

Jacqueline Edwards
President

Dr. Gary Porcelli
Vice President



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

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

1. Meeting Call to Order

- 1.1 Pledge to the Flag
- 1.2 Acceptance of Agenda
- 1.3 Teacher/Leader Report
 - a. Welcome New Teacher – Michael Finnerty, Library Media Specialist
 - b. “Professional Learning Community” (PLC) – A. Foote & T. Ferguson

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 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

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

5. New Business

5.1 Personnel Report – Action

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

5.4 Approval of Non-Resident Tuition Student, Grade 2

6. Building Reports

6.1 Elementary Building Report

a. Elementary Community Service

b. Budget Implications of Common Core Implementation

6.2 Secondary Building Report

a. Budget Implications of Common core Implementation

b. Anti-Bullying Assemblies

7. Superintendent's Report

a. December Performances

b. PTSO Craft Fair

c. Centennial Celebration Planning

d. SRO DARE Training

e. Reform Agenda Update

f. K-12 Attendance Staffing

g. Financing of Potential Capital Project

8. Board Discussion

9. Visitors Comments

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

11. Adjournment

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.

January 2014

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26	27	28	29	30	31	

Jan 1 – New Year’s Holiday for Staff

Jan 20 – Martin Luther King, Jr. Holiday for Staff

- Jan. 7 ■ NYM Board of Education Meeting, Jr. – Sr. High School Library, 6:30 p.m.

- Jan. 8 BOCES meeting of the Cooperative Board,
The Learning Center, Career and Technical Education Building,
4:30 p.m.

Athletic Boosters Meeting, Cafeteria, 7:00 p.m.

- Jan. 15 Music, Art, and Drama Boosters Meeting, H.S. Library, 6:30 p.m.

- Jan. 23 NYM School District Foundation Meeting, 6:30 p.m.

- Jan. 29 PTSO Meeting, Cafeteria, 6:30 p.m.

February 2014

S	M	Tu	W	Th	F	S
						1
2	3	■ 4	5	6	7	8
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23	24	25	26	27	28	

February 17-21 – Mid-Winter Recess for Students

February 17 – Presidents’ Day Holiday for Staff

- 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. 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 PTO Meeting, Cafeteria, 6:30 p.m.

- Feb. 27 NYM School District Foundation Meeting, 6:30 p.m.

Jacqueline Edwards
President

Dr. Gary Porcelli
Vice President



Gary Mark
3.1
Rick
Rick Surprenant
Traci Welch

**BOARD OF EDUCATION MEETING
TUESDAY, DECEMBER 3, 2013
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, and Mrs. Traci Welch

ALSO PRESENT: Ms. Kathy Houghton, Dr. Rene Wilson, Mr. Michael Spost, Mrs. Lisa Stamboly, Mr. William Lachut, Mrs. Paula Ann May and 8 visitors and guests

1. Meeting Call to Order

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

1.1 Pledge to the Flag

Dr. Porcelli led the Pledge of Allegiance.

1.2 Acceptance of Agenda

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

Yes 7 No 0
Motion carried.

1.3 Teacher/Leader Report – Laurie Noll, Educational Data Analyst

2. Communications

2.1 From the Floor

Mrs. Wroblecki said that she was on the website this past week to see what's going on with the school. She said she was both discouraged and disappointed that the Board of Education Minutes from May or June of this year weren't posted. She also went to print the board packet and it wasn't there. She did find that it was there later this afternoon. She said that in February of 2011 State Ed Law said that Board of Education Packets must be available for the public.

2.2 President's Messages

Ms. Edwards said that Monday, December 9th SBI will host "Legislative Lobbying and Budget Strategies as You Prepare Your 2014-15 School District Budget". There is a flyer for a Holiday Party in

your folder. The PTSO Craft Fair is this weekend. There are many interesting vendors. The School District Foundation meeting has moved to Sunday, December 15th at Sumos.

- a. Committee Report(s)
 1. Facilities Health & Safety Committee

Mr. Ross reported that there has not been a meeting since the last Board Meeting. We received four RFPs from architects and interviews are scheduled for December 11th and 16th. The final interviews will be in January at a separate Board Meeting.

2. Policy Committee

Ms. Edwards said that the Policy Committee is submitting policies to tonight for a 1st reading. They have not heard any comments from the Board so the committee assumes the policies are okay.

3. Survey Committee

Dr. Porcelli reported that the Survey Committee has not met yet. He will speak to Mr. Ross and Mr. Surprenant to schedule something relatively soon.

- b. Board Calendar
- c. BOCES Representative Report –

Dr. Porcelli said he has met with Mrs. Tenney and was present during the ribbon cutting in November at her office in BOCES. He said that he met with Assemblyman Brindisi, Regent Botar, Commissioner King, and manufactures about pathways to a diploma. BOCES also had a flu clinic for faculty and staff. Dr. Porcelli spoke about the presentation from Ms. Jane Goodwin and Mr. Mettelman to support ant bullying and how he reported to BOCES on the workshops he attended at the New York State School Boards Convention.

3. Consent Agenda

Mrs. Rice made the motion to approve the Concert Agenda that included:

- 3.1 Board of Education Minutes fora meeting held November 5, 2013
- 3.2 Budget Transfer
- 3.3 CSE Reports
 - a. Minutes of meetings held 11/1/13
 - b. Minutes of meeting held 11/4/13
 - c. Minutes of meetings held 11/7/13
 - d. Minutes of meeting held 11/13/13
 - e. Minutes of meeting held 11/14/13

Mr. Surprenant seconded the motion.

Yes 7 No 0
 Motion carried.

4. Old Business

- 4.1 2nd Reading of Policy 1103, Disclosure of Annual Professional performance Review (APPR) Data to parents/Legal Guardians; Regulation #1103.1, parent & Guardian Information Guide; #1103.2, Disclosure of APPR Scores to Parents, Background Information Concerning Requests for Teachers and principals Rating Information; #1103.3, Disclosure of APPR Scores to Parents, parent or Legal Guardian Request Form for composite Effectiveness Score and Rating for Teacher or Principal; #1103.4, Report of Classroom Teacher or Principal Overall Final Quality Rating and Composite Effectiveness Score; #7500.1, Education Records

Mr. Ross made the motion to approve the second reading of the above policies. Mrs. Welch seconded the motion.

Yes 7 No 0
 Motion carried.

5. New Business

- 5.1 Personnel Report – Action

Mr. Markowicz made the motion to approve the following personnel report seconded by Mrs. Welch.

EMPLOYEE	CERTIFICATION AREA	CERT	SALARY*	EFFECTIVE DATE
I. Coaching Resignation				
Ferguson, Timothy	Volunteer Assistant Basketball Coach			11/25/2013

II. Substitute Appointments

Sigal, Richard	School Monitor	N	\$7.25	12/4/2013
Kistner, John	School Nurse RN	N	\$13.00	12/4/2013
Cooney, Raymond	Math K-12	Y	\$80/day	12/4/2013

Dr. Porcelli inquired about the certification for nurses.

Ms. Houghton said that they have a nursing license .

Yes 7 No 0
Motion carried.

5.2 Standard Work Day

Dr. Porcelli made the motion to approve the following Standard Workday seconded by Mrs. Welch.

BE IT RESOLVED, that the New York Mills Union Free School District hereby establishes the following as standard work days for elected and appointed officials and will report the following days worked to the New York State and Local Employees' Retirement System based on the record of activities maintained and submitted by these officials to the clerk of this body:

Title	Name	Social Security Number (Last 4 digits)	Registration Number	Standard Work Day (Hrs/day)	Term Begins/Ends	Participates in Employer's Time Keeping System (Y/N)	Days/Month (based on Record of Activities)
Elected Officials – N/A							
Appointed Officials							
School Physician	William Ryan	XXXX	33944083	8	07/01/2013-06/30/2014	N	2
Treasurer	Lisa Stamboly	XXXX	35894567	8	07/01/2013-06/30/2014	Y	N/A
District Clerk/Secretary to the Superintendent	Paula Ann May	XXXX	36502128	8	07/01/2013-06/30/2014	Y	N/A

Yes 7 No 0
Motion Carried.

5.3 Building Use for Dancemania, June 13 & 14, 2014 – Action

Mrs. Rice made the motion to approve the Building Use for Dancemania on June 13 and 14th seconded by Mr. Markowicz.

Yes 7 No 0
Motion carried.

5.4 Return of Uncollected Tax Resolution

Dr. Porcelli made the motion to approve the following Uncollected Tax Resolution seconded by Mr. Ross:

Whereas: The Tax Collectors have returned their uncollected tax report which needs to be returned to Oneida County

Resolved: that the Board President of the New York Mills Union Free School District Board of Education is authorized to sign the return of taxes to the Oneida County Office of Finance and application for corrected tax roll and directs the Business Office to process the necessary paperwork.

Uncollected Taxes for Oneida County for Tax Year 2013-2014:

Whitestown:	\$178,197.30
New Hartford:	\$117,374.78

Yes 7 No 0
Motion Carried

- 5.5 1st 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

6. Building Reports

- 6.1 Elementary Building Report
- Professional Development

Dr. Wilson reported that throughout the year all of her teachers have attended micro-workshops by grade level on common core. Nancy Sommer from BOCES came to our building to work with grade level teachers to discuss best practices within the modules. An ambassador teacher from Clinton

came to New York Mills to work with 3-6 teachers on dissecting modules and discussing pacing and pedagogy. Dasa training: Michelle hall and I attended this, which was a six hour course: talked about the definition of bullying, staff responsibilities, perceptions from different stake holders and that information was shared at faculty and staff meetings.

b. Grade 4 Veteran's Day Project

Dr. Wilson said that under the direction of Mrs. Sroka and Mrs. Schmidt the fourth grade took flags off of the graves of veterans, learning about civic learning and leadership

c. Grades 5 & 6 "There's No Magic in Drugs" Assembly

Dr. Wilson said that Mr. Karvel brought "There Is No Magic In Drugs " to the 5th & 6th graders in November . Mr. Karvel states " I felt the assembly was very well received. The students were focused, attentive and expressed their enthusiasm appropriately." This assembly was made available at no cost to us thanks to a local sponsorship from the Kowalczyk Funeral Home in New York Mills.

d. Grade 1 Book Publishing

Dr. Wilson said that Mrs. Pearsall and Ms. Robertson created and published hard cover books entitled "I am thankful for..... " Every student participated in the creation of this book and we have ordered them for the classrooms and the elementary library. This project allowed student to participate in all aspects of the writing and publishing processing from brain storming, editing, illustrating, publication and distribution. Kudos to Mrs. Pearsall and Ms. Robertson and the students for meeting common core learning goals, while at the same time incorporating creativity and excitement for learning.

6.2 Secondary Building Report

a. Professional Development

Mr. Spost said that he was scheduled to go to training at BOCES for Data Warehouse - What's New and What Should I Focus On, but was unable to attend due to the urgency of a matter requiring an investigation. Our teachers impacted by the changes in ELA & Math continue to attend both formal and informal training to unpack and prepare the new Common Core Modules. This will continue to be an ongoing process throughout the year. Also Mrs. Chambrone completed the QR Codes in the Classroom – Ideas and Activities webinar. She is still in the process of the three-date' A Walk in the PARCC' series training as well. There are still two more sessions (this Thursday and one more in February). From the first session she was directed to, and now uses, the typing web program with my Introduction to Computers classes. It is free and teacher interactive! The students seem to like it and can access it from home as well.

d. Student Council Breakfast with Santa

Mr. Spost said that Student Council Breakfast with Santa is scheduled for Saturday, December 14th, from 9am-11am. This is a great tradition here at New York Mills and we are hopeful to have a strong response from Elementary. Tickets were sold at both the Turkey Trot and at the Elementary Musical.

e. The Student Voice

Mr. Spost said that the school has a Newspaper that is up and running. This is coordinated by Mrs. Hartmann. You should all have a copy of the first issue. This gives our students another extra-curricular opportunity and hope that it will continue to be a successful year.

f. Common Core – What We Know and What We Don't Know

Mr. Spost spoke about the Common Core. He read excerpts from the NYS Principals' Letter which is shared below:

- 1) ***NYS Testing Has Increased Dramatically:*** We know that our students are spending more time taking State tests than ever before.
- 2) ***The Tests were Too Long:*** We know that many students were unable to complete the tests in the allotted time.
- 3) ***Ambiguous Questions Appeared throughout the Exams:*** We know that many teachers and principals could not agree on the correct answers to ambiguous questions in both ELA and Math.
- 4) ***Children have Reacted Viscerally to the Tests:*** We know that many children cried during or after testing, and others vomited or lost control of their bowels or bladders.
- 5) ***The Low Passing Rate was Predicted:*** We know that in his "Implementation of the Common Core Learning Standards" memo of March 2013, Deputy Commissioner Slentz stated that proficiency scores (i.e., passing rate) on the new assessments would range between 30%-37% statewide. When scores were released in August 2013, the statewide proficiency rate was announced as 31%.
- 6) ***The College Readiness Benchmark is Irresponsibly Inflated:*** We know that the New York State Education Department used SAT scores of 560 in Reading, 540 in Writing and 530 in mathematics, as the college readiness benchmarks to help set the "passing" cut scores on the 3-8 New York State exams. These NYSED scores, totaling 1630, are far higher than the College Board's own college readiness benchmark score of 1550. By doing this, NYSED has carelessly inflated the "college readiness" proficiency cut scores for students as young as nine years of age.
- 7) ***State Measures are Contradictory:*** We know that many children are receiving scores that are not commensurate with the abilities they demonstrate on other measures, particularly the New York State Integrated Algebra Regents examination. Across New York, many accelerated eighth-graders scored below proficiency on the eighth grade test only to go on and excel on the Regents examination one month later.
- 8) ***Students Labeled as Failures are Forced Out of Classes:*** We know that many students who never needed Academic Intervention Services (AIS) in the past, are now receiving mandated AIS as a result of the failing scores.
- 9) ***The Achievement Gap is Widening:*** We know that the tests have caused the achievement gap to widen as the scores of economically disadvantaged students

plummeted, and that parents are reporting that low-scoring children feel like failures.

- 10) ***The Tests are Putting Financial Strains on Schools:*** *We know that many schools are spending precious dollars on test prep materials, and that instructional time formerly dedicated to field trips, special projects, the arts and enrichment, has been reallocated to test prep, testing, and AIS services.*
- 11) ***The Tests are Threatening Other State Initiatives:*** *Without a doubt, the emphasis on testing is threatening other important State initiatives.*

Here's what we do not know:

- 1) ***How these Tests will Help our Students:*** *With the exception of select questions released by the state, we do not have access to the test questions. Without access to the questions, it is nearly impossible to use the tests to help improve student learning.*
- 2) ***How to Use these Tests to Improve Student Skills or Understanding:*** *Tests should serve as a tool for assessing student skills and understanding. Since we are not informed of the make-up of the tests, we do not know, with any level of specificity, the content or skills for which children require additional support. We do not even know how many points were allotted for each question.*
- 3) ***The Underlying Cause of Low Test Scores:*** *We do not know if children's low test scores are actually due to lack of skills in that area or simply a case of not finishing the test – a problem that plagued many students.*
- 4) ***What to Expect Next Year:*** *We do not know what to expect for the spring. Our students are overwhelmed by rapidly changing standards, curriculum and assessments. It is nearly impossible to serve and protect the students in our care when expectations are in constant flux and put in place rapidly in a manner that is not reflective of sound educational practice.*
- 5) ***How Much this is Costing Already-Strained Taxpayers:*** *We don't know how much public money is being paid to vendors and corporations that the NYSED contracts to design assessments, nor do we know if the actual designers are educationally qualified.*

7. Superintendent's Report

7.1 Common Core Parent Workshop

Ms. Houghton reviewed the information given to parents at the November 12th Common Core workshop: An Introduction to the Common Core State Standards and the Parent's Backpack Guide to the common Core State Standards. She also spoke about the "Don't Send Your Child to School Day" that local anti-Common Core group Opt Out CNY organized on Monday, November 18th.

7.2 Professional Development

Ms. Houghton attended the following workshops for Professional Development:

- 11/14 - SBI, "School Districts Fiscal Health and Other State financial Issues, NYS Assistant Comptroller, Nathaalie Carey (ACT FFAST State Fiscal Stress Monitoring System)
- 11/15 – Ferrara Firm Legal Briefing, BOCES – Crisis Communication Planning
- 11/20 – Utica National Insurance Group – Top Tips for Effective Message Management
- 11/19 – Statewide School Finance Consortium conference – State Aid (eliminate GEA, new Foundation Aid formula 2015-16), Legislative Advocacy
- 11/19 – PLC "Mindset", Carol Dweck, Fixed & Growth mindset, fulfilling our potential – Copies of books presented to Board of Education

7.3 – Budget Construction/Parameters

Ms. Houghton reported that we ha an administrative budget planning meeting for 2014-15 was held earlier last month, with memos/requisition forms sent out to teachers/staff prior to Thanksgiving (equipment, transportation, maintenance, textbooks, consumables/workbooks, supplies, and contractual items).

7.4 – Turkey Trot Results

Ms. Houghton thanked Megan Carpenter, Turkey Trot Coordinator and the entire Dever family for 40 wonderful years of New York Mills Turkey Trots. She also thanked the NYM Optimists Club for annually donating Turkeys, t-shirts, and refreshments for this event. Our PTSO purchases the ribbons each year and they also resurrected the Santa's Secret Shop on Turkey Trot Saturday, 11/23. They were also commended for their long-standing support of this great local tradition.

7.5 – Disability Awareness Day

Disability Awareness Day took place on Monday, November 25th, with Committee on Special Education Chairperson Kim Zogby in charge of the planning and implementation of this yearly event. In the morning, our elementary students enjoyed grade level presentations from Utica College students, therapy docs, wheelchair basketball, Occupational Therapy, and Resource Center for Independent Living. This year, our secondary guest speakers were Retired Army Sgt. Rick Yarosh, a war hero that suffered burns and scars over 60% of his body when he was injured in an explosion while serving in Iraq and Jennifer Fitzgerald, a Sergeant also deployed to Iraq that suffers from Post-traumatic Stress Disorder. Kim Zogby is to be commended for her consistent efforts to provide our K-12 students with meaningful educational experiences that will increase their awareness of and sensitivity to various disabilities.

7.6 – PTSO Holiday Craft Fair

This coming Saturday, December 7th from 10-5 and Sunday, December 8th from 10-4 is the 36th annual Craft Fair organized by our dedicated and energetic Parent-Teacher-Student Organization. There are 111 total vendors, with 30 new crafters joining the show. This year, the PTSO has expanded the vendor area to our new science wing. The PTSO is also sponsoring a Scholastic Book Fair at the craft fair and during the following week between 9:00 a.m. and 2:30 p.m. Thank you to our PTSO for their continued support of our school programs through events like the Craft Fair.

7.7 – NYM Holiday on Main Street

The Village of New York Mills is sponsoring the 13th annual Christmas on Main Street from 4:30 to 7:00 p.m. There will be a Parade of Lights, a bonfire, and visit from Santa and Mrs. Claus, and hay rides. The NYM Jr.-Sr. HS Chorus and Jazz Band will perform at 5:30 and 6:15 p.m. Ms. Houghton also said that “we appreciate this wonderful yearly holiday gathering for our community.”

7.8 – Holiday Concerts

Thank you to our music department for the upcoming holiday concerts we are sure to enjoy:

- Tuesday, 12/10 – Elementary Band and Chorus Holiday Concert, 7:00 p.m.
- Thursday, 12/12 – Jr.-Sr. HS Holiday Concert, 7:30 p.m.
- Tuesday, 12/17 – Grades K-3 Holiday Concert, 7:00 p.m.

7.9 Annual Giving Tree

Ms. Houghton thanked the PPS staff members Nina Belmar and Amanda Woodward, who are coordinating teacher/staff efforts to “adopt” students in need in order to provide them with winter clothing and toys. There is a holiday tree in each faculty room, there staff and take an ornament and purchase the item listed. The PPS staff will coordinate delivery prior to the holiday vacation.

7.10 Centennial Celebration

Ms. Houghton shared that the next planning meeting is scheduled for tomorrow night, Wednesday, December 4th at 6:30 p.m. in the cafeteria. The School District Foundation is the umbrella organization that is organizing the committee to plan the 100th year events. She reviewed the events that are planned:

- February 13th – 100th day of 100th Year school-wide celebration, opening of building time capsule at assembly
- March 29th or April 5th – Alumni Basketball game(s) in afternoon, Centennial Dinner Dance in evening at local venue
- April 25th – Presentation/Dedication of Centennial Time Capsule prior to afternoon Kindergarten Tree Planting ceremony

Other activities include a Facebook page and a centennial t-shirt. Ms. Houghton also attended both faculty meetings and sent out invitations to attend the meetings to all faculty and staff.

Some of our parents have concerns and parents had the opportunity to share concerns reviewed and discussed concerns share backpack guide and although we have mixed level of support want to make sure parents

8. Board Discussion

Mr. Ross said that he had concerns about the attendance office. He was curious and asked if we are doing the elementary attendance there. He has concerns that we put a person in place to protect children and to alleviate the workload on an overtaxed staff. He was confused.

Mr. Markowicz asked how do you know if a 9 – 12th grade student is in school?

Mr. Surprenant asked if we had only one person doing attendance, will that jeopardize our students?

Dr. Porcelli had concerns because we are talking without the individuals here. He wanted to propose that before we take action, perhaps let the Superintendent find out and talk to the parties involved rather than taking action this evening.

Ms. Houghton agreed to meeting with attendance clerical staff and principals and then report back to the Board.

9. Visitors Comments

Mr. Lachut expressed his concerns about private groups that use our school. In the past we have had issues with sound system and lighting. Recently we had three blown speakers. The parts are still on order and if a group is using the equipment June 13 and 14 it could wreck the equipment and then we cannot provide a wonderful graduation for our kids.

Ms. Edwards suggested that Mr. Lachut get with the Superintendent and maybe some oversight might be provided to rethink how we do things and come back to the Board with a solution.

Mr. King said the Craft Fair is coming up and there are many opportunities for people to fill in and help out. The MAD Boosters are looking for assistance. Part of the Foundation is covered. Any help that anyone can give to those organizations would be greatly appreciated. He then said that he felt the discussion between the Board in open session was inappropriate. He felt a line was crossed.

Mrs. Wroblecki agreed with Mr. King and then said as a past member it is nice to see most our our administrators do not use their cell phones at inappropriate times.

Dr. Porcelli made the motion to go into Executive Session to discuss NYMTA negotiations and a possible litigation seconded by Mrs. Welch.

10. Executive Session

Dr. Porcelli made the motion to go into Executive Session at 8:10 p.m. to discuss NYMTA Negotiations and a possible litigation seconded by Mrs. Welch.

Yes 7 No 0
Motion carried.

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

Respectfully submitted



Paula Ann May
District Clerk

Ms. Edwards called the meeting back into regular session at

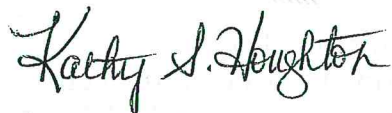
Ms. Edwards called the meeting back into regular session at 9:41 p.m.

11. Adjournment

Mrs. Rice made the motion to adjourn at 9:42 p.m. seconded by Dr. Porcelli.

Yes 7 No 0
Meeting adjourned.

Respectfully submitted,



Kathy Houghton
Clerk Pro-tem

NEW YORK MILLS SCHOOL
SPECIAL EDUCATION

- 69 Students classified as of 11/25/13
 - 1 New referral
 - 2 Transfer students

72 Total Classified Students as of 12/20/13

Policy

Draft 12/16/2013
1001

COMMUNITY RELATIONS

COMMUNITY USE OF SCHOOL FACILITIES

I. Policy Statement

It is the policy of the District's Board of Education that the use of school facilities by residents for activities that are educational, cultural, social, recreational or civic in nature and conducted primarily for the benefit of district residents will be permitted and encouraged. However, if there is a conflict between a requested community use and a school-sponsored activity, the school-sponsored activity will be granted use of the requested facility.

Requests for the use of school facilities must be made in writing on the Community Use of School Facilities Request Form. Such requests must be made at least thirty (30) days in advance of the date of requested use. At its discretion, the school district may grant so much of the request as to allow the use of a school facility, but reserves the right to designate which school facility may be used. All uses must be non-exclusive and open to the general public.

II. The Authority of the Board of Education

The authority of the Board of Education to permit the use of schoolhouses, grounds and facilities is subject to Article XI, Section 3, of the New York State Constitution and Sections 414 of the Education Law of New York.

The Board's authority to permit the use of school facilities by community groups is delegated to the Superintendent of Schools, who will seek counsel as necessary.

A. Section 414: Use of Schoolhouse and Grounds Out-of-School Hours.

Schoolhouses and the ground connected therewith and all property belonging to the District shall be in the custody and under the control and supervision of the Board of Education of the district. The Board of Education may adopt reasonable regulations for the use of such schoolhouses, grounds or other property, when not in use for school purposes, for such other public purposes as herein provided. Such regulations shall provide for the safety and security of the pupils and shall not conflict with the provisions of this chapter and shall conform to the purposes and intent of this section, and shall be subject to review on appeal to the Commissioner of Education, as provided by law. The Board of Education of each district may, subject to regulations adopted as above provided, permit the use of the schoolhouse and rooms therein, and the grounds and other property of the district, when not in use for school purposes, if in the opinion of the Board of Education, use will not be disruptive of normal school operations, for any of the following purposes:

- 1. For the purpose of instruction in any branch of education, learning or the arts.

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COMMUNITY USE OF SCHOOL FACILITIES

2. For public library purposes, subject to the provisions of the Education Law, or as stations of public libraries.
3. For holding social, civic and recreational meetings and entertainment, and other uses pertaining to the welfare of the community. Such meetings, entertainment and uses shall be non-exclusive and shall be open to the general public.
4. For meetings, entertainment and occasions where admission fees are charged, where the proceeds thereof are to be expended for an educational or charitable purpose; but such use shall not be permitted if such meetings, entertainment and occasions are under the exclusive control, and the said proceeds are to be applied for the benefit of a society, association or organization of a religious sect or denomination, or of a fraternal, secret or exclusive society or organization other than organizations of veterans of the military, naval and marine service of the United States and organizations of volunteer firemen and auxiliaries.
5. For polling places for holding primaries and elections and for the registration of voters and for holding political meetings. No meetings sponsored by political organizations shall be permitted unless authorized by a vote of a district meeting, held as provided by law, or in cities by the Board of Education thereof. It shall be the duty of the Board of Education to call a special meeting for such purposes upon the petition of at least ten percentum of the qualified electors of the district. Authority so granted shall continue until revoked in like manner and by the same body as granted.

6. For civic forums and community centers. Upon the petition of at least twenty-five (25) citizens residing within the district, the Board of Education in each school district shall organize and conduct community centers for civic purposes, and civic forums in the several school districts to promote and advance principles of Americanism among the residents of the state. The Board of Education in each school district, when organizing such community centers or civic forums, shall provide funds for the maintenance and support of such community centers and civic forums, and shall prescribe regulations for their conduct and supervision, providing that nothing herein contained shall prohibit the Board of Education to prescribe and adopt rules and regulations to make such community centers or civic forums self-supporting as far as practicable. Such community centers and civic forums shall be at all times under the control of the Board of Education in each school district, and shall be non-exclusive and open to the general public.

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COMMUNITY USE OF SCHOOL FACILITIES

7. For classes of instruction for individuals with disabilities operated by a private organization approved by the Commissioner of Education, rent for the use of such facilities may be demanded by said Board of Education.
8. For recreation, physical training and athletics, including competitive athletic contests of children attending a private nonprofit school.
9. To provide child care services during non-school hours, provided that the cost of such care shall not be a school district charge but shall be paid by the person responsible for the support of such child; the local social services district as authorized by law; or by any other public or private voluntary source or any combination thereof.
10. For licensed school-based health, dental or mental health clinics that is located in a school facility of the district, is operated by an entity other than the district or Board of Cooperative Educational Services and will provide health, dental or mental health services during school hours and/or non-school hours to school-age and preschool children.

B. Use of Schoolhouse by News Media.

The Board of Education may permit, subject to terms and conditions satisfactory to such Board, the admission of persons and equipment of any news medium to school grounds, school houses, school buildings and other locations for the dissemination of information by print, broadcast recording or other means, of athletic events, concerts, lectures and similar activities taking place that are of interest to the general public; provided that nothing herein contained shall prevent the broadcasting or televising of any such events or activities with or without commercial sponsorship.

III. General Guidelines:

- A. The Building Principal shall be responsible for maintaining proper use relationships with those organizations that apply to use the school facilities.
- B. A member of the school district's custodial staff must be present at all times that a community group uses the school facilities. A charge will be applied to the community group when said group uses facilities and there is no member of the school staff scheduled to work during the period when the community group uses the facility. If no member of the school's maintenance/custodial staff is willing or available to work, the use of the school facility by a community organization shall not be permitted.

COMMUNITY RELATIONS

COMMUNITY USE OF SCHOOL FACILITIES

- C. When use of the district's facilities involves a specialized area such as cafeteria, the presence of authorized school personnel is required as appropriate and said individuals will be paid by requesting group.
- D. School equipment may be used by responsible community groups in conjunction with the approval to use school facilities provided that:
 - 1. The equipment is in good condition; and
 - 2. The group using the equipment agrees in writing to accept responsibility for repairing or replacing any equipment which is damaged or lost; and
 - 3. The group provides a competent operator for any equipment used.

The Superintendent of Schools or designee shall be the sole judge as to what equipment is available for use.

- E. The organization (community group) agrees to indemnify and save-harmless the Board of Education and/or the School District, and/or any of its employees, from any and all claims that may arise through negligence or otherwise, or that may cause damage, loss, injury or death to the property of the School District, its employees or their property, or to other persons or property resulting from such use directly or indirectly.
- F. The school shall not insure, protect or safeguard the organization against any claim that may arise from any accident or injury to any person or persons through the use of school facilities by an organization.
- G. The community organizations utilizing school facilities must provide adequate supervision for the activity. The community organizations utilizing school facilities or his/her representative in charge of the activity shall be responsible for the fulfillment of the regulations governing the use of facilities.
- H. Persons attending or participating in the activity shall be limited to the use of the areas designated by the Building Principal.
- I. Community organizations utilizing school facilities must, in any written communications seeking attendance at any function, clearly state that the activity is not an activity sponsored by, supported by or endorsed by the Board of Education of the District. Further, a similar disclaimer must be placed at the primary entrance where people participating in such event are likely to enter the school facility.

IV. Insurance and Release From Liability are required as follows:

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COMMUNITY USE OF SCHOOL FACILITIES

- A. Prior to approval, any community group that charges admission or any community group that does not charge admission but does have insurance must:
 - 1. Submit ten (10) working days prior to the event a Certificate of Liability Insurance in the amount of \$1,000,000 guaranteeing financial coverage for any liability or loss in the event of injury to any involved person or equipment. The certificate of insurance shall name the District as an additional named insured.
 - 2. Have an authorized representative complete a "School Use Release From Liability" form ten (10) working days prior the event.
- B. Any community group that does not charge admission and does not have insurance must follow these steps:
 - 1. If a low risk of liability and loss is determined by the Superintendent, the group must authorize a representative to sign the "School Use Release from Liability" form on behalf of the group. The form must be signed ten (10) working days prior to the event. The school's insurance will prevail.
 - 2. If a moderate or high risk of liability and loss is determined by the Superintendent, all group members must within ten (10) working days of the event:
 - a. Sign the "School Use Release From Liability" form, and
 - b. Submit a form of identification for the school to copy and file with the Release form.

V. Classification of School Groups:

A. Class I. Use of Facilities by School Groups (including school staff members):

School facilities may be used without a rental charge and without a charge for custodial service by any regularly sponsored school activity.

This includes Parent-Teacher-Student Organization (PTSO) and school booster club meetings and PTSO-Sponsored groups, organizations and activities when custodians are regularly on duty.

B. Class II. Civic, Cultural, Religious and Service Groups

COMMUNITY USE OF SCHOOL FACILITIES

School facilities may be used by civic groups, service clubs, music, religious organizations, dramatic and literary organizations or other nonexclusive groups, organizations or activities as provided by regulations established by the Board of Education providing the school district: is reimbursed as scheduled, when reimbursement is called for under these regulations. The Board of Education, at its sole discretion, reserves the right to waive the charges scheduled in favor of fees for custodial services only when the proceeds of activities sponsored by organizations in this classification are used exclusively for the benefit of the school or charitable purpose.

- C. By resolution, the Board of Education shall classify each community group requesting the use of facilities according to the criteria stated above.

- VI. In the event that the district is operating under a contingent budget, the use of school facilities will be restricted in accordance with New York State Law and decisions of the Commissioner of Education.

New York Mills Union Free School District

Legal Ref: Section 414, New York State Education Law; Section 61.09 ~~4.04~~, Arts and Cultural Affairs Law, 34 CFR 108

Adopted: 10/09/73

Revised: 08/13/74, 07/13/82, 01/10/89, 02/01/94, 11/04/03, 03/23/10, 06/01/10, _____

New York Mills Union Free School District

SUPERINTENDENT'S REGULATION

Draft 12/16/2013

COMMUNITY RELATIONS

1001.1

BUILDING USE APPLICATION FORM

Organization _____ Date Desired _____

Purpose of use _____

Which building _____ Expected Attendance _____

Room(s) of building desired (including dressing rooms, etc.) _____

Duration of use from _____ A.M. /P.M. to _____ A.M. /P.M. (cross out A.M., P.M.)
(If time is needed in getting ready for activity, include that in above)

Are lights to be used? _____

Please check the following you will need supplied:

_____ Microphone _____ Footlights _____ Spotlight

Other - list: _____

The undersigned agrees to accept responsibility to repair or replace any damage to equipment.

Name of Responsible Person

Signature of Responsible Person

Date

Address

Telephone Number

Admission Charge _____ Yes _____ No

Insurance Liability Form Provided _____ Yes _____ No

NOTE: FILLING OUT THIS APPLICATION DOES NOT MEAN THAT YOU ARE ENTITLED TO THE USE OF THE BUILDING. DO NOT ADVERTISE OR PLAN ON USING THE BUILDING UNTIL THIS APPLICATION HAS BEEN APPROVED AND RETURNED TO YOU.

(Do not write below this line)

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1001.1

BUILDING USE APPLICATION FORM

Assessment: Check All Appropriate Items

_____ Admission charge:

- a) Submitted required insurance _____ Yes _____ No
- b) Group representative has signed "School Use Release From Liability" form:
- c) Approved by Board _____ Date

_____ No Admission charge:

- a) Has insurance _____ Yes _____ No
- b) Degree of Risk _____ Low _____ Moderate _____ High
- c) "School Use Release from Liability Form"

Low Risk: Authorized representative has signed release for group at least 10 working days in advance.

Moderate to High Risk: Each member has signed own release Form and has provided personal identification at least 10 working days in advance.

SERVICES REQUIRED

Police _____
Fire _____
Matron _____
Janitor _____
Cafeteria _____
Helper _____
Stage Crew _____
Equip. Op _____
Rental Fee _____

REMARKS

Cost of Service _____
Cost of Service _____
Cost of Service _____

Cost of Service _____
Cost of Service _____
Cost of Service _____
Cost of Service _____
Total Cost of Services _____

Any communications about this event will indicate that this activity is not sponsored by, supported by or endorsed by the Board of Education of the District.

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1001.1

BUILDING USE APPLICATION FORM

Form completed by: _____
Name Date

Signature

Organization will pay the total service cost. Cash or check payable to:

NEW YORK MILLS UNION FREE SCHOOL DISTRICT

Request approved by _____ Date _____
Superintendent of Schools (designee)

Board of Education Date _____

=====
Approved by the Superintendent: _____

New York Mills Union Free School District

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COMMUNITY RELATIONS

1001.2

SCHOOL USE RELEASE FROM LIABILITY (GROUP)

I, on behalf of the _____ and as its duly authorized representative,
(GROUP)

understand and agree that, in consideration for being granted access to and the use of the property and facilities of the New York Mills School District, for the purpose of

_____, I assume any and all risk with respect to such
(ACTIVITY)

access and use, and hereby release said New York Mills Union Free School District, its representatives, agents, servants, and employees from liability for any injuries sustained or damage incurred in the course of such access and use resulting from any cause whatsoever which may be sustained.

Printed Name

Signature

Date: _____
Month/Day/Year

Approved by the Superintendent: _____

New York Mills Union Free School District

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COMMUNITY RELATIONS

1001.3

SCHOOL USE RELEASE FROM LIABILITY (INDIVIDUAL)

I understand and agree that, in consideration for being granted access to and the use of the property and facilities of the New York Mills School District, for the purpose of

_____, I assume any and all risk with
(ACTIVITY)

respect to such access and use, and hereby release said New York Mills Union Free School District, its representatives, agents, servant and employees from liability for any injuries sustained or damage incurred in the course of such access and use resulting from any cause whatsoever which may be sustained.

Printed Name

Signature

Date: _____
Month/Day/Year

=====

Approved by the Superintendent: _____

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COMMUNITY RELATIONS

VISITORS TO THE SCHOOLS

- I. The following policy governing visitors to the schools shall be conspicuously posted in all schools of the District.
- II. Visitors to the schools of the District will be governed by the following:
 - 1) All visitors are required to enter the K-12 building through the Jr. Sr. High School front doors except upon permission of the Superintendent.
 - 2) Upon entering the building, each visitor will register with the front desk monitor and supply the following information:
 - a) Print name and address
 - b) Sign name
 - c) Provide reason for visit
 - d) Indicate approximate length of stay
 - e) Record time at registration
 - f) Picture Identification or two other forms upon request
 - g) Other information or procedures may be required: ex. submit to a bag search
 - 3) After satisfactorily registering, each visitor will:
 - a) Receive and display on one's clothing in a visible location a visitor's badge
 - b) Report to the appropriate building office as directed by the security attendant
 - 4) Upon reporting to the appropriate building office, each visitor will state his/her business to the secretary and receive assistance as appropriate to complete that business.
 - 5) After the business and only that business have been completed, each visitor must exit the K-12 building through the Jr. Sr. High School front doors. Before leaving, each visitor must sign out at the security attendant desk by:
 - a) Returning the I.D. card
 - b) Recording the time of departure
 - c) Providing the front desk monitor other information as may be required including submission to a bag search
 - 6) Parents or guardians wishing to speak with a specific teacher concerning the progress of a child must make an appointment with the teacher.

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COMMUNITY RELATIONS

VISITORS TO THE SCHOOLS

- 7) Parents are encouraged to visit guidance counselors, school nurses, school psychologists and other support personnel, by appointment, in order to discuss any problems or concerns the parent may have regarding the student, whether or not school related.
- 8) Any visitor wishing to inspect school records or interview students on school premises must comply with all applicable Board of Education rules, regulations and policy. In questionable cases, the visitor shall be directed to the Superintendent's office to obtain written permission for such a visit.

Registration shall not be required for school functions open to the public, whether or not admission is to be charged.

- 9) The Principals and Superintendent are authorized to take any action necessary to secure the safety of students and school personnel. Unauthorized visitors will be requested to leave school premises immediately, and will be subject to arrest and prosecution for trespassing if they refuse.

New York Mills Union Free School District

Adopted: 3/21/00,

Revised: 02/05/02, 06/01/10

Reviewed: _____

Policy

Draft 12/16/2013
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COMMUNITY RELATIONS

SCHOOL VOLUNTEERS

- I. The District recognizes that the use of volunteers strengthens relations between the district and the general community. The purpose of the volunteer program will be to:
 - A. Assist employees in providing individualization and enrichment of instruction.
 - B. Build an understanding of school programs among interested citizens, thus stimulating widespread involvement in the educational process and strengthening school-community relations through positive participation.
- II.
 - A. Volunteers are persons who are willing to donate their time and energies to assist administrators, teachers and other school personnel in implementing school programs and helping children through the use of planned auxiliary services. An individual shall be considered to be an "authorized volunteer" for purposes of participating in school activities, and for purposes of receiving indemnification under the Education Law, Workers' Compensation and liability insurance protection under the District's insurance coverage, only where volunteers for the particular program or activity in which the individual participates have been approved for participation in accordance with this policy.
 - B. Although volunteers are not subject to the State Education Department's fingerprinting clearance process, the District has an interest in ensuring that volunteers are appropriately screened to perform supervised duties on behalf of the school. The District's process for approving volunteers is as follows:
 1. Each applicant for regular (continuous throughout season or school year) volunteer status must complete the District's volunteer application form and must be interviewed by an appropriate administrator. After the application and interview are completed, the administrator who interviewed the applicant will confer with the Superintendent of Schools.
 2. The Superintendent of Schools has the discretion to accept or reject applications for volunteer status. No volunteer may commence service until the Superintendent of Schools approves him or her for volunteer services. The Superintendent of Schools will designate a school employee to supervise the services of each volunteer.
 3. Volunteers providing casual or infrequent service (such as a parent assisting with a class field trip, etc.) are not required to undergo the formal volunteer approval process detailed above.

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COMMUNITY RELATIONS

SCHOOL VOLUNTEERS

4. Volunteers to specific classrooms are under the direct supervision of the classroom teacher.
- III. A. Use of volunteers within the District is not to conflict with the duties or to replace any regular position.
 - B. Volunteers will work with students under the immediate supervision and direction of a certified teacher or administrator.
 - C. Volunteers are expected to comply with all rules and regulations set forth by the District and with any specific expectations set forth by the administrator and/or teacher under whose supervision the volunteer is serving.
 - D. No school employee shall recruit or assign a volunteer except in accordance with this policy. No school employee shall pay any form of compensation to a volunteer using school or student funds, except for expense reimbursements that are authorized in advance by the business office.

New York Mills Union Free School District

Legal Ref: Volunteer Protection Act of 1997, 42 USC 14501, NYS Ed Law Sections 3023 and 3028, Public Officers Law Section 18

Adopted: 11/18/97

Revised: 06/01/10

Reviewed: _____

New York Mills Union Free School District

SUPERINTENDENT'S REGULATION

Draft 12/16/2013

COMMUNITY RELATIONS

1003.1

VOLUNTEER APPLICATION FORM

FOR VOLUNTEERS WHO ASSIST SCHOOL PROGRAMS OR ACTIVITIES ON A REGULAR BASIS

Thank you for your interest in being a volunteer at the New York Mills Union Free School District. Please provide the following information:

Name: _____ Address: _____

Home Telephone Number: _____ Work Telephone Number: _____

Area of Volunteer Interest: _____

Special Skills or Certifications (CPR, First Aide, AED, etc.): _____

Volunteers at New York Mills Union Free School District are expected to:

- Sign in and out with the receptionist and report to the appropriate staff member;
- Wear their Volunteer Tag while in the school building;
- Maintain confidentiality regarding student records and communications;
- Abide by the District's Code of Conduct and the Rules and Regulations of the School and Classroom in which they are volunteering;

I hereby affirm that I have no criminal convictions and that I am of good moral character. I authorize the District to contact the following non-family personal references regarding my background and good moral character:

Name: _____ Name: _____

Address: _____ Address: _____

Phone: _____ Phone : _____

I attest that the information provided in this volunteer application is true and correct and agree to abide by the expectations outlined. I understand that my services may be terminated at any time without cause:

Signature

Date

Print Name

Approved by Superintendent:

Superintendent's Signature

Date of Approval

Designated Supervisor of Volunteer: _____

Approved by the Superintendent: _____

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COMMUNITY RELATIONS

RECORDS MANAGEMENT PROGRAM

The Board of Education of the New York Mills School District established the following Records Management Program:

I. Records Management Officer

The Records Management Officer shall be responsible for administering the non-current and archival public records and storage areas in accordance with local, state and federal laws. These responsibilities, may be delegated to an outside service or agency, such as the BOCES.

II. Powers and Duties

The Records Management Officer shall have all the necessary powers to carry out the efficient administration, determination of value, use, preservation, storage and disposition of the non-current and archival public records kept, filed or received by the offices of the school district.

III. Definitions

A. "Archives" means those official records which have been determined by the Officer and Advisory Committee to have sufficient historical or other value to warrant their continued preservation by the local government.

B. "Records" means any documents, books, papers, photographs, sound recordings, microforms, or any other materials, regardless of physical form or characteristics, made or received pursuant to law or ordinance or in connection with the transaction of official business.

C. "Records management" means the planning, controlling, directing, organizing, training, promotion and other managerial use and records disposition, including, records preservation, records disposal and records centers or other storage facilities.

D. "Records disposition" means:

1. The removal by the school district, in accordance with approved records control schedules, of records no longer necessary for the conduct of business by such agency through removal methods which may include:

a. the disposal of temporary records by destruction or donation; or

COMMUNITY RELATIONS

RECORDS MANAGEMENT PROGRAM

- b. the transfer of records to the Record Center/Archives for temporary storage of inactive records and permanent storage of records determined to have historical or other value warranting continued preservation; and
- 2. The transfer of records from this school district to any other agency.
- E. "Records management center" means an area maintained by the school district primarily for the storage, servicing, security and processing of records which must be preserved for varying periods of time and need to be retained.
- F. "Servicing" means making information in records available for official use or to the public.

IV. Survey of Records

The Records Management Officer shall survey and examine the public records of the district at least once in each calendar year to determine the most suitable methods to be used for maintaining, storing and servicing of archival material:

- A. Obsolete and unnecessary records according to New York State Records Retention and Disposition Schedules thereby subject to disposition; or
- B. Information containing administrative, legal, fiscal, research, historical; or
- C. Records not subject to disposition according to State Law.

V. Records Management Center

The Records Management Officer shall oversee a Records Management Center for the storage, processing and servicing of all non-current and archival records of the district.

VI. Records Retention

The District will contract with Oneida-Herkimer-Madison BOCES for Records Retention Services. The BOCES Records Retention Office will advise and assist the District Records Management Officer with the following:

- 1. Provide advice to the Records Management Officer on the development of the records management program;
- 2. Review the performance of the program, at least once annually, and propose changes and improvements;

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RECORDS MANAGEMENT PROGRAM

3. Review retention periods proposed by the Records Management Officer for records not covered by State Archives' schedules.
4. Provide advice on the appraisal of records for archival value and to be the final sign off entity as to what is or is not archival.

VII. Disposal of Records

No records shall be destroyed or otherwise disposed of by the Records Management Officer without the written consent of the administrator responsible for such records.

New York Mills Union Free School District

Legal Ref: 8 NYCRR 185, SED – Records Retention and Disposition Schedule ED-1 – 1988
Article 57-A- Arts and Cultural Affairs Law

Adopted: 12/13/88

Revised: 06/01/10

Reviewed: _____

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COMMUNITY RELATIONS

SCHOOL SPONSORED MEDIA

- I. It shall be the responsibility of the Superintendent of Schools to develop and maintain a sound program of school community relations and to this end he/she shall be the primary source of all public news releases. Other school officials, with the approval of the Superintendent of Schools, will be responsible for the preparation and release of information appropriate to their responsibilities.
- II. The Principal of each building is responsible for the preparation of news releases concerning the activities within that building, and for reviewing them with the Superintendent prior to release. Copies of all final news releases will be sent to the Superintendent's office.
- III. It shall be the responsibility of the Superintendent of Schools to establish procedures for the publication and distribution of a periodic newsletter to all district residents and to develop guidelines for the regulation of all aspects of the newsletter.

New York Mills Union Free Central School District

Adopted: 08/13/74

Revised: 04/13/81, 06/01/10

Reviewed: 12/13/88, _____

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COMMUNITY RELATIONS

PARENTAL INVOLVEMENT IN TITLE I PROGRAMS

I. Introduction

- A. The New York Mills Union Free School District recognizes that the purpose of Title I funding is to improve the educational opportunities of educationally deprived children. The District therefore shall use Title I resources to help educationally deprived children succeed in regular district programs, attain grade level proficiency, and improve achievement in basic and advanced skills.
- B. The District also recognizes the importance of a parent's active participation in the education of his/her child. The District therefore shall involve parents of eligible children in the development and implementation of innovative programs and activities to ensure the delivery of appropriate educational services to eligible students.
- C. The purpose of this policy is to establish the District's expectations for parental involvement in Title I programs.

II. Definitions: For the purposes of this policy:

- A. The terms "student" and "child" shall mean a student eligible for Title I services in the District.
- B. Except where specifically noted in this policy, the term "parent" shall mean the parent/guardian of a student who is eligible for Title I services in the District.

III. District Obligations:

- A. The District will:
 - 1. Convene an annual meeting, to which all parents of participating children must be invited, to explain the programs and activities provided with funds available under I.
 - 2. At the beginning of each school year, notify the parents of each student attending a school which receives Title I money (even if their child is not in a Title I program) of their right to request and receive information regarding the following credentials of the professionals providing educational services to their children:
 - a. Whether their child's teacher is certified for the grade levels and subject areas in which the teacher provides instruction (or whether the teacher is providing instruction under an exception to such qualifications).

COMMUNITY RELATIONS

PARENTAL INVOLVEMENT IN TITLE I PROGRAMS

- b. The relevant teacher's academic credentials and baccalaureate degree major.
 - c. The relevant classroom teacher's graduate certification (or degree) and the field of discipline of such certification (or degree).
 - d. Whether the child is receiving services from paraprofessionals and, if so, the qualifications of those paraprofessionals.
 3. Involve parents in the joint development of:
 - a. The District's Consolidated Plan for ESEA funds (20 USCA 6212; Section 1112 of the *NCLBA*). If the plan is not satisfactory to parents, the District will submit any parent comments to the State when the District submits its plan to the State.
 - b. The process of using local academic assessment standards/indicators (20 USCA 6316; Section 1116 of the *NCLBA*).
 - c. School-wide specifically designed program(s) to address academic needs of low-income students (20 USCA 6314; Section 1114(b)(2) of the *NCLBA*). If the program(s) are not satisfactory to parents, the school will submit any parent comments on the program(s) when the school makes the program(s) available to the District.
4. Provide the coordination, technical assistance and other support necessary to assist participating schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance.
5. Build the schools' and parents' capacity for strong parental involvement.
6. Coordinate and integrate parental involvement strategies in Title I programs with parental involvement strategies under other programs (such as Head Start, Reading First, Early Reading First, Even Start, Parents as Teachers, Home Instruction for Preschool Youngsters, and State-run preschool programs).
7. Conduct, with the involvement of parents, an annual survey and/or evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of schools receiving Title I funding.

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COMMUNITY RELATIONS

PARENTAL INVOLVEMENT IN TITLE I PROGRAMS

- a. The District will identify barriers to greater participation by parents in Title I activities.
 - b. The District will design or revise strategies to overcome such barriers.
 - c. When designing or revising strategies to overcome such barriers, the District will pay particular attention to barriers faced by parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or of any racial or ethnic minority background.
8. Involve parents in the activities of Title I schools and programs.
 9. Jointly develop with parents the school-parent compact described by this policy.
 10. Provide other reasonable support for parental involvement activities as parents may request.
- B. The District may:
1. Use Title I funds to provide transportation, childcare, or home visits as such services relate to parental involvement.
 2. Involve parents in the development of training for teachers, principals and other educators to improve the effectiveness of such training.
 3. Provide necessary literacy training from Title I funds if the District has exhausted all other reasonably available sources of funding for such training.
 4. Pay reasonable and necessary expenses associated with local parental involvement activities, including transportation and childcare costs, to enable parents to participate in school-related meetings and training sessions.
 5. Train parents to enhance the involvement of other parents.
 6. Arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation.

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COMMUNITY RELATIONS

PARENTAL INVOLVEMENT IN TITLE I PROGRAMS

7. Adopt and implement model approaches to improving parental involvement.
8. Establish a district-wide parent advisory council to provide advice on all matters related to parental involvement in Title I programs.
9. Develop appropriate roles for community-based organizations and businesses in parent involvement activities.

IV. Partnership With Parents:

- A. The District believes parents should be partners in their child's education. A parent's active and meaningful participation in his/her child's education increases the child's potential for educational success.
- B. To promote meaningful parental involvement, the District encourages parents:
 1. To attend and actively participate in the District's annual Title I meeting.
 2. To act as consultants who assist the District in completing periodic Title I grant applications.
 3. To assess and if necessary, help the District develop or revise its Title I programs.
 4. To play an integral role in their child's learning.
 5. To periodically assess and, if necessary, help the District revise this policy.
 6. To otherwise become active and full partners in their child's education.
- C. The District will fulfill its Parental Involvement obligations by:
 1. Offering a flexible number of meetings, such as meetings in the morning or evening.
 2. Involving parents in an organized, ongoing and timely way, in the planning, review, and improvement of Title I programs, including the planning review and improvement of this policy.
 3. Providing parents with timely information about Title I Programs.

PARENTAL INVOLVEMENT IN TITLE I PROGRAMS

4. Providing parents with a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet.
5. Providing requesting parents with opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and to respond to any such suggestions as soon as practicably possible.
6. Responding to suggestions made by parents as soon as practicably possible.
7. Building capacity for parental involvement by:
 - a. Providing assistance to parents, as appropriate, in understanding such topics as the State's academic content standards, State and local academic assessments, Title I requirements, and how to monitor a child's progress and work with educators to improve the achievement of their children.
 - b. Providing materials and training to help parents work with their children to improve their children's achievement.
 - c. Educating teachers, pupil services personnel, principals and other staff:
 - i. About the value and utility of parental contributions to education.
 - ii. So that they may develop skills to reach out to, communicate and work with parents as equal partners.
 - iii. So that they may implement and coordinate parent programs and work to build ties between parents and the school.
 - d. Coordinating and integrating, to the extent feasible and appropriate, parental involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other programs.
 - e. Conducting other activities, such as parent resource centers, which encourage and support parents in more fully participating in the education of their children.

COMMUNITY RELATIONS

PARENTAL INVOLVEMENT IN TITLE I PROGRAMS

- f. Ensuring that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand.
 8. Developing jointly with parents innovative programs, activities and procedures that have the goals and objectives outlined by this policy.
 9. Informing parents of the reasons their children are participating in the program and of the specific instructional objectives and methods of the program.
 10. Supporting the efforts of parents, and train parents, to the maximum extent practicable to:
 - a. Work with their children in the home to attain the instructional objectives of the program.
 - b. Understand the program's requirements.
 11. Providing, to the extent practicable, opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children.
 12. Providing information and school reports required under section 1111 of the No Child Left Behind Act in a format and, to the extent practicable, in a language such parents understand.
 13. Informing parents and parental organizations of the existence and purpose of any parental resource centers available to provide training, information or support to parents.
 14. Scheduling student conference between parents and Title I teachers as necessary.
- V. Annual Title I Meeting:
- A. Notification:
 1. At the beginning of the school year, the District will formally invite parents to attend the District's annual Title I meeting.

POLICY

Draft 12/16/2013
1200

COMMUNITY RELATIONS

PARENTAL INVOLVEMENT IN TITLE I PROGRAMS

2. The annual notification will be provided to parents in an understandable and uniform format and, to the extent practicable, will be provided in a language that parents can understand.
- B. Purpose: The purpose of the District's annual Title I meeting is:
1. To inform parents of the general purpose of Title I funding and to further inform these parents of the reasons their children are participating in Title I programs.
 2. To inform parents of the specific Title I programs, activities and services currently available to their children.
 3. To inform parents of their right to be active participants in the education of their children.
 4. To allow parents the opportunity to ask questions, make suggestions and have input into the District's Title I program.
 5. To encourage parents to become active participants in the education of their children.
- VI. Parent – School Compact
- The District will jointly develop with parents a “Parent – School Compact” that outlines how parents, the entire school staff, and teachers will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help the children achieve state standards.
- VII. Complaint and Appeal Process
- A. The District distributes to parents and appropriate private school officials, free of charge, information about the State Complaint and Appeal Procedures available for use when parents have complaints regarding the District's fulfillment of its obligations under ESEA Title I, Parts A, C, and D, or under the General Education Provisions Act, or under Section 100.2(ee) of the Commissioner's Regulations.
 - B. A complaint regarding the District's administration or implementation of its ESEA Title I Grant, or of Academic Intervention Services for students identified under Commissioner's Regulations Part 100 must be submitted in writing to the Superintendent.
 1. The District will attempt to resolve the complaint within thirty (30) business days.

POLICY

Draft 12/16/2013

1200

COMMUNITY RELATIONS

PARENTAL INVOLVEMENT IN TITLE I PROGRAMS

2. If the parent making the complaint is not satisfied with the District's response after thirty (30) business days, the parent may submit the complaint to the Title I School and Community Services Office, Room 365 EBA, New York State Education Department, 89 Washington Avenue, Albany, New York 12234.

VII. Accessibility:

To the extent practicable, the District will provide full opportunities for participation of parents with limited English proficiency, parents with disabilities and parents of migratory children, including providing information and reports in a format and, to the extent practicable, in a language parents understand.

IX. Incorporation:

This policy shall be incorporated into the District's Local Educational Agency Plan under Section 1112 of the No Child Left Behind Act.

X. Policy Development, Distribution, Revision and Review:

- A. This policy was developed jointly with, and is agreed to by parents. This policy is subject to periodic review and/or revision with help from parents.
- B. This policy will be distributed to parents in a format understandable to them, and, to the extent practicable, in a language they can understand.
- C. This policy will be made available to the local community.

New York Mills Union Free School District

Legal Ref: The Elementary and Secondary Educational Act of 1965; Hawkins-Stafford Act of 1988, P.L. 100-297; Section 1118 of The No Child Left Behind Act of 2001, P.L. 107-110.

Adopted: 10/03/95

Revised: 07/28/03, 06/01/10

Reviewed: _____

New York Mills Union Free School District

SUPERINTENDENT'S REGULATION

Draft 12/16/2013

COMMUNITY RELATIONS

1200.1

ANNUAL NOTIFICATION OF TEACHER QUALIFICATIONS

Date: _____

Dear Parent or Guardian:

Your child attends a school that receives Title I funds from the federal government. The *No Child Left Behind Act* allows you to request:

1. Whether your child's teacher is certified for the grade levels and subject areas in which the teacher provides instruction (or whether the teacher is providing instruction under an exception to such qualifications);
2. Your child's teacher's academic credentials and baccalaureate degree major;
3. Your child's teacher's graduate certification (or degree) and the field of discipline of such certification (or degree);
4. Whether your child is receiving services from paraprofessionals and, if so, the qualifications of those paraprofessionals.

If you are interested in receiving any information you are entitled to under the *No Child Left Behind Act*, please direct your inquiry to:

Ms. Kathy Houghton, Superintendent
New York Mills Union Free School District
1 Marauder Blvd., New York Mills, NY 13417
Telephone: (315) 768-8127

Sincerely,

Kathy Houghton
Superintendent

=====

Approved by the Superintendent: _____

Policy

Draft 12/16/2013

COMMUNITY RELATIONS

1300

POLICY FOR HANDLING AND DISSEMINATING INFORMATION RECEIVED REGARDING SEX OFFENDERS

- I. In accordance with the Sex Offender Registration Act (“Megan’s Law”), the Board of Education supports the New York State Department of Criminal Justice Services (DCJS) in its effort to inform the community in certain circumstances of the presence of individuals with a history of sex offenses, particularly against children, in the school locality. This policy is enacted in order to minimize the possibility that the sex offender will come in contact with school-age children, and to assist law enforcement agencies in preventing further criminal activity from occurring. Furthermore, the District shall cooperate with local police authorities and the local community in promoting and protecting the safety and well being of its students.

- II. A. It is the policy of the Board of Education to disseminate all information which the District receives from local police authorities in conjunction with Megan’s Law to designated staff members who might have possible contact with the offender during the course of their school duties including, but not limited to:
 1. Administrators and the Oneida-Herkimer-Madison BOCES District Superintendent;
 2. Transportation Supervisor, Building and Grounds Supervisor;
 3. Athletic Director;
 4. Other supervisory personnel designated by the Superintendent;
 5. Local Law Enforcement Agencies;
 6. Advisors of youth groups that regularly use school facilities; and
 7. Private and/or parochial schools in the district.

- B. The Superintendent reserves the right to automatically disseminate such information to additional members of the staff, designated supervisors of non-school groups that regularly use District facilities and have children in attendance, and community residents who, in the opinion of the Superintendent, have an immediate need to be notified of such data in order to protect the safety of our students.

- III. A. All staff members shall be informed of the availability of the information received by the District pursuant to Megan’s Law upon written request to the applicable building principal/designee or supervisor. Community residents shall be notified of the availability of this information, with written requests directed to the District Office.

POLICY

Draft 12/16/2013

1300

COMMUNITY RELATIONS

POLICY FOR HANDLING AND DISSEMINATING INFORMATION RECEIVED REGARDING
SEX OFFENDERS

- B. Staff members shall inform their immediate supervisor if they observe within the school building, on school grounds, at school activities or at or near bus routes any individual whose description matches the information which was provided to the District by local law enforcement authorities. Such law enforcement officials will be notified of this information by the District as appropriate.

IV. Dissemination of Information to Public

- A. Information that is disseminated to the School District pursuant to Megan's Law may be disclosed or not disclosed by the District in its discretion according to District policy and/or regulation.
- B. Any information which the School District receives regarding a sex offender from a source other than the Sex Offender Registry, and which is maintained independent of the requirements of Megan's Law, will be available from the District, upon written request, in accordance with the requirements of the Freedom of Information Law.

V. Implementation

Administrative regulations may be developed to implement this policy.

New York Mills Union Free School District

Legal Ref: Correction Law Article 6-C, Public Officers Law Section 84 et seq.

Adopted: 02/05/02

Revised: 06/01/10

Reviewed: _____

Regulation

Draft 12/16/2013
1300.1

COMMUNITY RELATIONS

NOTIFICATION OF SEX OFFENDERS

- I. When the school district receives information from local police authorities regarding the parole and/or release of sex offenders in our school community, it will be District regulation to inform all staff of data received regarding such offenders. To ensure uniformity in complying with this regulation the following guidelines will apply:
 1. Each school principal shall make his/her staff members aware of the information provided by local police authorities to the school district in accordance with the Sex Offender Registration Act or other applicable law/agency. This will be done either at a general meeting or in small group meetings.
 2. Staff members will be allowed to view all information provided, including the photograph.
 3. Each principal shall maintain a file in his/her office that includes all information received from local law enforcement agencies regarding the parole or release of such sex offenders into the school community.
 4. If an employee believes that he/she has seen such an offender on school property, at school activities, on or near District bus routes, or believes the offender has come in contact with children, the employee is required to report such sightings to the building principal. The principal shall then immediately inform the Superintendent who will contact local law enforcement authorities.
 5. If for some reason the building principal is not able to immediately contact the Superintendent, the building principal shall be authorized to then inform the local police department regarding this possible sighting of such paroled/released sex offender.
 6. Employees will not be allowed to automatically make personal copies of such information disseminated by local police. If an employee wants a personal copy of this information, he/she must file a Freedom of Information Law Request with the Records Access Officer.
 7. All groups which regularly use District facilities and have children in attendance shall be identified by the administration, and the notification information shall be disseminated to the adult who has been identified as the supervisor of each such group. Administration will also forward such notification information to the Chief School Officer of each private parochial school within the geographic boundaries of the School District.

REGULATION

Draft 12/16/2013
1300.1

COMMUNITY RELATIONS

NOTIFICATION OF SEX OFFENDERS

8. Community members, including parents/guardians of school age children residing in the School District, will be advised as to the availability of this information by filing a Freedom of Information Law Request with the Records Access Officer.
 9. Information which shall be disseminated includes, but is not limited to, the following: name, approximate address based on the sex offender's zip code, a photograph, background information including the offender's crime of conviction, modus of operation, type of victim targeted, and the description of special conditions imposed on the offender to any entity to vulnerable populations related to the nature of the offense committed by such sex offender. In no case, shall a current address be released unless the sex offender is classified as a, "sexually violent predator" and has a "Level 3 designation," in which case notification shall include the sex offender's current exact address if so provided by the applicable law enforcement agency.
 10. Administration shall refer all questions for further specifics concerning information on the paroled/released sex offender to the appropriate law enforcement agency and/or parole officer.
- II. The above guidelines are precautionary in nature as we do not wish to create undue fear. The presence of parole/released sex offenders who currently live in the community are known to area police.

New York Mills Union Free School District

Legal Ref: NYS Correction Law § 168-a(7); 168-1(6)(b)(c)

Adopted: 06/01/10

Reviewed: _____

Policy

Draft 12/16/2013

1400

COMMUNITY RELATIONS

POLICY ON CONSTITUTIONALLY PROTECTED PRAYER IN THE SCHOOLS

The District shall have no policy, which prevents or otherwise denies participation in constitutionally protected prayer in its elementary or secondary schools, as defined by the guidance issued by the U.S. Department of Education from time-to-time. If the District discovers any provision of its policies to be in conflict with such guidance and no other law mandates such provision, that provision shall be treated as severed from the policy and the policy shall be enforced without giving effect to such provision.

New York Mills Union Free School District

Adopted: 11/04/03

Revised: 06/01/10

Reviewed: _____

New York Mills Union Free School District

SUPERINTENDENT'S REGULATION

Draft 12/16/2013

COMMUNITY RELATIONS

1400.1

CONSTITUTIONALLY PROTECTED PRAYER IN THE SCHOOLS CERTIFICATION

As a condition of receiving federal funds under the Elementary and Secondary Education Act, as amended by the No Child Left Behind Act of 2001 (NCLB), the local educational agency hereby certifies that no policy of the local educational agency prevents, or otherwise denies participation in, constitutionally protected prayer in public elementary schools and secondary schools, as detailed in the current guidance issued pursuant to NCLB Section 9524(a).

Signature

Date

Printed Name and Title of Authorized Representative

Name of Local Educational Agency

=====
Approved by the Superintendent: _____

Policy

Draft 12/16/2013

1500

COMMUNITY RELATIONS

SENIOR CITIZEN INVOLVEMENT IN DISTRICT ACTIVITIES

- I. It is the belief of the Board of Education that the school district has a responsibility to provide recreational, intellectual and social activities to its resident senior citizens. The Board also recognizes the financial limitations placed on many such residents.
- II.
 - A. The Board of Education wishes to actively encourage the participation of senior citizens in all school district activities.
 - B. The Board hereby authorizes the Superintendent of Schools to make available to all district residents who are of retirement status and 62 years of age or older, and are established residents of the New York Mills Union Free School District, passes entitling the holder to participate in all extra-curricular activities conducted by the district without charge.

New York Mills Union Free School District

Adopted: 12/12/78 – 9/10/79

Revised: 12/13/88, 1/10/89, 02/05/02, 06/01/10

Reviewed: _____

Policy

Draft 12/16/2013
5006

SUPPORT OPERATIONS

SMOKING AND TOBACCO AND NICOTINE USE ON SCHOOL GROUNDS

I. The New York Mills Union Free School District is committed to providing a healthy, safe and tobacco and nicotine free environment for students, staff and visitors. The purpose of this policy is:

- A. To prevent youth addiction to tobacco and nicotine products;
- B. To promote a positive, pro-active approach to eliminating tobacco and nicotine products on District property and at District events;
- ~~C. To promote attitudes which denormalize tobacco use; and~~
- C. To prevent students, staff and visitors from being exposed to second hand smoke and vapor.

II. Definitions:

- A. "Tobacco" means any lit or unlit cigarette, cigar, cigarillo, pipe, bidi, clove, cigarette, and/or any other smoking product, including ~~spitting~~ tobacco in any form (loose, smokeless, dip, chew and/or snuff).
- B. "District Property" means any building, vehicle, or structure owned or leased by the District, and the surrounding outdoor grounds contained within the a public pre-school, nursery school, elementary or secondary school's legally defined property boundaries of the District's properties as registered in the county clerk's office. This includes the entrances and exits of District buildings and structures.
- C. "Promotional advertising" means brand names or logos and publications on any clothing, shoes, accessories, gear, supplies or publications provided by tobacco companies (including prevention/educational materials).
- D. "Associated paraphernalia" is defined as lighters, matches, rolling papers, vaporizers, etc.
- E. "Smoking" is defined as the burning or vaporizing of tobacco or compounds or solutions containing nicotine.

III. Prevention:

- A. Staff will receive training in tobacco and nicotine use prevention education. This can be accomplished through publications and ongoing professional development.

POLICY

Draft 12/16/2013

5006

SUPPORT OPERATIONS

SMOKING AND TOBACCO AND NICOTINE USE ON SCHOOL GROUNDS

- B. Tobacco and nicotine use prevention will be appropriately integrated into curriculum. All students will receive instruction on avoiding tobacco and nicotine use.
- C. The District will request tobacco-free versions of all publications in school libraries.
- D. The District will not accept gifts or funds from the tobacco or nicotine industry.
- E. "No Smoking/Tobacco Use" signs shall be prominently and conspicuously posted in strategic locations on District Property and in District vehicles in accordance with NYS Law.
- F. Staff, students and visitors will be notified annually of this policy through presentations, student handbooks, newsletters, meetings and/or events and functions.
- G. Outside groups who use District facilities will be notified of this policy by way of the Building Use Request Policy and Form.
- H. Tobacco and nicotine cessation information will be available to staff, students, parents and visitors.
- I. ~~There shall be no sale of tobacco on District Property or functions.~~
- J. ~~There shall be no advertising of tobacco on District Property or functions.~~

IV. Prohibited Conduct:

- A. All forms of tobacco and nicotine use (smoking, inhaling, dipping, chewing, vaporizing, etc.) and sale of tobacco and nicotine or associated paraphernalia by students, staff, volunteers and visitors is prohibited on school grounds (including any vehicle owned or operated by the District), and at school sponsored events, including events off school grounds, at all times including non-school hours.
- B. Student possession of tobacco and nicotine products and associated paraphernalia is prohibited
- C. Public Health Law Section 1399-o prohibits all smoking within 100 feet of the entrances, exits or outdoor areas of the District's school buildings, except in a residence or within the real property boundary line of a residence.
- A. ~~Students, staff and visitors are prohibited from using tobacco on District Property.~~
- B. ~~Students, staff and visitors are prohibited from using tobacco in any indoor facility owned, leased or contracted for by the District for services to children.~~

POLICY

Draft 12/16/2013
5006

SUPPORT OPERATIONS

SMOKING AND TOBACCO AND NICOTINE USE ON SCHOOL GROUNDS

- ~~C. Students, staff and visitors are prohibited from using tobacco in District vehicles.~~
- ~~D. Students and staff are prohibited from using tobacco at school functions away from District Property.~~

V. Enforcement:

- A. Individuals who violate this policy face possible discipline, including ejection or exclusion from District property and/or District events in accordance with any applicable Board Policy, collective bargaining agreement or provision of law.
- B. The Superintendent shall designate one or more District personnel to have the authority to report to the county's enforcement officer possible violations of Public Health Law Section 1399-o occurring within 100 feet of the outside areas of the District's school buildings.

New York Mills Union Free School District

Legal Ref: Article 13-E NYS Public Health Law §1399; NYS Education Law §409; Pro-Children Act of 2001, No Child Left Behind 2001, Part C Section 4303

Adopted: 10/04/94

Revised: 01/08/13, _____

NEW YORK MILLS UNION FREE SCHOOL DISTRICT

RESOLUTION TO REFUND TAXES

At a regular meeting of the Board of Education (the “Board of Education”) of the New York Mills Union Free School District (the “School District”), held at the New York Mills Jr. – Sr. High School Library, in the Village of New York Mills, New York on the 7th day of January 2014.

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.

