

Jacqueline Edwards
President

Dr. Gary Porcelli
Vice President



Gary Markowicz, Sr.
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.**

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. Committee Report(s)
 - 1. Building & Grounds – R. Ross
 - 2. Policy Committee – J. Edwards
 - 3. Transportation – G. Porcelli
 - b. Board Calendar
 - c. BOCES Representative Report – G. Porcelli

3. Consent Agenda

- 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

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

5. New Business

- 5.1 Personnel Report – Action
- 5.2 Resolution to Approve Bus Lease
- 5.3 Excess list for bid, sale, or disposal of – Action
- 5.4 Resolution Regarding Standalone Field Testing – Action
- 5.5 Resolution to Set Tax Levy for 2013-14 School Year – Action
- 5.6 2013-14 Strategic Plan – Action
- 5.7 APPR Implementation Certification - Action
- 5.8 Resolution to Increase Instructional Position

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

9. Visitors Comments

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

11. Adjournment

QUESTAR III

10 Empire State Blvd
Castleton, New York 12033

October 12, 2012

Board of Education
New York Mills Union Free School District
1 Marauder Boulevard
New York Mills, NY

We have completed the annual testing of controls for New York Mills Union Free School District. One of the requirements of the 2005 School Financial Oversight and Accountability legislation is ongoing testing and evaluation of the District's internal controls. Our engagement was designed to evaluate the adequacy of internal controls over the Extraclassroom Activity Fund. To ensure they are appropriately designed and operating effectively and efficiently. And, to provide a report with recommended changes for strengthening controls and reducing identified risks.

The purpose of the audit was to review the internal controls that the District has in place to prevent errors, detect fraud and ensure that financial reporting is accurate and that the District assets are safeguarded.

RELIABILITY OF INFORMATION

In performing our engagement, we obtained a sample from the population of transactions to test the accuracy and reliability of information provided by District personnel.

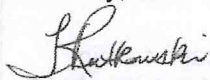
As noted, the purpose of our engagement was to assist you in improving the process by which you monitor and manage the risks that face the District. Any findings and recommendations in the attached report are the responsibility of the District to implement, accept the risk as identified, or implement alternative controls that will mitigate the risk to a level that is acceptable by the District. Ultimately, it is your responsibility to assess the adequacy of your risk management system.

DISTRIBUTION OF THE REPORT

This report is intended solely for the information and use of the Board of Education, Audit Committee and management of New York Mills Union Free School District and should not be used for any other purpose.

In concluding this assignment, I must admit that the Questar engagement team was impressed with the overall condition of the District's fiscal operations. We concluded our assignment with a deep respect for the hard working and dedicated employees in the business office. Lisa Stamboli, and all business office and pertinent staff were very cooperative and responsive during the engagement.

Sincerely,



Tricia Rutkowski
Internal Auditor
Questar III

statements

Recommendation: On an annual basis, each club should submit to the building principal a yearly activity budget outlining each fundraising activity and anticipated use of any profit made. In addition the clubs should produce profit and loss statements at the end of each fundraiser. The approval of each club's budget should be documented in the meeting minutes of each club. These meeting minutes can be used as backup documentation for receipts and disbursements, fundraising goals, and approval of club budgets. In addition, the meeting minutes electing club officers should be forwarded to the central treasurer for comparison to receipt documentation and payment order forms.

Observation: We noted that the extraclassroom clubs are not preparing pre-numbered tickets for pre-sales of student productions, dances, and / or proms.

Recommendation: We recommend that the extraclassroom clubs prepare and utilize pre-numbered tickets when selling tickets for advance sales into any performing art events, dances, proms, etc. Performing this will provide an audit trail of the sales that took place.

Observation: During our review of extraclassroom activities at the high school level, we noted that deposits may stay in the district safe for lengthy amounts of time.

Recommendation: The district should require that all deposits be made, at a minimum, on a weekly basis.

Observation: Inventory that is purchased and used as a means of generating revenue for the extraclassroom activity funds is not tracked through a formal inventory system or inventory control forms.

Recommendation: A report should be prepared or generated detailing the beginning and ending inventory for all product that is purchased for resale. This report should then be compared to the cash collected and any discrepancies investigated.

Observation: It was noted that signors on the extraclassroom activity bank account are not approved by the Board of Education.

Recommendation: The district should on an annual basis, approve the authorized check signors on each extraclassroom activity fund bank account.

Observation: There is inadequate segregation of duties issues present in the extra classroom activity fund. The individual responsible for recording and preparing receipts and disbursements is also responsible for reconciling the bank account without a documented review. In addition these statements are not independently reviewed prior to being sent to the individual reconciling the statements.

Recommendation: An appropriate individual independent of the cash receipt and cash disbursement processes of the extra classroom activity fund should be responsible for preparing the monthly bank reconciliation. The monthly bank reconciliation should also be subjected to a documented review by an appropriate individual before and after reconciliation.

originating within an activity be issued for all purchases. The district should be consistent as to whether they are or are not using a purchase order system. The provision for the signature of the club advisor in addition to that of the student treasurer is essential to any plan. When bills are to be paid, the student treasurer should make out a payment order. This should give the name of the payee, the amount, the activity to be charged and, if in payment for a purchase, the purchase order number (if a system of purchase orders is used). The payment order should be made out in duplicate by the student treasurer and approved by the club advisor. One copy of the order should be forwarded to the central treasurer together with invoices for the materials or services for which payments are made. Only after auditing the order and invoices and after determining that the activity has sufficient funds, the central treasurer should draw a pre-numbered voucher check.

Observation: During our testing to ensure the accuracy of extraclassroom cash receipts, we selected a systematic sample of 50 cash receipts, received during the 2011-2012 school year and noted the following:

- 4 occurrences of a missing date on central treasurer's deposit receipt;
- 45 occurrences of a missing bank deposit slip;
- 11 occurrences of a missing revenue receipt form;
- 12 occurrences of a missing club advisor approval;
- 23 occurrences of a missing activity treasurer approval;
- 27 occurrences of the two person certification rule not being met;
- 17 occurrences of a missing central treasurer approval;
- 45 occurrences of being unable to determine the number of days to bank deposit;
- 45 occurrences of being unable to determine when deposit cleared the bank;
- 27 occurrences of the days to central treasurer deposit exceeding five;
- 15 occurrences of being unable to determine days to central treasurer deposit;
- 4 occurrences of a missing date on ECAF deposit receipt;
- 45 occurrences of being unable to agree receipt to student ledger; and
- 5 occurrences of being unable to determine date on ECAF deposit receipt.

Recommendation: Confusion and sometimes loss of funds can be traced more often to a lax pre-audit of receipts and recording of money taken in than to any other single cause. For this reason, every possible precaution should be taken to protect the individual concerned and the money collected. Consequently, the most important functions are the prompt checking, recording, and depositing of receipts. To facilitate the recording of receipts, statements should be made by those collecting money. Such a statement should, on the face of it, give all the essential data for a complete check and audit of the receipts. A determination should be made as to whether the activity falls within the provision of the New York State Sales Tax Law, and the estimate should be obtained as to the amount of money that will be collected. A statement should enable those collecting money to prepare a complete report and to verify the money turned over to the treasurer. In addition, it will afford protection for those handling funds, facilitate a check and serve as documentary evidence which can be used for accounting purposes.

	<p>financial activity for one full school year. If an inactive club is identified, the central treasurer is directed to expend leftover funds as voted by the organization controlling these funds or if no such designation exists, then liquidate the leftover funds of these club(s) in accordance with the following: Leftover funds of inactive or discontinued extraclassroom activities and of graduating classes shall automatically revert to the account of the general student organization or student council;</p> <ul style="list-style-type: none"> • All extraclassroom activities shall be approved by the board of education. The central treasurer shall maintain an up-to-date register of all extraclassroom activities that are approved or discontinued; and • Each extraclassroom activity shall have a faculty adviser recommended by the superintendent and appointed by the board of education. The faculty adviser shall attend all meetings of the extraclassroom activity.
SUBMITTED BY:	<p>Hilary Nitka Internal Auditor</p> <p>Tricia Rutkowski Internal Auditor</p> <p>Zachary Woodard Internal Auditor</p>
DATED:	October 12, 2012



10 Empire State Boulevard
Castleton, New York 12033

November 19, 2012

Board of Education
New York Mills Union Free School District
1 Marauder Boulevard
New York Mills, New York

We have completed the annual update of the financial risk assessment for the New York Mills Union Free School District. The basis for our report was the initial financial risk assessment dated April 1, 2008. One of the requirements of the 2005 School Financial Oversight and Accountability legislation is to update the risk assessment annually. Our engagement was designed to revisit the risks identified in the previously issued report and provide a report on the organization's steps taken to mitigate those risks, as well as, identify new risks as conditions change within the district.

The purpose of the financial risk assessment was to review the internal controls that the district has in place to prevent errors, detect fraud and ensure that financial reporting is accurate and that the district assets are safeguarded. In conducting the financial risk assessment we considered significant classes of assets and transactions. We interviewed key staff to obtain an understanding of the financial processes.

We noted some areas where the district could improve the internal control structure. Our recommendations follow in the attached report.

Should you need assistance in implementing our recommendations, or other requirements of the 2005 legislation, we will be glad to help.

RELIABILITY OF INFORMATION

As noted, the purpose of our engagement was to assist you in improving the process by which you monitor and manage the risks that face the district. However, it is ultimately your responsibility to assess the adequacy of your risk management system.

In performing our engagement, we relied on the accuracy and reliability of information provided by district personnel. We have not audited, examined, or reviewed the information, and express no assurance on it.

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Inherent Risk

We noted the following issues within functional areas that could use improvement to their internal controls. The comments and recommendations provide a tool for management to assist in developing or maintaining a risk management system that mitigates risk to an acceptable level as determined by the Board of Education. The issues are summarized in the table below along with our recommendations:

AREA IMPACTED	DESCRIPTION	RECOMMENDATION
Financial Processes	<p>The district operates in an environment of complex or frequently changing compliance requirements. The risk to the district is that as compliance regulations change complexities place task burdens on district employees. The complexity of the tasks increases the risk that the district could feel adverse consequences if it were to lose a key person in the business office.</p> <p>In addition, we noted that all key financial processes are not documented.</p>	<p>To mitigate this risk, the district should require business office personnel to document all critical financial processes, such as payroll, purchasing, accounts payable and IT processes. Their documents should be reviewed, tested and updated as processes change.</p> <p>In addition, employees should be cross trained to cover all critical processes during vacations, absences or vacancies in financial positions.</p>
	<p>The district has a mix of program types funded by third parties that could motivate management to shift costs or manipulate accounting transactions.</p>	<p>This is always an area of inherent risk. The district internal audit function should monitor practices that ensure that funding regulations are understood and complied with. In addition, a properly functioning claim audit procedure will review the appropriateness of charges to the various programs.</p>
	<p>The organization's financial statements include a number of highly complex transactions (particularly those near year-end) that are difficult to assess for substance over form.</p>	<p>Complex transactions are typical in this type of organization. The internal audit function should design tests to ensure the completeness and accuracy of these types of transactions.</p>
	<p>The proposed cuts in state aid and federal funding could cause financial hardship in future years as the district uses its available fund balance to offset the effects of that loss on the current tax levy.</p>	<p>The district should be planning for making necessary adjustments to compensate for the change in aid.</p>

Comments and Recommendations

We noted the following issues within functional areas that could use improvement to their internal controls. The comments and recommendations provide a tool for management to assist in developing or maintaining a risk management system that mitigates risk to an acceptable level as determined by the Board of Education. The issues are summarized in the table below along with our recommendations:

AREA IMPACTED	DESCRIPTION	RECOMMENDATION
Cash (Balances, Receipts and Disbursements)	Per our review of the district’s board meeting minutes, we noted a lack of authorization of holders on all credit card accounts.	At the reorganizational meeting the board should approve all credit cards used in the district and the authorized users on each account.
	UPDATE NOVEMBER 2012: No change from the prior report, however for improvements in this area refer to the section of the report titled “Issues Previously Identified and Subsequently Addressed.”	
	Per the district’s policy, the cumulative limit allowed on the district credit cards is \$25,000. Per our review of the districts Citizens Bank credit card, we noted a cumulative limit of \$35,000.	The district should reduce the limit allowable on their credit cards and/or change the allowable amount per the district policy.
	UPDATE NOVEMBER 2012: No change from the prior report, however for improvements in this area refer to the section of the report titled “Issues Previously Identified and Subsequently Addressed.”	
	Controls over the districts cash processes could use some improvement. We noted that there is no documented review over the cash receipt log to the amount deposited and noted in the general ledger.	A documented review over all processes should be completed. This documented review should also be done by an individual removed from the process as a whole as well.
	UPDATE NOVEMBER 2012: No change from the prior report, however for improvements in this area refer to the section of the report titled “Issues Previously Identified and Subsequently Addressed.”	
Claim Auditing	Certain elements of the claim auditing procedure could use improvement, we noted that the claim auditor does not perform the following: <ul style="list-style-type: none"> - Validate ledger / budget coding; and - Verify that appropriations are available for payment of the claim 	The board of education should determine the exact steps required by the districts claim auditor. These steps should be documented in a formal checklist provided to the claim auditor for inclusion in her review.

AREA IMPACTED	DESCRIPTION	RECOMMENDATION
	UPDATE NOVEMBER 2012: No change from the prior report, however for improvements in this area refer to the section of the report titled "Issues Previously Identified and Subsequently Addressed."	
Fixed Assets	The district does not have a formal process and tracking form in place for the re location of fixed assets, with the exception of IT related assets.	Require the use of a form to be completed when an assets is to be relocated.
	UPDATE NOVEMBER 2012: No change from prior report.	
Inventory Controls	The district does not have a formalized method of tracking of supplies used at the bus garage. In addition a usage report for both custodial supplies as well as transportation supplies is not prepared and presented to the business office for review.	The district should establish procedures to ensure formalized tracking of all supplies used at the bus garage. A report showing the use of said supplies should be sent to the business office for review periodically.
	UPDATE NOVEMBER 2012: No change from the prior report, however for improvements in this area refer to the section of the report titled "Issues Previously Identified and Subsequently Addressed."	
Policies and Procedures	The district should implement a policy surrounding cash kept in buildings.	Policies and procedures should be developed in a way that allows the actual practices of the business office to be reflected in the board approved policy. When the business practices change, the board should be advised so that they can revise the formal policy or require other action by the business office. This review should be documented on the face of the policy.
	UPDATE NOVEMBER 2012: No change from prior report.	
	The district lacks formal policies with respect to fixed assets and capitalization. Policy 4503 – Accounting of Fixed Assets, Inventory, and Tracking- does not specify a threshold for capitalizing fixed assets.	The district should considering revising their policy to match current practice and add wording that specifies a capitalization threshold.
	UPDATE NOVEMBER 2012: No change from prior report.	

Issues Identified in Fiscal Year 2012 - 2013

We noted the following issues within functional areas that could use improvement to their internal controls. The comments and recommendations provide a tool for management to assist in developing or maintaining a risk management system that mitigates risk to an acceptable level as determined by the Board of Education. The issues are summarized in the table below along with our recommendations:

AREA IMPACTED	DESCRIPTION	RECOMMENDATION
<p>Extraclassroom Activity Fund</p>	<p>Activity over recording and reconciling the extra classroom funds may lack complete controls. Without adequate controls, the district cannot be sure that all funds are completely accounted for and that the activity recorded is accurate. This would include yearly activity budgets and profit and loss statements.</p>	<p>On an annual basis, each club should submit to the building principal a yearly activity budget outlining each fundraising activity and anticipated use of any profit made. In addition the clubs should produce profit and loss statements at the end of each fundraiser. The approval of each club's budget should be documented in the meeting minutes of each club. These meeting minutes can be used as backup documentation for receipts and disbursements, fundraising goals, and approval of club budgets. In addition, the meeting minutes electing club officers should be forwarded to the central treasurer for comparison to receipt documentation and payment order forms.</p>
	<p>We noted that the extraclassroom clubs are not preparing pre-numbered tickets for pre-sales of student productions, dances, and / or proms.</p>	<p>We recommend that the extraclassroom clubs prepare and utilize pre-numbered tickets when selling tickets for advance sales into any performing art events, dances, proms, etc. Performing this will provide an audit trail of the sales that took place.</p>
	<p>During our review of Extraclassroom activities at the High School level, we noted that deposits may stay in the district safe for lengthy amounts of time.</p>	<p>The district should require that all deposits be made, at a minimum, on a weekly basis.</p>
	<p>Inventory that is purchased and used as a means of generating revenue for the extraclassroom activity funds is not tracked through a formal inventory system or inventory control forms.</p>	<p>A report should be prepared or generated detailing the beginning and ending inventory for all product that is purchased for resale. This report should then be compared to the cash collected and any discrepancies investigated.</p>

AREA IMPACTED	DESCRIPTION	RECOMMENDATION
Inventory Controls	We noted that the district does have a formalized inventory tracking system for custodial supplies. However this tracking system is kept on a manual basis.	We recommend that the custodial department incorporate their inventory tracking system into an electronic format. This would ensure that the inventory listing is always backed up through the normal district backup operations.
Payroll	Employees are covered by union agreements. We observed that one of the collective bargaining unit, New York Mills Union Free Teachers Association has been working under the terms of an expired contract since July 1, 2012.	The district should make attempts to resolve the issues that prevent concluding negotiations. The district is currently in the negotiation process.
Policies and Procedures	We noted that district policy 4053 states "Personal property, supplies, equipment, and tools may not be borrowed or used for personal or private gains".	We recommend that the wording be changed to reflect "District" property instead of personal property.

AREA IMPACTED	DESCRIPTION	RISK PREVIOUSLY ADEQUATELY ADDRESSED
Cash (Balances, Receipts and Disbursements)	<p>From the report dated April 2, 2010, we noted that the district has the following lack of segregation of duties:</p> <ul style="list-style-type: none"> • Receipts: <ul style="list-style-type: none"> ○ The same individual responsible for receiving payments is also responsible for general ledger activity such as preparation of journal entries. • Disbursements: <ul style="list-style-type: none"> ○ The individual responsible for processing payables is also responsible for following up on unmatched purchase orders. ○ The individual responsible for processing payable also has access to add vendors in the vendor master file. • External Billing and Collection: <ul style="list-style-type: none"> ○ The Individual responsible for preparing invoices relating to external billings is also responsible for receipting in all payments, and applying the payments against said invoices. 	<p>Update February 2011: The district has implemented the following changes:</p> <ul style="list-style-type: none"> • Receipts: <ul style="list-style-type: none"> ○ OHM BOCES, central business office is responsible for the posting and reviewing of all journal entries entered into the districts ledger, this also applies to any non-cash credits that would occur. • Disbursements: <ul style="list-style-type: none"> ○ As a compensating control surrounding the vendor master file, the district treasurer is responsible for reviewing a vendor change report directly from finance manager on a periodic basis. ○ The building secretaries are responsible for following up on unmatched purchase orders, receiving reports and invoices. • External Billing and Collection: <ul style="list-style-type: none"> ○ The Superintendents secretary is currently responsible for preparing all invoices for any external billings that occur within the district.
	<p>From the report dated April 2, 2010, we noted controls over the districts cash processes could use some improvement. We noted the following:</p> <ul style="list-style-type: none"> • The individual who prepares the bank reconciliation does not sign off as preparer; • There is no documented review over the state aid reconciliation (other than the districts external auditors); and • The cash receipt log is prepared manually; therefore the district does not have proper backup of this log. 	<p>Update February 2012: The individual who prepares bank reconciliation signs off as preparer. In addition, an electronic cash receipt log is being prepared, therefore allowing proper backup of this log.</p> <p>Update November 2012: The Business Administrator is documenting her review over the state aid reconciliation when state aid is received. This reconciliation is reviewed by the district's external auditors during the annual audit.</p>

AREA IMPACTED	DESCRIPTION	RISK PREVIOUSLY ADEQUATELY ADDRESSED
Claim Auditing	<p>From the report dated April 2, 2010, we noted certain elements of the claim auditing procedure could use improvement, we noted that the claim auditor does not perform the following:</p> <ul style="list-style-type: none"> • Compare the dates of the purchase order to the date of the invoice to check for confirming purchase orders; • Validate the meal receipts submitted for reimbursement list all attendees and purpose of the meeting; • Review the physical check drawn to pay the approved claim; • Report to the Board of Education in person; • Verify that bidding has been completed if required; and • Read the terms and conditions for any payments being made under leases or contracts for the purpose of determining the accuracy of the payment. 	<p>Update February 2011: The districts claim auditor has now implemented the following steps into her claim auditing process:</p> <ul style="list-style-type: none"> • Compare the dates of the purchase order to the date of the invoice to check for confirming purchase orders; • Validate that meal receipts submitted for reimbursement list all attendees and the purpose of the meeting; • Review the physical check drawn to pay the approved claim; • Meet with the Board of Education in person, at least annually; • Verifies that bidding has taken place for purchases if necessary as established by Board policy; and • Reviews any payments made under a lease or contract, reading all terms and contract language.
Payroll	<p>From the report dated April 2, 2010, we noted controls over the payroll process could use some improvement. We noted the following:</p> <ul style="list-style-type: none"> • A lack of documentation on the review performed over the first and final pay calculation; • A lack of documented review performed over the paid time off liability; and • The individual who prepared the bank reconciliation does not sign off as preparer. 	<p>Update February 2011: The district has implemented the following changes surrounding the payroll process:</p> <ul style="list-style-type: none"> • The district treasurer is documenting her review over the first and final pay calculations; • A documented review is performed over the paid time off liability; and • The individual preparing the bank reconciliation is documenting as such preparer.

AREA IMPACTED	DESCRIPTION	RISK PREVIOUSLY ADEQUATELY ADDRESSED
	From the report dated April 2, 2010, It was noted that the districts fiscal management policies have not been updated in recent years. The district is currently in the processing of performing a complete policy review.	Update February 2012: The district updated their financial policies.



CAPITAL PROJECT RECOMMENDATIONS

BUILDINGS AND GROUNDS COMMITTEE

8/20/13

BUILDINGS & GROUNDS COMMITTEE MEMBERSHIP 2012-13

- **RICHARD ROSS** – BOARD MEMBER, BUILDINGS & GROUNDS COMMITTEE CHAIRPERSON
- **KATHY HOUGHTON** - SUPERINTENDENT OF SCHOOLS
- **ADAM CLEVELAND** - DIRECTOR OF TECHNOLOGY (BOCES)
- **BILL LACHUT** - MAINTENANCE SUPERVISOR
- **GARY MARKOWICZ** – BOARD MEMBER, COMMUNITY MEMBER
- **GARY HADFIELD** - (FORMER) JR.-SR. HS PRINCIPAL, COMMUNITY MEMBER
- **RENÉ WILSON** – ELEMENTARY PRINCIPAL
- **STEVE ABEL** – BUS MECHANIC, COMMUNITY MEMBER

BUILDINGS & GROUNDS COMMITTEE MEMBERSHIP 2012-13

- **ANDREA DZIEKAN** - PE TEACHER, ATHLETIC DIRECTOR
- **AUDREY FOOTE** - SCIENCE TEACHER, CHEMICAL SAFETY OFFICER
- **KEVIN GETMAN** - MATH TEACHER, DEPARTMENT COORDINATOR
- **KIM ZOGBY** – SPECIAL EDUCATION TEACHER, CSE CHAIRPERSON
- **KATE DESPINS** – PARENT, COMMUNITY MEMBER
- **BOB MALINOWSKI** – PARENT, COMMUNITY MEMBER
- **EDWARD SCHULZE** – PARENT, COMMUNITY MEMBER
- **MIKE COLANGELO** - BOCES SAFETY PROGRAM COORDINATOR, (FORMER)NYMPD CHIEF OF POLICE

TIMELINE

- **NOVEMBER 2012** - BOARD OF EDUCATION DECISION TO ASSEMBLE BUILDINGS & GROUNDS COMMITTEE
- **DECEMBER 2012** - BUILDINGS & GROUNDS COMMITTEE PLANNING MEETING/OPEN LETTER TO SCHOOL COMMUNITY
 - RICHARD ROSS, CHAIRPERSON; KATHY HOUGHTON, SUPERINTENDENT; BILL LACHUT, MAINTENANCE SUPERVISOR
- **JANUARY – JUNE 2013** - BUILDINGS & GROUNDS COMMITTEE WORK – TOURS, PRIORITIZATION OF NEEDS, DEVELOPMENT OF EXCEL PRIORITIZATION SPREADSHEET

PROCESS

- EXCEL SPREADSHEET CREATED FOR TRACKING, RECORDING, AND REVIEWING ITEMS
- EACH ITEM INITIALLY PRIORITIZED BY DISCUSSION AND COMMITTEE CONSENSUS
- SORTED BY PRIORITY
- PRIORITIZED LIST DISCUSSED AND RE-EVALUATED; ITEM PRIORITIES ADJUSTED BY CONSENSUS
- FINAL REVIEW – LIST DISCUSSED IN ENTIRETY; ADDITIONAL REVISIONS MADE BY CONSENSUS

SPREADSHEET CONTENTS

- PRIORITY (1-4) – COLOR-CODED, 1 (RED) IS HIGHEST
- LOCATION(S)
- COST SAVINGS / ENERGY EFFICIENCY / SAFETY CONCERN / DIRECTLY IMPACTS INSTRUCTION

SPREADSHEET



Prioritization for Potential Capital Project

6/25/13

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					

SPREADSHEET CONTENTS

- ROUGH ESTIMATED COST
 - \$ - <10K
 - \$\$ - 10-50K
 - \$\$\$ - 50-100K
 - \$\$\$\$ - 100K+

PROJECT CONTENTS

- SAFETY & SECURITY
- REQUIRED REPAIRS
- INSTRUCTIONAL IMPROVEMENTS
- TECHNOLOGY
- ENERGY EFFICIENCY

PROJECT CONTENTS

- SAFETY & SECURITY
 - ITEMS FACTOR IN FEEDBACK FROM BOCES SAFETY COMMITTEE AND LOCAL LAW ENFORCEMENT
 - ACCESS CONTROL SYSTEM (KEY FOB ACCESS)
 - IP SECURITY CAMERA SYSTEM
 - INSIDE-LOCKING INTERIOR DOORKNOBS FOR ALL INSTRUCTIONAL ROOMS
 - SECURITY WINDOW FILM ON EXTERIOR DOORS AND WINDOWS

PROJECT CONTENTS

- REQUIRED REPAIRS
 - BEEKMAN GYM ROOF
 - BEEKMAN GYM FOUNDATION
 - RESURFACE TRACK
 - REPLACE SEVERAL EXTERIOR DOORS
 - SIDEWALK REPAIR/REPLACEMENT

PROJECT CONTENTS

- INSTRUCTIONAL IMPROVEMENTS
 - SMART CLASSROOM INSTALLATIONS AND UPGRADES
 - UPDATED SCIENCE FIXTURES
 - UPDATED COMPUTER LABS

PROJECT CONTENTS

- TECHNOLOGY
 - PRE-REQUISITE INFRASTRUCTURE – REQUIRED FOR ACCESS CONTROL, SECURITY CAMERAS, WIRELESS
 - FIBER-OPTIC CABLE TO BUS GARAGE / BEEKMAN GYM
 - PHONE SYSTEM UPGRADES (INCREASED FUNCTIONALITY, REDUCED ONGOING COSTS)
 - ADDITIONAL DATA CLOSETS
 - WIRED AND WIRELESS NETWORK IMPROVEMENTS
 - UPDATED AIR CONDITIONING TO PROTECT TECHNOLOGY INVESTMENTS IN SERVER ROOM

PROJECT CONTENTS

- ENERGY EFFICIENCY – REDUCE ENERGY COSTS
 - AUDITORIUM LIGHTING
 - HALLWAY LIGHTING
 - EXTERIOR LIGHTING
 - REFLECTIVE WINDOW FILM IN MEDIA CENTERS
 - BEEKMAN GYM WATER HEATER

COMMITTEE RECOMMENDATIONS

- SUFFICIENT REPAIRS AND IMPROVEMENTS TO WARRANT A CAPITAL IMPROVEMENT PROJECT
- COST OF REPAIRS AND IMPROVEMENTS ABOVE WHAT COULD BE FUNDED WITHIN ANNUAL DISTRICT BUDGET

NEXT STEPS

- BOARD RESOLUTION THAT THE DISTRICT SUPERINTENDENT PURSUE A RFP
- ARCHITECT SELECTION PROCESS
- FINANCIAL REVIEW AND ADVISEMENT
- REFERENDUM (TARGET - MAY 2014)

QUESTIONS?



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+

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.

September 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					

Sept. 2 – Labor Day Student and Staff Holiday

Sept. 3-4 – Superintendent’s Conference Days

Sept. 5 – School Opens for Students

Sept. 4 - Rosh Hashanah (begins at sundown on Sept.4)

Sept. 13 - Yom Kippur (begins at sundown Sept. 13)

- Sept. 3 ■ NYM Board of Education Meeting, Jr. – Sr. High School Library, 6:30 p.m.
- Sept. 9 Grade 7 Parent Orientation, 6:30 p.m. & Jr. – Sr. High School Parent Night, 7:00 p.m.
- Sept. 11 Memorial Silent March, Firehouse, 6:00 p.m.

Athletic Boosters Meeting, Cafeteria, 7:00 p.m.
- Sept. 12 BOCES meeting of the Cooperative Board,
The Learning Center, Career and Technical Education Building,
4:30 p.m.

Elementary Curriculum Night, 6:00 p.m.
- Sept. 18 Music, Art, and Drama Boosters Meeting, H.S. Library, 6:30 p.m.
- Sept. 25 PTSO Meeting, Cafeteria, 6:30 p.m.
- Sept. 26 NYM School District Foundation Meeting, 6:30 p.m.

October 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		

Oct. 14 – Columbus Day - Student and Staff Holiday

Oct. 31 – Halloween

- Oct. 1 ■ NYM Board of Education Meeting, Jr. – Sr. High School Library, 6:30 p.m.

- Oct. 9 Music, Art, and Drama Boosters Meeting, H.S. Library, 6:30 p.m.

- Oct. 19 BOCES meeting of the Cooperative Board, The Learning Center, Career and Technical Education Building, 4:30 p.m.

- Oct. 24 NYM School District Foundation Meeting, 6:30 p.m.

- Oct. 24 -26 R NYSSBA Convention & Education Expo, Rochester Riverside Convention Center

- Oct. 30 PTSO Meeting, Cafeteria, 6:30 p.m.

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. 13 Music, Art, and Drama Boosters Meeting, H.S. Library, 6:30 p.m.
- Nov. 14 BOCES meeting of the Cooperative Board, The Learning Center, Career and Technical Education Building, 4:30 p.m.
- Nov. 21 NYM School District Foundation Meeting, 6:30 p.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.

January 2014

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

Jan 1 – New Year’s Holiday for Staff
Jan 20 – Martin Luther King, Jr. Holiday for Staff

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

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

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

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

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

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

February 2014

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

February 17-21 – Mid-Winter Recess for Students
February 17 – Presidents’ Day Holiday for Staff

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

- Feb. 5 Athletic Boosters Meeting, Cafeteria, 7:00 p.m.

- Feb. 12 BOCES meeting of the Cooperative Board, The Learning Center, Career and Technical Education Building, 4:30 p.m.

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

- Feb. 26 PTSO Meeting, Cafeteria, 6:30 p.m.

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

March 2014

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

March 25 - Passover

- March 4 ■ NYM Board of Education Budget Workshop & Meeting, Jr. – Sr. High School Library, 6:30 p.m.
- March 5 Athletic Boosters Meeting, Cafeteria, 7:00 p.m.
- March 18 ■ NYM Board of Education Budget Workshop & Meeting, Jr. – Sr. High School Library, 6:30 p.m.
- March 12 BOCES meeting of the Cooperative Board,
The Learning Center, Career and Technical Education Building,
4:30 p.m.
- Music, Art, and Drama Boosters Meeting, H.S. Library, 6:30 p.m.
- March 20 Jr. Sr. HS Musical Senior Citizen dinner Theatre Performance,
4:00 p.m.

- March 21 Jr. Sr. HS Spring Musical, 7:30 p.m.
- March 22 Jr. Sr. HS Spring Musical, 7:30 p.m.

- March 26 PTSO Meeting, Cafeteria, 6:30 p.m.

April 2014

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

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

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

*April 2, 2014 – The BOCES annual meeting must be held between April 1-15 each year.
 **April 16, 2014– BOCES meetings in the component districts are held on the fourth Tuesday of April

May 2014

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

May 11 – Mother’s Day

May 26 – Memorial Day Holiday for Students and Staff

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

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

 - May 14 BOCES meeting of the Cooperative Board, The Learning Center, Career and Technical Education Building, 4:30 p.m.

 - May 20 Budget Vote and Board Member Election, Beekman Gymnasium, 12 Noon – 9 p.m.

 - May 21 Music, Art, and Drama Boosters Meeting, H.S. Library, 6:30 p.m.

 - May 22 NYM School District Foundation Meeting, 6:30 p.m.

 - May 27 PTSO Meeting, Cafeteria, 6:30 p.m.
-

June 2014

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

June 15 – Father’s Day

June 26 – Regents Rating Day

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

- June 4 Athletic Boosters Meeting, Cafeteria, 7:00 p.m.

- June 11 BOCES meeting of the Cooperative Board,
The Learning Center, Career and Technical Education Building,
4:30 p.m.

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

- June 12 NYM School District Foundation Meeting, 6:30 p.m.

- June 17 PTSO Meeting, Cafeteria, 6:30 p.m.

- June 20 Grades K-6 Olympic Day

- Class of 2014 Graduation, 7:00 p.m.

- June 24 K-2 Moving Up Ceremony, Aud. 9:00 a.m.
Grade 6 Promotion Ceremony, Aud., 7:00 p.m.

dlk
Calendar2013-14



**BOARD OF EDUCATION
REORGANIZATIONAL MEETING MINUTES
TUESDAY, JULY 11, 2013
JR./SR. HIGH SCHOOL AUDITORIUM – 6:30 P.M.**

Present: Ms. Jacqueline Edwards, Mr. Gary Markowicz, Dr. Gary W. Porcelli, 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. Andrea Dziekan, and 150 visitors and guests

1. Meeting Call to Order

Ms. Edwards called the meeting to order at 6:30 p.m. and appointed Dr. Wilson Clerk Pro-tem.

1.1 Pledge to the Flag

Dr. Porcelli led the Pledge of Allegiance.

1.2 Acceptance of Agenda

Ms. Edwards made the motion to accept the Agenda seconded by Dr. Porcelli.

Yes 7 No 0
Motion carried.

2. Reorganization Business

2.1 Administer Oath to Superintendent, Kathy Houghton

2.2 Administer Oath to new Board Members, Dr. Gary W. Porcelli, Rick Surprenant and Traci Welch

2.3 Election of Board President

Dr. Porcelli made the motion to nominate Ms. Edwards for Board President. Mr. Markowicz seconded the motion.

Mr. Surprenant made the motion to nominate Mrs. Rice for Board President. Mrs. Rice seconded the motion.

There were no other nominations.

Ms. Edwards, Mr. Markowicz, Dr. Porcelli, Mr. Ross
and Mrs. Welch voting for Ms. Edwards
Mrs. Rice and Mr. Surprenant voting for Mrs. Rice
Ms. Edwards declared Board President

Mrs. Stamboly administered the Oath of Office to Ms. Edwards.

2.4 Election of Board Vice President

Mr. Markowicz made the motion to nominate Dr. Porcelli for Board Vice President seconded by Mr. Ross.

Mr. Surprenant made the motion to nominate Mrs. Rice for Board Vice President seconded by Mrs. Rice.

Ms. Edwards, Mr. Markowicz, Dr. Porcelli, Mr. Ross
and Mrs. Welch voting for Dr. Porcelli
Mrs. Rice and Mr. Surprenant voting for Mrs. Rice
Dr. Porcelli declared Board Vice President

Mrs. Stamboly administered the Oath of Office to Dr. Porcelli.

2.5 Annual Board Appointments

Dr. Porcelli made the motion to approve the Annual Board Appointments 2.5.1 – 2.5.21 seconded by Mr. Ross.

- 2.5.1 Clerk of the Board - Paula Ann May*
- 2.5.2 District Treasurer – Lisa Stamboly*
- 2.5.3 School Attorneys – Ferrara, Fiorenza, Larrison, Barrett & Reitz and Tabner, Ryan & Keniry
- 2.5.4 Treasurer, Extra Activities Account – Patricia Klimacek
- 2.5.5 Internal Claims Auditor – Cheryl Radomski
- 2.5.6 Board Sub-Committees
 - a. Audit Committee – *The Board As a Whole*
 - b. Policy Review Committee – *Ms. Edwards Mrs. Rice, and Mrs. Welch*
 - c. Health & Safety Committee – *Mr. Ross and Mr. Markowicz*
 - d. Building & Grounds Committee – *Mr. Ross, Mr. Surprenant and Mr. Markowicz*
 - e. Transportation Committee – *Dr. Porcelli, Mr. Ross, and Mr. Surprenant*
- 2.5.7 External District Auditor - Moore & Hart

- 2.5.8 403b Service Providers – OMNI Group Renewal Service Agreement
- 2.5.9 Financial Advisors – Bernard P. Donegan
- 2.5.10 Bond Council - Timothy McGill
- 2.5.11 School Physician - Dr. William Ryan*
- 2.5.12 Tax Collectors – Margaret Hardy, Whitestown;
Oneida County Office of Finance, New Hartford
- 2.5.13 Authorization to Participate in the following Consortiums:
 - a. Central New York School Employees Workers
Compensation Plan
 - b. Oneida-Herkimer-Madison Area Schools
Property & Casualty Insurance Group
 - c. Madison-Oneida-Herkimer Health Insurance
Consortium
 - d. Herkimer-Fulton-Hamilton-Otsego BOCES Disability Insurance Consortium
- 2.5.14 Committee on Special Education - Appoint
 - *Kim Zogby Chairperson, Special Education Teacher
 - Barbara Bowen School Psychologist
 - Nina Belmar Social Worker
 - Patty Prince Parent Member
 - Barbara Piacenti Parent Member
 - Dr. William Ryan School Physician
 - Child's Guidance Counselor
 - Child's Special Education and
Regular Education Teacher(s)
- 2.5.15 Sub-Committee on Special Education for Elementary School
and Junior-Senior High School - Appoint
 - Kim Zogby Chairperson, Special Education Teacher
 - Child's Guidance Counselor
 - Child's Special Education and/or Regular Education Teacher(s)
 - Nina Belmar - Social Worker
 - Barbara Bowen - School Psychologist (when a new
Psychological report is reviewed, or a more restrictive environment
is being considered)
- 2.5.16 Committee on Special Education for Pre-School Education – Appoint
 - Kim Zogby Chairperson, Special Education Teacher
 - Barbara Bowen School Psychologist
 - Nina Belmar Social Worker
 - Barbara Piacenti Parent Member
 - Dr. William Ryan School Physician
 - Preschool Special Teacher
Education Teacher of the child
- 2.5.17 District Specific List for Impartial Hearing Officers as
maintained by the New York State Education Department
Impartial Hearing Reporting System – On-Line
- 2.5.18 Resolution - New York Public Officers Law Section 18
- 2.5.19 Resolution Community/School Organizations: Music, Art

and Drama Boosters, Marauder Athletic Booster Club, School District Foundation, and Parent-Teacher-Student Organization

2.5.20 2012-13 Tuition Rate - 100% of the State Education Department Formula (Currently estimated K-6 – \$6,365; 7-12 – \$12,789, subject to change in November)

2.5.21 Day and Time of Monthly Meetings (below)

Tuesday, August, 20 2013

Tuesday, September 3, 2013

Tuesday, October 1, 2013

Tuesday, November 5, 2013

Tuesday, December 3, 2013

Tuesday, January 7, 2014

Tuesday, February 4, 2014

Tuesday, March 4, 2014 – Budget Workshop

Tuesday, March 18, 2014 – Budget Workshop

Tuesday, April 1, 2014 – Adopt Budget for Vote

Tuesday, April 22, 2014 – Vote for BOCES Budget & Board Members

Tuesday, May 6, 2014 – Public Budget Hearing

Tuesday, May 20, 2014 – Budget Vote and Board Election – Noon – 9:00 p.m.

Tuesday, June 3, 2014

All meetings start at 6:30 unless stated otherwise

Yes 7 No 0
Motion carried.

*See Personnel Report

2.6 Annual Board Designations:

Mrs. Rice made the motion to approve the Annual Board Designations 2.6.1 – 2.6.9 seconded by Mr. Ross.

2.6.1 Official Bank Depository – M&T Bank

2.6.2 Investment Banks: Any bank deemed profitable by the Business Official

2.6.3 Authorized Signatures on Checks: School Treasurer and Superintendent of Schools

2.6.4 Authorize Signatures on Extra-Curricular Activities Account – Jr. Sr. High School Principal, Central Treasurer, Superintendent's Secretary

- 2.6.5 Authorize Wire Transfers Up To \$2 million with the exception of Serial Bond Payments – School Treasurer
- 2.6.6 Budget Transfers authorization Superintendent of Schools or Treasurer as their designee
- 2.6.7 Authorization Use of Credit Cards: Kathy Houghton, Michael Spost, René Wilson, Paula Ann May, Jacqueline Edwards, Gary Markowicz, Dr. Gary W. Porcelli, Rick Surprenant, Gail Rice, Richard Ross, Traci Welch
- 2.6.8 Official Newspaper - Utica Observer Dispatch
- 2.6.9 Medicaid Compliance Officer – Kim Zogby

Yes 7 No 0
Motion Carried.

2.7 Annual Authorizations

Dr. Porcelli made the motion to approve the Annual Authorizations 2.7.1 – 2.16 seconded by Mr. Markowicz.

- 2.7.1 Certification of Payroll – Superintendent of Schools
- 2.7.2 Establishment of Petty Cash Funds: High School - \$100, Elementary - \$100, District Office - \$100
- 2.7.3 Purchasing Agent – Lisa Stamboly, School Treasurer
- 2.7.4 Superintendent or his/her designee be authorized to make transfers of appropriations within the budget of each program or service per board policy
- 2.7.5 Authorization for participation and payment of dues:
 - School Boards Institute
 - NYS School Boards Association
 - Association for School Business Organization
- 2.7.6 Superintendent Conference Approval (local, state and national)
- 2.7.7 Mileage reimbursement rate: IRS reimbursement rate
- 2.7.8 Staff/curriculum Development \$22 per hour and Tutorial and Home Bound Instruction \$25 per hour
- 2.7.9 Substitute Teacher pay Rate: \$80/day for certified teacher and \$60/day for uncertified
- 2.7.10 Fees for Varsity Football and Boys & Girls Basketball Games
 - \$2 per adult and \$1 per student
 - Ticket taker/seller \$10/hour
 - Clock/timer \$25/game
 - Announcer \$20/game
 - Site Supervisor \$20/hour
 - Shot Clock \$20/game
- 2.7.11 Records Retention Officer - Paula Ann May
- 2.7.12 Records Access Officer - Paula Ann May

- 2.7.13 Asbestos LEA Designee – William Lachut
- 2.7.14 Civil Rights, Title IX, ADA Coordinator and Sexual Harassment Compliance Officer – Superintendent of Schools or Designee
- 2.7.15 Elementary and Jr. Sr. High School Dignity Act Coordinator – Nina Belmar
- 2.7.16 Pesticide Application for emergencies

- 2.8 Bonds
 - 2.8.1 District Treasurer, Lisa Stamboly - \$1,000,000
 - 2.8.2 District Clerk, Paula Ann May - \$100,000
 - 2.8.3 Central Treasurer, Patricia Klimacek - \$20,000
- 2.9 Readoption of Board Policies and Code of Ethics
- 2.10 Recertify Shared Decision Making Plan
- 2.11 Board Presidential Appointments
 - 2.11.1 School Board Institute Executive Committee – J. Edwards, SBI President and Dr. Porcelli, the Alternate
- 2.12 Career & Technical Education Advisory Council - BOCES Council
- 2.13 Safety Plan
- 2.14 BOCES Cooperative Bids - Authorization for Participation Therein
- 2.15 Mass Care Facility Usage - Authorization for Superintendent to Commit School District
 - 2.15.1 Army Reserve
 - 2.15.2 American Red Cross
- 2.16 BOCES Contract for the 2013-14 School Year

Dr. Porcelli inquired is there is a site supervisor at the games.

Ms. Houghton said the Athletic Director can supervise but if someone else does it is paid at Section III rates and any school employee can earn the money

The Board asked who would arrange for the applications of pesticides.

Ms. Houghton said that would be Mr. Lachut with the BOCES Safety Office providing guidance as needed.

Yes 7 No 0
Motion carried.

3. Consent Agenda

Dr. Porcelli made the motion to approve the Consent Agenda seconded by Mr. Ross which includes:

- 3.1 Minutes of Meeting held June 4, 2013

3.2 Business Office Reports for Month ending May 2013

a. Internal Auditor Report – C. Radomski

3.3 CSE Reports

a. Minutes of meetings held 5/22/13

b. Minutes of meeting held 5/23/13

c. Minutes of meeting held 5/29/13

d. Minutes of meetings held 5/30/13

e. Minutes of meetings held 5/31/13

f. Minutes of meetings held 6/4/13

g. Minutes of meetings held 6/5/13

h. Minutes of meetings held 6/6/13

i. Minutes of meetings held 6/10/13

j. Minutes of meetings held 6/12/13

k. Minutes of meeting held 6/18/13

l. Minutes of meetings held 6/21/13

m. Minutes of meeting held 6/30/13

7 Yes and 0 No for 3.1 and 3.3

6 Yes and 1 No for 3.2

Dr. Porcelli voting nay

For reasons previously stated

Motion carried.

4 Old Business

4.1 2nd reading of Policy #1030, Code of Conduct; #0015, Equal Opportunity and Nondiscrimination, and Regulations #0015.1, Report of Possible Discrimination; #0015.2 Dignity for All Students Reporting Form; #8001, School Calendar and School Day; #8100, Academic Freedom; #8101, Selection and Review of Instructional materials, Regulation #8101, Request for Review of Instructional Materials; Policy #8102, Placement, Promotion, Retention of Students; #8103, Acceleration Policy; Regulation #8103.1, Parental Notice of Acceleration, #8103.2, Acceleration Screening; #8103.3, Parental Consent for Acceleration; Policy #8104, Junior-Senior High School Grading policy, #8105, Graduation Ceremony Participation, #8200, Guidance and Counseling Program, #8201, High School/College Bridge Program; #8202, Auditing Classes, #8203, Student Musical Groups Participation in Community Activities; #8300, Home Instruction; #8301, Homebound Instruction, #8302 Courses Including Dissection of Animals; #8303, Limited English Proficiency Instruction; Regulation #8303.1, Limited English Proficiency Instruction; Policy #8400 Field Trips; Regulation #8400.1, annual Education Field Trip Permit; Policy #8500, Special Education Programs and Services; Regulation 8500.1, Administrative Practices and Procedures

Relative to Program Access; Policy #8501, Prereferral and Declassification Teams; #8502, Programs for Students with Disabilities Under Section 5904 of the Federal Rehabilitation Act of 1973; #8503, Independent Educational Evaluations; Regulation# 8503.1, Independent Education Evaluations; Policy #8504, Provision of Special Education Services for Preschool Students; #8505, Selection, Appointment and Compensation of Impartial Hearing Officers; #8506, Skills and Achievements Commencement Credential; #8600, Accommodation of Hearing-Impaired Parents; Regulation #8600.1, Accommodation of Hearing-Impaired Parents Request Form; #8600.2, Accommodation of Hearing-Impaired Parents Notice; Policy #8601, Response to Intervention (RtI); Regulation #8601.1, Structure of the Response to Intervention (RtI) Program; *(copies of policies with changes from 1st reading are the only copies included)*

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

Yes 7 No 0
Motion carried.

5. New Business

5.1 Personnel Report – Approval

Mrs. Rice made the motion to approve the Personnel Report seconded by Mr. Surprenant.

Dr. Porcelli made the motion to amend the motion and move the entire personnel report to Executive Session because Dr. Porcelli did not get a chance to read the entire personnel report and wants to review it and make comments in Executive Session. Mr. Markowicz seconded the motion.

Yes 6 No 1
Mrs. Rice voted nay saying that we owe it to the people in the audience to address this in open session. We have discussed this in Executive Session already and any issues should be discussed in front of people who elected us. Motion carried.

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

Mr. Ross made the motion to approve the list of books for excess for bid, sale, or disposal seconded by Mrs. Welch.

Yes 7 No 0
Motion carried.

5.3 Non-Resident/Non-Tuition Students

Mr. Ross made the motion to approve the non-resident/non-tuition students seconded by Mr. Markowicz.

Yes 7 No 0
Motion carried.

5.4 1st 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

5.5 Building Use Request from PTSO December 6-8, 2013

Mr. Surprenant made the motion to approve the Building Use Request from the PTSO for December 6 – 8, 2013 seconded by Mrs. Welch.

Yes 7 No 0
Motion carried.

5.6 Miga Expendable Scholarship

Mr. Ross made the motion to approve the Miga Expendable Scholarship seconded by Mrs. Welch.

Yes 7 No 0
Motion carried.

6. Building Reports – N/A

7 Superintendent's Report

7.1 Regents Reform Agenda

Ms. Houghton said that the Common Core Ambassadors, Amée Zbytneiowski and Jennifer Goodfriend, (and René Wilson, Elementary Principal) were in Albany at a Network Team Institute for three days. Ms. Houghton joined them on Wednesday. We were not given the opportunity to have a secondary person there for the second part of the week, we hope that the state gives us that opportunity. There

was a focus on core curriculum and new units, APPR and its implementation, and we gained quite a bit of knowledge and materials that we can use with all stakeholders: parents, teachers, students, administrators, website and newsletters. There was discussion about the new evaluation system, curriculum, and testing; this is an additional effort on the part of the state.

7.2 Social Studies Staffing

Ms. Houghton said that we are working together on Social Studies staffing because we are light in that area. She asked Mr. Spost to tell the Board the concern with Social Studies. The Board was asked to refer to the first handout, which lists the percentage of students who had trouble with Junior High Social Studies. Mr. Spost said that there was a significant number in the Social Studies realm; two times as high as what it should be. If you look at the four core classes of English, Math, and Science all cores are broken into 3 sections but Social Studies is only broken up into 2 sections. Next year the class size is 55 or 60. It would be a huge advantage to have three sections of Social Studies. In addition, we could include staffing to provide Academic Intervention Services in the area of Social Studies. Also, you have to pass two Social Studies exams for Regents. Currently we have no AIS time in Social Studies, other areas have this. The third proposal takes Psychology and Sociology. If we have the right staff member they could teach that class for dual credit. We only offer it through distance learning: it would be more effective to have it offered in house; a new teacher could teach Government for dual credit like we do Economics. Mr. Spost said he thought given our needs we should offer AIS. He thought we would enhance our program and students. It's like going and shopping for a car, buying a base model or getting the better car at no additional cost. You can maintain the same cost and enhance program, and offer Physiology and Sociology.

Ms. Edwards said that is a great idea but when we say we aren't getting a teacher for Elementary, we don't want to look like we are favoring the Jr. – Sr. High School. If you could tell us there wouldn't be only five in class that would be more of a selling point. We have food for thought and as a Board we will discuss it further. Ms. Edwards said her interest is peaked by the 6th grade reconfiguration.

7.3 6th Grade Reconfiguration

Mr. Spost said there is a learning curve and cliff with the transition from 6th to 7th grade. It's a big jump and there is a lot less structure and time available. We are looking at making it more transitional. We would look at a hybrid kind of model at the 6th grade.

Dr. Wilson said in order to help students be more academically and developmentally ready for 7th grade, we are looking at a transitional middle school model where students are given opportunities to move between classed with less supervision and structure, and function on the Jr. Sr. High School bell schedule. Core classes will be taught by the current 6th grade teachers. Our Health Teacher may be willing to teach health at the 6th grade level.

Ms. Edwards asked if lower class sizes would be better for Health.

Dr. Wilson stated that the smaller class sizes would be helpful in every content area, but not specifically in Health.

Ms. Edwards said she hoped this model would help create smaller class sizes in 6th grade Health.

8. Board Discussion

Mrs. Welch said that she supports the Social Studies model. She has concerns with the BOCES itinerant teacher model because of after school availability, scheduling issues. Students in AIS would benefit if we use our own teacher.

9. Visitors Comments

Ms. Edwards addressed the visitor and told them that the max time to end the meeting is 11 p.m. There is a limit of three minutes per person. Please state your name and where you live. The Board cannot respond to you but will listen and make notes.

Mr. David Comenale of 205 Comenale Crescent said that he does not know why the Board hasn't acted on the Athletic Director or Coach. He said his son comes to school most days, studies very hard, is Captain of the Basketball Team. Mr. Comenale said he was disgusted and appalled by the Board's lack of activity. Our Basketball Team was at SUNYIT. We were the only school district represented without a coach. This wouldn't have happened if two of the Board Member's sons were on the team. We have a long tradition of basketball from Tomasetti to Adey's expiring contracts. Why is the Board politically stalling? The kids are on the floor without a coach. No more Executive Sessions. He said he called everyone he knows and he vows to campaign against anyone who stalls on this for two more days. It is disgusting. He went on to ask why we are entertaining a Plan 'B' when Mr. Adey has taken the team to a final four and brought a championship. Mr. Adey is sitting here willing to do it and mind you the pay is peanuts based on the number of hours. I can't believe you can't get this. Lastly I know people have had run ins with the coach, have been thrown out of games. It takes the school district and runs it right down. We had five sectional championships, we don't have an Athletic Director. This holding off on the Athletic Director and Dr. Porcelli's pledge that he will uphold any decision the Athletic Director makes, I am going to make him accountable to that. This school district is letting him down. He has kids here supporting him, we need action and we need it now.

Nick Comenale also of 205 Comenale Crescent said he is a returning Captain and on behalf of the team he would like to have Mr. Adey rehired. The team would like to win and we feel that he gives us the best shot.

Jake Kehrl of 203 Washington Drive said he has played basketball for 3 years now. He said he just graduated a month ago. He said Mr. Adey helped him become a man. He taught him that hard work and discipline pay off, never give up on a dream. He said when he tore his ACL, Coach Adey would drive him at least once a week to therapy and then buy him lunch. He always tells the truth. He is in

the back of his mind when he has to make a decision. He said that he doesn't want to let his Coach down, his team down, his parents down. The Board would be letting down the school and community. He hopes that the Board understands how much the town loves basketball. He said that he hopes Coach Adey's contract will be extended. Coach Adey is a "True Marauder Maniac".

Mr. Terry Pazur, a Basketball Official from Rome, New York said he supports the rehiring of the Basketball Coach. He has respect for the man and how the players respond to him on and off the court. About 20 years ago, RFA fired the head coach and the program has never recovered. He hopes that this School Board does not make the same decision they made in Rome. Every time that he is in Beekman Gym he can see how proud the School is of their Basketball program. Listen to the players and not to somebody that has an axe to grind.

Mr. Dave Zangrelli said he is in charge of the officials. New York Mills is a highly respected town. As an official I knew the players were not going to give me a hard time because of the coaching staff. As a supervisor official I support the coaching staff.

Mr. Ed Talerico of Yorkville said he wishes he could echo everything said so far: He has traveled internationally for business. The Athletic Department is running efficiently. Please take care of the Athletic Director and Coaching positions for the kids. There is no reason for any personal vendettas.

Mr. Tom Wadas, a life time resident congratulated the new Board Members. He said that in 1975 he played for Coach Tomesetti and the coach did not get rehired for personal reasons. He said that he hopes tonight that doesn't happen again. Coach Adey and Brian Adey have done an exceptional job. All he hears at Remington Arms is "how awesome New York Mills is." We have a class thing going here; please keep it.

Jonathan Fiore of New York Mills said he is part of the managers. There are seven managers. He said we strive hard every day to make sure our team succeeds. He told the Board you people make us sick. Civil servants, if you go against us you will lose your jobs: there I witnessed politics first hand: they were out of office, they were shamed by the community, I would be upset if that happened: it is sad to see what they say about your School Board on Topix, oh and oh how's the basketball team doing? Last year our coach he shared a story about why he coaches the way he does: because throughout our lives we are babied and coddled and he was going to treat us like true men, not like children. It's ad to put his job on the line: if it comes next season that there is no current basketball coach you will have no managers, and things will be different.

Adriana Surprenant said she believed if there was an Athletic Director appointed, she would help choose a coach. Her brother is on the team. Going to a game without a coach? Choosing a coach was always done on time, games are always on time. If you have a qualified Athletic Director, why not sign her up? Why change what's working?

Matt Welch said he played under Mr. Adey for four years. Some of you may have issues with him, but he has taken me a long way. Mr. Adey has been there through everything. He is now contacting me to see if I want to work out. When I walked across the stage he could have forgotten about me. When he

went down south for final four, he tried to contact me to get together. Matt said when he was in 8th grade he did not make the program. Mr. Adey pulled him into his office and said "you play 8th grade you will be a team captain, you will be a team; regionals, states, state finals." It took 29 years to win a second state title. Matt said he was devastated in his senior year when we lost. He did not want to threaten anyone but Mr. Adey has done a ton. I went to college and he acts the same way towards. If he is not yelling at you he doesn't care and that's how he took it. He cares. He has done a lot.

Mrs. Julie Emmett said she is a retired teacher. She would respectfully suggest please speak up a little bit it was very hard to hear. It would have been helpful to have heard.... The retired teacher situation: if you have a chance to hire a teacher from New York Mills, knowing the students and knowing the system is pretty important. It would be to the students benefit and that's why you're here. It is rude to go into Executive Session when you have had time to think about it.

Mrs. Tammy Surprenant said her son was on the team. She asked the Board to please sign contracts for the Basketball Coach and Athletic Director. We are here about education, but our athletic program and being on a team is a strong motivator. She said her son doesn't love school but it is a huge motivator to say if you don't keep your grades up you don't play sports. You have heard many of the children and their wishes, any personal vendetta should be put aside. You just swore under oath to do the best job and I hope you do.

Mrs. Carrie Keator said her son was on the Varsity Team last year as a freshman. He has so many years ahead of him. The transition will be hard, it breaks her heart to think about it. She has already made arrangements for her son to go elsewhere if the coach isn't here.

Mrs. Carrie Mariotti said that Mr. Adey, her son and, herself didn't always have the best relationship, but Mr. Adey taught her son structure and how to be a man. It's about bringing these kids up. When Mrs. Rice tried to speak, why did you shut her down. I don't have any more kids in New York Mills: I have talked to several of you on the Board. I don't like him but the kids like him and that's what it's about.

Mike Sunderlin said he graduated last year. He came up here hesitantly because many of the points have already been made. He said he goes to SU and plays in the Band there. Syracuse has kids from all over the place. Talking and going back and forth, when you say you are from New York Mills kids will say you have a good Basketball team, right? He said that when he went to school here he said he really enjoyed it. A lot of small school kids don't care. The idea of small doesn't matter. For some reason we do. Even with the Drama Club we have a pit orchestra. We care about making kids happy. During basketball, we all come alive because we think it matters. We don't care as much about football. If we fire the head coach, then the program goes down and we stop caring. If that is erased then what else doesn't matter? If we are faced with being put off the map, then perhaps it will be because we won't care anymore.

Mr. Carl Dziekan said his daughter Carly is a recent graduate, a third generation. We have very big roots. She is going to St. Lawrence to play field hockey and softball because of her experience at New York Mills. He repeated something that was said earlier "New York Mills won 5 Sectional

Championships. There is no school in Section III that won more than New York Mills.” We need to talk about this year: unfortunately that is happening right now that Basketball coaches need to retool for next year. We don’t have people in place. You won’t act on Plan ‘A’, let’s hope you have a Plan ‘B’, because there are kids here who want the opportunity that my daughter has which is to be as student athlete in college.

10. Executive Session - to discuss a Particular Person

Mr. Ross made the motion to go into Executive Session at 8:10 p.m. to discuss a Particular Person and the Personnel Report seconded by Dr. Porcelli.

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

Respectfully Submitted,



Dr. René Wilson
 Clerk Pro-tem

Ms. Edwards called the meeting into Regular Session at 10:07 p.m.

Dr. Porcelli made the motion to take V.2 from the table.

Mrs. Rice made the motion to approve the following Personnel Report in its entirety seconded by Mrs. Welch.

EMPLOYEE	CERTIFICATION AREA	CERT	SALARY*	EFFECTIVE DATE
I. Board Appointments				
May, Paula Ann	District Clerk		\$3,200.00	2013-14 School Yr.
Ryan, Dr. William	School Physician		\$6,800.00	2013-14 School Yr.
Zogby, Kim	Committee on Special Education Chair		\$3,800.00	2013-14 School Yr.
II. Coaching Appointments				
Cole, Matt	Assistant Varsity Football	C	\$3,870.00	2013-14 School Yr.
Ricco, Ross	Assistant Varsity Football	C	\$3,870.00	2013-14 School Yr.
Griffith, Mark	Assistant Varsity Football Volunteer	T	\$0.00	2013-14 School Yr.
Tesak, Michael	Head Modified Football	C	\$2,919.00	2013-14 School Yr.
Bergman, Bettina	Football Cheerleading	C	\$1,432.00	2013-14 School Yr.

Nicotera, John	Boys Cross Country	T	\$0.00	2013-14 School Yr.
Bartholomew, Kate	Assistant Volunteer Varsity Field Hockey	C	\$0.00	2013-14 School Yr.
Lindberg, Lisa	Varsity Volleyball	T	\$3,604.00	2013-14 School Yr.
Moskal, Anna	JV Volleyball	T	\$2,123.00	2013-14 School Yr.
Dziekhan, Andrew	8th Grade Boys Basketball	T	\$1,456.00	2013-14 School Yr.
Szkotak, Samantha	8th Grade Girls Basketball	T	\$1,456.00	2013-14 School Yr.
Adey, Michael	Varsity Boys Basketball	C	\$5,546.00	2013-14 School Yr.
Adey, Brian	Volunteer Asst. Boys Basketball	T	\$0.00	2013-14 School Yr.
Richardson, Chris	JV Boys Basketball	T	\$3,813.00	2013-14 School Yr.
Zebrowski, Dave	Bowling	T	\$2,123.00	2013-14 School Yr.
Bartholomew, Kate	Modified Softball	C	\$1,942.00	2013-14 School Yr.
D'Allessandro, Eric	Varsity Baseball	T	\$3,634.00	2013-14 School Yr.
Galimo, Dominic	Modified Baseball	T	\$1,942.00	2013-14 School Yr.
Nicotera, John	Modifield Girls/Boys Track	T	\$1,456.00	2013-14 School Yr.

III. Non-Instructional Summer Appointments

Miller, Doug	School Bus Driver, 15 hrs/day July 8 - Aug 1 and an additional 3 hours /week July 1 - Sept. 1	per NYM/CSEA Contract	\$16.89/hour	7/8/2013
Kurgan, John	School Bus Driver, 4 hrs/day July 8 - Aug. 12 and 2hrs/day July 1-8 Aug. 12-16	per NYM/CSEA Contract	\$16.89/hour	7/1/2013
Price, Debbie	School Bus Driver, 4 hrs/day July 8 - Aug. 12 and 2hrs/day July 1-8 Aug. 12-16	per NYM/CSEA Contract	\$16.885/hour	7/1/2013
Hill, Laura	School Bus Monitor, 4.25 hrs/day July 1 - Aug. 12	per NYM/CSEA Contract	\$12.34/hour	7/1/2013
Gaffney, Scott	School Bus Monitor, 3 hrs/day July 8 - Aug. 16	per NYM/CSEA Contract	\$12.10/hour	7/8/2013
Green, James	Substitute Bus Driver	per NYM/CSEA Contract	\$17.14/hour	7/1/2013

IV. Advisors

Cudhea, Dana	Elementary Musical Director	Y	\$1,899.00	13-14 School Year
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V. Department Coordinators

Ferguson, Charles	Social Studies	Y	\$825.00	13-14 School Year
Dziekhan, Andrea	Athletic Director	Y	\$5,881.00	13-14 School Year
Shrey, Steve	Extra Music Activities Co	Y	\$10,570.00	13-14 School Year

VI. Substitute Appointments

Alexander, Victoria	English	Y	\$80/day	9/1/2013
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VII. Administrative Intern

Hall, Michelle	Administrative Intern	Y	\$0.00	2013-14 School Year
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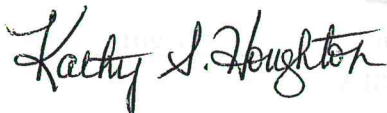
Yes 4 Nay 3
Ms. Edwards, Mr. Markowicz,
and Mr. Ross voted nay
because they did not want
to vote for the Personnel
Report in its entirety.
Motion carried.

11. Adjournment

Dr. Porcelli made the motion to adjourn at 10:12 p.m. seconded by Mrs. Rice.

Yes 7 No 0
Meeting Adjourned.

Respectfully submitted,



Kathy Houghton
Clerk Pro-tem

NEW YORK MILLS UNION FREE SCHOOL DISTRICT**RESOLUTION FOR BUS LEASES**

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

Dated:

Motion:

Second:

Yes:

No:

Excess Books

BOOK TITLE	ISBN	# OF Books
Prentice Hall Physical Science	0-13-700568-7	61
Physics: Its Methods & Meanings	0-205-08475-3	28
Physics: An Introduction	0-13-672460-4	20
Record Book	0-382-04395-2	54

**New York Mills Union Free School District
Board of Education**

Resolution Regarding Standalone Field Testing

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.

NEW YORK MILLS UNION FREE SCHOOL DISTRICT

RESOLUTION TO SET TAX LEVY

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.

Motion:

Second:

Yes:

No:

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*This represents 2.8% decrease for the Town of New Hartford and a .6% increase in Whitestown*





**NEW YORK MILLS UNION FREE SCHOOL TAX WARRANT**

To the collector of New York Mills School District Town(s) of New Hartford, County of Oneida, New York State.

You are hereby commanded:

1. To give notice and start tax collection on September 3, 2013  
(In accordance with the provision of \_\_\_\_\_ Date  
Section 1322 of the Real Property Tax Law)
2. To give notice that tax collections will end on November 1, 2013.  
Date
3. To collect taxes in the total sum of \$3,581,736.74 in the same manner that collectors are authorized to collect town and county taxes in accordance with the provisions of Section 1318 of the Real Property Tax Law.
4. To make no changes or alterations in this tax warrant or the attached tax rolls but shall return the same to the board of education. The board may recall its warrant and tax roll for correction of errors or omissions in accordance with the provisions of Section 1316 of the Real Property tax Law.
5. To forward by mail to each owner of real property listed on the tax rolls within ten days after the start of collection a statement of taxes due on his property on press-numbered tax bill forms provided by the school district in accordance with the provisions of Section 922 of the Real Property Tax Law. To forward by mail, without interest penalties, to the office of the county treasurer a detailed tax bill of all state land parcels liable for taxes on the school tax rolls in accordance with provisions of Section 540 and 544 of the Real Property Tax Law.
6. To receive from each of the taxable corporations and natural persons the sums listed on the attached tax rolls without interest penalties when such sums are paid before the end of the first month of the tax collection period. To add three per cent interest penalties to all taxes collected during the second month of the tax collector and to add five per cent interest penalties to all taxes collected during any part of the third month of the tax collection period and to account for such sums as income due the school district.
7. To issue receipt of payments of taxes and to retain, preserve and file exact carbon copies of all such receipts issued as required by Section 986 of the Real Property Tax Law.
8. To promptly return this warrant at its expiration and if any taxes on the attached tax rolls shall be unpaid at that time, deliver an accounting thereof on forms showing by town the total assessed valuation, tax rate, the total tax levy, the total amounts collected and the total amounts remaining uncollected as required by section 1330 of the Real Property Tax Law.

This warrant is issued pursuant to Sections 910, 912, and 914 of the Real Property Tax Law and is delivered in accordance with Sections 1306 and 1318 of this law. It is effective immediately after it is properly signed by a majority of the members of the board of education. This warrant shall expire on the date stated above unless a renewal or extension has been endorsed on the face of this warrant in writing in accordance with Section 318, subdivision 2 of the Real Property Tax Law.

Given under \_\_\_\_\_ hand(s) this 20<sup>th</sup> day of August, 2013.

Signatures of members of board of education

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**NEW YORK MILLS UNION FREE SCHOOL TAX WARRANT**

To the collector of New York Mills School District Town(s) of Whitestown, County of Oneida, New York State.

You are hereby commanded:

1. To give notice and start tax collection on September 3, 2013  
(In accordance with the provision of \_\_\_\_\_ Date  
Section 1322 of the Real Property Tax Law)
2. To give notice that tax collections will end on November 1, 2013.  
Date
3. To collect taxes in the total sum of \$3,593,263.26 in the same manner that collectors are authorized to collect town and county taxes in accordance with the provisions of Section 1318 of the Real Property Tax Law.
4. To make no changes or alterations in this tax warrant or the attached tax rolls but shall return the same to the board of education. The board may recall its warrant and tax roll for correction of errors or omissions in accordance with the provisions of Section 1316 of the Real Property tax Law.
5. To forward by mail to each owner of real property listed on the tax rolls within ten days after the start of collection a statement of taxes due on his property on press-numbered tax bill forms provided by the school district in accordance with the provisions of Section 922 of the Real Property Tax Law. To forward by mail, without interest penalties, to the office of the county treasurer a detailed tax bill of all state land parcels liable for taxes on the school tax rolls in accordance with provisions of Section 540 and 544 of the Real Property Tax Law.
6. To receive from each of the taxable corporations and natural persons the sums listed on the attached tax rolls without interest penalties when such sums are paid before the end of the first month of the tax collection period. To add three per cent interest penalties to all taxes collected during the second month of the tax collector and to add five per cent interest penalties to all taxes collected during any part of the third month of the tax collection period and to account for such sums as income due the school district.
7. To issue receipt of payments of taxes and to retain, preserve and file exact carbon copies of all such receipts issued as required by Section 986 of the Real Property Tax Law.
8. To promptly return this warrant at its expiration and if any taxes on the attached tax rolls shall be unpaid at that time, deliver an accounting thereof on forms showing by town the total assessed valuation, tax rate, the total tax levy, the total amounts collected and the total amounts remaining uncollected as required by section 1330 of the Real Property Tax Law.

This warrant is issued pursuant to Sections 910, 912, and 914 of the Real Property Tax Law and is delivered in accordance with Sections 1306 and 1318 of this law. It is effective immediately after it is properly signed by a majority of the members of the board of education. This warrant shall expire on the date stated above unless a renewal or extension has been endorsed on the face of this warrant in writing in accordance with Section 318, subdivision 2 of the Real Property Tax Law.

Given under \_\_\_\_\_ hand(s) this 20<sup>th</sup> day of August, 2013

Signatures of members of board of education

\_\_\_\_\_

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NEW YORK MILLS SCHOOL DISTRICT

# STRATEGIC PLAN

## 2013-14 School Year

### DISTRICT MISSION STATEMENT

The mission of the New York Mills Union Free School District is to help students become motivated, responsible, caring individuals by providing resources and a safe, supportive environment, which encourage students to pursue excellence.

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### DISTRICT GOALS

To meet the challenges of the District Mission Statement, the New York Mills School District makes a commitment to:

- ◆ Provide programs, resources, and facilities that will ensure all students are given equal opportunities to achieve higher district, state, and national standards.
- ◆ Provide staff development to all employees that will enable them to elevate their skills, knowledge, and attitude in order to help our students achieve excellence.
- ◆ Promote school pride and spirit through a partnership with the community.



## DISTRICT STRATEGIC PLAN

**GOAL 1: PROVIDE INSTRUCTIONAL PROGRAMS THAT WILL ENSURE ALL STUDENTS ARE GIVEN EQUAL OPPORTUNITIES TO ACHIEVE HIGHER DISTRICT, STATE, AND NATIONAL STANDARDS.**

| Desired Result                                                                                                                                                                                                    | Key Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Timeline                                                                      | Resources                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Staff Development                                                                                                                                                                                                                                                                                                              | Evaluation                                                                                                                                                                                                                                                                                                                                        |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>a. Increase the number of students who pass Regents exams and perform at or above the reference point on other state assessments to meet or exceed Regents Reform Agenda (RRA) annual performance targets.</p> | <ul style="list-style-type: none"> <li>Provide high-quality research-based literacy and math instruction.</li> <li>Provide Academic Intervention Services, remediation, and special education as needed using a Response to Intervention approach.</li> <li>Assure that instruction and assessments are aligned with Common Core curricula</li> <li>Provide after school opportunities for academic assistance</li> <li>Use multiple measures to assess student learning: DIBELS, Guided Reading Assessment, STAR ELA/Math, curriculum-based/classroom, and state assessments.</li> <li>Adopt and implement NYS curriculum modules.</li> </ul>                                                                                                                                       | <ul style="list-style-type: none"> <li>Ongoing 2012-13 School Year</li> </ul> | <ul style="list-style-type: none"> <li>Certified/highly qualified teachers</li> <li>Staff Development through OHM BOCES and other professional organizations</li> <li>Common grade level or department planning time</li> <li>½ day Professional Learning Community (PLC) days</li> <li>Regional, curriculum meetings</li> <li>Elementary School Improvement Team</li> <li>Engageny.org</li> <li>CORE/safe schools healthy students grant</li> <li>Brain Honey</li> <li>Elementary Common core Ambassadors</li> </ul>                                                 | <ul style="list-style-type: none"> <li>Mentoring program for new teachers</li> <li>Local, regional and state workshops and conferences</li> <li>Common Core Curriculum Training</li> <li>Faculty and department meetings</li> </ul>                                                                                            | <ul style="list-style-type: none"> <li>Annual state and local assessment results</li> <li>Reflection and discussions by stakeholders</li> <li>School Based Inquiry Team</li> <li>Data evaluation meetings</li> <li>Child Study Team/Pupil</li> <li>Personal Services meetings</li> <li>APPR</li> </ul>                                            |
| <p>b. Increase respectful, responsible behavior throughout the district, in order to comply with DASA</p>                                                                                                         | <ul style="list-style-type: none"> <li>Compliance with Dignity for all Students Act</li> <li>Counselors will continue to work with teachers and students on anti-bullying and character education</li> <li>Continue to provide character/violence prevention education through K-6 assembly program</li> <li>Provide mediation program for elementary and advisory for middle level students.</li> <li>Teachers, staff, and students will follow the Marauder Way All teachers will greet students at the door</li> <li>Students will adhere to school wide procedures and routines</li> <li>Provide timely written and verbal communication to parents regarding student progress</li> <li>Publish behavioral expectations in multi-media for access by all stakeholders</li> </ul> | <ul style="list-style-type: none"> <li>Ongoing 2012-13 School Year</li> </ul> | <ul style="list-style-type: none"> <li>DARE program</li> <li>K-6 Bully Box</li> <li>Professional learning communities</li> <li>Support Staff meetings</li> <li>Code of Conduct</li> <li>Harry Wong DVD's and handbook</li> <li>Effective Teaching 1<sup>st</sup> Days of School</li> <li>Build specific and age appropriate behavior interventions i.e. Secondary advisory, elementary "Marauder Money"</li> <li>Positive Behavior Incentive System team meetings</li> <li>CORE/Safe Schools Healthy Students BOCES grant</li> <li>School Resource Officer</li> </ul> | <ul style="list-style-type: none"> <li>Superintendent's Conference</li> <li>Day</li> <li>½ day professional learning community days</li> <li>Continued training in Threat Assessment and Crisis Management.</li> <li>Ongoing building-level staff development in classroom management</li> <li>Crisis Team meetings</li> </ul> | <ul style="list-style-type: none"> <li>Reduction of disciplinary referrals</li> <li>Evaluation of school climate through Building Leadership Team Needs Assessment</li> <li>Teacher/staff reflection and discussion</li> <li>Superintendent Exit Surveys</li> <li>OF Seniors</li> <li>VADIR</li> <li>DAC, reporting/evaluation of data</li> </ul> |



| Desired Result                                                                                          | Key Action                                                                                                                                                                                                                                                                                                               | Timeline                                                                      | Resources                                                                                                                                                                                                                                            | Staff Development                                                                                                                                             | Evaluation                                                             |
|---------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|
| c. Meet or exceed the Annual Regents Reform Agenda performance target for high school graduation rates. | <ul style="list-style-type: none"> <li>Adopt NYS Core Curriculum</li> <li>Align K-12 curriculum with Common Core New York State Standards</li> <li>Provide timely written and verbal communication to parents regarding student progress</li> <li>Provide after school opportunities for academic remediation</li> </ul> | <ul style="list-style-type: none"> <li>Ongoing 2012-13 School Year</li> </ul> | <ul style="list-style-type: none"> <li>BOCES Curriculum Personnel</li> <li>Core curriculum documents</li> <li>Performance data from NYS assessments</li> <li>Common Planning time</li> <li>CORE/safe schools healthy students BOCES grant</li> </ul> | <ul style="list-style-type: none"> <li>My Learning Plan Courses</li> <li>APPR pre and post conferences</li> <li>School based inquiry team meetings</li> </ul> | <ul style="list-style-type: none"> <li>2013 Graduation rate</li> </ul> |

**GOAL 2: PROVIDE STAFF DEVELOPMENT TO ALL EMPLOYEES THAT ENABLE THEM TO ELEVATE THEIR SKILLS, KNOWLEDGE, AND ATTITUDE IN ORDER TO HELP OUR STUDENTS MEET HIGHER STANDARDS.**

| Desired Result                                                                                                                                                                                                | Key Action                                                                                                                                                                                                                                                                                                                                 | Timeline                                                                      | Resources                                                                                                                                                                                                                                                                                                                                           | Evaluation                                                                                                                                                                                                                                                                                                                                        |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| a. Faculty and Staff will accept responsibility for creating the conditions in their content areas that enable each student to be successful and committed to continuous improvement through the Common Core. | <ul style="list-style-type: none"> <li>Teachers will meet in teams to analyze assessment data, study state standards, benchmarks, and performance indicators</li> <li>Teachers will collaborate vertically and within content and grade level teams to create aligned curriculum documents and share best pedagogical practices</li> </ul> | <ul style="list-style-type: none"> <li>Ongoing 2012-13 School Year</li> </ul> | <ul style="list-style-type: none"> <li>Regional Information Center</li> <li>Engageny.org</li> <li>Local training and District Support Staff meetings</li> <li>Common planning time</li> <li>PLC's Professional Learning Community</li> <li>Superintendent Conference Day</li> <li>School Based Inquiry team training and meetings (SBIT)</li> </ul> | <ul style="list-style-type: none"> <li>Teacher/Staff reflection and discussion</li> <li>Teacher/Staff participation in PLC</li> <li>Observation - Teacher Walkthrough(5x5)</li> <li>State and local assessment results</li> <li>STAR assessments</li> <li>APPR evaluation document</li> <li>PEC</li> <li>Teacher Lesson and unit plans</li> </ul> |
| b. Teachers will use data to drive instruction                                                                                                                                                                | <ul style="list-style-type: none"> <li>Teachers will meet in teams to analyze assessment data, study state standards, benchmarks, and performance indicators</li> <li>Create and monitor student learning objectives</li> </ul>                                                                                                            | <ul style="list-style-type: none"> <li>Ongoing 2012-13 school year</li> </ul> | <ul style="list-style-type: none"> <li>School Based Inquiry team meetings (SBIT) using available data reports</li> <li>Child Study Team Meetings</li> </ul>                                                                                                                                                                                         | <ul style="list-style-type: none"> <li>Pre-Post Observation Conference</li> <li>Student assessment results</li> <li>Differentiated students goals and lesson plans</li> </ul>                                                                                                                                                                     |





**GOAL 3: PROMOTE SCHOOL PRIDE, SPIRIT, AND SUPPORT THROUGH A PARTNERSHIP WITH THE COMMUNITY.**

| Desired Result                                  | Key Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Timeline                                                                                                         | Resources                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Staff Development                                                                                                                                                                                                                                                                                                                                                                                                                            | Evaluation                                                                                                                                                                                                                                                                                                                         |
|-------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>a. Strengthen School Community Relations</p> | <ul style="list-style-type: none"> <li>Maintain budget increases at reasonable levels</li> <li>Continue Jr. – Sr. HS Musical dinner theater performance.</li> <li>Continue Special Persons' Day and Arts Fest</li> <li>Support The New York Mills Union Free School District Foundation.</li> <li>Continue monthly Character Assemblies</li> <li>Employees will demonstrate positive support for school, students, parents, and other staff members.</li> <li>Improve school climate.</li> <li>Continue Student Council-sponsored activities, such as staff breakfast, Breakfast with Santa, special fund-raising activities, etc.</li> <li>Provide positive feedback to staff</li> <li>Work with associations in order to foster participation in student support groups</li> <li>Administration will aid student support group leadership in public relation efforts</li> </ul> | <ul style="list-style-type: none"> <li>Ongoing</li> <li>Spring 2013</li> <li>Ongoing</li> <li>Ongoing</li> </ul> | <ul style="list-style-type: none"> <li>Parent-Teacher-Student Organization (PTSO)</li> <li>Music, Art and Drama (MAD) Boosters</li> <li>Sports Boosters</li> <li>Drama Club</li> <li>Media (TV, newspaper, radio)</li> <li>District publications (newsletter, bulletin)</li> <li>Board of Education meetings</li> <li>District staff outreach to community through attendance at NYM events</li> <li>Local Unions - NYMTA/CSEA</li> <li>Student Groups – Student Council/National Honor Society</li> <li>Parent Groups – PTSO/MAD/Sports Boosters</li> <li>Board of Education – Order of Orange &amp; Blue, Department/Grade Level Presentations</li> <li>NYM foundation</li> <li>News letters</li> <li>School website</li> <li>Available space for organizations in school</li> <li>Kindergarten orientation</li> <li>Open House/Parent Nights/Curriculum Night</li> <li>Marquis</li> <li>Parent-Teachers' Conferences</li> </ul> | <ul style="list-style-type: none"> <li>Public relations workshops/Media Training</li> <li>Budget development and presentation workshops</li> <li>Staff communication (i.e. meetings, bulletins, e-mails, blog)</li> <li>Union leadership and administrative meetings</li> <li>Administrative meetings/communication with faculty and staff</li> <li>Administrative communication with student organization leadership</li> <li>NA</li> </ul> | <ul style="list-style-type: none"> <li>Budget vote results</li> <li>Monitor staff attendance at district events</li> <li>Faculty forum discussions</li> <li>Enrollment numbers in organizations</li> <li>Attendance at meetings</li> <li>Parents and Community members will participate in student support organization</li> </ul> |



**NEW YORK MILLS UNION FREE SCHOOL DISTRICT****Resolution to Certify 2012-13 APPR Implementation**

**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.



**IMPLEMENTATION CERTIFICATION FORM FOR DISTRICT OR BOCES:**

**Please download this form, sign and upload to APPR form**

By signing this document, the school district or BOCES certifies that this document constitutes the district's or BOCES' complete Annual Professional Performance Review (APPR) Plan, that all provisions of the APPR that are subject to collective negotiations have been resolved pursuant to the provisions of Article 14 of the Civil Service Law and that such APPR Plan complies with the requirements of Education Law §3012-c and Subpart 30-2 of the Rules of the Board of Regents and has been adopted by the governing body of the school district or BOCES. The school district or BOCES, where applicable, also certify that upon information and belief, all statements made herein are true and accurate and that any applicable collective bargaining agreements for teachers and principals are consistent with and/or have been amended and/or modified or otherwise resolved to the extent required by Article 14 of the Civil Service Law, as necessary to require that all classroom teachers and building principals will be evaluated using a comprehensive annual evaluation system that rigorously adheres to Education Law §3012-c and Subpart 30-2 of the Rules of the Board of Regents.

The school district or BOCES also certify that the APPR Plan submitted for approval by the Commissioner is the sole plan that will be fully implemented by the school district or BOCES; that there are no collective bargaining agreements, memoranda of understanding or any other agreements in any form that prevent, conflict or interfere with full implementation of the APPR Plan; and that no material changes will be made to the plan through collective bargaining or otherwise except with the approval of the Commissioner in accordance with Subpart 30-2 of the Rules of the Board of Regents.

The school district also acknowledges that if approval of this APPR plan is rejected or rescinded for any reason, any State aid increases received as a result of the Commissioner's approval of this APPR plan will be returned or forfeited to the State pursuant to Chapter 57 of the Laws of 2012 and/or 2013, as applicable.

**The school district or BOCES also make the following specific certifications with respect to their APPR Plan:**

- Assure that the evaluation system will be used as a significant factor for employment decisions and teacher and principal development
- Assure that all lead evaluators for teachers and principals have been properly trained and have received certification and recertification, as necessary, in accordance with Subpart 30-2.9 of the Rules of the Board of Regents for the 2012-13 school year
- Assure that all evaluators for teachers and principals have been properly trained to conduct evaluations for the 2012-13 school year, as necessary, in accordance with Subpart 30-2.9 of the Rules of the Board of Regents
- Assure that all evaluators and lead evaluators for teachers and principals will be properly trained and that lead evaluators will be certified and recertified, as necessary, in accordance with Subpart 30-2.9 of the Rules of the Board of Regents for the 2013-14 school year
- Assure that all data will be submitted to the Commissioner by August 27, 2013, to the extent practicable, and no later than October 18, 2013. Assure that all data submitted to the Commissioner by October 18, 2013 will be a complete and accurate representation of the information requested and includes the State Growth subcomponent, locally selected subcomponent, Other comparable measures subcomponent, and final composite rating, for all teachers and principals employed by the district or BOCES, for the 2012-13 school year
- Assure that all data for the State Growth subcomponent, locally selected subcomponent, Other comparable measures subcomponent, and final composite rating, for all teachers and principals employed by the district or BOCES, for the 2012-13 school year is certified by the superintendent and maintained in a central database. The Department reserves the right to require your district to provide this data at any time for auditing purposes
- Assure that the district will keep a record of who the lead evaluator(s) and evaluator(s), as applicable, are for each teacher and principal observation/school visit that will be conducted during the 2013-14 school year. The Department reserves the right to require your district to provide this information any time for monitoring purposes
- Assure that the Department approved APPR plan, in its entirety, has been posted on the district or BOCES website

Please check one of the following boxes regarding your district or BOCES APPR plan for the 2013-2014 school year:

District or BOCES has submitted a revised plan to the Department for the 2013-2014 school year

District or BOCES has an approved multi-year APPR Plan that is still in effect for the 2013-2014 school year

District or BOCES had an approved annual APPR Plan or a plan determined by the Commissioner for 2012-2013 and the collectively bargained plan most recently approved or the plan determined by the Commissioner remains in effect until a subsequent plan is agreed to

**Signatures, dates**

Superintendent Signature:    Date:

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Board of Education President Signature:    Date:

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**NEW YORK MILLS SCHOOL DISTRICT**

**RESOLUTION TO INCREASE  
INSTRUCTIONAL POSITION**

**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.





5.9

# Policy

Draft 06/06/2013

COMMUNITY RELATIONS

1100 Replaces policy 1025

## RECORDS MANAGEMENT

### I. RECORDS RETENTION:

- A. The District retains records in accordance with *Article 57-A of the Arts & Cultural Affairs Law*. To ensure that these records are properly preserved, the Board of Education adopts the Records Retention and Disposition Schedule (ED-1) promulgated by the Commissioner of Education.
- B. The Board of Education authorizes the Superintendent to establish procedures for the retention and disposition of records that are not governed by ED-1.

### II. PUBLIC ACCESS TO RECORDS:

- A. The District makes records available to the public in accordance with the *New York State Freedom of Information Law*.
- B. The District's Records Access Officer is:  
  
 Paula May, District Clerk  
 New York Mills Union Free School District  
 1 Marauder Blvd.  
 New York Mills, NY 13417  
 (315) 768-8127  
 Email: pmay@newyorkmills.org
- C. The Superintendent shall promulgate regulations that define the duties of the Records Access Officer and establish procedures to ensure that the District complies with the requirements of the *Freedom of Information Law*.

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New York Mills Union Free School District

Legal Ref: Article 57-A of the Arts & Cultural Affairs Law; Article 6 of the Public Officers' Law; Sections 2116 & 2116-a of the Education Law; 8 NYCRR 185.12, Appendix I.

Adopted: 03/13/75

Revised: 02/08/82, 12/13/88, 02/05/02, \_\_\_\_\_

# Regulation

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

- A. All 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 *[Select one – Superintendent, Individual designated by the Board of Education, or 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:

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Committee on Open Government  
Department of State  
41 State Street  
Albany, New York 12231

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- 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.

POLICY

Draft 06/12/2012

COMMUNITY RELATIONS

1100.1 Replaces policy 1025.1

PUBLIC ACCESS TO RECORDS

2. The fee for photocopying records is 25 cents for each page not exceeding 9 by 14 inches.
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;

POLICY

Draft 06/12/2012

COMMUNITY RELATIONS

1100.1 Replaces policy 1025.1

PUBLIC ACCESS TO RECORDS

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;
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;

POLICY

Draft 06/12/2012

COMMUNITY RELATIONS

1100.1 Replaces policy 1025.1

PUBLIC ACCESS TO RECORDS

6. are inter-agency or intra-agency materials which are not:
  - a. statistical or factual tabulations or data;
  - 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.

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New York Mills Union Free School District

Adopted: 02/05/02

Revised: \_\_\_\_\_

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SCHOOL BOARD OPERATIONS

QUALIFICATIONS OF A BOARD OF EDUCATION MEMBER

- I. Board of Education members of the New York Mills Union Free School District must meet the following qualifications under Education Law:
- A. Be able to read and write (§2102);
  - B. Be at least 18 years of age (§2012);
  - C. Be a qualified voter of the school district(§2012);
  - D. ~~Must~~ Be a U.S. citizen (§2012);
  - E. ~~Must~~ Be a resident of the district for at least one year immediately preceding the date of election(§2102);
  - F. Not reside with a family member who is a member of the New York Mills Union Free School District Board of Education (§2103), ~~more than one member of a family shall be a member of the same Board of Education;~~
  - G. ~~Not be an~~ employee of the Board of Education (§2103) ~~may be a member of the Board of Education;~~
  - H. May not simultaneously hold another incompatible public office, including, but not limited to Superintendent, clerk, tax collector, treasurer or librarian, or any employee of the Board (Matter of Schoch & Betheil, 21 Ed Dept Rep 300 (1981)); and
  - I. May not have been removed from any school district office within one (1) year preceding the date of appointment or election to the Board (§2103).

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II. Training:

- A. Members of the Board of Education, shall, within the first year of their term, complete the minimum required hours of training on the fiscal oversight, accountability and fiduciary responsibilities of a school board member, as set forth by the New York State Education Department. Such training may be offered as part of a general course of training for the purpose of educating Board members on their powers, functions and duties.
- B. Each member shall demonstrate compliance with this requirement by filing with the District Clerk a certificate of completion of such course issued by the provider. Actual and necessary expenses incurred in complying with this requirement shall be a charge against the school district.

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New York Mills Union Free School District

Legal Ref: Public Officer's Law, Section 3(1), 2101, 2102, 2103, 2130(1), and 2502 (7); Rosenstock v. Scaringe, 40 NY2d 563 (1976); 48 NY St Dept Rep 132, Opns Atty Gen [inf]; 48 NY St Dept Rep 779, Opns Atty Gen [inf], Matter of Schoch & Betheil, 21 Ed Dept Rep 300 (1981).

Adopted: 03/05/02

Revised: 12/07/10, \_\_\_\_\_



# Policy

Draft 11/01/2010

2106 2031

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## SCHOOL BOARD OPERATIONS

### OFFICERS

- I. The Officers of the Board of Education shall be President, Vice President, and Clerk.
- II.
  - A. The officers shall be elected by the Board at the annual organizational meeting and in the following order: President, Vice President (if elected) and Clerk.
  - B. Each officer shall serve for a period of one (1) year.

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New York Mills Union Free School District

Adopted: 03/05/02

Revised: \_\_\_\_\_

# Policy

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SCHOOL BOARD OPERATIONS

Draft 11/01/2010  
2302 ~~2033~~

## PARLIAMENTARY PROCEDURE

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

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New York Mills Union Free School District  
Adopted: 03/05/02  
Revised: \_\_\_\_\_

## SCHOOL BOARD OPERATIONS

### EXECUTIVE SESSIONS

- I. Executive sessions of the Board may be called upon a majority vote of its total membership, taken in an open meeting pursuant to a motion identifying the general area(s) or subject(s) to be considered.
- II. Matters for discussion in executive session shall include the following; in addition to any other subject exempted by law from the requirements of the Open Meetings Law:
  - A. Matters which will imperil the public safety if disclosed;
  - B. Any matter which may disclose the identity of a law enforcement agent or informer;
  - C. Information relating to current or future investigation or prosecution of a criminal offense which would imperil effective law enforcement if disclosed;
  - D. Discussions regarding proposed, pending or current litigation;
  - E. Collective negotiations pursuant to Article fourteen of the Civil Service Law;
  - F. The medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation;
  - G. The preparation, grading or administration of examinations; and
  - H. The proposed acquisition, sale or lease of real property or the proposed acquisition of securities, or sale or exchange of securities held by the Board, but only when publicity would substantially affect the value thereof;
  - I. Handicapped student or other student related proposals in accordance with the Federal Family Educational Rights and Privacy Act of 1974.
- III. At the conclusion of the executive session, the Board must return to open meeting status for the purpose of action and adjournment.

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New York Mills Union Free School District

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

Adopted: 03/05/02

Revised: \_\_\_\_\_

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FISCAL MANAGEMENT

AUDIT COMMITTEE

I. Designation of Audit Committee

The Audit Committee is comprised of ~~one or more members of the Board of Education, and members of the New York Mills community that have been appointed in this role.~~ The Board of Education as a whole.

II. Role of the Audit Committee

A. The Audit Committee operates in an advisory capacity to the Board. Committee recommendations are not binding.

B. Specific duties of the Audit Committee include the following:

1. Recommend external auditors.
2. Meet with the external auditors prior to the start of the annual audit.
3. Review and discuss with the external auditor any risk assessment of the District's fiscal situation.
4. Receive and review the draft annual audit report and management letter, and assist the Board in interpreting those documents.
5. Make a recommendation to the Board on whether to accept the annual audit report.
6. Review corrective action plans that are developed and assist the Board with implementation of those plans.
7. Assist in the oversight of the internal audit function (Policy 4302), including making recommendations regarding the appointment of the internal auditor, review significant findings and recommendations of the internal auditor, monitoring the implementation of such recommendations, and participating in the evaluation of the internal auditor.

C. The Audit Committee shall hold regularly scheduled meetings, and report to the Board not less than annually. The Audit Committee shall report to the Board at least the following:

1. The activities of the Audit Committee.

POLICY

New 8/15/2013

4300

FISCAL MANAGEMENT

AUDIT COMMITTEE

2. A summary of the minutes of the Committee's meetings.
3. Significant findings brought to the attention of the committee.
4. Any indications of suspected fraud, waste, or abuse.
5. Significant internal control findings.
6. Activities of the internal audit function.

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New York Mills Union Free School District

Legal Ref: Education Law Section 21166; 8 NYCRR 170.12

Adopted: \_\_\_\_\_

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FISCAL MANAGEMENT

DEFENSE OF TAX CERTIORARI PROCEEDINGS

I. Purpose

This policy is adopted to ensure that the Board of Education is apprised of and has the opportunity to participate in the legal defense and/or settlement of proceedings to review and reduce the assessment, for the purpose of taxation, of real property located within the District.

II. Levels of Participation

- A. The Board of Education shall intervene so that it is named as a party to all proceedings in which the challenge to the real property assessment may have an impact on the District of (a) a refund to the taxpayer of taxes already paid to the District in the amount of \$5,000, or greater, and/or (b) a reduction in the assessment of such property that may result in the District's annual loss of real property tax in the amount of \$10,000, or greater.
- B. The Board of Education shall intervene in and participate in the legal defense of all proceedings in which the challenge to the real property assessment may have an impact on the District of (a) refund to the taxpayer of taxes already paid to the District in the amount of \$7,500, or greater; and /or (b) a reduction in the assessment of such property that may result in the District's annual loss of real property tax in the amount of \$20,000, or greater.
- C. Such participation shall be in the form of sharing the legal defense costs incurred by the applicable town on a 50%-50% basis or, upon separate resolution of the Board of Education, by hiring separate legal counsel to defend such proceeding.

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New York Mills Union Free School District

Legal Ref: Real Property Tax Law Sections 700, 701, 706, 708 712 (2-a)

Adopted: 07/05/94

Revised: \_\_\_\_\_

# Policy

Draft 01/09/2012  
4701 4051

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## FISCAL MANAGEMENT

### 403(B) PLANS

- I. The Board of Education is authorized by law to make certain deductions from the salaries of its employees.
- II. Pursuant to written authorization of the employee, a deduction from the employee's salary may be made for the purchase of an annuity for such employee, or any group of employees desiring the same company, from any company so authorized to transact the business of 403(B) Plan as specified by law.
- III. Requests of employees for salary deductions to purchase 403(B) Plans will be accepted after the special salary reduction agreement forms of the district have been properly executed. Said forms shall consist of the 403(B) Salary Reduction Agreement and Statement of Understanding and Hold Harmless Agreement Regarding Tax Shelter Annuity Program.

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New York Mills Union Free School District

Legal Ref: Section 403(B) of the Internal Revenue Code

Adopted: 02/25/97

Revised: \_\_\_\_\_

# Regulation

Draft 01/09/2012 District Review for Currency

FISCAL MANAGEMENT

4701.1 4051.1

NEW YORK MILLS UNION FREE SCHOOL DISTRICT  
SALARY REDUCTION AGREEMENT FOR 403 (B) PLANS

Employee Name: \_\_\_\_\_ SS# \_\_\_\_\_

This request is to (check appropriate box):

1. ( ) Begin a 403 (b) salary reduction plan at \$\_\_\_\_\_ per month.

Vendor: \_\_\_\_\_ Amount per month: \_\_\_\_\_

Vendor: \_\_\_\_\_ Amount per month: \_\_\_\_\_

2. ( ) Change the salary reduction plan amount to \$\_\_\_\_\_ per month.

Vendor: \_\_\_\_\_ Amount per month: \_\_\_\_\_

Vendor: \_\_\_\_\_ Amount per month: \_\_\_\_\_

3. ( ) Terminate 403 (b) salary reduction plan.

4. ( ) Change 403 (b) salary reduction plan vendors or amounts without changing the total amount of the salary deduction.

Vendor: \_\_\_\_\_ Amount per month: \_\_\_\_\_

Vendor: \_\_\_\_\_ Amount per month: \_\_\_\_\_

I hereby request that these changes be made effective \_\_\_\_\_ and to continue until further written notice is given to the contrary.

I understand that the deducted amount will be mailed to the TSA vendor after the regular payroll date barring unforeseen difficulties which might arise.

TSA Agent: \_\_\_\_\_

Address \_\_\_\_\_

Phone No. \_\_\_\_\_

Agent's Signature \_\_\_\_\_



REGULATION

Draft 01/09/2012 District Review for Currency

FISCAL MANAGEMENT

4701.1 4051.1

NEW YORK MILLS UNION FREE SCHOOL DISTRICT  
SALARY REDUCTION AGREEMENT FOR 403 (B) PLANS

I understand that I may enter into a salary reduction agreement/change ( items 1 through 4 above) in accordance with the IRS rules governing 403 (b) TSA plans. I also understand that no 403 (b) salary reduction plan changes will be made (except terminations) other than at the beginning of the month and within ten (10) business days after the receipt of this agreement. I have executed and attached the "Statement of Understanding and Hold Harmless Agreement." All paperwork must be received by the 1st day of the month 403 (b) salary reductions are desired.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
New York Mills Union Free School District  
Adopted: 02/25/97  
Revised: \_\_\_\_\_

# Regulation

Draft 01/09/2012 Review for Currency  
4701.2 4051.2

FISCAL MANAGEMENT

## STATEMENT OF UNDERSTANDING AND HOLD HARMLESS AGREEMENT REGARDING TAX SHELTER ANNUITY PROGRAM

The undersigned, hereinafter referred to as "Employee", for and in consideration of making a 403 (b) annuity program (Program) available through the Board of Education (Board) of New York Mills Union Free School District (District) and other good and valuable consideration, the adequacy and sufficiency of which is hereby acknowledged, agrees as follows:

1. The Employee expressly understands and agrees that the Board and District assumes no liability, and makes no warranties and representations to the Employee, with respect to any income tax consequences resulting from the Program or from the Employee's participation in the program.
2. The Employee expressly agrees to bear all risk of loss and to remain liable for any income tax or other financial consequences resulting from participation in the Program.
3. The Employee agrees to indemnify and hold the Board and the District harmless against any and all actions, claims and demands whatsoever that may result from the Employee's participation in the Program, including, but not limited to, claims for income tax and actions resulting from the purchase of annuities for Employees in amounts in excess of:
  - the maximum allowable pursuant to Tax Relief Act of 2001
  - the maximum allowable pursuant to the " Catch-Up Election" for employees 50 and over
4. The employee agrees to inform the District in writing within ten (10) business days if any withholding from compensation is for repayment of a loan against his/her 403 (b) account.
5. The Employee acknowledges that he/she alone has chosen the TSA company without recommendation of the New York Mills Union School District staff. No guarantee of any kind had been make to the Employee by the District or its agents regarding the insurance company, its financial condition or its interest or dividend paying capabilities.
6. The Employee understands and agrees that if he/she has any questions with respect to contribution levels, withdrawals and other tax, legal and financial related considerations in connection with the annuity, he/she will consult his/her own tax, legal and financial advisors and the Company issuing the annuity.

REGULATION

Draft 01/09/2012 Review for Currency

4701.2 4051.2

FISCAL MANAGEMENT

STATEMENT OF UNDERSTANDING AND HOLD HARMLESS AGREEMENT  
REGARDING TAX SHELTER ANNUITY PROGRAM

- 7. The Employee agrees that the District's entire responsibility with respect to the Program is limited to making deductions from the Employee's compensation and paying the deducted sums to the TSA Company issuing the annuity as directed by the Employee.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

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New York Mills Union Free School District

Adopted: 02/25/97

Revised: \_\_\_\_\_

# Regulation

Draft 01/09/2012 Review for Currency  
4701.3 4051.3

FISCAL MANAGEMENT

## ANNUITY INDEMNITY AGREEMENT

It is hereby agreed by and between New York Mills Union Free School District, hereinafter referred to as the "Employer" and \_\_\_\_\_, hereinafter referred to as the "company" as follows:

The parties hereto confirm that the Company is providing to \_\_\_\_\_ ("Employee") a Tax Sheltered Annuity pursuant to the Company's Annuity Purchase Program for school employees.

In connection with the foregoing, the Company hereby agrees to hold the Employer harmless from and against all claims, losses, liabilities and expenses in connection with the purchase and maintenance of the Employee's Deferred Income Annuity, including but not limited to, the determination and calculation of amounts to be deducted from the Employee's compensation and paid to the Company in connection with the employee's "exclusion allowance" as defined in Section 403 (b) of the Internal Revenue Code as well as the "special catch-up rules" and the maximum as defined in Section 415.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company

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New York Mills Union Free School District

Adopted: 02/25/97

Revised: \_\_\_\_\_

# Policy

Draft 06/12/2013

INSTRUCTION

5304 Renumber/Revise policy 8019

## DISTRICT WEB PUBLISHING POLICY

### I. Overview

The availability of Internet access at New York Mills schools provides an opportunity for students and staff to contribute to the School District's presence on the World Wide Web. The District's web sites provide information to the world about school curriculum, instruction, school-authorized activities, and other general information relating to our schools and our District's mission. The pages also serve as a link to educational resources on the Internet for students and staff to access. Creators of web pages need to familiarize themselves with and adhere to the following policies and responsibilities. Failure to follow these policies or responsibilities may result in the loss of authorizing privileges or other disciplinary measures.

### II. School Board Policies

All documents on New York Mills server(s) must conform to School Board policies and regulations as well as established school guidelines. Copies of board policies are available in all school offices. Persons developing or maintaining Web documents are responsible for complying with these and other policies. Some of the relevant issues and related Board policies include the following:

- A. Electronic transmission of materials is a form of copying. As specified in Policy No. 5300 5040, ~~Acceptable Use Policy for Network and Internet Access~~, no unlawful copies of copyrighted materials may be knowingly produced or transmitted via the District's equipment, including its Web server(s).
- B. Documents created for the web and linked to District web pages will meet the criteria for use as an instructional resource.
- C. Any links that are not specifically curriculum-related will meet the criteria established in the Policy No. 5300 5040, ~~Acceptable Use Policy for Network and Internet Access~~. Any other non-curricular materials should be limited to information about other youth activities, agencies, or organization which are known to be non-sectarian, exclusively devoted to community interests or child welfare, are non-profit, and non-discriminatory. Web page links may not include entities whose primary purpose is commercial or political advertising.
- D. All communications via the District Web pages will comply with Policy No. 5300 5040, ~~Acceptable Use Policy for Network and Internet Access~~ and Policy No. 1030, Code of Conduct for the Maintenance of Public Order on School Property and at School Functions. Offensive behavior that is expressly prohibited by this policy includes religious, racial, and sexual harassment and/or violence.

REGULATION

Draft 06/12/2013

INSTRUCTION

5304 Renumber/Revise policy 8019

DISTRICT WEB PUBLISHING POLICY

- E. Any student information communicated via the District Web pages will comply with New York Mills Policy No. 1100, Records Management and Regulation No. 1100.1, Public Access to Records. ~~1025, Public Access to School District Records.~~
- F. Any deliberate tampering with or misuse of District network services or equipment will be considered vandalism and will be handled in accordance with Policy No. 5300 5040, Acceptable Use Policy for Network and Internet Access, Policy No. 1030, Code of Conduct for the Maintenance of Public Order on School Property and at School Functions, and other related policies.

III. Ownership and Retention

All web pages on the District's server(s) are property of the School District. Web pages will be deleted when a student graduates or moves unless prior arrangements have been made with the webmaster or the technology director.

IV. Subject Matter

All subject matter on web pages should relate to curriculum, instruction, and school-authorized activities, general information that is appropriate and of interest to others, or it should relate to the School District, or the schools within the District. Therefore, neither staff nor students may publish personal home pages as part of the District Web Sites, or home pages for other individuals or organizations not directly affiliated with the District. Staff or student work may be published only as it relates to a class project, course, or other school-related activity.

V. Other

Material on web pages reflect an individual's thoughts, interests, and activities. Such web pages do not, in any way, represent individual schools or the New York Mills Union Free Schools nor are they endorsed or sanctioned by the individual school or the District. Concern about the content of any page(s) created by students or staff should be directed to the building principal of that school or that school's or district webmaster.

Given the rapid change in technology, some of the technical standards outlined in this policy may require change throughout the year. Such changes will be made by the district technology director with the approval of the Superintendent. The Superintendent will promulgate regulations for this policy.

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New York Mills Union Free School District

Cross Ref: Policy No. 1030, Code of Conduct for the Maintenance of Public Order on School Property and at School Functions, Policy No. 1100, Records Management Regulation No. 1100.1, Public Access to Records. ~~Policy No. 1025, Public Access to School District Records,~~ Policy No. 5300 5040, Acceptable Use Policy for Network and Internet Access.

Adopted: 02/04/03 Revised: