Regular Meeting of the Board of Education

Bradley Elementary School Library

Tuesday, April 17, 2018- 7:00 P.M.

A G E N D A

1. Call to Order
2. Pledge of Allegiance
3. Recognition of Visitors and Delegations
   - Recognition of the Bradley Band, Orchestra and Choir's Performance in Albany
4. Approval of Minutes - Regular Meeting of 4/3/18
5. Correspondence and Communications
6. Board Committee Reports
   - Buildings, Grounds & Transportation Committee - 4/4/18
   - Teacher Center Policy Board - 3/19/18
7. New Business
   A. Personnel
      1. Resignations
         a. School Monitor
            It is recommended that the resignation of Kristin Holbert from the position of school monitor be accepted, with regret, effective April 20, 2018.
         b. Bus Driver
            It is recommended that the resignation of Richard Murray from the position of bus driver be accepted, with regret, effective September 1, 2017.
7. New Business – Personnel (cont’d.)

2. Appointments

a. Art Department Chair

It is recommended that Roy Stewart be appointed to the position of Art Department Chair, effective July 1, 2018.

b. Summer School Driver Education Teachers

It is recommended that the following driver education teachers be appointed for the summer 2018 session: Tom Snizek, Paul Bisaccia and Robert Healey.

c. Marching Band Advisors

It is recommended that the list of Marching Band advisors for 2018 be approved as submitted by the Senior High School principal.

d. Temporary School Monitor

It is recommended that Tammy Matys be appointed to the position of temporary school monitor, effective April 4, 2018 through June 6, 2018.

e. Substitute School Monitor

It is recommended that Kristin Holbert be appointed to the position of substitute school monitor, effective April 21, 2018.

f. Substitute Bus Aide

It is recommended that Melissa Menard be appointed to the position of substitute bus aide, effective April 18, 2018.
7. New Business – Personnel (cont'd.)

g. Reclassifications

1. It is recommended that the following be reclassified from the position of DP Aide Class J to the position of DP Aide Class I, effective July 1, 2018: Gina Antone, Eileen Cougan, Rose DelMedico, Anne Giglio and Alexandra Hanna.

2. It is recommended that Michele Achin be reclassified from the position of DP Aide Class J to the position of DP Aide Class I, effective July 1, 2017.

h. Election Workers

It is recommended that the following be appointed as chairperson, site coordinator and clerks/inspectors for the May 15, 2018 Annual Budget Vote. It is also recommended that authorization be granted to the district clerk to amend the following list as necessary:

Chairperson/Inspector: Ellie Jones
Site Coordinator/Inspector: Steve Rosenfeld
Clerks/Inspectors: Nancy Baylis, Bill Brooks, Sylvia Carlo, Lynette Cunningham, Jane Grant, Beth Guzski, Greg McShea, Cheryl Mody, Delia Moylan, Diane Nobles, Rae Rosenfeld, Carol Solan, and James Varieur

B. Adoption of BOCES Budget for 2018-2019

It is recommended that the Board of Education approves the tentative administration budget of the Board of Cooperative Educational Services, Sole Supervisory District of Oneida, Herkimer and Madison Counties, in the amount of $3,690,132.14 for 2018-2019.

C. Election of BOCES Board Members

It is recommended that the Board of Education casts its votes for the slate of candidates as presented at the April 11, 2018 BOCES Annual Meeting.
7. New Business (cont'd.)

D. Oneida County Shared Services Panel

It is recommended that Robert J. Nole, the Superintendent of Schools, be appointed as the representative to serve on the Oneida County Shared Services Panel.

E. Construction Bids

It is recommended that the Capital Project construction bids be awarded as follows: The bids were reviewed at the April 4, 2018 Buildings, Grounds & Transportation Committee meeting.

| General Trades Construction | Putrelo Building Enterprises, Inc. | $3,687,500 |
| Mechanical                 | HJ Brandeles, Corp.                 | 1,110,000  |
| Plumbing                   | HJ Brandeles, Corp.                 | 163,600    |
| Roofing                    | Sands Brothers Roofing, Co., Inc.  | 1,387,000  |
| Electrical                 | Billitier Electric, Inc.           | 805,200    |
| Site Work                  | Murphy Excavating Corp.            | 2,157,665  |

F. Committee on Special Education

The recommendations from the Committee on Special Education’s meetings of March 8, 2018 (9), March 22, 2018 (9), March 26, 2018 (6), March 27, 2018 (1), March 28, 2018 (5) and April 4, 2018 (9) are presented for approval.

G. 504 Committee

The recommendation from the 504 Committee’s meeting of March 27, 2018 (1) is presented for approval.

8. Other Business

9. Adjournment
Regular Meeting of the Board of Education  
Bradley Elementary School Library  
Tuesday, April 3, 2018 – 7:00 p.m.

MEMBERS PRESENT: Ms. Bean, Mrs. Coombs, Mrs. King, Mrs. Phillips, Mr. Stephens

EXCUSED: Mr. Jadhon, Mrs. Lark

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

The meeting was called to order at 7:01 p.m. by Board of Education President, Mrs. Coombs.

Pledge of Allegiance

Recognition of Visitors and Delegations

- Presentation to Section III Champions – Girls Varsity Swim and Girls Varsity Gymnastics

- The following members of the audience addressed the Board regarding district finances, the need for open dialogue and transparency and/or school safety:
  
  Frank DuRoss, Jr.  
  Mike Talerico  
  Marco Greico  
  Jennifer McCann  
  George Winn  
  Bill Keeler

- Presentation – Unified Basketball Program – John Banek

Approval of Minutes

- Regular Meeting of March 13, 2018

  Mr. Stephens moved and Ms. Bean seconded that the minutes of the Regular Meeting of March 13, 2018 be approved.

  Ayes 5, nays 0, motion carried.

Correspondence and Communications

  There were no items for correspondence and communications.

Board Committee Reports

- Budget & Finance Committee – 3/21/18

  Mrs. Phillips reported: The committee entered into Executive Session and upon exiting Executive Session they reviewed and discussed the 2018-2019 proposed budget as well as the revenue projections. They entered into Executive Session at the end of the meeting before adjourning.
- Staffing & Curriculum Committee – 3/22/18

Mrs. King reported: The committee received and discussed the following: Library Department report, Occupational Education Department report including an update on the Project Lead the Way Computer Programming Course, annual report from the Professional Development Specialist, report on teacher recruitment plans and a report on junior and senior high course offerings.

Old Business

A. Third Reading of Policies/Regulations

Ms. Bean moved and Mrs. Stephens seconded that the following policies/regulations be adopted following the third and final 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
#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
Prohibition on Contracts/Leases, Etc.
New Hartford Substitute Use
Substitute Teachers
Substitute Non-Teaching Employees
Staff Consulting Services
Bus Driver Qualifications and Responsibilities
Volunteer Coaches
Early Retirement Incentive Program
Review Process Established Pursuant to Section 803 of the Retirement and Social Security Law
403 (B) Plans
Job Descriptions
Job Description: Classroom Teacher
Job Description: Department Chairperson
Job Description: School Counselor
Job Description: Library Media Specialist
Job Description: School Psychologist
Job Description: Reading Specialist
Job Description: Social Worker
Job Description: Teacher of the Speech and Hearing Impaired
Job Description: Teaching Assistant
Job Description: Library Aide
Job Description: School Nurse
Job Description: Health Aide (DELETE)
Job Description: Teacher Aide
Job Description: Elementary School Testing Aide
Job Description: Health Services Department Chairperson (DELETE)
Job Description: Chairperson of Physical Education and Health
Job Description: Teacher Center Director
Job Description: New Teacher Induction Coordinator
Job Description: Instructional Support Specialist
Job Description: Transportation Supervisor
Job Description: Mechanic
Job Description: Bus Driver
Job Description: Model Schools Program Coordinator (DELETE)
Job Description: Network Manager
Job Description: School Physician
Job Description: Athletic Trainer

Ayes 5, nays 0, motion carried.
New Business

A. Personnel

1. Appointments

   a. Substitute Teacher List

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

      | Name            | Certification                  |
      |-----------------|--------------------------------|
      | Brianna Marfe   | Uncertified                    |
      | Margaret Wilkins| Uncertified                    |
      | Dominick Mauro  | Certified Teacher Assistant    |

      Ayes 5, nays 0, motion carried.

   b. Tenure

      Mr. Stephens moved and Mrs. King seconded that the following be granted tenure, effective September 1, 2018:

      | Name               | Certification              |
      |--------------------|----------------------------|
      | Jennifer Cameron   | Special Education          |
      | Jennifer King      | Library Media Specialist   |

      Ayes 5, nays 0, motion carried.

   c. Master Teacher

      Mrs. King moved and Ms. Bean seconded that the following teachers be granted Master Teacher status, effective September 1, 2018:

      | Name              | Subject                  |
      |-------------------|--------------------------|
      | Nickolas Buckley  | Mathematics              |
      | Jennifer Canale   | Science                  |
      | Adrienne Ciampi    | Library Media Specialist |
      | Kathryn Donovan   | Music                    |
      | Christine Luvera   | Special Education        |
      | Jennette Nichols  | Elementary               |

      Ayes 5, nays 0, motion carried.
d. Coaches

Mr. Stephens moved and Mrs. King seconded that the following coaches be appointed for the 2018 spring sports season:

Krista Circelli  Head - Unified Basketball  
Jill Davies-Nelson  Unpaid Volunteer Asst. – Unified Basketball

Ayes 5, nays 0, motion carried.

e. School Monitor

Mrs. King moved and Ms. Bean seconded that Athena Martinez be appointed to the position of school monitor, effective April 4, 2018.

Ayes 5, nays 0, motion carried.

f. Substitute Cleaner

Mr. Stephens moved and Mrs. King seconded that Brenda Eccleston be appointed to the position of substitute cleaner, effective April 4, 2018.

Ayes 5, nays 0, motion carried.

B. 2018-2019 Budget

Mr. Stephens moved and Mrs. King seconded that the budget for the 2018-2019 school year be adopted in the amount of $52,891,318.

Ayes 5, nays 0, motion carried.


Mrs. King moved and Mrs. Phillips seconded that the 2018-2019 property tax report card be approved.

Ayes 5, nays 0, motion carried.

D. Treasurer’s Report

Ms. Bean moved and Mrs. King seconded that the February 28, 2018 Treasurer’s Report be accepted.

Ayes 5, nays 0, motion carried.
E. Cooperative Bidding Resolution

Mr. Stephens moved and Mrs. Phillips seconded that the Board of Education approves the district’s participation in a cooperative bid with Madison-Oneida BOCES during the 2018-2019 school year for the purchase of various types of computers and technology commodities.

Ayes 5, nays 0, motion carried.

F. Resolution of Condolence

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

"The Board of Education of the New Hartford Central School District records with sorrow the passing of former secretary, Charlene Miller.

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

Ayes 5, nays 0, motion carried.

G. Surplus Items

Mrs. King moved and Ms. Bean seconded that the items on the list of technology equipment, as submitted by the Information Technology Director, be declared as surplus items for disposal.

Ayes 5, nays 0, motion carried.

H. Broadband Telecommunications Services

Mr. Stephens moved and Mrs. King seconded that the Board of Education approves the resolution for the district to enter into a three-year contract with Madison-Oneida BOCES for the Mohawk Regional Information Center to furnish broadband telecommunications services to the district.

Ayes 5, nays 0, motion carried.

I. Committee on Pre-School Special Education

Mrs. King moved and Ms. Bean seconded that the recommendations from the Committee on Pre-School Special Education’s meetings of March 9, 2018 (9) and March 23, 2018 (7) be approved.

Ayes 5, nays 0, motion carried.
J. Committee on Special Education

Mrs. King moved and Ms. Bean seconded that the recommendations from the Committee on Special Education’s meetings of March 6, 2018 (10), March 7, 2018 (10), March 12, 2018 (10), March 14, 2018 (9), March 15, 2018 (7), March 16, 2018 (1), March 19, 2018 (9), March 20, 2018 (7) and March 21, 2018 (6) be approved.

Ayes 5, nays 0, motion carried.

K. 504 Committee

Mrs. King moved and Ms. Bean seconded that the recommendations from the 504 Committee’s meetings of March 12, 2018 (1), March 19, 2018 (1) and March 20, 2018 (1) be approved.

Ayes 5, nays 0, motion carried.

Other Business

Adjournment

Mr. Stephens moved and Mrs. King seconded that the meeting be adjourned at 8:09 p.m.

Ayes 5, nays 0, motion carried.

Respectfully submitted,

Betty Heil, Clerk
NEW HARTFORD CENTRAL SCHOOL DISTRICT

BUILDINGS, GROUNDS AND

TRANSPORTATION COMMITTEE

Minutes

April 4, 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. Brian Hallett, The Pike Company
Mr. Chris Crolius, MARCH Associates
Mr. Mike Lahey, MARCH Associates

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

Safety: District Wide Safety Committee Review:
Mr. Banek reviewed the minutes and discussion items from the District Safety Committee meeting held on March 27, 2018. This safety committee has recently added additional members for increased parent/community representation. He also distributed a copy of the recent safety updates which included immediate, short-term, and long-term safety goals. This information was placed on the District website and is attached.

Capital Project Bid Review:
Representatives from our construction management and architectural firms presented a review of the capital project bid results from the bid opening held on March 27, 2018. The District received several bids for the six construction contracts. The bid award process was reviewed with the committee. The bids in total were within the capital project budget and estimates provided. It was recommended by the design and construction management team and approved by the committee to accept the base bids and alternates one and four for recommendation of approval at the April 17, 2018 Board of Education meeting.

Adjournment:
The meeting was adjourned at 1:15 p.m.
Ensuring School Safety: A Spring 2018 Update

The safety and well-being of our students, faculty, and staff is the most important priority at New Hartford Central School District. We always stand ready to take all necessary measures in addressing potential and actual threats to our school community.

The following is a discussion of the latest tools and procedures we are using to keep everyone safe. We also include a look at some new security technologies on the horizon.

Current Safety Plans:

Safety Drills

Building safety plans are updated on an annual basis. Each school practices safety drills throughout the year. We practice various types of emergency response scenarios that include evacuating the buildings and moving all students, staff, and faculty to a safe location. Such practice helps ensure that students and staff know what to do in case of an emergency.

The District continues to stay current with emergency drills as required by the New York State Education Department. In compliance with current regulations, each building now conducts eight fire/evacuation drills (previous regulations required twelve) 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 does not allow students and staff to return to campus.

Safety Personnel

The School Security Officers continue to be a positive addition to our school community. SSOs 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 the NHPD are crucial to District administration, especially 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 K-6 and another dedicated to grades 7-12.

Collaborating for Safety

In 2018, the District earned the “Titanium Level with Honors” School Safety Excellence Award from the Utica National Insurance Company. This is the highest level awarded by the company. The New Hartford Central School District has earned this level of distinction for the past five years. The award includes a $500 grant to further our safety efforts.

The goal of this award program is 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.” On behalf
of the District Plant Engineer Mr. Andy Morgan, District Safety Officer Mr. John Banek, and the BOCES Safety office coordinated to submit an application for this award.

Superintendent Robert Nole represented New Hartford Central Schools at a recent Safety Coalition Summit that hosted more than seventy local leaders. Oneida County Executive Anthony Picente, as well as superintendents and law enforcement officials from around Oneida County, discussed opportunities for greater collaboration toward mutual safety. Members of the District administrative team recently attended the Utica National Insurance Company’s School Risk Management Seminar in East Syracuse. In addition, two community members have been invited to participate in our District Safety Team.

Some of the district’s other current safety procedures and technologies include:

- Security cameras with recording devices are present at the entrance to all of the buildings in the District
- Designated single points of entry for all school community members at all school buildings
- Front entrance doors are equipped with an intercom so that visitors can state the purpose of their visit
- Sixty-six security cameras with recording devices are present in the buildings District-wide
- Increased police presence before, during and after school hours, including the high school lunch break
- Overnight security checks in all buildings, seven days a week. Our morning custodians have been trained to conduct daily and nightly 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 to enhance communication during a crisis

What are the District’s goals to enhance current safety plans?

Immediate Goals

The District will enhance the SSO Program for the 2018-2019 school year. Additionally, members of law enforcement will be given access to the buildings this spring in order to get better acclimated to the layouts. The District Safety Team will evaluate recent emergency response drills and increase the size of the District Safety Committee.

Short-term Goals

New Hartford school administration, with the assistance of the 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. The District will also be working on the implementation of safety upgrades in the upcoming building project.
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
- Replacing zoned fire alarm systems that include strobes and audible systems

Long-term Goals

The District will continue to evaluate best practices such as training, personnel, and technology needs to improve upon our school’s emergency management plan. District personnel will actively pursue safety upgrades and recommendations for the District in future capital projects.

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 submitted to both the New York 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 Senior High School has additional entry points before and during lunch that is monitored by staff. The remainder of the day follows a single entry point procedure.

The 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.

A Parent’s Role in 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.

The District will utilize email, text messages, and social media to communicate important information. With your help, the district will do its best to be the first to communicate with parents in a prompt manner. For example, it is very important for families to notify their child’s school regarding any changes to contact information so that messages are sent promptly to the correct recipient. If parents would like to receive text messages from our emergency response system--School Messenger System, or “SMS”--parents must notify their child’s school. When SMS contacts parents via text, please reply “Y” to officially opt-in to the service.
Other important items to consider:

- Ensure that parent cell phone is listed as a cell phone (if your home phone and cell phone are the same they must be listed separately)
- Ensure you are listed as a contact for your student(s) with a phone number(s) and email

Parents can help ensure campus safety by reminding 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 to our Community**

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 District.
NEW HARTFORD TEACHER CENTER
POLICY BOARD MINUTES: March 19, 2018
3:30 Teacher Center, Perry Junior High
The next meeting will be on May 14, 2018.

Board Members:
Teachers Present: S. D’Onofrio, T. Klar, B. Brennan, L. Cooper, W. Kowalczyk, M. Hinman, A. Perra

Proceedings:
• The meeting was called to order by Beth Brennan on March 19, at 3:30 p.m.

Director’s Report:
• Fall Focus meeting, October 23: Directors discussed how to strengthen the abstract and better report on our focus, which is 6 + 1 Traits of Writing.
• Eastern Upstate Network Meeting: Next Generation Science Standards were discussed. Sandy shared that state tests will be given in grades 5 and 8.
• Spring Symposium, March 6 and 7: Directors learned more about the ESSA Act and participated in a technology fair. Directors also discussed advocacy to be included in state budget. Grant is due June 8.
• May 21 and 22: Upcoming network meeting where Directors will work on their grants.

Program Report:
• Sandy highlighted Wired to Create workshops, run by Jonathan Vaughan and Jennifer Clive.
• Workshops support Novel Engineering and Google Classroom.

Financial Report:
• PTA Council graciously donated Barnes and Noble and Staples gift cards to us. Sandy provided an accounting of expenditures from the gift cards. The Barnes and Noble gift card has been used to purchase books for teachers to borrow from the Teacher Center. The Staples gift card has been used to purchase supplies such as laminating film and large copy paper.
• Sandy reviewed the grant-funded budget. She provided an accounting of expenditures from this budget. Sandy reviewed the purchases made to support the library makerspaces, including Code-a-Pillars and marble-runs.
• There is still about $730 left in the supplies and materials budget. Sandy proposed purchasing three Breakout EDU boxes so that each building has one for teachers’ and students’ use. (There are already two in the district.) These are $150 each; three would cost $450.
• Sandy asked the Policy Board members to think of resources that could be purchased to benefit students in the district.

Other:
Discussion took place regarding the District funding of the Teacher Center in 2018-19, given the District’s current financial stress. At the present time, we do not know what cuts may take place. It will help if the Teacher Center receives funding from the state, as that will help defray District any costs associated with the Teacher Center. It was suggested that, if the Teacher Center is not in the
District’s 2018-19 budget, services currently covered by the Teacher Center Director will still be needed and will incur cost, such as Community Education and providing professional development for teachers under the newer certification regulations.

It was reiterated that advocacy for State funding of the Teacher Center is especially important. Beth Brennan suggested that Sandy send another reminder to teachers to complete the online advocacy letter to state legislators that was recently sent out to teachers. It was also recommended that Policy Board members remind colleagues that the Teacher Center is not automatically part of what the District has to provide to teachers, so we need to advocate for keeping it in place, both at the District and State level.

Wendy Kowalczyk made a motion to close the meeting. Liz Relyea seconded it. The meeting was adjourned at 4:15.

Our next meeting will be on May 14, 2018 at 3:30.

Respectfully submitted,
Tina Klar
To: Robert J. Nole, Superintendent

From: Allen E. Hyde, Assistant Superintendent

Subject: Recommendation for Art Department Chair

Date: April 4, 2018

It is my pleasure to recommend Mr. Roy Stewart for appointment as the Art Department Chairperson at New Hartford Central School District. The term shall begin on July 1, 2018 and expire on June 30, 2023. Department chairs serve a five-year term. The position was posted for the requisite amount of time. Mr. Stewart was the only applicant.

Mr. Stewart has taught in the area of Art for over 16 years with distinction. The Art Department is highly effective. The department is characterized by a high degree of collaboration, guaranteed curriculum, and high performance. Mr. Stewart is respected by the faculty, as well as the students, and administration.

As chair, Mr. Stewart will serve as a liaison between all of the art teachers in the district. He will be responsible for assisting the principals with developing a budget. Mr. Stewart takes leadership roles in curriculum development.

I recommend Mr. Roy Stewart as the Art chairperson in the New Hartford Central School District.
MEMO

To: Robert Nole
From: Mark Benson
Date: April 2, 2018
Subject: Summer School Appointments

I recommend the reappointment of Tom Snizek, Paul Bisaccia and Robert Healy for Summer School Driver Education teachers for the 2018 summer program.
TO: Robert Nole

FROM: Mark E. Benson

DATE: April 5, 2018

RE: Marching Band Advisors for 2018

I recommend the following advisors for Marching Band for 2018, as noted on the attached document.
<table>
<thead>
<tr>
<th>2018 Marching Band</th>
<th>Advisor</th>
<th>%</th>
<th>step</th>
<th>Salary</th>
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<tr>
<td>Director</td>
<td>Hollister, Marty</td>
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<td>30</td>
<td></td>
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<tr>
<td>Assistant Director</td>
<td>Fabbio, Dan</td>
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<td></td>
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<td>Drill Arranger/Teacher</td>
<td>Rick Morey</td>
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<td>$6,000.00</td>
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<td>Music Assistant</td>
<td>Nick Anderalli</td>
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<td>$1,900.00</td>
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<td>Music Assistant</td>
<td>Mike Winkler</td>
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<td>$900.00</td>
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<tr>
<td>Battery Caption Head</td>
<td>Steve Stoddard</td>
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<td>Front Ensemble Caption Head</td>
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<td>Percussion Assistant</td>
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<td>Rich Light</td>
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<td>Visual Caption Head</td>
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<td>$1,400.00</td>
</tr>
<tr>
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