



**BOARD OF EDUCATION MEETING
TUESDAY, JANUARY 3, 2017
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 Hunt-EAS – Capital Project Update with Dan Bower, CEO and Chad Snowburg, Project Manager
- 1.4 Teacher/Leader Report – K-6 Elementary Program/Curriculum Alignment – J. Goodfriend and Jennifer Steffen
- 1.5 Introduction of new employee – Mary Facci, K-12 Executive Principal

2. Communications

- 2.1 From the Floor
- 2.2 President's Messages
 - 2.2.1 Superintendent Search Update – H. Mettelman
 - 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 – N/A

3. Consent Agenda

- 3.1 Board of Education Minutes for meeting held Decembers 6, 2016
- 3.2 Business Office Reports for Month ending November 2016
- 3.3 CSE Reports - N/A

4. Old Business

- 4.1 2nd Reading of (delete) Regulation #6100.18, Job Description – School Principal; (delete) #6100.19 Job Description: School District Treasurer; (delete) #6100.20, Job Description – School District Clerk; #6100.21 Job Description: Office Specialist I; #6100.22, Job Description: Confidential Secretary to the Superintendent; #6100.23 Job Description: Chairperson of Committee on Special Education (CSE); #6100.24, Job Description: Department Coordinator; #6100.25, Job Description: Teacher; #6100.26, Job Description: Library Aide; #6100.27, Job Description: School Monitor; #6100.28, Job Description: School Physician part-Time; #6100.29, Job Description: Transportation Supervisor; #6100.30, Job Description: Bus Dispatcher; 6100.31, Job Description: Bus Driver; #6100.32, Job Description: Bus Driver – Laborer, 6100.33,

Job Description: Custodian – Bus Driver; #6100.34, Job Description: School Bus Mechanic; #6100.36, Job Description; building Maintenance Mechanic; 6100.37, Job Description: Building Maintenance Workers; #6100.38, Job Description: Groundswoker; #6100.39, Job Description: Custodian; #6100.40, Job Description: Cleaner - Action

4.2 Additional Board Meetings

5. New Business

5.1 Personnel Report – Action

5.2 Transfer of Funds Resolution - Action

5.3 Resolution Approving Appraisal Services – Action

5.4 Non-Resident/Non-Tuition Student – Action

5.5 Military Helicopter Landing Building Use on March 5, 2017 - Action

5.6 Eight-man Football Team- Action

6. K-12 Executive Principal and K-12 Principal Report

6.1 Elementary Character Assemblies

6.2 Interscholastic Athletics Update

6.3 Technology Plan

6.4 Interim K-12 Executive Principal Summary

7. Superintendent's Report

7.1 K-12 Enrollment

7.2 Focus District Update

7.3 2017-18 Budget Preparation

7.4 Proposed City of New Hartford

8. Board Discussion

9. Visitors Comments

10. Executive Session

11. Adjournment

January 2017

Schedule of Events

- Tuesday, 1/3, School Board Meeting, 6:30 p.m.
- Wednesday, 1/4, Athletic Boosters Meeting, HS Library
- Monday, 1/9, SBI "Successful Board of Education Communication Initiatives with your School Community", Oneida BOCES, 6 p.m.
- Wednesday, 1/11, PTSO Meeting, HS Library, 6:30 p.m.
- Monday, 1/16—NO SCHOOL
- Thursday, 1/19, Facilities Health & Safety Committee, 6:30 p.m.
- Wednesday, 1/25, District Steering Committee, Home & Careers, 5:30 p.m.
- Thursday, 1/2, BI General Membership Meeting, "Legislative Forum- Assembly & Senate Education Forum", Oneida BOCES, 6 p.m.
- Friday, 1/27, Elementary Science Fair, HS Gym, 6 p.m.

Sun	Mon	Tue	Wed	Thu	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				



February 2017

Schedule of Events

- Wednesday, 2/1, Athletic Booster Meeting
- Tuesday, 2/7, Board of Education Meeting, 6:30 p.m.
- Wednesday, 2/8, PTISO Meeting
- 1/20-24—NO SCHOOL

Sun	Mon	Tue	Wed	Thu	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				

Superintendent Search Process

New York Mills Union Free School District



Howard D. Mettelman
District Superintendent
Oneida-Herkimer-Madison BOCES
January 3, 2017



Required Board Action Items

- Approval of Search Consultant – **Approved, Dec. 6, 2016**
- Approval of Salary Range
- Approval of Brochure and Application
- Approval of Vacancy Announcement
- Approval of Advertising/Media Campaign
- Approval of Community Involvement Plan



December 6, 2016
 REVISED
 January 3, 2017

TENTATIVE TIMELINE

**NEW YORK MILLS UNION FREE SCHOOL
 SUPERINTENDENT OF SCHOOLS VACANCY**

ACTIVITY	TENTATIVE DEADLINE
Board Resolution to appointment Search Consultant	December 6, 2016
Content of Vacancy announcement finalized	Jan. 3 2017
Vacancy announcement printed and distributed	Jan. 13, 2017
Community Forums held	Jan. 16, 2016 - Feb. 17, 2017
Deadline for receipt of applications	Feb. 17, 2017
Reference checking, preliminary screening and finalizing list of candidates to be submitted to the Board	March 17, 2017
Initial interviews completed by Board of Education	March. 27-31, 2017
Final Interviews begin with Board of Education and committees (full days)	April 10-14, 2017
Position offered to successful candidate	April 24-28, 2017
Candidate appointed by Board of Education	May 2, 2017
Successful candidate begins employment*	August 1, 2017

* Dependent on current contract status

Superintendent Search Board Action Plan

- Approval of Brochure, Salary Range & Application
- Approval of Advertising & Media Campaign
- Approval of Community Involvement Plan



Review & Approval

- Brochure
- Salary Range
- Application



Announcement of Vacancy

Superintendent of Schools



New York Mills Union Free School District
1 Marauder Blvd., New York Mills, NY 13417
www.newyorkmills.org
Phone: 315.768.8127

Announcement of Vacancy in the Office of Superintendent

The Board of Education of the New York Mills Union Free School District is seeking applicants for the position of Superintendent of Schools. The Board wishes the new superintendent to take office on or about August 1, 2017.

The Board is being assisted in the selection process by Mr. Howard D. Mettelman, district superintendent of the Oneida-Herkimer-Madison BOCES. Mr. Mettelman will carry out the task of screening applications and recommending to the Board a group of final candidates. The Board will make all the decisions concerning the selection process, the evaluation of candidates and the final appointments.

College and university placement offices, state education officials and practicing superintendents of schools are invited to nominate qualified candidates for this position. Interested and qualified individuals are encouraged to submit letters of interest, an application form and their professional credentials. This material should include a current résumé which contains all appropriate information, including names, addresses and telephone numbers of references who can speak to the competencies of the candidate in relation to the qualifications listed in this brochure.

Applications for this position will be received until Feb. 17, 2017. Completed application forms, together with résumés and placement folders, should be sent to:

Mr. Howard D. Mettelman
 District Superintendent
 Board of Cooperative Educational Services
 Oneida, Herkimer and Madison Counties
 Box 70, Middle Settlement Road
 New Hartford, NY 13413

Board of Education
 Jacqueline Edwards, President
 Jonathan Fiore, Vice President
 Richard Ross
 Steven King
 Rick Surprenant
 Traci Welch
 Janet Wroblecki

New York Mills Union Free School District does not discriminate on the basis of sex, race, creed, color, national origin, marital status, religious affiliation, disability, or age in the recruitment and appointment of employees.

The Area

The Mohawk Valley is rich in history, with major contributions by the Native Americans, French, British and American Colonists. It is an excellent location for professional and personal growth, being served by Hamilton College, Utica College, SUNY Polytechnic Institute, Colgate University, Mohawk Valley Community College, Herkimer College and Syracuse University. The Munson-Williams-Proctor Arts Institute, the Utica Symphony, the Broadway Theater League, the Great Artist Series, the Utica Zoo and the Children's Museum typify the organizations that add to our cultural life.

New York Mills is in close proximity to the Adirondacks, where there are virtually no limits to the recreational opportunities available: hunting, skiing, snowmobiling, fishing, camping, canoeing, hiking, golfing, swimming and boating. The pine covered slopes of the Adirondacks, with their many lakes and streams, are less than one hour away. Oneida Lake, Lake Moraine, Canadatego Lake, Otsego Lake and the Cooperstown Baseball Hall of Fame are less than one hour's drive from the district.

Shopping facilities are excellent, and are located within a few miles of the district.

Mission Statement

Through combined efforts of students, staff, parents, and community members, our mission is to foster the confidence, knowledge, cognition, and character necessary to instill a strong work ethic, to create an environment of tolerance and respect, and to ignite an attitude of inquiry and enthusiasm for learning that will enable students to become productive, responsible citizens.



Qualifications of the Candidate

The successful candidate will be a strong and innovative leader with a vision and educational philosophy which provides inspiration, motivation and direction to the staff and community in defining student expectations. The candidate must be committed to academic excellence in a positive and nurturing environment.

The qualifications listed below are for the guidance of individuals interested in applying for the position of superintendent. The primary focus will be on those capabilities that demonstrate creative leadership in the management and continuous improvement of a quality educational program.

The candidate will:

- Be a courageous leader with vision and unquestionable character and integrity.
- Have a strong commitment to academic excellence and the education of all children.
- Possess a strong background in curriculum instruction and assessment, as well as school finance and business.
- Possess skills in supervision, evaluation, mentoring and successfully motivating all employees.
- Demonstrate outstanding communication skills and an ability to effectively lead and work cooperatively with school district personnel.
- Demonstrate high and consistent expectations for students and staff.
- Understand and value the qualities of a community school, and seek to participate in the cultural, recreational and civic activities of the New York Mills community.
- Demonstrate a personal, down-to-earth style of leadership.
- Possess a minimum of 5 years of teaching and administrative experience. Experience as Superintendent of Schools is preferred.
- Reside within 15 miles of the school district.
- Possess or qualify for certification as a School District Administrator and/ or School District Leader in New York state.

Salary Range

The salary range for this position will be between \$115,000-\$130,000 and will be determined by the experience, qualifications and educational background of the successful candidate.

The District

New York Mills is a K-12 school district with an enrollment of approximately 560 students and a staff of 103 and 22 itinerant employees. The district operates a K-12 campus concept. The district includes athletic fields for football, baseball/softball, soccer and track. The district has a very strong basketball program.





The School

New York Mills K-6 has an enrollment of 280 students. The professional staff consists of 15 grade level classroom teachers and certified instructors for art, music, physical education, library, reading and math intervention, social work, psychology, speech/language services and special education programs. Our dedicated staff continually take advantage of local and regional staff development to stay current in educational research and practice. We pride ourselves on community involvement and support of our programs. Most classes have 15-21 students. The entire school has state-of-the-art technology.

New York Mills 7-12 has an enrollment of 250 students. The professional staff consists of 16 core area classroom teachers and special area instructors for art, music, foreign languages in both Spanish and French, physical education, library, AS and special education, social work and psychology. In addition to core academic courses, students can take a variety of electives and distance learning courses such as psychology, sociology, computer technology and American Sign Language.

A Commitment to Excellence

- The district is marked by a commitment of continuous improvement.
- Approximately 87 percent of the graduating seniors go to college and have a five-year graduation rate average of 90 percent.
- Active and interested site-based teams participate at all levels.
- 43 scholarships and awards were presented to the Class of 2016, which includes awards given from outside agencies.
- New York Mills has support from the School and Business Alliance to offer internships and career exploration.
- The district offers an array of high quality opportunities and options in partnership with the Oneida-Herkimer-Madison BOCES.



District Financial Data

Budget 2016-17	\$13,517,666
Assessed Value	\$333,964,385
Tax Levy	\$7,481,175
Tax Rate on True Value	\$22.40
Combined Wealth Ratio	.829



New York Mills Union Free School District
 1 Marauder Blvd., New York Mills, NY 13417
 www.newyorkmills.org
 Phone: 315.768.8127

New York Mills Union Free School District

DIRECTIONS

Please submit the following application materials to the address indicated below:
 Letter of interest, current student copy of administrative certification (SDA
 and/or SDD), completed application form, college placement file, and four
 confidential references or four confidential letters of reference.

NOTE: Applicants are requested not to contact members of the New York Mills
 Union Free School District Board of Education.

BACKGROUND INFORMATION - *Please print or type.*

Last Name	First	Middle
Present Employer		Title of Position
()	()	
Business Phone	Home Phone	Business E-Mail Address
()		
Cell Phone	Home E-Mail Address	
Business Address	Home Address	
Student District Residency	School District Annual Budget	
Total Number of Employees	Present Salary	

PROFESSIONAL EDUCATION:

UNDEGREEGRADUATE

Institution	Major	Degree	Date

Institution	Major	Degree	Date

Application
for the position of
Superintendent
of Schools
of the
 New York Mills Union Free School District



The NYM Union Free School District
 is an Equal Opportunity Employer.

Deadline for all
 application materials:
 February 17, 2017

All application materials
 should be sent to:

Howard D. Merzbanin
 District Superintendent
 Charles H. Hays, Madison, NY CES
 Box 70
 4-7 Middle Settlement Road
 New Hartford, NY 13413

E-mail: hwmerzban@k12.ny.us
 Telephone: 315.792.8761

Online application available at:
www.ontd4.com/employment

Review & Approval

- Notice of Vacancy
- Advertising/Media Campaign



New York Mills Union Free School District **SUPERINTENDENT OF SCHOOLS**

The New York Mills Union Free School District services approximately 560 students in a K-12 school with 130 employees and an annual operating budget of approximately \$13,517,666.

The district is seeking a highly qualified educational leader to serve as Superintendent of Schools. The successful candidate will have a strong background in curriculum, instruction and assessment, possess excellent communication skills, be a dynamic leader, possess an understanding of educational finance and budgeting, and have a strong commitment to academic excellence. NYS SDA and/or SDL required. Salary range of \$115,000-\$130,000. Position to start August 1, 2017.

To apply, send letter of interest, resumé and copy of certification by February 17, 2017, to:

Mr. Howard D. Mettelman
District Superintendent
Oneida-Herkimer-Madison BOCES
Box 70 Middle Settlement Road
New Hartford, NY 13413

E-mail: awightman@oneida-boces.org

Telephone: 315.793.8561

Online application: www.oneida-boces.org/employment | EOE

SAMPLE SUPERINTENDENT SEARCH

Sample Costs

<u>Newspaper</u>	<u>Run Date</u>	<u>Cost</u>
Utica Observer Dispatch	3 days 3 x 4 Full Color display ad – 3 days 3 x 4 Full Color display ad Sunday Select (4/20/14) FREE 2x2 Sunday Color Profile 30 days online package on Monster.Com 50,000 Banner Impressions	\$1,583.50
Rochester Democrat	1 day Full color 4.97 x 3.5 Ad w/ 30 day online Careerbuilder.com	\$1,750.00
The Syracuse Post Standard	2 days 3 x 4 Display Ad – 2 days w/14 days on Syracuse.com	2,334.88
The Albany Times Union	TBD	Included in CANNY
CANNY (through New York News Publishers Association)	One day run in 39 newspapers with total circulation of over 1/2 million. Free Title Bolding \$425 for 25 words, \$15.00 each additional word	\$2,540
NYSSBA	Web site – 4 weeks	\$150.00
NYSOCSS (web posting) (through Boxwood Technology)	Through application deadline	\$250.00
OLAS (On Line Application System)	Through application deadline	No additional cost

PJ Green Mailing to NYS School Superintendents	Mailed on TBD	\$407.91
Brochures Mailed to District District Superintendents	Mailed on TBD	<u>\$ 62.02</u>
	Subtotal:	\$9,078.31
Community Involvement Survey District mailing to 2,746 addresses/PJ Green	Mailed on TBD	\$560.00
	Total:	\$9,638.31*

* Estimated cost(s)

Action for Approval

- Notice of Vacancy
- Advertising/Media Campaign



Review & Approval

- Community Involvement Plan



Action for Approval

- Community Involvement Plan



Candidate Review Process

- Applications to District Superintendent
- Initial Screening of Application Material by District Superintendent
- Round I Interviews with BOE – Executive Session
- Round II Interviews with BOE – Executive Session



Finalist(s) Review Process

- Committee Interviews for Input
- Public Forum for Input
- Board Interview and Follow-up Discussion



Candidate Selection and Contract Development Process

- Board Makes Selection of Final Candidate
- Contract Development with Attorney
- Board Appointment and Public Announcement



Questions?



Thank You!





*Resolution to Approve Items Pertaining to the
Superintendent of Schools Search*

Resolved, that the New York Mills Union Free School District Board of Education has reviewed and approves:

- 1) Item 1:
Brochure
Salary Range
Application
- 2) Item 2:
Notice of Vacancy
Advertising/Media Campaign
- 3) Item 3:
Community Involvement

Ayes: _____

Nayes: _____

Abstains: _____ (etc)

Jacqueline Edwards
President

Jonathan Fiore
Vice President



3.1

Rick Surprenant
Traci Welch
Janet Wroblicki

**BOARD OF EDUCATION MEETING
TUESDAY, DECEMBER 6, 2016
NYM VILLAGE OFFICES, 1 MAPLE STREET, NEW YORK MILLS, NY – 6:30 P.M.**

PRESENT: Ms. Jacqueline Edwards, Mr. Jonathan Fiore (arrived at 6:33 p.m.), Mr. Steve King, Mr. Richard Ross, Mr. Rick Surprenant, Mrs. Traci Welch, and Mrs. Janet Wroblicki

ALSO PRESENT: Ms. Kathy Houghton, Mr. Kenneth Ford, Mr. Brent Dodge, Mrs. Lisa Stamboly, Mr. Bill Lachut, Mrs. Paula Ann May, and 17 visitor and guests.

1. Meeting Call to Order

Ms. Edwards called the meeting to order at 6:32 p.m.

1.1 Pledge to the Flag

Mrs. Welch led the Pledge of Allegiance.

1.2 Acceptance of Agenda

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

Yes 6 No 0
Motion carried.

1.3 Teacher/Leader Report

- a. Introduction of new employees: Mr. Kenneth Ford, Interim K-12 Executive Principal, Mr. Brent Dodge, K-12 Principal and Ms. Christine Hurlbut, Guidance Secretary
- b. Eight Man Football Team – M. Griffith

Mr. Griffith and Coach Curtis spoke about eight-man football. They said it was brought up by Section 3 about a month ago for those schools struggling with participation in football. Interest has been expressed by St. Lewis, Mexico, Clinton, Bishop Grimes and New York Mills to name a few and some others are on the fence. Some of the schools on the fence are in the NFF, the National Football Foundation. The NFF was created for schools that underperform compared to schools of similar size. Currently 30 states have eight man football teams but this is a first for New York State. It could reinvigorate the community. We would still keep our identity and tradition. We have the uniforms, equipment and facilities. A decision is needed by January 31st.

Ms. Houghton told the Board she would bring this back to them for action at their January 3rd meeting.

2. Communications

2.1 From the Floor 17

Mrs. Goodfriend read the following statement representing the New York Mills Teachers Association:

First, we would like to thank you for your efforts in guiding and supporting our school into the future and recognize that it can be challenging. We know we are in a challenging time and we thank you for your hours and days of volunteering and your commitment to our school.

Secondly, we would like to present some concerns we have with the direction that we seem to be headed in. Within the past year, we have had significant changes and more changes are in the near future. These changes have, and will continue to have, an effect on the morale and climate of the building. We are still trying to completely understand how the reconfiguration works as well as the principal positions, and we are navigating uncertain waters with our 'Focus' designation. We agree with Mr. Spost, and recognize the lack of validity in this designation and in the statement, "We don't need to be bad to get better." We believe in our students and school as a community, and we work tirelessly every day for all our students.

In looking at the future of our school, we ask you to seek our professional opinion and knowledge in utilizing shared decision-making. One example you may not have thought of was the location of our guidance and counseling offices. Some of our students that need these services have made comments about the proximity of the staff and services they are in need of.

We are now looking for a new Executive Principal, and soon a Superintendent. In the past, we have had committees that consisted of teachers, parents, and community members to help select individuals for these positions. We are determined to be dedicated and professional throughout the series of interviews needed to select the best educational leaders for our school. As much as we did not want to lose Mr. Spost, we are supportive and will work with our new administration while following the principle of putting students first. Mr. Dodge has already demonstrated great enthusiasm for our school in the first few weeks and we were introduced recently to Mr. Ford saying his goal is to assist teachers in this school that is a gem. As this Board of Education has stated, the school is the center of the community. Please invite the NYMTA to any executive sessions or extra meetings and involve us as we continue to move forward and work toward the future of in the NYM school district. We believe that as a team, the Board of Education, the community, and the teachers, can, and should, work together to continue the tradition of excellence.

a. Committee Report(s)

1. Facilities Health & Safety Committee - R. Ross

Mr. Ross said that the committee has not met again and there is nothing to report.

2. Policy Committee – J. Wroblicki

Mr. King said the committee met. They made some edits and changes to the policies and are bringing them to you for a 1st reading.

3. Transportation Committee – R. Surprenant

Mr. Surprenant said they are working on a bid for two new buses from Leonard Bus.

4. Audit & Finance Committee – T. Welch

Mrs. Welch said the committee is going to meet soon. They have been emailing because it is difficult to meet at this busy time of the year. The group is planning to meet in January.

5. Community Relations Committee – S. King.

The committee is planning to meet next Thursday at 6:15 p.m.

b. Board Calendar

c. BOCES Representative Report – N/A

3. Consent Agenda

Mrs. Wroblecki made the motion to approve the Consent Agenda. Mr. Ross asked Mrs. Wroblecki to amend the motion to remove the Internal Claims Audit Report for October. Mrs. Wroblecki amended the motion and it was seconded by Mr. King.

- 3.1 Board of Education Minutes
 - a. Meeting held November 1, 2016
 - b. Meeting held November 14, 2016
- 3.2 Business Office Reports for Month ending October 2016
 - a. Summary Claims Audit Report
- 3.3 CSE Reports
 - a. Minutes of meeting held 10/6/16
 - b. Minutes of meetings held 10/12/16
 - c. Minutes of meeting held 10/13/16
 - d. Minutes of meeting held 10/24/16
 - e. Minutes of meetings held 10/31/16
 - f. Minutes of meeting held 11/1/16
 - g. Minutes of meeting held 11/8/16
 - h. Minutes of meeting held 11/9/16
 - i. Minute of meeting held 11/17/16
 - j. Minutes of meeting held 11/18/16
 - k. Minutes of meeting held 11/22/16
 - l. Minutes of meetings held 11/28/16
 - m. Minutes of meeting held 11/29/16

Yes 7 No 0
Motion carried.

4. Old Business

N/A

5. New Business

5.1 Personnel Report – Action

Mrs. Wroblecki made the motion to approve the following personnel report seconded by Mr. Surprenant.

NAME	TENURE AREA/CIVIL SERVICE TITLE	ASSIGNMENT	CERTIFICATION	SALARY/RATE OF PAY*	EMPLOYEE REPLACING	EFFECTIVE DATE	END OF PROBATIONARY APPOINTMENT
I. Coaching Appointment							
1 Zebrowski, Dave		Boeing	TCL	\$2,210.00		2016-17 School Year	
II. Administrative Appointment							
1 Facei, Mary	K-12 Executive Principal	K-12 Executive Principal	School District Administrator	\$95,000.00	Michael Spost	1/6/2017	1/6/2021
III. Advisor Appointment							
1 Griffith, Mark		Varsity Club Advisor		\$735.70	Andrea Driekan	December 2016 - June 2017	

Yes 7 No 0
 Motion carried.

5.2 2017 – 2020 Fuel Agreement with the Town of New Hartford – Action

Mr. King made the motion to approve the Fuel Agreement with the Town of New Hartford seconded by Mr. Fiore.

Yes 7 No 0
 Motion carried.

5.3 November 1, 2016 – October 31, 2017 Ice Control Agreement with the Town of New Hartford – Action

Mr. Fiore made the motion to approve the Ice Control Agreement with the Town of New Hartford seconded by Mrs. Welch.

Yes 7 No 0
 Motion carried.

5.4 Return of Uncollected Taxes Resolution – Action

Mr. King made a motion to approve the Return of Uncollected Taxes Resolution seconded by Mrs. Wroblecki:

Whereas: The Tax Collectors have returned their uncollected tax report which needs to be returned to Oneida County

Resolved: that the Board President of the New York Mills Union Free School District Board of Education is authorized to sign the return of taxes to the Oneida County Office of Finance and application for corrected tax roll and directs the Business Office to process the necessary paperwork.

Uncollected Taxes for Oneida County for Tax Year 2016-2017:

Whitestown:	\$151,349.91
New Hartford:	\$107,427.06

Yes 7 No 0
Motion carried.

5.5 B. Dodge Lead Evaluators for Teachers and K. Ford Lead Evaluators for Teachers and Principal- Action

Mr. Fiore made the motion to approved B. Dodge as Lead Evaluator for Teachers and K. Ford Lead Evaluators for Teachers and Principal seconded by Mr. Surprenant.

Yes 7 No 0
Motion carried.

5.6 New York State Education Department Independent Evaluator Hardship Waiver

Ms. Houghton said we recently received approval of our 3012-d Compliant Annual Professional Performance Review Plan. She said she was pleased and indebted to the PEC for their hard work over the years on the APPR and we are now seeking an individual evaluation hardship waiver. It is very appropriate for each principal to serve as the independent evaluator for the others' assigned faculty.

Mr. Fiore made the motion to approve the New York State Education Department Independent Evaluator Hardship Waiver application seconded by Mr. King.

Yes 7 No 0
Motion carried.

5.7 Adoption of new Board Vision, Core Beliefs and Values, Mission, and Goals – Action

Mrs. Welch made the motion to adopt the Board Vision, Core Beliefs and Values, Mission, and Goals below seconded by Mrs. Wroblecki:

VISION, CORE BELIEFS, VALUES & MISSION

The New York Mills Board of Education commits itself to the following core beliefs, vision, and mission statements in an effort to provide support for its students on their journeys toward success:

VISION

Our vision is to create an incomparable K-12 school district that is as highly regarded for its academic excellence, as it is for its pride and commitment to actively serve and improve its surrounding community.

CORE BELIEFS & VALUES

We believe that all students:

- should be provided the opportunity to reach their full academic, physical, and social-emotional potential in order to become productive citizens.
- should demonstrate respect, honesty, and integrity as part of maintaining good citizenship.
- should be responsible and accountable contributors to society through leadership and service to others.
- should be treated fairly and equitably based on individual needs.
- should have learning experiences that expand beyond the classroom.
- should develop technological awareness, problem-solving, and analytical skills.
- should be empowered to learn and grow through both successes and failures.
- have value and worth and are part of a greater whole.
- must feel welcome and safe.
- are valued members of the school community.

MISSION

Through combined efforts of students, staff, parents, and community members, our mission is to foster the confidence, knowledge, cognition, and character necessary to instill a strong work ethic, to create an environment of tolerance and respect, and to ignite an attitude of inquiry and enthusiasm for learning that will enable students to become productive, responsible citizens.

STRATEGIC GOALS FOR 2016-17

GOAL 1: VISION, MISSION, CORE BELIEFS

To collaboratively develop and approve a district vision, mission and core beliefs that will be shared with all stakeholders, be used on letterheads and school mailings in order for all to refer to these as guidelines for decision-making and continuous improvement in the district.

- To unify the community around a clear understanding of the vision/purpose for our school
- To dedicate ourselves to the mission of realizing this vision for our students and community.
- To use our vision, mission and core beliefs when making decisions; all decisions should align with and lead us to achievement of our vision.

GOAL 2: COMMUNICATION

To provide regular communication structures within the school community in order for consistency and transparency of message and work in order that we can support student academic and extra-curricular success by partnering with our school community in order to accomplish all District Comprehensive Educational Improvement Plan goals and action steps.

- Student academic and extra-curricular achievements
- Staff achievements
- Capital Project Progress
- Positive Outcomes and Results from our Focus School Designation
- Process of hiring new school leaders in the district
- Increased New York State Assessment rates rather than opt-out option

GOAL 3: BUDGET

To support the school through BOE and school leader review of data and identification of strategic fiscal and programmatic needs in the areas of leadership, curriculum and instruction, social/emotional developmental health and parent engagement in order to improve teaching and learning.

- Identification of leadership needs within the district for hiring purposes and for providing support for new leadership – two new principals and superintendent.
- Providing instructional support through BOCES for curriculum development, establishing of data structures within our district, and adopting a Professional Development Plan that includes teacher support in developing student learning targets, differentiating instruction and providing formative assessments to check for student understanding.
- Examination of student data and programs supporting our students' learning, including looking at our special education data in order to make changes that will increase opportunities and academic performance.
- Approve the district Response to Intervention Plan that clearly maps district academic and social/emotional supports for students.
- Support and attend school and community events to increase our parent partnerships and to encourage increased involvement in supporting our staff and students.

Mrs. Wroblecki read the Vision, Core Beliefs and Values, and Mission

Yes 7 No 0
Motion carried.

5.8 K-12 Response to Intervention Plan – Action

Mr. Fiore made the motion to approve the new Response to Intervention Plan seconded by Mr. King.

Yes 7 No 0
Motion carried.

5.9 Resolution to Appoint Superintendent Search Consultant – Howard Mettelman, District Superintendent - Moved to later in the meeting as Mr. Mettelman was in route.

5.10 1st Reading of (delete) Regulation #6100.18, Job Description – School Principal; (delete) #6100.19 Job Description: School District Treasurer; (delete) #6100.20, Job Description – School District Clerk; #6100.21 Job Description: Office Specialist I; #6100.22, Job Description: Confidential Secretary to the Superintendent; #6100.23 Job Description: Chairperson of Committee on Special Education (CSE); #6100.24, Job Description: Department Coordinator; #6100.25, Job Description: Teacher; #6100.26, Job Description: Library Aide; #6100.27, Job Description: School Monitor; #6100.28, Job Description: School Physician part-Time; #6100.29, Job Description: Transportation Supervisor; #6100.30, Job Description: Bus Dispatcher; 6100.31, Job Description: Bus Driver; #6100.32, Job Description: Bus Driver – Laborer, 6100.33, Job Description: Custodian – Bus Driver; #6100.34, Job Description: School Bus Mechanic; #6100.36, Job Description; building Maintenance Mechanic; 6100.37, Job Description: Building Maintenance Workers; #6100.38, Job Description:

Groundworker; #6100.39, Job Description: Custodian; #6100.40, Job Description: Cleaner

6. K-12 Executive Principal and K-12 Principal Report

6.1 K-12 Holiday Concerts

Mr. Ford said that December 15th is the Holiday Concert at 7:30 p.m. He also said previously we had a K-12 Ability Awareness Day. Mrs. Zogby did a great job organizing this event. Sgt. Hannigan, veteran from the Vietnam War spoke at the assembly and was the first woman to wear a robotic exoskeleton. We have a student in a wheelchair that was also able to spend the entire afternoon with Sgt. Hannigan.

6.2 K-6 Character Assemblies

Mr. Dodge said that tomorrow is the day for our K-2 and 3-6 Character Assemblies. This month the assemblies are focusing on kindness and generosity. A Kids of Character luncheon will take place soon.

6.3 K-2 ELA/Literacy Research

Mr. Dodge said he asked K-2 teachers for their involvement in researching Journeys. The teachers will be looking at its strengths in relation to Core Knowledge. We will soon be visiting Myles Elementary School to see Journeys in action at the K-2 level. After, we will be meeting to discuss our observations.

6.4 Hallway Hall Decorating

Mr. Ford said Holiday Hoopla is taking place at the Jr. – Sr. High School, and something goes on every day. Monday is Festive Hat Day, Tuesday is Festive Sweater Day, Wednesday is Flannel Day, Thursday is Blizzard (white out) Day and Friday is “The Night Before Christmas” Pajama Day. There is also going to be a Holiday Door Decorating Contest.

7. Superintendent's Report

7.1 Status of School District PILOTS

Ms. Houghton introduced Lisa Stamboly, our School District Treasurer to speak about the impact of our current PILOT agreements on the school district. Mrs. Stamboly referred the Board to the chart in their Board packet and explained each PILOT agreement. She also spoke about the decreasing number of PILOTS (Payments in Lieu of Taxes) in the coming years.

Mr. King in requested the addresses for the PILOTS in the next update.

7.2 APPR Status Update covered earlier did receive an official letter

Ms. Houghton said that she was pleased to report that our 3012-d compliant APPR plan has been approved by the NYSED. This means that our increase in state aid for 2016-17 will be realized and our 2015-16 increase can be retained by the school district. She praised the PEC for their hard work and collaboration on this lengthy project. She also thanked the Board for their approval of the district's Independent Evaluator Hardship Waiver Application. If approved, it will allow each principal to serve as independent evaluator of the other principals' assigned teachers.

7.3 Focus District Progress

Ms. Houghton discussed the continued work on behalf of our administrators, school improvement team, faculty and staff to improve our district leadership and capacity, our school building leader practices and decisions, curriculum development and support, teacher practices and decisions, student social and emotional developmental health, and family and community engagement. She also said thank you to the Board for their hard work on the completion of the district's new mission, vision, core beliefs and values, as well as the 2016-17 strategic goals.

7.4 Capital Project Status

Ms. Houghton reported that all contractors currently involved in our capital project are hard at work on our new cafeteria. The footers for the cafeteria foundation have been dug, the old cafeteria wall is being demoed and we are almost ready to pour the concrete for the foundation footers that will support the steel beams for our new cafeteria. Unfortunately, while digging for the footers, they uncovered some old, crumbling water main piping, which caused a drop in water pressure midday yesterday and a complete loss of pressure at end of day. The main was repaired by 8:00 p.m. last night and water was running last night and early this morning. Unfortunately, once our staff and students arrived, their usage of sinks and toilets created a drop in the water running through the pipes. This apparently resulted in air and sediment lodging in the main, thereby stopping the flow of water. This has been addressed and we are pleased to report that we have full water pressure at school tonight. She asked Bill Lachut, Facilities Director to assist her in describing the water main situation and its resolution, then thanked Mr. Lachut, Sam Sanzone, Clerk of the Works; as well as our administrators, faculty and staff for their assistance with this endeavor.
a little bit of a snag.

8. Board Discussion

Mrs. Wroblicki wanted to thank those people that ran the Turkey Trot, volunteered or participated and everyone that volunteered with the Craft Fair..


Mr. King said PTSO had a tough time with no cafeteria. The Craft Fair Committee Chair left the district over in the summer. It was a challenge. Everyone pulled together and filled all the slots. He did not have the actual figures but believes the PTSO made between \$15,000 and \$20,000.

Mrs. Wroblicki thanked Mrs. Goodfriend and the NYMTA for addressing their concerns in a very respectful way. She also suggested that we think about having two meetings January through April for both the working on the budget and the superintendent search.



Mr. Mettelman presented the following PowerPoint:

Superintendent Search Process

New York Mills Union Free School District





Howard D. Metelhan
 District Superintendent
 Jeneida Herliem-Medison BOCES
 December 6, 2016

Search Methodology

- Board Conducts the Search
- Consultant Conducts the Search
- District Superintendent Conducts the Search



Superintendent Search Communication Plan

- Develop Brochure & Application with Salary Range
- Develop Advertising & Media Campaign
- Develop Community Involvement Plan




Candidate Review Process

- Applications to District Superintendent
- Initial Screening of Application Material by District Superintendent
- Round I Interviews with BOE – Executive Session
- Round II Interviews with BOE – Executive Session

Finalist(s) Review Process

- Committee Interviews for Input
- Public Forum for Input
- Board Interview and Follow-up Discussion






Candidate Selection and Contract Development Process

- Board Makes Selection of Final Candidate
- Contract Development with Attorney
- Board Appointment and Public Announcement




Mentoring Plan

- Meetings with new Superintendent
- Assignment of Mentor Superintendents from Cabinet
- Mentor Meetings with District Superintendent to Design Professional Development Plan

Required Board Action Items

- Approval of Search Consultant
- Approval of Salary Range
- Approval of Brochure and Application
- Approval of Vacancy Announcement
- Approval of Advertising/Media Campaign
- Approval of Community Involvement Plan




Questions?




Mr. King made the motion to approve the following resolution appointment Mr. Mettelman as a search consultant seconded by Mrs. Welch:

Resolved, that the New York Mills Union Free School District Board of Education appoint Howard D. Mettelman of Oneida-Herkimer-Madison BOCES as search consultant to oversee the process of selection of a superintendent of Schools for the New York Mills Union Free School.

Mrs. Wroblicki left the meeting at 8:04 p.m. and returned at 8:08 p.m. She asked to be included in this vote.

Yes 7 No 0
Motion carried.

9. Visitors Comments

Ms. Davis spoke to the Board of Education about having a K-12 Technology Committee meeting.

10. Executive Session – to discuss a status of negotiations with CSEA

Mr. King made the motion to go into Executive Session at 8:04 p.m. seconded by Mrs. Welch to discuss status of negotiations with CSEA after taking a 5-minute break.

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 9:07 p.m.

11. Adjournment

Mr. King made the motion to adjourn at 9:08 a.m. seconded by Mr. Fiore.

Yes 7 No 0
Meeting adjourned.

NYM Board of Education Minutes
December 6, 2016
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Respectfully submitted,

Kathy Houghton
Clerk Pro-tem



TRANSFER OF FUNDS RESOLUTION

The New York Mills Board of Education authorizes the School District Treasurer to transfer the following budget transfers in excess of \$5,000:

FROM	TO	
A1310.490 BOCES (Business Administration)	A1430.490 BOCES(Personnel)	\$ 6,322.00
A2010.490 BOCES(Curriculum)	A2340.490 BOCES(Alt. Ed)	\$30,167.00
A2110.490 BOCES(Regular Ed)	A2250.490 BOCES(Special Ed)	\$19,950.00
A1680.490 BOCES(Central Data Admin)	A2250.490 BOCES(Special Ed)	\$19,000.00

This resolution shall take effect immediately.



RESOLUTION APPROVING APPRAISAL SERVICES

WHEREAS, BURRSTONE ENERGY CENTER, LLC has commenced tax certiorari proceedings challenging the tax assessment on a co-generation facility located on Champlin Avenue in the Town of New Hartford, County of Oneida for tax rolls 2015 and 2016; and

WHEREAS, these proceedings present a substantial challenge to the tax base in the Town of New Hartford and an adverse decision would have a significant financial impact upon the New York Mills Union Free School District; and

WHEREAS, the School District has intervened in the proceedings for both outstanding proceedings (Supreme Court; Oneida County; Index Nos. 2015-1629 and 2016-1382); and

WHEREAS, New York Mills Union Free School District Policy #4700 provides for the sharing of legal defenses costs incurred by the Town on a 50% - 50% basis; and

WHEREAS, the Board of Education of the New York Mills Union Free School District is agreeable to sharing an equal 50% share of the legal costs and expenses in defending the above-referenced proceedings, including, but not limited to, the appraisal fees necessary to the defense of such proceedings; and

WHEREAS, a proposal from a Real Estate Appraisers has been obtained from Emminger, Newton, Pigeon, Magyar, Inc, (John Zukowski, MAI, SRA, IAO, MRICS) to produce a Preliminary Summary Appraisal Report for the amount of \$15,000, and to provide consulting on the matter for \$200/hr.

NOW, THEREFORE, BE IT RESOLVED as follows:

1. The Board of Education of the New York Mills Union Free School District hereby agrees to retain Appraiser Emminger, Newton, Pigeon & Magyar, Inc. (John Zukowski, MAI, SRA, IAO, MRICS) and to share 50% of the cost of said Appraiser's fees associated with the defense of these Article 7 tax certiorari proceedings up to \$_____.

2. In the event that the Appraiser's fee will exceed the established fee limit of \$_____, School District Counsel will come back to seek approval of additional funds by the Board of Education and will explain the facts and circumstances justifying such additional authorization.

3. This Resolution shall take effect immediately.

The question of adoption for the foregoing Resolution was duly put to a vote, which resulted as follows:

AYES: _____ **NAYS:** _____

The Resolution was thereupon declared adopted.

Dated: _____, 201__

School District Clerk
New York Mills Union Free School District

**NEW YORK MILLS SCHOOL DISTRICT
2016-17**

NON-RESIDENT/NON-TUITION STUDENTS

NAME	GRADE	PARENT
Pardi, Angelus	K	Marc Pardi

Language in both contracts allows the privilege for employees' children to attend our school district tuition free when they are non-residents.

(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 _____	Cost of Service _____	_____
Cafeteria		
Helper _____	Cost of Service _____	_____
Stage Crew _____	Cost of Service _____	_____
Equip. Op _____	Cost of Service _____	_____
Rental Fee _____	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 B/403 CA BN 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 military

training I, on behalf of B/403 CA BN 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.

Dan Crowell
Printed Name

[Signature]
Signature

Date: 12 / 16 / 16
Month/Day/Year



Resolution to Transition to an Eight-man Football Team

Resolved, that the New York Mills Union Free School District Board of Education approves the transition from an eleven-man football program to an eight-man football program; should this option be available through Section 3 for the 2017-18 school year.

Ayes: _____ Nays: _____ Abstains: _____ (etc)



Resolution to Transition to an Eight-man Football Team

Resolved, that the New York Mills Union Free School District Board of Education approves the transition from an eleven-man football program to an eight-man football program; should this option be available through Section 3 for the 2017-18 school year.

Ayes: _____

Nays: _____

Abstains: _____ (etc)



Information & Instructional Technology

District Technology Committee

Date: 12/21/16

Operations

- SMART Boards
 - 18 Boards on-hand, 31 additional boards to be ordered via Smart Bond (preliminary approval received, unable to order until final review by state Smart Bond Committee)
 - Installation of some boards may occur during Christmas and/or winter breaks
- Network
 - Network cabling runs 95% complete
 - New data room cabinets installed, cable terminations and testing to begin soon
- Server room upgrades not yet under way
 - Cutovers will require breaks/downtime, as we are in the middle of the school year
- Security Cameras
 - Majority of hardware/cameras are in – contractors will begin install soon
 - System will not be operational until network is completed
- Access Control
 - Dependent on completed network and installation of new entry doors / hardware
- Phone System (IP phones)
 - Dependent on completed network, will require cutover during a break and appropriate training for key staff

IT

- Supplement Capital Project improvements (projection, network improvements, etc.)
- Maintain refresh cycle for devices and equipment (computer/device replacements)
- Begin piloting wireless projection options
- Upgrades to virtual server environment and data storage
- Specific needs/requests from committee?

Instructional Technology Plan Progress

- Infrastructure – Capital Project, Smart Bond
- Refresh Cycle / SMART classroom maintenance
- Device Gap – Chromebooks, iPad minis, PCs

Google

- Setup of domain complete
- FAQ and Procedures – feedback?
- Acceptable Use Policy (AUP) sign-off process
 - Updated AUP sign-offs required from all parents
 - Cover letter with link to G Suite FAQs and Information on district website, AUP, and sign off will be provided to elementary teachers and social studies teachers for distribution
 - Signed forms to be returned to main office and filed

- Core group of early adopters (Virginia Davis, Danielle Robertson, Jen Sroka)
- PD
 - OHM BOCES near term – ½ day sessions
 - Determine / budget PD plan for 2017-18 (NYM teachers?)
- Initial Implementation (16-17)
 - Devices in-school only (no take-home)
 - Chromebook carts
 - Cart 1 – V. Davis - complete
 - Cart 2 – Elementary (2nd floor) – expected soon
 - Cart 3 – Shared/TBD - expected in several weeks
 - Student email (Gr. 12 only)
- Initial login - Active Directory (computer login) password synchronization with Google requires that users (students/teachers) first change password on a PC (cart or lab)

- Topics
 - Google - Basic, Classroom, working w/ students, email etiquette, etc.
 - PD requests from committee
- In-person training from OHM
- Scheduling

- Round table
- Suggested topics for upcoming meetings

- February



G Suite for Education FAQ

GENERAL QUESTIONS

In short, what is G Suite for Education?

G Suite for Education (formerly Google Apps for Education / GAFE) is a free cloud-based service that allows students and teachers to communicate, collaborate, and store information in a secure cloud environment.

Do other schools use G Suite for Education?

G Suite for Education is used by millions of students across the world at K-12 schools, colleges, and universities. 66 of the Top 100 colleges in the nation are utilizing G Suite for Education (according to US News & World Report), as are many school districts in our area.

How much does G Suite for Education cost?

G Suite for Education is completely free for schools and their students.

How is a NYM UFSD G Suite for Education account different from a personal Google account?

Only Google apps and services that are applicable to an educational setting are available in our NYM UFSD G Suite for Education domain. Additionally, logging in to the NYM UFSD G Suite for Education domain is done through a separate login page other than the login page utilized for personal accounts.

How does G Suite for Education help students collaborate?

G Suite for Education facilitates collaboration in several ways. One key feature is the ability for multiple students to compose and edit a single document at the same time, without having to physically be in the same place. This level of collaboration is not possible with traditional document creation tools, even when in the same classroom.

Can I email my child at his or her NYM UFSD G Suite for Education account email address?

No. NYM UFSD G Suite for Education student email addresses are only able to send and receive email to and from other NYM UFSD G Suite for Education email addresses or other approved educational services. Any changes to this policy will be communicated to parents in advance.

Can my child send email to family members or friends who do not have a NYM UFSD G Suite for Education email address?

No. NYM UFSD G Suite for Education student email addresses are only able to send



and receive email to and from other NYM UFSD G Suite for Education email addresses or other approved educational services. Any changes to this policy will be communicated to parents in advance.

My child is having problems with his or her Google account after school hours, whom can they contact?

NYM UFSD is not able to offer after-hours support for G Suite for Education accounts. Student should report any problems to a teacher upon returning to school.

Are there consequences if my child misuses his or her G Suite for Education account?

Your child's use of G Suite for Education is governed by the Acceptable Use Policy, Internet Use Policy, and Code of Conduct.

ACCESS

Will my child be able to access their G Suite for Education account outside of school?

Yes, from any Internet-connected Windows or Mac computer, Chromebook, iPad or Android tablet, or any other with a supported web browser and access to the Internet.

What if my child already has a personal Gmail account? Can he or she use this account instead of the NYM UFSD G Suite for Education account?

No. Students must utilize their assigned NYM UFSD G Suite for Education accounts to take advantage of our G Suite for Education domain.

Can parents receive a free NYM UFSD G Suite for Education account and email address?

No, NYM UFSD is not able to offer G Suite for Education accounts to parents. You may create a free personal Google account by visiting <https://accounts.google.com/SignUp>.

Will my child be able to access their NYM UFSD G Suite for Education Google account from a smartphone?

If they choose to do so, students may access their NYM UFSD G Suite for Education accounts from their smartphones. Please note that this will constitute data usage on their smartphone plan; connecting to Wi-Fi when available will avoid excess data usage. NYM UFSD is not liable for data charges or fees resulting from G Suite for Education use on personal smartphones or other devices.

Does my child need a specific device to access G Suite for Education?

No. G Suite for Education works on any Internet-enabled device with a compatible web browser, including Windows PCs, Macs, Chromebooks, iPads, Android tablets, and smartphones.



I do not have Internet at home. What resources are available to my child?
The NYM UFSD G Suite for Education domain can only be accessed using an Internet connection. Wireless Internet access is provided at NYM UFSD. Access after school may be available in media centers during scheduled hours. Public libraries also offer free Internet access in their buildings and may be helpful for weekend or evening access.

SECURITY

Will students see advertisements when they use G Suite for Education?
No - as long as students are logged into their NYM UFSD G Suite for Education account, they will not see advertisements.

Will email filtering (inappropriate words, etc.) work when my child is sending and receiving emails from home?

Yes. All email is filtered regardless of where the student accesses the account. All email coming to and leaving from the NYM UFSD G Suite for Education domain is filtered to ensure the appropriateness of all text and material.

Does Google own the content created in G Suite for Education?

No. In the NYM UFSD G Suite for Education domain, the District maintains ownership of all content produced and stored in G Suite for Education.

Does Google share the information in G Suite for Education?

No. Google does not share any data or user information in G Suite for Education with any other party. Google complies with FERPA (Federal Education Regulation and Privacy Act) regulations.

Is there a risk that the email my child receives at home on their NYM UFSD G Suite for Education email account could contain a virus that could infect our home computer?

Student email from our G Suite for Education domain is filtered and comes only from other NYM UFSD G Suite for Education accounts and approved educational domains, reducing this risk of messages with viruses or malware. Email filters are not infallible - there is risk inherent with any email system, that viruses and other malware could infect a computer. It is best practice to ensure that you have a reputable free or paid antivirus/antimalware program on your PC, such as Microsoft's Security Essentials (<http://windows.microsoft.com/en-us/windows/security-essentials-download>). NYM UFSD is not liable any damages resulting from messages received in G Suite for Education.



G Suite Procedures (More information)

Introduction

As part of continual efforts to provide students with greater opportunities to learn, engage, communicate, and develop skills, the New York Mills Union Free School District (NYM UFSD) provides students with G Suite for Education accounts. G Suite for Education is a collection of free programs including email, document creation tools, and collaboration tools that are accessed through a web browser. Commonly referred to as working "in the cloud," G Suite for Education provides access to documents and projects from any Internet connected computer or other compatible device, enabling faculty and students to access their school documents and projects both in and out of school.

G Suite for Education services are available through an agreement between Google and NYM UFSD. G Suite for Education runs on an internet domain purchased and managed by NYM UFSD and is intended for educational use. Accounts and settings are managed by NYM UFSD and all advertising is disabled. 12th grade students are issued an @*newyorkmills.org* email address which also serves as their login for G Suite for Education.

Student email can only be used within the District between students and teachers. School faculty and staff will monitor student use of G Suite for Education when students are at school. Parents are responsible for monitoring their student's use of G Suite for Education when accessing the program at home. Students are responsible for their own behavior at all times.

What is G Suite for Education?

G Suite for Education is a specialized implementation of G Suite, tailored specifically for educational institutions. Provided by Google at no cost to schools, the web based suite of programs includes some key differences for education, such as the removal of any and all advertising content.

The G Suite for Education agreement with NYM UFSD provides access to Google Applications and online storage. NYM UFSD maintains the ability to manage users, groups, and settings directly. This means that NYM UFSD can grant and revoke user access and control other settings to ensure a safe and secure collaboration environment for students and teachers.

All of the Google Apps services can be accessed from any compatible device with an internet connection (computers, Chromebooks, smartphones, tablets, etc.). This reduces and replaces the need for flash drives and/or external data drives to transport



Information & Instructional Technology

documents and other files. G Suite for Education is Internet-based, ensuring that faculty and students can log on anytime, anywhere. In addition, G Suite for Education allows faculty and students to easily share documents and files, enabling students to turn in assignments electronically and collaborate on projects with their classmates.

G Suite for Education includes the following programs:

Google Calendar

An individual calendar providing the ability to organize schedules, daily activities, and assignments.

Google Drive

Google Drive provides cloud storage space for most file formats. Google Drive can be accessed and/or shared from any computer or other compatible device with an Internet connection.

Google Docs

Word processing program similar to Microsoft Word.

Google Sheets

Spreadsheet program similar to Microsoft Excel.

Google Slides

Multimedia presentation program similar to Microsoft PowerPoint.

Google Forms

Survey/data collection tool for creating forms and collecting data.

Google Drawings

Simple graphic design program.

Using these tools, students can collaboratively create, edit and share files and websites for school related projects and communicate via email with other students and teachers. These services are entirely online and available 24/7 from any internet-connected computer. Examples of student use include showcasing class projects, building an



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electronic portfolio of school learning experiences, and working in small groups on presentations to share with others.

Acceptable Use

The NYM UFSD G Suite for Education domain is intended for educational use. Use of G Suite for Education is governed by the NYM UFSD Acceptable Use Policy, the NYM UFSD Internet Safety Policy, and the NYM UFSD Student Code of Conduct.

Privacy

NYM UFSD faculty and administration has access to student email and documents for monitoring purposes. Students have no expectation of privacy on the NYM UFSD G Suite for Education domain.

Limited personal use

Students may use G Suite for Education for personal projects, such as word processing. Examples of inappropriate personal use include (but are not limited to):

- Unlawful activities
- Commercial purposes
- Use for personal financial gain
- Inappropriate sexual or other offensive content
- Threatening or bullying others
- Misrepresentation of the NYM UFSD, faculty, staff or students (G Suite for Education resources including but not limited to Apps, sites, email, and groups are not public forums - they are extensions of classroom spaces where student free speech rights may be limited)

Safety

- Students should not post personal contact information about themselves or other people, including addresses and phone numbers
- Students should tell their teacher or other school employee about any message they receive that is inappropriate or makes them feel uncomfortable
- Students are responsible for the use of their individual accounts and should take all reasonable precautions to prevent others from being able to use their account
- Under no conditions should a user provide his or her password to another person



Access Restriction

Access to G Suite for Education is a privilege accorded at the discretion of NYM UFSD. NYM UFSD maintains the right to immediately withdraw the access and use of G Suite for Education in accordance with the NYM UFSD Acceptable Use Policy and/or other pertinent NYM UFSD policies.

Student G Suite for Education Account Set-up

Grade 12 high school students will be assigned an *@newyorkmills.org* email account. This account will be considered the student's official NYM UFSD email address until such time as the student is no longer enrolled at NYM UFSD.

Student Gmail Permissions

NYM UFSD student Gmail accounts cannot receive email from outside of the *newyorkmills.org* domain, and will not be able to send email to anyone outside of the NYM UFSD domain. Therefore, students should not use their NYM UFSD email for registering accounts for third-party sites or services that require email verification, unless specifically pre-approved by the NYM UFSD Information Technology Department or under the direction of NYM UFSD faculty.

Uses for Student Gmail

Email is a powerful communication tool for students that can serve to increase communication and collaboration. Students are encouraged to check their email at least once per day. Teachers may send email to middle and high school students to communicate reminders, course content, pose questions related to class work, or to relay other instructional information. Students may send email to their teachers with questions or comments regarding their courses. Students may also send email to other students with whom they are collaborating on group projects or other assignments, as instructed.

Student Email to Faculty

Students are encouraged to email faculty concerning school-related content and questions. However, there is no requirement or expectation that faculty will answer student email outside of their regular work day, although they will have the ability if they so choose.

General Email and Overall Google Domain Guidelines

Below is a general summary of guidelines related to email:



- Email is to be used for school-related communication only
- Do not send harassing or offensive email or content
- Do not send unsolicited "spam" email or content
- Do not send email containing viruses or other malicious content
- Do not send or read email at inappropriate times, such as during class instruction
- Do not send email to share test answers or promote cheating in any way
- Do not use the account of another person for any reason

Content Filtering and Monitoring

Email sent within the NYM UFSD domain may be monitored and/or filtered based upon content. Rules and filters are set up to monitor student email for profanity, harassment, and other inappropriate content. Student email that is identified as inappropriate will be reviewed by the school administration.

Additional information regarding content filtering and monitoring is detailed in the NYM UFSD Acceptable Use Policy.

Applicable Laws and Policies

These are the laws and policies that help to protect our students online:

G Suite for Education (Online) Agreement

Full text available
at http://www.google.com/apps/intl/en/terms/education_terms.html

Child Internet Protection Act (CIPA)

The school is required by CIPA to have technology measures and policies in place that protect students from harmful materials including those that are obscene and pornographic. This means that student email is filtered. Mail containing harmful content from inappropriate sites will be blocked.

CIPA Guide available at: <http://www.fcc.gov/guides/childrens-internet-protection-act>

Children's Online Privacy Protection Act (COPPA)

COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, Google advertising is turned off for Apps



Information & Instructional Technology

for Education users. No personal student information is collected for commercial purposes. This policy allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.

COPPA FAQ available at: <http://www.ftc.gov/tips-advice/business-center/guidance/complying-coppa-frequently-asked-questions>

Family Educational Rights and Privacy Act (FERPA)

FERPA protects the privacy of student education records and gives parents rights to review student records. Under FERPA, schools may disclose directory information (name, phone, address, grade level, etc...) but parents may request that the school not disclose this information. The school will not publish confidential educational records (grades, student ID #, etc...) for public viewing on the Internet.

- The school may publish student work and photos for public viewing but will not publish student last names or other personally identifiable information.
- Parents may request that photos, names and general directory information about their children not be published.
- Parents have the right to investigate the contents of their child's email and Apps for Education files at any time.

FERPA information available
at: <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

ACCEPTABLE USE POLICY

I. Statement of Policy

- A. The New York Mills Union Free School District recognizes that access to information technology in school gives students greater opportunities to learn, engage, communicate, and develop skills, and encourages the use of such technology to assist students and staff with achieving academic success, college and career readiness, and lifelong learning. To that end, the New York Mills Union Free School District provides access to information technologies for student and staff use.
- B. At the New York Mills Union Free School District, information technology is used to increase communication, enhance student engagement, and assist students and staff in acquiring new skills. The devices, digital resources, and network infrastructure provided are also utilized to provide relevant school information to a global community.

II. Purpose

In general, “acceptable use” means respecting the rights of other information technology users, the integrity of provided resources and equipment, and all pertinent license and contractual agreements. This Acceptable Use Policy (AUP) outlines the guidelines and behaviors that users are expected to follow when using New York Mills Union Free School District information technology resources.

III. Definitions

- A. The term “device,” as used in this policy, refers to district owned/leased, staff owned, and student owned computing devices, including but not limited to computers, tablets, other Internet-enabled devices, cellular phones, or any similar electronic device that can access either the New York Mills Union Free School District network or an independent Internet connection.
- B. The term “information technology resources,” as used in this policy, is defined as, but not limited to, wired and wireless computer networks, Internet and on-line communication services, email and other digital resources, other related hardware, software, servers, services and network infrastructure.
- C. The term “users,” as used in this policy, is defined as New York Mills Union Free School District students, staff, or any other individuals who have been granted access to New York Mills Union Free School District information technology resources.

IV. Scope of Technology Policies

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ACCEPTABLE USE POLICY

- A. Policies, guidelines and rules refer to all information technology resources and devices owned by, leased by, in the possession of, or being used by students or staff that are operated on the grounds of any district facility, or are connected to any other district information technology resource or device by any means.
- B. The policies outlined in this document are intended to cover *all* available technologies, not just those specifically listed. When other New York Mills Union Free School District policies are more restrictive than this policy, the more restrictive policy takes precedence.

V. Explanation of Guidelines

- A. Because information technology is constantly changing, not all circumstances can be anticipated or addressed in this policy. All users are expected to understand and comply with this policy and use good judgment in their use of the resources provided.
- B. Users shall also adhere to the laws, policies and rules governing computers including, but not limited to, copyright laws, rights of software publishers, license agreements, and rights of privacy created by federal and state law.
- C. Information technology resources and Internet access are provided to support the educational mission of the school. They are to be used primarily for school-related purposes. Incidental personal use must not interfere with employee's job performance or student's instruction, must not violate any of the rules contained in this policy, and must not damage the school's information technology resources.

VI. No Expectation of Privacy

Any and all computerized files or data created or stored on any District information technology resources or devices are the property of the New York Mills Union Free School District. At any time and without prior notice, the New York Mills Union Free School District reserves the right to monitor, inspect, copy, review, and store any and all usage of information technology resources and/or devices, as well as any information sent or received in connection with said usage. Users do not have any expectation of privacy regarding usage of servers or other services provided by the New York Mills Union Free School District. Any information disclosed or held on District information technology resources may also be accessed pursuant to FOIL.

VII. Guidelines

A. Netiquette

The New York Mills Union Free School District recognizes that use of information technology resources must be consistent with the purpose, goal, and mission of the

ACCEPTABLE USE POLICY

district. It is imperative that staff, students, and guests conduct themselves in a responsible, decent, ethical, and polite manner while using information technology resources. Users should always use the Internet, network, and online sites and resources in a courteous and respectful manner.

Employees are expected to communicate in a professional manner consistent with applicable District policies and regulations governing the behavior of school staff.

B. Email

New York Mills Union Free School District may provide users with email accounts for the purpose of school-related communication. Users should not send personal information; should not attempt to open files or follow links from unknown or untrusted origin; should use appropriate language; and should only communicate with other people as allowed by the district policy or the teacher. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and/or archived.

C. Mobile Devices

The New York Mills Union Free School District may provide users with mobile computers or other devices to promote learning outside of the classroom. Users should abide by the same acceptable use policies when using school devices off of the school network as when on the school network. Use of school-issued mobile devices may be monitored both on and off of the New York Mills Union Free School District network.

Users are expected to treat loaned or assigned devices with extreme care and caution. Users should report any loss, damage, or malfunction to Information Technology Department staff immediately. Users or parents/guardians may be financially accountable for any damage resulting from negligence or misuse.

D. Personally Owned Devices

Students shall keep personally owned devices (including laptops, tablets, smart phones, and cell phones) turned off and put away during school hours—unless in the event of an emergency or under the supervision of a teacher or staff for educational purposes.

Personally-owned devices shall only be connected to specific wireless networks as determined by the Information Technology Department. Only hardware approved by the Information Technology Department is to be connected to all other wired and

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wireless networks. Direct physical connection to the district network or unauthorized connection to other wireless networks is expressly prohibited.

E. Security

Prudent use of the New York Mills Union Free School District's finite and shared information technology resources is expected. Users may not intentionally write, produce, generate, copy, propagate, or attempt to introduce any computer code, program, or computer file designed to self-replicate, damage or otherwise hinder the performance of any computer's memory, file system, or software.

Users are expected to take reasonable safeguards against the transmission of security threats over the New York Mills Union Free School District network. This includes not opening or distributing infected files or programs and not opening email attachments, files or programs of unknown or untrusted origin.

If users believe a computer or mobile device might be infected with a virus, spyware, or malware, they must alert the Information Technology Department. Users shall not attempt to address the issue themselves or attempt to download any programs to resolve the problem.

F. Downloads

Users should not download or attempt to download or run executable (e.g., .exe, .bat, or .app) programs over the school network or onto school resources without express permission from the Information Technology Department. All software must be approved and installed by the Information Technology Department.

G. Fair Sharing of Resources

The New York Mills Union Free School District expects to maintain an acceptable level of performance and must assure that frivolous, excessive, or inappropriate use of resources does not degrade performance for other users or result in excessive costs. The information technology resources are shared and are limited, requiring that resources be utilized with consideration for others who also use them. Use of any automated processes to gain technical advantage over others is expressly forbidden.

The New York Mills Union Free School District may set limits on an individual's use of a resource through quotas, time limits, and other mechanisms.

H. Personal Safety

Students should never share personal information, including phone number, address, social security number, birthday, or financial information over the Internet without

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adult permission. Users should recognize that communicating over the Internet brings associated risks, and should carefully safeguard the personal information of themselves and others.

I. Instruction

In order to match electronic resources as closely as possible to the approved District curriculum, District personnel will review and evaluate resources in order to offer “home pages” and menus of materials which comply with Board guidelines governing the selection of instructional materials. In this manner, staff will provide developmentally appropriate guides to students as they make use of telecommunications and electronic information resources to conduct research related to the District curriculum. As much as possible, access to the District’s computerized information resources will be designed in ways which point students to those which have been reviewed and evaluated prior to use. While students may be able to move beyond those resources to others which have not been evaluated by staff, students shall be provided with guidelines and lists of resources particularly suited to the learning objectives.

VIII. Examples of Acceptable Use

- Using school technologies for school-related activities.
- Following the same guidelines for respectful, responsible behavior online that is expected offline.
- Treating school resources carefully, and alerting staff if there is any problem with their operation.
- Encouraging positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alerting a teacher or other staff member if threatening, inappropriate, or harmful content (images, messages, posts) are seen online.
- Using school technologies at appropriate times, in approved places, for educational pursuits.
- Citing sources when using online sites and resources for research.
- Recognizing that use of school technologies is a privilege and treating it as such.
- Being cautious to protect the safety of yourself and others.
- Helping to protect the security of school resources.

This is not intended to be an exhaustive list. Users should use their own good judgment when using New York Mills Union Free School information technology resources.

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IX. Examples of Unacceptable Use

- Using school technologies in a way that could be personally or physically harmful.
- Posting personally-identifying information, about yourself or others.
- Using language online that would be unacceptable in the classroom.
- Uses that contribute to the violation of any other student conduct code including but not limited to cheating, plagiarism, hazing or harassment, theft, falsification of records, possession of banned substances/items, etc.
- Using school technologies for illegal activities or to pursue information on such activities.
- Engaging in cyberbullying, harassment, or disrespectful conduct toward others.
- Intentional viewing, downloading or distribution of inappropriate, obscene, vulgar and/or indecent or offensive materials.
- Copying or “ripping” a CD you personally own, and storing the files on New York Mills Union Free School District information technology resources or devices.
- Storing personal photos, music, movies or unauthorized software on New York Mills Union Free School District information technology resources or devices.
- Intentionally wasting limited network or bandwidth resources.
- Using school technologies to send unauthorized and unsolicited email messages (“spam” or chain mail).
- Employing the network or information technology resources for commercial use, individual profit or gain, business advertisement, or political lobbying purposes.
- Giving your username or password to any other user, or using the username or password of another user to access any information technology resource.
- Attempting to use another individual's account, or attempt to capture or guess other users' passwords.
- Trying to find ways to circumvent the school's safety measures and filtering tools.
- Attempting to hack or access sites, servers, or content that isn't intended for your use.
- Interfering with the normal functioning of devices, computer systems, or computer networks.
- Accessing, modifying, or deleting files/data that do not belong to you.
- Using tools that are normally used to assess security or to attack computer systems or networks (e.g., password 'crackers,' vulnerability scanners, network sniffers, etc.), or possessing and/or distributing any software tools designed to facilitate any of these actions.

This is not intended to be an exhaustive list. Users should use their own good judgment when using New York Mills Union Free School District information technology resources.

X. Limitation of Liability

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ACCEPTABLE USE POLICY

- A. The New York Mills Union Free School District makes no warranties of any kind, implied or expressed, that the services and functions provided through the New York Mills Union Free School District information technology resources will be error free or without defect. The New York Mills Union Free School District will not be responsible for damages that users may suffer, including but not limited to loss of data or interruption of service.
- B. The New York Mills Union Free School District, along with any persons or organizations associated with the New York Mills Union Free School District Information Technology Department, will not be liable for the actions of anyone connecting to the Internet through the New York Mills Union Free School District network. The New York Mills Union Free School District assumes no responsibility for any information or materials transferred or accessed from the Internet. The New York Mills Union Free School District will not be responsible, financially or otherwise, for unauthorized transactions conducted over the network. All users shall assume full liability, legal, financial or otherwise for their actions while connected to the network.
- C. New York Mills Union Free School District users are ultimately responsible for all activity under their individually assigned user accounts, including but not limited to liability or damages caused by users who misuse equipment and/or networks. Authorized New York Mills Union Free School District users may not enable unauthorized users to access the network by facilitating the use of an information technology resource, or the use of a personal computer or device that is connected to the New York Mills Union Free School District network.
- D. While New York Mills Union Free School District employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.
- E. New York Mills Union Free School District will not be responsible for damage or harm to persons, files, data, or hardware.
- F. Parents and guardians agree to accept financial responsibility for any expenses or damages incurred as a result their child's inappropriate or illegal activities on the New York Mills Union Free School District network. Parents and guardians agree to reimburse New York Mills Union Free School District for any expenses or damages incurred in the use of district owned information technology resources or devices.

XI. Violation of this Acceptable Use Policy

- A. Student violations of this policy may have disciplinary repercussions pursuant to the Code of Conduct including, but not limited to:

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- Suspension of network, technology, or computer privileges
 - Notification to parents
 - Detention or suspension from school and school-related activities
 - Legal action and/or prosecution
- B. Students who use information technology resources inappropriately may lose their access privileges and may face additional disciplinary and/or legal action.
- C. Staff members who engage in unacceptable use may lose access to New York Mills Union Free School District information technology resources and may be subject to further discipline under the law and in accordance with applicable collective bargaining agreements. Legal action may be initiated against a staff member who willfully, maliciously or unlawfully damages or destroys District data or property stored on the New York Mills Union Free School District information technology resources.

XII. User Access and Authorization

- A. Access to information technology resources and the Internet provided by the New York Mills Union Free School District is a privilege, not a right, and that access entails responsibility. Students, parents, and staff shall be required to read the New York Mills Union Free School District Acceptable Use Policy and sign and return the appropriate agreement form prior to being provided access to District information technology resources. All such agreements shall be kept on file in the District office.
- B. The New York Mills Union Free School District authorizes the Superintendent to develop and implement administrative regulations, procedures, terms and conditions for use and user agreements consistent with the purpose and mission of the New York Mills Union Free School District as well as with applicable laws and policy.
- C. Students who leave or graduate from New York Mills Union Free School District and staff who leave the employ of the district may not maintain user accounts for New York Mills Union Free School District information technology resources nor have access to District equipment.

New York Mills Union Free School District

Cross Ref: 5301, Internet Safety Policy
5305, Social Media and Electronic Device Policy
5302, Use of Security Video Cameras
5303, Information Security Breach Policy

Adopted: 10/01/96

Revised: 05/07/02, 02/05/13, 07/07/15

Reviewed: 01/06/15

Regulation

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5300.2

AGREEMENT FOR STUDENT USE OF DISTRICT INFORMATION TECHNOLOGY RESOURCES

In consideration for the privilege of using the New York Mills Union Free School District's information technology resources, I am confirming I have been provided with a copy, read, understand and will abide by the Acceptable Use Policy. I agree to adhere to any changes or additions later adopted by the District and any related policies and regulations.

I understand that failure to comply with these policies and regulations may result in the loss of my access to information technology resources of the New York Mills Union Free School District and may in addition result in the imposition of discipline under the Acceptable Use and Code of Conduct Policies. I further understand that the District reserves the right to pursue legal action against me if I willfully, maliciously or unlawfully damage or destroy property of the District. Further, the District may bring suite in civil court pursuant to General Obligations Law Section 3-112 against my parents or legal guardians if I will fully, maliciously or unlawfully damage or destroy District property.

Print or Type Student's Name: _____

Student Signature

Date

Parent/Guardian Signature

Date

New York Mills Union Free School District

Adopted: 10/01/96

Revised: 05/07/02, 02/05/13, 07/07/15

Reviewed: 01/06/15

Dear Parent/Guardian,

The New York Mills UFS is proud to announce that it is beginning to implement Google G Suite (formerly Google Apps for Education) and Google Chromebooks, as part of a continued effort to provide our students with more opportunities to creatively learn, engage, and communicate.

G Suite is a secure, free cloud-based platform used by numerous K-12 schools, colleges and universities throughout the world. It will enable our students and staff to communicate, create documents, and collaborate through the use of email (grades 9-12) and a host of other tools. Students and teachers will be able to use G Suite from any internet enabled device in and out of school, making "any time, any place" learning a reality.

As G Suite is considered an extension of the classroom, the New York Mills UFS' Acceptable Use Policy and Internet Use Policy applies to all G Suite accounts. Our security and filtering policies ensure that G Suite is a secure online learning environment for students and staff.

Attached you will find a copy of the District's updated Acceptable Use Policy (AUP) and Agreement for Student Use of District Information Technology Resources. Please review the AUP, sign/date the Agreement, and have your child return it to school - grades K-6 should return to their classroom teacher, grades 7-12 should return to their social studies teacher.

For more detailed information about G Suite, please visit www.newyorkmills.org/gsuiteinfo. A list of frequently asked questions (FAQs) can be found at www.newyorkmills.org/gsuitefaq.

If you require a hard-copy of this information, please contact the District office at 315-768-8127.

Thank you,

**Enrollment
NY Mills U.F.S.D.**

7.1

GRADE	MALE	FEMALE	TOTAL
Elementary			
K	29	25	54
1	10	20	30
2	19	18	37
3	16	19	35
4	20	22	42
5	25	20	45
6	23	16	39
Elementary Total:	142	140	282
High School			
7	24	22	46
8	26	23	49
9	25	27	52
10	16	23	39
11	15	13	28
12	18	23	41
High School Total:	124	131	255
NY Mills UFSD Total:	266	271	537
Outside Sp. Ed (K-6) Placements			14
Outside Sp. Ed (7-12) Placements			5
Alternative Ed. Placements			2
P-tech			3
New York Mills Total Enrollment			561

TEACHERLOAD 2016-2017 SCHOOL YEAR

<u>Teacher</u>	<u>Grade</u>	<u>Male</u>	<u>Female</u>	<u># of Students</u>	<u>Grade Total</u>
Bara	K	8	10	18	
Davis	K	10	7	18	
Kohn	K	10	8	18	54
Robertson	1	4	11	15	
Sacco	1	6	9	15	30
Goodfriend	2	8	10	18	
Zbytniewski	2	11	8	19	37
Massoud	3	8	10	18	
Steffen	3	8	9	17	35
Homer-Gunther	4	10	11	21	
Sroka	4	10	11	21	42
Grogan	5	12	11	23	
Kehrli	5	13	9	22	45
Babula	6	11	8	19	
Kuhn	6	12	8	20	39
Total Students:		141	140		282

Focus District DTSDE (Diagnostic Tool for School and District Effectiveness) Progress:

Tenet 2 Leadership- Vision/Mission/Core Beliefs- BOE written, input solicited, approved- next step is to get them visibly displayed on walls of school, on website, on letterhead, etc.

Tenet 3 Curriculum- BOCES Curriculum Specialist working with us- Amy Lamitie

- Curriculum
 - 75% done- curriculum maps done; units are 75% done, and assessment maps will be completed K-12 in ELA and Math. BOE first read June 2017. Electronic, scope and sequenced
 - Plan for other content areas- science and social studies and other encore areas- 2017-18 school year
 - Using backward design model for unit planning
- Differentiated PD
 - for ELA and Math K-6 and music, PE and library-initial awareness session completed.
 - Differentiated proposed plan exists with curriculum specialist
 - Differentiated Instruction- March 17-Superintendent's Day--student readiness (Becky), special education (Barb) -3 sessions and each teacher will go through each one

Tenet 4-Instructional Practices and Decisions meeting the instruction needs of all students

- Barbara Walls, SESIS Coordinator, is reviewing our special education program and reviewing our delivery model and IEPs with goals and modifications in order to make program recommendations to better serve the needs of our students. Preliminary findings:
 - Sufficient staffing exists at the elementary level
 - Interest in expanding services to be sure a continuum of services exists K-12
 - PD support will be provided to general education and special education teachers for specially designed instruction/ explicit learning
 - Barbara to arrange ½ day PD for elementary and secondary in January-explicit direct instruction and formative assessment general ed and special ed teachers-Barbara will then set up follow-up schedule to be in the classrooms to model, coach or provide feedback on implemented strategies (Feb. & March)- 4th-6th and 12:1:1 classrooms
 - Supports both QUIP and DTSDE action steps

Tenet 5-Social Emotional Health Development- Rtl Plan written and BOE approved. Next step is to make sure it is understood by new administrators with implementation strategies in place.

Tenet 6- Family Engagement- with principal changes, not much has been done in this area.

- Meeting with District Planning Team on 12/21/16 to solicit suggestions for improving this area

