



BOARD OF EDUCATION MEETING
TUESDAY, APRIL 1, 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 Presentation – Debbie Price, Bus Dispatcher and Steve Abel, Mechanic Bus Lease vs. Purchase Feasibility Study

2. Communications

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

3. Consent Agenda

- 3.1 Board of Education Minutes for meeting held March 18, 2014
- 3.2 Business Office Reports for Month ending February 2014
- 3.3 CSE Reports
 - a. Minutes of meetings held 3/11/14
 - b. Minutes of meetings held 3/12/14
 - c. Minutes of meetings held 3/13/14
 - d. Minutes of meeting held 3/14/14
 - e. Minutes of meetings held 3/17/14
 - f. Minutes of meetings held 3/18/14
 - g. Minutes of meetings held 3/19/14
 - h. Minutes of meetings held 3/20/14
 - i. Minutes of meetings held 3/24/14
 - j. Minutes of meetings held 3/25/14

4. Old Business

- 4.1 2nd reading of Policy #2001, Number of Board Members and Term of Officer; #2002, Qualifications of a Board of Education Member; #2003, Responsibilities of Board Members; #2004, Nomination and Election of Board of Education Members, #2005, Resignation, Dismissal and Filling Vacancies; #2006 Board of Education Ground Rules,

#2100 Powers and Duties of the Board; #2101 Annual Organizational Meeting; #2102 Duties of the District Clerk; #2103, Duties of the Treasurer; #2104, Duties of the District Tax Collector, #2105, Duties of the School Activities Treasurer(s); and #2106, Officers – Action

4.2 2014-15 Budget Worksheets & PowerPoint - Action

5. New Business

5.1 Resolution to Create a .33 Instructional Position - Action

5.2 Personnel Report – Action

5.3 2014-15 School District Calendar – Action

5.4 2014 District Survey Approval - Action

5.5 1st 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

6. Building Reports

6.1 Elementary Building Report

a. Kindergarten Tree Planting Ceremony

b. K-3 Music in Our Schools Month Concert

6.2 Secondary Building Report

a. Assembly to Honor NYS Boys' Varsity Basketball Class D Champions

b. Updated 2014-15 Jr.-Sr. HS Course Enrollment

7. Superintendent's Report

7.1 Jr.-Sr. High8 Spring Musical – “Bye, Bye Birdie”

7.2 Winter Athletic Recognition Ceremony

7.3 Centennial Events - March 20th Activities/April 25th Time Capsule Assemblies

7.4 Upcoming New York State Grades 3-8 Assessments

7.5 Professional Education Committee's Efforts to Complete 2014-15 Annual Professional Performance Review Plan

7.6 State Budget/Aid Update

8. Board Discussion

9. Visitors Comments

10. **Executive Session** - to discuss a Particular Person, Individual Offers of Employment, CSEA Grievance Negotiations

11. Adjournment

School Bus Five Year Lease versus Purchase

Buses today come with a range of warranties. Body is normally one year with chassis and drive train five year or 50 thousand miles.

Normally speaking New York Mills does not exceed 40 thousand miles in the five year lease allotment. This means that most repairs, with proper maintenance, will be covered by the manufacturers or component supplier.

Normal maintenance (Oil, filters and damage, tires and brakes) will be covered by the school. This holds true whether purchased or leased.

Leasing

- When looking at leasing, you have very little exposure to unplanned for expenses. A ten percent replacement program (two units per year in a ten vehicle fleet) is extremely efficient and predictive.
- Also leasing enjoys all the same benefits as purchasing such as state aid
- Another possible aspect is leasing is not reflected in debt obligation.

Purchasing (Another set of metrics come into play)

- As covered earlier, most extraordinary expenses would be covered by out of house funds. In any case normal repairs would be covered in house. The ramifications of purchasing would come into play at the five year, fifty thousand markers.
- If we assume normal ten percent replacement, that should equate into one bus a year in a fleet of ten.
- Moving forward, when the warranty runs out the purchaser assumes the entire cost of repairs. Again it is only the repairs above the general maintenance which costs are already assumed.
- General maintenance stays fixed no matter how long a unit is possessed.
- With the purchase of extended warranties covering engine and transmissions your exposure to cost is diminished.

Although there is no set standard to mechanic to vehicle ratio, normally it is a 1 to 25 factor.

With leasing eleven units this equates into one to twenty two in a twenty hour week. Add into the equation maintenance and repairs of other equipment, you come close to the one to twenty five ratio.

Projecting out after the five year time period, with the complexity of today's equipment, may alter that equation. Larger fleets maintain a larger staff and can enjoy an overlapping expertise base.

A decision to export work to vendors at today's rate of approximately seventy dollars per hour in-house repairs should be considered. If choosing in-house repairs, training costs per manufacturer have to be taken into account. In order to retain qualified technicians for an aging fleet, full time should be considered. Appropriate loaded rate (total cost/hour/employee) will be factored in this scenario. Most work should be addressed in house. Only major engine or transmission repairs should be sent to vendors. As the fleet ages, more body and structural issues will arise. These issues are attributed to deteriorating infrastructure as well as normal wear and tear.

New York Mills average mileage, with proper level loading of equipment, should not exceed 100,000 miles in ten years. This is well below the average for normal usage. With that in mind, major repairs exceeding normal wear probably would not be a major factor in any decision to purchase over leasing.

Other factors to consider:

- Differences in interest rates or debt load ramifications. Proper due diligence through the Finance Department should address these items.
- Resale upon scheduled retirement of each unit. A relatively low mileage, well maintained unit should command a superior sales opportunity.

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.

April 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			

April 14-18, 21 – Spring Recess for Students
 April 18 – Good Friday
 April 20 – Easter

- April 1 ■ NYM Board of Education Meeting, Jr. – Sr. High School Library, 6:30 p.m.
- April 2 *Annual Cooperative Board Meeting, The Learning Center, Career and Technical Education Building, 6:00 p.m.
 Athletic Boosters Meeting, Cafeteria, 7:00 p.m.
- April 3 Jr. Nation Honor Society, Auditorium, 7:00 p.m.
- April 9 Music, Art, and Drama Boosters Meeting, H.S. Library, 6:30 p.m.
- April 16 BOCES meeting of the Cooperative Board, The Learning Center, Career and Technical Education Building, 4:30 p.m.
- April 22 ■ NYM Board of Education Meeting, Jr. – Sr. High School Library, 6:30 p.m.
- April 24 NYM School District Foundation Meeting, 6:30 p.m.
- April 25 Kindergarten Arbor Day
- April 28 National Honor Society Banquet, 6:00 p.m.
- April 30 PTSO Meeting, Cafeteria, 6:30 p.m.

*April 2, 2014 – The BOCES annual meeting must be held between April 1-15 each year.

**April 16, 2014– BOCES meetings in the component districts are held on the fourth Tuesday of April

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.

- 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.

Jacqueline Edwards
President

Dr. Gary Porcelli
Vice President



Gary Marko

3.1

Richa

Rick Surprenant
Traci Welch

**BOARD OF EDUCATION & BUDGET WORKSHOP MEETING
TUESDAY, MARCH 18, 2014
JR./SR. HIGH SCHOOL LIBRARY – 6:30 P.M.**

PRESENT: Dr. Gary W. Porcelli, Vice President, Mr. Gary Markowicz, Mrs. Gail Rice, Mr. Richard Ross, and Mr. Rick Surprenant

ABSENT: Ms. Jacqueline Edwards and Mrs. Traci Welch

ALSO PRESENT: Ms. Kathy Houghton, Mr. Michael Spost, Dr. René Wilson, Mrs. Lisa Stamboly, Mr. Bill Lachut, Ms. Debbie Price, Mrs. Paula Ann May, and 20 visitors and guests

1. Meeting Call to Order

Dr. Porcelli called the meeting to order at 6:32 p.m.

1.1 Pledge to the Flag

Mr. Surprenant led the Pledge of Allegiance.

1.2 Acceptance of Agenda

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

Yes 5 No 0
Motion carried.

1.3 Financing of Potential Capital Project – Dr. Rick Timbs, Bernie P Donegan, Inc.

Dr. Timbs discussed financing a potential Capital Project. A planning timeline using December as vote date was handed out and he went over why timing is so important. History of Building Aid Ratios and estimates of the net local share of a project were given to the Board.

2. Communications

2.1 From the Floor

Mrs. Marley spoke on behalf of the NYMTA. She spoke of the victory of the Boys Basketball team as an amazing accomplishment. The majority of the elementary teachers stayed at school on that date. She said the teachers work hard, well beyond the school day. Negotiations during the last month accomplished very little. Figures supplied to the teachers were not accurate. The teachers are two years without a contract and it is too long.

2.2 President's Messages

Dr. Porcelli said that last week's BOCES meeting was postponed to this Wednesday due to weather as well as the Career and Technical Education Center Open House.

3. Consent Agenda

Mrs. Rice made the motion to approve the Consent Agenda but to include the resolution for 4.1, Washington D.C. trip in the minutes of March 4th seconded by Mr. Surprenant.

- 3.1 Board of Education Minutes
 - a. Meeting held March 4, 2014
 - b. Meeting held March 5, 2014
- 3.2 Business Office Reports – N/A
- 3.3 CSE Reports
 - a. Minutes of meetings held 2/27/14
 - b. Minutes of meeting held 2/28/14
 - c. Minutes of meeting held 3/3/14
 - d. Minutes of meetings held 3/4/14
 - e. Minutes of meeting held 3/6/14
 - f. Minutes of meetings held 3/10/14

Yes 5 No 0
Motion carried.

4. Old Business

N/A

5. New Business

- 5.1 Personnel Report – Action

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

EMPLOYEE	CERTIFICATION AREA	CERT	SALARY*	EFFECTIVE DATE
Perry, Danine	Literacy (Birth-Grade 6), Students with Disabilities Grades Birth-Grade 2) and Childhood Education (Birth-Grade 2)	Y	\$80.00	3/19/2014

Edwards, Bernice

C.

School Monitor

\$8.00/hour

3/18/2014

Yes 5 No 0
Motion carried.

5.2 Establishing Capital Reserve fund

Mr. Surprenant made a motion to approve the following resolution to establish a Capital Reserve Fund seconded by Mrs. Rice:

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

Section 1. Pursuant to Section 3651 of the Education Law there is hereby established a capital reserve fund for the New York Mills Union Free School District, New York, which shall be designated as the "2014 Building Capital Reserve Fund" of said School District.

Section 2. Such 2014 Building Capital Reserve Fund is hereby established for financing, in whole or in part, the following objects or purposes of said School District:

Construction, reconstruction and improvement of school buildings and facilities, including original furnishings, equipment, machinery or apparatus incidental thereto, and the purchase of furnishings, equipment, machinery or apparatus separately; provided that such capital costs are an object or purpose that would be eligible for financing under the Local Finance Law, and costs incidental thereto.

Section 3. The ultimate amount of such Fund shall be \$1,000,000 plus earnings thereon.

Section 4. The probable term of such Fund shall be ten (10) years, after which time no further funds may be transferred to such Fund, unless previously extended by the voters, but such Fund shall continue in existence until liquidated in accordance with the Education Law or until the funds are exhausted.

Section 5. The source from which the funds for such Fund will be obtained is as follows: (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 to the extent permitted by law.

Section 6. This resolution shall take effect upon the approval thereof by a majority of the qualified voters of said School District voting on a proposition therefor submitted at the annual or a special district meeting of said School District, the details of which shall be specified by a further resolution of this Board of Education. Upon such approval, no further action of this Board of Education will be required to perfect the establishment of such Reserve Fund.

Section 7. The form of proposition to be so submitted shall be substantially as follows:

PROPOSITION # _____

Shall the following resolution be adopted to wit:

Resolved that the Board of Education of the New York Mills Union Free School District is
Thereby 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.

Yes 5 No 0
Motion carried.

6. Building Reports – N/A

7. Superintendent's Report

7.1 Construction Manager/Clerk of the Works RFP

Ms. Houghton explained the difference between a Construction Manager and a Clerk of the Works
and asked for direction.

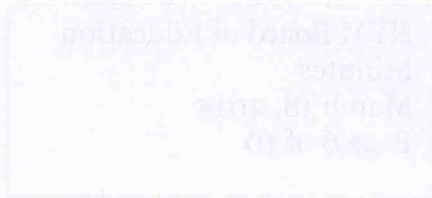
Mr. Ross said he was comfortable with a Clerk for our Project. He said a Construction Manager would
be needed for a much larger project. Board Members present were in agreement with Mr. Ross.

7.2 State Aid/Legislative Advocacy

Ms. Houghton said that she has done a great deal of advocacy this month on behalf of the school
district and our local BOCES. She thanked Mrs. Rice and junior Mitchell Rochon, a BOCES Culinary
I student for assisting with these efforts at Capital Conference Lobby Day on March 10th.

7.3 2nd Budget Presentation

Ms. Houghton and Mrs. Stamboly presented the second 2014-15 Public Budget Workshop using the
following PowerPoint slides for Board discussion.



**NEW YORK MILLS
UNION FREE
SCHOOL DISTRICT**

**2014-15
Public Budget Workshop #2
Tuesday, March 18, 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

- o Provide programs, resources, and facilities that will ensure all students are given equal opportunities to achieve higher district, state, and national standards.
- o 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.
- o Promote school pride and spirit through a partnership with the community.

HISTORY

School Year	Budget to Budget Inc	Tax Levy
2008-2009	4.08%	3.64%
2009-2010	-.02%	2.98%
2010-2011	3.15%	3.00%
2011-2012	2.06%	3.00%
2012-2013	2.55%	2.72%
2013-2014	2.74%	2.02%

<ul style="list-style-type: none"> o BOCES Regents Reform Agenda Technology Integration Services and Platform Common Core \$73,126 o Health Insurance o Payroll/Contractual Obligations \$179,094 	COST INCREASES \$252,220
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------

<ul style="list-style-type: none"> o Teacher Retirement \$39,501 o Reduction in Health FTE \$23,953 o Social Studies Reconfiguration \$25,000 o Transportation Reconfiguration \$30,000 o Initial Response Team \$30,000 o BOCES School Physician \$14,641 o Clerical Staffing \$4,400 	COST SAVINGS \$167,495
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------

Grade	2 Sections of Students	Grade Total
K	18	
K	17	35
1	21	
1	20	41
2	23	
2	22	45
3	19	
3	19	38
4	22	
4	21	43
5	24	
5	23	47
6	27	
6	26	53
Total Students		302

**PROJECTED
 2014-15
 TEACHER
 LOAD YEAR**

1 Elementary Classroom Teacher \$70,532	Additional Teacher Not Recommended Unless Enrollment Increases Decision Needed — Include in Budget — Remove from Consideration
---------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

TEACHING ASSISTANTS VS. SCHOOL MONITORS		
3 Special Education Teaching Assistants	Abolish 3 School Monitor Positions	1 Teaching Assistant for 6th Grade
Plus	Minus	Plus
\$60,000.00	\$50,820.00	\$20,000.00

\$29,180
Increase
Recommended

**Decision
Needed**

Include in
Budget
 Remove from
Consideration

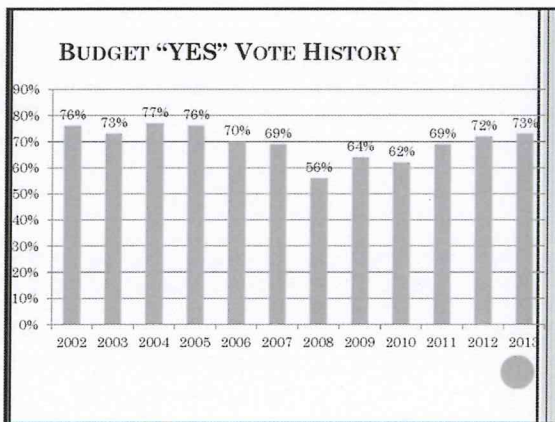
TAX LEVY LIMIT

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

"Super Majority"
 Over "tax levy limit" 60% of voters must approve

"Simple Majority"
 Under "tax levy limit" more than 50% of voters
 must approve



DISCUSSION/DECISIONS

Decision-Making

**REQUESTED HISTORICAL INFORMATION
 FISCAL YEAR 2013-14**

2013-14 Budget	2013-14 Tax Rates
o 1% to 2013-14 Budget = \$128,984.55	o New Hartford = \$25.75/\$1,000
o 1% to 2013-14 Levy = \$71,750	o Whitestown = \$31.55/\$1,000
	o 2013-14 Tax on True = \$22.40/\$1,000

2014-15 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%

BUDGET TIMELINE

- o Tuesday, April 1 Board of Education Approval of Budget
- o Saturday, April 5 Legal Notice Budget Hearing & Board Member Election
- o Tuesday, April 22 Deadline for Board of Education Candidate petitions
- o Tuesday, April 22 Regular Board Meeting to elect BOCES Board Members and Approve or Disapproval of the Tentative Administration Budget
- o Tuesday, May 6 Public budget Hearing
- o Wednesday, May 7 Budget Notices mailed
- o Tuesday, May 20 Annual Budget Vote & Board Member Election

Discussion ensued about having a separate proposition for the School Resource Officer. The Board members present were polled and it was agreed to leave the School Resource Officer in the budget.

Ms. Houghton asked if the Board Members were onboard to support the staffing proposed on the PowerPoint. These Board members present agreed to the budget staffing as proposed.

8. Board Discussion

Dr. Porcelli reminded everyone to turn in the Superintendent's Evaluation if they haven't already done so.

Mrs. Rice said that she went to Glens Falls and was happy to come home State Champion. What a great show of support from the community members, parents, staff. Looking out onto the court our boys were in uniform from head to toe. They looked sharp. We worked as a team to accomplish our victory.

Dr. Porcelli said that he was pleased to hear the announcers reflect your thoughts.

Mrs. Rice said that in Glens Falls she met the coach whose team beat us last year. They spent the whole season looking forward to playing us but lost in the semi-finals. Mrs. Rice said that our team is a class act from coaches down to managers.

9. Visitors Comments

Mrs. Hamarowicz wanted to congratulate Mr. Adey and the New York Mills Basketball Team for a successful season. She also commended the Board for providing Mr. Adey with the resources to be successful. She went on to say that it was her hope that the Board would give her students the same support. The Board needs to ensure that class sizes are small enough. Some of our classrooms are not big enough size wise for the number of students in them. Grades 4, 5 and 6 lose the bubble (extra section), but yet they go into three sections at the 7th grade level. This is unfair to the intermediate teachers who are trying to bridge the gap.

Mrs. Sparacino spoke in favor of small class sizes. She has children in another school district and their class size is 17. They are so prepared for middle school. As a teacher here she has had class sizes of 13 and 27. She is now an AIS Reading teacher. The gap is huge. Meeting students in small groups can help close the gap.

Dr. Wilson said that she thinks we have a wonderful basketball team. Athletics is a huge piece and it is the glue that holds this community together. She commented that some of the teachers' stayed back instead of going to see the game to get ahead and plan. They put academics first. It was a sacrifice because they clearly could have gone and celebrated. We have a dedicated staff.

10. Executive Session

N/A

11. Adjournment

Mrs. Rice made the motion to adjourn at 8:56 p.m. seconded by Mr. Ross.

Yes 5 No 0
Meeting adjourned.

Respectfully submitted,



Paula Ann May
District Clerk

DRAFT

NEW YORK MILLS SCHOOL

SPECIAL EDUCATION

77 Students classified as of 3/10/14
1 Declassified
1 New Elementary Referral

77 Total Classified Students as of 3/28/14

NEW YORK MILLS SCHOOL DISTRICT

Create.33 FTE Social Studies Position

RESOLVED, that the New York Mills Board of Education hereby creates a .33 FTE teacher position in the tenure area of Social Studies, effective July 1, 2014.

39

NEW YORK MILLS UNION FREE SCHOOL DISTRICT

2014-15

September 2014

Sun	Mon	Tue	Wed	Thur	Fri	Sat
	1 H	2 I	3 I	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				

9/1 Labor Day
9/4 1st Day/Students

Sept. 21 Days

2/16-20 Mid Winter
Break
Feb. 15 Days

February 2015

Sun	Mon	Tue	Wed	Thur	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16 H	17	18	19	20	21
22	23	24	25	26	27	28

March 2015

Sun	Mon	Tue	Wed	Thur	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16 H	17	18	19	20 I	21
22	23	24	25	26	27	28
29	30	31				
Spring Recess						

10/13 Columbus Day

Oct. 22 Days

3/30-31 Spring
Recess
March 21 Days

October 2014

Sun	Mon	Tue	Wed	Thur	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13 H	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2014

Sun	Mon	Tue	Wed	Thur	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11 H	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
			Thansgiving			

11/11 Veteran's Day
11/26-28 Thanks-
giving Break
Nov. 16 Days

4/1-6 Spring
Recess

April 18 Days

April 2015

Sun	Mon	Tue	Wed	Thur	Fri	Sat
			1	2	3	4
			Spring Recess			
5	6	7	8	9	10	11
Spring Recess						
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2014

Sun	Mon	Tue	Wed	Thur	Fri	Sat
	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
Winter Recess						
28	29	30	31			
Winter Recess						

12/22-31 Winter
Recess
Dec. 15 Days

5/25 Memorial Day
May 20 Days

May 2015

Sun	Mon	Tue	Wed	Thur	Fri	Sat
					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 H	26	27	28	29	30

January 2015

Sun	Mon	Tue	Wed	Thur	Fri	Sat
				1	2	3
Winter Recess						
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19 H	20	21	22	23	24
25	26 R	27 R	28 R	29 R	30	31

1/1 New Years
1/2 Winter Recess
1/19 Martin Luther
King Jr.'s B-Day
Jan. 19 Days

June 19 Days
Total 185 Days

R denotes Regents Exams
I denotes Supt's Inservice Days
H denotes Holidays
NO SCHOOL

June 2015

Sun	Mon	Tue	Wed	Thur	Fri	Sat
	1	2 R	3	4	5	6
7	8	9	10	11	12	13
14	15	16 R	17 R	18 R	19 R	20
21	22 R	23 R	24 R	25 R/I	26	27
28	29	30				

NYM SCHOOL DISTRICT SURVEY

Please complete the survey questions below. Write clearly and legibly. Your opinion does matter and we appreciate your help. Use the back of the survey, if additional comment space is needed. You may leave any question blank, if you choose to do so. [Survey results are advisory and not binding]

.....

A. Does your child / children currently attend New York Mills school?

yes no

 -----> if yes, elem. jr. /sr. high both

.....

Part I Directions: Using the scale of 1 to 5 below, please offer an overall rating for the programs or areas indicated completely filling in the circle with your rating choice. Your comment is optional. Please erase completely.

5= excellent or outstanding 4= above avg. 3= avg. or satisfactory 2=fair 1= poor

[Example: ⑤ ④ ③ ② ① ① no opinion / don't know]

The Quality of NYM Academic Program

 ⑤ ④ ③ ② ① ① no opinion / don't know

Comment _____

Attentiveness to the Needs of Children [Children's issues & concerns are important and addressed]

 ⑤ ④ ③ ② ① ① no opinion / don't know

Comment _____

Opportunity for Parent or Public Involvement and Participation at Board meetings

 ⑤ ④ ③ ② ① ① no opinion / don't know

Comment _____

School Safety and Security

 ⑤ ④ ③ ② ① ① no opinion / don't know

Comment _____

School Transportation [K-3 door-to-door / 6-12 group stop only]

 ⑤ ④ ③ ② ① ① no opinion / don't know

Comment _____

Quality of Athletic Programs [Interscholastic sports]

 ⑤ ④ ③ ② ① ① no opinion / don't know

Comment _____

(over, please)

7. Elementary Discipline [grades K-6]

⑤ ④ ③ ② ① ① no opinion / don't know

Comment _____

8. District Newsletter and Website

⑤ ④ ③ ② ① ① no opinion / don't know

Comment _____

9. Quality of District Special Education Services

⑤ ④ ③ ② ① ① no opinion / don't know

Comment _____

10. BOCES Services and Programs [distance learning / shared services / career education / etc.]

⑤ ④ ③ ② ① ① no opinion / don't know

Comment _____

11. District Music Programs (Concerts & Musicals)

⑤ ④ ③ ② ① ① no opinion / don't know

Comment _____

12. School Equipment (computers / smart boards / textbooks / athletic facilities etc.)

⑤ ④ ③ ② ① ① no opinion / don't know

Comment _____

13. Jr.-Sr. High School Discipline [Grades 7-12]

⑤ ④ ③ ② ① ① no opinion / don't know

Comment _____

14. Student Preparedness for College and Career Readiness

⑤ ④ ③ ② ① ① no opinion / don't know

Comment _____

15. Other _____

⑤ ④ ③ ② ① ① no opinion / don't know

Comment _____

* * * * *

Part II Directions: Indicate your level of agreement or disagreement with the statement below by completely filling in the appropriate square. **Please erase completely.**

[Example Strongly Agree Agree Disagree Strongly Disagree Don't Know / No Opinion]

1. I would like to see a Pre-Kindergarten Program here at NY Mills and would support it.

Strongly Agree Agree Disagree Strongly Disagree Don't Know / No Opinion

I would like the school board to continue its current policy of seeking to share services to save costs (functional consolidation/BOCES Services etc) and reject any idea of school consolidation.

Strongly Agree Agree Disagree Strongly Disagree Don't Know / No Opinion

I would be in favor of reducing the number of teachers & staff to save money and reduce taxes, even if it meant an increase in class size.

Strongly Agree Agree Disagree Strongly Disagree Don't Know / No Opinion

I am aware that NYM supports 4 parent organizations: Music Arts & Drama (MAD) Boosters, Athletic Boosters, PTO, and the School Foundation and I am informed of their activities.

Strongly Agree Agree Disagree Strongly Disagree Don't Know / No Opinion

I believe that the school building and grounds would benefit from a facilities upgrade / update, but only if it can be done without an additional cost to the taxpayers.

Strongly Agree Agree Disagree Strongly Disagree Don't Know / No Opinion

I believe that the NYM school board should look seriously into the option of consolidating or merging with a neighboring school district.

Strongly Agree Agree Disagree Strongly Disagree Don't Know / No Opinion

I would be in favor of reducing or even eliminating some extracurricular activities (sports/ elem. or jr. /sr. musicals / plays, etc) as a cost-savings measure.

Strongly Agree Agree Disagree Strongly Disagree Don't Know / No Opinion

The school taxes in NYM are too high and the school board needs to be more assertive in cutting the budget.

Strongly Agree Agree Disagree Strongly Disagree Don't Know / No Opinion

I do not currently have enough information on the programs offered by BOCES for students and how the Board makes use of BOCES for me to be able to make good decisions in this regard.

Strongly Agree Agree Disagree Strongly Disagree Don't Know / No Opinion

I support the Board's effort to hire NYM graduates first, but only if all other issues are truly equal.

Strongly Agree Agree Disagree Strongly Disagree Don't Know / No Opinion

The Board should consider instituting a boys or girls soccer program, even if it replaces another current sport.

Strongly Agree Agree Disagree Strongly Disagree Don't Know / No Opinion

I would support a Board action to cut or reduce sports programs in favor of more academic programs like the National Program for Excellence, Career Ed. at BOCES and Distance Learning (etc).

Strongly Agree Agree Disagree Strongly Disagree Don't Know / No Opinion

I am happy with the district's music programs (concerts) including the annual musicals.

Strongly Agree Agree Disagree Strongly Disagree Don't Know / No Opinion

- 14 The Board should give consideration to providing more Advanced Placement classes.
 Strongly Agree **Agree** **Disagree** **Strongly Disagree** **Don't Know / No Opinion**
15. I believe that the Board should give serious consideration to lengthening the school day.
 Strongly Agree **Agree** **Disagree** **Strongly Disagree** **Don't Know / No Opinion**
16. I am supportive of the Board's efforts with school security and support including the School Resource Officer in the school budget.
 Strongly Agree **Agree** **Disagree** **Strongly Disagree** **Don't Know / No Opinion**
17. I would like to see the school newsletter in print rather than just available on-line.
 Strongly Agree **Agree** **Disagree** **Strongly Disagree** **Don't Know / No Opinion**
18. School district officials (Supt./ teachers/ staff/ Bd. of Ed. members) are easily accessible.
 Strongly Agree **Agree** **Disagree** **Strongly Disagree** **Don't Know / No Opinion**
19. I am happy with the response of school officials to issues of bullying and cyber bullying..
 Strongly Agree **Agree** **Disagree** **Strongly Disagree** **Don't Know / No Opinion**
20. I would support the Board's adoption of a Veterans Tax Exemption, even though I understand that it will increase taxes for the rest of the school district's taxpayers.
 Strongly Agree **Agree** **Disagree** **Strongly Disagree** **Don't Know / No Opinion**
21. I have visited the School website (newyorkmills.org) at least once and am happy with the accessibility it provides to me to get my questions answered.
 Strongly Agree **Agree** **Disagree** **Strongly Disagree** **Don't Know / No Opinion**
22. I would support Board action to lengthen the school year.
 Strongly Agree **Agree** **Disagree** **Strongly Disagree** **Don't Know / No Opinion**
23. I like the new "sign-in / drop off" procedure to gain access to the school.
 Strongly Agree **Agree** **Disagree** **Strongly Disagree** **Don't Know / No Opinion**
24. I am pleased, for the most part, with the educational program offered here at NYM and believe it to be a quality program.
 Strongly Agree **Agree** **Disagree** **Strongly Disagree** **Don't Know / No Opinion**
25. I feel that students who graduate from NYM are well-prepared for life (college/ military/ work) after graduation.
 Strongly Agree **Agree** **Disagree** **Strongly Disagree** **Don't Know / No Opinion**

5.5

New York Mills Union Free School District

Board of Education Policy Audit

Section 2000 (2200-2401) School Board Operations

Wednesday, March 12, 2014

		DELETE
No.	Name	Previous No. Proposed Action
2200	Qualifications of Voters No Revisions	REVIEW Approved Y N Date Approved: _____
2201	Annual District Meeting and Election No Revisions	REVIEW Approved Y N Date Approved: _____
2202	Absentee Ballots for Schools Using Poll List No Revisions	REVIEW Approved Y N Date Approved: _____
2203	Responsibility of Board Relative to Complaints and Charges Against District Employees No Revisions	REVIEW Approved Y N Date Approved: _____
2300	Regular Meeting No Revisions	REVISE Approved Y N Date Approved: _____
2300.1	Agenda No Revisions	REVIEW Approved Y N Date Approved: _____
2301	Special Board Meetings No Revisions	REVIEW Approved Y N Date Approved: _____
2302	Parliamentary Procedure No Revisions	REVIEW Approved Y N Date Approved: _____
2303	Executive Sessions	REVISE Approved Y N Date Approved: _____
2304	Public Participation at Board Meetings No Revisions	REVIEW Approved Y N Date Approved: _____
2305	Committees of the Board No Revisions	REVIEW Approved Y N Date Approved: _____
2400	Board of Education Expenses and Conference Attendance No Revisions	REVIEW Approved Y N Date Approved: _____
2401	Organization Policy Development No Revisions	REVIEW Approved Y N Date Approved: _____

QUALIFICATIONS OF VOTERS

A person shall be entitled to vote at school elections who satisfies the following conditions:

1. Citizen of the United States;
2. At least eighteen (18) years of age;
3. A resident within the District for a period of thirty (30) days preceding the election in which they seek to vote;
4. Not be otherwise disqualified from voting under Section 5 – 106 of the Election Law.

New York Mills Union Free School District

Legal Ref: New York Education Law, Section 2012

Adopted: 03/05/02

Revised: 01/04/11

Reviewed: _____

Policy

Draft 03/10/2014
2201

SCHOOL BOARD OPERATIONS

ANNUAL DISTRICT MEETING AND ELECTION

- I. The District shall hold an annual meeting and election at which the District's authorized voters will elect members of the Board of Education and vote on the District budget for the coming school year. The annual District meeting and election will be held on the third Tuesday in May, unless this date conflicts with religious observances on that day, in which case the annual meeting and election will be held on the second Tuesday in May.
- II. The District Clerk shall publish a notice of the time and place of the annual meeting and election at least four times within the seven weeks prior to the meeting, in two newspapers having general circulation within the district. The first publication of the notice shall be at least 45 days prior to the meeting. The notice shall also contain notice of any other matter required by law.
- III. Copies of the budget to be voted upon at the annual meeting election will be available in each District school building for District residents upon request at the time of the annual meeting and election and fourteen (14) days (other than Saturday, Sunday and holidays) prior to the meeting.
- IV. The Board shall appoint assistant clerks and election inspectors necessary for the annual meeting and election at a Board meeting held before the annual meeting and election.
- V. Propositions
 - A. The Board has the authority, under the Education Law, to adopt reasonable rules and regulations concerning the submission of petitions to the Board to place propositions on the ballot, which may amend the budget. Pursuant to those provisions, the Board establishes the following guidelines:
 1. Unless otherwise provided by the Education Law, petitions for the submission of a proposition must contain a minimum of twenty-five (25) signatures of qualified voters of the district, or five (5) percent of the number of voters at the last annual election, whichever is greater.
 2. A separate petition shall be required for each question or proposition.
 3. Petitions must be filed with the District Clerk not later than thirty (30) days prior to the annual meeting to facilitate the preparation and printing of the ballots.
 4. Propositions must include the specific appropriations necessary for the purposes listed.
 5. Wording of a petition must comply with legal requirements. If the wording does not comply, it may be changed or altered by the Board, or the Board may reject a petition for failure to comply.

POLICY

Draft 03/10/2014
2201

SCHOOL BOARD OPERATIONS

ANNUAL DISTRICT MEETING AND ELECTION

- B. Propositions received in accordance with these specifications will be placed on the ballot as amendments and will be voted upon by the voters in the same manner as the proposed budget, except that the Board shall not be required to place any proposition on the ballot which is within the exclusive province of the Board, or otherwise forbidden by law. No proposition involving the budget may be submitted to the voters more than twice.
 - C. The Board may also, on its own motion, submit propositions.
 - D. Nothing herein contained shall affect the nominations of candidates as set forth in the Annual District Election notice pursuant to Section 2018 of the Education Law.
 - E. The procedure for requesting the Board of Education to call a Special District Meeting to vote on a question or proposition shall be in accordance with subdivision 2 of Section 2008 of the Education Law.
- VI. The Board of Education shall appoint a qualified voter as chairperson of the annual meeting and election at a Board meeting held before the annual meeting and election.
- A. The chairperson will call the Annual District meeting to order and proceed to the following order of business:
 - 1. Designation of District Clerk as clerk of the election and assistant clerks;
 - 2. Designation of tellers and/or inspectors of election as previously appointed by the Board;
 - 3. Reading of notice of call of the election by the Clerk;
 - 4. Opening of the booths for voting;
 - 5. Closing of the booths;
 - 6. Receiving the report of the Clerk of the results of the elections;
 - 7. Adjournment.

New York Mills Union Free School District

Legal Ref: NYS Education Law §416(3), 1608(2), 1716(2), 1804(4), 1906(1), 2002(1), 2003(1) and (2), 2004(1)-(7), 2009, 2021, 2022(1), (4)-(5), 2035(2), 2601-a(2), 2602(3); General Construction Law §60, Matter of Hebel, 34 EDR 319 (1994); Matter of Martin, 32 EDR 567 (1993); Matter of Como, 30 EDR 214 (1990)

Adopted: 03/05/02

Revised: 01/04/11

Reviewed: _____

Policy

Draft 03/10/2014

2202

SCHOOL BOARD OPERATIONS

ABSENTEE BALLOTS FOR SCHOOLS USING POLL LIST

- I. The District shall make absentee ballots available for all district elections.
- II. A. 1. An applicant for such an absentee ballot must submit an application which sets forth:
 - a. Name and residence address, including street and number, if any, town and rural delivery route, if any.
 - b. That on the day of the election he/she will be a qualified voter, is over eighteen years old, is a U.S. citizen and has resided in the district at least thirty (30) calendar days preceding the date of the vote.
 - c. That he/she will be unable personally to appear to vote because he/she is or will be
 - i. A patient in a hospital, or unable due to illness or physical disability.
 - ii. Out of town because of his/her duties, occupation, business or studies.
 - iii. On vacation outside the district.
 - iv. In jail.
2. If to be absent from the district due to business, occupation or studies, applicant must provide description of duties or special circumstances.
3. If on vacation, the date of beginning and ending of vacation, where he/she will be; name and address of employer, or statement of self-employment or a statement of retirement (Chapter 26 of the Laws of 1994).
4. If in or to be in jail, the affidavit must state if detained awaiting action of grand jury or confined after conviction for a non-felony.
- B. A qualified voter spouse, parent or child is also entitled to vote as absentee if expected to be absent from district accompanying applicant upon personally making and signing an application in accordance with above.
- C. A "true statement" certification must accompany application.
- D. Qualified voters who are unable to personally appear at the polling place because of a permanent illness or physical disability and whose registration record has

POLICY

Draft 03/10/2014
2202

SCHOOL BOARD OPERATIONS

ABSENTEE BALLOTS FOR SCHOOLS USING POLL LIST

been marked “permanently disabled” pursuant to Election Law, are entitled to receive an absentee ballot without application. The clerk or board designee shall mail such absentee ballots by the class of mail (first or certified) as designated by the board of education.

- E. If the clerk or designee is satisfied that applicant is a qualified voter, absentee ballot is issued to applicant and appropriate entry made on the poll list.
- F.
 - 1. If the ballot is to be received by mail, applications must be received by the clerk at least seven (7) calendar days before the election. A valid application must accompany the ballot.
 - 2. Ballots should be in the same form as those to be used in district election. If vote is to be by machine, ballot shall conform as closely as possible to manner in which names of candidates, questions and propositions appear on voting machines and shall contain space for write-ins. Ballots shall contain instructions as to proper marking.

On back of absentee ballot shall be printed the words “OFFICIAL BALLOT, ABSENTEE VOTER”.

- 3. The clerk or board designee should enclose the ballot in envelope with specified wording (refer to Section 2018-b)
 - 4. A statement with specified wording to be signed and dated by the absentee voter shall be printed on the reverse side of the envelope (refer to Section 2018-b)
 - 5. On the side opposite the statement there shall be instructions as to the duties of the voter after marking the ballot including specific direction that the envelope must reach Clerk of the Board not later than 5:00 p.m. on day of election.
- G. A person making a material false statement shall be guilty of a misdemeanor.
- H. The clerk or designee shall make a list of persons to whom absentee ballots have been issued. The list must be available for public inspection during regular office hours until day of election.

Any qualified voter may file a written challenge of the qualifications of any person, listed stated reasons for challenge. Challenges are to be transmitted by the clerk to the inspectors of election on election day.

POLICY

Draft 03/10/2014

SCHOOL BOARD OPERATIONS

2202

ABSENTEE BALLOTS FOR SCHOOLS USING POLL LIST

- I. List must be posted in a conspicuous place during the election, and any qualified voter may challenge the acceptance of the absentee voters' ballot by making his/her challenge with reasons known to the inspectors of election before the close of polls.
- J. The Clerk is authorized to call upon police for assistance in enforcing provisions of section.
- K. The Clerk may subpoena any person to appear and to be examined in relation to any matter for which the Board has a duty under this section.
- L. No absentee ballot shall be canvassed if received after 5:00 p.m. on day of the election.
- M. Clerk of district shall, on day of the election, transmit all absentee voters' envelopes timely received to inspectors of election.
- N. Inspectors examine absentee voters' envelopes after close of polls comparing signature on each envelope with signature on the register. If signature corresponds, inspectors sign initials in register opposite name of voter. If voter has not voted in person and if no objection is made, envelope is opened and ballot deposited in proper box without unfolding. Inspectors enter words "absentee vote" at the appropriate place in the register. If the person has already voted in person, or if name, residence and signature are not on the register, or if there is no signature on the envelope, inspectors return envelope unopened to the clerk of the district.
- O. During the examination of the envelope, any qualified voter present may object on grounds that:
 - 1. person named is not qualified;
 - 2. he/she was within the county or city while polls were open except in hospital, jail;
 - 3. physical disability, illness;
 - 4. able to appear personally while polls were open
 - 5. not entitled to cast such ballot
- P. Inspectors shall make objection if he/she knows the above. Unless the inspectors by majority vote sustain the objection, the chairman shall endorse upon the envelope the objection and the words "not sustained," sign the endorsement, open the envelope, deposit it.

POLICY

Draft 03/10/2014
2202

SCHOOL BOARD OPERATIONS

ABSENTEE BALLOTS FOR SCHOOLS USING POLL LIST

1. If inspectors by majority vote sustain objection, word “sustained” shall be endorsed on envelope, envelope shall not be opened, and shall be returned unopened to clerk of district.
 2. If inspectors know person is deceased, they write “deceased-objection sustained” on envelope and return it unopened to clerk of district.
 3. If no ballot is in envelope, inspectors shall make a memo showing that ballot was missing. When casting ballots is completed, inspectors determine the number of absentee ballots deposited in the ballot box by deducting from the number of envelopes opened the number of missing ballots and make a separate return thereof in duplicate.
- Q. Number of absentee voters’ ballots in ballot box shall be added to the other ballots to determine the number of all ballots to be accounted for. Ballots then counted or canvassed by inspectors, or where voting machines are used, shall be added to the votes recorded on such machines.
- R. Where district is divided into election districts, provisions of this section apply provided that any reference to term “board of registration” shall refer to the board of registration appointed by the board of education for each election district.

New York Mills Union Free School District

Legal Ref: Section 2018-b, New York State Education Law

Adopted: 03/05/02

Revised: 01/04/11

Reviewed: _____

SCHOOL BOARD OPERATIONS

RESPONSIBILITY OF BOARD RELATIVE TO COMPLAINTS
AND CHARGES AGAINST DISTRICT EMPLOYEES

- I. A. When Board members receive complaints regarding the performance of any employee of the District, they should present the complaint to the Superintendent of Schools. The Superintendent should then investigate the complaints and should respond appropriately to the person making the complaint, taking care to respect and protect any confidential aspects of the matter.
- B. Since Board members may have to sit in judgment at hearings involving disciplinary actions against employees, they should refrain from acting as witnesses or advocates for any individual or group.
- II. When receiving recommendations for actions affecting the employment status of individuals, Board members should consider only materials from the pertinent official record (the charges filed against the employee and the employee's response to those charges) or other pertinent information that all parties have had a chance to review and respond to prior to a decision by the Board
- III. Unless a public hearing is ordered by the Board of Education, comments on the performance of personnel or the appropriate disposition of charges against personnel shall not be in order during the public section of the Board of Education meetings and the President shall rule any person attempting to make such comments out of order.

New York Mills Union Free School District

Adopted: 06/11/91

Revised: 01/04/11

Reviewed: _____

Policy

Draft 03/10/2014
2300

SCHOOL BOARD OPERATIONS

REGULAR MEETING

- I. All Board of Education meetings must be open to the public except those portions of the meetings which qualify as executive sessions. A “meeting” is defined as an official convening of a public body for the purpose of conducting public business and a “public body” is defined as an entity of two (2) or more persons which requires a quorum to conduct public business, including committees and subcommittees.

Whenever such meeting is to take place, there must be at least seventy-two (72) hours advance notice in accordance with the provisions of the Open Meetings Law. Notice of other meetings shall be given as soon as is practicable in accordance with law.

If videoconferencing is used to conduct a meeting, the public notice for the meeting shall inform the public that videoconferencing will be used, identify the locations for the meeting, and state that the public has the right to attend the meeting at any of the locations.

Regular meetings of the Board of Education of New York Mills Union Free School District shall take place on the day and time designated by the Board at the Organizational Meeting, except as modified at subsequent meetings of the Board.

It is the responsibility of the Superintendent to prepare the agenda and review it with the Board President for each meeting of the Board. The agenda for each meeting shall be prepared during the week prior to the meeting. The agenda shall be distributed to Board members no later than the Friday before such regular meeting. Whenever the President or other members of the Board wish to bring a matter to the attention of the Board, such request should be made to the Superintendent so that the same can be placed on the agenda. Whenever individuals or groups wish to bring a matter to the attention of the Board, such request shall be addressed to the Superintendent. The Superintendent shall present such matter to the Board.

- II. The Clerk of the Board of Education shall notify the members of the Board of Education in advance of each regular meeting. Such notice, in writing, shall include an agenda and the time of the meeting.
- III. In the event that a meeting date falls on a legal holiday, interferes with other area meetings, or there is an inability to attend the meeting by Board members to the extent that a quorum would not be present, the Board shall select a date for a postponed meeting at the previous regular meeting, and shall direct the Clerk to notify all members.
- IV. Any meeting of the Board may be adjourned to a given future date and hour if voted by a majority of the Board present.

POLICY

Draft 03/10/2014
2300

SCHOOL BOARD OPERATIONS

REGULAR MEETING

- V. The Superintendent and members of his/her staff at the Superintendent's discretion shall attend all meetings of the Board. The Superintendent shall attend all executive session meetings of the Board except those that concern his/her evaluation, employment status, and salary determination. The Board may request the attendance of such additional persons as it desires.

New York Mills Union Free School District
 Legal Ref.: Education Law Sections 1708, 1709, 2504
 Adopted: 03/05/02
 Revised: 01/04/11, _____

Regulation

Draft 03/10/2014
2300.1

SCHOOL BOARD OPERATIONS

AGENDA
NEW YORK MILLS UNION FREE SCHOOL DISTRICT
BOARD OF EDUCATION MEETING
MONTH, DAY, YEAR
JR/SR HIGH SCHOOL CAFETERIA - 6:00 P.M.

- 1. Meeting Call to Order**
 - 1.1 Pledge to the Flag
 - 1.2 Acceptance of Agenda
 - 1.3 Recognition of Visitors and Guests (if necessary)

- 2. Communications**
 - 2.1 From the Floor
 - 2.2 Program (if necessary)
 - 2.3 President's Report
 - a. President's Messages (if necessary)
 - b. BOCES Representative Report
 - c. Subcommittee Report(s)
 - 2.4 Correspondence (if necessary)

- 3. Consent Agenda**
 - 3.1 Minutes
 - 3.2 Business Office Reports for Month ending
 - 3.3 CSE Reports

- 4. Old Business**

- 5. New Business**
 - 5.1 Personnel Report - Approval

- 6. Building Reports**
 - 6.1 Elementary Building Report
 - 6.2 Secondary Building Report

- 7. Superintendent's Report**

- 8. Visitors Comments**

- 9. Executive Session (if necessary)**

- 10. Adjournment**

New York Mills Union Free School District

Adopted: 03/05/02

Revised: 03/16/09, 01/04/11

Reviewed: _____

Policy

Draft 03/10/2014
2301

SCHOOL BOARD OPERATIONS

SPECIAL BOARD MEETINGS

- I. Special meetings of the Board of Education may be called by any member upon twenty-four (24) hours notice to Board members and the Superintendent, such notice to be given either by the member requesting such special meeting or by the District Clerk.
- II. Written notice is not required. However, service of notice by mail will be sufficient if mailed in time to give members 24 hours advance notice. In an emergency, the twenty-four (24) hour notice may be waived by having each Board member sign a waiver-of-notice form.
- III. Public notice of the time and place shall be given, to the extent practicable, to the news media and shall be conspicuously posted in one (1) or more designated public locations at a reasonable time prior to the meeting.
- IV. A meeting may be held if all board members are present and the required twenty-four (24) hour notice is waived by unanimous action.

New York Mills Union Free School District

Legal Ref: Public Officers' Law, Section 104(2); New York State Education Law, Section 1606

Adopted: 03/05/02

Revised: 01/04/11

Reviewed: _____

Policy

SCHOOL BOARD OPERATIONS

Draft 03/10/2014
2302

PARLIAMENTARY PROCEDURE

Unless otherwise provided in the Board's by-laws, the Board shall conduct all of its meetings in accordance with Robert's Rules of Order, Revised.

New York Mills Union Free School District

Adopted: 03/05/02

Revised: 09/03/13

Reviewed: _____

Policy

Draft 03/10/2014
2303

SCHOOL BOARD OPERATIONS

EXECUTIVE SESSIONS

- I. Executive sessions of the Board may be called upon a majority vote of its total membership, taken in an open meeting pursuant to a motion identifying the general area(s) or subject(s) to be considered.
- II. Matters for discussion in executive session shall include the following; in addition to any other subject exempted by law from the requirements of the Open Meetings Law:
 - A. Matters which will imperil the public safety if disclosed;
 - B. Any matter which may disclose the identity of a law enforcement agent or informer;
 - C. Information relating to current or future investigation or prosecution of a criminal offense which would imperil effective law enforcement if disclosed;
 - D. Discussions regarding proposed, pending or current litigation;
 - E. Collective negotiations pursuant to Article fourteen of the Civil Service Law;
 - F. The medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation;
 - G. The preparation, grading or administration of examinations; and
 - H. The proposed acquisition, sale or lease of real property or the proposed acquisition of securities, or sale or exchange of securities held by the Board, but only when publicity would substantially affect the value thereof;
 - I. Handicapped student or other student related proposals in accordance with the Federal Family Educational Rights and Privacy Act of 1974.
- III. At the conclusion of the executive session, the Board must return to open meeting status for the purpose of action and adjournment. No action by formal vote shall be taken in executive session except on an Education Law Section 3020A probable cause finding.

New York Mills Union Free School District

Legal Ref: Sections 3020-a, New York State Education Law; New York State Public Officers' Law, Sections 97, 100, 101 and 104; 8 N.Y.C.R.R., Section 200.5

Adopted: 03/05/02

Revised: 09/03/13, _____

SCHOOL BOARD OPERATIONS

PUBLIC PARTICIPATION AT BOARD MEETINGS

- I. The Board of Education encourages public participation at Board meetings. Therefore, two opportunities to address the Board are provided during each meeting with one near the beginning and a second near the end of each agenda.
- II. Persons wishing to speak should first be recognized by the President, then identify themselves, any organization they may be representing at the meeting, and the agenda topic or other matter of public concern about our schools that they wish to discuss. Topics must be addressed one at a time with each individual's comments limited to three (3) minutes for a total of twelve (12) minutes designated for the first public comment agenda item and eighteen (18) minutes for the second. Such limits may be reduced or expanded for a particular meeting by a simple majority of the Board.
- III. The Board President shall be responsible for the orderly conduct of the meeting and shall rule on such matters as Board recognition of speakers who properly identify themselves, maintain proper order, rule on the appropriateness of the subject being presented and the suitability of the timing for such comments. The Vice President shall serve as timekeeper and assume the duties of the President in the President's absence.
- IV. The Board of Education will consider all comments and, except in emergencies, shall not attempt to decide upon any question before examining and evaluating relevant information. The Superintendent shall be given an opportunity to examine and to evaluate all such information, and to recommend action before the Board attempts to reach a decision, if one is in order.

New York Mills Union Free School District

Adopted: 11/3/98

Revised: 01/04/11

Reviewed: _____

Policy

Draft 03/10/2014
2305

SCHOOL BOARD OPERATIONS

COMMITTEES OF THE BOARD

- I. The Board and/or the President of the board may at its discretion establish committees for the purpose of undertaking a specific task in connection with Board activity. These committees, however, cannot make legal decisions for the entire Board.
- II. The Board of Education recognizes that it may be necessary from time to time to authorize advisory committees for the purpose of enlisting opinions and counsel of the general public and staff. Such committees shall be appointed by the Board of Education. The Board has the right to accept, reject or modify all or any part of a committee recommendation.

New York Mills Union Free School District

Legal Ref: Education Law Sections 1708 and 4601

Adopted: 11/12/85

Revised: 12/13/88, 09/07/99, 03/05/02, 01/04/11

Reviewed: _____

Policy

Draft 03/10/2014

2400

SCHOOL BOARD OPERATIONS

BOARD OF EDUCATION EXPENSES AND CONFERENCE ATTENDANCE

Members of the Board of Education shall be reimbursed for expense incurred in the performance of their duties outside the boundaries of the District.

- I. The Board shall authorize by budget approval attendance and reimbursement of any expenses to be incurred by any of its members attending a conference or educational program. Tuition, registration fees, meals, and transportation costs will be paid by the District.
- II. Board of Education members are authorized to attend the following meetings, with expenses paid:
 - A. The Tri-County School Board Association meetings and committee meetings.
 - B. Meetings sponsored by the Madison & Oneida County BOCES.
 - C. Central New York School Boards Institute.
 - D. New York State School Boards Association.
 - E. National School Boards Association.
 - F. To visit school districts and other locations regarding school buildings and programs.
- III. Attendance at conferences shall be open to all members of the Board of Education, unless specifically restricted during the school year by the resolution of the Board of Education based on such considerations as work load, expense and other economic factors and educational priorities as exist at the time.
- IV. All travel arrangements will be made by the Superintendent of Schools or designee. Should a Board of Education member wish to use alternative travel, the District will reimburse the Board Member the lesser cost between the selected travel and the alternative travel. This cost will be established by the Superintendent of School no later than 30 days prior to the conference.
 - A. If the Superintendent of Schools is in attendance, he/she will be responsible for the school credit card. In his/her absence, all elected officials of the Board of Education and other cardholders will assume responsibility for their District credit card.

New York Mills Union Free School District

Legal Ref: New York State Education Law, Section 2118; New York State General Municipal Law, Section 77(b)

Adopted: 08/16/05

Revised: 01/04/11

Reviewed: _____

Policy

Draft 03/10/2014
2401

SCHOOL BOARD OPERATIONS

ORGANIZATION POLICY DEVELOPMENT

- I. The central-most function of the Board of Education is the operation and management of the districts' schools in a manner such that the philosophy and objectives of the district can be translated into educational programs of excellence. In attempting to fulfill this mission the Board of Education shall continuously establish and amend policy statements through which the district shall be administered. The development of such policies shall conform to the following guidelines:
 - A. As an independent unit of government, the policy resolutions of the Board of Education have the effect of law. The Board shall reappraise, modify and update existing policies to reflect the changing needs and conditions of the school system in accordance with appropriate educational laws. Board policy should be reviewed for possible need of revision and updating on a regular basis.
 - B. The Chief School Administrator shall be responsible for bringing to the Board's attention areas in need of policy formulation and/or revision. Further it shall be the responsibility of the Chief School Administrator to draft, for Board approval appropriate policy statements.
 - C. When policy statements are made or amended, their consideration shall be part of the published agenda for a Board of Education meeting. The adoption or amendment of policies shall be made publicly by majority vote of the Board. Proposed policy is to be read and discussed at two regular Board of Education meetings, with the vote on adoption taking place at the meeting of the second reading.
 - D. Recognizing the need for broad involvement in the development of certain policies, the Board may choose to involve members of the school community in the process. The Board reserves to itself, however, final authority for the establishment of policy.
 - E. In the absence of a specific policy statement, the Board may take immediate action.
 - F. It is the responsibility of the Policy Committee to review Board policy and to bring proposed revision of policy before the entire Board of Education.

New York Mills Union Free School District

Adopted: 10/9/73

Revised: 2/8/82, 12/13/88, 03/05/02, 01/04/11

Reviewed: _____

Policy

NEW Draft 03/28/2014
7102

STUDENTS

IMMUNIZATION AND DENTAL HEALTH OF STUDENTS

- I. In order to safeguard the school community from the spread of certain communicable diseases and in recognition that prevention is a means of combatting the spread of disease, the Board requires that all pupils be immunized against certain diseases in accordance with New York State Education Law and Public Health Law Article 21 Title VI Section 2164.
- II.
 - A. No child may be admitted to school or allowed to attend school in excess of fourteen (14) calendar days without appropriate certification of immunization. The fourteen (14) calendar day period may be extended by the Building Principal to thirty (30) days for a student transferring from out of state/out of country. If the child is obtaining serological tests, the parent(s) or guardian has a total of thirty (30) days from the start of attendance to provide test results and, if negative test results, appointment dates to begin or complete the vaccine series.
 - B. Each student must present a certificate of immunization upon registration signed by a physician or certified by a clinic. Such certificate must meet the New York State requirements for immunization against poliomyelitis, pertussis, tetanus, Hepatitis B, varicella, mumps, measles, diphtheria, rubella and, where applicable due to enrollment in a Pre-Kindergarten program, haemophilus influenzae type b (Hib) and pneumococcal conjugate (PCV), as summarized at <http://www.health.ny.gov/publications/2370.pdf>.
 - C. The only exceptions which may excuse a student from the above immunization requirements are:
 1. if a physician testifies or certifies that administering the vaccine is detrimental to the specific youngster's health,
 2. if such student's parent(s) or guardian hold genuine and sincere religious beliefs which are contrary to required immunization practices. The parent or guardian must complete the State Education Department Request for Religious Exemption to Immunization form. The form originates from the Registered Professional Nurses Office and is then submitted to the building principal for review and approval or denial. A copy of all documents must be kept in the student's cumulative health record,
 3. if a student has had the first dose of all required immunization series and has appointments to complete the series in accordance with the Advisory Committee for Immunization Practices (ACIP) catch up schedule as published at <http://www.cdc.gov/vaccines/schedules/hcp/child-adolescent.html>,

STUDENTS

IMMUNIZATION AND DENTAL HEALTH OF STUDENTS

4. if student presents proof of immunity by serology (blood test) to the following immunizations; measles, mumps, rubella, hepatitis B, varicella (chicken pox), poliomyelitis, or

5. if student presents proof of immunity by diagnosis of disease for varicella.

D. Medical exemptions to immunizations must be reissued annually. The written exemption must identify:

1. the immunization exempted,

2. the medical contraindication for the exemption, and

3. the length of time immunization is contraindicated.

III. A student denied entrance or attendance due to failure of meeting health immunization standards may appeal to the Commissioner of Education.

IV. Dental Health

A. Each student shall be requested to furnish a dental health certificate in the same year the health appraisal is required. The dental certificate must meet the standards of the Commissioner's Regulations and may be signed by a registered dental hygienist or licensed dentist.

B. The list of dentists available to conduct examination on a free or reduced cost basis compiled by SED is available to parents/guardians at <http://www.nyssmiles.org/nys-directory/> (as of March 28, 2014).

New York Mills Union Free School District

Legal Ref: New York State Education Law, Section 914(1); Public Health Law, Section 613, 903, 2164 and 2805-h; 10 N.Y.C.R.R. Part 66.

Adopted:

6-1a



1 Marauder Boulevard
New York Mills, NY 13417

René Wilson
Elementary Principal

(315) 768-8129
FAX (315) 768-3396
email: rwilson@newyorkmills.org

March 26, 2014

Dear Kindergarten Parent,

During the spring of 2001, the New York Mills Board of Education accepted a grant from the Donna and George E. Herthum Family Fund of the Community Foundation of Herkimer and Oneida Counties, Inc. Interest earned annually is used each year by the Kindergarten class to plant a tree on school grounds in order to beautify our school environment. We are grateful to the Herthums for their generosity, and our students are very excited about planting their special tree.

On Friday, April 25th at 2:30 p.m., the graduating class of 2026 will plant a tree on our school grounds in honor of Arbor Day. The teachers and children are planning our annual tree dedication ceremony in order to commemorate the occasion, and parents are invited to attend. In case of inclement weather, our raindate for this outdoor ceremony will be Monday, April 28th.

We hope you will be able to join us on April 25th. Please call your child's teacher or the office at 768-8129 if you have questions about the ceremony.

Sincerely,

Romana Davis
Kindergarten Teacher

Kristin Kohn
Kindergarten Teacher

cc: Mr. and Mrs. George E. Herthum
Ms Kathy Houghton, Superintendent of Schools
Board of Education

6.2b

Course Selection Totals per Department

NY Mills UFSD : High School : 2014-2015

Department	Course #	Course Name	Selected	Male	Female	Priority	Grade Breakdown	
Business	5520	Accounting I	9	7	2	High	[11]=4 [12]=5	
	5521	Accounting II	1	1	0	High	[12]=1	
CTE	0703	AutoBodyII	1	1	0	High	[12]=1	
	0704	AutoTech I	1	1	0	High	[11]=1	
	0709	Electricity II	1	1	0	High	[12]=1	
	0723	Advertising Design/Multi-Media I	1	1	0	High	[11]=1	
	0725	Certified Nurse Asst.	1	0	1	High	[12]=1	
	0735	Cosmetology I	2	0	2	High	[11]=2	
	0749	Early Childhood Education I	1	0	1	High	[11]=1	
	0770	Criminal Justice I	4	3	1	High	[11]=4	
	0780	Culinary Arts II	1	1	0	High	[12]=1	
	0785	STEM Exploration	1	1	0	High	[12]=1	
	0914	Computer Repair, Networking and Cyber Security II	1	1	0	High	[12]=1	
	English	0070	English 7	48	22	26	High	[7]=48
		0080	English 8	54	24	30	High	[8]=54
		0090	English 9	28	14	14	High	[9]=28
0100		English 10	48	22	26	High	[10]=48	
0110		English 11	39	21	18	High	[11]=37 [12]=2	
0112		AP English Language and Composition	8	4	4	High	[11]=8	
0120		English 12 CP	35	23	12	High	[12]=35	
0122		AP English Literature and Composition	10	5	5	High	[12]=10	
9890		SAT Prep English	21	10	11	High	[11]=21	

Course Selection Totals per Department

NY Mills UFSD : High School : 2014-2015

5/2/11/2014 12:36:21PM

Department	Course #	Course Name	Selected	Male	Female	Priority	Grade Breakdown	
Fine Arts	6017	Studio Art IA	25	15	10	High	[9]=20 [10]=4 [12]=1	
	6018	Studio Art IB	24	15	9	High	[9]=19 [10]=4 [12]=1	
	6022	Advanced Art IA	11	4	7	High	[10]=9 [11]=2	
	6023	Advanced Art IB	11	4	7	High	[10]=9 [11]=2	
	6070	Art 7	48	22	26	High	[7]=48	
	6074	Music 7	48	22	26	High	[7]=48	
	6080	Art 8	54	24	30	High	[8]=54	
	6151	Music History	7	4	3	High	[9]=4 [10]=1 [12]=2	
	6152	Music Perform & Th	7	4	3	High	[9]=4 [10]=1 [12]=2	
	6164	Chorus .25/Lunch	13	1	12	High	[7]=4 [8]=9	
	6165	Chorus/Lunch	28	5	23	High	[7]=15 [8]=11 [12]=2	
	6166	High School Chorus	12	2	10	High	[9]=1 [10]=8 [11]=3	
	6167	High School Chorus/Lunch	13	2	11	High	[9]=4 [10]=5 [11]=2 [12]=2	
	6168	High School Chorus .5	11	3	8	High	[9]=1 [10]=4 [11]=1 [12]=5	
	6169	High School Chorus .25/Lunch	5	1	4	High	[10]=2 [11]=2 [12]=1	
	6170	Band/Lunch	7	5	2	High	[7]=5 [8]=2	
	6171	High School Band	4	3	1	High	[9]=1 [10]=2 [11]=1	
	6172	High School Band/Lunch	2	0	2	High	[12]=2	
	Guidance	6173	High School Band .5	11	3	8	High	[9]=1 [10]=4 [11]=1 [12]=5
6174		High School Band .25/Lunch	5	1	4	High	[10]=2 [11]=2 [12]=1	
6175		Band .25/Lunch	13	1	12	High	[7]=4 [8]=9	
6184		Music 8	54	24	30	High	[8]=54	
0999P		Psychology	17	3	14	High	[11]=5 [12]=12	
0999S		Sociology	15	2	13	High	[11]=4 [12]=11	
9901		Advisory	48	22	26	High	[7]=48	
2900		Health 9/12	49	23	26	High	[10]=48 [12]=1	
Health		1000	Modern American Society	21	15	6	High	[11]=9 [12]=12
		1070	Social Studies 7	48	22	26	High	[7]=48
	1080	Social Studies 8	54	24	30	High	[8]=54	
	1090	Global Studies 9	28	14	14	High	[9]=28	
	1100	Global Studies 10	32	15	17	High	[10]=32	
	1102	AP World History	16	7	9	High	[10]=16	
	1110	US History/Government	26	14	12	High	[11]=25 [12]=1	
	1112	AP US History	20	10	10	High	[11]=20	
	1191	Part In Government	45	28	17	High	[12]=45	
	1192	Economics	44	27	17	High	[12]=44	
	1194	Criminal Justice	17	14	3	High	[11]=9 [12]=8	
History								

Course Selection Totals per Department

NY Mills UFSD : High School : 2014-2015

Department	Course #	Course Name	Selected	Male	Female	Priority	Grade Breakdown	
Home/Career	5078	Careers 7	48	22	26	High	[7]=48	
	5088	Careers 8	54	24	30	High	[8]=54	
LOTE	4202	French II	23	10	13	High	[8]=15 [9]=8	
	4210	French IV	11	4	7	High	[10]=5 [11]=5 [12]=1	
	4212	French VI	5	4	1	High	[12]=5	
	4302	Spanish II	17	9	8	High	[9]=17	
	4303	Spanish III	18	7	11	High	[10]=18	
	4307	Spanish IA	38	14	24	High	[7]=38	
	4308	Spanish IB	33	14	19	High	[8]=33	
	4310	Spanish IV	18	7	11	High	[11]=18	
	4311	Spanish V	14	4	10	High	[12]=14	
	4400	American Sign Lang I	11	5	6	High	[9]=3 [10]=7 [11]=1	
Math	0991	Algebra 1B	10	5	5	High	[10]=10	
	0995	Algebra I	35	16	19	High	[8]=9 [9]=26	
	3070	Math 7	48	22	26	High	[7]=48	
	3080	Math 8	45	20	25	High	[8]=45	
	3104	Geometry	35	17	18	High	[9]=2 [10]=32 [11]=1	
	3105	Adv Algebra & Trig	26	13	13	High	[10]=6 [11]=19 [12]=1	
	3110	Topics in Trigonometry	9	6	3	High	[11]=4 [12]=5	
	3120	Math 12	30	15	15	High	[11]=10 [12]=20	
	3300	AP Calculus AB	4	1	3	High	[12]=4	
	9889	SAT Prep Math	20	10	10	High	[11]=20	
	PE	8070	Phys Ed 7B	22	22	0	High	[7]=22
		8072	Phys Ed 7G	26	0	26	High	[7]=26
		8080	Phys Ed 8B	24	24	0	High	[8]=24
		8082	Phys Ed 8G	44	0	44	High	[8]=30 [9]=14
		8090	Phys Ed 9B	14	14	0	High	[9]=14
8100		Phys Ed 10B	22	22	0	High	[10]=22	
8102		Phys Ed 10G	26	0	26	High	[10]=26	
8110		Phys Ed 11B	23	23	0	High	[11]=23	
8112		Phys Ed 11G	22	0	22	High	[11]=22	
8120		Phys Ed 12B	28	28	0	High	[12]=28	
8122		Phys Ed 12G	17	0	17	High	[12]=17	

Course Selection Totals per Department

NY Mills UFSD : High School : 2014-2015

Department	Course #	Course Name	Selected	Male	Female	Priority	Grade Breakdown	
Science	2010	Earth Science	28	14	14	High	[9]=28	
	2020	Living Environ	48	22	26	High	[10]=48	
	2021	Living Enviro NR	4	4	0	High	[11]=4	
	2025	AP Biology	14	9	5	High	[12]=14	
	2030	Physics	20	11	9	High	[12]=20	
	2040	Chemistry	31	15	16	High	[10]=1 [11]=30	
	2070	Science 7	48	22	26	High	[7]=48	
	2080	Science 8	54	24	30	High	[8]=54	
	2099	Conceptual Science	9	7	2	High	[11]=4 [12]=5	
	Technology	5077	Tech 7	48	22	26	High	[7]=48
		5087	Tech 8	54	24	30	High	[8]=54
		5801	Tech. & Commun.	24	14	10	High	[10]=23 [11]=1
		5805	Intro To Compr	45	21	24	High	[9]=28 [10]=17

