

Jacqueline Edwards  
President

Dr. Gary Porcelli  
Vice President



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

**BOARD OF EDUCATION MEETING  
TUESDAY, NOVEMBER 5, 2013  
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. Board Appreciation – K. Houghton
  - b. Officer Nancy Nicholl, School Resource Officer
  - c. Debbie Price, Bus Dispatcher

**2. Communications**

- 2.1 From the Floor
- 2.2 President's Messages
  - a. Committee Report(s)
    1. Building & Grounds – D. Ross
    2. Health & Safety – D. Ross
    3. Policy – J. Edwards
    4. Transportation – Dr. Porcelli
    5. District Survey – Dr. Porcelli
  - b. Board Calendar
  - c. NYSSBA Convention Report – J. Edwards
  - d. BOCES Representative Report – Dr. Porcelli

**3. Consent Agenda**

- 3.1 Board of Education Minutes for meeting held October 8, 2013
- 3.2 Business Office Reports for Month ending September 2013
- 3.3 CSE Reports
  - a. Minutes of meeting held 9/13/13
  - b. Minutes of meetings held 10/2/13
  - c. Minutes of meetings held 10/3/13
  - d. Minutes of meeting held 10/7/13
  - e. Minutes of meetings held 10/10/13
  - f. Minutes of meetings held 10/11/13
  - g. Minutes of meeting held 10/16/13
  - h. Minutes of meeting held 10/17/13
  - i. Minutes of meeting held 10/22/13
  - j. Minutes of meeting held 10/24/13
  - k. Minutes of meeting held 10/28/13
  - l. Minutes of meetings held 10/31/13

#### **4. Old Business**

- 4.1 2<sup>nd</sup> Reading of policies: #6001, Certificated Personnel: Recruitment, Selection and Assignment; 6002 Certification and Tenure; 6003, Staff Inservice Programs and Credit; 6004, Substitute Teachers; 6005, Stipend Payment of Coaches; 6006 Evaluation of Personnel: Purposes; Regulation #6006.1, Classroom Evaluation Form; 6006.2, Supplemental Evaluation Form; 6006.3, Professional Performance Improvement Plans; 6006.4, Professional Performance Improvement Plan; and Policy #7001, Concussion Policy

#### **5. New Business**

- 5.1 Personnel Report – Action
- 5.2 1<sup>st</sup> 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
- 5.3 Approval of Field Trip Resolution
- 5.4 Acceptance of Donation
- 5.5 Budget Timeline

#### **6. Building Reports**

- 6.1 Elementary Building Report
  - a. School-Based Inquiry Team Meetings
  - b. Elementary Musical
  - c. Parent-Teacher Conference
- 6.2 Secondary Building Report
  - a. Academic Eligibility
  - b. Homecoming Activities
  - c. Grades 9-12 Merry-Go-Round Playhouse Performance
  - d. Turkey Trot

#### **7. Superintendent's Report**

- 7.1 K-12 Enrollment
- 7.2 100<sup>th</sup> Year/100<sup>th</sup> Day Celebration Planning
- 7.3 Common Core Parent Workshop
- 7.4 Regents Reform Agenda Update
- 7.5 Dedication of New Veterans Monument

#### **8. Board Discussion**

#### **9. Visitors Comments**

**10. Executive Session** – to discuss Confidential/Supervisory Contracts

**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.

### November 2013

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

*Nov. 5 – Election Day*

*Nov. 11 – Veterans’ Day – Student and Staff Holiday*

*Nov. 27-29 – Thanksgiving Recess for Students*

*Nov. 27 - Hanukkah (begins at sundown on Nov.27)*

*Nov. 28-29 – Thanksgiving Holiday for Staff*

- Nov. 5 ■ NYM Board of Education Meeting, Jr. – Sr. High School Library, 6:30 p.m.
- Nov. 6 Athletic Boosters Meeting, Cafeteria, 7:00 p.m.
- Nov. 7 R Oneida-Madison-Herkimer School Boards Institute, Board Development Workshop. Fiscal Oversight Fundamentals Training – Part 2. Provided by local personnel. 5:30 “Check In” and light dinner, Program 6:00 pm – 9:00 pm., Oneida BOCES, The Learning Center. For reservations, please call Deb Kimball, 793-8558.
- Nov. 10 Fall Athletic Recognition Auditorium, 7:00 p.m.
- Nov. 12 Common Core Workshop
- Nov. 13 Music, Art, and Drama Boosters Meeting, H.S. Library, 6:30 p.m.
- Nov. 14 R Oneida-Madison-Herkimer School Boards Institute, General Membership meeting, “Educational Roundtable with NYS Comptroller Thomas DiNapoli”, Oneida BOCES, The Learning Center Registration and light dinner at 6:00 p.m. – Program starts at 6:30 p.m. Reservations, please call Paula, 768-8127.
- Nov. 21 NYM School District Foundation Meeting, 6:30 p.m.
- Nov. 23 41<sup>st</sup> Annual Turkey Trot, 9:30 a.m.
- Nov. 26 PTSO Meeting, Cafeteria, 6:30 p.m.

**December 2013**

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

*Dec. 23-Jan 3 – Winter Recess for Students*

*Dec. 24-25 – Christmas Holiday for Staff*

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

Dec. 7                       PTSO Craft Fair, 10:00 a.m. – 5p.m.

Dec. 8                       PTSO Craft Fair, 10:00 a.m. – 4:00 p.m.

NYM Christmas on Main Street, 4:30 – 7:00 p.m.

Dec. 11                   BOCES meeting of the Cooperative Board,  
The Learning Center, Career and Technical Education Building,  
5:30 p.m.

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

Dec. 19                   NYM School District Foundation Meeting, 6:30 p.m.

Jacqueline Edwards  
President

Dr. Gary Porcelli  
Vice President



3.1

Sr.  
Gail Rice  
Richard Ross  
Rick Surprenant  
Traci Welch

**BOARD OF EDUCATION MEETING  
TUESDAY, OCTOBER 8, 2013  
JR./SR. HIGH SCHOOL LIBRARY – 6:30 P.M.**

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

**ALSO PRESENT:** Ms. Kathy Houghton, Mr. Michael Spost, Dr. René Wilson, Mrs. Lisa Stamboly, Mr. William Lachut, Mrs. Paula Ann May, and 12 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. Surprenant made the motion to accept the Agenda seconded by Mr. Ross.

Yes 7 No 0  
Motion carried.

**1.3 Welcome New Teachers – Timothy Ferguson, Alyse Kinsinger, and Melissa Tobiasz**

The new teachers, Timothy Ferguson, Alyse Kinsinger, and Melissa Tobiasz were introduced to the Board of Education. Each teacher spoke to the Board Members and told them a little about themselves.

Timothy Ferguson, Social Studies teacher said that he has taught the last three years in Westmoreland and before that at Ichabod Crane in Valatie, New York

Alyse Kinsinger, part-time Social Studies teacher, is a 2005 graduate of New York Mills School. Alyse said that she went to Utica College, has been a substitute teacher, a summer school teacher, has tutored, and has worked at a Therapeutic Boarding School.

Melissa Tobiasz said that she is also a 2005 graduate of New York Mills. She went to Utica College and earned her Masters' Degree at Grand Canyon University. She did her student teaching here with Jennifer Sroka and is now a 5<sup>th</sup> grade teacher working with Pam Hamarowicz.

**1,4 2012-13 Audit Report by Moore & Hart – D. Upcraft**

Dave Upcraft from Moore & Hart gave the Board of Education an overview of the Audit Report for the year ending June 2013. The report on the financial statement is done to reinforce the concept that spells out who is responsible for what. We are in compliance with internal general auditing standards. They are giving the school district an unqualified or clean report which is the highest assurance they can give.

## 2. Communications

### 2.1 From the Floor

Mr. King commented on a couple of things. He said that it is important that we give Commissioner King credit. They have spent 1.5 billion dollars on these standards and you cannot expect to go from zero to 60 in one year. It is like trying to jump on a moving train and the train is speeding up as it is going through the station. Students from our school spoke in front of the Commissioner. They were articulate and he was proud of staff and community members. He applauds anyone that was there.

Mrs. Porcelli spoke regarding the School District Foundation. She thanked Mrs. Radomski for sending out information in the newsletter and parent e-mails.

Mr. Lachut spoke as a taxpayer and questioned if there was a limit to fund balance. He said it is a good thing that we have a fund balance.

### 2.2 President's Messages

Ms. Edwards read a letter from a 6<sup>th</sup> grade parent, Dean Thompson. She also presented Certificate of Attendance to Traci Welch and Rick Surprenant for NYSSBA training they attended.

#### a. Committee Report(s)

##### 1. Policy Committee

Ms. Edwards reported that the Policy Committee continues to work right along and you will see polices for a 1<sup>st</sup> reading.

##### 2. Transportation Committee

Dr. Porcelli reported that the met twice to discuss how to replace the Transportation Supervisor. The Superintendent will have a recommendation for the Board as the Committee decided to replace the Supervisor with a Bus Dispatcher.

##### 3. Building and Grounds Committee

Mr. Ross reported that Mrs. Stamboly did a presentation for the. The Building Condition Survey is not very thorough. The five-year plan once updated will be very helpful. The Superintendent will get the RFPs up and running. The Committee will narrow it down to send out RFPs. Ms. Edwards thought that four RFPs would be reasonable. She asked the Committee to narrow it to two and then the Board will decide.

#### b. Board Calendar

#### c. BOCES Representative Report

Dr. Porcelli said that at the BOCES Board Retreat the Board reviewed goals and mission



statement. There was a lengthy discussion on cafeteria services. He also attended the Stem Hub meeting with SUNYIT and other area colleges. BOCES partnered with Assemblyman Brindisi on Project Foodie to promote New York Produce. Also, the new pathway to graduation with respect to Career and Tech, and the new types of high school diplomas. They also reviewed BOCES' impact in the area.

**3. Consent Agenda**

Mr. Ross made the motion to approve the Consent Agenda which includes:

- 3.1 Board of Education Minutes
  - a. Minutes of Meeting held September 3, 2013
  - b. Minutes of Joint Meeting of the Village of NYM Board & NYM School Board held September 4, 2013
  - c. Minutes of Meeting held September 24, 2013
- 3.2 Business Office Reports for Month ending July & August 2013
- 3.3 CSE Reports
  - a. Minutes of meetings held 8/21/13
  - b. Minutes of meetings held 9/10/13
  - c. Minutes of meeting held 9/12/13
  - d. Minutes of meetings held 9/13/13
  - e. Minutes of meeting held 9/17/13
  - f. Minutes of meetings held 9/19/13
  - g. Minutes of meetings held 9/20/13
  - h. Minutes of meetings held 9/23/13

Mrs. Rice seconded the motion.

Yes 7 No 0  
 Motion carried.

**4. Old Business – N/A**

**5. New Business**

5.1 Personnel Report – Action

Dr. Porcelli made the motion to approved the Personnel Report seconded by Mr. Ross.

EMPLOYEE	CERTIFICATION AREA	CERT	SALARY*	EFFECTIVE DATE
I.				
Bartholomew	Grade 7 Girls Basketball	C	\$1,456.00	2013-14 School

Kate	Coach			Year
Ferguson, Timothy	Volunteer Boys Basketball Coach	C	~0~	2013-14 School Year
Viel, Aileen	Volunteer Volleyball Coach	C	~0~	2013-14 School Year

## II.

Price, Debbie	Bus Dispatcher		\$13.37/hour	10/9/2013
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## III. Substitute Appointments

Hebbard, Jamie	School Nurse RN	N	\$80.00	10/9/2013
Hotaling, Laurie	Grade 1-6	Y	\$80.00	10/9/2013
Boccardo, Michael	School Monitor	N	\$7.25	9/1/2013
Gorea, Anthony	Childhood Education 1-6	Y	\$80.00	10/9/2013
Surette, Amy	Music	Y	1/200th of B4 Salary per day on or about 10/20/13 to 1/30/14	10/9/2013 on or about 10/28/13 to on or about 11/29/13
LiBritz, Marlene	Long Term School Monitor	N	\$12.10/hour	

## IV. Resignation

Burgess, T. Scott	Student Council Advisor			10/1/2013
Burgess, T. Scott	Library Media Specialist	Y		11/6/2013

## V. Advisor

Viel, Aileen	Student Council	Y	\$2,191.00	2013-14 School Year
Ferguson, Timothy	Varsity Club Advisor	Y	\$1,040.00	2013-14 School Year

## VI. Mentor

Ferguson, Charles	Mentor (Alyse Kinsinger)	Y	\$500 + \$22/hour up to 10 hrs	2013-14 School Year
Hamarowicz, Pamela	Mentor (Melissa Tobiasz)	Y	\$500 + \$22/hour up to 10 hrs	2013-14 School Year

Mrs. Welch made the motion to amend the previous motion and move III. #6 into Executive Session for discussion and vote on the rest of the report seconded by Dr. Porcelli.

Yes 7 No 0  
Motion carried.

### 5.2 Transportation Contract with New Paltz – Action

Mr. Ross made the motion to approve a Transportation Contract with New Paltz to transport a particular student seconded by Mr. Surprenant.

Yes 7 No 0  
Motion carried.

### 5.3 Appoint Voting Delegate for 2013 NYSSBA Annual Meeting

Mrs. Rice made the motion to appoint Ms. Edwards the Voting Delegate at NYSSBA Annual Meeting seconded by Mrs. Welch.

Yes 7 No 0  
Motion carried.

5.4 1<sup>st</sup> Reading of policies: #6001, Certificated Personnel: Recruitment, Selection and Assignment; 6002 Certification and Tenure; 6003, Staff Inservice Programs and Credit; 6004, Substitute Teachers; 6005, Stipend Payment of Coaches; 6006 Evaluation of Personnel: Purposes; Regulation #6006.1, Classroom Evaluation Form; 6006.2, Supplemental Evaluation Form; 6006.3, Professional Performance Improvement Plans; 6006.4, Professional Performance Improvement Plan; and Policy #7001, Concussion Policy

### 5.5 Audit Resolution – Action

Mrs. Rice made the motion to approve the following resolution seconded by Mr. Ross.

**Whereas:** the New York Mills Board of Education has received the audit of fiscal year 2012-2013 from Moore and Hart, Certified Public Accounts and

**Whereas:** the New York Mills Board of Education has had the opportunity to review said audit:

**Therefore:** the New York Mills Board of Education accepts the audit from Moore & Hart as presented.

Yes 7 No 0  
Motion carried.

- 5.6 Resolution to Accept Employment Agreement with Building Maintenance Supervisor
- 5.7 Resolution to Accept Employment Agreement with Secretary to Superintendent of Schools

Dr. Porcelli made the motion to move both 5.6 and 6.7 to Executive Session seconded by Mr. Surprenant.

Yes 7 No 0  
Motion carried.

## 6. Building Reports

- 6.1 Elementary Building Report
  - a. Curriculum Night

Dr. Wilson said that as always we have wonderful parent/community involvement: our Curriculum Night was just that: it focused explicitly on classroom and school wide expectations especially with regard to the common core standards, and curriculum programs that we are using. Powerpoints, discussion, question and answer sessions, and dialogues occurred specifically addressing the power behind the common core, and concerns that both practitioners and parents have.

- b. School Climate Survey

Dr. Wilson said that under Greg Auffrey (DASA coach from BOCES) and Nina Belmar's leadership, we conducted a 5 – 12<sup>th</sup> grade climate survey looking at issues such as cyber bullying, in school bullying, discipline infraction, teacher affect, and student affect. All district stakeholders including teachers, support staff, maintenance bus drivers, parents, and students were invited to take the survey. Fifth and 6<sup>th</sup> grade students took the survey during their PE classes and 7-12<sup>th</sup> grade students took the survey during their social studies classes. This survey will give us multi-dimensional perspective on our districts climate and culture with regard to safety, learning and atmosphere. This data will help us plan for future dignity for all students strategies and interventions, and help our school improvement teams and positive behavioral and interventions teams plan for future proposal and actions.

- 6.2 Secondary Building Report
  - a. Extra-Curricular Eligibility

Mr. Spost reported that overall 54% attend last year's parent night and 57% attended this year. There were some changes to the format. In the high school we instituted a 5<sup>th</sup> and 6<sup>th</sup> period lunch detention. This is used pretty regularly for students who don't complete assignments. It has been well received by the staff. We instituted a modified sports study hall. The same structure is used from 2:15 to 2:40 p.m. as lunch detention.

Football had a fundraiser for leukemia. September 21<sup>st</sup> was rivalry week with Oriskany on WKTV. Mrs. Pylman painted a football. The winner team holds the football until next year's game.

Mr. Eramo received a grant for \$1,000.

On September 23<sup>rd</sup> Mr. Spost said that he pulled the first report on students. Eleven students were failing but were allowed to participate in extracurricular activities with teacher approval. Three students were suspended and one did try to appeal the suspension which was upheld. Forty students did not participate in extracurricular activities.

b. Class Section Loads

Mr. Spost proved a copy of class section loads for all Board Members broken down by the courses each teacher is teaching.

**7. Superintendent's Report**

7.1 Professional Development

Ms. Houghton said that she attended the 2<sup>nd</sup> MORIC Technology Showcase. Mrs. Pearsall, Mr. Cleveland and Mr. Quayle were there as well. There were excellent presentations and vendors at this event; many of which we use, either through OHM BOCES or the RIC.

7.2 Regents Reform Agenda/APPR Update

School Board Institute Meeting was on September 26<sup>th</sup>. All three BOCES PPD departments did an excellent Common Core presentation a great deal of valuable information.

The Professional Education Committee looked at all of the present forms on OASYS and we managed to come up with a plan to move some forms to an optional folder. The more important forms/rubric are where everyone can see them. We want to make OASYS more user friendly for teachers and principals.

Common Core implementation credit goes to the principals and their faculty members. We do not have all the modules from the state yet but the teachers are doing their very best to deliver them to students. There has been some tension and fear but we must comply as creatively and energetically as possible. We are prevailing while still consciously objecting to the implementation problems.

7.3 Architects RFPs

We decided tonight to have a Buildings and Grounds meeting on Monday, October 21<sup>st</sup> at 6:30 p.m. to select four architects to send out RFPs to.

7.4 Legislative Events

We attended a Town Hall meeting with Senator John Flannigan on October 1<sup>st</sup> at Westmoreland High School. Last night on October 7<sup>th</sup>, nay of us were at the Town Hall meeting with Commissioner John King at Whitesboro High School. We expect that there will be another meeting with Commissioner

King on October 30<sup>th</sup> at New Hartford High School. Thank you to those who are able to attend these events and advocate for our students and school district.

## **8. Board Discussion**

Dr. Porcelli appreciated the comments on consolidation. There is a proposition before NYSSBA regarding streamlining the process by eliminating the straw poll.

Mrs. Rice said that it is her understating that tomorrow the third part of town hall series will be held. She also said that while she was watching MSNBC there were two commercials in a half hour on the Common Core raising standards and better prepare our students.

Ms. Edwards said that it was recently brought to her attention about thefts in the boys locker room. She asked if we have any leads and is anything being done.

The Board continued to discuss Common Core, the modules, and assessments.

Ms. Houghton said that we felt we did not have the people power to create our own new, curriculum modules. Our thought at the time is we need to adopt the modules so we can access professional support and BOCES is supporting the core. Our test scores were not good, we struggled this year. We have to find a way whether we continue with the core modules or adopt and adapt another module that prepares our children for the state assessments (also based on the Common Core.)

Dr. Wilson said when deciding, the modules seemed to make sense. That seemed like the most logical and rational vehicle to use. In math, we are seeing some gaps. However to address the scripted issue teachers are very anxiously giving up their creative freedom. It is more of a dialogue. Teachers are not entirely comfortable with a heavily scaffold script for them. You can create more of a dialogue based on confidence and skill set. You can tweak that. There is a lot of promise and a lot of debate and knowledge built into the common core. As teachers and educators we need to be positive to parents behind the theory that the action plan put forth by the state is problem. Our teachers have to parallel teach working creatively to the best of their ability.

Mr. Markowicz said that the State of Massachusetts started this 20 years and they are still trying to figure it out how to make it work.

## **9. Visitors Comments**

Mr. Hadfield said on the testing, it is the motivational factor. Seventh and eighth graders don't care about tests. Many times as much as you try to motivate them, they just fill in the circles. They did just enough so as not to be in AIS. This is not going to stop them from going to the next grade. He also said he was glad to see that the Board is going forward through with RFPs.

Mr. King requested if the Board does change a meeting to post it much earlier.

Mr. Wroblecki read the following statement:

*First of all I would like my phone numbers removed from the robocall list; it is going on four months since I've been off the school board.*

*Secondly, and more importantly each and every one of you are elected officials, have taken an oath and have sworn to do what is right and just for this community. With that in mind I have a few things to share that have been on my mind. While purging and shredding a roomful of board packets and materials, I came across past meetings, took time to look at them, put that information along with information from and listening to several district taxpayers from as far back as this past January, I have found there is a sitting board member who has missed several in the community, example, the AD had been approved at the reorganization meeting for the last several years. More or less to coincide with other department head and chairs. After speaking with the rest of the board and the superintendent, not one individual called to verify the misinformation on this board members crusade! Telling half-truths, especially to young minds, teaching and encouraging them hatred for your selfish wants. A few meetings ago, I've observed, the smugness and satisfaction on your face. Shame on you for failing to leave your hatred for others outside this room and focus on only on district business. I've set them straight! This district has protocols and policies to disseminate information, which some tend not to follow. What is spoken always gets repeated.*

*Thirdly, while I was a sitting board member, it was constantly preached, that only board members with a child still in attendance were tuned into the district. If that changes, how can anyone consider themselves tuned into the district.*

*With October being NYSSBA convention month, I am compelled to share...personally attending the several workshops and NYSSBA conferences, I found those in COMPLETE attendance from this district do not abuse it. Those in complete attendance, every day, morning to night, had no children in school but a desire to continue the strong traditions in our district. It was not a mini vacation or shopping trip, paid for by district funds as other may define.*

*When we signed up for the prelaw conference, we stayed the entire day to gather information for our district. Most of us made a commitment to the taxpayers of this district to learn as much as we could, preserve our school and use the district funds wisely!*

*I just may be a vigilante and go to the conference to make sure all are in attendance and not skipping out for the day. And never again abuse the monies of my district and of my school.*

*For those that abuse our tax dollars, I cannot respect your position or trust you because of the actions that have been witnessed! It's time to put your personal agendas and vendettas aside and work collaboratively for the good of our students and our district.*

*On a positive note: kudos to Mr. Spost for staying on the student population that is struggling and taking the time to encourage them to improve.*

8:02 and a particular per traci doc 7-0

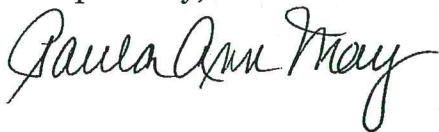
**10. Executive Session** – to discuss NYMTA Contract Negotiations and & Confidential/Supervisory Contracts

Mrs. Welch made the motion to go into Executive Session at 8:02 p.m. to discuss NYMTA Contract Negotiations, Confidential/Supervisory Contracts, and a particular individual seconded by Dr. Porcelli.

Yes 7 No 0  
Motion carried.

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

Respectfully,



Paula Ann May  
District Clerk

Ms. Edwards called the meeting back into regular session at 9:20 p.m.

Mrs. Welch made the motion to accept III #6 from the Personnel Report (below) seconded by Mr. Surprenant.

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Bartholomew, Kate	.67 FTE Health Teacher	Y	Prorated 1/200th of B4 Salary per day on or about 09/23/13 to approxiamtely 10/21/13	10/8/2013
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Yes 7 No 0  
Motion carried.

Dr. Porcelli made the motion to approve the two resolutions below seconded by Mrs. Rice.

**Resolved** that the Board of Education approve the 2013-14 employment agreement with the Building Maintenance Supervisor at an annual salary of \$55,702.

and

**Resolved** that the Board of Education approve the 2013-14 employment agreement with the Secretary to the Superintendent, at an annual salary of \$47,904, and an additional payment of \$1,000 in recognition of over 20 years of service.



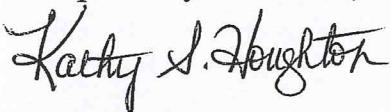
Yes 7 No 0  
Motion carried.

**11. Adjournment**

Dr. Porcelli made the motion to adjourn at 9:25 seconded by Mrs. Welch.

Yes 7 No 0  
Meeting adjourned.

Respectfully submitted,



Kathy Houghton  
Clerk Pro-tem

DRAFT



# Policy

Draft 10/29/2013  
1103

COMMUNITY RELATIONS

DISCLOSURE OF ANNUAL PROFESSIONAL PERFORMANCE REVIEW (“APPR”)  
DATA TO PARENTS/LEGAL GUARDIANS

I. New York State law allows parents and legal guardians of a student to request the composite effectiveness scores and final quality ratings of teachers and principals to which the student is assigned for the current school year.

Upon request, the District will release to parents/legal guardians the final quality ratings and composite effectiveness scores for teachers and Principals to which their student is currently assigned. However, pursuant to law, annual professional performance reviews of individual teachers and Principals shall not be subject to disclosure under the Freedom of Information Law (“FOIL”).

The District’s requirement to disclose this information is limited to only those teachers and Principals subject to the evaluation requirements of Education Law § 3012-c.

II. Procedure for Handling Parent/Legal Guardian Request for Composite Scores

- a. The District will designate one or more officials to oversee the release of such information and to review same, whether by phone or in person.
- b. Parents/legal guardians may review and receive scores by phone or in person.
- c. When a request for this information is received, reasonable efforts will be made to verify that it is a bona fide request by a parent/legal guardian who is otherwise entitled to review the data.
- d. Requests for such information must be confirmed in writing, on the attached form(s) and submitted to the Superintendent’s office. A separate form must be filled out for each score requested.
- e. Upon receipt of the written request, an appointment will be scheduled with the appropriate designated official for the purpose of reviewing the requested information, by phone or in person.
- f. Upon request, parents/legal guardians will receive an oral or written explanation of the composite effectiveness scoring ranges for final quality ratings and be offered the opportunity to understand such scores in the context of teacher evaluation and student performance. The District may accomplish this by referring the parent or legal guardian to the District’s APPR plan that is posted online.

III. The District will provide conspicuous notice to parents/legal guardians of their right obtain such information and the methods by which the data can be obtained. Such notice may be posted on the District’s website or in other publications where annual notices are posted, such as the district calendar.

# New York Mills Union Free School District

## SUPERINTENDENT'S REGULATION

DRAFT 10/29/2013

COMMUNITY RELATIONS

1103.1

### PARENT & GUARDIAN INFORMATIONAL GUIDE

#### I. What is the APPR?

The APPR is an evaluation of a classroom teacher's or principal's practice. It is designed to measure teacher and principal effectiveness based on performance, student achievement, and student growth. New York State classroom teachers and principals are evaluated and given a number grade at the end of every school year that is designed to represent their effectiveness rating. The Annual Professional Performance Review (APPR) is a state governed process that determines the standards for these ratings and the process for assessing classroom teachers' and principals' effectiveness.

#### II. How are Classroom Teachers & Principals Evaluated?

The details of the evaluation process are determined locally by each school district, but all K-12 classroom teachers and principals in the State of New York are evaluated in three areas:

1. (a) For classroom teachers, classroom observations and evidence.
1. (b) For principals, leadership and management observations.
2. Student growth.
3. Student achievement.

Classroom teachers are generally evaluated by their principal and/or supervisor. Principals are evaluated by the Superintendent of Schools.

III. A. Teachers: For classroom teachers, sixty percent (60%) of their total score is based on the extent to which they meet the New York State Teaching Standards. Evidence concerning the teacher's practice is gathered by a school administrator during classroom observations. In addition, other evidence of the classroom teacher's professional activities from the school year is reviewed, and together with the classroom observation evidence, is used to determine the sixty percent (60%) portion.

B. Principals: For principals, evidence is collected through school visits rather than classroom observations. Evidence from these visits, as well as a review of other evidence of the principal's professional activities, is compared against a set of leadership standards to determine the sixty percent (60%) portion.

#### IV. Student Growth

Data from student learning through the course of a school year is used to determine twenty percent (20% 2013-2014 and 25% 2014-2015) of the classroom teacher's or principal's total score. In some cases the State of New York provides this part of the score (when state test data is available). In other cases, this portion of the classroom teacher's or principal's score is based on local measures of student growth, measured from the beginning to the end of a school year. The number of points assigned to a classroom teacher's or principal's score depends on the extent to which students meet established learning targets.

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#### V. Student Achievement

Another twenty percent (20% 2013-2014 and 15% 2014-2015) of the total score awarded to a classroom teacher or principal is connected to student achievement measured by district selected assessments. For this portion of the total score, district rules determine how these points are awarded. These points are directly linked to measures of student learning.

#### VI. How are Classroom Teacher & Principal Ratings Determined Based on these Evaluations?

Every year each K-12 classroom teacher and principal in the state will receive a single composite score. Each score corresponds to one of the following rating bands: Highly Effective, Effective, Developing or Ineffective.

Specific details of the rating systems vary by school district. All APPR Plans must, however, be approved by the New York State Education Department.

Classroom teachers and principals receive an overall score based upon a one hundred (100) point scale.

Final classroom teacher and principal quality ratings correlate to the overall numerical score received, as follows:

<u>POINT SCORE</u>	<u>RATINGS</u>
91-100	Highly Effective
75-90	Effective
65-74	Developing
0-64	Ineffective

#### VII. What is the Goal of the APPR?

The evaluation system is part of the federal government's "Race to the Top" educational reform initiative. The goal is to provide standardized, objective evaluation results that can be used to guide the professional learning of classroom teachers and principals.

#### VIII. Is this the first time that Teachers and Principals have been Evaluated?

No. Classroom teachers and principals have always been evaluated according to individual school district plans and requirements. Under the APPR system district evaluation plans must follow rules set forth by the State of New York. Under this system a portion of classroom teachers and principals evaluations are linked to student performance on state exams or other state learning measures.

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## PARENT & GUARDIAN INFORMATIONAL GUIDE

IX. Where can I learn more about the APPR?

You may obtain additional information about the APPR process through the NYS Education Department's Engage New York website ([engageny.org](http://engageny.org))

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Approved by the Superintendent: \_\_\_\_\_

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# New York Mills Union Free School District

## SUPERINTENDENT'S REGULATION

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### DISCLOSURE OF APPR SCORES TO PARENTS

#### BACKGROUND INFORMATION CONCERNING REQUESTS FOR TEACHERS AND PRINCIPAL RATING INFORMATION

At the New York Mills Union Free School District, principals and classroom teachers receive annual evaluations that result in a composite effectiveness score, and that score is translated into a final quality rating according to a formula set by state law.

Per the provisions of Education Law Section 3012-c, parents and legal guardians of a student may request the final quality rating and composite effectiveness score for each classroom teacher and building principal their child is assigned to for the current school year only. The final quality rating and composite effectiveness score of a classroom teacher and/or principal may only be released to the parents and /or legal guardians of a student.

Classroom teachers and principals are evaluated in accordance with the District's Annual Professional Performance Plan (APPR). The APPR is designed to measure teacher and principal effectiveness based upon performance, student achievement, and student growth. The Annual Professional Performance Review process is a new state governed process that determines the standards for these ratings and the process for principals are now evaluated and given a number grade that represents their effectiveness rating. The details for the evaluation process are determined locally by school districts, but K-12 teachers and principals in the State of New York are evaluated in three (3) areas: Classroom observations and evidence (or for principals, leadership and management observations), student growth, and student achievement. Teachers and principals receive an overall score on a one hundred (100) point scale. Final teacher and principal ratings correlate to the overall numerical score received:

<u>SCORE:</u>	<u>RATING:</u>
91-100	Highly Effective
75-90	Effective
65-74	Developing
0-64	Ineffective

New York State provides information concerning the APPR teacher evaluation process for parents at its [engageny.org](http://engageny.org) website. These materials may help you better understand the details of the APPR teacher evaluation process and how it works.

The law requires that the New York Mills Union Free School District make reasonable efforts to verify that the person receiving the information is actually a parent or legal guardian of the student. To help us meet that requirement, we have adopted a process for parents and legal guardians to submit a written request. You can obtain a copy of the request form at the Superintendent's office.

You should return the request form to:

Superintendent of Schools

1 Marauder Blvd.

New York Mills, New York 13417-1597

# New York Mills Union Free School District

## SUPERINTENDENT'S REGULATION

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### DISCLOSURE OF APPR SCORES TO PARENTS

Please keep in mind that under the Education Law of the State of New York, the final quality rating and composite effectiveness score released for a teacher and/or principle is intended only for the use of the requesting parent or legal guardian. Upon receipt of this information, the parent or legal guardian understands and agrees that this information should not be shared with others, including other parents and/or guardians, and that such information should not be shared via any types of social media.

If you have any questions you may contact the Superintendent of Schools at (315) 768-8127.

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Approved by the Superintendent: \_\_\_\_\_



# New York Mills Union Free School District

## SUPERINTENDENT'S REGULATION

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### DISCLOSURE OF APPR SCORES TO PARENTS

#### PARENT OR LEGAL GUARDIAN REQUEST FORM FOR COMPOSITE EFFECTIVENESS SCORE AND RATING FOR TEACHER OR PRINCIPAL

##### I. Background Information

New York State law allows parents and legal guardians of a student to request the effectiveness composite score and final quality rating of each classroom teacher and principal to which the student is assigned for the current school year only. By law only the overall composite score (0-100) and quality rating (Highly Effective, Effective, Developing, and Ineffective) may be provided.

##### II. Request for Information Process

To request this information about your child's current teacher or principal please complete this request form and mail it, e-mail it, or bring it to:

\_\_\_\_\_  
[Designate who will process requests centrally with mailing address]

This information will only be provided through the use of a district form and the district's request process.

**\*\*Separate requests must be filed for each individual child\*\***

##### III. Background Information

###### A. Student Information

Student's Name: \_\_\_\_\_

Student's Address: \_\_\_\_\_

Student's Date of Birth: \_\_\_\_\_

Student's ID Number (if known): \_\_\_\_\_

###### B. Parent and/or Legal Guardian Information

Name of Parent or Legal Guardian: \_\_\_\_\_

Parent or Legal Guardian's Permanent Address: \_\_\_\_\_

# New York Mills Union Free School District

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### DISCLOSURE OF APPR SCORES TO PARENTS

Phone Number May Be Reached at during a School Day: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

Are you the parent or legal guardian currently on record with the Holland Patent Central School District for this child? \_\_\_\_\_ Yes \_\_\_\_\_ No

If not, please explain your relationship with the child: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

#### C. Teacher and/or Principal Information Requested

Name(s) of Teacher(s) or Principal(s) and School for whom final quality rating and composite effectiveness is (are) requested.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

It is the obligation of the school district to verify all information provided in this request. District personnel may request identifying information to support your relationship with the student identified in your request.

#### D. Affirmation

I attest that I am the parent or legal guardian of the above mentioned student and that I understand that the information provided to me relative to my child's teacher(s) and/or principal is indeed for my own personal use only.

\_\_\_\_\_  
Signature of Parent or Legal Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
For School District Use Only

- a. Received (date) \_\_\_\_\_ by (staff name) \_\_\_\_\_
- b. Request verified (date) \_\_\_\_\_ by (staff name) \_\_\_\_\_
- c. Response mailed (date) \_\_\_\_\_ by (staff name) \_\_\_\_\_

Approved by the Superintendent: \_\_\_\_\_

# New York Mills Union Free School District

## SUPERINTENDENT'S REGULATION

DRAFT 10/29/2013

COMMUNITY RELATIONS

1103.4

### REPORT OF CLASSROOM TEACHER OR PRINCIPAL OVERALL FINAL QUALITY RATING AND COMPOSITE EFFECTIVENESS SCORE

20\_\_ - 20\_\_ SCHOOL YEAR

I. Name of Classroom Teacher or Principal

\_\_\_\_\_

II. Overall Composite Score (0-100)

\_\_\_\_\_

III. Overall Rating

\_\_\_\_\_

Based on the following Rating Conversion Chart

Highly Effective: 91-100  
Effective: 75-90

Developing: 65-74  
Ineffective: 0-64

Signature of School Official: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

\*\* Additional information concerning the APPR teacher evaluation process may be obtained at the NYS Education Department website at [engageny.org](http://engageny.org).

Approved by the Superintendent: \_\_\_\_\_

# Regulation

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Draft 10/29/2013  
7500.1

STUDENTS

## EDUCATION RECORDS

### I. Purpose:

The District implements this regulation to maintain the confidentiality of student records and to provide parents and eligible students with the opportunity to inspect and review education records, to seek to amend education records, and to consent to the disclosure of education records.

### II. Definitions and Designations:

- A. Records Access Officer: The District's Records Access Officer is the Clerk of the Board:

Paula Ann May, District Clerk  
New York Mills Union Free School District  
1 Marauder Boulevard  
New York Mills, NY 13417  
Telephone: (315) 768-8127

- B. Parent: The term "Parent" includes natural parent, a guardian or an individual acting as parent or guardian in the absence of the student's parent or guardian.
- C. Eligible Student: The term "Eligible Student" means a student who has reached age 18 or is attending post-secondary school.

- D. Education Records: The term "Education Records" includes records, files, documents and other materials which contain information directly related to a student and are maintained by the District or a person acting on behalf of the District.

Education Records may exist in any form, including but not limited to print, computer media, video or audio tape, film, microfilm, microfiche and other materials which contain confidential information directly related to a student and which are maintained by the District or a party acting on behalf of the District. Education records do not include:

1. Certain Records in the Sole Possession of the Maker: Records made by instructional, supervisory, administrative personnel or ancillary educational personnel which are in the sole possession of the maker and which are not accessible or revealed to any other person except a substitute for the maker of the record;

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2. Employee Records: Records maintained solely with respect to a person's status as an employee rather than as a student;
  3. Certain Medical & Psychological Records: Medical and psychological treatment records of an eligible student are not education records if they are maintained and used only in connection with treatment of the eligible student and disclosed only to individuals providing the treatment, including treatment providers in the student's school.
  4. Post Enrollment Records: Records that only contain information about an individual after he/she is no longer a student at the District (for example, records of alumni activities);
- E. Directory Information: The District designates the following information as Directory Information: student's name, parent's name, address, date and place of birth, telephone number, email address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous educational agency attended by student, photograph, and video images of students engaged in routine activities when those images are not records of the district's law enforcement unit. Directory information will not be provided online.

**III. Rights of Parents and Eligible Students:**

- A. Each parent of a student has the rights described in this policy, unless the District has been provided with evidence that there is a court order, statute or legally binding document related to such matters as divorce, separation or custody that specifically revokes these rights.
- B. When a student becomes an eligible student (18 or attending a post-secondary school) all rights accorded to parents and consent required of parents, transfer from the parents to the eligible student. However, the District does not require the consent of the eligible student:
  1. To disclose the education record to the parent if the eligible student is claimed by the parent as a dependent for tax purposes.
  2. To disclose the education record to appropriate parties in connection with a health or safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

EDUCATION RECORDS

3. A school official may generally share with a parent information that is based on that official's personal knowledge or observation of the student.

**IV. Confidentiality of Education Records:**

- A. The District will not release education records, including personally identifiable information contained in Education Records, except:

1. Written Consent: The District may release the information if prior to the release of information, the District receives written consent from the parent. The written consent must specify the information to be released, the reason for the release and to whom the information may be released. The District will give the parent or student a copy of the information released, if requested by the parent.
2. Directory Information: The District may release Directory Information if the District has properly circulated its annual FERPA notification to parents of students in attendance and eligible students in attendance, unless the parent or eligible student has submitted Regulation 7500.5 restricting the District's ability to release this information.
3. Military Recruiters: The District will disclose to requesting military recruiters the names, addresses and telephone numbers of juniors and seniors, unless the parent or eligible student has submitted Regulation 7500.5 prohibiting such release.
4. School Officials with a legitimate educational interest: The District may release the information to other school officials, including teachers within the District who have a legitimate educational interest in the information. The District will use reasonable methods to ensure that school officials have access only to the education records in which the school officials have a legitimate educational interest.
  - A school official is: A person employed by the District as an administrator, supervisor, instructor, or support staff member, including health or medical staff; a person elected to the School Board; a person or company employed by or under contract to the District to perform a special task, such as an attorney, auditor, medical consultant, or therapist; a parent or student serving on an official committee, such as a disciplinary or grievance committee, or who is assisting another school official in performing his or her tasks. A school official may be

EDUCATION RECORDS

a contractor, consultant, volunteer or other party to whom the District has outsourced instructional services and functions if that individual or entity is performing services district employees otherwise perform (is not selling products or services), is under the direct control of the district with respect to the use and maintenance of the education records and is restricted from re-disclosing the education records except as permitted by FERPA.

- A school official has a legitimate educational interest if the official is: Performing a task that is specified in his or her position description or by a contract agreement; performing a task related to a student's education; performing a task related to the discipline of a student; providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid; or maintaining the safety and security of the campus.
  - The District receives services from the Madison Oneida BOCES Regional Information Center and it's vendors in accordance with FERPA. A request for a complete list of current vendors may be submitted to the Records Access Officer.
5. Student seeks to enroll in a different school: The District may release student records to officials of other schools in which the student seeks or intends to enroll, provided that the student's parents are notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record.
  6. Certain State and Federal Officials: The District may release information to authorized officials of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education or certain State and Local Educational authorities.
  7. Financial Aid: The District may release information to appropriate parties in connection with a student's application for or receipt of financial aid.
  8. Authorized organizations performing studies: The District may release information to organizations conducting studies for or on behalf of the District to develop, validate or administer predictive tests, administer student aid programs or improve instruction, provided that appropriate safeguards are implemented in accordance with federal regulations.

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9. Accrediting Organizations: The District may release information to authorized accrediting organizations to carry out their accrediting functions.
10. Court Order or Subpoena: The District may release information pursuant to a valid court order or subpoena, provided that the District makes a reasonable effort to notify the affected parent or eligible student of the court order or subpoena in advance of the release of the information (except that in certain cases, such as in the case of certain subpoenas issued under the U.S. Patriot Act, the court order or subpoena may require release of information without advance notice to the parents).
11. Victim of Specified Crimes: In certain instances, the District may release to the victim of a specified crime, the final results of a disciplinary proceeding commenced against the alleged perpetrator, provided that the release conforms to the requirements of 34 CFR 99.39. The final results may only include the name of the student, the offense committed and the sanction imposed by the District.
12. Information Concerning Registered Sex Offenders: The District may release information provided to it under 42 USC 14071 and the applicable Federal Guidelines.
13. Child Welfare Agencies: The District may release information to an agency caseworker or other representative of a State or local child welfare agency, or tribal organization who has the right to access a student's case plan and when the agency or organization is legally responsible for the child's care and protection to provide accurate information about a child's education history and needs to make informed placement recommendations to the court.
14. Release in connection with an emergency necessary to protect health or safety: The District may release information to appropriate parties in connection with an emergency if the release is necessary to protect the health or safety of the student or other persons. The District will consider the following criteria when determining whether the information should be disclosed:
  - The seriousness of the threat to the health of the student or other individuals;
  - The need for the information to meet the emergency;



EDUCATION RECORDS

- Whether the parties to whom the information is disclosed are in a position to deal with the emergency;
- The extent to which time is of the essence in dealing with the emergency.

The District will record the articulable and significant threat that formed the basis for the disclosure and the parties to whom the information was disclosed

B. If the District discloses student records to a third party as permitted by this policy, the District will:

1. Advise the third party of its duty to refrain from redisclosing the information and of its obligation to maintain the confidentiality of the information in accordance with the *Family Educational Rights and Privacy Act*.
2. If possible, attach to the disclosed record the following statement: “This document contains personal information from a student’s education records. It is protected by the Family Educational Rights and Privacy Act (20 U.S.C. 1232g) and may not be re-released without the written consent of the parent or eligible student.”

V. **Requests to Inspect Education Records:**

- A. **Request:** A parent who is interested in inspecting the student’s education record must submit his/her request to the Records Access Officer between the hours of 9 am and 4 pm on any school day. Requests should be submitted in writing, on a form provided by the District (Regulation 7500.2). Copies of the form are available in the office of the Records Access Officer. If a parent makes an oral request for access to the education record during a school conference, the District may provide the parent access to the education record even though it has not received the request in writing.
- B. **Response:** Within forty-five days of his/her receipt of a request for inspection, the Records Access Officer will determine and will advise the person making the request whether the records specified in the request are available for inspection.
  1. **Records Available:** If the records are available for inspection, the Records Access Officer will advise the requestor when and where the record will

EDUCATION RECORDS

be available for inspection. If the records contain information about more than one student, the Records Access Officer will remove from the copy of the records shown to the requester, any information which in his/her judgment would constitute an unwarranted invasion of personal privacy of any party (other than the student for whom the inspection has been requested).

2. Records Not Available: If the records are not available for inspection, the Records Access Officer will note the reason for the unavailability on the request form and will return a copy of the request form to the requesting party.
3. Explanation of Records: The Records Access Officer will respond to reasonable requests for explanations and interpretations of the records.
4. Copying Fee: The fee for copies of records is twenty-five cents per page, which is required to be paid at the time the copy is requested. The District will waive the fee if the fee effectively denies the parent an opportunity to inspect and review the education record.
5. Maintaining a Record of Requests: The Records Access Officer shall keep with the education record of each student, a record of all individuals, agencies or organizations which have requested or obtained access to the student's record (Regulation 7500.3) and a record of all re-disclosures it has authorized.

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- The record will indicate the parties who requested or received the information and the legitimate interest the party had in the information.
  - The District does not have to keep this record if the requester is the parent or eligible student, a school official with a legitimate educational interest in the information, a party with written consent from the parent or eligible student, a party seeking directory information, or a party seeking information through certain subpoenas or court orders where the issuing court or agency has ordered that the existence or the contents of the subpoena or information not be disclosed.

**VI. Request to Amend Education Records:**

EDUCATION RECORDS

- A. If a Parent believes the education records relating to the student contain information that is inaccurate, misleading, or in violation of the student's rights of privacy, he or she may ask the educational agency or institution to amend the record.
1. The request shall be directed to the Records Access Officer during regular business hours on the prescribed form. Copies of the form are available in the Superintendent's office or the office of the Records Access Officer. (See Regulation No. 7500.4).
  2. The request shall identify, in writing, the record or records which the parent believes to be inaccurate, misleading or otherwise in violation of the student's rights of privacy, with a statement of the reasons for the challenge to the record.
- B. The Records Access Officer will make a written response to the request to amend an education record within twenty days of his/her receipt of the request. The response will indicate whether the Records Access Officer:
1. Finds that the record in question is inaccurate, misleading or an invasion of the student's rights of privacy and that the record will be amended as requested, or
  2. Finds that there is an insufficient basis to amend the record in question. If the Records Access Officer finds that there is an insufficient basis to amend the record in question, he/she will notify in writing the requesting party of the opportunity for a hearing and will provide the requesting party with a form to request the hearing.
- C. Through informal meetings with the Parents, the settlement of a dispute regarding content of education records is encouraged.

**VII. Request for Hearing:**

- A. Request: If a parent disagrees with the Records Access Officer's finding that there is an insufficient basis to amend the education record the parent may request a hearing. The request must be submitted to the Superintendent within ten days of the parent's receipt of the Records Access Officer's decision, on a form provided by the District. The hearing will be conducted within ten days of the Superintendent's receipt of the request for a hearing.

EDUCATION RECORDS

- B. Notice: The District will mail a hearing notice to the requesting party reasonably in advance of the hearing. The hearing notice will include the date, time and place of the hearing.
- C. Hearing: The Hearing will be conducted by the Superintendent (or by another person designated by the Superintendent who does not have a direct interest in the outcome of the hearing). During the hearing, the requesting party may be represented by an individual or individuals (including an attorney) at his/her own expense. The requesting party will have a full and fair opportunity to present relevant evidence.
- D. Decision: The Superintendent (or designee) will submit a written decision within ten days after completion of the hearing. The decision must be based solely on the evidence presented at the hearing, and must include a summary of the evidence and the reasons for the decision.
1. If the Superintendent (or designee) finds that the record should be amended, he/she will amend the record and will inform the parent of the amendment in writing.
  2. If the Superintendent (or designee) finds that the record should not be amended, he/she will inform the parent in writing of the right to place a statement in the record commenting on the contested information and/or stating why he/she disagrees with the decision of the District. The District will maintain the statement with the contested part of the record for as long as the record is maintained and will disclose the statement whenever it discloses the portion of the record to which the statement relates.

**VIII. Notification of Rights:**

- A. The District shall annually disseminate a notice to parents and eligible students of their rights relative to education records. The notice will allow parents at least thirty days to ask the District not to disclose some or all of the directory information. (See Regulation No. 7500.5).
- B. Parents and eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures to comply with FERPA. Written complaints may be filed with: The Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5920.

REGULATION

Draft 10/29/2013  
7500.1

STUDENTS

EDUCATION RECORDS

**Legal Ref:** The Federal Family Educational Rights and Privacy Act, 20 U.S.C. 1232(g); 34 CFR 99; October 9, 2002 Joint Memorandum from Secretary of Education Rod Paige and Secretary of Defense Donald H. Rumsfeld; February 7, 2003 Memorandum to Superintendent's from LeRoy S. Rooker, Director of the Family Policy Compliance Office, US Dept. of Education.

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New York Mills Union Free School District

Adopted: 11/11/75, 08/08/89

Revised: 11/05/02, 06/17/05, 05/02/06, 10/07/08, 06/04/13, \_\_\_\_\_



**NEW YORK MILLS SCHOOL DISTRICT****RESOLUTION TO APPROVE OVERNIGHT FIELD TRIP**

**BE IT RESOLVED** upon the recommendation of the Superintendent of Schools, the New York Mills School District approves an Overnight Field Trip for the Boys Varsity Basketball Team to participate in the Mirobolto Stop-DWI Holiday Classic from December 27 – 30, 2013 in Binghamton, New York.

Motion  
Second  
Vote

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**NEW YORK MILLS SCHOOL DISTRICT**

**RESOLUTION TO ACCEPT AN AWARD**

**BE IT RESOLVED** that the New York Mills School District accept a \$6,920 award from the Edwin J. Wadas Foundation, Inc. for the purpose of:

Covering the travel cost for the Boys' Varsity Basketball Team's participation in the Mirobolto Stop-DWI Holiday Classic in Binghamton, New York to be held in December, 2013.

Motion  
Second  
Vote



EDWIN J. WADAS FOUNDATION, INC.  
C/O FELDMAN & COMPANY CPAs, LLP  
246 GENESEE STREET  
UTICA, NEW YORK 13502-4325

October 25, 2013

Andrea Dziekan  
Athletic Director  
New York Mills Union Free School  
1 Marauder Boulevard  
New York Mills, New York 13417

**Re: Mirobolto Stop-DWI Holiday Classic**

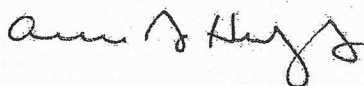
Dear Ms. Dziekan:

Enclosed is the Edwin J. Wadas Foundation, Inc.'s check in the amount of \$6,920.00 which represents the Foundation's continued support of New York Mills High School athletics. This check should be used to cover the cost of the Mirobolto Stop-DWI Holiday Classic in Binghamton, New York to be held in December, 2013. The Foundation is pleased to be able to assist the team in attending this tournament and wish the team much success.

This award should be used to fund the travel cost of the tournament. It should not be used for any other purpose and should be returned to the Foundation in the event that it is not used for this event.

Should you have any questions on this award, please let me know.

Sincerely,



Alfred J. Kupiec, Jr.  
Treasurer

AJK:ms

Enc.

## Kathy Houghton

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**From:** Christopher Militello <cmmilitello@ferrarafirm.com>  
**Sent:** Friday, November 01, 2013 12:16 PM  
**To:** Kathy Houghton  
**Cc:** Marc Reitz  
**Subject:** Proposed gift of funds to NY Mills UFSD

Kathy -

Per our discussion, it is our opinion that the New York Mills Board may legally accept the gift offered by the Wadas Foundation as detailed in the letter attached to your original message. The Commissioner of Education has previously ruled that a board of education may accept gifts of money to be used for specific programs, but it may not delegate to a third party its responsibility for determining whether or not to offer such programs or any control over the manner in which they are to be offered (see Appeal of DeMasi, et al., 18 Ed Dept Rep 320, Decision No. 9,859). Here, the Wadas Foundation's condition that the gift be used specifically to fund the boys' basketball team's participation in a certain tournament does not cede the board's ability to determine whether to offer a boys' basketball team or its control over how the manner in which the program is offered. If the Board decides that it does not wish to approve the team's trip to this tournament, it could return the funds to the Wadas Foundation.

The Board would be required to reject the gift if it imposed a condition that is contrary to law or board policy. As we discussed, the fact that this gift will benefit only the boys' basketball team does raise the possibility of an equal opportunity question under Title IX. However, we do not believe that this gift, by itself, would create a Title IX violation that requires rejection of the gift. You indicated that, at this time, the girls' basketball team does not have a similar tournament opportunity, and that if such opportunity were to present itself, that the Board would have to consider funding or locating a funding source to permit the girls a similar opportunity as the boys will receive.

Based upon the foregoing, we believe the Board may, in its discretion, choose to accept the gift as proposed. We hope you and the Board find this analysis helpful in addressing this issue. I am available to discuss the matter further with you or the Board if you wish.

**Christopher M. Militello, Esq.**

Ferrara, Fiorenza, Larrison, Barrett & Reitz, P.C.  
5010 Campuswood Dr.  
East Syracuse, NY 13057  
Tel: (315) 437-7600  
Fax: (315) 437-7744  
Cell: (315) 794-6920

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## New York Mills School District

### 2013-2014 BUDGET CALENDAR for the 2014-2015 SCHOOL YEAR

Wednesday November 13th through Friday, January 24th	Administration Budget Construction
January 27th - February 7th	Central Office Budget Process
Tuesday, March 4th	Public Budget Workshop
Tuesday, March 18th	Public Budget Workshop
Tuesday, April 1st	Budget should be approved by Board
Saturday, April 5th	1st Legal Notice must appear in newspaper
Tuesday, April 22nd	Submission of petitions for proposition
Friday, April 25th	Last Possible Day to approve budget
Saturday, April 26th no later than	Property Tax Report Card submitted to SED or 24 hours after budget adopted
Tuesday, May 6th	Public Budget Hearing
May 7th - 13th	Budget Newsletter must be published
Tuesday, May 20th	Budget Vote (Noon - 9 p.m.)



# Enrollment

7.1

NY Mills UFSD

Grade	Male	Female	Total
<b>Elementary</b>			
K	19	24	43
1	21	24	45
2	18	18	36
3	26	20	45
4	23	24	47
5	28	25	53
6	22	26	48
<b>Elementary Total:</b>	<b>157</b>	<b>161</b>	<b>317</b>
<b>High School</b>			
7	26	30	56
8	13	15	28
9	23	26	49
10	24	22	46
11	29	18	47
12	21	17	38
<b>High School Total:</b>	<b>136</b>	<b>128</b>	<b>264</b>
<b>NY Mills UFSD Total:</b>	<b>293</b>	<b>289</b>	<b>581</b>
Outside Sp. Ed (K-6) Placements			5
Outside Sp. Ed (7-12) Placements			9
NYS Schools for Blind & Deaf			2
Homebound			1
Alternative Ed. Placements			1
House of Good Shepard			1
<b>New York Mills Total Enrollment</b>			<b>600</b>

## ***TEACHERLOAD 2013-2014 SCHOOL YEAR***

<u>Teacher</u>	<u>Grade</u>	<u># of Students</u>	<u>Grade Total</u>
Davis	K	22	
Kohn	K	21	43
<hr/>			
Pearsall	1	22	
Robertson	1	23	45
<hr/>			
Goodfriend	2	18	
Zbytniewski	2	18	36
<hr/>			
Massoud	3	23	
Steffen	3	22	45
<hr/>			
Schmidt	4	23	
Sroka	4	24	47
<hr/>			
Hamarowicz	5	27	
Tobiasz	5	26	53
<hr/>			
Kuhn	6	25	
Sacco	6	23	48
<hr/> <hr/>			

Total Students:

317

10/29/2013



You are invited to attend  
An Informational Parent Workshop presented by  
Kathy Houghton, Superintendent -

***“The Common Core State Standards:  
What They Mean for You and Your Child”***

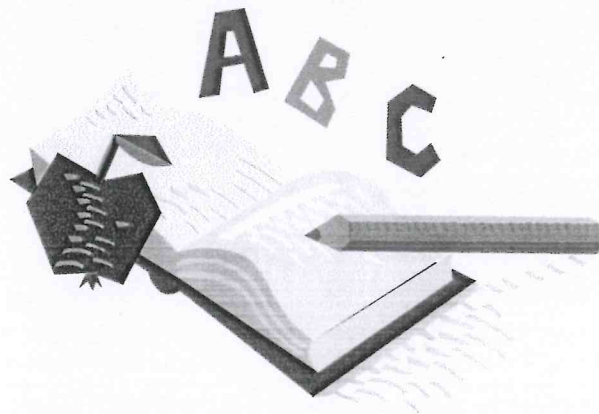
on Tuesday, November 12, 2013

at 6:30 p.m.

in the New York Mills School Auditorium

Childcare and refreshments will be provided.

Thank you to our NYM PTSO and Student Council!



**Information to be presented:**

- What are College and Career Readiness and why are they important?
- What are the Common Core Learning Standards?
- How can parents help their children experience achieve academic success?
- What is New York Mills School District doing to support our teachers and learners as we implement the Common Core?





**POLISH LEGION OF AMERICAN VETERANS  
EDWARD BATOR POST # 21 & LADIES AUXILIARY**

266 Main Street - New York Mills, New York 13417

Commander- Stanley Wolanin

Adjutant- Fred Griffiths



October 16, 2013

Kathy Houghton  
Superintendent of Schools  
New York Mills Union Free School  
1 Marauder Boulevard  
New York Mills, New York 13417

Dear Ms. Houghton, Kathy,

On November 11, 2014 about 3:00 PM the Edward Bator Post 21 of the Polish Legion of American Veterans will be dedicating a new monument at the Village New York Mills Veteran's Park.

This is a monument as a Memorial to those from the Village of New York Mills that were at Pearl Harbor, Hickam Field, Wheeler Field, Bellows Field, Ewa Field, Schoefield Barracks, and Kaneohe Naval Air Station. Our Post name, the Edward Bator Post is name after Edward "Doc" Bator that was aboard, and still is, the U.S.S. Arizona when the Japanese aircraft sank it. He perished when the ship blew up.

There are others that were residents of the village that were there also Those individuals with U.S. Navy were Harry Hale, John Justyna, Stanley Koziem, Michael "Dibby" Kubat, and Vincent "Vinnie" Nogas. With the U.S. Army were Walter Kupiec, Leo Markot, Leonard Motyka, John Sertera, Joseph Wilczynski and Fred Zurek. Civilians there were Stella Justyna, wife of John Justyna and their daughter Carol Justyna.

Personally this Memorial Monument is late in the arriving. Most likely when the remainders of Mr. Tom Brokaw's "Greatest Generation" are gone, December 7<sup>th</sup> will probably only remembered as 18 shopping days till Christmas. That is why this granite monument is so important.

The funds for the monument were obtained through the great work of Stanley "Stash" Babiarz and the late Ed Carville. They were able to convince the Department of New York Polish Legion of American Veterans that our plan was worthy of the grant.

Hopefully I have given you enough information that you could consider placing in the school newsletter. Mayor Bialek suggested I send this to you.

Regards,

Fred Griffiths, Adjutant

