

Jacqueline Edwards
President

Dr. Gary Porcelli
Vice President



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

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

1. Meeting Call to Order

- 1.1 Pledge to the Flag
- 1.2 Acceptance of Agenda
- 1.3 2014-15 Budget Hearing – K. Houghton and L. Stamboly

2. Communications

- 2.1 From the Floor
- 2.2 President's Messages
 - a. Committee Report(s)
 - b. Board Calendar
 - c. BOCES Representative Report

3. Consent Agenda

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

4. Old Business

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

5. New Business

5.1 Personnel Report – Action

5.2 1st reading of Policy #4001, Fiscal Responsibilities, #4002, Reports of Possible Violation of Policy or law; #4100, Budget Policy; #4101, Budget Administration; #4102, Budget Publication and Hearing; #4103, Budget Transfers, #4104, Contingency Budget; #4200, Borrowing Funds; #4201 Deposits; #4202, Investments; #4300, Audit Committee; #5301, Annual Audit; #4302, Internal Audit Function; #4303, Auditing Claims for Payment; #4400, General Procurement Standards; #4401, Competitive Bidding; #4404, Non-Bid Purchasing; and Regulation #4402.1, Procurement of Goods and Services Quote Form

6. Building Reports

6.1 Elementary Building Report

- a. Kindergarten Tree Planting/Arbor Day
- b. Ride for Missing Children – Child Safety Presentation
- c. Kindergarten Screening/Enrollment
- d. Elementary Arts Fes/Talent Show

6.2 Secondary Building Report

- a. Jr. – Sr. High School Arts Fest
- b. Prom/After Prom Party
- c. NYS High School Ranking

7. Superintendent's Report

1. Professional Development
2. Spring Musical Performances
3. NYS Grades 3-8 Math Assessment Participation
4. Centennial Celebration
5. Teacher Appreciation Week, May 4 – 10, 2014
6. National School Nurses' Day, Wednesday, May 7, 2014

8. Board Discussion

9. Visitors Comments

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

11. Adjournment

2013-14
Board of Education
Public Budget Hearing



May 6, 2014

School District Mission



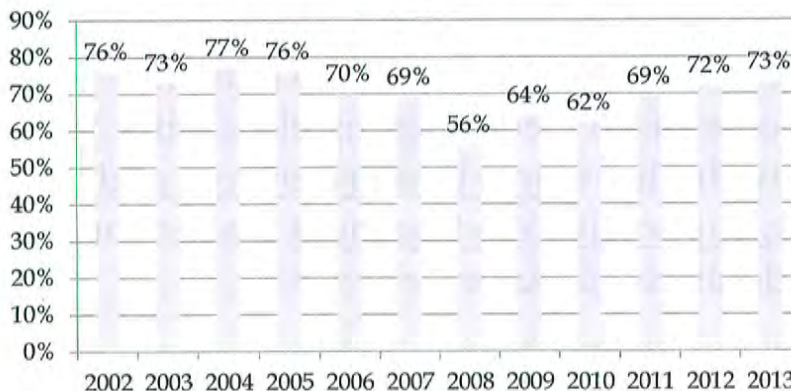
☞The mission of the New York Mills Union Free School District is to help students become motivated, responsible, caring individuals by providing resources and a safe, supportive environment that encourages students to pursue excellence.

Budget Decisions Driven by District Goals

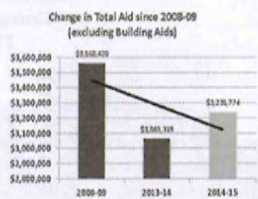


- ☞ 1. Provide programs, resources, and facilities that will ensure all students are given equal opportunities to achieve higher district, state, and national standards.
- ☞ 2. Provide staff development to all employees that will enable them to elevate their skills, knowledge, and attitude in order to help our students achieve excellence.
- ☞ 3. Promote school pride and spirit through a partnership with the community.

Budget "YES" Vote History



History of State Aid



History of aid lost to Gap Elimination Adjustments

2010-11:	(\$509,897)
2011-12:	(\$743,092)
2012-13:	(\$696,883)
2013-14:	(\$579,219)
2014-15:	(\$490,047)

Percent reduction in GEA, 2013-14 to 2014-15: 14.9%

Change in Total Aid, 2009-09 to 2014-15
excluding Building Aids: (\$334,646)

Change in Total Aid from Governor's Budget to Enacted Budget

	2013-14	2014-15
Governor's Proposal	\$3,633,518	\$3,719,500
Enacted Budget	\$3,631,518	\$3,600,762
Change	\$0	\$81,262
% Change	0.0%	2.2%

Note: Some change between the Governor's and Enacted Budgets may be due to updated data.

SOURCE: Compiled by the Council from NYS Education Department School Aid data; data for years prior to 2013-14 are as estimated at time state budget was enacted.

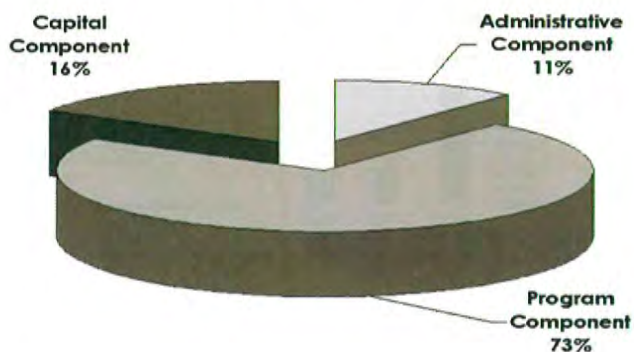
Proposition #1 Budget



\$13,150,675

Increase of
1.96% over
2013-14 budget

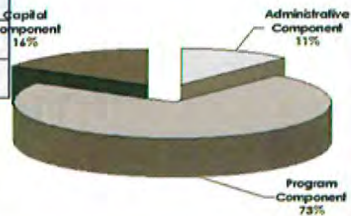
Expenditures



Capital Component

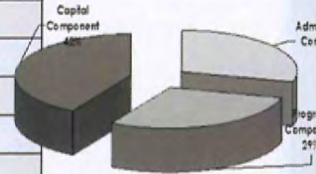
CA

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



Administrative Component

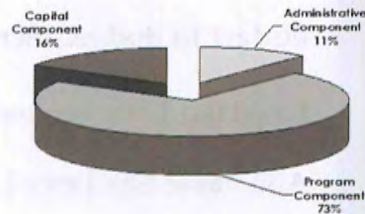
Function or Account	Proposed Amount
Board of Education	\$27,505
Central Administration	\$192,322
Finance	\$150,826
Legal Services	\$11,000
Personnel	\$56,620
Records Management	\$4,922
Other Central Services	\$285,764
Other Special Items	\$221,147
Curr. Dev. & Sup.	\$94,640
Supervision – Regular Sch.	\$305,544
Employee Benefits	\$143,065
Total	\$1,493,355



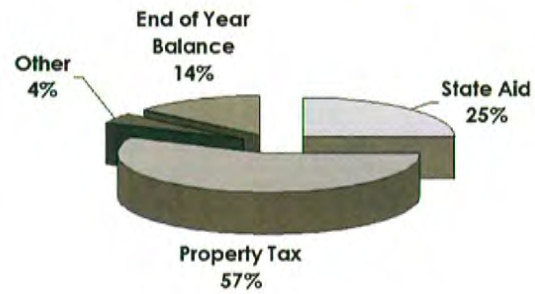
Program Component



Function or Account	Proposed Amount
Legal Services	\$21,500
Instruction	\$6,535,250
Other Dist. Transportation	\$322,685
Garage Building	\$83,853
Employee Benefits	\$2,561,360
Other Transfers	\$9,500
Total	\$9,534,148



Revenues



Budget Tax Levy Limit



2013-14 Budget	\$12,898,455
Proposed 2014-15 Budget	\$13,150,675
Budget to Budget Increase	1.96%
Projected Levy Increase	2.98%
Allowable Tax Levy Limit	3.0516%

Property Tax Cap: 2% is not 2%



Not really a "cap" or a "limit"
A threshold for level of voter support needed

"Tax Levy Limit"
Calculated by each district
Every district has a different
tax levy limit

13

2014-2015 Tax Levy Cap Calculation

Tax Base Growth Factor		1.0079	
Allowable Levy Growth Factor (lesser of 2% or CPI)		1.4600%	
Prior Year Tax Levy		\$ 7,175,000	
Subtract: Reserve Amount (including interest)		\$ -	
Prior Year Adjusted Tax Levy		\$ 7,175,000	
Prior Year Adjusted Levy X Tax Base Growth Factor	1.0079	\$ 7,231,683	
Add Pilots Receivable in 2013 - 2014		\$ 409,900	
Subtract Prior Year Exemptions (not TRS/ERS exemptions):			
Torts and Judgements	0		
2013-2014 Local Capital Levy Share	168,262	168,262	
Adjusted Prior Year Tax Levy		\$ 7,473,321	
		\$	
Adjusted Tax Levy X Allowable Levy Growth Factor (2% or CPI)	1.46%	7,582,431	
Remove Pilots Receivable in 2014-15		\$ 357,024	
Available Carry Over		\$ -	
Tax Levy Limit		\$ 7,225,407	0.70%
Add Current Year Exemptions:			
Torts and Judgements	0		
2014 - 2015 ERS Exemption	0		
2014 - 2015 TRS Exemption	0		
2014 - 2015 Local Capital Levy Share	168,542	168,542	
		Tax Levy Threshold	\$ 7,393,948.98
		Allowable Increase in Dollars	218,948.98
		Allowable Increase in %	3.0516%

Annual Tax Increase with Basic STAR		
\$75,000 House	\$100,000 House	\$125,000 House
Increase of NH/Whites. Budget \$57.50/\$70.31	Increase of NH/Whites. Budget \$76.73/\$94.02	Increase of NH/Whites. Budget \$95.91/\$117.52

Current 2013-14 Tax Rates:



☞ New Hartford =
\$25.75/\$1,000

☞ Whitestown =
\$31.55/\$1,000

☞ 2013-14 Tax on True =
\$22.40/\$1,000

Proposition #1

Budget

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

1.96% Increase

Proposition #2

Capital Reserve

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

2 Five-Year Board Vacancies



Board Candidates:

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

Meet the Candidates Forum

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

☞ Moderated by
J. VanWormer, SBI

Budget Vote and Board Member Election



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

Questions



2.2 b

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

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

May 2014

S	M	Tu	W	Th	F	S
				1	2	3
4	5	■ 6	7	8	9	10
11	12	13	■ 14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

May 11 – Mother’s Day

May 26 – Memorial Day Holiday for Students and Staff

- May 6 ■ NYM Board of Education Meeting, Jr. – Sr. High School Library, 6:30 p.m.
- May 7 Athletic Boosters Meeting, Cafeteria, 7:00 p.m.
- May 14 BOCES meeting of the Cooperative Board, The Learning Center, Career and Technical Education Building, 4:30 p.m.

Meet the Candidate Forum, 6:30 p.m. Jr. – Sr. High School Auditorium
- May 16 New York Mills Elementary School Arts Fest/Special Person’s Day
- May 20 Budget Vote and Board Member Election, Beekman Gymnasium, 12 Noon – 9 p.m.
- May 21 Music, Art, and Drama Boosters Meeting, H.S. Library, 6:30 p.m.
- May 22 NYM School District Foundation Meeting, 6:30 p.m.
- May 27 PTSO Meeting, Cafeteria, 6:30 p.m.
- May 30 Music, Art, & Drama Boosters Night Time Talent Show, 7:00 p.m. Jr. – Sr. High School Auditorium

June 2014

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

June 15 – Father’s Day

June 26 – Regents Rating Day

- June 3 ■ NYM Board of Education Meeting, Jr. – Sr. High School Library, 6:30 p.m.

- June 4 Athletic Boosters Meeting, Cafeteria, 7:00 p.m.

- June 11 BOCES meeting of the Cooperative Board,
The Learning Center, Career and Technical Education Building,
4:30 p.m.

- Music, Art, and Drama Boosters Meeting, H.S. Library, 6:30 p.m.

- June 12 NYM School District Foundation Meeting, 6:30 p.m.

- June 17 PTSO Meeting, Cafeteria, 6:30 p.m.

- June 20 Grades K-6 Olympic Day

- Class of 2014 Graduation, 7:00 p.m.

- June 24 K-2 Moving Up Ceremony, Aud. 9:00 a.m.
Grade 6 Promotion Ceremony, Aud., 7:00 p.m.

Jacqueline Edwards
President

Dr. Gary Porcelli
Vice President



Gary Mark

3.1

Rich

Rick Surprenant
Traci Welch

**BOARD OF EDUCATION MEETING
TUESDAY, APRIL 22, 2014
JR./SR. HIGH SCHOOL LIBRARY – 6:30 P.M.**

PRESENT: Ms. Jacqueline Edwards, President, Dr. Gary Porcelli, Vice President, Mrs. Gail Rice (arrived at 6:37 p.m.) Mr. Richard Ross, Mr. Rick Surprenant, and Mrs. Traci Welch

ABSENT: Mr. Gary Markowicz, Sr.

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

1. Meeting Call to Order

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

1.1 Pledge to the Flag

Dr. Porcelli led the Pledge of Allegiance.

1.2 Acceptance of Agenda

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

Yes 5 No 0
Motion carried.

1.3 Reports

a. Student Presentation – Alyssa Sinker w/teacher Tim Ferguson

Ms. Houghton withdrew the student presentation because Alyssa was called in to work and could not be present.

b. Teacher/Leader Report – BOCES CORE, Greg Auffrey, PBIS Coordinator and Natalie Zumpano

Ms. Zumpano and Mr. Auffrey presented the following presentation:

Reducing Barrier

Helping
Solution Based
Preventative

Proactive Support

After School Program

Elementary School

Target students:
 • academically challenged

• 86 sessions average 40 students per year

Math

- look for and express regularity & repeated reasoning
- develop critical thinking skills
- look for and make use of structure
- use appropriate tools strategically
- solving mathematical equations
- construct viable arguments

ELA

- respond to various demands of the audience, task, purpose and discipline
- demonstrate independence in reading great works by year
- use of technology and digital media strategically and creatively
- build strong content knowledge
- comprehend and critique
- value evidence

Social & Emotional Learning

- improve decision making skills and making good behavior choices
- improve positive attitudes toward self & others
- improve attitudes toward school and learning
- increase positive social interaction opportunities
- remain motivated

IRT Initial Response Team

- Preventative Program
- Junior High and High School Students
- Targeted students:
 - Truancy
 - Behavior issues

Positive Behavior Intervention & Support

A framework to create a positive school culture:

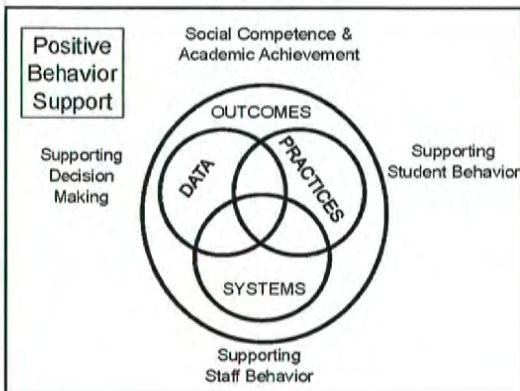
School environment is **predictable**

1. common language
2. common vision (understanding of expectations)
3. common experience (everyone knows)

School environment is **positive**
 regular recognition for positive behavior

School environment is **safe**
 violent and disruptive behavior is not tolerated

School environment is **consistent**
 adults use similar expectations.



Benefits

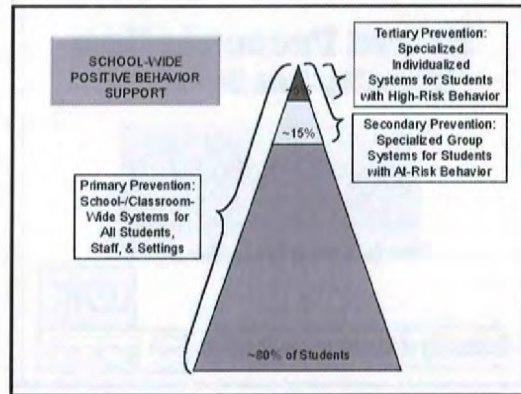
Benefit Analysis: Learning Time Lost to Discipline Time (Barrett & Swindell, 2002)

Discipline	Administration Time	Student Time	Staff Time
ODR	10 minutes	20 minutes	5 minutes
Detention	20 minutes	6 hours	5 minutes
Suspension	45 minutes	6 hours	5 minutes

Thank You

- * Natalie Zumpano
- * nzumpano@newyorkmills.org
- * (315) 601-8934

- * Jeremy Butler
- * jbutler@uficaschools.org



<p>Intensive, Individual Interventions</p> <ul style="list-style-type: none"> • Individual Students • Assessment-based • Intensive, durable procedures <p>Targeted Group Interventions</p> <ul style="list-style-type: none"> • At-risk students (at-risk) • High efficiency • Rapid response 	<p>TERTIARY PREVENTION</p> <ul style="list-style-type: none"> • Function-based support • Wraparound/PCP • Special Education <p>SECONDARY PREVENTION</p> <ul style="list-style-type: none"> • Check-in/out • Targeted social skills instruction • Peer-based supports • Social skills club <p>PRIMARY PREVENTION</p> <ul style="list-style-type: none"> • Teach & encourage positive SW expectations • Proactive SW discipline • Effective instruction • Parent engagement
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Universal Interventions

- All settings, all students
- Preventive, proactive

THE MARAUDER WAY

	Hallways	Cafeteria	Recess	Bus	Assembly
Be Respectful	<ul style="list-style-type: none"> • Walk straight • Walk through lines • Stay on the right side of the hall 	<ul style="list-style-type: none"> • Walk straight • Stay in your place at the table • Use napkins & placemats • Walk to cabinet/tables 	<ul style="list-style-type: none"> • Walk to tables in line • Stay in your place • Use napkins & placemats • Walk to tables in line 	<ul style="list-style-type: none"> • Walk to the back of the bus • Stay in your seat • Use napkins & placemats 	<ul style="list-style-type: none"> • Walk to the front of the gym • Stay in your seat • Use napkins & placemats
Be Responsible	<ul style="list-style-type: none"> • Do what you are asked to do • Keep your hands & feet off the walls • Walk 	<ul style="list-style-type: none"> • Sit at your table • Clean up after you • Walk to the trash can • Walk 	<ul style="list-style-type: none"> • Walk to your table • Clean up after you • Walk to the trash can • Walk 	<ul style="list-style-type: none"> • Walk to your seat • Clean up after you • Walk to the trash can • Walk 	<ul style="list-style-type: none"> • Walk to your seat • Clean up after you • Walk to the trash can • Walk
Be Trustworthy	<ul style="list-style-type: none"> • Do what you are asked to do • Walk straight • Walk through lines • Stay on the right side of the hall 	<ul style="list-style-type: none"> • Sit at your table • Clean up after you • Walk to the trash can • Walk 	<ul style="list-style-type: none"> • Walk to your table • Clean up after you • Walk to the trash can • Walk 	<ul style="list-style-type: none"> • Walk to your seat • Clean up after you • Walk to the trash can • Walk 	<ul style="list-style-type: none"> • Walk to your seat • Clean up after you • Walk to the trash can • Walk

**Board Presentation
 Dignity Act Services**




New York Mills Union Free School

Greg Auffrey, Positive Behavior Intervention Support
Community of Resources and Expertise




**M
A
R
A
U
D
E
R**

Dignity Act



WAY →

Dignity for All Students Act (DASA)
 Orientation,
 for Staff on Opening Day

Dignity for All Students Act (DASA)
 Orientation
 Transportation

DASA Compliance, Website

DASA Compliance, Code of Conduct

Consult, DASA situations during School Year

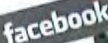

New York Mills Union Free School District sponsoring:

**INTERNET SAFETY
 AND CYBERBULLYING:**

Thursday, Feb. 13
 7:00pm - 7:45pm
 New York Mills School Auditorium

February 13

**A PROACTIVE PARTNERSHIP
 BETWEEN SCHOOL AND PARENTS**

badgr!2: I HATE U!!!!

WHO'S NEXT?

Internet Safety: Proactive School
 and Parent Partnership


Internet Safety: Grades 7th-12th
 Computer Technology Classes

Bully Proof Your School:
 DASA for Coaches,
 Hazing, and Over The Line Bully Behaviors

DASA Faculty Training
 2nd Layer, 24/48 Reporting

CROSSING THE LINE

Conversations with Young Men



LOCKER ROOM QUARREL

CONTROL OVERLAP

Source: REPORT TO THE NATIONAL FOOTBALL LEAGUE CONCERNING ISSUES OF WORKPLACE CONDUCT AT THE MIAMI DOLPHINS

School Climate Specialist
School Climate Survey, Consultant
School Climate Survey, Assessment
School Climate Survey, Action Plan

**Bully Proof Your School
Cyberbullying Assembly
3rd-6th Grade**
**Bully Proof Your School
Cyberbullying Assembly
K-2nd Grade**

**Conflict Resolution Skills
6th Grade Student group**
PBIS- Intervention, HS student victim(s)
PBIS- Intervention, Elem. student victim(s)
**PBIS Intervention, HS student
cyberbully initiator**
**Bully Proof Your School
Student Assemblies,
Grades 7-9th
Grades 10-12th**



**Positive Behavior Intervention Support
Mentor a Monitor, 6th Grade**
**Positive Behavior Intervention Support
Assist Monitoring morning indoor arrivals**
**Bully Proof Your School
DASA intervention, 7th Grade boys Gym
Class, Follow up**
**Positive Behavior Intervention Support
P.E. Assembly 6th**



**Community Sponsorship for
Bully Prevention Programs**

**Elementary School Staff Training
"Strategies and Skills for Supervision"**

Health and Safety Committee

PBIS Committee. Elementary

Senior HS Semi-Formal Chaperone



2. Communications

- 2.1 From the Floor
- 2.2 President's Messages
 - a. Committee Report(s)
 - b. Board Calendar – N/A
 - c. BOCES Representative Report

3. Consent Agenda

Mrs. Welch made the motion to accept the consent agenda that includes:

- 3.1 Board of Education Minutes for meeting held April 1, 2014
- 3.2 Business Office Reports - N/A
- 3.3 CSE Reports
 - a. Minutes of meeting held 3/24/14
 - b. Minutes of meetings held 3/26/14
 - c. Minutes of meetings held 3/27/14
 - d. Minutes of meetings held 3/28/14
 - e. Minutes of meetings held 3/31/14
 - f. Minutes of meeting held 4/1/14
 - g. Minutes of meeting held 4/2/14
 - h. Minutes of meetings held 4/4/14
 - i. Minutes of meetings held 4/7/14
 - j. Minutes of meeting held 4/8/14
 - k. Minutes of meetings held 4/10/14
 - l. Minutes of meetings held 4/11/14

Mrs. Rice seconded the motion

Yes 6 No 0
Motion carried.

4. Old Business

- 4.1 2nd reading of Policy #2200, Qualifications of Voters, #2201, Annual District Meeting and Election; #2202, Absentee Ballots for Schools Using Poll List; #2203, Responsibility of Board Relative to Complaints and Charges Against District Employees; #2300, Regular Meeting, Regulation #2300.1, Agenda, Policy #2301, Special Board Meetings, #2302, Parliamentary Procedures; #2303 Executive Session, #2304 Public Participation at Board Meetings; 2305, Committees of the Board; #2400 Board of Education Expenses and Conference Attendance; #2401 Organization Policy Development; and #7102, Immunization and Dental Health – Action

Mr. Surprenant made the motion to approve the second reading of the above policies seconded by Mr. Ross.

Yes 6 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 Mrs. Welch.

EMPLOYEE	CERTIFICATION AREA	CERT	SALARY*	EFFECTIVE DATE
I. Instructional Substitutes				
Pendrak, Erica	Childhood Education / American Sign Language	N	\$60.00	4/23/2014
II. Coaching Appointment				
Moskal, Kristine	Volunteer Modified Softball Coach	C	~0~	4/23/2014

Yes 6 No 0
 Motion carried.

5.2 Parochial Transportation Requests – Action

Dr. Porcelli made the motion to approve the Parochial Transportation Requests for 2014-15 seconded by Mr. Surprenant.

Yes 6 No 0
 Motion carried.

5.3 Medical Staffing Contract – Action

Mrs. Welch made the motion to authorize Ms. Houghton to sign the Medical Staffing Contract seconded by Mr. Ross.

Yes 6 No 0
 Motion carried.

5.4 BOCES Administrative Budget - \$2,298,190.75

Appointed Officials							
School Physician	William Ryan	XXXX	33944083	8	07/01/2013-06/30/2014	N	1.40
Treasurer	Lisa Stamboly	XXXX	35894567	8	07/01/2013-06/30/2014	Y	N/A
District Clerk/Secretary to the Superintendent	Paula Ann May	XXXX	36502128	8	07/01/2013-06/30/2014	Y	N/A

Yes 6 No 0
 Motion carried.

6. Building Reports

6.1 Elementary Building Report a. Autism Awareness Month

Dr. Wilson reported that this month Ms. Pylman is working on a sign with all of the students hand prints in blue that reads “NYM lights up blue for Autism.” Parents worked with the Khelberman Center and garnered wonderful resources for students and teachers that included books that explain autism at developmentally appropriate levels, teacher handbooks, lesson plans, awareness ribbons etc. There were two assemblies held; one at the K-2 level and one at the 3-6 level that explained the basics of autism spectrum disorder and sensory processing disorder, what that might look like for our students, and how our typically developing students could be good friends to their classmates with autism.

b. Elementary Class Sizes

Dr. Wilson said that upon Ms. Houghton’s request, she canvassed colleagues across the region to get comparative class size numbers. Below is the list:

District	K	1	2	3	4	5	6
Westmoreland	16-17	18-19	18-19	19	21-22	20-21	20-21
Holland Patent	20-22	20-22	20-22	20-22	20-22	20-22	27-29
Waterville	21	21	22	20-22	20-22	20-22	20-22
New Hartford	16	16	20	20	23	20	23
Brookfield(1 Class per grade)	14-19	14-19	14-19	14-19	14-22	14-22	14-22
Whitesboro	16-22	16-22	16-22	15-24	15-24	15-24	
Oriskany						18-22	18-22
Sauquoit	15-22	15-22	15-22	24-27	24-27	25-27	25-27

6.2 Secondary Building Report
a. National Honor Society

Mr. Spost said the National Honor Society will be hosting a banquet for inductees and their families at Hart's Hill on Monday, April 28th 2014 at 6:00 p.m. Juniors and seniors are eligible for membership and must have an average of at least an 88. In addition to academic requirements, participation and leadership in school and other activities is required. It always is an entertaining night moderated by Mr. Elacqua, but led by students. You are invited to attend and we would be happy to see some of you there. If you do plan to attend, the cost of the dinner is \$30.

b. New Jr. – Sr. Extra Activities

Mr. Spost updated the Board Member's on Jr. – Sr. High School special events. The Marauder Match-Up and Scavenger Hunt are new activities:

- Marauder Match-Up

On Saturday, April 5, from 12:00PM - 5:00PM, the junior class ran a competitive tournament for four sports, including badminton, dodge ball, kan-jam, and tug-of-war.

The winning teams had the opportunity to play a faculty "All Star" team in their respective sports. Faculty vs. student games occurred as the culminating event of the afternoon. The junior class had challenged the senior class in a tug-of-war match up, which also was another highlight of the day.

The spectator entry fee was only \$1.00 per person. Attendance was excellent and this is likely to become a great tradition here at NYM. Great Job to Mrs. Hartmann, Junior Class Advisor and the Juniors.

- Scavenger Hunt

On Saturday, April 26, 2014, the New York Mills Student Council, under the direction of Advisor Ms. Viel, is having a community-wide scavenger hunt for students in grades 7-12. The scavenger hunt will run from 9:00 a.m. – 12:00 p.m., beginning and ending at the school. Students will be divided into teams that morning and will likely visit various local businesses or homes that they are familiar with to request small items, such as business cards, take-out menus, or to take a photo/video of something specific like the students in front of a sign.

The rationale behind the event is to teach our young people leadership skills, teamwork, and time management. Most importantly, it is a **free** opportunity for students to have fun and be active.

There will be no motorized transportation allowed; all teams must travel on foot and stay together. Scavenger hunt rules are clearly posted around the school and in the school's lobby.

- Blood Drive

Student Council is also hosting a Blood Drive on Wednesday April 23, 2014. If you would like to give blood, please stop by tomorrow between 8:30 a.m. and 1:15 p.m. Thank you to Ms. Viel and the Student Council for coordinating this event.

7. Superintendent's Report

7.1 Time Capsule Assemblies

Ms. Houghton shared with the members of the Board of Education the invitation to our Friday, April 25th, Time Capsule Assemblies. This invitational letter was sent to community leaders, parents, faculty and staff, and our Centennial Planning Committee. We are very excited to learn which items each K-12 class has chosen to present as their contributions to our 2014 time capsule. Our district and building items will be shared with the audience at Friday's assemblies, which will take place at 9:30 a.m. for the Elementary School and at 1:30 p.m. for the Jr.-Sr. High School

7.2 Capital Project Update

Ms. Houghton said our district administrators and supervisors, along with Mr. Ross, Chairperson of the Facilities Health and Safety Committee will be meeting with personnel from Hunt Engineers, Architects, Surveyors on Thursday May 15th. We will be working through our list of proposed project items and narrowing our project focus. Dave Adams, principal architect is also working with Bernie Donagen, Inc. our financial advisors and district staff to develop a draft timetable of dates based on a November vote. Ted Devoe from Hunt will be meeting with Ms. Houghton on May 1st to discuss a menu of Public Information Program Activities for the district to consider. Ms. Houghton shared a preliminary list of those activities with the Board.

7.3 Grade 3-8 Math Testing

Ms. Houghton told the Board that we had 44 students whose parents refused to have them take the recent NYS ELA tests. We expect that there will be more students that are removed from Math testing by their parents. She wanted the Board and public to understand that we will not be meeting the required 95% participation rate and will therefore not make the Adequate Yearly Progress. This may result in being identified as a NYSED Focused School, as well as losing our federal funding. We are hopeful that due to the high number of "opt outs" throughout the state, this may not occur.

7.4 Administrative Professional Appreciation

Ms. Houghton told the Board and public that tomorrow, April 23rd, is Administrative Professionals Day. We appreciate our Office Specialists (a.k.a. Secretaries) for their daily contributions to the smooth operation of our school district. We are fortunate to have them working alongside us.

8. Board Discussion - N/A

9. Visitors Comments

Mr. Lachut said that we have taken the two building time capsule containers, K-6 and secondary, to the art room to have them decorated.

Mrs. Marley said the NYMTA continues to meet with the District. Negotiations are approaching two years but we are closer now than we have been. She continues to invite the Board to the negotiating table. Teachers have more responsibilities and she implored the Board to look at what teachers go through today and approve the last offer made to the District by the NYMTA.

Mr. King inquired about putting the prioritized list of capital projects items up on website. He also mentioned that our school support organizations appreciate assistance. MAD Boosters meet tomorrow and they are looking for more people to entertain and teach for Arts Fest. The Foundation Meeting is Thursday night. It's the time of the year to elect at new officers. Many hands make light work. The PTSO (Parent Teacher Student Organization) Meeting is next Tuesday and it's the time of the year they spend their money.

10. Executive Session to discuss a particular person

Dr. Porcelli made the motion to take a 5-minute break and then go into Executive Session at 7:18 p.m. to discuss a particular person seconded by Mr. Ross. Mr. Surprenant left before Executive Session started.

Yes 6 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 into Regular Session at 8:06 p.m.

11. Adjournment

Mrs. Welch made the motion to adjourn at 8:07 p.m. seconded by Mrs. Rice.

Yes 5 No 0
Meeting adjourned.

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Respectfully submitted,

A handwritten signature in black ink that reads "Kathy S. Houghton". The signature is written in a cursive style with a large initial 'K'.

Kathy Houghton
Clerk Pro-tem

DRAFT

NEW YORK MILLS SCHOOL
SPECIAL EDUCATION

77 Students classified as of 4/11/14

77 Total Classified Students as of 5/11/14

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Draft 04/22/2014
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FISCAL MANAGEMENT

FISCAL RESPONSIBILITIES

- I. The Board is responsible, as the most important part of its duties, to raise and administer funds for the education of the district's children. The goal is to purchase the best education that the financial status of the community can afford. In doing so, the Board will conform to and follow all laws pertaining to finances in the Education Law, General Finance Law and General Municipal Law governing financial affairs within the school district.
 - A. The District's plan to achieve these ends includes Board Member participation in statutorily required financial oversight training, the establishment of an Audit Committee, the use of External Audits, the development of an Internal Audit Function and the use of a Claims Auditor.
 - B. The Board of Education authorizes the Superintendent to commit school funds as appropriated by approved operational and capital budgets, and by the adoption of special resolutions. He/she will make expenditures in accordance with applicable law to achieve the maximum possible benefit.

- II. The school budget is the legal basis for the establishment of the tax levy. It is the official document that describes the programs to be conducted during a given period of time. It is the operational plan, stated in financial terms, for the conduct of all programs in the school system.
 - A. The Superintendent of Schools, working in conjunction with the administrative staff, is responsible to the Board for the administration of the budget. He/she shall acquaint District employees with the final provisions of the program budget and guide them in planning to operate efficiently and economically within these provisions.

- III. The Superintendent, assisted by the District Treasurer, is responsible for insuring that provision is made for the adequate storage, security, and disposition of all financial and inventory records, as required by law.

New York Mills Union Free School District
 Legal Ref: Education Law Sections 1711, 2102; and 8 NYCRR 170.12
 Adopted: 10/02/07
 Revised: 12/06/11
 Reviewed: _____

REPORTS OF POSSIBLE VIOLATIONS OF POLICY OR LAW

I. Nonretaliation for Good Faith Reports

Neither the District, nor any employee or officer of the District, shall take, request, or cause a retaliatory action against any employee of the District who, having reasonable cause to suspect that the fiscal practices or actions of an employee or officer of the District violates any local, state, or federal law, rule, or regulation relating to the financial practices of the District, makes a good faith report of such information to an official of the District, or to the Office of the State Comptroller, the Commissioner of Education, or to law enforcement authorities.

II. Consequences of Bad Faith Report

Any individual who knowingly makes false accusations of financial improprieties or fraud against another individual may not be afforded immunity from civil liability arising from the making of the report, and may also face appropriate disciplinary action by the District.

New York Mills Union Free School District
Legal Ref: Education Law Section 3028
Adopted: 10/02/07
Revised: 12/06/11
Reviewed: _____

BUDGET POLICY

I. Philosophy

- A. The school budget is the legal basis for the establishment of the tax levy. It is the official document that describes the programs to be conducted during a given period of time. It is the operational plan, stated in financial terms, for the conduct of all programs in the school system.
- B. The annual school budget process is important to school district operations and serves as a means to improve communications within the school organization and with the residents of the school community.

II. Responsibility

- A. The responsibility for budget formulation and presentation rests with the Board of Education.
- B. Budget planning will be a year-round process involving participation of Board members, District-level administrators, principals, directors, coordinators, teachers, and other personnel. The process of budget planning and development should allow for community input and contain opportunities for public information and feedback.
- C. The Superintendent is responsible for initiating the budget process, and will be assisted by the District Treasurer.
- D. The Superintendent and District Treasurer will ensure that the proposed budget guarantees a maintenance of fiscal effort in compliance with Title I of the Elementary and Secondary Education Act (as amended) and applicable regulations.

III. Budget Calendar

- A. The Board of Education, with the assistance of the Superintendent and the District Treasurer, shall develop and formally adopt, by motion, a budget calendar setting forth the dates and order of consideration of budget items by the board.
- B. The budget calendar will begin in November and continue throughout the year until the budget is formally adopted.

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Draft 04/22/2014
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FISCAL MANAGEMENT

BUDGET POLICY

- C. The Superintendent with the assistance of the District Treasurer will develop an administrative calendar of target dates for use by the staff in preparing data for presentation to the board.
- IV. Preparation of the Budget
- A. The Superintendent will distribute bid lists and other budget collection forms to the staff in conformance with the budget and administrative calendars.
 - B. All staff members will make anticipated needs known by completing these documents and forwarding them to the building principal or department coordinator.
 - C. Budget data forms will be carefully reviewed by each department coordinator and principal, collated by building, and forwarded to the district office for review and computation of the district budget.
 - D. The budget document will be transmitted to the Superintendent who will evaluate requests in light of the district's educational philosophy and program. With the aid of the District Treasurer, and through consultation with principals and department coordinators, the Superintendent shall make necessary changes to achieve a budget, which will be adjusted for the needs of the district and are within the available financial resources of the district.
 - E. The budget will then be presented to the Board of Education.

New York Mills Union Free School District
Legal Ref: Education Law Section 1711, 2022(2); and 8 NYCRR 170.2
Adopted: 03/09/82
Revised: 12/13/88, 04/23/02, 12/06/11
Reviewed: _____

Policy

Draft 04/22/2014

4101

FISCAL MANAGEMENT

BUDGET ADMINISTRATION

- I. The Superintendent is responsible to the Board for the administration of the budget, and shall proceed as follows:
 - A. The Superintendent shall acquaint district employees with the final provisions of the budget and guide them in planning to operate efficiently and economically within those provisions.
 - B. Under the Superintendent's direction, the District Treasurer shall maintain such records as are required by the Uniform System of Accounts, and such other records as are deemed necessary, and shall keep the various administrative units informed as to the status of their individual budgets. The District Treasurer shall discuss any deviations from original requests with the Superintendent.
 - C. Heads of administration units are responsible to the Superintendent for operation of their units within budgetary limits.
 - D. The Board of Education shall require the District Treasurer to render a monthly status report for each fund including no less than the revenue and appropriation accounts required in the annual state budget form (Commissioner's Regulations, Section 170.2(p)). The report will show the status of these accounts in at least the following detail:
 1. Revenue Accounts
 - a. estimated revenue
 - b. amounts received to date of report
 - c. revenues estimated to be received during balance of fiscal year
 - d. overages or deficiencies
 2. Appropriate Accounts
 - a. original appropriations
 - b. transfers and adjustments
 - c. revised appropriations
 - d. expenditures to date
 - e. outstanding encumbrances
 - f. unencumbered balances

New York Mills Union Free School District

Legal Ref: Education Law Section 1711; and 8 NYCRR 170.2

Adopted: 3/9/82

Revised: 12/13/88, 04/23/02, 12/06/11

Reviewed: _____

BUDGET PUBLICATION AND HEARING

- I. The Board of Education will hold an annual budget hearing at which it will present a detailed proposed budget for the following school year. The purpose of the budget hearing is to inform the public of the contents of the budget and to provide an explanation and justification for the decisions the proposed budget reflects.
- II. The budget will be completed at least seven (7) days before the public hearing at which the Board will present the budget to the voters. Copies of the budget will be made available upon request to residents within the district (not just district taxpayers) during the fourteen (14) days preceding the date of the annual meeting and election at the District Office between the hours of 9:00 a.m. and 5:00 p.m., on each day other than Saturday, Sunday or holidays and at each public library or free association library within the District, and on the District's website. In addition, at least once during the school year, the Board will include in a district-wide mailing, notice of the availability of copies of the budget.
 - A. The school districts shall mail a school budget notice to all qualified voters of the school district at least six days prior to budget vote(s) and election. The school budget notice shall compare the percentage increase or decrease in the proposed budget over total spending under the school district budget adopted for the current year, with the percentage increase/decrease in the consumer price index. The notice shall also set forth the date, time and place of the school budget vote. Such notice shall be in a form prescribed by the Commissioner.
- III. The budget will be presented to the public to be voted upon as one proposition. It will be written in plain language and organized in a manner which best promotes the public's understanding of its contents. The budget will categorize revenues, property tax refunds, expenditures, budget transfers and fund balance information, and will be formatted to show changes in the data as compared with the previous year. It will be organized to separately reflect the following three components:
 - A. A program component, which includes all program expenditures of the district, including the salaries and benefits of teachers and any school administrators or supervisors who spend a majority of their time performing teaching duties, and all transportation operating expenses;
 - B. A capital component, which includes all transportation capital, debt service and lease expenditures; costs resulting from court judgments, administrative orders or settled or compromised claims; and all facilities costs of the district, including facilities lease expenditures, annual debt service and total debt for all facilities financial by bonds and notes of the district and costs of construction, acquisition, reconstruction, rehabilitation or improvement of school buildings, provided that,

BUDGET PUBLICATION AND HEARING

the budget shall include a rental, operations and maintenance section that includes base rent costs, total rent costs, operational and maintenance charges, costs per square foot for each facility leased by the district, and all expenditures associated with custodial salaries and benefits, service contracts, supplies, utilities, and maintenance and repair of school facilities;

- C. An administrative component, which includes office and central administrative expenses; traveling expenses; all compensation, salaries and benefits of all school administrators and supervisors, including the Superintendent of Schools, any deputy, assistant or associate superintendent, and the business administrator under all employment contracts and collective bargaining agreements, all expenditures associated with the operation of the school board, the office of the Superintendent of Schools, general administration, the school business office, any consulting costs not directly related to direct student services and programs, planning and all other administrative activities.

III. The following documents will be attached to the budget:

- A. A detailed statement of the total compensation to be paid to the Superintendent of Schools, and any assistant superintendent in the coming school year, including a delineation of the salary, annualized cost of benefits and any in-kind or other form of remuneration;
- B. A list of all other school administrators and supervisors, if any, whose annual salaries are budgeted to be paid at or above a certain level pursuant to Section 1716(5) of the Education Law in the coming year, along with their title and annual salary;
- C. A school district report card detailing the academic and fiscal performance of the district; and
- D. A property tax report card to include:
 - 1. the amount of total spending and total estimated school tax levy that would result from adoption of the proposed budget and the percentage increase or decrease in total spending and total school tax levy from the school district budget for the preceding school year;
 - 2. the projected enrollment growth for the school year for which the budget is prepared, and the percentage change in enrollment from the previous year;
 - 3. the percentage increase in the consumer price index; and

BUDGET PUBLICATION AND HEARING

4.
 - the projected amount of the unappropriated unreserved fund balance that will be retained if the proposed budget is adopted;
 - the projected amount of the reserved fund balance;
 - the projected amount of the appropriated fund balance;
 - the percentage of the proposed budget that the unappropriated unreserved fund balance represents;
 - the actual unappropriated unreserved fund balance retained in the budget for the preceding school year;
 - and the percentage of the budget for the preceding school year that the actual unappropriated unreserved fund balance represents.
- IV. The Board may use district monies to present educational and informational material about the annual budget and related information to the voters. It shall not, however, use these funds to urge voters to cast their ballots in a particular fashion.

New York Mills Union Free School District

Legal Ref: Education Law Sections 1608(2)-(4), 1716 (2)-(4), 1721, 1804(4), 1903, 1906(1);
2002, 2004(1), 2021, 2022(2), 2035(2); and 8 NYCRR 170.2

Adopted: 04/23/02

Revised: 12/06/11

Reviewed: _____

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Draft 04/22/2014

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FISCAL MANAGEMENT

BUDGET TRANSFERS

- I. In accordance with Section 170.2(l) of the Regulations of the Commissioner of Education, the Board of Education authorizes the Superintendent to make transfers among and between budget categories for the value of five thousand dollars (\$5,000) or less, without prior approval of the Board. In a case where urgent or emergency transfer is necessary to permit the purchase of necessary items, the Superintendent may execute a transfer in excess of \$5,000 without advance approval, but subject to review by the Board at the next regular Board meeting. All other transfers require the approval of the Board of Education.
- II. Transfers may be made from items only when the original purpose for which the appropriation was made has been accomplished and shall not be made for any purpose(s) other than teachers' salaries or ordinary contingent expense. Transfers shall not be made into or out of the items of debt service and capital outlay.

New York Mills Union Free School District

Legal Ref: 8 N.Y.C.R.R. Section 170.2 (l)

Adopted: 09/05/06

Revised: 12/06/11

Reviewed: _____

CONTINGENCY BUDGET

- I. The annual district budget and any related propositions related thereto may be submitted to the voters only twice. If the original budget is not approved by the voters, the Board of Education may either resubmit the original or a revised budget to the voters for approval or adopt a contingency budget. If the Board decides to submit the budget to the voters a second time and the voters do not approve it, the Board will adopt a contingency budget and levy a tax for its implementation.
- II. The contingency budget will fund only teachers' salaries and those items the Board determines constitute "ordinary contingency expenses." Ordinary contingent expenses include pre-existing legal obligations of the district, those expenditures specifically authorized by statute, and other items necessary to maintain the education program, preserve property and assure the health and safety of students and staff.
- III. The contingency budget will comply with all state laws and regulations concerning the calculation of a contingent budget cap. The contingency budget will be prepared in accordance with the statutory spending limits on the administrative component of the contingency budget and on overall district spending. Specifically, the monies in the administrative component of the contingency budget will not exceed either the percentage of the administrative component of the district's prior year's budget, or the percentage the administrative component comprised in the last proposed defeated budget. In addition, the percentage increase in the district's total spending under the contingency budget in comparison to the district's total spending under the budget for the prior year will be limited to 120 percent of the consumer price index (CPI) or 4 percent, whichever is less. In determining total district spending, the Board will disregard the following types of expenditures:
 - IV. A. expenditures resulting from a tax certiorari proceeding;
 - B. expenditures resulting from a court order or judgment against the district;
 - C. emergency expenditures that are certified by the Commissioner of Education as necessary as a result of damage to, or destruction of, a school building or school equipment;
 - D. capital expenditures resulting from the construction, acquisition, reconstruction, rehabilitation or improvement of school facilities, including debt services and lease expenditures, subject to voter approval.
 - E. expenditures, attributable to projected increases in public school enrollment; and
 - F. non-recurring expenditures in the prior year's budget.
- V. In the event the Board elects or is required to adopt a contingency budget, it will pass a resolution officially doing so. That resolution will contain or refer to a statement which specifies the projected percentage increase or decrease in total spending for the school

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FISCAL MANAGEMENT

CONTINGENCY BUDGET

year and which explains the reasons why the Board disregarded any portion of the increase in spending in determining the contingency budget.

- VI. Before adopting the contingency budget, the Board shall refer it to the school attorney for review.

New York Mills Union Free School District
 Legal Ref: Education Law Section 2002; 2023; 2024
 Adopted: 04/23/02
 Revised: 12/06/11, _____

BORROWING OF FUNDS

I. Borrowing Purposes and Debt Instruments:

A. OPERATING BORROWINGS

The Local Finance Law authorizes operating borrowings to cover cash-flow shortfalls including: Revenue Anticipation Notes, Tax Anticipation Notes, or Budget Notes. These types of borrowings must be authorized by the Board of Education through the adoption of a formal Borrowing Resolution.

B. CAPITAL BORROWINGS

May include Bond Anticipation Notes, Statutory Installment Bonds, and Serial Bonds. These borrowings are only authorized for items for which a Period of Probable Usefulness has been established by the New York Legislature through Section 11.00 of the Local Finance Law. These borrowings, generally, may only be undertaken after a positive public majority vote at the Annual public budget vote and Board member election or special election. The Board of Education must formalize the authority for the indebtedness by adopting a legally complete formal bond resolution prior to any borrowing. The text of the bond resolution, vote and legal notices should be prepared by a recognized bond counsel. The Board of Education hereby delegates its authority to set the terms and conditions of any borrowing to the President of the Board of Education, as Chief Fiscal Officer of the District, in consultation with the Superintendent of Schools and legal counsel.

II. Borrowing Procedures:

The Superintendent, assisted by his/her staff and the District Financial Consultant, shall make recommendations to the Board of Education on the timing, bidding, terms and conditions of, placement and reporting on any borrowings. Operating borrowing recommendations shall be supported by a monthly cash flow estimate covering the time thereof and establishing the amount of such borrowing. The Superintendent is authorized to solicit and use the services of a Financial Consultant and Bond Counsel in planning and completing any borrowing to optimize the number of potential quotes and obtain lower market interest rates.

III. Written Reports:

All borrowings shall be documented in written reports outlining the details of each borrowing and the interest rate quotes received thereon. The written report shall first be

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FISCAL MANAGEMENT

BORROWING OF FUNDS

presented to the Superintendent who shall report thereon at the next regularly scheduled Board Meeting.

IV. Legal Opinion:

The use of the recognized "Red Book" (listing of bond attorneys) Bond Counsel is hereby approved to draft the legal notices, resolutions, borrowing instruments, and render his approving legal opinion on the legality and tax status of the debt instrument.

New York Mills Union Free School District

Adopted: 04/27/99

Revised: 01/03/12, _____

DEPOSITS

I. Depository Bank

- A. At the annual Reorganization Meeting, the Board shall designate one or more depository banks. The Board resolution shall specify the maximum amount which may be kept on deposit at any one time in each designated bank. Such designations and amounts may be changed at any time by further resolution.

B. Deposit Placement Program

The Board may authorize the designated depository bank to arrange for the redeposit of District funds in one or more other banking institutions (as defined in Section 9-r of the Banking Law) through a deposit placement program that meets all of the conditions set forth in Section 10(2)(a)(ii) of the General Municipal Law.

II. Security of Deposits

A. Acceptable Security

All deposits in excess of the amount insured under the provisions of the Federal Deposit Insurance Act shall be secured by at least one of the following methods:

1. a pledge of eligible securities, or a pro rata share of a pool of eligible securities, having an aggregate market value at least equal to the aggregate amount of District deposits held by the particular institution;
2. an eligible surety bond payable to the District in an amount equal to 100% of the aggregate amount of the District deposits held by the particular institution, and the agreed upon interest, if any, provided that the terms of the surety bond are first approved by the Board;
3. an eligible letter of credit payable to the District in an amount equal to 140% of the aggregate amount of the District deposits held by the particular institution, and the agreed upon interest, if any; or
4. an irrevocable letter of credit issued in favor of the District by a federal home loan bank whose commercial paper and other unsecured short-term debt obligations are rated in the highest rating category by at least one nationally recognized statistical rating organization, in an amount equal to 100% of the aggregate District deposits held by that bank, and the agreed upon interest, if any.

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FISCAL MANAGEMENT

DEPOSITS

B. Definitions

1. "Eligible securities," "eligible surety bond," and "eligible letter of credit" shall be those instruments so identified by Section 10 of the General Municipal Law.
2. For purposes of complying with this Policy, the market value of pledged securities shall be calculated in the manner provided in Section 10 of the General Municipal Law.

C. Additional Requirements Regarding Pledged Securities

1. Where security is provided by a pledge of securities, the pledge must be accompanied by a security agreement and a custodial agreement (which may be contained in a single document).
2. The security agreement shall include at least the following terms:
 - a. the eligible securities, or pro rata portion of a pool of eligible securities, is being pledged by the bank as security for the District's deposits, any agreed upon interest, and the costs of collecting those deposits in the event of a default;
 - b. the conditions under which the eligible securities, or pro rata portion of a pool of eligible securities, may be sold, presented for payment, substituted or released;
 - c. the events of default which will enable the District to exercise its rights against the pledged securities; and
 - d. all other terms deemed necessary and sufficient to secure the District's interest in the eligible securities, or pro rata portion of a pool of eligible securities.
3. The custodial agreement shall include at least the following terms:
 - a. that the eligible securities, or pro rata portion of a pool of eligible securities, will be held by the custodial institution as the agent of, and custodian for, the District;
 - b. that the eligible securities, or pro rata portion of a pool of eligible securities, will be kept separate and apart from the general assets of the custodial institution;
 - c. the manner in which the custodial institution shall confirm the receipt, release, or substitution of the collateral;
 - d. the frequency of revaluation of the collateral by the custodial

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FISCAL MANAGEMENT

DEPOSITS

- institution;
- e. the substitution of collateral when a change in the rating of a security causes the security to no longer be an eligible security; and
- f. all other terms deemed necessary and sufficient to secure the District's interest in the collateral.

New York Mills Union Free School District

Legal Ref: NYS Education Law Section 2523, General Municipal Law §10

Adopted: 01/03/12

Revised: _____

INVESTMENTS

I. Investment Objectives

Funds held by the District that are in excess of the amount required to meet short term cash flow needs, and are not otherwise encumbered, shall be invested to provide the District with the best rate of return available without exposing the principal to an unreasonable risk of loss.

All investments made on behalf of the District shall comply with the requirements of all applicable federal and state laws, including the Education Law, General Municipal Law, and Local Finance Law.

II. Authority to Invest District Funds

As permitted by Section 11 of the General Municipal Law, the Board of Education authorizes the Superintendent or designee, as an officer having custody of the District's funds, to invest the District's funds in a manner consistent with this Policy.

III. Standards for Selecting Investments

A. Prudence

All participants in the investment process shall act as custodians of the public trust and shall avoid any transaction that might impair public confidence in the District. They shall make investment decisions with the judgment and care exercised by a reasonably prudent person in the conduct of their own affairs.

B. Conflict Avoidance

All participants in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program or impair their ability to make impartial investment decisions.

C. Diversification

Investments of District funds, including bank deposits, are to be diversified in terms of the type of investments made, the maturity dates of investments, and the choice of financial institution or broker to place or hold the investment.

D. Permitted Investments

INVESTMENTS

Consistent with the other provisions of this Policy, the Superintendent or designee may invest funds in the following ways ~~purchase the following investments:~~

1. Special time deposit accounts;
2. Certificates of deposit;
3. Obligations of the United States of America;
4. Obligations guaranteed by agencies of the United States of America where the payment of principal and interest are guaranteed by the United States of America;
5. Obligations of the State of New York;
6. Certificates of deposits purchased by a bank or trust company in the manner described in, and meeting all the conditions of, Section 11(2)(a)(2) of the General Municipal Law; Participation (COPs) issued pursuant to General Municipal Law Section 109-b; and
7. Obligations of this local government, but only with any moneys in a reserve fund established pursuant to General Municipal Law Section 6-c, 6-d, 6-e, 6-g, 6-h, 6-j, 6-k, 6-l, 6-m, or 6-n.

E. Assured Availability

All investment obligations shall be payable or redeemable at the option of the District within such times as the proceeds will be needed to meet expenditures for purposes for which the moneys were provided and, in the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable at the option of the School District within two years of the date of purchase.

IV. Collateralization of Certain Investments

Investments in the form of special time deposits and certificates of deposit shall be collateralized as provided in Policy 4201 governing District deposits.

V. Purchase and Custody of Investments

A. Purchase of Investment Assets

The Superintendent or designee is authorized to contract for the purchase of investments:

INVESTMENTS

1. Directly, including through a repurchase agreement, from an authorized trading partner;
2. By participation in a cooperative investment program with another authorized governmental entity pursuant to Article 5G of the General Municipal Law where such program meets all the requirements set forth in the Office of the State Comptroller Opinion No. 88-46, and the specific program has been authorized by the Board; or
3. By utilizing an ongoing investment program with an authorized trading partner pursuant to a contract authorized by the Board.

B. Custody of Investment Assets

All purchased obligations, unless registered or inscribed in the name of the District, shall be purchased through, delivered to and held in the custody of a bank or trust company. Such obligations shall be purchased, sold or presented for redemption or payment by such bank or trust company only in accordance with prior written authorization from the officer authorized to make the investment. All such transactions shall be confirmed in writing to the District by the bank or trust company. Any obligation held in the custody of a bank or trust company shall be held pursuant to a written custodial agreement as described in General Municipal Law, Section 10.

C. Segregation of Investment Assets

The custodial agreement shall provide that securities held by the bank or trust company, as agent of and custodian for, the District, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement shall describe how the custodian shall confirm the receipt and release of the securities. Such agreement shall include all provisions necessary to provide the School District a perfected interest in the securities.

VI. Repurchase Agreements

Repurchase agreements are authorized subject to the following restrictions:

1. All repurchase agreements must be entered into subject to a Master Repurchase Agreement.

POLICY

Draft 04/22/2014
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INVESTMENTS

2. Trading partners are limited to banks or trust companies authorized to do business in New York State and primary reporting dealers.
3. Obligations shall be limited to obligations of the United States of America and obligations guaranteed by agencies of the United States of America.
4. No substitution of securities will be allowed.
5. The custodian shall be a party other than the trading partner.

VII. Authorized Financial Institutions and Dealers

A. Preparation and Review of List

The Superintendent or designee is responsible for maintaining a list of depositories, trading partners, and custodians whose financial position and record of operations warrants their use by the District. At least once each year, the Board shall review the list with the Superintendent, and adopt a list of approved financial institutions and firms, and designate a limit to the amount of investment to be made with each one.

B. Requirements

All financial institutions with which the District does business must be creditworthy. Banks must agree to provide their most recent Consolidated Report of Condition (Call Report) at the request of the District. Security dealers not affiliated with a bank must be classified as reporting dealers affiliated with the New York Federal Reserve Bank as primary dealers.

VIII. Annual Board Review of Policy

Each year, the Board shall review this Policy, and note that review in the minutes of the meeting at which it occurs.

New York Mills Union Free School District

Legal Ref: Sections 1709, 1723-a and 3652 of the New York State Education Law; Sections 10 and 11, General Municipal Law.

Adopted: 04/27/99

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

AUDIT COMMITTEE

I. Designation of Audit Committee

The New York Mills Union Free School District Board of Education has established a “Committee of the Whole” as the audit committee.

II. Role of the Audit Committee

A. The Audit Committee operates in an advisory capacity to the Board. Committee recommendations are not binding.

B. Specific duties of the Audit Committee include the following:

1. Recommend external auditors.
2. Meet with the external auditors prior to the start of the annual audit.
3. Review and discuss with the external auditor any risk assessment of the District’s fiscal situation.
4. Receive and review the draft annual audit report and management letter, and assist the Board in interpreting those documents.
5. Make a recommendation to the Board on whether to accept the annual audit report.
6. Review corrective action plans that are developed and assist the Board with implementation of those plans.
7. Assist in the oversight of the internal audit function (Policy 4302), including making recommendations regarding the appointment of the internal auditor, review significant findings and recommendations of the internal auditor, monitoring the implementation of such recommendations, and participating in the evaluation of the internal auditor.

C. The Audit Committee shall hold regularly scheduled meetings, and report to the Board not less than annually. The Audit Committee shall report to the Board at least the following:

1. The activities of the Audit Committee.
2. A summary of the minutes of the Committee’s meetings.

POLICY

Draft 05/01/2014 – No Revisions

4300

FISCAL MANAGEMENT

AUDIT COMMITTEE

3. Significant findings brought to the attention of the committee.
4. Any indications of suspected fraud, waste, or abuse.
5. Significant internal control findings.
6. Activities of the internal audit function.

New York Mills Union Free School District

Legal Ref: Education Law Section 21166; 8 NYCRR 170.12

Adopted: 09/03/13

Reviewed: _____

Policy

Draft 05/01/2014 – No Revisions

FISCAL MANAGEMENT

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ANNUAL AUDIT

I. External Audit

An audit of the accounts of the District shall be made annually by an independent certified public accounting firm selected by the Board after receiving the recommendation of the Audit Committee. The audit examination shall be conducted in accordance with generally accepted government accounting standards, and shall include all funds over which the Board has direct or supervisory control.

II. Engagement of Auditor

The Board shall engage an independent auditor for purposes of conducting the annual audit after conducting a competitive request-for-proposals (RFP) process. No engagement of an external auditor shall be for a period of more than five (5) years.

New York Mills Union Free School District

Legal Ref: Education Law Sections 1950, 2116-a(3); and 8 NYCRR 170.2, 170.3, 170.12

Adopted: 12/06/11

Reviewed: _____

INTERNAL AUDIT FUNCTION

I. Implementation

The District maintains an internal audit function that operates in conformance with Section 2116-b of the Education Law. Each year, the Board shall determine, by resolution, whether the internal audit function shall be performed during the following fiscal year by:

- existing District personnel who have the required professional qualifications and who shall have no responsibility for other business operations of the District while performing the internal audit function;
- inter-municipal agreement;
- shared services obtained through a cooperative educational services agreement authorized by Section 1950 of the Education Law; or
- independent contractor(s).

The Board shall make this determination after receiving a recommendation from the Audit Committee.

II. Scope of Work

It shall be the responsibility of the person performing the internal audit function to:

- develop a risk assessment of District operations based on, at a minimum, a review of the District's financial policies and procedures, and a test and evaluation of District internal controls;
- review and update the risk assessment each year;
- annually test and evaluate one or more areas of the District's internal controls, taking into account risk, control weaknesses, size, and complexity of operations; and
- report to the Board significant risk assessment findings, with recommended changes for reducing identified risks and strengthening internal controls, and proposed time frames for implementing the recommendations; these reports shall be made at least annually, and more frequently if requested by the Board.

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INTERNAL AUDIT FUNCTION

III. Independence

The person performing the internal audit function shall report directly to the Board, and must meet professional standards for independence of the internal audit function.

New York Mills Union Free School District

Legal Ref: Education Law Sections 1950, 2116; and 8 NYCRR 170.12

Adopted: 10/02/07

Revised: 12/06/11

Reviewed: _____

AUDITING CLAIMS FOR PAYMENT

I. Purpose and Board Responsibility

This Policy governs the payment of claims against the District of any sort, including payment for goods, services, payroll, and reimbursement of expenses. The claims audit process consists of confirming that the purchase was authorized, the product was received, the amount claimed is accurate, and there is supporting documentation. A warrant compiling approved claims is prepared and submitted to the Treasurer for payment.

The Board may appoint, by resolution, a Claims Auditor to perform this function. If the Board creates the Office of Claims Auditor, its operation shall be governed by the provisions of Part II of this Policy. If the Board does not appoint a Claims Auditor, or abolishes the office, the Board is responsible for performing the claims audit function directly.

II. Office of Claims Auditor

A. Reporting

1. The Claims Auditor shall report directly to the Board of Education, and the performance of the duties of Claim Auditor shall be evaluated by the Board.
2. The Claims Auditor shall report to the Audit Committee semi-annually, or more frequently if requested by the Audit Committee.

B. Authority

The Claims Auditor is invested with, and shall exercise, the full powers of the Board to audit, allow, or reject any account, charge, claim, or demand against the District.

C. Duties

1. The Board shall review the duties of the Claims Adjuster position with the Claims Adjuster at least annually.
2. The Claims Adjuster shall be responsible to perform all of the duties imposed by law on the Board with respect to the claims auditing process, including:
 - examine demands against the District;
 - determine that the proposed payment is for a valid and legal purpose;
 - determine that the obligation was approved by an authorized District official;

AUDITING CLAIMS FOR PAYMENT

- determine that the product or service for which payment is demanded was received;
 - determine that the payment demanded does not exceed the available appropriation;
 - determine that the voucher is in proper form, is mathematically correct, does not duplicate previously paid charges, and is in agreement with the purchase order; and
 - meet other requirements established by regulations of the State Education Department and the Office of State Comptroller.
3. The Claims Auditor shall be alert to any indications of fraud, abuse, or illegal acts. If the Claims Auditor detects apparent violations of law or apparent instances of abuse by an employee or other vendor, or information that such behavior may occur, the Claims Auditor shall report directly to the Board of Education.

D. Eligibility

1. The Claims Adjuster shall not be required to be a resident of the District.
2. The Claims Auditor position shall be classified as an exempt civil service position.
3. The following persons are prohibited from holding the position of Claims Auditor:
 - a. a member of the Board of Education;
 - b. the District Clerk of the Board of Education or the District Treasurer;
 - c. the Superintendent of Schools or other official responsible for business management;
 - d. the person designated as purchasing agent;
 - e. clerical or professional personnel directly involved in accounting and purchasing functions of the school district;
 - f. the individual or entity responsible for the internal audit function;
 - g. the independent auditor responsible for the annual external audit of the financial statements; and

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AUDITING CLAIMS FOR PAYMENT

- h. a close family member (parent, sibling or nondependent child) or an immediate family member (spouse, spouse equivalent, or dependent (whether or not related)) of an employee, officer, or contractor providing services to the District.

New York Mills Union Free School District

Legal Ref: Education Law Sections 1604, 1709, 1724, 1950, 2526

Adopted: 10/02/07

Revised: 12/06/11

Reviewed: _____

GENERAL PROCUREMENT STANDARDS

I. Competitive Bidding

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

- A. If the total purchases of a commodity, service, or technology during the twelve month period following the date of the first purchase is reasonably expected to total more than the threshold amounts described above, then the purchase shall be made through the competitive bidding process.
- B. If a commodity, service, or technology is potentially subject to the bidding requirements of Section 103 of the General Municipal Law, but it has been purchased without competitive bidding in an amount less than the threshold amounts described above, then additional purchases of that commodity, service, or technology from the same provider are not permitted if the additional purchase would cause the total value of the reasonably expected purchases of that commodity, service, or technology over a twelve month period to exceed the threshold amounts for competitive bidding.
- C. Pursuant to the Iran Divestment Act of 2012, each bidder or offeror must certify that they are not on the list created and maintained by the State Office of General Services (OGS).

II. Purchasing Without Competitive Bidding

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

III. Standardization

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

FISCAL MANAGEMENT

GENERAL PROCUREMENT STANDARDS

IV. Instructional Materials

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

V. Responsibilities

- A. The Superintendent and the School Business Official may develop more specific procurement procedures for the guidance of District employees that are consistent with these Policies. They shall insure that all District employees involved in purchasing and business functions are familiar with these Policies and that all District employees follow these Policies.
- B. The Purchasing Agent, designated by the Board of Education, is responsible for operating the purchasing program in compliance with these procedures.
- C. Each employee involved in the procurement process is responsible to become familiar with these procedures and to follow their requirements, to seek clarification and direction from the Purchasing Agent whenever they are unsure how to proceed in compliance with these Policies, and to inform the Purchasing Agent of any concerns regarding compliance.

VI. Personal Purchasing Prohibited

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

VII. Annual Review

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

New York Mills Union Free School District

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

Adopted: 06/09/92

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

COMPETITIVE BIDDING

- I. Competitive Bidding Required
 - A. The Purchasing Agent shall insure that a competitive bidding process compliant with the General Municipal Law and these Policies is conducted prior to entering into:
 1. a public works contract involving an expenditure of more than \$35,000; contracts for the purchase of labor, construction, and some services fall into this category;
 2. a purchase contract involving an expenditure of more than \$20,000; contracts for the purchase of materials, equipment, and supplies fall into this category; or
 3. a lease of personal property for a period of time not to exceed the current school year.
 - B. In the event that a contract combines the provision of professional services not subject to the bidding requirement, and a purchase that is otherwise subject to the bidding requirement, the District will determine whether the professional service or the purchase is the predominant part of the transaction, and proceed with the bidding process if the purchase component is predominant and is in excess of the applicable monetary threshold.
- II. Competitive Bidding Not Required
 - A. Contracts for public work or the purchase of supplies, material, or equipment may be entered into without competitive bidding in the case of a public emergency arising out of an accident or other unforeseen occurrence that creates circumstances that require immediate action to preserve public property or the life, health, safety, or property of District residents, employees, or students.
 - B. Surplus and second-hand supplies, materials, and equipment may be purchased without competitive bidding from the federal government, the State of New York, or another political subdivision or district within the State.
 - C. Competitive bidding is not required when there is, in fact, only one source for the product or service being purchased. This exception includes monopoly markets, such as public utilities.
 - D. Competitive bidding is not required for the procurement of professional services which, because of the specialized or confidential nature of the services, do not lend

FISCAL MANAGEMENT

COMPETITIVE BIDDING

themselves to procurement through competitive bidding.

III. The Bidding Process

- A. The Purchasing Agent has the authority to prepare, advertise and open bids for all purchase contracts and contracts for public work.
- B. A Notice to Bidders shall be published in the officially designated newspaper commencing not less than five (5) days prior to the bid opening date. Notices may also be mailed to potential bidders sufficiently in advance of the scheduled bid opening date to permit timely preparation and submission of bids.
- C. Bids shall be received until the opening time designated in the official notice. All bids shall be date stamped upon receipt and shall be kept in a safe, locked location until the time of opening.
- D. Bids may be received through electronic format where the Purchasing Agent has confirmed that the District's hardware and software enable it to:
 - 1. comply with Article Three of the State Technology Law, and related regulation;
 - 2. document the time and date of receipt;
 - 3. authenticate the identity of the sender;
 - 4. maintain the security of the information transmitted; and
 - 5. maintain the confidentiality of the information of the bid or offer until the date and time of bid opening.
- E. Bids shall be opened at the time and place set forth in the Notice to Bidders. There will be at least three (3) district employees present at each bid opening, including the Purchasing Agent or the Purchasing Agent's designee. All interested parties may also attend the opening of bids.
- F. After being opened, all bids shall be recorded and analyzed. The Purchasing Agent shall make a recommendation to the Board of Education regarding an award on the basis of best value (as defined in Section 163 of the State Finance Law) to a responsible and responsive bidder. Alternatively, the Purchasing Agent may recommend that all bids be rejected, as to the lowest responsible bidder who has met or complied with the bid specifications.

In the event there are two or more bona fide low responsible bidders, the Board may make an award to one of the low bidders or, in its discretion, it may reject all the bids and re-advertise the purchase.

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Draft 05/01/2014
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COMPETITIVE BIDDING

- G. Bid bonds, deposits or performance bonds may be required, at the discretion of the Purchasing Agent. The need for such security can be determined on a case-by-case basis.
- H. Every bid shall contain the certification, properly executed by the bidder, required by Section 103-d of the General Municipal Law.
- I. Minor deviations from specifications or compliance with bidding requirements may be waived by the Board, upon the recommendation of the Purchasing Agent. The Purchasing Agent shall determine all questions of comparability or equivalency.
- J. State contracts and group bids through the BOCES Cooperative Purchasing may be used to fulfill bid requirements.

IV. Residence of Bidders

Residence or place of business of local bidders may be a consideration only in cases where identical bids have been submitted except where it is in the best interest of the School District, purchases shall be made from local vendors.

New York Mills Union Free School District

Adopted: 06/09/92

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

NON-BID PURCHASING

I. Objective

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

II. Methods of Solicitation and Documentation

A. Verbal Quotations

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

B. Written Quotations

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

C. Requests for Proposals (RFP)

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

FISCAL MANAGEMENT

NON-BID PURCHASING

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

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

D. List of Vendors

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

III. Comparable Proposals Required

A. General Categories

1. Prior to entering into a purchase contract involving an expenditure of less than \$1,000, the responsible officer or employee shall solicit and document three (3) verbal quotes.
2. Prior to entering into a purchase contract involving an expenditure of between \$1,000 and \$20,000, the responsible officer or employee shall solicit and document three (3) written quotes.
3. Prior to entering into a public works contract involving an expenditure of less than \$20,000, the responsible officer or employee shall solicit and document three (3) verbal quotes.
4. Prior to entering into a purchase contract involving an expenditure between \$20,000 and \$35,000, the responsible officer or employee shall solicit and document three (3) written quotes.

NON-BID PURCHASING

B. Specific Categories

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

IV. Comparable Proposals Not Required

A. Emergencies

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

B. Sole Source Situations

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

C. Professional Services

When feasible, professional services should be retained after considering information about the prices charged by alternative service providers. However, the

NON-BID PURCHASING

specialized and confidential nature of some professional services makes them unsuitable for purchase through competitive proposals. For that reason, the Board shall monitor the District's use of professional services and periodically issue Requests for Proposals to assess the cost effectiveness of the services being utilized by the District.

D. Minor Purchases

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

E. Purchases Through County

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

F. Other Special Source Purchases

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

V. Purchasing

A. Tie Quotations

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

B. Purchase Order

NON-BID PURCHASING

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

C. Purchase Other than for Lowest Quoted Price

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

D. No Quotes Received

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

New York Mills Union Free School District

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

Adopted: 06/09/92

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

Regulation

FISCAL MANAGEMENT

Draft 05/01/2014
4402.1

PROCUREMENT OF GOODS AND SERVICES QUOTE FORM

Quote Number _____ (of 3 required)

Vendor/Company Name: _____

Phone #: _____ Date Contacted: _____

Person giving quote: _____

Item description: _____

Will item be used for instructional purposes? Yes _____ No _____

If yes, please detail alternative instructional formats available from your company for students with disabilities:

Delivered price: _____
(Include labor and mileage, if applicable.)

Delivery Date: _____

Period of time quoted price is in effect: _____

Quote received by: _____

Department: _____

New York Mills Union Free School District

Adopted: 01/07/03

Revised: 01/03/12

Reviewed: _____

6. Pd

2014 New York Mills Night Time Talent Show

Friday, May 30th – 7:00 PM – New York Mill Auditorium

The NYM Music, Art, and Drama Boosters would invite all students, graduates and school staff to be a part of Annual NYM Talent/Art Show! We encourage you to bring in your personal Art (in Good Taste) to display in the lobby. Tables, tape, thumb tacks, and display boards will be provided as early as 3:00 Friday afternoon on May 30th. We would like the show set up by 5:00 PM. We are looking for comedy, singing, dancing, bands, drama, and variety acts of all kinds! Teachers can perform with students, kids can perform with parents, and high school students can perform with elementary students. Any combination!! We want this to be a fun and entertaining evening and we want **variety!**

- 1 – Please be sure your act is appropriate for all ages. No inappropriate attire, language, gestures, or behavior will be tolerated. This is meant to be fun.
- 2 – Act should be about 3 minutes in length or less. If longer, please discuss this with us.

In order to be included in this opportunity, please complete and return the attached form as soon as possible but no later than May 9th. Please note, the students will be required to practice and prepare for the talent show on their own as MAD Boosters will schedule two – three rehearsals only, time permitting. If we receive an overwhelming response, we might need to limit the number of acts.

.....

Performers Name(s)/Grade(s) _____

Parent(s) Name _____

Estimated length of act: _____ E-mail _____ Phone # _____

Description: _____

Art Show - I will bring in a sculpture/painting/drawing/ (Art Work can be dropped off to the Art teachers prior to Friday

Contact us at MADBoosters@NewYorkMills.org or call or text Bernie Edwards 520-6226

**NEW YORK MILLS ELEMENTARY SCHOOL
ELEMENTARY ARTS FEST / SPECIAL PERSON'S DAY
MAY 16, 2014**

Dear Parents/Guardians,

We are pleased to announce the New York Mills Elementary School Arts Fest/Special Person's Day is Friday, May 16, 2014. Activities are scheduled from 9:00 to 11:25 AM for K – 2 students and their guests, and from 8:50 AM – 12:30 PM for grades 3-6 students and their guests. All students are encouraged to invite ONE special person to this event. This can be anyone such as a parent, grandparent, Aunt, Uncle, neighbor, etc. **We cannot accommodate additional guests or small children due to space constraints and fire codes.** We hope you will enjoy the special events we have planned. The general schedule for this day will include:

- 8:15-8:50** **Guests Register** in the main lobby and proceed to classrooms and/or auditorium. *No refreshments will be served.* You are welcome to enjoy the Art Show while you wait for the day to begin!
- 9:00-9:40** **Opening act for K- 2.** Please be signed in and prepared to enter the auditorium by 8:45 to ensure that you will be seated with your child for this performance. **Classes will meet you in the lobby and there is no need to go to the classroom.**
- 9:40-11:25** **Grades K-2 Arts Fest workshops**
Special Persons Day/Arts Fest concludes at 11:25 for K – 2. Students will resume their regularly scheduled classes at that time.
- 8:50 – 11:25** **Grades 3 – 6 Arts Fest workshops.** You will be directed to your child's classroom or the location of your first workshop.
- 11:30 - 12:30** **Grades 3 - 6 – Attend grades 5-6 Variety Show, auditorium.**
Special Person's Day/Arts Fest concludes at 12:30 PM for grades 3 – 6. Students will resume their regularly scheduled classes at that time.

PLEASE NOTE:

- ☺ **We will be unable to accommodate guests for lunch or afternoon activities.**
- ☺ **Your child's safety and education are our primary concerns.**
- ☺ **All visitors must sign in,** present their ID, and wear their nametags throughout the morning.
- ☺ **Children may not leave with visitors** when the event concludes.
- ☺ All students will maintain a regular schedule of arrival and dismissal times.
- ☺ **Some Arts Fest activities involve paint, dye, glue, and other messy materials.**
Please be sure that students and guests are dressed accordingly.
- ☺ Guests will move throughout the building for activities. Be sure to wear comfortable walking shoes.
- ☺ We know that some guests may be unable to stay for the entire event.
Please feel free to attend all or part of our scheduled activities.
- ☺ Thank you for your cooperation and participation.

Sincerely,

Bernice Edwards, M.A.D. Boosters President

Please complete and return this reservation form ASAP, with a deadline of Friday May 06th, 2014.

Name of Child: _____ Teacher: _____

Please reserve a seat for the following "special person". This can be any adult your child chooses to share this wonderful and exciting day with! **Pre-registration is required for all guests.** Due to space and seating constraints, guests must be limited to one adult only:

Name of Special Person attending: _____

I understand that my child may not leave with his/her guest at the conclusion of this event

Parent/Guardian Signature: _____ Date: _____

6.20



Home > Best High Schools > New York > Districts > New York Mills Union Free School District > New York Mills Junior Senior High School

New York Mills Junior Senior High School

Overview

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Tweet	Like	8+1

OVERVIEW STUDENT BODY TEST SCORES

2014 Academic Indicators		07-12 Grades	273 Students	22 Teachers
National Rank	#1,425	New York Mills Junior Senior High School		
College Readiness Index	27.2	1 MARAUDER BLVD		
Math Proficiency	3.3	NEW YORK MILLS, NY 13417		
English Proficiency	3.6	Phone: (315) 768-8124		
Student/Teacher Ratio	12:1	District: New York Mills Union Free School District		

Overview

New York Mills Junior Senior High School is ranked 115th within New York. Students have the opportunity to take Advanced Placement® course work and exams. The AP® participation rate at New York Mills Junior Senior High School is 50 percent. The student body makeup is 53 percent male and 47 percent female, and the total minority enrollment is 8 percent. New York Mills Junior Senior High School is the only high school in the New York Mills Union Free School District.

Rankings / Awards

This details how this school compares with others based on U.S. News ranking criteria.

Medal Awarded	Silver
National Rank	#1425
State Rank	#115

See Best High Schools in New York

Students / Teachers

These counts and percentages of students and teachers are from data reported by schools to the government.

Total Enrollment	273
Total Minority Enrollment (% of total)	8%
Total Economically Disadvantaged (% of total)	32%
Full-Time Teachers	22

More About Student Body

Test Scores

U.S. News calculates these values based on student performance on state exit exams and internationally available exams on college-level course work (AP®/IB exams).

Proficient in English	100%
Proficient in Math	98%
College Readiness Index	27.2

More About Test Scores

School Data

School profile information is based on government data.

Grades Served	07 – 12
Setting	Mid-size Suburb
Charter School	No
Magnet School	No
Receives Title I Funding	Yes

District

This information relates to high schools run by this school's state operating agency. Many districts contain only one high school.

Total Schools	1
Total Students	273
Proficient in English (district average)	100%
Proficient in Math (district average)	98%
College Readiness (district average)	27.2

Data are based on the 2011-2012 school year.

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Data Driven Instruction : Local Superintendents

All teachers incorporate results from analysis of periodic common assessments and/or performance tasks to inform instruction and address student misconceptions and preconceptions.

Are periodic common assessments and/or performance tasks available across the district which measure grade level progress on the CCSS as defined by the NYSED Assessment Design documents?

(see attached screen shot)

Are principals accountable for establishing and monitoring regular analysis meetings (as defined by the DDI Implementation Rubric) through which teachers make meaning out of student work / data and plan next steps to solve for misconceptions and preconceptions? (rubric attached)

Are principals accountable for consequential changes in teacher practice based on action plans which result from analysis meetings that follow a protocol such as the Analysis Meeting Protocol? (protocol attached)

Do principals have the opportunity and accountability for sharing results of, and reactions to, analysis meetings?

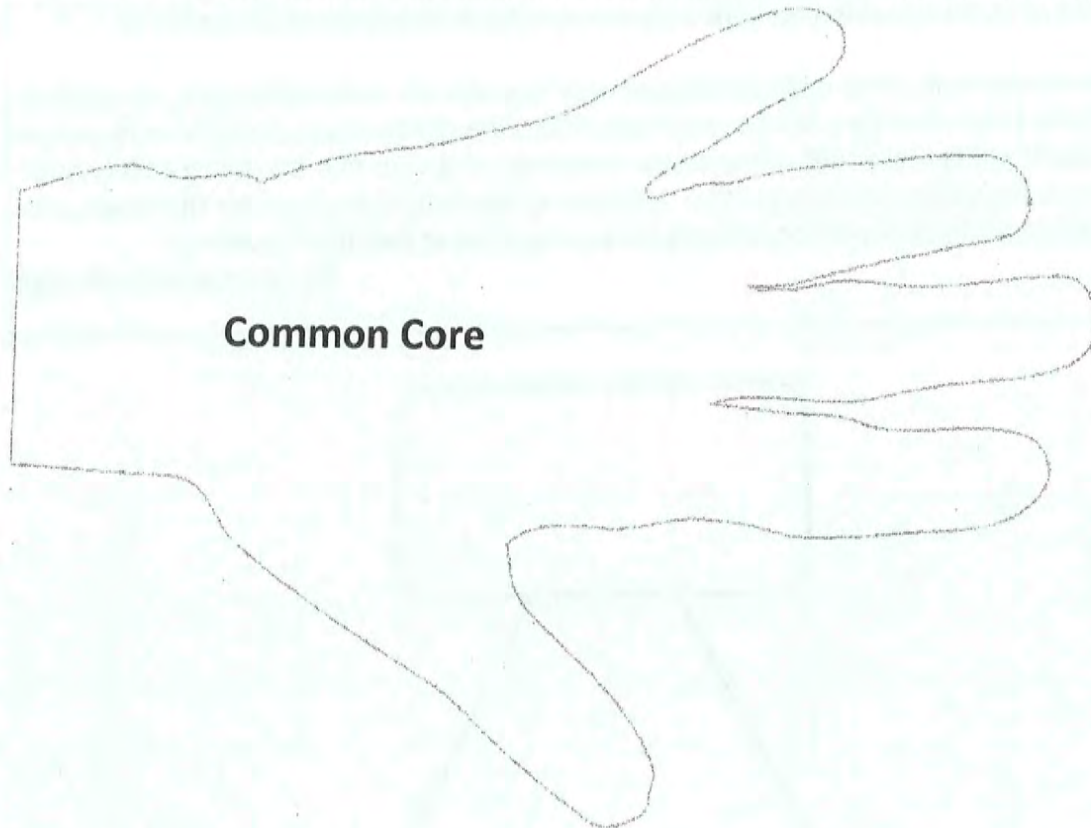
Data Driven Instruction (DDI)

All teachers incorporate results from analysis of periodic common assessments and/or performance tasks to inform instruction and address student misconceptions & preconceptions.

Teachers...	Principals...	Local Superintendents...	Network Teams...	District Superintendents...
<ul style="list-style-type: none"> Administer periodic common assessments and/or performance tasks which measure grade level progress on the Common Core State Standards as defined by the NYSED Assessment Design Documents. Conduct test/task-in-hand analysis meetings that follow a protocol such as the Analysis Meeting Protocol. Re-teach/ adjust teaching practice based on analysis of student progress against the Common Core State Standards. 	<ul style="list-style-type: none"> Use the DDI Implementation Rubric to guide the management of school schedule, teacher professional development, and school culture to ensure: <ul style="list-style-type: none"> Periodic common assessments and/or performance tasks which measure grade level progress on the Common Core State Standards as defined by the NYSED Assessment Design Documents are administered. Cohorts of teachers conduct test/task-in-hand analysis meetings that follow a protocol such as the Analysis Meeting Protocol. All teachers are thoughtfully re-teaching/ adjusting teaching practice based on analysis of student progress against the Common Core State Standards. 	<ul style="list-style-type: none"> Work with principals to ensure that periodic common assessments and/or performance tasks are available across the district which measure grade level progress on the Common Core State Standards as defined by the NYSED Assessment Design Documents. Hold principals accountable for establishing and monitoring regular analysis meetings (as defined by the DDI Implementation Rubric) through which teachers make meaning out of student work/ data and plan next steps to solve for misconceptions and preconceptions. Hold principals accountable for consequential changes in teacher practice based on action plans which result from analysis meetings that follow a protocol such as the Analysis Meeting Protocol. Provide opportunities and accountability for principals sharing results of and reactions to analysis meetings. 	<ul style="list-style-type: none"> Train principals, teachers, coaches, and district leaders on the effective use of periodic assessment and/or performance task data on student progress against the Common Core State Standards to cultivate constant improvements in instruction. Train principals, teachers, coaches, and district leaders on the effective use of the DDI Implementation Rubric. Observe analysis meetings and give feedback to team leaders, principals, coaches, and district leaders on the progress of DDI implementation, including the quality of analysis meetings and consequential changes in teacher practice based on action plans which result from analysis meetings that follow a protocol such as the Analysis Meeting Protocol. Support cross-school and cross-district sharing and learning on DDI practices and conclusions. 	<ul style="list-style-type: none"> Convene Local Superintendents to have targeted conversations around challenges and solutions of implementation of DDI. Lead the evaluation of current periodic common assessments and/or performance tasks to ensure alignment to the Common Core State Standards as defined by the NYSED Assessment Design Documents, so that instructionally-relevant information can be gleaned from each assessment, and that chosen assessments are complimentary to one another in providing actionable information. Hold Network Teams accountable for providing training and support around the high quality implementation of a DDI model, as defined by the DDI Implementation Rubric, which measures student progress against the Common Core State Standards in every school across the region. Constantly message importance of, provide support to, and hold Local Superintendents accountable for improving the quality implementation of DDI.

How About the Common Core?

Now think about the Common Core. What would a Hand of Knowledge for the Common Core look like?



The Common Core Mission Statement

DIRECTIONS:

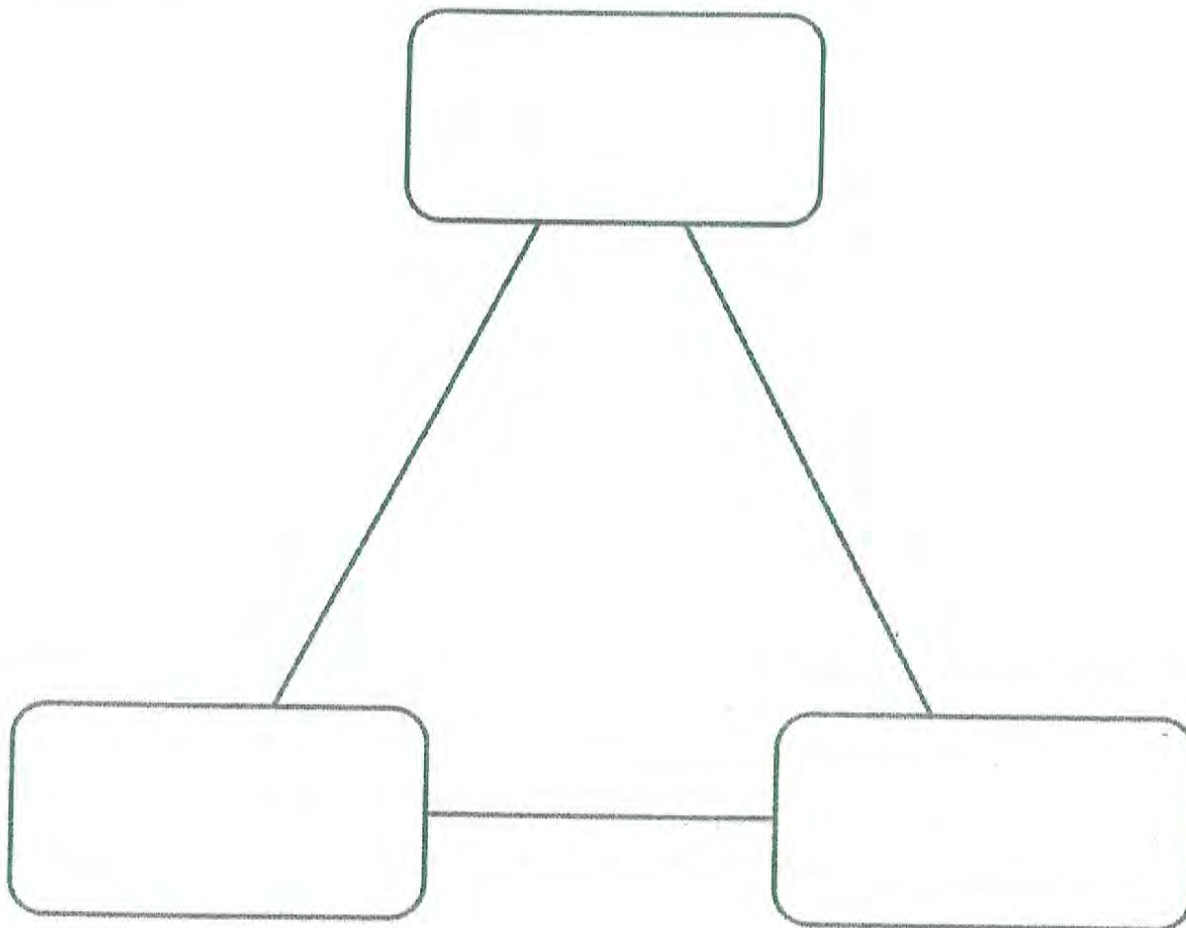
1. Read the Common Core mission statement and select three words that you feel are important.
2. Place each word in one of the boxes of the Association Triangle.
3. Write a sentence on the line between each of the words that explains the connection between them.
4. In the middle of the triangle write a one-sentence summary that explains the "big idea" of the mission statement.

The Common Core Mission Statement

According to its mission statement, the Common Core State Standards Initiative aims to

“provide a consistent, clear understanding of what students are expected to learn, so teachers and parents know what they need to do to help them. The standards are designed to be robust and relevant to the real world, reflecting the knowledge and skills that our young people need for success in college and careers. With American students fully prepared for the future, our communities will be best positioned to compete successfully in the global economy.”

(www.corestandards.org)



TO: Mr. Howard Mettelman

FROM: Kathy Houghton

RE: 3-8 Assessments (Refusals & Absentees)

DATE: April 3, 2014

Refusals and Absentee numbers for New York Mills UFSD. There are 273 total students in grades 3-8 that attend school in district.

<u>Grade</u>	<u>Refused</u>	<u>Absent</u>	<u>Refused</u>	<u>Absent</u>	<u>Refused</u>	<u>Absent</u>
	4/1	4/1	4/2	4/2	4/3	4/3
Third	3	0	4	0	4	1
Fourth	9	1	10	1	10	1
Fifth	5	2	5	1	5	1
Sixth	2	1	2	1	2	1
Seventh	10	1	12	0	13	0
Eighth	10	0	10	3	10	0
Total	40	5	43	6	44	4

TO: Mr. Howard Mettelman, OHM BOCES District Superintendent

FROM: Kathy Houghton, New York Mills UFSD Superintendent of Schools

RE: Grades 3-8 Math Assessments (Refusals & Absentees)

DATE: May 2, 2014

Below is a report of Refusals and Absentee numbers for our grades 3-8 NYS Math assessment at New York Mills UFSD. There are 273 total students in grades 3-8 that *attend school in district*.

<u>Grade Level Enrollment</u>	<u>Refused</u> 4/30	<u>Absent</u> 4/30	<u>Refused</u> 5/1	<u>Absent</u> 5/1	<u>Refused</u> 5/2	<u>Absent</u> 5/2
Third 44	5	2	5	3	5	0
Fourth 47	10	0	10	2	10	2
Fifth 52	9	0	9	1	9	1
Sixth 48	4	1	4	0	4	2
Seventh 54	25	2	27	0	27	0
Eighth 28	21	0	22	0	23	0
Total 273	74	5	77	6	78	5

District Office Time Capsule

- ❖ *Board of Education Picture with Signatures*
- ❖ *New York Mills School Mission & Goals*
- ❖ *Strategic Plan*
- ❖ *District Calendar*
- ❖ *District Newsletter(s)*
- ❖ *District Floor Plan*
- ❖ *District Directory (with Signatures)*
- ❖ *New York Mills Marauder Pride Pin*
- ❖ *Board of Education Agenda*
- ❖ *Board of Education Minutes*
- ❖ *2014-15 School Budget*
- ❖ *Programs/Pictures from Centennial Events*
- ❖ *Money: Bills and Coins*
- ❖ *Cellphone*
- ❖ *New York Mills Fire Department Patch and Membership Info*

Elementary Time Capsule Table of Contents

- *Kindergarten classes: student drawn pictures of their faces with their signatures and a compilation of relevant class favorite things*
- *First Grade: Flash drive of the two A-Z books that they published*
- *Second Grade: Graph of students' favorite things in New York Mills*
- *Third grade: Alphabet book full of favorite pop culture things and icons*
- *Fourth grade: Compilation of pictures of various landmarks and businesses in New York Mills*
- *Fifth grade: picture of the class, popular places in New York Mills, Mills money, list of favorite popular places to eat, tv shows, movies etc. newspaper article of the boys basketball state championship win*
- *Sixth grade: Walmart receipt, mills money, copy of the sixth grade schedule, and class picture*
- *Office: signatures of all students, elementary school newsletters for 2013-14, parents' guide to common core state standards, the 2013 ADHD panel Q and A advertisement, an autism awareness pin, picture of the faculty, the bucket filling forms, science fair t-shirt, and the school improvement plan.*

2014 Time Capsule Contents

7th grade contributed tickets for pasta dinner, parent letter, and poster.

8th grade contributed a list of Hot Trends of 2013 and a picture collage to accompany it.

9th grade contributed a picture of class with signatures.

10th grade submitted a group picture and a flyer from their "Friday Floats" fundraiser.

11th grade see the next two pages

12th grade Time Capsule Submissions

- Senior selfies
- Senior class picture (however, when we asked Mrs. Lachut for this, she said Michelle was doing class pictures...so I'm not sure what's going on with that)
- Flash drive (this has the selfies and the musical on it as well)
- Musical program and tickets
- State Championship Basketball tickets from 2011 and 2014
- Prom tickets from 2013 and 2014
- President's message from yearbook

Student Council - poster for the semi-formal, game night, hall decorating rules, semi-formal tickets, soup-er bowl challenge poster, Homecoming spirit week results, March milkshake sale poster, free milkshake sale ticket

AP literature - photo from their version of a 60 second version of Macbeth with names listed on back and the script that was followed.

Class of 2015: Time Capsule Submission

☆ **"Happy" 100th Birthday Video**

- Katie Morrissey filmed the entire school singing, dancing, and clapping along to happy. The video will show some of the main sections of the school, as well as the students and their choice of fashion.
-

☆ **Marauder Match-Up**

- A flyer and information on the junior class fundraiser will be included.

☆ **Treasure Hunt**

- The juniors created a 14x14x14 inch laser-etched stainless steel box which they plan to bury full of "treasure". They also created six clues to assist future classes in finding the Treasure Chest.
- Clue #1 is a "Location Limerick," a poem that leads to another place in the school building and a second poetry passage. The second poem will lead to a third location and a third poem that will guide the hunters to the Treasure Chest.
- We also included three more clues in case those clues get lost or moved.
- Clue #2 is a list of math equations that will give treasure hunters the latitude and longitude of the location of the Treasure Chest.
- Clue #3 is a 41-piece puzzle that, when assembled, will display a satellite image of the school and the location of the Treasure Chest.
- Clue #4 is an answer key which includes the answers to all of the previous clues plus an exact replica of Clue #3 as one black-and-white full image. Treasure hunters will use Clue #4 only after they have been unsuccessful for Clue Numbers 1, 2, and 3.

☆ **Treasure Chest**

- Once exhumed, hunters will find the following items in the treasure chest:
 - an iPod
 - a Twinkie
 - a t-shirt from the Marauder Match-Up
 - a school calendar
 - a school lunch menu
 - a copy of the current PSAT (changing in 2016)
 - a copy of current vocabulary and grammar books
 - Two TIME magazines (March: the "Ideas Issue," including 31 ideas to make the world smarter, and April: "The 100 Most Influential People")
 - a picture of Derek Jeter (retiring from the MLB in 2014)
 - a mixed CD of current songs

- a play program and tickets from “Bye Bye Birdie”
- the 2011 school yearbook from
- current gym uniform shorts
- a current Varsity letter
- a copy of the junior class’s favorite book, *Night*, by Elie Wiesel
- pictures of the juniors from kindergarten through eleventh grade
- another copy of the “Happy” video
- a video of student and school official interviews to commemorate the centennial celebration of NYM
- a basketball ticket from Glens Falls on the day of the state championship game, signed by all of the players.