Regular Meeting of the Board of Education
Bradley Elementary School Library
Tuesday, March 13, 2018 - 7:00 p.m.

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Recognition of Visitors and Delegations
   - Utica National Safety Award Presentation - Mary Mandel
4. Approval of Minutes
   - Regular Meeting - 2/13/18
5. Correspondence and Communications
6. Board Committee Reports
   - Audit Committee - 2/14/18
   - Budget & Finance Committee - 2/14/18
   - Staffing & Curriculum Committee - 2/15/18
   - Buildings, Grounds & Transportation Committee - 3/8/18
7. Old Business
   A. Second Reading of Policies/Regulations

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

#8000 Recruitment, Selection and Appointment of Personnel
#8001 Recruitment and Selection of Coaching Staff
#8002 Complaints and Grievances by Employees
#8003 Evaluation, Resignation and Termination
#8100 Certification and Incidental Teaching
#8101 Probation and Tenure (Educational Positions)
#8102 Mentoring Programs for First Year Teachers
#8200 Leaves of Absence for Serious Health Conditions for Family Care
#8200.1 Request for Family/Medical Leave
#8200.2 Notice of Eligibility and Rights & Responsibilities
7. Old Business – Second Reading of Policies/Regulations (cont’d.)

#8200.3 Certification of Health Care Provider for Employee’s Serious Health Condition
#8200.4 Certification of Qualifying Exigency for Military Family Leave

#8200.5 Certification of Health Care Provider for Family Member’s Serious Health Condition
#8201 Absences from School for Elected or Appointed Governmental Office
#8202 Leaves of Absence from Work (Instructional Employees)
#8203 Leave for Cancer Screening
#8204 Accommodating Employee’s Need to Express Breast Milk

#8205 Jury Duty
#8300 Fingerprinting and Criminal History Record Checks for Prospective Employees
#8300.1 Payroll Deduction Authorization (DELETE)
#8301 Drug and Alcohol Testing
#8301.1 Confirmation of Receipt Acknowledgement
#8302 Drug-Free Workplace Policy
#8400 Non-Negotiating Personnel
#8400.1 Managerial/Confidential Employees
#1005 School Volunteers
#8104 Staff Communications
#8105 Staff Development
#8106 Prohibition on Contracts/Leases, Etc.
#8401 New Hartford Substitute Use
#8402 Substitute Teachers
#8403 Substitute Non-Teaching Employees
#8404 Staff Consulting Services
#8405 Bus Driver Qualifications and Responsibilities
#8406 Volunteer Coaches
#8501 Early Retirement Incentive Program
#8502 Review Process Established Pursuant to Section 803 of the Retirement and Social Security Law
#8503 403 (B) Plans
#8600 Job Descriptions
#8600.1 Job Description: Classroom Teacher
#8600.2 Job Description: Department Chairperson
#8600.3 Job Description: School Counselor
#8600.4 Job Description: Library Media Specialist
#8600.5 Job Description: School Psychologist
#8600.6 Job Description: Reading Specialist
#8600.7 Job Description: Social Worker
#8600.8 Job Description: Teacher of the Speech and Hearing Impaired
7. **Old Business – Second Reading of Policies/Regulations (cont'd.)**

- #8600.9  Job Description: Teaching Assistant
- #8600.10 Job Description: Library Aide
- #8600.11 Job Description: School Nurse
- #8600.12 Job Description: Health Aide (DELETE)
- #8600.13 Job Description: Teacher Aide
- #8600.14 Job Description: Elementary School Testing Aide
- #8600.15 Job Description: Health Services Department Chairperson (DELETE)
- #8600.16 Job Description: Chairperson of Physical Education and Health
- #8600.17 Job Description: Teacher Center Director
- #8600.18 Job Description: New Teacher Induction Coordinator
- #8600.19 Job Description: Instructional Support Specialist
- #8600.23 Job Description: Transportation Supervisor
- #8600.24 Job Description: Mechanic
- #8600.25 Job Description: Bus Driver
- #8600.27 Job Description: Model Schools Program Coordinator (DELETE)
- #8600.29 Job Description: Network Manager
- #8600.30 Job Description: School Physician
- #8600.31 Job Description: Athletic Trainer

8. **New Business**

A. **Personnel**

1. **Retirement Resignations**
   
a. **Science Teacher**

   It is recommended that the retirement resignation of Deborah Dowling from the position of Science teacher be accepted, with deep regret, effective June 22, 2018.

b. **Special Education Teacher**

   It is recommended that the retirement resignation of Denise Altamuro from the position of special education teacher be accepted, with regret, effective June 22, 2018.
8. New Business – Personnel – Retirement Resignations (cont’d.)

   c. Elementary Teacher

      It is recommended that the retirement resignation of Nancy Castellano from the position of elementary teacher be accepted, with deep regret, effective July 1, 2018.

   d. Bus Aide

      It is recommended that the retirement resignation of Karen White from the position of bus aide be accepted, with deep regret, effective June 22, 2018.

2. Appointments

   a. Substitute Teacher List

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

      Name:          Certification:

      Nichole Hess   Uncertified

   b. Substitute Bus Aide

      It is recommended that Fred Wampfler be appointed to the position of substitute bus aide, effective March 14, 2018.

   c. Substitute Teacher Aide/Substitute School Monitor/Substitute Office Specialist I

      It is recommended that Pamela Denison be appointed to the substitute positions of teacher aide, school monitor and office specialist I, effective March 14, 2018, pending satisfactory clearance for employment by the State Education Department.
8. New Business - (cont’d.)

B. Resolution for Bus Purchase

It is recommended that the school bus proposition be approved for submittal to the voters on May 15, 2018. This proposition authorizes the purchase of school buses according to the district’s school bus replacement schedule.

C. Treasurer’s Report

It is recommended that the January 31, 2018 Treasurer’s Report be accepted.

D. Revenue and Expense Reports

It is recommended that the revenue and expense reports for October, November and December 2017 be accepted.

E. Budget Transfers

It is recommended that the Budget Transfers for November and December 2017 be approved.

F. Board of Voter Registration 2018-2019

It is recommended that the following persons be appointed to the 2018-2019 Board of Voter Registration: Sylvia Carlo, Ellie Jones, and Betty Heil.

G. Voter Registration Dates 2018

The following dates/locations are recommended for voter registration for the May 15, 2018 Annual Budget Vote:

- Thursday, May 3, 2018 3:00 – 7:00 p.m.
  High School Lobby
- Saturday, May 5, 2018 9:00 a.m. – 1:00 p.m.
  Bradley Elementary Lobby
- Monday, May 7, 2018 3:00 – 7:00 p.m.
  High School Lobby

H. 2018-2019 School Calendar

It is recommended that the 2018-2019 school calendar be adopted.
8. New Business - (cont'd.)

I. Temporary Use Agreement

It is recommended that the Temporary Use Agreement between the New Hartford Central School District and Oneida County for the optical voting system be approved.

J. Nomination of BOCES Board Member

It is recommended that Elaine M. Falvo, 10 Deer Run Road, New Hartford, New York, be nominated to a three-year term on the Oneida-Herkimer-Madison BOCES Board of Education at the BOCES Annual Meeting on April 4, 2018.

K. Committee on Pre-School Special Education

The recommendations from the Committee on Pre-School Special Education’s meetings of February 16, 2018 (3) and February 26, 2018 (1) are presented for approval.

L. Committee on Special Education

The recommendations from the Committee on Special Education’s meetings of February 8, 2018 (1), February 15, 2018 (2), February 27, 2018 (9), February 28, 2018 (9), March 1, 2018 (7) and March 5, 2018 (4) are presented for approval.

M. 504 Committee

The recommendations from the 504 Committee’s meetings of February 8, 2018 (7), February 14, 2018 (9), February 15, 2018 (6), February 28, 2018 (3), March 1, 2018 (3) and March 5, 2018 (8) are presented for approval.

9. Other Business

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

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

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

Pledge of Allegiance

Recognition of Visitors and Delegations

Current teacher, Tom Snizek and retired teacher, Louise White, addressed the Board regarding Policy #8105 – Substitute Teachers.

The following teachers addressed the Board in support of New Hartford teachers and regarding the state of current negotiations: Meggan Alt, Shelley Bartolotti and Andre Paradis. Mrs. Coombs read a statement referencing the Board of Education’s position regarding the NHTA contract negotiations.

Approval of Minutes

Mr. Stephens moved and Mrs. King seconded that the minutes of the Regular Meeting of January 9, 2018 be approved.

Ayes 7, nays 0, motion carried.

Correspondence and Communications

Mr. Nole distributed information on the “OMH School Boards Institute Region Educational Summit with Congresswoman Claudia Tenney & Staff” to be held on Friday, March 2, 2018 at 5:00 p.m. at Oneida BOCES. He also noted an addendum for this meeting agenda containing a recommendation to accept the retirement resignation of a mechanic.

Board Committee Reports

Buildings, Grounds & Transportation Committee – 1/11/18

Mr. Stephens reported: The committee reviewed and discussed the bus replacement proposal for 2018-2019 and the proposition will be recommended for approval by the Board of Education at their March meeting. The committee also reviewed and discussed the operations and maintenance equipment requests for the
2018-2019 budget. A summary report for the annual fire inspection was distributed and reviewed. An update on the capital project with targeted dates and current expectations was discussed. The committee was made aware of an unannounced routine employee safety and health inspection that was conducted by the New York State Department of Labor on January 11, 2018. A limited number of violations were found and will be submitted to the district in approximately two months.

**Budget & Finance Committee – 1/17/18**

Mr. Jadhon reported: The committee discussed Governor Cuomo’s executive order allowing prepayment of taxes and it was determined by the school attorney and other sources that it is not applicable to school taxes for the 2018-2019 school year. The committee also discussed the New York State Comptroller’s Office report that for the 2016-2017 fiscal year, the district will be classified as a level 2, or susceptible to fiscal stress.

**Staffing & Curriculum Committee – 1/8/18**

Mrs. King reported: The committee received two new course proposals (Latin 5 and Math for Coding). The committee also received and discussed the following: Counseling Department report, extracurricular activity reports for the Junior and Senior High Schools. The committee also received information on the New York State Forensic League.

**Policy Committee – 1/24/18**

Mr. Stephens reported: The committee reviewed Section 8000 – Personnel policies. Policy numbers 8101, 8200, 8301 and 8402 were amended by the committee to reflect minor grammatical or clarifying language. The policies will be presented to the Board of Education for the first reading at the February 13, 2018 meeting.

**New Business**

A. **Policies**

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

- #8000 Recruitment, Selection and Appointment of Personnel
- #8001 Recruitment and Selection of Coaching Staff
- #8002 Complaints and Grievances by Employees
- #8003 Evaluation, Resignation and Termination
- #8100 Certification and Incidental Teaching
- #8101 Probation and Tenure (Educational Positions)
- #8102 Mentoring Programs for First Year Teachers
- #8200 Leaves of Absence for Serious Health Conditions for Family Care
#8200.1 Request for Family/Medical Leave
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#8201 Absences from School for Elected or Appointed Governmental Office

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#8203 Leave for Cancer Screening
#8204 Accommodating Employee’s Need to Express Breast Milk

#8205 Jury Duty
#8300 Fingerprinting and Criminal History Record Checks for Prospective Employees

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#8105 Staff Development
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#8403 Substitute Non-Teaching Employees
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#8600 Job Descriptions

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#8600.4 Job Description: Library Media Specialist
#8600.5 Job Description: School Psychologist
#8600.6 Job Description: Reading Specialist
#8600.7 Job Description: Social Worker
A. Personnel

1. Retirement Resignations/Resignation

a. Technology Teacher

Mr. Stephens moved and Ms. Bean seconded that the retirement resignation of James DeRollo from the position of Technology teacher be accepted, with deep regret, effective June 30, 2018.

Ayes 7, nays 0, motion carried.

b. Bus Driver

Mrs. King moved and Ms. Bean seconded that the retirement resignation of Michael Riscica from the position of bus driver be accepted, with regret, effective June 29, 2018.

Ayes 7, nays 0, motion carried.
c. **Bus Driver/School Monitor**

Mrs. King moved and Ms. Bean seconded that the resignation of Vincent Del Mastro from the positions of bus driver and school monitor be accepted, effective January 29, 2018.

Ayes 7, nays 0, motion carried.

d. **Mechanic**

Mr. Stephens moved and Mrs. King seconded that the retirement resignation of Gary Knutti from the position of mechanic be accepted, with deep regret, effective July 28, 2018.

Ayes 7, nays 0, motion carried.

2. **Creation of Position – Part Time Athletic Trainer**

Mrs. King moved and Mrs. Phillips seconded that the district create the position of part-time athletic trainer, effective March 1, 2018.

Ayes 7, nays 0, motion carried.

3. **Appointments**

a. **Substitute Teacher List**

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Certification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gail Evans</td>
<td>Reading &amp; Nursery, Kindergarten and Grades 1-6</td>
</tr>
<tr>
<td>David Shove</td>
<td>Music</td>
</tr>
<tr>
<td>John Friedel</td>
<td>Uncertified</td>
</tr>
<tr>
<td>Amanda Turnbull</td>
<td>Uncertified</td>
</tr>
</tbody>
</table>

Ayes 7, nays 0, motion carried.
b. Part-Time Athletic Trainer

Mrs. King moved and Ms. Bean seconded that Timothy Abraham be appointed to the position of part-time athletic trainer, effective March 1 – June 30, 2018, pending satisfactory clearance for employment by the State Education Department.

Ayes 7, nays 0, motion carried.

c. Coaches

Mrs. King moved and Ms. Bean seconded that the list of coaches for the spring 2018 sports season be approved as presented by the Director of Athletics.

Ayes 7, nays 0, motion carried.

d. Substitute School Monitor/Substitute Office Specialist I

Mrs. King moved and Mrs. Phillips seconded that Vivian Roman be appointed to the substitute positions of school monitor and office specialist I, effective February 14, 2018, pending satisfactory clearance for employment by the State Education Department.

Ayes 7, nays 0, motion carried.

e. Substitute Athletic Trainer

Mrs. King moved and Mrs. Phillips seconded that the following be appointed to the position of substitute athletic trainer, effective March 1, 2018 pending satisfactory clearance for employment by the State Education Department:

James Murphy
Gwendolyn Murphy
Kristen Bassler

Ayes 7, nays 0, motion carried.
f. Substitute Bus Driver

Mrs. King moved and Ms. Bean seconded that John Latini, III be appointed to the position of substitute bus driver, effective February 14, 2018, pending satisfactory clearance for employment by the State Education Department.

Ayes 7, nays 0, motion carried.

C. Resolution of Condolence

Mrs. King moved and Mr. Stephens seconded that the following resolution be adopted:

"The Board of Education of the New Hartford Central School District records with sorrow the passing of former Social Studies teacher and coach, Thomas Pauley.

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

Ayes 7, nays 0, motion carried.

D. Treasurer’s Report

Mrs. King moved and Mr. Jadhon seconded that the December 31, 2017 Treasurer’s Report be accepted.

Ayes 7, nays 0, motion carried.

E. Committee on Pre-School Special Education

Ms. Bean moved and Mrs. King seconded that the recommendations from the Committee on Pre-School Special Education’s meetings of January 19, 2018 (7) and February 2, 2018 (5) be approved.

Ayes 7, nays 0, motion carried.

F. Committee on Special Education

Ms. Bean moved and Mr. Jadhon seconded that the recommendations from the Committee on Special Education’s meetings of January 9, 2018 (7), January 19, 2018 (2), January 31, 2018 (3) and February 6, 2018 (3) be approved.

Ayes 7, nays 0, motion carried.
G. 504 Committee

Mrs. King moved and Ms. Bean seconded that the recommendations from the 504 Committee's meetings of January 9, 2018 (1), January 30, 2018 (12), January 31, 2018 (7), February 1, 2018 (9) and February 6, 2018 (2) be approved.

Ayes 7, nays 0, motion carried.

Other Business

Executive Session

Mr. Stephens moved and Mrs. King seconded that the Board enter into Executive Session at 7:47 p.m. for the purpose of discussing collective negotiations with the New Hartford Teachers' Association and invite Attorney Melinda Bowe and also to discuss the employment history of two particular persons.

Ayes 7, nays 0, motion carried.

The Board unanimously agreed to go out of Executive Session at 9:58 p.m.

Adjournment

Mr. Jadhon moved and Mrs. King seconded that the meeting be adjourned at 9:59 p.m.

Ayes 7, nays 0, motion carried.

Respectfully submitted,

Betty Heil, Clerk
New Hartford Central School District
Audit Committee
Minutes
February 14, 2018
12:00 noon

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

Others Present:   Mrs. Mary Mandel
                 Mr. Robert J. Nole
                 Mrs. Jackie Circelli
                 Mr. David Leather, Questar III BOCES
                 Mr. Mark Beaudette, Questar III BOCES

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

Internal Audit Questar III – Payroll Audit Review 2016-2017
Mr. David Leather, Questar III BOCES, presented the Payroll Audit to the committee and entertained questions. The audit will be presented to the committee in final form to include the corrective action plan.

Adjournment: The meeting was adjourned at 12:20 p.m.
New Hartford Central School District  
Budget and Finance Committee  
Minutes  
February 14, 2018  
12:30 noon

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

Others Present:  
Mrs. Mary Mandel  
Mr. Robert Nole  
Mrs. Jackie Circelli

Call to Order:  Mr. Jadhon called the meeting to order at 12:20 p.m.

Second Quarter Reports:  
The second quarter 2017-2018 financial reports and budget transfers were reviewed by the committee and will be presented to the Board of Education at their March 13, 2018 meeting. Fund balance projection for the current year was reviewed. Employee Retirement System and Teacher Retirement System projections for 2018-2019 were also discussed. Expense and revenue projections through June 30, 2018 were discussed. Mrs. Mandel also reviewed major factor’s affecting the budget this year, budget constraints with revenue and fund balance and current cost saving initiatives being implemented to address expenses.

Budget Transfers:  
Mrs. Mandel presented the budget transfers for November and December 2017 and January 2018. These transfers will be presented for approval to the Board of Education at their March 13, 2018 meeting.

Tax Levy Limit Review:  
Mrs. Mandel reviewed the allowable tax levy for a simple majority approval for the 2018-2019 school year. It was explained that each school district must follow an eight step formula to calculate its individual tax levy limit. She reviewed each step of the formula with the committee to determine our tax levy limit for 2018-2019. A draft tax cap calculation was reviewed. An expected 2.9 percent increase will be applied on the March 1, 2018 deadline for submission.

2018-2019 Budget Discussions and State Aid Update:  
Mrs. Mandel reviewed the Governor’s proposal on State Aid for the 2018-2019 school year. She advised the committee that Mr. Nole will be meeting with local and state Legislators to continue lobby efforts on State Aid. The district continues to receive only a minimal increase in state aid which is insufficient to support the mandates placed upon us. Mrs. Mandel and Mr. Nole will also be attending state aid workshops over the next few months to stay apprised of legislative language changes as they arise.

Adjournment:  
The meeting was adjourned at 12:58 p.m.
New Hartford Central School District
Staffing and Curriculum Minutes
February 15, 2018
4:00 p.m.

Members Present: Annette Bean, Pamela King, Cindy Phillips

Others Present: Robert Nole, Allen Hyde, Elizabeth Cissi and Paul Vitagliano

Excused: Sandy D’Onofrio

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

Received English Department Report
Highlights presented by: Mrs. Elizabeth Cissi

- Forty nine students took the NYS Common Core English Regents. The average score was 82.5 with 25 students achieving mastery.
- Curriculum is completely aligned to the new Common Core Assessments. AP English Language and Composition curriculum has been reviewed and updated.
- Technology is being be used by both teachers and students and continues to incorporate research, writing and artistic design.
- No staffing changes for the upcoming school year.
- OWL Online Writing Lab on the website - research guides and sample resources. The information can be found on Ms. Nugent’s school website.

Received Report on HYPE and Project SUCCESS Program
Highlights presented by: Mr. Paul Vitagliano

- The delivery of HYPE included twelve classroom presentations in sixth grade, six presentations in seventh grade and sixteen presentations in ninth grade. Discussing vaporized smoking devices and the impact on overall health and well-being. There has also been a focus on social media and the appropriate methods of use. Other topics covered included: Risk reduction, decision making, college preparation, and domestic violence prevention.
- Mr. Vitagliano has pushed into the psychology classes to discuss related topics such as alcohol, feelings, bullying, self esteem, stress management and vaping.
- Approximately twenty self referrals from the Junior and Senior High after presentations were done in Health and Psychology classes.
- A parent presentation was held on January 31, 2018, to discuss vaporized smoking devices, which includes Juuling. The session was well attended by parents, students and
other caregivers. At the presentation, trends were discussed and parents were provided with resources on how to address the issue. Another session will be done at the end of the school year. Strategies and ways to be proactive were presented to the group.
• Project Purple was discussed as it focuses on how to create a drug free environment.

**Received District Hiring Process and Protocols**
Highlights presented by: Mr. Allen Hyde
• Mr. Hyde presented the *Guidebook for Members Serving on Committees to Select Teacher Candidates*.
• Current openings were presented - Currently there is one Science opening and one Technology opening.

**Received Enrollment Projections/Staffing Program Review**
Highlights presented by: Mr. Allen Hyde
• Enrollment projections were shared for the 2018-19 school year. The numbers will continue to be analyzed as there is an additional kindergarten registration date scheduled for March 22, 2018.

Meeting adjourned by Pamela King at 4:46 pm

Next meeting for Staffing & Curriculum Committee: **March 22, 2018 at 4:00 pm in the District Conference Room.**
NEW HARTFORD CENTRAL SCHOOL DISTRICT
BUILDINGS, GROUNDS AND
TRANSPORTATION COMMITTEE

Minutes
March 8, 2018
12:00 noon

Members Present:  
Mr. Jim Stephens  
Ms. Annette Bean  
Mrs. Pam King

Others Present:  
Mrs. Mary Mandel  
Mr. Andy Morgan  
Mr. John Banek  
Mr. Pete Gagliano

Mr. Stephens called the meeting to order at 12:00 p.m.

Safety Plan Review:
Mr. Banek reviewed with the committee current safety plans and district wide safety initiatives. All safety procedures have been reviewed extensively to ensure the safety of students, staff and community. The Buildings, Grounds and Transportation Committee has discussed safety procedures during several meetings this year such as during building tours in September and October as well as discussions at their December and January meetings. Mr. Banek also reviewed the District procedures and practices regarding evacuation drills and lockdown drills. In addition, frequent reminders with faculty, staff and students occur on specific safety related topics. Social workers, counselors, and the school psychologist are on staff to support students in need.

The role of the School Safety Officer with the district and daily building routines was also reviewed. We will be incorporating School Safety Officer’s with building and district safety committees.

Mr. Banek provided the attached news and notes article regarding safety in New Hartford Central School District.

Safety Grant Award:
The District was recently notified that we are the recipient of the highest level, “Titanium Level with Honors” 2018 Utica National Insurance Company School Safety Excellence Award. On behalf of the district, Mr. Morgan, Mr. Banek and the BOCES Safety office personnel coordinated and submitted an application for this award. This award program is sponsored by Utica National Insurance Company to recognize the excellent safety practices and the “District’s efforts to create a safe and secure learning environment for children, an enjoyable and productive work environment for staff; and a comfortable and pleasant experience for visitors to our district.” The New Hartford Central School District was a recipient of this award for the past five years at the Titanium level with honors. In addition, the District will receive $500 to further our safety efforts.
**Capital Project Update:**
Mrs. Mandel and Mr. Morgan provided the committee with an update on the capital project. The District has received final approval of its capital project architectural drawings from the New York State Department of Facilities Planning. This critical step allows us to move forward as planned with the advertisement for construction bids. The required legal notice was published in the Observer Dispatch today, March 8, 2018. The bidding process will occur during the month of March with a bid opening planned for March 27, 2018. The initial review of the bid results and contracts will take place from March 28 – April 3, 2018. These results will then be reviewed with the Buildings, Grounds, and Transportation Committee prior to Board approval. We anticipate Architect recommendations for Board approval of contract awards at the April 17, 2018 Board of Education meeting.

**NYSMEC Bid Review:**
The District participates in the Onondaga BOCES and New York School & Municipal Energy Consortium (NYSMEC). They are close to completing the bidding process for both Natural Gas and Electricity with anticipated favorable bid results. On behalf of the consortium, they will enter into a three year contract from May 1, 2018 – April 30, 2021 with Direct Energy. The results of the bid are scheduled to be awarded by March 15, 2018. Mrs. Mandel will review final bid awards with the committee at their next meeting. NYSMEC has saved school districts and municipalities millions of dollars over the last several years.

**Adjournment:**
The meeting was adjourned at 1:15 p.m.
The safety and well-being of our students, faculty, and staff are our most important priority at New Hartford Central Schools. We always stand ready to take all necessary measures to address any threats to our school community. The following is a discussion of the latest tools and procedures we are using to keep everyone safe, as well as a look at some new security technologies on the horizon.

**Current Safety Plans**

Building safety plans are updated on an annual basis. Throughout the year, each school practices safety drills. These include various types of emergency response scenarios, which include evacuating the building and moving all students, staff, and faculty to a safe location. This helps ensure students and staff know what to do in an emergency.

The District continues to stay current with emergency drills as required by the New York State Education Department. Each building is no longer required to complete twelve fire drills as the previous regulation required. In compliance with the amended regulation, each building now conducts eight fire/evacuation drills and four lockdown drills. Each school building is working towards the completion of mandated drills this school year. These buildings also conduct an early release drill. The District has established off-campus reunification sites where parents can pick up their children in the event an emergency doesn't allow students and staff to return to campus.

The School Security Officers continue to be a positive addition to our school community. The SSO’s provide a professionally trained and armed security presence on our campuses. We continue to have an excellent working partnership with the New Hartford Police Department. The open lines of communication with NHPD are pivotal and most appreciated as District Administration will use that information when determining emergency responses. The District continues to advocate for additional resources for this program.

Additionally, each elementary school is staffed with a social worker or counselor while Perry Junior High and the High School have both a social worker as well as a counselor. The District also has one psychologist dedicated to grades 7 - 12 and another dedicated to grades K - 6.

Some of the district's other current safety policies and technologies include:

- Security cameras with recording devices are present at the entrance to all of the buildings in the District.
- Security cameras with recording devices are present in the buildings District wide.
• The front door is equipped with an intercom so that visitors can state the purpose of their visit.
• Security blinds were installed in the high school interior science wing classroom and office windows to limit the line of site from hallway into classrooms. In the event of a lockdown, these blinds must be down for safety.
• Police presence before, during and after school hours, including the high school lunch break, has increased.
• Overnight security and morning custodians have been trained to conduct nightly and daily checks to detect any suspicious items and ensure that exterior doors and windows are secure.
• Annual building inspections are now conducted collaboratively with the NHPD.
• The NHPD and the Oneida County Sheriff’s Department have floor plans for each school building.
• Identification badges for all district employees will continue to be required.
• Additional exterior lighting on school grounds and in parking lots is now provided.
• The District has established direct radio contact with first responders in order to enhance communication during a crisis.

Building Safety Plans

These plans are completed at the building level and reviewed by our Director of Safe Schools and the BOCES Safety Office. Building safety plans are confidential. Additionally, the building level plans are sent to the State Police and State Education Department. Each school uses a single point of entry during school hours. This limited access into the buildings provides accountability and prevents unauthorized entry. These areas are supervised and one can only gain access with a security buzzer system. The High School has additional entry points before and during lunch that are monitored by staff. The remainder of the day is a single entry point.

The school district collaborates with the BOCES Safety Office to train all front door personnel on techniques, protocols, and operating procedures for allowing visitors into the building. Signs are prominently displayed that direct visitors to the main entrance as to assist with mandatory check-in procedures. Heightened security awareness continues to be discussed with faculty and staff with their building principals. This includes suspicious activity with regards to vehicles, persons, and/or packages in or around the school buildings and grounds and reporting such to the main office.
Additionally, other members of law enforcement will be given access to the buildings during the spring in order to get acclimated with the layouts. New Hartford Administration with the assistance of New Hartford Police Department is currently working on scheduling active shooter training for administration this summer through the New York State Department of Homeland Security.

**Planned new security technologies include:**

- Enhancing and increasing interior and exterior security cameras
- Implementing a swipe card entry system in each building
- Upgrading our telephone system
- Replace zoned fire alarm system including strobes and audible systems

**Emergency Response**

Parents should know that if a situation occurs, our primary focus is to keep all students safe while securing the facilities. Once we assure student safety, accurate information regarding the situation will be disseminated to parents and guardians. We will get this information to you as soon as possible depending on the situation. Unfortunately, with social media, the District may not be the first ones to communicate with you as again, the primary concern is taking care of our students.

Parents please remind your children that if they hear or see of any threatening activity to please report such activity to a trusted adult or a school administrator.

Thank you in advance for your understanding and patience as we continue to explore and implement new safety options. We realize increased safety procedures may not always be convenient, but we certainly do appreciate your cooperation. District administration will continue to work with the BOCES Safety Office and law enforcement officials while exploring opportunities to enhance safety at New Hartford Central School.
Name: Nichole Hess

Address:

Position: Uncertified Per Diem Substitute Teacher

Educational Background:
Bachelor of Fine Arts in Ceramics - Pratt Institute

Experience:
Instructor for adult community classes at Munson Williams Proctor Arts Institute- Sept. 2017-present
Long term substitute in middle school art at Lowville Academy - August 27 - October 31, 2017
Substitute teacher in South Jefferson Central School- 2013-2016

Certification Status:

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

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

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

February 21, 2018
NEW HARTFORD CENTRAL SCHOOL DISTRICT
NEW HARTFORD, NEW YORK 13413
Business Office
Phone: 315/624-1280
Fax: 1-315/624-1265

NAME: Fred Wampfler
ADDRESS: 

PHONE: 

EFFECTIVE DATE OF APPOINTMENT: March 14, 2018

HOURLY RATE: $10.40

JOB TITLE: Substitute bus aide

SCHOOL BUILDING ASSIGNMENT: Transportation

REPLACEMENT FOR: 

HOURS PER WEEK: per diem

BACKGROUND: Mr. Wampfler is currently a substitute bus driver for the District.

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

NAME: Pamela Denison

ADDRESS: 

PHONE: 

EFFECTIVE DATE OF PROBATIONARY APPOINTMENT: March 14, 2108

HOURLY RATE: $10.40

JOB TITLE: Substitute - teacher aide, school monitor  
Office specialist

CIVIL SERVICE TITLE: 

SCHOOL BUILDING ASSIGNMENT: District

REPLACEMENT FOR: 

HOURS PER DAY: per diem

BACKGROUND: Mrs. Denison has experience as a lifeguard and has worked with developmentally disabled adults for 24 years.

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

FROM: Mary B. Mandel  
Assistant Superintendent for Business Affairs

RE: School Bus Resolution

DATE: February 26, 2018

It is recommended that the attached Resolution for Submission of School Bus Proposition be approved at the March 13, 2018 Board of Education meeting.

Thank you.

MBM: rak  
Enclosures
RESOLUTION DATED ____________. 2018

A RESOLUTION OF THE BOARD OF EDUCATION OF THE NEW HARTFORD CENTRAL SCHOOL DISTRICT, ONEIDA COUNTY, NEW YORK AUTHORIZING A SCHOOL BUS PROPOSITION FOR SUBMISSION TO DISTRICT VOTERS AT THE MAY 15, 2018 ANNUAL SCHOOL DISTRICT MEETING

WHEREAS, the New Hartford Central School District (the "District") is considering purchasing school buses, at a maximum estimated cost of $444,063; and

WHEREAS, the Board of Education intends to seek the authorization of the duly qualified voters of the District to undertake the school bus purchases described above;

NOW, THEREFORE, be it resolved by the Board of Education of the District as follows:

Section 1. The Board of Education hereby determines that the school bus purchases are "Type II Actions" pursuant to Section 6 NYCRR Part 617 of the New York State Department of Environmental Conservation regulations (the "Regulations") and Article 8 of the Environmental Conservation Law, as amended (the "SEQRA Act"), requiring no further action under the SEQRA Act and Regulations.

Section 2. The Board of Education hereby authorizes the submission of the following proposition to the School District voters at the annual School District meeting to be held on May 15, 2018:

School Bus Proposition

Shall the Board of Education of New Hartford Central School District be authorized to purchase school buses, at a maximum estimated cost of $444,063 and to raise such sum, or so much thereof as may be necessary, by the levy of a tax upon the taxable property of the School District to be collected in annual installments in the years and in the amounts as the Board of Education shall determine in accordance with Section 416 of the Education Law; and, in anticipation of such tax, shall the School District be authorized to issue up to $444,063 obligations of the School District?

Section 3. The District Clerk is hereby directed to include the foregoing proposition in the notice of the annual School District meeting in accordance with the provisions of the Education Law.
STATE OF NEW YORK   
COUNTY OF ONEIDA   

I, Betty Heil, School District Clerk of the New Hartford Central School District at Oneida County, New York (the “School District”), DO HEREBY CERTIFY:

That I have compared the annexed abstract of the minutes of the meeting of the Board of Education of the School District (the “Board of Education”) held on the ____th day of ______, 2018 (the “Resolution”), with the original thereof on file in my office, and the same is a true and correct copy of said original and of the whole of said original so far as the same relates to the subject matters therein referred to.

I FURTHER CERTIFY that the full Board of Education consists of seven (7) members; that ______ (__) members of the Board of Education were present at such meeting held on ________, 2018; and that ______ (__) of such members voted in favor of the attached resolution adopted ________, 2018.

I FURTHER CERTIFY that (i) all members of the Board of Education had due notice of the meeting, (ii) pursuant to Article 7 of the Public Officers Law (Open Meetings Law), such meeting was open to the general public, and due notice of the time and place of such meeting was duly given in accordance with Article 7 of the Public Officers Law, and (iii) the meeting was in all respects duly held.

I FURTHER CERTIFY that the Resolution has not been amended or repealed and is in full force and effect on the date of this certificate.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the School District this ___th day of ______, 2018.

__________________________
Betty Heil, District Clerk,
New Hartford Central School District,
Oneida County, New York

(SEAL)
TO: Robert J. Nole
Superintendent of Schools

FROM: Mary B. Mandel
Assistant Superintendent for Business Affairs

RE: Board Agenda

DATE: February 27, 2018

Enclosed please find the Treasurer’s Report effective January 31, 2018.

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>LEDGER BALANCE</th>
<th>TOTAL</th>
<th>SCHOOL LUNCH</th>
<th>TRUST AND AGENCY</th>
<th>FEDERAL</th>
<th>BUS</th>
<th>CAPITAL</th>
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<td><strong>$178,421.10</strong></td>
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<td>Transfer Payroll</td>
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<td>Stop Loss Reimbursement (prior year)</td>
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<td>Star</td>
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<td>Workers Comp Refund</td>
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<tr>
<td><strong>TOTAL BALANCE &amp; RECEIPTS</strong></td>
<td><strong>$18,077,338.36</strong></td>
<td><strong>$12,075.00</strong></td>
<td><strong>$992,576.20</strong></td>
<td><strong>$178,421.10</strong></td>
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<tr>
<td><strong>TOTAL CASH ACCOUNT BALANCE</strong></td>
<td><strong>$19,581,074.86</strong></td>
<td><strong>$12,075.00</strong></td>
<td><strong>$1,112,275.11</strong></td>
<td><strong>$282,758.24</strong></td>
<td><strong>$17,046.93</strong></td>
<td><strong>$0.00</strong></td>
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</tbody>
</table>

### BANK RECONCILIATION

| CHECKING ACCOUNT BANK BALANCE | **$16,231,670.66** | **$12,075.00** | **$1,126,102.81** | **$282,758.24** | **$17,046.93** | **$0.00** |
| LESS OUTSTANDING CHECKS/EFT | **$45,450.77** | **$0.00** | **$13,827.70** | **$0.00** | **$0.00** | **$0.00** |
| RECEIPTS/ADJUSTMENTS IN TRANSIT | **$0.00** | **$0.00** | **$0.00** | **$0.00** | **$0.00** | **$0.00** |
| NET CHECKING ACCOUNT BALANCE | **$16,186,219.89** | **$12,075.00** | **$1,112,275.11** | **$282,758.24** | **$17,046.93** | **$0.00** |
| INTEREST ACCOUNT BANK BALANCE | **$3,392,854.97** | **$0.00** | **$0.00** | **$0.00** | **$0.00** | **$0.00** |
| **TOTAL AVAILABLE CASH** | **$19,581,074.86** | **$12,075.00** | **$1,112,275.11** | **$282,758.24** | **$17,046.93** | **$0.00** |

**Temporary Investments**

| **TOTAL AVAILABLE CASH PLUS TEMPORARY INVESTMENTS** | **$19,581,074.86** | **$12,075.00** | **$1,112,275.11** | **$282,758.24** | **$17,046.93** | **$0.00** |

*This is to certify that the above cash balances are in agreement with the bank statements as reconciled.*

[Signature]

Treasurer of the School District

*Received by the Board of Education and entered as part of the minutes of the board meeting held:*
**JANUARY OUTSTANDING**

**GENERAL FUND**

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<tbody>
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<tr>
<td>Excellus EFT</td>
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<td><strong>Total</strong></td>
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**SCHOOL LUNCH FUND**

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<tbody>
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<td><strong>Total</strong></td>
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**TRUST&AGENCY FUND**

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<tr>
<td>Scholarship Checking</td>
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<tr>
<td>Payroll Checking</td>
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<td>Flex Spending EFT</td>
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<td><strong>Total</strong></td>
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**FEDERAL/SPECIAL FUND**

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**BUS FUND**

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<td><strong>Total</strong></td>
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**CAPITAL FUND**

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### General Fund Outstanding

*M&T Bank*

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### Key Bank

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<td>S1036</td>
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<tr>
<td>S2023</td>
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**Total**: 120.59

**Total**: 32,332.23
**Trust and Agency - Outstanding Checks**

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**624.89**
## Payroll Account - Outstanding Checks

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$7,741.47
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<th>BAL + REC</th>
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**DATE:** 2/12/18

**SIGNATURE:**

(Principal)
Darleen V. Dunn
(Central Treasurer)
FOR INQUIRIES CALL: SYRACUSE INSTITUTIONAL BANKING
(315) 424-4413

00 02165M NM 017

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

ACCOUNT TYPE
MUNICIPAL CHECKING WITH INTEREST

ACCOUNT NUMBER STATEMENT PERIOD
9870259959 01/01/18 - 01/31/18

BEGINNING BALANCE $62,803.57
DEPOSITS & CREDITS 6,870.73
LESS CHECKS & DEBITS 3,472.30
INTEREST 1.49
LESS SERVICE CHARGES 0.00
ENDING BALANCE $66,203.49

ANNUAL INTEREST RATE
12/31/2017 - 01/31/2018 0.03%

INTEREST PAID YEAR TO DATE $1.49

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>
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NUMBER OF DEPOSITS/CHECKS PAID 12

CHECKS PAID SUMMARY

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<th>CHECK NO.</th>
<th>DATE</th>
<th>AMOUNT</th>
<th>CHECK NO.</th>
<th>DATE</th>
<th>AMOUNT</th>
</tr>
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<tbody>
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<td>1085*</td>
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<td>260.00</td>
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</tbody>
</table>

* - GAP IN CHECK SEQUENCE
R - CHECK RETURNED

PAGE 1 OF 2

MANUFACTURERS AND TRADERS TRUST COMPANY
101 SOUTH SALINA STREET SYRACUSE, NY 13202
NEW HARTFORD CENTRAL SCHOOL DISTRICT  
SR. HIGH SCHOOL

CHECKS PAID SUMMARY

<table>
<thead>
<tr>
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<th>DATE</th>
<th>AMOUNT</th>
<th>CHECK NO.</th>
<th>DATE</th>
<th>AMOUNT</th>
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* - GAP IN CHECK SEQUENCE  
R - CHECK RETURNED  
NUMBER OF CHECKS PAID: 7  
AMOUNT OF CHECKS PAID: $3,472.30

BEGINNING FEBRUARY 1, 2018, M&T WILL CHARGE A MONTHLY MAINTENANCE FEE FOR EACH ACCOUNT ENROLLED IN SAME DAY ACH ORIGINATION. FOR COMMERCIAL CUSTOMERS, THE FEE WILL BE $10 PER MONTH. FOR BUSINESS BANKING CUSTOMERS, THE FEE WILL BE $5 PER MONTH. IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT THE COMMERCIAL SERVICE TEAM AT 1-800-724-2240, MONDAY - FRIDAY, 8AM-6PM ET.
**STEP 1**
Please complete the entry opposite each listed item. This has a corresponding entry in your register. Also place a checkmark next to the line to indicate:

**STEP 2**
List any additional items or services not already entered. Any items that have been previously entered may be deleted or cancelled.

**STEP 3**
Subtract from the register:
- Any charges that have been added or forgotten. This may include items that you have not yet entered.
- Any service charges shown on the statement, which you may have already subtracted.

**STEP 4**
List any outstanding debts or services that should be recorded with a new entry on your statement.

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<tr>
<th>ITEM</th>
<th>DESCRIPTION</th>
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<td>11 60</td>
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<td>1068</td>
<td></td>
<td>975 60</td>
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<td></td>
<td></td>
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</tr>
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</tr>
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<tr>
<td>SUBTOTAL OF BALANCE</td>
<td>3866 60</td>
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</tr>
</tbody>
</table>

**STEP 5**
Enter the date on which the balance is due, as shown in the upper right-hand corner of this statement.

**STEP 6**
List any new items or services that should be entered into your register, which was not shown in this statement.

**STEP 7**
List the balance of this statement.

**STEP 8**
List any changes that have been made in the register since the last statement was printed.

**STEP 9**
List any checks that have been cashed or written this month.

*Balanced*  
OK 2/12/18  
Darrin Y. Brown

If you have questions, contact your local AAI management office. The AAI management office can provide assistance with lost or updated check information. Contact the AAI management office at the following:

- AAI Management Services
  - 1234 Main St., Suite 500
  - Phone: 555-1234
  - Fax: 555-4567

This amount should be your balance as of the date shown.
### Monthly Financial Statement on Extracurricular Activity Funds

#### Perry Junior High School

<table>
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<th>Club</th>
<th>Balance</th>
<th>Receipts</th>
<th>Bal + Rec</th>
<th>Payments</th>
<th>Balance</th>
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**Total**

- **Balance**: $15,746.45
- **Receipts**: $486.00
- **Bal + Rec**: $16,232.45
- **Payments**: $1,192.58
- **Balance**: $15,039.87

**Bank Interest**: $0.36

---

**Signed**: [Signature]
**Central Treasurer**: 2-10-18

**Auditor**: [Signature]
**Principal**: 2/12/18

**Date**: 1-1-18 TO 1-31-18
**FOR INQUIRIES CALL:** SYRACUSE INSTITUTIONAL BANKING
(315) 424-4413

00 0 02165M NM 017

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

---

**ACCOUNT TYPE**
MUNICIPAL CHECKING WITH INTEREST

**ACCOUNT NUMBER** STATEMENT PERIOD
987029067 01/01/18 - 01/31/18

**BEGINNING BALANCE** $15,798.40
**DEPOSITS & CREDITS** 486.00
**LESS CHECKS & DEBITS** 966.53
**INTEREST** 0.36
**LESS SERVICE CHARGES** 0.00
**ENDING BALANCE** $15,318.23

**ANNUAL INTEREST RATE**
12/31/2017 - 01/31/2018 0.03%

**INTEREST PAID YEAR TO DATE** $0.36

---

**ACCOUNT ACTIVITY**

<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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**CHECKS PAID SUMMARY**

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* - GAP IN CHECK SEQUENCE
R - CHECK RETURNED

**NUMBER OF CHECKS PAID** 6
**AMOUNT OF CHECKS PAID** $966.53

BEGINNING FEBRUARY 1, 2018, M&T WILL CHARGE A MONTHLY MAINTENANCE FEE FOR EACH ACCOUNT ENROLLED IN SAME DAY ACH ORIGINATION. FOR COMMERCIAL CUSTOMERS, THE FEE WILL BE $10 PER MONTH. FOR BUSINESS BANKING CUSTOMERS, THE FEE WILL BE $5 PER MONTH. IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT THE COMMERCIAL SERVICE TEAM AT 1-800-724-2240, MONDAY - FRIDAY, 8AM-6PM ET.
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>NUMBER</th>
<th>OUTSTANDING CHECKS AND OTHER DEBITS</th>
<th>AMOUNT</th>
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<tbody>
<tr>
<td>1</td>
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<td>2</td>
<td>1022</td>
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SUBTOTAL OF COLUMN 1: $278.00

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<tr>
<th>NUMBER</th>
<th>OUTSTANDING CHECKS AND OTHER DEBITS</th>
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SUBTOTAL OF COLUMN 2: $278.00

TOTAL OUTSTANDING CHECKS AND DEBITS: $1,531.823

STEP 5 Enter on this line the Ending Balance shown in the summary on the front of this statement:

$1,531.823

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

$0.00

STEP 7 Enter the total of STEPS 5 & 6:

$1,531.823

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

$278.00

STEP 9 Subtract STEP 8 from STEP 7 and enter the difference here:

$1,504.000

This amount should be your current account balance.

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:
311-600-724-2249. Monday through Friday, 9am-6pm ET.

10/18 (1/19)

M&T Bank

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