Regular Meeting of the Board of Education
Sr. High School Library
Tuesday, October 3, 2017
7:00 P.M.

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
   - Project Lead the Way Presentation
4. Approval of Minutes
   - Regular Meeting of September 19, 2017
5. Correspondence and Communications
6. New Business
   A. Personnel
      1. Resignation – Club Co-Advisor
         It is recommended that the resignation of Trish Zupan from the position of Student Council Co-Advisor, be accepted effective at the end of the first semester of the 2017-2018 school year.
      2. Appointments
         a. Winter Guard and Drumline Advisors
            It is recommended that the list of Winter Guard and Drumline advisors be approved for the 2017-2018 season as presented by the Sr. High School principal.
6. **New Business – Personnel – Appointments (cont’d.)**

b. **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>Adele Reilly</td>
<td>Math 7-12 &amp; Chemistry &amp; General Science 7-12</td>
</tr>
<tr>
<td>Margaret Tallman</td>
<td>Music</td>
</tr>
<tr>
<td>Christine Rivers</td>
<td>Childhood Ed. 1-6</td>
</tr>
<tr>
<td>Mi Sook Lee</td>
<td>Uncertified</td>
</tr>
<tr>
<td>Victoria Cleary</td>
<td>Uncertified</td>
</tr>
<tr>
<td>Aubrey Cray</td>
<td>Uncertified</td>
</tr>
<tr>
<td>John Dellerba</td>
<td>Uncertified</td>
</tr>
<tr>
<td>Thaddeus Casimir Wronka</td>
<td>Uncertified</td>
</tr>
<tr>
<td>Timothy Ferro</td>
<td>Uncertified</td>
</tr>
<tr>
<td>Emily Engdahl</td>
<td>Uncertified</td>
</tr>
</tbody>
</table>

B. **Combined Girls Ice Hockey Proposal**

It is recommended that the Board of Education authorize the superintendent of schools to execute the Memorandum of Agreement with the Clinton Central School District to participate as a combined Girls Varsity Ice Hockey team during the 2017-2018 school year.

C. **District-Wide School Safety Plan**

It is recommended that the District-Wide School Safety Plan be approved.
6. New Business – Personnel – Appointments (cont’d.)

D. NYSSBA Voting Delegate

It is recommended that a voting delegate be appointed for the 2017 Annual New York State School Boards Association Convention.

E. Authorized Signature

It is recommended that the Dean of Students be added to the list of approved authorized signatures for the Junior High Extracurricular Activity Account.

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

The recommendations from the Committee on Pre-School Special Education’s meeting of July 28, 2017 (4) are presented for approval.

G. Committee on Special Education (CSE)

The recommendations from the Committee on Special Education’s meetings of July 28, 2017 (4) and September 19, 2017 (2) are presented for approval.

H. 504 Committee

The recommendations from the 504 Committee’s meeting of September 19, 2017 (2) are presented for approval.

I. Other Business

7. Adjournment
MEMBERS PRESENT: Ms. Bean, Mrs. Coombs, Mr. Jadhon, Mrs. King, Mrs. Lark, Mr. Stephens

EXCUSED: Mrs. Phillips

OTHERS PRESENT: Mr. Nole, Mr. Hyde, Mrs. Mandel, Mrs. Heil

The meeting was called to order at 7:02 p.m. by Board of Education President, Mrs. Coombs.

Pledge of Allegiance

Recognition of Visitors and Delegations

The Boys Varsity Golf Team was congratulated by the Board for winning the Section III Championship in 2017.

Approval of Minutes – 9/5/17

Mr. Stephens moved and Mrs. King seconded that the minutes from the September 5, 2017 Board of Education meeting be approved.

Ayes 6, nays 0, motion carried.

Correspondence and Communications

Mr. Nole distributed a brochure from the Oneida-Madison-Herkimer School Boards Institute containing information on Board development and training, Tri-Valley League passes for the 2017-2018 sports season and the Sr. High’s 2017 fall sports pocket calendar.

Board Committee Reports

There were no Board Committee reports.

New Business

A. Personnel

1. Appointments

   a. Substitute Teacher List

Mrs. King moved and Ms. Bean seconded 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>Carolyn Humphrey</td>
<td>Early Childhood Ed. (B-2) &amp; Childhood Ed. (1-6)</td>
</tr>
</tbody>
</table>
Regular Meeting of the Board of Education  September 19, 2017

William Jadlowski  Childhood Ed. (1-6)
Christy Stephenson  Uncertified
John Lawson  Uncertified
Peter Cittadino  Uncertified
Tyler Eysaman  Uncertified
Kathryn Schlosser  Uncertified
Dennis Williams  Uncertified

Ayes 6, nays 0, motion carried.

b. Fall Drama Advisor – Perry Jr. High

Mr. Stephens moved and Ms. Bean seconded that Matthew Romanow be appointed to the position of Fall Drama Advisor at Perry Jr. High.

Ayes 6, nays 0, motion carried.

c. Substitute Bus Driver

Mrs. King moved and Mrs. Lark seconded that Louis Tehan be appointed to the position of substitute bus driver, effective September 20, 2017, pending satisfactory clearance for employment by the State Education Department.

Ayes 6, nays 0, motion carried.

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

Ms. Bean moved and Mrs. King seconded that the recommendations from the Committee on Pre-School Special Education’s meetings of August 22, 2017 (3) and September 1, 2017 (2) be approved.

Ayes 6, nays 0, motion carried.

C. Committee on Special Education (CSE)

Mr. Jadhon moved and Mrs. King seconded that the recommendations from the Committee on Special Education’s meetings of August 22, 2017 (1) and August 31, 2017 (2) be approved.

Ayes 6, nays 0, motion carried.
Other Business

The Board officially welcomed Mrs. Mandel back to the district as Assistant Superintendent for Business Affairs.

EXECUTIVE SESSION

Mrs. King moved and Mrs. Lark seconded that the Board go into Executive Session at 7:11 p.m. for the purpose of discussing collective negotiations with the New Hartford Teachers’ Association and the New Hartford Employees’ Union and invite Attorney Melinda Bowe.

Ayes 6, nays 0, motion carried.

The Board unanimously agreed to go out of Executive Session at 8:07 p.m.

Adjournment

Mrs. King moved and Ms. Bean seconded that the meeting be adjourned at 8:08 p.m.

Ayes 6, nays 0, motion carried.

Respectfully submitted,

Betty Heil, Clerk
Date: September 13, 2017

To: Mr. Robert Nole, Superintendent

From: Mark Benson, Principal

Subject: Winter Guard and Drumline Advisors

I recommend the attached list of advisors for the 2017-2018 Winter Guard and Drumline staff. Thank you for your consideration.
<table>
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<th>$16,000.00</th>
<th>TOTAL</th>
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<tbody>
<tr>
<td>600.00</td>
<td>Larry Schmidt</td>
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<td>800.00</td>
<td>Michael Winke</td>
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<td>Dan Raphaello</td>
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<tr>
<td>100.00</td>
<td>Sarah Vincen</td>
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<td>Dave Kimball</td>
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<td>Kaih Wolford</td>
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<td>Martin Hollister</td>
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<td>Rich Light</td>
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<td>Standard, Steve</td>
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<td>Carla Colon</td>
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<td>Jennifer Domino</td>
</tr>
<tr>
<td>200.00</td>
<td>Derek Pooley</td>
</tr>
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</table>

**Total**

**Advisory**

2017-2018
Name: Adele Reilly

Address:

Position: Certified Per Diem Substitute Teacher

Educational Background:
Bachelor of Science in Secondary Education, Buffalo State College

Experience:
Retired Chemistry Teacher in Holland Patent Central School - 1986-2011

Certification Status:

<table>
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Effective Date Pending Board of Education approval:
October 4, 2017

Salary Justification:
Per New Hartford Teachers’ Association Contract - Per Diem certified rate at $78.00 per day

September 13, 2017
NEW HARTFORD CENTRAL SCHOOL DISTRICT

Name: Margaret Tallman

Address: 

Position: Certified Per Diem Substitute Teacher

Educational Background:
Master’s Degree in Music Education, Voice - Boston University
Bachelor’s Degree in Music Education - Boston University

Experience:
Music Teacher in Utica City School District - 2006-2017

Certification Status:

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Effective Date Pending Board of Education approval:
October 4, 2017

Salary Justification:
Per New Hartford Teachers’ Association Contract - Per Diem certified rate at $78.00 per day

September 12, 2017
Name: Christine Rivers

Position: Certified Per Diem Substitute Teacher

Educational Background:
MA Childhood Education - SUNY Cortland - June 2012
BS Childhood Education - SUNY Oswego - June 2006

Education Experience:
Teacher in 6th grade at Lincoln Middle School Syracuse City School District Fall 2014
Long Term Substitute - New Hartford /Myles Elementary - Fall 2013-2014

Certification Status:

<table>
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<tr>
<th>Certification</th>
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Effective Date Pending Board of Education approval:
October 4, 2017

Information: Per New Hartford Teachers' Association Contract - Per Diem certified rate at $78.00 per day

September 6, 2017
NEW HARTFORD CENTRAL SCHOOL DISTRICT

Name: Mi Sook Lee

Address: 

Position: Uncertified Per Diem Substitute Teacher

Educational Background:
Master’s Degree in Special Education, Mental Retardation - Daegu, South Korea
Bachelor’s Degree in Special Education, Mental Retardation - Daegu, South Korea
Educational Specialist in Special Education - University of Georgia

Experience:
Graduate Assistant in Special Education at University of Georgia - 2002-2010
Special Education teacher, 3-5 year olds at First Rehabilitation, Flushing NY - 1999-2000

Certification Status:

<table>
<thead>
<tr>
<th>Issue Date</th>
<th>End Date</th>
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</thead>
</table>

Effective Date Pending Board of Education approval:
October 4, 2017

Salary Justification:
Per New Hartford Teachers’ Association Contract - Per Diem uncertified rate at $72.00 per day

September 13, 2017
NEW HARTFORD CENTRAL SCHOOL DISTRICT

Name: Victoria Cleary

Address:

Position: Uncertified Per Diem Substitute Teacher

Educational Background:
Bachelor of Science Degree in Finance - Florida State University

Experience:
Substitute Teacher, Bay Haven Charter Academy/B-8 - 1/2017-5/2017

Certification Status:

<table>
<thead>
<tr>
<th>Issue Date</th>
<th>End Date</th>
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</table>

Effective Date Pending Board of Education approval:
October 4, 2017

Salary Justification:
Per New Hartford Teachers’ Association Contract - Per Diem uncertified rate at $72.00 per day

September 13, 2017
NEW HARTFORD CENTRAL SCHOOL DISTRICT

Name: Aubrey Cray

Address:

Position: Uncertified Per Diem Substitute Teacher

Educational Background:
Bachelor of Arts in Early Childhood Education - Illinois College
Master of Education in Early Childhood Education - University of Phoenix

Experience:
Teacher in 2nd grade at John Eager Howard Elementary School, Baltimore, MD - 2016-2017
Teacher in Kindergarten at Montebello Elementary Junior Academy, Baltimore, MD - 2007-2016

Certification Status:

<table>
<thead>
<tr>
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<th>End Date</th>
</tr>
</thead>
</table>

Effective Date Pending Board of Education approval:
October 4, 2017

Salary Justification:
Per New Hartford Teachers’ Association Contract - Per Diem uncertified rate at $72.00 per day

September 12, 2017
Name: John Dellerba

Address:

Position: Uncertified Per Diem Substitute Teacher

Educational Background:
Bachelor of Arts in Psychology - Utica College

Experience:
In school suspension supervisor in Rome City School District - 1994-2005
Substitute Math 7-12 Teacher in Rome Catholic High School - 1986-1987

Certification Status:

<table>
<thead>
<tr>
<th>Issue Date</th>
<th>End Date</th>
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</thead>
</table>

Effective Date Pending Board of Education approval:
October 4, 2017

Salary Justification:
Per New Hartford Teachers’ Association Contract - Per Diem uncertified rate at $72.00 per day

September 12, 2017
Name: Thaddeus Casimir Wronka

Address: 

Position: Uncertified Per Diem Substitute Teacher

Educational Background:
Bachelor of Science in History - SUNY Oneonta
Associates in Social Studies - Mohawk Valley Community College

Experience:
Substitute Teacher in Utica City School District - 2012-2017

Certification Status:

<table>
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<th>Issue Date</th>
<th>End Date</th>
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<td>1/31/2020</td>
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</table>

Effective Date Pending Board of Education approval:
October 4, 2017

Salary Justification:
Per New Hartford Teachers’ Association Contract - Per Diem uncertified rate at $72.00 per day

September 14, 2017
NEW HARTFORD CENTRAL SCHOOL DISTRICT

Name: Timothy Ferro

Address: 

Position: Uncertified Per Diem Substitute Teacher

Educational Background:
Bachelor of Science in Adolescence Education: Physics 7-12 - SUNY Cortland

Experience:
Student Teaching at Nottingham School in Physics 9-12
Student Teaching at Ralph Perry Junior High in Science 7

Certification Status:

<table>
<thead>
<tr>
<th>Issue Date</th>
<th>End Date</th>
</tr>
</thead>
</table>

Effective Date Pending Board of Education approval:
October 4, 2017

Salary Justification:
Per New Hartford Teachers’ Association Contract - Per Diem uncertified rate at $72.00 per day

September 18, 2017
NEW HARTFORD CENTRAL SCHOOL DISTRICT

Name: Emily Engdahl

Address:

Position: Uncertified Per Diem Substitute Teacher

Educational Background:
Bachelor of Science in Biology/Spanish - Centre College, KY

Experience:
Girl’s lacrosse coach during summer development in New Hartford, ages 6-16
Girl Scout team leader in the summer program, Wisconsin - 2008-2013
Tutor in college

Certification Status:

<table>
<thead>
<tr>
<th>Issue Date</th>
<th>End Date</th>
</tr>
</thead>
</table>

Effective Date Pending Board of Education approval:
October 4, 2017

Salary Justification:
Per New Hartford Teachers’ Association Contract - Per Diem uncertified rate at $72.00 per day

September 20, 2017
NEW HARTFORD CENTRAL SCHOOL DISTRICT
Athletic Department
33 Oxford Road
New Hartford, New York 13413
Telephone: 315-624-1283/1296
Fax: 315-624-1334

John W. Banek
Director of Athletics, Health and Safe Schools

September 21, 2017

To: Robert Nole

From: John Banek

RE: Girls Ice Hockey - Clinton

I recommend that the attached Girls Ice Hockey proposal be put on the October 3, 2017 board agenda to be approved. This will be the third year that we would be entering into this agreement.

Att.
JWB.ks
Girls Ice Hockey Team
Program Proposal

August 13, 2015
Revised August 19, 2015
Revised August 8, 2016
Revised September 20, 2017

Goals
1. The Clinton Central School District will provide a Girls Ice Hockey Team opportunity for athletes from Clinton and interested surrounding school districts.
2. Partner with Girls Ice Hockey booster organization to provide this opportunity at no cost to the participating districts.

Background Information:
- Spring 2015 - Clinton residents and parents approached the Clinton school district with the desire to create a regional interscholastic ice hockey opportunity for athletes in the Utica area.
- Utica CSD offers a regional opportunity for boys and sponsors the team with full financial support from a boosters club.
- Clinton desires to serve as the host school district for this proposed Girls Ice Hockey team.
- On August 13, 2015 a team of representatives from Clinton, New Hartford, Whitesboro, Utica, and Section III met to clarify understandings, offer initial approval to move forward, and plan the next phase of approval.
- The 2015-16, and 2016-2017 Girls Hockey seasons were implemented successfully.

Present Situation:
- Section X facilitates a Girls Ice Hockey league that involves teams from the following schools: Ithaca, Oswego, Skaneateles, Alex Bay/Thousand Islands, Beekmantown, Plattsburgh, Lake Placid, Saranac Lake, Albany Academy, Canton, Massena, Potsdam, Salmon River, and St. Lawrence Central (this may change from year to year).
- Section X accepted our participation and incorporated Clinton into the 2015-1016 and 2016-2017 schedules including approximately 10 games.

Proposal Information
- The following information is to be used as guidelines for the purposes of general understanding. More specific guidelines will be formally approved and implemented by the Clinton Superintendent before the start of the season.
- Clinton will be the host for a regional Girls Ice Hockey team and the team name is: Clinton Warriors.
- Area schools will be invited to participate and school boards will adopt resolutions to combine/merge with Clinton for Girls Ice Hockey.
- The team is affiliated with and through Section X for Girls Ice Hockey (not Section III)
Boosters
- The Girls Ice Hockey Boosters is an organization that is separate from the Clinton School District and operates independent of, but in cooperation with, the Clinton School District.
- Title IX regulations and laws related to equity in sports among the sexes will be followed including equity in facilities and program (locker rooms, transportation, uniforms, coach staffing and qualifications, opportunity for competition at same levels, etc.)
- The boosters program will provide funding and will not be involved in or responsible for the administration or operation of the team.

Budget/Financing
- The estimated total budget for the team is approximately $23,000.
- The Clinton Girls Ice Hockey boosters will provide all funds necessary for the operation of the team for this season.
- All funds used for the team will be donated to the Clinton Central School District and the District will administer the budget and finances for the operation team as it would any other interscholastic sports team.
- Funds equal to the anticipated budget will be donated to the District before the start of the 2016-17 season on or about November 6, 2016.

Coaching/Staffing
The team will have a head and assistant coach hired and appointed by the Clinton CSD.

Code of Conduct
Players will need to adhere to the conditions set forth in both their home school and the Clinton CSD.

Schedule of Practices and Games
All home games will occur at the Clinton Arena as well as most practices. Other practice sites will be considered depending on cost and availability.

Sustainability
The program will be evaluated annually to determine the sustainability with respect to the number of players involved and the ability of the boosters to raise the needed funds.

Transportation
- Transportation to practices is the responsibility of the players.
- Transportation to away games is the responsibility of the Clinton CSD.
- Players will be required to ride the team bus to and from away games.
- Funds for transportation will be included in the budget for team as financed by the Boosters.
- Weather Related School Cancellations
  - When Clinton is closed, practices and games will be cancelled.
  - If a home school is closed or activities at the home school are cancelled and Clinton is open, the player from that home school is not allowed to participate in practices or games scheduled for that day.
  - The Clinton Superintendent will make the determination of whether or not travel is safe enough to travel to away games. There is a possibility that weather conditions are locally favorable but are hazardous along the travel route or at the away game site.
Unforms and Equipment

- Uniforms will be provided by Clinton as funded by the Boosters.
- All other equipment will be provided by the player.
- Supplementary supplies and equipment such as player bags, warm ups, or other items may be purchased or supplied directly by the boosters, or through supplemental donation, with the approval Athletic Director in advance.

Sample Invitation to participate:

Dear Superintendent and/or Athletic Director:

I am writing to inform you that the Clinton Central School District is continuing our our Girls Ice Hockey program and team for the 2017-18 school year. By way of this letter, I am hereby formally inviting your school district to participate and combine with us in order to allow athletes from your school to participate on our team.

Attached you will find the program proposal and presented to and approved by the Clinton School Board on August 18, 2015 and updated by the superintendent since then to reflect the second year. This document should give you enough information to make your decision; however, please contact me if you have any questions.

If you are interested in combining with us to be a part of this exciting opportunity, please have the attached Combining/Memorandum of Agreement approved by your Board of Education preferably by November 1, 2016.

Also, please respond to me as soon as you decide that you are interested via email or phone so we can plan appropriately. I look forward to hearing from you and partnering in this exciting endeavor.

Sincerely,

Stephen L. Grimm, Ed.D.
Superintendent

Timeline and Action Needed for the 2016-17 Season

- September 26, 2017 - Clinton Board of Education approved resolution to partner with other school districts for Girls Ice Hockey: Camden, Christian Brothers Academy, New Hartford, Ncthe Dame, Oneida, Oriskany, Rome, Utica, and Whitesboro.
- September 21, 2017 - Invitations to participate sent to partner school superintendents.
- September 2017 - October 2017 – Invited partner schools approve combining/merger with Clinton for Girls Ice Hockey and return executed Combining Agreement and insurance documents to Clinton (scanned and emailed is fine).
- November 2017 – Girls Ice Hockey boosters donate funds needed, and season starts.
CERTIFICATE OF LIABILITY INSURANCE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policyholder must be endorsed. IfENDORSEMENT IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A claim on this certificate does not confer any rights to the certificate holder in lieu of such endorsements.

PRODUCER

Agent Name

Agent Phone

Agent Fax

Agent Email

INSURER

Insurance Company

Insurance Company Address

Insured

Participating School District

Insured Address

COVERAGE

This is to certify that the policies of insurance listed below have been issued to the Insured named above for the policy period indicated. Nothing contained herein shall be construed to modify, change, extend or condition any contract or other documents with respect to which this certificate may be issued or may restrict the insurance afforded by the policies herein described. This certificate is subject to all the terms, conditions and restrictions of such policies. Limits shown may have been reduced by subsequent endorsements.

<table>
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<tr>
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</table>

6/12/16 (dated)

EXCLUSIONS:

1. The Certificate Holder is an additional insured regarding 200 School District's student(s) participating in the Girls Varsity Ice Hockey program hosted by Clinton.

CERTIFICATE HOLDER

Clinton Central School District

175 Cheagoo Ave

Clinton, NY 13323

CANCELLATION

Should any of the above described policies be cancelled before the expiration date, notice will be delivered in accordance with the policy provisions.

Authorized Representative

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ACORD 25 (2014/01)

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m412566.pdf
COMBINING AGREEMENT
VARITY GIRLS ICE HOCKEY

MEMORANDUM OF AGREEMENT
between the Clinton Central School District and
the New Hartford Central School District

WHEREAS, during the 2017-2018 school year, the Clinton Central School District (CCSD) is hosting a regional Interscholastic Varsity Girls Ice Hockey Team (Team); and,

WHEREAS, the CCSD has been accepted to compete as a regional team within the New York State Public High School Athletic Association’s Section X; and,

WHEREAS, the cost of operating the Team will be borne by the Clinton Sports Boosters organization, and will be raised and donated to the CCSD before the season is anticipated to start in mid-November; and,

WHEREAS, the operation of the Team will be conducted under the authority of the CCSD; and

WHEREAS, the CCSD invites the New Hartford Central School District to participate as a combined team during the 2017-2018 school year; and, therefore,

BE IT RESOLVED THAT, this agreement confirms the combining of the CCSD and the above stated school district for the 2017-2018 school year.

IN WITNESS WHEREOF, the parties have signed this MEMORANDUM OF AGREEMENT as of the date indicated below.

__________________________
Date: September 26, 2017

Stephen L. Grimm, Ed. D.
Superintendent of Schools
Clinton Central School District

__________________________
Date:

Robert Nole
Superintendent
New Hartford Central School District
John W. Banek
Director of Athletics, Health and Safe Schools

September 21, 2017

To: Robert Nole

From: John Banek

RE: District Wide Safety Plan

I recommend the attached District Wide School Safety Plan be placed on the October 3, 2017 board agenda so that the plan may be approved and subsequently posted on our school website.

Att.
JWB.ks
NEW HARTFORD CENTRAL SCHOOL

PROJECT SAVE
(Safe Schools Against Violence in Education)
DISTRICT-WIDE SCHOOL SAFETY PLAN
As required by 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 stand at risk from a wide variety of acts of violence, as well as from natural and manmade disasters. To address these threats, the State of New York has enacted the Safe Schools Against Violence in Education (SAVE) law. Project SAVE is a comprehensive planning effort that addresses prevention, response and recovery with respect to a variety of emergencies in each school district and its schools.

The New Hartford Central School District supports the SAVE Legislation and intends to facilitate the planning process. 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 Hartford Central School District-Wide School Safety Plan was developed pursuant to Commissioner’s Regulation 155.17. At the direction of the Board of Education, the Superintendent of Schools appointed a District-Wide School Safety Team and charged it with the development and maintenance of the District-Wide School Safety Plan.

B. Identification of School Teams
The District has created a District-Wide School Safety Team including the following persons:

<table>
<thead>
<tr>
<th>Members Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration Representative</td>
<td>John Banek and Building Principals</td>
</tr>
<tr>
<td>Teacher Representative</td>
<td>One teacher from each school</td>
</tr>
<tr>
<td>Parent Representative</td>
<td>Paul Vitagliano</td>
</tr>
<tr>
<td>Student Representative</td>
<td>Student Council Member</td>
</tr>
<tr>
<td>School Safety Personnel</td>
<td>Bob Philo</td>
</tr>
<tr>
<td>Other School Personnel</td>
<td>Mary Mandal, Peter Gagliano, Andy Morgan, Pamela Smoulcey</td>
</tr>
</tbody>
</table>
C. Concept of Operations

- The New Hartford Central School District-Wide School Safety Plan is directly linked to each Building-Level Emergency Response Plan, which contains additional information that is not accessible to the public for security reasons.

- 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-Herkimer-Madison BOCES Safety Office. The members of the Safety Committee 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 School Emergency Response Team will conduct the initial response to all emergencies. The Superintendent will be notified of all emergencies. He, or his 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), the District-Level portion of this plan was made available for public comment at least 30 days prior to its adoption. The District-Level Plan was adopted by the School Board after a public hearing that provided for the participation of school personnel, parents, students and any other interested parties. The Plan was formally adopted by the Board of Education on October 3, 2017.

- Full copies of the District-Wide School Safety Plan and any amendments were submitted to the New York State Education Department within 30 days of adoption.

- This Plan shall be reviewed and maintained by the District-Wide School Safety Team. A copy of the plan will be available at the New Hartford District Office.

SECTION II: GENERAL EMERGENCY RESPONSE PLANNING

A. Identification of sites of potential emergency

The District has established procedures for the identification of potential sites and the internal and/or external hazards that may be present in them. These procedures are developed in coordination with the local Emergency Management Office, Fire Department and law enforcement agencies, and the use of a Risk Probability Checklist. Appendix 2 of this Plan includes the Risk Probability Checklist.

B. Actions in response to an emergency

The District has identified the following general response actions to emergency situations. These actions include school cancellation, early dismissal, evacuation, lockdown, lockout, shelter in place and hold in place. The Building-Level Emergency Response Plans include identification of specific procedures for each action depending upon the emergency.
Emergencies include, but are not limited to:

- Anthrax
- Armed Student or Intruder
- Explosion
- Fire
- Hazardous Material
- Natural/Weather Related
- Hostage/Kidnapping
- School Bus Accident/Serious Injuries
- Suicide/Self Destructive Behavior
- Suspicious Package/Bombs

C. District resources and personnel available for use during an emergency

The District has committed the full inventory of its resources to be available for use during an emergency. These resources will be utilized in line with the Building-Level Emergency Response Plans as deemed appropriate by the Incident Command Team.

Specific personnel and resources are identified in the Building-Level Emergency Response Plans.

D. Procedures to coordinate the use of school resources during emergencies

The District uses the Incident Command System model for emergency actions. For District-Wide emergencies, the Incident Commander will be the Superintendent of Schools or his/her designee. In Building-Level emergencies, the administrator-in-charge or his/her designee will act as the Incident Commander. The Incident Commander is authorized to activate such resources and personnel as are appropriate to the incident. The Incident Commander is empowered to render such decisions as may be necessary in keeping with the response actions as identified in the Building-Level Emergency Response Plan. Building-Level Incident Command staff are identified in the Building-Level Emergency Response Plans.

The Incident Command System for the District is better defined in Appendix 4 of this plan. Building-Level Incident Command Systems are defined in each Building-Level Plan.

E. Annual multi-hazard school training for staff and students

The District will conduct annual training for both staff and students in school safety issues. Training will be coordinated by the Superintendent of Schools and may consist of classroom activities, general assemblies, tabletop exercises, full-scale drills or other appropriate actions to increase the awareness and preparedness of staff and students.

Drills and other exercises will be coordinated with local, county and state emergency responders and preparedness officials. Existing plans will be revised in response to post-incident evaluations of these drills.

Training procedures and frameworks are included in Building-Level plans.

F. Staff Development
All candidates applying for teacher certification as of February 2, 2001 will have completed two hours of training in school violence prevention and intervention prior to that application.

Provision for two hours of staff development with respect to school violence prevention, intervention and response will be included in professional development plans.

At least one hour of school violence prevention and intervention training for all staff will be included annually in a superintendent’s conference day.

The Coordinator of Athletics and School Safety will be responsible for implementing instructional staff development programs.

The School Safety Officer has met with each faculty member regarding SHELL and office staff has received front office training.

SECTION III: RESPONDING TO THREATS AND ACTS OF VIOLENCE

A. Policies and procedures for responding to implied or direct threats of violence or acts of violence by students, teachers, other school personnel and visitors to the school

The District has enacted policies and procedures dealing with violence. These policies and procedures deal with the safety of the school community as well as the range of discipline of those making the threat or committing the act of violence and are included in the Board of Education Policy Manual and also the District Code of Conduct.

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 Plans include specifics to potential emergency situations that would require these responses.

♦ Use of staff trained in de-escalation or other strategies to diffuse the situation
♦ Inform Superintendent 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

B. Policies and procedures for contacting appropriate law enforcement officials in the event of a violent incident
Law enforcement officials will be contacted by the Incident Commander in line with the Building-Level Emergency Response Plan and will be requested based upon the “closest response agency” concept to ensure that the response to the incident is as rapid as possible. Appendix 3 includes a table listing district buildings and closet response agencies with contact names and numbers.

C. Appropriate responses to emergencies

The District recognizes that an appropriate response to emergencies varies greatly depending upon the actual threat or act as well as the magnitude of such emergency. The Building-Level Emergency Response Plans detail the appropriate response to such emergencies.

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 Plans. The following types of procedure(s) have been considered:

✦ Determine level of threat with Superintendent/Desigee
✦ If the situation warrants, isolate the immediate area and evacuate if appropriate
✦ If necessary, initiate lockdown procedure or other emergency responses and contact law enforcement
✦ 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 Plans. 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

D. Policies and procedures to contact parents, guardians or persons in parental relation to the students in the event of a violent incident or an early dismissal

The District will contact appropriate parents, guardians or persons in parental relation via media release, telephone contact or other appropriate means in the event of a violent incident or early dismissal. Conditions requiring such notification are outlined in the Building-Level Emergency Response Plans.

Section IV: COMMUNICATION WITH OTHERS

A. Procedures for obtaining assistance during emergencies from emergency services organizations and local agencies
During emergencies, local government agencies, including emergency services, can be obtained via the local emergency management office or through the local emergency communication center. The Incident Commander will authorize the procurement of these agencies. District’s local emergency management office information:

<table>
<thead>
<tr>
<th>CALL 911</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Management Offices</td>
<td>Kevin Revere</td>
</tr>
<tr>
<td>120 Base Road Oriskany, NY 13424</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LAW ENFORCEMENT (Call 911 first)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>New Hartford Police</td>
<td>315-724-7111</td>
</tr>
<tr>
<td>NY State Police Dept.</td>
<td>315-736-0121</td>
</tr>
<tr>
<td>Federal Bureau of Investigation</td>
<td>315-732-2157</td>
</tr>
<tr>
<td></td>
<td>518-765-7551</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>AMBULANCE</th>
<th>CALL 911 FIRST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kunkel Ambulance</td>
<td>315-797-4111</td>
</tr>
<tr>
<td>Edwards Ambulance</td>
<td>315-737-7657</td>
</tr>
<tr>
<td>Central Oneida Co. Volunteer Ambulance</td>
<td>315-853-2118</td>
</tr>
<tr>
<td>Other Ambulances</td>
<td>ACLS Advance Air Ambulance</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FIRE DEPARTMENTS (Call 911 first)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>New Hartford</td>
<td>315-732-4775</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HOSPITALS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>St. Luke’s Hospital</td>
<td>315-624-6000</td>
</tr>
<tr>
<td>St. Elizabeth Hospital</td>
<td>315-798-8100</td>
</tr>
<tr>
<td>Rome Hospital</td>
<td>315-338-7000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CHEMICAL/ENVIRONMENTAL HAZARDS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>HazMat</td>
<td>315-765-2526</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OTHERS:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Upper Mohawk Valley Regional Water Authority</td>
<td>315-792-0301</td>
</tr>
<tr>
<td>National Grid</td>
<td>1-800-642-4272</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HIGHWAY SUPERINTENDENT</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>New Hartford</td>
<td>315-724-4300</td>
</tr>
</tbody>
</table>

B. Procedures for obtaining advice and assistance from local government officials including the county or city officials responsible for implementation of Article 2-B of the Executive Law

The District will rely on the advice of the local emergency management office listed above.
C. A system for informing all educational agencies within the District of a disaster

The District will notify other educational agencies as appropriate.

D. Maintaining certain information about each educational agency located in the School District

Each Building-Level Emergency Response Plan will include the following information:

♦ School population
♦ Number of staff
♦ Transportation needs
♦ Business and home telephone numbers of key officials of each educational agency

The Building Level School Safety Teams will ensure that this information is current and accurate.

Section V: PREVENTION AND INTERVENTION STRATEGIES

A. Prevention/Intervention Strategies

Program Initiatives
The District recognizes that communication is a vital key in the prevention and intervention of violence in schools. The District Safety Committees along with the building and district administrators have organized programs and activities for improving communication among students and between students and staff, and to facilitate the reporting and evaluation of potentially violent incidents. The following programs are currently in place:

♦ Non-Violent Conflict Resolution
♦ Extended Day Programs
♦ Bullying Prevention Programs
♦ Internet Safety Programs
♦ Social Contracts
♦ Drug and Alcohol Counseling

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

Training, Drills and Exercises
The District will conduct 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 will be explained and practiced in a variety of ways including early go-home drill, tabletop exercise, live drill, lockdown drill and Emergency Management Team exercises.
All drills and exercises will be reviewed and critiqued following the conclusion of each; such reviews will target areas for improvement.

When appropriate and at the discretion of the District Safety Team, the District will coordinate drills and/or exercises with local and county emergency response and preparedness officials. The following drills and/or exercises will be conducted in the 2017 – 2018 school year:

<table>
<thead>
<tr>
<th>Date</th>
<th>Description of Drill or Exercise</th>
</tr>
</thead>
<tbody>
<tr>
<td>Set by BOCES</td>
<td>“Go Home” Drill</td>
</tr>
<tr>
<td>As required by law (8)</td>
<td>Fire Drills</td>
</tr>
<tr>
<td>As required by law (4)</td>
<td>Lock Down Drills</td>
</tr>
<tr>
<td>Fall 2017</td>
<td>Evacuation Drill</td>
</tr>
</tbody>
</table>

**Implementation of School Security**

The District will conduct security reviews of all facilities with the assistance of the District Safety Officer, local law enforcement and/or the Oneida-Herkimer-Madison BOCES Safety Office; to determine what security measures should be adopted. At this time, the District enforces single-point of entry and uses visitor badges and video surveillance at all schools and also has implemented a School Safety Officer program with coverage at all schools. If additional security measures are implemented, the Building Level Plans will be modified to reflect those changes.

**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 train all staff in how to identify early warning signs in students and in early intervention/prevention strategies. Staff development and training plans for the upcoming year are included in the supplements of the Building-Level plans.

The District will disseminate informative materials regarding the early detection of potentially violent behaviors to teachers, administrators, parents and other persons in parental relation to students of the school district or board.

The evaluation team may include the superintendent, social worker, psychologist, teachers and other qualified staff.

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

Appendix 1:

Listing of all school buildings covered by the District-Wide School Safety Plan with building address, contact names and telephone numbers for building staff:

<table>
<thead>
<tr>
<th>Building Name</th>
<th>Address</th>
<th>Contact Name</th>
<th>Telephone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>High School</td>
<td>33 Oxford Rd.</td>
<td>Mark Benson</td>
<td>315-624-1214</td>
</tr>
<tr>
<td>Perry Jr. High</td>
<td>9499 Weston Rd.</td>
<td>Ric Ripa</td>
<td>315-738-9300</td>
</tr>
<tr>
<td>Hughes Elementary</td>
<td>340 Higby Rd.</td>
<td>Kathy Carney</td>
<td>315-738-9350</td>
</tr>
<tr>
<td>Myles Elementary</td>
<td>100 Clinton Rd.</td>
<td>Cindy Langone</td>
<td>315-738-9600</td>
</tr>
</tbody>
</table>
Appendix 2:

District Risk Determination

Using the Risk Probability Checklist (see attached) and the recommendations of local law enforcement and emergency response personnel, the District has determined that the following risks apply to all district buildings:

♦ Winter Storms and blizzards
♦ High winds
♦ Severe thunderstorms
♦ Hazardous materials
♦ Transportation accidents

In addition, the District recognizes that every school building has the potential for violent incidents including:

♦ Hostage situation
♦ Weapons incident
♦ Kidnapping
♦ Intruder
♦ Threats of violence
Appendix 3:

Building-Level response resources – closest responding agencies

Building-Level Plans shall be filed with the New Hartford Town Police

DAIL 911 FIRST

<table>
<thead>
<tr>
<th>School</th>
<th>Law Enforcement</th>
<th>Fire</th>
<th>Medical</th>
</tr>
</thead>
<tbody>
<tr>
<td>High School</td>
<td>New Hartford Police</td>
<td>New Hartford Fire</td>
<td>911</td>
</tr>
<tr>
<td></td>
<td>315-724-7111</td>
<td>315-732-4775</td>
<td></td>
</tr>
<tr>
<td>Perry Jr. High</td>
<td>New Hartford Police</td>
<td>New Hartford Fire</td>
<td>911</td>
</tr>
<tr>
<td></td>
<td>315-724-7111</td>
<td>315-732-4775</td>
<td></td>
</tr>
<tr>
<td>Bradley Elementary</td>
<td>New Hartford Police</td>
<td>New Hartford Fire</td>
<td>911</td>
</tr>
<tr>
<td></td>
<td>315-724-7111</td>
<td>315-732-4775</td>
<td></td>
</tr>
<tr>
<td>Hughes Elementary</td>
<td>New Hartford Police</td>
<td>New Hartford Fire</td>
<td>911</td>
</tr>
<tr>
<td></td>
<td>315-724-7111</td>
<td>315-732-4775</td>
<td></td>
</tr>
<tr>
<td>Myles Elementary</td>
<td>New Hartford Police</td>
<td>New Hartford Fire</td>
<td>911</td>
</tr>
<tr>
<td></td>
<td>315-724-7111</td>
<td>315-732-4775</td>
<td></td>
</tr>
</tbody>
</table>
Appendix 4:

District-Wide Incident Command

Incident Commander
Robert Nole

Safety Officer
John Banek

Public Information Officer
Robert Nole

Incident Log
Betty Heil

Liaison
John Banek

Operations
Allen Hyde

Logistics
Mary Mandal

Planning
Andy Morgan

Administration/Finance
Mary Mandal

- **Incident Commander** – Responsible for the direction of the building response in a district-wide emergency (Superintendent/designee)

- **Public Information Officer** – Compiles and releases information to the news media

- **Safety Officer** – Monitors the response in an attempt to prevent injuries from occurring to both those involved in the incident and those trying to resolve it

- **Liaison** – Represents the District by working with responding agencies (law enforcement, fire EMS, utilities, etc.) and other school districts that may be involved in the incident

- **Incident Log** – Keeps a written log of all incident events and updates appropriate command post personnel on significant developments

- **Operations** – Responsible for directing the implementation of action plans and strategies for incident resolution

- **Logistics** – Responsible for providing all resources (personnel, equipment, facilities, services) required for incident resolution

- **Planning/Intelligence** – Responsible for collecting, evaluating and disseminating the information needed to measure the size, scope and seriousness of an incident and to plan a response

- **Administration/Finance** – Responsible for all cost and financial matters related to the incident
Good afternoon!

The New York State School Boards Association’s Annual Business Meeting will be held on Saturday, October 14, beginning at 8 a.m. at the 1932 Jack Shea Arena, Conference Center in Lake Placid.

Please complete the electronic form below at the end of this email with the name of your voting delegate and alternate, if applicable. **This form replaces the blue voting delegate card previously used to obtain voting delegate credentials.**

When completing the form please be sure to:

1. Check the box: “Send me a copy of my responses.”

2. Once you have completed the form, checked the box indicated above, and submitted the form, you will receive an email with confirmation. Please print the confirmation page and give it to your voting delegate to bring with them to the Convention Registration area.

3. Your delegate will present the confirmation page onsite at the Convention Registration area and receive his/her credentials. Delegates will not be admitted to the business meeting floor without their credentials.

A voting delegate must be a member of the board of education and be able to attend the Business Meeting. If for whatever reason the delegate must leave during the meeting, it is his/her responsibility to transfer credentials to the alternate delegate.

Thank you for your assistance. If you have any questions, please don’t hesitate to contact Penny Martiniano directly via email penny.martiniano@nyssba.org or call her at (518) 783-3734.

Denise M. Carmichael
IT Project Planning & Database Coordinator

New York State School Boards Association

24 Century Hill Drive, Suite 200
Latham, NY 12110-2125

Phone: 518.783.3755; Fax: 518.783.3565
denise.carmichael@nyssba.org
www.nyssba.org

Better School Boards Lead to Better Student Performance

Click to open the Form I've shared with you:

NYSSBA Annual Business Meeting Voting Delegate Form

Sent by denise.carmichael@nyssba.org

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NYSSBA Annual Business Meeting Voting Delegate Form

Please complete the form below. This form REPLACES the blue voting delegate card previously used to obtain voting delegate credentials for the Annual Business Meeting.

Once you have completed and submitted this form, please print the confirmation email and give it to your voting delegate. Your voting delegate will use that confirmation to obtain his/her credentials at Convention.

Questions? Email Penny Martiniano at penny.martiniano@nyssba.org.

Enter your school district name: *

Today's Date *

Enter your name and title: *

Will your district be sending a voting delegate to the Annual Business Meeting? *
(choose from dropdown menu)

Enter the name of the member of the Board of Education selected to serve as the voting delegate: *
(please enter N/A if not applicable)

Enter the name of the member of the Board of Education selected to serve as the "alternate" voting delegate: *
(please enter N/A if not applicable)

IMPORTANT NOTE: Before submitting your form, please
be sure to check the box below entitled “Send me a copy of my responses”.

Send me a copy of my responses

Submit

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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: September 25, 2017

It is recommended that the Dean of Students be added to the list of approved authorized signatures for the Junior High Extraclassroom Activity Account.

Thank you

MBM:rak