The Bradley Elementary School PTA will host a reception for the Board of Education at 6:30 p.m.

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Recognition of Visitors and Delegations
   - Bradley 3rd Grade Students – Demonstration of Common Core Math and ELA Concepts
   - Presentation to Students Selected to Attend NYSSMA All State Conference
   - Presentation to Marching Band State Champions
4. Approval of Minutes – Regular Meeting of November 4, 2014
5. Correspondence and Communications
6. Board Committee Reports
   - Staffing & Curriculum Committee – 11/10/14
   - Buildings, Grounds & Transportation Committee – 11/12/14
7. Old Business
   - Second Reading of Policies/Regulations
     It is recommended that the first reading be waived and the following policy be presented for the second reading:
     
     #8109 Substitute Non-Teaching Employees
7. Old Business – Second Reading of Policies/Regulations (cont’d.)

The following polices/regulations are presented for the second reading:

#4001    Fiscal Responsibilities
#4002    Reports of Possible Violations of Policy or Law
#4101    Bonding of School District Employees and Officers
#4102    Periodic Financial Reports
#4103    Tax Certiorari Proceedings
#4104    School Tax Exemptions
#4105    Authorized Signatures
#4200    Budget Policy
#4201    Budget Publications and Hearing
#4203    Contingency Budget
#4204    Investments
#4300    Cash Management
#4301    Expense Reimbursement (Employees)
#4301.1  Claim Form
#4301.2  Mileage Claim Form
#4302    Meals and Refreshments
#4303    Use of Phones
#4304    Use of District Vehicles
#4304.1  Use of District Vehicle – Request Form
#4305    Use of District Credit Card
#4400    Audit Committee
#4401    Annual Audit
#4402    Internal Audit Function
#4403    Auditing Claims for Payment
#4404    Medicaid Billing Compliance Program
#4500    General Procurement Standards
#4500.1  Competitive Bidding
#4500.2  Non-Bid Purchasing
#4500.3  Procurement of Goods and Services Quote Form
#4503    Inventory
#4504    Construction Contracts and Change Orders Signed by the Board President
#4600    Fundraising in the New Hartford Central School District
#4600.1  Fundraising Guidelines for School Related Organizations
#4600.2  Raffle Request Form
#4600.3  Fundraising Request Form
#4601    Public Gifts, Grants and Bequests to the School
#4602    Gold Card Passes
#4603    Petty Cash Accounts
8. New Business

A. Personnel

1. Appointments

   a. Substitute Teacher List

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

      | Name            | Certification                                           |
      |-----------------|--------------------------------------------------------|
      | Jessica Spartano| PreK, Kindergarten, and Grades 1-6, Literacy 8-6       |
      | Natalie Williams| Biology and General Science 7-12, Chemistry 7-12        |
      | Kaleigh Blando  | ELA 7-12, Literacy 5-12, Teaching Assistant Level 1    |

   b. Coach

      It is recommended that the following coaches be appointed for the winter 2014-2015 sports season:

      | Name          | Sport                      |
      |---------------|----------------------------|
      | Andrea Lewis  | Volunteer Co-Ed Indoor Track|
      | Elizabeth Sinisgalli | Varsity Cheerleading         |
      | Elizabeth Sinisgalli | JV Cheerleading             |

B. Local Assistance Plan – Perry Jr. High School

      It is recommended that the Local Assistance Plan for Perry Jr. High School be approved.
8.  New Business (cont'd.)

C.  Energy Services (Electricity)

   It is recommended that the resolution authorizing participation in cooperative energy purchasing service (NYSMEC) for electricity be approved.

D.  Energy Services (Natural Gas)

   It is recommended that the resolution authorizing participation in cooperative energy purchasing service (NYSMEC) for natural gas be approved.

E.  Committee on Special Education (CSE)

   The recommendations from the Committee on Special Education's meetings of October 28, 2014 (3), October 30, 2014 (1) and November 4, 2014 (9) are presented for approval.

F.   504 Committee

   The recommendations from the 504 Committee's meeting of November 4, 2014 (3) are presented for approval.

9.  Other Business

10. Adjournment

bh
Regular Meeting of the Board of Education
Myles Elementary School Library
Tuesday, November 4, 2014
7:00 P.M.

Members Present: Mr. Flemma, Mr. Jadhon, Ms. King, Ms. Philipson, Mr. Piotrowski, Mr. Stephens

Excused: Ms. Soggs

Others Present: Mr. Nole, Mr. Hyde, Ms. Mandel, Ms. Heil

The meeting was called to order at 7:01 p.m. following a reception hosted by the Myles Elementary PTA.

Pledge of Allegiance

Recognition of Visitors and Delegations

- Highlights of the Myles Primary 12:1:1 Program – Melissa Curtis and Students
- Grades 3-8 Math and ELA Assessment Results – Mr. Hyde

Approval of Minutes

Mr. Stephens moved and Mr. Flemma seconded that the minutes of the Regular Meeting of October 21, 2014 be approved.

Ms. Philipson requested that her name be added as providing the Staffing & Curriculum Committee report.

Ayes 6, nays 0, motion carried.

Correspondence and Communications

Mr. Nole noted an agenda addendum which was distributed to the Board members. He also referenced a letter that was received from the Friends of the New Hartford Public Library thanking the students and parents who assisted with their October 18, 2014 Miniature Golf Tournament. Mr. Nole also distributed information regarding a General Membership meeting of the Oneida-Madison-Herkimer School Boards Institute which will take place on November 13, 2014.

Mr. Flemma reported on a meeting that he attended with members of the Town of New Hartford Police and Fire Departments regarding a presentation by US Life Safety, Inc. Mr. Stephens favorably commented on the recent Foreign Language Dessert Night and Mr. Flemma commended Perry Jr. High on their recent Horizon’s Day.

Board Committee Reports

There were no committee reports.
Old Business

- First Reading of Policies/Regulations

The following policies/procedures were presented for the first reading:

#4001 Fiscal Responsibilities
#4002 Reports of Possible Violations of Policy or Law
#4101 Bonding of School District Employees and Officers
#4102 Periodic Financial Reports
#4103 Tax Certiorari Proceedings
#4104 School Tax Exemptions
#4105 Authorized Signatures
#4200 Budget Policy
#4201 Budget Publications and Hearing
#4203 Contingency Budget
#4204 Investments
#4300 Cash Management
#4301 Expense Reimbursement (Employees)
#4301.1 Claim Form
#4301.2 Mileage Claim Form
#4302 Meals and Refreshments
#4303 Use of Phones
#4304 Use of District Vehicles
#4304.1 Use of District Vehicle – Request Form
#4305 Use of District Credit Card
#4400 Audit Committee
#4401 Annual Audit
#4402 Internal Audit Function
#4403 Auditing Claims for Payment
#4404 Medicaid Billing Compliance Program
#4500 General Procurement Standards
#4500.1 Competitive Bidding
#4500.2 Non-Bid Purchasing
#4500.3 Procurement of Goods and Services Quote Form
#4503 Inventory
#4504 Construction Contracts and Change Orders Signed by the Board President
#4600 Fundraising in the New Hartford Central School District
#4600.1 Fundraising Guidelines for School Related Organizations
#4600.2 Raffle Request Form
#4600.3 Fundraising Request Form
#4601 Public Gifts, Grants and Bequests to the School
#4602 Gold Card Passes
#4603 Petty Cash Accounts
New Business

A. Personnel

1. Appointments

   a. Substitute Teacher List

      Ms. King moved and Ms. Philipson seconded that the following teachers be appointed to the per diem substitute teacher list, pending satisfactory clearance for employment by the State Education Department:

      | Name            | Certification                                      |
      |-----------------|---------------------------------------------------|
      | Paige Whitney   | Students with Disabilities 7-12                   |
      |                 | (generalist), Earth                               |
      |                 | Science 7-12, Earth                               |
      |                 | Science 5-6 (extension)                           |
      |                 | & Coaching Swimming 7-12 (temp)                   |
      | Samantha North  | Mathematics 7-12                                  |
      | Kimberly Reale  | Childhood Education 1-6                           |

      Ayes 6, nays 0, motion carried.

   b. Coaches

      Ms. Philipson moved and Ms. King seconded that the following coaches be appointed for the winter 2014-2015 sports season:

      | Name            | Sport                                      |
      |-----------------|--------------------------------------------|
      | Paige Whitney   | Asst. Boys' Varsity Swimming               |
      | Holly Connors   | Boys' Varsity Diving                       |
      | Sean Dwyer      | Asst. Boys' Modified Swimming              |
      | Ryan Mc Nerney  | JV Wrestling                               |
      | Thomas Bronk    | Girls' 7th Grade Basketball                |

      Ayes 6, nays 0, motion carried.
c. Advisors

Mr. Stephens moved and Ms. King seconded that the following advisors be appointed for the 2014-2015 school year:

Matt Romanow  
Masque Advisor (Fall & Spring)  
Fall Musical Co-Producer  
and Asst. Stage Director

Bonnie Hibbard  
Fall Musical Co-Producer  
and Asst. Stage Director

Ayes 6, nays 0, motion carried.

d. School Monitor

1. Ms. Philipson moved and Mr. Flemma seconded that Tammy Matys be appointed to the position of school monitor, effective November 5, 2014.

Ayes 6, nays 0, motion carried.

2. Mr. Stephens moved and Mr. Flemma seconded that Amy Stappenbeck be appointed to the position of school monitor, effective November 5, 2014.

Ayes 6, nays 0, motion carried.

e. Bus Driver

Ms. Philipson moved and Mr. Flemma seconded that John Winter be appointed to the position of bus driver, effective November 5, 2014.

Ayes 6, nays 0, motion carried.
f. Substitute School Monitor

1. Ms. Philipson moved and Mr. Piotrowski seconded that Marybeth Zalewski be appointed to the position of substitute school monitor, effective November 5, 2014.

   Ayes 6, nays 0, motion carried.

2. Mr. Flemma moved and Ms. King seconded that Sharon Merkel be appointed to the position of substitute school monitor, effective November 5, 2014.

   Ayes 6, nays 0, motion carried.

g. Substitute School Monitor/Substitute Teacher Aide

1. Mr. Flemma moved and Ms. King seconded that Cheryl Mody be appointed to the substitute positions of school monitor and teacher aide, effective November 5, 2014.

   Ayes 6, nays 0, motion carried.

2. Mr. Flemma moved and Ms. King seconded that Martha Middaugh be appointed to the substitute positions of school monitor and teacher aide, effective November 5, 2014.

   Ayes 6, nays 0, motion carried.

h. Substitute Bus Driver

1. Ms. Philipson moved and Ms. King seconded that Sharon Merkel be appointed to the position of substitute bus driver, effective November 5, 2014.

   Ayes 6, nays 0, motion carried.

2. Ms. King moved and Mr. Piotrowski seconded that Mary Bowee be appointed to the position of substitute bus driver, effective November 5, 2014.

   Ayes 6, nays 0, motion carried.
i. Substitute Bus Attendant

Mr. Flemma moved and Ms. King seconded that Mary Bowee be appointed to the position of substitute bus attendant, effective November 5, 2014.

Ayes 6, nays 0, motion carried.

B. Committee on Special Education

Ms. Philipson moved and Ms. King seconded that the recommendations from the Committee on Special Education’s meetings of October 14, 2014 (2) and October 21, 2014 (4) be approved.

Ayes 6, nays 0, motion carried.

C. Treasurer’s Reports

Mr. Flemma moved and Ms. Philipson seconded that the July 31, 2014, August 31, 2014 and September 30, 2014 Treasurer’s Reports be accepted.

Ayes 6, nays 0, motion carried.

D. Budget Transfers

Ms. King moved and Mr. Piotrowski seconded that the September 30, 2014 Budget Transfers be approved.

Ayes 6, nays 0, motion carried.

Other Business

Mr. Piotrowski provided a summary of the New York State School Boards Association Annual Convention which he recently attended.

Mr. Flemma reintroduced the request that the acoustics in the Bradley Elementary Library be enhanced at the Board of Education meetings and suggested that the district look into purchasing microphones. The Board briefly discussed the possibility of re-locating the Board meetings to the Sr. High School Library. Mr. Nole noted that if that is the desire of the Board, it should be done at the annual re-organization meeting which is held in July.
Executive Session

Mr. Flemma moved and Ms. King seconded that the Board go into Executive Session at 8:31 p.m. inviting Attorney William Ryan for the purpose of soliciting and receiving legal advice for current litigation regarding a tax certiorari matter.

Ayes 6, nays 0, motion carried.

The Board unanimously agreed to go out of Executive Session at 9:18 p.m.

Adjournment

Mr. Flemma moved and Ms. King seconded that the meeting be adjourned at 9:19 p.m.

Ayes 6, nays 0, motion carried.

Respectfully submitted,

Betty Heil, Clerk
Members Present:  Ed Fleemma, Lisa Philipson, Jim Stephens


Excused:  Robert Nole

Call to Order:  by Mrs. Philipson at 4:00 pm

Received Elementary School Improvement Plans.
Dr. Futscher, Mrs. Langone and Mrs. Carney each presented their buildings School Improvement Plans for the 2014-15 school year. Highlights included:

- Implement and manage *Journeys* flexible guided reading groups (K-5)
- Implement and manage state-constructed ELA modules for grade 6
- Implement grade-level data analysis meetings
- Implement and manage flexible guided math groups
- Deepen our understanding of the Common Core State Standards
- Increase collaboration and sharing of ideas regarding math instruction
- Incorporate Teach Like a Champion techniques into instruction
- Improve student familiarity with STAR assessment format
- Conduct an item analysis of NYS Assessment Summary results
- Increase fluency in math by incorporating Sprints
- Provide Tier 1 interventions and monitor progress
- Provide explicit instruction to help students write in a focused and succinct manner
- Increase parent involvement in home/school connection
- Teachers, staff, students and parents will gain insight into the difference between bullying and conflict

Received Secondary School Improvement Plans
Dr. Spring and Dr. Levatino each presented their buildings School Improvement Plans for the school year 2014-2015. Highlights included:

High School

- Implement and adapt the Common Core curriculum into English and Math high school courses. Areas to address include:
  - Aligning curriculum with learning objectives and NYS Modules Eng. 10 & 11
  - Increase the level of rigor through close reading, analysis and discussion
○ Aligning the required Research Paper into English 10
○ Realign Pre-Calculus as trigonometry will be removed from Algebra II

**Junior High School**

- Continue to adapt all modules in English 7,8,9 as well as math of the state-constructed curriculum. They will adapt the curriculum to align with locally developed curriculum for the remainder of the course(s)
- Math 7 and 8 will continue to adapt the state-constructed curriculum modules
- Students in Algebra 1 must take the Common Core Algebra test
- Review 10 week benchmark summary data to help inform instruction in all areas

**Received Perry Junior High’s Local Assistance Plan (LAP)**

Dr. Levatino, Mr. Ashraf Allam and Miss Elizabeth Vondell presented the Local Assistance Plan for Perry Junior High School. Highlights included:

- Performance gap between Students with Disabilities (SWD) and the general population is the target area identified in the Local Assistance Plan (LAP)
- Identified data from the 2012-13 and 2013-14 school years
- A team of teachers, Dr. Levatino, Mr. Allam and Miss Vondell completed the required plan with assistance from a representative from SED
- Targets for the plan include:
  ○ Improved collaboration between classroom teachers and special education teachers
  ○ Continued professional development using assessment results to inform instruction
  ○ Provide professional development on differentiating instruction for students with disabilities
  ○ Continue to enhance existing programs to address the social-emotional needs of students with disabilities
- The recommendations will be implemented for 2014-15 and 2015-16 school years. The committee will review progress.

Meeting adjourned by Mrs. Philipson at 5:50 pm
Ms. Soggs called the meeting to order at 12:00 p.m.

**New York School and Municipal Energy Consortium Bid:**
Mrs. Mandel reviewed the request submitted by OCM BOCES coordinator of energy services to authorize New York School and Municipal Energy Consortium (NYSMEC) to conduct the cooperative public bid process and to award binding purchase contracts based on a “Not to Exceed” price per kWh for electric and per therm for natural gas. These prices listed in the board resolutions are a result of the consultant’s findings based on several factors such as current and future marketing conditions, to name a few. Based on the New York School and Municipal Energy Consortium consultant recommendation and the hundreds of thousands of dollars savings over the past several years participating in the consortium, the committee authorizes the District to continue participating in the New York school and Municipal Energy Consortium group for electric and gas and will present the resolution to the Board of Education at their November 18, 2014 meeting for approval.

**Safety Initiatives:**
Officer Philo provided a report on his role as the Security Officer at the Oxford Road Campus. He stated he has been visible and present in locations where there is student movement throughout the day. Staff and students have been positive to his presence. There is a marked police vehicle present in a highly visible location throughout the school day. He has also traveled to other facilities in the district to cover high profile events such as concerts. He reported that a second officer will begin working in the district on November 13, 2014 and two additional officers by February 1, 2015. The committee members requested that Mr. Banek research if there is benchmark data on major incidents previous to this year to measure the effectiveness of the program. Mrs. Mandel stated that Mr. Banek, Mr. Amarosa, and she are developing a survey to present to the community on this program.

Mr. Banek reported out on the District Safety Committee meeting. He reviewed the new safety initiatives that have been instituted this year as well as future initiatives that the district is working towards such as the increase in communication equipment district wide and ongoing research on shared communication programs with other municipalities.

**Goals:**
Mrs. Mandel informed the committee that the administration is currently developing SMART Goals for the Board of Education and will provide them at a future meeting.

**Adjournment:**
The meeting was adjourned at 1:05 p.m.
The next meeting will be December 17, 2014 at noon.
SUBSTITUTE NON-TEACHING EMPLOYEES

I. The Board of Education authorizes supervisors/administrators to secure substitute employees to replace absent employees when deemed necessary.

Substitutes will be selected by the appropriate supervisor.

II. When employing individuals to serve as substitutes for non-instructional employees, their placement on the then applicable pay scale shall be done in accordance with the following:

A. Substitutes shall be compensated at ninety percent of the entry rate for the following positions:

<table>
<thead>
<tr>
<th>Position</th>
<th>Title Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cleaner/Maintenance/Grounds</td>
<td>Cleaner</td>
</tr>
<tr>
<td>Monitor</td>
<td>Monitor</td>
</tr>
<tr>
<td>Teacher aide 1/Bus aide</td>
<td>Teacher aide 1</td>
</tr>
<tr>
<td>Teacher aide 2</td>
<td>Teacher aide 2</td>
</tr>
<tr>
<td>Office Specialist</td>
<td>Office Specialist</td>
</tr>
<tr>
<td>Driver</td>
<td>Driver</td>
</tr>
<tr>
<td>Nurse</td>
<td>Nurse</td>
</tr>
</tbody>
</table>

B. Employees hired before 1/1/15 will remain at their current substitute rate if the current rate exceeds the proposed 90% rate.
2014-2015 NEW HARTFORD WINTER COACHES

I have reviewed the following list of coaches, they are deemed compliant (certified) in accordance with New York State coaching license requirements.

Director of Athletics

Date

INDOOR TRACK – CO-ED

Unpaid Volunteer Coach

Andrea Lewis

11.3.2014

RECEIVED

NOV 05 2014

Initial:
<table>
<thead>
<tr>
<th>COACH</th>
<th>DOH</th>
<th>1ST AID</th>
<th>CPR</th>
<th>Phil/Prin.</th>
<th>Hlth Sci</th>
<th>Theory/Tech</th>
<th>Child Abuse</th>
<th>Viol Prev</th>
<th>CertTeach</th>
<th>Temp Lic</th>
<th>DASA</th>
<th>Conc Mgmt</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEWIS, ANDREA</td>
<td>Aug-12</td>
<td>exp 8/16</td>
<td>exp 8/16</td>
<td>Oct-12</td>
<td>Dec-12</td>
<td>Dec-12</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>exp 8/16</td>
<td></td>
</tr>
</tbody>
</table>
NEW HARTFORD CENTRAL SCHOOL DISTRICT

Name: Andrea Lewis

Address: 

Phone: 

Position: Volunteer Coach – CO-ED Indoor Track

Educational Background: Niagara Univ. BA/Elementary Ed
College of St. Rose/ Master Deg. Special Ed.
Cortland - CAS

Experience: 2 yr. JV/V Cheerleading Coach – Mohawk HS
2 yr. Asst XC Coach – Notre Dame HS
1 yr. Asst XC Coach Proctor HS
1 yr, Asst XC Modified Coach NHSCD
2014 – present – Head Girls Coach, XC - NHCSD

Certification Status: First Aid/CPR/AED
Certified Teacher

Salary Justification: Unpaid Volunteer

11.2014
2014-2015 NEW HARTFORD WINTER COACHES

I have reviewed the following list of coaches, they are deemed compliant (certified) in accordance with New York State coaching license requirements.

Director of Athletics [Signature] 11/13/14 Date

CHEERLEADING

Varsity Head Coach: Elizabeth Sinisgalli
JV Head Coach: Elizabeth Sinisgalli

11.3.2014

RECEIVED

NOV 13 2014

Initial: [Signature]
<table>
<thead>
<tr>
<th>COACH</th>
<th>DOH</th>
<th>1ST AID</th>
<th>CPR</th>
<th>Phil/Prin.</th>
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<th>Temp Lic</th>
<th>DASA</th>
<th>Conc Mgmt</th>
</tr>
</thead>
<tbody>
<tr>
<td>SINISGALLI, ELIZABETH</td>
<td>Aug-10</td>
<td>exp 8/16</td>
<td>exp 8/16</td>
<td>TBC</td>
<td>TBC</td>
<td>TBC</td>
<td>Aug-14</td>
<td>Aug-14</td>
<td>exp 1/16</td>
<td>Oct-14</td>
<td>exp 8/16</td>
<td></td>
</tr>
</tbody>
</table>
NEW HARTFORD CENTRAL SCHOOL DISTRICT

Name: Betsy Sinisgalli

Address: 

Phone: 

Position: Coach: Varsity Cheerleading

Educational Background: MVCC Graduate – 1985 – Business Major

Experience: Coach: 2002-03 - Varsity Cheerleading NHCS&D  
2003-06 - JV Cheerleading NHCS&D  
2006-08 – Varsity Cheerleading NHCS&D  
2010 - Present Varsity Cheerleading NHCS&D  
2011-12 – Winter JV Cheerleading Coach  

Certification Status: First Aid/CPR/AED  
Temporary Coaching License

Salary Justification: Step 12 Coaching Salary Scale  
Approx. $5,227

Information: Betsy will be coaching both Varsity and JV Cheerleading this winter.

11.2014
NEW HARTFORD CENTRAL SCHOOL DISTRICT

Name: Betsy Sinisgalli

Address: 

Phone: 

Position: Coach: JV Cheerleading

Educational Background: MVCC Graduate – 1985 – Business Major

Experience: Coach: 2002-03 - Varsity Cheerleading NHCSD

2003-06 - JV Cheerleading NHCSD

2006-08 – Varsity Cheerleading NHCSD

2010 - Present Varsity Cheerleading NHCSD

2011-12 – Winter JV Cheerleading Coach


Certification Status: First Aid/CPR/AED

Temporary Coaching License

Salary Justification: Step 12 Coaching Salary Scale

Approx. $2,116

Information: Betsy will be coaching both Varsity and JV Cheerleading this winter.

11.2014