Regular Meeting of the Board of Education
April 14, 2020 - 7:00 p.m.

In accordance with the Governor’s Executive Order suspending the Open Meetings Law, a regularly scheduled meeting of the New Hartford Central School District Board of Education for April 14, 2020 at 7:00 p.m. will be held by video conference. Individuals wishing to access the meeting may contact the District Clerk at 315-624-1218 or eheil@nhart.org for further information.

AGENDA

1. Call to Order

2. Pledge of Allegiance

3. Recognition of Visitors and Delegations

4. Approval of Minutes
   - Regular Meeting – 3/10/20

5. New Business

   A. Personnel

      1. Appointments

         a. Per Diem Substitute Teacher List

            It is recommended that Mary Annette Danella be appointed to the per diem substitute teacher list, effective May 1, 2020 or at the beginning of the disability period for Krista Circelli-Smith.

   B. Memorandum of Agreements - NHTA and NHEU

      It is recommended that the Board of Education approve the Memorandum of Agreements with the New Hartford Employees’ Union (NHEU) and the New Hartford Teachers’ Association (NHTA) to modify the parties’ collective bargaining agreements during the school closure period and authorizing the Superintendent to execute same.
5. New Business (cont’d.)

C. Google Opt-In Agreement

It is recommended that the Board of Education approve the Google Opt-In Agreement and authorizes the Superintendent to execute same.

D. Revised 2020-2021 Budget Calendar

It is recommended that the revised 2020-2021 Budget Calendar be adopted.

E. Committee on Special Education

The recommendations from the Committee on Special Education’s meetings of February 11, 2020 (1), February 28, 2020 (1), March 2, 2020 (5), March 3, 2020 (10), March 4, 2020 (7), March 5, 2020 (1), March 9, 2020 (11), and March 10, 2020 (3) are presented for approval.

F. 504 Committee

The recommendations from the 504 Committee’s meetings of February 10, 2020 (11), February 11, 2020 (10), February 12, 2020 (15), February 13, 2020 (2), February 26, 2020 (6), February 27, 2020 (13), March 2, 2020 (3), March 3, 2020 (1), and March 10, 2020 (3) are presented for approval.

G. Continuity of Operations and Instruction

6. Adjournment
NEW HARTFORD CENTRAL SCHOOL DISTRICT

Name: Mary Annette Danella

Address:

Position: Per Diem Substitute Guidance/Social Worker

Educational Background:
School District Administrator - SUNY Cortland
Master of Science in Social Work - Syracuse University
Bachelor of Arts in Sociology - SUNY Potsdam

Education Experience:
Assistant Superintendent/OHM BOCES - Retired

Certification Status:

<table>
<thead>
<tr>
<th>Certification</th>
<th>Issue Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>School District Administrator Permanent Certificate</td>
<td>9/1/1999</td>
<td></td>
</tr>
<tr>
<td>School Social Worker Permanent Certificate</td>
<td>9/1/1991</td>
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</tbody>
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Appointment Date:
Mrs. Danella’s appointment date will begin on May 1, 2020 or at the beginning of the disability period for Krista Circelli-Smith pending Board approval April 14, 2020.

Salary Justification:
1/200th of Step 4 per day. ($226.27)

Information:
Mrs. Danella will be filling in for Mrs. Circelli-Smith at Perry Junior High while she is out on maternity leave.

April 2, 2020
TO: Robert J. Nole
Superintendent of Schools

FROM: Mary B. Mandel
Assistant Superintendent for Business Affairs

RE: Resolution for Memorandum of Agreements-New Hartford Employees’ Union and New Hartford Teachers’ Association

DATE: April 8, 2020

Attached is a resolution for approval of the proposed Memorandum of Agreements with the New Hartford Employees Union (NHEU) regarding paid leave for regularly scheduled hourly nonexempt employees and the New Hartford Teachers’ Association (NHTA) regarding paid leave for Nurses during the school closure period.

It is recommended that the Board of Education approve the memorandum of agreements to modify the parties' collective bargaining agreements during the school closure period and authorize the Superintendent to execute same.
BOARD RESOLUTION AUTHORIZING SUPERINTENDENT TO ENTER INTO AGREEMENTS TO PROVIDE PAID LEAVE FOR NON-EXEMPT HOURLY EMPLOYEES DURING SCHOOL CLOSURE

WHEREAS, the novel coronavirus (COVID-19) pandemic has resulted in the Federal, State and County governments declaring various states of emergency; and

WHEREAS, the Governor of New York, by way of Executive Order, has closed public schools due to the COVID-19 pandemic for a defined period of time, and has also ordered a workforce reduction of non-essential District staff; and

WHEREAS, the New Hartford Central School District ("District") desires to pay its regularly employed hourly non-exempt District employees during the closure period, or for such modified time period as the Board of Education may establish in the future (the "closure period").

NOW, THEREFORE, BE IT RESOLVED that:

1. To the extent not already provided for in a collective bargaining agreement or board policy, the Superintendent of Schools is hereby authorized to enter into and execute any necessary Memorandums of Understanding ("MOUs") with the respective employee bargaining units to effectuate the terms of this resolution.

2. This resolution shall apply only for the specific and limited purpose of addressing the unique challenges presented by the outbreak of COVID-19. It shall not set any precedent or practice for the future.
MEMORANDUM OF AGREEMENT
PAID LEAVE FOR REGULARLY SCHEDULED HOURLY NON-EXEMPT
EMPLOYEES DURING SCHOOL CLOSURE

WHEREAS, the Board of Education of the New Hartford Central School District ("District") and
the New Hartford Employees' Union ("Association"), are parties to a collective bargaining agreement; and

WHEREAS, the onset of the novel virus known as COVID-19 has resulted in various
declarations of emergency by the federal, state and local governments, and the closure of the
District pursuant to Executive Order of the New York State Governor for a period of time
defined therein (the "closure period"), and,

WHEREAS, regularly scheduled non-exempt hourly unit employees are paid on an hourly basis; and,

WHEREAS, due to the closure of the District, some of these employees would lose pay during
the closure period when they do not perform regularly scheduled work, and,

WHEREAS, the Board of Education has authorized the Superintendent to enter into an
Agreement with the Association to provide paid leave to affected unit employees who do not
work during the closure period, pursuant to the terms of this Agreement.

IT IS HEREBY AGREED AS FOLLOWS:

1. Regularly employed hourly unit employees shall be paid for their normally scheduled day
when they are not assigned to work on a scheduled day during the closure period, or for the
time period as may be subsequently modified by the Board of Education, whichever is the
lesser period of time. Temporary or seasonal employees are not covered by this Agreement.
Article XI of the collective bargaining by and between the parties shall not apply to the
closure period.

2. No such unit members will be eligible to receive New York State Unemployment Insurance
during the closure period covered by this Agreement. Should any employee apply for
Unemployment benefits during the period covered by this Agreement, the District may
introduce of copy of this Agreement in order to assert that the employee suffered no harm
and as such is ineligible for payment.

3. That except as modified herein for the limited period of applicability of this Memorandum of
Agreement, all provisions of the parties' collective bargaining agreement shall remain
unchanged.

4. That this Agreement is made to apply to the instant situation and shall not constitute a
practice or precedent between the parties, and this Agreement shall automatically expire, and
be of no force or effect, except for enforcement of paragraph 2, above, as of the end of the closure period, or for the time period as may be subsequently modified by the Board of Education, whichever date is earlier in time, and shall not be subject to continuation pursuant to the Triborough Amendment of the Public Employees’ Fair Employment Act.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals this ___ day of ____________.

New Hartford Central School District:

By: ________________________________
   Robert J. Nole, Superintendent

Dated: ________________________, 2020

New Hartford Employees’ Union

By: ________________________________
   [Signature]

Dated: 4-8-2020
MEMORANDUM OF AGREEMENT
PAID LEAVE FOR REGULARLY SCHEDULED HOURLY NON-EXEMPT
EMPLOYEES DURING SCHOOL CLOSURE

WHEREAS, the Board of Education of the New Hartford Central School District ("District") and the New Hartford Teachers’ Association ("Association"), are parties to a collective bargaining agreement; and

WHEREAS, the onset of the novel virus known as COVID-19 has resulted in various declarations of emergency by the federal, state and local governments, and the closure of the District pursuant to Executive Order of the New York State Governor for a period of time defined therein (the "closure period"), and,

WHEREAS, regularly scheduled hourly unit employees (nurses) are paid on an hourly basis; and,

WHEREAS, due to the closure of the District, some of these employees would lose pay during the closure period when they do not perform regularly scheduled work, and,

WHEREAS, the Board of Education has authorized the Superintendent to enter into an Agreement with the Association to provide paid leave to affected unit employees who are not assigned to work during the closure period, pursuant to the terms of this Agreement.

IT IS HEREBY AGREED AS FOLLOWS:

1. Regularly employed hourly unit employees (nurses) shall be paid for their normally scheduled day when they are not assigned to work on a scheduled day during the closure period, or for the time period as may be subsequently modified by the Board of Education, whichever is the lesser period of time. Temporary or seasonal employees are not covered by this Agreement.

2. No such unit members will be eligible to receive New York State Unemployment Insurance during the closure period covered by this Agreement. Should any employee apply for Unemployment benefits during the period covered by this Agreement, the District may introduce of copy of this Agreement in order to assert that the employee suffered no harm and as such is ineligible for payment.

3. That except as modified herein for the limited period of applicability of this Memorandum of Agreement, all provisions of the parties’ collective bargaining agreement shall remain unchanged.

4. That this Agreement is made to apply to the instant situation and shall not constitute a practice or precedent between the parties, and this Agreement shall automatically expire, and be of no force or effect, except for enforcement of paragraph 2, above, as of the end of the closure period, or for the time period as may be subsequently modified by the Board of
Education, whichever date is earlier in time, and shall not be subject to continuation pursuant to the Triborough Amendment of the Public Employees' Fair Employment Act.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals this ___ th day of ____________.

New Hartford Central School District:

By: __________________________
   Robert J. Nole, Superintendent

Dated: _______________, 2020

New Hartford Teachers’ Association

By: __________________________

Dated: _______________, 2020
To: Robert J. Nole, Superintendent of Schools

From: Allen E. Hyde, Assistant Superintendent of Schools

Date: April 8, 2020

Re: Google Opt-In Agreement

Based on the passing of the New York State Department of Education, Education Law Section 2-d, Data Privacy Act, it is recommended the New Hartford Central School Board of Education approve the contractual agreement between Google and the New Hartford Central School District formally titled Google Opt-In Agreement.

The approval of this contract will allow teachers and students within the school district to use Google's G-Suite for Education for instruction, communication, and learning purposes. Approval of this agreement will ensure New Hartford is in compliance with the New York State Department of Education, Education Law Section-2d.

The Opt-In Agreement with Google expires June 30, 2020, a successor agreement is expected.

Thank you for your consideration.
EDUCATION LAW 2-d OPT-IN

This Education Law 2-d Opt-In ("Opt-In") is executed and entered into as of the date of execution specified below ("Effective Date"), by the School District identified below ("District").

WHEREAS, Google LLC ("Vendor"), a corporation having its principal offices at 1600 Amphitheatre Parkway, Mountain View, CA, 94043, provides certain services to the District pursuant to certain contractual arrangements and Vendor Terms of Service ("TOS") entered into between District and Vendor; and,

WHEREAS, the State of New York has enacted New York Education Law 2-d; and,

WHEREAS, Erie 1 Board of Cooperative Educational Services ("Erie 1 BOCES"), a municipal corporation organized and existing under the Education Law of the State of New York having its principal offices at 355 Harlem Road, West Seneca, NY 14224, has entered into an EDUCATION LAW 2-d Agreement ("Agreement") in order to address and give binding effect to the terms of New York Education Law 2-d and Section 1.8 of which Agreement provides that school districts can become party to the Agreement by executing a written opt-in to do so; and,

WHEREAS, District wishes to become party to the Agreement;

NOW THEREFORE, District attests and agrees as follows:

1. District has evaluated its needs with respect to New York Education Law 2-d and wishes to become subject to the terms of the Agreement;

2. District hereby formally notifies Erie 1 BOCES and confirms that it is opting into the Agreement in accordance with Section 1.8 thereof.

3. By executing this Opt-In, District agrees to be bound by and to comply with the terms of the Agreement.

EXECUTED:

DISTRICT:_________________________________________

EXECUTED BY:_____________________________________

NAME:_____________________________________________

TITLE:_____________________________________________

DATE:_____________________________________________
TO:          Robert J. Nole  
             Superintendent of Schools 

FROM:    Mary B. Mandel  
            Assistant Superintendent for Business Affairs 

RE:    Budget Calendar  

DATE:     April 8, 2020  

Enclosed please find a revised copy of the 2020-2021 Budget Calendar previously approved by the Board of Education. Due to the current COVID-19 pandemic, Governor Cuomo postponed budget elections to no sooner than June 1, 2020. Therefore, assuming there are no modifications, I have attached a revised calendar based on a June 2, 2020 vote date. It is requested that the revised calendar be recommended for adoption by the Board of April 14, 2020 meeting.

Thank you.

MBM: rak  
Enclosure
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
<th>Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 13, 2019</td>
<td>Review Calendar</td>
<td>Finance Committee</td>
</tr>
<tr>
<td>December 10, 2019</td>
<td>Review and Adopt Calendar</td>
<td>Board of Education</td>
</tr>
<tr>
<td>December 11, 2019</td>
<td>Forecast on Major Factors Affecting Budget</td>
<td>Finance Committee</td>
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<tr>
<td>January 8, 2020</td>
<td>Building &amp; Grounds Report (Facilities' Needs)</td>
<td>Building, Grounds, and Transportation Committee</td>
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<tr>
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<td>(Transportation Needs)</td>
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</tr>
<tr>
<td>February 10, 2020</td>
<td>Enrollment Projections/Program Staffing Review</td>
<td>Staffing &amp; Curriculum Committee</td>
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<tr>
<td>February 12, 2020</td>
<td>Property Tax Levy Limit Review and Approval</td>
<td>Finance Committee</td>
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<td>Budget Discussions and Review</td>
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<td>April 22, 2020</td>
<td>Budget Books Distributed</td>
<td>Finance Committee and Board of Education</td>
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<td>Budget Discussion and Review</td>
<td>Budget Workshop</td>
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<td>Budget Notice and Property</td>
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<td>Tax Report Card Review</td>
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<tr>
<td>April 28, 2020</td>
<td>Final Review &amp; Budget Adoption</td>
<td>Board of Education</td>
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<tr>
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<td>Property Tax Report Card Approval</td>
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<tr>
<td>May 20, 2020</td>
<td>Budget Hearing</td>
<td>Board of Education</td>
</tr>
<tr>
<td>June 2, 2020</td>
<td>Budget Vote</td>
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Revised 4/7/20
COVID-19 (Coronavirus disease 2019) is a respiratory illness that can spread from person to person. The virus that causes COVID-19 is a novel coronavirus that was first identified during an investigation into an outbreak in Wuhan, China.

In New Hartford Schools, please know that we continue to stress proper hygiene to everyone, monitor our attendance, and we will continue to clean and disinfect classrooms, common areas, high-frequency touchpoints, and buses. We will continue to maintain contact and work collaboratively with the county and state health departments, CDC, and the New York State Education Department (NYSED). We will monitor new findings and trends and plan accordingly.

Child Care Plan

NY State of Health Letter to Families
Letter from Mr. Nole, April 7, 2020
State Memo regarding Regents Exam cancellation, April 7, 2020
Letter from Mr. Nole, March 31, 2020
Letter from Mr. Nole, March 27, 2020
Letter from Mr. Nole, March 20, 2020, “Time for the mighty SPARTANS.”
Letter from Assistant Superintendent Allen Hyde, March 16, 2020, regarding instructional continuity plan
Letter from Mr. Nole, March 15, 2020, updates regarding COVID-19
Letter from Section III Athletics
Letter from Mr. Nole, March 13, 2020, on District Operations and Covid-19
Letter from Mr. Nole, March 10, 2020
Letter from Mr. Nole, March 4, 2020
NY Dept of Health and NY Dept of Ed Guidance for Schools
NY School Board Association info on Covid-19
Center for Disease Control (CDC)
Parent Letter on Covid-19

Helping Students and Staff

Covid-19 screening poster
Spectrum to offer free high-speed internet to households with students
Video from BrainPop to help kids understand the Coronavirus
Student Hand Washing Video
Staff Hand Washing Video
Hand Washing Poster
Just For Kids: A Comic Exploring The New Coronavirus
Fear of coronavirus a good time to talk to kids about keeping fears realistic and manageable
How to talk to your kids about the coronavirus (and ease their fears)
Coronavirus: What are the symptoms? How do I know if I'm at risk?
New Hartford Central School District  
Continuity of Instruction Outline  
April 2020

1. Introduction – Continuity of Instruction

2. Contacts and Communication

3. Elementary Plan

4. Secondary Plan

5. Technology Access

6. Special Education Services

7. Academic Interventions Services (AIS)

8. Supporting Students and Parents

9. Support Services

10. Standardized Assessments
TO: Robert J. Nole  
Superintendent of Schools

FROM: Mary B. Mandel  
Assistant Superintendent for Business Affairs

RE: Grab and Go Lunch

DATE: April 8, 2020

Because our District is a member of the Oneida-Herkimer-Madison BOCES Food Service program, beginning on Tuesday, March 17, 2020, we began providing free grab-and-go bagged breakfast and lunches for all students interested in participating. The Food Service program Director was able to secure a reimbursement waiver from the New York State Education Department which allows Districts participating in their program to provide free meals to all children 18 and under, regardless of payment eligibility status, during the shutdown period. There is no cost to the District.

Breakfast and Lunches are available at designated pick up points at Myles Elementary School and New Hartford Senior High School Monday through Friday from 11:00 a.m. until noon. In addition, we are providing delivery to twelve families that are unable to travel to the pick-up sites. During the first week of operation, we served an average of 100 students per day; 80 pickup and 20 delivered for a total of 500 served for the week. Participation has since increased to serving approximately 925 children per week; 750 pickup and 175 delivered.

All children and families participating in the program have been extremely appreciative of the service and food provided during this difficult time. We are thankful to the food service workers providing these daily meals and to the transportation department for making the deliveries to those in need.
NEW HARTFORD CENTRAL SCHOOL DISTRICT
BUSINESS OFFICE
29 Oxford Road
New Hartford, NY 13413

MARY B. MANDEL
Assistant Superintendent
For Business Affairs
- Phone: 315-622-1202
- Fax: 315-624-1265

TO: Robert J. Nole
   Superintendent of Schools

FROM: Mary B. Mandel
      Assistant Superintendent for Business Affairs

RE: Continuity of Operations-COVID 19

DATE: April 8, 2020

As you are aware, the critical role of the School Business Office, Buildings,
Grounds, Transportation and Food Service Departments in complying with all the
NYS deadlines, Executive orders, and closure requirements is key to the
successful operation of the school district. The following is a list describing the
continuity of operations that the Business Office and these departments are
taking during the unprecedented COVID-19 pandemic:

**Business Office:**

First, we are taking all necessary recommended precautions to protect the health
and wellbeing of our staff and to stay virus free. Currently, all business office
support functions such as accounting/banking, weekly payroll processing and
distribution, Accounts Payable and Accounts Receivable processing and
distribution, internal claims audit, human resource functions including all benefits
(Health insurance inquiries, FMLA, unemployment, employment verifications for
loans, etc.), and daily property tax receipt requests are all continuing via a
combination of in-district work and remotely via a secure network connection.
To reduce exposure, US mail and all package deliveries to the District have
transitioned to solely the business office. It is sorted by a business office staff
person and distributed to buildings via our in-district courier.
Budget planning and monitoring for the current and subsequent year, Questar internal audit review, insurance renewal request for proposals, required SED reports, and all other business office operations continue as planned. In addition, several additional webinars, virtual meetings, and a plethora of emails have been participated in and reviewed to ensure that the District remains in compliance with frequently changing regulations, executive orders, and federal guidelines.

**Transportation Department:**

The Transportation Department is providing daily delivery of breakfast/lunch to a few families that are unable to utilize the pickup option. In conjunction with these deliveries, they are also delivering various instructional material packets to homes when needed. The logistical planning to efficiently and safely deliver the second round of instructional material packets to all K-6 students was a collaborative effort across the District. The packets were delivered in shifts via bus routes by multiple staff. Personal protective gear was provided and social distancing protocol was reviewed and implemented.

Bus Driver physicals required by NYS Department of Motor Vehicles (DMV) were rescheduled/revamped due to COVID and have subsequently been completed within required deadlines through the month of May. Plans have been established for the completion of physicals for the next group of drivers to ensure that all are compliant with DMV regulations.

NYS Department of Transportation (DOT) bus inspections continue along the bi-weekly schedule that is in place according to DOT guidelines. Mechanics continue to work in a safe manner to ensure compliance and safety of our fleet.

**Buildings and Grounds:**

Protocols have been established with Principals for who is in the buildings, where and when to ensure safety and security. All buildings have been disinfected and are monitored for security and cleanliness on a daily basis by Senior Custodians. Maintenance and Grounds staff are working on a rotating schedule to ensure that all buildings and grounds are maintained.

In summary, we will continue to support, adapt and revise as needed during these unprecedented times.