Regular Meeting of the Board of Education
Myles Elementary School Cafeteria
Tuesday, November 21, 2017
7:00 P.M.

The Myles 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
   - Myles 4th Grade Teachers/Students – Guided Reading and Guided Math Presentation
4. Approval of Minutes – Regular Meeting of November 7, 2017
5. Correspondence and Communications
6. Board Committee Reports
   - Staffing & Curriculum Committee – October 30, 2017
   - Budget & Finance Committee – November 8, 2017
7. New Business
   A. Personnel
      1. Appointments
         a. District Treasurer

         It is recommended that Jackie Circelli be appointed to the position of district treasurer, effective December 11, 2017.
7. **New Business – Personnel (cont’d.)**

2. **Appointments**

   **b. Substitute Teacher List**

   It is recommended that Todd Neuhaus be appointed to the per diem substitute teacher list (uncertified), pending satisfactory clearance for employment by the State Education Department.

   **c. School Monitor**

   It is recommended that Trudy Sheldon be appointed to the position of school monitor, effective November 22, 2017.

   **d. Temporary School Monitor**

   It is recommended that Stephanie Odin be appointed to the position of temporary school monitor, effective January 2, 2018 – March 9, 2018.

   **e. Substitute Cleaners**

   It is recommended that the following be appointed to the position of substitute cleaner, effective November 22, 2017, pending satisfactory clearance for employment by the State Education Department:

   Richard Doherty
   Timothy Mooney

   **f. Substitute Bus Driver**

   It is recommended that Frederick Wampfler be appointed to the position of substitute bus driver, effective November 22, 2017, pending satisfactory clearance for employment by the State Education Department.

**B. Revenue and Expense Reports**

It is recommended that the revenue and expense reports for July, August and September 2017 be accepted.
7. New Business (cont’d.)

C. Budget Transfers

It is recommended that the Budget Transfers for September and October 2017 be approved.

D. Resolution of Condolence

It is recommended that the following resolution be adopted:


RESOLVED, that the Board of Education express its sincere sympathy to the family of Kim Simon and that this resolution be spread upon the records of the district and a copy sent to the family.”

E. New York State School Boards Association (NYSSBA) Area 5 Director Nomination

It is recommended that Russell Stewart be nominated as the Area 5 Director for the New York State School Boards Association.

F. Committee on Pre-School Special Education

The recommendations from the Committee on Pre-School Special Education’s meeting of October 27, 2017 (3) are presented for approval.

G. Committee on Special Education

The recommendation from the Committee on Special Education’s meeting of October 30, 2017 (1) is presented for approval.

H. Other Business

- New York State School Boards Association (NYSSBA) Convention Report – Cindy Chan Phillips

8. Adjournment
Regular Meeting of the Board of Education  
Hughes Elementary School Cafeteria  
Tuesday, November 7, 2017  
7:00 P.M.

Members Present:  
Ms. Bean, Mrs. Coombs, Mr. Jadhon, Mrs. King, Mrs. Lark,  
Mrs. Phillips, Mr. Stephens

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

The meeting was called to order at 7:00 p.m. by Board of Education President, Mrs. Coombs, following a reception hosted by the Hughes Elementary PTA. Mrs. Coombs thanked the Hughes PTA for hosting the reception and meeting.

Pledge of Allegiance

Hughes Elementary students, Giovanna DeOliveria and Caitlyn Alt led the Pledge of Allegiance.

Recognition of Visitors and Delegations

- A 6+1 Writing Framework presentation was made by Hughes Elementary 4th Grade Teachers, Amber Wagner and Meggan Alt and students, Giovanna DeOliveria and Caitlyn Alt.

- Kathy Carney, Principal of Hughes Elementary introduced the Hughes Elementary PTA Co-Presidents, Tanya Hilbert and Christine Schoener. Ms. Hilbert provided an update of PTA activities.

- Several members of the audience addressed the Board in support of the New Hartford Teachers:
  Sr. High School student, Ryan Brooks  
  Parent, Jennifer Davis  
  Parent and Teacher, Jessica McNair  
  Teacher, Allen Christman  
  NHTA Vice-President and Teacher, Catherine Alessandrini

Approval of Minutes

Mr. Stephens moved and Mrs. King seconded that the minutes of the Regular Meeting of October 17, 2017 be approved.

Ayes 7, nays 0, motion carried.

Correspondence and Communications

Mr. Nole distributed information from the OMH School Boards Institute regarding a “Fiscal Planning for 2018019 & Advocacy Initiatives” presentation to be held at Oneida BOCES on Monday, December 4, 2017. He also referenced an addendum for this meeting which includes a volunteer coaching appointment recommendation.
Board Committee Reports

- Buildings, Grounds & Transportation Committee – 10/17/17

  Mr. Stephens reported: Building tours took place at Myles Elementary, Hughes Elementary and Perry Jr. High Schools.

- Health Insurance Committee – 10/23/17

  Mr. Jadhon reported: The committee met to perform their annual review of the district's health insurance plan. Currently the plan and administrative costs total approximately $10 million. The committee also discussed cost containment initiatives.

New Business

A. Personnel

1. Resignations

   a. District Treasurer

      Mr. Stephens moved and Mrs. King seconded that the resignation of Kimberly Hibbard from the position of district treasurer be accepted, with regret, effective November 20, 2017.

      Ayes 7, nays 0, motion carried.

   b. Bus Aide

      Ms. Bean moved and Mrs. King seconded that the resignation of Sandra Kasky from the position of bus aide be accepted, effective October 6, 2017.

      Ayes 7, nays 0, motion carried.

2. Appointments

   a. AIS Teacher

      Ms. Bean moved and Mrs. King seconded that upon the recommendation of Robert J. Nole, Superintendent of Schools, Sara Kramer is hereby appointed on probation to the academic tenure area of English. The service shall begin on January 16, 2018 and end on January 18, 2021. Except to the extent required by the applicable provisions of Education Law § 3014, in order to be granted tenure, the appointee must receive composite or overall annual professional performance review ratings pursuant to Education Law § 3012-c and/or 3012-d of either effective or highly effective in at least three of the four preceding years, and if the appointee receives an ineffective
composite or overall rating in the final year of the probationary period, she shall not be eligible for tenure at that time. The appointee is certified (permanent) in English 7-12 and (professional) in Literacy 5-12.

Ayes 7, nays 0, motion carried.

b. Teacher Assistant

Mr. Stephens moved and Mrs. Phillips seconded that upon the recommendation of Robert J. Nole, Superintendent of Schools, Beth Ann Johnston is hereby appointed on probation to the tenure area of teacher assistant, pending satisfactory clearance for employment by the State Education Department. The service shall begin on November 8, 2017 and end on November 7, 2021. The appointee is certified as a Teaching Assistant.

Ayes 7, nays 0, motion carried.

c. Teacher Assistant

Mrs. King moved and Mrs. Lark seconded that upon the recommendation of Robert J. Nole, Superintendent of Schools, Juanita Suits is hereby appointed on probation to the tenure area of teacher assistant, pending satisfactory clearance for employment by the State Education Department. The service shall begin on November 8, 2017 and end on November 7, 2021. The appointee is certified as a teaching assistant Level I.

Ayes 7, nays 0, motion carried.

d. Driver Education Teacher

Mrs. King moved and Mrs. Phillips seconded that Ashley (Fox) Brownsell be appointed to the position of driver education teacher for the spring 2018 semester.

Ayes 7, nays 0, motion carried.

e. Coaches

Mr. Stephens moved and Ms. Bean seconded that the following coaches be appointed for the winter 2017-2018 sports season:

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<thead>
<tr>
<th>Name</th>
<th>Sport</th>
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<tr>
<td>Adam Rosenbarker</td>
<td>Asst. Boys’ Varsity Swimming</td>
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<tr>
<td>Lisa Gould</td>
<td>Head Girls’ Modified Volleyball</td>
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</tbody>
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Ayes 7, nays 0, motion carried.
f. Substitute Cleaners

Mrs. King moved and Mrs. Lark seconded that the following be appointed to the position of substitute cleaner, effective November 8, 2017, pending satisfactory clearance for employment by the State Education Department:

Tashia Walker
Michael Marrotta

Ayes 7, nays 0, motion carried.

g. Bus Aide

Mrs. Phillips moved and Mrs. King seconded that Steven Hardy be appointed to the position of bus aide, effective November 8, 2017.

Ayes 7, nays 0, motion carried.

h. Coach

Mrs. King moved and Ms. Bean seconded that Shawn Nagel be appointed to the position of volunteer assistant modified wrestling coach for the 2017-2018 winter sports season.

Ayes 7, nays 0, motion carried.

B. Combined Modified Wrestling Proposal

Mr. Stephens moved and Mrs. Phillips seconded that the district host a combined boys’ modified wrestling team with Sauquoit Valley School District, effective the 2017-2018 winter sports season.

Ayes 7, nays 0, motion carried.

C. Surplus of MIG Welder

Mrs. King moved and Mrs. Lark seconded that the MIG Welder (Serial #D131777) be declared a surplus item for disposal.

Ayes 7, nays 0, motion carried.

D. Treasurer’s Report

Mrs. King moved and Mr. Jadhon seconded that the September 30, 2017 Treasurer’s Report be accepted.

Ayes 7, nays 0, motion carried.
E. **Bond Resolution**

Mrs. Lark moved and Mrs. King seconded that the Bond Resolution authorizing the issuance of serial bonds to finance the payment of tax certiorari claims against the school district be approved.

Ayes 7, nays 0, motion carried.

F. **SEQRA – Smart Schools Bond Act Project**

Mrs. King moved and Mrs. Lark seconded that the State Environmental Quality Review Act resolution indicating a Type II action with no environmental impact be approved.

Ayes 7, nays 0, motion carried.

G. **Recreation Center Rental Agreement**

Mr. Stephens moved and Mrs. King seconded that the Recreation Center Ice Hockey Rental Agreement between the district and the Town of New Hartford for the period of November 6, 2017 through March 11, 2018 be approved.

Ayes 7, nays 0, motion carried.

H. **Ice Control Agreement**

Mrs. Philips moved and Ms. Bean seconded that the Ice Control Agreement between the district and the Town of New Hartford for the period of November 1, 2017 through October 31, 2018 be approved.

Ayes 7, nays 0, motion carried.

I. **Recommendation for Forensics Competition**

Mrs. King moved and Mrs. Lark seconded that two students from Perry Jr. High School be allowed to participate in forensics competition on a trial basis at no cost to the district for the 2017-2018 school year.

Ayes 7, nays 0, motion carried.

J. **Committee on Pre-School Special Education (CPSE)**

Mrs. King moved and Ms. Bean seconded that the recommendations from the Committee on Pre-School Special Education’s meetings of *August 4, 2017 (2), September 29, 2017 (4), October 12, 2017 (1) and October 23, 2017 (1)* be approved.

Ayes 7, nays 0, motion carried.
K. Committee on Special Education (CSE)

Mr. Jadhon moved and Ms. Bean seconded that the recommendation from the Committee on Special Education’s meetings of August 4, 2017 (1), October 10, 2017 (3) and October 24, 2017 (6) be approved.

Ayes 7, nays 0, motion carried.

L. 504 Committee

Mrs. King moved and Mrs. Lark seconded that the recommendations from the 504 Committee’s meetings of October 10, 2017 (1) and October 24, 2017 (1) be approved.

Ayes 7, nays 0, motion carried.

Other Business

- New York State School Boards Association (NYSSBA) Convention Report – Pam King

Mrs. King provided a summary of three workshops that she attended while at the New York State School Boards Association’s Annual Convention:

- "Robotics at the Elementary Level"
- 3D Visualization Encourages STEM"
- Cost Initiative: BrightCore Energy

She also discussed a bylaw amendment that was passed during the annual Business Meeting portion of the convention.

Executive Session

Mr. Stephens moved and Mrs. King seconded that the Board go into Executive Session at 8:10 p.m. for the purpose of discussing the employment history of a particular person.

Ayes 7, nays 0, motion carried.

The Board unanimously agreed to go out of Executive Session at 8:43 p.m.

Adjournment

Mr. Jadhon moved and Mrs. Lark seconded that the meeting be adjourned at 8:44 p.m.

Ayes 7, nays 0, motion carried.

Respectfully submitted,

Betty Heil, Clerk
New Hartford Central School District  
Staffing and Curriculum Minutes  
October 30, 2017  
4:00 p.m.

Members Present: Annette Bean, Pamela King, and Cindy Phillips

Others Present: Allen Hyde, Mark Benson, and Ric Ripa

Excused: Robert Nole

Call to Order: by Pamela King at 4:02 pm

Reviewed K-6 Enrollments and Elementary Class Size
Mr. Hyde presented the class size and enrollment for kindergarten - grade 6.

Received Report on Secondary Class Size
Mr. Hyde presented secondary class size along with Mr. Benson and Mr. Ripa. Academic Intervention Services were discussed. Specific content areas were discussed such as Latin and Mandarin Chinese. Other items regarding class size were discussed as well as graduation requirements. Mr. Benson shared course offerings and student interest at the high school level.

Received Information on Every Student Succeeds ACT (ESSA) State Plan Development
Mr. Hyde reported on the Every Student Succeeds Act, which included key concepts of the act such as providing a well rounded education to all students and reducing testing time.

Received Information on the Next Generation English Language Arts and Mathematics Standards Timeline
Mr. Hyde presented the NYS English and Mathematics Learning Standards Timeline. Information regarding the new standards was also presented.

Meeting adjourned by Pamela King at 5:12 pm

Next meeting for Staffing & Curriculum Committee: November 16, 2017 at 4:00 pm in the Bradley Elementary Library.
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: Board Agenda

DATE: November 9, 2017

Enclosed please find minutes from the November 8, 2017 Budget and Finance Committee Meeting for approval at the next Board of Education Meeting.

MBM:rak
Enclosures
New Hartford Central School District
Budget and Finance Committee
Minutes
November 8, 2017
12:00 p.m.

Members Present:  
Mr. John Jadhon, Chair  
Mrs. Linda Lark  
Mrs. Cindy Phillips

Others Present:  
Mrs. Mary Mandel  
Mr. Robert Nole  
Mrs. Kimberly Hibbard

Call to Order:  Mr. Jadhon called the meeting to order at 12:05 p.m.

First Quarter Reports:  
The first quarter 2017-2018 financial reports and the estimated year end balances were reviewed by the committee. It was reported that expenditures and revenues are both within normal historical trends for the first quarter. The July, August and September 2017 Revenue and Expense Reports will be presented to the Board of Education at their December 12, 2017 meeting.

Budget Transfers:  
Mrs. Mandel presented the budget transfers for September and October 2017. These transfers will be presented for approval to the Board of Education at their December 12, 2017 meeting.

Corrective Action Plan – Extra-Classroom Fund Audit:  
Mrs. Mandel distributed and discussed the Corrective Action Plan for the Extra Classroom Fund. This report will be submitted to the New York State Education Department on 11/8/17.

Tax Collection Summary:  
Mrs. Mandel reviewed and discussed with the committee the results of the 2017-2018 school tax collection process. Ninety-seven percent of tax payments were made prior to the end of the collection period. Mrs. Kennedy and Ms. Hibbard were thanked for their diligent efforts and collaboration with M and T Bank to improve efficiencies and to ensure accuracy in the collection process.

Borrowing Timetable:  
Mrs. Mandel reviewed with the committee the scheduled timetable regarding the serial bonds necessary to refund court ordered tax certiorararis. The bond resolution was approved by the Board of Education at their November 7, 2017 meeting.
**Budget Calendar Review:**
The 2018-2019 Budget Calendar was reviewed and adopted and will be presented to the Board of Education at their December 12, 2017 meeting.

**Adjournment:**
The meeting was adjourned at 1.00 p.m.

rak
NEW HARTFORD CENTRAL SCHOOL DISTRICT
BUSINESS OFFICE
29 Oxford Road
New Hartford, NY 13413

NAME: Jackie Circelli

ADDRESS:

EFFECTIVE DATE OF APPOINTMENT:
December 11, 2017

SALARY: Annual Salary $65,000

JOB TITLE: District Treasurer

CIVIL SERVICE TITLE: District Treasurer

SCHOOL BUILDING ASSIGNMENT: Business Office

REplacement FOR: Kimberly Hibbard

BACKGROUND:

- Bachelor of Science degree in Accounting, Utica College of Syracuse University.

- Four (4) years experience working in the BOCES Central Business Office on General Ledger accounting, monthly Treasurer’s reports, accounts payable and payroll for multiple school districts.

- One and a half years experience as BOCES Treasurer and Senior Account Clerk in budgeting.

- The committee found Mrs. Circelli to be the strongest overall candidate with her education and school district accounting/treasurer experience and will be an asset to New Hartford.

cc: P. Nessel
October 30, 2017

Mrs. Mary B. Mandel  
Assistant Superintendent for Business  
New Hartford Central School District  
29 Oxford Road  
New Hartford, NY 13413

Dear Mrs. Mandel,

I am applying for the position of School District Treasurer as described on The Online Application System for Educators (OLAS).

My current position as treasurer for your local BOCES along with my experience in various school district accounting functions provided through our Central Business Office gives me the background to ensure a seamless transition to your district. I also hold a BS degree in public accounting which makes me a viable candidate.

As a parent of three New Hartford students, I have a clear understanding of what your district stands for and the community that supports it. I know that your district demands excellence from its students, as well as staff, and that the business office plays an integral part in keeping the district standards at the “blue ribbon” level.

I would be grateful for the opportunity to play a larger role in your endeavor to continue producing outstanding students and maintaining a reputation of excellence.

Sincerely,

[Signature]

Jackie Cirelli
Jackie Circelli

I am the current Treasurer at Oneida-Herkimer-Madison BOCES and have over 4 years of experience in budgeting, general ledger accounting, payroll, and accounts payable. I am seeking to take on a more integrated role within one school district.

Experience

Treasurer, Oneida-Herkimer-Madison BOCES
July 2016-present
- Budget projection and development
- Program cost analysis
- Contract revenue and expense maintenance
- Accounts Payable
- Bank account deposits, transfers, monthly reconciliation
- Submission of various reports as required by the SED

Account Clerk, Oneida-Herkimer-Madison BOCES
November 2012-June 2016
- Worked with Business Officials to meet district needs
- Accounts Payable
  - Vendor maintenance
  - Invoice processing
  - Year end purchase order rollover and 1099 reporting
- General ledger accounting
  - Bank account maintenance and reconciliation
  - Payroll posting and corresponding journal entries
  - Monthly treasurer reports
  - Assist in year end procedures and rollover of funds
- Payroll
  - Salary prorations and deduction calculations
  - Processing of timesheets and additional earnings
  - Print payroll and TA checks
  - File Federal and NYS quarterly wage reports

Education

Utica College of Syracuse University
BS Public Accounting, 1997

Additional Skills
Proficient in Excel, Finance Manager, and WinCap software
Trained in Nvision software
Name: Todd Neuhaus

Address:

Position: Uncertified Per Diem Substitute Teacher

**Educational Background:**
Bachelor of Science in Health Education - Ithaca College

**Education Experience:**
Physical Education Teacher K-5, Hancock Creek Elementary Ft. Myers, Fla. 2012-2016
Substitute Teacher K-5, Ft. Myers area schools - 2010-2012

**Certification Status:**

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<th>Issue Date</th>
<th>End Date</th>
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**Effective Date Pending Board of Education approval:**
November 22, 2017

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

November 1, 2017
NEW HARTFORD CENTRAL SCHOOL DISTRICT  
NEW HARTFORD, NEW YORK 13413  
Business Office  
Phone: 315/624-1280  
Fax: 1-315/624-1265

NAME: Trudy Sheldon

ADDRESS:  

PHONE:  

EFFECTIVE DATE OF PROBATIONARY APPOINTMENT: November 22, 2017

HOURLY RATE: $9.70

JOB TITLE: school monitor

OLD RATE:  

OLD TITLE:  

SCHOOL BUILDING ASSIGNMENT: Bradley

HOURS PER DAY: 1 ½ hours

REPLACES: Stephanie Odin

BACKGROUND: Ms. Sheldon was the only applicant and she is currently a substitute monitor and aide for the District.

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

NAME: Stephanie Odin

ADDRESS:

PHONE:

EFFECTIVE DATE OF PROBATIONARY APPOINTMENT: January 2, 2018 - March 9, 2018

HOURLY RATE: $10.40

JOB TITLE: temporary school monitor

OLD RATE:

OLD TITLE:

SCHOOL BUILDING ASSIGNMENT: Junior High

HOURS PER DAY: 6 hours

REPLACES:

BACKGROUND: Ms. Odin was the only candidate for this position. She is currently a permanent substitute teacher aide for the District.

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

NAME: Richard Doherty

ADDRESS:

PHONE:

EFFECTIVE DATE OF PROBATIONARY APPOINTMENT: November 22, 2017

HOURLY RATE: $10.75

JOB TITLE: Substitute cleaner

CIVIL SERVICE TITLE:

SCHOOL BUILDING ASSIGNMENT: District

REPLACEMENT FOR:

HOURS PER DAY: per diem

BACKGROUND: Mr. Doherty has over six years’ experience with related cleaning responsibilities. He has worked at Upstate Cerebral Palsy managing the cleaning staff.

C: Patricia Nessel
NEW HARTFORD CENTRAL SCHOOL DISTRICT
NEW HARTFORD, NEW YORK 13413

Business Office
Phone: 315/624-1280
Fax: 1-315/624-1265

NAME: Timothy Mooney

ADDRESS: 

PHONE: 

EFFECTIVE DATE OF APPOINTMENT: November 22, 2017

HOURLY RATE: $10.75

JOB TITLE: substitute cleaner

SCHOOL BUILDING ASSIGNMENT: District

REPLACEMENT FOR: 

HOURS PER DAY: per diem

BACKGROUND: Mr. Mooney has worked in the capacity of a cleaner for both WalMart and JCP stores for over 13 years.

C: Patty Nessel
NEW HARTFORD CENTRAL SCHOOL DISTRICT
NEW HARTFORD, NEW YORK 13413

Business Office
Phone: 315/624-1280
Fax: 1-315/624-1265

NAME: Frederick Wampfler

ADDRESS:

PHONE:

EFFECTIVE DATE OF APPOINTMENT: November 22, 2017

HOURLY RATE: $11.87

JOB TITLE: substitute bus driver

OLD RATE:

OLD TITLE:

SCHOOL TITLE (if different):

SCHOOL BUILDING ASSIGNMENT: Transportation

REPLACEMENT FOR:

HOURS PER DAY: per diem

BACKGROUND: Mr. Wampfler has ten years' experience driving a tractor trailer and is the supervisor of grounds at Hamilton College.

C: Patty Nessel