

Jacqueline Edwards
President

Janet Wroblecki
Vice President



Steve King
Dr. Gary W. Porcelli
Rick Surprenant
Traci Welch

*Addendum

**BOARD OF EDUCATION MEETING
TUESDAY, OCTOBER 3, 2017
SCHOOL CAFETERIA – 6:30 P.M.**

1. Meeting Call to Order

- 1.1 Pledge to the Flag
- 1.2 Acceptance of Agenda
- 1.3 Moment of Silence
- 1.4 2016-17 Audit Report by Bonadio Group – Mary E. Polimino (Action needed 5.2)
- 1.5 BoardDocs Presentation

2. Communications

- 2.1 From the Floor
- 2.2 President's Messages
 - a. Committee Report(s)
 - b. Board Calendar
 - c. BOCES Representative Report

3. Consent Agenda

- 3.1 Board of Education Minutes
 - a. Meeting Held September 5, 2017
 - b. Meeting Held September 28, 2017
- 3.2 Business Office Reports for Month ending June 2017
- 3.3 CSE Reports
 - a. Minutes of meeting held 8/10/17
 - b. Minutes of meetings held 8/22/17
 - c. Minutes of meetings held 8/31/17
 - d. Minutes of meetings held 9/07/17
 - e. Minutes of meeting held 9/08/17
 - f. Minutes of meeting held 9/14/17
 - g. Minutes of meeting held 9/15/17
 - h. Minutes of meeting held 9/22/17
 - i. Minutes of meeting held 9/28/17

4. Old Business

- 4.1 Excess list for bid, sale, or disposal of - Action

5. New Business

- 5.1 Personnel Report – Action
- 5.2 Audit Resolution – Action

- 5.3 2017-18 School District Safety Plan
- 5.4 Resolution to Create After Prom Party Fund– Action
- 5.5 Resolution Authorizing Participation in Cooperative Energy Purchasing Service | (NYSMEC) for Electricity
- 5.6 Resolution Authorizing Participation in Cooperative Energy Purchasing Service (NYSMEC) for Natural Gas
- *5.7 Combining Boys Ice Hockey with Utica (Proctor)

6. K-12 Reports

- 6.1 Kindness Club
- 6.2 Merry-Go-Round Playhouse
- 6.3 Five week Reports

7. Superintendent's Report

- 7.1 2017-18 District Comprehensive Improvement Plan (DCIP)
- 7.2 Diagnostic Tool for School and District Effectiveness (DTSDE)
- 7.3 Computer Based Testing
- 7.4 Teacher Professional Goals

8. Board Discussion

10. Executive Session

11. Adjournment

Jacqueline Edwards
President

Janet Wroblecki
Vice President



3.1 a

Steve King
Dr. Gary W. Porcelli
Rick Surprenant
Traci Welch

**BOARD OF EDUCATION MEETING
TUESDAY, SEPTEMBER 5, 2017
JR./SR. HIGH SCHOOL LIBRARY – 6:30 P.M.**

PRESENT: Ms. Jacqueline Edwards, President, Mrs. Janet Wroblecki, Vice President, Mr. Steve King, Mr. Rick Surprenant, Dr. Gary W. Porcelli and Mrs. Traci Welch

ABSENT: Mr. Bradley G. Frankland

ALSO PRESENT: Dr. Joanne Shelmidine, Mr. Brent Dodge, Mrs. Lisa Stamboly, Mr. Bill Lachut, Mrs. Patty Ward, Mrs. Paula Ann May and 18 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

Mrs. Wroblecki led the Pledge of Allegiance

1.2 Acceptance of Agenda

Mrs. Welch made the motion to approve the Agenda seconded by Mr. Surprenant.

Yes 6 No 0
Motion carried.

1.3 Teacher/Leader Report – New Employees: Mary Beth Abbadessa; Carlleen Taylor, Brittney Kessler, Michelle Nolan, Kelly Sullivan and Grayson Shelton

The new employees were introduced to the Board of Education.

2. Communications

2.1 From the Floor

Mrs. Goodfriend, Vice President of the New York Mills Teachers' Association welcomed the new teachers and Dr. Shelmidine.

Mrs. Williams spoke on behalf of her daughter and two other middle school students that were denied to try out for soccer at another school. They spoke with school officials on March 1st. They are disappointed that we could not come up with a plan. She questioned if the School Board does not like soccer because they allow some ice hockey players to play with another school that offers the sport.

Mrs. Albright also spoke about soccer and expressed her displeasure with the school and asked the School Board to allow teams to merge in 2018.

Dr. Porcelli suggested that this request be put on the list of things to discuss.

Mr. Markowicz said that the cafeteria is nowhere near complete.

Mrs. Pacini asked when the cafeteria will be complete.

Dr. Shelmidine said that the health department is scheduled to be here tomorrow and then we will schedule the safety inspection. We are hoping to be in the cafeteria next Monday.

- 2.2 President's Messages
 - a. Committee Report – N/A
 - b. Board Calendar
 - c. BOCES Representative Report

Dr. Porcelli reported that the BOCES Board met on August 9th and conducted business. The opening day for support staff was August 29th. Dr. Porcelli spoke about the Regional Program for Excellence where students spend time in the work place. Parents' night will be September 27th and anyone interested can visit the P-Tech or Bridges program from 6 – 7 p.m.

3. Consent Agenda

Mrs. Wroblecki made the motion to accept the Consent Agenda seconded by Dr. Porcelli which include the following:

- 3.1 Board of Education Minutes for Meeting held August 15, 2017
- 3.2 Business Office Reports – N/A
- 3.3 CSE Reports
 - a. Minutes of meetings held 8/10/17
 - b. Minutes of meetings held 8/22/17

Yes 6 No 0
Motion carried.

4. Old Business

N/A

5. New Business

- 5.1 Personnel Report – Action

Dr. Porcelli made the motion to approve the following Personnel Report seconded by Mrs. Welch:

NYM Board of Education Minutes
 September 5, 2017
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NAME	AREA/CIVIL SERVICE TITLE	ASSIGNMENT	CERTIFICATION	SALARY/RATE OF PAY*	EMPLOYEE REPLACING	EFFECTIVE DATE
I. Resignations						
Owens, Kristen						8/31/2017
II. Long Term Substitute						
Crowley, Megan	Grade 5		Early Childhood, K-6	1/200 of \$40,787 per day or \$203.93 per day worked	Melissa Grogan/Kristen Owens	9/2-11/5, 2017
Martorella, Albert	Science		Biology 7-12/Earth Science 7-12	1/200 of \$40,787 per day or \$203.93 per day worked	Eramo, Michael	9/7-20/17
III. Instructional Substitute						
Jadlowski, William			Early Childhood, K-6	\$90		9/6/2017
IV. Mentor						
Kohn, Kristen	Kindergarten Mentor			\$500		9/6/2017
Lovecchio, Teresa	Musie			\$500		9/6/2017
Hartmann, Michelle	English Mentor			\$500		9/6/2017
V. Non-Instructional Substitute						
Staine, Eleanor	Substitute Bus Driver			\$13.00/hour		9/6/2017
VI. School Monitor/Teacher Aide Hours						
Ducato, Joseph	School Monitor	2.5 hours per day for a total of 12.50 hours per week		per CSEA Contract		2017-18 School Year
Edwards, Bernice	School Monitor	2.5 hours per day lunch duty, 1.75 hours AM + 1.0 hour PM Bus Monitor for a total of 26.25 hours per week		per CSEA Contract		2017-18 School Year
Fitzgerald, Eliesa	School Monitor	1.5 hours per day Bus Monitor for a total of 7.5 hours per week		per CSEA Contract		2017-18 School Year
Frye, Laura	School Monitor	6.5 hours per day as Teacher Aide, 1 hour PM Bus Monitor for a total of 37.5 hours per week		per CSEA Contract		2017-18 School Year
Houle, Deborah	School Monitor	6.5 hours per day as Teacher Aide, .5 hours per day Parent Loop for a total of 35 hours per week		per CSEA Contract		2017-18 School Year
Joswick, Marie	School Monitor	6.5 hours per day as Teacher Aide, .5 hours per day Parent Loop for a total of 35 hours per week		per CSEA Contract		2017-18 School Year
Lachut, LouAnn	School Monitor	7.25 hours per day for a total of 37.50 hours per week		per CSEA Contract		2017-18 School Year

Confidential

9/25/2017

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 September 5, 2017
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SERVICE TITLE	SALARY/RATE OF PAY*	EMPLOYEE REPLACING	EFFECTIVE DATE
I. Resignations			
Owens, Kristen			8/31/2017
II. Long Term Substitute			
Crowley, Megan	Grade 5	Early Childhood, K-6 1/200 of \$40,787 per day or \$203.93 per day worked	Melissa Grogan/Kristen Owens 9/2-11/5, 2017
Martorella, Albert	Science	Biology 7-12/Earth Science 7-12 1/200 of \$40,787 per day or \$203.93 per day worked	Eramo, Michael 9/7-20/17
III. Instructional Substitute			
Jadlowski, William		Early Childhood, K-6 \$90	9/6/2017
IV. Mentor			
Kohn, Kristen	Kindergarten Mentor	\$500	9/6/2017
Lovecchio, Teresa	Music	\$500	9/6/2017
Hartmann, Michelle	English Mentor	\$500	9/6/2017
V. Non-Instructional Substitute			
Staine, Eleanor	Substitute Bus Driver	\$13.00/hour	9/6/2017
VI. School Monitor/Teacher Aide Hours			
Ducato, Joseph	School Monitor	2.5 hours per day for a total of 12.50 hours per week per CSEA Contract	2017-18 School Year
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Joswick, Marie	School Monitor	6.5 hours per day as Teacher Aide, .5 hours per day Parent Loop for a total of 35 hours per week per CSEA Contract	2017-18 School Year
Lachut, LouAnn	School Monitor	7.25 hours per day for a total of 37.50 hours per week per CSEA Contract	2017-18 School Year
Confidential		9/25/2017	

6. Building Reports

6.1 Grade 7-12

Mrs. Facci said we will have our Back to School Assemblies on Thursday. Jasmine Peck will be joining our team helping with DASA issues and social media concerns.

6.2 Grade 7 Orientation

Mrs. Facci said the buses will be here at 12:20 with the 7th grade students tomorrow. The students will preview their schedules for the following day.

6.3 Grade 7 Parent Orientation

Mrs. Facci said the Parent Orientation will be on September 11th 6:30 p.m.

6.4 Jr. Sr. High School parent Night

Mrs. Facci said that and the Jr. Sr. High School Parent Night will began at 7 p.m. on September 11th.

6.5 Elementary Curriculum Night

Mr. Dodge said the Elementary Curriculum night is scheduled for September 12th at 6 p.m. He also said that we had Kindergarten orientation last week with 90% participation.

7. Superintendent's Report

7.1 Capital Project Update – Building Walk Through

The Board of Education did a walk through the building and viewed the progress in the cafeteria.

7.2 Enrollment

Dr. Shelmidine shared the enrollment numbers stating that the numbers are fluid. More students were enrolling today.

7.3 SRO Discussion

Dr. Shelmidine said that Mr. Frankland reached out to the New York Mills and Whitestown Police Departments to have a SRO Plan in place for next September.

8. Board

Mrs. Wroblecki said that she will be going to the SBI workshop on “The Impact of Poverty on your Students and School Community”. Ms. Edwards said that if anyone else is interested in attending to let the District Office know to make your reservation.

Mr. King made the motion to hold a meeting on September 28th at 5:30 p.m. to vote on a BOCES Board Member seconded by Dr. Porcelli.

Yes 6 No 0
Motion carried.

9. Executive Session – to discuss Pending Litigation

Mr. King made the motion to go into Executive Session to discuss pending litigation at 7:14 p.m. seconded by Mr. King.

Yes 6 No 0
Motion carried.

Ms. Edwards appointed Dr. Shelmidine Clerk Pro-tem.

Respectfully submitted,

Paula Ann May
District Clerk

Ms. Edwards called the meeting back into Regular Session at 7:50 p.m.

10. Adjournment

Mr. King made the motion to adjourn at 7:50 p.m. seconded by Mrs. Wroblecki

Yes 6 No 0
Meeting adjourned.

Respectfully submitted,

Joanne Shelmidine Ed.D
Clerk Pro-tem

Jacqueline Edwards
President

Janet Wroblecki
Vice President



3.1 b

Traci Welch

**BOARD OF EDUCATION MEETING
THURSDAY, SEPTEMBER 28, 2017
NEW YORK MILLS SCHOOL CAFETERIA – 5:30 P.M.**

PRESENT: Ms. Jacqueline Edwards, President, Mrs. Janet Wroblecki, Vice President, Mr. Steve King, Mr. Rick Surprenant, Dr. Gary W. Porcelli and Mrs. Traci Welch

ALSO PRESENT: Dr. Joanne Shelmidine and Mrs. Paula Ann May

1. Meeting Call to Order

Ms. Edwards called the meeting to order at 5:30 p.m.

1.1 Pledge to the Flag

Mrs. Wroblecki led the Pledge of Allegiance.

1.2 Acceptance of Agenda

Mr. King made the motion to accept the agenda seconded by Mrs. Wroblecki.

Yes 6 No 0
Motion carried.

2. Communications

2.1 President's Messages

Ms. Edwards asked if we could have a moment of silence.

3. Consent Agenda

- 3.1 Board of Education Minutes – N/A
- 3.2 Business Office Reports for Month ending - N/A
- 3.3 CSE Reports - N/A

4. Old Business

N/A

5. New Business

- 5.1 Personnel Report – Action

Dr. Porcelli made the motion to approve the following Personnel Report seconded by Mr. King.

NAME	TENURE AREA/CIVIL SERVICE TITLE	ASSIGNMENT	CERTIFICATION	SALARY/RATE OF PAY*	EMPLOYEE REPLACING	EFFECTIVE DATE	END OF PROBATIONARY APPOINTMENT
I. Instructional Substitute							
Rowlands, Jane		Substitute Teacher		\$70		9/29/2017	
II. Non-Instructional Substitute							
Rowlands, Jane	Substitute Office Specialist I			\$10.50		9/29/2017	
III. Advisor/Coordinator							
Shelton, Grayson		Elementary Musical		\$1,995		2017-18 School Year	
IV. Coach							
Carman, Jacquelyn		Volunteer Modified Field Hockey Coach		-0-		2017-18 School Year	

Yes 6 No 0
 Motion carried.

5.2 Resolution to elect Michelle Anderson to Oneida BOCES Board of Education – Action

Mrs. Wroblecki made the motion to approve the following Resolution to elect Michelle Anderson to Oneida BOCES Board of Education seconded by Dr. Porcelli:

NOW THEREFORE BE IT RESOLVED, that the Board of Education casts its vote(s) in the election of members of the Board of Cooperative Educational Services, Sole Supervisory District of Oneida, Herkimer and Madison Counties, for Michelle Anderson.

Yes 6 No 0
 Motion carried.

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

Dr. Porcelli made the motion to table this list until the next meeting to see if Mr. Pfisterer or Mr. Mettelman needs any of these items seconded by Mrs. Wroblecki.

Yes 6 No
 Motion carried.

6. **Building Reports**

N/A

7. **Superintendent's Report**

N/A

8. **Board Discussion**

9. Visitor Comments

10. Executive Session

11. Adjournment

Mrs. Wroblecki made the motion to adjourn at 5:36 p.m. seconded by Mrs. Welch.

Yes 6 No 0
Meeting adjourned.

Respectfully submitted,

Paula Ann May
District Clerk

Excessed list for bid, sale, or disposal of:

1 Vulcan Warmer with Glass Door

Servo Lift:

3 Bay Steam Table with raised serving shelf

1 Serving unit with 2 shelves with cooler

1 unit with ice cream freezer and milk cooler

1 cashier unit

1 8case milk cooler

1 5-foot metal rack

1 6½-foot stainless steel work table with can opener

1 5- foot worktable with butcher block top with storage shelf with 3 drawers

Shelleyglas by Delfield

1 4-bay steam table

1 4-bay refrigerator table

1 casher unit

1 small cart



AUDIT RESOLUTION

Whereas: the New York Mills Board of Education has received the audit of fiscal year 2016-2017 from The Bonadio Group CPAs, Consultants & More and

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

Therefore: the New York Mills Board of Education accepts the audit from The Bonadio Group CPAs, Consultants & More

2017-18 School District Safety Plan

New York Mills Union Free School District

10/3/2017

DRAFT

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DRAFT

PROJECT SAVE
(Safe Schools Against Violence in Education)

**District-Wide
School Safety Plan**
Commissioner's Regulation 155.17

Introduction

Emergencies and violent incidents in school districts are critical issues that must be addressed in an expeditious and effective manner. Districts are required to develop a District-Wide School Safety Plan designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the coordination of the district with local and county resources in the event of such incidents or emergencies. The district-wide plan is responsive to the needs of all schools within the district and is consistent with the more detailed emergency response plans required at the school building level. Districts are at risk of a wide variety of acts of violence, natural, and technological disasters. To address these threats, the State of New York has enacted the Safe Schools Against Violence in Education (SAVE) law. This component of Project SAVE is a comprehensive planning effort that addresses risk reduction/prevention, response, and recovery with respect to a variety of emergencies in the school district and its schools.

The New York Mills School District utilized a template customized by the Oneida-Herkimer-Madison Safety Office for our single-building district. A team of staff members, including administration, instructional and non-instructional staff developed a first draft of the district/building plan. As part of the planning process, our present Emergency Management Plan, School Emergency Procedure, and Crisis Team Procedures were reviewed and evaluated, in collaboration with the BOCES Safety Office. Our District Safety Team then assembled to review and revise this draft. The Safety Team includes members from student, parent, teacher, staff, community and administrative groups. A revised draft was presented to the public and Board of Education, and then approved by the board. This plan is reviewed, evaluated and revised on a yearly basis by our School Safety Team and District Crisis Team. The New York Mills School District supports the SAVE Legislation, and intends to continue to engage in a collaborative planning process in order to keep this document current. The Superintendent of Schools encourages and advocates on-going district-wide cooperation and support of Project SAVE.

Section I: General Considerations and Planning Guidelines

A. Purpose

The New York Mills District-Wide School Safety Plan was developed pursuant to Commissioner's Regulation 155.17. At the direction of the Board of Education, the Superintendent appointed a Facilities Health & Safety Committee and charged it with the development and maintenance of the School District Safety Plan.

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B. Identification of School Teams

The New York Mills School District has appointed a Facilities Health & Safety Committee consisting of, but not limited to, representatives of the School Board, students, teachers, administrators, parent organizations; school safety personnel; and, other school personnel. The members of the team and their positions or affiliations are as follows:

Members Name	Title
Joanne Shelmidine	Superintendent of Schools
Jacqueline Edwards	School Board Members
Mary Facci Brent Dodge	Administrator Administrator
Joseph Palmer Audrey Foote, Kim Zogby, Kevin Getman	Athletic Director Teacher/NYMTA
Jim Green	CSEA President
Patty Ward Adam Cleveland	Bus Dispatcher BOCES Technology
Theresa Inkawhich, Kate Despins, Ken McCoy, Steve Abel, Gary Hadfield	Community Members/Parents
John Bialek Chief Donald Wolanin Rick Ulinski Kevin Gubbins	Village of NYM Mayor NYM Police Department NYM Fire Department Edwards Ambulance
Nancy Nicholl (SRO)	Oneida County Sheriff's Office
Donna Wegrzyn, MaryBeth Hermann	School Nurses
William Lachut	Maintenance Supervisor
Mike Colangelo, Christy Colangelo	BOCES Safety Specialist

C. Concept of Operations

- The District-Wide School Safety Plan is directly linked to our Building-Level Emergency Response Plan which contains additional information that is not accessible to the public for security reasons. Although the District is considered a single instructional building, additional plans and/or procedures will be established for Beekman Gymnasium, bus garage, and the separate elementary and secondary wings as necessary. Elements of the district-wide plan including staff development, drills and exercises, and response actions will be developed as appropriate to the student population in each of these areas. The Building-level Emergency Response Plan is found in Appendix 2.
- The district-wide plan has been developed based on the State Education sample outline in the Project SAVE guidance document and resources provided by the Oneida-Madison BOCES Safety Office. The members of the District-Wide School Safety Team listed above have reviewed and revised this document to meet the needs of the district and have addressed

feedback from staff, students, and members of the community in its development.

- In the event of an emergency or violent incident, the initial response to all emergencies will be conducted by the School Emergency Response Team utilizing those members who are appropriate to the location and scope of the emergency. The Superintendent will be notified of all emergencies. He/she, or their designee, will then notify local emergency officials as needed.

D. Plan Review and Public Comment

- Pursuant to Commissioner's Regulation, Section 155.17 (e) (3), this plan (minus Appendix 2) will be made available for public comment at least 30 days prior to its adoption. The district-wide plan may be adopted by the School Board only after at least one public hearing that provides for the participation of school personnel, parents, students and any other interested parties. The plan must be formally adopted by the Board of Education.
- Full copies of the School District Safety Plan and any amendments will be submitted to the New York State Education Department within 30 days of adoption.
- This plan will be reviewed periodically during the year and will be maintained by the Facilities Health & Safety Committee. The required annual review will be completed on or before September 1 of each year after its adoption by the Board of Education. A copy of the plan will be available in the district office.

Section II: Risk Reduction/Prevention and Intervention

A. Prevention/Intervention Strategies

Program Initiatives

The district has established the following programs and activities for improving communication among students and between students and staff, and to facilitate the reporting and evaluation of potentially violent incidents:

- ◆ Conflict resolution for students
- ◆ K-12 RtI (Response to Intervention) Team
- ◆ Behavior Improvement Plan (BIP)
- ◆ Functional Behavior Assessments (FBA)
- ◆ Mediation
- ◆ In-school Counseling
- ◆ School safety programs presented to students and/or staff (local law enforcement, BOCES, fire department)
- ◆ Referrals to community agencies ex: Juvenile Probation, Kids Oneida, Mental Health and/or Substance Abuse Agencies
- ◆ K-6 Character Education Program/PBIS (Positive Behavioral Intervention Support)
- ◆ Social Skills Groups
- ◆ K-12 Code of Conduct

- ◆ Reporting mechanisms for school violence (through School Counselors, Social Worker, School Resource Officer, Principals, staff)

- ◆ Use of camera surveillance equipment externally, internally, and on school buses

- ◆ Threat Evaluation/Assessment and Procedures Team - Our elementary and secondary PPS Teams serve as Threat Evaluation/Assessment and Procedures Teams for grades K-6 and 7-12, respectively.

- ◆ Dignity for All Students Anti-Bullying Training for all K-12 Students.

The district will continue to assess its needs and establish programs that will help to create a positive, safe learning environment for students.

Training, Drills, and Exercises

- ◆ Amendments to Education Law §807 (1-a),b: Fire and Emergency Drills requirements have expanded to also include emergency drills to prepare students to be able to respond appropriately in the event of a sudden

emergency.

- ◆ The statute now requires twelve drills be conducted each school year, four of which must be lock-down drills, the remaining eight are required to be evacuation drills.
- ◆ There is still a requirement that eight of the required twelve drills must be completed in the first half of the school year. However, the date of completion has been changed from December 1 to December 31 of each school year.
- ◆ The District conducts emergency response training for staff and students by reviewing procedures appropriate to hazardous situations including those that are weather-related, criminal in nature, environmental, or failure of a building system. The procedures are explained and practiced in a variety of ways including early go-home drill; tabletop exercise; live drill; and District Crisis Team exercise. Training takes place on Superintendent's Conference Days and/or other training days as deemed appropriate by the Superintendent, and will utilize the resources of local law enforcement, New York State Police, Oneida-Herkimer-Madison BOCES Safety Office, and Oneida County Emergency Management Office.
- ◆ When appropriate, and at the discretion of the District-Wide Team, the district will coordinate drills and/or exercises with local and county emergency response and preparedness officials. For security purposes, details of these drills and exercises have not been included in this plan. All Federal and State required drills are completed during the course of each year.
- ◆ Front desk attendance staff receives front door training through BOCES Safety Office. Administrators and School Social Workers are trained including first aid, CPR/AED training, de-escalation techniques, and other staff development opportunities as appropriate.

Implementation of School Security

- ◆ The district will conduct a security review of the facility with the assistance of local law enforcement and/or the Oneida-Herkimer-Madison BOCES Safety Office, and will determine the security measures that should be adopted where appropriate. At this time, the following are in place: Front Desk Attendance Staff; visitor badge/sign-in procedure; and School Resource Officer.

Vital Educational Agency Information

- ◆ In an emergency, the Superintendent may be responsible for contacting other educational agencies in the district or general vicinity. The following chart contains information about each educational agency located in the school district, including school population, transportation needs, and the

business and home telephone numbers of key officials of each such educational agency.

School	Contact person	Phone #	# Pupils	Needs
Notre Dame Jr.-Sr. High School	Ron Spadafora	315-724-5118 315-243-7744	360	Notification
Jr. Junction, Inc.	Debra George,	315-624-6273	30-35	Notification
House of Good Shepherd	Brian McKee Executive Director	315-235-7600	120	Notification
Utica College	Wayne Sullivan, Director of Campus Security	(w) 315-792-3201, (c)315-725-7741	Approx. 4500 inc. staff	Notification
New Hartford Central School District	Robert Nole, Superintendent of School	(w) 315-624-1218, (c) 315-985-2509	2,531	Notification
Whitesboro Central School	Brian Belair Superintendent of School	(w)315-266-3303	3,157	Notification

B. Early Detection of Potentially Violent Behaviors

The District recognizes that the most current data cautions against profiling students who have the potential for violence; however, it also acknowledges the need to identify youth at risk and to provide the necessary support services to all students beginning at an early age. The District therefore will maintain resources on the early detection of potentially violent behaviors, maintain a team of qualified staff to evaluate threats and other potentially violent behaviors, and provide this team with information about how to identify early warning signs in students and in early intervention/prevention strategies. The K-12 Pupil Personnel Services Team (includes Principals, School Social Worker, School Psychologist, Guidance Counselors, and Nurses) will be responsible for evaluating students at potential risk of violent behavior and/or threats of violence by a student.

C. Hazard Identification

The District has identified the following sites of potential emergency or potential emergency situations:

Site/situation	Comments
District buildings	Medical emergency, parental/abduction, fire/explosion, bomb threat, intruder, power outage, chemical spills, air quality, dangerous weather (lightening, hail, hurricane, tornado)
Beekman gymnasium	Same as above
Athletic fields	Personal injury, intruder
Buses	Accident, fight, medical emergency, dangerous intruder, parental/abduction
Off-site field trips	Accident, abduction, medical emergency
Playground areas	Playground injury, dangerous weather, abduction, intruder
Roadways (Burrstone Rd. traffic light)	Accident, hazardous spill, personal injury
Construction/renovation sites	Accident, fire, explosion, chemical spill, personal injury
Bus Garage	Fire, explosion, chemical spill, personal injury
Reserve Center	Intruder, fire/explosion, bomb threat , gun threat

Section III: Response

A. Notification and Activation (Internal and External Communications)

- In the event of a violent incident, the Superintendent or Building Principal will contact appropriate law enforcement officials through the 911 system. If an administrator is unavailable, the **Director of Facilities I**, School Nurse and/or secretaries may call 911 as needed. A list of local law enforcement agencies and of those individuals who are authorized to contact the law enforcement agencies is also included in the appendix of the Emergency Response Plan.
- In the event of a disaster or an act of violence, all educational agencies within the school district of will be notified using one or more of the following mechanisms:

Telephone	Intercom
Fax/Email	Local Media
District Radio System	NOAA Weather Radio

In the event of an emergency, or impending emergency, the district will notify all principals/designees of facilities within the district to take the appropriate action.

- Parents, guardians or persons in parental relation to the students will be notified in the event of a violent incident or an early dismissal by means of local media in some instances, or by using a phone tree with emergency contact cards provided by students, school messenger.

B. Situational Responses

Emergency Response

The District's emergency response plans are outlined in the Building-level Emergency Response Plan for security reasons. They include the following situations:

Threats of Violence	Intruder
Hostage/Kidnapping	Explosive/Bomb Threat
Natural/Weather Related	Hazardous Material
Civil Disturbance	Biological
School Bus Accident	Radiological
Gas Leak	Epidemic

Responses to Acts of Violence: Implied or Direct Threats

The District has established the following strategies for responding to implied or direct threats of violence by students, teachers, other school personnel and visitors to the school: The Building-level plan includes specifics to potential emergency situations which would require these responses.

- ◆ Use of staff trained in de-escalation or other strategies to diffuse the situation.
- ◆ Inform Building Principal of implied or direct threat.
- ◆ Determine level of threat with Superintendent/Designee.
- ◆ Contact appropriate law enforcement agency, if necessary.
- ◆ Monitor situation, adjust response as appropriate, and include the possible use of the Emergency Response Team.

Administrators

Joanne Shelmidine, Superintendent
Mary Facci, K-12 Executive Principal
Brent Dodge, K-12 Principal

Keyed Staff

William Lachut, Director of Facilities I
Patty Ward, Bus Dispatcher
Joseph Palmer, Athletic Director
Gene Wegrzyn, Custodian
Nancy Nicholl, School Resource Officer

The District will provide training to assist personnel in de-escalation techniques and/or identification of early warning signs of potentially violent behavior as part of the required staff development program.

Acts of Violence

In the event of an act of violence by students, teachers, other school personnel or visitors to the school, the District will implement the procedures outlined in the Building-level Plan. The following types of procedure(s) have been considered:

- ◆ Determine level of threat with Superintendent/Designee.
- ◆ If the situation warrants, isolate the immediate area and evacuate if appropriate.
- ◆ Inform Building Principal/Superintendent.
- ◆ If necessary, initiate lockdown procedure, and contact appropriate law enforcement agency, fire department, ambulance via 911.
- ◆ Monitor situation; adjust response as appropriate; if necessary, initiate early dismissal, sheltering or evacuation procedures.

Response Protocols

The District's responses to emergencies, including protocols for responding to bomb threats, hostage takings, intrusions and kidnappings are included in the Building-level Plan. The following protocols are provided as examples:

- ◆ Identification of decision-makers
- ◆ Plans to safeguard students and staff
- ◆ Procedures to provide transportation, if necessary
- ◆ Procedures to notify parents
- ◆ Procedures to notify media
- ◆ Debriefing procedures

Arrangements for Obtaining Emergency Assistance from Local Government

- ◆ In an emergency, the Superintendent/Designee will contact the 911 center for fire, law enforcement, or EMS response.
- ◆ On occasion, the Superintendent/Designee may need to contact the highest-ranking local government official for notification and/or assistance. That being the Village of New York Mills Mayor:
Phone 315-736-9212
Name John Bialek

Procedures for Obtaining Advice and Assistance from Local Government Officials

The District will contact the County Emergency Management Office for advice and assistance for implementation of Article 2-B of the Executive Law. A list of emergency response agencies including the Red Cross, fire department, police, mental health services, hospitals, private industry, private individuals, and religious organizations is included in the Appendix 1.

District Resources Available for Use in an Emergency

During an emergency, the District has the following resources available:

Equipment	Location
Cellphones	Administrators office
Two-way radios	Maintenance/office/Admin Staff/Monitors/Nurses
Trucks	Bus Garage
Snow removal equipment	Bus Garage
Bus Fleet	Bus Garage
Portable Generators/Lighting	Bus Garage
Crisis Response Kits	All Offices, Bus Garage

Community Resources Available for Use in an Emergency

During an emergency, the District may ask for assistance or equipment from the following community resources:

Equipment/423-1300 Dispatch	Location	Phone #
Portable generators/Lighting	National Grid	(800) 642-4272 or Account Info
Water pump, medical equipment, generators	New York Mills Fire Department	911
Trucks, equipment	Department of Public Works	315-736-3204
Tents, medical supplies, generators	Army Reserve Center	315-793-8400 x401/315-793-8411
Pumps, emergency equipment	Mohawk Upper Regional Water Board Anne Milograno 315-794-4532	315-792-0302 (water emergency) After hours 315-792-0301

Procedures to Coordinate the Use of School District Resources and Manpower during Emergencies

The following persons are available to assist in the event of an emergency:

Name	Role, skill, or assignment
Joanne Shelmidine, Mary Facci, Brent Dodge, Nancy Nicholl, William Lachut	District Coordination, Bomb Threat, Reasonable Suspicion Search/ID of drugs alcohol use
Dominick Stewart, Nancy Nicholl, Joanne Shelmidine, Mary Facci, Michelle Hall, Kim Zogby, Tammy Maciol, Romana Davis,	De-escalation, restraint
Donna Wegrzyn, MaryBeth Germann	Medical, first aid, CPR, etc.
Bus Drivers	Medical, first aid, CPR, etc.
Andrea Dziekan, Anthony Ricco, Michael Keating, Nicole Greico, Bernice Edwards, Sharron Ferrara, Laura Fryc, Eliesa Fitzgerald, Melinda Schmelcher, Cindy St. James, Marie Joswick, MaryBeth Germann, Ellen Diskin, Lisa Soja, Nancy Nicholl, Tammy Maciol, Kathy Houghton, Mary Sroka, Mandy Bara, Deborah Houle, Betsy Janicki, Kim Zogby, Jacqueline Pylman, Bonnie Milone	First Aid/CPR/AED
Audrey Foote	Hazardous materials/chemical management
Mary Facci, K-12 Executive Principal and Brent Dodge, K-12 Principal	Coordinator K-12 Bomb Threat Response, De-escalation, Restraint, First Aid

Protective Action Options

The following actions will be considered in the event of an emergency as appropriate:

school cancellation prior to opening, early dismissal, evacuation or sheltering.

- **School cancellation**
 - ◆ Monitor any situation that may warrant a school cancellation.
 - ◆ Make determination.
 - ◆ Contact local media.
 - ◆ Utilize Messenger System.

- **Early dismissal**
 - ◆ Monitor situation.
 - ◆ If conditions warrant, close school.
 - ◆ Contact Transportation Supervisor to arrange transportation.
 - ◆ Contact local media to inform parents of early dismissal.

- ◆ Set up an information center so that parents may make inquiries as to the situation.
 - ◆ Retain appropriate district personnel until all students have been returned home.
 - ◆ Utilize Messenger System.
- **Evacuation (before, during and after school hours, including security during evacuation and evacuation routes)**
 - ◆ Determine the level of threat.
 - ◆ Contact Transportation Supervisor to arrange transportation.
 - ◆ Clear all evacuation routes and sites prior to evacuation.
 - ◆ Evacuate all staff, students, and visitors to pre-arranged evacuation sites.
 - ◆ Account for all student, staff population, and visitors. Report any missing staff or students to Building Principal.
 - ◆ Make determination regarding early dismissal.
 - ◆ If determination was made to dismiss early, contact local media to inform parents of early dismissal.
 - ◆ Ensure adult supervision or continued school supervision/security.
 - ◆ Set up an information center so that parents may make inquiries as to the situation.
 - ◆ Retain appropriate district personnel until all students have been returned home.
 - ◆ Utilize Messenger System.
- **Sheltering sites (internal and external)**
 - ◆ Determine the level of threat.
 - ◆ Determine location of sheltering depending on nature of incident.
 - ◆ Account for all students, staff, and visitors. Report any missing staff or students to designee.
 - ◆ Determine other occupants in the building.
 - ◆ Make appropriate arrangements for human needs.
 - ◆ Take appropriate safety precautions.
 - ◆ Establish a public information officer to provide information and current status of the situation to parents and other inquiring parties.
 - ◆ Retain appropriate district personnel until all students have been returned home.

Section IV: Recovery

A. District Support for Buildings

- The District has established a K-12 Emergency Response Team and a K-12 Crisis Response Team.

B. Disaster Mental Health Services

- The PPS Team and Administration will assist in the coordination of disaster mental health resources and will mobilize the implementation of the Crisis Response Team as outlined in the district Crisis-Response Plan.
- During the recovery phase of an incident, the District will reevaluate its current violence prevention and school safety activities and consider what the school can do to improve its plan.

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Appendix 1:

The following buildings are covered by the District-Wide School Safety Plan:

1. New York Mills Union Free School (K-12 Building)
1 Marauder Boulevard
New York Mills, NY 13417

Phone Numbers:

Joanne Shelmidine, Superintendent of Schools; District Office – 315-768-8127

Mary Facci, K-12 Executive Principal; K-12 Main Office – 315-768-8124

Brent Dodge, K-12 Principal; K-12 Main Office – 315-768-8129

2. Patty Ward, Bus Dispatcher
Beekman Gym/Bus Garage
1 Marauder Boulevard
New York Mills, NY 13417
Phone Number: 315-768-7948

3. William Lachut, Director of Facilities I – 315-768-8516 or 315-768-8127
or 315-292-8422

Appendix 2:

A copy of the New York Mills Building-level Emergency Response Plan follows. Copies are available in the following locations:

- District Office
- K-12 Main Office
- School Resource Officer's Office
- New York Mills Police Department
- State Police Barracks
- Oneida County Sheriff's Office
- BOCES Safety Office
- New Hartford Police Department

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RESOLUTION TO CREATE AFTER PROM PARTY FUND

BE IT RESOLVED that the New York Mills School District establish an Extra Curricular Activities Account under the Junior Class as a sub-account called “After Prom Party Fund” to be administered by the Junior Class and it’s officers as stipulated in New York Mills School Policy #4501.

Motion
Second
Vote

**RESOLUTION AUTHORIZING PARTICIPATION IN
COOPERATIVE ENERGY PURCHASING SERVICE
(NYSMEC) FOR ELECTRICITY**

WHEREAS, Article 5-G of the New York State General Municipal Law authorizes municipal corporations to enter into cooperative agreements for the performance or exercise of services, functions, powers or activities on a cooperative or contract basis among themselves or one for the other, and

WHEREAS, Section 119-n of the General Municipal Law defines the term "municipal corporation" for the purposes of Article 5-G as a county outside the city of New York, a city, a town, a village, a board of cooperative educational services, a fire district or a school district; and

WHEREAS, New York Mills Union Free School (hereinafter sometimes referred to as "Participant") is a "municipal corporation" as defined above; and

WHEREAS, this Board wishes for this municipal corporation to become or remain a Participant pursuant to the Municipal Cooperation Agreement For Energy Purchasing Services dated the 1st day of May 2005 (the "Agreement"), among municipal corporations collectively identified as the New York School and Municipal Energy Consortium ("NYSMEC") upon the terms of the Agreement and further wishes to authorize participation as an energy consumer as specified below.

NOW THEREFORE, BE IT RESOLVED, that this Board hereby determines that it is in the interests of the New York Mills Union Free School District to participate in the NYSMEC, and authorizes and directs Joanne Shelmidine, Superintendent of Schools, to sign the Agreement/and or the Billing Schedule and Agreement for electricity on its behalf; and

BE IT FURTHER RESOLVED, that this Board authorizes the Administrative Participant (as defined in the Agreement) to prepare, advertise, disseminate and open bids pursuant to the General Municipal Law and to award, execute and deliver binding contracts on behalf of this Board for the purchase of electricity delivered to the delivery point of the local utility distribution company for the Participant's facility or facilities, on a firm basis, for this Participant to the lowest responsible bidder as is determined by the Administrative Participant at a price for such commodity electricity not to exceed \$.1048 (dollars) per kWh for a term of at least one year and no more than three years commencing May 1,2018, and other terms and conditions, all as may be determined by the Administrative Participant, or to reject any or all such bids; and

BE IT FURTHER RESOLVED, that this Participant agrees to advertise said bid as may be directed by the Administrative Participant; and

BE IT FURTHER RESOLVED, that the officers and employees of this Participant are authorized to execute such other confirming agreements, certificates and other documents and take such other actions as may be necessary or appropriate to carry out the intent of this resolution.

This Resolution shall take effect immediately.

I certify that the foregoing resolution was duly adopted by the governing body of the municipal corporation named therein at a duly convened meeting thereof, held upon due notice and in accordance with all applicable laws, charters, by-laws and ordinances, including but not limited to the Open Meetings Law, as follows:

Date of Meeting: _____

Vote: Yes _____ No _____ Abstaining/Absent _____

Clerk of governing body
of municipal Participant

Date

SEAL

**RESOLUTION AUTHORIZING PARTICIPATION IN
COOPERATIVE ENERGY PURCHASING SERVICE
(NYSMEC) FOR NATURAL GAS**

WHEREAS, Article 5-G of the New York State General Municipal Law authorizes municipal corporations to enter into cooperative agreements for the performance or exercise of services, functions, powers or activities on a cooperative or contract basis among themselves or one for the other, and

WHEREAS, Section 119-n of the General Municipal Law defines the term "municipal corporation" for the purposes of Article 5-G as a county outside the city of New York, a city, a town, a village, a board of cooperative educational services, a fire district or a school district; and

WHEREAS, New York Mills Union Free School District (hereinafter sometimes referred to as "Participant") is a "municipal corporation" as defined above; and

WHEREAS, this Board wishes for this municipal corporation to become or remain a Participant pursuant to the Municipal Cooperation Agreement For Energy Purchasing Services dated the 1st day of May, 2005 (the "Agreement"), among municipal corporations collectively identified as the New York School and Municipal Energy Consortium ("NYSMEC") upon the terms of the Agreement and further wishes to authorize participation as an energy consumer as specified below.

NOW THEREFORE, BE IT RESOLVED, that this Board hereby determines that it is in the interests of the New York Mills Union Free School District to participate in the NYSMEC, and authorizes and directs Joanne Shelmidine, Superintendent of Schools, to sign the Agreement/and or the Billing Schedule and Agreement for natural gas on its behalf; and

BE IT FURTHER RESOLVED, that this Board authorizes the Administrative Participant (as defined in the Agreement) to prepare, advertise, disseminate and open bids pursuant to the General Municipal Law and to award, execute and deliver binding contracts on behalf of this Board for the purchase of natural gas delivered to the city gate of the local utility distribution company for the Participant's facility or facilities, on a firm basis, for this Participant to the lowest responsible bidder as is determined by the Administrative Participant at a price for such commodity natural gas not to exceed \$1.134 (dollars) per therm for a term of at least one year and no more than three years commencing May 1, 2018, and other terms and conditions, all as may be determined by the Administrative Participant, or to reject any or all such bids; and

BE IT FURTHER RESOLVED, that this Participant agrees to advertise said bid as may be directed by the Administrative Participant; and

BE IT FURTHER RESOLVED, that the officers and employees of this Participant are authorized to execute such other confirming agreements, certificates and other documents and take such other actions as may be necessary or appropriate to carry out the intent of this resolution.

This Resolution shall take effect immediately.

I certify that the foregoing resolution was duly adopted by the governing body of the municipal corporation named therein at a duly convened meeting thereof, held upon due notice and in accordance with all applicable laws, charters, by-laws and ordinances, including but not limited to the Open Meetings Law, as follows:

Date of Meeting: _____

Vote: Yes _____ No _____ Abstaining/Absent _____

Clerk of governing body
of municipal Participant

Date

SEAL



Combining Contract

The New York Mills School District will combine with the Utica (Proctor) School District (Host) based on the approval of each school's Board of Education to compete in the sport/gender of:

Boys Ice Hockey

for the following level(s)
(please circle appropriate level(s))

Varsity JV Freshmen Modified

This document confirms the combination of the above two schools for athletic competition in the stated sport for the following school year: 2017 – 2018

Date that this proposed combination was approved by your league: April 25th, 2017

_____	_____	_____
Superintendent	School	Date
_____	_____	_____
Superintendent (Host)	School	Date

Please Note:

- **This contract must be completed before any competition begins for the season.**
- **The Host School is responsible for gathering the required signatures and sending copies to the merged school, league president and sport coordinator. The completed packet is then submitted to the Section Office for approval.**

C: Sports Coordinator
Section III Office
League President

FOR OFFICE USE ONLY

Received _____
Executive Committee Approval _____
NYSPHSAA notified _____