

Jacqueline Edwards
President

Dr. Gary Porcelli
Vice President



Gary Markowicz, Sr.
Gail Rice
Richard Ross
Rick Surprenant
Traci Welch

BOARD OF EDUCATION MEETING
TUESDAY, JUNE 3, 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 Teacher/Leader Report
 - a. "One Hundred Years" Video – K. Morrissey
 - b. Conservation Day Field Trip Opportunity – W. Girvan
 - c. Special Education Report – K. Zogby

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. Survey Committee – Dr. Porcelli
 - 4. Transportation Committee– Dr. Porcelli
 - b. Board Calendar
 - c. BOCES Representative Report
 - d. 2014-15 School Board Meeting Calendar Draft
 - e. Summer Retreat

3. Consent Agenda

- 3.1 Board of Education Minutes
 - a. Meeting held May 6, 2014
 - b. Meeting held May 20, 2014
- 3.2 Business Office Reports for Month ending April 2014
- 3.3 CSE Reports
 - a. Minutes of meetings held 5/5/14
 - b. Minutes of meetings held 5/6/14
 - c. Minutes of meetings held 5/8/14
 - d. Minutes of meeting held 5/9/14
 - e. Minutes of meetings held 5/12/14
 - f. Minutes of meetings held 5/13/14
 - g. Minutes of meetings held 5/14/14
 - h. Minutes of meeting held 5/16/16
 - i. Minutes of meetings held 5/19/14
 - j. Minutes of meeting held 5/20/14

- k. Minutes of meetings held 5/21/14
- l. Minutes of meeting held 5/22/14
- m. Minutes of meetings held 5/23/14
- n. Minutes of meeting held 5/27/14
- o. Minutes of meeting held 5/28/14

4. Old Business

- 4.1 2nd reading of Policy #4001, Fiscal Responsibilities, #4002, Reports of Possible Violation of Policy or law; #4100, Budget Policy; #4101, Budget Administration; #4102, Budget Publication and Hearing; #4103, Budget Transfers, #4104, Contingency Budget; #4200, Borrowing Funds; #4201 Deposits; #4202, Investments; #4300, Audit Committee; #4301, Annual Audit; #4302, Internal Audit Function; #4303, Auditing Claims for Payment; #4400, General Procurement Standards; #4401, Competitive Bidding; #4404, Non-Bid Purchasing; and Regulation #4402.1, Procurement of Goods and Services Quote Form

5. New Business

- 5.1 Personnel Report – Action
- 5.2 1st Reading of Policy #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
- 5.3 Resolution to Appoint Hearing Officer - Action
- 5.4 Abolishment of Three School Monitor Positions
- 5.5 Resolution to Create and Fill Three Teacher Assistant Positions - Action
- 5.6 Set Date of Reorganizational Meeting – Action
- 5.7 Resolution to Accept Donation
- 5.8 Time Capsule Resolution

6. Building Reports

- 6.1 Elementary Building Report
 - a. PARP Celebration
 - b. Helen Sperling Holocaust Lecture
 - c. 4th Grade Cemetery Field Trip
 - d. 6th Grade Promotion
- 6.2 Secondary Building Report
 - a. Class of 2014 Graduation
 - b. Jr. Class Time Capsule
 - c. Veteran's Outreach Food Collection
 - d. The Year in Athletics

7. Superintendent's Report

- 7.1 K-12 Enrollment
- 7.2 Publication of District Newsletter
- 7.3 Potential Capital Project Update
- 7.4 Arts Fests Thank You
- 7.5 School District Foundation Update

8. Board Discussion

9. Visitors Comments

10. Executive Session – NYMTA and NYMAA Negotiations, Individual Agreements, Pending Litigation, Personnel Disciplinary Matter

11. Adjournment

1.3c

2013-14
SPECIAL
EDUCATION
PROGRAM
REPORT

Kim Zogby
Special Education Chairperson

Special Education Census

Classification and
Placement of New York Mills
Disabled Students

Special education provides all students with the opportunity to learn and demonstrate growth.

SPECIAL EDUCATION CENSUS

Program	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14
NY Mills Placements	84	68	66	60	57	60
BOCES/Other Public Schools	17/2	20/2	17/2	17/1	16/2	13/2
United Cerebral Palsy	1	0	0	0	0	0
School for the Deaf/Blind	0/0	0/0	0/0	0/0	0/0	1/1
House of the Good Shepherd	0	0	0	0	0	2
Totals	103	90	85	78	76	79

Distribution of New York Mills Additional Students for 2013-14

New Referrals from New York Mills Parents/Staff	9
Students Transferred in Already Classified	8
New Students from House of Good Shepherd	2
TOTAL	19

Additional Information

- De-Classified students 1
- Students who no longer qualify for services and/or parents who request to discontinue services

2013-14 CLASSIFICATIONS

Classification:	#of Students:
Learning Disabled	44
Other Health Impaired	13
Speech Impaired	3
Multiply Disabled	4
Emotionally Disturbed	4
Intellectual Disability	0
Hearing/Vision Impaired	2
Autistic	8
Traumatic Brain Injury	1
TOTAL:	79

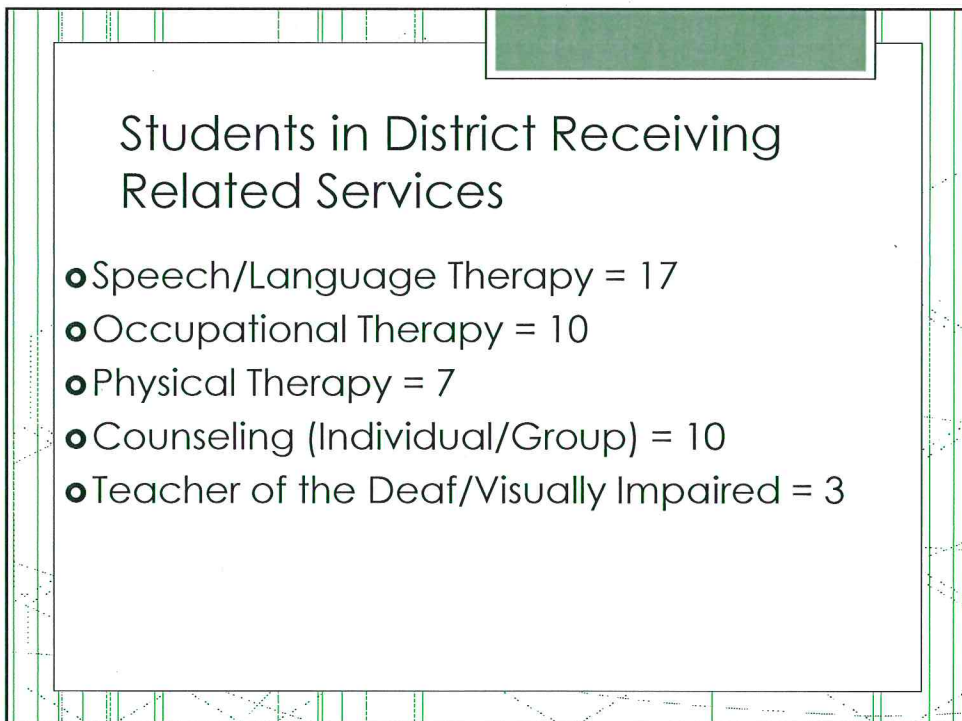
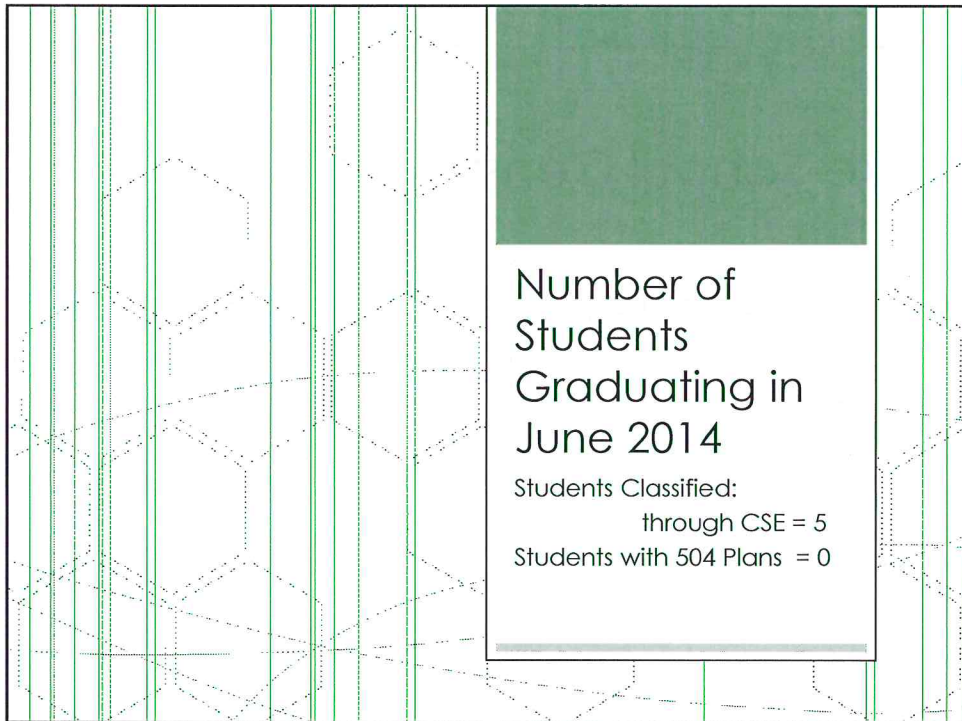
STUDENTS WITH 504 PLANS

Placement:	Number of Students:
Jr.-Sr. High School	19
Elementary School	14
Outside Placements	0
TOTAL	33

Pre-School Census

2008-09	2009-10	2010-11	2011-12	2012-13	2013-14
4	3	7	7	7	4

Special
Education
Continuum
of Services



Students Attending Outside Programs Receiving Related Services

- Speech/Language Therapy = 8
- Occupational Therapy = 6
- Physical Therapy = 3
- Counseling (Individual/Group) = 13
- Teacher of the Deaf/Visually Impaired = 2

Consultant Teacher Services

- Least restrictive service model
- Indirect services – assist classroom teacher
- Direct services – 120 minutes/week
- Provide modifications/assist with classroom strategies
- Students receiving service = 7

Students in District with 1:1 Aides

Full-time	2
Part-time or Shared	8

Resource Room Services

- Direct small-group services
- 1 – 3 periods per day
- Direct instruction of IEP goals
- Assist student with classroom skills/concepts (Acceleration/Preview)
- Students receiving = 41

Primary Instruction In-District

- 12:1:1 school-based (12 student, 1 teacher, 1 paraprofessional)
- 1-3 periods per day (not including specials/electives, activities)
- Students instructed at pace/level appropriate for their special needs
- Students receiving = 11

Out-of-District Placements

- 12:1:1 School-based (Sauquoit, Waterville, New Hartford, Westmoreland) = 5
- 12:1:1, 8:1:2, 6:1:1 School-based (Waterville, Westmoreland) = 4
- 12:1:1, 12:1:3, 8:1:5, 8:1:2 Center-Based, (BOCES) = 5
- Pinefield, HGS, UCP = 2
- State Schools (Deaf/Blind) = 2

Home/Hospital-Bound, Incarcerated Students

- Individualized instruction at student's home, hospital, or while incarcerated
- Concurrent with school curriculum
- Focused on IEP goals/skill development
- District students have right to services wherever they are.
- Students receiving = 3

All children
can learn,
but not in the
same way at
the same
time.

Questions /
Comments?

**SCHEDULE OF THE REGULAR MEETINGS
NEW YORK MILLS UNION FREE SCHOOL DISTRICT
2013-2014**

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

June 2014

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

June 15 – Father’s Day

June 26 – Regents Rating Day

- June 3 ■ NYM Board of Education Meeting, Jr. – Sr. High School Library, 6:30 p.m.
- June 4 Athletic Boosters Meeting, H.S. Library, 7:00 p.m.
- June 11 BOCES meeting of the Cooperative Board,
The Learning Center, Career and Technical Education Building,
4:30 p.m.
- Music, Art, and Drama Boosters Meeting, H.S. Library, 6:30 p.m.
- June 12 NYM School District Foundation Meeting, 6:30 p.m.
- June 17 PTSO Meeting, Cafeteria, 6:30 p.m.
- June 20 Grades K-6 Olympic Day
- Class of 2014 Graduation, 7:00 p.m.
- June 24 K-2 Moving Up Ceremony, Aud. 9:00 a.m.
Grade 6 Promotion Ceremony, Aud., 7:00 p.m.



1 Marauder Boulevard
New York Mills, NY 13417

**BOARD OF EDUCATION
MEETING DATES 2014-2015**

July 8, 2014 – Reorganizational and Business 6:30 p.m.

August 19, 2014

Tuesday, September 2, 2014

Tuesday, October 7, 2014

Tuesday, November 4, 2014

Tuesday, December 2, 2014

Tuesday, January 6, 2015

Tuesday, February 3, 2015

Tuesday, March 3, 2015 – Budget Workshop

Tuesday, March 17, 2015 – Budget Workshop

Tuesday, April 7, 2015 – Adopt Budget for Vote

Tuesday, April 21, 2015 – Vote for BOCES Budget & Board Members

Tuesday, May 5, 2015 – Public Budget Hearing

Tuesday, May 20, 2015 – Budget Vote and Board Election – Noon – 9:00 p.m.

Tuesday, June 2, 2015

All meetings begin at 6:30 p.m. unless otherwise noted

Jacqueline Edwards
President

Dr. Gary Porcelli
Vice President



Ga 3.1 a

Rick Surprenant
Traci Welch

**BOARD OF EDUCATION BUDGET HEARING &
SCHOOL BOARD MEETING
TUESDAY, MAY 6, 2014
JR./SR. HIGH SCHOOL LIBRARY – 6:30 P.M.**

PRESENT: Ms. Jacqueline Edwards, President, Dr. Gary Porcelli, Vice President, Mr. Markowicz, Sr., Mrs. Gail Rice, Mr. Richard Ross, Mr. Rick Surprenant, and Mrs. Traci Welch

Also Present: Ms. Kathy Houghton, Mr. Michael Spost, Dr. Rene Wilson, Mr. William Lachut, Mrs. Paula Ann May, and 12 visitors and guests

1. Meeting Call to Order

Ms. Edwards called the meeting to order at 6:34 p.m.

1.1 Pledge to the Flag

Dr. Porcelli led the Pledge of Allegiance.

1.2 Acceptance of Agenda

Dr. Porcelli made the motion to accept the agenda seconded by Mr. Surprenant.

Yes 7 No 0
Motion carried.

1.3 2014-15 Budget Hearing – K. Houghton and L. Stamboly presented the proposed 2014-15 school district budget, using the following PowerPoint slides:

2013-14
Board of Education
Public Budget Hearing

May 6, 2014

School District Mission

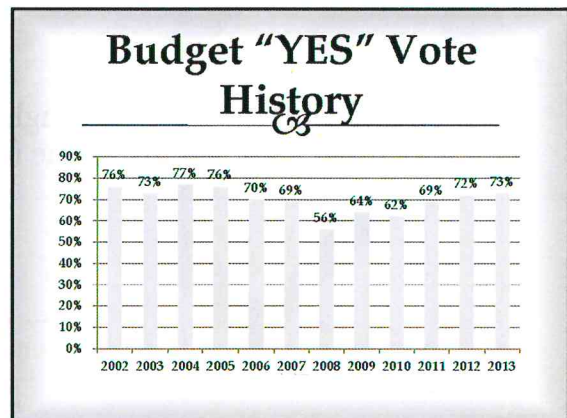
The mission of the New York Mills Union Free School District is to help students become motivated, responsible, caring individuals by providing resources and a safe, supportive environment that encourages students to pursue excellence.

Budget Decisions Driven by District Goals

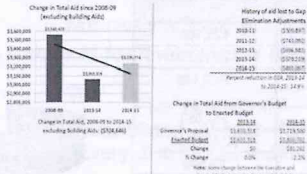
1. Provide programs, resources, and facilities that will ensure all students are given equal opportunities to achieve higher district, state, and national standards.

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

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



History of State Aid

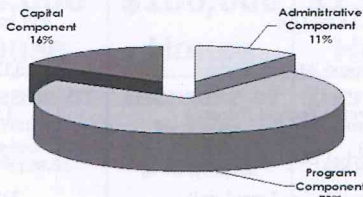


Proposition #1 Budget

\$13,150,675

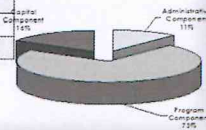
Increase of
1.96% over
2013-14 budget

Expenditures



Capital Component

Function or Account	Proposed Amount
Operation of Plant	\$572,446
Maintenance of Plant	\$274,277
Refund of Taxes	\$40,000
Lease of Buses/Purchase	\$172,413
Employee Benefits	\$316,260
Debt Service	\$747,776
Total	\$2,123,172



Proposition #1

Budget

To vote upon the adoption of the Budget of the School District for the Fiscal year ending June 30, 2015, which will include one(1) five (5) year lease of up to \$16,750 yearly for one (1) seventy passenger bus, for which the required funds shall be appropriated and the necessary real property taxes shall be raised by a tax on taxable property in the District, which will appear as Proposition No. 1 - Budget on the voting machines.

1.96% Increase

Proposition #2

Capital Reserve

Resolved that the Board of Education of the New York Mills Union Free School District is hereby authorized to establish a Capital Reserve Fund pursuant to Section 3651 of the Education Law (to be known as the "2014 Building Capital Reserve Fund"), with the purpose of such fund being to finance construction, reconstruction, improvement and equipping of school buildings and facilities; such capital costs being of a type that would be eligible for financing under the local finance law, and costs incidental thereto, the ultimate amount of such fund to be \$1,000,000, plus earnings thereon, the probable term of such fund to be 10 years, but such fund shall continue in existence until liquidated in accordance with the Education Law or until the funds are exhausted, and the sources from which the funds shall be obtained for such Reserve are (i) an initial deposit of \$450,000 to be transferred from the existing Repair Reserve Fund, and (ii) amounts from budgetary appropriations from time to time, and (iii) unappropriated fund balance made available by the Board of Education from time to time, and (iv) New York State Aid received and made available by the Board of Education from time to time, all as permitted by law.

2 Five-Year Board Vacancies



Board Candidates:

- Jimmy Fellone
- Steve King
- David J. Comenale
- Jonathan Fiore

Meet the Candidates Forum

☞ Wednesday, May 14th
6:30 p.m. Jr. /Sr. High
School Auditorium

☞ Moderated by
J. VanWormer, SBI

**NYM Board of Education
Minutes
May 6, 2014
Page 7 of 17**

**Budget Vote and
Board Member
Election**

May 20, 2014
Noon - 9 p.m.
Beekman Gymnasium

Questions

Mrs. Wroblecki asked if we are doing away with the SRO (School Resource Officer) position.

Ms. Houghton responded that the position was a proposition last year but this year it is part of the budget.

Mrs. Porcelli questioned the cost of the newsletter. Is this something that the support groups may help with?

Mr. King asked if the support groups could help with distribution.

Ms. Edwards suggested each group do a percentage.

Mrs. Rice asked if this falls under the group's mission statement. Looking at the School Foundation, the monies are set up as opportunities for enhancement that is not budgeted for or readily available. She said she would have a hard time believing the Foundation can underwrite a mailing of the newsletter as one of their tasks.

Ms. Edwards suggested that the question be put in the survey. There seems to be a lack of communication with the community. Take a sense of pride and be involved with the school community and be aware and in that venue try to make the community feel engaged. There are opportunities to get the community more involved. Take note of those opportunities and get people to be involved and to be supportive of our endeavors.

Mr. Hadfield said the continuation of the State taking back money from smaller schools will force smaller schools into consolidation.

Ms. Edwards said that it's ironic, a lot of hypocrisy on the Governor's part.

Ms. Houghton said all school districts are suffering through the Gap Elimination Adjustment.

Mr. Shrey said that he requested our district not make students stare at a wall and provide a space for those students that did not take the tests. The district did provide a space and it was so appreciated.

Mr. Shrey asked "How would you perform on the third day of sitting in the same room under the same conditions? Would you be able to concentrate?" We could not do it as adults and we're asking students to do it.

Mr. Shrey said read an e-mail he received with the response:

Hello all,

I received this message from a colleague today, and I thought that it had to be shared and responded to because what's happening to our entire education community is, without a doubt, the most profoundly depressing thing that I have ever experienced in my long career; and no one should have to go through what we're all going through alone.

THE TEXT: "Looking at today's test, I am ashamed of being part of this system. There is no way my kids should have been subjected to this. So sad."

The only thing that I can say to that is that NONE of this was a teacher's idea.

Virtually NONE of it was developed by education professionals. You don't have to be ashamed of being part of a system that you are having to implement under duress. Frustrated, disappointed, appalled, sickened, betrayed, helpless, hopeless, etc...those are the feelings we all feel about this. Please don't feel ashamed of being part of that system. It isn't yours. It never has been. It belongs to Pearson Inc., Bill Gates, John King, Andrew Cuomo, the New York State Legislature, and the many hedge fund managers who have literally stolen our schools and our money.

YOU will ALWAYS belong to a system that used to be developed and guided by people from academia. That system provided math, science, social studies, technology, music, art, literature, languages, physical education, AND BEYOND. Now, it's a system which ignores and forgets the richness of that experience, and has replaced it with a cheap, shallow and far inferior one.

Most education professionals have been fearful of speaking out, fearful of losing their jobs, fearful of being ridiculed for not wanting some phantom "higher standards."

The jig is up. The "wizard's" curtain has been pulled back exposing weakened standards, sub-standard curricula/materials, and tests which are incorrectly written, inappropriate for its intended age-groups, and kept secret from the people who've paid for them, and the people who are supposed to be able to refer to them to inform instruction. We all know that NONE of the things which have been promised by these imposters have been delivered.

Suffice it to say, you're not alone. The people who will matter the most in this fight in every way, are speaking out. The fall of the Common Core State Standards and all of its defective thinking and components will come crashing down (much faster than it was all built) because it was all constructed upon a foundation to support investors, not students; to supply vendors, not learners. It will come crashing down because they were never in it to sacrifice for education, like we do. They're only in it to profit financially...and they cannot stomach a loss. Investors are starting to pull out.

Now the real work begins...regaining the public trust. The collateral damage suffered by students who have lost instruction time, support services, and entire programs can never be recovered. That is the idea that we have to carry with us...and never let it happen again.

I am awed by your dedication and professionalism. Don't give up.

2. Communications

2.1 From the Floor

N/A

2.2 President's Messages

Mr. Surprenant presented Mrs. Porcelli with an Order of the Orange and Blue for her work on reactivating The School District Foundation and the School's Centennial Celebration.

a. Committee Report(s)

Mr. Ross said that the Facilities Health and Safety Committee will be meeting on May 12th at 6:30 p.m.

Mrs. Welch said the Policy Committee will be meeting tomorrow.

Dr. Porcelli said that the Transportation Committee met yesterday and said basically they are considering the question if we can save money by purchasing buses versus leasing. They are planning to meet again on May 28th at 4:30 p.m. and will report back to the Board in August or September.

b. Board Calendar

c. BOCES Representative Report

Dr. Porcelli reported that the BOCES Board Candidates were all unanimously elected and the next BOCES Board meeting is May 14th at 4:30 p.m. The BOCES website and policy committee will meet on May 20th at 6:30 p.m. BOCES Career and Technical Education Induction Ceremony is scheduled for May 20th at 6 p.m.

3. Consent Agenda

Mrs. Rice made the motion to approve the Consent Agenda which includes:

- 3.1 Board of Education Minutes for meeting held April 22, 2014
- 3.2 Business Office Reports for Month ending March 2014
- 3.3 CSE Reports
 - a. Minutes of meetings held 4/23/14
 - b. Minutes of meetings held 4/24/14
 - c. Minutes of meetings held 4/25/14
 - d. Minutes of meetings held 4/28/14
 - e. Minutes of meetings held 4/29/14

Mrs. Welch seconded the motion.

Yes 6 No 1
 Dr. Porcelli voting nay 3.2 only
 Motion carried.

4. Old Business

4.2 2nd of Reading of Policy #3010, Administrative Intern Program; #3020, Job Description Superintendent of Schools - action

Mrs. Welch made the motion to approve the 2nd reading of Policy #3010, Administrative Intern Program; #3020, Job Description Superintendent of Schools seconded by Mrs. Rice.

Yes 7 No 0
 Motion carried.

5. New Business

5.1 Personnel Report – Action

Dr. Porcelli made the motion to approve the following Personnel Report seconded by Mr. Markowicz.

EMPLOYEE	CERTIFICATION AREA	CERT	SALARY*	EFFECTIVE DATE	TENURE APPT.
I. Resignation for the Purpose of Retirement					
Hamarowicz, Pamela	K-6 Teacher	Y		6/30/2014	
II. Tenure Appointment					
Keating, Michael	Physical Education	Y			9/1/2014
III. Instructional Leave of Absence					
Hall, Michelle	Pre-K, Kindergarten, Grades 1-6	Y		7/1/2014-6/30/2015	
Spoust, Michael	Special Education	Y		7/1/2014-6/30/2015	
IV. Instructional Long Term Substitute					
Hall, Michelle	Special Education	Y	As per NYMTA Contract	7/1/2014 - 6/30/2015	9/1/2015

V. Instructional Substitute Appointment

Ball, , Kellie	Childhood Ed 1-6	Y	\$80.00	5/7/2014
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VI. Tutor

Nieman, Kathleen	Special Education	Y	\$25.00/hour	5/7/2014
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The Board asked to please include with regrets the acceptance of Mrs. Hamarowicz's resignation or the purpose of retirement. We wish her well and are sorry to see her go.

Yes 7 No 0
 Motion carried.

- 5.2 1st reading of Policy #4001, Fiscal Responsibilities, #4002, Reports of Possible Violation of Policy or law; #4100, Budget Policy; #4101, Budget Administration; #4102, Budget Publication and Hearing; #4103, Budget Transfers, #4104, Contingency Budget; #4200, Borrowing Funds; #4201 Deposits; #4202, Investments; #4300, Audit Committee; #4301, Annual Audit; #4302, Internal Audit Function; #4303, Auditing Claims for Payment; #4400, General Procurement Standards; #4401, Competitive Bidding; #4404, Non-Bid Purchasing; and Regulation #4402.1, Procurement of Goods and Services Quote Form

6. Building Reports

- 6.1 Elementary Building Report
 - a. Kindergarten Tree Planting/Arbor Day

Dr. Wilson said that this year was particularly special because as our kindergarteners planted their tree they also helped commemorate our 100th Year Anniversary. With the help of Mrs. Porcelli we were made aware that this was also the Utica Zoo's 100th birthday. We always plant out tree near or on Arbor Day, which allows teachers to implement lessons on conservation and environmental responsibility while also helping students celebrate their role as part of the New York Mills' family and history. This year we also presented the Utica Zoo with a tree and plaque to help them celebrate their 100th Birthday, their mission to educate the community on the importance of conservation, and also their role in regional environmental accountability. Thank you to Ms. Davis and Mrs. Kohn for annually making this a priority, as well as Ms. Houghton Dr. and Mrs. Porcelli, Mr. Markowicz, and Mr. Surprenant for participating in this special event.

- b. Ride for Missing Children – Child Safety Presentation

Dr. Wilson said that tomorrow a Ride for Missing Children representative will come to speak with K-6 students about the importance and significance of the ride. They will talk to the children about "stranger danger," internet safety, and social media. The Center for Missing and Exploited Children

are able to communicate to the elementary student body the seriousness of these issues while also excite them about the upcoming ride in which we actively participate as spectators.

c. Kindergarten Screening/Enrollment

Dr. Wilson said on May 14th and 15th we will be hosting Kindergarten screening. This allows Kindergarten teachers, the Speech Therapist, the Occupational Therapist, the Physical Therapist, to give assessments using the DIAL-III. This screening gives us a preliminary glance of students' Kindergarten readiness, and any additional needs they may need in September. We are at about 40 students for Kindergarten enrollment.

d. Elementary Arts Fest/Talent Show

Dr. Wilson said that on May 16th we are excited once again to welcome clinicians and special family members into our building for the Elementary Arts Fest. This is a wonderful day that celebrates all of the arts, including the spoken word, the written word, theater, and fine arts including painting, crafting, sculpture, music, and movement. With our strong commitment to the common core, we want to ensure parents, families and community members that although there is a strict commitment to our rigorous curriculum, we still value and support these hands-on, multiple-intelligence based, and community strengthened learning activities. This is just an amazing opportunity to build bridges between our school and the community, and also between the elementary school and the high school, as many of our special people and clinicians are our talented high school students. I would like to thank the small but strong Music, Art, and Drama Boosters Team, especially Bernice Edwards, Patti Prince, and Steven King for without all of their hard work, resourcefulness, and dedication not only would this day not occur, but also many other activities that support imagination, originality and creativity.

Dr. Wilson also added that she knows that Mr. Spost shares this sentiment: Teacher appreciation and administration assistant appreciation day: There is not one day or one week that can encapsulate the love and appreciation that we have for all individuals in this profession. As a parent, she said she has unconditional love for her son's teacher and paraprofessional that keep him safe and help him learn every day. She can breathe easy every day knowing that he is in loving hands. Having said that, she said she is so proud to be captain of a team that demonstrates unconditional love, dedication, and creativity to children to not only help them learn, but more importantly to learn to love themselves, push themselves, and love others. We are the very best in the business. We are a team: Mrs. Radomski isn't just a typist, a receptionist, or a secretary; she is a loving smile, a warm hug, and a kind word, not just to our students, but to our staff, and to me. Our teachers in turn are parents, doctors, social workers, mothers, fathers, instructors, therapists, and mentors; all within 6 1/2 hours of the school day. There is nothing more rewarding than being a coach of this amazing team.

6.2 Secondary Building Report

a. Jr. – Sr. High School Arts Fest

Mr. Spost said the High School Arts Fest is coming back after a year hiatus on May 23rd. He said he did not have confirmation of the exact schedule but believes the event will kick off with JAXX Drumz performing in the morning for all students. It will be followed by a daylong celebration of the arts, including various workshops for students. Each student will attend three workshops as well as an Art

show during lunch. The day will end with a talent show, which always tends to be a favorite. He said he will be consulting with MAD Boosters to firm up plans for this event in the next two weeks.

b. Prom/After Prom Party

Mr. Spost said we had eighty-one students attend the Prom held at Twin Ponds on Saturday, May 3rd from 8pm -12am. A good time was had by all. Preceding the Prom we had the Grand March here at school and that also went very well. The prom committee and advisors did a great job of decorating. He heard a lot of positive feedback about how nicely it was done. The After Prom Party was a great success with over 96% of students that attended the prom attending the After Prom Party. There were many games and prizes awarded at the event. He sincerely appreciates the PTSO's generosity and Mr. Brad Frankland and his crew for all of their efforts with this event. He said he believe we are one of very few schools that host a post-prom party and hopes this tradition continues as long as we have such a strong participation rate.

c. NYS High School Ranking

Mr. Spost said U.S. News and World report ranked New York Mills Jr.-Sr. High School in a recent report. We were ranked #1425 in the nation and #115 in state. Being ranked number 115 puts us in the top 20% of all school districts in the state. It works out to 16.4% to be exact. The calculations were based on student performance on exit exams such as Regents and college level Advanced Placement exams. We had 100% proficient in English and 98% proficient in Math. Mr. Spost said the one thing that he found to be very telling is that when we have access to exams, in this case the Regents exams, and they are not kept secret; our ability to attain mastery with a majority of students is quite remarkable. When the exams are kept secret, like the NYS 3-8 exams are, from the people who paid for them and the people who are supposed to be able to refer to them to inform instruction; a vast majority of students fail and get labeled inadequate. As educational professionals, we rely upon tests to provide us with valuable information for identifying students' strengths and weaknesses, for guiding future instruction, etc. The reason the NYS Education Department officials cite for not releasing the tests are additional cost and more field testing would be necessary. That simply is an insult to our intelligence when they spend tens of millions of dollars building elaborate data systems as well as continually having schools engage in more field testing than ever. I also don't think our kids should be losing instructional time and used as guinea pigs to help out a multi-million dollar corporation like Pearson. We need to demand transparency and accountability from the NYS Education Department.

7. Superintendent's Report

7.1 Professional Development

Ms. Houghton shared with the Board some of her training materials from two professional development sessions she recently attended. On April 29th she traveled to Albany for a LEAF (Leadership for Educational Achievement Foundation) Lead Evaluator of Principals training: "Leading and Learning: Rigor and Relevance for ALL," sponsored by NYSCOSS (NYS Council of School Superintendents). Ms. Houghton gave the Board a tool used by participants to review, synthesize, and evaluate the Common Core mission statement. The session also included

presentations regarding Common Core assessments, System-wide Analysis of Student Performance, and Moving beyond Compliance. The featured speaker was Dr. Harvey Silver, author of The Core Six: Essential Strategies for Achieving Excellence with the Common Core. On May 1st, Ms. Houghton attended a required training at BOCES for district level administrators/lead evaluators: APPR Certification III, which included NYS Metrics & Expectations, new APPR (Annual Professional Performance Review) Guidance from NYSED, Student Growth Measures, Student Learning Objectives, Data Verification and Data Readiness. Ms. Houghton provided a copy of the Data-Driven Instruction portion of NYSED's Metrics & Expectations, as well as the guiding questions presented to Superintendents at this session. Building Principals will attend a similar required training at BOCES in order to complete their recertification as APPR Lead Evaluators.

7.2 Spring Musical Performances

Spring Musical Performances – A list of upcoming May musical performances was provided to the Board and public as follows:

- Saturday, May 10th – Jr.-Sr. HS Chorus travels to Hershey, PA for the day to participate in the annual Music in the Parks festival.
- Tuesday, May 13th – Elementary Band & Chorus Concert, 7:00 p.m.
- Thursday, May 15th – Jr.-Sr. HS Spring Concert, 7:30 p.m.
- Monday, May 26th – Jr.-Sr. HS Band marches in annual NYM Memorial Day Parade, 11:00 a.m.

7.3 NYS Grades 3-8 Math Assessment Participation

NYS Grades 3-8 Math Assessment Participation – Ms. Houghton provided a table of refusals and absent students for the English Language Arts assessments that were administered April 1-3, as well as the Math assessments just administered April 30 – May 2. There are a total of 273 grades 3-8 students attending school at New York Mills. We had a total of 44 students refusing the earlier ELA test. However, by the end of last month, we had received 78 refusals for the Math test. This puts us far below the required 95% participation rate, with 83.9% of grades 3-8 students participating in the ELA assessment and 71.4% participating in the Math assessment. She also shared with the Board and public that because we will most likely fail to make AYP (Adequate Yearly Progress), we may lose some of our federal funding and/or receive a designation of “School in Need of Improvement” and/or “Focus School.” She will continue to brief that Board as new information emerges, and is hopeful that, due to the high volume of test refusals across the state, there may be some leniency regarding funding and designations this year.

7.4 Centennial Celebration

Ms. Houghton again thanked Mrs. Linda Porcelli, School District Foundation President and Centennial Celebration Planning Committee Chairperson for all of her hard work to unify the efforts of our subcommittees throughout the school year. We conducted a school assembly in February where the original 1957 time capsule was opened, enjoyed Alumni Basketball Games and a 100th Year Gall at the end of March, and recently concluded our official Centennial Celebration activities with a second school assembly in April where our elementary, secondary, and district office presented items that will be placed in our 2014 time capsule. Ms. Houghton and Mr. Lachut displayed for the Board and public the completed capsules and a copy of the contents of each was placed in the Board packet. Mr. Lachut also showed the Board a metal marker that will be affixed to the foundation above the

cornerstone that marks the time capsules so that Boards and administrations of the future will be able to find them more easily than we did. Also at the last assembly, Mr. John Bialek, Village of New York Mills Mayor presented the Board with a plaque commemorating our 100th year of educating children, which will be displayed in the lobby. Ms. Houghton told the Board that she would bring to their June meeting a resolution for the Board's action that will inform and instruct the 2057 Board of Education that there are time capsules waiting for their discovery behind our 1957 cornerstone.

7.5 Teacher Appreciation Week, May 4 – 10, 2014

Ms. Houghton told the Board that this week is Teacher Appreciation Week; however, in the spirit of "It Takes a Village to Raise a Child" we historically show appreciation to our entire faculty and staff this week. Our PTSO provides a luncheon for all employees and we provide a small useful gift and certificate. This year, they received post-it notes in a portable case for their desks or briefcases. We certainly appreciate the efforts of all of our great faculty and staff to educate the K-12 students of our school community.

7.6 National School Nurses' Day, Wednesday, May 7, 2014

During this same week, we celebrate School Nurses Day. Our administration provided cards and gifts to these special people, who provide medical care and TLC to all here at school. We thank them for all they do.

8. Board Discussion

Dr. Porcelli mentioned that he and Mr. Ross attended the National Honor Society Induction. Mrs. Ross did a great job. It was a fantastic evening. Mr. Dudajek was the Outstanding Alumni and Erin Gall spoke. Mr. Elacqua also did a fantastic job. Dr. Porcelli also said that he, Mr. Markowicz, and the Superintendent attended the Tree Planting. As far as the newsletter goes, he wanted the cost of getting it out to the public.

Ms. Edwards said she noticed on the school ranking information from Mr. Spost that the data was the 2011-12 school year and she wanted to thank Mr. Hadfield.

9. Visitors Comments

Mr. King said that both Principals spoke about the Arts Fest. He suggested that everyone come and see it. It is incredible and MAD does a wonderful job pulling it together. Not all learning happens with the Common Core. He encouraged everyone to come and visit. Mr. King also asked if there was any possibility if DARE could be moved to the fall for next year.

Mrs. Porcelli said that Katie Morrissey did a wonderful video that was shown at the National Honor Society Induction Ceremony with the Tree theme. If the Board is going to have a resolution, could they send a copy to the Historical Society.

It was asked if the Board could see the video. Ms. Houghton said that she would invite Katie Morrissey to attend the next Board meeting to screen her video for the Board.

10. Executive Session - to discuss NYMAA and NYMTA Contract Negotiations and Individual Contracts

Dr. Porcelli made the motion to go into Executive Session at 8:00 p.m. discuss NYMAA and NYMTA Contract Negotiations and Individual Contracts after taking a 5-minute break seconded by Mr. Surprenant.

Yes 7 No 0
Motion carried.

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

Respectfully submitted,



Paula Ann May
District Clerk

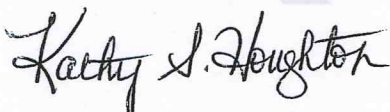
Ms. Edwards called the meeting back into regular session at 10:20 p.m.

11. Adjournment

Mrs. Rice made the motion to adjourn at 10:20 p.m. seconded by Mr. Surprenant.

Yes 7 No 0
Meeting adjourned.

Respectfully submitted,



Kathy Houghton
Clerk Pro-tem



**ANNUAL MEETING MINUTES
TUESDAY, MAY 20, 2014**

The polls were declared open at 12 noon by Mrs. Paula Ann May, District Clerk and Meeting chairperson. Mrs. May stated that the legal notice was published in the Utica Observer Dispatch on April 3, 14, 23, and May 6, 2014. The inspectors were: Ms. Victoria Argen, Ms. Jane Blaszek, Ms. Marilyn Jordan, Ms. Amanda Peters and Ms. Nellie Plcizynski. Ms. Blaszek was appointed the Chief Inspector. The Machine Inspector was Mr. James Staffo.

Mrs. May declared the polls closed at 9 p.m.

Proposition # 1 - Budget - \$13,150,675

To vote upon the adoption of the Budget of the School District authorize the expenditures of \$13,150,675 for the Fiscal year ending June 30, 2015, which will include one (1) five (5) year lease of up to \$16,750 yearly for one (1) seventy passenger bus and, for which the required funds shall be appropriated and the necessary real property taxes shall be raised by a tax on taxable property in the District.

Yes 425 No 165

Proposition #1- Budget - \$13,150,675 passed.

Proposition # 2 – 2014 Building Capital Reserve Fund

To vote upon the authorization to establish a Capital Reserve Fund pursuant to Section 3651 of the Education Law (to be known as the “2014 Building Capital Reserve Fund”), with the purpose of such fund being to finance construction, reconstruction, improvement and equipping of school buildings and facilities; such capital costs being of a type that would be eligible for financing under the local finance law, and costs incidental thereto, the ultimate amount of such fund to be \$1,000,000, plus earnings thereon, the probable term of such fund to be 10 years, but such fund shall continue in existence until liquidated in accordance with the Education Law or until the funds are exhausted, and the sources from which the funds shall be obtained for such Reserve are (i) an initial deposit of \$450,000 to be transferred from the existing Repair Reserve Fund, and (ii) amounts from budgetary appropriations from time to time, and (iii) unappropriated fund balance made available by the Board of Education from time to time, and (iv) New York State Aid received and made available by the Board of Education from time to time, all as permitted by law

Yes 332 No 154

Proposition #2- 2014 Building Capital Reserve Fund passed.

Board of Education Member

Two (2) candidates for the Board of Education to serve two (2) five year terms

Jimmy Fellone - 298

Steve King – 319

David Comenale – 251

Jonathan Fiore - 337

Jonathan Fiore and Steve King were declared the winners for the two (2) five year terms

NEW YORK MILLS SCHOOL

SPECIAL EDUCATION

77	Students classified as of 5/1/14
1	Transfer Student
2	Elementary Students
<u>1</u>	High School Referral
81	Total Classified Students as of 5/29/14

Policy

Draft 05/12/2014

4400

FISCAL MANAGEMENT

GENERAL PROCUREMENT STANDARDS

I. Competitive Bidding

The District must complete a competitive bidding process that complies with General Municipal Law Section 103 before it: enters into a contract for public work that involves spending more than \$35,000; enters into a purchase contract for goods or services that involves spending more than \$20,000; or, enters into a lease of personal property. The bidding process shall be conducted in accordance with Policy 4401.

A. If the total purchases of a commodity, service, or technology during the twelve month period following the date of the first purchase is reasonably expected to total more than the threshold amounts described above, then the purchase shall be made through the competitive bidding process.

B. If a commodity, service, or technology is potentially subject to the bidding requirements of Section 103 of the General Municipal Law, but it has been purchased without competitive bidding in an amount less than the threshold amounts described above, then additional purchases of that commodity, service, or technology from the same provider are not permitted if the additional purchase would cause the total value of the reasonably expected purchases of that commodity, service, or technology over a twelve month period to exceed the threshold amounts for competitive bidding.

C. Pursuant to the Iran Divestment Act of 2012, each bidder or offeror must certify that they are not on the list created and maintained by the State Office of General Services (OGS).

II. Purchasing Without Competitive Bidding

When a purchase is permitted by law to be made without competitive bidding, District personnel must make purchase decisions so as to assure the prudent and economical use of public moneys in the best interest of the taxpayers of the District; facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances; and guard against favoritism, improvidence, extravagance, fraud and corruption. The non-bid purchase process shall be conducted in accordance with Policy 4402.

III. Standardization

The Board may determine that reasons of efficiency or economy support standardization on a particular kind of equipment, material or supplies. The Board's determination shall be adopted by a resolution that is approved by a three-fifths (3/5) vote of the full Board membership, and that explains the reasons for the standardization.

POLICY

Draft 05/12/2014
4400

FISCAL MANAGEMENT

GENERAL PROCUREMENT STANDARDS

IV. Instructional Materials

Pursuant to Section 200.2 of the Commissioner's Regulations, the District shall give preference in the purchase of instructional materials to those vendors who agree to provide such instructional materials in alternative formats for students with disabilities.

V. Responsibilities

A. The Superintendent and the District Treasurer/School Business Official may develop more specific procurement procedures for the guidance of District employees that are consistent with these Policies. They shall insure that all District employees involved in purchasing and business functions are familiar with these Policies and that all District employees follow these Policies.

B. The Purchasing Agent, designated by the Board of Education, is responsible for operating the purchasing program in compliance with these procedures.

C. Each employee involved in the procurement process is responsible to become familiar with these procedures and to follow their requirements, to seek clarification and direction from the Purchasing Agent whenever they are unsure how to proceed in compliance with these Policies, and to inform the Purchasing Agent of any concerns regarding compliance.

VI. Personal Purchasing Prohibited

No goods or services shall be purchased in the name of the District, or through the District's procedures other than goods or services purchased for use in conducting the District's business. No one may purchase goods or services for personal use, or on behalf of any organization other than the District, through the District's purchasing procedures.

VII. Annual Review

The Board of Education shall review these Policies and any supplemental procurement procedures adopted by the Superintendent or District Treasurer/School Business Official on an annual basis. Comments regarding these Policies and any supplemental procurement procedures shall be solicited from the District's officers who are involved in the procurement process at least every third year.

New York Mills Union Free School District

Legal Ref: Sections 102, 103, 103-g 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, _____

Policy

Draft 05/19/2014

4500

FISCAL MANAGEMENT

PETTY CASH FUNDS

I. Petty cash funds shall be established annually by the Board of Education in the following amounts:

Elementary School	\$100.00
Jr./Sr. High School	\$100.00
District Office	\$100.00
Business Office	\$100.00
Total	\$400.00

II. Such funds shall be used for the payment of properly itemized bills of nominal amounts and under conditions calling for immediate payment. Allowances, responsibility, security and accounting of petty cash funds shall be in accordance with established regulations of the Board of Education.

New York Mills Union Free School District

Legal Ref: Sections 1604 and 1709 NYS Education Law; 8 NYCRR 170.4 and 205(3)

Adopted: 8/13/74

Revised: 3/09/82, 12/13/89, 1/10/89, 6/09/92, 01/03/12

Reviewed: _____

EXTRACLASSROOM ACTIVITY ACCOUNTS POLICY

I. Activity Funds

- A. Extraclassroom activity funds are defined in the Regulations of the Commissioner of Education as “An organization within a school district whose activities are conducted by students and whose financial support is raised other than by taxation or through charges of a board of education shall be known as an extraclassroom activity and the moneys received by it as extraclassroom activity funds.” Basically, extraclassroom activity funds are those operated by and for the students. Moneys are usually collected voluntarily by pupils and are spent by them as they see fit so long as they abide by established regulations.
- B. In order to promote the organization and maintenance of extraclassroom activities and to provide for the proper handling and safeguarding of extraclassroom activity funds, the board of education hereby adopts rules and regulations for the guidance of students, teachers, and principals.

II. Organizational Procedures

Students desiring to form an extraclassroom activity shall petition their principal in writing. The petition shall state the purpose of and describe the activities of the proposed extraclassroom activity, and shall be signed by at least seven students before it is presented to the principal for action. If the purpose of the proposed extraclassroom activity falls within the scope of educational or school service purposes and if the necessary space and equipment are available, the principal, in conjunction with the petitioning students, shall seek a suitable adviser. When these procedures have been accomplished, the building principal shall recommend to the Superintendent that the extraclassroom activity be approved by the board of education.

III. Approved Extraclassroom Activities

All extraclassroom activities are subject to the approval of the Board of Education. The Superintendent shall maintain an up-to-date register of all extraclassroom activities that are approved or discontinued.

IV. Financial Procedures

- A. All extraclassroom activity funds shall be handled in accordance with Section 172 of the Commissioner’s Regulations and the following regulations for the safeguarding, accounting, and auditing of these funds.

POLICY

Draft 05/19/2014
4501

FISCAL MANAGEMENT

EXTRACLASSROOM ACTIVITY ACCOUNTS POLICY

- B. Extraclassroom Activity Accounts shall be established by the Board of Education upon the recommendation of the Superintendent.
- C. An Extraclassroom Activity Accounts Treasurer will be appointed annually by the Board of Education and shall be responsible for maintaining:
 - 1. A consecutive register of receipts and disbursements for all Extraclassroom Activity Accounts.
 - 2. A receipt and expenditure ledger for each activity.
 - 3. Prenumbered, duplicate copy of Extraclassroom Activity Accounts Treasurer receipts.
 - 4. Prenumbered, duplicate copy dual signature voucher checks.
 - 5. A monthly report of all Extraclassroom Activity Accounts fund
- D. The Superintendent of Schools shall review the status of all Extracurricular Activity Accounts monthly and shall periodically make recommendations to the Board of Education for the disposal of funds remaining in the account of any defunct organization.
- E. An independent and impartial audit of all Extracurricular Activity Account shall be made annually as a part of the annual audit of district records.
- V. The Superintendent of Schools shall be responsible for the development of any procedures necessary to the implementation of this policy.

New York Mills Union Free School District

Legal Ref: 8 NYCRR 172

Adopted: 12/09/75

Revised: 12/13/88, 04/23/02, 01/03/12

Reviewed: _____

Regulation

FISCAL MANAGEMENT

Draft 05/19/2014
4501.1

EXTRA-CLASSROOM ACTIVITIES ACCOUNTS PROCEDURES

I. The receipts and disbursements in any extra activity account shall be governed by the following:

A. Receipts

1. All monies received for an activity are to be deposited in the proper account through the Extraclassroom Activities Accounts Treasurer in the Junior/Senior High School office. No receipts are to be used to pay in cash any expenses associated with the activity. They must be deposited promptly.
2. A detailed breakdown for all revenues is to be maintained by the advisor of each activity. Supporting documents should be available for anyone to follow the transactions. For instance, the total receipts noted by the Extra Activities Accounts Treasurer should be able to be identified by the category producing them for the activity. As an example, an Extraclassroom Activity account may show total receipts of \$2,000.00. The individual in charge of the account (advisor) should be able to break that amount down into the main categories from which they were received. For instance:

Admission tickets	-	\$ 1,400.00
Publicity	-	490.00
Sale of refreshments	-	<u>110.00</u>
Total	-	\$ 2,000.00
3. By doing this, everyone concerned has a more accurate idea of how the revenues were raised and the records can be used for future reference to more accurately project anticipated revenues.

B. Disbursements

All expenses associated with any Extra Activity Account shall be paid only by check drawn upon the specific account and signed by the Extra Activity Accounts Treasurer and the Junior-Senior High School Principal. This assures a proper record of payments and follows established accounting practices. Payment by check also eliminates any question as to whether a payment has actually been made and permits an adequate breakdown of all expenses of the activity.

New York Mills Union Free School District

Adopted: 12/09/75

Revised: 04/23/02, 01/03/12

Reviewed: _____

FISCAL MANAGEMENT

EXPENSE REIMBURSEMENTS (Employees)

I. Authorization

District staff who incur expenses that are necessary to carry out authorized duties, and reasonable in nature and amount, will be reimbursed, provided that: (1) the expense was approved in advance of being incurred, by the Superintendent, Building Principal, or other authorized supervisor, (2) the expense is within the approved budget, and (3) a properly filled-out and approved form and such supporting receipts as are required by the business office are submitted. All conference reimbursement requests must be submitted using a Mileage and Travel Reimbursement Form (Regulation 4502.2).

II. Mileage and Overnight Stays

When business travel is approved, mileage for use of personal vehicle will be reimbursed at the mileage allowance rate set by the Board of Education during the re-organizational meeting and/or as adjusted by the Board of Education during the regular school year or as provided in a collective bargaining agreement. Tolls will be reimbursed at actual cost. Overnight accommodations will be reimbursed for the minimum period reasonably necessary to complete the District-related business, and in an amount deemed by the Superintendent reasonable for decent lodging in the locale. New York State sales taxes for lodging and meals cannot be reimbursed. A Sales Tax-Exempt Form can be obtained prior to travel for hotel accommodations.

III. Meal Reimbursement

- A. Meal expenses may not be reimbursed while an employee is performing the usual duties of the office except when:
 - 1. The employee is on approved overnight travel, approved conferences and training sessions; or
 - 2. The employee is prevented from taking the time off for a meal due to a pressing need to complete business at hand and the business is of an immediate nature and conducting business at mealtime is essential.
- B. The cost of meals for any guest may not be reimbursed unless the meal promotes a valid District purpose, such as a business luncheon with other government officials or community leaders for discussion or negotiation of a matter that is or will be before the board for action.
- C. For meal expenses to be reimbursed an Expense Voucher must be submitted along with a restaurant receipt filled out by the restaurant host or waiter. Credit card

POLICY

Draft 05/19/2014
4502

FISCAL MANAGEMENT

EXPENSE REIMBURSEMENTS (Employees)

receipts alone are not acceptable. The expense voucher includes date, described purpose, a statement that alcoholic beverages are not part of the requested reimbursement; and, if applicable, the location outside of the District, length of travel, and guests present. The receipt shall be attached to and listed on the Expense Voucher Form (Regulation 4502.2).

- D. Employees are to exercise prudence in purchasing meals for which reimbursement requests will be submitted. The purchase of alcoholic beverages is not reimbursable.

IV. Expense Voucher Required

- A. An Expense Voucher Form will be used for meetings, mileage, telephone calls, conference reimbursement, and other approved job-related expenses.
- B. Employees must complete the "Expense Voucher Form", attach receipts, if applicable, and forward one (1) copy to the appropriate administrator. One (1) copy shall be retained by the employee. Original detailed receipts are required when submitting for parking, tolls, meals, hotel bills, registrations, etc., however "EZ Pass" statements may be substituted with the appropriate charges highlighted.
- C. Expense vouchers must be submitted within one hundred twenty (120) calendar days after the expenses were incurred, or by the last working day of the fiscal year, whichever is earlier.

New York Mills Union Free School District

Cross Ref: Policy 2040, Board of Education Expenses and Conference Attendance

Adopted: 08/13/74, 08/16/05

Revised: 04/08/80, 02/08/82, 05/11/82, 08/08/89, 02/07/06, 01/03/12

Reviewed: _____

New York Mills Union Free School District

SUPERINTENDENT'S REGULATION

Draft 05/19/2014

FISCAL MANAGEMENT

4502.1

REQUEST TO ATTEND CONFERENCE/WORKSHOP

Employee Attending: _____

Title of Conference/Workshop: _____
(Please attach conference brochure/information to this request)

Place of Conference/Workshop: _____

Date(s) of Conference/Workshop: _____

Relationship to Job Function: _____

Estimated expenses are:

Registration: _____
Lodging: _____
Transportation: _____
Tolls: _____
Meals: _____

Recommended by: _____

Signature of Administrator _____

Date: _____

Comments: _____

Total Estimated Expenses: _____

Budget Code: _____

Expenses are limited to those incurred by the employee solely and may not include any expenses due to the attendance of a guest/spouse.

Employee Signature

Date

Approved: _____

Disapproved: _____

Superintendent Signature

Date

Superintendent Approved: 05/11/82, 08/08/89, 11/03/98, 01/03/12, _____

New York Mills Union Free School District

SUPERINTENDENT'S REGULATION

Draft 05/19/2014

FISCAL MANAGEMENT

4502.2

MILEAGE AND EXPENSE REIMBURSEMENT

Name: _____

Address: _____

Vendor # _____ Budget Code: _____

MILEAGE EXPENSES (only)

Date(s)	Start Location	Destination	End Location	# of miles	Purpose (Reason for Trip)

Total Mileage @ \$___ = \$

OTHER EXPENSES (tolls, meals, etc.) Itemized receipts must be attached. Pre-approved conference requests must be attached if applicable.

Date	Description/Reason/Location (Names & Roles of Guests for Meal Reimbursement.) Be specific	Total \$
	Total	\$
	Other	

Grand Total (Mileage and other \$) _____

I certify that the above claim is accurate and that these charges were incurred in the performance of assigned job duties. If this request is for meal reimbursement, I certify that it does not include any costs for alcoholic beverages. I further certify that any claims submitted herein are in conformance with the criteria established by policy #4502.

Date: _____

Employee Requesting Reimbursement

Claim Verified: Date: _____

Immediate Supervisor/Principal

Claim Approved: Date: _____

Superintendent

Superintendent Approved: 05/11/82, 08/08/89, 11/03/98, 01/03/12, _____

Policy

Draft 05/19/2014

4503

FISCAL MANAGEMENT

ACCOUNTING OF FIXED ASSETS, INVENTORY AND TRACKING

- I. The Superintendent or his/her designee shall be responsible for accounting for general fixed assets according to the procedures outlined by the Uniform System for Accounts for School Districts and GASB Statement 34 Regulations.
 - A. These accounts will serve to:
 1. maintain a physical inventory of assets;
 2. establish accountability;
 3. determine replacement costs; and
 4. provide appropriate insurance coverage.
- II. Fixed assets with a minimum value established by the District that have a useful life of one (1) year or more and physical characteristics not appreciably affected by the use of consumption shall be inventoried and recorded on an annual basis. Fixed assets shall include land, buildings, equipment and materials.
- III. The Board shall establish a dollar threshold as a basis for considering which fixed assets are to be depreciated. Such threshold shall ensure that at least 80 percent of the value of all assets is reported. However, it is recommended that such threshold shall not be greater than \$5,000. A standardized depreciation method and averaging convention shall also be established for depreciation calculations.
- IV. Acquired fixed assets having a value equal to or greater than the established threshold are considered depreciable assets and shall be inventoried for the purposes of GASB 34 accounting practices and placed on a depreciation schedule according to its asset class and estimated useful life as stipulated by the New York State Comptroller's Office or the IRS.
- V. Assets shall be recorded at initial cost or, if not available, at estimated initial costs. Gifts or fixed assets shall be recorded at estimated fair value at the time of the gift. A property record will be maintained for each asset and will contain, where possible, the following information:
 - A. date of acquisition;
 - B. description;
 - C. cost or value;
 - D. location;
 - E. asset type;
 - F. estimated useful life;
 - G. replacement cost;
 - H. current value;
 - I. salvage value;
 - J. date and method of disposition;
 - K. responsible official;

POLICY

Draft 05/19/2014
4503

FISCAL MANAGEMENT

ACCOUNTING OF FIXED ASSETS, INVENTORY AND TRACKING

- VI. The Superintendent or his/her designee shall arrange for the annual inventory and appraisal of District property, equipment and material. Any discrepancies between an inventory and District property records on file should be traced and explained.
- A. Inventory of equipment including instructional equipment shall be maintained. All items that have a life expectancy of five years or longer shall be included in the inventory, with the exception of equipment permanently fixed in a building such as heaters or lockers.
- B. An inventory of supplies which are warehoused shall be maintained separately for instructional, cafeteria, maintenance, and transportation departments.
- VII. Disposition of Federal Grant to Include Title I Equipment
- A. When original or replacement equipment acquired under a Federal grant or sub-grant is no longer needed for the original project or program or for other activities currently or previously supported by a federal agency, disposition of the equipment will be made as follows:
1. Items of equipment with a current unit fair market value of less than \$5,000 may be retained, sold or otherwise disposed of with no further obligation to the awarding agency.
 2. Items of equipment with a current per unit fair market value in excess of \$5,000 may be retained or sold and the awarding agency shall have a right to an amount calculated by multiplying the current market value or proceeds from sale by the awarding agency's share of the equipment.
 3. In cases where the district fails to take appropriate disposition actions, the awarding agency may direct the grantee or sub-grantee to take excess and disposition actions. No federal approval is necessary to dispose of equipment costing over \$5,000 but for sub-grantees, New York State Education Department (NYSED) approval is necessary. Once NYSED has determined that it has no other need for the use of the equipment, sub-grantees are free to proceed with the sale of the equipment.
- VIII. Personal property, supplies, equipment and tools may not be borrowed or used for personal projects or private gains.

New York Mills Union Free School District

Legal Ref: NYS Education law Section 2116(a), Uniform System of Accounts for School Districts, EDGAR Part 800.32 and 80.36

Adopted: 04/28/09

Revised: 01/03/12

Reviewed: _____

Policy

Draft05/19/2014
4504

FISCAL MANAGEMENT

MEALS AND REFRESHMENTS

- I. The Board of Education recognizes that from time to time it may be appropriate to provide meals or refreshments at District meetings or events, which are being held for an educational or business purpose. The provision of meals or refreshments in such situations may serve to foster a positive work environment, enhance collegiality and increase efficiency during the normal working day.

The Superintendent or designee shall be responsible for determining permissible events when meals and refreshments may be provided by the District.

- II. Permissible meal and/or refreshment expenditures include, but are not limited to, activities such as staff orientation and staff development days, staff and Board recognition programs, committees or working groups whose duties extend through a meal hour or beyond the normal working day, and other specific circumstances under which working through the meal period is advantageous to the District.

- III. A. When meals or refreshments are ordered, the person making the request shall indicate the date, time and purpose of the meeting.

- B. Any expenditure made for such meals or refreshments should be properly documented with a receipt, itemized whenever possible, and submitted to the District's business office for the purposes of audit and possible reimbursement.

- IV. Reimbursement for meals related to travel and/or attendance at staff development programs shall be regulated by the District's policy and procedures pertaining to Expense Reimbursement.

New York Mills Union Free School District
Legal Ref: Opn. St. Comp. 83-57; 72-175
Adopted: 12/06/05
Revised: 01/03/12
Reviewed: _____

Policy

Draft 05/19/2014
4505

FISCAL MANAGEMENT

DISPOSAL OF SURPLUS PROPERTY

- I. No sale of school property shall be made without prior approval of the Board of Education. However, the responsibility for such sales may be delegated. The net proceeds from the sale of school property shall be deposited in the General Fund.
- II. Equipment
 - A. School District equipment that is obsolete, surplus, or unusable by the District shall be disposed of in such a manner that is advantageous to the District.
 - B. The Superintendent will be responsible for selling the equipment in such a way so as to maximize the net proceeds of sale which may include a bona fide public sale preceded by adequate public notice of the sale. It cannot be sold ordinarily to any employee except at a public sale for a reasonable price.
 - C. If it is determined that reasonable attempts to dispose of the equipment have been made and such attempts have not produced an adequate return, the Superintendent or his/her designee may dispose of the equipment in a any manner he/she deems appropriate. There is a general prohibition against giving School District equipment away to private citizens. Items can be given to other municipal corporations if the property has no resale value.
- III. Textbooks
 - A. Textbooks may lose their value to the educational program because of changes in the curriculum or they contain outdated material and/or are in poor condition.
 - B. If textbooks are not longer useful or usable the procedures for disposal shall adhere to the following order of preference:
 1. Sale of textbooks. If reasonable attempts to dispose of surplus textbooks fail to produce monetary return to the School District; then
 2. Donation to charitable organizations; or
 3. Disposal as trash.

New York Mills Union Free School District
Legal Ref: Education law Section 1709(9), (11)
Adopted: 10/08/74
Revised: 04/13/82, 02/05/13
Reviewed: _____

Policy

Draft 05/19/2014
4506

FISCAL MANAGEMENT

STUDENT FUNDRAISING ACTIVITIES

- I. The New York Mills School District recognizes that students, staff, and student organizations may wish to express support for the District by conducting fund-raising drives. While the Board of Education respects such expressions of support, it also requires that such approved fund-raising projects be conducted so that they do not interfere with educational objectives, educational responsibilities or community standards. Fund-raising projects shall be for the purpose of acquiring equipment or items that will enhance the educational program.
- II. The established principles and provisions herein shall govern fund-raising within the District:
 - A. The use of students, school buildings and facilities by any individual or organization for private gain shall be prohibited, except where specifically permitted by law.
 - B. The Rules of the Board of Regents prohibit the collection of monies of any kind from pupils of the public schools, in order to remove the pressure on students to donate money to a large variety of charitable causes and organizations.

New York Mills School District employees and students may not solicit funds from students in school for any charitable cause or organization.

However, it shall not be a violation of this Policy:

1. To raise funds through a transaction in which something of value is received by the donor, and a portion of the proceeds are a contribution, e.g. band concert tickets, candy bars, etc. (outside the hours of required school attendance);
2. To collect material goods, such as clothing or food, for charitable purposes, provided the material is collected in a manner that it is not apparent which students have contributed or what each student has contributed;
3. To inform students of community-based charitable fundraising activities and to encourage their participation after school hours; or
4. For a student organization recognized pursuant to Policy 4080 to participate in a community service activity consistent with its constitution, and to solicit funds in support of that activity outside the hours of required school attendance.

POLICY

FISCAL MANAGEMENT

Draft 05/19/2014
4506

STUDENT FUNDRAISING ACTIVITIES

- C. Fund-raising projects by students, staff and school-related organizations shall require the prior approval of the student council and building administration, and shall be held to a minimal number.
1. Approval for door-to-door fund-raising by any student group shall be granted solely for the purpose(s) of:
 - a. financing student group activities
 - b. Purchasing items not regularly funded to improve the school program.
 2. Approved student group fund-raising projects will follow the established Extra classroom Activity Funds regulations.
 3. Elementary school students (K-5) are prohibited from door- to-door solicitation.
 4. The following guidelines are for the administration to utilize when approving fundraising activities:
 - a. All secondary grade levels will run one fund raiser per year. The building principal can determine if the senior class needs a second fund raiser due to extenuating circumstances.
 - b. If grade 6 is taking a culminating trip at the end of their elementary experience, the parents will work with the building principal and 6th grade advisors to determine the extent of the trip and the appropriate level of fund raising needed.
 5. Fund-raising projects which involve the use of school pupils during school hours will occur during the lunch period only.
 6. All proposed fund-raising projects involving the use of either school property, buildings, or students must first have the prior written approval of the building administration. A Building Use Request Form must accompany requests for the use of a school building or facility.
 7. All monies from parents/teachers organizations intended for use in the schools or for its students are subject to the Principal's approval.

POLICY

Draft 05/19/2014

4506

FISCAL MANAGEMENT

STUDENT FUNDRAISING ACTIVITIES

- III. The Board of Education authorizes the Superintendent of Schools to define further the standards for the conduct of fund-raising projects within the District, in accordance with the premises of this policy.

New York Mills Union Free School District

Legal Ref: New York State Constitution, Article 8, Section 1; New York State Education Law, Sections and 414; 8 N.Y.C.R.R. 172.1 et. seq.; Commissioner's Decisions #7780 (July 1, 1967).

Adopted: 03/06/01

Revised: 01/07/14

Reviewed: _____

Policy

Draft 05/19/2014

4600

FISCAL MANAGEMENT

USE OF DISTRICT CREDIT CARD

- I. District issued credit cards shall be used prudently and only for official school business. Credit cards are District property.
- II. The Superintendent shall be issued a District credit card. In limited circumstances, the Superintendent may designate the issuance of a credit card to other employees or Board of Education Members to assist with their job responsibilities. No individual is authorized to utilize the District credit card without the prior authorization of the Superintendent.
- III. The District shall establish an annual credit line maximum not to exceed \$25,000.
- IV. Accountability
 - A. Credit card users must submit expense reports timely so that expenses incurred on each credit card shall be paid in such a manner as to avoid interest charges. All credit cards are to be stored in a secure manner.
 - B. Any expense paid with the credit card shall be documented by both a vendor receipt, describing in reasonable detail the good or service received, and a credit card receipt. In the case of an online purchase, a confirmation or receipt must be printed at the time of purchase and provided to the Business Office.
- V. Unauthorized or personal use of the credit card may result in the credit card being revoked and/or disciplinary action.

New York Mills Union Free School District

Adopted: 02/07/06

Revised: 01/03/12

Reviewed: _____

Policy

FISCAL MANAGEMENT

Draft 05/19/2014
4601

USE OF PHONES

I. Cellular Phone Use

A. Cellular Phone Assignment

Employees may be assigned a cellular phone by the Superintendent if the following criteria exist:

1. The person is often traveling to meet with clients and to attend meetings. The person's schedule is such that he/she is away from the District during normal working hours.
2. The person is called upon to attend evening meetings as assigned.
3. The person receives phone calls from clients and other job related individuals when away from the district.
4. The person has a position that may require the District on a regular basis to immediately contact the person as opposed to waiting until the person reaches his/her destination.

B. Personal Use of Cellular Phones

1. Cell phones assigned to employees are not meant to be "personal family cell phones" however contact with family or other personal contacts may be necessary from time-to-time using a cell phone assigned by the District
2. Cell phone services purchased by the District are in the form of a "pooled" set of minutes for usage by all cell phone users. There is only a per minute charge by the vendor when the pool of minutes is exhausted.
3. Monthly, a person assigned a cellular phone shall receive a copy of the cellular phone usage record. The person shall review the record and identify charges for personal calls.
4. An assigned charge shall be assessed to each cell phone user based on the following calculation: The percentage of personal cell phone calls in proportion to the allotted "pooled" minutes shall be established following each twelve month period of the tabulation and of personal cell phone use totals by the Superintendent. This percentage shall be multiplied by the annual cell phone charge amount and the resulting dollar amount shall be assessed on an annual basis to each cell phone user.

POLICY

FISCAL MANAGEMENT

Draft 05/19/2014
4601

USE OF PHONES

5. Each individual that owes reimbursement to the district should do so by check.

II. Reimbursement of Long Distance Phone Calls Made on an Office/Classroom Phone

A copy of the Long Distance Telephone Bill shall be given to each office monthly for verification of personal long distance usage. An invoice will be created for all employee reimbursement. The employee will have 10 days after invoice date to render payment.

New York Mills Union Free School District

Adopted: 08/16/05

Revised: 01/03/12

Reviewed: _____

Policy

Draft 05/19/2014
4700

FISCAL MANAGEMENT

DEFENSE OF TAX CERTIORARI PROCEEDINGS

I. Purpose

This policy is adopted to ensure that the Board of Education is apprised of and has the opportunity to participate in the legal defense and/or settlement of proceedings to review and reduce the assessment, for the purpose of taxation, of real property located within the District.

II. Levels of Participation

- A. The Board of Education shall intervene so that it is named as a party to all proceedings in which the challenge to the real property assessment may have an impact on the District of (a) a refund to the taxpayer of taxes already paid to the District in the amount of \$5,000, or greater, and/or (b) a reduction in the assessment of such property that may result in the District's annual loss of real property tax in the amount of \$10,000, or greater.
- B. The Board of Education shall intervene in and participate in the legal defense of all proceedings in which the challenge to the real property assessment may have an impact on the District of (a) refund to the taxpayer of taxes already paid to the District in the amount of \$7,500, or greater; and /or (b) a reduction in the assessment of such property that may result in the District's annual loss of real property tax in the amount of \$20,000, or greater.
- C. Such participation shall be in the form of sharing the legal defense costs incurred by the applicable town on a 50%-50% basis or, upon separate resolution of the Board of Education, by hiring separate legal counsel to defend such proceeding.

New York Mills Union Free School District

Legal Ref: Real Property Tax Law Sections 700, 701, 706, 708 712 (2-a)

Adopted: 07/05/94

Revised: 09/03/13

Reviewed: _____

Policy

Draft 05/19/2014
4701

FISCAL MANAGEMENT

403(B) PLANS

- I. The Board of Education is authorized by law to make certain deductions from the salaries of its employees.
- II. Pursuant to written authorization of the employee, a deduction from the employee's salary may be made for the purchase of an annuity for such employee, or any group of employees desiring the same company, from any company so authorized to transact the business of 403(B) Plan as specified by law.
- III. Requests of employees for salary deductions to purchase 403(B) Plans will be accepted after the special salary reduction agreement forms of the district have been properly executed. Said forms shall consist of the 403(B) Salary Reduction Agreement and Statement of Understanding and Hold Harmless Agreement Regarding Tax Shelter Annuity Program.

New York Mills Union Free School District
Legal Ref: Section 403(B) of the Internal Revenue Code
Adopted: 02/25/97
Revised: 09/03/13
Reviewed: _____

Regulation

Draft 05/19/2014

4701.1

FISCAL MANAGEMENT

NEW YORK MILLS UNION FREE SCHOOL DISTRICT SALARY REDUCTION AGREEMENT FOR 403 (B) PLANS

Employee Name: _____ SS# _____

This request is to (check appropriate box):

1. () Begin a 403 (b) salary reduction plan at \$_____ per month.

Vendor: _____ Amount per month: _____

Vendor: _____ Amount per month: _____

2. () Change the salary reduction plan amount to \$_____ per month.

Vendor: _____ Amount per month: _____

Vendor: _____ Amount per month: _____

3. () Terminate 403 (b) salary reduction plan.

4. () Change 403 (b) salary reduction plan vendors or amounts without changing the total amount of the salary deduction.

Vendor: _____ Amount per month: _____

Vendor: _____ Amount per month: _____

I hereby request that these changes be made effective _____ and to continue until further written notice is given to the contrary.

I understand that the deducted amount will be mailed to the TSA vendor after the regular payroll date barring unforeseen difficulties which might arise.

TSA Agent: _____

Address _____

Phone No. _____

Agent's Signature _____

REGULATION

Draft 05/19/2014
4701.1

FISCAL MANAGEMENT

NEW YORK MILLS UNION FREE SCHOOL DISTRICT
SALARY REDUCTION AGREEMENT FOR 403 (B) PLANS

I understand that I may enter into a salary reduction agreement/change (items 1 through 4 above) in accordance with the IRS rules governing 403 (b) TSA plans. I also understand that no 403 (b) salary reduction plan changes will be made (except terminations) other than at the beginning of the month and within ten (10) business days after the receipt of this agreement. I have executed and attached the "Statement of Understanding and Hold Harmless Agreement." All paperwork must be received by the 1st day of the month 403 (b) salary reductions are desired.

Date

Employee Signature

New York Mills Union Free School District

Adopted: 02/25/97

Revised: 09/03/13

Reviewed: _____

Regulation

Draft 05/19/2014

4701.2

FISCAL MANAGEMENT

STATEMENT OF UNDERSTANDING AND HOLD HARMLESS AGREEMENT REGARDING TAX SHELTER ANNUITY PROGRAM

The undersigned, hereinafter referred to as "Employee", for and in consideration of making a 403 (b) annuity program (Program) available through the Board of Education (Board) of New York Mills Union Free School District (District) and other good and valuable consideration, the adequacy and sufficiency of which is hereby acknowledged, agrees as follows:

1. The Employee expressly understands and agrees that the Board and District assumes no liability, and makes no warranties and representations to the Employee, with respect to any income tax consequences resulting from the Program or from the Employee's participation in the program.
2. The Employee expressly agrees to bear all risk of loss and to remain liable for any income tax or other financial consequences resulting from participation in the Program.
3. The Employee agrees to indemnify and hold the Board and the District harmless against any and all actions, claims and demands whatsoever that may result from the Employee's participation in the Program, including, but not limited to, claims for income tax and actions resulting from the purchase of annuities for Employees in amounts in excess of:
 - the maximum allowable pursuant to Tax Relief Act of 2001
 - the maximum allowable pursuant to the " Catch-Up Election" for employees 50 and over
4. The employee agrees to inform the District in writing within ten (10) business days if any withholding from compensation is for repayment of a loan against his/her 403 (b) account.
5. The Employee acknowledges that he/she alone has chosen the TSA company without recommendation of the New York Mills Union School District staff. No guarantee of any kind had been made to the Employee by the District or its agents regarding the insurance company, its financial condition or its interest or dividend paying capabilities.
6. The Employee understands and agrees that if he/she has any questions with respect to contribution levels, withdrawals and other tax, legal and financial related considerations in connection with the annuity, he/she will consult his/her own tax, legal and financial advisors and the Company issuing the annuity.

REGULATION

FISCAL MANAGEMENT

Draft 05/19/2014
4701.2

STATEMENT OF UNDERSTANDING AND HOLD HARMLESS AGREEMENT
REGARDING TAX SHELTER ANNUITY PROGRAM

7. The Employee agrees that the District's entire responsibility with respect to the Program is limited to making deductions from the Employee's compensation and paying the deducted sums to the TSA Company issuing the annuity as directed by the Employee.

Employee

Date

New York Mills Union Free School District

Adopted: 02/25/97

Revised: 09/03/13

Reviewed: _____

Regulation

FISCAL MANAGEMENT

Draft 05/19/2014
4701.3

ANNUITY INDEMNITY AGREEMENT

It is hereby agreed by and between New York Mills Union Free School District, hereinafter referred to as the "Employer" and _____, hereinafter referred to as the "company" as follows:

The parties hereto confirm that the Company is providing to _____ ("Employee") a Tax Sheltered Annuity pursuant to the Company's Annuity Purchase Program for school employees.

In connection with the foregoing, the Company hereby agrees to hold the Employer harmless from and against all claims, losses, liabilities and expenses in connection with the purchase and maintenance of the Employee's Deferred Income Annuity, including but not limited to, the determination and calculation of amounts to be deducted from the Employee's compensation and paid to the Company in connection with the employee's "exclusion allowance" as defined in Section 403 (b) of the Internal Revenue Code as well as the "special catch-up rules" and the maximum as defined in Section 415.

Date

Company

New York Mills Union Free School District

Adopted: 02/25/97

Revised: 09/03/13

Reviewed: _____



**Resolution for the Appointment of Hearing Officer
In Accordance with Section 75 of the Civil Service Law**

BE IT RESOLVED, that John Orilio of Utica, New York, is hereby appointed to serve as a Civil Service Law Section 75 Hearing Officer for the New York Mills Union Free School District.



ABOLISH SCHOOL MONITOR POSITIONS

RESOLVED The New York Mills Board of Education abolishes three (3) positions in the classification of School Monitor effective June 30, 2014.



Resolution to Create and Fill Teaching Assistant Positions

RESOLVED, that the New York Mills Union Free School District Board of Education hereby creates three (3) full-time positions in the tenure area of Teaching Assistant, effective immediately; establishes an initial hourly rate of pay of \$14.30 for Teaching Assistants; establishes a standard work day of seven (7) hours for full-time Teaching Assistants, to be scheduled between the hours of 7:00 a.m. and 4:00 p.m. at the direction of the Superintendent; provides that full-time Teaching Assistants shall accrue paid sick leave at the rate of one day per month worked; provides that full-time Teaching Assistants shall be allowed up to five (5) paid vacation days per school year; and further provides that full-time Teaching Assistants shall be eligible for enrollment in the group health insurance plan offered to other District employees, with prescription coverage through the 3T3 plan, provided that the full-time Teaching Assistant shall be responsible to pay _____% of the premium for the coverage selected.



RESOLUTION TO ACCEPT DONATION

BE IT RESOLVED that the New York Mills School District Board of Education accept a donation of a Television and Video Camera from the New York Mills Boys' Basketball Championship Banquet Committee to be used for taping of games and play back for all coaching staff at New York Mills. This donation is from the generous gifts from local businesses and residents in recognition of the Boys' Varsity Basketball's successful season.



TIME CAPSULE RESOLUTION

WHEREAS, the New York Mills Union Free School District has placed its 2014 Time Capsule behind the corner stone of our 1957 Jr.-Sr. High School Building.

WHEREAS, the time capsule shall remain protected and concealed until April 2057 when it is to be opened by the current New York Mills Union Free School District Board of Education and Administration and

WHEREAS, if for some reason the need for construction occurs in the above said location before the designated presentation date, the New York Mills Union Free School District Board of Education and Administration agrees to remove the time capsule and move it to a safe location; and

WHEREAS, the new location should be recorded in the Board of Education minutes to be protected until the appropriate year of discovery.

NOW, THEREFORE BE IT RESOVED that the Board of Education of the New York Mills Union Free School District hereby recognized the 2014 Time Capsule.

Interventions for failing student:

- lunch detention
- regular after school detention
- after school academic assistance Mon –Thurs 2:10-2:40
- after school tutoring in the library Mon – Thurs 2:45-3:45 with bus transportation at 4pm
- student conferences with Teacher(s)
- student conferences with Guidance
- student conferences with Principal
- student conferences with Social Worker
- Parent Teacher Conferences in person with Teachers, Guidance, Principal, Social Worker
- Individual Academic Support Plans
- contacting with parents via phone calls, many with student present
- contacting parents via e-mail
- contacting parents via certified mailings outlining circumstances
- special arrangements made with adjusted structured deadlines to make up delinquent work
- alternative options (assignments) to make up or give extra credit to pass
- offering scheduling options/adjustments to schedule to re-take a class
- Online credit recovery as needed
- Individualized plans outlining Regents Exam Preparation recommendations
- coordination w/CSE as appropriate
- multiple home visits, determining where students are in community (parks, walking on Main Street, etc.) finding them and discussing circumstances and the need to attend school.

Enrollment

NY Mills UFSD

7.1

	Grade	Male	Female	Total
Elementary				
	K	18	22	40
	1	21	25	46
	2	20	19	39
	3	24	20	44
	4	22	25	47
	5	28	24	52
	6	22	26	48
Elementary Total:		154	159	316
 High School				
	7	24	30	54
	8	14	14	28
	9	22	27	49
	10	23	22	45
	11	29	17	46
	12	20	17	37
High School Total:		132	127	259
NY Mills UFSD Total:		286	286	575
Outside Sp. Ed (K-6) Placements				7
Outside Sp. Ed (7-12) Placements				10
House of Good Shepard				1
Alternative Ed. Placements				1
Incarcerated Youth				0
				19
 New York Mills Total Enrollment				 594

