



**BOARD OF EDUCATION MEETING
TUESDAY, OCTOBER 7, 2014
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 May 20, 2014 District Survey Report – Dr. Porcelli, Chairperson
- 1.4 2013-14 Audit Report by Moore & Hart – D. Upcraft - Action

2. Communications

- 2.1 From the Floor
- 2.2 President's Messages
 - a. Committee Report(s)
 - 1. Facilities Health & Safety Committee – D. Ross
 - 2. Policy Committee – T. Welch
 - 3. Transportation Committee– Dr. Porcelli
 - b. Board Calendar
 - c. BOCES Representative Report – Dr. Porcelli

3. Consent Agenda

- 3.1 Board of Education Minutes
 - a. Meeting held September 2, 2014
 - b. Meeting held September 29, 2014
- 3.2 Business Office Reports for Month ending August 2014
- 3.3 CSE Reports
 - a. Minutes of meetings held 8/22/14
 - b. Minutes of meeting held 8/28/14
 - c. Minutes of meeting held 9/1/14
 - d. Minutes of meetings held 9/4/14
 - e. Minutes of meetings held 9/8/14
 - f. Minutes of meeting held 9/11/14
 - g. Minutes of meetings held 9/12/14
 - h. Minutes of meetings held 9/15/14
 - i. Minutes of meetings held 9/16/14
 - j. Minutes of meeting held 9/19/14
 - k. Minutes of meetings held 9/22/14
 - l. Minutes of meeting held 9/23/14
 - m. Minutes of meetings held 9/25/14
 - n. Minutes of meetings held 9/26/14
 - o. Minutes of meetings held 9/29/14

- p. Minutes of meetings held 10/1/14
- q. Minutes of meeting held 10/2/14

4. Old Business

- 4.1 2nd reading of Policy #5001, District Wide Safety Plans and Building-Level Emergency Response Plans; #5002, Emergency Closing; #5003, Short-Term Worker Asbestos Notification; Regulation #5003.1, Asbestos Hazard Emergency Response Act Short-Term Notification Form; Policy #5004, Pesticide Alternatives and Notification; #5005, Health and Safety; #5006, Tobacco and Nicotine Use on School Grounds; #5007, Infection Control Program; and Regulation #1100.1, Public Access to Records

5. New Business

- 5.1 Personnel Report – Action
- 5.2 Agreement between County of Oneida, New York and the New York Mills School District for November 18, 2014 Election – Action
- 5.3 Resolution to Reduce Fee Structure for E-Bay Sales with Oneida County - action
- 5.4 1st Reading of Policy #5101, Automated External Defibrillation (AED) Policy; Regulation #5101.1 Automated External Defibrillation (AED); Policy #5303, Information Security Breach Policy; #5304, District Web Publishing Policy
- 5.5 Nominate Voting Delegate for 2014 NYSSBA Annual Meeting – action
- 5.6 Accept Donation - action
- 5.7 Allow students and teacher to attend New York State Council on Leadership and Student Activities Leadership Conference November 23 – 25, 2014 Albany, New York - action

6. Building Reports

- 6.1 Elementary Building Report
 - a. Elementary Curriculum Night
 - b. Elementary Musical
 - c. 6th Grade Minute-To-Win-It
 - d. Data Driven Instruction
- 6.2 Secondary Building Report
 - a. Jr. Sr. High School Parent Night
 - b. Homecoming Activities
 - c. Data Driven Instruction

7. Superintendent's Report

- 7.1 Enrollment
- 7.2 APPR Approval Process
- 7.3 Advocacy Efforts
- 7.4 Capital Project Update
- 7.5 Lockdown Procedures

8. Board Discussion

9. **Visitors Comments**

10. **Executive Session** – to discuss contract negotiations with NYMAA and NYMTA and pending litigation

11. **Adjournment**

Jacqueline Edwards
President

Dr. Gary Porcelli
Vice President



J
F
3.1 a
Rick Surprenant
Traci Welch

**BOARD OF EDUCATION MEETING
TUESDAY, SEPTEMBER 2, 2014
JR./SR. HIGH SCHOOL AUDITORIUM – 6:30 P.M.**

PRESENT: Ms. Jacqueline Edwards, Dr. Gary W. Porcelli, Mr. Jonathan Fiore, Mr. Steve King, Mr. Richard Ross, Mr. Rick Surprenant, and Mrs. Traci Welch

ALSO PRESENT: Ms. Kathy Houghton, Mr. Michael Spost, Dr. René Wilson, Mrs. Lisa Stamboly, Mr. William Lachut, Ms. Debbie Price, Mrs. Paula Ann May, and 5 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

Dr. Porcelli led the Pledge of Allegiance.

1.2 Acceptance of Agenda

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

Yes 7 No 0
Motion carried.

1.3 Teacher/Leader Report – New Teachers and Staff

Ms. Houghton introduced the new staff.

Mr. Joel Allen said he is a graduate of Remsen and went to Utica College and has been in the field of education for the last 10 years. He has taught in a variety of school settings. He's heard great things about the school district especially from the teachers that work here. He said that he also loves to coach.

Ms. Melissa Jarosz said she is a 2003 graduate of New York Mills. She graduated SUNY Oswego and has taught in Florida.

Mrs. Kehrli said that she lives in the school district and is hoping to do for the students of New York Mills what the teachers here have done for her children.

At this point the Board Members took a few moments to talk to the new employees.

1.4 Building Tour

Mr. Lachut gave the Board Members a tour of the building.

2. Communications

2.1 From the Floor

Mr. Markowicz would like a notice put in the paper to tell him when there will be a hearing on the Veteran's Tax Exemption to notify people. He said it will cost you 9% and he also asked if he could have names and address of veterans to get as many veterans there as he can. He brought his taxes with him and said the exemption would save him \$114. He said he earned it and he thanked the Board for considering it.

2.2 President's Messages

Ms. Edwards spoke about changing the November 4th meeting which is on Election Day. Mr. Fiore made the motion to move the November 4th meeting to Monday, November 3rd seconded by Mr. King.

Yes 7 No 0
Motion carried.

Ms. Edwards said this summer's training discussed self-evaluation. We have two people that are in the audience evaluating us. She also reminded the Board that we sometimes get caught up in emotion. Make sure you are being recognized by the chair before addressing the rest of the Board for the sake of keeping the focused parameters we set up. Last meeting Mr. Pellow chimed in and we really should have had that documented somewhere. We need to have some kind of a record of advice from legal counsel.

Ms. Edwards reminded everyone that on Thursday, September 18th, "Back to the Basics: A Comprehensive Approach to School Safety" is being offered by SBI. Reservations are needed in a timely fashion.

- a. Committee Report(s)
 1. Facilities Health & Safety Committee – D. Ross

No Report.

2. Policy Committee – T. Welch

Mrs. Welch reported that the Policy Committee had two meetings: July 22nd and August 26th. Nothing significant was changed in the policies before you tonight and the committee will continue to meet regularly.

3. Survey Committee – Dr. Porcelli

Dr. Porcelli reported that the Survey Committee has received the commentary for the Survey. With the Board of Education President's permission he would have included in your updates, packets of the completed analysis and comments. He would like to set up some time for a formal presentation.

4. Transportation Committee– Dr. Porcelli

Dr. Porcelli said the Superintendent has called and is trying to set up a Committee meeting with the Dispatcher and our current bus company.

- b. Board Calendar – N/A
- c. BOCES Representative Report

Dr. Porcelli reported that BOCES opened today as well as New York Mills School District. He did not have an opportunity to attend. The BOCES Retreat is the 26th and 27th of September. They are doing it locally and the 2nd day will be at BOCES. September 26th is Parent Night at BOCES. You will be able to look at the various programs BOCES offers.

3. Consent Agenda

Mrs. Welch made the motion to approve the Consent Agenda that includes:

- 3.1 Board of Education Minutes for August 19, 2014
Business Office Reports for Month ending July 2014
- 3.2 CSE Reports - N/A

Mr. King seconded the motion.

Yes 7 No 0
Motion carried.

4. Old Business

Mr. Fiore made the motion to approve the second reading of the polices below seconded by Mr. Surprenant.

- 4.1 2nd Reading of Policy #4400, General Procurement Standards, #4500, Petty Cash Funds; #4501, Extraclassroom Activity Accounts Policy; Regulation #4501.1 Extra-Classroom Activities Accounts Procedures; Policy #4502, Expense Reimbursements (Employees); Regulation #4502.1, Request to Attend Conference/Workshop; #4502.2 Mileage and Expense Reimbursement; Policy #4503, Accounting of Fixed Assets, Inventory and Tracking; #4504, Meals and Refreshments; #4505, Disposal of Surplus Property; #4506, Student Fundraising Activities; #4600, Use of District Credit Card; #4601, Use of Phones; #4700, Defense of Tax Certiorari Proceedings; #4701 403(b) Plans; Regulation #4701.1 Salary Reduction Agreement for 403(B) Plans; #4701.2 Statement of Understanding and Hold Harmless Agreement Regarding Tax Shelter Annuity Program; and #4701.3, Annuity Indemnity Agreement – Action

Yes 7 No 0
Motion carried.

- 4.2 Capital Project Proposition Options – Action

- a. Option One: One Proposition to include the entire scope of work
- b. Option Two, Two Propositions: (1) Project w/o Cafeteria at \$0 taxpayer impact and (2) Cafeteria Renovations with minimal impact
poll the board

Mr. King said that he felt if the Board reconsidered putting up one proposition we would be setting a bad precedence. The Board should not start second guessing themselves.

Mr. Surprenant said that the Board has more information now and we should make the proposition wording the way we feel best. He said he would rather eliminate the cafeteria than have a separate proposition.

Mrs. Welch said that the last meeting was a long meeting. She is in favor of a cafeteria but maybe we should give the community the option. She said she may be second-guessing herself, but after hearing the concerns from Dave Adams she may reconsider.

Dr. Porcelli said we are looking at an item already decided but Mr. King did have a point.

Ms. Edwards said she voted against the tax increase and reiterated what she said in June , but said that she will support the majority of the Board. This lets the people in the community decide how they want their money spent.

Mr. Surprenant said the same thing. He voted for the cafeteria at the meeting but he may reconsider. He did not want to raise taxes, let the people make the decision.

Mr. Fiore said he is in favor of a 0% increase and leave it to the taxpayers. If they don't want a tax increase they may vote the project down.

Ms. Houghton said that if the community does not support a cafeteria expansion, she doesn't want to see the entire project go down. There are things in the main project we really need to get done. We will have to do the work anyway and with the project we will get aid on these items. It is her recommendation to place a separate proposition up for the cafeteria, with the rest of the project as proposition 1.

Dr. Porcelli suggested making a motion given the fact that we have new information that we reconsider. He also read from the survey and based upon updated figures the Board might reconsider the decision from the last Board of Education meeting.

Mr. King believes we can't put everything up as a proposition.

Discussion continued.

Mr. Fiore made the motion to have a Board Meeting on Monday, September 29th at 5:30 p.m. to finalize the Capital Project Proposition seconded by Mr. King.

Yes 7 No 0
 Motion carried.

5. New Business

5.1 Personnel Report – Action

Mr. King made the motion to accept the following Personnel Report seconded by Mr. Fiore:

EMPLOYEE	CERTIFICATION AREA	CERT	SALARY*	EFFECTIVE DATE
I. Resignations				
Nackley, Stephanie	Teacher Assistant			9/1/2014
Maunz, Anthony	Girls Varsity Cross Country			8/18/2014
Stockton, Ronnell	School Bus Monitor			9/7/2014
II. Layoffs				
Madden, Nathaniel	School Monitor			8/29/2014
III. Coaching Appointments				
Keating, Michael	Girls Varsity Cross Country	T	\$2,770.00	2014-15 School Year
Maunz, Anthony	Girls Varsity Cross Country Volunteer	T	~0~	2014-15 School Year
IV. Teacher Assistant				
Millis, Brittney	Childhood Education Grades 1-6, Initial Certificate and Students w/Disabilities Grades 1-6, Initial Certification	Y	\$14.30	9/2/2014
V. Substitute Teaching Assistant				
Substitute Rate of Pay			\$8.57/hour	9/2/2014
VI. Substitute Appointments				
Pietruch, Marissa	Teacher Assistant		\$60/day	9/1/2014
Chaffee, Korinn	Nurse RN		\$16.00	9/2/2014

Zogby, Jeremy Michael	Social Studies 7-12		\$80.00	9/2/2014
Ruganis, Scott	Physical Education/Health		\$80.00	9/2/2014
Fatata, Neil	Bus Monitor		\$8.00	9/2/2014
Stockton, Ronnell	Bus Monitor		\$8.00	9/8/2014

VII. Non-Instructional Appointment

Corsi-Dee, Deborah	School Nurse RN	Y	\$19.05	9/2/2014
Staine, Eleanor	Bus Driver	Y	\$17.26	9/2/2014

VIII. Bus Run

Babiarz, Brenda	Regular P/T Bus Driver 4 runs per day/7.75 hrs. daily		Per CSEA Contract	2014-15 School Year
Green, Jim	Regular P/T Bus Driver 2 runs per day/5.25 hrs. daily		Per CSEA Contract	2014-15 School Year
Furmanski, Tom	Regular P/T Bus Driver 2 runs per day/4.25 hrs. daily		Per CSEA Contract	2014-15 School Year
Miller, Doug	Regular P/T Bus Driver 2 runs per day/5.25 hrs. daily		Per CSEA Contract	2014-15 School Year
Kurgan, John	Regular P/T Bus Driver 2 runs per day / 4.50 hrs. daily		Per CSEA Contract	2014-15 School Year
Makuszak, Fred	Regular P/T Bus Driver 1 run per day/1.75 hrs. daily		Per CSEA Contract	2014-15 School Year
Frankland, Robert	Regular P/T Bus Driver 1 runs per day/2.5 hrs. daily		Per CSEA Contract	2014-15 School Year
Staine, Eleanor	Regular P/T Bus Driver 1 run M-Th 1.25 hrs. daily and 1 run Friday and Sunday at 7 hrs. per run		Per CSEA Contract	2014-15 School Year
Abel, Steve	Regular P/T Bus Driver 1 hour daily		Per CSEA Contract	2014-15 School Year

VIII. School Monitor Scheduled Hours

Ferrara, Sharron	6.50 hours per day			2014-15 School Year
Fitzgerald, Eliesa	2 hours per day			2014-15 School Year
Greico, Nicolle	6.5 hours per day			2014-15 School Year

Grossi, Anna	6.5 hours per day	2014-15 School Year
Hill, Laura	6.5 hours per day	2014-15 School Year
Houle, Deborah	7 hours per day	2014-15 School Year
Janicki, Betsy	6.5 hours per day	2014-15 School Year
Joswick, Marie	6.75 hours per day	2014-15 School Year
Lachut, LouAnn	7.25 hours per day	2014-15 School Year
Maciol, Tammy	6.50 hours per day	2014-15 School Year
Smith, Jennifer	6.75 hours per day	2014-15 School Year
Soja, Lisa	6.25 hours per day	2014-15 School Year
West, Kelly	6.5 hours per day	2014-15 School Year
Williams, Doug	4.25 hours per day	2014-15 School Year

IX. Advisory

Kinsinger, Audrey	7th Grade Advisory	Y	\$906.00	2014-15 School Yr.
Goodfriend, Jennifer	Elementary Musical	Y	\$1,899.00	2014-15 School Yr.
Fatata, Neil	Cleaner		\$12.37/hour	8/3/14 - 10/3/14

Yes 7 No 0
Motion carried.

5.2 2014-15 Annual Professional Performance Review Plan (APPR) – Action

Dr. Porcelli made the motion to approve the 2014-15 Annual professional Performance Review Plan (APPR) seconded by Mrs. Welch.

Mr. King asked if there were any major changes from last year.

Ms. Houghton said that there was a change in the teacher evaluation rubric from the NYSUT Rubric to the Danielson 2007 Rubric, which is more user friendly and easier to administer. Also, the secondary will be using district assessments in lieu of STAR for the local 20 points.

Yes 7 No 0
Motion carried.

5.3 2014-15 Strategic Plan – Action

Mr. Ross made the motion to approve the 2014-15 Strategic Plan seconded by Mr. Fiore.

Yes 7 No 0
Motion carried.

5.4 1st reading of Policy #5001, District Wide Safety Plans and Building-Level Emergency Response Plans; #5002, Emergency Closing; #5003, Short-Term Worker Asbestos Notification; Regulation #5003.1, Asbestos Hazard Emergency Response Act Short-Term Notification Form; Policy #5004, Pesticide Alternatives and Notification; #5005, Health and Safety; #5006, Tobacco and Nicotine Use on School Grounds; #5007, Infection Control Program; and Regulation #1100.1, Public Access to Records

5.5 Resolution for Appraisal Services – Action

The following resolution was offered by Dr. Porcelli and seconded by Mr. King.

WHEREAS, ROBERT O. MORRIS has commenced tax certiorari proceedings challenging the tax assessments located at 145 New Hartford Street in the Town of New Hartford, County of Oneida for tax rolls 2012, 2013 and 1014; and

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

WHEREAS, the School District has intervened in the proceedings for all three outstanding proceedings (Supreme Court; Oneida County; Index Nos. 2012-1485, 2013-1413 and 2014-1289); and

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

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

WHEREAS, proposals from two Real Estate Appraisers have been obtained, and the credentials and proposed fees are similar (with Mr. Wicker proposing to complete a trial ready appraisal report for all three years for the sum of \$6,900, and with Mr. Thurston proposing to complete a trial ready appraisal report for all three years for the sum of \$7,250, with a preliminary report for \$3,250, and the balance to upgrade to a trial ready report).

NOW, THEREFORE, BE IT RESOLVED as follows:

1. The Board of Education of the New York Mills Union Free School District hereby agrees to retain Appraiser Thurston, Casale & Ryan, LLC and to share 50% of the cost of said Appraiser's fees associated with the defense of these Article 7 tax certiorai proceedings up to \$7,250.
2. In the event that the Appraiser's fee will exceed the established fee limit of \$7,250 School District Counsel will come back to seek approval of additional funds by the Board of Education and will explain the facts and circumstances justifying such additional authorization.

Yes 7 No 0
Motion carried.

6. Building Reports

- 6.1 Elementary Building Report
- a. Opening Day(s)

Dr. Wilson said that we had a very exciting kick off: for both teachers and staff. We implemented the FISH Philosophy which has four major components:

1. Be there
 - a. When people need you they need all of you
2. Play
 - a. You can be serious about your work without taking yourself seriously
3. Make their day
 - a. Recognition and simple gestures of thoughtfulness
4. Choose your attitude
 - a. You get to choose how you want to respond to life

A filmmaker was visiting Seattle at the fish market and noticed that customers and workers were having a blast. In a seemingly smelly cold yucky job workers and their customers were having fun.

This evolved into an organizational book and then a Schools of Fish Philosophy.

We discussed questions today like:

What are the little things I can do that will make a big difference?

How does my attitude serve my environment and the people with whom I am interacting?

How do we offer dignity in all ways?

We also talked about Harry and Rosemary Wong who many of us went to visit in Clinton. We talked about school wide procedure and routines.

Dr. Wilson said that she met with Mrs. Price, Dispatcher, to discuss empowering bus drivers to own their moving classrooms and how on the first two weeks of school we will be spending a lot of time on teaching and re-teaching and reinforcing those procedures.

Piggybacking on that efficiency model is making every minute count teachers are charged this year with minimizing non learning time, stream lining attendance, transitions, snack etc.

- Teachers met in grade level meetings to discuss guided reading and the writing program
- And Laurie Noll met with 3-6 teachers to look at specific reports on state testing data: they looked at trend data with regard to standards and student performance, and also an item analysis of released state test questions and their student performance results.

b. Building Improvement Plans

- a. Dr. Wilson said we are implementing a vertically aligned prioritized writing curriculum called "Write Steps"
 - i. This involves grade level and vertical team meetings and purposeful scheduling
- b. Create an internalized mission focused on student learning and positive outcomes
 - i. Two positive communications a year with regard to Common Core success
 - ii. Creating a new report card that is aligned with curriculum, discussing trimester
 - iii. Laurie Noll working on data spread sheets and data walls
 - iv. Using supportive technology and sharing with each other
 - v. We will be working on improving student seat time

c. Parent Night

Dr. Wilson said Curriculum Night is the 15th we will be talking about procedures and routines: we as a faculty know that there are things that can be tweaked about the curriculum etc. However we have embraced all of the positives that have evolved out of the regents reform agenda and are convey that message to all stakeholders, we are choosing to respond to life and the current state of education with a positive and forward looking attitude and we hope that it will be contagious

6.2 Secondary Building Report

a. Opening Day(s)

Mr. Spost said that along with the entire district wide training and presentations that Ms. Houghton will be discuss and Dr. Wilson might have hit upon, our High School building agenda was quite full as well. We had an extensive faculty meeting to go over numerous policies, guidelines, and procedures. Along with the general meeting, our 7th grade faculty got together to go over the specific needs of an

incoming student. Almost every teacher is scheduled with me to review their student learning outcome (SLO) during the first two conference days. We set mutually agreed upon targets of growth and achievement for students at this time that will later determine how many points teachers will earn for forty percent of their evaluation. We also will have targeted training with our Educational Data Analyst, Laurie Noll, to learn how to access and utilize various reports at both the MS and HS level. Specifically, a focus will be at the MS level of how to access and view various reports pertaining to the Common Core Math and ELA exams. This is critical because the exams are never released to use as a tool to inform instruction as you would think, so you have to drill down into this extensive data to see what questions linked to what standards students got incorrect. The HS Department chairs also will review reports available for the HS regents. The focus is to be a reflective practitioner and use this data to alter and adjust instruction

b. Building Improvement Plans

Mr. Spost said this dovetails very nicely into the discussion of the building improvement plan and is also part of our overall strategic plan. A focus this year will be to use the data to drive instruction, or DDI. The NYS modules were new to everyone last year and at the MS level it was like being a first year teacher again learning all new methods, materials, pacing, and shifting pedagogical instruction. This year we anticipate being able to be more strategic based on what we have learned and get into more DDI practices to build student skills. At the HS level, it will also be a focus to use DDI practices. This is not a new practice and every teacher reflects on what they have taught as well as what students have learned. The data available for regents will provide us some useful analysis to determine how to adjust instruction based on regents' exams results. As part of an overall building plan, using data to inform and drive instruction will be a focus during the 2014-2015 school year.

c. Parent Night

Mr. Spost said that Parent Night for the Jr. Sr. HS will be on Monday, September 8th. We will again have a 7th grade Parent Orientation beginning at 6:30 and then kick the night off with a brief assembly in the Auditorium at 7 p.m. Parents will proceed through their child's schedule and the expectation is that they learn a little about what is being taught in the class, how their child's grade will be determined, as well as policies and procedures governing the class. Most importantly, it will hopefully establish a connection in which communication is encouraged and sets us up to work together as team to support students.

7. Superintendent's Report

7.1 Beekman Gymnasium

Ms. Houghton reported that the Beekman Gymnasium floor will be renamed in honor of a retired New York Mills Teacher and Varsity Basketball Coach Michael Tomasetti on Saturday, October 11th at 7:00 p.m. The floor has already been stenciled with Coach Tomasetti's name so that it could be completed prior to the floor being used when sports started this fall. The ceremony will take place during Homecoming Weekend, which normally brings many alumni home for our homecoming game that same day. The ceremony will be followed by a reception at the Roselawn that evening.

7.2 New Teachers & Staff Orientation

On August 28th, our new teachers and staff members participated in an orientation session provided by the school district. We began with an overview of the district provided by Ms. Houghton, followed by a tour of the school buildings and grounds as well as a bus tour of the communities where our students live. When we returned to the district, teachers and staff met with their principals and/or immediate supervisors to discuss job responsibilities and building procedures. Just before lunch, they met in the district office to complete required paperwork. After lunch, training and sign-on information was provided by BOCES and RIC technology staff so that SchoolTool, TEACH, MyLearningPlan, and other technology tools were immediately accessible to them as they prepared for the school year.

7.3 Superintendent's Conference Days

Our teachers and staff attended two full Superintendent's Conference Days on Tuesday, September 2nd and Wednesday, September 3rd in preparation for a smooth and successful opening day with students on Thursday, September 4th. Jacqueline Edwards, Board of Education President and Ms. Houghton, Superintendent welcomed everyone back to school. Various district and BOCES staff members then presented the required Right-to-Know, DASA, Blood-borne Pathogens, and other required training to New York Mills teachers and staff. Each principal and supervisor held faculty/staff meetings to discuss applicable policies, procedures, and instructional programs and strategies. Our BOCES and RIC technology staff provided an overview of our technology plans and staff was provided with training on our new SchoolWires website. In addition, our School Resource Officer, Nancy Nicholl reviewed safety, security, and lockdown procedures for 2014-15. In addition, grade levels and departments met to discuss curriculum, student learning objectives, assessments, and Individual Education Plans for our Special Education students.

7.4 Capital Project Status

Ms. Houghton stated that this topic was already discussed under Old Business and we will be discussing it again at the Board's next meeting on September 29th.

8. Board Discussion

Mr. King said that October 11th is Homecoming and he wanted to applaud everyone that puts this event together each year.

9. Visitors Comments

Mr. Markowicz asked if we still have transportation to Batavia.

Ms. Houghton said yes.

He asked if it was the same driver.

Ms. Houghton said that every run is filled through a bidding process and the runs are bid by seniority.

10. Executive Session – N/A

11. Adjournment

Mr. Fiore made the motion to adjourn at 8:10 p.m. seconded by Mr. Surprenant.

Yes 7 No 0
Meeting adjourned.

Respectfully submitted,



Paula Ann May
District Clerk

DRAFT

Jacqueline Edwards
President

Dr. Gary Porcelli
Vice President



3.1 b
Richard Ross
Rick Surprenant
Traci Welch

**SPECIAL BOARD OF EDUCATION MEETING
MONDAY, SEPTEMBER 29, 2014
JR./SR. HIGH SCHOOL LIBRARY – 5:30 P.M.**

PRESENT: Ms. Jacqueline Edwards, Dr. Gary Porcelli, Mr. Jonathan Fiore (arrived at 5:37 p.m.), Mr. Steve King, Mr. Richard Ross, Mr. Rick Surprenant, and Mrs. Traci Welch

ALSO PRESENT: Ms. Kathy Houghton, Mr. Michael Spost, Dr. René Wilson, Mrs. Lisa Stamboly, Mr. Adam Cleveland, Mr. William Lachut, Mrs. Paula Ann May and 1 guest.

1. Meeting Call to Order

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

1.1 Pledge to the Flag

Dr. Porcelli led the Pledge of Allegiance.

1.2 Acceptance of Agenda

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

Yes 6 No 0
Motion carried.

2. Communications

2.1 From the Floor

2.2 President's Messages

Ms. Edwards said that she and Ms. Houghton did meet with Congressman Hanna last Friday. The brief was in your Update.

3. Consent Agenda – N/A

4. Old Business – N/A

5. New Business

5.1 SEQRA Resolution – action

Dr. Porcelli made the motion to accept the following resolution seconded by Mr. Ross:

WHEREAS, the New York Mills Union Free School District Board of Education has considered the impacts to the environment of the proposed Capital Construction Project, as reviewed by the Board of Education on August 19, 2014 (the Proposed Action), said project involving renovations and upgrades to facilities at the Beekman Gym, the District Bus Garage, and buildings and grounds throughout the District (more fully described on the proposed Scope of Work annexed as Exhibit "A");

WHEREAS, the Board of Education has received and considered the opinions of its Architect, Hunt Engineers, Architects & Land Surveyors, PC, regarding the potential for environmental impacts resulting from the Proposed Action; and

WHEREAS, the Board of Education is the lead agency with regard to the Proposed Action and has reviewed the action with respect to the Type II criteria set forth in 6 NYCRR Part 617.5(c); now therefor,

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

1. The Proposed Action individually and collectively does not exceed the thresholds established under 6 NYCRR Part 617 of the State Environmental Quality Review Act (SEQRA).
2. The Board hereby determines that the Proposed Action is a Type II action in accordance with the SEQRA regulations 6 NYCRR 617.5(c)(2) and (8), specifically the rehabilitation or reconstruction of a structure or facility, in kind, on the same site, and routine activities of educational institutions, including expansion of existing facilities by less than 10,000 square feet of gross floor area.
3. No further review of the Proposed action is required under SEQRA.
4. The Superintendent of Schools and all officers and employees of the District are hereby authorized and directed to take all steps reasonably necessary or appropriate to complete the Project and to carry out the intent of this Resolution and to apply for any eligible state building aid.
5. This Resolution shall take effect immediately.

Mr. King asked if the square footage included the bus loop.

Mr. Snoburg said the square footage did not include the bus loop. It is still a Type II and does not require further review.

Yes 6 No 0
Motion carried.

Mrs. Welch made the motion to accept the following Resolution Calling for Publication of Notice Regard Vote on Proposition seconded by Dr. Porcelli.

NOTICE IS HEREBY GIVEN that a special meeting of the qualified voters of the New York Mills Union Free School District shall be held at the Beekman Gymnasium in said District, on Tuesday, November 18, 2014, between the hours of 12:00 Noon and 9:00 P.M. The following propositions will be submitted for voter approval at said meeting:

PROPOSITION #1

Shall the following resolution be adopted to wit:

RESOLVED THAT THE BOARD OF EDUCATION OF THE NEW YORK MILLS UNION FREE SCHOOL DISTRICT IS HEREBY AUTHORIZED TO UNDERTAKE CERTAIN CAPITAL IMPROVEMENTS CONSISTING OF RECONSTRUCTION OF THE MAIN SCHOOL BUILDING AND FACILITIES, VARIOUS SITE IMPROVEMENTS AND THE ACQUISITION OF CERTAIN ORIGINAL FURNISHINGS, EQUIPMENT, AND APPARATUS AND OTHER INCIDENTAL IMPROVEMENTS REQUIRED IN CONNECTION THEREWITH FOR SUCH CONSTRUCTION AND SCHOOL USE, ALL AT AN ESTIMATED MAXIMUM AGGREGATE COST OF \$3,180,000; AND TO APPROPRIATE AND EXPEND FROM THE EXISTING CAPITAL RESERVE FUND \$1,000,000 FOR SUCH COSTS, AND THAT THE BALANCE OF SUCH COST, OR SO MUCH THEREOF AS MAY BE NECESSARY, SHALL BE RAISED BY THE LEVY OF A TAX TO BE COLLECTED IN ANNUAL INSTALLMENTS, WITH SUCH TAX TO BE PARTIALLY OFFSET BY STATE AID AVAILABLE THEREFOR; AND, IN ANTICIPATION OF SUCH TAX, DEBT OBLIGATIONS OF THE SCHOOL DISTRICT AS MAY BE NECESSARY NOT TO EXCEED \$2,180,000.

PROPOSITION #2

If Proposition #1 is approved, shall the following resolution be adopted to wit:

RESOLVED THAT THE BOARD OF EDUCATION OF THE NEW YORK MILLS UNION FREE SCHOOL DISTRICT IS HEREBY AUTHORIZED TO UNDERTAKE ADDITIONAL CAPITAL IMPROVEMENTS CONSISTING OF ADDITIONAL KITCHEN AND CAFETERIA IMPROVEMENTS AND EXPANSION AND RELATED RECONSTRUCTION AND SITE IMPROVEMENTS , IF ANY, AND THE ACQUISITION OF CERTAIN ORIGINAL FURNISHINGS, EQUIPMENT, AND APPARATUS AND OTHER INCIDENTAL IMPROVEMENTS REQUIRED IN CONNECTION THEREWITH FOR SUCH CONSTRUCTION AND SCHOOL USE, ALL AT AN ESTIMATED MAXIMUM AGGREGATE COST OF \$1,440,290; AND THAT SUCH COST, OR SO MUCH THEREOF AS MAY BE NECESSARY, SHALL BE RAISED BY THE LEVY OF A TAX TO BE COLLECTED IN ANNUAL INSTALLMENTS, WITH SUCH TAX TO BE PARTIALLY OFFSET BY STATE AID AVAILABLE THEREFOR; AND, IN ANTICIPATION OF SUCH TAX, DEBT OBLIGATIONS OF THE SCHOOL DISTRICT AS MAY BE NECESSARY NOT TO EXCEED SUCH ESTIMATED MAXIMUM AGGREGATE COST SHALL BE ISSUE.

NOTICE IS HEREBY FURTHER GIVEN that the text of the aforesaid propositions may appear on the ballot labels in the following abbreviated form:

PROPOSITION #1

Shall the proposition set forth in the legal notice of this special voter meeting, authorizing reconstruction and equipping of the main school building and facilities, including various site and other incidental improvements, all at an estimated maximum aggregate cost of \$3,180,000; with the expenditure of \$1,000,000 from the existing capital reserve fund for certain of such costs, the issuance of not to exceed \$2,180,000 of debt obligations of the School District therefor, and the levy of a tax in annual installments therefor, all as more fully described in said notice, be approved?

PROPOSITION #2

If Proposition #1 is approved, shall the proposition set forth in the legal notice of this special voter meeting, authorizing additional kitchen and cafeteria improvements and expansion and the acquisition of equipment and other incidental improvements, all at an estimated maximum aggregate cost of \$1,440,290; the issuance of debt obligations of the School District therefor, and the levy of a tax in annual installments therefor, all as more fully described in said notice, be approved?

The School District has completed its environmental review under the State Environmental Quality Review Act and the applicable regulations promulgated thereunder ("SEQRA") and has duly determined and found the purpose to be a type II action which will not have a significant impact on the environment and is not subject to any further environmental review under SEQRA.

AND NOTICE IS ALSO GIVEN that applications for absentee ballots to vote on the propositions may be applied for at the office of the School District Clerk. Any such application must be received by the District Clerk at least seven days before the date of the aforesaid special district meeting if the ballot is to be mailed to the voter, or the day before such special district meeting if the ballot is to be delivered personally to the voter. A list of all persons to whom absentee ballots shall have been issued shall be available for public inspection in the office of the District Clerk during regular office hours on each of the five days prior to the day of the vote (excluding Saturday and Sunday). An absentee ballot must reach the office of the District Clerk not later than 5:00 p.m. on the day of such special district meeting.

DATED: September 29, 2014
New York Mills, New York

District Clerk
New York Mills Union Free School District
New York

3. At such meeting taxes to be levied by installments will be proposed providing for payment of such capital costs and providing for the financing costs therefor. Such taxes shall be levied upon all the taxable property of the District, shall be levied in annual installments and shall be of such amounts and levied in such years as may be determined by the Board of Education.

4. The District Clerk or the Clerk's designee is hereby directed to publish a copy of said notice of special meeting in two newspapers having general circulation within the School District in the manner prescribed by law for publication of notice of the annual meeting of the School District.

5. This resolution shall take effect immediately upon its adoption.

Mr. Ross said that he is in favor of one proposition and against the other. He was wondering if the Board could vote Proposition 1 and 2 separately.

Because there currently is a motion on the table Mrs. Welch withdrew her motion and Dr. Porcelli withdrew his second of the motion.

Ms. Edwards said that the taxpayers are deciding. When we vote we are not saying this is a done deal.

Ms. Houghton said that it is important to move forward with a decision at this time.

Mr. Ross said he is against Proposition 2 and this will force him to vote against the Proposition.

Ms. Houghton made it clear that Proposition 2 is contingent on Proposition 1 passing. She is recommending two propositions after consultation with our architects, school attorney, financial advisors, and bond counsel.

Mr. King said that the Board already voted to include both parts. Voting on two separate parts he found troublesome.

Discussion continued on putting the Propositions up separately for the Board Members to Vote on.

Mr. Ross made the motion to take both propositions separately seconded by Mr. Fiore.

Yes 5 No 2
Mr. King and Dr. Porcelli voting nay
Motion carried.

Dr. Porcelli made the motion to approve Proposition 1 seconded by Mr. Ross.

Yes 6 No 1
Mr. King voting nay.
Motion carried.

Mrs. Welch made the motion to approve Proposition 2, seconded by Mr. Fiore.

Yes 5 No 2
Mr. King and Mr. Ross voting nay.
Mr. Ross says that he firmly believes in Proposition 1,
but does not believe Proposition 2 is absolutely
necessary and we can wait until there is

no cost to the taxpayers.
Motion carried.

Mr. King voted 'No' on both propositions because he firmly believes that putting the upcoming building project vote as two separate propositions is a mistake, As he has stated at several previous Board of Education meetings, it is his belief that the members of the Board have a deeper knowledge and understanding about the scope of the project than the general public (who have not studied this project the way that the Board of Education has). Either we believe as a Board that the updates to the Cafeteria are important and need to be included in this project or we do not. He believes that they are needed for a number of reasons. He believes in the project and the process that was used to select all of the items included in the project. He respects the work that was done by the committee and the Board of Education. However, he does not believe the Board needs to separate the vote to authorize all of the items included. Regardless of his vote he will agree with the will of the community and agree to whatever bonding is needed.

6. **Building Reports – N/A**
7. **Superintendent's Report – N/A**
8. **Board Discussion – N/A**
9. **Visitors Comments – N/A**
10. **Executive Session - N/A**
11. **Adjournment**

Mr. Fiore made the motion to adjourn at 5:58 p.m. seconded by Mr. Ross.

Yes 7 No 0
Meeting adjourned.

Respectfully submitted,



Paula Ann May
District Clerk

NEW YORK MILLS SCHOOL

SPECIAL EDUCATION

82	Students classified as of 6/20/14
- 5	Graduated
-7	Left District Classified
+2	Classified
<u>+4</u>	Returned Classed to New York Mills
76	Total Classified Students as of 10/3/14

TEMPORARY USE AGREEMENT

THIS AGREEMENT made as of _____, 2014 by and between the COUNTY OF ONEIDA, a municipal corporation, having its office and principal place of business located at 800 Park Avenue, Utica, New York, hereinafter referred to as the COUNTY, and the New York Mills School District, New York Mills, New York, hereafter referred to as the USER.

WITNESSETH

WHEREAS, the COUNTY and the USER wish to enter into an agreement whereby the COUNTY shall permit the USER to use Optical Scan Voting Systems owned by the COUNTY for the USER’S election, and the USER shall pay the COUNTY for services related to such use, under the terms and conditions described herein;

NOW, THEREFORE, in consideration of the mutual promises, terms and obligations hereinafter made, as well as other good and valuable consideration, the COUNTY and the USER mutually agree and obligate themselves as follows:

1. PURPOSE.

To enter into a written contract setting forth the terms and obligations of each of the parties under which the COUNTY will provide the Optical Scan Voting Systems and related election materials to the USER, and the USER agrees to pay for the temporary use of the Optical Scan Voting Systems and election materials necessary to conduct USER’S election.

a) The USER shall be responsible for returning to the COUNTY all equipment and nonexpendable materials in the same condition as they were in when provided to the USER by the COUNTY. The USER shall be responsible for any and all damages to the Optical Scan Voting Systems, the privacy booths and related election materials while in the custody of USER, regardless of cause, intent or foreseeability, including any and all damages caused or alleged to be caused by any third party. The USER shall indemnify and hold the COUNTY and any of its officers, employees and agents thereof free and harmless from any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liability of every kind arising from or relating to any and all claims, liens, demands, obligations, actions, proceedings or causes of action of any kind in connection with, or arising directly or indirectly from the omissions and/or acts of the COUNTY and /or arising out of the maintenance or use of the Optical

Scan Voting Systems, privacy booths or related election materials.

2. GOODS AND/OR SERVICES TO BE PERFORMED.

As mutually agreed the COUNTY shall provide to the USER 1 Optical Scan Voting System, 3 privacy booths and other services and supplies as described in Exhibit "A", attached hereto and made a part hereof for a total cost of \$475.00, for said Election to be held on November 18, 2014 from 12:00 p.m. until 9:00 p.m. The machine technical assistance as referred to in Exhibit "A" shall be provide by the Oneida County Board of Elections staff **only**. Contact information for the technical assistance will be provided by the Oneida County Board of Elections.

- a) **BALLOTS:** USER will be responsible for payment of all fees and costs associated with the preparation and printing of the ballots. USER will be responsible for payment of all costs and fees to Oneida-Herkimer-Madison County BOCES for the printing and delivery of the ballots and test decking ballots. USER is responsible for proofing and approval of all ballots, which will be shipped to the COUNTY and secured in storage prior to the Election. The COUNTY shall be responsible for the delivery of such ballots along with the machine to the poll site. All ballots are the property of the USER.
- b) **iBUTTONS & DATA CARDS:** COUNTY will generate "iButtons" and data cards as programmed by "Oneida County Board of Elections," and will perform the test decking of the Optical Scan Voting Systems. USER will pay COUNTY any and all fees associated with "iButton" and data card generation and actual supplies, as well as fees associated with the mandatory test decking. All "iButtons" and data cards will be returned by USER to the COUNTY.
- c) **DELIVERY & PICKUP:** The Optical Scan Voting System, Purple Election Supply Bag will be delivered November 17, 2014 and will be picked up November 19, 2014 by the Oneida County Board of Elections. USER, and/or their designated representative, will be required to meet the Board of Elections representative at the time of delivery of the Optical Scan Voting System at each poll site designated by USER and is responsible to maintain the Optical Scan Voting System(s) and the Purple Election Supply Bag in a secure location. USER will facilitate access to Optical Scan Voting System and Purple

Election Supply Bag for pick -up by the Board.

- d) **ELECTION DAY INSPECTORS:** the USER will provide the names of inspectors that they wish to utilize for the Election. The Oneida County Board of Election will train said inspectors to operate the Optical Scan Voting System. Only Inspectors certified by the Board of Elections will be employed to operate the Optical Scan Voting System. The Oneida Board of Elections will determine who will act as poll site coordinator for the Election. The USER will utilize two (2) inspectors for said Election that have been trained by the Oneida County Board of Elections. The USER shall also be responsible for paying the standard County Inspector pay rate for their service at the polls, (\$130.00 for the Poll Site Coordinator and \$100.00 to each Inspector). Inspectors must be in place by 11:15 a.m. the day of Election, November 18, 2014, and will close the polls at 9:00 p.m. Both the Coordinator and Inspectors shall close the poll site together and leave the poll site together.
- e) **POLL SITE LOCATIONS:** USER is responsible for all poll-site use fees and for completion of use-site applications and assurances.

3. TERM. The Optical Scan Voting Systems and other services and supplies are to be provided for the USER'S election to take place on November 18, 2014. All Optical Scan Voting Systems and supplies will be delivered on November 17, 2014 and picked up on November 19, 2014. Delivery and pick-up will be provided by Oneida County Board of Elections between the hours of 8:00 A.M. and 4:30 P.M. on those dates and USER agrees to keep poll sites open for those times for that purpose.

4. INSURANCE. The USER agrees that it will, at its own expense, at all times during the term of this agreement, maintain in force a policy of insurance which will insure against liability for property damage and injury/death with regard to any property or persons. The liability and property damage coverage of such insurance shall not be less than One Million dollars (\$ 1,000,000). The USER agrees to have the COUNTY added to said insurance policies as named additional insured, as their interest may appear, and to provide the COUNTY with a certificate from said insurance company, or companies, showing coverage as herein before required, such

certification to show the COUNTY as additional insured and to provide that such coverage shall not be terminated without written prior notice to the COUNTY.

5. **PRICE.** See Exhibit A attached hereto and made a part hereof.

IN WITNESS WHEREOF, each of the parties hereto has caused this agreement to be executed as of the day and year first above written.

COUNTY OF ONEIDA

By: _____

ROSE MARIE GRIMALDI
Commissioner of Elections
Oneida County

By: _____

RUSSELL J. STEWART
Commissioner of Elections
Oneida County

By: _____

_____, President
New York Mills School District

STATE OF NEW YORK)

ss:

COUNTY OF ONEIDA)

On this ____ day of _____, in the year _____, before me, the undersigned, a

Notary Public in and for said State, personally appeared ROSE MARIE GRIMALDI and RUSSELL J. STEWART, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his capacity, and that by his signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

Notary Public
Qualified in Oneida Co.
My Comm. expires _____.

STATE OF NEW YORK)

:ss.:

COUNTY OF ONEIDA)

On this ____ day of _____, in the year _____, before me, the undersigned, a Notary Public in and for said State, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his capacity, and that by his signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

Notary Public
Qualified in Oneida Co.
My Comm. expires _____

EXHIBIT A

ANTICIPATED 2014 ELECTION EXPENSES

ELECTION DATE: NOVEMBER 18, 2014 – 12:00 p.m. to 9:00 p.m.

\$475.00 includes the following:

General Supplies (Purple Supply Bag) and Ballot Marking Items

Optical Scan Preparation

Test-Decking

iButton & Data Card Generation

Optical Scan Voting System & Purple Supply Bag Pick-Up & Delivery

Election Day Machine Technician Support – 1 technician (which will be on-call from 11:15 a.m. until the close of the polls)

TOTAL DUE: \$475.00

The New York Mills School District shall be responsible for the payment of the following: Ballots, Poll books, Legal Notices and payment to Poll Site Coordinator and Inspectors.

AUTHORIZATION TO SELL

_____ hereinafter the "Seller" agrees to allow the Oneida County Purchasing Department (the "County") to list and sell surplus items for us using the internet site known as "e-Bay".

The Seller agrees to supply the County with an accurate description of items to be sold and to also provide photos, if required by the by e-Bay or the County. Such photos shall be provided to the County in digital format. The County may choose to take the photos of the items to assure proper views are included at no additional cost.

The Seller agrees to provide the County with the name of a contact person along with a daytime phone number which shall be included in the description of the item to be sold in the event that a prospective buyer has specific question related to the item.

For services provided by the County, the Seller agrees to pay to the County 20% of gross sale for items under \$1,000 and 10% for items over, plus any and all listing and selling expenses charged by e-Bay.

Oneida County will provide a full accounting to the Seller of all items listed and/or sold by the County on e-Bay at the completion of the listing or sale and the County shall issue payment, if any, to the Seller at that time.

Oneida County Executive: _____ Date: _____

Oneida County Purchasing Director: _____ Date: _____

SELLER: _____ Date: _____
Authorized Signatory

ONEIDA COUNTY BOARD OF LEGISLATORS

RESOLUTION NO. 377

INTRODUCED BY: Messrs. Waterman and Porter

2ND BY: Mr. Goodman

RE: APPROVAL TO REDUCE FEE STRUCTURE FOR E-BAY SALES

WHEREAS, County Executive Anthony J. Picente Jr. is in receipt of correspondence from Mello Testa, Director of Purchasing, requesting a reduction in the fee structure for Oneida County's E-bay Sales, and

WHEREAS, Such reduction is being requested in an effort to assist our municipal and not for profit partners in their on-line sales through the County, therefore be it hereby

RESOLVED, That the Oneida County Board of Legislators hereby authorizes a reduction in Oneida County's fee structure for E-bay sales as set forth below:

- Items sold under \$1,000 will be charged 20%
- Items sold over \$1,001 will be charged 10%

and it is further

RESOLVED, That said fee reduction shall take effect on January 1, 2010.

APPROVED: Internal Affairs Committee (November 16, 2009)
Ways & Means Committee (November 25, 2009)

DATED: December 16, 2009

Adopted by the following v.v. vote:

AYES 29 NAYS 0 ABSENT 0

SUPPORT OPERATIONS

AUTOMATED EXTERNAL DEFIBRILLATION (AED) POLICY

I. Introduction

- A. In order to enhance the safety of staff, students and visitors at our facilities, the District adopts this policy governing the placement and use of Automated External Defibrillators (AEDs) on District property and at certain District functions.
- B. This policy and its accompanying regulations are designed to assure that the District personnel who operate Automated External Defibrillators (“AED”) are properly trained, that all AED equipment is maintained in good operating condition, and that all New York Laws, rules and regulations are strictly adhered to by the District.
- C. This policy and its accompanying regulations are deemed to be incorporated into each collaborative agreement to which the District becomes or is a party.

II. A. Training

- 1. Only those District employees who are trained to use AEDs in accordance with the laws of the State of New York shall be authorized to use the District AEDs. All authorized personnel shall be familiar with and trained to use the specific model of AED Units owned by the District.
- 2. All authorized personnel must successfully complete a training course in the operation of AED designed by a nationally recognized organization approved by the New York State Department of Health for the purpose of training people in the use of AEDs.
- 3. The District shall select an approved training course for designated AED users.

B. Location of AED Unit(s)

- 1. The New York State Education Law and Commissioner’s Regulations require that each school district or board of cooperative educational services, shall provide and maintain on-site in each instructional school facility functional cardiac automated external defibrillator equipment for use during emergencies. Each such facility shall have sufficient automated external defibrillator equipment available to ensure ready and appropriate access for use during emergencies.

SUPPORT OPERATIONS

AUTOMATED EXTERNAL DEFIBRILLATION (AED) POLICY

2. In determining the quantity and placement of automated external defibrillators, consideration shall be given to:
 1. the number of students, staff and other individuals that are customarily or reasonably anticipated to be within such facility; and
 2. the physical layout of the facility, including but not limited to:
 - i. locations of stairways and elevators;
 - ii. number of floors in the facility;
 - iii. location of classrooms and other areas of the facility where large congregations of individuals may occur; and
 - iv. any other unique design features of the facility.
3. The District has five (5) AED Units, which are to be available at the following locations:
 1. Beekman Gymnasium
 2. Elementary Wing
 3. High School Lobby
 4. Athletic Department
 5. Portable to go with Sport Teams
4. If the District elects to change the location or number of AEDs, this Policy shall be amended to reflect such changes.

III. AED Requirements

- A. The New York State Education Law requires public school officials and administrators responsible for public school facilities to ensure the presence of at least one staff person who is trained pursuant to Public Health Law Section 3000-b(3) (a), in the operation and use of an AED:
 - Whenever an instructional school facility is used for a school-sponsored or school-approved curricular or extracurricular event or activity, or
 - Whenever a school-sponsored athletic contest or school-sponsored competitive athletic event is held at any location.
- B. Where a school-sponsored athletic contest or competitive athletic event is held at a site other than a public school facility, the public school officials must assure that AED equipment is provided on-site.

SUPPORT OPERATIONS

AUTOMATED EXTERNAL DEFIBRILLATION (AED) POLICY

- C. Each automated external defibrillator device shall be approved by the Food and Drug Administration for adult use and/or for pediatric use, as appropriate for the population reasonably anticipated to be served by such device, and shall be used according to the manufacturer's instructions with due attention provided to operating procedures, maintenance and expiration date.

IV. Emergency Health Care Provider

- A. As an AED provider, the District must identify a physician or hospital knowledgeable and experienced in emergency cardiac care to serve as an emergency health care provider (EHCP) and participate in a collaborative agreement. In many instances, the District's school physician may serve as the emergency health care provider.
- ~~B.~~ The District has entered into a collaborative agreement with the Oneida-Herkimer-Madison Board of Cooperative Educational Services School Physician, following Medical Director:

Name: Dr. William Ryan ————— Phone Number (315) 736-9337

- C. If the identity of the Medical Director changes, the District shall enter into a collaborative agreement with the new Medical Director, and shall submit the new collaborative agreement to the Mid-State Regional EMS Council.

V. Liability

Pursuant to Section 917 of the Education Law and Sections 3000-a and 3000-b of the Public Health Law, any public access defibrillation provider, or any employee or other agent of the provider who, in accordance with the law, voluntarily and without expectation of monetary compensation renders emergency medical or first aid treatment using an AED to a person who is unconscious, ill or injured shall be liable only pursuant to Section 3000-a of the Public Health Law.

VI. Written Notices

- A. The School District will provide written notice to 911 and/or community equivalent ambulance dispatch entities of the availability of AED services at the District.
- B. The School District will file a copy of the "Notice of Intent to Provide PAD" (DOH 4135) with the Mid-State Regional Emergency Medical Services Council (REMSCO), along with a copy of the collaborative agreement with the EHCP.

AUTOMATED EXTERNAL DEFIBRILLATION (AED) POLICY

VII. Quality Improvement Program

- A. As required by the New York State Health Department, the New York Mills Union Free School District will participate in a regionally approved quality improvement program, the details of which can be obtained from the following location:

Mid-State Regional Emergency Medical Services Council
1750 Genesee Street
Utica, New York 13502
(315) 738-8351

New York Mills Union Free School District

Legal Ref: NYS Education Law, Sections 207 and 917, 8 NYCRR 136.4

Adopted: 11/04/03

Revised: 01/08/13, _____

Regulation

Draft 09/22/2014
5101.1

SUPPORT OPERATIONS

AUTOMATED EXTERNAL DEFIBRILLATION (AED)

- I. Training
 - A. All authorized personnel must maintain on file with the District a written certification card or other written evidence satisfactory to the District, establishing such authorized person's successful completion of an approved AED training course.
 - B. All such certifications must be current and still effective under the standards of the organization that has approved the course to which such certification relates, and only authorized personnel with certifications effective at the time of use of any AED may use the District's AED.
 - C. The District will provide ongoing training in the use of AED for its authorized personnel to the extent recommended by the organization that has approved the training courses attended by District authorized personnel.
- II. Maintenance and Inspection of AED Unit(s)
 - A. All AED Units shall be kept protected in their cases, as supplied by the manufacturer, and shall be kept in a clean, warm, and dry location at all times when not in use.
 - B.
 1. Daily Inspections: ~~Buildings and Grounds Supervisor~~ Director of Facilities I shall conduct, or direct a subordinate employee to conduct, a visual inspection of each AED to determine whether any of the self-diagnostic tests and the special service indicator lights (if equipped) indicate that attention is required.
 2. Monthly Inspections: At any building at which a AED unit is located shall, on the first business day of each month, inspect the AED unit stationed at such building, and shall note on a monthly safety inspection report to be submitted to ~~Buildings and Grounds Supervisor~~ Director of Facilities I the status of the AED location at such facility.
 3. Bi-Annual Inspections: ~~Buildings and Grounds Supervisor~~ Director of Facilities I, and/or the BOCES Safety Office ~~District maintenance supervisor~~ shall inspect each AED unit as part of the cost of the bi-annual safety inspections conducted by them in the ordinary course of District procedures.

AUTOMATED EXTERNAL DEFIBRILLATION (AED)

- C. Each inspection shall include observation of all self-diagnostic indicators on the equipment, as well as verification that each unit is complete, clean and in good operating condition.
 - D. If a problem is detected in any such inspection, or if some attention otherwise seems warranted, then the AED unit should be serviced or attended to immediately. The person inspecting the unit and detecting problems or any other need for attention shall promptly notify the Business Office School Business Executive at 768-8127 to report the results of the inspection, immediately upon completion of the inspection. The District Office School Business Executive will immediately arrange for repair of the unit.
 - E. In the event that such service or attention so warrants, arrangements must be made immediately to have a replacement AED unit provided until the AED unit is serviced or repaired and is again fully functional.
- IV. In the Event of Emergency
- A. **IN THE EVENT OF ANY EMERGENCY, IMMEDIATELY CALL 911.**

If more than one district employee is present in the course of an emergency situation, then one employee shall contact 911 while the trained employee assists or stays with the victim.
 - B. An internal communication/notification system should be established to assure early notification of a cardiac arrest (victim's collapse).
- V. After the Arrival of Medical Assistance
- A. After emergency medical service assistance has reached the location of the emergency, the District employee or employees who have been attending to the emergency situation shall remain at the scene to assist the emergency medical service personnel.
 - B. If the accident or emergency victim must be transported from the facility with the AED unit the District's employee must determine to which hospital the victim will be taken. Inquiry should be made of the ambulance or other emergency vehicle operator. If that information is not available, then such employee shall contact the Emergency Medical Services provider's offices to determine where that emergency vehicle or ambulance took that victim. ~~The District's employees shall not follow the ambulance.~~

SUPPORT OPERATIONS

AUTOMATED EXTERNAL DEFIBRILLATION (AED)

- C. The District and the emergency health care provider (EHCP) with which the District has entered into a collaborative agreement related to this Program must file reports with respect to each incident involving use of an AED. Therefore, it is imperative that the information be retrieved after any AED unit's use.
- D. In any situation in which any District AED remains at the scene after it is used, personnel should immediately secure it. When a unit is removed from the premises, the employee involved in the incident and assisting EMS and the victim should provide all relevant information to the District Administrative Offices, so that the administrative office personnel may retrieve the AED unit.
- E. All incidents involving the use of AED shall be reviewed by the EHCP.

III. Documentation Requirements

- A. In the event that any AED is used, the following steps are required:
 - 1. The authorized personnel using same should complete an incident report;
 - 2. The District's Medical Director must be notified promptly, and provided with all relevant data;
 - 3. The employee must prepare a report to submit the data to the Mid-State Regional Emergency Medical Services Council, 1750 Genesee Street, Utica, New York 13502, (315) 738-8351.

New York Mills Union Free School District

Approved: 11/04/03, 04/22/08

Revised: 01/08/13, _____

PERSONNEL

INFORMATION SECURITY BREACH POLICY

- I. This policy is consistent with §208 of the New York State Technology Law. School districts are required to notify any New York State resident when there has been or is reasonably believed to have been a compromise of the individual's *private information*, in compliance with the Information Security Breach and Notification Act and this policy.
 - II. A.
 1. The definition of "private information" shall mean personal information in combination with any one or more of the following data elements, when either (1) the personal information or the data element is not encrypted or (2) encrypted with a corresponding encryption key that has also been acquired:
 - a. Social Security Number.
 - b. Driver's license number or non-driver identification card number;
or
 - c. Account number, credit or debit card number, in combination with any required security code, access code, or password which would permit access to an individual's financial account.
 2. Private Information does not include publicly available information that is lawfully made available to the general public from federal, state, or local governmental records.
 3. This policy also applies to information maintained on behalf of a District by a third party.
- III. Notification:
 - A. The District shall notify an individual when it has been determined that there has been, or is reasonably believed to have been a compromise of *private information* through unauthorized disclosure.
 - B. The District will notify the affected individual. Such notice shall be directly provided to the affected persons by one or more of the following methods:
 1. written notice;
 2. electronic notice, provided that the person to whom notice is required has expressly consented to receiving said notice in electronic form; a log of each such notification shall be kept by the District;
 3. telephone notification; a log of each such notification shall be kept by the District;

INFORMATION SECURITY BREACH POLICY

4. substitute notice, if the cost of providing notice would exceed two hundred fifty thousand dollars, or the affected class of persons to be notified exceeds five hundred thousand, or the District does not have sufficient contact information. Substitute notice shall consist of all of the following:
- e-mail notice when the District has an e-mail address for the subject persons;
 - conspicuous posting of the notice on the District's web site page, if the District maintains one; and
 - notification to major statewide media.
5. personal meeting notification; a log of each such notification shall be kept by the District.

- C. The notice must include the District's contact information, a description of the categories of information that were, or are reasonably believed to have been, acquired by a person without valid authorization, including specification of which elements of private information were, or are reasonably believed to have been, so acquired.
- D. Notification may be delayed if a law enforcement agency determines that such notification impedes a criminal investigation. The notification required shall be made after such law enforcement agency determines that such notification does not comprise such investigation.

IV. When notification is necessary, the District must also notify the following agencies as to the timing, content and distribution of the notices and approximate number of affected persons:

- A. NYS Attorney General
- B. NYS Office of Cyber Security & Critical Infrastructure Coordination
- C. Consumer Protection Board
- D. Consumer Reporting Agencies (ONLY if more than 5,000 New York State residents are notified at one time.)

New York Mills Union Free School District

Legal Ref: NYS General Business Law §889-aa; NYS Technology Law §208, Information Security Policy, NYS Office of Cyber Security and Critical Infrastructure Coordination, December 6, 2005.

POLICY

Draft 09/22/2014
5303

PERSONNEL

INFORMATION SECURITY BREACH POLICY

Adopted: 02/05/13
Reviewed: _____

INSTRUCTION

DISTRICT WEB PUBLISHING POLICY

I. Overview

The availability of Internet access at New York Mills schools provides an opportunity for students and staff to contribute to the School District's presence on the World Wide Web. The District's web sites provide information to the world about school curriculum, instruction, school-authorized activities, and other general information relating to our schools and our District's mission. The pages also serve as a link to educational resources on the Internet for students and staff to access. Creators of web pages need to familiarize themselves with and adhere to the following policies and responsibilities. Failure to follow these policies or responsibilities may result in the loss of authorizing privileges or other disciplinary measures.

II. School Board Policies

All documents on New York Mills server(s) must conform to School Board policies and regulations as well as established school guidelines. Copies of board policies are available in all school offices and on the District website. Persons developing or maintaining Web documents are responsible for complying with these and other policies. Some of the relevant issues and related Board policies include the following:

- A. Electronic transmission of materials is a form of copying. As specified in Policy No. 5300, Acceptable Use Policy, no unlawful copies of copyrighted materials may be knowingly produced or transmitted via the District's equipment, including its Web server(s).
- B. Documents created for the web and linked to District web pages will meet the criteria for use as an instructional and/or informational resource.
- C. Any links that are not specifically curriculum-related will meet the criteria established in the Policy No. 5300, Acceptable Use Policy. Any other non-curricular materials should be limited to information about other youth activities, agencies, or organization which are known to be non-sectarian, exclusively devoted to community interests or child welfare, are non-profit, and non-discriminatory. Web page links may not include entities whose primary purpose is commercial or political advertising.
- D. All communications via the District Web pages will comply with Policy No. 5300, Acceptable Use Policy and Policy No. 1030, Code of Conduct for the Maintenance of Public Order on School Property and at School Functions. Offensive behavior that is expressly prohibited by this policy includes religious, racial, and sexual harassment and/or violence.

INSTRUCTION

DISTRICT WEB PUBLISHING POLICY

- E. Any student information communicated via the District Web pages will comply with New York Mills Policy No. 1100, Records Management and Regulation No. 1100.1, Public Access to Records.
- F. Any deliberate tampering with or misuse of District network services or equipment will be considered vandalism and will be handled in accordance with Policy No. 5300, Acceptable Use Policy, Policy No. 1030, Code of Conduct for the Maintenance of Public Order on School Property and at School Functions, and other related policies.

III. Ownership and Retention

All web pages on the District's server(s) are property of the School District. Web pages will be deleted when a student graduates or moves unless prior arrangements have been made with the webmaster or the technology director.

IV. Subject Matter

All subject matter on web pages should relate to curriculum, instruction, and school-authorized activities, general information that is appropriate and of interest to others, or it should relate to the School District, or the schools within the District. Therefore, neither staff nor students may publish personal home pages as part of the District Web Sites, or home pages for other individuals or organizations not directly affiliated with the District. Staff or student work may be published only as it relates to a class project, course, or other school-related activity.

V. Other

Material on web pages reflect an individual's thoughts, interests, and activities. Such web pages do not, in any way, represent individual schools or the New York Mills Union Free Schools nor are they endorsed or sanctioned by the individual school or the District. Concern about the content of any page(s) created by students or staff should be directed to the building principal of that school or that school's or district webmaster.

Given the rapid change in technology, some of the technical standards outlined in this policy may require change throughout the year. Such changes will be made by the district technology director with the approval of the Superintendent. The Superintendent will promulgate regulations for this policy.

New York Mills Union Free School District

Cross Ref: Policy No. 1030, Code of Conduct for the Maintenance of Public Order on School Property and at School Functions, Policy No. 1100, Records Management Regulation No. 1100.1, Public Access to Records, Policy No. 5300, Acceptable Use Policy.

Adopted: 02/04/03

Revised: 09/03/13

Reviewed: _____

NEW YORK MILLS SCHOOL DISTRICT

RESOLUTION TO ACCEPT DONATION

BE IT RESOLVED that the New York Mills School District accept a \$100 donation from Robin Kulesa to help offset the cost of adding a composite picture to the Class of 1988 Picture.



5.7

1 Marauder Boulevard
New York Mills, NY 13417

Michael J. Spost
Jr. – Sr. High School Principal

Tel: (315) 768-8124
Fax: (315) 768-3397
E-mail: mspost@newyorkmills.org

October 2, 2014

Dear Parent/Guardian:

Your child has shown an interest in attending this year's New York State Council on Leadership and Student Activities (NYS CLSA). This is the twenty-seventh year for the conference, and it is being held in Albany, New York, on Sunday, November 23-Tuesday, November 25th.

This year's conference is entitled "The Red Carpet of Leadership". Students interested in attending must be members of their school's student council or in a leadership position. At this conference, students will learn tools for combating prejudice, bullying, drugs, alcohol, and depression. They will meet with other peer leaders to focus on idea sharing and networking. Additionally, students will discuss project planning, community service ideas, fundraising options, and team building. There will also be special guest speakers: Ted Wiese, Eldridge "El" Broussard, Crystal L. Jackson, and Scott Fitch-Jostens.

The nature of this conference requires students to stay overnight in Albany and miss two full school days. It will be held at the Albany Hilton – 40 Lodge Street, Albany, NY 12207.

The New York Mills Student Council is willing to pay for the hotel and transportation costs, but the registration fee for interested candidates is \$99.00. Checks may be made payable to the New York Mills Student Council. Money is due by Monday, October 20th, 2014.

Meals during the stay will be included, minus Sunday evening and Tuesday afternoon. That first evening we will be ordering pizza/take-out for dinner. Students may bring snacks with them. We will stop for food prior to returning to school on that Tuesday.

Since the conference begins on Sunday evening at 6:00 pm, we will be departing at approximately 3:30 pm from the high school, so we can arrive early and attend a district meeting at 5:00 pm.

Students attending will return to the high school before the close of the school day on Tuesday, November 25th. They will be expected to follow all district rules and abide by the conference's expectations of behavior and participation. We hope your child chooses to attend.

More information regarding this event can be found at <http://conference14.nyscls.org>

Sincerely,

A handwritten signature in blue ink that reads "Aileen Viel".

Aileen Viel
New York Mills Student Council Advisor

I give permission for my child, _____, to attend this year's twenty-seventh annual NYS CLSA conference in Albany, NY. I understand my child is to follow all school protocol and to behave in a positive manner that represents our school and community.

The cost of this conference is \$99.00 and requires my child bring extra money for additional meals. I also am aware that my child will be responsible for making up any missing school work by informing his or her teachers ahead of time.

Parent/Guardian's Signature

Date

Student's Signature

Date

Enrollment

NY Mills UFSD

7.1

	Grade	Male	Female	Total
Elementary				
	K	20	23	43
	1	17	18	35
	2	19	26	45
	3	20	20	40
	4	21	22	43
	5	22	24	46
	6	29	24	53
Elementary Total:		148	157	305
 High School				
	7	27	24	51
	8	22	27	49
	9	16	15	31
	10	21	27	48
	11	22	23	45
	12	26	17	43
High School Total:		134	133	267
 NY Mills UFSD Total:		282	290	572
Outside Sp. Ed (K-6) Placements				7
Outside Sp. Ed (7-12) Placements				12
House of Good Shepard				0
Alternative Ed. Placements				2
Incarcerated Youth				0
TASC (formerly GED)				1
				<hr style="width: 50px; margin: 0 auto;"/> 22
New York Mills Total Enrollment				594

TEACHERLOAD 2014-2015 SCHOOL YEAR

<u>Teacher</u>	<u>Grade</u>	<u># of Students</u>	<u>Grade Total</u>
Davis	K	20	
Kohn	K	23	43
<hr/>			
Pearsall	1	18	
Robertson	1	17	35
<hr/>			
Goodfriend	2	23	
Zbytniewski	2	22	45
<hr/>			
Massoud	3	20	
Steffen	3	20	40
<hr/>			
Schmidt	4	22	
Sroka	4	21	43
<hr/>			
Grogan	5	23	
Kehrli	5	23	46
<hr/>			
Kuhn	6	27	
Sacco	6	26	53

Total Students:

305

10/2/2014