JOB DESCRIPTIONS

The Superintendent shall be responsible for the establishment of all District job descriptions, with the exception of the position of Superintendent.
New Hartford School District
SUPERINTENDENT'S REGULATION

PERSONNEL 8600.1

JOB DESCRIPTION: CLASSROOM TEACHER

The teacher shall serve under the direct supervision of the Building Principal.

The responsibilities of the teacher are discussed fully in the New Hartford Central School Professional Performance Review Plan, New Hartford Central School Professional Practice Standards, provisions of Education Law and in the negotiated agreement(s) with the instructional staff.

In general, the teacher has the following duties:

1. To provide a satisfactory program of instruction and learning in the subject matter and grade level assigned. Specific criteria for implementing a satisfactory learning program are listed in the Professional Practice Standards (1-8);

2. To contribute to the efficient operation of the school by willingly and efficiently providing non-classroom supervision and complying with all Board policies and administrative rules and regulations and the negotiated agreement. Specific criteria dealing with these responsibilities of teachers are listed in the negotiated agreement, Teacher Evaluation (D 15);

3. To contribute to the establishment of good community relations. This is described in the New Hartford Central School Professional Practice Standards (7);

4. To fulfill professional standards by complying with all requirements for professional certification. Other standards of professionalism are listed in the New Hartford Central School Professional Practice Standards (8);

5. To perform any other duties assigned by the Superintendent or the building administrative or supervisory staff which contribute to a sound educational program and which do not conflict with the negotiated agreement.

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Board Adopted: 9/83 Board Revised: 06/05/07
Approved by Superintendent : 08/14/12
New Hartford School District
SUPERINTENDENT'S REGULATION

PERSONNEL 8600.2

JOB DESCRIPTION: DEPARTMENT CHAIRPERSON

The Department Chairperson shall serve in the subject matter areas of: English, Mathematics, Science, Social Studies, Foreign Language(s), Art, Music, Special Education, Technology/Business, Library, Counseling and Physical Education.

Whenever possible, Building Principals will schedule the Department Chairpersons so that they:

(1) are exempt from "extra-duty" assignments, such as study halls, hall duty, etc.;

(2) are assigned to teach in only one (1) building;

(3) are provided the maximum time for departmental supervision.

The Department Chairperson's assignment(s) shall not be in a tenure area, nor is it an administrative position.

I. The Department Chairperson shall assist the Assistant Superintendent for Instruction and both the Senior High and Junior High Principals as follows:

(Physical Education, Music, Art, Library and Special Education Department Chairpersons also assist the Elementary Principals.)

A. Instruction

1. Assist in the improvement of instruction through the supervision, development and evaluation of departmental staff.

2. Advise each probationary teacher as to his/her assessment of the teacher's knowledge of and presentation of subject matter in writing, delineating strengths and weaknesses.

3. Responsibilities will include:

   (a) working with the individual teachers in his/her department;

   (b) improving knowledge and presentation of subject matter;

   (c) advising the building principal where additional evaluation may be helpful;

4. Teacher Evaluation:
JOB DESCRIPTION: DEPARTMENT CHAIRPERSON

The Department Chairperson will furnish the building principal written assessment consisting solely of the teacher's knowledge of and presentation of subject matter, specifically, the Department Chairperson will:

(a) formally observe each teacher in the department at least once a year;

(b) formally observe each non-tenured teacher in the department at least twice a year;

(c) conduct informal classroom observations as needed in order to monitor the progress of new courses and other department programs meriting close attention;

(d) Conduct teacher evaluations by using up to three (3) observation days for each department:

B. Curriculum

The Department Chairpersons' duties will include planning departmental activities for the articulation and development of curriculum, evaluation and selection of instructional materials and textbooks and the writing of courses of study.

Specifically, the Department Chairpersons' duties include:

1. Conducting a minimum of six (6) department meetings each year as follows: two (2) Senior High, two (2) Junior High, two (2) combined or all six (6) combined.

   * Physical Education, Music, Library and Special Education Chairpersons need to include Elementary personnel.

2. Submitting written notice and minutes of all meetings to the appropriate Building Principals and the Assistant Superintendent for Instruction.

3. Establishing and maintaining the necessary communication with the Assistant Superintendent, teachers and principals in order to achieve a cohesive and unified program in the areas of budget submissions, textbook and materials purchases, program changes, scheduling and related operations.
4. Performing any other departmental duties which may be assigned by the Assistant Superintendent for Instruction or Building Principal(s) such as:

(a) Assistance in the placement of student teachers and departmental staff;

(b) Assistance in the educational planning process i.e. CAP facilitator;

(c) Assistance in orientation of substitute teachers.
New Hartford School District
SUPERINTENDENT'S REGULATION

PERSONNEL

8600.3

JOB DESCRIPTION: SCHOOL COUNSELOR

The Guidance Counselor will serve under the direct supervision of the Building Principal and Counseling Department Chairperson and shall have the following duties:

1. Develop and implement counseling interventions that address academic, personal and career development issues;

2. Counsel individual students and families for educational and vocational planning;

3. Serve as a team member with other school professionals for review of student progress and other issues related to student success;

4. Be responsible for collection, recording and storage of all pupil academic records;

5. Act as a consultant in curriculum review;

6. Keep abreast of developments in all areas pertinent to the role of school counselor; current educational issues affecting students such as graduation requirements, human development, career development, post secondary learning;

7. Other duties as may be assigned by the Building Principal or the Counseling Department Chairperson.

Board Adopted: 09/83      Board Revised: 05/07, 06/19/07
Approved by Superintendent: 08/14/12
New Hartford School District
SUPERINTENDENT'S REGULATION

PERSONNEL

8600.4

JOB DESCRIPTION: LIBRARY MEDIA SPECIALIST

The basic function of the Library Media Specialist serves under the leadership of the Building Principal. The Library Media Specialist shall work with the administrative, supervisory, and teaching staff members, and with the citizens of the community when appropriate, to ensure that all of the above are effective users of ideas and information. The Library Media Specialist shall also serve as a teacher, consultant, and a resource person who supports the mission, goals, objectives and continuous improvement of the school.

The Library Media Specialist shall:

1. Maintain a well organized and well balanced media collection in each school for which he/she is responsible and establish an easily administered system for loaning materials to students and teachers;

2. Become thoroughly familiar with the curriculum and be acquainted with what is being taught in each grade level;

3. Keep abreast of new knowledge, including trends in education, necessary to maintain up-to-date libraries. Read professional literature, book reviews, books, periodicals, children’s books and examine book catalogs and lists;

4. Select, evaluate and order new instructional and non-instructional materials within budgetary limits and discard worn or outdated materials;

5. Establish each library as a resource center to include relevant materials both print and non-print (i.e. electronic resources), which adhere to the district selection policy;

6. Supervise library teaching assistants and clerical aides (see respective job descriptions);

7. Keep staff members informed of all new library books and materials available to them and provide library orientation for new teachers and student teachers;

8. Gather materials, books and bibliographies for teachers upon request;

9. Request suggestions from teachers in regard to the purchase of instructional materials;

10. Conduct lessons for classes and offer other services as outlined in the Board of Education approved “Standards and Benchmarks”, including, but not limited to, computer related internet search techniques and databases;
JOB DESCRIPTION: LIBRARY MEDIA SPECIALIST

11. Work closely with building principals to further the aims and purposes of the school and school library.

12. Work with the Library Department in establishing cooperative library policies on a district-wide basis for the continual improvement of the total instruction media program.

13. Maintain effective relationships with the libraries in the community at-large.

14. Perform other related duties as assigned by the Building Principal.
New Hartford School District
SUPERINTENDENT'S REGULATION

PERSONNEL 8600.5

JOB DESCRIPTION: SCHOOL PSYCHOLOGIST

The School Psychologist shall serve under the supervision of the Director of Student Services and shall have the following duties:

1. Evaluate students who are referred to the Committee on Special Education and provide information regarding the student's unique learning and behavioral needs to the Committee.

2. Provide counseling services and advise professional staff of strategies and techniques for assisting these students in their educational program.

3. Provide the following services:

   a. necessary testing and evaluation of district students;
   b. be a member of the Instructional Support Team and the Committee on Special Education;
   c. provide for an exchange of information regarding the evaluation of students between the parents and outside providers in cooperation with the Director of Student Services;
   d. act as a liaison between the school and parents of students with special needs;

4. Assist with the management issues of students by consulting with other faculty members in conducting a Functional Behavioral Assessment and in the development of a Behavioral Intervention Plan.

5. Maintain confidential files in each building and in the office of the Director of Student Services on students who have been referred for testing.

6. Other duties as may be assigned by the Director of Student Services.

   6. Participate as a member of the kindergarten screening team for all elementary buildings.
   7. Attend all scheduled CSE meetings and CPSE Transition Meetings.
   8. Participate in district and building level crisis teams

Adopted: 09/83 Revised: 06/05/07
Approved by the Superintendent: 08/14/12
New Hartford School District
SUPERINTENDENT'S REGULATION

PERSONNEL 8600.6

JO3 DESCRIPTION: READING SPECIALIST

The Reading Specialist shall serve under the direct supervision of the Building Principal and shall serve as a consultant teacher and advisor to school personnel in dealing with all matters related to Reading.

In cooperation with other members of the staff, the Reading Specialist shall:

1. Upon referral, identify students with reading difficulties and determine the reading disability in terms of physical, environmental, academic and psychological factors;

2. Plan and put into operation appropriate methods of instruction and developing special instructional materials, using available resources and adapting them to the particular needs of the students;

3. Assess reading achievement and social and mental maturity, and measure changes in learning behavior to determine the student's suitability to return to regular classroom reading instruction;

4. Evaluate the remedial reading program and recommend appropriate changes to meet the individual pupil's needs.

5. Work with teachers to provide suggestions for remedial reading help in the classroom.

6. Organize and define evaluative criteria to be used to measure the degree of remedial reading improvement among individual participants;

7. Cooperate with school administrators in developing programs of in-service training for classroom teachers;

8. Consult with parents in the interest of individual pupils and the total remedial reading program.

9. Other services as may be required by the Building Principal.

Approved by the Superintendent: 08/14/12
New Hartford School District
SUPERINTENDENT'S REGULATION

PERSONNEL

8600.7

JOB DESCRIPTION: SOCIAL WORKER

Social Work Services will be provided in all schools in the New Hartford Central School District. Social Workers will be under the general supervision of the building principal and direct supervision of the Director of Student Services.

The Social Worker's role is to:

1. Work with parents both at school and at home concerning problems which exist in both environments;

2. Work directly with teachers in interpreting individual student's problems;

3. Direct assessment and counseling of individual and or groups of students in the personal-social-behavioral area;

4. Work with school personnel as a liaison between school and community agencies and assist families in referral to those agencies;

5. Serve as an effective behavioral consultant to building principals, building Instructional Support Teams and the Student Services Staff to develop appropriate intervention plans.

6. Participate on building Instructional Support Teams.

7. Assist in the screening process for special education placements including assessments and other services requested by the Committee on Special Education;

8. Participate in District and building level Crisis Teams;

9. The Social Worker provides assessment and counseling to those students referred who:
   (a) demonstrate aggressive behavior;
   (b) maintain a record of underachievement due to behavioral or social issues;
   (c) fail to participate in normal activities;
   (d) are deemed “at risk” due to: substance abuse, suicidal ideation or gestures, self-destructive behavior, assaulting behavior, child abuse, or sexual abuse.
10. The Social Worker will provide a written report on an annual basis documenting services provided and recommendations which will be kept in the student’s confidential file.

11. The Social Worker will perform other related duties as assigned by the building principal and the Director of Student Services.
JOB DESCRIPTION: TEACHER OF THE SPEECH AND HEARING IMPAIRED

The Teacher of the Speech and Hearing Impaired shall serve under the supervision of the Director of Student Services and shall have the following duties:

1. Screen all kindergarten and new students on a systematic basis for speech and language difficulties.

2. Identify students in need of corrective speech and language assistance through the administration of appropriate evaluation instruments and evaluation of test data.

3. Select and schedule students for corrective classes on the basis of the type and severity of the problem, the age and grade level of the child and the prognosis.

(Whenever possible, children should be grouped according to age, grade and homogeneity of speech defect for instruction.)

4. Work with classroom teachers and other professional and health staff members on an individual and in-service basis to help solve problems arising from the speech and language difficulties of children.

5. Periodically evaluate the Speech and Language program, review and analyze procedures and techniques and assist in the preparation of necessary evaluation reports.

6. Act as a liaison with community agencies for the coordination and improvement of speech and language services.

7. Recommend budgetary items applicable to the Speech and Language program including equipment, materials and supplies.

8. Periodically provide progress reports on children to both staff and parents.

9. Maintain accurate individual student records of testing, screening and progress in speech/language/hearing services.

10. Other duties as may be assigned by the Director of Student Services.

Adopted: 06/19/07
Approved by Superintendent: 08/14/12
New Hartford School District
SUPERINTENDENT'S REGULATION

PERSONNEL

JOB DESCRIPTION: TEACHING ASSISTANT

The Teaching Assistant shall provide, under the general supervision of a licensed or certified teacher, direct instructional service to students.

Teaching Assistants assist teachers by performing duties such as:

1. Working with individual pupils or groups of pupils on special instructional projects.

2. Providing the teacher with information about pupils, which will assist the teacher in the development of appropriate learning experiences.

3. Assisting pupils in the use of available instructional resources and assisting in the development of instructional materials.

4. Utilizing their own special skills and abilities by assisting in instructional programs.

5. Assisting in related instructional work as required.

6. Provide other assistance as required by the teacher or Building Principal.

Legal Ref: N.Y.C.R.R. 80.33(b)
Adopted: 09/83 Revised: 06/05/07
Approved by Superintendent: 08/14/12
JOB DESCRIPTION: LIBRARY AIDE

The Library Aide shall perform his/her duties under the general supervision of the Building Principal and the direct supervision of the Library Media Specialist. The basic job description of the Library Aide shall be in accordance with the Oneida County job description for Library Clerk and the district classification of Teacher Aide II and shall include, but is not limited to the following duties:

1. Assist the Library Media Specialist in the daily operations of the Library: circulation, shelving, processing of materials, reports, notices, and checking students in and out of the library.

2. Assist in the supervision of the Library.

3. Provide research services for the Library Media Specialist in the determination of needs and ordering of print and non-print materials.

4. Collect print and non-print materials requested by faculty and/or students, including arrangements for inter-library loans.

5. Provide clerical and typist services relative to the ordering and processing of materials.

6. Other duties as assigned by the Building Principal and/or the Library Media Specialist.

Adopted: 09/83    Revised: 06/07, 06/19/07
Approved by the Superintendent: 08/14/12
New Hartford School District
SUPERINTENDENT’S REGULATION

PERSONNEL

8600.11

JOB DESCRIPTION: SCHOOL NURSE

The National Association of School Nurses Board of Directors defines school nursing as a specialized practice of professional nursing that advances the well-being, academic success, and life-long achievements of students. The primary role of the school nurse is to support student learning. The school nurse must be a Registered Professional Nurse. The school nurse works under the direct supervision of the Assistant Superintendent for Business, Building Principal, and the Health Services Department Chairperson.

The School nurse:

1. Provides nursing care to students and staff within the scope of nursing practice.

2. Intervenes with actual and potential health problems and provides case management to support student growth and learning.

3. Uses the nursing process to identify, assess, plan, implement, and evaluate care for students with health concerns, chronic or acute, to positively impact learning.

4. Provides health counseling, assesses mental and physical health needs, provides interventions and refers as appropriate to school staff or community agencies.

5. Promotes health through disease prevention by monitoring immunizations and assuring appropriate compliance with NYS Education Law.

6. Reports communicable diseases as required by NYS Law and ensures control measures by consulting with Public Health to ensure optimal health.

7. Provides leadership in implementing precautions and training for blood borne pathogens and other infections diseases.

8. Administers medication and skilled nursing services within the scope of nursing practice and Guidelines from NYS Education Dept. & NYS Law.

9. Assists the school physician with state mandated student physicals, special assessments, and bus driver physicals.

10. Reviews preliminary team lists and notifies the Athletic Department of athletes who are in need of a current physical.

11. Performs state mandated screenings such as vision, hearing and scoliosis and assesses factors impacting student education.
New Hartford School District
SUPERINTENDENT'S REGULATION

PERSONNEL

8600.11

JOB DESCRIPTION: SCHOOL NURSE

12. Impacts disease prevention and management through student, family and staff
    instruction, referrals, collaboration with family, students, health care professionals
    and community agencies.

13. Provides illness and injury assessments and interventions for students and staff
    within the scope of nursing practice. Contacts parents as necessary for illness,
    injury or other conditions as warranted. As needed, coordinates transportation
    home in conjunction with parents, bus garage or EMS.

14. Carries out the districts emergency care policies and procedures.

15. Communicates significant incidents and significant health information on a need
    to know basis to building principals, the Health Services Department Chairperson,
    employees, and parents.

16. Manages the Health Office by ordering supplies, maintaining confidential health
    records, and complying with state regulations and guidelines.

17. Acts as a resource for students and employees on health concerns and disease
    prevention and monitoring.

18. Serves on various school committees such as crisis team, safety team, and IST.

19. Is a mandated child abuse reporter.

20. Promotes wellness through prevention programs such as vaccine administration to
    employees such as flu and Hepatitis B.

21. Assess the physical environment to improve health and safety.

22. Performs other duties as required by the Assistant Superintendent for Business,
    Building Principals, and the Health Services Department Chairperson.

Adopted: 09/83          Revised: 06/07, 06/19/07
Approved by the Superintendent: 08/14/12
JOB DESCRIPTION: HEALTH AIDE

The Health Aide shall work with the School Nurse, School Doctor and Building Principal, and shall have the following duties under the direction of the School Nurse:

1. Record and maintain the results (on a confidential basis) of screening tests, and daily health notes on individual cumulative records. The Health Aide will also facilitate transfer of records and transcripts of pupils entering or leaving the School District.

2. Administer first aid to pupils or other school personnel and carry out established policies and procedures for care of emergencies under the direction of the School Nurse.

3. Assist the School Nurse in the reporting of injuries and filing of required forms and reports regarding injuries and illnesses.

4. Additional tasks include assisting the School Nurse in:
   a. Heights and weights of students.
   b. Audio, visual and color perception screening for all students. (Abnormalities to be rechecked by the School Nurse),
   c. Maintain Health Office in an orderly manner,
   d. Order and maintain supplies,
   e. Answer telephone,
   f. Supervision of students in the health office,
   g. Prepare reports of letters,
   h. Maintain files and confidential health records,
   i. Coordination of physical exams and screening tests,
   j. Coordinate substitutes as needed,
   k. Coordination of athletic examinations and notification of sports eligibility,
   l. Organize and distribute health instruction materials

5. Perform other duties required by the School Nurse, Building Principal or Health Services department Chairperson.

Adopted: 09/83 Revised: 05/07, 06/19/07
Approved by the Superintendent: 08/14/12
JOB DESCRIPTION – TEACHER AIDE

I. The Teacher Aide will serve under the general supervision of the Building Principal and the direct supervision of the teaching staff.

II. Distinguishing Features of the Teacher Aide: Work involves responsibility for relieving school teachers of that part of their duties, which while related to the teaching process, can be performed by non-professional personnel. The duties of this class of employee differ from those of School Monitor due to the complex nature of the assignments that are performed. The duties and responsibilities may vary at different grade levels. Teacher Aides will perform related work as required.

III. Typical Work Activities:

A. Assists in setting up classroom equipment for various classroom activities;
B. Proctors and otherwise helps to conduct examinations;
C. Works with individuals or small groups to assist in the review of progress in remedial reading; mathematics comprehension, spelling and other subjects;
D. Occasionally supervises students when teacher is out of the room;
E. Assists teachers with study hall, corridor, lunchroom and other monitorial duties;
F. Fills out, copies or types reports, etc. from various rough drafts;
G. Organizes and participates in group games and related activities;
H. Assists teachers and students in selecting supplementary materials from the library;
I. May assist teachers in the correction of various test papers, recording of grades, maintaining files and preparing statistical reports;
J. May be assigned to assist handicapped students to take notes, gather books, and aid them with other school related activities;
K. May read to children in lower grades;
L. Other duties as assigned.

Legal Ref: Oneida County Civil Service Department Job Description
Adopted: 09/83 Revised: 07/15/03, 06/05/07
Approved by the Superintendent: 08/14/12
New Hartford School District
SUPERINTENDENT'S REGULATION

PERSONNEL

JOB DESCRIPTION: ELEMENTARY SCHOOL TESTING AIDE

The District Testing Aide shall serve under the direction of the Assistant Superintendent for Instruction and shall have the following duties with respect to group and individual testing in the Elementary and Secondary schools:

1. **Group Tests:**

   The ordering, preparation, distribution, collection for all New York State Required Assessments at the elementary and secondary level:

2. **Individual Tests:**

   The ordering, preparation, distribution, collection and administration of diagnostic tests are requested by Building Principals throughout the year in the following instances:

   (a) To students having difficulty at the beginning of the school year.

   (b) To new students as they enter the school district.

   (c) To help determine grade achievement.

   (d) To assess home-schooled students.

   (e) To determine placement for English Language Learners.

3. Provide other assistance as required by the Assistant Superintendent for Instruction or the Building Principal.

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Adopted: 09/83    Revised: 06/05/07
Approved by the Superintendent: 08/14/12
JOB DESCRIPTION: HEALTH SERVICES DEPARTMENT CHAIRPERSON

The Health Services Department Chairperson shall serve under the direct supervision of the Assistant Superintendent for Business, the Building Principal and under the general supervision of the School Physical; is a Registered Professional Nurse and performs all the duties of the School Nurse.

The Health Services Department Chairperson:

1. Provides and/or arranges orientation and in-service programs (within the Health Department); develops and maintains supervision of school nurses and health office employees.

2. Screens and selects substitute Registered Professional Nurses. Provides updated lists of substitutes to Principals and School Nurses.

3. Provides direct assistance to the administration in screening and interviewing applicants for health services department vacancies.

4. Coordinates staffing and scheduling with School Nurses.

5. Coordinates CPR and First Aid Training for School Health Office Personnel.

6. Performs as a resource person for faculty and staff regarding health conditions of students.

7. Operates as a resource person in areas of health and safety; organizes and distributes health information and instruction as needed.

8. Acts as a liaison with community health agencies.

9. Prepares the Health Services Department budget and makes recommendations on the department needs.

10. Arranges for maintenance of special equipment.

11. Coordinates School Physician’s schedule regarding Health Department needs and Physical exams.

12. Coordinates the physical examination schedule and advises the nurses, Athletic Department, and School Physician regarding dates.

13. Oversees the dissemination of lists of athletes needing physicals for sports participation.
JOB DESCRIPTION: HEALTH SERVICES DEPARTMENT CHAIRPERSON

14. Coordinates annual bus driver physical examinations.

15. Serves on various district committees such as Safety and Crisis teams.

16. Performs as a resource person for problem resolution concerning health needs, policies, concerns and interpretation within the Health Department, within NHCSDD, and for faculty, staff, parents and students.

17. Coordinates the mandated Immunization Program and prepares the overall district immunization survey.

18. Coordinates prevention programs for employees such as the Flu vaccine and Hepatitis B vaccine.

19. Coordinates and implements training program in blood Borne Pathogens for district employees.

20. Assists with coordinating Regulated Waste Program.

21. Updates School Health Protocols and Policies in conjunction with the School Physician; makes recommendations as needed.

22. Updates health office forms.

23. Coordinates Communicable Disease Outbreak Control and Education.

24. Advises and coordinates communication to parents and employees on current or acute health events and NYS mandated changes, updates and guidelines.

25. Facilitates communication between administration and the Health Services Department in matters pertinent to Health Services at achieve a cohesive and unified program.

26. Performs other duties as required by the Assistant Superintendent for Business, Building Principals, and School Physician.

Adopted: 09/83  Revised: 06/07, 06/19/07
Approved by Superintendent: 08/14/12
JOB DESCRIPTION: CHAIRPERSON OF PHYSICAL EDUCATION AND HEALTH

The Chairperson of Physical Education and Health shall serve under the direct supervision of the Assistant Superintendent for Instruction and shall be responsible for the following duties:

1. The performance of all duties and responsibilities of Department Chairperson as included in the job description for the Department Chairperson.

2. The required assistance to building principals in selecting, supervising and evaluating teachers of physical education and health.

3. The development, in cooperation with teachers and building principals, of an articulated K-12 curriculum for physical education and health. Also, the dissemination of information concerning new teaching practices in physical education and health.

4. The design and administration of staff development in-service activities for physical education and health teachers, and the responsibility of orientating all new physical education and health teachers.

5. The consultation with and advising of the building principals in the scheduling of the physical education and health staff.

6. The preparation of a budget for physical education and health.

7. The Chairperson of Physical Education and Health shall teach on a partial basis, and shall work two (2) additional weeks during the year.

8. Screen outside speakers and programs to ensure they are consistent with New Hartford’s philosophy.

9. Evaluate the K-12 Physical Education and Health program’s impact on students.

10. Any other duties assigned by the Assistant Superintendent for Instruction that will assist in providing appropriate services to the School District.

Adopted: 09/83    Revised: 06/19/07
Approved by the Superintendent: 08/14/12
JOB DESCRIPTION: TEACHER CENTER DIRECTOR

The Teacher Center Director works under the direction of the Assistant Superintendent for Instruction and oversees the New Hartford Central School Teacher Center. The goals of the Teacher Center is to recognize that professional growth is integral to teacher’s work, embed professional growth in daily lives of schools, model for teachers and students the importance of life-long learning, promote the growth of communities of learners, and encourage teachers to assume leadership roles.

Specific duties of the Teacher Center Director include:

1. Being a leader of the Teacher Center Board of Directors and being responsive to the directions given by the board.

2. Providing a Director’s Report and Program Report to the board of each Policy Board Meeting and to the Board of Education annually.

3. Developing and instituting a public relations plan with the public, the teachers, the administration, and the school board.

4. Planning for the administering various teacher needs assessments and feedback information systems.

5. Planning, developing, and presenting staff development activities.

6. Providing leadership in developing local educational research activities.

7. Supervising the center staff in an efficient and productive manner.

8. Developing the tentative budget and providing semi-annual status reports to the Board of Directors.

9. Developing networks with other Teacher Centers.

10. Developing linkages with colleges, universities, cultural institutions and public service agencies.

11. Preparing the annual state report as prescribed by the Commissioner.

12. Supervising the publication of a periodic newsletter/email.

13. Tracking professional development for all instructional personnel.
New Hartford School District
SUPERINTENDENT'S REGULATION

PERSONNEL

JOB DESCRIPTION: TEACHER CENTER DIRECTOR

14. Planning, developing, and supervising the fall and spring New Hartford Community Education Program.

15. Performing other related duties as assigned by the Assistant Superintendent for Instruction.

Adopted: 06/19/07
Approved by the Superintendent: 08/14/12
New Hartford School District  
SUPERINTENDENT’S REGULATION

PERSONNEL  8600.18

JOB DESCRIPTION: NEW TEACHER INDUCTION COORDINATOR

The New Teacher Induction Coordinator works under the direction of the Assistant Superintendent for Instruction and oversees the New Teacher Induction Program (NTIP), including non-evaluative supervision of mentors and all inductees (teachers who are non-tenured). The New Teacher Induction Coordinator organizes, coordinates, and oversees Professional Development as it pertains to the New Teacher Induction Program. New teachers will participate in a 2-3 year sequence of professional development activities designed to help inductees achieve proficiency in the “Professional Practice Standards” as outlined in the district’s Annual Professional Performance Review (APPR).

Specific duties of the New Teacher Induction Coordinator include:

1. Meeting frequently with new teachers.
2. Providing support and encouragement to beginning teachers and mentors.
3. Providing coaching.
5. Demonstrating effective teacher practices.
6. Providing guidance and strategies for student behavior management.
8. Providing oral and written feedback toward goals.
9. Offering advice and support for parent communication.
10. Serving as a resource for understanding school district policies, procedures, and requirements.
11. Acting as a contact/liaison for resource personnel (including principals, department chairpersons, etc.).
12. Publicizing program activities and accomplishments.
JOB DESCRIPTION: NEW TEACHER INDUCTION COORDINATOR


15. Meeting once each quarter with principals and department chairs to provide updates on program activities.

16. Working with new teachers to target specific areas in need of improvement as outlined by an evaluator in an improvement plan.

17. Perform other related duties as assigned by the Assistant Superintendent for Instruction.

Adopted: 06/19/07
Approved by the Superintendent: 08/14/12
JOB DESCRIPTION: INSTRUCTIONAL SUPPORT SPECIALIST

The Instructional Support Specialist (ISS) works under the direct supervision of the Assistant Superintendent for Instruction and works directly with teachers and administrators to analyze assessment data, implement instructional programs, and monitor student achievement. The ISS’s focus is on providing classroom-based support to ensure that all students achieve the district and state standards.

Specific duties of the Instructional Support Specialist include:

1. Reviewing and recommending revisions to district adopted curriculum/programs.

2. Planning and presenting professional development opportunities in support of district curriculum/programs.

3. Conferring with teachers to determine their needs and concerns regarding curriculum/program implementation.

4. Serving as a resource for teachers and administrators.

5. Providing in-class and after school support to teachers as they implement new curriculum/programs (i.e. coaching, problem-solving, demonstration teaching, etc.)

6. Reviewing “Results” data with Principals and Building Terms to determine program effectiveness and areas in need of improvement.

7. Conducting program reviews and in-class support as requested by teachers and Building Principals.

8. Assisting in Development of School Improvement Plans.

9. Reviewing and disseminating professional development information to staff.

10. Maintaining a high level of expertise on content-specific and cross-discipline “Best Practice”.

11. Meeting regularly with content area Specialist-On-Site (SOS) to share information and solve problems related to curriculum/programs implementation.

12. Bringing program implementation problems to the attention of the administration and curriculum terms.
New Hartford School District
SUPERINTENDENT’S REGULATION

PERSONNEL

8600.19

JOB DESCRIPTION: INSTRUCTIONAL SUPPORT SPECIALIST

13. Performing other related duties as assigned by the Assistant Superintendent of Instruction.

Adopted: 05/07    Revised: 06/19/07
Approved by the Superintendent: 08/14/12
New Hartford School District
SUPERINTENDENT’S REGULATION

PERSONNEL

JOB DESCRIPTION: TRANSPORTATION SUPERVISOR

This is a supervisory position involving responsibility for the safe and efficient preparation and maintenance of the transportation facilities. The safety factor is of utmost importance because children are involved. Consequently, the Transportation Supervisor at all times is aware of the need to observe special precautionary measures in overseeing the transportation program and related repair and maintenance activities. Immediate supervision is exercised over the work of bus drivers and automotive mechanics.

The Transportation Supervisor shall serve under the supervision of the Assistant Superintendent for Business Affairs and shall be responsible for the following duties:

1. Employment and Orientation of New Drivers
   a. Interview and fingerprint all drivers.
   b. Help obtain license, if necessary.
   c. Process all application forms.
   d. Arrange for medical examination with School Nurse.
   e. Assign bus route and instructor.

2. Supervise all maintenance and inspections of District vehicles.

3. Audit the vehicle insurance policy; make out accident reports.

4. Make recommendations for the purchase of vehicles and equipment; draw up specifications for new vehicles and equipment.

5. Supervise the cleaning of buses (the inside of the bus is each driver’s responsibility).

6. Maintain inventory on tools and equipment in bus garage.

7. Requisition needed parts and supplies.

8. Arrange for all transportation.

9. Lay out all bus routes.
   a) New kindergarten routes each year.
   b) Mid-term changes for kindergarten routes (if there are changes).

10. Study all routes for safety efficiency, including stops and turn arounds.
11. Keep check on weather and road conditions and advise administration on possible school closing; contact Highway Superintendent regarding unsafe conditions on area roads.

12. The Transportation Supervisor performs other related duties as assigned by the Assistant Superintendent of Business Affairs.
JOB DESCRIPTION: MECHANIC

Mechanics also act as substitute drivers. They serve under the supervision of the Transportation Supervisor and perform the following duties:

1. Inspections
   a. 2,000 Mile Inspection (Diesel); 1,000 Mile Inspection (Gas)
   b. Change oil and filter at 6,000 miles.
   c. Brake adjustment, if needed.

   Note: There are over fifty (50) items to be checked -- two or three inspections are required daily averaging three (3) hours each. A spare bus is run in place of a regular bus in the morning or afternoon to allow these inspections.

2. Motor Tune-ups
   a. Change spark plugs, points, condenser
   b. Check dwell.
   c. Set timing.
   d. Adjust carburetor.
   e. Set idle adjustment.
   f. Inspect cap, rotor, and wires and replace if needed.

3. Minor Repairs
   a. Heater, lights, wipers, etc.
   b. Exhaust system repairs.
   c. Glass replacement.
   d. Seat and crash pad replacement.
   e. Seat frame repair.
f. Replace fan, compressor and power steering belts, hoses, radiator hoses.

g. Adjust door controls, emergency door and windows.

4. Major Repairs
   a. Engine overhaul or replacement.
   b. Transmission repair.
   c. Differential and rear axle repair.
   d. Replacement of "u" joints, drive line bearings, etc.
   e. Replace fuel/water pumps.

5. Body Work (Minor Repairs)

6. Repair Work on Snow Plows and Lawn Mowers
   a. Welding on plows.
   b. Lube-oil inspections.
   c. Repair equipment as necessary.

7. The following duties are performed by all personnel:
   a. Cleaning of office wash room/stock room.
   b. Clean floor, drains, wash rack pit.
   c. Remove discarded materials, scrap metal, etc.
   d. Clean work areas, benches, lift areas.
   e. Clean lights and replace bulbs.
   f. Replace broken windows, repair doors.
g. Clean and lube garage equipment.

h. Check buses for lost articles, heaters and lights left on, etc.

i. Check oil/water.

j. Road service on vehicles.

k. Travel for parts, service work on buses.

l. Wash and clean buses.

m. Fuel buses and station wagons.

All buses are fueled every other day.

8. The Mechanic performs other related duties as assigned by the Transportation Supervisor.
New Hartford School District
SUPERINTENDENT'S REGULATION

PERSONNEL 8600.25

JOB DESCRIPTION: BUS DRIVER

The school Bus Driver serves under the Transportation Supervisor. The Bus Driver is one of the key persons in the cooperative enterprise of educating the youth of our nation. His/Her work is as vital as that of any other member of the school staff. School personnel, working together, must safeguard the physical safety and mental health of the boys and girls who are entrusted to them. It may be stated here with due emphasis that the school Bus Driver is a "silent teacher" at all times. Duties include the following:

1. Attend meetings, conferences and training courses upon request.

2. File daily bus reports.

3. Comply with regulations processed by the Transportation Supervisor.

4. Observe all regulations relating to bus routing, schedules, loading and unloading.

5. Take maximum precautions for safety of pupils placed in his/her care.

(Under no circumstances should buses be left standing on highways or streets -- when buses are parked in this manner, the motorist is never certain what to do.)

6. Conduct him/herself properly and practice good personal habits.

7. No bus shall be loaded beyond the capacity indicated on the approved inspection sticker.

8. Keep the bus clean and orderly at all times and keep it properly heated and well ventilated.

9. Always remain on the school bus until all pupils have been discharged.

10. The Bus Driver performs other related duties as assigned by the Transportation Supervisor.

Adopted: 09/83    Revised: 05/01/07
Approved by the Superintendent: 08/14/12
New Hartford School District
SUPERINTENDENT'S REGULATION

PERSONNEL

MODEL SCHOOLS PROGRAM COORDINATOR

I. The Model Schools Program Coordinator will report to the Assistant Superintendent for Curriculum and Instruction and be responsible for the following duties:

A. Assist in the development of a systematic process for implementation, planning and evaluation of technology.

B. Facilitate the use of technology to meet district needs.

C. Act as Liaison between the BOCES Model Schools Program Coordinator and district staff.

D. Facilitate Model Schools Program training and curriculum development within the district.

E. Attend regional Model Schools Program Site Administrator meetings.

F. Work in conjunction with school administration to select Model Schools Program committee people.

G. Process all Cooperative Service (CoSer) Agreement documents and claims.

H. Ensure district and community awareness about the Model Schools Program, its products and its services.

Adopted: 11/05/96  Revised: 06/05/07
Approved by the Superintendent: 08/14/12
New Hartford School District
SUPERINTENDENT’S REGULATION

PERSONNEL 8600.29

JOB DESCRIPTION: NETWORK MANAGER

I. The Network Manager will perform the following duties:

A. Responsible for the support of all instructional and administrative hardware and software in coordination with BOCES shared technicians, building coordinators and additional technical support personnel.

B. Assists the Technology Director, other members of the information technology staff and support personnel with the configuration of computer labs, workstations, etc.

C. Performs hardware and software installation, troubleshooting and repair of district technology equipment.

D. Works with the Technology Director to develop and implement all district technology plans.

E. Responsible for the maintenance and backup on all of the district’s file servers.

F. Works the Technology Director, outside vendors, and BOCES to monitor hardware maintenance and repairs.

G. Works with the Assistant Superintendent of Business and the Technology Director to develop a plan to manage and support both instructional and administrative hardware and software.

H. Works with the Assistant Superintendent of Business and Technology Director to provide input for staff development programs in support of the administrative technology systems.

I. Responsible for supporting all student information systems. This includes, but is not limited to the areas of grade reporting, attendance, scheduling, special education, health and discipline.

J. Serves with the Technology Director, as the district technical representative to BOCES support staff and other bodies as the district designates.

K. Serves as a member of the district’s Technology/Advisory Committee (TAC).

L. Works under the general supervision of and performs other related duties as assigned by the Technology Director.
II. Qualifications

A. Strong knowledge of LAN/WAN technology.

B. Background in Internet connectivity and network management experience.


D. Knowledge of Student and Financial Software or other mid-range systems experience.

E. Background in Macintosh and PC software, hardware troubleshooting and repair.

F. Experience with Microsoft Office products.

G. Demonstrated ability to work with others.

Adopted: 02/01/00 Revised: 06/05/07
Approved by the Superintendent: 08/14/12
JOB DESCRIPTION: SCHOOL PHYSICIAN

The duties of the School Physician are as follows:

1. To provide a complete physical examination (if not yet examined by their own physician) and per NYS Guidelines for the following:
   a. All new students and those in mandated grades for physicals.
   b. All students (male and female) participating in interscholastic athletics.
   c. Other students, including new students and other cases deemed necessary by the school nurses or administration per NYS guidelines.
   d. Those students requesting working papers who have not been examined by their own physician and not examined during the current school year.

2. To be in attendance at all home football games including varsity, junior varsity, and freshman. To be in attendance at all home hockey games.

3. To be on call for advice or service in case of serious emergencies which may arise, i.e. playground accidents, injuries sustained in athletic practices, athletic events or gym class accidents.

4. To make final decisions on readiness of athletes returning to participation after an injury that prevented participation.

5. To provide annual physical examinations for all bus drivers per NYS guidelines.

6. To receive and monitor health reports of New Hartford employees’ chest x-rays.

7. To work closely with school health staff in reviewing and maintaining cumulative health records.

8. To assist school health staff in securing remedial care for children found to have physical abnormalities.

9. To recommend adjustments of the educational program in accordance with a pupil’s health needs.

10. To interpret Public Health Laws governing control of communicable diseases and establish policies and procedures governing the exclusion or readmission of pupils in connection with infectious or contagious diseases. To advise and monitor situations regarding blood borne pathogen exposures.
New Hartford School District
SUPERINTENDENT'S REGULATION

PERSONNEL

JOB DESCRIPTION: SCHOOL PHYSICIAN

11. To share responsibility for informing the public of the school health program through parent-teacher associations, civic clubs and related community agencies.

12. To act as a liaison between the school, physicians practicing in the area and other Health Care Professionals and Agencies.

13. To interpret school health policies and practices to local and area medical societies.

14. To be present, direct and assist at clinics (T.B. skin test, flu vaccine, etc.) for New Hartford Central School District employees.

15. To be a resource person for acute health events or situations as they arise.

16. To confer with the Health Services Department Chairperson and School Nurses on updating School Health Policies and making recommendations.

17. To serve as a resource person for the district and may serve on district committees impacting health.

18. May provide direct assistance to the administration in screening and interviewing applicants for health department vacancies.

19. To provide orders for employee Flu and Hepatitis B vaccination, including epipen for potential allergic or adverse reactions.

20. To provide other services as requested by the Superintendent for Schools.

Adopted: 09/83 Revised: 05/07, 06/19/07
Approved by the Superintendent: 08/14/12
New Hartford School District
SUPERINTENDENT’S REGULATION

8600.31

PERSONNEL

JOB DESCRIPTION: ATHLETIC TRAINER

1. The Athletic Trainer will have the following responsibilities:

A. Provide first aid and sport injury emergency services for student athletes.

B. Provide school personnel and students with advice and services on physical conditioning programs, training methods, screening procedures, injury prevention and use of safety equipment for sports participation.

C. Assist coaches in ensuring that the athletes are properly prepared for practices and games.

D. Confer with school nurses and school doctor on matters relating to injured athletes.

E. Be available after school on a scheduled basis to assist students and coaches at practices, home games and when possible, away games.

F. Supervise the training room, maintain and order first aid supplies and maintain records on student injuries and illnesses relative to sports participation in cooperation with the school health service office.

G. Maintain inventory of medical supplies, uniforms and equipment for all athletic related programs.

H. Act as a liaison between the school and home concerning health, training and injuries of students.

I. Keep an accurate record of students attended to by the Athletic Trainer.

J. Work closely with the school physician and school nurse in helping to assure a safe, healthy school environment.

K. Make the final determination of a student athlete’s fitness to participate in practices and contests subject to decision of the parents and physicians.

II. Scope of duties:

The athletic training position time allotment will be commensurate with other varsity coaches at New Hartford Central School District.
III. Qualifications:

Valid certificate from the National Athletic Trainers Association.

IV. The Athletic Trainer performs other related duties as assigned by the Athletic Coordinator and/or Building Principal.
TO: Robert J. Nole  
Superintendent of Schools

FROM: Mary B. Mandel  
Assistant Superintendent for Business Affairs

RE: New Position

DATE: January 30, 2018

It is recommended that the District create the position of part-time Athletic Trainer effective March 1, 2018. Slocum Dickson recently notified the District that they are terminating their contract with us effective February 28, 2018. The current athletic trainer is available to continue working with the District. It is recommended that this request be submitted to the Board of Education for approval at their next meeting.

Thank you.


MBM: rak
Name: Gail Evans

Address:

**Position:** Certified Per Diem Substitute Teacher

**Educational Background:**
Master’s in Reading Education - SUNY Cortland
Bachelor’s in Russian - SUNY Buffalo

**Education Experience:**
Teacher at New Hartford Central School District/1998- January 2018

**Certification Status:**

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**Effective Date Pending Board of Education approval:**
February 14, 2018

**Salary Justification:**
Per New Hartford Teachers’ Association Contract - Per Diem certified rate at $84.00 per day

December 7, 2017
NEW HARTFORD CENTRAL SCHOOL DISTRICT

Name: David L. Shove

Address:

Position: Certified Per Diem Substitute Teacher

Educational Background:
Master’s Degree in Music Education - Ithaca College
Bachelor’s Degree in Music Education - SUNY Potsdam
Associate’s Degree in Music - Onondaga Community College

Experience:

Certification Status:

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Effective Date Pending Board of Education approval:
February 14, 2018

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

January 23, 2018
Name: John Friedel

Address:

Position: Uncertified Per Diem Substitute Teacher

Educational Background:
Bachelor of Arts in Sociology - The Ohio State University, Columbus Ohio
St. John Fisher College
Mohawk Valley Community College

Experience:

Certification Status:

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Effective Date Pending Board of Education approval:
February 14, 2018

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

January 3, 2018
Position: Uncertified Per Diem Substitute Teacher

Educational Background:
Bachelor of Arts in History and Secondary Social Studies Education - SUNY Potsdam

Experience:
Student teacher in Government Grade 12 at New Hartford Senior High School - Sept - Oct. 2017
Student teacher in Global 9 at Whitesboro High School - November - December 2017

Effective Date Pending Board of Education approval:
February 14, 2018

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

January 18, 2018
NEW HARTFORD CENTRAL SCHOOL DISTRICT  
NEW HARTFORD, NEW YORK 13413  
Business Office  
Phone: 315/624-1280  
Fax: 1-315/624-1265  

NAME: Timothy Abraham  
ADDRESS:  
PHONE:  
EFFECTIVE DATE OF APPOINTMENT: March 1 – June 30, 2018  
HOURLY RATE: $28.41  
JOB TITLE: part time Athletic Trainer  
SCHOOL BUILDING ASSIGNMENT: District  
REPLACEMENT FOR:  
HOURS PER WEEK: 20 hours  
BACKGROUND: Slocum Dickson Medical Group terminated their contract for an athletic trainer with the District effective February 28, 2018.  

C: Patty Nessel
NEW HARTFORD SPRING COACHES RECOMMENDATIONS
2018

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

BASEBALL
Varsity
Assistant
JV
Modified
Unpaid Volunteer – Various levels
Unpaid Volunteer – Various levels
Kevin Green
Chris Moran
John Randall
Jim Kramer
John (Brad) Davis
Tom Krol

TRACK – BOYS
Varsity
Assistant
Modified
Assistant
Tom Wells
Bob Byrd
Ed Prue
Kevin Bovi

TENNIS - BOYS
Varsity
Varsity Assistant
Dan Pierson
Chuck Rogan

GOLF - BOYS
Varsity
Tom Snizek

LACROSSE – BOYS
Varsity
Assistant
JV
JV Assistant
Modified
Dan Pope
Bill Gardinier
Paul Bisaccia
Amy Lamitie
Jim Futscher

TRACK – GIRLS
Varsity
Varsity Assistant
Modified
Modified Assistant
Andrea (Lewis) Carney
Margaret Kemp
Jenna Hamblin
Katie Cooke

GOLF - GIRLS
Varsity
Bryan Koscinski

SOFTBALL
Varsity
Varsity Assistant
JV
Modified
John Cunningham
John Keady
Shaun Hadity
Steph Romanow

LACROSSE – GIRLS
Varsity
Assistant
JV
Modified
Mike Tesak
Mike Delia
Dan Jones
Jim Carroll

BOE 2.13.2018
OPEN POSITIONS

LACROSSE - BOYS
Ass't Modified

LACROSSE - GIRLS
Ass’t Modified

2.13.2018
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<th>Temp Lic</th>
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**COACHING CERTIFICATIONS - Spring 2018**
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|       |           |      |          |            |           |             |            |
NEW HARTFORD CENTRAL SCHOOL DISTRICT

Name: Kevin Green

Address: 

Phone: 

Position: Coach: Head Varsity Baseball

Educational Background: BS Communication Arts – Ohio Dominican University
MS Elementary Education – Dowling College

Experience: 2 Years College Coaching Experience
4 Years Playing & Coaching in the Marlins and Cubs organizations
April 2012 – 2014 – Varsity Baseball – Notre Dame HS
2015 – Present – Varsity Baseball - NHCSD

Certification Status: Temporary Coaching License

Salary Justification: Step 12 Coach Salary Scale 8%
Approximately $3,947 (based on 2016-2017 salary schedule)

2.2018
NEW HARTFORD CENTRAL SCHOOL DISTRICT

Name: Christopher Moran

Address: 

Phone: 

Position: Coach: Asst. Varsity Baseball

Replacement for: Anthony Grieco

Educational Background: Graduate New Hartford High School

Experience: Head/Assistant Coach - 10 yrs, baseball, soccer, ice hockey youth programs
2013-2014 – Modified baseball Coach – NHCSD
2015 – 2016 – Unpaid Volunteer Assistant Baseball
2017 – JV Baseball - NHCSD

Certification Status: Temporary Coaching License

Salary Justification: Step 7 Coach Salary Scale 4%
Approximately $1836 (based on 2016-2017 salary schedule)

CC: Sheila Shaheen
2.2018
NEW HARTFORD CENTRAL SCHOOL DISTRICT

Name: John Randall

Address:

Phone:

Position: Coach: JV Baseball

Replacement for: Chris Moran

Educational Background:
New Hartford High School Graduate
Herkimer Community College – Associates Degree
SUNY Utica/Rome – Bachelor’s Degree

Experience:
3 yr. NH JV Basketball Coach
6 yr. SUNY Tech women’s Basketball Coach
2 yr. NH Freshman Basketball Coach
2 yr. NY Mills 7th/8th grade Basketball Coach
2002 – Present – Varsity Boys Basketball – NHCSD
2009 – Modified Girls Softball - NHCSD
2016 – 2017 – Modified Baseball - NHCSD

Certification Status: Temporary Coaching License

Salary Justification: Step 29 Coach Salary Scale 8% (5% + 3% exp)
Approximately $3,947 (based on 2016 – 2017 salary schedule)

CC: Sheila Shaheen
2.2018
NEW HARTFORD CENTRAL SCHOOL DISTRICT

Name: James Kramer

Address:

Phone:

Position: Coach: Modified Baseball

Replacement for: John Randall

Educational Background: BS – PE – Springfield College
                   MS – PE/AA – Springfield College

Experience: 2003 – Freshman Baseball – Agawam, MA
             2004 – Asst. Varsity Baseball - VVS
             2004 – 2006 – Graduate Ass’t Football – Springfield College
             2007 - 2008 – Football Offensive Co’ord. – Schenectady HS
             2009 – 2013 – Head Varsity Football – Schenectady HS
             2013 – 2016 – Ass’t Football Coach – Utica College
             2017 – JV Baseball – Rome Free Academy
             2017 – Present – Head Varsity Football - NHCSD

Certification Status: Certified PE Teacher - NHCSD

Salary Justification: Step10 Coach Salary Scale 4%
                     Approximately $1938 (based on 16-17 salary schedule)

CC: Sheila Shaheen
    2,2018
NEW HARTFORD CENTRAL SCHOOL DISTRICT

Name: John (Brad) Davis

Address:

Phone:

Position: Coach: Volunteer Assistant Baseball

Educational Background: BS – Perdue University

2012 – 2015 – Pop Warner Football
2012 – 2015 – Little League/Minor League Baseball
2017 – Present – Volunteer Asst. Football - NHCS

Certification Status: Temporary Coaching License

2.2018
NEW HARTFORD CENTRAL SCHOOL DISTRICT

Name: Thomas Krol

Address:

Phone:

Position: Coach: Volunteer Asst. Baseball

Educational Background: BS Sports Biology/Chemistry-Springfield Clg
MS Secondary Education

Experience: 4 yr Varsity Baseball – Notre Dame HS
5 yr. American Legion Baseball
1 yr. Varsity Baseball – Springfield College
1 yr. T-Ball coach NH LL
2014 – 2015 – Modified Baseball Coach – NHCS
2016 – JV Baseball – NHCS
2017 – Volunteer Asst. Baseball - NHCS

Certification Status: Certified Teacher

2.2018
NEW HARTFORD CENTRAL SCHOOL DISTRICT

Name: Tom Wells

Address: 

Phone: 

Position: Coach: Head Boys Track

Educational Background: Bachelor of Science – Physical Education

Experience: 1986 – Present – Various coaching positions in Indoor Track, Boys and Girls Swim, Boys Track - NHCSD

Certification Status: Certified Physical Education Teacher

Salary Justification: Step 53 Coach Salary Scale 11% (8% + 3% exp) Approximately $5,428 (based on 2016 – 2017 salary schedule)

2.2018
NEW HARTFORD CENTRAL SCHOOL DISTRICT

Name: Bob Byrd

Address: 

Phone: 

Position: Coach: Boys Assistant Varsity Track

Educational Background: Utica College – B/A Education-Social Studies
                           43 hrs. graduate studies @SUNY Cortland

Experience: 1968 - 2001 Various coaching positions at Waterville Central School
             2001 - 2009 Volunteer coaching in various sports
             2010 - Present – NHCSD Ass’t Track Coach
             2016 – Present – Varsity Boys Cross Country - NHCSD

Certification Status: Certified Teacher
                     Grandfathered by NYS – Starting coaching prior to 1974

Salary Justification: Step 19  Coach Salary Scale 6% (5% + 1% exp.)
                       Approximately $2,960 (based on 2016 – 2017 salary schedule)

2.2018
NEW HARTFORD CENTRAL SCHOOL DISTRICT

Name: Ed Prue

Address: 

Phone: 

Position: Coach – Head Boys Modified Track

Educational Background: BSE Degree – SUNY Cortland
MSE Degree – SUNY Cortland
New Hartford High School Graduate

Experience:
30+ years- modified, freshman, junior varsity, varsity basketball coach at New Hartford
3 years JV basketball coach – New York Mills
Volunteer coach – New Hartford Youth Basketball program
1989-98 - Modified Football Coach – New Hartford CSD
2009 – Present – Boys Modified Track - NHCSD
2011 – Present – Mod Football Coach – New Hartford CSD
2012-13 – G V. Basketball Coach – NHCSD
2013 - present – Girls 8th Grade Basketball Coach – NHCSD
2014/2015 – Girls JV Basketball Coach - NHCSD

Certification Status: New York State Permanent PE Teacher Certification

Salary Justification: Step 33 Coaching Salary Scale 8% (5 % + 3% exp.)
Approximately $3,947 (based on 2016 – 2017 salary schedule)

2.2018
NEW HARTFORD CENTRAL SCHOOL DISTRICT

Name: Kevin Bovi

Address:

Phone:

Position: Coach: Assistant Modified Boys Track

Educational Background:
Physical Education Teacher Perry Jr. High

Experience:
2003-2007 Asst. Boys' Varsity Track Coach @ NHCSD
Held position of JV & Modified Baseball & Football Coach
@NHCSD
2009 – Present – Assistant Modified Boys Track
2016 – Present – Modified Wrestling - NHCSD

Certification Status: Certified PE Teacher - NHCSD

Salary Justification: Step 25 Coaching Salary Scale 7% (4% + 3% exp.)
Approximately $3,454 (based on 2016 – 2017 salary schedule)

2.2018
NEW HARTFORD CENTRAL SCHOOL DISTRICT

Name: Daniel Pierson

Address: 

Phone: 

Position: Coach: Boys Varsity Tennis

Educational Background: HVCC - AAS – 1989
SUNY Oneonta – BA – American History – 1991
SUNY Albany – MA – American History - 1994

2016 – Present – Boys Varsity Tennis – NHCSD
2016 – Present – Girls Asst. Varsity Tennis - NHCSD

Certification Status: Certified Teacher

Salary Justification: Step 12  Coach Salary Scale 7%
Approximately $3,454 (based on 2016 – 2017 salary schedule)

2.2018
Name: Charles Rogan

Position: Assistant Coach – Boys Varsity Tennis

Educational Background: BS Biology – Binghamton University
M.A.T. – Biology 7-12 Binghamton University

Experience: 2 yr. – certified ropes instructor – SUNY Cortland Outdoor Recreation Center
1 yr. – Whitewater Kayaking & Mountain Bike Instructor – Binghamton University
2009 – Present Asst. Varsity Boys Tennis Coach NHSCD
2011-12 – Asst. Mod Football Coach NHSCD

Certification Status: Certified Teacher - NHCSD

Salary Justification: Step 16 Coaching Salary Scale 4%
Approximately $1,974 (based on 2016 – 2017 salary schedule)
NEW HARTFORD CENTRAL SCHOOL DISTRICT

Name: Thomas Snizek

Address: 

Position: Coach: Boys’ Varsity Golf

Educational Background: BS English - Oneonta
MS Reading – Cortland
CAS Administration – Cortland
PHD Administration in progress

Experience: Golf Instructor – 15 Yrs. @Family owned Crystal Springs
Golf Course
3 yr. Asst. Golf Coach New Hartford CSD
12 yr. Girls’ Tennis Coach New Hartford CSD
1 yr. Asst. Baseball Coach New Hartford CSD
2 yr. Modified Baseball Coach New Hartford CSD
2008 – present – Varsity Boy’s Golf Coach - NHCS

Certification Status: Certified Teacher

Salary Justification: Step 31 Coaching Salary Scale 10% (7% + 3% exp.)
Approximately $4,934 (based on 2016 – 2017 salary schedule)

2.2018
Name: Dan Pope

Position: Coach – Boys Varsity Lacrosse

Educational Background: PE Teacher New Hartford CSD

Experience:
1995 JV Wrestling – New Hartford CSD
1996 V Wrestling – New Hartford CSD
1994-2001 B V Soccer New Hartford CSD
1994 – Present – B V Lax New Hartford CSD
2001 – 2016 – Girls Modified Soccer - NHCS
2017 – Present – Boys Modified Football - NHCS

Certification Status: Certified PE Teacher

Salary Justification: Step 29 Coaching Salary Scale 11% (8% +3% exp.)
Approximately $5,428 (based on 2016 – 2017 salary schedule)

2.2018
Name: Bill Gardinier, Jr.

Address: 

Phone: 

Position: Coach – Assistant Varsity Boys Lacrosse

Educational Background: BS Physical Education/ MSA Health Education – SUNY Cortland

Experience: 10 yrs. Head Varsity Coach – Proctor HS
2 yrs. Asst. Coach – Proctor HS
2 yrs. Modified Coach – Donovan MS
5 yr. JV Coach NHSCD
2002 – Present – Assistant Varsity Boys Lacrosse coach - NHCS
2013/2015 – Modified Volleyball - NHCS
2015/2016 – Present – Varsity Volleyball - NHCS

Certification Status: Certified PE teacher

Salary Justification: Step 30 Coaching Salary Scale 9% (6% + 3% exp.) Approximately $4,441 (based on 2016 – 2017 salary schedule)

2.2018
NEW HARTFORD CENTRAL SCHOOL DISTRICT

Name: Paul Bisaccia

Position: Coach: Boys' JV Lacrosse

Phone:

Educational Background:
George Washington Univ. – B/A Political Science
Manhattanville College – M/A – Teaching – Social Studies

Experience: 2 yr. – 5-6th gr. Lacrosse head coach – White Plains
1 yr. – 6th gr. Basketball Asst. coach – White Plains
2 yr. – 6,7,8th gr. Soccer Asst/Head Coach – White Plains
2010 – Present – Boys JV Lacrosse Coach – NHCSD
2014 – Assistant Varsity Football Coach - NHCSD

Certification Status: Certified Teacher

Salary Justification: Step 16 Coach Salary Scale 6%
Approximately $2,960 (based on 2016 – 2017 salary schedule)

2.2018
NEW HARTFORD CENTRAL SCHOOL DISTRICT

Name: Amy Lamitie

Address:

Phone:

Position: Coach: Boys Assistant JV Lacrosse

Educational Background: University at Buffalo, English Literature
Binghamton University, MA in teaching English
St. Lawrence University, MS in Educational Leadership

2002-2004 – Varsity Girls Lacrosse Coach – Binghamton HS
2015 – Girls Ass’t Modified Lacrosse – NHCSD
2017 – Present – Asst. JV Boys Lacrosse - NHCSD

Certification Status: Certified Teacher

Salary Justification: Step 11 Coach Salary Scale 5%
Approximately $2467 (based on 2016 – 2017 salary schedule)

2.2018
NEW HARTFORD CENTRAL SCHOOL DISTRICT

Name: James Futscher

Address: 

Phone: 

Position: Coach: Boys' Modified Lacrosse

Replacement for: Paul Vitagliano

Educational Background: SUNY Potsdam

Experience: 4 yr. college lacrosse
3 yr. high school lacrosse
2011 – Present – Boys Assistant Modified Coach - NHCSO

Certification Status: Temporary Coaching License

Salary Justification: Step 11 Coach Salary Scale 5% Approximately $2467 (based on 2016 – 2017 salary schedule)

CC: Sheila Shaheen
2.2018
NEW HARTFORD CENTRAL SCHOOL DISTRICT

Name: Andrea (Lewis) Carney

Address:

Phone:

Position: Coach: Girls Varsity Track and Field

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
2015 – Asst. Girls Varsity Track - NHCS
2014 – Present – Head Girls Coach, XC – NHCS
2016/17 – Present – Varsity Ass’t Indoor Track – NHCS
2017 – Present – Varsity Girls Track and Field - NHCS

Certification Status: Certified Teacher

Salary Justification: Step 11 Coaching Salary Scale 8%
Approximately $3947 (based on 2016 – 2017 salary schedule)

2.2018
NEW HARTFORD CENTRAL SCHOOL DISTRICT

Name: Margaret Kemp

Address:

Phone:

Position: Coach: Girls Varsity Ass’t Track and Field

Educational Background: 1991 SUNY Cortland – BS biology
1999 SUNY Cortland – MS Outdoor Education

1995 – Varsity Cross Country – Waterville HS
2015 – Present – Modified Girls Cross Country – NHCS
2016 – Modified Girls Track and Field – NHCS
2017 – Present – Asst. Girls Varsity Track & Field - NHCS

Certification Status: Certified Teacher

Salary Justification: Step 7 Coach Salary Scale 5%
Approximately $2295 (based on 2016 – 2017 salary schedule)

2.2018
NEW HARTFORD CENTRAL SCHOOL DISTRICT

Name: Jenna Hamblin

Address: 

Phone: 

Position: Coach: Girls Modified Track

Educational Background:  BS – SUNY Oneonta – Dietetics – 2016
                        MS – SUNY Oneonta – Nutrition/Dietetics - 2017

Experience: Varsity athlete – multiple sports - NYM

Certification Status: Temporary Coaching License

Salary Justification: Step 4 Coaching Salary Scale 5 %
                     Approximately $2161

CC: Sheila Shaheen
    2.2018
NEW HARTFORD CENTRAL SCHOOL DISTRICT

Name: Katie Cooke

Address:

Phone:

Position: Coach: Girls Assistant Modified Track

Educational Background: BA Elementary Education

Experience: 2014 – 2016 – Ass’t Varsity Field Hockey – NHCSD
2016 – Present – Ass’t Modified Girls Track - NHCSD

Certification Status: Certified Teacher

Salary Justification: Step 6 Coaching Salary Scale 4 %
Approximately $1800 (based on 2016 – 2017 salary schedule)

2.2018
NEW HARTFORD CENTRAL SCHOOL DISTRICT

Name: Bryan Koscinski

Address: 

Phone: 

Position: Coach: Head Girls Varsity Golf

Educational Background: SUNY Brockport – BS PE – May 2011
Utica College – MS – Childhood/Special Ed. –
In progress

Rec – Park Mgr & Beach Director/Lifeguard & Swim Director
2011 – 2015 – B/G Modified Swim/B/G Ass’t Varsity – HP
2013 – Head JV Softball - HP
2013 – 2015 – Men’s and Women’s Diving Coach – UC
2016/17 – Present – Boys Varsity Swim – NHCSID
2017 – Present – Girls Varsity Golf - NHCSID

Certification Status: Certified PE Teacher

Salary Justification: Step 5  Coach Salary Scale 7%
Approximately $3088 (based on 2016 – 2017 salary schedule)

2.2018
NEW HARTFORD CENTRAL SCHOOL DISTRICT

Name: John Cunningham

Address: 

Phone: 

Position: Coach: Head Varsity Softball

Educational Background: BS - Education SUNY Cortland

Experience: 1979 – Present – Various coaching positions in Baseball, Ice Hockey and Softball - NHCSD

Certification Status: Temporary Coaching License

Salary Justification: Step 35 Coach Salary Scale 11% (8% + 3% exp.) Approximately $5,428 (based on 2016 – 2017 salary schedule)

2.2018
NEW HARTFORD CENTRAL SCHOOL DISTRICT

Name: John Keady

Address: 

Position: Asst. Coach: Varsity Softball

Educational Background: Ithaca College – BS Math
SUNY Albany – MA Math

2007 – Modified Softball Coach New Hartford CSD
1986-2007 – Coached Softball, Baseball & Football
(youth, high school & college level)
2014 – Present – Assistant Varsity Softball Coach - NHCSD

Certification Status: Certified Teacher

Salary Justification: Step 24 Coaching Salary Scale 7% (4% + 3% exp.)
Approximately $3454 (based on 2016 – 2017 salary schedule)

2.2018
NEW HARTFORD CENTRAL SCHOOL DISTRICT

Name: Shaun Hadity

Address:

Phone:

Position: Coach: JV Softball

Educational Background: MS Education – SUNY Cortland – Anticipated – May 2016
                  BS Education – SUNY Cortland – May 2014
                  AAS – HCCC – May 2012

Experience: 2012 – 2015 – HCCC Soccer Camp Coach
            2014 – Boys Modified Basketball Asst. - Westmoreland
            2014 – Boys Varsity Asst. – Westmoreland
            2015 – Girl’s Modified Soccer – volunteer – NHCSD
            2015/2016 – Ass’t Boys Modified Swim – NHCSD
            2016 – Modified Softball – NHCSD
            2016 – Boys Varsity Soccer
            2017 – Present – JV Softball – NHCSD
            2017 – Boys JV Soccer – NHCSD
            2017/2018 – Boys Modified Basketball (both) - NHCSD

Certification Status: Certified PE Teacher

Salary Justification: Step: 6 Coach Salary Scale: 5%
                      Approximately: $2,250 (based on 2016 – 2017 salary schedule)

2.2018
Name: Stephanie Romanow

Position: Coach: Head Modified Softball

Educational Background: BS – Health Studies – 2013
Doctorate – PT - 2015

Experience: 2009 – Present – Softball Pitching Clinic Director – NH
2009 – 2011 – Utica College Softball player
2009 – Present – Volunteer Softball – Town of NH
2009 – Present – Softball – private coaching
2017 – Present – Modified Softball - NHCSD

Certification Status: Temporary Coaching License

Salary Justification: Step 5 Coach Salary Scale 4%
Approximately $1765 (based on 2016 – 2017 salary schedule)

2.2018
NEW HARTFORD CENTRAL SCHOOL DISTRICT

Name: Michael Tesak

Address: 

Phone: 

Position: Head Coach: Girls Varsity Lacrosse

Educational Background: SUNY Cortland – BS Education

Experience: 2001-06 – Coach Pre-Season Hockey Clinic
2006 – Asst Coach Homer HS Varsity Lacrosse
2006-2008 – Asst. Boys’ JV Lax Coach-NHCS
2007 – 2011 – Head Varsity Hockey Coach - Proctor
2009 – 2015 – Modified Boys Lacrosse Coach – NHCS
2005-06, 2011-12 – Volunteer Ass’t Hockey Coach – NHCS
2014 – Present – Girls JV Soccer - NHCS
2014/15 – 2016/2017 – Ass’t Varsity Ice Hockey – NHCS
2016 – Present – Girls Varsity Lacrosse - NHCS

Certification Status: Certified PE Teacher

Salary Justification: Step 14 Coaching Salary Scale 8%
Approximately $3,947 (based on 2016 – 2017 salary schedule)

2.2018
NEW HARTFORD CENTRAL SCHOOL DISTRICT

Name: Michael Delia

Address: 

Phone: 

Position: Coach: Assistant Girls Varsity Lacrosse

Educational Background: MS – Health Education – CUNY
BS – Education - College of Mt. St. Vincent
AS – General Studies - MVCC

2005 – Ass’t JV Football – Proctor
2006 – Present – Modified Football – JFK, Utica
2003 – 2004 – Modified Boys Basketball – Eastchester SD
2005 – 2008 – Freshman Boys Basketball - Proctor
2015 – Present – Modified Girls Basketball – JFK
2016 – Present – Girls Ass’t Varsity Lacrosse - NHCSD

Certification Status: Certified Health/PE Teacher

Salary Justification: Step 6 Coach Salary Scale 6%
Approximately $ 2,700 (based on 2016 – 2017 salary schedule)

2.2018
Name: Daniel Jones

Position: Coach: Girls JV Lacrosse

Educational Background: MVCC – Liberal Arts – 2005
SUNY Cortland – BS – Education – 2009
Emporia State University – MS – Education - Current

Experience: 2008 – present – Ass’t Modified Football – JFK, Utica
2011 – Head Boys Modified Lacrosse – JFK, Utica
2016 – Present – Girls JV Lacrosse - NHCSD

Certification Status: Temporary Coaching License

Salary Justification: Step 7 Coach Salary Scale 6%
Approximately $2,754 (based on 2016 – 2017 salary schedule)

2.2018
NEW HARTFORD CENTRAL SCHOOL DISTRICT

Name: Jim Carroll

Address: 

Phone: 

Position: Coach – Girls Modified Lacrosse

Educational Background: AAS – HCCC – Radio-TV Broadcasting
BA – Fredonia – Television Production, Sociology Minor
Post- Baccalaureate – Western Governors University – Elementary Ed
MS – SUNYIT – Information Design & Technology

Experience: 2006 – Ass’t Boys Modified Soccer – Mohawk HS
2007-2009 – Boys Varsity Soccer – Mohawk HS
2010 – 2012 – Boys Varsity Soccer – Ilion HS
2013 – Boys Varsity Soccer – CVA HS
2014 – Present – Boys JV Coach – NHCS
2017 – Present – Girls Modified Lacrosse - NHCS

Certification Status: Certified Teacher

Salary Justification: Step 5 Coaching Salary Scale 5%
Approximately $ 2206 (based on 2016 – 2017 salary schedule)

2.2018
NEW HARTFORD CENTRAL SCHOOL DISTRICT
NEW HARTFORD, NEW YORK 13413
Business Office
Phone: 315/624-1280
Fax: 1-315/624-1265

NAME:    Vivian Roman

ADDRESS:

PHONE:

EFFECTIVE DATE OF PROBATIONARY APPOINTMENT:   February 14, 2018

HOURLY RATE:   $10.40

JOB TITLE:    substitute school monitor and office specialist I

OLD RATE:

OLD TITLE:

SCHOOL BUILDING ASSIGNMENT:    District

HOURS PER DAY:    per diem

REPLACES:

BACKGROUND:    Mrs. Roman was a cafeteria worker for 15 years.

C:    Patricia Nessel
NAME: James Murphy

ADDRESS:

PHONE:

EFFECTIVE DATE OF PROBATIONARY APPOINTMENT: March 1, 2018

HOURLY RATE: $30

JOB TITLE: Substitute Athletic Trainer

SCHOOL BUILDING ASSIGNMENT: District

REPLACEMENT FOR:

HOURS PER DAY: per diem

BACKGROUND: Mr. Murphy is currently subbing through SDMG contract.

C: Patty Nessel
NAME: Gwendolyn Murphy

ADDRESS: 

PHONE: 

EFFECTIVE DATE OF APPOINTMENT: March 1, 2018

HOURLY RATE: $30

JOB TITLE: Substitute Athletic Trainer

SCHOOL BUILDING ASSIGNMENT: District

REPLACEMENT FOR: 

HOURS PER DAY: por diem

BACKGROUND: Mrs. Murphy is currently subbing through SDMG contract.

C: Patty Nessel
NAME: Kristen Bassler

ADDRESS: 

PHONE: 

EFFECTIVE DATE OF PROBATIONARY APPOINTMENT: March 1, 2018

HOURLY RATE: $30

JOB TITLE: Substitute Athletic Trainer

SCHOOL BUILDING ASSIGNMENT: District

REPLACEMENT FOR: 

HOURS PER DAY: per diem

BACKGROUND: Ms. Bassler is currently subbing through SDMG contract.

C: Patty Nessel
NAME: John Latini, III

ADDRESS: 

PHONE: 

EFFECTIVE DATE OF APPOINTMENT: February 14, 2018

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. Latini has been a barber for 40 years.

C: Patty Nessel
TO: Robert J. Nole
Superintendent of Schools

FROM: Mary B. Mandel
Assistant Superintendent for Business Affairs

RE: Board Agenda

DATE: January 23, 2018

Enclosed please find the Treasurer’s Report effective December 31, 2017.

It is recommended the Board of Education accept this report at their next meeting.
**NEW HARTFORD CENTRAL SCHOOL TREASURER’S REPORT**

<table>
<thead>
<tr>
<th>GENERAL FUND</th>
<th>SCHOOL LUNCH FUND</th>
<th>TRUST AND AGENCY FUND</th>
<th>FEDERAL FUND</th>
<th>BUS</th>
<th>CAPITAL FUND</th>
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**LEDGER BALANCE**

**BALANCE REPORTED END OF PRECEDING PERIOD**

**RECEIPTS FOR PERIOD:**
- Cash Receipts
- BULT Grant
- School Tax Pilot
- State Aid Deposit (Excess Cost & VLT)
- Interest Earned
- Transfer Due to/from
- Transfer Health Payments
- Transfer Payroll
- Boces Prior Year Refund
- Serial Bond

| TOTAL BALANCE & RECEIPTS | $26,568,633.23 | $15,750.00 | $2,960,176.79 | $187,439.10 | $17,046.93 | $0.00 |

**DISBURSEMENTS FOR PERIOD**

| TOTAL CASH ACCOUNT BALANCE | $18,147,887.31 | $12,075.00 | $992,576.20 | $178,421.10 | $17,046.93 | $0.00 |

**BANK RECONCILIATION**

| CHECKING ACCOUNT BANK BALANCE | $14,935,440.62 | $12,075.00 | $1,015,114.45 | $178,421.10 | $17,046.93 | $0.00 |
| LESS OUTSTANDING CHECKS/EFT | $180,235.39 | $0.00 | $22,600.86 | $0.00 | $0.00 | $0.00 |
| RECEIPTS/ADJUSTMENTS IN TRANSIT | $0.00 | $0.00 | $(362.61) | $0.00 | $0.00 | $0.00 |
| NET CHECKING ACCOUNT BALANCE | $14,755,205.23 | $12,075.00 | $992,576.20 | $178,421.10 | $17,046.93 | $0.00 |

**INTEREST ACCOUNT BANK BALANCE**

| TOTAL AVAILABLE CASH | $18,147,887.31 | $12,075.00 | $992,576.20 | $178,421.10 | $17,046.93 | $0.00 |

**TEMPORARY INVESTMENTS**

| TOTAL AVAILABLE CASH PLUS TEMPORARY INVESTMENTS | $18,147,887.31 | $12,075.00 | $992,576.20 | $178,421.10 | $17,046.93 | $0.00 |

**THIS IS TO CERTIFY THAT THE ABOVE CASH BALANCES ARE IN AGREEMENT WITH THE BANK STATEMENTS AS RECONCILED.**

**CLERK OF THE BOARD OF EDUCATION**

**TREASURER OF THE SCHOOL DISTRICT**

RECEIVED BY THE BOARD OF EDUCATION AND ENTERED AS PART OF THE MINUTES OF THE BOARD MEETING HELD...
**General Fund Outstanding**

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**Key Bank**

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Scholarship Fund - Outstanding Checks

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<td>2014</td>
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Total 100.00
December 2017
Outstanding Checks

**GENERAL FUND**

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**SCHOOL LUNCH FUND**

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**TRUST&AGENCY FUND**

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<tr>
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**Scholarship Fund**

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**FEDERAL/SPECIAL FUND**

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**BUS FUND**

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**CAPITAL FUND**

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## FINANCIAL STATEMENT FOR
### HIGH SCHOOL EXTRACLASSROOM ACTIVITY FUND
#### MONTH ENDING
**DECEMBER 31, 2017**

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**DATE:** 1/1/18

**SIGNATURE:**

(Principal)

Darlene V. Brian

(Central Treasurer)
FOR INQUIRIES CALL: SYRACUSE INSTITUTIONAL BANKING (315) 424-4413

00 0 02165M NM 017

NEW HARTFORD CENTRAL SCHOOL DISTRICT
SR. HIGH SCHOOL
EXTRA CLASSROOM ACTIVITY FUND
29 OXFORD RD
NEW HARTFORD NY 13413

<table>
<thead>
<tr>
<th>ACCOUNT NUMBER</th>
<th>STATEMENT PERIOD</th>
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</thead>
<tbody>
<tr>
<td>90700259059</td>
<td>12/01/17 - 12/31/17</td>
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</tbody>
</table>

| BEGINNING BALANCE | $63,291.84 |
| DEPOSITS & CREDITS | 5,596.13 |
| LESS CHECKS & DEBITS | 6,085.81 |
| INTEREST | 1.41 |
| LESS SERVICE CHARGES | 0.00 |
| ENDING BALANCE | $62,803.57 |

INTEREST PAID YEAR TO DATE: $4.99

<table>
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<tr>
<th>POSTING DATE</th>
<th>TRANSACTION DESCRIPTION</th>
<th>DEPOSITS &amp; OTHER CREDITS (+)</th>
<th>WITHDRAWALS &amp; OTHER DEBITS (-)</th>
<th>DAILY BALANCE</th>
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<tbody>
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MANUFACTURERS AND TRADERS TRUST COMPANY
101 SOUTH SALINA STREET SYRACUSE, NY 13202
# M&T Bank

**FOR INQUIRIES CALL:** SYRACUSE INSTITUTIONAL BANKING  
(315) 424-4413

**NEW HARTFORD CENTRAL SCHOOL DISTRICT**  
SR. HIGH SCHOOL

---

**ACCOUNT TYPE:**  
MUNICIPAL CHECKING WITH INTEREST

**ACCOUNT NUMBER:**  
9870259059  
**STATEMENT PERIOD:**  
12/01/17 - 12/31/17

---

## ACCOUNT ACTIVITY

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<thead>
<tr>
<th>POSTING DATE</th>
<th>TRANSACTION DESCRIPTION</th>
<th>DEPOSITS &amp; OTHER CREDITS (+)</th>
<th>WITHDRAWALS &amp; OTHER DEBITS (-)</th>
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## CHECKS PAID SUMMARY

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<th>CHECK NO.</th>
<th>DATE</th>
<th>AMOUNT</th>
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<th>AMOUNT</th>
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<td>130.14</td>
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<td>179.60</td>
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* : GAP IN CHECK SEQUENCE  
R : CHECK RETURNED

**NUMBER OF CHECKS PAID:** 12  
**AMOUNT OF CHECKS PAID:** $6,085.81

---

MANUFACTURERS AND TRADERS TRUST COMPANY  
101 SOUTH SALINA STREET SYRACUSE, NY 13202

PAGE 2 OF 2
# HOW TO BALANCE YOUR BANK ACCOUNT

**TO BALANCE YOUR ACCOUNT WITH THIS STATEMENT COMPLETE STEPS 1-9.**

**STEP 1** Place a checkmark (✓) beside each item listed on this statement which has a corresponding entry in your register. Also place a checkmark next to the item in your register.

**STEP 2** Add to your register:
(a) Any deposits and other credits shown on this statement which you have not already entered.
(b) Any interest this statement shows credited to your account.

**STEP 3** Subtract from your register:
(a) Any checks or other withdrawals shown on this statement which you did not enter into your register.
(b) Any automatic loan payments or ATM or other electronic debits shown on this statement which you have not already subtracted.
(c) Any service charges shown on this statement which you have not already subtracted.

**TO DETERMINE THE CURRENT BALANCE IN YOUR ACCOUNT:**

**STEP 4** List any outstanding checks or debits written in your register, but not yet appearing on your statement.

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<th>AMOUNT</th>
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</thead>
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<tr>
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<td><strong>SUBTOTAL OF COLUMN 1</strong></td>
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</tr>
<tr>
<td>19</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td></td>
</tr>
<tr>
<td>21</td>
<td></td>
</tr>
<tr>
<td><strong>SUBTOTAL OF COLUMN 2</strong></td>
<td><strong>6280357</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>SUBTOTAL OF COLUMN 1 +</strong></th>
<th><strong>SUBTOTAL OF COLUMN 2</strong></th>
<th><strong>TOTAL OUTSTANDING CHECKS &amp; DEBITS</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>65652</strong></td>
<td><strong>6280357</strong></td>
<td><strong>6280357</strong></td>
</tr>
</tbody>
</table>

**STEP 5** Enter on this line the ending balance shown in the summary on the front of this statement.

**STEP 6** Enter the total of any deposits or other credits shown on your register which are not shown on this statement.

**STEP 7** Enter the total of STEPS 5 & 6.

**STEP 8** Enter TOTAL OUTSTANDING CHECKS & DEBITS (from STEP 4).

**STEP 9** Subtract STEP 8 from STEP 7 and enter the difference here. If it agrees with the ending balance on your statement, the account is balanced.

**Balanced ✓ 1/18**

**Signature** Darlene V. Dunn

If you have questions, think your statement is incorrect, or for information regarding Treasury Management Services, please contact your M&T Relationship Manager or the Commercial Service Team at 1-800-724-2240, Monday through Friday, 8am - 6pm ET.

M&T Bank

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### STATE OF NEW YORK
### DEPARTMENT OF AUDIT AND CONTROL
### DIVISION OF MUNICIPAL AFFAIRS

**District:** New Hartford  
**County:** Oneida

#### MONTHLY FINANCIAL STATEMENT ON EXTRACLASSROOM ACTIVITY FUNDS

**PERRY JUNIOR HIGH SCHOOL**

<table>
<thead>
<tr>
<th>Category</th>
<th>Balance</th>
<th>Receipts</th>
<th>BAL + REC</th>
<th>Payments</th>
<th>BALANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art Club</td>
<td>$328.94</td>
<td>$0.00</td>
<td>$328.94</td>
<td>$0.00</td>
<td>$328.94</td>
</tr>
<tr>
<td>Builder's Club</td>
<td>$248.49</td>
<td>$27.00</td>
<td>$275.49</td>
<td>$216.86</td>
<td>$58.63</td>
</tr>
<tr>
<td>Freshman Class</td>
<td>$6,665.10</td>
<td>$0.00</td>
<td>$6,665.10</td>
<td>$50.00</td>
<td>$6,615.10</td>
</tr>
<tr>
<td>Janus</td>
<td>$75.78</td>
<td>$0.00</td>
<td>$75.78</td>
<td>$0.00</td>
<td>$75.78</td>
</tr>
<tr>
<td>Latin Club</td>
<td>$362.16</td>
<td>$0.00</td>
<td>$362.16</td>
<td>$0.00</td>
<td>$362.16</td>
</tr>
<tr>
<td>Perry Jazz Band</td>
<td>$50.60</td>
<td>$0.00</td>
<td>$50.60</td>
<td>$0.00</td>
<td>$50.60</td>
</tr>
<tr>
<td>Student Council</td>
<td>$4,050.25</td>
<td>$0.00</td>
<td>$4,050.25</td>
<td>$0.00</td>
<td>$4,050.25</td>
</tr>
<tr>
<td>World Languages Club</td>
<td>$15.98</td>
<td>$0.00</td>
<td>$15.98</td>
<td>$0.00</td>
<td>$15.98</td>
</tr>
<tr>
<td>Yearbook</td>
<td>$3,831.62</td>
<td>$0.00</td>
<td>$3,831.62</td>
<td>$0.00</td>
<td>$3,831.62</td>
</tr>
<tr>
<td>PAL2PAL</td>
<td>$408.97</td>
<td>$0.00</td>
<td>$408.97</td>
<td>$51.96</td>
<td>$357.01</td>
</tr>
</tbody>
</table>

**TOTAL**  
$16,037.89  
$27.00  
$16,064.89  
$318.82  
$15,746.07

Bank Interest  
$0.37  
$15,746.44

Signed: [Signature]  
**Central Treasurer**  
1/1/18

Auditor  
[Signature]  
1/1/18

Principal  
[Signature]  
12/1/17-12/31/17
FOR INQUIRIES CALL: SYRACUSE INSTITUTIONAL BANKING
(315) 424-4413

00 02165M NM 017

NEW HARTFORD CENTRAL SCHOOL DISTRICT
JR. HIGH SCHOOL
EXTRA CLASSROOM ACTIVITY FUND
29 OXFORD RD
NEW HARTFORD NY 13413

<table>
<thead>
<tr>
<th>ACCOUNT TYPE</th>
<th>MUNICIPAL CHECKING WITH INTEREST</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCOUNT NUMBER</td>
<td>STATEMENT PERIOD</td>
</tr>
<tr>
<td>9870259067</td>
<td>12/01/17 - 12/31/17</td>
</tr>
</tbody>
</table>

| BEGINNING BALANCE | $16,137.89 |
| DEPOSITS & CREDITS | 27.00 |
| LESS CHECKS & DEBITS | 366.86 |
| INTEREST | 0.37 |
| LESS SERVICE CHARGES | 0.00 |
| ENDING BALANCE | $15,798.40 |

ANNUAL INTEREST RATE
11/30/2017 - 12/31/2017 0.03%

INTEREST PAID YEAR TO DATE
$1.35

ACCOUNT ACTIVITY

<table>
<thead>
<tr>
<th>POSTING DATE</th>
<th>TRANSACTION DESCRIPTION</th>
<th>DEPOSITS &amp; OTHER CREDITS (+)</th>
<th>WITHDRAWALS &amp; OTHER DEBITS (-)</th>
<th>DAILY BALANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/01/2017</td>
<td>BEGINNING BALANCE</td>
<td></td>
<td></td>
<td>$16,137.89</td>
</tr>
<tr>
<td>12/11/2017</td>
<td>DEPOSIT</td>
<td></td>
<td></td>
<td>16,164.89</td>
</tr>
<tr>
<td>12/12/2017</td>
<td>CHECK NUMBER 1014</td>
<td></td>
<td>$216.86</td>
<td>15,948.03</td>
</tr>
<tr>
<td>12/14/2017</td>
<td>CHECK NUMBER 1015</td>
<td></td>
<td>50.00</td>
<td>15,898.03</td>
</tr>
<tr>
<td>12/15/2017</td>
<td>CHECK NUMBER 1013</td>
<td></td>
<td>100.00</td>
<td>15,798.03</td>
</tr>
<tr>
<td>12/29/2017</td>
<td>INTEREST PAYMENT</td>
<td>0.37</td>
<td></td>
<td>15,798.43</td>
</tr>
<tr>
<td></td>
<td>NUMBER OF DEPOSITS/CHEQUES PAID</td>
<td>1</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

CHECKS PAID SUMMARY

<table>
<thead>
<tr>
<th>CHECK NO.</th>
<th>DATE</th>
<th>AMOUNT</th>
<th>CHECK NO.</th>
<th>DATE</th>
<th>AMOUNT</th>
<th>CHECK NO.</th>
<th>DATE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1013</td>
<td>12/15/17</td>
<td>100.00</td>
<td>1014</td>
<td>12/12/17</td>
<td>216.86</td>
<td>1015</td>
<td>12/14/17</td>
<td>50.00</td>
</tr>
</tbody>
</table>

* - GAP IN CHECK SEQUENCE
R - CHECK RETURNED

NUMBER OF CHECKS PAID 3
AMOUNT OF CHECKS PAID $366.86
# HOW TO BALANCE YOUR M&T BANK ACCOUNT

TO BALANCE YOUR ACCOUNT WITH THIS STATEMENT COMPLETE STEPS 1, 2, & 3.

**STEP 1**
Place a checkmark (✓) beside each item listed on this statement which has a corresponding entry in your register. Also place a checkmark next to the item in your register.

**STEP 2**
Add to your register:
(a) Any deposits and other credits shown on this statement which you have not already entered.
(b) Any interest this statement shows credited to your account.

**STEP 3**
Subtract from your register:
(a) Any checks or other withdrawals shown on this statement which you did not enter into your register.
(b) Any automatic loan payments or ATM or other electronic debits shown on this statement which you have not already subtracted.
(c) Any service charges shown on this statement which you have not already subtracted.

TO DETERMINE THE CURRENT BALANCE IN YOUR ACCOUNT:

**STEP 4**
List any outstanding checks or debits written in your register, but not yet appearing on your statement.

<table>
<thead>
<tr>
<th>OUTSTANDING CHECKS AND OTHER DEBITS</th>
<th>OUTSTANDING CHECKS AND OTHER DEBITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUMBER</td>
<td>AMOUNT</td>
</tr>
<tr>
<td>1</td>
<td>(D1) $</td>
</tr>
<tr>
<td>2</td>
<td>$</td>
</tr>
<tr>
<td>3</td>
<td>$</td>
</tr>
<tr>
<td>4</td>
<td>$</td>
</tr>
<tr>
<td>5</td>
<td>$</td>
</tr>
<tr>
<td>6</td>
<td>$</td>
</tr>
<tr>
<td>7</td>
<td>$</td>
</tr>
<tr>
<td>8</td>
<td>$</td>
</tr>
<tr>
<td>9</td>
<td>$</td>
</tr>
<tr>
<td>10</td>
<td>$</td>
</tr>
<tr>
<td>11</td>
<td>$</td>
</tr>
<tr>
<td>12</td>
<td>$</td>
</tr>
</tbody>
</table>

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**STEP 6**
Enter the total of any deposits or other credits shown on your register which are not shown on this statement.

**STEP 7**
Enter the total of STEPS 5 & 6.

**STEP 8**
Enter TOTAL OUTSTANDING CHECKS & DEBITS (from STEP 4).

**STEP 9**
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M&T Bank

LO18 (11/15)