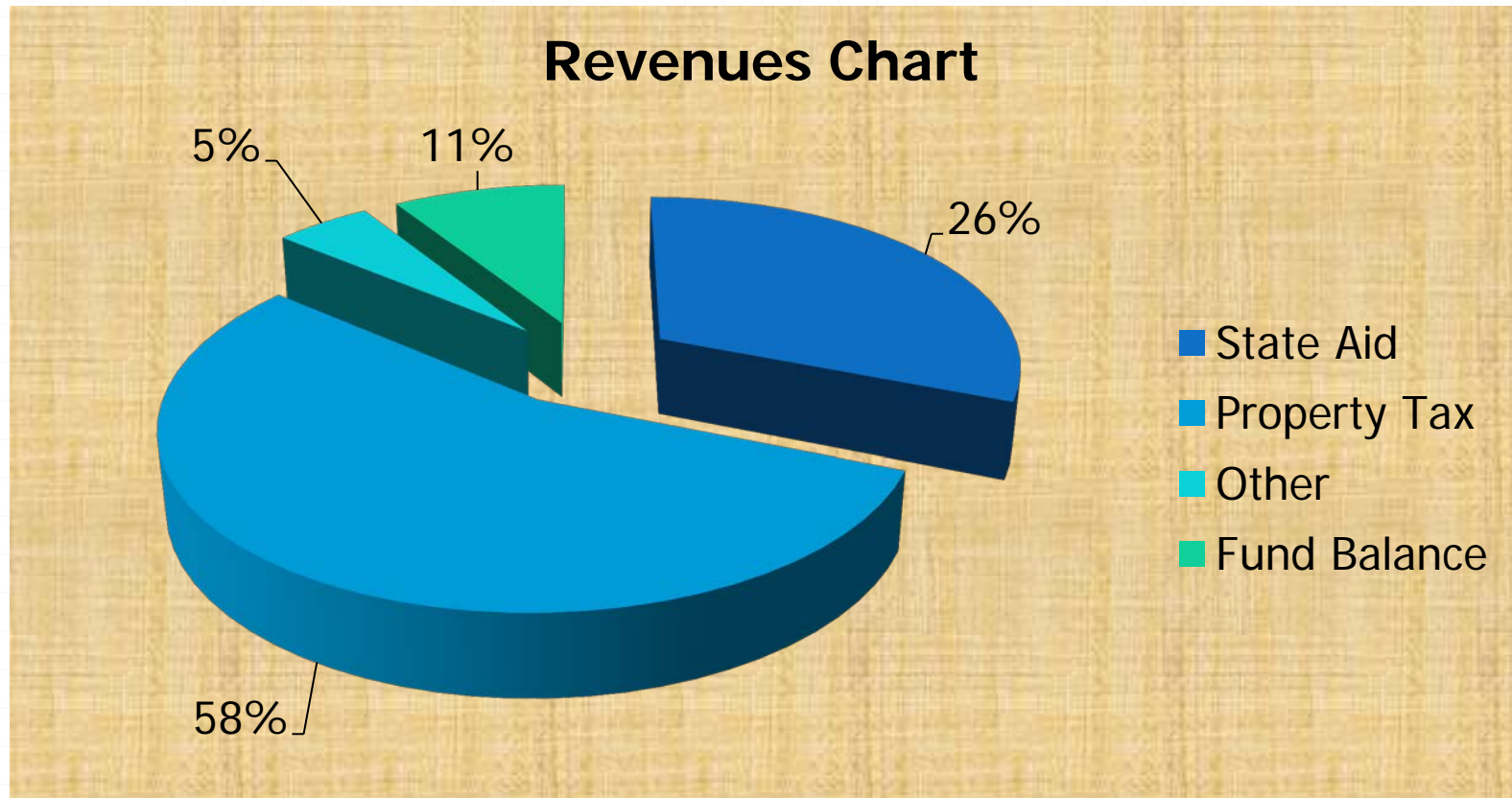
# Capital Component

Function or Account	Proposed Amount
Operation of Plant	\$498,473
Maintenance of Plant	\$292,042
Refund of Taxes	\$25,000
Lease of Buses/Purchase	\$271,783
Employee Benefits	\$323,324
Debt Service	\$840,595
Transfer to Capital	\$100,000
<b>Total</b>	<b>\$2,351,217</b>





# Revenues



# Property Tax Cap

Not really a “cap” or a “limit”

A threshold for level of voter support needed

“Tax Levy Limit”

Calculated by each district

Every district has a different  
tax levy limit

**Allowable Tax Levy Limit = 1.1736%**

**Projected Tax Levy Increase = 0%**

# Budget/Tax History

School Year	Budget to Budget Increase	Tax Levy Increase	New Hartford Tax Rate per \$1,000	Whitestown Tax Rate per \$1,000
2010-2011	3.15%	3.00%	\$25.55	\$28.74
2011-2012	2.06%	3.00%	\$25.98	\$30.06
2012-2013	2.55%	2.72%	\$26.49	\$31.34
2013-2014	2.74%	2.02%	\$25.75	\$31.55
2014-2015	1.96%	2.98%	\$26.58	\$32.50
2015-2016	2.79%	1.25%	\$27.35	\$32.43

# Annual Tax Increase with Basic STAR

**\$100,000  
House**

**\$125,000  
House**

**\$150,000  
House**

**Increase of  
0%**

**Increase of  
0%**

**Increase of  
0%**

# **Proposition # 1 – 2016-2017 Budget \$13,517,666**

RESOLVED, that the Board of Education of the New York Mills Union Free School District is hereby authorized to expend the sum of \$13,517,666 as a general fund appropriation for the 2016-2017 school year and to levy the necessary tax therefor.

# **Proposition #2 – Building Capital Reserve Fund \$5,000,000**

Resolved that the Board of Education of the New York Mills Union Free School District is hereby authorized to establish a Capital Reserve Fund pursuant to Section 3651 of the Education Law (to be known as the “2016 Building Capital Reserve Fund”), with the purpose of such fund being to finance, in whole or in part, the acquisition, construction, reconstruction, improvement and equipping of school buildings and facilities; such capital costs being of a type that would be eligible for financing under the local finance law, and costs incidental thereto, the ultimate amount of such fund to be \$5,000,000 plus earnings thereon, the probable term of such fund to be 10 years, but such fund shall continue in existence until liquidated in accordance with the Education Law or until the funds are exhausted, and the sources from which the funds shall be obtained for such Reserve are (i) amounts from budgetary appropriations from time to time, and (ii) unappropriated fund balance made available by the Board of Education from time to time, and (iii) New York State Aid received and made available by the Board of Education from time to time, all as permitted by law.

## **Proposition #3 – Transportation & Vehicle Reserve Fund \$2,000,000**

Resolved that the Board of Education of the New York Mills Union Free School District is hereby authorized to establish a Transportation & Vehicle Reserve Fund pursuant to Section 3651 of the Education Law (to be known as the "2016 Transportation & Vehicle Reserve Fund"), with the purpose of such fund being to finance, in whole or in part, the purchase of school buses, vehicles and equipment that would be eligible for financing under the Local Finance Law, and costs incidental thereto, the ultimate amount of such fund to be \$2,000,000 plus earnings thereon, the probable term of such fund to be five years, but such fund shall continue in existence until liquidated in accordance with the Education Law or until the funds are exhausted, and the sources from which the funds shall be obtained for such Reserve are (i) amounts from budgetary appropriations from time to time, and (ii) unappropriated fund balance made available by the Board of Education from time to time, and (iii) New York State Aid received and made available by the Board of Education from time to time, all as permitted by law.

# Proposed 2016-17 Budget

2015-16 Budget	\$13,518,387
Proposed 2016-17 Budget	\$13,517,666
Budget to Budget ( <u>Decrease</u> )	(.0053334%)
State Aid Increase	\$247,437
Allowable Tax Levy Limit	1.1736%
Projected Tax Levy Increase	0%



# 1 Five-Year Board Vacancy

## Board Candidate:

- Jacqueline M. Edwards
- Dr. Kathleen Linaker
- Kevin McCoy

# Budget Vote and Board Member Election

May 17, 2016

Noon – 9 p.m.

Beekman Gymnasium

Questions?  
Comments?

Thank you for  
attending

**New York Mills U.F.S.D.  
2015-2016**

- All Board members are expected to attend.
- \* All Board members are encouraged to attend.
- Designated Board member(s) or alternate will attend.
- R Register in advance.

**May 2016**

S	M	Tu	W	Th	F	S
1	2	■ 3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

*May 8 – Mother’s Day*

*May 30 – Memorial Day Holiday for Students and Staff*

- May 3           ■       NYM Board of Education Meeting, H.S. Library 6:30 p.m.
- May 6                       Annual K-12 Talent Show, Auditorium, 6 p.m.
- May 11          ■       Regular meeting of the Cooperative Board,  
The Learning Center, Career and Technical Education Building,  
4:30 p.m.
- May 12          R       Oneida-Madison-Herkimer School Boards Institute General  
Membership Meeting – “Distinguished Service Awards & Student  
Achievement Awards”, Check in 5:15 p.m. – 5:45 p.m.,  
Student Musical Group 5:45 p.m. – 6:00 p.m., Dinner at 6:00  
p.m. Program begins after dinner, Site: Twin Ponds
- May 17                     Board of Education Vote and Board Member Election – 12 Noon –  
9 p.m. Beekman Gymnasium  
Elementary Band/Chorus Spring Concert 7 p.m.
- Elementary Band/Chorus Spring Concert, Auditorium 7 p.m.
- May 19                     School District Foundation Meeting, H.S. Library, 6:30 p.m.  
Jr.-Sr. High School Concert, Auditorium 7 p.m.
- May 25                     PTSO Meeting, H.S. Library, 6:30 p.m.

**June 2015**

S	M	Tu	W	Th	F	S
			1	2	3	4
5	6	■ 7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

*June 19 – Father’s Day*

*June 23 – Regents Rating Day*

- June 2            -        Oneida-Madison-Herkimer School Boards Institute Executive Committee Meeting – “Business Meeting & Election of Officers”, Light Dinner at 5:30 p.m., Meeting starts at 6:00 p.m. at Oneida BOCES
  
- June 7            ■        NYM Board of Education Meeting, H.S. Library 6:30 p.m.
  
- June 8            ■        Regular meeting of the Cooperative Board, The Learning Center, Career and Technical Education Building, 4:30 p.m.
  
- June 16                        School District Foundation Meeting, H.S. Library, 6:30 p.m.
  
- June 21                        K-2 Moving Up Ceremony, School Auditorium, 9 a.m.  
                                       Grade 6 Promotion Ceremony, School Auditorium, 7 p.m.
  
- June 24                        Class of 2015 Graduation, School Auditorium, 7 p.m.

Jacqueline Edwards  
President

Richard Ross  
Vice President



3.1 a

Rick Surprenant  
Traci Welch  
Janet Wroblecki

**BOARD OF EDUCATION MEETING  
TUESDAY, APRIL 5, 2016  
JR./SR. HIGH SCHOOL LIBRARY – 6:30 P.M.**

**PRESENT:** Ms. Jacqueline Edwards, President, Mr. Richard Ross, Vice President, Mr. Jonathan Fiore, Mr. Steve King, Mr. Rick Surprenant, Mrs. Traci Welch and Mrs. Janet Wroblecki

**ALSO PRESENT:** Ms. Kathy Houghton, Mr. Michael Spost, Dr. René Wilson, Mrs. Lisa Stamboly, Mr. Bill Lachut, Mrs. Debbie Price, Mrs. Paula Ann May and 9 visitors and guests

**1. Meeting Call to Order**

Ms. Edwards called the meeting to order at 6:30 p.m.

**1.1 Pledge to the Flag**

Mrs. Welch led the Pledge of Allegiance.

**1.2 Acceptance of Agenda**

Mrs. Welch made the motion to accept the Agenda seconded by Mr. Surprenant.

Yes 7 No 0  
Motion carried.

**1.3 2016-17 3<sup>rd</sup> Budget Presentation**

Ms. Houghton presented the following PowerPoint for the 3<sup>rd</sup> Budget Workshop:

## New York Mills Union Free School District

2015-17  
Public Budget Workshop #2  
Tuesday, April 5, 2016

- » Provide programs, resources, and facilities that will ensure all students are given equal opportunities to achieve higher district, state, and national standards.
- » Provide staff development to all employees that will enable them to elevate their skills, knowledge, and attitude in order to help our students achieve excellence.
- » Promote school pride and spirit through a partnership with the community.

**Budget Decisions Driven by District Goals**

## Budget Decisions Already Made

### Included in Budget

- » Capital Outlay Project \$100,000
- » Bond Anticipation Note \$90,307
- » Purchase Two New buses \$149,000
- » New Administrative Structure \$7,561
- » School Resource Officer \$75,800 (Inclusive of Extra-curricular Events)
- » New Elementary Reading Program \$45,000
- » .5 FTE Building Maintenance Worker \$18,460
- » Middle School Keyboard Class \$16,195
- » Senior Seminar \$16,078
- » .2 FTE BOCES Curriculum Specialist \$18,000
- » Rotating Elementary bus Monitor \$3,748

Total = \$537,605

### Recommended Items Excluded from Budget

- » 1.0 FTE School Social Worker \$22,702
- » Drivers Education \$26,500
- » Pre-Kindergarten Program \$250,000

Total = \$299,202

### State Aid

**Aid Projections**

- Increase for 2016-17 is \$247,837
- Aid Amount includes \$5A (Gap Elimination Advancement) contribution of \$289,344

**Contributing Factors**

- Declining Enrollment results in decrease aid
- Status of APPR may result in additional loss of 2015-16 and 2016-17 aid increases

### Possible State Aid Loss

» Notwithstanding any inconsistent provision of law no school district shall be eligible for an apportionment of general support for public schools from the funds appropriated for the 2015-2016 school year and any year thereafter in excess of the amount apportioned to such school district in the respective base year unless such school district has submitted documentation that has been approved by the commissioner by November 15th of each subsequent fiscal year, or by September 1st of each subsequent year, demonstrating that it has fully implemented the standards and procedures for conducting annual teacher and principal evaluations of teachers and principals in accordance with the requirements of this section and the regulations issued by the commissioner.

	2014-15	2015-16	2016-17	Total Aid Loss
Total Aid	\$3,989,277	\$4,192,146	\$4,428,611	
2014-16 Aid Loss		-(3,989,277)	-(3,989,277)	
Possible Loss of Aid from APPR		\$287,867	\$441,334	\$729,201

### Fund Balance

- » With planned use, funds will be available for a limited time to sustain normal spending increases.
- » The tax levy limit will curtail the District's ability to raise funds through taxes to support current programs.
- » There may be insufficient funds to sustain current and future reserves.

### Budget & Tax Levy Limit:

2015-16 Budget	\$13,518,387
Proposed 2016-17 Budget	\$13,517,466
Budget to Budget (Decrease)	(,000,921)
State Aid Increase	\$247,837
Projected Tax Levy Increase	0%
Allowable Tax Levy Limit	1.1736% (approximately \$87,767)

RESOLVE(s) that the Board of Education of the New York Mills Union Free School District is hereby authorized to expend the sum of \$13,517,666, as a general fund appropriation for the 2016-2017 school year and to levy the necessary tax therefor.

**Proposition # 1 – 2016-2017 Budget** >

Resolved that the Board of Education of the New York Mills Union Free School District is hereby authorized to establish a Capital Reserve Fund pursuant to Section 106 of the Education Law to be known as the "2016 Building Capital Reserve Fund", with the purpose of such fund being to finance, in whole or in part, the acquisition, construction, reconstruction, improvement and equipping of school buildings and facilities, for a capital cost being a five year useful life or longer for financing under the bond statute and such include the use, the ultimate amount of such fund to be 95,000,000 plus savings thereon, the principal term of such bond to be 30 years, and no fund shall continue in existence and be liquidated in accordance with the Education Law until the funds are exhausted, and the source from which the funds shall be obtained for such bond are (1) amounts appropriated by the Board of Education to issue, and (2) unexpended fund balance made available by the Board of Education from time to time, and (3) from any other source not provided for in the Education Law, and all from time to time, all as permitted by law.

**Proposition #2** >

Resolved that the Board of Education of the New York Mills Union Free School District is hereby authorized to establish a Transportation & Vehicle Reserve Fund pursuant to Section 106 of the Education Law to be known as the "2016 Transportation & Vehicle Reserve Fund", with the purpose of such fund being to finance, in whole or in part, the purchase of school buses, vehicles and equipment that would be eligible for financing under the Local Finance Law, and such include the use, the ultimate amount of such fund to be 22,500,000 plus savings thereon, the principal term of such bond to be 30 years, and no fund shall continue in existence until liquidated in accordance with the Education Law and the funds are exhausted, and the source from which the funds shall be obtained for such bond are (1) amounts from budgetary appropriations from time to time, and (2) unexpended fund balance made available by the Board of Education from time to time, and (3) from any other source not provided for in the Education Law, and all from time to time, all as permitted by law.

**Proposition #3** >

- March 23 – April 3 (submitted April 1)
- Tuesday, April 5
- Monday, April 10
- Monday, April 19
- Tuesday, May 3
- Wednesday, May 12
- Tuesday, May 17

- Classics shall publish notice of final legal notices of budget vote and board action
- Board of Education Approval of Budget Recommended
- Board shall coordinate advertising portions and date in the office of the district clerk
- Let payable on for orders to purchase prior to the vote report sent to the State Education Department
- Public Budget Hearing
- Deadline for Making Budget Revision
- Annual Budget Vote and Board Board Decision

**Budget Timeline** >

**Recommendation: Board Adoption**

- The proposed 2016-17 Budget makes best use of available funds and should be adopted by the Board of Education
- No Budget Increase
- No Tax Increase

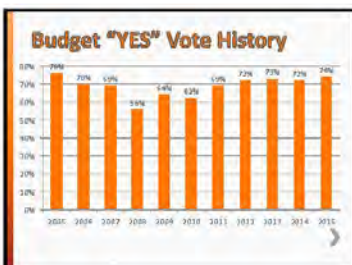
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**Proposed 2015-16 Budget**

**\$13,517,666**

**Budget to Budget Decrease (.0053334%)**

>



**Board Discussion, Questions?**

*Decision-Making*

>



Mr. Surprenant left the meeting at 6:56 p.m. and returned at 6:59 p.m.

Mr. Fiore said he was not in love with taking a gamble on funding from the state. We robbed the taxpayers without telling them. It would be responsible to go for a tax cut. The ideal plan would be a 1.25% decrease and go out at zero for a few years. Use the remaining 1.3 million to offset taxes and move \$500,000 to the Capital Reserve and \$250,000 to the Bus Reserve.

Mr. Surprenant would like to go out with a zero and leave it at that.

Mr. Ross said knowing what we know today, he is concerned about adding enhancements to programs. If things stay the way they are today; it will only compound the problem. His point is that we shouldn't think about doing extra things this year, think about doing them next year.

Mrs. Welch doesn't want to take anything out. Leave it as is and see what happens. She did not want to do what Mr. Fiore is suggesting with the chances of not getting some aid. Keep our money; do not increase taxes. That is something good, but she did not want to give back. She also asked how much being a Focus District will cost.

Ms. Houghton said there is a \$25,000 NYSED School Improvement Grant paying for training, the review, and the surveys.

Mrs. Wroblecki said the budget was built with a slight aid increase. She would say leave it at 0% for taxpayers this year and if we need to make cuts if the APPR is not signed by September; then we need to look at it.

Mr. King said leave all the programs. Everything is excellent. He is not a huge fan of a 0% tax increase. It is an unrealistic expectation. If we are going to spend our whole reserve in the next two years, we may want to rethink that.

Ms. Edwards said she is leaning towards what Mr. Ross and Mr. Fiore said. She is frightened about spending money with all the unknowns. It is hard to pull away afterwards, but she will go with the majority. She said she was scared of this scenario at the loss of a substantial amount of money. This pathway is all too familiar, having worked in the valley. She does not want that to happen to New York Mills.

Mr. Fiore said if we are not going to see any aid increases, we are doomed regardless of what we do this year or next. Eventually, we are done. We can't raise all that money in one year, that is impossible. We can only hope and pray for the best.

Mrs. Welch said you don't know what is going to happen in years to come. It could change tomorrow. This is a reason they connected these two together. Teachers are not a fan of APPR and the state is trying to get the teachers to be the bad guys. It is not fair; this is our money and they are changing the rules. She said she was torn. We don't know what is going to happen in the future. We don't want to make any changes until we know. She did not want to rush into anything.

Ms. Edwards said we are talking about Governor Cuomo. He is half as smart as his father and twice as ruthless. She, for one would not want to play chicken with him. They are taking no prisoners.

Mrs. Wroblecki said that the budget was built with some unknowns attached already. She is banking on regionalization. That is the one word Mr. Mettelman kept saying over and over.

Mr. Ross said he is okay with a 0%.

Ms. Houghton said she will continue to advocate for the longevity of our small school district, and wants to continue giving out a New York Mills diploma. She hopes there will be some movement through PEC and we will be able to get our APPR Plan approved by September 1<sup>st</sup>. There are some items not negotiable. Only a few small portions are negotiable. Teachers are not adverse to APPR 3020(c), it is the change that 3012(d) brought.

Ms. Edwards would like to wait for PEC to see if there will be any movement towards the possibility of getting an agreement on APPR because it is a reality of losing money.

Mr. Ross said that he is okay with a 0% tax increase but not a decrease. He is not comfortable with any of the additions in this type of climate. There are quite a bit of things we could do. We could take buses out. If things stay the way they are today, you are compounding the problem.

Mrs. Welch said we could act on the budget as is.

Mrs. Wroblecki wanted additional information from the Superintendent tomorrow and she does like the 0% increase.

Mr. King said he is prepared to vote on the prepared budget.

## **2. Communications**

### **2.1 From the Floor**

Mrs. Despina spoke about the GAP Elimination saying it sounds like the state gives money with conditions and if we don't implement APPR they will take it away. Money is tied to teacher evaluations. She spoke about the apology issued by the Board. She appreciates what Ms. Edwards said about Governor Cuomo taking no prisoners. He is taking all of us. We can take a stand. She was curious about opt out numbers. If they are high she was hoping the Board, Superintendent and Administration listen to the community and come fight with us. Join us take a stand everything keeps changing.

### **2.2 President's Messages**

Ms. Edwards wanted to highlight the National Honor Society Banquet on Monday the 11<sup>th</sup>. Tomorrow is the BOCES Annual Meeting and Dr. Porcelli will be introduced as the district's incumbent candidate to the Component Board.

#### **a. Committee Report(s)**

1. Facilities Health & Safety Committee - R. Ross

Mr. Ross said the Facilities Health and Safety Committee has not met.

2. Policy Committee – J. Wroblecki

Mrs. Wroblecki said the Policy Committee did not meet although information on Temporary Signs on School Property was shared. They would appreciate any input and they will be working on the nemesis of our Extra Curricular Policy.

3. Transportation Committee – R. Surprenant

Mr. Surprenant said there is nothing to report, everything is doing well.

4. Finance Committee – T. Welch

Mrs. Welch said the Finance Committee did not meet this month but because packets were received late there are questions out to Mrs. Stamboly.

5. Survey Committee – S. King

There has been no opportunity to meet.

Ms. Edwards asked for an update on how the Board is being rated.

Mr. King said he was prepared to bring it to the June Meeting. He also wanted to take a moment as the Foundation Liaison to the Board by reporting that he and Dr. Porcelli have been trying to pull things together and are continuing the Foundation's work. The Foundation is taking orders for the second set of bricks. Dr. Porcelli is anxious to start Flamingo Flopping. The Foundation is in need of warm bodies to get it going again. Please contact either of them if interested.

b. Board Calendar

c. BOCES Representative Report - N/A

**3. Consent Agenda**

Mrs. Wroblecki made the motion to approve the Consent Agenda which includes seconded by Mr. King:

- 3.1 Board of Education Minutes
  - a. Meeting held March 1, 2016
  - b. Meeting held March 14, 2016
- 3.2 Business Office Reports for Month ending February 2016
- 3.3 CSE Reports
  - a. Minutes of meetings held 2/26/16
  - b. Minutes of meetings held 2/29/16
  - c. Minutes of meeting held 3/2/16

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- d. Minutes of meetings held 3/4/16
- e. Minutes of meeting held 3/11/16
- f. Minutes of meetings held 3/14/16
- g. Minutes of meetings held 3/21/16
- h. Minutes of meetings held 3/22/16
- i. Minutes of meetings held 3/23/16
- j. Minutes of meeting held 3/24/16
- k. Minutes of meetings held 3/28/15

Yes 7 No 0  
Motion carried.

**4. Old Business – N/A**

**5. New Business**

5.1 Personnel Report

Mr., King made the motion to approve the following Personnel Report seconded by Mrs. Welch:

NAME	TENURE AREA/CIVIL SERVICE TITLE	ASSIGNMENT	CERTIFICATION	SALARY/RATE OF PAY	EMPLOYEE REPLACING	EFFECTIVE DATE
<b>I. Department Chair</b>						
Gates, Sarah	Science	Co-Science Chair	Biology, 7-12	\$231.20		3/1/2016
Eramo, Michael	Science	Co-Science Chair	Physics 7-12	\$231.20		3/1/2016
<b>II. Tenure Recommendation (see attached Resolutions)</b>						
Grogan, Melissa	Elementary		Childhood Education (Grades 1-6)			9/1/2016
Hall, Michelle	Special Education		Special Education			9/1/2016
Kehrli, Joyce	Elementary		Nursery, Kindergarten & Grades 1-6			9/1/2016
<b>III. Leave</b>						
Schmidt, Tiffany	Elementary		Childhood Education (Grades 1-6)	Anticipated		Paid leave from approximately 6/15-24, 2016 and unpaid leave from 9/1-12/16, 2016

**IV. Substitute Non-Instructional Appointment**

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Prendergast, James	Bus Driver	As needed	\$13.00/hour	4/6/2016
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Yes 7 No 0  
Motion carried.

5.2 2016-17 School Calendar –

Mr. King made the motion to approve the following 2016-17 School Calendar seconded by Mrs. Welch:

DRAFT

**NEW YORK MILLS UNION FREE SCHOOL DISTRICT**

**2016-17**

**September 2016**

Sun	Mon	Tue	Wed	Thur	Fri	Sat
				1	2	3
4	5 H	6 I	7 I	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

9/5 Labor Day  
 9/6-7 Inservice  
 9/8 1st Day/Students  
 Sept. 19 Days

2/20-24 Mid Winter  
 Break  
 Feb. 15 Days

**February 2017**

Sun	Mon	Tue	Wed	Thur	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20 H	21	22	23	24	25
26	27	28				

**March 2017**

Sun	Mon	Tue	Wed	Thur	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17 I	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

10/10 Columbus Day  
 Oct. 20 Days

3/17 Supts. Conf. Day  
 March 23 Days

**October 2016**

Sun	Mon	Tue	Wed	Thur	Fri	Sat
2	3	4	5	6	7	8
9	10 H	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**November 2016**

Sun	Mon	Tue	Wed	Thur	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11 H	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

11/11 Veteran's Day  
 11/23-25 Thanks-  
 giving Break  
 Nov. 18 Days

4/14 Good Friday  
 4/17-21 Spring  
 Vacation  
 April 14 Days

**April 2017**

Sun	Mon	Tue	Wed	Thur	Fri	Sat
2	3	4	5	6	7	8
9	10	11	12	13	14 H	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**May 2017**

Sun	Mon	Tue	Wed	Thur	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29 H	30	31			

12/26-31 Winter  
 Recess  
 Dec. 17 Days

5/29 Memorial Day  
 May 22 Days

**December 2016**

Sun	Mon	Tue	Wed	Thur	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**January 2017**

Sun	Mon	Tue	Wed	Thur	Fri	Sat
1	2 H	3	4	5	6	7
8	9	10	11	12	13	14
15	16 H	17	18	19	20	21
22	23	24 R	25 R	26 R	27 R	28
29	30	31				

1/2 New Years  
 1/16 Martin Luther  
 King Jr.'s B-Day  
 Jan. 20 Days

6/22 Inservice Day  
 June 17 Days

Total 185 Days

**June 2017**

Sun	Mon	Tue	Wed	Thur	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14 R	15 R	16 R	17
18	19 R	20 R	21 R	22 R	23 R/I	24
25	26	27	28	29	30	

**H** denotes Holidays

Yes 7 No 0  
Motion carried.

- 5.3 1<sup>st</sup> reading of Policy #1005, Temporary Signs Prohibited on School Property; #3030, Job Description Executive Principal; #3031, Job Description Principal
- 5.4 Adopt 2016-17 Proposed Budget – Action

Ms. Houghton withdrew this item from the Agenda and will bring it back to the Board on April 19<sup>th</sup>.

- 5.5 Election Inspectors

Mr. King made the motion to approve the following Election Inspectors seconded by Mrs. Wroblecki:

Sally Clark  
Jane Blaszek  
Victoria Argen  
Marilyn Jordan

Yes 6 No 0 Abstain 1  
Ms. Edwards abstained  
because one of the inspectors  
is her aunt.  
Motion carried.

- 5.6 Resolution for Change of Counsel in Vicks Lithograph Article 7 Proceeding

Mr. King made the motion to approve the following Resolution seconded by Mrs. Wroblecki:

**WHEREAS,** the Ferrara Fiorenza PC law firm represents the New York Mills Union Free School District in various legal matters, including those tax assessment review proceedings involving the District; and

**WHEREAS,** the Ferrara Fiorenza PC law firm has advised that a conflict issue has arisen with respect to an Article 7 Proceeding commenced by Vicks Lithograph & Printing Corp. in July 2012 (Index No. 2012-1558); and

**WHEREAS,** the conflict issue has been discussed by the Board and the District believes that to resolve the conflict it should be represented in the now-pending proceeding involving this Petitioner by Attorney William P. Schmitt, Esq. of Schmitt & Lascurettes LLC; and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Education as follows:

1. The Board of Education hereby appoints the law firm of Schmitt & Lascurettes, LLC to represent it in the above-referenced 2012 assessment review proceeding brought by Vicks Lithograph & Printing Corp. and beyond as may be required to bring this matter to resolution.

2. The Board authorized the President of the Board to sign all required consents substituting the law firm of Schmitt & Lascurettes LLC as the District's attorney in place of Ferrara Fiorenza PC, for this case only.
3. This resolution shall take effect immediately.

Yes 7 No 0  
Motion carried.

## **6. Building Reports**

- 6.1 Elementary Building Report
  - a. K-3 Concert

Dr. Wilson said that we recently had our K-3 concert under the direction of Mr. Pierce, and as usual it was highly attended which is a testament to our community and family involvement. We had all grade level teachers K-3 as well as support staff here to help supervise and support the children. They gave an adorable performance with third graders debuting their skills on the recorder. To my knowledge we are one of very few schools who include their primary students in musical concerts or performances.

### **b. ELA Curriculum**

Dr. Wilson said we are embarking on an English Language Arts pilot program beginning May 2016 and going through June 2017. Our ELA committee studied all year the facets of theory and practice behind good English language arts curriculum and how students learn to read. They then engaged in meaningful dialogue with publishing companies via webinar and in person, and we narrowed it down to two: Reading Street published by Pearson, and Journey published by Houghton Mifflin Harcourt. Our teachers then went to Whitesboro and New Hartford, spoke to teachers using both series, and observed how students responded and teachers taught. They then took days to look through and compare cross walks of both series, with regard to the state standards and the needs of our student population. Just recently we finalized and committed with Houghton Mifflin Harcourt series Journeys. I was able to secure K-1 materials for small group instruction in our Academic intervention department, and full materials for grades 2-6 while staying within budget. We are so excited to begin this process in May so that come September teachers will have had professional development opportunities, time to prioritize and map accordingly, be able to roll out the program with fidelity.

### **c. Invite to Tree Planting**

Dr. Wilson asked all Board Members to please join us on Thursday April 21<sup>st</sup> at 2:30 p.m. to celebrate with the class of 2028 as they plant on a tree on our school grounds in honor of Arbor Day. We are so grateful to the Donna and George E. Herthum Family Fund of the Community Foundation of Herkimer and Oneida Counties Inc. because their generosity allows or young students to not only get



a hands on environmental lesson, but creates a sentimental eco-friendly reminder for our students of their time spent at New York Mills.

## 6.2 Secondary Building Report

### a. National Junior Honor Society Reception

Mr. Spost said students in grades eight are considered for admissions into the New York Mills Junior National Honor Society. Candidates must have a cumulative scholastic average of at least 88% and have been evaluated on the basis of service, leadership, character, and citizenship. The faculty council, which consists of five members, reviews students who are academically eligible and evaluates those students on the four other criteria. Students deemed eligible candidates by the council are then shared with the entire 7<sup>th</sup> and 8<sup>th</sup> grade faculty for review and feedback. On Thursday, April 7<sup>th</sup>, 2016, we will be having a ceremony at 7pm in the auditorium to induct as well as recognize the students that have earned this distinction. The BOE is invited to attend.

### c. National Honor Society Banquet

Mr. Spost said students in grades eleven and twelve are considered for admissions into the New York Mills National Honor Society. The criterion is parallel to the Junior National Honor Society as well as the vetting procedure. Candidates must have a cumulative scholastic average of at least 88% and have been evaluated on the basis of service, leadership, character, and citizenship. Again a faculty council reviews students who are academically eligible and evaluates those students on the four other criteria. Students deemed eligible candidates by the council are then shared with the entire 9-12 grade faculty for review and feedback. On Monday, April 11<sup>th</sup>, 2016, we will be having the Induction Banquet at Hart's Hill beginning at 6pm. It is a wonderful event facilitated by the students under the direction of Mr. Elacqua. All BOE members are invited to attend and we hope many of you can.

### c. Oneida County Teen Traffic Safety Day

Mr. Spost said on Tuesday, April 19<sup>th</sup> we will be hosting an Oneida County Teen Traffic Safety Day here at school. There will be exhibits set up in the lobby for viewing throughout the day and also vendors will be here during lunch set up in the gym. New York State DOT, Oneida County Sheriff Office, YWCA etc. will be here to give students information, provide presentations, and even allow students to participate in simulations of unsafe driving conditions. Additionally, we will have an assembly at the end of the day for students. Our speaker is Marianne Angelillo. Her world was turned upside-down when her seventeen-year-old son was killed as a passenger in a high-speed car crash. She will present the facts of the crash and subsequent fallout, of her son's life to educate and reach into the hearts of teens about the devastating consequences of risk-taking.

Mr. Fiore left at 7:52 p.m. and returned at 7:54 p.m.

## 7. Superintendent's Report

## 7.1 Board Docs Discussion

Ms. Houghton pointed out the laptops that have been provided for the Board at each meeting this spring. There is not a program specifically for Board packet access; Mrs. May creates an accessible document for each meeting, but it is static and not searchable. She asked the Board if they were interested in adding Board Docs and accompanying devices to the budget, or if they would like to hold off and receive a demo and/or training over the summer.

Mr. King said that he would definitely like to add Board Docs as soon as possible and also receive training this summer.

Mrs. Wroblecki prefers to hold off and receive a demo first.

Mrs. Welch doesn't think the full Board would utilize this program.

Mr. Ross prefers the paper option.

Ms. Edwards has no preference and said that she would be comfortable with whatever is the Board's pleasure.

Mr. Surprenant said he is fine with both as well; go with whatever costs less.

Mr. Fiore said that he uses technology, but is fine with paper.

Mr. King asked if the Board could receive information he has from Board Docs.

Ms. Houghton was asked to set up a demonstration; perhaps over the summer, so that the Board could visually experience what Board Docs has to offer. She told the Board that she would distribute Mr. King's information to the Board.

## 7.2 2016-17 Capital Outlay Project

Ms. Houghton reviewed information that was e-mailed to her by Chad Snowburg, our Hunt-EAS Project Manager regarding the status of the capital project, our Capital Outlay projects, and our Smart Schools Bond Act funds. She reminded the Board that they already designated that the 2015-16 Capital Outlay Project would include security cameras. She asked the Board if they would support the funding of new larger lockers for the elementary second floor, as well as improvements to improvements to our Jr.-Sr. HS Science classrooms to include new fixtures and exhaust hood(s) where needed.

Mr. Ross added that we are waiting for Hunt architects to get back to us on the cost of replacing one or two exhaust fans. If we are able to fund lockers and science room improvements in the 2016-17 Capital Outlay Project, the Board was supportive of this plan.

## 7.3 Focus District Update - Diagnostic Tool for School & District Effectiveness (DTSDE)

Ms. Houghton shared plans for the upcoming Focus District Review on May 10-12 with the Board and visitors. She said that PLC Associates has been secured to administer surveys to staff, students, and parents. They will also provide an Outside Educational Expert that will assist in the review process. Ms. Houghton told the Board that she may not be fully certified by May 10<sup>th</sup> as she must attend another two-day Focus District Institute on May 4-5 and take an online assessment in order to complete the requirements. The OEE from the survey company was offered as part of the comprehensive review package they provide to districts. These services are funding through a NYSED School Improvement Grant, specifically targeted for this purpose. The other members of the review team will be Ms. Houghton, a Special Education School Improvement Specialist, and a BOCES Curriculum Specialist. She promised to keep the Board apprised of progress towards completion of the review, report, and improvement plan.

#### 7.4 Board Statement regarding Resolution

Ms. Houghton reported that she directed Mrs. May to remove the Resolution from the website after writing to the Board that she felt it was being used to encourage parents to refuse the test on behalf of their children. In fact, at a recent Focus District Forum, it was being handed out at the door with other Opt Out CNY materials. In addition, it was in the news again when Commissioner Elia's "Test Refusal is not the Answer" letter to the editor was published in the Observer-Dispatch just prior to the NYS Assessments. Ms. Houghton said it is the Board's resolution and if you would like it re-posted I will have it re-posted; if you would like to replace it with a statement, we can make that happen. Just let me know what the Board as a whole would like to do.

Mr. King was disappointed that we took the Resolution down. He understands the reasoning behind it. He likes the letter that was proposed and considers that in addition to the Resolution.

Mrs. Wroblecki said it was taken down because a year old. When the year expired the Resolution has. When we were sworn in we took an oath to uphold the laws and policies. We are on the fence.

Mrs. Welch said as a Board we do have to uphold the law. We don't have to agree. We are not going to punish a student for not participating in the test. A statement should be made that the Board of Education does respect the parent's decision on what they decide to do. Be educated and do your researcher. She said she will respect whatever decision they make.

Mr. Ross said that he did not support resolution. Taking it down is fine. The purpose was to support a parent's choice. You do not need a resolution to do that.

Mr. Surprenant said the Resolution did not need to come down. The letter should go up.

Mr. Fiore said we could put the letter up. He did not think it is necessary.

Mrs. Welch said she found this idea came from the Central Square Board of Education. We don't need to tell parents, but the parents came and asked for support and this is our way of doing so. That's why she feels this is appropriate.

Mr. King's comment based on a Letter to the Editor there are multiple ways of assessing students other than tests. When your back is against the wall you can cower or hide and he said he is not ready to cohere yet.

Ms. Edwards said the original intent of the resolution was to support the parents. Although Jackie Edwards, private citizen, might not agree, tests aren't bad but there are bad tests. She said she has taken an oath. She said she can think things in my own home but she cannot bite the hand that feeds us. The Resolution is being used against us; New York Mills School Board is in favor of opting out. We heard from Holland Patent that we were in favor of this. We are always defended and trying to be supportive of the parents. We can think this be supportive but not at the risk of punitive action taken against the district. She said she is supporting the Superintendent. She said she polled the Board and did not get any negative feedback and felt it was safe to assume it could be removed.

Mrs. Welch said she supports the parent's intentions.

Mrs. Wroblecki said she understands that the parents are their children's best advocates. She respects and supports them. She did not need anyone to support any decision she made for her children. There is a group that feels we need to make a statement and put the statement in writing.

Ms. Houghton said that from the discussion, she understands that the statement should be posted on the website in place of the resolution. She will work with Mrs. May to make sure that it is easily accessible to parents and community members

## **8. Board Discussion**

Mr. King wanted to mention that a few people were approved for tenure tonight and wanted to congratulate them.

Ms. Edwards said we can she had a conversation with Mayor Bialek and he would like to collaborate with the School District. If there are students in need of volunteer hours, the Village can see if there is any way those students can fulfill those hours with them. We could work with the trustees as spring approaches by giving students volunteer hours. They can put up decorations during the holidays. There are also other ways to collaborate.

## **9. Visitors Comments**

Mrs. St. James said that she was a classmate of Kimberly Simon and she also is thanking the Board for putting the article in the newsletter.

Mrs. Despina wanted to address what she said about the awards. She 100% supports the hard work of the Board and she did not mean that you didn't deserve recognition for hard work, but she said she was sitting here feeling very frustrated. It wasn't that you didn't deserve the awards, but she was angry at the timing of the presentation. She felt the Board was not listening but hearing the meeting

tonight she knows that you are listening. She now knows the Board cannot say to opt out your child, but understands that parents do have the right to opt out their child.

Mr. McCoy said the letter on the Website is important and the parents do appreciate it.

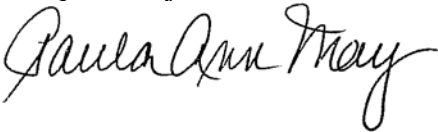
**10. Executive Session** – to discuss possible litigation and grading/administration of examinations – M. Spost and CSEA Negotiations – D. Pellow

Mrs. Wroblecki made the motion to go into Executive Session to discuss possible litigation and grading/administration of examinations and CSEA Negotiations at 8:30 p.m. after a 5-minute break seconded by Mrs. Welch

Yes 7 No 0  
Motion carried.

Ms. Edwards appointed Ms. Houghton the Clerk Pro-tem.

Respectfully submitted,



Paula Ann May  
District Clerk

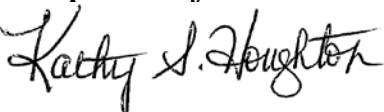
Ms. Edwards called the meeting back into regular session at 9:48 p.m.

**11. Adjournment**

Mr. King made the motion to adjourn at 9:49 p.m. seconded by Mrs. Wroblecki.

Yes 7 No 0  
Meeting adjourned.

Respectfully submitted,



Kathy Houghton  
Clerk Pro-tem

Jacqueline Edwards  
President

Richard Ross  
Vice President



3.1 b  
Fiore  
King  
renant  
Traci Welch  
Janet Wroblicki

**BOARD OF EDUCATION MEETING  
TUESDAY, APRIL 19, 2016  
JR./SR. HIGH SCHOOL LIBRARY – 6:30 P.M.**

**PRESENT:** Ms. Jacqueline Edwards, President, Mr. Richard Ross, Vice President, Mr. Jonathan Fiore, Mr. Steve King, Mr. Rick Surprenant, Mrs. Traci Welch and Mrs. Janet Wroblicki

**ALSO PRESENT:** Ms. Kathy Houghton, Mr. Michael Spost, Dr. René Wilson, Mrs. Lisa Stamboly, Mr. Bill Lachut, Mrs. Paula Ann May and 4 visitors and guests

**1. Meeting Call to Order**

Ms. Edwards called the meeting to order at 6:30 p.m.

**1.1 Pledge to the Flag**

Mr. Surprenant led the Pledge of Allegiance.

**1.2 Acceptance of Agenda**

Mr. King made the motion to accept the Agenda seconded by Mrs. Welch.

Yes 7 No 0  
Motion carried.

The Board changed the order of 1.3 and 1.4. Mr. Snowburg from Hunt went first.

**1.4 Hunt EAS Capital Project Update – C. Snowburg**

Mr. Snowburg was happy to report that he received word at 10 a.m. today that SED signed off and approved the Capital Project. There was also a review project meeting in March and everything was incorporated. Bid documents have been prepared and sent to Data Flow. Data Flow has the best pricing for bid printing, with offices in Utica, Rochester, Binghamton and Horseheads. The legal notice will run in the paper for five days. Contractors are given four weeks to review and prepare bids. There will be a pre-bid meeting on May 11<sup>th</sup> at 3 p.m. and bids will be opened at 3 p.m. on May 19<sup>th</sup>. Hunt will be able to make recommendations to accept bids for the June 7<sup>th</sup> meeting. Construction will take approximately 5 to 6 months and that will take the project into November. There will be more conversation with the Clerk when we award the contracts.

The 2015-16 Capital Outlay Project we talked about is for security cameras. The paperwork is being finalized with Day Automation as our State bid vendor. We have asked them to break out the equipment for the Capital Outlay as soon as possible so that a submission can be made to SED. We fully believe this project will be getting approved very quickly. We already have a verbal commitment from our Project Manager at SED, Debbie Johnson for lockers and science room upgrades. We have also started talking about next year's capital outlay.

Mr. King asked if an earlier meeting to approve the bids would speed up the process.

Mr. Snowburg said a Letter of Intent stating the Board of Education fully intends to aware the bid will allow the bidder to get the necessary insurance and bonds before they set foot on school district property. They will also secure and hire subcontractors so having a Board Meeting does not necessarily speed up the process.

Mr. Ross asked if the time frame for ordering the steel looks doable.

Mr. Snowburg said we are still looking at 6 – 8 weeks for steel delivery. If the bids are awarded on June 7th and the steel is secured, then we are still looking at a month's worth of demolition, footing and concrete before the steel is necessary. Everything should coincide.

Mr. Snowburg believes we can move forward and get proposals for the second 2016-17 Capital Outlay Project. It is more important to look at how these bids come in because we are concerned with the ventilation.

Mr. Ross inquired about the extra auditorium door on the side and Mr. Snowburg said that it has been added.

### 1.3 2016-17 4<sup>th</sup> Budget Presentation

Ms. Houghton presented the following PowerPoint for the 4<sup>th</sup> Budget Presentation:

**New York Mills Union Free School District** <sup>1,3</sup>

2016-17 Budget Presentation #4  
 Tuesday, April 19, 2016

**School District Mission**

The mission of the New York Mills Union Free School District is to help students become motivated, responsible, caring individuals by providing resources and a safe, supportive environment that encourages students to pursue excellence.

Provide programs, resources, and facilities that will ensure all students are given equal opportunities to achieve higher district, state, and national standards.

Provide staff development to all employees that will enable them to elevate their skills, knowledge, and attitude in order to help our students achieve excellence.

- Promote school pride and spirit through a partnership with the community.

**Budget Decisions Driven by District Goals**

**Included in Budget**

- Capital Outlay Project \$100,000
- Bond Anticipation Note \$90,507
- Purchase Two New Buses \$149,606
- New Administrative Structure \$7,561
- School Resource Officer \$75,500 (Inclusive of Extra-curricular Events)
- New Elementary Reading Program \$45,000
- .5 FTE Building Maintenance Worker \$18,460
- Middle School Keyboard Class \$16,195
- Senior Seminar \$16,078
- .2 FTE BOCES Curriculum Specialist \$15,000
- Rotating Elementary Bus Monitor \$3,748

Total = \$537,655

**State Aid**

**Total Aid Increase**  
 Increase for 2016-17 is \$247,437 (Including OEA) less than earlier run due to declining enrollment

**Possible Aid Loss**  
 If 2012(d)-compliant APPR Plan not SED approved by September 1 could result in a total aid loss of \$969,481

**If Aid is Lost:**

- Fund Balance is available for a limited time to sustain normal spending increases.
- Debt Service funds can be used to offset decreases in aid.
- The District will develop a systematic plan.

**School Aid 2016-17 State Budget**

**Budget & Tax Levy Limits:**

2015-16 Budget	\$13,518,389
Proposed 2016-17 Budget	\$13,517,666
<b>Budget to Budget (Decrease)</b>	<b>(.005334%)</b>
State Aid Increase	\$247,437
Projected Tax Levy Increase	0%
Allowable Tax Levy Limit	1.1738% (approximately \$69,797)

RESOLVED, that the Board of Education of the New York Mills Union Free School District is hereby authorized to expend the sum of \$13,517,666 as a general fund appropriation for the 2016-2017 school year and to levy the necessary tax therefor.

**Proposition # 1 - 2016-2017 Budget**





Mr. Fiore thinks based on the circumstances said he would like to see a cut in taxes and offset the tax balance.

Mr. Ross is happy with 0% but would also support a small decrease.

Mrs. Welch is comfortable with 0%.

Mrs. Wroblecki asked if we were to have a decrease, how would year 2 or 3 look with everything staying the way it is because it is the taxpayers' money given to us in good faith. How much money would be used from the Debt Service?

Mrs. Stamboly explained that you would not have the additional \$87,000 that you could have raised. The reason we saved money is because we planned for the unknown. As things play out in the budget each year you have to plan for a high cost child, unsettled contracts, and increases in retirement and health insurance. We are not going to put any additional burden on the taxpayers.

Mr. King supports the budget as presented with a 0% tax increase.

Ms. Edwards thinks a decrease would be nice. The problem we have here is that we talked a lot about this extra money and started putting it towards Universal Pre-K. We are not doing Pre-K and the taxpayers are keenly aware we have that money. She said she would support a tax reduction.

Mrs. Welch said if we have a tax decrease, then we will not be able to raise that money forevermore. In years past, the community has been in support of the budget. Going forward, if we are not going to put more of a burden on taxpayers, with so many unknowns her recommendation is to go with Mrs. Stamboly's recommendation and re-evaluate next year.

Mr. Fiore said if we are not projecting this aid, if we don't get an agreement signed, he thinks we could survive without the extra \$90,000 of the \$250,000 especially if we use some of the \$1.3 million to offset taxes.

Ms. Edwards said she has a tendency to agree. It frightens her to agree.

Mr. King made the motion to accept the budget of \$13,517,666 with a 0% increase seconded by Mr. Surprenant.

Mr. Fiore made the motion to amend the budget proposed with a 1.25% decrease seconded by Mr. Ross.

First motion for \$13,517,666 budget  
Yes 4 No 3  
Mr. Fiore, Ms. Edwards and  
Mr. Ross voting Nay  
Motion carried.

Second motion for 1.25% decrease to budget  
Yes 3 No 4  
Mr. Surprenant, Mrs. Welch and

Mrs. Wroblecki voting Nay  
Motion failed.

\$13,517,666 Budget adopted

## **2. Communications**

### **2.1 From the Floor**

Mrs. Marley pointed out that we have some hard working compassionate teachers. Our teachers are under a great deal of pressure and they are dedicated and committed.

### **2.2 President's Messages**

- a. Committee Report(s)- N/A
- b. Board Calendar – N/A
- c. BOCES Representative Report – N/A

## **3. Consent Agenda**

- 3.1 Board of Education Minutes – N/A
- 3.2 Business Office Reports – N/A
- 3.3 CSE Reports – N/A

## **4. Old Business – N/A**

## **5. New Business**

- 5.1 Personnel Report – N/A
- 5.2 Adopt 2016-17 Proposed Budget – Action
- 5.3 BOCES Administrative Budget - \$3,537,982 for 2016-17

Mr. King made the motion to approve the BOCES Administrative Budget seconded by Mrs. Welch.

Yes 7 No 0  
Motion carried.

- 5.4 Elect Four Members to the BOCES Board – Mr. Michael Moore, Clinton Central School District; Mr. Gary P. Nelson, Holland Patent Central School; Dr. Gary W. Porcelli, New York Mills Union Free School District; and Mr. Russell Stewart, Waterville Central School

Mrs. Wroblecki made the motion to elect all four members to the BOCES Board seconded by Mr. King.

Yes 7 No 0  
Motion carried.

- 5.5 Cooperative Bidding Resolution – Action

Mr. Fiore made the motion to approve the Cooperative Bidding Resolution seconded by Mr. King.

Yes 7 No 0  
Motion carried.

5.6 Temporary Use Agreement with Oneida County – Action

Mr. Fiore made the motion to approve the Temporary Use Agreement with Oneida County seconded by Mr. Surprenant.

Yes 7 No 0  
Motion carried.

5.7 Building Use from D Squad Youth Basketball 4/30 – 5/1/2016 – Action

Mr. King made the motion to approve the Building Use Form from D Squad Youth Basketball seconded by Mr. Fiore.

Yes 7 No 0  
Motion carried.

**6. Building Reports – N/A**

**7. Superintendent's Report – N/A**

**8. Board Discussion**

Mrs. Wroblecki said that listing to Mrs. Stamboly there is a possibility that we only will have one and one half years to stay afloat maybe down the road we may have to consider reaching out to another area school.

Ms. Edwards said she wants to do anything we can to preserve our district.

**9. Visitors Comments**

Mr. Spost said that 3020(c) is the past and 3020(d) is the present, and the number one goal should be the survival of New York Mills. This bill has been passed in the assembly and not in the senate. Our plan is to have the APPR ready and pull the pin if they say do this or you don't survive. Regarding the Focus District, he said he was literally going to give a Spanish test to all Board Members. We are identified for students with disabilities. Seventy-five percent were identified with Learning Disabilities in reading or reading comprehension. He does think it is more important than ever to get this designation lifted. As much as we agree to preservation, New York Mills Schools needs to be committed to getting it lifted. By every other measure, we are a highly effective school district.

Ms. Edwards agreed with his sentiments and is concerned about the state having such high expectations for individuals that learn differently. To hold them to the same levels, an opportunity is being missed.

Mrs. Hubley spoke up about the parent groups for the Focus District. She did sign up but unfortunately the timing of the meetings is during the day. She is not going to be part of the group. Please consider that those that are working cannot make those days.

**10. Executive Session** – regarding a particular person

Mrs. Welch made the motion to go into Executive Session to 7:42 p.m. to discuss a particular person after taking a 5-minute recess seconded by Mrs. Wroblecki.

Yes 7 No 0  
Motion carried.

Ms. Edwards appointed Ms. Houghton the Clerk Pro-tem.

Respectfully submitted,



Paula Ann May  
District Clerk

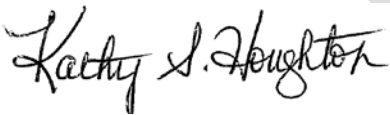
Ms. Edwards called the meeting back into regular session at 9:00 p.m.

**11. Adjournment**

Mr. King made the motion to adjourn at 9:01 p.m. seconded by Mrs. Welch.

Yes 7 No 0  
Motion carried.

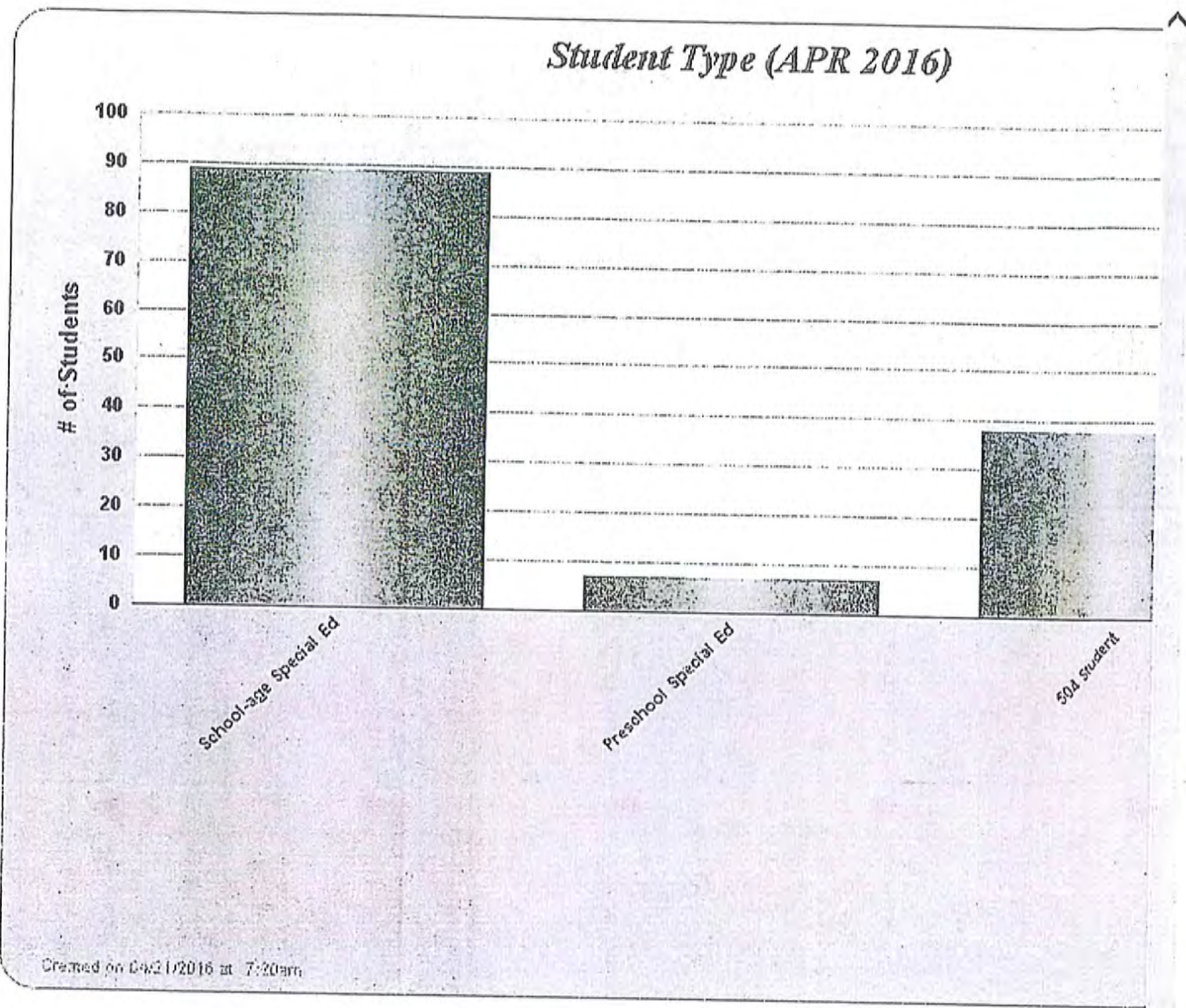
Respectfully submitted,






Kathy Houghton  
Clerk Pro-Tem

All Students with Student Type(s) of School-Age, Preschool, 504 (Created 04/21/2016 @ 7:20am)

Data ▾



 Statistics												
School Year	2015 - 2016											
Query	All Students with Student Type(s) of School-Age, Preschool, 504											
Period	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Referrals	2		3		2	4	2	2	1	5		
Transfers/Re-entries	2	2	4	1	1	1	1	2		1		
Declassified/Discontinued												
Exited	2	8	2	2	1	1	1	3				
Ended with	122	117	123	122	125	128	129	129	129	134		

 Statistics	
Student Type 	# Students
School-age Special Ed	89
Preschool Special Ed	7
504 Student	38
<b>Total</b>	<b>134</b>

# OUTSIDE PLACEMENT NYMUFSD FO FOR APRIL 2016

grade	student id	dob	program	type	location	disability	aide	bus aide
<b>(Outside special ed placements through BOCES)</b>								
1	580313647	7.23.09	12::1::3	Multiple Disat.	Westmoreland Elem	MD	1::1	yes
11	580312911	2.14.98	8::1::2	CB Program	Center Base	LD		
2	580313286	4.22.08	8::1::2	SB Program	Waterville Elem	Autism		
5	580313240	8.5.05	8::1::2	CB Program	Center Base	Autism		
3	580313111	7.18.07	8::1::2	SB Program	Waterville Elem	OHI		yes
10	580313590	2.7.00	12::1::1	Moderate	Center Base	OHI		
8	580313560	10.28.01	12::1::1	Adjustment	Westmoreland MS	LD		
10	580313475	5.19.00	8::1::2	CB program	Center Base	ED		
6	580313658	11.4.03	8::1::2	CB Program	Center Base	Autism		
4	580313015	11.26.06	12::1::1	Mild	Sauquoit Elem	Autism	1::1	
1	580313164	5.7.08	12::1::1	Mild	Sauquoit Elem			
12	580313539	7.23.97	12::1::1	Moderate	Center Base			
12	580215965	4.20.98	12::1::3	Developmental	New Hartford SHS	Autism	1::1	graduates in June 2016
11	580219482	7.18.98	12::1::1	Moderate	Center Base	MD		graduates in June 2016
<b>(Outside placement through School BLIND and DEAF )</b>								
12	580169086	5.9.97	NYSSB	5 day Residential	Batavia, NY	MD		yes
2	580313330	2.20.07	NYSSD	1 day Residential	Rome, NY	deafness		
<b>(Home schooled student w/ Learning Disability)</b>								
12	580255568	4.27.97		home schooled	at home	LD		
<b>(Students enrolled in P-TECH course @ BOCES)</b>								
9	580310078	7.8.00	P-TECH	BOCES	Center Base	(LD)		
9	580185911	1.23.01	P-TECH	BOCES	Center Base	non-disabled		
<b>( Students enrolled in ALT-ED: Non-Special ED.)</b>								
12	580310001	7.6.98		ALT ED	MiddleSettlement Academy	non-disabled		
11	580310124	11.21.99		ALT ED	MiddleSettlement Academy	non-disabled		
10	580313672	2.1.00		ALT ED	MiddleSettlement Academy	non-disabled		
<b>(Students enrolled in TASC/GED program ( 2 are special ed.))</b>								
12	580313648	11.2.96		TASC-GED	MiddleSettlement Academy	ED-504		

#13

14

2

1

12

10

1




**(Pre-School students)**

ps	580313581											11.9.10				preschool						PSWD
ps	580313211											8.30.11			Speech @ Horne		preschool					PSWD
ps	580313536											9.7.11			Speech @ Horne		preschool					PSWD
ps	580313701											7.11.12					preschool					PSWD
ps	580313492											7.1.11			Kelberman Cntr		preschool					PSWD
ps	580313671											12.19.10			UCP		preschool					PSWD
ps	580313582											12.21.11					preschool					PSWD
ps	580313571											3.11.12					preschool					PSWD

(S)

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COMMUNITY RELATIONS

TEMPORARY SIGNS PROHIBITED ON SCHOOL PROPERTY

- I. No person may post or place a temporary sign, banner, balloon, announcement or other physical expression or solicitation on school property including but not limited to signs for political office, except for student extra-curricular elections. This prohibition does not apply to signs or banners posted by school administration, advisors, coaches; students after approval by school officials; or school organizations officially recognized by the Board of Education; as long as the signs or banners are deemed appropriate by the Superintendent of Schools and directly related to school-related activities.
- II. The Board has adopted the Policy for the purposes of eliminating or reducing the visual blight of temporary signs placed on school property for non-school purposes; reducing distractions affecting drivers of vehicles on school property, furthering the safety of students, staff, and the public; and reducing the distraction of students from an appropriate focus on school programming and activities.
- III. The Superintendent of Schools or his/her designee has final approval of all signage on school property.

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New York Mills Union Free School District  
Adopted: \_\_\_\_\_

## PERSONNEL

### JOB DESCRIPTION EXECUTIVE PRINCIPAL

The Executive Principal is directly responsible to the Superintendent of Schools for fulfillment of the following duties:

1. Providing creative leadership in program and curricular development, implementation and instructional improvement in grades K-12 with a focus on Science, Social Studies, Foreign Languages, Physical Education, Business and Computer Technology, and Special Education.
2. Under the direction of the Superintendent of Schools, providing for coordination and articulation of the K-12 educational program.
3. Developing meaningful and timely professional development programs for teachers and staff; including orientation, evaluation and instructional improvement.
4. Assisting the Superintendent of Schools in the recruitment, selection, and orientation of instructional, non-instructional, and administrative personnel.
5. Supervising and evaluating instructional faculty and non-instructional staff, including the Principal, Teachers of Science, Social Studies, Foreign Languages, Physical Education, Business and Computer Technology, Special Education; Teacher Assistants, Transportation staff, Maintenance staff, and any additional faculty or staff assigned by the Superintendent of Schools.
6. Making recommendations to the Superintendent of Schools relative to the continued employment of faculty and staff members.
7. Collaborating with the Principal to prepare and present budget proposals for all K-12 instructional programs.
8. Providing leadership in the development and implementation of a successful K-12 public relations program.
9. Attending and participating in professional association conferences and educational meetings.
10. Maintaining student discipline of the school district on a day-to-day basis.

## PERSONNEL

JOB DESCRIPTION  
EXECUTIVE PRINCIPAL

11. Establishing procedures and regulations for the implementation of Board policies designed to produce an efficient and effective educational program.
12. Maintaining records and preparing reports as required by the Superintendent of Schools, Board of Education and the State and Federal governments.
13. Coordinating and supervising all program and extracurricular activities associated with the school district.
14. Providing direct supervision, coordination, and reporting in Pupil Personnel Services; including Special Education and Section 504.
15. Providing direct supervision, evaluation and administrative support to the Athletic Director in the management of the district's inter-scholastic coaches and teams.
16. Assisting the District, if requested in the negotiation process with selected bargaining unit(s).
17. Performing such other duties as may be assigned by the Superintendent of Schools or are deemed necessary to fulfill the responsibilities of the position.
18. Providing leadership in the interpretation of school policies and programs to parents and community.
19. Adhere to and enforce all applicable provisions of the law and policies, rules and regulations of the Board of Education as they relate to the school district.

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New York Mills Union Free School District  
Adopted: \_\_\_\_\_

## PERSONNEL

### JOB DESCRIPTION PRINCIPAL

The Principal is directly responsible to the Executive Principal and Superintendent of Schools for fulfillment of the following duties:

1. Collaborating with the Executive Principal to provide program and curricular development, implementation and instructional improvement in grades K-12 with a focus on English, Math, Music, Art, English as a Second Language, Title I/Remedial/Academic Intervention Services, Library Media, and Pupil Personnel Services.
2. Under the direction of the Executive Principal and Superintendent of Schools, providing for coordination and articulation of the K-12 educational program.
3. Assisting the Executive Principal with the coordination and supervision of all program and extracurricular activities associated with the school district.
4. Assisting with the development and presentation of professional development programs for teachers and staff; including orientation, evaluation and instructional improvement.
5. Assisting the Executive Principal with the recruitment, selection, and orientation of instructional and non-instructional personnel.
6. Supervising and evaluating instructional faculty and non-instructional staff; including Teachers of English, Math, Music, Art, English as a Second Language, Title I/Remedial/Academic Intervention Services, Library Media, and Pupil Personnel Services, Office Specialists, School Monitors, Nurses, Library Aides, and any additional faculty or staff assigned by the Superintendent of Schools.
7. Making recommendations to the Executive Principal and Superintendent of Schools relative to the continuing employment of faculty and staff members.
8. Collaborating with the Executive Principal to prepare and present building budget proposals for all K-12 instructional programs.
9. Assisting the Executive Principal with the interpretation and communication of school policies, procedures, and programs to parents and community.
10. Assisting the Executive Principal and Superintendent of Schools with the development and implementation of a successful K-12 public relations program.
11. Attending and participating in professional, workshops, conferences and BOCES educational administrators' meetings as requested and/or approved by the Executive Principal or Superintendent of Schools.

POLICY

New Draft 4/11/16  
3031

PERSONNEL

JOB DESCRIPTION PRINCIPAL

12. Provide coordination in the area of K-12 data management; supervising the completion of district, BOCES, regional and state reporting.
14. Under the direction of the Executive Principal, maintaining student discipline of the school buildings on a day-to-day basis.
15. Maintaining records and preparing reports as required by the Executive Principal, Superintendent of Schools, Board of Education and the State and Federal governments.
16. Providing direct supervision, coordination, and reporting in the areas of Response to Intervention, Title I/Remediation /Academic Intervention Services, English Language Learners, and Home Schooling.
17. Performing such other duties as may be assigned by the Executive Principal, Superintendent of Schools or are deemed necessary to fulfill the responsibilities of the position.
18. Establishing procedures and regulations for the implementation of Board policies designed to produce an efficient and effective educational program.
19. Adhere to and Enforceing all applicable provisions of the law and policies, rules and regulations of the Board of Education ~~as they relate to the school district.~~

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New York Mills Union Free School District  
Adopted: \_\_\_\_\_



## PAROCHIAL STUDENTS

2016-17 SCHOOL YEAR

LAST NAME	FIRST NAME	STREET ADDRESS	CITY	PHONE	GRADE
<b>NOTRE DAME</b>					
Babiarz	Aleesa	110 Campbell Ave.	Yorkville	525-5489	11
Brush	Mckenzie	11 Beech Place	New York Mills	736-1789	8
Brush	Zachary	11 Beech Place	New York Mills	736-1789	10
Cieplenski	Rebecca	44 Country Club Drive	New York Mills	768-3330	11
Gao	Ningyu (Gary)	79 Clinton Street	New York Mills	736-0908	10
Godlewski	Anna	302 Fairway Drive	New Hartford	736-3694	9
Godlewski	Christopher	302 Fairway Drive	New Hartford	736-3694	11
Heaton	Margaret	36 Country Club Drive	New York Mills	768-8939	11
Kelly	William	120 Campbell Avenue	Yorkville	794-3438	10
McCoy	Kennedy	86 Clinton Street	New York Mills	768-4340	9
Perrone	Sophia	104 Davis Place	New Hartford	542-2687	9
Tong	Jingyao (David)	1 Bunker Avenue	Yorkville	269-7436	10
Yang	Fangyi (Linda)	86 Clinton Street	New York Mills	982-3130	12

All transportation is subject to policy 5460



## STUDENT TRANSPORTATION POLICY

- I. It shall be the policy of the New York Mills Union Free School District to provide transportation to students attending both public and authorized private and parochial schools consistent with those guidelines noted below.
  - A. Kindergarten through third grade students shall be provided with door-to-door transportation to and from their school of legal attendance. For purposes of this policy, “door-to-door” shall mean the point closest to the student’s starting point or destination that the Superintendent or his/her designee determines to be consistent with the safe and effective operation of a school bus and public safety.
  - B. Students in grades 4 through 6 shall be provided with transportation to and from their school of legal attendance.
  - C. Students in grades 7 through 12 living more than .5 miles from their school of legal attendance and within the boundaries of the New York Mills Union Free School District shall be provided transportation.
  - D. The routing of buses and the designation of pick-up locations will be reviewed annually by the Superintendent of Schools or his/her designee and shall be established in accordance with applicable law and regulation.
  - E. The Superintendent of Schools or his/her designee is hereby empowered to revise transportation routes and/or pick-up locations on a temporary basis, if in his/her judgment weather and/or road conditions warrant such revision.
  - F. The school shall be provided with a written notification of the address where students are to be picked up or dropped off if different than the legal residence.
  - G. All students who attend a nonpublic school outside the district shall be provided transportation to that school if it fifteen (15) miles or less from the student’s home.

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New York Mills Union Free School District

Legal Ref: Education Law Section 3635

Adopted: 03/13/78

Revised: 11/11/82, 8/8/89, 03/03/09, 02/05/13

Reviewed: 01/06/15



Resolution of the Board of Education  
for the New York Mills Union Free School District

**WHEREAS**, the Board of Education of the New York Mills Union Free School District desires to enter into a 4-year contract with the Madison-Oneida BOCES in order for the Regional Information Center to furnish certain services to the District pursuant to Education Law 1950(4)(ii), those services being: CoSer 602 Administrative Computer Services.

**NOW, THEREFORE**, it is

**RESOLVED**, that the Board of Education of the New York Mills Union Free School District agrees to enter into a contract with the Madison-Oneida BOCES for the provision of said services to the District not to exceed \$58,497 plus related borrowing fees, plus yearly Regional Information Center support during the term of this contract, finalized by the Superintendent, subject to the approval of the Commissioner of Education for a period of 4 years: 2016-17, 2017-18, 2018-19, 2019-20.

5.4

# Regulation

Draft 02/22/2016

PERSONNEL

6100.35 Replaces Building Maintenance Supervisor

## JOB DESCRIPTION: DIRECTOR OF FACILITIES I

### I. Distinguishing Features of the Class:

A Director of Facilities I is responsible for ensuring that building and grounds maintenance, repair and cleaning related tasks and activities in a school district are performed. The incumbent is typically responsible for supervision of a unit and may also work alongside lower-level employees in carrying out and overseeing work details. The incumbent also performs manual labor and operates equipment related to the work. The work is performed according to established policies and procedures and in accordance with applicable State, local and federal laws, rules and regulations which apply to school district facility operations and maintenance. The work may occur indoors or outdoors, possibly under adverse working conditions. The incumbent typically reports to a school business administrator or district superintendent. Does related work as required.

### II. Typical Work Activities: (Illustrative Only)

- A. Supervises staff and participates in daily preventive maintenance and custodial activities, which may include replacing locks, painting, carpeting/floor/tile/window/drywall replacement and/or repair;
- B. Directs, assigns and evaluates the work of subordinate personnel and performs on-the-job training of custodial, maintenance and transportation staff as needed;
- C. Monitors a preventive maintenance program designed to retain buildings, grounds and equipment in a safe operating condition;
- D. Creates and maintains basic records and reports relative to the work performed and schedules repairs when necessary;
- E. Discusses maintenance, repair and operational needs with school administrators;
- F. Performs basic preventive maintenance and/or repairs equipment, including plumbing and heating systems;
- G. Performs minor electrical repairs, including replacement of electrical outlets;
- H. Troubleshoots problems with equipment, including HVAC and electrical systems and when a non-routine issue is found, may contact contractor to perform repairs;
- I. Performs visual inspections of painting, carpentry, plumbing, electrical, and other mechanical maintenance and construction work performed by private contractors, custodial, or maintenance employees to ensure work is conducted and completed in a satisfactory manner;

REGULATION

Draft 02/22/2016

PERSONNEL

6100.35 Replaces Building Maintenance Supervisor

JOB DESCRIPTION: DIRECTOR OF FACILITIES I

- J. Monitors expenses to ensure budgetary limits as established by the School Board are not exceeded;
- K. Tracks inventory and when necessary, orders cleaning supplies, fuel and parts for equipment and buildings;
- L. Responsible for mowing grass, hedge trimming, maintenance of playgrounds, parking areas and other school grounds, including athletic fields;
- M. Removes snow and ice from sidewalks and roadways;
- N. Loads and unloads materials and supplies and records goods received and shipped;
- O. Cleans classrooms, hallways, bathrooms, cafeterias and offices;
- P. Uses a variety of tools and operates a variety of motor and other equipment related to building and grounds maintenance and repair including snow blowers, lawn mowers, tractors, plow trucks, pick-up trucks, hedge trimmers, chainsaws, drills, reciprocating saws, screwdrivers, wrenches, pliers, hammers and plungers;
- Q. Swimming pool maintenance, if applicable, limited to maintaining pool's cleanliness and the addition of chemicals to ensure a safe swimming environment for students/public;
- R. May have contact with the public, school principals, administrators and teachers;
- S. May be required to drive buses.

III. Full Performance Knowledge, Skills, Abilities and Personal Characteristics:

- A. Good knowledge of modern buildings and grounds maintenance and repair practices and procedures;
- B. Good knowledge of safety precautions and practices associated with modern buildings and grounds maintenance and repair work;
- C. Good knowledge of the practices and techniques of one or more of the skilled trades (defined in minimum qualifications below);
- D. Good knowledge of the principles and practices of supervision;

REGULATION

Draft 02/22/2016

PERSONNEL

6100.35 Replaces Building Maintenance Supervisor

JOB DESCRIPTION: DIRECTOR OF FACILITIES I

- E. Ability to plan and schedule work, including determining staff, equipment, and supplies needed;
- F. Ability to train and supervise subordinates;
- G. Ability to create, organize and maintain accurate records and files;
- H. Ability to effectively, efficiently and safely use tools and operate equipment related to building and grounds maintenance and repair;
- I. Ability to visually inspect the work of building tradespersons and contractors;
- J. Ability to monitor budgets to ensure expenditures are within authorized budgetary limits;
- K. Ability to understand and follow written and verbal instructions;
- L. Mechanical aptitude; and
- M. Willingness to work under adverse weather conditions.

IV. Minimum Qualifications: Graduation from high school or possession of a high school equivalency diploma and one of the following:

- A. An Associate's Degree or higher-level degree in School Facilities Management, Engineering, Engineering Technology, Building Construction Technology and two years of experience in school facilities maintenance, general building construction, building maintenance or repair work in more than one of the skilled trades\*, which included one year on supervisory experience; or
- B. Four years of experience in school facilities maintenance, general building construction, building maintenance or repair work in more than one of the skilled trades such, which included one year of supervisory experience; or
- C. Thirty credit hours from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees and three years of experience in general building construction, building maintenance or repair work in more than one of the skilled trades\*, which included one year of supervisory experience.
- D. Verifiable part-time and/or volunteer experience as defined in (A) above will be pro-rated toward meeting full-time experience requirements.
- E. Skilled trades include journey level experience as a carpenter, electrician, mason,

REGULATION

Draft 02/22/2016

PERSONNEL

6100.35 Replaces Building Maintenance Supervisor

JOB DESCRIPTION: DIRECTOR OF FACILITIES I

plumber and/or heating, ventilating and air conditioning installers.

F. Non-Qualifying Experience: Experience limited to building cleaning is not qualifying. Building cleaning is defined as activities primarily involving a variety of inside and outside building cleaning activities including, but not limited to, washing walls and windows, polishing floors, cleaning restrooms, disposing of refuse.

V. Special Requirements:

Possession of a valid New York State driver's license and certificates appropriate to the vehicles, equipment and/or machinery operated at time of appointment or during the course of employment consistent with the needs of the School District.

VI. Special Requirement For Appointment in School Districts:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

VII. A. Performs other duties as required by the Principal or Superintendent.

B. Adheres to and enforces all applicable provisions of the law and the policies rules and regulations of the Board.

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New York Mills Union Free School District

Adopted: 07/10/12

Revised: \_\_\_\_\_

FINGERPRINTING AND CRIMINAL HISTORY RECORD  
CHECKS FOR PROSPECTIVE EMPLOYEES

- I. Statement of Policy
- A. The District shall not employ or utilize a prospective school employee unless that person has been granted a clearance for employment by the State Education Department (SED), or an emergency conditional appointment has been made in a manner consistent with this Policy and applicable Regulations of the Commissioner.
- B. The term “prospective school employee” means any individual who is reasonably expected to provide services that will involve direct contact with students under the age of 21 and who is:
1. seeking a compensated position with the District and is not currently employed by the District or a student enrolled in the instructional program of a grade level in such covered school;
  2. an employee of a provider of contracted services to the District who is to be placed within the District; or
  3. a worker who is to be placed within the District under a public assistance employment program pursuant to title 9-B of article V of the Social Services Law, directly or through contract.
- C. The term “prospective school employee” does not include any individual who:
1. is seeking a position as a school bus driver or school bus attendant and is cleared for employment pursuant to sections 509-cc, 509-d and/or 1229-d of the Vehicle and Traffic Law after fingerprinting and a criminal history record check and whose fingerprints remain on file with DCJS;
  2. has provided services for the District in the previous school year either: in a compensated position, or as an employee of a provider of contracted services to such covered school, or as a worker placed within the covered school under a public assistance employment program pursuant to title 9-B of article V of the Social Services Law directly or through contract; or
  3. is reasonably expected to provide services for the District on no more than five days in the school year in which services are to be performed, provided that the District will be providing in-person supervision of such individual while that individual is providing such services. Individuals providing such time-limited and supervised services may include but shall not be limited to: artists, guest lecturers and speakers, and sports officials.

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CHECKS FOR PROSPECTIVE EMPLOYEES

## II. Procedure For Clearance

- A. In situations where a prospective school employee has been previously fingerprinted and entered into the State Education Department's (SED) criminal history file, the individual shall notify the District that a file exists at SED, and the District shall notify SED of that fact and request clearance.
- B. In situations where a prospective school employee has not previously been fingerprinted and entered into the SED records, the District shall notify the prospective school employee of the fingerprinting requirement, and provide instructions regarding how and when the individual may arrange to complete the fingerprinting, including providing copies of necessary forms.
- C. In situations where a prospective school employee has not previously been fingerprinted and entered into the SED records, the individual shall be advised of the amount of the fee associated with the fingerprint clearance process, and the procedure for paying that fee to SED or any authorized State vendor, and shall also be advised that:
  1. the fee may not be charged if:
    - a. the fee is associated with the employee's participation in an authorized public assistance employment program, or
    - b. the individual is receiving certain employment services through the Federal Temporary Assistance for Needed Families Block Grant.
  2. the individual may submit a request to the Board of Education, on a form provided by SED, for a waiver of the fee based on financial hardship.

## III. Notification of Employment/Separation from Employment

When a prospective employee who was fingerprinted and cleared for employment is initially employed or leaves employment the District is required to notify SED on the mandated forms.

## IV. Employment Based on Conditional Clearance

- A. To the extent permitted by law, the Superintendent may recommend that the Board make a conditional appointment pending notification from SED of clearance. Before making such a recommendation, the Superintendent shall insure that the prospective school employee has signed a statement indicating whether to the best of their knowledge they are not the subject of a pending criminal charge or a conviction in



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any jurisdiction outside New York State, and shall submit a request for conditional clearance to the Commissioner.

- B. If the Board makes a conditional appointment, the appointment shall not be effective until the Commissioner has notified the District that conditional clearance has been granted.
- C. If a conditional appointment becomes effective, it shall terminate 45 days later, or when the Commissioner notifies the District as to whether clearance has been granted, whichever is earlier. If the Commissioner notifies the District that clearance for employment has been granted, the conditional appointment shall continue as a regular appointment.
- V. Employment Based on Emergency Conditional Appointment
- A. To the extent permitted by law, the Superintendent may recommend that the Board make an emergency conditional appointment when the following conditions exist:
- a vacancy occurred less than ten (10) business days before the start of school or during any school session, including summer school, without sufficient notice to allow for clearance or conditional clearance; and
  - no other qualified person is available to fill the vacancy temporarily; and
  - to maintain services which the District is legally required to provide or services necessary to protect the health, education or safety of students or staff.
- B. Before making such a recommendation, the Superintendent shall insure that the prospective school employee has signed a statement indicating whether to the best of their knowledge they are not the subject of a pending criminal charge or a conviction in any jurisdiction, including New York State. The Superintendent shall also insure that a request for conditional clearance is promptly submitted to the Commissioner.
- C. If the Board makes a conditional appointment, the appointment may be made effective prior to notice from the Commissioner of conditional clearance.
- D. If a conditional appointment becomes effective, it shall terminate 20 business days later, or when the Commissioner notifies the District as to whether conditional clearance or clearance has been granted, whichever is earlier. If the Commissioner notifies the District that conditional clearance for employment has been granted, the emergency conditional appointment shall terminate and the appointment shall continue as a conditional appointment.
- VI. Safety of Students who have Contact with Conditionally Employed Employees

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- A. The District affirms its commitment to the safety of students who have contact with an employee holding a conditional or emergency conditional appointment.
- B. Supervisors of any employee holding a conditional or emergency conditional appointment shall be informed of the basis of such appointment and be directed to supervise such employee closely. If feasible, supervisors shall be asked to assign conditionally employed individuals in a manner where they do not work alone with children.

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New York Mill Union Free School District

Legal Ref: Chapter 179 of the Laws of 2009, 8 NYCRR 80-1.1 and 87; Correction Law Sections 752 and 753; and Executive Law Section 296(16).

Adopted: 12/02/03

Revised: 03/05/13, 07/07/15

Reviewed: \_\_\_\_\_

# Regulation

Draft 04/14/2016  
6200.1

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## STATEMENT FOR EMERGENCY CONDITIONAL OR CONDITIONAL APPOINTMENT

I. I, \_\_\_\_\_ (applicant's name), have been advised and understand that New York State law requires, as part of the clearance process for this position, that I be fingerprinted for the purposes of a criminal history records search. Pending such clearance I make the following representations:

A. If a conditional appointment:

I, \_\_\_\_\_ (applicant's name), certify that, to the best of my knowledge, I  
\_\_\_\_\_ do  
\_\_\_\_\_ do not  
have a pending criminal charge or criminal conviction in any jurisdiction outside of New York State.

B. If an emergency conditional appointment:

I, \_\_\_\_\_ (applicant's name), certify that, to the best of my knowledge, I  
\_\_\_\_\_ do  
\_\_\_\_\_ do not  
have a pending criminal charge or criminal conviction in New York State or any jurisdiction outside of New York State.

If my answer above is affirmative, I provide the following information listing such charge or conviction, including the nature of the offense, the date of the charge/ conviction and the jurisdiction.

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I hereby certify that my statement is, to the best of my knowledge and belief, true and correct and that any omission and/or misrepresentation of any material fact may be cause for the District to refuse to hire me or revoke an offer of conditional employment, or to terminate my employment if employed.

Date: \_\_\_\_\_

Name: \_\_\_\_\_

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New York Mills Union Free School District

Adopted: 02/03/04

Revised: 03/05/13

Reviewed: \_\_\_\_\_

## DRUG AND ALCOHOL TESTING FOR BUS DRIVERS

### I. Purpose

To establish a New York Mills Union Free School District-based alcohol and drug testing program to help prevent accidents and injuries resulting from the misuse of alcohol and drugs by covered drivers of commercial motor vehicles in compliance with the Department of Transportation regulations and pursuant to the Omnibus Transportation Employee Testing Act of 1991 (the Act) and 49 CFR Part 40.

### II Applicability

This policy applies to all New York Mills Union Free School District employees or applicants who have been extended a conditional offer of employment who operate commercial motor vehicles and are subject to the commercial driver's license (CDL) requirements established by the DOT.

### III. Objectives

To establish rules and procedures to deter all illegal drug use, and deter on-duty, pre-duty and post-accident alcohol use, as well as on-duty alcohol impairment stemming from pre-duty use, for all covered drivers who perform safety sensitive functions;

To detect and eliminate the possibility that New York Mills Union Free School District covered drivers will perform safety-sensitive functions after testing positive for alcohol or drugs;

To comply with applicable federal and state laws, including the Omnibus Transportation Employee Testing Act of 1991;

To provide reasonable measures for the early detection of personnel not fit to perform activities within the scope of this policy;

To maintain a workplace free of drugs and alcohol; and

To inform employees through education, in service training and other appropriate forums, about illegal drugs, and alcohol abuse, their use, possession, distribution, and the effects of such substances;

DRUG AND ALCOHOL TESTING FOR BUS DRIVERSIV. Testing

There are several occasions when an individual will be subject to drug and alcohol tests pursuant to this policy. Prior to the administration of the following tests, the New York Mills Union Free School District or its testing agent will notify the covered driver that the test is required under the Code of Federal Regulations.

The testing occasions shall include:

1. Pre-duty Testing
  - a. The New York Mills Union Free School District will administer a pre-duty screening for drugs after a conditional offer of employment has been extended and prior to any covered driver's performance of a safety-sensitive function. The New York Mills Union Free School District will not allow any covered driver to commence the performance of any safety-sensitive function unless the drug testing reveals a verified negative test result.
  - b. The New York Mills Union Free School District may, in its sole discretion, forego pre-duty testing where the exceptions promulgated by the regulations relating to drug and alcohol testing of covered drivers by their previous employers, are satisfied.
2. Reasonable Suspicion Testing
  - a. Reasonable suspicion testing is alcohol and drug testing that the New York Mills Union Free School District will conduct when it has reasonable suspicion to believe that a covered driver has engaged in conduct prohibited by this policy. Reasonable suspicion must be based upon specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of a covered driver by the Director of Special Education, Occupational Education, Assistant Directors of such programs or any other supervisor as determined by the New York Mills Union Free School District who is specially trained to recognize alcohol misuse or drug use. The observations may include indications of the chronic and withdrawal effects of controlled substances.
  - b. A written record shall be made of observations leading to reasonable suspicion, signed by the supervisor or person who made the observations, within twenty-four (24) hours of the observed behavior or before the results of drugs test are released, whichever is earlier.
  - c. The New York Mills Union Free School District shall not administer a

DRUG AND ALCOHOL TESTING FOR BUS DRIVERS

reasonable suspicion alcohol test more than eight (8) hours following a determination that reasonable suspicion exists to believe that the alcohol prohibitions of this policy have been violated. Covered drivers are subject to reasonable suspicion alcohol testing as follows: Immediately prior to performing safety sensitive functions, while performing safety sensitive functions, or immediately following the performance of safety sensitive functions. Reasonable suspicion drug testing may be conducted at any time the covered driver is on duty for the New York Mills Union Free School District.

## 3. Random Testing

- a. Random testing is unannounced testing for alcohol and drugs administered in a statistically random manner throughout the year to covered drivers employed by the New York Mills Union Free School District in ratios as required by the DOT regulations, so that all covered drivers have an equal probability of selection each time a random test is administered.
- b. Covered drivers are subject to random alcohol testing as follows: immediately prior to performing safety sensitive functions, or while performing safety sensitive functions, or immediately following the performance of safety sensitive functions. Random drug testing may be conducted at any time the covered driver is on duty for the New York Mills Union Free School District.

## 4. Post Accident Testing

- a. A post-accident test is a test for alcohol and drugs administered following an accident involving a commercial motor vehicle to each surviving covered driver:
  1. Who was performing safety sensitive functions with respect to the Vehicle, if the accident involved the loss of human life; OR
  2. Who receives a citation under state or local law for a moving violation arising from the accident; AND
    - i. if the accident resulted in one or more motor vehicles incurring substantial structural damages as a result of the accident; OR
    - ii. if the accident resulted in bodily injury to a person who as a

DRUG AND ALCOHOL TESTING FOR BUS DRIVERS

result of the injury immediately receives medical treatment away from the scene of the accident.

- b. The New York Mills Union Free School District will not administer a post-accident alcohol test more than eight hours following the accident and will not administer a post-accident drug test more than 32 hours following the accident. A covered driver who is subject to post-accident testing shall remain readily available for such testing or may be deemed by the New York Mills Union Free School District to have refused to submit to testing. This shall not be construed to require the delay of necessary medical attention for injured individuals following an accident or to prohibit a covered driver from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident or to obtain necessary emergency medical care.
- c. The results of a breath or blood test for the use of alcohol or a urine test for the use of drugs, conducted by federal, state, or local officials having independent authority for the test, shall be considered to meet the requirements of the policy concerning post-accident testing, provided such tests conform to applicable federal, state, or local requirements and that the results of the test are obtained by the New York Mills Union Free School District. If such a test results in an alcohol concentration above 0.02, a 24 hour out-of-service order may be issued by the law enforcement official.

5. Return to Duty Testing

Return to duty testing is alcohol and/or drug testing conducted after a covered driver has engaged in prohibited conduct under this policy prior to the employee's return to the performance of a safety-sensitive function. The alcohol test result must indicate

an alcohol concentration of less than .02 and/or a drug test must indicate a verified negative result for illegal drugs.

6. Follow-up Testing

Follow-up tests are given following a determination by the Substance Abuse Professional (SAP) that a driver is in need of assistance in resolving problems associated with misuses of alcohol and/or drugs. This is an unannounced test, given at least six (6) times within twelve (12) months with the actual frequency and number of tests determined by the substance abuse professional (SAP), but in no event may the follow up testing continue for a period beyond 60 months from the covered driver's return to duty. The substance abuse professional may

DRUG AND ALCOHOL TESTING FOR BUS DRIVERS

terminate the requirement of follow-up testing at any time after the first six (6) tests have been administered if he or she determines that follow-up testing is no longer necessary.

Covered drivers are subject to follow-up alcohol testing as follows: immediately prior to performing safety sensitive functions, or while performing safety sensitive functions, or immediately following the performance of safety sensitive functions. Follow-up drug testing may be conducted at any time the covered driver is on duty for the New York Mills Union Free School District.

V. Testing Procedures

The BOCES District shall retain an approved company to perform collection and testing, to ensure chain of custody requirements, and to ensure the correct employee is tested and matched with the correct test results. Such company will be required to follow the federal regulations to ensure compliance with the blind sample, calibration of the EBT, laboratory certification and proper training of the Breath Alcohol Technician (BAT). Testing for alcohol and/or controlled substances will be taken on-site or at the laboratory, in a secure location that affords visual and aural privacy and with the proper safeguards to ensure the integrity of the specimens collected. The Drug and Alcohol Coordinator (see appendix) can be contacted to request the name of the company hired to perform the drug and alcohol testing services.

If the test comes back positive dilute, that shall be considered a positive verified test and the covered driver shall not be allowed to take another test. If the test comes back negative dilute for pre-employment testing, return to duty testing and follow up testing, then covered driver shall be required to take another test. If the test comes back canceled, neither positive nor negative for drugs or alcohol, the employee shall not be allowed to perform safety sensitive functions if a negative result is required by the regulations. BOCES District shall order a recollection in the case of a canceled test for the purpose of re-testing in the case of pre-employment, return to duty or follow up testing.

1. **Alcohol**

Alcohol testing will be administered by a trained and qualified BAT. The evidential breath testing device (EBT) used for testing shall meet the standards promulgated by the DOT and have a quality assurance plan developed by the manufacturer to insure proper calibration.

If the initial test reveals an alcohol concentration of .02 or greater, a confirmatory test must be performed. The confirmatory test result is the final test result for the purposes of this policy.



DRUG AND ALCOHOL TESTING FOR BUS DRIVERS2. **Drugs**

A Department of Health and Human Services certified laboratory will perform drug testing on urine samples provided by covered drivers. The drugs for which tests will be conducted are: Marijuana (THC), Cocaine, Phencyclidine (PCP), Opiates, and Amphetamines. The cutoff levels for these drugs will be those set forth in the DOT regulation.

3. **Uncompleted Testing**

If a screening or confirmation test cannot be completed, or if an event occurs that would invalidate the test, the BAT, shall, if practicable begin a new screening or confirmation test, as applicable, e.g., using a new breath alcohol testing form with a new sequential test number.

VI. Requirements Prior to Commencing Safety Sensitive Position

## 1. Pre-duty Request for Prior Employment Drug and Alcohol Testing

In the case of all new safety sensitive employees, the BOCES District shall request the following written information, after obtaining the prospective employee's written consent, from DOT regulated employers who have employed the employee at any time during the two years prior to the date of the employee's application or transfer:

- a. Alcohol tests with a result of 0.04 or higher alcohol concentration
- b. Verified positive drug test
- c. Refusal to be tested
- d. Other violations of DOT agency drug and alcohol testing; and
- e. With respect to any employee who violated a DOT drug and alcohol regulation, documentation of the employee's successful completion of DOT return to duty requirements.

The above listed information should be obtained and reviewed before the prospective employee commences performing any safety sensitive functions. However, the BOCES District has a 30 day grace period from the day the employee starts to perform safety sensitive functions in which to obtain or make and document a good faith effort to obtain this information. The BOCES District must not allow any employee to continue performing safety sensitive functions after 30 days if BOCES District has not obtained or made and documented a good faith effort to obtain this information.

DRUG AND ALCOHOL TESTING FOR BUS DRIVERS

The BOCES District must ask the prospective employee whether he/she has tested positive, or refused to test, on any pre-employment drug or alcohol test administered by an employer to which the employee applied for but did not obtain safety sensitive transportation work covered by DOT agency drug and alcohol testing rules during the past two years.

If the prospective employee admits that he/she has tested positive or a refusal to test then the BOCES District may choose not to hire the prospective employee. However, if the BOCES District does choose to hire a prospective employee that has admitted that he/she has tested positive or refused to test, the BOCES District must not use the employee to perform safety sensitive functions, until and unless the employee documents successful completion of return to duty process.

VII. Prohibited Conduct

1. No covered driver shall report for duty or remain on duty requiring the performance of safety sensitive functions while having an alcohol concentration of 0.02 or greater.
2. A covered driver shall not be on duty or operate a commercial motor vehicle while the covered driver possesses alcohol.
3. A covered driver shall not use alcohol while performing safety sensitive functions.
4. No covered driver shall perform safety-sensitive functions within six (6) hours after using alcohol.
5. A covered driver required to take a post accident alcohol test shall not use alcohol for eight (8) hours following the accident, or until he/she undergoes a post accident alcohol test, whichever is first.
6. A covered driver shall not report for duty or remain on duty requiring the performance of safety sensitive functions when the driver is using drugs, except when the use is pursuant to the instructions of a physician who has advised the driver that the drug does not affect the driver's ability to safely operate a commercial motor vehicle.
7. No driver shall report for duty, remain on duty or perform a safety-sensitive function, if the driver tests positive for controlled substances.
8. Independent of the requirements of the Act and the regulations promulgated thereunder, the covered driver must provide written notice from the physician to the Drug and Alcohol Coordinator that he or she is using controlled substances pursuant to the instructions of the physician and that he or she advised the driver that the substance does not adversely affect the driver's ability to safely operate a commercial motor vehicle.
9. A covered driver shall not refuse to submit to an alcohol or drug test required under this policy.

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DRUG AND ALCOHOL TESTING FOR BUS DRIVERS

10. An applicant for employment, who has been given a conditional offer of employment may not refuse to sign a release authorizing the BOCES District to request from all former employer's, where the employee was a covered driver, his or her drug and alcohol testing records.

VIII. Consequences for Covered Drivers

Pursuant to the Act and the Regulations:

1. A covered driver who has an alcohol concentration of at least 0.02 shall be removed immediately from his/her performing safety sensitive position for at least 24 hours and shall not return until he/she is evaluated by a substance abuse professional, completes any other steps required by the SAP and takes a return to duty test.
2. A covered driver who has an alcohol concentration of at least 0.04 shall be removed immediately from his/her safety sensitive position and may not return until he or she is evaluated by a substance abuse professional, completes any other steps required by the SAP and takes a return to duty test.
3. A covered driver who has a verified positive result on a drug test, shall be prohibited from performing safety sensitive functions until the employee is evaluated by a substance abuse professional, completes any other steps required by the SAP and takes a return to duty test.
4. A covered driver who refuses to submit to a test, shall be prohibited from performing safety sensitive functions until the employee is evaluated by substance abuse professional, completes any other steps required by the SAP and takes a return to duty test.
5. A covered driver may not perform safety-sensitive functions, if there exists a reasonable suspicion that the driver is under the influence of, or impaired by, alcohol as shown by the behavioral, speech, and performance indicators of alcohol misuse, until an alcohol test is administered and the driver's alcohol concentration measures less than .02 or 24 hours have elapsed following a determination that reasonable suspicion exists to believe that the alcohol prohibitions of this policy have been violated.
6. A covered driver may not perform safety-sensitive functions even if his or her alcohol concentration is less than 0.02, or the alcohol concentration is unknown, if the employer detects the presence of alcohol in the driver by other means.

Independent of the requirements of the Act and the regulations promulgated thereunder, a

DRUG AND ALCOHOL TESTING FOR BUS DRIVERS

covered driver may not perform safety-sensitive functions, if there exists a reasonable suspicion that the driver is under the influence of, or impaired by, drugs as shown by the behavioral, speech, and performance indicators of drug abuse, until a drug test is administered and there is a verified negative result.

Independent of the requirements of the Act and the regulations promulgated thereunder, covered drivers who have been found to have violated the prohibited conduct under this policy will be immediately suspended from their safety-sensitive function without pay pending a complete review of the test results and what led to the test results, if appropriate. After review, if the covered driver was found to have an alcohol concentration of 0.04 or greater, a positive drug test, or refused to submit to a test, the employee shall be terminated. If the covered driver was found to have an alcohol concentration between 0.02 and 0.04, he or she shall be required to be evaluated by a substance abuse professional, complete any other steps required by the SAP and take a return to duty test before returning to work.

A covered driver who is an applicant for employment who has been extended a conditional offer of employment shall have such conditional offer revoked if:

1. He/she undergoes a drug test which reveals a verified positive test result, or
2. He/she admits, during the pre-duty request for prior employment drug and alcohol testing, they had a positive test or refused to test on any pre-employment drug or alcohol testing administered by the employer to which the employee applied for, but did not obtain safety sensitive transportation work covered by DOT agency drug and alcohol testing rules during the past two years and the Board chooses not to hire the prospective employee, or
3. He/she previously failed to successfully complete a rehabilitation program (return to duty process) established by a substance abuse professional resulting from a violation of that employer's policy or the Act, or
4. He/she fails to provide a release to the District to request from former employer's where the individual was a covered driver.
5. The above actions shall be taken in accordance with the provisions of the employee's collective bargaining agreement, §75 of the Civil Service Law, §3020-a of Education Law, whichever is applicable.

IX. Referral, Evaluation, and Treatment

The requirements of this section do not apply to applicants who refuse to submit to a pre-duty drug test or who have a pre-duty drug test with a verified positive test result.

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### DRUG AND ALCOHOL TESTING FOR BUS DRIVERS

1. The New York Mills Union Free School District shall make available to a covered driver who has violated this policy, information regarding the resources available for evaluating and resolving problems associated with the misuse of alcohol and drugs, including the names, addresses, and telephone numbers of substance abuse professionals and counseling and treatment programs. The New York Mills Union Free School District shall ensure that the listed substance abuse professionals do not refer the covered driver to the substance abuse professional's private practice, or to a person or organization from which the substance abuse professional receives remuneration, or in which the substance abuse professional has a financial interest.
2. The New York Mills Union Free School District requires that each covered driver who engages in conduct prohibited by this policy shall be evaluated by a substance abuse professional who shall determine what assistance, if any, the employee needs in resolving problems associated with alcohol and drug misuse. The substance abuse professional shall also determine if follow up testing is necessary and if so, the number and frequency of such testing. The costs associated with this evaluation shall be the responsibility of the covered driver.
3. Before a covered driver returns to duty requiring the performance of a safety-sensitive function after engaging in conduct prohibited by this policy, the covered driver shall undergo a return to duty test.
4. The substance abuse professional will determine if the covered driver has properly followed any rehabilitation program prescribed following the evaluation.

#### X. Employee Notification

The New York Mills Union Free School District shall provide a copy of this policy to each covered driver and to his/her collective bargaining agent. Each covered driver is required to sign a statement certifying that (s)he has received this information. The New York Mills Union Free School District shall maintain the original signed certification for the duration of the employee's employment or two (2) years, whichever is longer. The New York Mills Union Free School District will provide a copy of the certification to the covered driver upon request.

#### XI. Savings Clause

If any provision of this policy is, or shall at any time be contrary to the law, then such policy provision shall be considered modified or deleted so as to comply with the superseding legal requirements, without any effect on the remaining policy provisions.

DRUG AND ALCOHOL TESTING FOR BUS DRIVERS

DRUG AND ALCOHOL TESTING FOR BUS DRIVERSAppendix A  
Drug and Alcohol Testing Definitions

***Alcohol:*** The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohol's, including methyl and isopropyl alcohol.

***Alcohol use:*** The consumption of any beverage, mixture, or preparation, including any medication containing alcohol.

***Breath Alcohol Technician (BAT):***

An individual who operates an evidential breath testing device and instructs and assists individuals in the alcohol testing process.

***BAC or Alcohol Concentration:***

Breath Alcohol Concentration (BAC) or alcohol concentration, is the amount of alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an evidential breath test.

***Commercial Motor Vehicle:***

A motor vehicle or a combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle:

1. Has a gross combination weight of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds; or
2. Has a gross vehicle weight rating of 26,001 or more pounds; or
3. Is designed to transport 16 or more passengers, including the driver; or
4. Is of any size and is used in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act and which require the motor vehicle to be placarded under the Hazardous Material Regulations.

***Confirmation test :***

In drug testing, a second analytical procedure to identify the presence of a specific drug or metabolite that is independent of the screening test and that uses a different technique and chemical principle from that of a screening test in order to ensure reliability and accuracy. Gas chromatography/mass spectrometry (GC/MS) is the only authorized confirmation method for cocaine, marijuana, opiates, amphetamines, and phencyclidine. In alcohol testing, a second test following a screening test with a result of .02 or greater, that provides quantitative data of alcohol concentration.

DRUG AND ALCOHOL TESTING FOR BUS DRIVERS

## Appendix A

## Drug and Alcohol Testing Definitions

***Covered driver:***

District employees who operate commercial motor vehicles and applicants for employment with the district who are applying for positions as drivers of commercial motor vehicles (for the purposes of pre-duty testing only).

***Drug and Alcohol Coordinator:***

The Drug and Alcohol Coordinator shall be the Jefferson - Lewis BOCES Health and Safety Coordinator who is located at 20104 NYS Rt. 3, Watertown, NEW YORK 13601, and may be reached at 779-7000.

***Evidential breath testing device (EBT):***

A device approved by the National Highway Traffic Safety Administration (NHTSA) for the evidential testing of breath and placed on NHTSA's Conforming Product's List of Evidential Breath Measurement Devices."(CPL)

***Medical Review Officer (MRO):***

A licensed physician responsible for receiving laboratory results generated by the District's drug test program, who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual's positive test result together with his or her medical history and any other relevant biomedical information.

***Refuse to submit (to an alcohol or drug test):***

Means that a covered driver refused to take a drug test if they:

- reasonable  
DOT agency
- (1) fail to appear for any test (except a pre-employment test) within a time, as determined by the employer, consistent with applicable regulations, after being directed to do so by the employer,
  - (2) fail to remain at the testing site until the testing process is complete, provided that an employee who leaves the testing site before the testing process commences for a pre-employment test is not deemed to have refused to test,
  - (3) fail to provide a urine specimen for any drug test required by this policy or DOT agency regulations,
  - (4) in the case of a directly observed or monitored collection in a drug test, fail to permit the observation or monitoring of your provision of a specimen, fail to provide a sufficient amount of urine when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure,



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Drug and Alcohol Testing Definitions

***Refuse to submit (to an alcohol or drug test):***

- (6) fail or decline to take a second test the employer or collector has directed the individual to take,
- (7) fail to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process,
- (8) fail to cooperate with any part of the testing process, or
- (9) if the MRO reports that you have a verified adulterated or substituted test result or you refuse to take a drug test.

***Screening test:***

In alcohol testing, means an analytical procedure to determine whether a driver may have a prohibited concentration of alcohol in his/her system. In drug testing, an immunoassay procedure to eliminate "negative" urine specimens from further consideration.

***Safety sensitive function:***

Any of those on-duty functions (promulgated at 49 CFR §395.2 On-Duty time) as listed below:

1. All time at a carrier or shipper plant, terminal, facility, or other property, waiting to be dispatched, unless the driver had been relieved from duty by the District.
2. All time inspecting equipment as required by the Federal Motor Carrier Safety Regulations (FMCSR'S), or otherwise inspecting, servicing, or conditioning any commercial motor vehicle at any time.
3. All time spent at the driving controls of a commercial motor vehicle in operation.
4. All time, other than driving time, spent on or in a commercial motor vehicle (except for time spent resting in the sleeper berth.)
5. All time spent loading or unloading a commercial motor vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded.
6. All time spent performing the driver's requirements associated with an accident promulgated at 49 CFR §§392.40 and 392.41.
7. All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

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Drug and Alcohol Testing Definitions

***Substance Abuse Professional:***

A substance abuse professional means a licensed physician (Medical Doctor or Doctor of Osteopathy), or a licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission) with knowledge of and clinical experience in the diagnosis and treatment of alcohol and drugs-related disorders.

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New York Mills Union Free School District

Legal Ref: U.S. Constitution, 4th Amendment  
Omnibus Transportation Employee Testing Act of 1991, 49 USC §§31136; 31306  
Americans with Disabilities Act, 42 USC §§12111-12117  
49 CFR Parts 40, 382 and §§395.20 and 521(b)  
New York Vehicle and Traffic Law, §§509-1; 1192; 1193  
New York Labor Law, §201-d

Adopted: 01/06/96

Revised: 09/03/02, 03/05/13, \_\_\_\_\_

# Regulation

Draft 04/14/2016  
6201.1

PERSONNEL

## PRE-DUTY ACKNOWLEDGMENT, AUTHORIZATION AND CONSENT FORM

I, \_\_\_\_\_, acknowledge receiving this day, a conditional offer of employment with New York Mills Union Free School District, written notice regarding the existence of the New York Mills Union Free School District's Drug and Alcohol Testing Program, and a copy of the District's policy and regulations by which it will be administered.

I further understand and agree to submit to urinalysis, (hereinafter referred to as "drug testing") for the detection of prohibited drugs, and evidential breath testing (hereinafter referred to as "alcohol testing"). I understand that I can be tested for both drugs and/or alcohol pursuant to the District's policy for pre-duty, and if successful and offered a position, for random, reasonable suspicion, post-accident, return to duty, and follow-up testing as the circumstances require. I further understand that the conditional offer of employment that has been extended to me is contingent on my testing negative for both alcohol and drugs.

If the results of pre-duty alcohol test indicate that my alcohol concentration registers above .02, it will result in the revocation of the conditional offer of employment. Furthermore, if the results of my pre-duty drug test indicate the presence of marijuana, cocaine, amphetamines, phencyclidine or opiates, alone or in any combination, that have not been prescribed for me by my doctor with his written assurance that the identified drug(s) will not effect the safe performance of my job, will result in the revocation of the conditional offer of employment.

I understand, further, that refusal to submit to pre-duty testing will result in the revocation of the conditional offer of employment. I also understand that my refusal to submit to testing at any later date as an employee of the District, when requested to do so as required by the policy, will result in discipline up to and including discharge.

Also, by signing this document, I release to New York Mills Union Free School District and the District's Drug and Alcohol Coordinator all results regarding drug and alcohol testing or refusal to submit to drug and alcohol testing from both past and present employers' drug and alcohol testing programs.

More specifically, in consideration of the agreements contained herein, I accept full and complete responsibility and liability for my conduct, my compliance with procedures and results of any and all test results conducted upon the request of the District, its officers, employees or agents. I release and discharge the New York Mills Union Free Board of Education, the Superintendent, the District officers, employees, and agents as releasors, releasors' heirs, executors, administrators, successors and assign and indemnify from all actions, suits, debts, dues, sums of money, accounts, reckonings, bonds, bills, specialties, covenants, contracts, controversies, agreements, promises, variances, trespasses, damages, judgments, extents, executions, claims and demands whatsoever, in law, admiralty or equity, which against the releasors, I the prospective employee, my heirs, executors, administrators, successors and assigns ever had, now have or hereafter can, shall, or may, have for, upon, or by reason of any matter

REGULATION

**Draft 04/14/2016**  
6201.1

PERSONNEL

PRE-DUTY ACKNOWLEDGMENT, AUTHORIZATION AND CONSENT FORM

cause or thing whatsoever leading to or conduct pursuant to this agreement.

My signature below indicates my understanding of this Policy and what is expected of me, my consent to be tested and my authorization to release to collection site personnel, medical review officer, the designated employer representative the information necessary to comply with this Policy.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

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New York Mills Union Free School District  
Adopted: 03/05/13  
Reviewed: \_\_\_\_\_

# Regulation

Draft 04/14/2016

PERSONNEL

6201.2 – Duplicate to 6201.1 with Pre-Duty exception

## ACKNOWLEDGMENT, AUTHORIZATION AND CONSENT FORM

I, \_\_\_\_\_, acknowledge receiving this day, written notice regarding the existence of the New York Mills Union Free School District Drug and Alcohol Testing Program, and a copy of the District policy and regulations by which it will be administered.

I further understand and agree to submit to urinalysis, (hereinafter referred to as “drug testing”) for the detection of prohibited drugs, and evidential breath testing (hereinafter referred to as “alcohol testing”). I understand that I can be tested for both drug and/or alcohol pursuant to the District’s policy including, pre-duty, random, reasonable suspicion, post-accident, return to duty, and follow-up testing as the circumstances require.

I understand, further, that refusal to submit to testing when requested to do so, as required by the District’s policy, will result in discipline up to and including discharge.

By signing this document, I release to New York Mills Union Free School District and the District’s Drug & Alcohol Coordinator all results regarding drug and alcohol testing or any refusal to submit to drug and alcohol testing from both past and present employers’ drug and alcohol testing programs.

My signature below indicates my understanding of this Policy and what is expected of me, my consent to be tested. Furthermore I authorize release to collection site personnel, medical review officer, the designated employer representative all information necessary to comply with this Policy.

Date \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_ Witness \_\_\_\_\_

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New York Mills Union Free School District

Adopted: 03/05/13

## PHYSICAL EXAMINATIONS

After a conditional offer of employment is made, all applicants for instructional, non-instructional, professional and clerical staff positions will be required to undergo a physical examination prior to their final appointment by the Board of Education. Said physical will be conducted by the school district's appointed physician at school district expense.

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New York Mills Union Free School District

Legal Ref: American with Disabilities Act of 1990

Adopted: 12/11/73

Revised: 06/01/82, 08/08/89, 09/03/02, 03/05/13

Reviewed: \_\_\_\_\_

PERSONNEL

NON-PROBATIONARY APPOINTMENT PENDING BOARD APPROVAL

- I. In limited circumstances, the District may not be able to coordinate the necessary employment of a candidate for employment with the Board meeting date where the appointment will be considered.
- II. In such event, the Superintendent may hire the staff member prior to the meeting at which the appointment will be considered. The individual will be asked to sign a statement indicating that he or she accepts appointment on a non-probationary basis, pending consideration at the next scheduled Board meeting. If the Board does not accept the Superintendent's recommendation, then the employee will not receive a probationary appointment with the District.

Such appointment to a probationary position, when approved by the Board, shall be retroactive to the commencement of service with the District.

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New York Mills Union Free School District

Adopted: 12/06/05

Revised: 03/05/13

Reviewed: \_\_\_\_\_

PERSONNEL

APPOINTMENT OF ATHLETIC COACHES

**I. Statement of Policy**

- A. It is the Policy of the District to appoint interschool athletic coaches in conformance with Sections 135.4 and 135.5 of the Commissioner's Regulations. This includes all head coaches and assistants for varsity, junior varsity, freshman and junior high (modified) teams.
- B. Interschool athletic coaches shall be appointed by the Board, upon recommendation of the Superintendent.
- C. All coaches approved by the Board of Education will adhere to the policies, regulations, and procedures of the New York Mills Union Free School District.
- D. This Policy governs the appointment of all interschool athletic coaches, whether serving in a paid or unpaid (volunteer) capacity.

**II. Minimum Qualifications To Be Appointed An Interschool Athletic Coach**

- A. To be considered for appointment by the Board as an athletic coach, an individual must:
  - 1. Be a certified physical education teacher with valid first aid and CPR certification, as described in Section 135.5 of the Commissioner's Regulations, or
  - 2. Be a teacher certified in an area other than physical education who
    - a. possesses coaching qualifications and experience, and
    - b. has a valid first aid and CPR certification, as described in Section 135.5 of the Commissioner's Regulations, and
    - c. has completed the education program for coaches described in Section 135.4(c)(7)(i)(c)(2), or has demonstrated a plan and intention to complete such a program within the time frame described there, and
    - d. on a biennial basis, completes a course of instruction relating to mild traumatic brain injuries; or
  - 3. Hold a professional coaching certificate issued by the Commissioner and, if that certificate was issued before August 7, 2014, complete two-hours of



APPOINTMENT OF ATHLETIC COACHES

coursework or training in child abuse and maltreatment in compliance with Section 3036 of the Education Law, or

4. If no one holding the qualifications described in subsections 1 through 3 above is a candidate, hold a temporary coaching license issued by the Commissioner and, if that license was issued before August 7, 2014, complete two-hours of coursework or training in child abuse and maltreatment in compliance with Section 3036 of the Education Law, or
  5. Have been employed as a coach in New York State schools on or before September 1, 1974 in compliance with 8 Section 135.4 of the Commissioner's Regulations.
- B. When the District is unable to obtain the services of a teacher with coaching qualifications and experience, and a person with coaching qualifications and experience satisfactory to the Superintendent is available, the Superintendent is authorized to support that person's application for a temporary coaching license by submitting to the Commissioner the statement described in Section 135.4(c)(7)(i)(c)(3)(i) of the Commissioner's Regulations.
- C. Board approved coaches are required to be trained under the New York State's Dignity for All Students Act.
- D. No one shall serve as an athletic coach in the District who has not undergone fingerprinting and received clearance from the State Education Department.

**III. Evaluation of Coaches Holding A Professional Coaching Certificate**

- A. Each person who serves in the District as a coach pursuant to a professional coaching certificate shall be evaluated in writing each year. The evaluation shall be performed by the athletic director or principal who has been responsible for the supervision of the coach that year.
- B. Each evaluation of a person holding a professional coaching certificate shall include an assessment of the following components:
1. communication and interpersonal skills, including interactions with colleagues, students, parents, and the general public,
  2. supervisory capabilities,
  3. organizational capabilities,

PERSONNEL

APPOINTMENT OF ATHLETIC COACHES

4. leadership capabilities,
5. knowledge and proficiency in first aid, CPR, sexual abuse guidelines, and athlete injury-related protocols and procedures,
6. compliance with District requirements and guidelines for purchasing equipment, uniforms, and related supplies, and for storing and maintaining sports equipment.

**IV. Compliance and Recordkeeping**

- A. The Superintendent and/or his/her designee shall establish procedures to insure that all appointed coaches complete any necessary courses and maintain current first aid skill and knowledge.
- B. Permanent records of persons who serve in the District as athletic coaches shall be maintained.

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New York Mills Union Free School District

Legal Ref.: 8 NYCRR 80-1.4, 135.4 and 135.5; Ed Law 3036

Adopted: 12/01/15

Reviewed: \_\_\_\_\_

# NYM CAPITAL PROJECT 80K

	Equipment	Day Technical Services	Subcontractor	Bonds	Total
CAPITAL OUTLAY PROJECT	\$76,326.18	\$6,604.39	\$0.00	\$0.00	\$82,930.57
Totals	\$76,326.18	\$6,604.39	\$0.00	\$0.00	\$82,930.57

## CAPITAL OUTLAY PROJECT

CAPITAL OUTLAY PROJECT // Equipment						
NYSC	Qty	Model	Manufacturer	Description	Unit Sell	Ext. Sell
NYSC	6	16L-H4PRO-B	Avigilon	16-MP H.264 HD Pro Camera with LightCatcher Technology	\$6,750.00	\$40,500.00
NYSC	2	1C-ACC5-ENT	Avigilon	ACC 5 Enterprise license for up to 1 camera channels and unlimited viewing clients	\$301.50	\$603.00
NYSC	1	4C-ACC5-ENT	Avigilon	ACC 5 Enterprise license for up to 4 camera channels and unlimited viewing clients	\$1,039.50	\$1,039.50
NYSC	6	ES-HD-HWS-LG	Avigilon	Outdoor HD Large Enclosure with Heater	\$373.50	\$2,241.00
NYSC	6	ES-HD-IPM	Avigilon	Optional PoE+ Power Module	\$211.50	\$1,269.00
NYSC	6	LEF5014CA	Avigilon	Canon Lens, 50mm, f/1.4, Auto-Iris, 26.6 deg Horizontal Angle of View	\$750.60	\$4,503.60
NYSC	6	DAY-CAMKIT-2	Day Automation	Exterior IP Camera Termination Kit	\$98.39	\$590.34
None	2	NVS-5-A-H	Day Automation	2U NVS (HP Chassis), Dual Session, (12) 6 TB HD's w/Hot Spare, 60 TB Total 55.2 TB Usable, Academic	\$12,789.87	\$25,579.74
					Equipment	\$76,326.18

CAPITAL OUTLAY PROJECT // Day Technical Services		
OGS Category	Hours	Ext. Sell
Engineering Services	7	\$733.25
Technical Services	39	\$3,880.89
Project Management Services	19	\$1,990.25
Day Technical Services		\$6,604.39

## 2016 35K PROJECT

	Equipment	Day Technical Services	Subcontractor	Bonds	Total
2016 35K PROJECT	\$22,603.02	\$12,306.60	\$0.00	\$0.00	\$34,909.62
Totals	\$22,603.02	\$12,306.60	\$0.00	\$0.00	\$34,909.62

## 2016 35K PROJECT

2016 35K PROJECT // Equipment						
NYSC	Qty	Model	Manufacturer	Description	Unit Sell	Ext. Sell
NYSC	1	16C-ACC5-ENT	Avigilon	ACC 5 Enterprise license for up to 16 camera channels and unlimited viewing clients	\$4,045.50	\$4,045.50
NYSC	1	1C-ACC5-ENT	Avigilon	ACC 5 Enterprise license for up to 1 camera channels and unlimited viewing clients	\$301.50	\$301.50
None	2	3.0C-H4A-B01-IR	Avigilon	3.0 Megapixel WDR, LightCatcher, 3-9mm f/1.3 P-iris lens, Integrated IR, Self-Learning Video Analytics	\$887.14	\$1,774.28
None	1	3.0C-H4A-B02-IR	Avigilon	3.0 Megapixel WDR, LightCatcher, 9-22mm f/1.6 P-iris lens, Integrated IR, Self-Learning Video Analytics	\$921.43	\$921.43
None	12	3.0C-H4A-D1	Avigilon	3.0 Megapixel WDR, LightCatcher, Day/Night, Indoor Dome, 3-9mm f/1.3 P-iris lens, Self-Learning Video Analytics	\$715.71	\$8,588.52
NYSC	1	4C-ACC5-ENT	Avigilon	ACC 5 Enterprise license for up to 4 camera channels and unlimited viewing clients	\$1,039.50	\$1,039.50
None	6	5.0L-H4A-D1	Avigilon	5.0 Megapixel, LightCatcher, 4.3-8mm f/1.8 P-iris lens, Indoor Dome, IR, Self-Learning Video Analytics	\$818.57	\$4,911.42
None	3	H4-BO-JBOX1	Avigilon	Junction box for the H4A-BO-IR HD Bullet Cameras	\$77.14	\$231.42
NYSC	18	DAY-CAMKIT-1	Day Automation	Interior IP Camera Termination Kit	\$27.46	\$494.28
NYSC	3	DAY-CAMKIT-2	Day Automation	Exterior IP Camera Termination Kit	\$98.39	\$295.17
					Equipment	\$22,603.02

2016 35K PROJECT // Day Technical Services		
OGS Category	Hours	Ext. Sell
Engineering Services	7.5	\$785.63
Technical Services	85.25	\$8,483.23
Project Management Services	29	\$3,037.75
		Day Technical Services \$12,306.60

## NY Mills UFSD : 2015-2016 (1/22/2016)

7.4

Grade	Male	Female	Total
<b>Elementary</b>			
K	14	23	37
1	17	20	37
2	17	18	35
3	20	21	41
4	23	19	42
5	22	16	38
6	26	24	50
<b>Elementary Total:</b>	<b>139</b>	<b>141</b>	<b>280</b>
<b>High School</b>			
7	29	24	53
8	21	26	47
9	22	25	47
10	15	14	29
11	19	25	44
12	21	22	43
<b>High School Total:</b>	<b>127</b>	<b>136</b>	<b>263</b>
Outside Sp. Ed (K-6) Placements			8
Outside Sp. Ed (7-12) Placements			9
BOCES P-Tech Students			2
Alternative Ed. Students			3
<b>NY Mills UFSD Total:</b>	<b>266</b>	<b>277</b>	<b>565</b>

***TEACHERLOAD 2015-2016 SCHOOL YEAR***

<u>Teacher</u>	<u>Grade</u>	<u># of Students</u>	<u>Grade Total</u>
Davis	K	18	
Kohn	K	19	37
Pearsall	1	19	
Robertson	1	18	37
Goodfriend	2	18	
Zbytniewski	2	17	35
Massoud	3	21	
Steffen	3	20	41
Schmidt	4	21	
Sroka	4	21	42
Grogan	5	20	
Kehrli	5	18	38
Kuhn	6	24	
Sacco	6	26	50

Total Students:

280

4/22/16