The Sr. High School PTSA will host a reception for the Board of Education at 6:30 p.m. in the Library

**AGENDA**

1. Call to Order
2. Pledge of Allegiance
3. Recognition of Visitors and Delegations
   - Performance by the Marching Band
   - BOCES Representatives - District Superintendent Howard Mettelman, Board Member Elaine Falvo, and Director of Information and Technology Ken Ford
4. Correspondence and Communications
5. Board Committee Reports
   - Buildings, Grounds & Transportation Committee - 10/1/13
   - Budget & Finance Committee - 10/2/13
   - Audit Committee - 10/2/13
6. Old Business

   **Third Reading of Policies/Regulations**

   It is recommended that the second reading be waived and that the following policy/regulations be adopted following the third and final reading:

   #1100 Disclosure of Annual Professional Performance Review (APPR) Data to Parents/Legal Guardians
6. **Old Business – Third Reading of Policies/Regulations (cont’d.)**

   #1100.1 Parent/Legal Guardian Request Form Annual Professional Performance Review (APPR) Total Composite Score (Principal)

   #1100.2 Parent/Legal Guardian Request Form Annual Professional Performance Review (APPR) Total Composite Score (Teacher)

   It is recommended that the following policies/regulations be adopted following the third and final reading:

   #2001 Absentee Ballots  
   #2002 Board of Education Standards of Conduct  
   #2100 Citizen Advisory Committees  
   #2200 Naming School Facilities  
   #2300 Expense Reimbursement for Board Members (Conference Attendance)  
   #0015 Equal Opportunity and Non Discrimination  
   #3011.13 Athletic Coordinator (Extra Duty Annual Appointment)

7. **New Business**

   A. **Recommendation to Establish Leadership Core Club**

      It is recommended that a New Hartford Leadership Core Club be established at the Senior High School, according to Policy #6101 - Introduction of Extra-Curricular Activities in the School System.

   B. **Personnel**

      1. **Resignation**

         It is recommended that the resignation of Tammy Matys from the position of school monitor be accepted, effective September 27, 2013.
7.  New Business - Personnel (cont'd.)

2.  Appointments

a.  Substitute Teacher List

   It is recommended that the following be appointed to the per diem substitute teacher list, pending satisfactory clearance for employment by the State Education Department:

<table>
<thead>
<tr>
<th>Name</th>
<th>Certification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stephanie Nackley</td>
<td>English Language Arts 7-12</td>
</tr>
<tr>
<td>Anastacia Aragon</td>
<td>Health Education</td>
</tr>
<tr>
<td>Michael Palmisano</td>
<td>Social Studies 7-12, Students w/Disab. 7-12 Social Studies</td>
</tr>
</tbody>
</table>

b.  Substitute Bus Driver

   It is recommended that Jacqueline Streichert-Mulvihil be appointed to the position of substitute bus driver, effective October 16, 2013, pending satisfactory clearance for employment by the State Education Department.

e.  Substitute School Nurse

   It is recommended that Barbara Hammond be appointed to the position of substitute school nurse, effective October 16, 2013.

f.  Internal Claims Auditor

   It is recommended that Wendy Stillman be appointed to the position of internal claims auditor, effective October 16, 2013.
7. New Business - Personnel - Appointments (cont'd.)

g. Deputy Claims Auditor

It is recommended that Sandy D’Onofrio be appointed to the position of deputy claims auditor, effective October 16, 2013.

C. Committee on Special Education (CSE)

The recommendations from the Committee on Special Education's meetings of October 1, 2013 (5) and October 7, 2013 (1) are presented for approval.

D. Committee on Pre-School Special Education (CPSE)

The recommendations from the Committee on Pre-School Special Education’s meeting of September 27, 2013 (3) are presented for approval.

E. Treasurer's Reports

It is recommended that the Treasurer’s Reports for April, May and June, 2013 be accepted.

F. Revenue and Expense Reports

It is recommended that the Revenue and Expense Reports for April, May and June 2013 be accepted.

G. Budget Transfers

It is recommended that the June 30, 2013 Budget Transfers be approved.

H. Audit Reports

It is recommended that the Audit Reports dated June 30, 2013 be accepted.

Information: These reports were reviewed by the Audit Committee on October 2, 2013.
7. New Business (cont'd.)

I. Extra-Classroom Activity Report

It is recommended that the Extra Classroom Activity Report dated June 30, 2013 be accepted.

Information: This report was reviewed by the Audit Committee on October 2, 2013.

8. Other Business

9. Adjournment
BUILDING, GROUNDS & TRANSPORTATION COMMITTEE
MEETING MINUTES
October 1, 2013
5:00 p.m.

Members Present: Mrs. Beth Soggs
Mrs. Lisa Philipson
Mr. Ed Flemma

Others Present: Mrs. Mary Mandel
Mr. Andrew Morgan

Mrs. Philipson called the meeting to order at 5:00 p.m.

Safety Update:
Mrs. Mandel shared with the committee safety updates that have recently been reviewed and implemented with building administrators such as single point of entry, daily safety sweeping of buildings, daily AED machine maintenance procedure, safety training seminars and other safety practices that are in place. The committee will review options for additional safety measures after school hours.

Facilities Advisory Committee Schedule Update:
Mrs. Mandel reviewed with the committee an update on the Facilities Advisory Committee schedule. The committee is scheduled to meet on October 29, 2013 to review final recommendations. Mr. Flemma requested additional information on decentralized transportation. On Friday, October 4, 2013, Mrs. Mandel and Mr. Morgan are scheduled to meet with State Education Department officials to review the District’s proposed long range plans and associated building aid eligibility requirements.

Kogut Memorial Proposal for High School Pool Area:
Mr. Morgan presented a review of the size and location of the proposed memorial plaque in honor of Alexandra Kogut. Mr. Wells presented this plaque to Ms. Spring and Mr. Morgan for review and requested approval of the Buildings, Grounds and Transportation Committee. The committee has approved this request as presented.

Additional Members present for Building Tours:
Ms. Kim Luker, Mr. John Jadhon, Mr. Jim Stephens, Mr. Paul Piotrowski, Mr. Robert Nole.

Building Tours:
Mrs. Mandel and Mr. Morgan toured Myles Elementary School, Hughes Elementary School and Perry Junior High School with the Board of Education members, Mr. Nole, and Building Principals.

Adjournment:
The meeting was adjourned at 6:30 p.m.
New Hartford Central School District
Budget and Finance Committee
Minutes
October 2, 2013
5:30 p.m.

Members Present: Mr. John Jadhon, Chair
                 Mr. Paul Piotrowski
                 Mrs. Beth Soggs

Others Present:  Mrs. Mary Mandel
                 Mr. Robert Nole
                 Ms. Kim Luker
                 Attorney Joseph Shields

Call to Order:  Mr. Jadhon called the meeting to order at 6:00 p.m.

Fourth Quarter Reports:
The fourth quarter 2012-2013 financial reports and budget transfers were reviewed. The financial reports and budget transfers have been audited and will be presented for approval to the Board of Education at their October 15, 2013 meeting.

Bus Bond Anticipation Note Update:
The recent Bond Anticipation Note sale on our bus borrowing yielded a very low interest rate of .69% or $7,250.

Tax Update:
Mrs. Mandel reported that the new changes to the scan line on the tax bills and update on tax collection software between the District and bank have streamlined the collection process this year allowing for more efficiency with daily balancing.

Account Clerk Transition:
Mrs. Mandel reported that the trial period of contracting with Oneida BOCES Business Office to fill the data entry duties of the vacant Accounts Payable clerk position along with the additional five hours of internal Business Office staff time has been positive in the first month. The District has saved approximately ten thousand dollars after BOCES aid with this contract.
School Physician:
Mrs. Mandel provided a service update on the 2013-14 BOCES School Physician contract. The transition to BOCES for this service has been positive. This service is utilized by ten out of the twelve Oneida BOCES component districts. A discussion regarding coverage at Varsity home football and hockey games followed with review that the athletic trainer is present at all of these events in addition to calling 911 in case of an emergency, which was the District’s emergency protocol in previous years.

Legal Update-Tax Certiorari Review and PILOT Review:
Mrs. Mandel provided a legal update on the status of a pending tax certiorari claims, no changes have been reported at this time. Attorney Joseph Shields provided a historical overview and review of a proposed PILOT allocation agreement between The Hampton Inn, Town of New Hartford, New Hartford Central School District and Oneida County. The committee requested that Mr. Shields obtain information that was requested previously by the District on this topic before proceeding further with discussions.

Adjournment:
The meeting was adjourned at 6:00 p.m.
New Hartford Central School District
Audit Committee
Minutes
October 2, 2013
5:00 p.m.

Members Present: Mr. John Jadhon, Chair
                 Mr. Paul Piotrowski
                 Mrs. Beth Soggs

Others Present:  Mrs. Mary Mandel
                 Mr. Robert Nole
                 Mrs. Kimberly Hibbard
                 Mrs. Johanna Dorrance
                 Ms. Shannon Nelson

Call to Order: Mr. Jadhon called the meeting to order at 5:00 p.m.

Review Independent Audit Report:
Mrs. Dorrance from Dermody, Burke and Brown presented the independent auditor’s report. Mrs. Dorrance indicated it was an excellent audit year. There were no comments for the management letter and the audit report reflects an unqualified opinion which is the most favorable opinion they can issue. Mrs. Dorrance responded to questions posed to her throughout the presentation. The audit report will be provided to the Board of Education at their October 15, 2013 meeting.

Review tax Levy Limit – New York State Comptroller’s Audit:
Mrs. Mandel reviewed the results of the New York State Comptroller’s office audit of the District’s tax levy limit calculation. The audit was positive and indicated that our calculation was accepted.

Internal Claims Auditor Position Recommendation:
Mrs. Mandel proposed that Sandy D’Onofrio, current claims auditor be replaced by Mrs. Wendy Stillman effective October 16, 2013 pending Board of Education approval. The Staffing and Curriculum Committee recommended that Mrs. D’Onofrio focus some additional time with teachers on Common Core Standards, therefore remove her duties as of October 31, 2013 as claims auditor. The District has received an increase in teacher center funding to accomplish this. In addition, the District will contract with BOCES for Mrs. Stillman’s services therefore obtain BOCES aid.

Adjournment:
The meeting was adjourned at 5:55 p.m.
New Hartford Central School District
SUPERINTENDENT'S REGULATION
Draft 10/09/2013

COMMUNITY RELATIONS 1100.2

PARENT/LEGAL GUARDIAN REQUEST FORM
ANNUAL PROFESSIONAL PERFORMANCE REVIEW (APPR)
TOTAL COMPOSITE SCORE (TEACHER)

New York State law allows parents and legal guardians of a student to request the composite effectiveness scores and final quality ratings of teachers to which the student is assigned for the current school year. To request this information about your child's current teacher please complete this form and submit it to the Main Office of your student's school building. It is the obligation of the District to verify all information provided in this request.

Student Name: __________________________________________

Parent/Guardian Name: _______________________________________

Address: ___________________________________________________

Phone Number: _____________________________

Teacher Whose Score I am Requesting: _______________________

I attest that I am the parent or legal guardian of the above-mentioned student and that I am requesting this score for my own personal interest and use. I further attest that I will not share this information.

Signed: ________________________________________________

Parent/Guardian ______________________ Date ______________

FOR OFFICE USE ONLY:
Form received in person, ID confirmed and verified: by _______________________

Appointment to review information scheduled with _______________________

For _______________________________ @ _______________________

(circle one) by phone or in person.

Approved by the Superintendent: ________
RECOMMENDATION TO ESTABLISH NH LEADERSHIP CORE

I. I have a group of students who are highly interested in establishing a new club at the Senior High School, entitled, New Hartford Leadership Core. I strongly recommend approval for the establishment of this club. The purpose of the club is to develop leadership skills in New Hartford High School students by promoting New York State’s Common Core English Language Arts and Social Studies standards. Mr. Jeffrey Walters, the club’s faculty advisor, alongside students Lauren Borrill (’15), Simrit Singh (’15), and Lauren VanWagoner (’15), will develop activities and goals that revolve around these standards, in which the club will promote leadership skills and opportunities to empower New Hartford High School students. The request meets the requirements of Policies #6101 and #6101.1.

II.

A. The Board of Education will consider the introduction of a new extra-class activity only if the Board is satisfied that the proposed new activity is compliant with such Board Policies as the Philosophy of The Board Of Education. We believe that the mission of this club promotes the ideals articulated in the Philosophy of the Board of Education. As stated in clause II of Policy #0010, “schools must be concerned with helping individuals to develop their capacities to the highest potential, to make the best adjustments possible, to strive toward excellence and to contribute to the society in which they live, work and play.” These are all fundamental attributes that a leadership club would provide to the school community. Opportunities offered by this club would thereby extend upon classroom learning, to create, “the type of education, which will produce individuals who know, understand and exercise their rights, their privileges, and their duties as citizens.”

B. Consideration will be given to the introduction of a new activity only if (1) a qualified, certified coach/advisor is available on a reasonably long-term basis, and (2) a reasonably large enough group of students wish to participate. Mr. J.F Walters, a New Hartford social studies teacher, is passionate about promoting leadership, common core and high academic standards, and has enthusiastically volunteered to serve as faculty advisor. A number of students from grade levels 10-12 are interested in joining (student signatures attached).
C. The Board of Education must be assured that proper funding is available to financially support the activity. Such funding must be within the school budget and proper budget code. Abiding by contractual agreements, Mr. Walters will not receive a stipend for the 2013-2014 school year.

D.

1. The Board establishes a Closed Forum for the District’s high school student organizations and requires such organizations to be directly related to the curriculum. Membership in all student organizations is open to all students... Such organizations will operate within the framework of state and federal law, statutes, Board policy, administrative rules and the parameters of the learning program. To help meet the new Common Core Standards, this club will allow students an opportunity to extend and refine their learning in a practical setting.

2. The Board of Education states that all extra-curricular activities must correlate with school-based curriculum. In clause 2 sub-clause B of Policy #6101, The subject matter or the organization or group concerns the body of courses as a whole, and NH Leadership Core would adhere to this. The club’s principles apply to specific standards of New York State’s Common Core Standards for English Language Arts and Social Studies. Such standards include ELA Speaking and Listening standards for high school students, promoted by the Common Core State Standards Initiative. The club will also advocate and develop New York State’s Social Studies core curriculum, including responsibilities of a good citizen, and democratic participation and involvement in the community.

Activities include but are not limited to:

Common Group Activities
- Share inspirational stories, whether about family or global figures
- Make a difference with $5
- Thought talks on:
  - Building trust
  - Unity and diversity
  - Different types of leadership
- Guest speakers:
  - Past New Hartford alumni or faculty on leadership
  - Local and regional leaders
- Creating a safe environment to practice leadership skills
  - Allow all members to lead certain common activities as opportunities arise
  - Decision-making scenarios
Common Core-Specific Group Activities
- Setting clear goals as separate groups and then collaborating together as an entire club, allowing students to build on others' ideas, and express their own ideas persuasively and effectively
- Have civil and democratic discussions over prominent issues that create different perspectives and incite persuasive reasoning
- Analyze famous speeches to evaluate a speaker's point of view, reasoning, presentation of evidence, rhetoric, premises, word choice, points of emphasis, and tone
- Giving impromptu speeches: Role-play different leadership scenarios to adapt to different contexts and tasks where speeches must be given
- Work to become articulate public speakers
- Workshops on:
  - Forming effective persuasive arguments
  - Oral Presentations
  - Leading group activities
  - Communication and productive feedback

Promotion of NH Leadership Core
- Random Acts of Kindness
  - Affirmations given to students around school
  - Donate used books
  - Stuffed animals
  - Care packages
  - Custodial Staff Appreciation Week

- Outreach
  - Projects in the Community
    - Specific, group-based long-term projects
    - Projects independent from other organizations
      - NH Youth can make a difference and change the Mohawk Valley for the better
    - Community engagement
    - Increasing youth involvement in the community's actions and decisions
    - Spread leadership through the entire Mohawk Valley
  - Welcoming Diverse Communities
    - Embracing multiculturalism in the Mohawk Valley
      - Involvement in the Young Scholar's Program
      - Finding commonality in humanity by recognizing diversity
• Breaking cultural barriers to forge lasting friendships

• Spread the Message
  o Promoting leadership at the Junior High School
    ▪ Decision-making activities
    ▪ Real-life peer pressure scenarios
    ▪ Media misrepresentation of teens
  o “Anyone can be a leader”
  o Creating a scholarship fund to allow for students to participate in leadership summits and camps
    ▪ Kan-Jam tournaments

III. In general, no new sports or other extra-class activities will be authorized if not expressly included in the school operating budget submitted to the voters in May. Exceptions must be based on a showing of compelling need, supported by a clear rationale and sufficient data. An integral part of New Hartford’s mission statement is, “As a school district, we understand that academic preparedness, by itself, will not be sufficient to ensure the success of our graduates. They must also learn to be responsible citizens, accepting of all people. They need to understand the importance of working hard and contributing to their communities while maintaining a high level of personal wellness. Additionally, they need to develop creative talents and unique interests characteristic of well-rounded, educated individuals.” Given the opportunity, NH Leadership Core will be the impetus that molds New Hartford graduates into lifelong learners as well as lifelong leaders.
NEW HARTFORD CENTRAL SCHOOL DISTRICT
NEW HARTFORD, NEW YORK 13413

NAME: Jacqueline Streichert-Mulvihill

EFFECTIVE DATE OF PROVISIONAL APPOINTMENT: October 16, 2013

HOURLY RATE: $10.83

JOB TITLE: Substitute bus driver

OLD TITLE:

OLD RATE:

CIVIL SERVICE TITLE:

SCHOOL TITLE (if different):

SCHOOL BUILDING ASSIGNMENT: Transportation

REPLACEMENT FOR:

HOURS PER DAY: per diem

BACKGROUND: Mrs. Streichert-Mulvihill has worked at a special needs day care for eight years and also as a bank teller for ten years.

C: Sharie Arnold
NEW HARTFORD CENTRAL SCHOOL DISTRICT
NEW HARTFORD, NEW YORK 13413
Business Office
Phone: 315/624-1280
Fax: 1-315/624-1265

NAME: Barbara Hammond

EFFECTIVE DATE OF PROBATIONARY APPOINTMENT: October 16, 2013
HOURLY RATE: $12.50
JOB TITLE: substitute school nurse
OLD TITLE:
OLD RATE:
CIVIL SERVICE TITLE:
SCHOOL TITLE (if different):
SCHOOL BUILDING ASSIGNMENT: District
REPLACEMENT FOR:
HOURS PER DAY: per diem
BACKGROUND: Mrs. Hammond worked as the school nurse in the District for 23 years and just recently retired.

C: Sharie Arnold
NEW HARTFORD CENTRAL SCHOOL DISTRICT  
BUSINESS OFFICE  
29 Oxford Road  
New Hartford, NY 13413

MARY B. MANDEL  
Assistant Superintendent  
For Business Affairs  
Phone: 315-624-1202  
Fax: 315-624-1265

TO: Robert J. Nole  
Superintendent of Schools

FROM: Mary B. Mandel  
Assistant Superintendent for Business Affairs

RE: Recommendation

DATE: October 4, 2013

I would like to recommend Wendy Stillman for the position of Internal Claims Auditor effective October 16, 2013. She is a recently retired Business Official from the Sauquoit Valley Central School District and therefore capable of fulfilling the responsibilities of claims auditor position. Mrs. Stillman will be employed by the Oneida-Herkimer-Madison BOCES so the District will contract with BOCES for her services. The cost for this service in the 2013-2014 school year is approximately $3,500.00 after aid. This will allow Sandy D’Onofrio to continue to support the Teacher Center and community education programs.

This recommendation follows discussions at the June 2013 Staffing and Curriculum meeting as a result of a Teacher Center funding increase and new common core standards requirements as well as discussions at the October 2, 2013 Budget and Finance Committee meeting.

I am also recommending Sandy D’Onofrio to serve as the District’s Deputy Claims Auditor, effective October 16, 2013. This position will be part of her regular salary with no additional expense to the District.

This deputy position is a part of a recent legislation passed under Chapter 97 “Mandate Relief” which has permitted districts to establish a Deputy Claims Auditor position. This is a protection that we don’t anticipate utilizing however recommend that it be put into place if the need arises in an emergency situation.

MBM: rak