



**BOARD OF EDUCATION
REORGANIZATIONAL MEETING AGENDA
TUESDAY, JULY 8, 2014
JR./SR. HIGH SCHOOL AUDITORIUM – 6:30 P.M.**

1. Meeting Call to Order

- 1.1 Pledge to the Flag
- 1.2 Acceptance of Agenda

2. Reorganization Business

- 2.1 Administer Oath to Superintendent, Kathy Houghton
- 2.2 Administer Oath to new Board Members, Mr. Jonathan Fiore and Mr. Steve King
- 2.3 Election of Board President
- 2.4 Election of Board Vice President
- 2.5 Annual Board Appointments
 - 2.5.1 Clerk of the Board - Paula Ann May*
 - 2.5.2 District Treasurer – Lisa Stamboly*
 - 2.5.3 School Attorneys – Ferrara, Fiorenza, Larrison, Barrett & Reitz
 - 2.5.4 Treasurer, Extra Activities Account – Patricia Klimacek
 - 2.5.5 Internal Claims Auditor – Cheryl Radomski
 - 2.5.6 Board Sub-Committees
 - a. Audit Committee
 - b. Policy Review Committee
 - c. Facilities Health & Safety Committee
 - d. Transportation Committee
 - e. Survey Committee
 - 2.5.7 External District Auditor - Moore & Hart
 - 2.5.8 403b Service Providers – OMNI Group Renewal Service Agreement
 - 2.5.9 Financial Advisors – Bernard P. Donegan
 - 2.5.10 Bond Council – Timothy McGill
 - 2.5.11 School Physician – BOCES School Physician Service
 - 2.5.12 R. Wilson, M. Spost Lead Evaluators for Teachers and K. Houghton Lead Evaluator for Principals and Teachers
 - 2.5.13 Tax Collectors – Margaret Hardy, Whitestown; Oneida County Office of Finance, New Hartford

- 2.5.14 Authorization to Participate in the following Consortiums:
 - a. Central New York School Employees Workers Compensation Plan
 - b. Oneida-Herkimer-Madison Area Schools Property & Casualty Insurance Group
 - c. Madison-Oneida-Herkimer Health Insurance Consortium
 - d. Herkimer-Fulton-Hamilton-Otsego BOCES Disability Insurance Consortium
- 2.5.15 Committee on Special Education - Appoint
 - *Kim Zogby Chairperson, Special Education Teacher
 - Barbara Bowen School Psychologist
 - Nina Belmar Social Worker
 - Patty Prince Parent Member
 - Barbara Piacenti Parent Member
 - BOCES School Physician Service
 - Child's Guidance Counselor
 - Child's Special Education and Regular Education Teacher(s)
- 2.5.16 Sub-Committee on Special Education for Elementary School and Junior-Senior High School - Appoint
 - Kim Zogby Chairperson, Special Education Teacher
 - Child's Guidance Counselor
 - Child's Special Education and/or Regular Education Teacher(s)
 - Nina Belmar - Social Worker
 - Barbara Bowen - School Psychologist (when a new Psychological report is reviewed, or a more restrictive environment is being considered)
- 2.5.17 Committee on Special Education for Pre-School Education – Appoint
 - Kim Zogby Chairperson, Special Education Teacher
 - Barbara Bowen School Psychologist
 - Nina Belmar Social Worker
 - Barbara Piacenti Parent Member
 - BOCES School Physician Service
 - Preschool Special Teacher
 - Education Teacher of the child
- 2.5.18 District Specific List for Impartial Hearing Officers as maintained by the New York State Education Department Impartial Hearing Reporting System – On-Line
- 2.5.19 Resolution - New York Public Officers Law Section 18
- 2.5.20 Resolution Community/School Organizations: Music, Art and Drama Boosters, Marauder Athletic Booster Club, School District Foundation, and Parent-Teacher-Student Organization
- 2.5.21 2013-14 Tuition Rate - 100% of the State Education Department Formula (Currently estimated K-6 – \$6,365; 7-12 – \$12,789, subject to change in November)
- 2.5.22 Day and Time of Monthly Meetings (see insert)

*See Personnel Report

- 2.6 Annual Board Designations:
 - 2.6.1 Official Bank Depository – M&T Bank
 - 2.6.2 Investment Banks: Any bank deemed profitable by the Business Official
 - 2.6.3 Authorized Signatures on Checks: School Treasurer and Superintendent of Schools
 - 2.6.4 Authorize Signatures on Extra-Curricular Activities Account – Jr. Sr. High School Principal, Central Treasurer, and Superintendent's Secretary
 - 2.6.5 Authorize Wire Transfers Up To \$2 million with the exception of Serial Bond Payments – School Treasurer
 - 2.6.6 Budget Transfers authorization Superintendent of Schools or Treasurer as their designee
 - 2.6.7 Authorization Use of Credit Cards: Kathy Houghton, Michael Spost, René Wilson, Paula Ann May, Jacqueline Edwards, Jonathan Fiore, Dr. Gary W. Porcelli, Steve King, Rick Surprenant, Richard Ross, Traci Welch
 - 2.6.8 Official Newspaper - Utica Observer Dispatch
 - 2.6.9 Medicaid Compliance Officer – Kim Zogby

- 2.7 Annual Authorizations
 - 2.7.1 Certification of Payroll – Superintendent of Schools
 - 2.7.2 Establishment of Petty Cash Funds: High School - \$100, Elementary - \$100, District Office - \$100
 - 2.7.3 Purchasing Agent – Lisa Stamboly, School Treasurer
 - 2.7.4 Superintendent or his/her designee be authorized to make transfers of appropriations within the budget of each program or service per board policy
 - 2.7.5 Authorization for participation and payment of dues:
 - School Boards Institute
 - NYS School Boards Association
 - Association for School Business Organization
 - 2.7.6 Superintendent Conference Approval (local, state and national)
 - 2.7.7 Mileage reimbursement rate: IRS reimbursement rate
 - 2.7.8 Staff/curriculum Development \$22 per hour and Tutorial and Home Bound Instruction \$25 per hour
 - 2.7.9 Substitute Teacher pay Rate: \$80/day for certified teacher and \$60/day for uncertified
 - 2.7.10 Fees for Varsity Football and Boys & Girls Basketball Games
 - \$2 per adult and \$1 per student
 - Ticket taker/seller \$10/hour
 - Clock/timer \$25/game
 - Announcer \$20/game
 - Site Supervisor \$20/hour
 - Shot Clock \$20/game
 - 2.7.11 Records Retention Officer - Paula Ann May
 - 2.7.12 Records Access Officer - Paula Ann May

- 2.7.13 Asbestos LEA Designee – William Lachut
- 2.7.14 Civil Rights, Title IX, ADA Coordinator and
Sexual Harassment Compliance Officer – Superintendent of Schools or Designee
- 2.7.15 Elementary and Jr. Sr. High School Dignity Act Coordinator – Nina Belmar
- 2.7.16 Pesticide Application for emergencies

- 2.8 Bonds
 - 2.8.1 District Treasurer, Lisa Stamboly - \$1,000,000
 - 2.8.2 District Clerk, Paula Ann May - \$100,000
 - 2.8.3 Central Treasurer, Patricia Klimacek - \$1,000,000
- 2.9 Readoption of Board Policies and Code of Ethics
- 2.10 Recertify Shared Decision Making Plan
- 2.11 Board Presidential Appointments
 - 2.11.1 School Board Institute Executive Committee – J. Edwards, and Alternate
Volunteer needed
- 2.12 Career & Technical Education Advisory Council - BOCES Council
- 2.13 Safety Plan
- 2.14 BOCES Cooperative Bids - Authorization for Participation Therein
- 2.15 Mass Care Facility Usage - Authorization for Superintendent to
Commit School District
 - 2.15.1 Army Reserve
 - 2.15.2 American Red Cross
- 2.16 BOCES Contract for the 2013-14 School Year

3. Consent Agenda

- 3.1 Minutes of Meeting
 - a. June 3, 2014
 - b. June 23, 2015
 - c. June 25, 2014
- 3.2 Business Office Reports for Month ending May 2014
- 3.3 CSE Reports
 - a. Meetings held 5/29/14
 - b. Meetings held 5/30/14
 - c. Meetings held 6/3/14
 - d. Meeting held 6/4/14
 - e. Meetings held 6/5/14
 - f. Meeting held 6/9/14
 - g. Meeting held 6/10/14
 - h. Meetings held 6/11/14
 - i. Meeting held 6/19/14
 - j. Meetings held 6/20/14
 - k. Meetings held 6/30/14

4 Old Business

5. New Business

- 5.1 Personnel Report – Approval
- 5.2 Excess list for bid, sale, or disposal of – Action
- 5.3 Resolution to Approve Bus Lease - Action
- 5.4 Contract between Village of New York Mills and School District for Summer Transportation – Action
- 5.5 Intermunicipal Agreement between Madison-Oneida BOCES for Attorney Services – Action
- 5.6 Resolution to Amend the Budget to Accept Donation
- 5.7 Non-Resident/Non-Tuition Students

6. Building Reports – N/A

7 Superintendent's Report

- 7.1 Capital Project
- 7.2 District Newsletter

8. Board Discussion

9. Visitors Comments

10. Executive Session

11. Adjournment

2013-14 Committees

Audit Committee – The Board As A Whole

Facilities Health and Safety - Mr. Ross, Mr. Markowicz,
Mr. Surprenant

Policy Committee – Mrs. Welch, Ms. Edwards, Mrs. Rice

Transportation Committee – Dr. Porcelli, Mr. Ross, Ms.
Edwards

Survey Committee – Dr. Porcelli, Mr. Ross, Mr.
Surprenant



1 Marauder Boulevard
New York Mills, NY 13417

**BOARD OF EDUCATION
PROPOSED 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



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ail Rice
d Ross
prenant
Traci Welch

**BOARD OF EDUCATION MEETING
TUESDAY, JUNE 3, 2014
JR./SR. HIGH SCHOOL LIBRARY – 6:30 P.M.**

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

ALSO PRESENT: Ms. Kathy Houghton, Mr. Michael Spost, Dr. René Wilson, Mrs. Lisa Stamboly, Mr. Bill Lachut, Mrs. Debbie Price, Mrs. Paula Ann May and 15 visitors and guests

1. Meeting Call to Order

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

1.1 Pledge to the Flag

Mr. Markowicz 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 Teacher/Leader Report

a. "One Hundred Years" Video – K. Morrissey

Katie Morrissey showed the Board Members the video she made for the "One Hundred Years" celebration.

b. Conservation Day Field Trip Opportunity – W. Girvan

Mr. Girvan, NYM Class of 1970, spoke to the Board of Education about reinstating the field trip for the Annual Oneida County 4-H Conservation Days in September at Delta Lake State Park. This year marks the 50th anniversary of this outdoor educational experience. Mr. Girvan said that he was a past co-chairperson of this event and one of the presenters for the past 16 years.

c. Special Education Report – K. Zogby

Mrs. Zogby gave the 2013-14 Special Education Report and showed the following PowerPoint:

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

Number of
Students
Graduating in
June 2014

Students Classified:
through CSE = 5
Students with 504 Plans = 0

Students in District Receiving
Related Services

- Speech/Language Therapy = 17
- Occupational Therapy = 10
- Physical Therapy = 7
- Counseling (Individual/Group) = 10
- Teacher of the Deaf/Visually Impaired = 3

Students Attending Outside Programs Receiving Related Services

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

Consultant Teacher Services

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

Students in District with 1:1 Aides

Full-time	2
Part-time or Shared	8

Resource Room Services

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

Primary Instruction In-District

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

Out-of-District Placements

- o 12:1:1 School-based (Sauquoit, Waterville, New Hartford, Westmoreland) = 5
- o 12:1:1, 8:1:2, 6:1:1 School-based (Waterville, Westmoreland) = 4
- o 12:1:1, 12:1:3, 8:1:5, 8:1:2 Center-Based, (BOCES) = 5
- o Pinefield, HGS, UCP = 2
- o 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?

2. Communications

2.1 From the Floor

Mr. Morrissey thanked all teachers and the school district for allowing with Katie to do the video. It was something unscheduled and unscripted and the school allowed Katie to videotape impromptu moments. The Common Core Agenda, people in the bureaucracy tell you how you have to do something in a certain way. Common Core cannot measure talent and spirit. We see so much bureaucracy and not just in school. Our founding fathers were trying to get rid of bureaucracy when this country was founded. Thank you for your support of Katie's efforts to commemorate the school district's Centennial.

2.1 President's Messages

Ms. Edwards thanked Mrs. Rice and Mr. Markowicz for serving as Board Members for the last five years.

a. Committee Report(s)

1. Facilities Health & Safety Committee – D. Ross

Mr. Ross said the subcommittee met on May 12 and toured the building. Reports were heard from the Athletic Department, the Principals, the Facilities Director and the Superintendent. On May 15th there was a meeting with the Architects to further prioritize our potential capital projects scope of work. They will be meeting with the Board on June 25th at 6:30 p.m.

2. Policy Committee – T. Welch

Mrs. Welch said on May 7th Mr. Adam Cleveland and Mr. Ken Ford did a presentation for the Policy Committee on Brain Honey. Teachers can utilize this platform and to address the common core curriculum. An accompanying policy was also reviewed and BOCES is creating polices.

3. Survey Committee – Dr. Porcelli

Dr. Porcelli said we had a very successful District survey event. Mrs. May reports approximately 631 voters came to the polls and of that number 344 or about 55% participated in completing the survey. This year we added a demographic question and that should help us clarify and focus some of the issues better for us. Some very interesting commentary appeared on Dr. Porcelli's set of surveys and although he hasn't had time to discuss it with the committee members, he'll hazard a guess that they had the same as well. Mr. Ross, Mr. Surprenant, and Dr. Porcelli are now in the process of tallying the results. Once Dr. Porcelli has that he will begin building a spreadsheet, doing an analysis of the data, and collating the commentary for the Board. He will inform the Board President when he has something to report in that regard and ask her to place that report on the Board Agenda.

4. Transportation Committee– Dr. Porcelli

Dr. Porcelli said the committee met with the Superintendent, Debbie Price and Steve Abel on May 28th. Debbie and Steve did a superb job of gathering the pertinent data, making comparisons with other school districts, doing a mileage analysis, and putting it all into a meaningful format presenting their preliminary results to the committee. The committee asked a lot of questions about the information and looked at it from many perspectives. The main issue here is to see if we can save the taxpayers some money through making a bus purchase rather than continuing to lease our buses. Debbie and Steve indicated that they are still waiting for some further input and data from suppliers and others in the business and they will bring that back to our next transportation meeting. The committee hopes to have a recommendation for the Board's consideration before September.

b. Board Calendar

c. BOCES Representative Report

Dr. Porcelli said that several students from Career/Technical Education program, specifically the Culinary Arts program attended the recent New York Mills Arts Fest. Four students and their instructor, Chef Charles Hoffmeister, came to the Arts Fest and presented a workshop demonstration for our students. Although he was not one of the students who attended the workshop presentation, New York Mills does have a student in the Culinary Arts CTE program. Dr. Porcelli said that he was given to understand that the presentation was well received and what is especially laudable is that these BOCES students came to New York Mills on their own time. It was a day off from school for them but they chose to spend it here with us.

d. 2014-15 School Board Meeting Calendar Draft

The Board reviewed the draft meeting calendar for next year, which will be acted on at the Reorganizational Meeting.

e. Summer Retreat

Ms. Edwards reminded everyone July 8th is the Reorganizational Meeting and the Retreat will be held on July 18 – 19. We will be working with NYSSBA.

3. Consent Agenda

Dr. Porcelli made the motion to approve the following Consent Agenda items seconded by Mr. Ross:

- 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

Yes 7 No 0
 Motion carried.

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

Mrs. Welch made the motion to approve the 2nd reading of the above mentined polices seconded by Mr. Ross.

Yes 7 No 0
 Motion carried.

5. New Business

- 5.1 Personnel Report – Action

Mrs. Rice made the motion to approve the following Personnel Report seconded by Mr. Ross:

EMPLOYEE	CERTIFICATIO N AREA	CERT	SALARY*	EFFECTIVE DATE	TENURE APPT.
I. Substitute Instructional Appointments					
Jennings, Christopher	Social Studies	Y	\$80.00	6/4/2014	
I. Substitute Non-Instructional Appointments					
O'Dell, George	School Bus Driver		\$10.70	6/4/2014	

I. Substitute Instructional Appointments

Hamarowicz, Pamela	K-6 Teacher	Y	\$80.00	7/1/2014
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II. Instructional Probationary Appointment

Tobiasz, Melissa M	Early Childhood, Gr. 1-6	Y	5 B+30+Master s	9/1/2014	9/1/2016
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III. Advisors

Foote, Audrey	Co-Class of 2015	Y	\$1,042.50	2014-15 School Yr.
Gates, Sarah	Co-Class of 2015	Y	\$1,042.50	2014-15 School Yr.
Hartmann, Michelle	Class of 2016	Y	\$1,380.00	2014-15 School Yr.
Zogby, Kim	Class of 2017	Y	\$764.00	2014-15 School Yr.
Viel, Aileen	Class of 2018	Y	\$764.00	2014-15 School Yr.
Bergmann, Bettina	Class of 2019	Y	\$475.00	2014-15 School Yr.
Finnerty, Michael	Class of 2020	Y	\$475.00	2014-15 School Yr.
Tobiasz, Melissa	Class of 2021	Y	\$896.00	2014-15 School Yr.

Elacqua, Peter	National Honor Society Organization	Y	\$1,091.00	2014-15 School Yr.
Viel, Aileen	Student Council	Y	\$2,191.00	2014-15 School Yr.
Lachut, LouAnn	Yearbook Club	Y	\$3,850.00	2014-15 School Yr.
Lovecchio, Teresa	High School Music Director	Y	\$4,401.00	2014-15 School Yr.
Lovecchio, Teresa	Elementary Musical Director	Y	\$1,899.00	2014-15 School Yr.
Shrey, Steve	Extra Music Activities	Y	\$10,570.35	2014-15 School Yr.
Eramo, Michael	7th Grade Advisory	Y	\$906.00	2014-15 School Yr.
Milone, Bonnie	7th Grade Advisory	Y	\$906.00	2014-15 School Yr.
Bergmann, Bettina	7th Grade Advisory	Y	\$906.00	2014-15 School Yr.
Foote, Audrey	7th Grade Advisory	Y	\$906.00	2014-15 School Yr.
Hartmann, Michelle	School Newspaper	Y	\$1,982.00	2014-15 School Yr.

Dziekhan, Andrea	Athletic Director	Y	\$5,881.00	2014-15 School Yr.
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IV. Department Coordinators

Papienuk, Timothy	Co-English	Y	\$550.00	2014-15 School Year
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Hartmann Michelle	Co-English	Y	\$550.00	2014-15 School Year
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Elacqua, Peter	Foreign Language	Y	\$550.00	2014-15 School Year
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Getman, Kevin	Math	Y	\$825.00	2014-15 School Year
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Brady, Diane	Science	Y	\$1,100.00	2014-15 School Year
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Ferguson, Charles	Social Studies	Y	\$825.00	2014-15 School Year
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V. Coaching Appointments

Ricco, Anthony	Varsity Football	C	\$5,546.00	2014-15 School Year
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Calhoun, Frank	Assistant Varsity Football	C	\$3,870.00	2014-15 School Year
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Ricco, Ross	Assistant Varsity Football	C	\$3,870.00	2014-15 School Year
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Griffith, Mark	Asst. Varsity Football Volunteer	T	\$0.00	2014-15 School Year
Tesak, Michael	Head Modified Football	C	\$2,919.00	2014-15 School Year
Futscher, James	Assistant Modified Football	C	\$1,726.00	2014-15 School Year
Finnerty, Michael	Volunteer Modified Football	T	\$0.00	2014-15 School Year
Kinsinger, Alyse	Football Cheerleading	C	\$1,432.00	2014-15 School Year
Kinsinger, Audrey	Volunteer Football Cheerleading	T	\$0.00	2014-15 School Year
Nicotera, John	Boys Cross Country	C	\$2,770.00	2014-15 School Year
Maunz, Anthony	Girls Cross Country	T	\$2,770.00	2014-15 School Year

Keating, Michael	Volunteer Boys/Girls Cross Country	C	\$0.00	2014-15 School Year
Robarge, Katherine	JV Field Hockey	T	\$2,310.00	2014-15 School Year
Viel, Aileen	Varsity Volleyball	C	\$3,604.00	2014-15 School Year
Maunz, Anthony	7th Grade Boys Basketball	T	\$1,456.00	2014-15 School Year
Dziekhan, Andrew	8th Grade Boys Basketball	T	\$1,456.00	2014-15 School Year
Finnerty, Michael	7th Grade Girls Basketball	T	\$1,456.00	2014-15 School Year
Szkotak, Samantha	8th Grade Girls Basketball	T	\$1,456.00	2014-15 School Year
Adey, Michael	Varsity Boys Basketball	C	\$5,546.00	2014-15 School Year
Adey, Brian	Volunteer Asst. Boys Basketball	T	\$0.00	2014-15 School Year
Richardson, Chris	JV Boys Basketball	T	\$3,813.00	2014-15 School Year

Keating, Michael	Varsity Girls Basketball	C	\$5,546.00	2014-15 School Year
Dziekhan, Andrea	JV Girls Basketball	C	\$3,813.00	2014-15 School Year
Zebrowski, Dave	Bowling	T	\$2,123.00	2014-15 School Year
D'Allessandro, Eric	Varsity Baseball	T	\$3,634.00	2014-15 School Year
Salamy, Michael	Volunteer Varsity Baseball	T	\$0.00	2014-15 School Year
Dziekhan, Andrew	Modified Baseball	T	\$1,942.00	2014-15 School Year
Lasek, Audrey	Varsity Softball	T	\$3,634.00	2014-15 School Year
Lasek, Ed	Volunteer Varsity Softball	T	\$0.00	2014-15 School Year
Maunz, Anthony	Modifield Girls/Boys Track	T	\$1,456.00	2014-15 School Year
Keating, Michael	Varsity Boys Track	C	\$3,634.00	2014-15 School Year
Nicotera, John	Varsity Girls Track	C	\$3,634.00	2014-15 School Year

Finnerty, Michael	Assistant Varsity Track	T	\$1,942.00	2014-15 School Year
Hadfield, Gary	Volunteer Track & Field	C	\$0.00	2014-15 School Year

Yes 7 No 0
Motion carried.

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

Mrs. Rice made the motion to approve the following Resolution to Appoint Hearing Officer seconded by Mr. Markowicz:

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.

Yes 7 No 0
Motion carried.

5.4 Abolishment of Three School Monitor Positions

Dr. Porcelli made the motion to approve the following Resolution for the Abolishment of Three School Monitor Positions seconded by Mr. Surprenant:

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

Yes 7 No 0
Motion carried.

5.5 Resolution to Create and Fill Three Teacher Assistant Positions – Action

Mr. Porcelli made the motion to approve the Resolution to Create and Fill Three Teacher Assistant Positions seconded by Mr. Markowicz. After discussion Dr. Porcelli withdrew his motion and Mrs. Welch made the motion to table this resolution for discussion during Executive Session seconded by Dr. Porcelli.

Yes 7 No 0
Motion carried.

5.6 Set Date of Reorganizational Meeting – Action

Dr. Porcelli made the motion to set the date of the Reorganizational Meeting for July 8th at 6:30 p.m. seconded by Mr. Ross.

Yes 7 No 0
Motion carried.

5.7 Resolution to Accept Donation

Mrs. Rice made the motion to approve the following Resolution to Accept Donation seconded by Mr. Surprenant:

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.

Yes 7 No 0
Motion carried.

5.8 Time Capsule Resolution

Mr. Surprenant made the motion to approved the following Time Capsule Resolution seconded by Mrs. Welch:

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.

Yes 7 No 0
Motion carried.

6. Building Reports

6.1 Elementary Building Report a. PARP Celebration

Dr. Wilson said that every year under the direction of Megan Jarosz, teachers come together and plan two weeks totally focused on literacy particularly family literacy. Students are encouraged to read at least 15 minutes every night with an adult or sibling. If 80% of the student population participates in this program I have agreed to dress up as Mickey Mouse and sponsor a book boogie. The kick consisted of a Disney Olympics including games like tug of war and a bean bag toss. Some activities during this time will be designing book marks, writing parents as reading partners song substituting lyrics in a Disney song. The winning lyricist will have their class sing the song at the event's closing. This kind of program demonstrates the teachers' willingness to find time and think outside the box, and tie in hands on learning, fun learning that also meets the New York State Standards. A two week themed program takes extreme organization and leadership skills, and Megan Jarosz has been able to rally the staff, students, and parents around learning and literacy.

b. Helen Sperling Holocaust Lecture

Dr. Wilson invited everyone to an awe-inspiring event happening tomorrow at 10:15. Ms. Helen Sperling will be speaking to our 4th 5th and 6th grade students and their family members. Sperling, born in Poland, spent time in concentration camps in Ravensbruck and Buchenwald during the Nazi occupation of Poland. She lost her entire family, save her brother, during the Holocaust and has been speaking publicly about her experience, with the goal of reaching audiences with a message of awareness and action, for more than 50 years. Following her liberation, Sperling was hospitalized with pneumonia and cancer for nearly three years. Upon her recovery, she immigrated to the United States, where she married Leon Sperling, and the couple adopted two children and settled in Utica. She gives several anecdotes about her parents and explains the early stages of the Nazi takeover process and her survival of Nazi concentration camp and her encounter with Dr. Mengele the Angel of Death. Dr. Wilson said that she cannot read about this woman without crying. Tomorrow will be a very moving lecture, and believes it will cultivate empathy in this era of dehumanization brought about by social media. She drives home the poignant message that despite the atrocities of the holocaust genocide is still occurring today, and using the light within ourselves we can shape the future by owning every incident and deciding to be an up stander and refusing to be a bystander. We will be planting a lilac tree on the school grounds with a plaque that reads:

“In honor of Helen Sperling and in remembrance of the innocent victims of the Holocaust”

“Thou shalt not be a victim, thou shalt not be a perpetrator, but, above all, thou shalt not be a bystander.” – Yehuda Bauer

c. 4th Grade Cemetery Field Trip

Dr. Wilson said in the fall the fourth grade students had a hands on lesson in civic duty and at the request of the Veterans removed flags from the grave, for the winter, and this spring they returned to place flags on the graves to mark fallen servicemen, and Veterans work and speak with the students about the historical importance of memorial day etc.

d. 6th Grade Promotion

Dr. Wilson wanted to personally extend an invitation to the Board of Education to celebrate the 6th graders as they walk across the stage and get ready to walk down the hall and around the corner. She is proud of all of them, their families, and appreciates the flexibility of her sixth grade teachers Mr. Kuhn and Mrs. Sacco, and Mr. Spost and his staff as we had a successful 6th grade transitional hybrid year and will be continuing this model next year.

6.2 Secondary Building Report

a. Class of 2014 Graduation

Mr. Spost said that graduation for the high school will be on June 20 at 7:00 p.m. You are all invited to attend the ceremony. Please advise the High School office if you plan to attend by this Friday the 6th. A vast majority of seniors will be receiving their recognition that night for meeting all the requirements and expectations to graduate on time. Many have excelled academically and almost all have earned some college credit. As with every year there will be a few that don't make it for a variety of reasons. I can guarantee you that opportunities and then some were provided to all students to make it and those in jeopardy had several interventions utilized which included the following:

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.
- As you can see many roadblocks to failure were installed throughout the year, but our focus at this point of the year should be on the celebration of vast majority that met the requirements.

b. Jr. Class Time Capsule

Mr. Spost said the Class of 2015's time capsule contribution: a stainless steel treasure chest full of items, chosen to represent not only their class, but also the entire school as a whole was buried this past Friday in Monet's Garden, which is the courtyard adjacent to room #154. They celebrated the hard work of the junior class and the Time Capsule Committee, who worked tirelessly to ensure that future students would be educated, surprised, and entertained by its contents. They also spotlighted the hard work of Jason Cattadoris and his father, who designed, built, and engraved the chest themselves.

c. Veteran's Outreach Food Collection

Mr. Spost said Student Council is collecting cans for the Utica Veterans Outreach Center. They are awarding a free pizza party to the class that donates the most cans. They have also extended the offer district wide and included the elementary classes as well. Any non-perishable canned goods will be collected until Thursday, June 5th. On that date, a representative from the Outreach Center will be coming to our Mr. Marauder Man Pageant in the evening to collect the cans and accept a check with a portion of our profits from the show. The Mr. Marauder/ Variety Show will be on Thursday, June 5th at 7:00 p.m. He believes it will be a great source of entertainment at very reasonable price. It would be great to see you there.

d. The Year in Athletics

Mrs. Dziekan went over the Year in Athletics. She said the Boys Cross Country Team were CSC League and Sectional Champs, The Boys Basketball Team was CSC League Sectional, Regional, and State Champions. The Boys Track and Field Team were CSC League and Sectional Champions. The following teams are New York State Scholar Athletes: Field Hockey, Football, Girls and Boys Cross Country, Girls Basketball, Girls Track and the Golf Team.

7. Superintendent's Report

7.1 K-12 Enrollment

Ms. Houghton shared a summary of the district's K-12 enrollment with the Board of Education and public.

7.2 Publication of District Newsletter

Ms. Houghton asked the Board for their direction regarding the 2014-15 publication of our District Newsletter. Much discussion ensued. It was recommended that a card be sent to residents asking them to respond if they would like to receive a copy of the newsletter.

7.3 Potential Capital Project Update

Ms. Houghton reminded the Board that Hunt-EAS would like to meet with the Board on June 25 to discuss the potential building program.

Mr. Ross made the motion to have a Special Board of Education Meeting on June 25, 2014 at 6:30 p.m. to discuss the Building Project second by Mrs. Welch.

Yes 7 No 0
Motion carried.

7.4 Arts Fests Thank You

7.5 School District Foundation Update

Mrs. Porcelli reported the following on the School District Foundation:

She thanked Ms. Houghton and the Board of Education for the opportunity to make this end-of-the-year report on the work of the New York Mills School Foundation.

The New York Mills School Foundation has been very busy this past year and involved in a number of activities.

1. Flocking – Chaired by Directors Brian Despina and Ed Schulz, Sr. we have engaged in Flamingo Flocking as a fundraiser and that has proven successful. She knows that a number of Board Members along with many members of the New York Mills Community were “flocked” and there are several more to come. This activity stopped because of the cold weather, but now that the warm weather has returned, we are back at it. If you have someone whom you would like to have visited by our resident flock of bright pink flamingoes roosting on their front lawn, please let us know.

2. As a further fundraising activity, the Foundation has been sponsoring the placement of legacy bricks chaired by Director Steve King. Member of the Community can offer a remembrance of a loved one, celebrate an achievement, honor a relative, make note of a special day, salute the school as an alumnus or any one of several other ways. Bricks are inscribed up to three lines and will be placed in a suitable location on the school campus. We are about to send in our first order of Legacy Bricks for inscription and if you want to get in on that, please let a director know. Order forms are available here tonight.

3. We are growing. We have met throughout the school year and she said she was proud to say that our numbers continue to grow. At our April meeting we added two more directors bringing us up to nine. Plus there are a number of community members who volunteer their help. The Herthums come to mind here along with Paul Dudajek and several others. We are always looking for more people who want to be involved. If you would like to be a director of the Foundation, or even just a member, please let us know. Our next meeting will be June 18th at 6:30 p.m. in the Home and Careers Room. Please come along and bring a friend. We are just now setting our program for next year.

4. The Foundation has been a participant in various other school activities throughout the year, with members helping out with many of the events which have taken place. This is in response to the mission statement that we have developed: to promote the needs of the school, financially and as an advocate, to engage community support and involvement and to enhance the learning experience for all of the students of the district. Along those lines, we are actively working to bring into existence, items from the working list which the Board provided us at our inception. Right now, the hope is to replace the playground and the Foundation is moving more in that direction as we grow and develop.

5. We have explored the issue of 501(c)3 status and although the directors feel that it may be more than we can support at this time, we are working toward achieving that end and hope to attain that in the near future.

6. Lastly, but by no means the last of the items I could list, is the Foundation's lead role in the 100th year celebration. The Foundation was given the task by the Superintendent to act as the lead in developing the activities which were part of the 100th year centennial. As Foundation President, Mrs. Porcelli said she acted as the General Chair and the other directors, Bernice Edwards, Teacher Liaison Michelle Hall, and Superintendent Kathy Houghton each took lead roles. We chaired a number of community meetings were proposed, developed, and brought into actuality the Alumni Basketball Games, Chaired by Director Scott McGauley, the Tee-shirt sale, chaired by Kim Zogby, the Publicity on both WKTV and in the local newspapers, support on the time capsule events; co-celebrating the Arbor Day Tree Planting with the Utica Zoo celebrating it's 100 Year as well; and all culminating in the very successful Gala Celebration chaired by Director, Dana Cudhea. These are all examples of how the foundation is serving the New York Mills Community. Please get involved and get active.

8. Board Discussion

Mrs. Rice said that this was her last official meeting. She said she was thankful for the opportunity to sit on the Board and to make some good decisions about education of the kids in our district. She always read and talked to the people in order to make decisions based on input. This year there were 4 candidates vying for 2 spots. Remember kids first always. You have a lot of good staff , parents, and

kids as well as a lot of loyalty. All you need to do is capitalize. While I will miss you, I am leaving you in good hands.

Mr. Markowicz said he would like to know the date of the meeting for the Veterans' Exemption. There are a little over 200 veterans in the district and we deserve it. He said presently he gets three exemptions. He would like to have the Board discuss this and insists that during the discussion there be a lot of veterans present.

Mr. Surprenant spoke about the Championship Banquet. He also gave the Superintendent a program booklet signed by the team.

9. Visitors Comments

Mr. King wanted to acknowledge the PTSO and make sure they did not go unnoticed. Mrs. Edwards should be acknowledged for her hard work. A group of 4 or 5 pulled everything off with MAD Boosters. Foundation, if you know anyone that needs to be flocked. He also asked what the \$1,400 for the newsletter includes. Perhaps we could send out a postcard with an opt in instead of an opt out. Also he hopes that everyone can make the June 12th Awards Ceremony.

Mrs. Gale, President of the Teachers' Association said our teachers do amazing things during trying times. They make things work for kids and have been in compliance consistently. Teachers are working harder and putting in longer hours. There has been a short hiatus in contract negotiations but is hoping for an agreement that works for both sides.

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

Ms. Welch made the motion to go into executive session at 8:40 p.m. after taking a short break to discuss NYMTA and NYMAA negotiations, Individual Agreements, Pending Litigation, a Personnel Disciplinary Matter and 5.5 Resolution to Create and Fill Three Teacher Assistant Positions seconded by Dr. Porcelli

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 10:40 p.m.

Mrs. Welch made the motion to approve the following resolution seconded by Dr. Porcelli:

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 90/75% of the premium for the coverage selected.

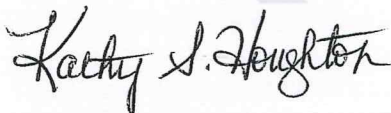
Yes 7 No 0
Motion carried.

11. Adjournment

Mr. Markowicz made the motion to adjourn at 10:42 p.m. seconded by Mr. Ross.

Yes 7 No 0
Meeting adjourned.

Respectfully submitted,



Kathy Houghton
Clerk Pro-tem

Jacqueline Edwards
President

Dr. Gary Porcelli
Vice President



3.1 b

Rick Surprenant
Traci Welch

BOARD OF EDUCATION MINUTES
MONDAY, JUNE 23, 2014
JR./SR. HIGH SCHOOL LIBRARY – 8:00 P.M.

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

ALSO PRESENT: Ms. Kathy Houghton and Mr. Michael Spost

1. Meeting Call to Order

Ms. Edwards called the meeting to order at 8:00 p.m.

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

1.1 Pledge to the Flag

Mrs. Rice led the Pledge of Allegiance.

1.2 Acceptance of Agenda

Mrs. Rice made the motion to accept the Agenda seconded by Dr. Porcelli.

Yes 7 No 0
Motion carried.

2. Communications

2.1 President's Messages

N/A

3. Consent Agenda

N/A

4. Old Business

N/A

5. New Business

5.1 Personnel Report – Action

Mr. Markowicz made the motion to discuss a particular person in Executive Session seconded by Mrs. Welch.

Yes 7 No 0
Motion carried.

Ms. Edwards called the meeting back into regular session at 8:09 p.m.

Mrs. Rice made the motion to approve the following resolution seconded by Dr. Porcelli:

WHEREAS, Timothy J. Ferguson tendered a letter of resignation from his employment as a 7-12 Social Studies Teacher in the New York Mills Union Free School District, effective June 21, 2014 and;

WHEREAS, the Board of Education now wishes to accept Mr. Ferguson's resignation from employment effective as of June 21, 2014;

Now Therefore, BE IT RESOLVED, by the Board of Education of the New York Mills Union Free School District as follows:

1. The Board of Education of the New York Mills Union Free School District hereby accepts the resignation of Timothy J. Ferguson, from his position as a 7-12 Social Studies Teacher, effective June 21, 2014; and
2. This resolution shall take effect immediately.

Yes 7 No 0
Motion carried.

EMPLOYEE	CERTIFICATION AREA	CERT	SALARY*	EFFECTIVE DATE
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I. Resignations

1 Ferguson, Timothy	Gr. 7-12 Social Studies	Y		6/21/2014
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Accepted by Resolution above.

6. Building Reports

N/A

7. Superintendent's Report

N/A

8. Board Discussion

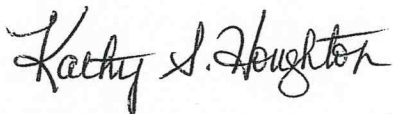
10. Executive Session – to discuss a personnel matter

11. Adjournment

Mrs. Welch made the motion to adjourn at 8:10 seconded by Mr. Surprenant.

Yes 7 No 0
Meeting adjourned.

Respectfully submitted,



Kathy Houghton
Clerk Pro-tem

Jacqueline Edwards
President

Dr. Gary Porcelli
Vice President



3.1 C

Rick Surprenant
Traci Welch

**BOARD OF EDUCATION MEETING
WEDNESDAY, JUNE 25, 2014
JR./SR. HIGH SCHOOL AUDITORIUM – 6:30 P.M.**

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

ALSO PRESENT: Ms. Kathy Houghton, Mr. Michael Spost, Dr. René Wilson, Mrs. Lisa Stamboly, Mr. Bill Lachut and 16 visitors

1. Meeting Call to Order

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

Ms. Edwards appointed Dr. Wilson Clerk Pro-tem.

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.

**1.3 Scope of Work Budget for Potential Capital Project - Hunt
Engineers/Architects/Surveyors**

Below is a copy of the PowerPoint that Hunt Engineers/Architects/Surveyors presented.

Project Cost Comparison

\$5,000,000 Total Project Cost	\$5,000,000 Construction Cost
• Construction Cost \$3,733,614	• Construction Cost \$5,000,000
• Contingency 10% \$373,361	• Contingency 10% \$500,000
• Incidentals \$893,025	• Incidentals \$922,425
• Total Project Cost \$5,000,000	• Total Project Cost \$6,422,425



NY Mills Union Free School
 Prioritization Sheet
 Cost Estimates
 HUNT Project #2937-001
 6/12/2014



Item No.	Project Priority	Trade	Trade Priority	Location	Proposed Item	Cost
1	1	1	1	Beekman Gym	Repair floor (15,500 sq ft)	\$500,000
2	1	1	1	Beekman Gym	Replace 4 exit doors	\$6,000
3	1	1	1	Beekman Gym	Repair and patch foundation (900 sq ft)	\$15,000
4	1	1	1	Beekman Gym	Repair exterior walls and repair	\$27,000
5	1	1	1	Beekman Gym	Add rain gutters	\$16,200
6	1	1	1	Beekman Gym	Repatch interlock tiles and fixtures in bathroom	\$17,000
7	1	1	1	District Wide	Data Room Improvements (Provide 3 new data closets with cabling and equipment)	\$500,000
8	1	1	1	District Wide	IP security camera system (20 cameras (2 Exterior)) (This work will include tear out of old cameras and system as that technology will no longer be supported on the new camera system)	\$80,000
9	1	1	1	District Wide	Access Control System (cardkey fob access) & required network infrastructure (Card readers @ E-Entrance, Cardkey at all exterior doors)	\$400,000
10	1	1	1	District Wide	Reinforce Track	\$100,000
11	1	1	1	Grounds	Reinforce Track	\$144,000
12	1	1	1	Grounds	Reinforce Track	\$620,000
13	1	1	1	Grounds	Reinforce Track	\$24,000
14	1	1	1	Main Building	Panic Device Replacement (7 Devices for A and 2 Commons)	\$13,500
15	1	1	1	Main Building	Provide master locking apparatus to all interior doors / classrooms (10)	\$25,000
16	1	1	1	Main Building	Replace exterior boiler room door and repair wall	\$5,000

NY Mills Union Free School
 Prioritization Sheet
 Cost Estimates
 HUNT Project #2937-001
 6/12/2014




Item No.	Project Priority	Trade	Trade Priority	Location	Proposed Item	Cost
17	1	1	1	Main Building	Replace exterior doors by elementary music room	\$6,000
18	1	1	1	Main Building	Remove full windows outside boys locker room / facility	\$15,000
19	1	1	1	Main Building	Upgrade house lighting in the auditorium	\$50,000
20	1	1	1	Main Building	Upgrade stage lighting (LED lighting)	\$170,000
21	1	1	1	Main Building	Upgrade software in lockers, 60 gym	\$114,000
22	1	1	1	Main Building	Continuation of locker replacement (Convert 230 V lockers into 120 V lockers)	\$41,750
23	1	1	1	Main Building	Rebuild out A/C in server room	\$15,000
24	1	1	1	Main Building, Beekman Gym, Bus Garage	Fiber optic cable to bus garage & Beekman gym & associated network cabling (Trenches/Combiner)	\$95,000
25	1	1	1	Grounds	Reinforce and additional parking for the main building	\$772,000
26	1	1	1	Grounds	Reinforce both drive walls to A/C Resource with chem-trak/black	\$5,000
27	1	1	1	Beekman Gym	Reinforce the water tank	\$17,000
28	1	1	1	Beekman Gym	Reinforce factory floor on exterior windows in media center thru main entrance	\$30,750
29	1	1	1	Main Building	Long ceiling and lighting (common rooms)	\$104,477
30	1	1	1	Main Building	Service Failure (EAB sounder) with 4000-hour battery	\$45,000
31	1	1	1	Main Building	New kitchen equipment (This work is in addition to kitchen layout)	\$360,000
32	1	1	1	Main Building	Reinforce existing cafeteria and kitchen - SA-1 (Not included in Final Cost)	\$400,000
33	1	1	1	Main Building	Storage kitchen Resource Cafeteria SA-2	\$490,000

NY Mills Union Free School
 Prioritization Sheet
 Cost Estimates
 HUNT Project #2937-001
 6/12/2014



Item No.	Project Priority	Trade	Trade Priority	Location	Proposed Item	Cost
34	1	1	1	Main Building	Change A-Riten and California to accommodate reduction of lunch periods (Not included in Cost) SA-1	\$1,475,000
35	1	1	1	Main Building	Reinforce Raceway Improvements 100% of classrooms	\$60,000
36	1	1	1	Main Building	CM & Structural Space (Remove Rooms 1A7A & 1A7B)	\$15,750
37	1	1	1	Grounds	Repair asphalt with electronic sign	\$50,000
38	1	1	1	Grounds	Provide fiber-optic cabling with smart technology classroom upgrades / new installers (includes 55 (5000) sq ft)	\$250,000
39	1	1	1	Main Building, Beekman Gym, Bus Garage	Wireless network upgrades (35 additional Access Point's with controller)	\$45,000
40	1	1	1	Grounds	Reinforce concrete from Burnstone Road (open and/or concrete)	\$77,000
41	1	1	1	Main Building	Access control	\$40,000
42	1	1	1	Main Building	Reinforce concrete from Burnstone Road	\$40,000
43	1	1	1	Main Building	Updating computer files (Purchase, install for 3 rooms with 30 stations per room)	\$75,000
44	1	1	1	Main Building	Add wireless infrastructure and multi-system	\$40,000
45	1	1	1	Beekman Gym	Add floor lighting at parking lot (2 Poles)	\$24,000
46	1	1	1	Main Building, Beekman Gym, Bus Garage	Outside lighting upgrade (Walk mounted lights only second quarter of building SA-1 Top)	\$25,000
47	1	1	1	Beekman Gym	Upgrade lighting in Beekman gym (interior)	\$65,000
48	1	1	1	Bus Garage	Reinforce bus storage, adding concrete	\$7,700
49	1	1	1	Bus Garage	Paint work side of bus from top bus parking	\$77,000

NY Mills Union Free School
 Prioritization Sheet
 Cost Estimates
 HUNT Project #20137-002
 6/12/2014



Item No.	Project Priority	Trade	Trade Priority	Location	Proposed Item	Cost
02	4	Site	4	Grounds	Pave the area at the top of Marauder Blvd between Subway and road	\$4,000
11	4	Asph	4	Main Building	Replace main building asphalt	\$40,000
12	4	Asph	4	Main Building	Replace asphalt in the back lot	\$20,000
13	4	Asph	4	Main Building	Add additional asphalt and drainage in back lot	\$40,000
14	4	Asph	4	Main Building	Improve drainage	\$40,000
15	4	Site	4	Elementary Gym	Provide additional parking east of Gym	\$75,000
16	4	Asph	4	Elementary Gym	ADD equipment for the elementary gymnasium	\$40,000
17	4	Asph	4	Main Building	Improve main building asphalt	\$40,000
18	4	Asph	4	Main Building	Improve asphalt in back lot	\$20,000
19	4	Asph	4	Main Building	ADD additional asphalt to replace old parking	\$40,000
20	4	Asph	4	Main Building	Asphalt in main lot	\$20,000
21	4	Asph	4	Main Building	Asphalt equipment area (2000 sq ft)	\$40,000
22	4	Asph	4	Main Building	Elementary Gymnasium	\$40,000
Priority 1 Total						\$1,429,350
Priority 2 Total						\$1,962,100
Priority 3 Total						\$368,000
Priority 4 Total						\$4,088,442
Total						

Cafeteria Occupancy Options

Existing Conditions : SK-1: 148 Student Capacity: Remain with 5 Lunch Periods

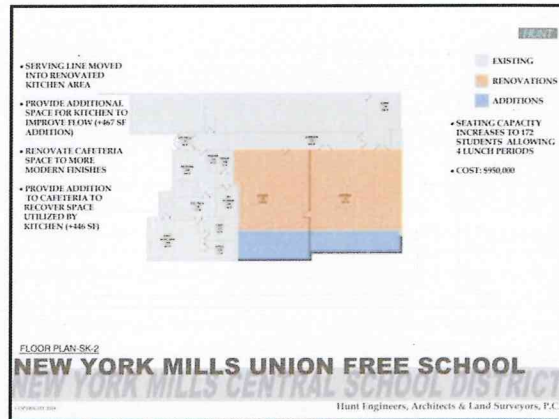
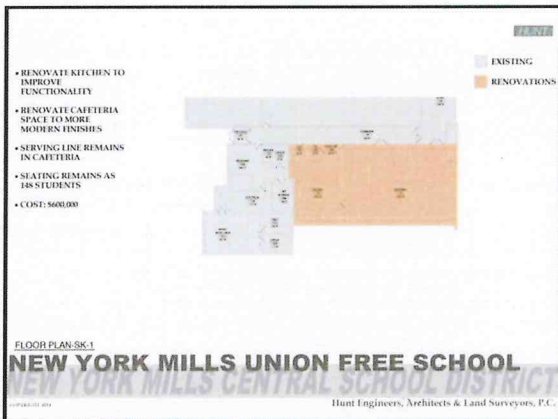
	10:45-11:22	11:25-12:04	12:25-12:50	12:50-1:00	1:1-1:30
1st-12th Grade	100 Students	1st-12th Grade	100 Students	1st-12th Grade	100 Students
1st Grade	25 Students	2nd Grade	25 Students	3rd Grade	25 Students
4th Grade	25 Students	5th Grade	25 Students	6th Grade	25 Students
7th-8th Grade	25 Students	9th Grade	25 Students	10th Grade	25 Students
Total	100 Students	Total	100 Students	Total	100 Students

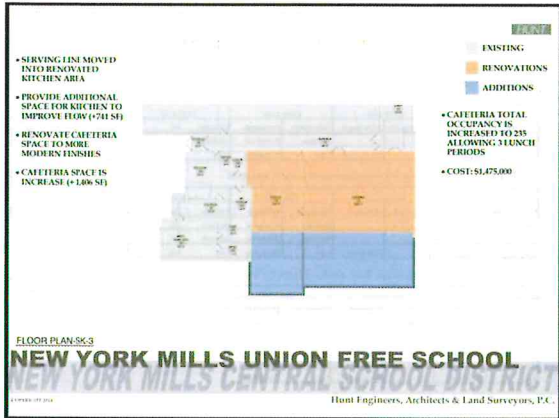
SK-2: 172 Student Capacity: Reduce to 4 Lunch Periods

	First Lunch	Second Lunch	Third Lunch	Fourth Lunch
1st-12th Grade	100 Students	1st-12th Grade	100 Students	1st-12th Grade
1st Grade	25 Students	2nd Grade	25 Students	3rd Grade
4th Grade	25 Students	5th Grade	25 Students	6th Grade
7th-8th Grade	25 Students	9th Grade	25 Students	10th Grade
Total	100 Students	Total	100 Students	Total

SK-3: 235 Student Capacity: Reduce to 3 Lunch Periods

	First Lunch	Second Lunch	Third Lunch
1st Grade	82 Students	2nd Grade	82 Students
3rd-4th Grade	81 Students	5th Grade	82 Students
6th-7th Grade	82 Students	8th Grade	82 Students
9th-12th Grade	81 Students	10th Grade	82 Students
Total	326 Students	Total	326 Students





Mr. Chad Snowburg took the Board through the spread sheet: Hunt EAS did not remove any items from the list however; you can see the items struck through are seen not as a priority. One to four are prioritized. A lot of these are maintenance items: items that need improvement, these are things that are making the buildings last longer: they are not fluff, it's to make the building last and perform the way you want it to.

Dr. Porcelli asked if the costs are hard estimates or do they go out for RFP?

Mr. Snowburg said these costs are estimated based on projects they have done over the last 3 – 5 years.

Dr. Porcelli asked if on the first item, the roof, is there a warranty?

Mr. Snowburg said the warranty would be at least 20 years. Warranty for roofs are usually 20 to 30 year warranties.

Mr. Lachut said the roof was sprayed in 200 and that was only guaranteed for 10 years so it is out of warranty.

Mr. Snowburg said that a number of technology items are being implemented. There is a lot of upgrading through the project security cameras, card readers etc., Item seven for example with the large dollar value: that line item drives the rest: it is putting money in the back bone: another big piece is upgrading the energy efficiency through the lighting etc. Think outside the box... looking at energy usage and reduce operating costs.

Ms. Houghton asked him to talk about the bus circle and parking.

Mr. Snowburg said the first one, is line item 25: bus circle and parking. The idea is that currently it doesn't work real well with parent drop off and pick up: we want to separate two separate loops so they can happen at the same time without students crossing: the sight plan.

Ms. Edwards asked to look at the cafeteria first: will you share those options with us?

Mr. Snowburg said with the cafeteria our first idea: is one that organizes the serving lines all in the cafeteria and doesn't really touch the schedule. It looks at student queuing.

Ms. Edwards said we have some monuments on the side we want to make sure that those are not harmed in anyway: can you guarantee that the 1940 tree, the monument to the two other students that have since passed.

Mr. Snowburg said we can always avoid those as we get deeper into the design. These are not the only configurations that solve the problem; we can take those things into account and make sure that they are not disturbed.

Ms. Edwards said that history and legacy are important components.

Mr. Adams said if anything needs to be moved it will be maintained or repositioned respectfully. Mr. Snowburg said item 34 is the largest solution to the cafeteria: reevaluate the schedule if there is any way to do that: we think we are good at giving you spaces that accommodate your needs, but do you really need it?

Dr. Porcelli said he is concerned about item 40. There is one where you want to pave the area between the sidewalk and the road: He asked if they could speak a little about item 50. He thinks the Village owns that: if we are going to pave the area between the Boulevard and the road, we need to get permission.

Ms. Houghton said she believes we are talking about the area where the crossing guard parks.

Mr. Lachut said in the spring this is nothing but a mud hole and this is the first thing that the public sees when they drive in.

Dr. Porcelli said he is asking questions but is not against the item.

Mr. Ross said he thought it is more than 40 feet from the line.

Dr. Porcelli said the area from the sidewalk to the road, the village owns 20 feet from the center.

Mr. Ross said he thinks the road means Marauder Boulevard.

Ms. Edwards asked if we can change the priorities: maybe ventilation in the science room should move.

Mr. Lachut said they have ventilation, but this is a request for additional ventilation.

Dr. Porcelli asked about items 53 and 55

Mr. Lachut said sometime you came to the Board about what the emergency generator could handle as a load and the 2nd was a manual operation.

Mrs. Rice asked Mr. Lachut if because he has to come to school to turn the generator on are you happy with that?

Mr. Lachut said an automatic switch would be ideal but there are other things that are a priority and we deal with this.

Ms. Houghton said she believes we all had items that we wanted included but not all of those, things are currently on the list.

Mr. Adams said that this is the Board's first look at this and we need direction on the total scope of work for the project and then it goes back to the committee. Then we will come back to you with more committee recommendations.

Ms. Edwards said we would like to get a dollar amount and talk to Mrs. Stamboly to iron out the logistics.

Mr. Snowburg said that he brought in a consultant about the cafeteria and kitchen. He did kitchen layout and seating etc., and gave us a spread sheet. Scheduling is a complicated process but we are not going to tell you how to do it: if you are going to provide a schedule this is what we will accommodate.

Mr. Snowburg said it shows different capacity scenarios:

SK1: Evaluates looking at your space, improving the finishes in the space, aesthetics, it doesn't change serving line situation: but it upgrades equipment etc.

SK2: Kitchen expanding out, coming out to face of existing building. Allows for entire kitchen and serving area to be housed in kitchen area. Hot trays do not cross over kids. This is really a kitchen improvement, the reality is by pulling the serving line out you gain space for seating. Sk2 carried out in estimate.

SK3: Some direction we got from the interview process: maximizing the most students you can fit in a cafeteria as efficiency and in the smallest time frame. Increases space in café and kitchen: 235 students occupancy.

Dr. Porcelli asked if he was correct in understanding whatever scenario you use, excluding the first one: essentially the scheduling and the café size are independent variables you can do this and you can still have 4 lunch periods: they are independent of each other.

Mr. Snowburg replied yes they are independent. He thought what the committee is trying to do is have independent lunch periods.

Dr. Porcelli said he was under the impression that currently some situations become difficult such as those with music lessons etc. They have to go from a quick lunch to a lesson. Will this be alleviated if we extend our lunch periods?. Does this give us a longer period of instruction during the day?

Ms. Houghton said she didn't know if he was speaking about secondary or elementary. Secondary students eat the first half and have the other half for music rehearsal. She did not know if you could find another time in the day for band and chorus rehearsals.

Dr. Porcelli said what he was getting at if you are reducing down to a three period lunch.

Ms. Houghton said she didn't think that was doable.

Ms. Edwards said this is more of scheduling issue.

Dr. Porcelli said he was looking for a hidden advantage.

Mr. Spost said at the secondary level students in chorus and band are in 20 minutes the lunch period. The reality is that there is more than enough time to accomplish that.

Ms. Houghton said if serving is streamlined then kids can have more time to eat perhaps.

Mr. Adams said throughout the process at the secondary level it has been said that that cannot be improved.

Ms. Houghton said we can't lengthen the secondary lunch without lengthening the day or shortening other periods.

Mr. Lachut said it might be interesting that back in the 70s the school café was set up for 7–12 350 total when they brought the elementary up from Main street in 1980 their lunch periods were in the gym. That was very unsanitary and Mr. Manko decided that was not going to happen. We have enrollment of 600 kids and the space is designed for 350 students. Kids throw their lunch out; they don't have enough time to eat.

Dr. Wilson said she agreed with Mr. Lachut that it will benefit the institution but she didn't know if it is going to buy students more time to eat lunch. Our youngest students have 30 minutes to eat lunch; our older students have 20 minutes. They are given extra time and she thinks they don't use it because they are running out to recess or talking through lunch; so although she thinks it will be a great addition, it might not solve the problem.

Dr. Porcelli said our cafeteria functions as a community room. That room could be used for other things.

Mr. Adams asked if it is the number of lunch periods that is an issue or not? The Board said it might be a potential issue. Is that an issue or not? We still believe that there is a safety issue with the serving line in the café: that is one of the major design flaws.

Mr. Markowicz said he doesn't agree with having a 20 minute lunch period. Some of these kids throw lunch away because they don't have enough time. He said when he went to school here 45 minutes in the classroom to sit down and pay attention. Twenty minutes eating lunch doesn't satisfy him.

Mr. Surprenant asked if we ever thought about building up instead of out, then you could have two periods.

Mr. Snowburg said the problem is generally, you only do that when you are land locked, then you are talking about foundations and structures etc. Most likely it was never designed to carry a second floor load.

Mr. Adams said ground floor area is not the issue. This plan allows for cafeteria expansion, which reduces lunch periods from 5 to 3 to incur without 2nd floor costs.

Ms. Houghton said if you look at what the SK3 looks like you would have a middle level, grades 5 – 8 lunch. She hates to cross program streams, if you build a space like this. She suggested we not build to a capacity that we don't need to improve the program. If we are looking at adding we go to one step down.

Ms. Edwards said we will look at this for a week and half and we will digest and offer input at the reorganizational meeting.

The Board Members were polled and they were in agreement about a Capital Project with zero impact on the taxpayers.

2. Communications

2.1 From the Floor

Ms. Amy Topor from 500 Main Street and alumnae said Mike Tomassetti is a patriarch of New York Mills basketball. She has 594 signatures from residents who would like to honor Mike Tomassetti by naming the court the Mike Tomassetti Court at Beekman Gym. He was a high school coach and teacher that every student would be lucky to have.

Mr. King said he would consider spending a dollar a month for a capital project as a tax payer. He is concerned with the legacy things in front of cafeteria. What about pushing the loading dock out, building in another direction and how does that impact the cost?

Mr. Snowburg said he thinks that would impact the cost minimally.

Mr. Markowicz said moving the cafeteria, our major electric comes in there.

Mr. Snowburg said the other problem is, we witnessed a delivery from an 18 wheeler and it had some difficulty, so if you push it out making that turn to get to the loading dock would be complicated.

Mr. Schmelcher said he is here for the same matter as Ms. Topor. Mr. Tomassetti is the reason basketball is where it is today. It has been sixteen years since he has retired and has not received the honors that he deserves. We have the football field named after Mr. Ross, but the face of the school, the sport we are known for is a basketball school. Mr. Tomassetti did more for basketball than Mr. Ross did for football. People instantly recognized his name. He said he is not a former basketball player, he was cross country and track and field. He has seen the impact he has had in the community. There were only two that were absolutely against signing it.

Mr. Wroblicki said he could not speak more highly about a person. He thinks the community has spoken with a loud voice to take action on this as soon as possible.

Mrs. Stamboly ask is this being funded by donations?

Mr. Ross made the motion to vote on the basketball option. Dr. Porcelli seconded but amended it to no district funds can be spent on it. We are tight on funds, if the community wishes to fund it.

Ms. Topor said if you vote to approve it we can fund it without district funds.

Mr. Ross made the motion to approve on basketball floor dedication. Dr. Porcelli second but amend it to read no district funds can be spent on it.

Yes 6 No 1
Mrs. Rice abstaining

Motion carried.

2.2 President's Messages

Ms. Edwards acknowledged Gary Markowicz and Gail Rice for their 5 years of service.

3. Consent Agenda

N/A

4. Old Business

N/A

5. New Business

5.1 Personnel Report – Action

6. Building Reports

N/A

7. Superintendent's Report

N/A

8. Board Discussion

9. Visitors Comments

10. Executive Session – to discuss pending disciplinary charges against an employee

Mrs. Rice made the motion to go into executive session to disciplinary charges against an employee at 8:03 p.m. seconded by Mrs. Welch.

Yes 7 No 0
Motion carried.

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

Respectfully submitted,



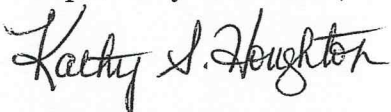
Dr. René Wilson
Clerk Pro-tem

11. Adjournment

Mr. Markowicz made the motion to adjourn at 9:23 p.m. seconded by Mr. Ross.

Yes 7 No 0
Meeting adjourned.

Respectfully submitted,



Kathy Houghton
Clerk Pro-tem

NEW YORK MILLS SCHOOL

SPECIAL EDUCATION

81	Students classified as of 5/29/14
<u>1</u>	Elementary Referral
82	Total Classified Students as of 6/20/14

**NEW YORK MILLS UNION FREE SCHOOL DISTRICT
DISTRICT PLAN FOR IMPLEMENTING SHARED DECISION
MAKING**

COMMISSIONER'S REGULATIONS 100.11

Adopted: 2/1/94
Revised: 1/30/96
1/20/98
4/06/04
Recertified: 6/6/06
Reviewed: 10/8/08
5/11/10
Recertified: 6/1/10
7/8/14

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NEW YORK MILLS UFSD DISTRICT PLAN FOR IMPLEMENTING SHARED DECISION MAKING

INTRODUCTION

In accord with the Commissioner's Regulation 100.11 the New York Mills UFSD Board of Education created a District Planning Team for the purpose of recommending to the Board a District Plan for the implementation of shared decision making in each building in the district.

The Commissioner's Regulation requires each school district's Board of Education to develop and adopt a plan for the "participation by parents and teachers with administrators and school board members' in school-based planning and shared decision making by February 1, 1994. In order to meet the regulation and move forward with this key element of *The New Compact for Learning*, the District Planning Team is hereby presenting this plan to the Board for consideration.

PURPOSE OF THIS DOCUMENT

Shared decision making is a process designed to involve individuals responsible for implementing decisions in actually making those decisions. Those who are "closest to the action" in schools - principals, school staff, parent, and students - are provided with greater control over decisions about educational matters. The broad purpose of shared decision making is to improve schools in a framework of trust and collaboration between the various stakeholders that make up the "school community."

SDM is an inclusionary process. Principals, teachers, support staff, parents, students and community members are involved in significant decisions about their schools. The process provides an opportunity for collaboration in decision making and for shared responsibility for improvement at the school level. Stakeholders collaborate in identifying educational issues, defining goals, formulating and implementing decisions, and evaluating the success of those decisions in helping students reach higher standards of excellence.

There is no one, "best" way to implement shared decision making. Within State mandates, districts may chose to design their SDM process differently based on their understanding of the needs of students, existing school programs, the staff, the community, existing mechanisms for collaborative decision making, etc.

The District Planning Team was charged with the responsibility of recommending to the Board a comprehensive plan for implementing shared decision making in the District. The planning team participated in workshops and work sessions during which they weighed

alternative design options for implementing shared decision making. This plan represents the planning team's recommendations.

The District Planning Team recognizes that the features of the proposed plan are a start. They represent design choices that we believe will work for the district in the initial stages of implementing school teams. Over time, as the teams mature and demonstrate their capacity to operate effectively, we anticipate that the features of the plan will be modified and broadened (e.g., the areas of team authority). We also recognize and affirm the need to conduct annual evaluations of the implementation of this plan, to modify and adjust the design to best meet the goals of the SDM process.

FOCUS OF SDM

"Focus" is designed to provide school teams with a direction in their decision making. It represents the teams' purpose - their reason for existing. Operationally, the focus of SDM provides school teams with decision criteria. All else equal, when considering alternative decisions or actions, the school teams will select the alternative most likely to attain the stated focus of the process.

To guide the decisions and actions of the school teams, the District Planning Team drafted a Mission Statement:

The mission of the New York Mills UFSD is to help each student become a motivated, responsible, and caring individual by providing resources for a safe learning environment which encourage the pursuit of excellence.

Teams will assess existing programs and practices in terms of the extent to which they support the attainment of the mission and create improvements in existing programs and practices that will better ensure the attainment of the mission.

The SDM process will be future-oriented. Rather than focusing on day-to-day operational problems that might exist, it will be the responsibility of the SDM Teams to consider the needs of students into the future. On an annual basis, the teams will conduct a needs assessment on indicators related to educational issues suggested by the mission and develop objectives designed to address the issues that team members feel represent significant opportunities for the school to make the mission a reality.

In recognition of the fact that issues may arise of great importance to a school that would best be dealt with by a representative group of stakeholders, the SDM Team may, from time to time, engage in additional activities on an "as needed" basis. This activity should not detract significantly from pursuit of the team's annual objectives.

TEAM AUTHORITY AND LIMITATIONS

The goal of the SDM process is to empower teams to develop creative methods of improving a school's programs, practices, and services to facilitate the process of making the mission a reality. The judgment of the individual teams in selecting which areas to focus on and in creating, implementing, and evaluating thorough action plans to address their objectives will be respected by all.

The school teams will be involved in creating and modifying school practices and in creating improvements in existing programs. The school teams are not intended to be directly involved in day-to-day administrative matters; rather, they operate within the existing administrative structure of the district, and concentrate on creating positive change on issues relating to the attainment of the district mission.

The school teams will engage in the following cycle of activity to develop annual objectives and action plans that describe the improvements in existing programs and practices that they are going to implement to better ensure the attainment of the mission:

- Teams will conduct a needs assessment on indicators related to educational issues suggested by the mission, and develop objectives designed to address the issues that team members feel represent significant opportunities for the school to make the mission a reality.
- The teams will select one or more priority areas to concentrate on for the year and set objectives relating to the attainment of the mission statement in these areas.
- The teams will engage in research to determine their course of action, and develop action plans that spell out in detail how they are going to create improvements on these issues.
- The teams will implement the action plans, and as a part of the action plans, evaluate both the implementation process and their progress in achieving their objectives as a result of their actions.

SDM teams will have the responsibility and authority to address issues, problems, and practices that affect their school. Areas of SDM team authority include, but are not restricted to:

- The development of programs and procedures to update and enrich the curriculum
- The development of learner outcomes
- The development of programs to promote student motivation to learn
- The development, organization, and implementation of extra-curricular and co-curricular activities

- The development and implementation of student discipline codes and related procedures (including student handbook)
- The development of programs to promote teamwork among colleagues
- The development of programs and procedures to enhance the quality of the working and learning environment
- Issues pertaining to staff development
- Provide input on staff selection guidelines
- The development of programs and procedures for the involvement of parents, community members, and business people in school affairs
- Issues pertaining to scheduling within district guidelines
- Issues pertaining to building plan (facilities) and space utilization
- Issues pertaining to the efficient use of resources

Decisions and actions that fall beyond the normal authority of the team will be presented by the team for approval by the Superintendent. (For example, the team might see approval for a decision that requires the expenditure of funds not otherwise budgeted to the building.) The team may expect timely consideration of its recommendations, as well as feedback concerning the disposition of the recommendation. A process for approval of recommendations appears at the end of this plan.

LIMITATIONS ON SCHOOL TEAM DECISION MAKING

The decisions and recommendations of school teams may have far-reaching effects. The decisions of the school teams have the same limitations as decisions of individual decision makers in the district. In order to coordinate team activity and ensure consistency with existing structures:

- Decisions and actions of the school teams cannot supersede provisions of an existing collective bargaining agreement or bypass the grievance process available under an existing agreement.
- Decisions and actions of the school teams cannot violate federal, state, or district mandates.
- Decisions and actions of the school teams should be consistent with current research and understanding of best practice.
- Decisions and actions of the school teams cannot commit another department, unit, or school to some action without their prior knowledge and involvement.

These guidelines are not meant to restrict teams. Teams are encouraged to be innovative and to consider primarily what they feel will work best for their students.

To allow the teams the greatest possible latitude in their decision making, school teams are encouraged to use the existing State Education Department waiver process to seek authority to institute a practice that departs from State mandates. Likewise, school teams may, if necessary, utilize the existing process to seek waivers from the provisions of existing labor agreements.

BUILDING TEAM COMPOSITION

	Secondary (7-12)	Elementary (K-6)
A) <u>Teachers:</u>	4 Teachers with a preference for diversity: e.g. Jr. H.S., Sr. H.S., Special , Education, Remedial Related Arts	4 Teachers with a preference for diversity: e.g. Primary, Intermediate, Special Education, Remedial Education and and Related Arts

Note: Initially, teachers will serve for either a two or three year term. When team members are selected, a lottery shall be held to determine the length of each person's term. Two teachers' names shall be selected to serve for three years; the remaining teachers shall serve for two years. Thereafter, teachers selected to serve on the teams shall serve for two-year terms.

	<u>Membership:</u> 2 years each	2 years each
B) <u>Counselors:</u>	1 counselor as a voluntary member	1 counselor as a voluntary member
	<u>Membership:</u> 2 years	2 years
C) <u>Parents:</u>	3 parents with a preference for diversity: e.g. Gr. 7-9, and 10-12 (1 representative from each: PTSO, Music, Art & Drama (MAD) and Sports Boosters <u>whenever possible</u>)	4 parents with a preference for diversity: e.g. 2 grade K-3 and 2 grade 4-6, (3 representatives from PTSO and 1 representative from MAD Boosters <u>whenever possible</u>)
	<u>Membership:</u> 2 years each	2 years each

Note: Child of parent member must be enrolled in the appropriate building for at least the first year of parent's membership on building team.

D) <u>Administrators:</u>	Building Principal	Building Principal
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	<u>Membership:</u>	Permanent and	Permanent
E)	<u>Support Staff:</u>	1 support staff	1 support staff
	<u>Membership:</u>	1 year	1 year
		Secondary (7-12)	Elementary (K-6)
F)	<u>Student:</u>	1 student	None. However, student data may be gathered through surveys and other research techniques.
	<u>Membership:</u>	1 year	N/A

Note: Student would be elected by Student Council during the spring of the preceding school year.

G) Community Member:

		1 community member who has a positive interest in education. This member may be a business person, senior citizen, or community leader. The above may or may not have children currently enrolled in the District.	1 community member who has a positive interest in education. This member may be a business person, senior citizen, or community leader. The above may or may not have children currently enrolled in the District.
	<u>Membership:</u>	1 year This person may reapply for subsequent appointments.	1 year This person may reapply for subsequent appointments.

SELECTION METHOD & TERMS OF BUILDING TEAM MEMBERS

Membership on the teams shall be voluntary. Every effort will be made to solicit volunteers for the team. In the event that a stakeholder group is underrepresented, the Building Level team may continue to function with the representatives who are present. In the event that more individuals from any stakeholder group volunteer than are needed, the selection from among the volunteers for the various stakeholders will be as follows:

- Teachers shall be selected by a vote of the faculty at a school faculty meeting run by the teachers' association

- Support staff members shall be selected by a vote of the support staff at a school run meeting called for that purpose
- Parent members shall be selected by a vote of those present at a PTSO; Music, Art, & Drama (MAD) Boosters; and a Sports Boosters Meeting
- The student member shall be selected by the student council
- The community member shall be selected by the existing building committee in a manner of their choosing

The district will send out announcements prior to the selection of parent and community team members for the purpose of generating significant interest in the SDM process and to ensure that volunteers will be found to fill these positions.

The terms for building team members are indicated in the preceding "Building Team Membership" section. Participation on the team is voluntary, and individuals will be expected to serve on the team for the duration of their term. Members may serve for consecutive terms, with no limit on the number of terms they may serve.

COMMITMENT OF TEAM MEMBERS

Members of the school teams enjoy certain rights and agree to certain responsibilities. Team members participate in charting a course for the school in the future; they develop school programs and practices that define how the members of the school community are going to pursue the mission. In short, they are agents of change whose goal is to help make certain that students have the greatest likelihood to succeed and prosper in the future.

For collaborative decision making to succeed in creating meaningful, lasting changes in programs and practices, each team member must agree to make a good faith effort to fulfill the following responsibilities:

- Attending all team meetings. Attendance at team meetings must be a priority. Collaboration cannot occur if members are absent
- Participating on subcommittees (see Subcommittees, below)
- Participating actively in team decision making, including:
 - Expressing concerns clearly and early in the decision process
 - REALLY listening to others
 - Being willing to say "no" as a part of consensus decision making and explain your concerns with the decision (see Decision Making, below)
- Communicating with members of the various stakeholder groups outside of team meetings to ensure that the entire school community is aware of and involved in the improvement process

- Sharing ownership of team decisions
- Supporting and selling team decisions

Being a member of a school team involves risk-taking; teams must take chances to create and sustain improvements. The collaborative decision making process is designed to allow members to participate in setting direction, creating, and implementing change. Each team member shares responsibility and accountability for team decisions.

REPLACEMENT OR REMOVAL OF TEAM MEMBERS

If a member of the team retires prior to the end of his/her term, that member's stakeholder group shall replace him/her and the replacement shall serve to the end of the term. (Naturally, the replacement is eligible to volunteer for additional terms thereafter).

If a member is not present for three consecutive team meetings, the chairperson shall contact the person individually, requesting an explanation of the absences and the member's intentions about remaining on the team. If the member expresses a desire to remain on the team, but continues to be absent, the chairperson shall contact the appropriate stakeholder group and ask that a replacement be selected to fill this position.

ACCOUNTABILITY

Accountability can mean many different things. Unfortunately, it is often equated with "blame." To be "accountable," by this definition, means to accept blame. Nothing could be less consistent with shared decision making.

In New York Mills, school teams will be accountable for promoting continual improvement toward attaining the district mission. That is, teams are accountable for making a good faith effort to develop and implement creative methods of improving a school's programs, practices, and services to facilitate the process of making the mission a reality. The district recognizes that the shared decision making process takes time, that creating lasting, meaningful change toward attaining the mission requires both patience and an ongoing commitment to the process.

The District Steering Committee shall conduct annual evaluations of team progress (see Steering Committee, below), which shall include examination of school team action plans and an evaluation of team process. Teams are expected to address roughly two to three meaningful objectives annually, and to create and implement action plans designed to attain these objectives. However, it is recognized that the teams are accountable for making progress toward the mission, and above all else, the evaluation will examine how successful the teams have been in promoting lasting change, not merely how many action plans they implemented.

There is recognition that teams, like individual decision makers, sometimes fail. Some action plans will not achieve the expected results. The district recognizes that there is value in this, and embraces the concept of "productive failure." When a team's action plan falls short, the team is to analyze why and develop alternatives designed to correct the problem. If shared

decision making is to succeed, teams must turn "failures" into successes and members of the school community must learn from these experiences. In this sense, teams are accountable for their efforts to correct action plan and ultimately achieve their objectives.

While there is value in failure on an action plan, continual failure to attain objectives is likely an indicator of a more serious problem with the SDM process. If the District Steering Committee's evaluations show that a team continually fails on its action plans, or if the team does not make a good faith effort to correct action plans that fail to reach their objectives, the Steering Committee is instructed to take action that may include:

- Providing a team receive additional training
- Providing technical assistance to a team on issues that they are considering
- Disbanding the team, and reforming the team with new members

The District Steering Committee, in determining a course of action, will consider first what support the district might provide a team to help it "get back on course," and only as a last resort disband the team.

DECISION MAKING

School teams will use a structured decision making process that assures that all members have an equal voice in decisions and that all members have equal decision making power. Decisions shall be made by consensus of members present at team meetings. Consensus means that each member can state:

- I can live with the decision.
- I understand the decision; it is clear, concrete and specific.
- I had an opportunity to be involved in the decision.
- I will support the decision and do what I can to make it work.

If the team determines that it cannot achieve a consensus on a decision, they will use the following process to resolve the decision:

- They will table the decision and schedule a time to return to it. In the intervening period, members may collect any information that might assist the team in resolving the conflict, including discussing the matter with stakeholders.
- If the team controls the timeline on the decision and a consensus still cannot be reached, the team will go on to another issue.
- If a decision must be made by a certain date and the team cannot achieve a consensus on the matter, the person or persons who would otherwise have made the decision if the team did not exist will make the decision.

DISTRICT COMMITMENT

The district agrees to support the activity of the school teams and makes a commitment to helping the shared decision making process work. The district demonstrates this commitment in part by providing training to the school teams and agrees to cover the costs associated with the training activities.

Team training will include:

- Training in team management, meeting management
- Training in the use of data and in conducting a needs assessment
- Training in decision processes, including the use of the structured decision process and consensus decision making

The District Steering Committee shall recommend that the Superintendent supply appropriate training programs whenever needed (see Steering Committee, below).

SUBCOMMITTEES

Team decision making will occur during team meetings, but researching issues, communicating and obtaining feedback from members of the various stakeholder groups, and implementing action plans will occur outside of meeting time. The use of subcommittees to accomplish tasks and to assist the school teams in doing research, communicating, and implementing action plans is encouraged. Time shall be allotted at the beginning of each meeting for reports of subcommittees on progress on existing action plans. Subcommittees may include school team members as well as individuals not serving on the teams.

MEETINGS

The final schedule for team meetings shall be determined by the members of the school teams. It is highly recommended that meetings be held monthly, and run for one hour at a time determined by the team. Meetings shall be held outside of the normal school day. The team shall designate a meeting room within the school, or make other arrangements for meeting space, and notify team members of the location of each meeting in a timely fashion.

FACILITATION AND RECORD KEEPING

The teams will select a chairperson or team leader, whose role shall include preparation of agendas for each meeting and facilitating team meetings. The chairperson does not have greater decision making power than other team members, and while acting as facilitator, the chairperson shall not take part in team discussions. When the chairperson desires to

participate in team discussion on a matter, he/she shall ask another team member to assume the role of facilitator temporarily.

Minutes will be prepared for each meeting, and distributed to members prior to the next regularly scheduled meeting. Responsibility for record keeping shall be shared by team members on a rotating basis, unless any team member chooses to volunteer to fulfill this function on a permanent basis.

COMMUNICATIONS

School teams cannot succeed if they operate isolated from the school community. There needs to be open communications among team members, and the team needs to communicate openly with members of the various stakeholder groups who are affected by their decisions. Team members have the responsibility of keeping members of their stakeholder group informed concerning team decisions and activities, and team members should build into their action plans ways to solicit input from members of the school community.

Teams are encouraged to develop regular mechanisms to communicate with members of the school community. These may include, but are not limited to, distributing minutes or summaries from team meetings; sending periodic memos or newsletters to stakeholders; making short oral presentations at the regular meetings of the stakeholder groups.

STEERING COMMITTEE

The District Steering Committee will become a District Steering Committee and will meet once in early fall, once in early spring and as many times as appropriate in between these dates to conduct the following activities:

- Annual review of building level team SDM plan implementation, progress and team accountability
- Biennial review of the shared decision making plans including any recommendations to the Board of Education regarding SDM plan modification
- Provide assistance for any recommendations to the building level teams
- Resolve conflicts related to the SDM process which may occur
- Select the training programs teams shall receive

Building level team verbal and written reports will be provided members of the District Steering Committee to insure their continual knowledge of team initiatives, successes, and topics that may require Steering Committee feedback. Building level teams will select a representative to share this data periodically with the Steering Committee during the latter's formal meetings. Finally, in the event a school team feels that a conflict exists that needs to be resolved by the District Steering Committee, any member(s) of that building team who also serves on the District Steering Committee will abstain from participation in the District Steering Committee's consideration of the matter.

District Steering Committee membership will be comprised of the following people:

<u>Stakeholders</u>	<u>Number</u>	<u>Length of Term</u>
<u>Administrators</u>	2 (Superintendent and Second administrator)	Permanent and One year, renewable
<u>Parents</u>	3 (<u>At least one from Elem. and Jr. – Sr. High</u>)	Two year, renewable Selected by PTSO

Note: Child of parent member must be enrolled in the District for at least the first year of the parent's membership on the building team.

<u>Support Staff</u>	1	Two year, renewable
<u>Teachers</u>	4 (<u>2 Elementary 2 Jr. – Sr. High</u>)	Two year, renewable

The selection method for District Steering Committee members will adhere to that process as described for Building Level Teams unless otherwise specified. Initial terms for parents, support staff and teachers will be staggered for two or three years with one parent, two teachers, and the one support staff member serving two year terms.

APPROVAL PROCESS FOR RECOMMENDATIONS

Decisions or expenditures exceeding the school team's authority or that affect other schools or other areas of district activity can be formulated into recommendations to be presented to the Superintendent. The following guidelines apply to the development and submission of recommendations by the SDM team:

- The SDM team should prepare materials and documentation to support the recommendation. The materials should clearly state:
 - the recommendation
 - the issue the recommendation is meant to address
 - how the recommendation will address the issue
 - how and why this recommendation was selected
 - who will be affected by the recommendation
- Where appropriate, the materials should include an action plan for implementing the recommendation that provides a schedule, a list of resources required to implement the recommendation, and a plan for

evaluating the impact of the recommendation.

Recommendations are to be submitted to the Superintendent. The school teams should understand that approval may or may not be granted. The school teams should understand that the Superintendent may have questions about the recommendations and may propose amendments to them. The school teams should be prepared to answer the Superintendent's questions, provide additional information if requested, and confer with the Superintendent about proposed amendments to the recommendations.

The following guidelines apply to the Superintendent's consideration of the school team's recommendations:

- The Superintendent will carefully review and give full and open consideration to any recommendations.
- The Superintendent will respond to the school team's recommendations within 15 school days.
- In situations where the Superintendent does not approve the recommendation, the Superintendent will respond to the school team's recommendation in writing, and upon request, in person, providing a clear explanation for the refusal and including the criteria used in making the decision.
- The Superintendent agrees not to modify recommendations without involving the school team.

The recommendation process is meant to establish a dialogue. In situations where the Superintendent could not approve a recommendation, the school team will have the right to develop a response which addresses the concerns raised by the Superintendent, and to have that response treated as a new recommendation.

Adopted: February 1, 1994
Revised: February 1, 1996
January 20, 1998
April 6, 2004

2014-15 School District Safety Plan
New York Mills Union Free School District
7/8/2014

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PROJECT SAVE
(Safe Schools Against Violence in Education)

**District-wide
School Safety Plan**
Commissioner's Regulation 155.17

Introduction

Emergencies and violent incidents in school districts are critical issues that must be addressed in an expeditious and effective manner. Districts are required to develop a District-wide School Safety Plan designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the coordination of the district with local and county resources in the event of such incidents or emergencies. The district-wide plan is responsive to the needs of all schools within the district and is consistent with the more detailed emergency response plans required at the school building level. Districts are at risk of a wide variety of acts of violence, natural, and technological disasters. To address these threats, the State of New York has enacted the Safe Schools Against Violence in Education (SAVE) law. This component of Project SAVE is a comprehensive planning effort that addresses risk reduction/prevention, response, and recovery with respect to a variety of emergencies in the school district and its schools.

The New York Mills School District utilized a template customized by the Oneida-Herkimer-Madison Safety Office for our single-building district. A team of staff members, including administration, instructional and non-instructional staff developed a first draft of the district/building plan. As part of the planning process, our present Emergency Management Plan, School Emergency Procedure, and Crisis Team Procedures were reviewed and evaluated, in collaboration with the BOCES Safety Office. Our District Safety Team then assembled to review and revise this draft. The Safety Team includes members from student, parent, teacher, staff, community and administrative groups. A revised draft was presented to the public and Board of Education, and then approved by the board. This plan is reviewed, evaluated and revised on a yearly basis by our School Safety Team and District Crisis Team. The New York Mills School District supports the SAVE Legislation, and intends to continue to engage in a collaborative planning process in order to keep this document current. The Superintendent of Schools encourages and advocates on-going district-wide cooperation and support of Project SAVE.

Section I: General Considerations and Planning Guidelines

A. Purpose

The New York Mills District-wide School Safety Plan was developed pursuant to Commissioner's Regulation 155.17. At the direction of the Board of Education, the Superintendent appointed a District Health & Safety Committee and charged it with the development and maintenance of the School District Safety Plan.

B. Identification of School Teams

The New York Mills School District has appointed a District Health & Safety Committee consisting of, but not limited to, representatives of the School Board, students, teachers, administrators, parent organizations; school safety personnel; and, other school personnel. The members of the team and their positions or affiliations are as follows:

Members Name	Title
Kathy Houghton	Superintendent of Schools
Dick Ross (Chair);Rick Surprenant	School Board Members
Michael Spost, Rene' Wilson	Administrators
John Bialek	Mayor of New York Mills
Andrea Dziekan	Athletic Director/NYMTA
Nina Belmar	Social Worker/NYMTA
John Rumbutis	Non-instructional Staff
Debbie Price	Bus Dispatcher
Theresa Inkawhich, Ken McCoy	Community Members/Parents
Rik Collins	PTSO Member
Nancy Nicholl (SRO)	Oneida County Sheriff's Office Village of New York Mill's Police
Donna Wegrzyn, Anna Sharpe	School Nurses
William Lachut	Maintenance Supervisor
Mike Colangelo, John Janes	BOCES Safety Specialists

C. Concept of Operations

- The District-wide School Safety Plan is directly linked to our Building-level Emergency Response Plan which contains additional information that is not accessible to the public for security reasons. Although the District is considered a single instructional building, additional plans and/or procedures will be established for Beekman Gymnasium and the separate elementary and secondary wings as necessary. Elements of the district-wide plan including staff development, drills and exercises, and response actions will be developed as appropriate to the student population in each of these areas. The Building-level Emergency Response Plan is found in Appendix 2.
- The district-wide plan has been developed based on the State Education sample outline in the Project SAVE guidance document and resources provided by the Oneida-Herkimer-Madison BOCES Safety Office. The members of the District-wide School Safety Team listed above have reviewed and revised this document to meet the needs of the district and have addressed feedback from staff, students, and members of the community in its development.

- In the event of an emergency or violent incident, the initial response to all emergencies will be conducted by the School Emergency Response Team utilizing those members who are appropriate to the location and scope of the emergency. The Superintendent will be notified of all emergencies. He, or his designee, will then notify local emergency officials as needed.

D. Plan Review and Public Comment

- Pursuant to Commissioner's Regulation, Section 155.17 (e) (3), this plan (minus Appendix 2) will be made available for public comment at least 30 days prior to its adoption. The district-wide plan may be adopted by the School Board only after at least one public hearing that provides for the participation of school personnel, parents, students and any other interested parties. The plan must be formally adopted by the Board of Education.
- Full copies of the School District Safety Plan and any amendments will be submitted to the New York State Education Department within 30 days of adoption.
- This plan will be reviewed periodically during the year and will be maintained by the District Health & Safety Committee. The required annual review will be completed on or before July 1 of each year after its adoption by the Board of Education. A copy of the plan will be available in the district office.

Section II: Risk Reduction/Prevention and Intervention

A. Prevention/Intervention Strategies

Program Initiatives

The district has established the following programs and activities for improving communication among students and between students and staff, and to facilitate the reporting and evaluation of potentially violent incidents:

- ◆ Conflict resolution training for students
- ◆ Peer mediation program
- ◆ School safety programs presented to students and/or staff (local law enforcement, BOCES, fire department)
- ◆ DARE (Drug Abuse Resistance Education)
- ◆ K-12 Character Education Program
- ◆ K-12 Code of Conduct
- ◆ Reporting mechanisms for school violence (through School Counselors, Social Worker, SRO, Principals_
- ◆ Use of camera surveillance equipment externally, internally, and on school buses
- ◆ Threat Evaluation/Assessment and Procedures Team - Our elementary and secondary PPS Teams serve as Threat Evaluation/Assessment and Procedures Teams for grades K-6 and 7-12, respectively.
- ◆ Dignity for All Students Anti-Bullying Training for all K-12 Students.

The district will continue to assess its needs and establish programs that will help to create a positive, safe learning environment for students.

Training, Drills, and Exercises

- ◆ The District will conduct emergency response training for staff and students by reviewing procedures appropriate to hazardous situations including those that are weather-related, criminal in nature, environmental, or failure of a building system. The procedures will be explained and practiced in a variety of ways including early go-home drill; tabletop exercise; live drill; and

District Crisis Team exercise. Training will take place on Superintendent's Conference Days and/or other training days as deemed appropriate by the Superintendent, and will utilize the resources of local law enforcement, New York State Police, Oneida-Herkimer-Madison BOCES Safety Office, and Oneida County Emergency Management Office.

- ◆ When appropriate, and at the discretion of the District-wide Team, the district will coordinate drills and/or exercises with local and county emergency response and preparedness officials. For security purposes, details of these drills and exercises have not been included in this plan. All Federal and State required drills are completed during the course of each year.
- ◆ Following is a description of the duties, hiring and screening process, and required training of hall monitors and other school safety personnel acting in a school security capacity. Included are copies of collaborative agreements made by the district with state and local law enforcement officials designed to ensure that school safety officers and other security personnel are adequately trained, including training to de-escalate potentially violent situations.

Front desk monitors receive the same level of training as our other school monitors, including first aid, CPR/AED training, de-escalation techniques, and other staff development opportunities as appropriate.

Implementation of School Security

- ◆ The district will conduct a security review of the facility with the assistance of local law enforcement and/or the Oneida-Herkimer-Madison BOCES Safety Office, and will determine the security measures that should be adopted where appropriate. At this time, the following are in place: Front Desk Monitor; visitor badge/sign-in procedure; and School Resource Officer.

Vital Educational Agency Information

- ◆ In an emergency, the Superintendent may be responsible for contacting other educational agencies in the district or general vicinity. The following chart contains information about each educational agency located in the school district, including school population, transportation needs, and the business and home telephone numbers of key officials of each such educational agency.

School	Contact person	Phone #	# pupils	Needs
Notre Dame Jr.-Sr. High School	Sister Anna Mae Collins	724-5118	360	Notification
Jr. Junction, Inc.	Judy Lake	624-6273	51	Notification
House of Good Shepherd	Dave Williams	235-7600	120	Notification

B. Early Detection of Potentially Violent Behaviors

The District recognizes that the most current data cautions against profiling students who have the potential for violence; however, it also acknowledges the need to identify youth at risk and to provide the necessary support services to all students beginning at an early age. The District therefore will maintain resources on the early detection of potentially violent behaviors, maintain a team of qualified staff to evaluate threats and other potentially violent behaviors, and provide this team with information about how to identify early warning signs in students and in early intervention/prevention strategies. The K-12 Pupil Personnel Services Team (includes Principals, School Social Worker, School Psychologist, Guidance Counselors, and Nurses) will be responsible for evaluating students at potential risk of violent behavior and/or threats of violence by a student.

Accident, fire, explosion, chemical spill, personal injury	Bus garage
Accident, fire, explosion, chemical spill, personal injury	Construction/renovation sites
Accident, hazardous spill, personal injury	Roadways (Bunstone Rd. traffic light)
Intruder	Playground areas
Accident, abduction, medical emergency	Off-site field trips
Intruder, parental/abduction	Buses

Section III: Response

A. Notification and Activation (Internal and External Communications)

- In the event of a violent incident, the Superintendent or Building Principal will contact appropriate law enforcement officials through the 911 system. If an administrator is unavailable, the Operations Manager, School Nurse and/or secretaries may call 911 as needed. A list of local law enforcement agencies and of those individuals who are authorized to contact the law enforcement agencies is also included in the appendix of the Emergency Response Plan.

- In the event of a disaster or an act of violence, all educational agencies within the school district of will be notified using one or more of the following mechanisms:

- Telephone
- Fax/Email
- District Radio System
- Local Media
- NCAA Weather Radio
- Intercom

In the event of an emergency, or impending emergency, the district will notify all principals/designees of facilities within the district to take the appropriate action.

C. Hazard Identification

The District has identified the following sites of potential emergency or potential emergency situations:

Site/situation	Comments
District buildings	Medical emergency, parental/abduction, fire/explosion, bomb threat, intruder, power outage, chemical spills, air quality, dangerous weather (lightening, hail, hurricane, tornado)
Beekman gymnasium	Same as above
Athletic fields	Personal injury, intruder
Buses	Accident, fight, medical emergency, dangerous intruder, parental/abduction
Off-site field trips	Accident, abduction, medical emergency
Playground areas	Playground injury, dangerous weather, abduction, intruder
Roadways (Burrstone Rd. traffic light)	Accident, hazardous spill, personal injury
Construction/renovation sites	Accident, fire, explosion, chemical spill, personal injury
Bus garage	Fire, explosion, chemical spill, personal injury

Section III: Response

A. Notification and Activation (Internal and External Communications)

- In the event of a violent incident, the Superintendent or Building Principal will contact appropriate law enforcement officials through the 911 system. If an administrator is unavailable, the Operations Manager, School Nurse and/or secretaries may call 911 as needed. A list of local law enforcement agencies and of those individuals who are authorized to contact the law enforcement agencies is also included in the appendix of the Emergency Response Plan.
- In the event of a disaster or an act of violence, all educational agencies within the school district of will be notified using one or more of the following mechanisms:

- | | |
|-----------------------|--------------------|
| Telephone | Intercom |
| Fax/Email | Local Media |
| District Radio System | NOAA Weather Radio |

In the event of an emergency, or impending emergency, the district will notify all principals/designees of facilities within the district to take the appropriate action.

- Parents, guardians or persons in parental relation to the students will be notified in the event of a violent incident or an early dismissal by means of local media in some instances, or by using a phone tree with emergency contact cards provided by students.

B. Situational Responses

Emergency Response

The District's emergency response plans are outlined in the Building-level Emergency Response Plan for security reasons. They include the following situations:

Threats of Violence	Intruder
Hostage/Kidnapping	Explosive/Bomb Threat
Natural/Weather Related	Hazardous Material
Civil Disturbance	Biological
School Bus Accident	Radiological
Gas Leak	Epidemic

Responses to Acts of Violence: Implied or Direct Threats

The District has established the following strategies for responding to implied or direct threats of violence by students, teachers, other school personnel and visitors to the school: The Building-level plan includes specifics to potential emergency situations which would require these responses.

- ◆ Use of staff trained in de-escalation or other strategies to diffuse the situation.
- ◆ Inform Building Principal of implied or direct threat.
- ◆ Determine level of threat with Superintendent/Designee.
- ◆ Contact appropriate law enforcement agency, if necessary.
- ◆ Monitor situation, adjust response as appropriate, and include the possible use of the Emergency Response Team.

Administrators

Kathy Houghton, Superintendent;
Michael Spost, Jr. - Sr. High School
Principal; Dr. René Wilson,
Elementary Principal

Keyed Staff

William Lachut, Building Maintenance
Supervisor; Michael Klenotiz,
Transportation Supervisor; Andrea
Dziekhan, Athletic Director; Gene
Wegrzyn, Custodian; Nancy Nicholl,
School Resource Officer

The District will provide training to assist personnel in de-escalation techniques and/or identification of early warning signs of potentially violent behavior as part of the required staff development program.

Acts of Violence

In the event of an act of violence by students, teachers, other school personnel or visitors to the school, the District will implement the procedures outlined in the Building-level Plan. The following types of procedure(s) have been considered:

- ◆ Determine level of threat with Superintendent/Designee.
- ◆ If the situation warrants, isolate the immediate area and evacuate if appropriate.
- ◆ Inform Building Principal/Superintendent.
- ◆ If necessary, initiate lockdown procedure, and contact appropriate law enforcement agency.
- ◆ Monitor situation; adjust response as appropriate; if necessary, initiate early dismissal, sheltering or evacuation procedures.

Response Protocols

The District's responses to emergencies, including protocols for responding to bomb threats, hostage takings, intrusions and kidnappings are included in the Building-level Plan. The following protocols are provided as examples:

- ◆ Identification of decision-makers
- ◆ Plans to safeguard students and staff
- ◆ Procedures to provide transportation, if necessary
- ◆ Procedures to notify parents
- ◆ Procedures to notify media
- ◆ Debriefing procedures

Arrangements for Obtaining Emergency Assistance from Local Government

- ◆ In an emergency, the Superintendent/Designee will contact the 911 center for fire, law enforcement, or EMS response.
- ◆ On occasion, the Superintendent/Designee may need to contact the highest-ranking local government official for notification and/or assistance.

Procedures for Obtaining Advice and Assistance from Local Government Officials

The District will contact the County Emergency Management Office for advice and assistance for implementation of Article 2-B of the Executive Law. A list of emergency response agencies including the Red Cross, fire department, police, mental health services, hospitals, private industry, private individuals, and religious organizations is included in the appendix.

District Resources Available for Use in an Emergency

During an emergency, the District has the following resources available:

Equipment	Location
Cellphones	Administrators office
Two-way radios	Maintenance/office
Trucks	Bus Garage
Snow removal equipment	Bus Garage
Bus Fleet	Bus Garage
Portable Generators/Lighting	Bus Garage
Crisis Response Kits	All Offices, Bus Garage, Beekman

Community Resources Available for Use in an Emergency

During an emergency, the District may ask for assistance or equipment from the following community resources:

Equipment	Location	Phone #
Portable generators/Lighting	National Grid	(800) 642-4272
Water pump, medical equipment, generators	New York Mills/ Yorkville Fire Department	736-1453 (dispatch) 736-1523
Trucks, equipment	Department of Public Works	736-3204
Tents, medical supplies, generators	Army Reserve Center	793-8411
Pumps, emergency equipment	Mohawk Upper Regional Water Board	792-0302

Procedures to Coordinate the Use of School District Resources and Manpower during Emergencies

The following persons are available to assist in the event of an emergency:

Name	Role, skill, or assignment
Kathy Houghton, Michael Spost, Rene' Wilson, Nancy Nicholl, William Lachut	District Coordination, Bomb Threat, Reasonable Suspicion Search/ID of drugs alcohol use
Nina Belmar, Michael Spost, Nancy	De-escalation, restraint

Nicholl, Kathy Houghton, Rene' Wilson, Michelle Hall, Kim Zogby, Tammy Maciol, Romana Davis, Nina Belmar,	
Donna Wegrzyn, Anna Sharpe	Medical, first aid, CPR, etc.
Bus Drivers, Bus Monitors	Medical, first aid, CPR, etc.
Andrea Dziekan, Anthony Ricco, Michael Keating,	First Aid/CPR/AED
Audrey Foote	Hazardous materials/chemical management
Rene' Wilson	Coordinator Elementary, Bomb Threat Response, De-escalation, restraint
Michael Spost	Coordinator Jr.-Sr. High, First Aid, De-escalation, restraint

Protective Action Options

The following actions will be considered in the event of an emergency as appropriate:

school cancellation prior to opening, early dismissal, evacuation or sheltering.

- **School cancellation**

- ◆ Monitor any situation that may warrant a school cancellation.
- ◆ Make determination.
- ◆ Contact local media.
- ◆ Utilize Global Connect System.

- **Early dismissal**

- ◆ Monitor situation.
- ◆ If conditions warrant, close school.
- ◆ Contact Transportation Supervisor to arrange transportation.
- ◆ Contact local media to inform parents of early dismissal.
- ◆ Set up an information center so that parents may make inquiries as to the situation.
- ◆ Retain appropriate district personnel until all students have been returned home.
- ◆ Utilize Global Connect System.

- **Evacuation (before, during and after school hours, including security during evacuation and evacuation routes)**

- ◆ Determine the level of threat.
- ◆ Contact Transportation Supervisor to arrange transportation.
- ◆ Clear all evacuation routes and sites prior to evacuation.
- ◆ Evacuate all staff and students to pre-arranged evacuation sites.
- ◆ Account for all student and staff population. Report any missing staff or students to Building Principal.
- ◆ Make determination regarding early dismissal.

- ◆ If determination was made to dismiss early, contact local media to inform parents of early dismissal.
 - ◆ Ensure adult supervision or continued school supervision/security.
 - ◆ Set up an information center so that parents may make inquiries as to the situation.
 - ◆ Retain appropriate district personnel until all students have been returned home.
 - ◆ Utilize Global Connect System.
- **Sheltering sites (internal and external)**
 - ◆ Determine the level of threat.
 - ◆ Determine location of sheltering depending on nature of incident.
 - ◆ Account for all students and staff. Report any missing staff or students to designee.
 - ◆ Determine other occupants in the building.
 - ◆ Make appropriate arrangements for human needs.
 - ◆ Take appropriate safety precautions.
 - ◆ Establish a public information officer to provide information and current status of the situation to parents and other inquiring parties.
 - ◆ Retain appropriate district personnel until all students have been returned home.

Section IV: Recovery

A. District Support for Buildings

- The District has established a K-12 Emergency Response Team and a K-12 Crisis Response Team.

B. Disaster Mental Health Services

- The PPS Team and Administration will assist in the coordination of disaster mental health resources and will mobilize the implementation of the Crisis Response Team as outlined in the district Crisis-Response Plan.
- During the recovery phase of an incident, the District will reevaluate its current violence prevention and school safety activities and consider what the school can do to improve its plan.

Appendix 1:

The following buildings are covered by the District-wide School Safety Plan:

1. New York Mills Union Free School (Elementary/Jr.-Sr. HS - same building)
1 Marauder Boulevard
New York Mills, NY 13417

Phone Numbers:

Kathy Houghton, Superintendent of Schools; District Office – 768-8127

Michael Spost, Jr.-Sr. High Principal; Secondary Office – 768-8124

Rene' Wilson, Elementary Principal; Elementary Office – 768-8129

2. Debbie Price, Bus Dispatcher
Beekman Gym/Bus Garage
1 Marauder Boulevard
New York Mills, NY 13417

Phone Number:

William Lachut, Building Maintenance Supervisor - 768-8516, 8127

Debbie Price, Bus Dispatcher – 768-7948

Appendix 2:

A copy of the New York Mills Building-level Emergency Response Plan follows. Copies are available in the following locations:

- ❑ District Office
- ❑ Elementary Office
- ❑ Jr.-Sr. High School Office
- ❑ School Resource Officer's Office
- ❑ Maintenance Office
- ❑ Bus Garage
- ❑ Nurses' Offices
- ❑ New York Mills Police Department
- ❑ State Police Barracks
- ❑ County Sheriff's Office
- ❑ BOCES Safety Office

Asset Report

6/11/14

Total Assets: 185

Asset Number	Asset Type	Manufacturer	Model	Serial Number	Reason for Disposal
	Access Point	Cisco	AIR-AP1131AG	FTX1345T1E1	Antiquated
00310	Desktop	Dell	Optiplex GX620	30BFYB1	Antiquated
00323	Desktop	Dell	Optiplex GX620	53BFYB1	Antiquated
00341	Desktop	Dell	Optiplex GX620	D0BFYB1	Antiquated
00368	Desktop	Dell	Optiplex GX620	GY9FYB1	Antiquated
00373	Desktop	Dell	Optiplex GX620	J5BFYB1	Antiquated
00377	Desktop	Dell	Optiplex GX620	FPZZSB1	Antiquated
00378	Desktop	Dell	Optiplex GX620	8QZZSB1	Antiquated
00379	Desktop	Dell	Optiplex GX620	JPZZSB1	Antiquated
00380	Desktop	Dell	Optiplex GX620	BPZZSB1	Antiquated
00409	Desktop	Dell	Optiplex GX620	13BFYB1	Antiquated
00429	Desktop	Dell	Optiplex GX620	3Z9FYB1	Antiquated
00440	Desktop	Dell	Optiplex GX620	25BFYB1	Antiquated
00441	Desktop	Dell	Optiplex GX620	3X9FYB1	Antiquated
00442	Desktop	Dell	Optiplex GX620	2Y9FYB1	Antiquated
00516	Desktop	Dell	Optiplex GX620	G4BFYB1	Antiquated
00517	Desktop	Dell	Optiplex GX620	4Y9FYB1	Antiquated
00518	Desktop	Dell	Optiplex GX620	F1BFYB1	Antiquated
00524	Desktop	Dell	Optiplex GX620	BQZZSB1	Antiquated
00525	Desktop	Dell	Optiplex GX620	JW9FYB1	Antiquated
00526	Desktop	Dell	Optiplex GX620	5QZZSB1	Antiquated
00527	Desktop	Dell	Optiplex GX620	7PZZSB1	Antiquated
00532	Desktop	Dell	Optiplex GX620	8X9FYB1	Antiquated
00533	Desktop	Dell	Optiplex GX620	DX9FYB1	Antiquated
00534	Desktop	Dell	Optiplex GX620	DY9FYB1	Antiquated
00535	Desktop	Dell	Optiplex GX620	HZ9FYB1	Antiquated
00545	Desktop	Dell	Optiplex GX620	J0BFYB1	Antiquated
00546	Desktop	Dell	Optiplex GX620	52BFYB1	Antiquated
00547	Desktop	Dell	Optiplex GX620	HX9FYB1	Antiquated
00548	Desktop	Dell	Optiplex GX620	G6BFYB1	Antiquated
00549	Desktop	Dell	Optiplex GX620	65BFYB1	Antiquated
00556	Desktop	Dell	Optiplex GX620	7W9FYB1	Antiquated
00557	Desktop	Dell	Optiplex GX620	70BFYB1	Antiquated

00558	Desktop	Dell	Optiplex GX620	BX9FYB1	Antiquated
00559	Desktop	Dell	Optiplex GX620	7Z9FYB1	Antiquated
00560	Desktop	Dell	Optiplex GX620	92BFYB1	Antiquated
00561	Desktop	Dell	Optiplex GX620	9Z9FYB1	Antiquated
00562	Desktop	Dell	Optiplex GX620	1Y9FYB1	Antiquated
00563	Desktop	Dell	Optiplex GX620	FW9FYB1	Antiquated
00564	Desktop	Dell	Optiplex GX620	94BFYB1	Antiquated
00565	Desktop	Dell	Optiplex GX620	93BFYB1	Antiquated
00566	Desktop	Dell	Optiplex GX620	91BFYB1	Antiquated
00567	Desktop	Dell	Optiplex GX620	F2BFYB1	Antiquated
00568	Desktop	Dell	Optiplex GX620	6X9FYB1	Antiquated
00569	Desktop	Dell	Optiplex GX620	BY9FYB1	Antiquated
00570	Desktop	Dell	Optiplex GX620	66BFYB1	Antiquated
00571	Desktop	Dell	Optiplex GX620	7Y9FYB1	Antiquated
00572	Desktop	Dell	Optiplex GX620	8Y9FYB1	Antiquated
00573	Desktop	Dell	Optiplex GX620	41BFYB1	Antiquated
00574	Desktop	Dell	Optiplex GX620	3PZZSB1	Antiquated
00575	Desktop	Dell	Optiplex GX620	5Y9FYB1	Antiquated
00576	Desktop	Dell	Optiplex GX620	1Z9FYB1	Antiquated
00598	Desktop	Dell	Optiplex GX620	12BFYB1	Antiquated
00599	Desktop	Dell	Optiplex GX620	44BFYB1	Antiquated
00672	Desktop	Dell	Optiplex GX620	G3BFYB1	Antiquated
00927	Desktop	Dell	Optiplex GX620	3QZZSB1	Antiquated
	Dock	Dell	PR01X	CN0HD0624864385S6470	Antiquated
	Dock	Dell	PR01X	CN0HD062486437A10589	Antiquated
	Dock	Dell	PR01X	CN0HD062486437A10566	Antiquated
	Dock	Dell	PR01X	CN0HD0624864385Q2626	Antiquated
	Dock	Dell	PR01X	CN0HD0624864385Q2331	Antiquated
	Dock	Dell	PR01X	CN0HD0624864375P7599	Antiquated
	Dock	Dell	PR03X	CN0PW3801296107BF434	Antiquated
	Dock	HP	iPAQ H2200	TWC4130V1F	Antiquated
	Dock	HP	iPAQ H2200	TWC4130W2	Antiquated
00025	Document Camera	AVerMedia	SPC300	51827 09090P	Broken (Save for Parts)
00063	Document Camera	AVerMedia	SPC300	42529 7070	Broken (Save for Parts)
	Handheld Device	Compaq	iPAQ Pocket PC	N/A	Antiquated
	Handheld Device	Compaq	iPAQ Pocket PC	N/A	Antiquated
	Keyboard	AlphaSmart	Neo	NEO-AD-0712-06487-FC	Antiquated
	Laptop	Dell	Latitude D610	D5Q4281	Antiquated
00197	Laptop	Dell	Latitude D620	B293DD1	Antiquated
00212	Laptop	Dell	Latitude D620	J740DD1	Antiquated

00305	Laptop	Dell	Latitude D620	3393DD1	Antiquated
00328	Laptop	Dell	Latitude D620	2840DD1	Antiquated
00329	Laptop	Dell	Latitude D620	D393DD1	Antiquated
00386	Laptop	Dell	Latitude D620	B393DD1	Antiquated
00402	Laptop	Dell	Latitude D620	2493DD1	Antiquated
00448	Laptop	Dell	Latitude D620	H293DD1	Antiquated
	Laptop	Dell	Latitude D620	5DB3DD1	Antiquated
	Laptop	Dell	Latitude D620	F740DD1	Antiquated
00426	Laptop	Dell	Latitude D630	C8BKTG1	Antiquated
00456	Laptop	Dell	Latitude D630	F8BKTG1	Antiquated
00463	Laptop	Dell	Latitude D630	H8BKTG1	Antiquated
00466	Laptop	Dell	Latitude D630	B8BKTG1	Antiquated
00555	Laptop	Dell	Latitude E6400	854BKK1	Broken (Save for Parts)
	Laptop	Gateway	TA1	36621357	Antiquated
	Laptop	Gateway	W322	N6259 010 56189	Antiquated
	Monitor	Dell	E173FPf	CN0D54287287257KCMAL	Antiquated
00676	Netbook	HP	Mini 5101	CNU0023H26	Antiquated
00677	Netbook	HP	Mini 5101	CNU0023H39	Antiquated
00678	Netbook	HP	Mini 5101	CNU0023H9D	Antiquated
00679	Netbook	HP	Mini 5101	CNU0023H7L	Antiquated
00680	Netbook	HP	Mini 5101	CNU0023H9J	Antiquated
00681	Netbook	HP	Mini 5101	CNU0023H7S	Antiquated
00682	Netbook	HP	Mini 5101	CNU0023H3K	Antiquated
00683	Netbook	HP	Mini 5101	CNU0023H2J	Antiquated
00684	Netbook	HP	Mini 5101	CNU0023H77	Antiquated
00685	Netbook	HP	Mini 5101	CNU0023H2Y	Antiquated
00686	Netbook	HP	Mini 5101	CNU0023HCB	Antiquated
00687	Netbook	HP	Mini 5101		Antiquated
00688	Netbook	HP	Mini 5101	CNU0023H33	Antiquated
00689	Netbook	HP	Mini 5101	CNU0023H1Y	Antiquated
00690	Netbook	HP	Mini 5101	CNU0023H82	Antiquated
00691	Netbook	HP	Mini 5101	CNU0023H6G	Antiquated
00692	Netbook	HP	Mini 5101	CNU0023HB4	Antiquated
00693	Netbook	HP	Mini 5101	CNU0023H93	Antiquated
00694	Netbook	HP	Mini 5101	CNU0023H4H	Antiquated
00695	Netbook	HP	Mini 5101	CNU0023H9R	Antiquated
00696	Netbook	HP	Mini 5101	CNU0023HB0	Antiquated
00697	Netbook	HP	Mini 5101	CNU0023H4T	Antiquated
00698	Netbook	HP	Mini 5101	CNU0023HBP	Antiquated
00699	Netbook	HP	Mini 5101	CNU0023H42	Antiquated

00701	Netbook	HP	Mini 5101	CNU0023H55	Antiquated
	Netbook	HP	Mini 5102	CNU0210WKK	Antiquated
	Print Server	HP	Jetdirect 175x	SG261A0EDF	Antiquated
	Print Server	HP	Jetdirect 175x	SG261A0F0C	Antiquated
	Print Server	HP	Jetdirect 175x	J6035-61023	Antiquated
	Print Server	HP	Jetdirect 175x	J6035-61023	Antiquated
	Print Server	HP	Jetdirect 175x	J6035-61023	Antiquated
	Print Server	HP	Jetdirect 175x	J6035-61023	Antiquated
	Print Server	HP	Jetdirect 175x	J6035-61023	Antiquated
	Print Server	HP	Jetdirect 175x	J6035-61023	Antiquated
	Print Server	HP	Jetdirect 175x	J6035-61023	Antiquated
	Print Server	HP	Jetdirect 175x	J6035-61023	Antiquated
01067	Printer	Brother	MFC-7220	U61327B6J751953	Antiquated
01062	Printer	Canon	imageRUNNER 1310	ZTW10491	Antiquated
00020	Printer	HP	1200	CNDL092825	Antiquated (Inefficient)
00034	Printer	HP	1200	CNDL092835	Antiquated (Inefficient)
00036	Printer	HP	1200	CNDL092846	Antiquated (Inefficient)
00079	Printer	HP	1200	CNDL092850	Antiquated (Inefficient)
00083	Printer	HP	1200	CNBB114351	Antiquated (Inefficient)
00084	Printer	HP	1200	CNDL092860	Antiquated (Inefficient)
00087	Printer	HP	1200	CNDL092856	Antiquated (Inefficient)
00089	Printer	HP	1200	CNDL092837	Antiquated (Inefficient)
00090	Printer	HP	1200	CNDL092841	Antiquated (Inefficient)
00092	Printer	HP	1200	CNDL092831	Antiquated (Inefficient)
00095	Printer	HP	1200	CNDL092853	Antiquated (Inefficient)
00097	Printer	HP	1200	CNDL092843	Antiquated (Inefficient)
00018	Printer	HP	1300	CNCB944703	Antiquated (Inefficient)
00028	Printer	HP	1300	CNCB944668	Antiquated (Inefficient)
00032	Printer	HP	1300	CNCB944720	Antiquated (Inefficient)
00049	Printer	HP	1300	CNCB944733	Antiquated (Inefficient)
00055	Printer	HP	1300	CNBB103306	Antiquated (Inefficient)
00062	Printer	HP	1300	CNBB114242	Antiquated (Inefficient)
00187	Printer	HP	1300	CNCB944726	Antiquated (Inefficient)
00010	Printer	HP	1300n	CNBB022030	Antiquated (Inefficient)
00012	Printer	HP	1300n	CNBB022028	Antiquated (Inefficient)
00014	Printer	HP	1300n	CNBB022019	Antiquated (Inefficient)
00026	Printer	HP	1300n	CNBB022009	Antiquated (Inefficient)
00044	Printer	HP	1300n	CNBB022048	Antiquated (Inefficient)
00048	Printer	HP	1300n	CNBB022065	Antiquated (Inefficient)
00053	Printer	HP	1300n	CNBB022057	Antiquated (Inefficient)

00056	Printer	HP	1300n	CNBB022040	Antiquated (Inefficient)
00058	Printer	HP	1300n	CNBB022041	Antiquated (Inefficient)
00060	Printer	HP	1300n	CNBB022039	Antiquated (Inefficient)
	Printer	HP	1300n	CNBB114369	Antiquated (Inefficient)
00005	Printer	HP	4000n	USMC139601	Antiquated (Inefficient)
00030	Printer	HP	4050n	USQC019782	Antiquated
00043	Printer	HP	4050n	USBB314273	Antiquated
00073	Printer	HP	4050n	USBB314339	Antiquated
00094	Printer	HP	4050n	USBB098898	Antiquated
00180	Printer	HP	4050n	USBC007734	Antiquated
00016	Printer	HP	4100n	USBNH36859	Antiquated
00065	Printer	HP	4100n	USBNH36876	Antiquated
00077	Printer	HP	4100n	USLNH25567	Antiquated
00100	Printer	HP	4100n	USBNH36858	Antiquated
00008	Printer	HP	4200n	USGNN33957	Antiquated
00071	Printer	HP	4200n	USGNM22058	Antiquated
00108	Projector	Mitsubishi	XD206U	1008914	Antiquated
00141	Projector	Mitsubishi	XD206U	1010920	Antiquated
00143	Projector	Mitsubishi	XD206U	1011188	Antiquated
00160	Projector	Mitsubishi	XD206U	1013490	Antiquated
00162	Projector	Mitsubishi	XD206U	1011476	Antiquated
00176	Projector	Mitsubishi	XD206U	1020521	Antiquated
00183	Projector	Mitsubishi	XD206U	1018012	Antiquated
00184	Projector	Mitsubishi	XD206U	1011245	Antiquated
00132	Projector	Mitsubishi	XD500U	C018305	Antiquated
01065	Scanner	HP	ScanJet 4570c	CN32CS60D3	Antiquated
01066	Scanner	HP	ScanJet 4570c	CN32CS61RC	Antiquated
01064	Scanner	HP	ScanJet 5300c	TW01K11850	Antiquated
01063	Scanner	HP	ScanJet 5550c	SCN2AES722G1Q	Antiquated
00606	Server	Dell	PowerEdge 1750	CTVXP41	Antiquated
00602	Server	Dell	PowerEdge 2850	F4LR481	Antiquated
00603	Server	Dell	PowerEdge 2950	39XZ6D1	Antiquated

NEW YORK MILLS UNION FREE SCHOOL DISTRICT**RESOLUTION FOR BUS LEASES**

Be It Resolved: the New York Mills Board of Education has agreed to lease one (1) 70 passenger school bus at a capitalized cost of \$112,714.43.

Whereas: the New York Mills Board of Education gives the School District Treasurer the authority to make five (5) equal payments of \$16,699 due on the 15th day of July from the year 2014 through 2019 to the low bidder, Santander.

Therefore: the New York Mills Board of Education authorizes the School District Treasurer to issue checks to cover the cost of these buses

Dated:
Motion:
Second:
Yes:
No:

INTERMUNICIPAL AGREEMENT

This Agreement, dated this 3rd day of July 2014, by and between the NEW YORK MILLS UNION FREE SCHOOL DISTRICT, an educational institution organized under the laws of the State of New York, with its offices and official place of business located at One Marauder Boulevard, New York Mills, New York 13417 (hereinafter "District"), and the VILLAGE OF NEW YORK MILLS, NEW YORK, a municipal corporation organized and existing under the laws of the State of New York, with its Village Offices and official place of business located at One Maple Street, New York Mills, New York 13417 (hereinafter "Village").

RECITAL

WHEREAS, the Village has requested and the District has agreed to provide to the Village District bus services for the Summer of 2014 for the purpose of allowing it to provide Village children access to its Summer Recreation Program, and

WHEREAS, the parties further agree that it is in their respective best interests to memorialize their agreement into a written contract; now, therefore:

WITNESSETH

- (1) The District agrees to provide the Village bus service for its 2014 Summer Recreation Program, such use to extend from July 7, 2014 through August 30, 2014, at a fee of One Dollar (\$1.00), plus the cost of a bus driver and gasoline.
- (2) The District shall be responsible for the daily maintenance and operation of the District bus, to include daily safety inspections, keeping it clean and other related operational expenses.

Dated: July 3, 2014

THE NEW YORK MILLS UNION FREE SCHOOL DISTRICT

By: _____
Kathy Houghton, Superintendent of Schools

THE VILLAGE OF NEW YORK MILLS, NEW YORK

By: _____
John Bialek, Mayor

AGREEMENT

The parties to this AGREEMENT are the Madison - Oneida Board of Cooperative Educational Services (“BOCES”), with its principal business address at 4937 Spring Road, Verona, New York 13478-0168 and the New York Mills Union Free School (“DISTRICT”), with its principal business address at 1 Marauder Blvd., New York Mills, NY 13417.

RECITALS

A. Education Law section 1950(4) (e) provides that BOCES, as a duly constituted board of cooperative educational services, has the power and duty to employ personnel such as attorneys to carry out its program, upon the recommendation of the district superintendent; and, BOCES, upon the recommendation of its district superintendent, has employed attorneys to assist it in carrying out its program.

B. DISTRICT is established as a central school district under the New York State Education Law; Section 1804 of the Education Law authorizes the board of education of a central school district to employ personnel such as attorneys to assist it in carrying out its duties; and, the DISTRICT’s board of education desires to employ one or more attorneys to assist it in carrying out its duties under the Education Law.

C. New York State General Municipal Law, Article 5-G authorizes BOCES and DISTRICT each to enter into an intermunicipal agreement to carry out any function or responsibility each has authority to undertake alone.

D. BOCES and DISTRICT have undertaken a reasonable review of the cost of separately employing one or more attorneys and have determined that obtaining such services by jointly hiring one or more attorneys will afford best value to each organization.

COVENANTS

NOW, THEREFORE, in consideration of the mutual promises contained in this Agreement, and other good and valuable consideration, receipt of which is acknowledged by both parties, it is agreed as follows:

1. **TERM:** The term of this AGREEMENT shall begin on July 1, 2014, and shall extend through and including June 30, 2015.
2. **EMPLOYMENT OF AN ATTORNEY:** BOCES agrees that it will employ one or more attorneys duly licensed to practice law in the State of New York, whose services will be available to DISTRICT upon the terms set forth in this Agreement.
3. **EQUIPMENT AND OTHER RESOURCES:** BOCES shall be responsible for providing the jointly employed attorney(s) with office space, office and support staff, equipment, supplies, and professional resources necessary to provide professional services to BOCES and DISTRICT.
4. **COMPENSATION:** The parties agree that the jointly employed attorney(s) shall be considered to be employed by BOCES for purposes of payroll administration, pension service reporting and all other benefits. BOCES agrees to provide DISTRICT with such information that may be necessary for DISTRICT to satisfy its reporting obligation under Education Law Section 2053.

To insure that the expense incurred by DISTRICT is proportionate to the services received by DISTRICT, the parties agree that DISTRICT will compensate BOCES on an hourly basis for work performed by the attorney(s) on behalf of DISTRICT. Specifically, DISTRICT agrees to reimburse BOCES at the rate of \$100.00 per hour for those services. For greater efficiency, the support staff employed by BOCES may include one or more paralegals and/or legal support personnel. District agrees to reimburse BOCES at the rate of \$50.00 per hour for services performed by paralegals and/or legal support personnel.

DISTRICT agrees that BOCES may require the payment in advance of out-of-pocket expenses (disbursements) such as filing fees, transcript fees, witness fees, service of process, and significant printing or copying charges.

5. **INVOICES:** BOCES shall provide DISTRICT with periodic invoices. The invoices shall provide a reasonably specific description of the services performed, and shall separately specify charges for professional services and charges for disbursements. DISTRICT shall remit payment to BOCES within thirty (30) days of the date of the invoice.
6. **ATTORNEY-CLIENT RELATIONSHIP:** BOCES and DISTRICT are distinct entities, and, thus, each will have a distinct attorney-client relationship with any jointly employed attorney that performs services for either of them. Each jointly employed attorney shall act to maintain client loyalties and client confidences in accordance with the New York State Code of Professional Responsibility.
7. **CONFLICT OF INTEREST:** If circumstances arise that constitute a conflict of interest between BOCES and DISTRICT, as defined by the New York State Code of Professional Responsibility, then, as to that matter, no jointly employed attorney, and no attorney employed by BOCES or DISTRICT as staff or in-house counsel, shall represent either BOCES or DISTRICT.
8. **PROFESSIONAL LIABILITY INSURANCE:** BOCES shall maintain professional liability insurance coverage applicable to the professional services provided by the jointly employed attorney(s) to DISTRICT, in the amount of at least one million dollars. The shared cost of this insurance is reflected in the compensation arrangement established in paragraph 4. The limits and coverage of this policy shall be the parties' sole remedy in the event of loss experienced due to the culpable conduct of one or more of the jointly employed attorney(s); and, neither party shall have any obligation to indemnify the other in the event of such loss.
9. **NON ASSIGNMENT:** This AGREEMENT may not be assigned by either PARTY, or its right, title or interest therein assigned, transferred, conveyed or otherwise disposed of without the previous consent, in writing, of the other PARTY and any attempts to assign the contract without such written consent will be null and void.
10. **DISPUTE RESOLUTION:** In the event either PARTY has a dispute relating to this AGREEMENT, including but not limited to the applicability of professional standards for work undertaken by the joint employee, it shall provide written notice to the other PARTY of such dispute and include a detailed description of the nature of the dispute and proposed method of resolution. Within seven (7) calendar days of receiving such notice, the receiving PARTY shall contact the disputing party and a mutually acceptable time shall be set for the PARTIES to meet and discuss the resolution. Both PARTIES shall provide documentation or other information useful for resolution of such dispute. Both PARTIES shall make a good faith effort to resolve such dispute in a mutually acceptable and timely manner. In the event the PARTIES cannot agree

to resolve such dispute, either PARTY may exercise its right to terminate pursuant to paragraph eleven (11) of this AGREEMENT.

11. **TERMINATIONS:** Both PARTIES reserve the right to terminate this AGREEMENT upon providing thirty (30) days written notice to the other PARTY provided, however, that prior to providing such notice the PARTY seeking termination shall participate in dispute resolution as described in paragraph ten (10) of this AGREEMENT.

12. **NOTICES:** Any notices or other communications that must be given in connection with this AGREEMENT shall be in writing and shall be deemed to have been validly made or given when delivered personally or when received if properly deposited with the United States Postal Services, postage prepaid certified or registered mail return receipt requested or with a nationally recognized overnight courier service to the address set forth below:

(a) **If to DISTRICT:**

Ms. Kathy Houghton, Superintendent of Schools
New York Mills Union Free School
1 Marauder Blvd.
New York Mills, NY 13417

(b) **If to BOCES:**

Ms. Jacklin G. Starks, District Superintendent
Madison – Oneida BOCES
4937 Spring Road / PO Box 168
Verona, NY 13478 - 0168

13. **HEADINGS:** Headings or titles of sections are for convenience of reference only and do not constitute a part of this AGREEMENT.

14. **FULL AGREEMENT:** This AGREEMENT constitutes the full agreement between the parties. This Agreement may not be amended or modified by either party except by a written agreement signed by both parties.

IN WITNESS WHEREOF, the parties have executed this AGREEMENT on the day and year written below.

For the DISTRICT

Date

For the BOCES

Date

CERTIFICATION BY SCHOOL DISTRICT BOARD CLERK

I, _____, Clerk of the Board of Education for the New York Mills Union Free School, do certify that an AGREEMENT for certain staff attorney functions between the Madison - Oneida BOCES and the New York Mills Union Free School was duly approved by a majority vote of the voting strength of the Board of Education on _____.

SIGNATURE OF SCHOOL DISTRICT BOARD CLERK

Date

CERTIFICATION BY BOCES BOARD CLERK

I, Catherine M. Quinn, Clerk of the Board of Education for the Madison - Oneida BOCES do certify that an AGREEMENT for certain staff attorney functions between the Madison – Oneida BOCES and the New York Mills Union Free School was duly approved by a majority vote of the voting strength of the Board of Education on _____.

SIGNATURE OF BOCES BOARD CLERK

Date

NEW YORK MILLS UNION FREE SCHOOL DISTRICT
RESOLUTION TO AMEND THE BUDGET TO ACCEPT DONATION

DATED: July 8, 2014

WHEREAS: The New York Mills Union Free School District has received a donation from Amy Topor

WHEREAS: The Aid in the amount of \$1,840 will be used to increase the Budget for the Stenciling of the Beekman Gymnasium Floor.

THEREFORE: The Board of Education accepts the donation in the amount of one thousand eight hundred forty dollars (\$1,840) and hereby authorizes the School Business Official to record aid as follows:

Expenditures

A1621-401-00-0000

Revenue

A1621-401-00-0000

Motion _____

Second _____

Yes _____

No _____

