



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

1. Meeting Call to Order

- 1.1 Pledge to the Flag
- 1.2 Acceptance of Agenda
- 1.3 Teacher/Leader Report – N/A

2. Communications

- 2.1 From the Floor
- 2.2 President's Messages – Invitation to attend 9-11 Silent March & Ceremony
 - 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 – N/A
 - c. BOCES Representative Report – N/A

3. Consent Agenda

- 3.1 Board of Education Minutes – August 16, 2016
- 3.2 Business Office Reports for Month ending - N/A
- 3.3 CSE Reports - N/A

4. Old Business

- 4.1 2nd Reading of Policy 7201, Student Medications; Regulation #7201.1 Student Medication Authorization Form; #7201.2, Parent/Guardian Authorization of Another Adult for Administration of Medication; #7201.3, Self-Medication Permission Form; Policy #7301, Child Abuse In An Educational Setting; Regulation #7301.1 Child Abuse In An Educational Setting; #7301.2, Notification of Teacher's Duty to Report child Abuse In An educational Setting And Immunity From Liability; #7301.3, Child Abuse In An Educational Setting Statement of Personal Delivery; #7301.4, Child Abuse In An Educational Setting Confidential Report Of Allegation; Policy #7400, Cell Phone/Electronic Device Policy; #7500, Educational Records; Regulation #7500.1 Education Records; 7500.3 Student Privacy – Record Of FERPA Request's; 7500.4, Request to Correct FERPA Records; #7500.5, Student Privacy FERPA Notice; Policy #7501, Parental Access To Instructional Materials, Third Party Surveys and Marketing Surveys; Regulation #7501.1, Student Privacy – PPRA Opt-Out Letter; Policy 7601,

Uniform Violent Incident Reporting; Regulation #7601.1 Violent And Disruptive Incident Report (VADIR) Form – Action

4.2 Dignity Act Coordinators – K-12 Executive Principal and K-12 Principal

5. New Business

5.1 Personnel Report – Action

5.2 1st reading of Policy #4402, Non-Bid Purchasing; Regulation #6001, Recruitment, Selection and Appointment of Personnel; Regulation #7003.3 Parent/Guardian Affidavit; #7003.4, Affidavit of Receiving Party or Person in Parent Relation

5.3 Building Request from PTSO for Holiday Craft Fair December 3-4, 2016 - Action

5.4 Resolution to Abolish Laundry

5.5 Parochial Requests – Action

5.6 Ice Hockey Agreements – Approval

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

6.1 Opening of School:
Procedures & Assemblies

6.2 Parent & Curriculum Nights

7. Superintendent's Report

7.1 Superintendent's Conference Day Agendas

7.2 District Comprehensive Improvement Plan

7.3 Capital Project

a. Update

b. Board Health & Safety Walk-through

8. Board Discussion

9. Visitors Comments

10. Executive Session - Meet with Attorney regarding NYMTA Contract Negotiations

11. Adjournment



**BOARD OF EDUCATION MEETING
TUESDAY, AUGUST 16, 2016
ELEMENTARY GYMNASIUM – 6:30 P.M.**

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

ALSO PRESENT: Ms. Kathy Houghton, Mr. Michael Spost, Mr. Steven Marcus, Mrs. Lisa Stamboly, Mr. Bill Lachut, Mrs. Paula Ann May, and 17 visitors and guests.

1. Meeting Call to Order

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

1.1 Pledge to the Flag

Mr. Ross led the Pledge of Allegiance.

1.2 Acceptance of Agenda

Mr. King made the motion to accept the Agenda seconded by Mr. Surprenant.

Yes 7 No 0
Motion carried.

1.3 Presentation

a. Smart Bond Initiative – Joe Reilly, Consultant for Hunt EAS

Mr. Reilly gave the following PowerPoint presentation on the Smart Bond Initiative.

NEW YORK MILLS UNION FREE SCHOOL DISTRICT SMART SCHOOLS INITIATIVE

BOARD OF EDUCATION RESOLUTION ADOPTED ON AUGUST 14, 2016

SMART BOND INITIATIVE

PASSED BY NEW YORK VOTERS IN NOVEMBER OF 2014
 AWARDED \$2 BILLION TO ALL PUBLIC SCHOOLS BASED ON ENROLLMENT AND STATE AID FORMULA
 NY MILLS' AWARD IS \$379,061

RULES FOR THESE USE OF THESE FUNDS

6 CATEGORIES

- School Networking
- Classroom Technology
- Community Connection
- Pre-K Classroom Improvements
- Elimination of Temporary/Trailer Classrooms
- School Security and Safety

STEP 1

- ADMINISTRATION CONSULTS WITH THE DISTRICT'S ARCHITECT TO ESTABLISH POSSIBLE PRIORITIES IN THE APPROVED CATEGORIES.
- CONSIDERATION TO
 - NY Mills Strategic Plan
 - NY Mills Technology Plan
 - Building Condition Survey
 - Capital Project

STEP 2

ESTABLISH A SMART BOND PLANNING COMMITTEE. MEMBERSHIP MUST INCLUDE:

- Students
- Staff
- Administrators
- Board of Education
- Parents
- Community

COMMITTEE RESPONSIBILITIES

COMMITTEE TO CONSIDER THE FEASIBILITY, PROPOSALS FROM THE DISTRICT AND FORMULATE A RECOMMENDATION TO THE BOARD OF EDUCATION.

Preliminary Proposals

- Completion of projector and Smart Board upgrades for all classrooms initiated in the Capital project.
- Reserve funds for the completion of Security Camera Project

Phase 1 Capital Outlay 2016
 Phase 2 New York State Schools Act
 Phase 3 Reserve Funds for a Contingency in the Smart Schools Investment Plan

Proposed Budget

•Classroom Technology	\$107,000
•High Tech Security	\$ 35,000
Preliminary total	\$142,000

What happened to the rest of the money ???

\$379,261
-\$142,000
\$237,261

Nothing

The remaining \$237,261 is still there. This committee must meet and only they can recommend to the Board of Education how those funds are spent.

Next Steps

1. Board of Education reviews and possibly approves preliminary plan, August 16
2. Smart Bond Investment Plan is published on the school district web site with an email address for public comments for a minimum of 30 days.
3. Smart Bond Investment Plan comments reviewed in a public hearing by the Board of Education, October 4
4. Board of Education possibly approves final plan for submission to NYSED.
5. Final NYSED review 90 to 120 days

Mr. Ross asked what would happen if the Investment Plan is not approved tonight. He was questioning the camera locations. He had some reservations. He asked if it didn't get approved tonight does it just move the schedule back.

Mr. Reilly said we are approving the plan not the implementation. We can reserve the month and not expend it.

Mr. King questioned if we had to renew licenses.

Mr. Cleveland we have licensing renewal for some of the software which is an annual fee.

After going around the table the Board was in agreement to approve the plan not the implementation.

- b. Municipal Financial Advisor Report - Karen Moon of Bernard P. Donegan Financial Advisor

Karen Moon presented a PowerPoint below explaining what services the Financial Advisor provides and then explained how they can assist with long range finances.



**MUNICIPAL FINANCIAL ADVISOR
 Services Provided**

Presented by: Karen Moon
 August 16, 2016



What is a Municipal Financial Advisor?

- Individual or firm that advises on issuance of tax-exempt debt
 - Structure
 - Timing
 - Dollar Amount
- Can be contracted to provide advice on other financial matters



Bernard P. Donegan, Inc. - 22 years

- Services BPD, Inc. provides- Capital Fund:
 - Building Capital Project Financial Planning (Pre- and Post-Vote)
 - State Building Aid Assistance
 - Issuance of Debt
 - Post-Issuance Compliance
 - Building Capital Project Debt Service Budgeting
- Additional Services- Other Funds:
 - Long Range Financial Analysis ("LRFA")



What is a LRFA?

- Projects future general fund revenues and expenditures and fund balance use.
- Helps assess expenditure commitments, revenue trends, financial risk and affordability of new services and capital improvements
- LRFA are not static documents
- Like budgets, track and update regularly



Key Elements of a LRFA

- Revenue Projections
 - State Aid
 - Taxes
 - Tax Cap
- Expenditure Projections
 - Salaries
 - Benefits
 - TRS/ERS, Health
 - Debt Service
 - Capital Improvement Plan
 - Building Condition Survey (BCS)



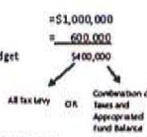
Key Elements of a LRFA

- Fund Balance
 - Restricted
 - Reserves
 - Available vs. Used
 - Legal Limits; Board Policy
 - Assigned
 - Encumbrances
 - Appropriated
 - Can be used in budget to offset taxes
 - Unassigned
 - Unappropriated
 - 4% of the ensuing fiscal year's budgeted expenditures

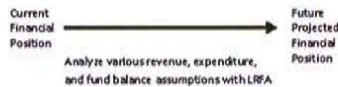


Budgeting in relation to LRFA

- Budgeting:
 - Expenditures = \$1,000,000
 - Revenues (excluding taxes) = 600,000
 - Amount needed to balance budget = 400,000
- LRFA:
 - Revenues - Expenditures = Surplus/(Deficit)
 - Surplus/(Deficit) → Total Fund balance
 - Project over several years



Moving Forward



Timeframe

- Collect data
 - 2016 Auditor's Report
 - 2016 SI-9 Report
 - Both not completed until after September 3, 2016
- Review with Administration
 - Data Sources
 - Assumptions
 - 2 or 3 Meetings
- Prepare draft Analysis
- Review with Administration
- Make any Revisions and prepare Final Analysis
- Final Analysis to board of Education
 - Target December 2016

2. Communications

2.1 From the Floor

Mrs. Marley, President of NYMTA said this is a new beginning and a fresh start in so many different ways. She read a statement and then gave each Board Member a letter.

Mr. Markowicz had questions about the project. He asked if the roof on Beekman was completed. He questioned the driveway where the circle is as you come down from Burrstone Road and turn around. Will the driveway now be two-way. Looking at the front of the building are the buses going to be able to stop at the front of school? How are you going to feed the children?

Ms. Houghton said the parent pick-up/drop-off circle is one-way but the driveway leading to the circle is two-way. There will be signage up when school starts to stop cars before re-entering Marauder Boulevard. We will be using the elementary gym as a cafeteria (as we did in the 80's and early 90's) with Elementary PE classes sharing the high school gym.

Mr. Markowicz also asked with all construction have you made an appointment with Hazmat so the dust does not harm our students?

Ms. Houghton said we do not need Hazmat as we have already retained our BOCES Safety Office to assist us with any Health & Safety Issues.

- 2.2 President's Messages
- 2.3 Dates with Karen will be forthcoming
 - a. Committee Report(s) – N/A
 - b. Board Calendar – N/A
 - c. BOCES Representative Report j

3. Consent Agenda

Mrs. Wroblecki made the motion to approve the Consent Agenda which includes the Board of Education Minutes from July 6 and 26th seconded by Mr. Fiore.

- 3.1 Board of Education Minutes
 - a. Minutes of Meeting held July 6, 2016
 - b. Minutes of Meeting held July 26, 2016
- 3.2 Business Office Reports for Month - N/A
- 3.3 CSE Reports - N/A

Yes 7 No 0
Motion carried.

4. Old Business

- 4.1 2nd reading of Policy #6300, Leaves of Absence for Serious Health Conditions or Family Care; #6301, Jury Duty; #6302, Accommodating Employees' Need to Express Breast

Milk; #6303, Leave for Cancer Screening; #6304, Military leave of Absence; #7401 Security Searches (Students)

Mr. Fiore made the motion to approve Policy #6300, Leaves of Absence for Serious Health Conditions or Family Care; #6301, Jury Duty; #6302, Accommodating Employees' Need to Express Breast Milk; #6303, Leave for Cancer Screening; #6304, Military leave of Absence; #7401 Security Searches (Students) seconded by Mr. King.

Yes 7 No 0
Motion carried.

4.2 Election of Board Vice President

Mr. Ross made the motion to nominate Mr. Fiore as Board Vice President and Mrs. Wroblicki seconded the motion. Mrs. Welch nominated Mr. King as Board Vice President seconded by Mr. Surprenant. There were no other nominations and a roll call vote followed:

Voting for Mr. Fiore
Mrs. Wroblicki
Mr. Ross
Mr. Fiore
Ms. Edwards

Voting for Mr. King
Mr. King
Mrs. Welch
Mr. Surprenant

By a Vote of 4 Votes for Mr. Fiore
and 3 Votes for Mr. King
Mr. Fiore was declared Board Vice President.

Oath was administered to Mr. Fiore during the Break later in the meeting.

5. New Business

5.1 Personnel a. Create New Positions – Action

Mr. King made the motion to approve the following resolution seconded by Mrs. Wroblicki:

RESOLVED, that the New York Mills Union Free School District Board of Education hereby creates one (1) full-time position in the tenure area of Elementary Education, effective September 1, 2016.

Yes 7 No 0
Motion carried.

b. Personnel Report – Action

Mrs. Welch made the motion to approve the motion to move all of Roman Numeral III and VI into Executive Session to discuss seconded by Mr. King.

Yes 7 No 0
 Motion Carried.

Mrs. Wroblicki made the motion to approve Roman Numeral I, II, IV, V, VII of the Personnel Report seconded by Mr. Fiore.

NAME	TENURE AREA/CIVIL SERVICE TITLE	ASSIGNMENT	CERTIFICATION	SALARY/RATE OF PAY*	EMPLOYEE REPLACING	EFFECTIVE DATE
I. Resignations						
1 Wilson, René		K-12 Principal				8/11/2016
2 Drickau, Andrea		Athletic Director				7/14/2016
3 Ciacela, Laura		Teaching Assistant				8/6/2016
4 Parrish, Ciara		Football Cheerleadin				7/19/2016
II. Administrative Appointment						
1 Marcus, Steve	Interim K-12 Principal	School Administrator/ Supervisor		\$400/day	Wilson, René	8/9/2016
IV. Coaching Appointments						
1 Allen, Joel		JV Girls Basketball Coach	C	\$4,006.00		2016-17 School Year
2 Spaziani, J'Nai		Football Cheerleading	C	\$1,504.50	Parrish, Ciara	2016-17 School Year
V. Leave of Absence						
1 Powers, Jessica	Teaching Assistant					October 11 - December 5, 2016
VII. Instructional Substitute Appointment						
1 Ferguson, Charles	Substitute Teacher	Social Studies		\$90/day		9/8/2016

Yes 7 No 0
 Motion Carried.

- 5.2 Approve the Director of Facilities I Agreement and authorize the President to sign the Agreement on behalf of the Board of Education – Action

Mr. Fiore made the motion to approve the Agreement for the Director of Facilities I seconded by Mr. Surprenant.

Yes 7 No 0
 Motion carried.

- 5.3 Approve the Superintendent's Secretary Agreement and authorize the President to sign the Agreement on behalf of the Board of Education – Action

Mr. Fiore made the motion to approve the Superintendent's Secretary Agreement seconded by Mr. Ross.

Yes 7 No 0
 Motion carried.

- 5.4 Resolution to Set Tax Levy – Action

Mr. King made the motion to approve the following resolutions seconded by Mrs. Welch:

BE IT RESOLVED that the New York Mills Board of Education authorizes the School Business Official to collect taxes in the amount of \$3,855,583.22 from the town of New Hartford and \$3,625,591.78 from the town of Whitestown totaling \$7,481,175.00

THEREFORE, the tax rate for the 2016-17 school year will be \$27.42 per one thousand dollar of assessed value for the Town of New Hartford and \$32.00 per one thousand dollar of assessed value for the Town of Whitestown.

Yes 7 No 0
Motion carried.

5.5 Resolution to accept \$20,000 Grant for District Comprehensive Improvement Plan Implementation (DCIP) - Action

Mr. Fiore made the motion to accept the following resolution seconded by Mrs. Wroblicki:

BE IT RESOLVED that the New York Mills School District accept a \$20,000 Grant from Senator Griffo's Office for District Comprehensive Improvement Plan Implementation (DCIP)

Yes 7 No 0
Motion carried.

5.6 Reserves – Discussion/Action

The Board discussed how much money to put into the reserves created by the voters in the last election.

Mr. Fiore made the motion to put \$300,000 in the Capital Reserve and the remaining amount in Transportation Reserve seconded by Mr. King.

Yes 7 No 0
Motion carried.

5.7 Contract for Cooperative Educational Services for the 2016-17 School Year from Oneida Herkimer Madison BOCES – Action

Mrs. Welch made the motion to approve the 2016-17 Contract with Oneida-Herkimer-Madison BOCES seconded by Mrs. Wroblicki.

Yes 7 No 0
Motion carried.

5.8 Accept Donation of Bowflex – Action

Mrs. Welch made the motion to accept the following resolution for the donation of a Bowflex seconded by Mrs. Wroblicki.

BE IT RESOLVED that the New York Mills School District Board of Education accept a donation of Bowflex at an estimated cost of \$1,500 from John Oles.

Yes 7 No 0
Motion carried.

- 5.9 1st Reading of Policy 7201, Student Medications; Regulation #7201.1 Student Medication Authorization Form; #7201.2, Parent/Guardian Authorization of Another Adult for Administration of Medication; #7201.3, Self-Medication Permission Form; Policy #7301, Child Abuse In An Educational Setting; Regulation #7301.1 Child Abuse In An Educational Setting; #7301.2, Notification of Teacher's Duty to Report child Abuse In An educational Setting And Immunity From Liability; #7301.3, Child Abuse In An Educational Setting Statement of Personal Delivery; #7301.4, Child Abuse In An Educational Setting Confidential Report Of Allegation; Policy #7400, Cell Phone/Electronic Device Policy; #7500, Educational Records; Regulation #7500.1 Education Records; 7500.3 Student Privacy – Record Of FERPA Request's; 7500.4, Request to Correct FERPA Records; #7500.5, Student Privacy FERPA Notice; Policy #7501, Parental Access To Instructional Materials, Third Party Surveys and Marketing Surveys; Regulation #7501.1, Student Privacy – PPRA Opt-Out Letter; Policy 7601, Uniform Violent Incident Reporting; Regulation #7601.1 Violent And Disruptive Incident Report (VADIR) Form

6. **Principal Reports – N/A**

7. **Superintendent's Report – N/A**

Ms. Houghton introduced the K-12 Interim Principal, Steven Marcus to the Board of Education.

8. **Board Discussion**

9. **Visitors Comments**

N/A

10. **Executive Session – Meet with Attorney regarding NYMTA Contract Negotiations and Labor Relation Specialist regarding individual agreements and a specific residency issue**

Mrs. Wroblecki made the motion to go into Executive Session to meet with Attorney regarding NYMTA Contract Negotiations and Labor Relation Specialist regarding individual agreements and a specific residency issue at 7:34 p.m. seconded by Mr. King.

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 10:20 p.m.

Mrs. Wroblecki made the motion to approve Roman Number III and VI of the 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
III. Instructional Appointment							
1 Spaziani, J'Nai	Social Studies	Grade 7 & 8 Social Studies	Social Studies 7-12	Step 4 B+30+27 Credit Hours + Masters = \$47,417.00	Ferguson, Charles	9/1/2016	9/1/2020
2 Babula, Melissa	Elementary	Grade 6	Students w/ Disabilities (Grades 1-6), Initial Certificate and Childhood Education (Grades 1-6), Initial Certificate	Step 4 B+30+9 Credit Hours + Masters = \$45,617.00	Sacco, Stephanie (transfer)/Pearsall, Sandy (retirement)	9/1/2016	9/1/2020
3 Bam, Mandv	Elementary	Kindergarten	Early Childhood Education (Birth - Grade 2), Pending and Childhood Education (Grades 1-6), Initial Certificate	Step 4 B+30+15 Credit Hours + Masters = \$46,217.00	New Position	9/1/2016	9/1/2020
VI. Non-Instructional Termination							
1 Borek, Steven	Building Maintenance Worker/Bus Driver	Maintenance Department (Afternoon Shift 3:00 p.m. - 11:00 p.m.)				8/16/2016	

RESOLVED that J'Nai Spaziani is hereby appointed on a probationary basis in the tenure area of Social Studies, with the understanding that the named individual does hold New York State certification appropriate to or required for that position; that the probationary appointment shall commence on September 1, 2016; that the probationary appointment shall expire on August 31, 2020; and that for the named individual to be eligible for an appointment on tenure upon expiration of the probationary period it shall be necessary, but not sufficient, that the individual has received an annual professional performance review rating of either effective or highly effective in three of the four years of the probationary service, and has not received an annual professional performance review rating of ineffective in the final year of the probationary appointment, as based on ratings derived in compliance with Education Law Section 3012-d.

RESOLVED Melissa Babula is hereby appointed on a probationary basis in the tenure area of Elementary Education, with the understanding that the named individual does hold New York State certification appropriate to or required for that position; that the probationary appointment shall commence on September 1, 2016; that the probationary appointment shall expire on August 31, 2020; and that for the named individual to be eligible for an appointment on tenure upon expiration of the probationary period it shall be necessary, but not sufficient, that the individual has received an annual professional performance review rating of either effective or highly effective in three of the four years of the probationary service, and has not received an annual professional performance review rating of

ineffective in the final year of the probationary appointment, as based on ratings derived in compliance with Education Law Section 3012-d.

RESOLVED that Mandy Bara is hereby appointed on a probationary basis in the tenure area of Elementary Education, with the understanding that the named individual does not yet hold New York State certification appropriate to or required for that position; that the probationary appointment shall commence on September 1, 2016; that the probationary appointment shall expire on August 31, 2020; and that for the named individual to be eligible for an appointment on tenure upon expiration of the probationary period it shall be necessary, but not sufficient, that the individual has received an annual professional performance review rating of either effective or highly effective in three of the four years of the probationary service, and has not received an annual professional performance review rating of ineffective in the final year of the probationary appointment, as based on ratings derived in compliance with Education Law Section 3012-d.

Yes 6 No 1
Mrs. Welch voting Nay
Because of the process
Not the candidate
Motion carried.

11. **Adjournment**

Mr. King made the motion to adjourn at 10:25 seconded by Mr. Surprenant.

Yes 7 No 0
Meeting adjourned.

Respectfully submitted,

Kathy Houghton
Clerk Pro-tem

NAME	TENURE AREA/CIVIL SERVICE TITLE	ASSIGNMENT	CERTIFICATION	SALARY/RATE OF PAY*	EMPLOYEE REPLACING	EFFECTIVE DATE	END OF PROBATIONARY APPOINTMENT
------	---------------------------------	------------	---------------	---------------------	--------------------	----------------	---------------------------------

The commencement dates of the appointments are "subject to the employees' obtaining all necessary clearances from the State Education Department".

I. Resignations

1	Carpenter, Megan					8/23/2016	
---	------------------	--	--	--	--	-----------	--

II. Long Term Substitute

1	Homer-Gunther, Laura	Grade 4	Early Childhood, K-6	1/200 of \$40,787 per day or \$203.93 per day worked	Tiffany Schmidt	9/2-12/16, 2016	
---	----------------------	---------	----------------------	--	-----------------	-----------------	--

III. Instructional Appointment

	Secondary Mathematics	Math	Mathematics 7-12	Step 12 B+30 + Masters = \$54,122	Megan Carpenter	9/6/2016	9/6/2019
1	Sanderson, Kelly	Elementary AIS/Title I Reading Teaching Assistant (8:20 a.m. - 3:20 p.m.)	CTA/1	\$16,809	Mandy Bara	9/6/2016	9/6/2020
2	Diskin, Ellen	Elementary AIS/Title I Math Teaching Assistant (8:20 a.m. - 3:20 p.m.)	CTA/1	\$16,809	Laura Ciaccia	9/6/2016	9/6/2020
3	Lutton, Winifred	Teacher Assistant					

IV. Mentor

1	Stoka, Jennifer	Grade 4 Long Term Sub Mentor	Pre-K, K and Grades 1-6	\$500 (pronated)		9/6/2016	
2	Kohn, Kristin	Kindergarten Mentor	Pre-K, K and Grades 1-6	\$500		9/6/2016	
3	Eramo, Michael	Science Mentor	Physics 7-12	\$500		9/6/2016	
4	Davis, Virginia	Social Studies Mentor	Social Studies 7-12	\$500		9/6/2016	

V. Non-Instructional Probationary Appointment

1	Hurlbut, Christine	Office Specialist I	Guidance Office	\$15.51/hour 8 hours per day for 10 + 2 months	Helene Ross	9/26/2016	
2	Fatata, Neil	Building Maintenance Worker/Bus Driver	Maintenance Department (Afternoon Shift 3:00 p.m. - 11:00 p.m.)	\$17.11/hour 8 hour day for 12 month	Steven Borek	9/3/2016	
3	Younghaunz, Edward	School Monitor	1.25 daily for a total of 6.25 hours per week	\$13.05/hour	New Position	9/6/2016	

VI. 2016-17 School Monitor Hours

1	Ducato, Joseph	School Monitor	3 hours per day for a total of 15 hours per week	per CSEA Contract		2016-17 School Year	5.1
2	Edwards, Bernice	School Monitor	3 hours per day for a total of 15 hours per week	per CSEA Contract		2016-17 School Year	

NAME	TENURE AREA/CIVIL SERVICE TITLE	ASSIGNMENT	CERTIFICATION	SALARY/RATE OF PAY*	EMPLOYEE REPLACING	EFFECTIVE DATE	END OF PROBATIONARY APPOINTMENT
3 Ferrara, Sharron	School Monitor	6.75 hours per day for a total of 33.75 hours per week		per CSEA Contract		2016-17 School Year	
4 Fitzgerald, Eliesa	School Monitor	1.5 hours per day for a total of 7.5 hours per week		per CSEA Contract		2016-17 School Year	
5 Hill, Laura	School Monitor	6.25 hours per day for a total of 31.25 hours per week		per CSEA Contract		2016-17 School Year	
6 Houle, Debra	School Monitor	7 hours per day for a total of 35 hours per week		per CSEA Contract		2016-17 School Year	
7 Janicki, Betsy	School Monitor	6.5 hours per day for a total of 32.50 hours per week		per CSEA Contract		2016-17 School Year	
8 Joswick, Marie	School Monitor	6.75 hours per day for a total of 33.75 hours per week		per CSEA Contract		2016-17 School Year	
9 Lachut, LouAnn	School Monitor	7.25 hours per day for a total of 37.50 hours per week		per CSEA Contract		2016-17 School Year	
10 Maciol, Tammy	School Monitor	6.5 hours per day for a total of 32.50 per week		per CSEA Contract		2016-17 School Year	
11 Plizga, Dianne	School Monitor	7.5 hours every Friday for a total of 7.5 hours per week		per CSEA Contract		2016-17 School Year	
12 Schmelcher, Melinda	School Monitor	7 hours per day for a total of 35 hours per week		per CSEA Contract		2016-17 School Year	
13 Soja, Lisa	School Monitor	7.25 hours per day for a total of 36.25 hours per week		per CSEA Contract		2016-17 School Year	
14 Souza, Maria	School Monitor	3.5 hours per day for a total of 17.50 hours per week		per CSEA Contract		2016-17 School Year	
15 St. James, Cynthia	School Monitor	3.5 hours per day for a total of 17.50 hours per week		per CSEA Contract		2016-17 School Year	
16 Stockton, Ronnell	School Monitor	7.5 hours every Sunday for a total of 7.5 hours per week		per CSEA Contract		2016-17 School Year	
18 West, Kelly	School Monitor	6.5 hours per day for a total of 32.50 hours per week		per CSEA Contract		2016-17 School Year	
VII. Bus Driver Assignments							
1 Boccardo, Michael	Bus Driver	2.25 hours AM run and 3 hours PM run M-F for a total of 26.25 hours weekly	Civil Service	Per CSEA Contract		2016-17 School Year	
2 Miller, Douglas	Bus Driver	2.75 hours AM run, 1 hour food run, 1.5 Mid-day, and 1.5 hours PM run M-F for a total of 33.75 hours weekly	Civil Service	Per CSEA Contract		2016-17 School Year	
3 Green, James	Bus Driver	2.25 hours AM run, 3 hours PM run M-F for a total of 26.25 hours weekly	Civil Service	Per CSEA Contract		2016-17 School Year	

NAME	TENURE AREA/CIVIL SERVICE TITLE	ASSIGNMENT	CERTIFICATION	SALARY/RATE OF PAY*	EMPLOYEE REPLACING	EFFECTIVE DATE	END OF PROBATIONARY APPOINTMENT
4 Kurgan, John	Bus Driver	2 hours AM run M-F, 3-25 hours PM run M - Thur., and Friday/Sunday 8 hours each day for a weekly total of 39 hours	Civil Service	Per CSEA Contract		2016-17 School Year	
5 Frankland, Robert	Bus Driver	2.25 AM run M - F for a total of 11.25 hours weekly	Civil Service	Per CSEA Contract		2016-17 School Year	
6 Makuszak, Fred	Bus Driver	1.75 hours AM run for a total of 8.75 weekly	Civil Service	Per CSEA Contract		2016-17 School Year	
7 Chamberlain, Ed	Bus Driver	1.5 hours PM run Fri. only for a total of 1.5 weekly hours AM run and 2.5 hours PM M-F run for a total of 22.50 weekly	Civil Service	Per CSEA Contract		2016-17 School Year	
8 Abel, Steve	Bus Driver	1.5 hours AM run and 2.75 hours PM M-F run for a total of 21.25 weekly	Civil Service	Per CSEA Contract		2016-17 School Year	
9 Pardi, Marc	Bus Driver	1.0 hours AM run and 2.5 hours PM M-F run for a total of 17.50 weekly	Civil Service	Per CSEA Contract		2016-17 School Year	
10 Prendergast, James	Bus Driver		Civil Service	Per CSEA Contract		2016-17 School Year	

VIII. Coaching / Advisor Appointments

1 Griffith, Mark	Athletic Director			Andrea Dziekan	\$5,921.55 prorated	9/3/2016	
2 Jarosz, Katherine	Modified Field Hockey Coach			Andrea Dziekan	\$1,530	9/3/2016	

Teacher Key: Certification Listed or 'N' Uncertified
Teacher Assistant Key: 'C' Certified Teacher, 'CTA I' Certified Teaching Assistant Level I, 'CTA II' Certified Teaching Assistant Level II, 'CTA III' Certified Teaching Assistant Level III,
TAP' Pre-Professional *see attachment
Coaches: 'CPE' Certified Physical Education Teacher 'C' Certified Teacher 'TCL' Temporary Coaching License, 'PCI' Professional Coaching License *Salary may change due to NYMTA negotiations



RESOLVED that Kelly Sanderson is hereby appointed on a probationary basis in the tenure area of Secondary Mathematics This appointment shall commence on September 1, 2016; that the probationary appointment shall expire on August 31, 2019; and that for the named individual to be eligible for an appointment on tenure upon expiration of the probationary period it shall be necessary, but not sufficient, that the individual has received an annual professional performance review rating of either effective or highly effective in two of the three years of the probationary service, and has not received an annual professional performance review rating of ineffective in the final year of the probationary appointment, as based on ratings derived in compliance with Education Law Section 3012-d.



RESOLVED that, upon the recommendation of the Superintendent of Schools, Ellen Diskin is granted a probationary appointment as a full-time employee in the tenure area of Teaching Assistant, effective September 1, 2016 and expiring August 31, 2020, the Board having been advised that Ellen Diskin holds the certification appropriate to that position.



RESOLVED that, upon the recommendation of the Superintendent of Schools, Winifred Luton is granted a probationary appointment as a full-time employee in the tenure area of Teaching Assistant, effective September 1, 2016 and expiring August 31, 2020, the Board having been advised that Winifred Luton holds the certification appropriate to that position.

NAME	TENURE AREA/CIVIL SERVICE TITLE	ASSIGNMENT	CERTIFICATION	SALARY/RATE OF PAY*	EMPLOYEE REPLACING	EFFECTIVE DATE	END OF PROBATIONARY APPOINTMENT
------	---------------------------------	------------	---------------	---------------------	--------------------	----------------	---------------------------------

The commencement dates of the appointments are "subject to the employees' obtaining all necessary clearances from the State Education Department".

I. Resignations

1	Carpenter, Megan					8/23/2016	
---	------------------	--	--	--	--	-----------	--

II. Long Term Substitute

1	Homer-Gunther, Laura	Grade 4	Early Childhood, K-6	1/200 of \$40,787 per day or \$203.93 per day worked	Tiffany Schmidt	9/2-12/16, 2016	
---	----------------------	---------	----------------------	--	-----------------	-----------------	--

III. Instructional Appointment

1	Sanderson, Kelly	Secondary Mathematics	Math	Step 12 B+30 + Masters = \$54,122	Megan Carpenter	9/6/2016	9/6/2019
2	Diskin, Ellen	Teacher Assistant	Elementary AIS/Title I Reading Teaching Assistant (8:20 a.m. - 3:20 p.m.)	\$16,809	Mandy Bara	9/6/2016	9/6/2020
3	Luton, Winifred	Teacher Assistant	Elementary AIS/Title I Math Teaching Assistant (8:20 a.m. - 3:20 p.m.)	\$16,809	Laura Ciaccia	9/6/2016	9/6/2020

IV. Mentor

1	Sroka, Jennifer	Grade 4 Long Term Sub Mentor	Pre-K, K and Grades 1-6	\$500 (prorated)		9/6/2016	
2	Kohn, Kristin	Kindergarten Mentor	Pre-K, K and Grades 1-6	\$500		9/6/2016	
3	Eramo, Michael	Science Mentor	Physics 7-12	\$500		9/6/2016	
4	Davis, Virginia	Social Studies Mentor	Social Studies 7-12	\$500		9/6/2016	

V. Non-Instructional Probationary Appointment

1	Hurlbut, Christine	Office Specialist I	Guidance Office	\$15.51/hour 8 hours per day for 10 + 2 months	Helene Ross	9/26/2016	
2	Fatata, Neil	Building Maintenance Worker/Bus Driver	Maintenance Department (Afternoon Shift 3:00 p.m. - 11:00 p.m.)	\$17.11/hour 8 hour day for 12 month	Steven Borek	9/3/2016	
3	Younghausz, Edward	School Monitor	1.25 daily for a total of 6.25 hours per week	\$13.05/hour	New Position	9/6/2016	

VI. 2016-17 School Monitor Hours

1	Ducato, Joseph	School Monitor	3 hours per day for a total of 15 hours per week	per CSEA Contract		2016-17 School Year	5.1
2	Edwards, Bernice	School Monitor	3 hours per day for a total of 15 hours per week	per CSEA Contract		2016-17 School Year	

NAME	TENURE AREA/CIVIL SERVICE TITLE	ASSIGNMENT	CERTIFICATION	SALARY/RATE OF PAY*	EMPLOYEE REPLACING	EFFECTIVE DATE	END OF PROBATIONARY APPOINTMENT
3	Ferrara, Sharron	School Monitor	6.75 hours per day for a total of 33.75 hours per week	per CSEA Contract		2016-17 School Year	
4	Fitzgerald, Eliesa	School Monitor	1.5 hours per day for a total of 7.5 hours per week	per CSEA Contract		2016-17 School Year	
5	Hill, Laura	School Monitor	6.25 hours per day for a total of 31.25 hours per week	per CSEA Contract		2016-17 School Year	
6	Houle, Debra	School Monitor	7 hours per day for a total of 35 hours per week	per CSEA Contract		2016-17 School Year	
7	Janicki, Betsy	School Monitor	6.5 hours per day for a total of 32.50 hours per week	per CSEA Contract		2016-17 School Year	
8	Joswick, Marie	School Monitor	6.75 hours per day for a total of 33.75 hours per week	per CSEA Contract		2016-17 School Year	
9	Lachut, LouAnn	School Monitor	7.25 hours per day for a total of 37.50 hours per week	per CSEA Contract		2016-17 School Year	
10	Maciol, Tammy	School Monitor	6.5 hours per day for a total of 32.50 per week	per CSEA Contract		2016-17 School Year	
11	Plizga, Dianne	School Monitor	7.5 hours every Friday for a total of 7.5 hours per week	per CSEA Contract		2016-17 School Year	
12	Schmelcher, Melinda	School Monitor	7 hours per day for a total of 35 hours per week	per CSEA Contract		2016-17 School Year	
13	Soja, Lisa	School Monitor	7.25 hours per day for a total of 36.25 hours per week	per CSEA Contract		2016-17 School Year	
14	Souza, Maria	School Monitor	3.5 hours per day for a total of 17.50 hours per week	per CSEA Contract		2016-17 School Year	
15	St. James, Cynthia	School Monitor	3.5 hours per day for a total of 17.50 hours per week	per CSEA Contract		2016-17 School Year	
16	Stockton, Ronnell	School Monitor	7.5 hours every Sunday for a total of 7.5 hours per week	per CSEA Contract		2016-17 School Year	
18	West, Kelly	School Monitor	6.5 hours per day for a total of 32.50 hours per week	per CSEA Contract		2016-17 School Year	
VII. Bus Driver Assignments							
1	Boccardo, Michael	Bus Driver	2.25 hours AM run and 3 hours PM run M-F for a total of 26.25 hours weekly	Per CSEA Contract		2016-17 School Year	
2	Miller, Douglas	Bus Driver	2.75 hours AM run, 1 hour food run, 1.5 Mid-day, and 1.5 hours PM run M-F for a total of 33.75 hours weekly	Per CSEA Contract		2016-17 School Year	
3	Green, James	Bus Driver	2.25 hours AM run, 3 hours PM run M-F for a total of 26.25 hours weekly	Per CSEA Contract		2016-17 School Year	

NAME	TENURE AREA/CIVIL SERVICE TITLE	ASSIGNMENT	CERTIFICATION	SALARY/RATE OF PAY*	EMPLOYEE REPLACING	EFFECTIVE DATE	END OF PROBATIONARY APPOINTMENT
4 Kurgan, John	Bus Driver	2 hours AM run M-F, 3-25 hours PM run M - Thur., and Friday/Sunday 8 hours each day for a weekly total of 39 hours	Civil Service	Per CSEA Contract		2016-17 School Year	
5 Frankland, Robert	Bus Driver	2.25 AM run M - F for a total of 11.25 hours weekly	Civil Service	Per CSEA Contract		2016-17 School Year	
6 Makuszak, Fred	Bus Driver	1.75 hours AM run for a total of 8.75 weekly	Civil Service	Per CSEA Contract		2016-17 School Year	
7 Chamberlain, Ed	Bus Driver	1.5 hours PM run Fri. only for a total of 1.5 weekly	Civil Service	Per CSEA Contract		2016-17 School Year	
8 Abel, Steve	Bus Driver	2 hours AM run and 2.5 hours PM M-F run for a total of 22.50 weekly	Civil Service	Per CSEA Contract		2016-17 School Year	
9 Pardi, Marc	Bus Driver	1.5 hours AM run and 2.75 hours PM M-F run for a total of 21.25 weekly	Civil Service	Per CSEA Contract		2016-17 School Year	
10 Prendergast, James	Bus Driver	1.0 hours AM run and 2.5 hours PM M-F run for a total of 17.50 weekly	Civil Service	Per CSEA Contract		2016-17 School Year	

VIII. Coaching / Advisor Appointments

1 Griffith, Mark	Athletic Director			Andrea Dziekan	\$5,921.55 prorated	9/3/2016	
2 Jarosz, Katherine	Modified Field Hockey Coach			Andrea Dziekan	\$1,530	9/3/2016	

Teacher Key: Certification Listed or 'N' Uncertified

Teacher Assistant Key: 'C' Certified Teacher, 'CTA I' Certified Teaching Assistant Level I, 'CTA II' Certified Teaching Assistant Level II, 'CTA III' Certified Teaching Assistant Level III,

TAP' Pre-Professional ^see attachment

Coaches: 'CPE' Certified Physical Education Teacher 'C' Certified Teacher 'TCL' Temporary Coaching License, 'PCL' Professional Coaching License *Salary may change due to NYMTA negotiations



RESOLVED that Kelly Sanderson is hereby appointed on a probationary basis in the tenure area of Secondary Mathematics This appointment shall commence on September 1, 2016; that the probationary appointment shall expire on August 31, 2019; and that for the named individual to be eligible for an appointment on tenure upon expiration of the probationary period it shall be necessary, but not sufficient, that the individual has received an annual professional performance review rating of either effective or highly effective in two of the three years of the probationary service, and has not received an annual professional performance review rating of ineffective in the final year of the probationary appointment, as based on ratings derived in compliance with Education Law Section 3012-d.



RESOLVED that, upon the recommendation of the Superintendent of Schools, Ellen Diskin is granted a probationary appointment as a full-time employee in the tenure area of Teaching Assistant, effective September 1, 2016 and expiring August 31, 2020, the Board having been advised that Ellen Diskin holds the certification appropriate to that position.



RESOLVED that, upon the recommendation of the Superintendent of Schools, Winifred Luton is granted a probationary appointment as a full-time employee in the tenure area of Teaching Assistant, effective September 1, 2016 and expiring August 31, 2020, the Board having been advised that Winifred Luton holds the certification appropriate to that position.

FISCAL MANAGEMENT

NON-BID PURCHASING

I. Objective

Goods and services which are not required by law to be procured by the district through competitive bidding will be procured in a manner so as to ensure the prudent and economical use of public monies in the best interests of the taxpayers. It is the policy of the District to “shop around,” and to maintain accurate records of the efforts made by District staff to buy wisely. Alternative proposals or quotations will be secured by requests for proposals, written quotations, or verbal quotations, as set forth below.

II. Methods of Solicitation and Documentation

A. Verbal Quotations

1. Verbal quotations may be solicited by telephone.
2. A log shall be maintained by each District employee or officer who solicits a verbal quotation. The Purchasing Agent is responsible for maintaining a master log by periodically consolidating all logs kept by District employees and officers.
3. Each log of verbal quotations shall record: name, date, and time vendor was solicited; whether contact was made with the vendor and, if so, who the contact person was; what the vendor was told about the good or service being solicited; and the vendor’s response.

B. Written Quotations

1. A standard “request for quotation” shall be used to solicit written quotations (Regulation 4402.1). All vendors sent a “request for quotation” for a particular good or service shall be provided with an identical written description of the good or service being solicited.
2. Written quotations may be solicited and received electronically, provided all documentation is preserved either physically or electronically.
3. The Purchasing Agent shall maintain a master file of all written solicitations and all written responses.

C. Requests for Proposals (RFP)

1. Written Requests for Proposals are generally used to obtain comparable

NON-BID PURCHASING

quotations for the provision of professional and other specialized services. A Request for Proposals will contain critical details of the engagement, including the methods which the District will use in selecting the service provider, and set a deadline for the submission of written Proposals.

2. A particular Request for Proposals shall be sent to a representative sample of individuals and firms known to offer the service being purchased (e.g., architects, engineers, accountants, lawyers, underwriters, fiscal consultants, etc.). To develop a pool of candidates, the District may advertise in professional journals, canvass directories of professionals in a particular field, and make inquiries of other school districts or users of the service being sought.
3. The evaluation of responses to a Request for Proposals will consider the price quoted, any special knowledge or expertise of the service provider, the quality of the service, the staffing of the service, and suitability for the District's needs.

D. List of Vendors

The Purchasing Agent shall maintain a list of known and acceptable vendors, grouped by category of good or service provided. Any District officer or employee initiating a purchase shall consult this list.

III. Comparable Proposals Required

A. General Categories

1. Prior to entering into a purchase contract involving an expenditure of less than \$100, the responsible officer or employee shall obtain the best price possible within reason and obtain authorization from their immediate supervisor, principal, or designee.
2. Prior to entering into a purchase contract involving an expenditure of less between \$100 and \$1,000 \$999, the responsible officer or employee shall solicit and document three (3) verbal quotes.
3. Prior to entering into a purchase contract involving an expenditure of between \$1,000 and \$20,000, the responsible officer or employee shall solicit and document three (3) written quotes.
4. Prior to entering into a public works contract involving an expenditure of less than \$20,000, the responsible officer or employee shall solicit and

NON-BID PURCHASING

document three (3) verbal quotes.

5. Prior to entering into a purchase contract involving an expenditure between \$20,000 and \$35,000, the responsible officer or employee shall solicit and document three (3) written quotes.

B. Specific Categories

1. Insurance: written quotes
2. Professional services: Requests for Proposals shall be issued periodically, as determined by the Board
3. Lease of personal property: written quotations; also, before a proposed lease of personal property is presented to the Board for consideration, an analysis of the relative costs and benefits of leasing rather than purchasing shall be prepared and presented to the Board, as well as an analysis of whether the proposed arrangement is a true lease rather than an installment purchase agreement
4. Surplus or second-hand government equipment: written quotes for comparable equipment in the market
5. Certain food and milk purchases: written quotes, and documentation sufficient to satisfy Sections 114.3 and 114.4 of the Commissioner's Regulations

IV. Comparable Proposals Not Required

A. Emergencies

When the Board passes a resolution that an emergency situation exists, the District will make purchases at the lowest possible costs, seeking competition by informal solicitation of quotes or otherwise, to the extent practicable under the circumstances.

B. Sole Source Situations

Whenever the Purchasing Agent determines that a good or service is available only from a "sole source" supplier, the Purchasing Agent shall document, before making the purchase, the unique benefits of the patented items as compared to other items available in the marketplace; that no other item provides substantially equivalent or similar benefits; and that considering the benefits received, the cost of the item is reasonable, when compared to conventional methods.

NON-BID PURCHASING

C. Professional Services

When feasible, professional services should be retained after considering information about the prices charged by alternative service providers. However, the specialized and confidential nature of some professional services makes them unsuitable for purchase through competitive proposals. For that reason, the Board shall monitor the District's use of professional services and periodically issue Requests for Proposals to assess the cost effectiveness of the services being utilized by the District.

D. Minor Purchases

Quotations need not be obtained prior to a purchase that is so small that the use of District resources to solicit and document the quotations would not be cost effective.

E. Purchases Through County

The procedures set forth above need not be followed when a purchase is made through any county of New York State. However, a purchase shall not be made in that manner unless the Purchasing Agent has documented that the purchase may be made upon the same terms, conditions, and specifications at a lower cost by purchasing through the county.

F. Other Special Source Purchases

1. The procedures set forth above need not be followed when a purchase is made from or through the state Office of General Services, from individuals with severe handicapping conditions as defined under the state Finance Law, or from correctional institutions pursuant to the Corrections Law.
2. The procedures set forth above need not be followed when a purchase is made of an apparatus, materials, equipment or supplies, or to contract for services related to the installation, maintenance or repair of apparatus, materials, equipment, and supplies through the use of a contract let by the United States of America or any agency, state or any other county, or political subdivision or district, if such contract was let in a manner that constitutes competitive bidding with state law and made available for use by other governmental entities.

V. Purchasing

A. Tie Quotations

NON-BID PURCHASING

In the event of tie quotations, the Purchasing Agent may award the purchase to one of the low quotations or reject all quotations and resolicit quotations.

B. Purchase Order

After three quotations have been gathered, they shall be compared to available State contracts. If the same product or service is not available at a lower price through a State contract, the Principal, Director or Program Supervisor will issue a purchase order for materials from the vendor with the lowest price. The Purchasing Agent shall certify that the quotations required by this Policy have been received. Quotations or information on telephone quotes received should be attached to the purchase order submitted to the Purchasing Agent.

C. Purchase Other than for Lowest Quoted Price

When a purchase is made from other than the lowest responsible dollar offeror, the documentation of the quotations shall be supplemented with a statement justifying such award. Such justification must demonstrate that the award provides for the prudent and economical use of public moneys in the best interests of the taxpayers of the District.

D. No Quotes Received

When no quotations are received despite solicitation by the means of either mail or telephone above, the Purchasing Agent should attempt to broaden the District's solicitation if at all feasible. However, where the District has taken steps to obtain quotations, the Purchasing Agent may make purchases in the open market until conditions change.

New York Mills Union Free School District

Legal Ref: Sections 102, 103, 104-b, 109-a; 800 et seq., General Municipal Law; Section 207, 305 (14), 1604, 1709, 1725, 1950, 2053, 2554, 3602, 4403; 1725 Education Law; Section 163 State Finance Law; 8 NYCRR 200.2

Adopted: 06/09/92

Revised: 01/07/03, 02/07/12, 06/03/14, _____

PERSONNEL

RECRUITMENT, SELECTION AND APPOINTMENT OF PERSONNEL

- ~~I. It shall be the policy of the New York Mills Union Free School District to actively recruit prospective professional employees from the campuses of colleges and universities and through other appropriate public means.~~
- ~~II. Primary consideration in the selection of professional staff members shall be demonstrated competence in their chosen teaching field. Teacher and administrator involvement in the selection of professional staff members, subject to final determination by the Superintendent of Schools and Board of Education, shall be a goal of the school district.~~
- ~~III. The assignment of certified personnel to specific positions within the district shall be the prerogative of the Superintendent of Schools on recommendation from the building principals. Notice of teaching assignments, including building, grade and/or subject area for the ensuing school year, shall be provided teachers in compliance with the New York Mills Teachers Association agreement.~~
- I. The quality of an education program is highly dependent on the abilities and dedication of its staff. The Board of Education seeks to recruit, select, and employ the best qualified candidates available. Consideration is given to professional preparation and educational achievements, prior professional experience, general cultural background, character and the district's needs. The Board is committed to recruiting and hiring the best qualified candidates available while striving to develop a diverse work force. However, preference will be given to New York Mills Union Free School District graduates. All appointments to instructional positions shall be made by the Board. While the Board may accept or reject a nomination, it shall be valid only if made upon recommendation of the Superintendent (Education Law Section 2509). In the case of a rejection, it is the duty of the Superintendent to present another nomination.
- II. Recruitment of Instructional Staff
 - A. The Superintendent or designee should become acquainted with the relevant labor pools. For certified positions, they should maintain a close working relationship with colleges and universities with teacher training programs known to produce quality candidates.
 - B. Lines of communication should be established with Building Principals and Personnel Directors in adjacent districts, as well as with other employers with similar positions.

PERSONNEL

RECRUITMENT, SELECTION AND APPOINTMENT OF PERSONNEL

- C. Contact should be developed with professional associations which periodically advertise position vacancies. The readership of local newspapers, periodicals and other forms of media should also be investigated for potential job applications.
- D. Care should be taken, however, to avoid any action that could appear to encourage a prospective employee to default on obligations to another school district or employer.

III. Hiring of Instructional Staff

- A. A thorough review process is required, including careful documentation and verification of claimed credentials and required licenses.
- B. The Superintendent or designee will promptly notify the selected candidate and seek acceptance, and promptly inform the unsuccessful applicants. The Board may reserve the right to conditional employment upon the passing of a physical examination and/or completion of other requirements such as certification.

IV. Non-Instructional Staff

The success of the support services program is highly dependent on the quality and abilities of those employed to carry out this mission. Recruitment and hiring of support staff is governed by the Civil Service Law. Candidates for competitive class positions must pass a civil service examination and appear on the eligible list provided to the school district by the Oneida County Personnel Department.

V. Vacancies and Promotions

The staff will be notified of vacancies and openings in accordance with the appropriate collective bargaining agreement.

=====

New York Mills Union Free School District

Legal Ref: Education Law Sections 2509, 3001, 3004, 3006, 3008, 3012; Civil Service Law Sections 23, subdivision 4-a and 63; 8 NYCRR Parts 30 and 80

Adopted: 04/09/74, 08/08/89

Revised: 03/05/13, 12/01/15, _____

Regulation

Draft 08/26/16
7003.3

STUDENTS

PARENT/GUARDIAN AFFIDAVIT

STATE OF NEW YORK }
COUNTY OF _____ } SS.:

_____, being duly sworn, deposes and says:

[Name of Parent/Guardian]

1. I am the _____ of _____.
[Relationship to Student] [Name of Student]

2. I reside at _____
[Address of Parent/Guardian]

3. [Check the one that applies] _____ I do _____ I do not
have physical legal custody of the Student. (Please provide Attach court/eustody order or
agreement if one exists. papers if parents are separated/divorced The District will not
condition enrollment upon receipt of either document.

4. If the other parent/guardian has physical legal custody, identify that person by name, address
and telephone number, and provide a notarized statement from that parent-individual
indicating consent to the current living arrangement.

5. The Student is currently residing with _____ at the following address:

6. The Student's relationship to the person with whom he/she is currently residing is:

7. The Student began living at the current residence on _____ and will continue
to reside there until _____.

STUDENTS

PARENT GUARDIAN AFFIDAVIT

8. Why is the student living at the current location?

9. Will the Student reside in your home during weekends, holidays or any other times during his/her stay in the current location? Explain:

10. Who will claim the Student as a dependent for Income Tax purposes?

11. During the time the Student resides at the current location, who is responsible for:

A. Receiving and responding to academic and other reports concerning the Student?

B. Making decisions regarding the Student's Education?

C. Authorizing medical treatment for the Student?

D. Payment for medical treatment of Student?

E. Releasing records for the Student?

F. Providing other necessary consents for the Student?

G. Expense of Student's room and board?

H. Expenses of clothing and other necessities?

STUDENTS

PARENT GUARDIAN AFFIDAVIT

12. Will you provide any other financial assistance to the Student? ____ yes ____ no

If yes, what is the nature and amount of the assistance? _____

13. Please provide any Other information that you believe would assist the School District in acting on the application of this Student. _____

I certify that all the information provided on this affidavit is true and accurate.

I understand that:

- A. **If I provide false information on this affidavit to the _____ School District, I may be committing the crime of perjury in the third degree (a class A misdemeanor);**
- B. **If I provide false information on this affidavit to the _____ School District with the intent to defraud the _____ School District, I may be committing the crime of perjury in the second degree (a class E felony); and**
- C. **I may be prosecuted on criminal charges for such false information and may be liable for tuition and other costs.**

(Signature)

Sworn to before me this _____
day of _____, 20__.

Notary Public

New York Mills Union Free School District
Adopted: 03/08/05
Revised: 04/02/13, _____
Reviewed: 03/04/15

New York Mills UFSD

SUPERINTENDENT'S REGULATION

DRAFT 08/26/2016

STUDENTS

7003.4

AFFIDAVIT OF RECEIVING PARTY OR PERSON IN PARENTAL RELATION

STATE OF NEW YORK)
COUNTY OF _____) SS:

NOTICE: This statement is only for use by the person with whom the Student is claimed to reside or person in parental relation within the School District.

_____, being duly sworn, deposes and says:
[Name of District Resident]

1. Student's Name: _____
2. Date of Birth: _____
3. Grade Level: _____
4. Current Address: _____
(Street)

(Town, State & Zip)

(Telephone)
5. Mother's Name: _____
6. Mother's Address: _____
(Street)

(Town, State & Zip)

(Telephone)
7. Father's Name: _____
8. Father's Address: _____
(Street)

(Town, State & Zip)

(Telephone)

New York Mills UFSD

SUPERINTENDENT'S REGULATION

DRAFT 08/26/2016

STUDENTS

7003.4

AFFIDAVIT OF RECEIVING PARTY OR PERSON IN PARENTAL RELATION

9. If parents are divorced, please state custody arrangements: _____

Please provide court order or agreement if one exists.

10. If you are a non-custodial parent, please attach/provide a notarized statement from custodial parent consenting to the student's residing with you.

11. Length of time you have
resided at current address: _____
(Years) (Months) (Weeks)

12. Length of time student has
resided at current address: _____
(Years) (Months) (Weeks)

13. Student's previous Addresses (list most recent first):

(1) _____
From To (Street)

(Town, State & Zip)

(2) _____
From To (Street)

(Town, State & Zip)

(3) _____
From To (Street)

(Town, State & Zip)

14. Relationship with Student (e.g. Mother, Father, Stepmother, Stepfather, Adoptive Father, Adoptive Mother, Legal Guardian, Legal Custodian, Person in Parental Relation, Other).

New York Mills UFSD
SUPERINTENDENT'S REGULATION
DRAFT 08/26/2016

STUDENTS

7003.4

AFFIDAVIT OF RECEIVING PARTY OR PERSON IN PARENTAL RELATION

**If Student does not claim residency with Mother
or Father, please answer the following questions.**

15. Basis of Relationship with Student.

(a) Legal guardianship of Student? _____ Yes _____ No
If yes, please attach copy of Court papers.

(b) Legal custody of Student? _____ Yes _____ No
If yes, please attach copy of Court papers.

(c) Other legal control over Student, e.g.
adoption, court-ordered placement,
surrender, abandonment? _____ Yes _____ No
If yes, please attach copy of Court papers or
provide explanation: _____
_____.

(d) Other relationship with student? _____ Yes _____ No
Please explain: _____
_____.

16. When did the Student begin to live with you? _____
(Date)

17. How long will the Student reside with you? _____
(Date)

18. Will the Student live with you during school vacation? _____ Yes _____ No
If not, where do you expect the Student to reside during that time?

19. Who will claim the Student as a dependent for Income Tax purposes?

20. During the time the Student will reside with you, who is responsible for:

(a) Receiving and responding to academic and other reports concerning the Student?

New York Mills UFSD
SUPERINTENDENT'S REGULATION
DRAFT 08/26/2016

STUDENTS

7003.4

AFFIDAVIT OF RECEIVING PARTY OR PERSON IN PARENTAL RELATION

(b) Making decisions regarding the Student's education?

(c) Authorizing medical treatment for the Student?

(d) Payment for medical treatment of Student?

(e) Releasing records for the Student?

(f) Providing other necessary consents for the Student?

(g) Expense of Student's room and board?

(h) Expenses of clothing and other necessities?

21. Will there be any period of time when this Student will not live with you while attending the School District? _____ Yes _____ No

If yes, please state where the student will reside and for how long: _____

22. What are the circumstances which brought this student to reside with you? _____

23. Please provide any other comments that would assist the School District in acting on the application to enroll this Student.

New York Mills UFSD
SUPERINTENDENT'S REGULATION
DRAFT 08/26/2016

STUDENTS

7003.4

AFFIDAVIT OF RECEIVING PARTY OR PERSON IN PARENTAL RELATION

By my signature below, I assume full responsibility for all matters relating to the student's education and care, including medical, except as otherwise stated herein.

I certify that all the information provided on this affidavit is true and accurate.

I understand that:

if I provide false information on this affidavit to the _____ School District, I may be committing the crime of perjury in the third degree (a class A misdemeanor);

if I provide false information on this affidavit to the _____ School District with the intent to defraud the _____ School District, I may be committing the crime of perjury in the second degree (a class E felony); and

I may be prosecuted on criminal charges for such false information, and may be liable for tuition and other costs.

(Signature)

Sworn to before me this _____
day of _____, 20__.

Notary Public

Approved by the Superintendent: _____

NEW YORK MILLS UNION FREE SCHOOL DISTRICT
BUILDING USE APPLICATION FORM
By Community Groups

Organization PTSO Date Desired 12/2/16 12/3/16 12/4/16

Room(s) of building desired (including dressing rooms, etc.) All, parking Lot

Which building All Expected Attendance 2000

Duration of use from _____ A.M./P.M. to A.M./P.M. (cross out A.M., P.M.) after school Fri
(If time is needed in getting ready for activity, include that in above) all day Sat+Sun

Are Lights To Be Used yes classroom + hallway

Purpose of Use Craft fair 2016

Please check the following you will need supplied:

_____ Microphone _____ Footlights _____ Spotlight

Other - List: PA system, Office, Safe

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

[Signature]
Signature of Responsible Person

8/21/16
Date

23 Henderson Street NYM 13417
Address

(315) 542-9580
Telephone Number

Admission Charge Yes _____ No

Insurance Liability Form Provided Yes _____ No

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

Buses needed all day Saturday & Sunday (OVER) 8-5pm

8/31/16

(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



ABOLISH SCHOOL MONITOR POSITIONS

RESOLVED The New York Mills Board of Education abolish Laundry Worker position since the title is obsolete effective September 6, 2016.

**PAROCHIAL STUDENTS
PAROCHIAL SCHOOL
2016-17 SCHOOL YEAR**

LAST NAME	FIRST NAME	STREET ADDRESS	CITY	PHONE	GRADE
NOTRE DAME					
Li	Alex	79 Clinton Street	New York Mills		
Wagner	Liliana	67 C. Burrstone Road	New York Mills		

All transportation is subject to policy 5400

STUDENT TRANSPORTATION POLICY

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



Girls Ice Hockey Team Program Proposal

August 13, 2015
Revised August 19, 2015
Revised August 8, 2016

Goals

1. The Clinton Central School District will provide a Girls Ice Hockey Team opportunity for athletes from Clinton and interested surrounding school districts.
2. Partner with Girls Ice Hockey booster organization to provide this opportunity at no cost to the participating districts.

Background Information:

- Spring 2015 - Clinton residents and parents approached the Clinton school district with the desire to create a regional interscholastic ice hockey opportunity for athletes in the Utica area.
- Utica CSD offers a regional opportunity for boys and sponsors the team with full financial support from a boosters club.
- Clinton desires to serve as the host school district for this proposed Girls Ice Hockey team.
- On August 13, 2015 a team of representatives from Clinton, New Hartford, Whitesboro, Utica, and Section III met to clarify understandings, offer initial approval to move forward, and plan the next phase of approval.
- The 2015-16 Girls Hockey season was implemented and successful.

Present Situation:

- Section X facilitates a Girls Ice Hockey league that involves teams from the following schools: Ithaca, Oswego, Skaneateles, Alex Bay/Thousand Islands, Beekmantown, Plattsburgh, Lake Placid, Saranac Lake, Albany Academy, Canton, Massena, Potsdam, Salmon River, and St. Lawrence Central.
- Section X accepted our participation and incorporated Clinton into the 2015-1016 schedule including approximately 10 games.

Proposal Information

- The following information is to be used as guidelines for the purposes of general understanding. More specific guidelines will be formally approved and implemented by the Clinton Superintendent before the start of the season.
- Clinton will be the host for a regional Girls Ice Hockey team and the team name is: Clinton Warriors.
- Area schools will be invited to participate and school boards will adopt resolutions to combine/merge with Clinton for Girls Ice Hockey.
- The team is affiliated with and through Section X for Girls Ice Hockey (not Section III)

Boosters

- The Girls Ice Hockey Boosters is an organization that is separate from the Clinton School District and operates independent of, but in cooperation with, the Clinton School District.
- Title IX regulations and laws related to equity in sports among the sexes will be followed including equity in facilities and program (locker rooms, transportation, uniforms, coach staffing and qualifications, opportunity for competition at same levels, etc.)
- The boosters program will provide funding and will not be involved in or responsible for the administration or operation of the team.

Budget/Financing

- The estimated total budget for the team is approximately \$25,000.
- The Clinton Girls Ice Hockey boosters will provide all funds necessary for the operation of the team.
- All funds used for the team will be donated to the Clinton Central School District and the District will administer the budget and finances for the operation team as it would any other interscholastic sports team.
- Funds equal to the anticipated budget will be donated to the District before the start of the 2016-17 season on or about November 7, 2016.

Coaching/Staffing

The team will have a head and assistant coach hired and appointed by the Clinton CSD.

Code of Conduct

Players will need to adhere to the conditions set forth in both their home school and the Clinton CSD.

Schedule of Practices and Games

The tentative weekly schedule of practices and games is as follows:

Monday: Practice in Clinton 9:00 PM - 10:15 PM

Tuesday: Practice in Clinton 8:00 PM - 9:15 PM

Wednesday: Practice in Clinton 8:00 PM - 9:15 PM

Thursday: Dry-land Practice in Clinton Fitness Center or other location, time TBD

Friday: Games

Saturday: Practice in Clinton 6:00 AM, if not following a game night.

Sunday - Off

Sustainability

The program will be evaluated annually to determine the sustainability with respect to the number of players involved and the ability of the boosters to raise the needed funds.

Transportation

- Transportation to practices is the responsibility of the players.
- Transportation to away games is the responsibility of the Clinton CSD.
- Players will be required to ride the team bus to and from away games.
- Funds for transportation will be included in the budget for team as financed by the Boosters.
- Weather Related School Cancellations
 - o When Clinton is closed, practices and games will be cancelled.

- o If a home school is closed or activities at the home school are cancelled and Clinton is open, the player from that home school is not allowed to participate in practices or games scheduled for that day.
- o The Clinton Superintendent will make the determination of whether or not travel is safe enough to travel to away games. There is a possibility that weather conditions are locally favorable but are hazardous along the travel route or at the away game site.

Uniforms and Equipment

- Uniforms will be provided by Clinton as funded by the Boosters.
- All other equipment will be provided by the player.
- Supplementary supplies and equipment such as player bags, warm ups, or other items may be purchased or supplied directly by the boosters, or through supplemental donation, with the approval Athletic Director in advance.

Sample invitation to participate:

Dear Superintendent and/or Athletic Director:

I am writing to inform you that the Clinton Central School District is continuing our our Girls Ice Hockey program and team for the 2016-2017 school year. By way of this letter, I am hereby formally inviting your school district to participate and combine with us in order to allow athletes from your school to participate on our team.

Attached you will find the program proposal and presented to and approved by the Clinton School Board on August 18, 2015 and updated by the superintendent since then to reflect the second year. This document should give you enough information to make your decision; however, please contact me if you have any questions.

If you are interested in combining with us to be a part of this exciting opportunity, please have the attached Combining/Memorandum of Agreement approved by your Board of Education preferably by October 1, 2016.

Also, please respond to me as soon as you decide that you are interested via email or phone so we can plan appropriately. I look forward to hearing from you and partnering in this exciting endeavor.

Sincerely,

Stephen L. Grimm, Ed.D.
Superintendent

Timeline and Action Needed for the 2016-17 Season

- June 7, 2016 - Clinton Board of Education approved resolution to partner with other school districts for Girls Ice Hockey: Camden, Christian Brothers Academy, Holland Patent, New Hartford, New York Mills, Notre Dame, Oriskany, Rome, Utica, and Whitesboro.
- August 2016 - Invitations to participate sent to partner school superintendents.
- August - September 2016 – Interested partner schools approve combining/merger with Clinton for Girls Ice Hockey and return executed Combining Agreement and insurance documents to Clinton.
- November 2016 – Girls Ice Hockey boosters donate funds needed, and season starts.

**COMBINING AGREEMENT
VARSITY GIRLS ICE HOCKEY**

**MEMORANDUM OF AGREEMENT
between the Clinton Central School District and
the New York Mills UFSD**

WHEREAS, during the 2016-2017 school year, the Clinton Central School District (CCSD) is hosting a regional Interscholastic Varsity Girls Ice Hockey Team (Team); and,

WHEREAS, the CCSD has been accepted to compete as a regional team within the New York State Public High School Athletic Association's Section X; and,

WHEREAS, the cost of operating the Team will be borne by the Clinton Sports Boosters organization, and will be raised and donated to the CCSD before the season is anticipated to start in mid-November; and,

WHEREAS, the operation of the Team will be conducted under the authority of the CCSD; and

WHEREAS, the CCSD invites the **New York Mills UFSD** to participate as a combined team during the 2016-2017 school year; and, therefore,

BE IT RESOLVED THAT, this agreement confirms the combining of the CCSD and the above stated school district for the 2016-2017 school year.

IN WITNESS WHEREOF, the parties have signed this **MEMORANDUM OF AGREEMENT** as of the date indicated below.



Stephen L. Grimm, Ed. D.
Superintendent of Schools
Clinton Central School District

Date: August 8, 2016

Kathy Houghton
Superintendent of Schools

Date:



Combining Contract

The _____ School District will combine with
the Utica (Proctor) School District (Host) based on
the approval of each school's Board of Education to compete in the sport/gender of:

Boys Ice Hockey

for the following level(s)
(please circle appropriate level(s))

Varsity

JV

Freshmen

Modified

This document confirms the combination of the above two schools for athletic
competition in the stated sport for the following school year: 2016 – 2017

Date that this proposed combination was approved by your league: _____

Superintendent

School

Date

Superintendent (Host)

School

Date

Please Note:

- **This contract must be completed before any competition begins for the season.**
- **The Host School is responsible for gathering the required signatures and sending copies to the merged school, league president and sport coordinator. The completed packet is then submitted to the Section Office for approval.**

C: Sports Coordinator
Section III Office
League President

FOR OFFICE USE ONLY

Received _____
Executive Committee Approval _____
NYSPHSAA notified _____



7.1

SUPERINTENDENT'S CONFERENCE DAY
INSTRUCTIONAL AGENDA
TUESDAY, SEPTEMBER 6, 2016

- | | |
|-------------------------|--|
| 7:30 – 8:00 a.m. | Continental Breakfast – Elementary Gym |
| 8:00 – 8:30 a.m. | Welcome– Auditorium
Board of Education & Superintendent |
| 8:30 – 9:00 a.m. | DASA Training – Auditorium
Christy Colangelo, BOCES Safety Office |
| 9:00 – 9:30 a.m. | Right to Know & Emergency Procedures – Auditorium
Christy Colangelo, BOCES Safety Office |
| 9:30 – 10:00 a.m. | Building Safety – Auditorium
Officer Nancy Nicholl, School Resource Officer |
| 10:15 – 10:45 p.m. | K-12 Faculty Meeting – Elementary Gym |
| 10:45 – 11:15 p.m. | K-6 Meeting - H.S. Library
Grades 7-12 Meeting – Room 138 |
| 11:30 a.m. – 12:15 p.m. | Special Education Training for all K-12 Special Education Faculty,
Aides, TAs, Drivers – H.S. Library
Kim Zogby, CSE Chairperson |
| 11:00 a.m. – 1:00 p.m. | Lunch Available – Elementary Gym |
| 12:15 p.m. | Grade Level/Vertical/Department/SLO Meetings (see Building Agenda) |



SUPERINTENDENT'S CONFERENCE DAY
INSTRUCTIONAL AGENDA
WEDNESDAY, SEPTEMBER 7, 2016

- 7:30 – 8:00 a.m. Continental Breakfast – Elementary Gym
- 8:00 – 8:45 a.m. Welcome & District Update – Auditorium
Kathy Houghton
- 8:45 – 10:00 a.m. District Comprehensive Improvement Plan (DCIP) – Auditorium
Team Leaders:
Becky Nugent, Data Analyst
Barbara Walls, SESIS
Amy Lamatie, Curriculum Specialist/Instructional Coach
Karen Markhoff, Outside Educational Expert
- 10:15 - 11:15 a.m. K-12 Special Education Teachers and Teacher Assistants – Barbara Wells
- 10:15 – 10:45 a.m. Grades 9 – 12 ELA /Math Faculty meet with DCIP Team Leaders
- 10:45 – 11:15 a.m. Grades 6 – 8 ELA/Math Faculty meet with DCIP Team Leaders
- 11:15 – 11:45 a.m. Grades K – 5 ELA/Math, Special Education Faculty meet with DCIP Team Leaders
- DCIP Team Leaders will be here all day to work with staff. Please contact one of the administrators if you would like additional time with any of our DCIP Team Leaders
- 11:00 a.m. – 1:00 p.m. Lunch Available – Elementary Gym
- 12:30 – 2:00 p.m. 7th Grade Orientation
- 1:00 p.m. Grade Level/Vertical/Department/SLO Meetings (see Building Agenda)
- 2:30 p.m. Administrators Meet with DCIP Team Leaders – District Office



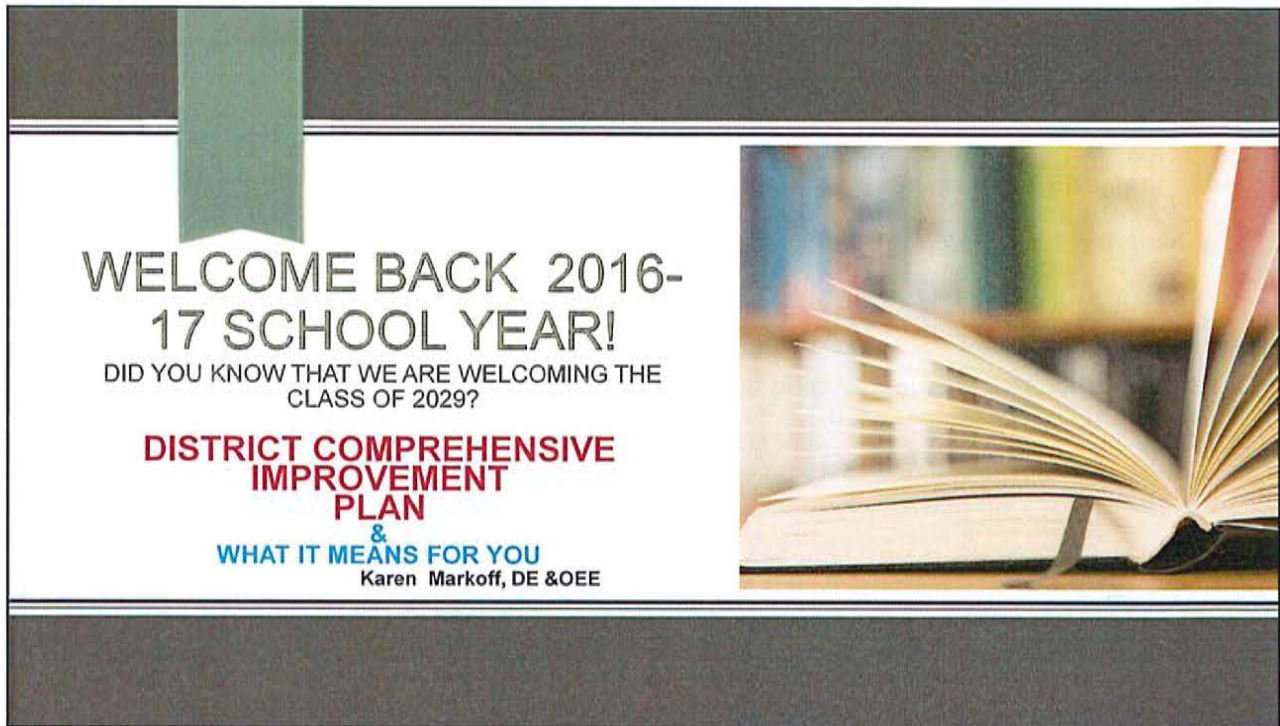
SUPERINTENDENT'S CONFERENCE DAYS
AGENDA FOR NON-INSTRUCTIONAL STAFF

TUESDAY, SEPTEMBER 6, 2016

- 7:30 – 8:00 a.m. Continental Breakfast – Elementary Gym
- 8:00 – 8:30 a.m. Welcome– Auditorium
Board of Education & Superintendent
- 8:30 – 9:00 a.m. DASA Training – Auditorium
Christy Colangelo, BOCES Safety Office
- 9:00 – 9:30 a.m. Right to Know & Emergency Procedures – Auditorium
Christy Colangelo, BOCES Safety Office
- 9:30 – 10:00 a.m. Building Safety – Auditorium
Officer Nancy Nicholl, School Resource Officer
- 10:15 -10:45 a.m. Non-Instructional Staff Meeting – Auditorium
- 11:00 a.m. – 1:00 p.m. Lunch Available (*Unpaid*) – Elementary Gym
- 11:30 – 12:15 p.m. Special Education Training for all K-12 Special Education Faculty,
Aides, TAs, Drivers – H.S. Library
Kim Zogby, CSE Chairperson

WEDNESDAY, SEPTEMBER 7, 2016

- 9:00 – 9:30 a.m. Blood Borne Pathogens for Bus Drivers, School Monitors, Maintenance,
Library Aid – Beekman Gym
- 9:30 – 11:30 a.m. 2-Hour Refresher Course for Bus Drivers and School Monitors
- 11:30 – 12:00 Bus Driver Meetings – Bus Garage
- 11:45 a.m. – 12:15 p.m. School Monitor Meeting
- 11:00 a.m. – 1:00 p.m. Lunch Available in Elementary Gym (*Unpaid*)
- 12:00 Duties as assigned by your supervisor



WELCOME BACK 2016-17 SCHOOL YEAR!
DID YOU KNOW THAT WE ARE WELCOMING THE CLASS OF 2029?

DISTRICT COMPREHENSIVE IMPROVEMENT PLAN
&
WHAT IT MEANS FOR YOU
Karen Markoff, DE & OEE

GOALS for Today:

- **Understand the DCIP process and content**
- **Know each of the 6 tenets and implications for the school and classrooms**

New York State's School & District Accountability System

- Although ESEA was reauthorized in December 2015 as the Every Student Succeeds Act (ESSA), the accountability provisions of New York's ESEA Flexibility Waiver remain in effect through the 2016-17 school year.
- The Waiver requires that NYSED create new lists of Priority and Focus Schools and submit them to USDE by March 1, 2016.
- ESSA requires that we identify schools for comprehensive support and assistance prior to the start of 2017-18 school year.
- NYSED must develop a new ESSA accountability plan and receive USDE approval of the plan prior to the 2017-18 school year.
- Until Commissioner's Regulations are amended to reflect the ESSA plan, which will go into effect with the 2017-18 school year, school districts with Priority and Focus Schools must adhere to the requirements of Part 100.18.

Identification of Priority Schools, Focus Districts, and Focus Schools, Effective February 2016

Preliminary Priority & Focus Counts for 2016

Status	2015-16	2016-17
Priority Schools	154	250*
Focus Districts	59	103**
Focus Schools	427	458#

*SED must identify at least 5% of the State's Title I Schools as Priority Schools.

** Preliminary count of Focus Districts, pending appeals

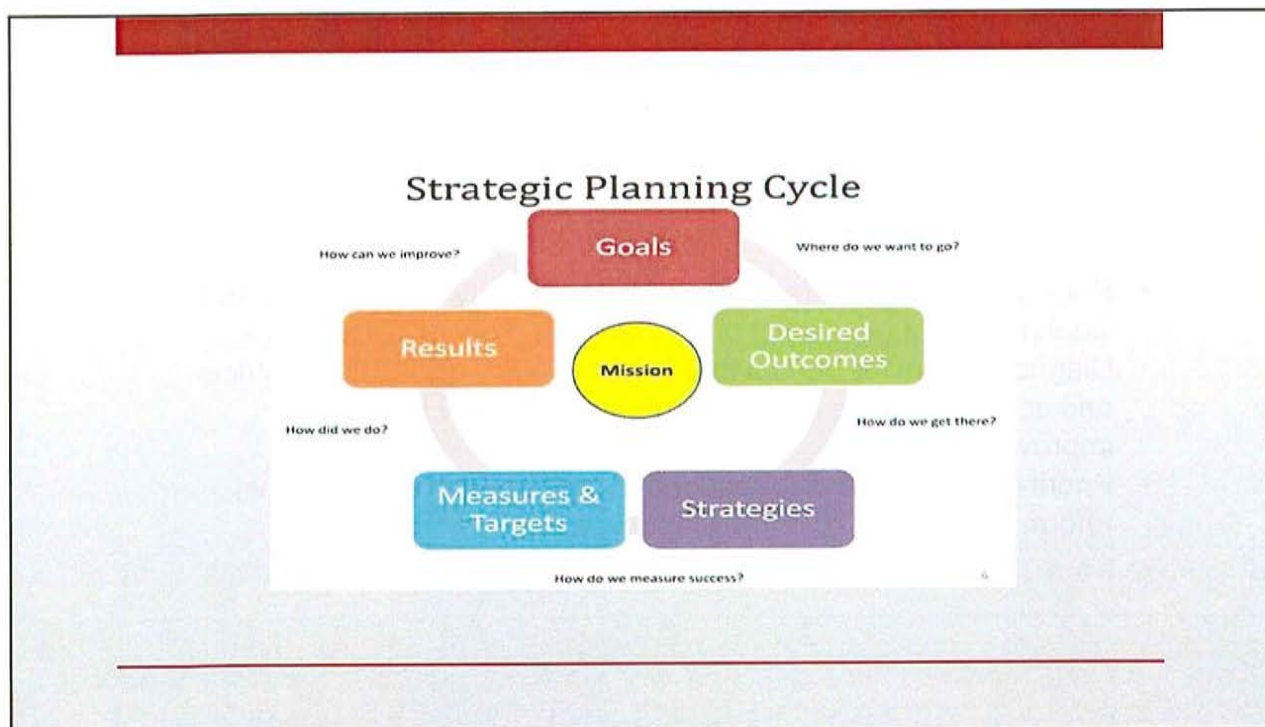
SED must identify at least 10% of the State's Title I schools as Focus Schools

Focus Districts, Focus Schools and Priority Schools' Requirements:

- Participate in a State review process to identify the strengths and weaknesses of the district or school. This process is called the Diagnostic Tool for School and District Review (DTSDE). Districts and schools use the information from the review to develop improvement plans.
 - Priority Schools are also required to implement a whole school reform plan by the 2018-19 school year.
-

Diagnostic Tool for School & District Effectiveness (DTSDE)

- Commissioner's Regulations § 100.18 require that all Priority and Focus Schools participate in a diagnostic review of quality indicators in a format and using the content prescribed by the Commissioner.
 - The on-site district and school reviews inform subsequent School Comprehensive Education Plans (SCEPs) and District Comprehensive Improvement Plans (DCIPs).
 - The DTSDE review evaluates school and district performance in relation to six tenets:
 - district leadership and capacity;
 - school leader practices and decisions;
 - curriculum development and support;
 - teacher practices and decisions;
 - student social and emotional developmental health; and,
 - family and community engagement.
-



DCIP/SCEP Writing Process:

- Develop **district stakeholder teams**: Mark-District Strategic Planning Team as of Dec. 2015; Scott- School Improvement Team in Jan. 2016, Michelle-
- Review **district and sub-group data**
- District **Information Sheet**
- **Assurances**
- Overview- **highlights, barriers, learning targets**
- **Each Tenet** (district leadership and capacity; school leader practices and decisions; curriculum development and support; teacher practices and decisions; student social and emotional developmental health; and, family and community engagement.)
- Needs Assessment, SMART Goal, Action Steps with Start & End Dates & Leading indicators** for monitoring success toward goals
- District **Set-Aside Allocations**

DISTRICT DCIP must:

- Include analysis of achievement goals of previous yr.
- Based on findings of Integrated Intervention Team Review (Jr./Sr. H. S. & LAPs)
- Note the identifications of the school(s)
- Identify initiatives to be implemented for each of 6 tenets to positively impact student learning
- Identify supports & interventions for parent engagement
- Explicitly delineate district's plan for increasing student performance through comprehensive instructional programs an enhancing teacher and leader effectiveness
- Implement before/on 1st day of school



District Comprehensive Improvement Plan (DCIP) & School Comprehensive Education Plan (SCEP)

- Focus Districts are required to develop a DCIP that articulates how the district will use the full range of its resources to support improvement efforts in identified schools.
- Focus Districts are also expected to develop a SCEP for each identified school in the district which describes the interventions that will be implemented in the coming school year to support increases in student achievement.
- In the development of the DCIP and SCEP, Focus Districts must utilize the DTSDE school visit review process to targeting the areas of greatest need and applying the appropriate interventions.
- The district is eligible for 1003(a) grants to support DCIP and SCEP implementation, if the identified schools within the district are eligible for Title I.

Public School Choice (PSC)

- According to Commissioner's Regulations, once a school is identified as Focus or Priority, the district must annually inform parents of students enrolled in the school of the school's designation.
- All Title I schools designated as Priority or Focus Schools, except for public charter schools, are required to offer Public School Choice (PSC).
- Districts must provide all enrolled students in these schools with the option to transfer to another public school within the district that is not a Priority or Focus School.
- Parents must be notified of the PSC options available no later than 14 days before the start of the 2016-17 school year.

DISTRICT COMPREHENSIVE IMPROVEMENT PLAN

Due in SED: July 31

Required BOE approval, inclusion of staff/self-assessment, posting on district website.

- Tenet 1: District systems and structures, supports for schools, hiring practices, community relationships and communications
- Tenets 2-6: Leadership, Curriculum, Instructional Practices and Decision-Making, Social-Emotional Developmental Health (SEDH), Parent Involvement



TENET 1: The district examines school systems and makes intentional decisions to identify and provide critical expectations, supports and structures in all areas of need so that schools are able to respond to their community and ensure that all students are successful.

By September 1, 2016, the district (BOE and superintendent) will have finalized a clearly updated vision, mission and SMART Goals that will be disseminated to all stakeholders upon the opening of school as evidenced by posting on the website, hard copies provided to all staff members on the opening day of school, and a presentation of these documents by the superintendent and BOE. These will be used to drive all K-12 efforts and decision-making in the district. Specific SMART Goals will be developed for increased participation rates and achievement for Grades 3-8 NYS Assessments: increasing participation rates to 95 percent and increasing SWD achievement rates at Levels 3 & 4 to 56 percent. Progress will be monitored five times per year (September, November, February, April, June) by the District Steering Committee to analyze DIBELS, Fontas and Pinnell, STAR, unit testing/district-created assessment data as of September 2016 and collect quantitative and qualitative evidence for successful completion of all action steps, making adaptations as needed for successful achievement of SMART Goals by June 2017.

TENET 1:

By September 1, 2016 the BOE will have a draft of core beliefs, vision and mission statements, and SMART Goals to guide district teachers and leaders' decision-making and instructional practices in the upcoming school year in order to improve student achievement.



DISTRICT VISION - DRAFT

Our vision is to create the best K-12 school district in New York State that is highly regarded for its academic excellence, pride and its contribution to actively serve and improve the community in which it operates.



MISSION- DRAFT

Our mission-through combined efforts of students, staff, parents and other community members- is to provide the confidence, knowledge, thinking skills, character and hope to foster a positive work ethic; to create an environment that harbors tolerance and respect for each other; and to ignite an attitude of inquiry and enthusiasm for learning that will enable students to become productive responsible citizens and confident builders of their future.



CORE BELIEF- DRAFT

Everyone should have learning experiences that expand beyond the classroom.

Everyone should have the opportunity to reach his/her full academic, physical, and social-emotional potential in order to have a productive life.

Everyone will be a responsible and accountable contributor to society through leadership and service to others and through demonstrating respect, honesty, and integrity as part of maintaining good citizenship.

Everyone has value and worth and is part of a greater whole than just themselves.



Core Beliefs Cont.

Everyone should have the technological awareness and problem-solving /analytical skills for a 21st Century world, so they can resolve problems and transfer those skills to real life situations.

Everyone will be treated fairly and equitably, but fair and equitable may not always be the same.

We believe: positive statements and actions empower everyone and change lives.

We believe: competition exists and we learn and grow from both success and failure.


We believe everyone's thoughts, input and conversation are valued.

LEARNING TARGETS FOR 2016-17

- Participation Rate= 95%
- 3-8 Testing & NYS Regents= meet or exceed NYS Averages for the all students and subgroups
- Non-Regents/Encore Courses= we will use final averages, and have a target of **65%- 10 points higher than is** of our students meeting or exceeding a final average of 80 or above
- K-2 –using DIBELS(ELA) and STAR(math) as assessments, we are establishing a target of **65%** of our students benchmarked at the end of the school year


TENET 2 The district works collaboratively with the school to provide opportunities and supports for the school leader to create, develop and nurture a school environment that is responsive to the needs of the entire school community

The district leaders, with the help of the PLC consultant, will build the necessary systems and structures for cohesive K-12 programming, instruction, and data analysis in order for responsiveness to student needs that improves continuous achievement toward district learning targets.



TENET 3: The district works collaboratively with the school(s) to ensure CCLS curriculum that provide 21st Century and College and Career Readiness skills in all content areas and provides fiscal and human resources for implementation.

- The district leaders will establish and implement a Curriculum Plan and timeline for review/development of all curriculum in order for alignment with all New York State Common Learning Standards, Literacy Standards and Content Standards for all students to receive 21st Century College and Career Ready instruction.



TENET 4: The district works collaboratively with the school to provide opportunities and supports for teachers to develop strategies and practices and addresses effective planning and account for student data, needs, goals, and levels of engagement.

- Commencing September 2016, a professional development plan/schedule will be established for K-12 in order for 100 percent of the teachers to receive professional development in essential questions and learning targets, formative assessment and differentiated instruction and homework in order for them to demonstrate effective and highly effective use of these instructional practices in the classroom.



TENET 5: The district creates policy and works collaboratively with the school to provide opportunities and resources that positively support students' social and emotional developmental health.

An RTI Plan will be developed by a committee of teachers, parents and support staff and facilitated by a school leader that identifies both academic and SEDH tiered supports to be implemented in order for all student needs to be met in order for increased student proficiency on all formative and summative assessments.



TENET 6: The district has a comprehensive family and community engagement strategic plan that states the expectations around creating and sustaining a welcoming environment for families, reciprocal communication, and establishing partnerships with community organizations and families.

The superintendent and school leaders will provide communication vehicles, procedures and expectations for all teachers to establish monthly reciprocal communication with parents in order that 100% of our parents are contacted and invited to respond and advocate for their child's positive school performance.

THE FUTURE OF
THE WORLD
BEGINS
IN MY CLASS
TODAY!

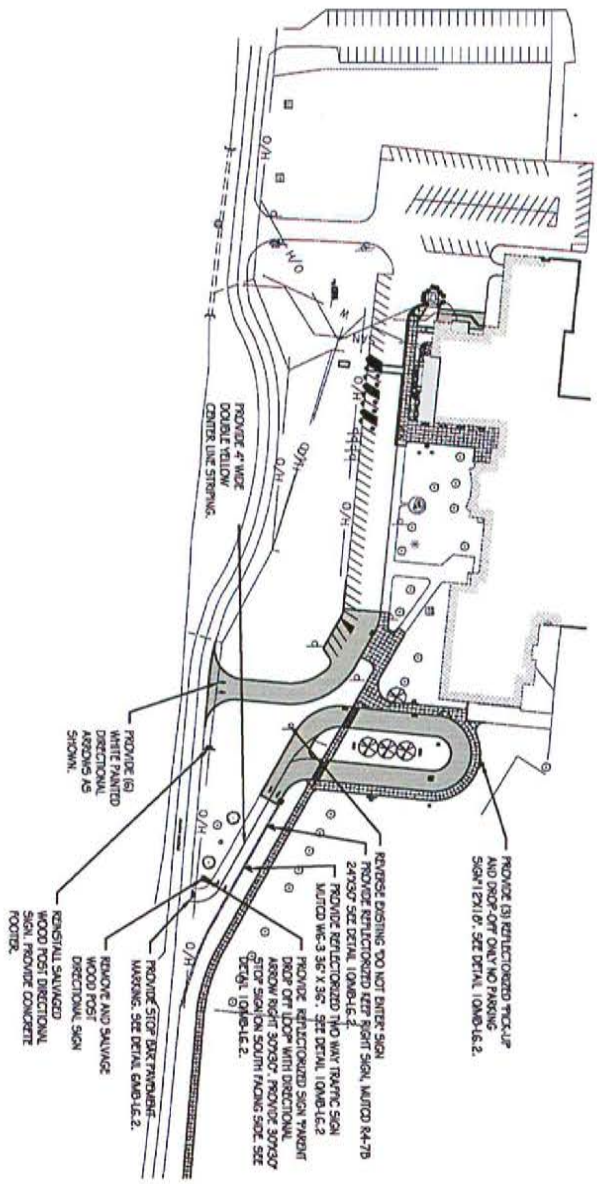
7.3

September 6, 2016

CAPITAL PROJECT UPDATE

SIGNAGE

1 SITE IMPROVEMENT PLAN - MAIN BUILDING
SCALE: 1" = 20'



<p>DATE: 08/11/11 DRAWN BY: [Name] CHECKED BY: [Name] PROJECT: CAPITAL IMPROVEMENTS PROJECT SHEET: CAL-11</p>	<p>ADDITIONAL SIGNAGE NEW YORK MILLS UNION FREE SCHOOL CAPITAL IMPROVEMENTS PROJECT NY MILLS, NEW YORK</p>	<p>HUNT ARCHITECTS 100-1545 CENTER ST. ALBANS, NY 11784 TEL: 516-338-1100 FAX: 516-338-1102 WWW.HUNTARCHITECTS.COM</p>	<p>DATE: 08/11/11 DRAWN BY: [Name] CHECKED BY: [Name] PROJECT: CAPITAL IMPROVEMENTS PROJECT SHEET: CAL-11</p>
	<p>SCALE: 1" = 20'</p>		

SCHEDULE

Project ID: 16-0200 - NEW YORK MILLS
 Description: NEW YORK MILLS CAPITAL IMPROVEMENTS PROJECT
 Schedule period is from 8/22/2016 through 12/31/2016

Schedule

Num	Task Title	% Comp	Start	Finish
1	Foundations	0	8/22/2016	9/23/2016
2	Steel Erection	0	8/22/2016	10/13/2016
3	Roofing	0	10/13/2016	11/2/2016
4	Exterior Framing	0	11/2/2016	11/11/2016
5	Interior Framing	0	11/2/2016	11/9/2016
6	Block Fire Wall	0	10/13/2016	10/19/2016
7	Gypsum Wall Board with Finishes	0	11/6/2016	11/30/2016
8	Exterior Finish Work	0	11/11/2016	11/30/2016
9	Interior Finish Work	0	11/21/2016	12/15/2016



SHOP DRAWING REVIEW

DATE: 8-29-2016
 REVIEWED BY: Travis Payne

ACTION:
 Revise and Resubmit

Regardless of any information contained in the Shop Drawings, the contract specification and drawing requirements must be followed and are not waived or superseded in any way, by anything appearing in the summary.

Provide input/durations from other trades.

BEEKMAN

1. Roofing is complete
2. Exterior doors have been ordered and will be installed after the school year completes
3. Foundation wall work complete

MAIN BUILDING

1. Data room work and cabling in the building is about 60% complete at this point and is on going. All existing technology systems including wireless access, security cameras will be kept in place as they were at the end of school year.
2. Access card entrances and classroom locksets are waiting on the door and door hardware deliveries. This should occur within the month of September.
3. House lighting and stage lighting in the auditorium is progressing but will require temporary installations for the opening of school due to lead time issues for the new control board for this lighting. All temporary needs will be installed for use of the space at the opening of school.
4. All ceilings within the building have been completed.
5. Existing interactive boards have been left installed to maintain current technology. New boards will be implemented during off hours and breaks.

SITE WORK

1. New parent drop off and bus loop will be complete and ready for use on the opening of school
2. Track resurfacing is scheduled to be complete at the end of September.
3. All sidewalks will be complete except the sidewalks that surround the new cafeteria addition.
4. Proposed signage layout for the site is attached. Please let me know if you would like to see any changes for this.