



**BOARD OF EDUCATION MEETING
TUESDAY, SEPTEMBER 3, 2013
JR./SR. HIGH SCHOOL LIBRARY – 6:00 P.M.**

1. Meeting Call to Order

- 1.1 Pledge to the Flag
- 1.2 Acceptance of Agenda
- 1.3 Internal Audit Report – T. Rutkowski, Questar

2. Communications

- 2.1 From the Floor
- 2.2 President's Messages
 - a. Joint meeting with Village of NYM, September 4, 2013
 - b. Board Retreat
 - c. Committee Report(s) – N/A
 - d. BOCES Representative Report – Dr. Porcelli

3. Consent Agenda

- 3.1 Board of Education Minutes for meeting held August 20, 2013
- 3.2 Business Office Reports for Month ending N/A
- 3.3 CSE Reports - N/A

4. Old Business

- 4.1 2nd reading of Policy #1100, Records Management; Regulation #1100.1, Public Access to Records; Policy #2002, Qualifications of a Board of Education Member; 2106, Officers; 2302, Parliamentary Procedure; 2303, Executive Sessions; 4300, Audit Committee; 4700, Defense of Tax Certiorari Proceedings; 4701, 403(B) Plans; Regulation #4701.1, Salary Reduction Agreement for 403 (B) Plans; 4701.2, Statement of Understanding and Hold Harmless Agreement Regarding Tax Shelter Annuity Program; 4701.3 Annuity Indemnity Agreement; and Policy #5304, District Web Publishing Policy (*copies of policies with changes from 1st reading are the only copies included*)

5. New Business

- 5.1 Personnel Report – Action
- 5.2 Lead Evaluator Recertification and Certification – Action

6. Building Reports

- 6.1 Elementary Building Report

- a. Summer Professional Development
- b. Opening Days
- 6.2 Secondary Building Report
 - a. Summer Professional Development
 - b. Opening Days

7. Superintendent's Report

- 7.1 Summer Professional Development
- 7.2 Superintendent Conference Days
- 7.3 Enrollment Information
- 7.4 Directory and Global Connect Information
- 7.5 Regents Reform Agenda/APPR Update
- 7.6 Informal Architect Tour

8. Board Discussion

9. Visitors Comments

10. Executive Session – to discuss Confidential Employee Contracts and NYMTA

11. Adjournment

2.2a

MAYOR

John Bialek

TRUSTEES

Chip Cieplenski
John Edwards
Kenneth Jarosz
Kenneth L McCoy

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CLERK/TREASURER

Sharon A. Guca

ATTORNEY

Michael Misiaszek

HIGHWAY SUPERINTENDENT

Joseph R. Cotrupe, Jr.

**AGENDA FOR MEETING WITH
NYM VILLAGE BOARD & SCHOOL BOARD
Wednesday, September 04, 2013**

Pledge of Allegiance

Roll Call

7:00 PM

Bus Driver Municipal Agreement
Shared Services: Snow Removal, Newsletters
School Resource Officer
Pilots

Jacqueline Edwards
President

Dr. Gary Porcelli
Vice President



3.1
Gary M
Gail Rice
Richard Ross
Rick Surprenant
Traci Welch

**BOARD OF EDUCATION MEETING
TUESDAY, AUGUST 20, 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, Mr. Michael Klenotiz, Mr. William Lachut, Mrs. Andrea Dziekan, Mr. Adam Cleveland, Mrs. Paula Ann May, and 12 visitors and guests

1. Meeting Call to Order

Ms. Edwards called the meeting to order at 630 p.m.

1.1 Pledge to the Flag

Dr. Porcelli led the Pledge of Allegiance.

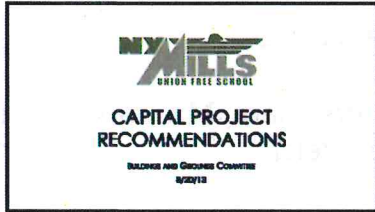
1.2 Acceptance of Agenda

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

Yes 7 No 0
Motion carried.

1.3 Building & Grounds Capital Project Recommendations– R. Ross

Mr. Ross, Chairperson of the Building & Grounds Committee said that the following PowerPoint is the result of the Committee's thorough tour of the school district's buildings and grounds. After the tour and much discussion, they were able to come up with recommendations for improvements to include in a Capital Project.



BUILDINGS & GROUNDS COMMITTEE MEMBERSHIP 2012-13

- **Thomas Bell** - Board Member, Buildings & Grounds Committee Chairman
- **Steve Berman** - SUPERINTENDENT OF SCHOOLS
- **Anna D'Amico** - DIRECTOR OF TECHNOLOGY (DOCS)
- **Bill Lattin** - ADMINISTRATIVE SUPERVISOR
- **Mark Rosenfeld** - BOARD MEMBER, COMMUNITY MEMBER
- **Steve Rasmussen** - Director of Facilities, Buildings, Grounds
- **Paul Weiss** - SUPERVISOR OF FACILITIES
- **Steve Hill** - Board Member, Community Member

BUILDINGS & GROUNDS COMMITTEE MEMBERSHIP 2012-13

- **James Brink** - PE Teacher, Athletic Director
- **Andrew Fazio** - Science Teacher, Counselor, Safety Officer
- **David Geller** - Math Teacher, Governance Committee
- **Jim Gentry** - Special Education Teacher, CSE Coordinator
- **Steve Haines** - Parent, Community Member
- **Bob MacIntosh** - Parent, Community Member
- **Thomas Rasmussen** - Parent, Community Member
- **Steve Rasmussen** - DOCS Server Platform Coordinator, (jsm@nymsd.org) Chair of Panel

TIMELINE

- **November 2012** - Board of Education decision to approve Buildings & Grounds Committee
- **December 2012** - Buildings & Grounds Committee Planning Meeting/Chair Letter to School Committee
- **January - June 2013** - Buildings & Grounds Committee Work - Final Presentation of Plan, Development of EIR, Project/Scope Approval

PROCESS

- Each spreadsheet covers for financial, geographic, and inventory items
- Each item initially processed by Education and Committee members
- Items by priority
- Priorities are discussed and by consensus, item priorities adjusted by committee
- Final review - all included in priority, additional, excluded items by committee

SPREADSHEET CONTENTS

- Priority [1-4] - (color coded, 1 [red] is highest)
- Location(s)
- Cost Review / Budget Review / Safety Concern / District Impact Information

SPREADSHEET

Prioritization for Potential Capital Project 8/22/13

Priority	Location	Project Description	Cost	Priority	Priority	Priority	Priority
1	Boiler Room	Boiler room	100	100	100	100	100
1	Boiler Room	Boiler room	100	100	100	100	100
1	Boiler Room	Boiler room	100	100	100	100	100
1	Boiler Room	Boiler room	100	100	100	100	100
1	Boiler Room	Boiler room	100	100	100	100	100
1	Boiler Room	Boiler room	100	100	100	100	100

SPREADSHEET CONTENTS

- **Review Building Cost**
- **8 - 1000**
- **10 - 1000**
- **100 - 1000**
- **1000 - 1000**

PROJECT CONTENTS

- **Safety & Security**
- **Structural Repairs**
- **Administrative Improvements**
- **Technology**
- **Energy Efficiency**



Prioritization for Potential Capital Project

8/15/13

Priority (1-4)	Location(s)	Proposed Item	Cost Savings?	Energy Efficiency?	Safety Concern?	Directly Impacts Instruction?	Rough Estimated Cost
1	Beekman Gym	Recoat roof	no	no	no	no	\$\$
1	Grounds	Refurbish track	yes	no	yes	yes	\$\$\$
1	Main Building, Beekman Gym, Bus Garage	Fiber optic cable to bus garage & Beekman gym & associated network cabling	yes	no	yes	no	\$\$
1	District Wide	Access Control System (card/key fob access) & required network infrastructure	yes	yes	yes	no	\$\$\$
1	Main Building	Provide inside-locking doorknobs to all interior doors / classrooms	no	no	yes	no	\$\$
1	District Wide	IP security camera system	no	no	yes	no	\$\$\$
1	Main Building	Replace exterior boiler room door and repair wall	no	no	yes	no	\$
1	Beekman Gym	Replace 4 exit doors	yes	yes	yes	no	\$
1	Main Building	Replace exterior doors by elementary music room	yes	yes	yes	no	\$
1	Beekman Gym	Repair and parge foundation	no	no	no	no	\$
1	Grounds	Repair sidewalks from Burrstone Road	no	no	yes	no	\$
1	Grounds	Repair marquee	no	no	yes	no	\$
1	Main Building	Upgrade lighting in the auditorium	yes	yes	no	yes	\$\$\$\$
1	Main Building	Upgrade lighting in hallways, HS gym	yes	yes	no	no	\$\$\$
1	Beekman Gym	Replace/retrofit sinks and fixtures in bathrooms	yes	yes	no	no	\$\$



Prioritization for Potential Capital Project

8/15/13

Priority (1-4)	Location(s)	Proposed Item	Cost Savings?	Energy Efficiency?	Safety Concern?	Directly Impacts Instruction?	Rough Estimated Cost
1	District Wide	Phone system	yes	no	yes	no	\$\$
1	Main Building	Redundant A/C in server room	no	no	no	no	\$\$
1	Beekman Gym	Repair exterior walls and repaint	no	no	no	no	\$\$
1	Beekman Gym	Add rain gutters	no	no	no	no	\$
1	Main Building	Remove hall windows outside boys locker room / laundry	no	yes	yes	no	\$\$
2	Main Building	SMART classroom upgrades/new installations	no	no	no	yes	\$\$\$
2	Main Building	Science fixtures (lab counters w/ gas/electric/water)	no	no	no	yes	\$\$
2	Main Building	Reflective/security film on exterior windows in media center	yes	yes	yes	no	\$
2	Beekman Gym	Replace hot water tank	yes	yes	no	no	\$\$
2	Main Building, Beekman Gym, Bus Garage	Wireless network upgrades	no	no	no	yes	\$\$
2	Main Building	Drop ceiling and lighting (remaining rooms)	no	no	no	no	\$
2	Main Building	Enlarge cafeteria	no	no	yes	no	\$\$\$\$
2	Grounds	Bus circle and additional parking for the main building	no	no	yes	no	\$\$\$
3	Main Building	Updating computer labs (furniture, layout)	no	no	no	yes	\$\$
3	Main Building, Beekman Gym, Bus Garage	Outside lighting upgrade	yes	yes	yes	no	\$



Prioritization for Potential Capital Project

8/15/13

Priority (1-4)	Location(s)	Proposed Item	Cost Savings?	Energy Efficiency?	Safety Concern?	Directly Impacts Instruction?	Rough Estimated Cost
3	Main Building	Repair elementary gym partition door	no	no	no	no	\$\$\$\$
3	Grounds	Widen/replace sidewalks from Burrstone Road (pave and/or concrete)	no	no	yes	no	\$\$
3	Main Building	Add a/c to the cafeteria, kitchen and media centers	no	no	no	no	\$\$
3	Main Building	Fitness center	no	no	no	yes	\$\$\$\$
4	Beekman Gym	Upgrade lighting in Beekman Gym	yes	yes	no	no	\$\$
4	Bus Garage	Complete bus garage siding (metal)	no	no	no	no	\$\$
4	Grounds	Pave the area at the top of Marauder Blvd btwn sidewalk and road	no	no	no	no	\$
4	Main Building	Replace windows in cafeteria	yes	yes	yes	no	\$\$
4	Main Building	Replace windows in HS media center	yes	yes	yes	no	\$\$
4	Main Building	Alternative testing rooms	no	no	no	yes	\$\$\$\$
4	Main Building	Continuation of locker replacement (hallways)	no	no	no	no	\$
4	Bus Garage	Pave the west side of pole barn for bus parking	no	no	no	no	\$\$\$
4	Grounds	Replace marquee w/ electronic sign	no	no	no	no	\$\$
4	Main Building	Add kitchen equipment and hallway lighting to the emergency generator	no	no	no	no	\$\$
Foundation?	Main Building	Lobby Electronic Signage (TV/enclosure)	no	no	no	no	\$



Prioritization for Potential Capital Project

8/15/13

Priority (1-4)	Location(s)	Proposed Item	Cost Savings?	Energy Efficiency?	Safety Concern?	Directly Impacts Instruction?	Rough Estimated Cost
Foundation?	Main Building	Weather Station	no	no	no	yes	\$
Grant?	Main Building	Add IT Equipment to the Emergency Generator	no	no	no	no	\$\$
Internal	Main Building	Improve ventilation in art room	no	no	yes	yes	\$
Internal	Main Building	Improve ventilation in science rooms	no	no	yes	yes	\$
Internal	Main Building	Replace both Glass Walls in Art/Resource w/ sheetrock/block	no	no	yes	yes	\$

<10K
10-50K
51-99K
100K+

Ms. Edwards praised the committee for being proactive, cost conscious, and for doing an excellent job in prioritization. Ms. Edwards that she and Ms. Houghton met with several architects at Rural Schools that said they would be interested in looking at our facilities. She would like to give them a tour and get their assessment/direction on how much we want to put out in a project and what is reasonable.

There was much discussion between the Board Members. Everyone was in agreement that this was quite an undertaking and everyone's main concern was security. The safety of our students and staff is a priority. The Board was also curious about state aid and delays with SED. It was agreed that we will try to set up a walk through with all interested architects that were at the Rural School Conference.

2. Communications

2.1 From the Floor

Mrs. Porcelli spoke about the School Foundation. She is now the President, Mr. King is the Vice President, Mr. Schultz is the Treasurer and there is no official secretary. The Foundation is doing a brick project as a fund raiser. Other schools have done something similar. The Foundation would like to help the school with a less expensive project so the community can see that they are actually doing something. Their focus for the future is on the playground.

Mr. Schultz said that a lot of time was spent looking at the grounds. If a leaky roof was at Beekman Gym, school would still go on. Key cards for security is important for student safety.

2.2 President's Messages

A Portfolio was presented to Mrs. Rice for completing Level III Training through NYSSBA.

a. Committee Report(s)

1. Policy Committee – J. Edwards

Ms. Edwards told the group that the Policy Committee is putting several policies forward tonight for 1st and 2nd readings.

2. Transportation – G. Porcelli

Ms. Edwards reported for the group because Dr. Porcelli could not attend their meeting due to a BOCES Board Meeting. The Transportation Committee has been discussing the Transportation Supervisor position due to the resignation of our current supervisor.

b. Board Calendar

c. BOCES Representative Report – G. Porcelli

Dr. Porcelli said that the BOCES Board met last Wednesday and spoke about a report two students presented to the BOCES Board. BOCES will be opening on August 27 for Instructional and Non-Instructional staff and the BOCES retreat is scheduled for September 23rd.

3. Consent Agenda

Mrs. Rice made the motion to approve the Consent Agenda seconded by Dr. Porcelli.

3.1 Board of Education Minutes for meeting held July 11, 2013

3.2 Business Office Reports for Month ending June 2013

3.3 CSE Reports

a. Minutes of meetings held 7/18/13

b. Minutes of meeting held 8/16/13

Yes 7 No 0
Motion carried.

4. Old Business

4.1 2nd Reading of Policy #7101, Jr. Sr. High School Extra Curricular Policy; Policy #7400, Cell Phone/Electronic Device Policy; and #7500.5 Student Privacy FERPA Notice

Mrs. Welch made the motion to approve the 2nd reading of the above policies seconded by Mrs. Rice.

Yes 7 No 0
Motion carried.

5. New Business

5.1 Personnel Report – Action

Dr. Porcelli made the motion to move Section III into Executive Session seconded by Mr. Ross.

Yes 6 No 1
 Mrs. Rice voting Nay
 Motion carried.

Mrs. Rice made the motion to approve the remainder of the Personnel Report seconded by Mr. Ross.

EMPLOYEE	CERTIFICATION AREA	CERT	SALARY*	EFFECTIVE DATE	TENURE APPT.
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I. Resignations

1	Bergmann, Bettina	Football Cheerleading		8/7/2013	
2	Dunn, Allison	Early Childhood, Gr. 1-6		8/31/2013	
3	Higgins, Justin	Social Studies		8/31/2013	
4	Klenotiz, Michael	Transportation Supervisor		9/30/2013	

II. Correction to Last Personnel Report

(Salary was listed incorrectly)

1	Nicotera, John	Boys Cross Country Coach	\$2,770.00	2013-14 School Year	
2	Hartmann, Michelle	Newspaper Advisor	\$1,982.00	2013-14 School Year	

IV. Instructional Appointments

1	Ferguson, Timothy	Social Studies	Y	Step 10 B+60 +Masters+Credit Hours = \$55,226	9/1/3013	9/1/2015
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V. Leave of Absence

1	Lovecchio, Teresa	Vocal Music Teacher	Y		On or about 12/1/13 - 1/30/14	
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See attached List of previously approved Substitute Employees attached

1	Kinsinger, Alyse	7-12 Social Studies	\$80.00	9/3/2013
2	Waskiewicz, Edward	7-12 Social Studies	\$80.00	9/3/2013

Yes 7 No 0 for Items I, II, V, VI
 Dr. Porcelli voted nay for Item IV
 Motion carried.

5.2 Resolution to Approve Bus Lease

Dr. Porcelli made the motion to approve the following Bus Lease seconded by Mr. Ross.

Be It Resolved: the New York Mills Board of Education has agreed to lease one (1) 36-student passenger school bus and one (1) 72 passenger school bus at a capitalized cost of \$240,851.

Whereas: the New York Mills Board of Education gives the School District Treasurer the authority to make five (5) equal payments of \$37,078.35 due on the 15th day of August from the year 2013 through 2017 to the low bidder, Sovereign Leasing, LLC.

Therefore: the New York Mills Board of Education authorizes the School District Treasurer to issue checks to cover the cost of these buses

Yes 7 No 0
 Motion carried.

5.3 Excess list for bid, sale, or disposal of – Action

Dr. Porcelli made the motion to approve the list of excess books for bid, sale, or disposal of seconded by Mr. Surprenant.

Yes 7 No 0
 Motion carried.

5.4 Resolution Regarding Standalone Field Testing – Action

Dr. Porcelli made the motion to approve the following resolution for Standalone Field Testing seconded by Mrs. Welch:

Whereas, the New York Mills Union Free School District Board of Education (Board) affirms its commitment to supporting the district’s students, parents, and professional educators in critical, reflective, and creative thinking, and to developing our students into 21st century learners; and

Whereas, the Board recognizes that a similar resolution was adopted by the New York State School Boards Association at its 2012 Annual Meeting, and included as part of its 2013 Legislative Platform.

Be It Resolved That:

The Board calls upon members of the New York State Legislature and the New York State Education Department to seek legislation and regulatory practices that will take immediate action to eliminate mandated standalone field testing practices in New York State.

The Board stands opposed to the administration of NYS Field Tests because it does not further our vision of educating New York Mills students.

The Board asserts its roles as an advocate for our students with the Commissioner of Education, the Board of Regents, and the New York State Legislature, and calls upon them to implement effective and efficient statewide policy and regulation to assure that NYS students are college and career ready. Current testing protocols do not provide for this assurance. Instead, we believe that the testing protocols of the New York State Department of Education:

- Overly tax instructional time of faculty and staff who are committed to differentiation and intervening to ensure success for students not achieving and for those who are under achieving.
- Overly tax the time of administrators who are committed to instructional leadership as they support educators and develop relationships with students and community.
- Overly tax the time of students who are committed to learning that this is challenging, tied to real world issues, open to divergent cultures, and meaningful problem solving.
- Overly tax the limited fiscal resources of our community by directing funds away from high quality programs for all students.

The plethora of NYS summative assessments, APPR assessments, and now field testing requirements, continually disrupt classroom instruction to promote a system of accountability that detracts from the quality, essence, and joy of true educational growth and progress.

Therefore, be it resolved that the Board of Education of the New York Mills Union Free School District is opposed to the requirement to participate in a field testing system that negatively impacts the students of our State and District.

The Board of Education of the New York Mills Union Free School District calls upon members of our State Legislature, members of our Board of Regents, and the Commissioner of Education to take immediate action to eliminate mandated standalone field testing form our children's classrooms.

Yes 7 No 0
Motion carried.

Mr. Markowicz made the motion to set the Tax Levy for the 2013-14 School Year seconded by Mr. Ross.

BE IT RESOLVED that the New York Mills Board of Education authorizes the School Business Official to collect taxes in the amount of \$3,581,736.74 from the town of New Hartford and \$3,593,263.26 from the town of Whitestown totaling \$7,175,000.00

THEREFORE, the tax rate for the 2013-14 school year will be \$25.75 per one thousand dollar of assessed value for the Town of New Hartford and \$31.55 per one thousand dollar of assessed value for the Town of Whitestown.

Yes 7 No 0
Motion carried.

5.6 2013-14 Strategic Plan – Action

Mrs. Rice made the motion to approve the 2013-14 Strategic Plan seconded by Mr. Ross.

Yes 7 No 0
Motion carried.

5.7 APPR Implementation Certification – Action

Dr. Porcelli made the motion to approve the APPR Implementation Certification seconded by Mr. Ross

RESOLVED: The Board, having reviewed the Implementation Certification Form regarding the District's 2012-13 APPR Plan, as tentatively executed by the Board President and the Superintendent, and having been assured by the Superintendent that the required certifications can be made in good faith, does hereby authorize the filing of the Implementation Certification Form with the Commissioner.

Yes 7 No 0
Motion carried.

5.8 Resolution to Increase Instructional Position

Mrs. Rice made the motion to approve the following resolution to Increase an Instructional Position seconded by Mr. Surprenant.

RESOLVED: That upon recommendation of the Superintendent, the Board of Education increase a teaching position in the Health Education tenure area from .33 to .67 FTE effective

September 1, 2013 and that the services of Maryanne Putnam, be increased to a .67 FTE basis effective September 1, 2013.

Yes 7 No 0
Motion carried.

5.9 1st reading of Policy #1100, Records Management; Regulation #1100.1, Public Access to Records; Policy #2002, Qualifications of a Board of Education Member; 2106, Officers; 2302, Parliamentary Procedure; 2303, Executive Sessions; 4300, Audit Committee; 4700, Defense of Tax Certiorari Proceedings; 4701, 403(B) Plans; Regulation #4701.1, Salary Reduction Agreement for 403 (B) Plans; 4701.2, Statement of Understanding and Hold Harmless Agreement Regarding Tax Shelter Annuity Program; 4701.3 Annuity Indemnity Agreement; and Policy #5304, District Web Publishing Policy

6. Building Reports – N/A

7. Superintendent's Report – N/A

8. Board Discussion

Mrs. Rice said that New Hartford publishes a community newspaper and they put out an end of the school year copy. Top New Hartford graduates were on the front page and inside the surrounding communities were published. New York Mills' students were not there. She said she e-mailed the paper and was told they did not get a response from New York Mills. She said she was disappointed.

9. Visitors Comments

Mrs. Porcelli said that these newspapers seem to ignore New York Mills.

Mrs. Sparacino spoke about elementary staffing and had some concerns about not filling positions. As numbers keep increasing comparatively we have 27 students in a class. If we have 12 or 13 students per class it would be individualized instruction. It would be a dream to have 3 sections for each grade level. Her children go to a neighboring district where there are 13 students per class and she can see the difference.

Ms. Edwards said to bear in mind that when surround areas have been laying off teachers we did not lay anyone off because we did not back fill.

Mr. Hadfield said he did not remember any request from the Town Crier.

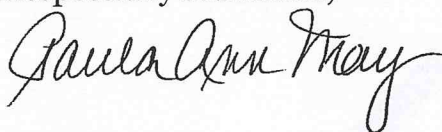
10. Executive Session – to discuss Confidential/Supervisory Contracts and NYMTA Negotiations

Mr. Ross made the motion to go into executive session after taking a 5-minute break at 8:05 p.m. to discuss Confidential/Supervisory Contracts and NYMTA Negotiations as well as item III on the personnel report seconded by Mr. Markowicz

Yes 7 No 0
Motion carried.

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

Respectfully submitted,



Paula Ann May
District Clerk

Ms. Edwards called the meeting back into regular session 9:24 p.m.

Mr. Markowicz made the motion to approve section III of the Personnel Report seconded by Mr. Ross.

III. Coaching Appointments

Maunz, Anthony	Girls Cross Country	C	\$2,770.00	2013-14 School Year
Futscher, James	Assistant Modified Football	C	\$1,726.00	2013-14 School Year
Carpenter, Megan	Cross Country Volunteer	C	~0~	2013-14 School Year
Keating, Michael	Cross Country Volunteer	C	~0~	2013-14 School Year
Timian, James	Football Assistant Volunteer	T	~0~	2013-14 School Year
Szkotak, Samantha	Modified Field Hockey	T	\$1,456.00	2013-14 School Year
Kinsinger, Alyse	Volunteer Football Cheerleading Coach	C	\$0.00	2013-14 School Year
Kinsinger, Audrey	Football Cheerleading Coach	T	\$1,432.00	2013-14 School Year

Yes 7 No 0
Motion carried.

11. Adjournment

Dr. Porcelli made the motion to adjourn at 9:27 p.m. seconded by Mr. Markowicz.

Yes 7 No 0
Meeting adjourned.

Respectfully submitted,



Kathy Houghton
Clerk Pro-tem

DRAFT

Jacqueline Edwards
President

Dr. Gary Porcelli
Vice President



Gary M

3.1

Gail Rice
Richard Ross
Rick Surprenant
Traci Welch

**BOARD OF EDUCATION MEETING
TUESDAY, AUGUST 20, 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, Mr. Michael Klenotiz, Mr. William Lachut, Mrs. Andrea Dziekan, Mr. Adam Cleveland, Mrs. Paula Ann May, and 12 visitors and guests

1. Meeting Call to Order

Ms. Edwards called the meeting to order at 630 p.m.

1.1 Pledge to the Flag

Dr. Porcelli led the Pledge of Allegiance.

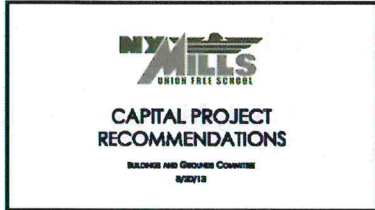
1.2 Acceptance of Agenda

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

Yes 7 No 0
Motion carried.

1.3 Building & Grounds Capital Project Recommendations– R. Ross

Mr. Ross, Chairperson of the Building & Grounds Committee said that the following PowerPoint is the result of the Committee's thorough tour of the school district's buildings and grounds. After the tour and much discussion, they were able to come up with recommendations for improvements to include in a Capital Project.



BUILDINGS & GROUNDS COMMITTEE MEMBERSHIP 2012-13

- **ROBERT RUI** - BOARD MEMBER, BUILDINGS & GROUNDS COMMITTEE COCHAIR
- **EMERY HANCOCK** - SUPERINTENDENT OF SCHOOLS
- **ALAN GROSSMAN** - CHAIRMAN OF TECHNOLOGY (BOCES)
- **BOB LARSEN** - MAINTENANCE SUPERVISOR
- **DAVE HANCOCK** - TRUSTED MEMBER, COMMITTEE MEMBER
- **ALAN GROSSMAN** - [removed] 21-26, 100 PERSONS, COMMITTEE MEMBER
- **BOB LARSEN** - SUPERVISOR PHYSICAL
- **BOB RUI** - SA MEMBER, COMMITTEE MEMBER

BUILDINGS & GROUNDS COMMITTEE MEMBERSHIP 2012-13

- **ANNEA BRANN** - PE TEACHER, ANNEA DIRECTOR
- **ANNEA PARR** - SCIENCE TEACHER, CHEMICAL SAFETY OFFICER
- **ALAN BRANN** - SALES TEACHER, SUPERVISOR COORDINATOR
- **BOB BERRY** - SPECIAL EDUCATION TEACHER, CSE COORDINATOR
- **BOB BRANN** - PEACH, COMMITTEE MEMBER
- **BOB HANCOCK** - PEACH, COMMITTEE MEMBER
- **BOB RUI** - PEACH, COMMITTEE MEMBER
- **BOB BRANN** - BOCS SAFETY PROGRAM COORDINATOR, JONAS@NYMPS.COM Chair of PEACH

TIMELINE

- **November 2012** - Board of Education decision to approve Buildings & Grounds Committee
- **December 2012** - Buildings & Grounds Committee Planning Meeting/Draw Letter to Schools Committee
- **December 2012, Committee, Emery Hancock, SUPERINTENDENT, BOB LARSEN, MAINTENANCE SUPERVISOR**
- **January - June 2013** - Buildings & Grounds Committee Work - Initial, PRIORITIZATION OF NEED, DEVELOPMENT OF FINAL PRIORITIZATION SPREADSHEET

PROCESS

- Each spreadsheet contains the following information, and includes links
- Each spreadsheet is reviewed by committee and committee members
- Based on review
- Reviewed list discussed and re-balanced, new projects added by committee
- Final review list included in summary, additional, existing items of committee

SPREADSHEET CONTENTS

- Priority 1-5 - (total count, 1) and a review
- Location(s)
- Cost Review / Budget Approval / Better Choice / Direct Impact Indicator

SPREADSHEET

MILLS HIGH TREE SCHOOL

Prioritization for Potential Capital Project 8/20/13

Priority	Project Name	Location	Cost	Priority	Priority	Priority	Priority
1	Boys' Gym	Boys' Gym	200	100	100	100	100
2	Boys' Gym	Boys' Gym	200	100	100	100	100
3	Boys' Gym	Boys' Gym	200	100	100	100	100
4	Boys' Gym	Boys' Gym	200	100	100	100	100
5	Boys' Gym	Boys' Gym	200	100	100	100	100

SPREADSHEET CONTENTS

- Review Summary Chart
- 1 - Cost
- 10 - 100
- 100 - 1000
- 1000 - 10000

PROJECT CONTENTS

- Safety & Security
- Building Repair
- Instructional Improvements
- Technology
- Energy Efficiency



Prioritization for Potential Capital Project

8/15/13

Priority (1-4)	Location(s)	Proposed Item	Cost Savings?	Energy Efficiency?	Safety Concern?	Directly Impacts Instruction?	Rough Estimated Cost
1	Beekman Gym	Recoat roof	no	no	no	no	\$\$
1	Grounds	Refurbish track	yes	no	yes	yes	\$\$\$
1	Main Building, Beekman Gym, Bus Garage	Fiber optic cable to bus garage & Beekman gym & associated network cabling	yes	no	yes	no	\$\$
1	District Wide	Access Control System (card/key fob access) & required network infrastructure	yes	yes	yes	no	\$\$\$
1	Main Building	Provide inside-locking doorknobs to all interior doors / classrooms	no	no	yes	no	\$\$
1	District Wide	IP security camera system	no	no	yes	no	\$\$\$
1	Main Building	Replace exterior boiler room door and repair wall	no	no	yes	no	\$
1	Beekman Gym	Replace 4 exit doors	yes	yes	yes	no	\$
1	Main Building	Replace exterior doors by elementary music room	yes	yes	yes	no	\$
1	Beekman Gym	Repair and parge foundation	no	no	no	no	\$
1	Grounds	Repair sidewalks from Burrstone Road	no	no	yes	no	\$
1	Grounds	Repair marquee	no	no	yes	no	\$
1	Main Building	Upgrade lighting in the auditorium	yes	yes	no	yes	\$\$\$\$
1	Main Building	Upgrade lighting in hallways, HS gym	yes	yes	no	no	\$\$\$
1	Beekman Gym	Replace/retrofit sinks and fixtures in bathrooms	yes	yes	no	no	\$\$



Prioritization for Potential Capital Project

8/15/13

Priority (1-4)	Location(s)	Proposed Item	Cost Savings?	Energy Efficiency?	Safety Concern?	Directly Impacts Instruction?	Rough Estimated Cost
1	District Wide	Phone system	yes	no	yes	no	\$\$
1	Main Building	Redundant A/C in server room	no	no	no	no	\$\$
1	Beekman Gym	Repair exterior walls and repaint	no	no	no	no	\$\$
1	Beekman Gym	Add rain gutters	no	no	no	no	\$
1	Main Building	Remove hall windows outside boys locker room / laundry	no	yes	yes	no	\$\$
2	Main Building	SMART classroom upgrades/new installations	no	no	no	yes	\$\$\$
2	Main Building	Science fixtures (lab counters w/ gas/electric/water)	no	no	no	yes	\$\$
2	Main Building	Reflective/security film on exterior windows in media center	yes	yes	yes	no	\$
2	Beekman Gym	Replace hot water tank	yes	yes	no	no	\$\$
2	Main Building, Beekman Gym, Bus Garage	Wireless network upgrades	no	no	no	yes	\$\$
2	Main Building	Drop ceiling and lighting (remaining rooms)	no	no	no	no	\$
2	Main Building	Enlarge cafeteria	no	no	yes	no	\$\$\$\$
2	Grounds	Bus circle and additional parking for the main building	no	no	yes	no	\$\$\$
3	Main Building	Updating computer labs (furniture, layout)	no	no	no	yes	\$\$
3	Main Building, Beekman Gym, Bus Garage	Outside lighting upgrade	yes	yes	yes	no	\$



Prioritization for Potential Capital Project

8/15/13

Priority (1-4)	Location(s)	Proposed Item	Cost Savings?	Energy Efficiency?	Safety Concern?	Directly Impacts Instruction?	Rough Estimated Cost
3	Main Building	Repair elementary gym partition door	no	no	no	no	\$\$\$\$
3	Grounds	Widen/replace sidewalks from Burrstone Road (pave and/or concrete)	no	no	yes	no	\$\$
3	Main Building	Add a/c to the cafeteria, kitchen and media centers	no	no	no	no	\$\$
3	Main Building	Fitness center	no	no	no	yes	\$\$\$\$
4	Beekman Gym	Upgrade lighting in Beekman Gym	yes	yes	no	no	\$\$
4	Bus Garage	Complete bus garage siding (metal)	no	no	no	no	\$\$
4	Grounds	Pave the area at the top of Marauder Blvd btwn sidewalk and road	no	no	no	no	\$
4	Main Building	Replace windows in cafeteria	yes	yes	yes	no	\$\$
4	Main Building	Replace windows in HS media center	yes	yes	yes	no	\$\$
4	Main Building	Alternative testing rooms	no	no	no	yes	\$\$\$\$
4	Main Building	Continuation of locker replacement (hallways)	no	no	no	no	\$
4	Bus Garage	Pave the west side of pole barn for bus parking	no	no	no	no	\$\$\$
4	Grounds	Replace marquee w/ electronic sign	no	no	no	no	\$\$
4	Main Building	Add kitchen equipment and hallway lighting to the emergency generator	no	no	no	no	\$\$
Foundation?	Main Building	Lobby Electronic Signage (TV/enclosure)	no	no	no	no	\$



Prioritization for Potential Capital Project

8/15/13

Priority (1-4)	Location(s)	Proposed Item	Cost Savings?	Energy Efficiency?	Safety Concern?	Directly Impacts Instruction?	Rough Estimated Cost
Foundation?	Main Building	Weather Station	no	no	no	yes	\$
Grant?	Main Building	Add IT Equipment to the Emergency Generator	no	no	no	no	\$\$
Internal	Main Building	Improve ventilation in art room	no	no	yes	yes	\$
Internal	Main Building	Improve ventilation in science rooms	no	no	yes	yes	\$
Internal	Main Building	Replace both Glass Walls in Art/Resource w/ sheetrock/block	no	no	yes	yes	\$

<10K
10-50K
51-99K
100K+

Ms. Edwards praised the committee for being proactive, cost conscious, and for doing an excellent job in prioritization. Ms. Edwards that she and Ms. Houghton met with several architects at Rural Schools that said they would be interested in looking at our facilities. She would like to give them a tour and get their assessment/direction on how much we want to put out in a project and what is reasonable.

There was much discussion between the Board Members. Everyone was in agreement that this was quite an undertaking and everyone's main concern was security. The safety of our students and staff is a priority. The Board was also curious about state aid and delays with SED. It was agreed that we will try to set up a walk through with all interested architects that were at the Rural School Conference.

2. Communications

2.1 From the Floor

Mrs. Porcelli spoke about the School Foundation. She is now the President, Mr. King is the Vice President, Mr. Schultz is the Treasurer and there is no official secretary. The Foundation is doing a brick project as a fund raiser. Other schools have done something similar. The Foundation would like to help the school with a less expensive project so the community can see that they are actually doing something. Their focus for the future is on the playground.

Mr. Schultz said that a lot of time was spent looking at the grounds. If a leaky roof was at Beekman Gym, school would still go on. Key cards for security is important for student safety.

2.2 President's Messages

A Portfolio was presented to Mrs. Rice for completing Level III Training through NYSSBA.

a. Committee Report(s)

1. Policy Committee – J. Edwards

Ms. Edwards told the group that the Policy Committee is putting several policies forward tonight for 1st and 2nd readings.

2. Transportation – G. Porcelli

Ms. Edwards reported for the group because De. Porcelli could not attend their meeting due to a BOCES Board Meeting. The Transportation Committee has been discussing the Transportation Supervisor position due to the resignation of our current supervisor.

b. Board Calendar

c. BOCES Representative Report – G. Porcelli

Dr. Porcelli said that the BOCES Board met last Wednesday and spoke about a report two students presented to the BOCES Board. BOCES will be opening on August 27 for Instructional and Non-Instructional staff and the BOCES retreat is scheduled for September 23rd.

3. Consent Agenda

Mrs. Rice made the motion to approve the Consent Agenda seconded by Dr. Porcelli.

3.1 Board of Education Minutes for meeting held July 11, 2013

3.2 Business Office Reports for Month ending June 2013

3.3 CSE Reports

a. Minutes of meetings held 7/18/13

b. Minutes of meeting held 8/16/13

Yes 7 No 0
Motion carried.

4. Old Business

4.1 2nd Reading of Policy #7101, Jr. Sr. High School Extra Curricular Policy; Policy #7400, Cell Phone/Electronic Device Policy; and #7500.5 Student Privacy FERPA Notice

Mrs. Welch made the motion to approve the 2nd reading of the above policies seconded by Mrs. Rice.

Yes 7 No 0
Motion carried.

5. New Business

5.1 Personnel Report – Action

Dr. Porcelli made the motion to move Section III into Executive Session seconded by Mr. Ross.

Yes 6 No 1
 Mrs. Rice voting Nay
 Motion carried.

Mrs. Rice made the motion to approve the remainder of the Personnel Report seconded by Mr. Ross.

EMPLOYEE	CERTIFICATION AREA	CERT	SALARY*	EFFECTIVE DATE	TENURE APPT.
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I. Resignations

1	Bergmann, Bettina	Football Cheerleading		8/7/2013	
2	Dunn, Allison	Early Childhood, Gr. 1-6		8/31/2013	
3	Higgins, Justin	Social Studies		8/31/2013	
4	Klenotiz, Michael	Transportation Supervisor		9/30/2013	

II. Correction to Last Personnel Report

			(Salary was listed incorrectly)		
1	Nicotera, John	Boys Cross Country Coach	\$2,770.00	2013-14 School Year	
2	Hartmann, Michelle	Newspaper Advisor	\$1,982.00	2013-14 School Year	

IV. Instructional Appointments

1	Ferguson, Timothy	Social Studies	Y	Step 10 B+60 +Masters+Credit Hours = \$55,226	9/1/3013	9/1/2015
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V. Leave of Absence

1	Lovecchio, Teresa	Vocal Music Teacher	Y		On or about 12/1/13 - 1/30/14	
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See attached List of previously approved Substitute Employees attached

1	Kinsinger, Alyse	7-12 Social Studies	\$80.00	9/3/2013
2	Waskiewicz, Edward	7-12 Social Studies	\$80.00	9/3/2013

Yes 7 No 0 for Items I, II, V, VI
 Dr. Porcelli voted nay for Item IV
 Motion carried.

5.2 Resolution to Approve Bus Lease

Dr. Porcelli made the motion to approve the following Bus Lease seconded by Mr. Ross.

Be It Resolved: the New York Mills Board of Education has agreed to lease one (1) 36-student passenger school bus and one (1) 72 passenger school bus at a capitalized cost of \$240,851.

Whereas: the New York Mills Board of Education gives the School District Treasurer the authority to make five (5) equal payments of \$37,078.35 due on the 15th day of August from the year 2013 through 2017 to the low bidder, Sovereign Leasing, LLC.

Therefore: the New York Mills Board of Education authorizes the School District Treasurer to issue checks to cover the cost of these buses

Yes 7 No 0
 Motion carried.

5.3 Excess list for bid, sale, or disposal of – Action

Dr. Porcelli made the motion to approve the list of excess books for bid, sale, or disposal of seconded by Mr. Surprenant.

Yes 7 No 0
 Motion carried.

5.4 Resolution Regarding Standalone Field Testing – Action

Dr. Porcelli made the motion to approve the following resolution for Standalone Field Testing seconded by Mrs. Welch:

Whereas, the New York Mills Union Free School District Board of Education (Board) affirms its commitment to supporting the district’s students, parents, and professional educators in critical, reflective, and creative thinking, and to developing our students into 21st century learners; and

Whereas, the Board recognizes that a similar resolution was adopted by the New York State School Boards Association at its 2012 Annual Meeting, and included as part of its 2013 Legislative Platform.

Be It Resolved That:

The Board calls upon members of the New York State Legislature and the New York State Education Department to seek legislation and regulatory practices that will take immediate action to eliminate mandated standalone field testing practices in New York State.

The Board stands opposed to the administration of NYS Field Tests because it does not further our vision of educating New York Mills students.

The Board asserts its roles as an advocate for our students with the Commissioner of Education, the Board of Regents, and the New York State Legislature, and calls upon them to implement effective and efficient statewide policy and regulation to assure that NYS students are college and career ready. Current testing protocols do not provide for this assurance. Instead, we believe that the testing protocols of the New York State Department of Education:

- Overly tax instructional time of faculty and staff who are committed to differentiation and intervening to ensure success for students not achieving and for those who are under achieving.
- Overly tax the time of administrators who are committed to instructional leadership as they support educators and develop relationships with students and community.
- Overly tax the time of students who are committed to learning that this is challenging, tied to real world issues, open to divergent cultures, and meaningful problem solving.
- Overly tax the limited fiscal resources of our community by directing funds away from high quality programs for all students.

The plethora of NYS summative assessments, APPR assessments, and now field testing requirements, continually disrupt classroom instruction to promote a system of accountability that detracts from the quality, essence, and joy of true educational growth and progress.

Therefore, be it resolved that the Board of Education of the New York Mills Union Free School District is opposed to the requirement to participate in a field testing system that negatively impacts the students of our State and District.

The Board of Education of the New York Mills Union Free School District calls upon members of our State Legislature, members of our Board of Regents, and the Commissioner of Education to take immediate action to eliminate mandated standalone field testing form our children's classrooms.

Yes 7 No 0
Motion carried.

Mr. Markowicz made the motion to set the Tax Levy for the 2013-14 School Year seconded by Mr. Ross.

BE IT RESOLVED that the New York Mills Board of Education authorizes the School Business Official to collect taxes in the amount of \$3,581,736.74 from the town of New Hartford and \$3,593,263.26 from the town of Whitestown totaling \$7,175,000.00

THEREFORE, the tax rate for the 2013-14 school year will be \$25.75 per one thousand dollar of assessed value for the Town of New Hartford and \$31.55 per one thousand dollar of assessed value for the Town of Whitestown.

Yes 7 No 0
Motion carried.

5.6 2013-14 Strategic Plan – Action

Mrs. Rice made the motion to approve the 2013-14 Strategic Plan seconded by Mr. Ross.

Yes 7 No 0
Motion carried.

5.7 APPR Implementation Certification – Action

Dr. Porcelli made the motion to approve the APPR Implementation Certification seconded by Mr. Ross

RESOLVED: The Board, having reviewed the Implementation Certification Form regarding the District's 2012-13 APPR Plan, as tentatively executed by the Board President and the Superintendent, and having been assured by the Superintendent that the required certifications can be made in good faith, does hereby authorize the filing of the Implementation Certification Form with the Commissioner.

Yes 7 No 0
Motion carried.

5.8 Resolution to Increase Instructional Position

Mrs. Rice made the motion to approve the following resolution to Increase an Instructional Position seconded by Mr. Surprenant.

RESOLVED: That upon recommendation of the Superintendent, the Board of Education increase a teaching position in the Health Education tenure area from .33 to .67 FTE effective

September 1, 2013 and that the services of Maryanne Putnam, be increased to a .67 FTE basis effective September 1, 2013.

Yes 7 No 0
Motion carried.

- 5.9 1st reading of Policy #1100, Records Management; Regulation #1100.1, Public Access to Records; Policy #2002, Qualifications of a Board of Education Member; 2106, Officers; 2302, Parliamentary Procedure; 2303, Executive Sessions; 4300, Audit Committee; 4700, Defense of Tax Certiorari Proceedings; 4701, 403(B) Plans; Regulation #4701.1, Salary Reduction Agreement for 403 (B) Plans; 4701.2, Statement of Understanding and Hold Harmless Agreement Regarding Tax Shelter Annuity Program; 4701.3 Annuity Indemnity Agreement; and Policy #5304, District Web Publishing Policy

6. Building Reports – N/A

7. Superintendent's Report – N/A

8. Board Discussion

Mrs. Rice said that New Hartford publishes a community newspaper and they put out an end of the school year copy. Top New Hartford graduates were on the front page and inside the surrounding communities were published. New York Mills' students were not there. She said she e-mailed the paper and was told they did not get a response from New York Mills. She said she was disappointed.

9. Visitors Comments

Mrs. Porcelli said that these newspapers seem to ignore New York Mills.

Mrs. Sparacino spoke about elementary staffing and had some concerns about not filling positions. As numbers keep increasing comparatively we have 27 students in a class. If we have 12 or 13 students per class it would be individualized instruction. It would be a dream to have 3 sections for each grade level. Her children go to a neighboring district where there are 13 students per class and she can see the difference.

Ms. Edwards said to bear in mind that when surround areas have been laying off teachers we did not lay anyone off because we did not back fill.

Mr. Hadfield said he did not remember any request from the Town Crier.

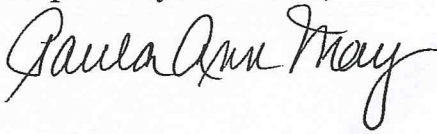
10. Executive Session – to discuss Confidential/Supervisory Contracts and NYMTA Negotiations

Mr. Ross made the motion to go into executive session after taking a 5-minute break at 8:05 p.m. to discuss Confidential/Supervisory Contracts and NYMTA Negotiations as well as item III on the personnel report seconded by Mr. Markowicz

Yes 7 No 0
Motion carried.

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

Respectfully submitted,



Paula Ann May
District Clerk

Ms. Edwards called the meeting back into regular session 9:24 p.m.

Mr. Markowicz made the motion to approve section III of the Personnel Report seconded by Mr. Ross.

III. Coaching Appointments

Maunz, Anthony	Girls Cross Country	C	\$2,770.00	2013-14 School Year
Futscher, James	Assistant Modified Football	C	\$1,726.00	2013-14 School Year
Carpenter, Megan	Cross Country Volunteer	C	~0~	2013-14 School Year
Keating, Michael	Cross Country Volunteer	C	~0~	2013-14 School Year
Timian, James	Football Assistant Volunteer	T	~0~	2013-14 School Year
Szkotak, Samantha	Modified Field Hockey	T	\$1,456.00	2013-14 School Year
Kinsinger, Alyse	Volunteer Football Cheerleading Coach	C	\$0.00	2013-14 School Year
Kinsinger, Audrey	Football Cheerleading Coach	T	\$1,432.00	2013-14 School Year

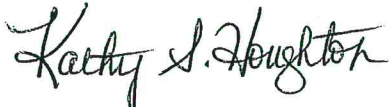
Yes 7 No 0
Motion carried.

11. Adjournment

Dr. Porcelli made the motion to adjourn at 9:27 p.m. seconded by Mr. Markowicz.

Yes 7 No 0
Meeting adjourned.

Respectfully submitted,



Kathy Houghton
Clerk Pro-tem

DRAFT

Regulation

Draft 06/12/2012

COMMUNITY RELATIONS

1100.1 Replaces policy 1025.1

PUBLIC ACCESS TO RECORDS

I. PURPOSE

The Superintendent of Schools promulgates this regulation to ensure compliance with the *Freedom of Information Law* (Article 6 of the Public Officers' Law) and the related Rules of the *Committee on Open Government*.

II. DUTIES OF RECORDS ACCESS OFFICER

- A. Ensure that the District appropriately responds to public requests for access to records.
- B. Assist persons seeking records to identify the records sought, if necessary, and when appropriate, indicate the manner in which the records are filed, retrieved or generated to assist persons in reasonably describing records.
- C. Contact persons seeking records when a request is voluminous or when locating the records sought involves substantial effort, so that agency personnel may ascertain the nature of records of primary interest and attempt to reasonably reduce the volume of the records requested.
- D. Certify that a record is a true copy, if requested.
- E. Post in a conspicuous location:
 1. the place where records will be made available for inspection and copying,
 2. the Records Access Officer's name, title, business address, business telephone number, and business e-mail address;
 3. the right to appeal a denial of access to a record, including the name and business address of the District Clerk, to whom appeals are directed.
- F. Maintain a reasonably detailed subject matter list, by subject, of all records in possession of the District, whether or not records are available to the public under subdivision two of section eighty-seven of the Public Officers' Law. The subject matter list shall be sufficiently detailed to permit identification of the category of the record sought. The subject matter list will be updated annually, and the date of the most recent update shall be conspicuously indicated on the list.

PUBLIC ACCESS TO RECORDS**III. REQUESTS FOR ACCESS TO RECORDS**

- A. All written requests to obtain or inspect copies of district records shall be submitted to the Records Access Officer. Requests will be accepted by mail, email or in person during all hours the District is regularly open for business. A form for requesting records by e-mail is available at the website of the Committee on Open Government, <http://www.dos.state.ny.us/coog/emailrequest.html>.
- B. A request shall reasonably describe the record(s) sought, including whenever possible, dates, file designations or other information that may help to describe the records sought.

IV. RESPONSE TO REQUESTS FOR ACCESS

- A. Within five business days of receipt of the request, the Records Access Officer shall respond to the request by taking one of the following actions:
1. Making the requested record(s) available for inspection and photocopying; in which case the Records Access Officer or another designated District employee shall be physically present while such records are being examined or copied, or
 2. Providing a copy of the requested record(s) on the medium requested (if that technology is available), or
 3. Denying access to the requested record(s), in whole or in part, in which case the requester will be notified in writing of the reason for denial and his/her rights as to appeal to the individual or body established to hear appeals. The denial will include the name of the name, title, business address and business telephone number of the individual designated to hear appeal, or
 4. Acknowledging receipt of the request in writing, including the approximate date when the request will be granted or denied in whole or in part, which shall be reasonable under the circumstances (and in most cases, shall not exceed 20 business days), or
 5. Certifying that the record(s) have not been located because the District is not the custodian of the record(s), or because the record(s) cannot be found after diligent search.

PUBLIC ACCESS TO RECORDS

- B. If the District maintains requested records on the internet, the District's response to the requester shall inform the requester that the records are accessible via the internet and in printed form either on paper or other information storage medium.
- C. When a request is made for the electronic production of electronic records, the District will respond in a manner substantially similar to the model response appearing on the website of the Committee on Open Government, <http://www.dos.state.ny.us/coog/emailresponse.html>.

V. APPEAL OF DENIAL OF ACCESS

- A. An applicant denied access to a public record may file an appeal by delivering a written letter of appeal with a copy of the request and denial to the District Clerk, within thirty (30) days after the denial from which appeal is taken.
- B. An appeal for denial of access to records will be determined by Board of Education.
- C. The individual designated to hear appeals shall transmit to the Committee on Open Government copies of all appeals and ensuing determinations. Such copies shall be addressed to:

Committee on Open Government
Department of State
41 State Street
Albany, New York 12231
- D. The person designated to hear appeals shall inform the person making the appeal and the Committee on Open Government of his/her determination in writing within ten (10) business days of receipt of an appeal, identifying 1) The date and location of the requests for records; 2) A description, to the extent possible, of the records that were denied; and 3) The name and return address of the appellant.

VI. FEES

- A. Except when a different fee is otherwise prescribed by statute:
 - 1. There shall be no fee charged for a search for records, the inspection of records, or the certification of records.
 - 2. The fee for photocopying records is 25 cents for each page not exceeding 9 by 14 inches.

PUBLIC ACCESS TO RECORDS

3. The fee for copies of records not covered by above paragraph 2 shall not exceed the actual cost of reproducing a record. The actual cost may include only:
- The amount equal to the hourly salary attributed to the lowest paid employee who has the necessary skill to copy the record. However, the fee shall not include search time or administrative costs, and no fee shall be charged unless at least two hours of employee time is needed to prepare the copies.
 - The actual cost of the storage devices or media provided to the person making the request in complying with the request;
 - The actual cost of engaging an outside professional service to prepare a copy (if the District's technology equipment is inadequate to prepare a copy); and
 - The requester shall be informed of the estimated cost of preparing a copy if more than two hours of employee time is needed, or if an outside professional service would be retained to prepare a copy of the record.

B. Copying and billing will be handled by a secretary in the Main Office at the request of the Records Access Officer. No records shall be reproduced until payment is tendered in cash, check or money order, payable to District.

C. Copies of agendas or minutes of previous School Board meetings will be available in limited quantities at the time of the meeting at no charge.

VII. RECORDS UNAVAILABLE FOR INSPECTION OR COPYING

A. To prevent unwarranted invasions of personal privacy, the following are not available for public inspection and copying:

1. Matters of a personal nature as may have been reported in confidence to the Board of Education and which are not relevant or essential to the ordinary work of the Board of Education;
2. Employment, medical, credit histories or personal references of applicants for employment, except such records will be disclosed when the applicant provides a written release permitting such disclosure;

POLICY

Draft 06/12/2012

COMMUNITY RELATIONS

1100.1 Replaces policy 1025.1

PUBLIC ACCESS TO RECORDS

3. Items involving the medical or personal records of employees or students;
4. Lists of names and addresses in the possession of the Board of Education, if such lists are to be used for private, commercial or fund-raising purposes;
5. Items of a personal nature when disclosure would result in economic or a personal hardship to the subject party and such records are not relevant or essential to the ordinary work of the Board of Education.

B. Also exempted from disclosure under this Policy are records that:

1. are specifically exempted by statute;
2. if disclosed would impair present or imminent contract awards or collective bargaining negotiations;
3. are trade secrets or are submitted to the District by a commercial enterprise or derived from information obtained from a commercial enterprise and which if disclosed would cause substantial injury to the competitive position of the subject enterprise;
4. are compiled for law enforcement purposes and which, if disclosed, would:
 - a. interfere with law enforcement investigations or judicial proceedings;
 - b. deprive a person of a right to a fair trial or impartial adjudication;
 - c. identify a confidential source or disclose confidential information relating to a criminal investigation; or
 - d. reveal criminal investigative techniques or procedures, except routine techniques and procedures;
5. if disclosed could endanger the life or safety of any person;
6. are inter-agency or intra-agency materials which are not:
 - a. statistical or factual tabulations or data;

POLICY

Draft 06/12/2012

COMMUNITY RELATIONS

1100.1 Replaces policy 1025.1

PUBLIC ACCESS TO RECORDS

- b. instructions to staff that affect the public;
 - c. final agency policy or determinations; or
 - d. external audits, including but not limited to audits performed by the comptroller and the federal government;
7. are examination questions or answers which are requested prior to the final administration of such questions, or
8. if disclosed, would jeopardize the capacity of an agency or an entity that has shared information with the agency to guarantee the security of its information technology assets, such assets encompassing both electronic information systems and infrastructures.

New York Mills Union Free School District

Adopted: 02/05/02

Revised: _____

NEW YORK MILLS UNION FREE SCHOOL DISTRICT**Resolution to Certify and Recertify Evaluators**

BE IT RESOLVED that, the Board having been presented evidence that the named individuals have completed the training prescribed by Regent's Rule 30-2.9 and the New York Mills APPR Plan, the Board certifies Michael Spost as Lead Evaluator of Teachers, recertifies Kathy Houghton and Renee Wilson as Lead Evaluators of Teachers, and recertifies Kathy Houghton as Lead Evaluator of Principals.

**OHM BOCES Professional Development
Required Elements of 30-2.9 for
Lead Evaluation Certification**

Teacher Lead Evaluation Session 1

Other: While not listed as a training component, districts will need to ensure inter-rater reliability for both their teacher and principal evaluation systems

Teacher Lead Evaluation Session 2

1. NYS Teaching Standards and the ISLLC 2008 Leadership Standards
2. Evidence-based observation techniques
4. Application and use of State-approved teacher/principal rubrics

Other: While not listed as a training component, districts will need to ensure inter-rater reliability for both their teacher and principal evaluation systems

Teacher Lead Evaluation Session 3

1. NYS Teaching Standards and the ISLLC 2008 Leadership Standards
2. Evidence-based observation techniques

Other: While not listed as a training component, districts will need to ensure inter-rater reliability for both their teacher and principal evaluation systems

Teacher Lead Evaluation Session 4

1. NYS Teaching Standards and the ISLLC 2008 Leadership Standards
2. Evidence-based observation techniques
4. Application and use of State-approved teacher/principal rubrics

Teacher Lead Evaluation Session 5

1. NYS Teaching Standards and the ISLLC 2008 Leadership Standards
2. Evidence-based observation techniques
4. Application and use of State-approved teacher/principal rubrics

Teacher Lead Evaluation Session 6

2. Evidence-based observation techniques
4. Application and use of State-approved teacher/principal rubrics
7. Use of the Statewide Instructional Reporting System

Teacher Lead Evaluation Session 7

2. Evidence-based observation techniques
4. Application and use of State-approved teacher/principal rubrics

Other: While not listed as a training component, districts will need to ensure inter-rater reliability for both their teacher and principal evaluation systems

Teacher Lead Evaluation Session 8

3. Application and use of the student growth and value-added growth model
6. Application and use of any State-approved locally developed measures of student achievement you intend to use
8. The scoring methodology used by the department and/or your district

Student Learning Objects

3. Application and use of the student growth and value-added growth model
5. Application and use of any assessment tools you intend to use (e.g. portfolios, surveys, goals)
6. Application and use of any State-approved locally developed measures of student achievement you intend to use
8. the scoring methodology used by the department and/or your district

Principalship and English Language Learners

9. Specific considerations in evaluating teachers and principals of English language learners



**SUPERINTENDENT'S CONFERENCE DAY AGENDA
TUESDAY, SEPTEMBER 3, 2013 (FACULTY ONLY)**

- 7:30 – 8:00 a.m. Continental Breakfast, Cafeteria
- 8:00 – 8:30 a.m. Welcome, Kathy Houghton, Auditorium
- 8:30 – 9:30 a.m. Regents Reform Agenda Update, Noreen Nouza,
BOCES PPD Director/Network Team Leader
- 9:30 – 11:30 a.m. Faculty Meetings
(See Building Principal Agenda)
- 11:30 a.m. – 12 noon Lunch, Cafeteria
- 12 noon Department/Grade Level Meetings,
SLO Development
(See Building Agenda)

Superintendent's Conference Day Agenda Wednesday, September 4, 2013 (Faculty and Staff)

7:30 - 8:00 a.m.	Breakfast, Cafeteria
8:00 - 9:00 a.m.	Welcome/District Update - Kathy Houghton, Auditorium
9:00 - 9:15 a.m.	Safety Office Training: Right to Know - Michael Colangelo, Auditorium
9:15 - 9:30 a.m.	Dignity for All Students (DASA) Orientation - Greg Auffrey, Auditorium
9:30 - 10:00 a.m.	Data Verification & Reporting -Laurie Noll, Data Analyst, Auditorium
10:00 - 10:15 a.m.	United Way - Natalie Zumpano, BOCES CORE Auditorium

Non-Instructional Staff

Instructional Staff

10:15 - 10:30 a.m. Policy, Procedures, and Payroll -
Kathy Houghton and Paula Ann May,
Auditorium

10:30 - 10:45 a.m. Excellus Blue Cross Insurance
Non-Instructional / Presentation - Kelly Lasher, Blue
10:30 - 11:30 Instructional Cross Blue Shield

SLO Development/Local
Assessments/Department
Meetings/PLCs/IEP Review Meetings
(see Building Agenda for details)

11:30 - a.m. - 12:00 p.m. Lunch - Cafeteria for everyone not in meetings

12:00 p.m. - End of Day Please see Building Agenda for
afternoon schedule

10:45 - 12:30 a.m. All Maintenance Staff, Transportation
Supervisor, Mechanic, Nurses – Blood
Borne Pathogens Training – Donna
Wegrzyn/Anna Sharpe, Auditorium

12:30 - 1:00 p.m. Lunch

12:30 - 2:00 p.m. 7th Grade Orientation

1:00 - 3:00 p.m. Positive Behavior & Intervention
Support (PBIS) Training for All
School Monitors and Bus Drivers – R.
Wilson, Auditorium

TEACHERLOAD 2013-2014 SCHOOL YEAR

<u>Teacher</u>	<u>Grade</u>	<u># of Students</u>	<u>Grade Total</u>
Davis	K	22	
Kohn	K	20	42
Pearsall	1	22	
Robertson	1	23	45
Goodfriend	2	19	
Zbytniewski	2	19	38
Massoud	3	25	
Steffen	3	25	50
Schmidt	4	23	
Sroka	4	23	46
TBD	5	27	
Hamarowicz	5	26	53
Kuhn	6	26	
Sacco	6	24	50

Total Students:

324

8/30/2013

Enrollment

08/30/2013

NY Mills UFSD : 2013-2014 (8/29/2013)

Grade	Male	Female	Total
K ad	18	24	42
1	21	25	46
2	20	20	40
3	29	21	50
4	22	24	46
5	27	27	54
6	24	27	51
Elementary Total:	161	168	329
High School			
7	24	32	56
8	16	15	31
9	21	27	48
10	24	22	46
11	28	18	46
12	21	18	39
14	0	0	0
High School Total:	134	132	266
NY Mills UFSD Total:	295	300	595
Outside Sp. Ed. (K-6) Placements			6
Outside Sp. Ed. (7-12) Placements			11
Alternative Ed. Placements			3
Incarcerated Youth			0
Non-Secured Placement			1
Day Treatment			1
NEW YORK MILLS TOTAL ENROLLMENT			617

NEW YORK MILLS SCHOOL DISTRICT

MEMORANDUM

TO: All Employees
FROM: Paula Ann May
DATE: June 10, 2013
RE: **STAFF DIRECTORY**

The District is in the process of updating our Staff Directory. Included in the directory are name, address, phone number, and position.

Please fill out the form and return it to Paula.

STAFF DIRECTORY FORM			
NAME	_____		
ADDRESS	_____		
	STREET	CITY	ZIP
PHONE	_____		
POSITION	_____		

