

Jacqueline Edwards
President

Dr. Gary Porcelli
Vice President



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

**BOARD OF EDUCATION MEETING
TUESDAY, FEBRUARY 4, 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 BOCES Update Report - Mr. Howard Mettelman, District Superintendent and Dr. Gary W. Porcelli, Vice President, Board of Cooperative Educational Services.

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 – J. Edwards
 - 3. Survey Committee – Dr. Porcelli
 - 4. Transportation Committee– Dr. Porcelli
 - b. Board Calendar
 - c. BOCES Representative Report - Dr. Porcelli

3. Consent Agenda

- 3.1 Board of Education Minutes
 - a. Minutes of Meeting held January 7, 2014
 - b. Minutes of Meeting held January 15, 2014
 - c. Minutes of Meeting held January 22, 2014
- 3.2 Business Office Reports for Month ending December 2013
- 3.3 CSE Reports
 - a. Minutes of meeting held 1/9/14
 - b. Minutes of meeting held 1/10/14
 - c. Minutes of meeting held 1/15/14
 - d. Minutes of meeting held 1/16/14
 - e. Minutes of meetings held 1/17/14
 - f. Minutes of meetings held 1/24/14
 - g. Minutes of meeting held 1/27/14

4. Old Business

- 4.2 2nd Reading of Policy #1001, Community Use of School Facilities; Regulation #1001.1, Building Use Application Form, 1001.2 School Use Release from Liability (Group);

1001.3, School Use Release From Liability (Individual); Policy #1002, Visitors to the Schools; 1003, School Volunteers; Regulation #1003.1, Volunteer Application Form; Policy #1101, Records Management Program; 1102, School Sponsored Media; 1200, Parental Involvement in Title I Programs; Regulation #1200.1, Annual Notification of Teacher Qualifications; Policy #1300, Policy for Handling and Disseminating Information Received Regarding Sex Offenders; Regulation #1300.1, Notification of Sex Offenders; Policy #1400, Policy on Constitutionally Protected Prayer in the Schools; Regulation #1400.1, Constitutionally Protected Prayer in the Schools Certification; Policy #1500, Senior Citizen Involvement in District Activities; Policy #5006, Tobacco and Nicotine Use - Action

5. New Business

- 5.1 Personnel Report – Action
- 5.2 Agreement for Fuel Purchase from Town of New Hartford - Action

6. Building Reports

- 6.1 Elementary Building Report
 - a. Kindergarten Registration
 - b. Science Fair
 - c. Creating a Culture of Academic Excellence
- 6.2 Secondary Building Report
 - a. Semi-Formal
 - b. Social Studies Staffing Proposal
 - c. Mid-Terms/January Regents

7. Superintendent's Report

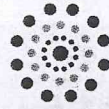
- 7.1 Capital Project Planning
- 7.2 Veteran's Exemption
- 7.3 School Physician
- 7.4 Residency Investigation Procedures
- 7.5 Legislative Advocacy Efforts
- 7.6 Centennial Celebration
- 7.7 Internet Safety & Cyberbullying Workshop
- 7.8 Preliminary Budget Information

8. Board Discussion

9. Visitors Comments

10. Executive Session – to discuss NYMAA Negotiations and Pending Litigation

11. Adjournment



1.3

Oneida-Herkimer-Madison BOCES

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Howard D. Mettelman
District Superintendent
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NEW YORK MILLS UNION FREE SCHOOL DISTRICT BOARD OF EDUCATION MEETING February 4, 2014

BOCES Update Report

Dr. Gary W. Porcelli, Vice President, Board of Cooperative Educational Services
Mr. Howard D. Mettelman, District Superintendent

AGENDA

- I. Oneida-Herkimer-Madison BOCES**
 - *Program Overview*

- II. Career and Technical Education Pathways**

- III. Collaboration for the Future**

- IV. Annual Meeting - April 2, 2014 - 5:00 p.m.**

- V. For the Good of the Order**

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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.

February 2014

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February 17-21 – Mid-Winter Recess for Students

February 17 – Presidents’ Day Holiday for Staff

- Feb. 1 NYM School District Foundation Meeting, 6:30 p.m.
- Feb. 3 ■ NYM Board of Education Meeting, Jr. – Sr. High School Library, 6:30 p.m.
- Feb. 5 Athletic Boosters Meeting, Cafeteria, 7:00 p.m.
- Feb. 7 PTSO Family Bingo Night, Cafeteria
- Feb. 12 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.
- Feb. 26 PTSO Meeting, Cafeteria, 6:30 p.m.
- Feb. 25 Centennial Celebration Committee Meeting, 6:30 p.m.
- Feb. 27 NYM School District Foundation Meeting, 6:30 p.m.

March 2014

S	M	Tu	W	Th	F	S
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March 25 - Passover

- March 3 How to Be A School Board Candidate, 6:00 p.m.
- March 4 ■ NYM Board of Education Budget Workshop & Meeting, Jr. – Sr. High School Library, 6:30 p.m.
- March 5 Athletic Boosters Meeting, Cafeteria, 7:00 p.m.
- March 18 ■ NYM Board of Education Budget Workshop & Meeting, Jr. – Sr. High School Library, 6:30 p.m.
- March 12 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.
- March 20 Jr. Sr. HS Musical Senior Citizen dinner Theatre Performance, 4:00 p.m.
- March 21 Jr. Sr. HS Spring Musical, 7:30 p.m.
- March 22 Jr. Sr. HS Spring Musical, 7:30 p.m.

- March 25 Grades K-3 Music In Our Schools Month Concert, 7:00 p.m.
- March 26 PTSO Meeting, Cafeteria, 6:30 p.m.
- March 27 NYM School District Foundation Meeting, 6:30 p.m.

Jacqueline Edwards
President

Dr. Gary Porcelli
Vice President



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**BOARD OF EDUCATION MEETING
TUESDAY, JANUARY 7, 2014
JR./SR. HIGH SCHOOL LIBRARY – 6:30 P.M.**

PRESENT: Ms. Jacqueline Edwards, President, Dr. Gary W. Porcelli, Vice President, Mr. Gary Markowicz, Sr., Mrs. Gail Rice, Mr. Richard Ross, Mr. Rick Surprenant (arrived at 6:34 p.m.), and Mrs. Traci Welch

ALSO PRESENT: Ms. Kathy Houghton, Mr. Michael Spost, Dr. René Wilson, Mrs. Lisa Stamboly, Mr. William Lachut, Mrs. Debbie Price, Mrs. Paula Ann May, and 19 visitors and guests.

1. Meeting Call to Order

Ms. Edwards called the meeting into regular session at 6:30 p.m.

1.1 Pledge to the Flag

Dr. Porcelli led the Pledge of Allegiance.

1.2 Acceptance of Agenda

Mr. Markowicz made the motion to accept the Agenda seconded by Mrs. Welch.

Yes 6 No 0
Motion carried.

1.3 Teacher/Leader Report

a. Welcome New Teacher – Michael Finnerty, Library Media Specialist

Mr. Michael Finnerty introduced himself to the Board of Education and gave them a brief summary of where he is from, where he went to college, and work history.

b. “Professional Learning Community” (PLC) – A. Foote & T. Ferguson

Members of the Professional Learning Community told the Board how they got started. The first year of this group focused on ways to help students study, Common Core and APPR. This year they are reading the book Mindset by Carol Dweck and they are working on changing attitudes. “It is not your aptitude that is going to determine your altitude.” Not just their cognitive ability in school or sports, but the individual that preservers will succeed.

Dr. Porcelli gave the group other references to consider that may be dated but still apply.

2. Communications

2.1 From the Floor

Mr. Tim Ferguson spoke to the Board about a field trip opportunity for our juniors and seniors to take a trip to Washington, D.C. Next November. He handed all Board Members a packet to take a look at, which talks about the tour group, pricing, etc. He also said that he is looking for support because many students may not have a chance to do this on their own. It will be well organized and chaperoned. Students can discover our history and be there in D.C. to see things personally. We are not looking for any money from the Board. Students are responsible to pay their own way. We need several months to organize the trip and do fund raising. After a brief preliminary discussion with students in the classroom, the feedback is almost 95% of students are interested.

Ms. Edwards asked the Board Members if they were in favor of this trip and everyone was. Some of the comments made by the Board Members were: positive experience, absolutely, complaints that Common Core takes away teacher creativity and this is a wonderful creative response.

2.2 President's Messages

a. Committee Report(s)

1. Facilities Health & Safety Committee – D. Ross

Mr. Ross reported that the Facilities Health & Safety Committee met on December 11th and 16th. The top two architects will be interviewed by the Board January 15th.

2. Policy Committee – J. Edwards

Ms. Edwards hopes we can move forward with a second reading on the policies listed on the agenda. The Policy Committee has been working together on an as needed basis. If policies need attention, we get together and modify them.

3. Survey Committee – Dr. Porcelli

Dr. Porcelli reported that he met with Mr. Surprenant and Mr. Ross last evening to review the survey completed 3 or 4 years ago. They looked at questions that may not be appropriate. Mr. Radomski sent in several questions in to reconsider. Dr. Porcelli said he is going to put together a draft. The committee will look at it and come back to the Board for approval and set-up how we will administer it. The Executive Summary will be given in July.

4. Transportation Committee– Dr. Porcelli

Dr. Porcelli said that this adhoc committee completed their work and will stand down with permission from the President. We may have to get with the Transportation Supervisor and see what the department needs in the future.

b. BOCES Representative Report – Dr. Porcelli

Dr. Porcelli reported that the BOCES met on December 11th and among the items was a report from Jane Goodwin on the sustainability of CORE. Now that the federal funds are expended the program is transitioning to a safety and community partnership.

The Cooperative Board will begin review of service plans and will continue into February. There is another meeting tomorrow at 4:30 p.m.

3. Consent Agenda

Mrs. Rice made the motion to approve the following items on the Consent Agenda:

- 3.1 Board of Education Minutes for meeting held December 3, 2013
- 3.2 Business Office Reports for Month ending October & November 2013
- 3.3 CSE Reports
 - a. Minutes of meeting held 12/2/13
 - b. Minutes of meeting held 12/3/13
 - c. Minutes of meeting held 12/4/13
 - d. Minutes of meeting held 12/5/13
 - e. Minutes of meeting held 12/6/13
 - f. Minutes of meetings held 12/10/13
 - g. Minutes of meeting held 12/16/13
 - h. Minutes of meetings held 12/19/13

Dr. Porcelli seconded the motion subject to the following changes: Correct page 2 (change "ribbing" to ribbon and "ant" to anti), page 6 Dr. Porcelli wanted it clarified why the students took the flags off the graves of veterans.

Yes 6 No 1

Dr. Porcelli voting nay to the minutes because of errors and the financial reports because of confirming Purchase orders
Motion carried.

4. Old Business

- 4.1 2nd reading of Policy #4506, Student Fundraising Activities; Regulation #7100.1, Concussion Guidelines and Procedures; Policy #7200 Student Health Examination,

Policy #7201, Student Medications; Regulation #7201.1 Student Medication Authorization Form; Regulation #7201.2, Parent/Guardian Authorization of Another Adult for Administration of Medication; Regulation #7201.3 Self Medication Permission Form; Policy #7202, Student Alcohol and Drug Abuse; and Policy #7203, Student Pregnancy

Mrs. Welch made the motion to approve the above mentioned policies seconded by Mr. Surprenant.

Yes 7 No 0
Motion carried.

5. New Business

5.1 Personnel Report – Action

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

EMPLOYEE	CERTIFICATION AREA	CERT SALARY*	EFFECTIVE DATE
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I. Resignation

White, Susan	School Monitor		2/17/2014
Ryan, William Dr.	School Physician		6/1/2014

II. Civil Service Title Change

Lachut, William	Director of Facilities I from Building Maintenance Supervisor		12/7/2013
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III. Bus Run (changes)

Kurgan, John	Regular P/T Bus Driver 2 runs per day M-F 5.25 hrs. daily; an additional Friday run for 5.50 hrs. and 1 Sunday run for 6.25 hrs.		12/17/2013
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IV. Substitute Bus Driver

LaFortez, William B.	Substitute Bus Driver	\$10.70	1/8/2014
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Yes 7 No 0
Motion carried.

5.2 1st Reading of Policy #1001, Community Use of School Facilities; Regulation #1001.1, Building Use Application Form, 1001.2 School Use Release from Liability (Group); 1001.3, School Use Release From Liability (Individual); Policy #1002, Visitors to the Schools; 1003, School Volunteers; Regulation #1003.1, Volunteer Application Form; Policy #1101, Records Management Program; 1102, School Sponsored Media; 1200, Parental Involvement in Title I Programs; Regulation #1200.1, Annual Notification of Teacher Qualifications; Policy #1300, Policy for Handling and Disseminating Information Received Regarding Sex Offenders; Regulation #1300.1, Notification of Sex Offenders; Policy #1400, Policy on Constitutionally Protected Prayer in the Schools; Regulation #1400.1, Constitutionally Protected Prayer in the Schools Certification; Policy #1500, Senior Citizen Involvement in District Activities; Policy #5006, Tobacco and Nicotine Use

5.3 Resolution to Refund Taxes

Mr. Surprenant made the motion seconded by Mrs. Welch to approve the following resolution to Refund Taxes:

WHEREAS, Peter J. Scialdone, IV (the "Taxpayer") instituted a proceeding under Sec, 550(7) if the Real Property Tax Law against the Town of Whitestown (the "Town") in order to obtain refund of taxes on real property owned located in the Town and commonly known as Tax Map Number 317.008-7-8 and

WHEREAS, there was a clerical error

WHEREAS, the correction will result in a refund of School District taxes of \$1,292, without interest if paid within thirty (30) days.

Yes 7 No 0
Motion carried.

5.4 Approval of Non-Resident Tuition Student, Grade 2

Dr. Porcelli made the motion to approve the Non-Resident Tuition student in grade 2 seconded by Mr. Markowicz.

Yes 7 No 0
Motion approved

6. Building Reports

6.1 Elementary Building Report a. Elementary Community Service

Dr. Wilson reported that this season our teachers and staff really focused on the theme of giving not getting. Third graders provided gifts and sang at the New York Mills Senior Citizen Center, Second Grade organized the giving tree providing warm clothes, mittens, scarves etc. to Kids Oneida, and the rescue Mission, Mrs. Galime's and Mrs. Moore's classes along with Ms. Balutis, Mrs. Smith and Mrs. Grossi, visited a local animal shelter and made toys and treats for the dogs, animal supplies were collected for local shelters, Our counseling office organized a secret Santa effort for needy families in our community, the kindergarten class donated to R-cats a non-profit organization that works with feral cats by trapping/spaying/neutering/vaccinating/and returning them to their safe colonies, and the fourth grade took the flags off the graves of Veterans helping the Yorkville VFW Post 6001 with the expectation that they will be replaced in the Spring. This is a service that Veterans find helpful, as it saves them time and labor at the cemetery, and teaches our students the importance of service and civic duty.

b. Budget Implications of Common Core Implementation

Dr. Wilson said as we continue to develop the budget we are always closely looking at curriculum needs and how that directly affects student learning. As you know we take a line item analysis approach and Consumable books like student work books make up a large part of our budget. In addition, a new writing series is being investigated which has both a web based and tactile component, and Brain honey, a web based learning platform, is being considered for organization and manipulation of the Common Core curriculum.

6.2 Secondary Building Report

a. Budget Implications of Common Core Implementation

Mr. Spost said it is going to be a costly process to implement these new standards. An example is just simply the copying costs of using the modules provided by the state. Each grade level has five to seven modules; modules are basically a unit of material or collection of related topics. The modules range from three to four hundred pages. Even at only seven cents per copy the cost of the copying approaches \$15,000 yearly just for the 7th and 8th grade level. The modules also require the purchase of several different books that are used in conjunction with them. The supplemental novels are tending to be selections that we had not previously taught at any grade level so we are incurring the cost of purchasing class sets of these different books. Teachers also are attending monthly professional support and implementation groups in the evenings throughout the academic year which they get remunerated for time. We also will definitively need to allocate more funds to summer curriculum development in which teachers will be preparing to teach new Common Core lessons and adapt the content of the modules. The modules, although they are alleged to be best exemplar practice, we are finding them to not always be the best instructional resources available. We will need

to start researching and thinking about an investment in textbooks. As Common Core grow across the grade levels and content areas, so too will the financial impact.

b. Anti-Bullying Assemblies

Mr. Spost said that just prior to break we had two separate Anti-Bullying assemblies presented to us by Greg Auffrey, safe school specialist at BOCES. One assembly was for the 7th-9th grade level students and the other was for our 10th-12th grade students. He discussed the dignity act and how it applies at both school and off school sites. Greg also tied in the Disability Day speaker Rick Yarosh and his message to students about the treatment of people. He did an outstanding job of captivating the audience and relating the theme in a way that connected. An analogy he used that stuck with students is stopping at a stop sign. You do it not because it is the law or you don't want a ticket, but because it is safe. The goal of assembly is to maintain a positive school climate and a great community in which students act as good human beings to each other. It will hopefully make us all a little bit better as a community and overall more socially and emotionally healthy in 2014. Along with the bullying assembly, Greg has been very active and has been in computer classes and doing presentations on on-line safety, working with students in PE to maintain a positive respectful environment at the Middle school level, and an array of other activities to build a safe school.

7. **Superintendent's Report**

a. December Performances

Ms. Houghton praised our music department for the high quality of students' performances at our December holiday concerts and Christmas on Main Street:

- Sunday, December 8 – Jr.-Sr. Chorus/Jazz Band @ NYM Christmas on Main Street
- Tuesday, December 10 – Elementary Band and Chorus Holiday Concert
- Thursday, December 12 – Jr.-Sr. HS Holiday Concert
- Tuesday, December 17 – Grades K-# Holiday Concert

b. PTSO Craft Fair

Ms. Houghton thanked our PTSO and all those parents and community members that volunteered to assist with this year's Craft Fair. It was extremely well-organized and this organization earned over \$20,000. Each year, the PTSO assists with funds for the supplies, materials and activities such as: Elementary PARP, Bingo Night, Book Fair, Olympic Day, DARE, Science Fair and 6th Grade Fun Day/Graduation; as well as Jr.-Sr. HS Career Night, After Prom Party, National Honor Society, High School Musical, Graduation Reception, and scholarships. District-wide, they also help with funding for our Disability Awareness Day, Holiday Giving Tree. The PTSO also donates yearly to each class in order to help fund culminating 6th and 12th grade field trips. We appreciate everything they do for the students of NYM.

c. Centennial Celebration Planning Committee

Ms. Houghton thanked the New York Mills School District Foundation for their efforts to plan and coordinate activities to commemorate our centennial year. On Monday, January 6th, the Centennial Celebration Planning Committee met to continue planning our upcoming 100th year celebration:

- On Thursday, February 13 at 1:30(gr. 7-12) and 2:20 (Gr. K-6) p.m. assemblies to Celebrate the 100th Day of New York Mills UFSD's 100th Year of educating the community's children. Will include school district history and time capsule.
- On Saturday, March 29 at 12:00 p.m. – Boys & Girls Alumni Basketball Games, Beekman Gym. If interested in playing or coaching, please contact Scott McGauley at scottmcauley@yahoo.com
- Also on March 29th, there will be a Centennial Dinner Dance at Twin Ponds Golf & Country Club. Social Hour is at 6:00 p.m., with dinner at 7:00 p.m... For more information, contact foundation@newyorkmills.org

d. SRO DARE Training

Ms. Houghton announced that Deputy Nancy Nicholl, our School Resource Officer is scheduled to attend DARE training from Monday, January 20 through Friday, January 24, 2014. This is normally a two-week training, but because Deputy Nicholl has previously attended the full training and has served as a DARE officer in other school district, she is required to attend for only one week in order to be re-certified as a DARE instructor. Nancy will return to school on January 27, 2014 fully certified and prepared to provide the DARE Program to our grades 5 and 6 elementary students this year. This will allow us to provide the program for the current 6th grade students that did not receive the program last year as 5th graders.

e. Reform Agenda Update

Ms. Houghton reported that:

- On Monday, December 16, the Professional Education Committee met to consider changing our teacher evaluation rubric from NYSUT's instrument to the Danielson 2007 Rubric. We also talked about assessments used as part of the Annual Professional Performance Review process. We will be meeting again on Wednesday, January 15th to discuss further these potential changes to our APPR Plan. Thank you to the members of our PEC for their continued participation at meetings, as well as the reading, research, and collaborative communication with our stakeholder groups about the components of the Regents Reform Agenda.
- Your principals and I have also been discussing Student Learning Objects, Common Core implementation, and as you know, the budgetary implications of the Core's implementation.
- The Superintendent's cabinet has also been meeting regularly at BOCES (12/5 and 12/19 last month; consistently including the 2013-14 NYS Metrics and Expectations during our meetings; including curriculum, instruction and feedback, data-driven instruction, APPR implementation, and building/maintaining a culture of safety and development.

f. K-12 Attendance Staffing

Ms. Houghton thanked the Board for their discussion and feedback regarding the Attendance Office. As requested, she met with all clerical and administrative staff involved in the attendance process in

order to gain their perspective on our current procedures; including work flow. For the most part, those meetings yielded positive responses regarding our present division of duties. At the secondary level, the traffic in the office has greatly diminished as students entering and leaving the district now report to the attendance office. At the elementary level, students are signed in and out at the attendance office, but the elementary office is actively involved due to the age and developmental levels of our younger students. There are lunch counts required for those students, additional supervision needed when traveling in the hallways, and safety issues including complicated custody arrangements that are much more pressing at the elementary level. Therefore, she is recommending that we do not change the present configuration, but allow it to continue this year. She will meet again with the same staff members in the spring to find out if changes need to be instituted for next year.

g. Financing of Potential Capital Project

As requested by the Facilities Health and Safety Committee, Ms. Houghton introduced Mrs. Lisa Stamboly, District Treasurer to talk briefly with the Board about the financing of our possible future capital project.

Mrs. Stamboly said that part of her job is to make sure the school is fiscally sound. A relatively small building project could have a large impact to the tax levy. When the school district moves forward our building project will have little to no impact to the taxpayers over the course of the years. We have set aside reserves to fund the capital project. This money should offset the cost of the local share. Relatively speaking in preliminary, before you can proceed you need to hire an architect. The plan does involve a commitment from the Board and then we can run your numbers. The architect is usually paid up front and you are in a position to do that. You are ready for another project.

8. Board Discussion

Ms. Edwards said that a while back the Board made a decision; weighed a lot of options, and after seeing the bus dispatcher in action she feels that she is doing a wonderful job. The Board made a great decision and Mrs. Price has the Board's full support as the leader in that department. Thank you for a nice job.

9. Visitors Comments

Mrs. Porcelli spoke as a citizen and concerned non-parent. We have had good publicity through The New Hartford Towne Crier. Regarding the Foundation, there was a presence at the Craft Fair. A booth was manned by Mr. King and Mrs. Porcelli and a number of handouts regarding The Hundred Year Celebration and brick project. She said that she was surprised just how many people go to the Craft Show who weren't from New York Mills. We did get out a lot of information, trying to get our

presence known. There is representation from the three parent groups. Regarding the 100th Celebration there is another meeting this month on the last Monday of the month, January 27th at 6:30 p.m. We also we have a presence on Facebook and have gotten quite a few hits on that. This allows us to get out more information on a broader stroke than what the foundation is doing.

Mr. King said the school support organizations were very well supported but they could use everyone's support. The more you can show your support the more we would appreciate it. Several have helped over the years, but we would love to have more input in all the organization. MAD is kicking into high gear. The Foundation and 100th Anniversary Committee can use more help by getting the word out. Visit a PTSO meeting. The brick project is still ongoing. The musical starts rehearsals tomorrow. They are in need of black paint and there are plenty of opportunities to donate tools and supplies.

Mrs. Marley, President of the Teachers' Association extended an invitation to the Board to join them at the Negotiation table.

Keshia Clukey introduced herself as Education reporter from the Utica Observer Dispatch. She covers 30 school districts. Send any story ideas to her and she will get back to us, even if may not be able to get to them right away.

10. Executive Session – to discuss NYMTA Negotiations and Collective Bargaining Implications of Adding New Title

Mrs. Rice made the motion to go into executive session to NYMTA Negotiations and Collective Bargaining Implications of Adding New Title at 7:47 p.m. seconded by Dr. Porcelli.

Yes 7 No 0
Motion carried.

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

Respectfully submitted,



Paula Ann May
District Clerk

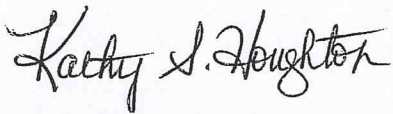
Ms. Edwards called the meeting back into regular session at 9:16 p.m.

11. Adjournment

Dr. Porcelli made the motion to adjourn at 9:17 p.m. seconded by Mr. Surprenant.

Yes 7 No 0
Meeting adjourned.

Respectfully submitted,



Kathy Houghton
Clerk Pro-tem

DRAFT

Jacqueline Edwards
President

Dr. Gary Porcelli
Vice President



3.1 b

**BOARD OF EDUCATION MEETING
TO INTERVIEW ARCHITECTS
WEDNESDAY, JANUARY 15, 2014
JR./SR. HIGH SCHOOL AUDITORIUM – 6:00 P.M.**

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

ALSO PRESENT: Ms. Kathy Houghton, Superintendent, Mr. William Lachut, Director of Facilities I, Mr. Adam Cleveland, BOCES Director of Technology, Mrs. Kim Zogby, teacher, Mr. Janet Wroblicki and the two architect firms

1. Meeting Call to Order

Ms. Edwards called the meeting to order at 6:00 p.m. and appointed Ms. Houghton, Clerk Pro-tem.

1.1 Pledge to the Flag

Dr. Porcelli led the Pledge of Allegiance.

1.2 Acceptance of Agenda

Mr. Ross made the motion to accept the Agenda seconded by Mrs. Welch.

Yes 7 No 0
Motion carried.

2. Board of Education Interview of King + King Architects

3. Board of Education Interview of Hunt Engineers Architects Surveyors

4. Adjournment

Mrs. Rice made the motion to adjourn at 8:50 p.m. seconded by Mr. Surprenant.

Yes 7 No 0
Motion carried.

Respectfully submitted,

A handwritten signature in black ink that reads "Kathy S. Houghton". The signature is written in a cursive style.

Kathy Houghton
Clerk Pro-tem

Jacqueline Edwards
President

Dr. Gary Porcelli
Vice President



Gary Markowicz, Sr.

3.1 C

**BOARD OF EDUCATION MEETING
TO INTERVIEW ARCHITECTS
WEDNESDAY, JANUARY 22, 2014**

JR./SR. HIGH SCHOOL HOME & CAREERS ROOM – 6:00 P.M.

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

ALSO PRESENT: Ms. Kathy Houghton, Superintendent, Mr. William Lachut, Director of Facilities I, and Mr. Adam Cleveland, BOCES Director of Technology

1. Meeting Call to Order

Ms. Edwards called the meeting to order at 6:00 p.m. and appointed Ms. Houghton, Clerk Pro-tem.

1.1 Pledge to the Flag

Dr. Porcelli led the Pledge of Allegiance.

1.2 Acceptance of Agenda

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

Yes 7 No 0
Motion carried.

2. Board of Education Discussion of Final Architects Proposals

3. Resolution to Approve Architect – Action

Mrs. Rice made the motion to approve Hunt & Hunt seconded by Mr. Ross.

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

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

Whereas, the New York Mills Union Free School District (the "District") Board of Education (the "Board") issued a Request for Proposals to architectural firms to provide professional services in connection with the [describe what project this is here, e.g., planning and design for the renovation

project at New York Mills Union Free School District instructional buildings and related facilities (the "Project") expected to be undertaken in the 2014-15 school year and

Whereas, the Board has interviewed the responding architects and evaluated the proposals received, including proposed services and the costs thereof; and

Whereas the Board has determined it to be in the best interests of the District to enter into a professional services agreement with Hunt Engineer Architects Surveyors of Horseheads, New York to provide professional design and project administration services for the Project on behalf of the District; now therefore it is hereby

Resolved, that the Board of Education for the New York Mills Union Free School District hereby authorizes the District to enter into a contract for professional services with Hunt - EAS for the above-described Project, including design and project administration services to be provided in accordance with the fee schedule included in the proposal, not to exceed 7 % of the total cost of the project upon final approval; and be it further

Resolved, that the President of the Board of Education and the Superintendent of Schools are hereby authorized to execute the contract on behalf of the District; and be it further;

Resolved, that this resolution shall take effect immediately.

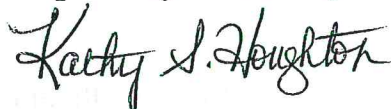
Yes 7 No 0
Motion carried.

4. Adjournment

Mrs. Rice made the motion to adjourn at 6:54 p.m. seconded by Dr. Porcelli.

Yes 7 No 0
Motion carried.

Respectfully submitted,



Kathy Houghton
Clerk Pro-tem

NEW YORK MILLS SCHOOL

SPECIAL EDUCATION

72 Students classified as of 12/20/13
2 Elementary newly classified

74 Total Classified Students as of 1/29/14

FUEL AGREEMENT

THIS AGREEMENT, made this 30th day of January 2014, between the TOWN OF NEW HARTFORD, a municipal corporation organized under the laws of the State of New York, party of the first part, and the NEW YORK MILLS UNION FREE SCHOOL DISTRICT, a municipal corporation organized under the laws of the State of New York, party of the second part.

WHEREAS, the party of the first part has a fuel facility located at 111 New Hartford Street in the Town of New Hartford, and the party of the second part has no such fuel facility, and because of the close proximity of the fuel facility of the party of the first part to the party of the second part, and in the spirit of consolidation of services and expedience of the parties hereto, all of which will benefit the taxpayers and residents of the Town of New Hartford.

The party of the first part does hereby agree to allow and provide fuel to the party of the second part, for utilization in its vehicles belonging to and performing services for the party of the second part, and in consideration thereof, the party of the second part does hereby agree to make payment for any and all fuel and services provided by the party of the first part, on a monthly basis. Invoices for fuel provided shall reflect purchase cost the party of the first part plus five cents (\$.05) per gallon. This total cost shall reimburse the party of the first part for actual purchases expense plus normal operation and maintenance (O&M) expenses. Any sharing of costs to the fuel storage/dispensing

system for substantive repairs or to meet regulatory compliance requirements shall be done through a separate and mutually agreed on Agreement.

This Agreement shall be for a period of Three (3) years commencing January 1, 2014 and shall terminate on December 31, 2016. This Agreement is subject to further and earlier termination in the event of misuse of the fuel service system, set forth herein, or upon any disagreement as to expenses involved and payment made. Upon such occurrence, the party of the first part shall terminate this Agreement within ten (10) days after written notice to the party of the second part.

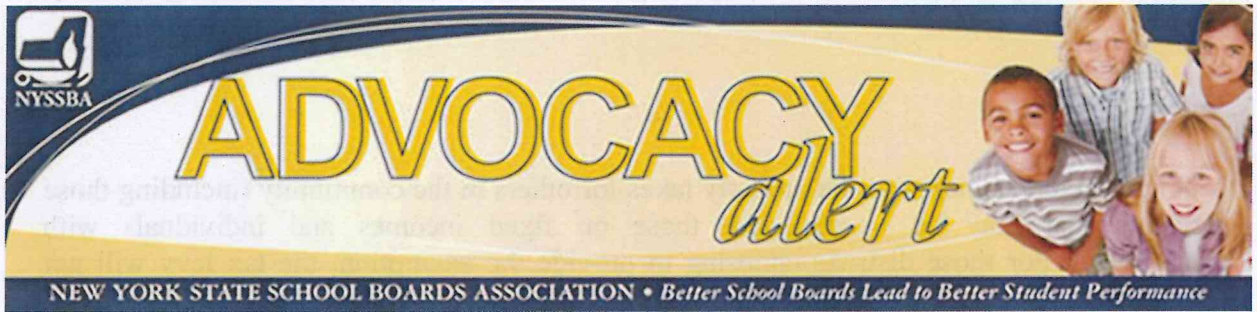
Both parties hereto have been duly authorized to enter into this Agreement by Resolution of its respective boards, and such authority is given to the Supervisor of the party of the first part and the Superintendent of Schools of the party of the second part to enter into this Agreement by executing their signatures herein below.

TOWN OF NEW HARTFORD

By: _____
Town Supervisor

NEW YORK MILLS UNION FREE SCHOOL

By: _____
Superintendent of schools



January 27, 2014

The NEW VETERANS EXEMPTION OPTION—WHAT YOU NEED TO KNOW

Recent changes to the Alternative Veterans Exemption authorize school boards to provide veterans with a partial break from school district property taxes. Previously, other local governments (counties, cities, towns and villages) were authorized to offer the partial property tax exemption to veterans. School districts could not.

HOW DOES THE EXEMPTION WORK?

In a nutshell, veterans and their spouses who served during a period of war or certain other conditions are eligible for an exemption based on whether the war-time veteran was in a non-combat zone, a combat zone or became disabled during service. The law provides percentage exemptions up to a maximum exempt amount for each category. School boards can reduce or increase amounts according to the individual veteran's service, as specific in the law. Boards can also elect to extend the exemption to a Gold Star Parent of a deceased veteran who served during a period of war.

- [VIEW](#) Additional details of the exemption (additional details attached behind this Alert).

Your local assessor's office can help you estimate the amount of the total exemption that would be distributed to other residents based on the number of veterans in your area.

WHAT DOES THIS MEAN FOR BOARDS OF EDUCATION?

Some boards have already been approached by veterans and other community members, seeking to authorize the exemption to benefit the veterans in their districts. The governor and the legislature left the decision to school boards. (Not an easy decision for board members!) Veterans are deserving of our respect and gratitude, and many board members report wanting to provide the exemption. However, they are also concerned over the shifting of costs onto other local taxpayers at a time when many are struggling financially.

Since there is no income limit on veterans who receive the exemption, providing the tax

benefit to veterans increases the property taxes for others in the community (including those residents that may be unemployed, those on fixed incomes and individuals with disabilities.) For those districts choosing to provide the exemption, the tax levy will not change, but the tax rate will increase for non-veteran property owners.

WHAT DO WE DO NOW?

NYSSBA recommends asking your community members prior to considering the exemption. The new law requires that boards must hold a public hearing prior to adopting the exemption. Keep in mind that a widely-publicized hearing affords the district an opportunity to inform a cross-section of the community on how an exemption would affect the property taxes of all residents. Following a public hearing and publicizing the issue in a district newsletter, consider placing a straw poll proposition on the ballot to gauge public sentiment on whether the board of education should adopt the exemption. The results can be published in the district newsletter.

Some boards are considering a school board meeting to also be a public hearing for this purpose. Be sure to confer with your school attorney to ensure your district legally satisfies the public hearing requirements including providing proper public notice.

For the exemption to be applicable in the current year, the deadline is the taxable status date; March 1st for most municipalities. Your local assessor's office can confirm your district's date. As a result, your board may feel public pressure to hold a hearing in February. However, be aware that the law does not provide a timeline; districts may pass a resolution to provide an exemption at any time. Given that school district budgets are already being formed, boards should consider adequately publicizing a hearing on the issue, holding that hearing, publicizing the results of the hearing and then conducting the straw poll later in the year, asking whether or not the community supports providing the exemption for the following year. This would prevent districts from experiencing immediate pressure to pass the exemption in the midst of current budget preparations.

HOW DID THIS HAPPEN?

NYSSBA opposed this legislation. While we successfully opposed a number of similar bills (for firefighters, EMTs and others), there was tremendous political pressure to provide a social response to the problems of this generation of combat veterans. While NYSSBA succeeded in the exemption being provided at board option, there is no question that this places them squarely between a deserving group and other hard pressed local taxpayers. NYSSBA advocated instead for an income tax credit, using that far broader base, rather than the limited property tax base in each individual school district. Simply put, if the state wanted to confer a benefit on a particular group, the state should have paid for it, rather than placing local schools in such a precarious position. This new law contradicts public

comments made by state leaders on the importance of keeping property taxes affordable for all residents and businesses, in order to make New York attractive for economic development. NYSSBA will continue to advocate against using the local school tax to provide state benefits. We will be discussing the ramifications of this in our budget testimony on Tuesday, recognizing that this issue is compounded by the inadequate state aid proposal and lower property tax cap imposed on schools this year.



You received this message because you are subscribed to e-mail communications sent from the New York State School Boards Association (NYSSBA). If you do not wish to receive "NYSSBA Advocacy Alert" e-mail communications from the Association in the future, please [click here](#).

If you do not wish to receive any further e-mail communications from the Association [click here](#) to be permanently removed from all e-mail lists. Please allow up to 10 business days for this request to be processed.

The New York State School Boards Association
24 Century Hill Drive, Suite 200 Latham, New York 12110-2125

New York Mills Union Free School is 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



WEB SAFETY TIPS FOR PARENTS...
STATISTICS ON FACEBOOK PRACTICES,
Leaving an online footprint forever,
SNAPCHAT ISSUES...

Not revealing info to predators!
APPS for Parents!

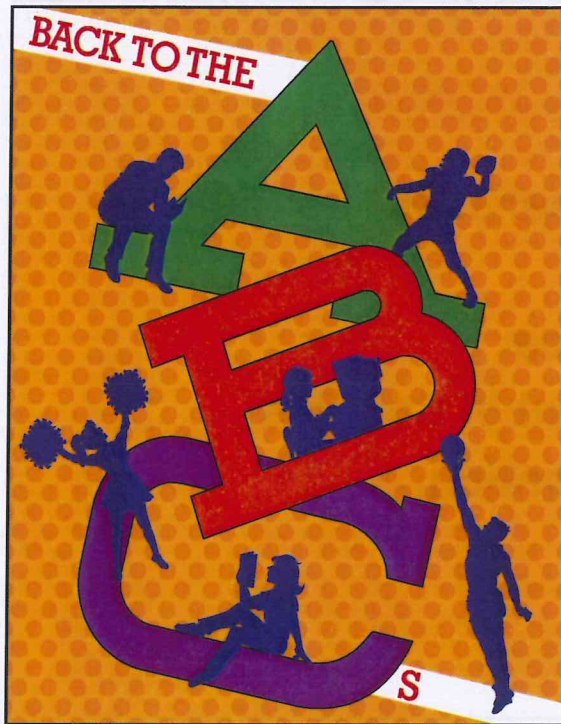
WHO'S NEXT?

What every Parent should know...

the new

Cyberbullying Law
in Oneida County

Door Prizes!



7.8

The ABC's Of School Budgets

Creating a
School
Budget: an
Overview

If you fail to plan, then plan to fail

Bob Williams



2

Roles and Function

- Teachers/Department Leaders
- Principals
- Business Office
- Superintendent of Schools
- Board of Education
- Taxpayers

3

The School Budget

- What is a School Budget?

A complete financial plan for specific period of time based on estimates of expenditures and revenues.



4

Budget Development

- A Centralized budgeting approach is used. This involves the building administrators, department heads, and teachers. Staff input is prioritized and included or excluded by the superintendent.



5

Budget Calendar

- 3/4 Budget Workshop
- 3/18 Budget Workshop
- 4/1 Board Should Adopt
- 4/5 Legal Notice Published
Budget
- 4/26 Property Tax Report Card

Budget Calendar cont'd

- 
- **5/6 Public Budget Hearing**
 - **5/7-13 Budget Notice Mailed to Voters (3-Part Budget)**
 - **5/20 Budget Vote (Noon – 9 p.m.)**

7

**Revenues
and
Expenditures**

8

Revenues

Income received by a school district which serves to increase its net worth.



9

Revenues

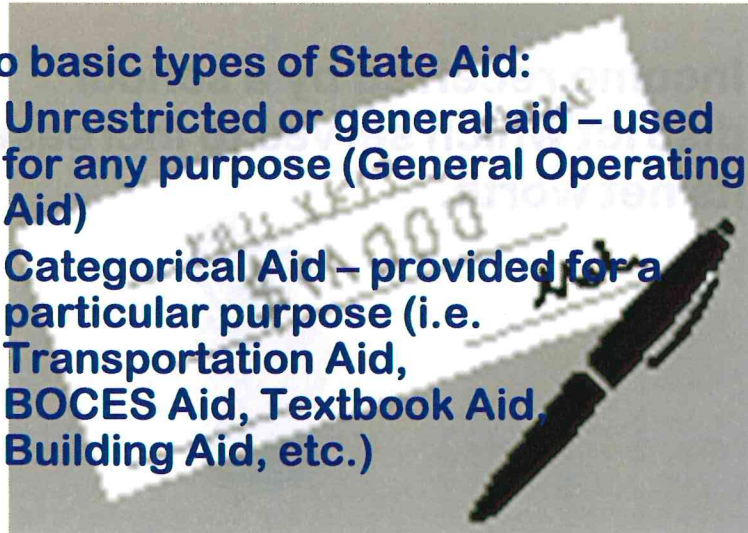
- **State Aid**
- **Miscellaneous Revenues**
- **Fund Balance**
- **Monies raised through Taxes**

10

State Aid

Two basic types of State Aid:

- 1) Unrestricted or general aid – used for any purpose (General Operating Aid)
- 2) Categorical Aid – provided for a particular purpose (i.e. Transportation Aid, BOCES Aid, Textbook Aid, Building Aid, etc.)



11

Miscellaneous Revenues

Any other sources of revenue other than:

- 1) State Aid
- 2) Property Tax Levy
- 3) Fund Balance

Examples: Interest Earnings, Tuition, Commissions, Admissions, Property Rental

12

Fund Balance



Two (2) types of Fund Balance:

- 1) Unappropriated – Unexpended surplus funds. This can equal 4% of current budget.
- 2) Appropriated – Segregated and restricted for a future use. (i.e. offset tax levy)

13

Property Tax

Expenditures (Spending Plan)

- Revenues

Tax Levy



14

Expenditures

Classify budget items through the function and object in accordance with the Uniform System of Accounts and the State Education Department

This is the District's spending plan.



15



A Line Item Budget

Account	Description	Orig. Budget	Adjustment	Adj. Budget	Expensed	Encumbered	Available
A101-400-00-000	supplies	25,000	0.00	25,000	500.00	100.00	190.00

- Line item budgeting: each line item receives separate consideration and may be increased or decreased by different amounts.
- In any given district, administration and/or clerical may receive a monthly appropriation status report to review.

16

Main Budget Expenditures

- Payroll
- Benefits
- BOCES
- Debt Service
- Undistributed (Liability Insurance, Unemployment Insurance, Legal Fees, etc.)
- Department Budgets



17

Building Level Process

18

CODES

- **Example: A2110-450-02-0001 is first grade supplies**
 - A2110 is teaching regular school
 - 450 is supplies
 - 02 is elementary school
 - 0001 is first grade

19

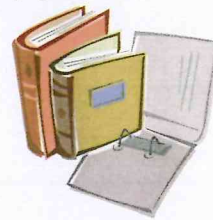
Appropriation By Function at the Building level

- **Supervision of Regular School**
 - Contractual
 - Travel-Mileage
 - Conference fees
 - Dues
 - Supplies

20

- **Teaching Regular School**

- Contractual
- Travel-Mileage
- Conference Fees
- Grade level instructional supplies
- Special area supplies
- Textbooks by Grade level
- Consumables
- Workbooks



21

- **School Library/Audio Visual**

- Instructional supplies
- Materials

- **Computer Assisted instruction**

- Equipment
- Supplies
- Software



22

- **Health Services**
 - Service Contract
 - Office Supplies



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First Steps

- Board sets parameters
- Governor budget projections
- Principals communicate with superintendent and *SBO or treasurer
- Review current year's line item budget and status report
- Begin communication process

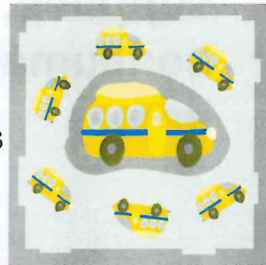
* School Business Official



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Communication Process

- Communicate with staff and faculty via memos and meetings. It may look like this:
 - First request
 - is for transportation needs
 - Field trips
 - Equipment
 - Usually anything over 1,000.00



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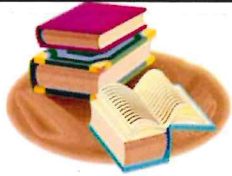


Transportation

- Principal usually meets with Transportation Supervisor and computes cost by mileage and hourly cost of driver for each field trip.
- Principal reviews requests of teachers by grade level, dept. or teacher and prioritizes trips and makes cuts or additions as applicable.



26



Second Request

- Memos and forms are dispersed throughout the school regarding supplies, textbooks, workbooks, consumables, and contractual items.



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Supplies: one way to do it...

- **Elementary**
 - Each teacher is given a set amount to spend including items on the bid list
 - Amount can be figured out using a per-student formula such as total funds / number of students
 - Requisitions are checked to make sure they are pertinent to instruction and student learning, and that they are reasonable in comparison to the previous year's line allocation
 - Grade level meetings are called during common planning time to answer questions and guide the processes
- **Secondary**
 - Each department is given an amount based on previous year's expenditure and current year's need.
 - Department Chair, head, or coordinator collaborates within department and generates purchase order requests (Pos)
 - Pos are reviewed by the administrator
 - Requests are reviewed for additions and deletions to see if they are pertinent to instruction and economical



28

Textbooks: one way to do it

- **Elementary (Primary or ELA and Math)**

- Review cycle based on a subject rotational schedule
- Faculty and staff review different texts from different companies
- Narrow down to two choices
- Invite representatives from companies to inform school about product
- Administration facilitates meetings for discussion on the product
- Faculty votes and picks a product
- Administration funds and schedules training for staff on how to use the text
- Series or text is implemented



- **Secondary and Intermediate Elementary**

- Cycle based
- Content area teachers request information from companies
- Teachers review books to see if they are aligned with national and state standards for that grade and content area
- Teachers and administration review books to see if they match school prioritized curriculum for assessments etc.
- Teachers submits purchase order requests to administration
- Administration meets with teachers and discusses implications for curriculum
- Textbooks selected and ordered
- Schedule and budget for training if needed

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Workbooks/Consumables: one way to do it...



- Find which workbooks can be reproduced (copyright laws)
- Contact BOCES and discuss pricing to see if it is more economical to send to BOCES for printing and binding
- Communicate to teachers which books should be replenished or sent to BOCES and how many based on enrollment
- Teachers fill out POs for workbooks
- Administration reviews to see what can be created in-house and what needs to be ordered
- Administration holds grade level or parent meeting
- POs approved, denied, or revised



30

Contractual

- Securing services from outside the district or BOCES
- Teachers may be planning events or presentations or educational projects
- Put in request for administration to review
- Approved or denied



31

Staffing

- Based on enrollment, building needs, program
- Things to consider
 - *SPED, **IDEA, ***CSE, and ****IEP needs
 - Class sizes
 - State and federal regulations for specific course offerings
- Administration collaborates and meets several times during the budget cycle to determine staffing needs

*(special education)
** Individuals with Disabilities Education Act
*** Committee on Special Education
**** Individual Education Plan

32

Central Office Processing

- Principals and Supervisors submit budgets
- Projected expenditures compiled
- Analyzed and compared to projected revenues
- Estimate tax impact based on current information

33

Central Office Process cont'd

- Present to Board of Education for input
- Present to Public
- Public Vote

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Questions and Comments

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