



**BOARD OF EDUCATION MEETING
TUESDAY, NOVEMBER 3, 2015
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 BOCES Report – Mr. Howard Mettelman, District Superintendent & Dr. Gary Porcelli, BOCES Board President

2. Communications

- 2.1 From the Floor
- 2.2 President's Messages
 - a. Joint Winter Evening Retreat with Holland Patent Central School
 - b. School Boards Institute Membership
 - c. New York State School Boards Association Convention Workshops
 - d. Committee Report(s)
 - 1. Facilities Health & Safety Committee - D. Ross
 - 2. Policy Committee – J. Wroblecki
 - 3. Transportation Committee – R. Surprenant
 - 4. Audit Committee – T. Welch
 - 5. Survey Committee – T. Welch
 - e. Board Calendar
 - f. BOCES Representative Report

3. Consent Agenda

- 3.1 Board of Education Minutes – October 6, 2015
- 3.2 Business Office Reports for Month ending:
 - a. June 2015
 - b. July 2015
 - c. August 2015
 - d. September 2015
- 3.3 CSE Reports
 - a. Meeting held 10/1/2015
 - b. Meeting held 10/2//2015
 - c. Meeting held 10/5/2015
 - d. Meeting held 10/16/2015
 - e. Meeting held 10/19/2015
 - f. Meeting held 10/20/15
 - g. Meeting held 10/22/2015
 - h. Meetings held 10/26/2015

4. Old Business – N/A

- 4.1 2nd Reading of Policy #0015, Equal Opportunity and Nondiscrimination; Regulation #0015.1, Report of Possible Harassment, Bullying or Discrimination; Policy #5402, School Bus Idling; #7100, Concussion Policy; and #7300, Reporting Possible Child Abuse or Maltreatment

5. New Business

- 5.1 Personnel Report – Action
5.2 Standard Work Day and Reporting Resolution
5.3 School Foundation Resolution
5.4 Building Use Form from Dancemania for June 10-11, 2016 – Action
5.5 Budget Timeline
5.6 1st reading of Policy #6001, Certificated Personnel: Recruitment, Selection and Assignment; #6002, Certification and Tenure; #6003, Staff Inservice Programs and Credit; #6005, Stipend Payment of Coaches; #6006, Professional Non-Classroom Teachers performance Evaluation; Regulation #6006.1, New York Mills Union Free School District Classroom Evaluation Form; #6006.2, Supplemental Evaluation Form; #6006.3, Professional Performance Improvement Plans; #6006.4, New York Mills Union Free School District Professional Performance Improvement Plan; #6100.1, Job Description: School Nurse; and Policy #6204, Appointment of Athletic Coaches

6. Building Reports

- 6.1 Elementary Building Report
a. Arts Fest/Special Persons Day
b. Fit Kids Ft Future, new Physical Education Curriculum
6.2 Secondary Building Report
a. Mr. Eramo's STEM Grant
b. Turkey Trot
c. Student Council Veteran's Display

7. Superintendent's Report

- 7.1 College, Career & Citizen Readiness
7.2 Alignment OHM Update
7.3 Annual Professional Performance Review Plan Status
7.4 Board Appreciation

8. Board Discussion

9. Visitors Comments

10. Executive Session – Request from Mr. & Mrs. Schmelcher to discuss a student's education

11. Adjournment

**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.

November 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					

Nov. 3 – Election Day

Nov. 11 – Veterans’ Day – Student and Staff Holiday

Nov. 25-27 – Thanksgiving Recess for Students

Nov. 26-27 – Thanksgiving Holiday for Staff

- Nov. 3 ■ NYM Board of Education Meeting, H.S. Library 6:30 p.m.
- Nov. 4 Regular meeting of the Cooperative Board,
The Learning Center, Career and Technical Education Building,
4:30 p.m.
- Nov. 9. MAD Boosters Meeting, H.S. Library, 6:30 p.m.
- Nov. 12 R Oneida-Madison-Herkimer School Boards Institute General
Membership Meeting – “Regional Curricular Initiatives” Regent
Bottar and SED Representatives, registration and
light dinner 6:00 p.m., program starts at 6:30 p.m., Oneida
BOCES
- Nov. 19 R Genesis – “Honor Education Celebration,” 6:00 p.m. at Harts Hill
Inn

School District Foundation Meeting, H.S. Library, 6:30 p.m.
- Nov. 20 Elementary Musical, Auditorium, 7 p.m.
- Nov. 21 Annual Turkey Trot, registration 9:30 a.m.
- Nov. 24 PTSO Meeting, H.S. Library, 6:30 p.m.

December 2014

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		

Dec. 6 - Hanukkah

Dec. 24-Jan 1 – Winter Recess for Students

Dec. 24-25 – Christmas Holiday for Staff

- Dec. 1 ■ NYM Board of Education Meeting, H.S. Library 6:30 p.m.
- Dec. 5 PTSO Craft Fair, 10 a.m. – 5 p.m.
- Dec. 6 PTSO Craft Fair, 10 a.m. – 4 p.m.
- Dec. 7 R Oneida-Madison-Herkimer School Boards Institute – “Fiscal Planning for 2016-17 & Advocacy Initiatives,” Presenter – David Little – Rural Schools Executive Director. 6:00 p.m. Check in and Light dinner, at Oneida BOCES
- Dec. 9 Regular meeting of the Cooperative Board, The Learning Center, Career and Technical Education Building, 5:30 p.m.
- Dec. 10 School District Foundation Meeting, H.S. Library, 6:30 p.m.
- Dec. 13 Holiday On Main Street
- Dec. 14 - Oneida-Madison-Herkimer School Boards Institute Executive Committee Meeting – “Business Meeting & Legislative Agenda & Draft Calendar, Via Tele Conference, to be held at each of the BOCES

MAD Boosters Meeting, H.S. Library, 6:30 p.m.
- Dec. 15 Elem. Chorus and Band Concert, Auditorium, 7 p.m.
- Dec. 17 Jr. – Sr. High School Band and Chorus Holiday Concert, Auditorium, 7:30 p.m.
- Dec. 21 K-3 Holiday Concert, Auditorium, 7 p.m.

Jacqueline Edwards
President

Richard Ross
Vice President



3.1

Fiore
King
enant

Traci Welch
Janet Wroblecki

**BOARD OF EDUCATION MEETING
TUESDAY, OCTOBER 6, 2015
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, Mr. William Lachut, Mrs. Debbie Price, Mrs. Paula Ann May and 5 visitors and guests

1. Meeting Call to Order

Ms. Edward called the meeting to order at 6:33 p.m.

1.1 Pledge to the Flag

Mr. Ross led the Pledge of Allegiance.

1.2 Acceptance of Agenda

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

Yes 7 No 0
Motion carried.

1.3 2014-15 Audit Report by Moore & Hart – Dave Upcraft (Action needed 5.8)

Mr. Dave Upcraft presented the 2014-15 Audit Report. Moore & Hart gave an unqualified or clean opinion. There were no big changes this year except for GASB-68, which is a change in the accounting for pensions and how they relate to the District.

1.3 Building Conditions Survey – Chad Snowburg, Architectural Designer

Mr. Snowburg presented a “bird’s eye view” of the Draft Building Conditions Survey. Changes to the report still need to be done and the final Building Conditions Survey should be ready by mid-October for SED. The PowerPoint below include a list of the recommendations they developed for the district:

Key Site Recommendations

- Replacement of Asphalt
- Replacement of Bleachers and Press Box
- Provide Concrete Sidewalks At All Athletic Fields To Improve Access
- Replace/Repair Perimeter Property Fencing
- Improve/Upgrade Site Lighting To LED
- Replace Running Track Surface (In Current Project)
- Improve Surface Storage of Storm Water
- Repair/Replace Sidewalks Throughout Site
- Improve Site Signage



HUNT

Key Recommendations



MAIN K-12
EDUCATIONAL FACILITY

HUNT

Key Architectural Recommendations

- Update Toilet Rooms To ADA Compliant
- Renovate Outdated Gymnasium Locker Rooms & Weight Room
- Classroom Casework Replacement
- Gymnasium Renovations
- Renovate Cafeteria & Kitchen (In Current Project)
- Renovate Auditorium Finishes & Seating
- Replace Worn Floor Tile and Carpet
- Ceiling Tile Replacements
- Replacement Of Windows



HUNT


Key Mechanical & Electrical Recommendations

<p><u>Mechanical:</u></p> <ul style="list-style-type: none"> • Replace Steam Boilers With Efficient Hot Water Boilers • Replace Domestic Hot Water Heaters • Replace Aged Mechanical Equipment • Provide Carbon Monoxide Monitoring Devices In Areas With Gas Fired Mechanical Equipment 		<p><u>Electrical:</u></p> <ul style="list-style-type: none"> • Replace Fluorescent Lights with Efficient LED Fixtures • Arch Flash Labeling On Electrical System • Upgrade/Additional Fire Alarm System To Be Compliant • Exterior Lighting Improvements and Upgrade To LED Fixtures
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HUNT

Key Technology Recommendations

- Upgrade Phone Systems To Voice Over IP
- Upgrade & Provide Additional Wireless Access Coverage
- Upgrade Current Intrusion Detection System
- Upgrade & Provide Additional Security Camera Coverage
- Improve instructional technology



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Floor Plans



HUNT

Key Recommendations



Beekman Gymnasium



Bus Garage

HUNT



Key Beekman Gymnasium Recommendations

Architectural:

- Upgrade Toilet Rooms To Be ADA Compliant & Provide Elevator
- Replace Bleacher Systems To Be Code Compliant
- Replace Roof System (Recoating in Current Project)

Mechanical:

- Replace Heating System
- Replace Hot Water Tank
- Provide Carbon Monoxide Monitoring

Electrical:


- Provide Emergency Lights At Exterior Egress Exits
- Upgrade Light Fixtures To LED Fixtures
- Replace Electrical Power Distribution Panel

Technology:

- Provide Wireless Access System
- Provide Additional Security Coverage
- Upgrade Phone System to Voice Over IP

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Beekman Gymnasium Floor Plans



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Key Bus Garage Recommendations

Architectural:

- Renovate Office Area
- Upgrade Toilet Room To Be ADA Compliant
- Replace Overhead Door & Window Systems
- Repoint Exterior Concrete Masonry Units

Mechanical:

- Replace Heating System
- Provide Carbon Monoxide Monitoring




Electrical:

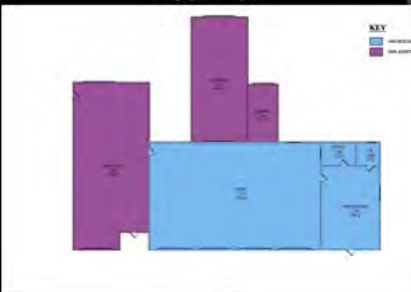
- Provide Emergency Lights At Exterior Egress Exits
- Upgrade Light Fixtures To LED Fixtures
- Provide Additional Electrical Power Distribution Panels

Technology:

- Provide Wireless Access System
- Provide Additional Security Coverage
- Upgrade Phone System to Voice Over IP

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Bus Garage Floor Plan



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Project Summary by Building
 New York State Office of General Services
 12/16/2014 10:40:00 AM

BUILDING NAME	PRIORITY 1	PRIORITY 2	PRIORITY 3	TOTAL COST	ESTIMATED COST		TOTAL COST	TOTAL COST	TOTAL COST
					ESTIMATED COST	ESTIMATED COST			
TOTAL	100	100	100	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000

ESTIMATED COST	TOTAL COST	ESTIMATED COST	TOTAL COST
\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000
\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000
\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000
\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000

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2. Communications

- 2.1 From the Floor
- 2.2 President's Messages
 - a. Board Meeting Technology

Ms. Edwards said that Ms. Houghton will send out the Technology Survey again on Friday.

b. Board Training Plans

Ms. Edwards said November 3rd at 5:30 p.m. will be the Board Appreciation Dinner. Mr. Mettelman and Dr. Porcelli have been invited. Please bring your calendars to the next meeting to set a date for a Winter Retreat in mid-January for goal setting to reflect some of the work we are doing here.

c. Committee Report(s)

1. Audit Committee – T. Welch

Mrs. Welch said the committee met in September and invited Mrs. Stamboly to answer questions because of miss communications we did discuss credit card and Purchase Order proceedings. Our next meeting is scheduled for October 28th at 6:30 p.m. This is a new committee and we are open to any questions or ideas.

2. Facilities Health & Safety Committee - D. Ross

Mr. Ross said there is nothing to report at this time. The next meeting is scheduled for October 8th at 6:30 p.m. in the Home & Careers Room.

3. Policy Committee – J. Wroblecki

Mr. King reported that we have the 2nd reading of the Credit Card Policy and Regulations. Suggestions about this policy were made by the Audit Committee. The Committee is withdrawing Policy #6204 and the next meeting is scheduled for October 13th.

Mrs. Welch thanked the Audit Committee for their collaboration with the Policy Committee.

4. Survey Committee – T. Welch

Mrs. Welch said she will start to review the 2014 survey and will organize a meeting to start developing a new survey once she has done some research.

5. Transportation Committee – R. Surprenant

Mr. Surprenant said the committee met on September 22nd. The committee went over the quotes for bus purchasing. Moving to purchasing instead of leasing is saving the district about \$40,000. The school truck is on its last leg. We will use it until it is no longer operable. Lisa Stamboly has told us

that there are funds available to replace it when we need a new truck. The next Transportation Committee Meeting is scheduled for October 27th.

d. Board Calendar

e. BOCES Representative Report – Dr. G. Porcelli

Dr. Porcelli reported that on September 9th The Cooperative Board recognized two students from the Regional Program for Excellence (RPE): Jenna Pugliese – McNamara from Waterville interned at the Mohawk Valley Systems Surgical Department. Jenna spoke to the Board regarding her interest in forensic pathology and explained how this internship gave her greater insight into that field of stud

Andrew Albert of New York Mills was recognized for his internship work at the Slocum-Dickson medical group where Andrew worked with Dr. Goldliner. This followed along with Andrew's interest in the field of neurology. Andrew had previously completed a similar internship under the School and Business Alliance (SABA) program at BOCES.

Both students received a Certificate of Recognition for their excellent work.

Mr. Russell Stewart represented Waterville / Dr. Porcelli represented NYM along with Superintendent Kathy Houghton and High School Principal, Mr. Michael Spost.

Following the student presentation, Mr. Tom Dorr, Assistant Superintendent for Finance and Mr. Joe Muller, Safety Coordinator, reviewed the different CoSers within the Safety Program and went into greater depth regarding the areas of the Safety Coordinator's role, as well as the issues of Asbestos, Fire Inspections, In-District Safety Programs, Dignity Act / Bullying Prevention and the function of the Initial Response (IRT) Teams. Mr. Muller spoke about the staff within the Safety Department and shared an overview of the department's credentials. He also spoke on the Dignity for All Students Act (DASA) and the DASA services provided by his department to the participating districts.

Some of the 2014-15 highlights were that the Safety Office had provided a Dignity Act Certification course to more than 500 candidates. They also worked actively with the State Police in the development of the new Building Level Emergency Response Team and they coordinated a Request for Proposals for the NYSED mandated Building Condition Survey, resulting in competitive cost / service for component districts.

Mr. Muller also spoke about a 2015-16 initiative to include four newsletters to be distributed to participating districts.

On October 2-3 was the BOCES Component Board Retreat. Board members met with Mr. Mettleman, District Superintendent, and senior staff on Friday evening at the Radisson. Members of the senior staff provided an overview of the various BOCES CoSers (Cooperative Service Agreements), where they originate, how they fit into the BOCES operation, as well as revenue, enrollment, and service projections. The Board met again on Saturday (10/3) at the BOCES and continued in its review of the CoSers before a further discussion regarding each department's activities and how those activities mesh with the Cooperative Board's goals and accomplishments. This was followed by a general discussion concerning the role of the BOCES as a community asset. Finally, the Board took time to review the Board Members' Handbook. Members and also discussed at length the Board's Self – Assessment results.

The Cooperative Board next will meet on Wednesday October 9, 2015 at 4:30pm at BOCES

3. Consent Agenda

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

- 3.1 Board of Education Minutes for September 1, 2015
- 3.2 Business Office Reports for
 - a. Month ending June 2015
 - b. Month ending July 2015
 - c. Month ending August 2015
- 3.3 CSE Reports
 - a. Meeting held 8/20/15
 - b. Meeting held 9/9/15
 - c. Meetings held 9/11/15
 - d. Meeting held 9/15/15
 - e. Meeting held 9/16/15

Mrs. Welch as Chairperson of the Audit Committee asked to withdraw 3.2. a-c until November 3rd.
Mr. King and Mrs. Wroblecki amended their motion to reflect that.

Yes 7 No 0
Motion carried.

4. Old Business – N/A

- 4.1 2nd reading of Policy #4600, Use of District Credit Card; Regulation #4600.1, Request for Use of Credit Card; #4600.2, Expense Report for Credit Card – Action

Mr. Jonathan made the motion to approve the second reading of Policy #4600, Use of District Credit Card; Regulation #4600.1, Request for Use of Credit Card; #4600.2, Expense Report for Credit Card seconded by Mr. King.

Yes 7 No 0
Motion carried.

5. New Business

- 5.1 Personnel Report – Action

Mrs. Wroblecki made the motion to approve the following Personnel Report seconded by Mrs. Welch:

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NAME	TENURE AREA/CIVIL SERVICE TITLE	ASSIGNMENT	CERTIFICATION	SALARY/RATE OF PAY	EMPLOYEE REPLACING	EFFECTIVE DATE
I. Coaching Resignation						
Allen, Joel		8th Grade Girls Basketball				10/6/2015
II. Coaching Appointments						
Auffrey, Gregory		Assistant Varsity Football Coach	TCL	\$2,711 prorated	Ross Ricco	September 15,2015
George, Karen		JV Volleyball Coach	TCL	\$2,427	Lauren Heiman	2015-16 School Year
Allen, Joel		JV Girls Basketball Coach	C	\$4,006	Samantha Szkotak	2015-16 School Year
Serley, Megan		Volunteer Girls Basketball	TCL	~0~		2015-16 School Year
III. Unpaid Medical Leave						
Borek, Steve		Building Maintenance Worker	Civil Service			9/5/15 - 10/9/15
IV. Long-term Substitute						
Fattata, Neil	Cleaner	8 hours per day Monday - Friday	Civil Service	\$12.68/hour	Steve Borek	10/6/15 - 11/3/15
V. Temporary Non-Instructional Positions						
St. James, Cynthia	School Monitor	1:1 Elementary Special Education 6.25 hours per day Monday- Friday As determined by the Administration	Civil Service	\$12.68/hour	Temporary	10/7/15- 11/6/15
Sroka, Mary	School Monitor	1:1 Elementary Special Education 6 hours per day Monday-Friday As determined by Administration	Civil Service	\$12.68/hour	Temporary	10/7/15- 11/6/15

Edwards, Bernice	School Monitor	4.5 hours Special Education 1:1 (Elementary/Bus) and .75 hours Jr. - Sr. High School 5.25 hours per day Monday-Friday As determined by Administration	Civil Service	\$12.68/hour	Temporary	10/7/15-11/6/15
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VI. Probationary Non-Instructional Appointments

Chamberlain, Edward	Bus Driver	1.5 hours every Friday for a total of 1.5 hours per week	Civil Service	\$17.69/hour	John Kurgan	9/11/2015
Staine, Eleanor	School Monitor	6.5 hours Sunday	Civil Service	\$12.68	***Substitute Employees	10/7/2015

VII. Change in Non-Instructional Hours

Hill, Laura		6.75 hours per day on days 1-4 and 7 hours days 5 & 6				9/21/2015
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VIII. Bus Driver Assignments

Boccardo, Michael		2 hours AM run and 2.5 hours PM run M-F for a total of 22.50 hours weekly		Per CSEA Contract		2015-16 School Year
Miller, Douglas		2.25 hours AM run, 1 hour food run, and 3 hours PM run M-F for a total of 31.25 hours weekly		Per CSEA Contract		2015-16 School Year
Green, James		2.25 hours AM run, 3 hours PM run for a total of 26.25 hours weekly		Per CSEA Contract		2015-16 School Year
Furmanski, Tom		2.75 hours AM, 1.75 Mid-Day, and 2.0 hour PM run M-F for a total of 32.50 weekly		Per CSEA Contract		2015-16 School Year
Kurgan, John		2 hours AM M - F, 3.25 hours PM run M - Thur., and Friday/Sunday 7 hours each day for a weekly total of 37 hours		Per CSEA Contract		2015-16 School Year

Frankland, Robert	1.75 AM run and 2.5 hours PM run M - F for a total of 21.25 hours weekly		Per CSEA Contract	2015-16 School Year
Makuszak, Fred	1.75 hours AM run for a total of 8.75 weekly		Per CSEA Contract	2015-16 School Year
Staine, Eleanor	1.25 hours AM run and 1.5 hours PM M-F run for a total of 13.75 weekly		Per CSEA Contract	2015-16 School Year

IX. Non-Instructional Resignations

Nelson, Nina	Bus Driver			9/10/2015
Price, Alexandria	Substitute School Monitor			9/2/2015

X. Substitute Appointments

Nelson, Nina	Bus Driver		\$13.00/hour	10/7/2015
Fowler, Daniel	Physical Education	N	\$60/day	10/7/2015
Bieganowski, Ann	Nursery, Kindergarten & Grades 1-6	Y	\$80/day	10/7/2015
Handzel, Kimberly	Students with Disabilities (Grades 1-6) and Childhood Education (Grades 1-6)	Y	\$80/day	10/7/2015

IX. Correction in Yearly Rate

Smith, Jennifer	Teaching Assistant		\$18,316.69 from \$17,310.09	
Greico, Nicolle	Teaching Assistant		\$18,018.28 from \$16,809.00	

Yes 7 No 0
Motion carried.

5.2 Shared Transportation Service Agreement – Action

Mr. King made the motion to approve the Shared Transportation Service Agreement with Holland Patent Central School seconded by Mr. Ross.

Yes 7 No 0
Motion carried.

5.3 Non-Resident/Non-Tuition Students – Action

Mr. Fiore made the motion to approve the following Non-Resident/Non-Tuition Students seconded by Mr. Surprenant:

Name	Grade
Robert Maciol	9
Sydney Maciol	7

Yes 7 No 0
Motion carried.

5.4 Building Use Request from Dancenter of Utica, December 20, 2015 – Action

Mr. Ross made the motion to approve the building use request from the Dancenter of Utica seconded by Mr. Surprenant.

Yes 7 No 0
Motion carried.

5.5 Transportation Request - Action

Mr. King made the motion to approve the transportation request to transport a parochial student seconded by Mrs. Wroblecki.

Yes 7 No 0
Motion carried.

5.6 NYSSBA Voting Delegate – Action

Mr. King nominated Ms. Edwards for NYSSBA Voting Delegate seconded by Mrs. Welch. Mrs., Edwards nominated Mr. King as the alternate seconded by Mrs. Welch. There were no other nominations.

Yes 7 No 0
Motion carried.

5.7 Resolution to Approve Student Council Trip to Niagara Falls – Action

Mr. King made the motion to approve the following Student Council Trip to Niagara Falls seconded by Mrs. Welch:

BE IT RESOLVED upon the recommendation of the Superintendent of Schools, the New York Mills School District approves an Overnight Trip for to the NYS CLSA 28th Annual State Conference, Niagara Falls, New York on November 22 – 24, 2015.

Yes 7 No 0
Motion carried.

5.8 Audit Resolution – Action

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Mrs. Welch made the motion to approve the Audit Resolution seconded by Mr. Fiore:

Whereas: the New York Mills Board of Education has received the audit of fiscal year 2014-2015 from Moore and Hart, Certified Public Accounts and

Whereas: the New York Mills Board of Education has had the opportunity to review said audit:

Therefore: the New York Mills Board of Education accepts the audit from Moore & Hart as presented.

Yes 7 No 0
Motion carried.

5.9 Memorandum of Agreement with Clinton Central School Varsity Girls Ice Hockey Team

Mrs. Wroblecki made the motion to approve the Memorandum of Agreement with Clinton Central School Varsity Girls Ice Hockey Team seconded by Mr. Surprenant.

Yes 7 No 0
Motion carried.

5.10 1st Reading of Policy #0015, Equal Opportunity and Nondiscrimination; Regulation #0015.1, Report of Possible Harassment, Bullying or Discrimination; Policy #5402, School bus Idling; #6204, Appointment of Athletic Coaches; #7100, Concussion Policy; and #7300, Reporting Possible Child Abuse or Maltreatment

5.11 Excess list for bid, sale, or disposal of – Action

Mrs. Wroblecki made the motion to excess the following for bid, sale, or disposal of seconded by Mrs. Welch:

13	Boxes (85 per box) 4' cross tees for drop ceilings
24	24" x 24" 40 watt ceiling lights
20	Old 48" x 30" science tables
59	Miscellaneous chairs
1	Upright piano
1	Bus #34

Yes 7 No 0
Motion carried.

6. Building Reports

a. Elementary Report Cards

Dr. Wilson said this year we are on a trimester reporting system which allows more time for data collection. In addition to the traditional 0-100 point scale, we have also implemented a standard based grading process for the descriptors or standards listed below the average. This allows for a more accurate system for informing parents on how their children are doing with regard to mastering the content, specifically the new York state common core standards. The report card committee will be embarking on a 1-3 yearlong study on how to move the entire building, if we deem in an exemplary model, towards standards based grading, and are working with the regional information center to do so.

b. Fire Safety Assembly

Dr. Wilson said October is fire safety month, and we are so grateful to the New York Mills Fire Department for educating our students on fire safety. Not only is it an important message, but it is a nice bridge between the community and the school.

6.2 Secondary Building Report

a. High School Parent Night

Mr. Spost said the Parent Night for the Jr. Sr. HS was on Monday, September 14th. On the same night we had a 7th grade parent orientation beginning at 6:30 in the HS Auditorium. The orientation included a discussion about new social and emotional things that students would face, the transition to lockers and changing classes, procedures to contact multiple teachers, and other procedures as well as protocols that differ from the elementary. In previous years we would then start Parent Night for all grades with a welcome in the auditorium at 7pm. I revised the procedure this year. Parents of students in grades 8-12 are not really interested in a global address and welcome. They are focused and interested in what will be happening in their child's specific classes. So as soon as parents in grades 8-12 arrive they are free to find their way to their first period class or catch a teacher before the program begins. They then proceed through their child's schedule and are in each class for eight minutes. In that time they learned a little about what is being taught in the class, how their child's grade will be determined, as well as policies and procedures governing the class. We have kept attendance this year and in years past by determining what percentage of parents picked up their child's schedule, but it is not accurate as many already have copies. If we wish to track attendance, we will have to use another method in the future to ensure accuracy.

f. Homecoming

Mr. Spost said StuCo will be keeping track of "spirit" this week by designating specific theme days. Each grade level is encouraged to dress in a specific fashion in order to compete for bragging rights of which class has the most school spirit. Spirit is tallied by the percentage of which grade has the most participation based on each class size.

Friday, 10/9 – Twin Day

Tuesday, 10/15 – Pajama Day

Wednesday, 10/16 – "ER" Day, Dress in something that ends in "-er"

Friday – 10/18 – Blue and Orange Day – Student may wear any Marauder/Mills attire or the colors blue and orange to depict spirit!

After some scuttlebutt within the student body about whether to change to a parade with floats and a bonfire or stick to the traditionally hallway decorating with game night, it was decided in a student forum to have the student body vote on matter. A majority of students chose to continue hallway decorating and game night

The traditional hallway decorating contest will happen on Thursday, October 17th in the evening. Each class is only allowed to spend fifty dollars on decorations.

On the evening of Friday, October 10th, Student Council will host a “Game Night” in the school cafeteria for students in grades 7-12. Prizes are typically candy and gift cards. We have a live DJ to play music. Game night is from 7:00-9:00 pm and is a \$3.00 entry.

On Saturday, October 17th our Marauder football team is playing Waterville! The game will begin at 1:30 pm with free entry for NY Mills Students, a \$1.00 entry for students not from NYM, and \$2.00 for adults. At halftime of the game, we will be honor all fall senior athletes, who will be escorted on the field by someone of their choosing. We will also be hosting our 2nd ever “Running of the Mascots” – other local mascots from colleges and business will be competing in a “race” down the field against our Marauder eagle. Come to watch this hilarious event take place!

After the Homecoming football game on Saturday, October 17th, there will be a semi-formal dance for students in grades 7-12. Ticket sale prices will be \$8.00 presale and \$10.00 at the door. The dance will be from 7:00-10:00 pm at the high school.

Finally, on Sunday, October 18th, Student Council is hosting a Powder Puff football game at 2:00 pm on our home field. It will be the ladies turn to play football – junior girls versus senior girls!

Kudos to Ms. Viel and our Student Council for arranging such vast array of activities for our students!

7. Superintendent's Report

7.1 Annual Professional Performance Review Plan Status

Ms. Houghton shared with the Board that she has been engaged in continued APPR negotiations through our Professional Education Committee meetings. Unfortunately, we were unable to meet during the summer due to various members' vacation travel, work schedules, and family plans. As soon as we returned to school, however; meetings and negotiations immediately resumed. We have since decided that we must apply for APPR Hardship Waiver #1, which is due by the end of this month; the submission period is October 1 – 30, 2015; with an approval deadline of November 15, 2015. We are also planning to submit our local assessments to NYSED for use with Student Learning Objectives (SLOs); this is one of the conditions that qualifies us to apply for the APPR waiver. Our PEC will be meeting on October 8 to review all components of the APPR and discuss which components we have finalized and which are not yet agreed upon. She will also be attending a NYSED

negotiate in good faith to eventually complete the updated APPR plan. In the meantime, we are evaluating teachers and principals using our current plan, as required.

7.2 Local Assessment Refusal Response

Ms. Houghton informed that Board and public that we have received a few test refusals that include “all pre-assessments, including benchmark exams, standardized assessments connected to SLO’s (such as AIMSweb or STAR), any surveys or field tests, any exam used to formulate an evaluation or score for teachers or the school, and any state assessments.” Unfortunately, this type of blanket test refusal does not allow us to effectively assess our students as a number of these tests are used for multiple purposes so as to reduce the number of assessments our students take. She contacted our school district attorney for guidance on this issue and crafted a response letter that we are using for parent test refusal letters of this nature. The letter was included in your Board packet.

7.3 District Technology Plan

Our District Technology Committee met with Director of Technology Adam Cleveland on October 1st to discuss our technology needs and gain input from the group for our NYSED Instructional Technology Plan Survey. Areas included in the plan are: information technology resources, infrastructure, instruction, professional development, communication, and support. A copy of the executive summary was included in the Board packet.

7.4 SMART Schools Bond Act Planning Process

Adam Cleveland, Director of Technology was invited to the district’s October 8th Facilities Health & Safety Committee meeting, chaired by Richard Ross, Board Vice President. He was asked to review the recommendations of the Technology Committee, present the executive summary of the Instructional Technology Plan, and ask for input into our plans for the district’s use of the \$379,261 of Smart School Bond Act monies allocated to New York Mills. We will be working with our architects, Hunt-EAS to continue our planning in order to make decisions regarding the Smart Schools Bond Act funding that will position the school district for future technology needs.

8. Board Discussion

Mr. King said that he attended both the Jr. – Sr. High School Parent Night and the Elementary Curriculum Night. He was impressed and appreciated the opportunity to meet with the teachers and find out their needs.

9. Visitors Comments

Mr. Spost said since APPR was one of the Superintendent’s comments; he felt he could add a little bit of context to the current state of affairs. Prior to the current law, the previous law imposed using standardized test results in teachers and principals evaluations for 20%, basically leaving the other 80% in local control, 60% of which was principal evaluation based on multiple formal and informal

observations and the remaining 20% through local assessments that were created by the district and approved by the Superintendent. Although the 20% standardized testing in the evaluation is neither
NYM Board of Education Minutes

October 6, 2015

Page 15 of 15

supported by research or expert study and in fact is directly contradicted as being unreliable and invalid, the state chose to increase standardized test scores of students use by 250% in current evaluations of teachers and principals. They also added other variables which takes 80% of the observation process outside this building and outside of local control leaving just 20% under local control. The current law requires that 50% of teacher and principal evaluations be based on standardized student test scores. Another 20% is based on an approved state measure which is third party vendors if we are unable to get our own local assessments approved through writing narratives to the state about them. An additional 10% will come from an outside evaluator and finally the remaining 20% be done by a local administrator. I find this completely ridiculous that the local administrator who sees the teachers every day, knows their practices, visits their classrooms, talks to parents, talks to students, and unless they have their head in the sand knows the most about each teacher is given just 20% and things calculated and done outside the building will count for 80%. In addition, if the teacher has a VAM score calculated by the state that is low two years in a row, it trumps everything else and they are fired. The problem with the VAM scores are that they are not valid, wildly erratic, not reliable, and do not correlate with direct observations of Principals. The new evaluation law makes teacher evaluation a complete folly. The extortion tactic used by the Governor is that if you fail to agree to this new system, your increase in state aid will be taken from you. There is no amount of money worth destroying public education, local control, and the teaching profession in my opinion. I will gladly ask why punishing children in a district by taking the money their community has paid to the state that the state has also said is needed for your district is justified when the professionals in the school community reject an evaluation system that has no research, expert study, or evidence that it will improve our local public school. Educating by politics is a recipe for failure, not improvement. I will not be coerced through extortion and will continue to do what I believe is in the best interest of our school.

10. Executive Session

11. Adjournment

Mrs. Welch made the motion to adjourn at 8:08 p.m. seconded by Mr. King.

Yes 7 No 0
Meeting adjourned.


Respectfully submitted,



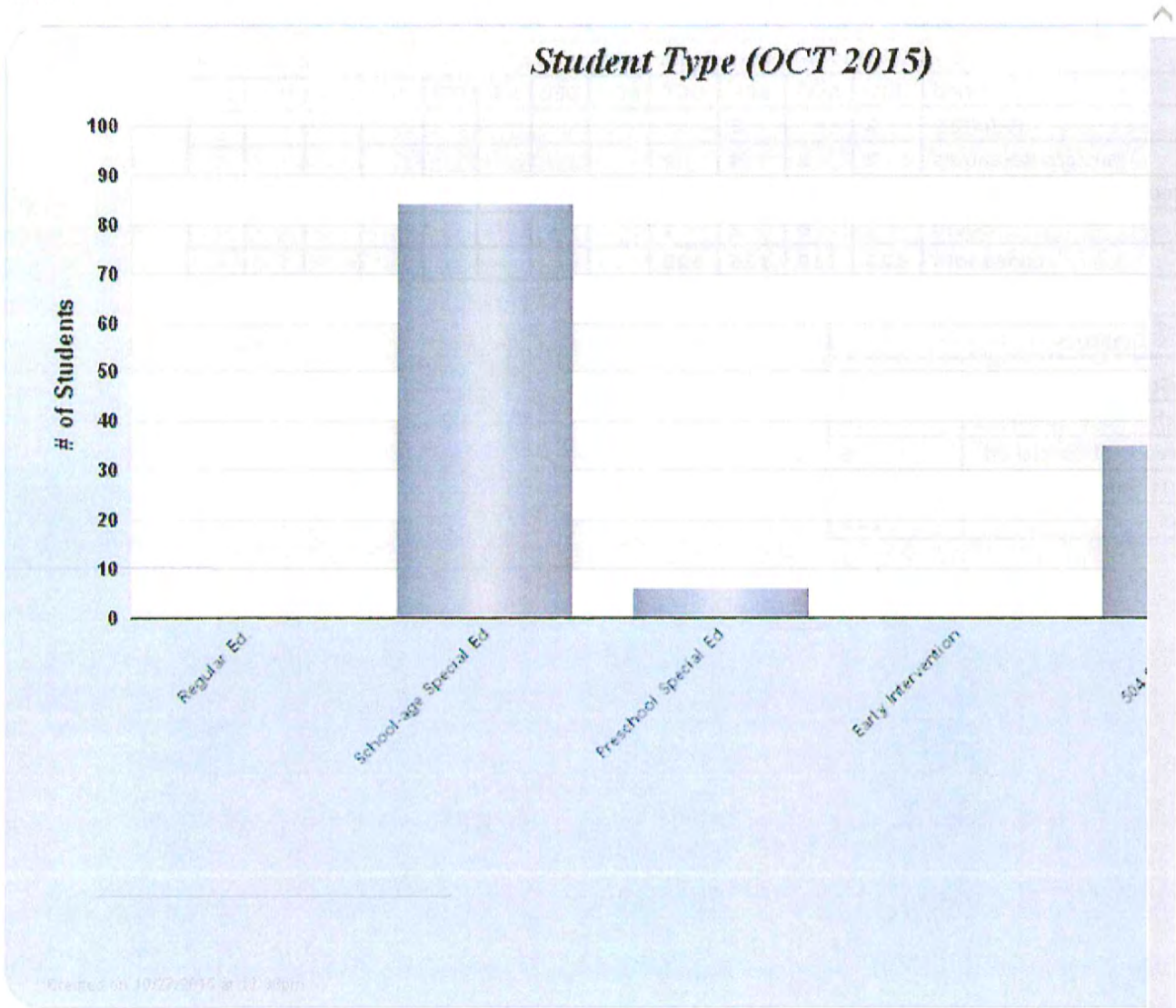
Paula Ann May
District Clerk

DRAFT

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									
Transfers/Re-entries	2	2	4	2								
Declassified/Discontinued												
Exited	2	8	2	1								
Ended with	123	119	125	125								

Statistics	
Student Type 	# Students
School-age Special Ed	84
Preschool Special Ed	6
504 Student	35
Total	125

Data ▶



Standard Work Day and Reporting Resolution

BE IT RESOLVED, that the New York Mills Union Free School District hereby establishes the following as standard work days for elected and appointed officials and will report the following days worked to the New York State and Local Employees' Retirement System based on the record of activities maintained and submitted by these officials to the clerk of this body:

Title	Name	Social Security Number (Last 4 digits)	Registration Number	Standard Work Day (Hrs/day)	Term Begins/Ends	Participates in Employer's Time Keeping System (Y/N)	Days/Month (based on Record of Activities)
Elected Officials – N/A							
Appointed Officials							
Treasurer	Lisa Stamboly	0839	35894567	8	07/01/2015-06/30/2016	Y	
District Clerk/Secretary to the Superintendent	Paula Ann May	9628	36502128	8	07/01/2015-06/30/2016	Y	





**RESOLUTION TO APPOINT EXECUTIVE TO SERVE ON THE
SCHOOL DISTRICT FOUNDATION BOARD**

Whereas the current New York Mills Union Free School District Foundation has expressed a sincere interest in revitalizing their organization after losing the majority of their Board members, and

Whereas, the Board of Education has been informed of the Foundation's difficulties, and issues and wishes to assist the Foundation in its efforts to reorganize;

Now therefore, the Board of Education resolves that Dr. Gary Porcelli, former New York Mills Union Free School District Board of Education Member and current Oneida Herkimer Madison BOCES Component Board President, be authorized to act as the unpaid Executive Director of the Foundation in order to work in collaboration with any remaining Foundation Board members, the Board of Education liaison to the Foundation, and the Superintendent of Schools to revitalize the organization and to further:

- ❖ Complete the outstanding memorial brick fund raiser initiated by the Foundation,
- ❖ Correspond on behalf of the Foundation,
- ❖ Manage the Foundation's existing funds,
- ❖ Solicit new Foundation Board members,
- ❖ Investigate new funding sources on behalf of the Foundation, and

The Board of Education further resolves that Dr. Porcelli's authority as Executive Director will continue only until a viable Foundation Board of Directors is again established and the Foundation can again follow its by-laws and elect its own officers.

NEW YORK MILLS UNION FREE SCHOOL DISTRICT
BUILDING USE APPLICATION FORM

By Community Groups

Organization Dancemanía Date Desired June 10, 2016
June 11, 2016

Room(s) of building desired (including dressing rooms, etc.) auditorium +
restrooms, dressing room + cafeteria

Which building High School Expected Attendance 300-400

Duration of use from Fri June 10 - 3:45-6:30 pm
Sat June 11 - 9am - 3pm
A.M./P.M. to A.M./P.M. (cross out A.M., P.M.)
(If time is needed in getting ready for activity, include that in above)

Are Lights To Be Used yes

Purpose of Use Dance Recital

Please check the following you will need supplied:

Microphone Footlights Spotlight

Other - List: _____

The undersigned agrees to accept responsibility to repair or replace any damage to equipment.

Cherie Lewis
Signature of Responsible Person

10-18-15
Date

35 Campbell Ave.
Address

768-8109
Telephone Number

Admission Charge Yes No

Insurance Liability Form Provided Yes No

NOTE: FILLING OUT THIS APPLICATION DOES NOT MEAN THAT YOU ARE ENTITLED TO THE USE OF THE BUILDING. DO NOT ADVERTISE OR PLAN DEFINITELY ON USING THE BUILDING UNTIL THIS APPLICATION HAS BEEN APPROVED AND RETURNED TO YOU.

(OVER)

(Do not write below this line – For School Use Only)

Assessment: Check All Appropriate Items

_____ Admission Charge _____ No Admission Charge

- a) Submitted required insurance _____ Yes _____ No
b) Group representative has signed "School Use Release From Reliability"
Form: _____ Yes _____ No
c) "School Use Release From Liability Form":
Degree of Risk _____ Low _____ Moderate _____ High

Low Risk: Authorized representative has signed Release for Group at least 10 working days in advance.

Moderate to High Risk: Each member has signed own release Form and has provided personal identification at least 10 working days in advance.

SERVICES REQUIRED

REMARKS

Police _____	Cost of Service _____	_____
Firemen _____	Cost of Service _____	_____
Matron _____	Cost of Service _____	_____
Janitor <input checked="" type="checkbox"/>	Cost of Service _____	_____
Cafeteria		
Helper _____	Cost of Service _____	_____
Stage Crew _____	Cost of Service _____	_____
Equip. Op <input checked="" type="checkbox"/>	Cost of Service _____	_____
Rental Fee <input checked="" type="checkbox"/>	Cost of Service _____	_____

Total Cost of Services _____

Organization will pay the total service cost. Cash or check payable to:
NEW YORK MILLS UNION FREE SCHOOL DISTRICT

Request approved by _____ Date _____
Superintendent of Schools (Designee)

_____ Date _____
Board of Education

NEW YORK MILLS UNION FREE SCHOOL DISTRICT

SCHOOL USE RELEASE FROM LIABILITY

(Group)

I, on behalf of the Dancemania and as its duly authorized representative,
(Group)
understand and agree that, in consideration for being granted access to and the use of the

property and facilities of the New York Mills School District, for the purpose of dance

recital I, on behalf of Dancemania assume
(activity) (Group)

any and all risk with respect to such access and use, and hereby release said New York Mills School District, its representatives, agents, servants, and employees from liability for any injuries sustained or damage incurred in the course of such access and use resulting from any cause whatsoever which may be sustained.

Cherie Lewis
Printed Name

Cherie Lewis
Signature

Date: 10-18-15
Month/Day/Year

New York Mills School District

2015-2016 BUDGET CALENDAR for the 2016-2017 SCHOOL YEAR

Monday November 9th through Friday, January 22th	Administration Budget Construction
January 25th - February 8th	Central Office Budget Process
Monday, February 15th	Commissioner of Taxation and Finance shall calculate the tax base growth factor for school districts
Tuesday, March 1st	School districts must submit information necessary for the calculation of the tax levy limit to the State Comptroller and the Commissioners of Education and Taxation and Finance
Tuesday, March 1st	Public Budget Workshop
Tuesday, March 15th	Public Budget Workshop
Tuesday, April 5th	Budget should be approved by Board
Tuesday, March 29 - Saturday, April 2nd	1st Legal Notice must appear in newspaper
Monday, April 18th	Voter submitted petitions for propositions (for propositions other than those required to be included in the notice of annual meeting)
Tuesday, April 19th	Board of Education Meeting
Thursday, April 21st	Last Possible Day to approve budget
Friday, April 22nd	District must transmit Property Tax Report Card to SED or 24 hours after budget adopted
Tuesday, April 26th	Districts must complete budget detail (7 days before Public Hearing)
Tuesday, May 3rd	Public Budget Hearing
Tuesday, May 3rd	Copies of the Budget must be available to residents
Wednesday, May 11th	Deadline for mailing Budget Notice
Tuesday, May 17th	Budget Vote (Noon - 9 p.m.)

Policy

Draft 10/20/2015
6001

PERSONNEL

CERTIFICATED PERSONNEL: RECRUITMENT, SELECTION AND ASSIGNMENT

- I. It shall be the policy of the New York Mills Union Free School District to actively recruit prospective professional employees from the campuses of leading colleges and universities and through other appropriate public means.
- II. Primary consideration in the selection of professional staff members shall be demonstrated competence in their chosen teaching field. Teacher and administrator involvement in the selection of professional staff members, subject to final determination by the Superintendent of Schools and Board of Education, shall be a further goal of the school district.
- III. The assignment of certified personnel to specific positions within the district shall be the prerogative of the Superintendent of Schools on recommendation from the building principals. Notice of teaching assignments, including building, grade and/or subject area for the ensuing school year, shall be provided teachers in compliance with the New York Mills Teachers Association agreement.

New York Mills Union Free School District
 Adopted: 04/09/74, 08/08/89
 Revised: 03/05/13, _____

CERTIFICATION AND TENURE

- I. It shall be the policy of the New York Mills Union Free School District ~~whenever possible~~ to employ in professional capacities only those persons who meet current New York State certification standards whenever possible.
- II. A teacher who has satisfactorily completed the probationary period and has been recommended for appointment to tenure by the Superintendent of Schools may receive an appointment to tenure by a majority vote of the Board of Education. The procedure for such appointments and the rights and protection for both the Board of Education and the teacher shall be in accordance with the conditions as set forth in the Education Law, Section 3012.
 1. The tenure areas for the New York Mills Union Free School District are in accordance with Part 30 of the Board of Regents' Rules and Regulations.
 2. The area in which a teacher receives tenure depends upon his/her original appointment and certification.

New York Mills Union Free School District

Legal Ref: 8 NYCRR Parts 30 and 80; NYS Education Law §3012

Adopted: 04/9/74, 08/08/89

Revised: 03/05/13, _____

PERSONNEL

STAFF INSERVICE PROGRAMS AND CREDIT

- I. Staff development, through in-service programs, is hereby encouraged and necessary to keep abreast of educational changes. The Board of Education will provide adequate funding for staff to actively participate in programs which the Superintendent feels are appropriate on a yearly basis.
- II.
 - A. In-District, in-service program development will be the responsibility of the District administrators, who will conduct staff needs assessment on an annual basis. Staff participation in staff development programming sponsored by local, state and federal educational agencies is also encouraged.
 - B. For approved in-district in-service programs scheduled outside the normal work day only, a teacher will accrue one (1) credit hour for every fifteen clock hours of involvement either as a participant or instructor. Such credit will be paid in accordance with the provisions of the teachers' contract. The participant must successfully complete all in-district in-service program requirements to qualify for credit hours (examples: assignments, attendance, etc.).
- III.
 - A. District staff members who teach specific in-service courses will be paid at an hourly rate approved by the Board of Education.
 - B. In-service program presenters from colleges or other agencies will be paid according to their fee requirements and approved by the Superintendent of Schools. Every effort will be made to keep such charges reasonable.

New York Mills Union Free School District

Adopted: 11/10/82, 08/08/89

Revised: 11/03/98, 03/05/13

Reviewed: _____

STIPEND PAYMENT OF COACHES

Two Simultaneous Assignments in One Sports Season

I. It shall be the policy of the Board of Education to provide a coach for every sports program in the district. In the event coaching candidates are not available, and it becomes necessary for one individual to be placed in charge of two sports programs in a given season, the following policy shall apply:

- A. This individual who is placed in charge of two sports programs will be paid 80% of the total combined stipends.
- B. As an example, a ~~cross-country~~ coach's salary breakdown would be as follows:

~~Coach \$3,089.60 (80% of Boys Cross Country \$1,544.80 plus Girls Cross Country \$1,544.80).~~

<u>Stipend A</u>	=	<u>\$1,000</u>
<u>Stipend B</u>	=	<u>\$1,000</u>
<u>Total of A+B</u>	=	<u>\$2,000</u>
<u>80% of A+B</u>	=	<u>\$1,600</u>

New York Mills Union Free School District

Adopted: 02/01/83

Revised: 08/08/89, 03/05/13, _____

PERSONNEL

PROFESSIONAL NON-CLASSROOM TEACHERS PERFORMANCE EVALUATION

- I. A. The policy of the Board of Education of the New York Mills Union Free School District is to strive to maintain high standards of professionalism in all aspects of the educational process.
- B. The Superintendent is charged with the responsibility of establishing procedures to promote this philosophy. In accordance with Section 100.2 of the Commissioner of Education Regulations, the Board of Education has adopted this plan for the annual professional performance review of all professional staff, **not** otherwise governed by Section 3012-c and 3012-d of the Education Law.

II. PROFESSIONAL NON-CLASSROOM TEACHERS STAFF EVALUATION PROCEDURES

- A. The procedures outlined below are for the purpose of implementing the above Policy.
- B. The evaluation of non-classroom teachers, including but limited to teaching assistants, guidance counselors, school counselors and social workers ~~the teaching staff~~ (including pupil personnel services staff), shall have as a primary objective the improvement of instruction. Underlying all evaluation is the school district's right to expect non-classroom teaching excellence and the individual's right to expect honesty, support and guidance in achieving professional excellence. Evaluations of the non-classroom teaching staff will follow the guidelines outlined below.
 1. Formal evaluation of members of the non-classroom teaching staff will be conducted by administrators.
 2. There will be at least three (3) formal evaluations conducted for each non-classroom teacher during their first, second and third years of service. Non-classroom teachers hired on July 1, 2015 or thereafter, will be at least four (4) formal evaluations conducted for each non-classroom teacher during their first, second, third and fourth years of service. All tenured non-classroom teachers will be evaluated formally at least once each year. The first evaluation of each year may include a pre-conference and the submission of a detailed lesson plan or a pre-observation form.
 3. The outcome of all formal evaluations will be summarized on a form developed jointly by members of the administrative and teaching staffs, entitled Classroom Evaluation Form. Definitions of criteria used in the Classroom Evaluation Form are included as part of this policy.

PROFESSIONAL PERFORMANCE REVIEW PLAN

4. Following each formal evaluation, the non-classroom teacher evaluated will receive a completed copy of the Classroom Evaluation Form. Subsequent to each evaluation, a conference will be held between the involved non-classroom teacher and administrator. The purpose of this conference will be to discuss the substance of the Classroom Evaluation Form in an effort to improve instruction.
5. After the above conference, both the non-classroom teacher and administrator will sign the Classroom Evaluation Form and one copy will be placed in the non-classroom teacher's personnel file. Such signatures shall indicate that both parties have reviewed the form, but are not necessarily in agreement with its contents. Both the non-classroom teacher and the administrator shall be free to respond to any information contained in this form. Such responses will be signed by both parties and appended to the Classroom Evaluation Form.
6. A supplemental evaluation form is available for administrators to address areas such as attitude, cooperation, attendance and punctuality that are vital to a non-classroom teacher's overall contribution to the profession and school district.
7. Improvement Plan – The administrator shall work collaboratively with the non-classroom teacher to develop a Professional Performance Improvement Plan if either of the following occur:
 - Two or more Needs Improvement ratings are noted by the administrator for the same observation on the Classroom Evaluation Form.
 - A rating of Unsatisfactory is given for one or more categories on the Classroom Evaluation Form.

New York Mills Union Free School District

Adopted: 6/11/74

Revised: 10/19/76, 8/10/82, 8/8/89, 11 /07/00, 09/03/02, 11/05/13, _____

Regulation

PERSONNEL

Draft 10/20/2015
6006.1

NEW YORK MILLS UNION FREE SCHOOL DISTRICT CLASSROOM EVALUATION FORM

Name:

Observer:

Date:

Grade/Subject:

Period:

The purpose of this instrument is to provide guidelines for the process of evaluating the professional activities of staff members. The criteria set forth below are intended to make members of the teaching staff aware of the numerous factors that will be assessed.

NON-CLASSROOM TEACHER/ASSISTANT

	Satisfactory	Needs Improvement	Unsatisfactory	Comments/Recommendations
Appearance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Poise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Oral/Written Expression	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Content Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Enthusiasm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Reflection on Effective Practice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

LESSON

Presentation & Instructional Delivery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Use of Teaching Aids	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Motivational Techniques	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Provision for Individual Differences	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Planning and Presentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

PERSONNEL

NEW YORK MILLS UNION FREE SCHOOL DISTRICT
CLASSROOM EVALUATION FORM

STUDENT

	Satisfactory	Needs Improvement	Unsatisfactory	Comments/Recommendations
Involvement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Assessment of Learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Classroom Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

OTHER CRITERIA

Room Conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Collaborative Relationships	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

The space below is provided for additional comments, or clarification of information presented above.

Observer

Date

Teacher

PERSONNEL

NEW YORK MILLS UNION FREE SCHOOL DISTRICT
CLASSROOM EVALUATION FORM

DEFINITIONS

I. TEACHER

- a. Appearance - Shows good personal hygiene and is well groomed.
- b. Poise – Demonstrates confidence and tact.
- c. Communication Skills - Expresses written and verbal directions and explanations are clear.
- d. Content Knowledge – Demonstrates a thorough knowledge of subject matter.
- e. Enthusiasm – Inspires student interest and provides positive reinforcement as deserved.
- f. Reflection on Effective Practice - Reviews, effectively assesses practices, and makes appropriate adjustments on a continuing basis.

II. LESSON

- a. Presentation and Instructional Delivery – Demonstrates an understanding of best practice teaching methods.
- b. Use of Teaching Aids - Employs appropriate materials, supplies, and equipment to provide for maximum learning opportunity for all students.
- c. Motivational Techniques - Encourages students to learn by employing stimulating activities and materials of high interest.
- d. Provision for Individual Differences - Considers various levels of ability when providing learning opportunities to students.
- e. Planning and Organization – Develops plans that contain basic components: objectives, activities, homework, and evaluation. Grades show a discrimination of abilities. Sufficient grades are available to make fair judgments for reporting purpose. Provides sequential approach to lesson.
- f. Presentation - Demonstrates an understanding of pedagogical practices and presents materials in a clear, well-paced manner while ensuring that the topic correlates to objectives and state standards.
- g. Evidence of Preparation – Shows readiness to present the lesson. Meets objectives stated in lesson plans. Learning materials are available and appropriate.

PERSONNEL

NEW YORK MILLS UNION FREE SCHOOL DISTRICT
CLASSROOM EVALUATION FORM

III. STUDENTS

- a. Involvement – Encourages active participation and engagement in classroom activity.
- b. Assessment of Learning – Bases assessment techniques on appropriate standards designed to measure student progress and learning.
- c. Student Management - Maintains order, yet allows enough freedom for students to be actively involved.

IV. OTHER CRITERIA

- a. Room Conditions – Organizes classroom to maximize learning, safety, and discipline.
- b. Collaborative Relationships - Develops effective collaborative relationships with children, parents/guardians, and colleagues to meet the learning needs of their students.

New York Mills Union Free School District

Adopted: 6/11/74

Revised: 10/19/76, 8/10/82, 8/8/89, 11/07/00, 02/03/04, 11/05/13, _____

Regulation

Draft 09/17/2015
6006.2

PERSONNEL

SUPPLEMENTAL EVALUATION FORM

Teacher:

Date:

Observer:

Grade/Subject:

School:

A number of factors which are implicit to the assessment of a teacher's overall contribution to the profession and school district (e. g. attitude, cooperation, attendance, punctuality, etc.) are not included in the criteria set forth for classroom evaluation, but are nonetheless central to the evaluation process. The space below is provided for such comments.

Observer: _____ Date: _____ Teacher: _____

cc: Personnel File

New York Mills Union Free School District

Adopted: 6/11/74

Revised: 10/19/76, 8/10/82, 8/8/89, 11/07/00, 11/05/13

Reviewed: _____

Regulation

Draft 09/17/2015

6006.3

PERSONNEL

PROFESSIONAL PERFORMANCE IMPROVEMENT PLANS

- I. The administrator and teacher will be required to develop a Professional Performance Improvement Plan if either of the following occurs:
 - A. Two or more Needs Improvement ratings are noted by the administrator for the same observation on the Classroom Evaluation Form.
 - B. A rating of Unsatisfactory is given for one or more categories on the Classroom Evaluation Form.
- II. The administrator shall work collaboratively with the teacher to develop a Professional Performance Improvement Plan, which will include:
 - A. Criteria and Specific Goals Identified for Improvement – Criteria on the Classroom Evaluation Form rated Needs Improvement or Unsatisfactory.
 - B. Professional Development – Workshops, conferences, professional reading, visitations, peer observations and/or mentoring that will assist the teacher in improving the identified areas.
 - C. Anticipated Completion Date(s) – Dates that professional development activities will be finished.
 - D. Evidence of Improvement – Proof that improvement has occurred in the areas identified in the Professional Performance Improvement Plan. Evidence of improvement may include but is not limited to formal or informal observation, portfolio, lesson plans, curriculum, or student assessment data. If improvement is not evident after a reasonable attempt to complete the plan, an alternative plan will be developed.
- III. The administrator and teacher must sign and date the plan, both at the conclusion of plan development and at the satisfactory completion of the plan.
- IV. Training Performance Evaluation
 - A. The New York Mills Union Free School District is committed to supplying staff development opportunities for all individuals who perform evaluations of the teaching and pupil personnel staff. The district works cooperatively with the Oneida-Herkimer-Madison BOCES Professional Development Committee, which is directly responsible for middle management training. This staff development includes supervisory techniques and promotes understanding of best practice teaching pedagogy.

PROFESSIONAL PERFORMANCE IMPROVEMENT PLANS

V. Reporting Requirement

- A. In accordance with New York State Education Law, the New York Mills Union Free School District is prepared to report all unsatisfactory teachers and pupil personnel staff performances, as well as the ensuing improvement plans to the New York State Education Department.

New York Mills Union Free School District

Adopted: 6/11/74

Revised: 10/19/76, 8/10/82, 8/8/89, 11/07/00, 11/05/13, _____

Regulation

Draft 09/17/2015
6006.4

PERSONNEL

**New York Mills Union Free School District
Professional Performance Improvement Plan**

Name _____ Grade Level/Subject Area _____

Criteria & Specific Goals Identified for Improvement	Professional Development	Anticipated Completion Date	Evidence of Improvement
Satisfactory Development of Plan: Employee Signature _____ Date _____	Satisfactory Development of Plan: Employee Signature _____ Date _____	Satisfactory Completion of Plan: Employee Signature _____ Date _____	Satisfactory Completion of Plan: Administrator Signature _____ Date _____

New York Mills Union Free School District

Adopted: 6/11/74

Revised: 10/19/76, 8/10/82, 8/8/89, 11/07/00, 11/05/13, _____

Regulation

PERSONNEL

Draft 10/13/2015
6100.1

JOB DESCRIPTION: SCHOOL NURSE

The National Association of School Nurses ~~Board of Directors~~ defines school nursing as a specialized practice of professional nursing that advances the well-being, academic success, and life-long achievements and health of students. The primary role of the school nurse is to support student learning. The school nurse must be a Registered Professional Nurse. The school nurse works under the direct supervision of the Building Principal.

The School nurse:

1. Provides nursing care to students and staff within the scope of nursing practice.
2. Intervenes with actual and potential health problems and provides case management to support student growth and learning.
3. Uses the nursing process to identify, assess, plan, implement, and evaluate care for students with health concerns, chronic or acute, to positively impact learning.
4. Provides health counseling, assesses mental and physical health needs, provides interventions and refers as appropriate to school staff or community agencies.
5. Promotes health through disease prevention by monitoring immunizations and assuring appropriate compliance with NYS Education Law.
6. Reports communicable diseases as required by NYS Law and ensures control measures by consulting with Public Health to ensure optimal health.
7. Provides leadership in implementing precautions and training for blood borne pathogens and other infectious ~~infections~~-diseases.
8. Administers medication and skilled nursing services within the scope of nursing practice and Guidelines from NYS Education Dept. & NYS Law.
9. Assists the school physician with state mandated student physicals, special assessments, and bus driver physicals.
10. Reviews preliminary team lists and notifies the Athletic Director of athletes who are in need of a current physical.
11. Performs state mandated screenings such as vision, hearing and scoliosis and assesses factors impacting student education.

REGULATION

Draft 10/13/2015

6100.1

PERSONNEL

JOB DESCRIPTION: SCHOOL NURSE

12. Impacts disease prevention and management through student, family and staff instruction, referrals, collaboration with family, students, health care professionals and community agencies.
13. Provides illness and injury assessments and interventions for students and staff within the scope of nursing practice. Contacts parents as necessary for illness, injury or other conditions as warranted. As needed, coordinates transportation home in conjunction with parents, bus garage or EMS.
14. Carries out the district's emergency care policies and procedures.
15. Communicates significant incidents and significant health information on a need to know basis to administrators, faculty, staff and parents.
16. Manages the Health Office by ordering supplies, maintaining confidential health records, and complying with state regulations and guidelines.
17. Acts as a resource for students and employees on health concerns and disease prevention and monitoring.
18. Serves on various school committees such as Crisis Team, Health & Safety Committee and Shared Decision Making Team(s), Concussion Management Teams, and others as appropriate.
19. Is a mandated child abuse reporter.
20. Promotes wellness through prevention programs such as vaccine administration to employees such as flu and Hepatitis B.
21. Assess the physical environment to improve health and safety.
22. He/she will adhere to and enforce all applicable provisions of the law and the policies rules and regulations of the Board.
23. Performs other duties as required by the Superintendent or Building Principals.

New York Mills Union Free School District

Adopted: 09/12/89

Revised: 07/10/12, _____

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

PERSONNEL

APPOINTMENT OF ATHLETIC COACHES

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. 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,
 4. leadership capabilities,
 5. knowledge and proficiency in first aid, CPR, sexual abuse guidelines, and athlete injury-related protocols and procedures,

APPOINTMENT OF ATHLETIC COACHES

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.

New York Mills Union Free School District

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

Adopted: _____

