

Jacqueline Edwards  
President

Dr. Gary Porcelli  
Vice President



Jonathan Fiore  
Steve King  
Richard Ross  
Rick Surprenant  
Traci Welch

**BOARD OF EDUCATION MEETING  
TUESDAY, SEPTEMBER 2, 2014  
JR./SR. HIGH SCHOOL AUDITORIUM – 6:30 P.M.**

**PRESENT:** Ms. Jacqueline Edwards, Dr. Gary W. Porcelli, Mr. Jonathan Fiore, Mr. Steve King, 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, Ms. Debbie Price, Mrs. Paula Ann May, and 5 visitors and guests.

**1. Meeting Call to Order**

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

**1.1 Pledge to the Flag**

Dr. Porcelli led the Pledge of Allegiance.

**1.2 Acceptance of Agenda**

Mr. King made the motion to accept the Agenda seconded by Mr. Fiore.

Yes 7 No 0  
Motion carried.

**1.3 Teacher/Leader Report – New Teachers and Staff**

Ms. Houghton introduced the new staff.

Mr. Joel Allen said he is a graduate of Remsen and went to Utica College and has been in the field of education for the last 10 years. He has taught in a variety of school settings. He's heard great things about the school district especially from the teachers that work here. He said that he also loves to coach.

Ms. Melissa Jarosz said she is a 2003 graduate of New York Mills. She graduated SUNY Oswego and has taught in Florida.

Mrs. Kehrli said that she lives in the school district and is hoping to do for the students of New York Mills what the teachers here have done for her children.

At this point the Board Members took a few moments to talk to the new employees.

**1.4 Building Tour**

Mr. Lachut gave the Board Members a tour of the building.

## **2. Communications**

### **2.1 From the Floor**

Mr. Markowicz would like a notice put in the paper to tell him when there will be a hearing on the Veteran's Tax Exemption to notify people. He said it will cost you 9% and he also asked if he could have names and address of veterans to get as many veterans there as he can. He brought his taxes with him and said the exemption would save him \$114. He said he earned it and he thanked the Board for considering it.

### **2.2 President's Messages**

Ms. Edwards spoke about changing the November 4<sup>th</sup> meeting which is on Election Day. Mr. Fiore made the motion to move the November 4<sup>th</sup> meeting to Monday, November 3<sup>rd</sup> seconded by Mr. King.

Yes 7 No 0  
Motion carried.

Ms. Edwards said this summer's training discussed self-evaluation. We have two people that are in the audience evaluating us. She also reminded the Board that we sometimes get caught up in emotion. Make sure you are being recognized by the chair before addressing the rest of the Board for the sake of keeping the focused parameters we set up. Last meeting Mr. Pellow chimed in and we really should have had that documented somewhere. We need to have some kind of a record of advice from legal counsel.

Ms. Edwards reminded everyone that on Thursday, September 18<sup>th</sup>, "Back to the Basics: A Comprehensive Approach to School Safety" is being offered by SBI. Reservations are needed in a timely fashion.

#### **a. Committee Report(s)**

##### **1. Facilities Health & Safety Committee – D. Ross**

No Report.

##### **2. Policy Committee – T. Welch**

Mrs. Welch reported that the Policy Committee had two meetings: July 22<sup>nd</sup> and August 26<sup>th</sup>. Nothing significant was changed in the policies before you tonight and the committee will continue to meet regularly.

##### **3. Survey Committee – Dr. Porcelli**

Dr. Porcelli reported that the Survey Committee has received the commentary for the Survey. With the Board of Education President's permission he would have included in your updates, packets of the completed analysis and comments. He would like to set up some time for a formal presentation.

4. Transportation Committee– Dr. Porcelli

Dr. Porcelli said the Superintendent has called and is trying to set up a Committee meeting with the Dispatcher and our current bus company.

- b. Board Calendar – N/A
- c. BOCES Representative Report

Dr. Porcelli reported that BOCES opened today as well as New York Mills School District. He did not have an opportunity to attend. The BOCES Retreat is the 26<sup>th</sup> and 27<sup>th</sup> of September. They are doing it locally and the 2<sup>nd</sup> day will be at BOCES. September 26<sup>th</sup> is Parent Night at BOCES. You will be able to look at the various programs BOCES offers.

**3. Consent Agenda**

Mrs. Welch made the motion to approve the Consent Agenda that includes:

- 3.1 Board of Education Minutes for August 19, 2014  
Business Office Reports for Month ending July 2014
- 3.2 CSE Reports - N/A

Mr. King seconded the motion.

Yes 7 No 0  
Motion carried.

**4. Old Business**

Mr. Fiore made the motion to approve the second reading of the polices below seconded by Mr. Surprenant.

- 4.1 2<sup>nd</sup> Reading of Policy #4400, General Procurement Standards, #4500, Petty Cash Funds; #4501, Extraclassroom Activity Accounts Policy; Regulation #4501.1 Extra-Classroom Activities Accounts Procedures; Policy #4502, Expense Reimbursements (Employees); Regulation #4502.1, Request to Attend Conference/Workshop; #4502.2 Mileage and Expense Reimbursement; Policy #4503, Accounting of Fixed Assets, Inventory and Tracking; #4504, Meals and Refreshments; #4505, Disposal of Surplus Property; #4506, Student Fundraising Activities; #4600, Use of District Credit Card; #4601, Use of Phones; #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; and #4701.3, Annuity Indemnity Agreement – Action

Yes 7 No 0  
Motion carried.

- 4.2 Capital Project Proposition Options – Action

- a. Option One: One Proposition to include the entire scope of work
- b. Option Two, Two Propositions: (1) Project w/o Cafeteria at \$0 taxpayer impact and (2) Cafeteria Renovations with minimal impact  
poll the board

Mr. King said that he felt if the Board reconsidered putting up one proposition we would be setting a bad precedence. The Board should not start second guessing themselves.

Mr. Surprenant said that the Board has more information now and we should make the proposition wording the way we feel best. He said he would rather eliminate the cafeteria than have a separate proposition.

Mrs. Welch said that the last meeting was a long meeting. She is in favor of a cafeteria but maybe we should give the community the option. She said she may be second-guessing herself, but after hearing the concerns from Dave Adams she may reconsider.

Dr. Porcelli said we are looking at an item already decided but Mr. King did have a point.

Ms. Edwards said she voted against the tax increase and reiterated what she said in June , but said that she will support the majority of the Board. This lets the people in the community decide how they want their money spent.

Mr. Surprenant said the same thing. He voted for the cafeteria at the meeting but he may reconsider. He did not want to raise taxes, let the people make the decision.

Mr. Fiore said he is in favor of a 0% increase and leave it to the taxpayers. If they don't want a tax increase they may vote the project down.

Ms. Houghton said that if the community does not support a cafeteria expansion, she doesn't want to see the entire project go down. There are things in the main project we really need to get done. We will have to do the work anyway and with the project we will get aid on these items. It is her recommendation to place a separate proposition up for the cafeteria, with the rest of the project as proposition 1.

Dr. Porcelli suggested making a motion given the fact that we have new information that we reconsider. He also read from the survey and based upon updated figures the Board might reconsider the decision from the last Board of Education meeting.

Mr. King believes we can't put everything up as a proposition.

Discussion continued.

Mr. Fiore made the motion to have a Board Meeting on Monday, September 29<sup>th</sup> at 5:30 p.m. to finalize the Capital Project Proposition seconded by Mr. King.

Yes 7 No 0  
 Motion carried.

**5. New Business**

**5.1 Personnel Report – Action**

Mr. King made the motion to accept the following Personnel Report seconded by Mr. Fiore:

<b>EMPLOYEE</b>	<b>CERTIFICATION AREA</b>	<b>CERT</b>	<b>SALARY*</b>	<b>EFFECTIVE DATE</b>
<b>I. Resignations</b>				
Nackley, Stephanie	Teacher Assistant			9/1/2014
Maunz, Anthony	Girls Varsity Cross Country			8/18/2014
Stockton, Ronnell	School Bus Monitor			9/7/2014
<b>II. Layoffs</b>				
Madden, Nathaniel	School Monitor			8/29/2014
<b>III. Coaching Appointments</b>				
Keating, Michael	Girls Varsity Cross Country	T	\$2,770.00	2014-15 School Year
Maunz, Anthony	Girls Varsity Cross Country Volunteer	T	~0~	2014-15 School Year
<b>IV. Teacher Assistant</b>				
Millis, Brittney	Childhood Education Grades 1-6, Initial Certificate and Students w/Disabilities Grades 1-6, Initial Certification	Y	\$14.30	9/2/2014
<b>V. Substitute Teaching Assistant</b>				
Substitute Rate of Pay			\$8.57/hour	9/2/2014
<b>VI. Substitute Appointments</b>				
Pietruch, Marissa	Teacher Assistant		\$60/day	9/1/2014
Chaffee, Korinn	Nurse RN		\$16.00	9/2/2014

Zogby, Jeremy Michael	Social Studies 7-12		\$80.00	9/2/2014
Ruganis, Scott	Physical Education/Health		\$80.00	9/2/2014
Fatata, Neil	Bus Monitor		\$8.00	9/2/2014
Stockton, Ronnell	Bus Monitor		\$8.00	9/8/2014

### VII. Non-Instructional Appointment

Corsi-Dee, Deborah	School Nurse RN	Y	\$19.05	9/2/2014
Staine, Eleanor	Bus Driver	Y	\$17.26	9/2/2014

### VIII. Bus Run

Babiarz, Brenda	Regular P/T Bus Driver 4 runs per day/7.75 hrs. daily		Per CSEA Contract	2014-15 School Year
Green, Jim	Regular P/T Bus Driver 2 runs per day/5.25 hrs. daily		Per CSEA Contract	2014-15 School Year
Furmanski, Tom	Regular P/T Bus Driver 2 runs per day/4.25 hrs. daily		Per CSEA Contract	2014-15 School Year
Miller, Doug	Regular P/T Bus Driver 2 runs per day/5.25 hrs. daily		Per CSEA Contract	2014-15 School Year
Kurgan, John	Regular P/T Bus Driver 2 runs per day / 4.50 hrs. daily		Per CSEA Contract	2014-15 School Year
Makuszak, Fred	Regular P/T Bus Driver 1 run per day/1.75 hrs. daily		Per CSEA Contract	2014-15 School Year
Frankland, Robert	Regular P/T Bus Driver 1 runs per day/2.5 hrs. daily		Per CSEA Contract	2014-15 School Year
Staine, Eleanor	Regular P/T Bus Driver 1 run M-Th 1.25 hrs. daily and 1 run Friday and Sunday at 7 hrs. per run		Per CSEA Contract	2014-15 School Year
Abel, Steve	Regular P/T Bus Driver 1 hour daily		Per CSEA Contract	2014-15 School Year

### VIII. School Monitor Scheduled Hours

Ferrara, Sharron	6.50 hours per day			2014-15 School Year
Fitzgerald, Eliesa	2 hours per day			2014-15 School Year
Greico, Nicolle	6.5 hours per day			2014-15 School Year

Grossi, Anna	6.5 hours per day	2014-15 School Year
Hill, Laura	6.5 hours per day	2014-15 School Year
Houle, Deborah	7 hours per day	2014-15 School Year
Janicki, Betsy	6.5 hours per day	2014-15 School Year
Joswick, Marie	6.75 hours per day	2014-15 School Year
Lachut, LouAnn	7.25 hours per day	2014-15 School Year
Maciol, Tammy	6.50 hours per day	2014-15 School Year
Smith, Jennifer	6.75 hours per day	2014-15 School Year
Soja, Lisa	6.25 hours per day	2014-15 School Year
West, Kelly	6.5 hours per day	2014-15 School Year
Williams, Doug	4.25 hours per day	2014-15 School Year

**IX. Advisory**

Kinsinger, Audrey	7th Grade Advisory	Y	\$906.00	2014-15 School Yr.
Goodfriend, Jennifer	Elementary Musical	Y	\$1,899.00	2014-15 School Yr.
Fatata, Neil	Cleaner		\$12.37/hour	8/3/14 - 10/3/14

Yes 7 No 0  
Motion carried.

**5.2 2014-15 Annual Professional Performance Review Plan (APPR) – Action**

Dr. Porcelli made the motion to approve the 2014-15 Annual professional Performance Review Plan (APPR) seconded by Mrs. Welch.

Mr. King asked if there were any major changes from last year.

Ms. Houghton said that there was a change in the teacher evaluation rubric from the NYSUT Rubric to the Danielson 2007 Rubric, which is more user friendly and easier to administer. Also, the secondary will be using district assessments in lieu of STAR for the local 20 points.

Yes 7 No 0  
Motion carried.

5.3 2014-15 Strategic Plan – Action

Mr. Ross made the motion to approve the 2014-15 Strategic Plan seconded by Mr. Fiore.

Yes 7 No 0  
Motion carried.

5.4 1<sup>st</sup> reading of Policy #5001, District Wide Safety Plans and Building-Level Emergency Response Plans; #5002, Emergency Closing; #5003, Short-Term Worker Asbestos Notification; Regulation #5003.1, Asbestos Hazard Emergency Response Act Short-Term Notification Form; Policy #5004, Pesticide Alternatives and Notification; #5005, Health and Safety; #5006, Tobacco and Nicotine Use on School Grounds; #5007, Infection Control Program; and Regulation #1100.1, Public Access to Records

5.5 Resolution for Appraisal Services – Action

The following resolution was offered by Dr. Porcelli and seconded by Mr. King.

**WHEREAS, ROBERT O. MORRIS** has commenced tax certiorari proceedings challenging the tax assessments located at 145 New Hartford Street in the Town of New Hartford, County of Oneida for tax rolls 2012, 2013 and 1014; and

**WHEREAS**, these proceedings present a substantial challenge to the tax base in the Town of New Hartford and an adverse decision would have a significant financial impact upon the New York Mills Union Free School District; and

**WHEREAS**, the School District has intervened in the proceedings for all three outstanding proceedings (Supreme Court; Oneida County; Index Nos. 2012-1485, 2013-1413 and 2014-1289); and

**WHEREAS**, New York Mills Union Free School District Policy #4700 provides for the sharing of legal defenses costs incurred by the Town on a 50% - 50% basis; and

**WHEREAS**, the Board of Education of the New York Mills Union Free School District is agreeable to sharing an equal 50% share of the legal costs and expenses in defending the above-referenced proceedings, including, but not limited, to the appraisal fees necessary to the defense of such proceedings; and

**WHEREAS**, proposals from two Real Estate Appraisers have been obtained, and the credentials and proposed fees are similar (with Mr. Wicker proposing to complete a trial ready appraisal report for all three years for the sum of \$6,900, and with Mr. Thurston proposing to complete a trial ready appraisal report for all three years for the sum of \$7,250, with a preliminary report for \$3,250, and the balance to upgrade to a trial ready report).

**NOW, THEREFORE, BE IT RESOLVED** as follows:



1. The Board of Education of the New York Mills Union Free School District hereby agrees to retain Appraiser Thurston, Casale & Ryan, LLC and to share 50% of the cost of said Appraiser's fees associated with the defense of these Article 7 tax certiorai proceedings up to \$7,250.
2. In the event that the Appraiser's fee will exceed the established fee limit of \$7,250 School District Counsel will come back to seek approval of additional funds by the Board of Education and will explain the facts and circumstances justifying such additional authorization.

Yes 7 No 0  
Motion carried.

## **6. Building Reports**

- 6.1 Elementary Building Report
  - a. Opening Day(s)

Dr. Wilson said that we had a very exciting kick off: for both teachers and staff. We implemented the FISH Philosophy which has four major components:

1. Be there
  - a. When people need you they need all of you
2. Play
  - a. You can be serious about your work without taking yourself seriously
3. Make their day
  - a. Recognition and simple gestures of thoughtfulness
4. Choose your attitude
  - a. You get to choose how you want to respond to life

A filmmaker was visiting Seattle at the fish market and noticed that customers and workers were having a blast. In a seemingly smelly cold yucky job workers and their customers were having fun.

This evolved into an organizational book and then a Schools of Fish Philosophy.

We discussed questions today like:

What are the little things I can do that will make a big difference?

How does my attitude serve my environment and the people with whom I am interacting?

How do we offer dignity in all ways?

We also talked about Harry and Rosemary Wong who many of us went to visit in Clinton. We talked about school wide procedure and routines.

Dr. Wilson said that she met with Mrs. Price, Dispatcher, to discuss empowering bus drivers to own their moving classrooms and how on the first two weeks of school we will be spending a lot of time on teaching and re-teaching and reinforcing those procedures.

Piggybacking on that efficiency model is making every minute count teachers are charged this year with minimizing non learning time, stream lining attendance, transitions, snack etc.

- Teachers met in grade level meetings to discuss guided reading and the writing program
- And Laurie Noll met with 3-6 teachers to look at specific reports on state testing data: they looked at trend data with regard to standards and student performance, and also an item analysis of released state test questions and their student performance results.

#### b. Building Improvement Plans

- a. Dr. Wilson said we are implementing a vertically aligned prioritized writing curriculum called "Write Steps"
  - i. This involves grade level and vertical team meetings and purposeful scheduling
- b. Create an internalized mission focused on student learning and positive outcomes
  - i. Two positive communications a year with regard to Common Core success
  - ii. Creating a new report card that is aligned with curriculum, discussing trimester
  - iii. Laurie Noll working on data spread sheets and data walls
  - iv. Using supportive technology and sharing with each other
  - v. We will be working on improving student seat time

#### c. Parent Night

Dr. Wilson said Curriculum Night is the 15<sup>th</sup> we will be talking about procedures and routines: we as a faculty know that there are things that can be tweaked about the curriculum etc. However we have embraced all of the positives that have evolved out of the regents reform agenda and are convey that message to all stakeholders, we are choosing to respond to life and the current state of education with a positive and forward looking attitude and we hope that it will be contagious

### 6.2 Secondary Building Report

#### a. Opening Day(s)

Mr. Spost said that along with the entire district wide training and presentations that Ms. Houghton will be discuss and Dr. Wilson might have hit upon, our High School building agenda was quite full as well. We had an extensive faculty meeting to go over numerous policies, guidelines, and procedures. Along with the general meeting, our 7<sup>th</sup> grade faculty got together to go over the specific needs of an

incoming student. Almost every teacher is scheduled with me to review their student learning outcome (SLO) during the first two conference days. We set mutually agreed upon targets of growth and achievement for students at this time that will later determine how many points teachers will earn for forty percent of their evaluation. We also will have targeted training with our Educational Data Analyst, Laurie Noll, to learn how to access and utilize various reports at both the MS and HS level. Specifically, a focus will be at the MS level of how to access and view various reports pertaining to the Common Core Math and ELA exams. This is critical because the exams are never released to use as a tool to inform instruction as you would think, so you have to drill down into this extensive data to see what questions linked to what standards students got incorrect. The HS Department chairs also will review reports available for the HS regents. The focus is to be a reflective practitioner and use this data to alter and adjust instruction

#### b. Building Improvement Plans

Mr. Spost said this dovetails very nicely into the discussion of the building improvement plan and is also part of our overall strategic plan. A focus this year will be to use the data to drive instruction, or DDI. The NYS modules were new to everyone last year and at the MS level it was like being a first year teacher again learning all new methods, materials, pacing, and shifting pedagogical instruction. This year we anticipate being able to be more strategic based on what we have learned and get into more DDI practices to build student skills. At the HS level, it will also be a focus to use DDI practices. This is not a new practice and every teacher reflects on what they have taught as well as what students have learned. The data available for regents will provide us some useful analysis to determine how to adjust instruction based on regents' exams results. As part of an overall building plan, using data to inform and drive instruction will be a focus during the 2014-2015 school year.

#### c. Parent Night

Mr. Spost said that Parent Night for the Jr. Sr. HS will be on Monday, September 8<sup>th</sup>. We will again have a 7<sup>th</sup> grade Parent Orientation beginning at 6:30 and then kick the night off with a brief assembly in the Auditorium at 7 p.m. Parents will proceed through their child's schedule and the expectation is that they learn a little about what is being taught in the class, how their child's grade will be determined, as well as policies and procedures governing the class. Most importantly, it will hopefully establish a connection in which communication is encouraged and sets us up to work together as team to support students.

## 7. Superintendent's Report

### 7.1 Beekman Gymnasium

Ms. Houghton reported that the Beekman Gymnasium floor will be renamed in honor of a retired New York Mills Teacher and Varsity Basketball Coach Michael Tomasetti on Saturday, October 11<sup>th</sup> at 7:00 p.m. The floor has already been stenciled with Coach Tomasetti's name so that it could be completed prior to the floor being used when sports started this fall. The ceremony will take place during Homecoming Weekend, which normally brings many alumni home for our homecoming game that same day. The ceremony will be followed by a reception at the Roselawn that evening.

## 7.2 New Teachers & Staff Orientation

On August 28<sup>th</sup>, our new teachers and staff members participated in an orientation session provided by the school district. We began with an overview of the district provided by Ms. Houghton, followed by a tour of the school buildings and grounds as well as a bus tour of the communities where our students live. When we returned to the district, teachers and staff met with their principals and/or immediate supervisors to discuss job responsibilities and building procedures. Just before lunch, they met in the district office to complete required paperwork. After lunch, training and sign-on information was provided by BOCES and RIC technology staff so that SchoolTool, TEACH, MyLearningPlan, and other technology tools were immediately accessible to them as they prepared for the school year.

## 7.3 Superintendent's Conference Days

Our teachers and staff attended two full Superintendent's Conference Days on Tuesday, September 2<sup>nd</sup> and Wednesday, September 3<sup>rd</sup> in preparation for a smooth and successful opening day with students on Thursday, September 4<sup>th</sup>. Jacqueline Edwards, Board of Education President and Ms. Houghton, Superintendent welcomed everyone back to school. Various district and BOCES staff members then presented the required Right-to-Know, DASA, Blood-borne Pathogens, and other required training to New York Mills teachers and staff. Each principal and supervisor held faculty/staff meetings to discuss applicable policies, procedures, and instructional programs and strategies. Our BOCES and RIC technology staff provided an overview of our technology plans and staff was provided with training on our new SchoolWires website. In addition, our School Resource Officer, Nancy Nicholl reviewed safety, security, and lockdown procedures for 2014-15. In addition, grade levels and departments met to discuss curriculum, student learning objectives, assessments, and Individual Education Plans for our Special Education students.

## 7.4 Capital Project Status

Ms. Houghton stated that this topic was already discussed under Old Business and we will be discussing it again at the Board's next meeting on September 29<sup>th</sup>.

## **8. Board Discussion**

Mr. King said that October 11<sup>th</sup> is Homecoming and he wanted to applaud everyone that puts this event together each year.

## **9. Visitors Comments**

Mr. Markowicz asked if we still have transportation to Batavia.

Ms. Houghton said yes.

He asked if it was the same driver.

Ms. Houghton said that every run is filled through a bidding process and the runs are bid by seniority.

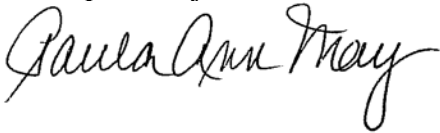
**10. Executive Session – N/A**

**11. Adjournment**

Mr. Fiore made the motion to adjourn at 8:10 p.m. seconded by Mr. Surprenant.

Yes 7 No 0  
Meeting adjourned.

Respectfully submitted,



Paula Ann May  
District Clerk

DRAFT