The Hughes Elementary School PTA will host a reception for the Board of Education at 6:30 p.m. in the Cafeteria

AGENDA

1. Call to Order

2. Pledge of Allegiance

3. Recognition of Visitors and Delegations
   - Musical Performance by Hughes Elementary Students
   - Presentation to New York State Master Teacher Recipients – Donna Zippin and Mark McFarland

4. Approval of Minutes – Regular Meeting of November 17, 2015

5. Correspondence and Communications

6. Board Committee Reports
   - Budget & Finance – 11/18/15
   - Community Relations – 11/18/15
   - Staffing & Curriculum – 11/23/15

7. Old Business

   A. Second Reading of Policies/Regulations

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

      #6001 Admission Requirements
      #6002 Admission of Non-Resident Students
      #6003 Education of Homeless Children
7. Old Business – Second Reading of Policies/Regulations (cont'd.)

#6003.1 Procedures for Achieving Education of Homeless Children
#6003.2 Designation of School District Attendance for Homeless Child
#6004 Elementary School Attendance Zones
#6005 Student Attendance
#6005.1 Student Absences
#6006 Student Release
#6007 Adjusted Day Program (ADP)
#6008 Determination of Student Residency
#6008.1 Principles and Procedures for Determining Student Residency
#6008.2 Student Affidavit of Emancipation
#6008.3 Parent/Guardian Affidavit
#6100 Athletic Code of Conduct
#6100.1 Interscholastic Athletic Regulations
#6101 Introduction of Extra-Curricular Activities in the School System
#6101.1 Rules and Regulations for the Conduct, Operation and Maintenance of Extra-Classroom Activities
#6102 Student Sororities and Fraternities
#6103 Criteria for Hiring Summer Students
#6104 Concussion Management Protocol Explanation
#6104.1 Concussion Checklist
#6104.2 Physician Evaluation
#6104.3 Return to Play Protocol
#6200 Unofficial Newspapers and Unauthorized Literature
#6201 Student Bus Rules and Regulations
#6300 Student Crisis Situations
#6301 Reporting Student Accidents
#6302 Student Eye Safety
#6400 Reporting Possible Child Abuse or Maltreatment
#6400.1 Reporting Possible Child Abuse or Maltreatment
#6400.2 Reporting Possible Child Abuse or Maltreatment
#6401 Child Abuse in an Educational Setting
#6401.1 Notice of Parental Rights Child Abuse in an Educational Setting
#6401.2 Notification of Teacher’s Duty to Report Child Abuse in an Educational Setting and Immunity from Liability
#6401.3 Child Abuse in an Educational Setting Statement of Personal Delivery
#6401.4 Child Abuse in an Educational Setting Confidential Report of Allegation
#6402 Pupil Interviews
#6500 Student Cell Phone Policy
7. Old Business – Second Reading of Policies/Regulations (cont’d.)

#6501  Student Trips
#6501.1 Overnight Trip Consent Form
#6502  Student Parking
#6502.1 Student Parking Regulation
#6600  Education Records
#6600.1 Education Records
#6600.2 Student Privacy – FERPA Notice
#6600.3 Application to Inspect FERPA Records
#6600.4 Student Privacy – Record of FERPA Requests
#6600.5 Request to Correct FERPA Record
#6600.6 Response to Request for Record Correction
#6600.7 Request for Hearing
#6600.8 Notice of Hearing
#6600.9 Third Party Confidentiality Agreement
#6601  Parental Access to Instructional Materials, Third Party Surveys and Marketing Surveys
#6601.1 PPRA Opt-Out Letter
#6700  Providing a Safe Public School Choice to Students Who Have Been Victims of a Violent Criminal Offense
#6700.1 Violent and Disruptive Incident Report (VADIR) Form
#6701  Uniform Violent Incident Reporting

8. New Business

A. Personnel

1. Resignation

   It is recommended that the resignation of Keith Levatino from the position of principal be accepted, with regret, effective January 1, 2016.

2. Appointments

   a. Substitute Teacher List

   It is recommended that the following teachers 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 Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Judy Merren</td>
<td>Nursery, Kindergarten &amp; Grades 1-6 &amp; Special Education</td>
</tr>
</tbody>
</table>
8. **New Business – Personnel – Appointments – Substitute Teacher List (cont'd.)**

<table>
<thead>
<tr>
<th>Name</th>
<th>Certification Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hilary Bard</td>
<td>Childhood Education 1-6</td>
</tr>
<tr>
<td>Joseph Roche</td>
<td>Music</td>
</tr>
</tbody>
</table>

b. **Substitute School Monitor**

It is recommended that Maria Souza be appointed to the position of substitute school monitor, effective December 16, 2015.

c. **Substitute School Nurse**

It is recommended that Yvette Tinney be appointed to the position of substitute school nurse, effective December 16, 2015, pending satisfactory clearance for employment by the State Education Department.

3. **Unpaid Leave of Absence**

It is recommended that an unpaid leave of absence be granted to Amy Tallman for child rearing, effective at the end of her disability period through June 30, 2016.

B. **Small Team**

In compliance with Section III rules for a small team, it is recommended that Lenny Gary be permitted to practice with the New Hartford indoor varsity track team for the 2015-2016 season.

C. **Surplus Items**

It is recommended that the list of televisions at the Sr. High School be declared as surplus items for disposal.

D. **Treasurer's Report**

It is recommended that the October 31, 2015 Treasurer's Report be accepted.
8. New Business (cont'd.)

E. Budget Transfers

It is recommended that the October 31, 2015 Budget Transfers be approved.

F. Revenue and Expense Report

It is recommended that the October 31, 2015 Revenue and Expense Report be accepted.

G. 2016-2017 Budget Calendar

It is recommended that the 2016-2017 budget calendar presented by the Budget & Finance Committee be adopted.

H. Committee on Pre-School Special Education (CPSE)

The recommendations from the Committee on Pre-School Special Education’s meetings of November 6, 2015 (5) and November 20, 2015 (2) are presented for approval.

I. Committee on Special Education (CSE)

The recommendations from the Committee on Special Education’s meetings of November 3, 2015 (7), November 10, 2015 (2), November 17, 2015 (9), November 20, 2015 (1) and December 1, 2015 (2) are presented for approval.

J. 504 Committee

The recommendations from the 504 Committee’s meeting of November 17, 2015 (2) are presented for approval.

9. Other Business

- Legislative Update and Ongoing Board Strategy

- Board Officers’ Academy and NYSSBA Convention Report - Paul Piotrowski

10. Adjournment
MEMBERS PRESENT:   Mrs. Coombs, Mr. Flemma, Mr. Jadhon, Mrs. King,
                   Mrs. Philipson, Mr. Piotrowski, Mr. Stephens

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

The meeting was called to order at 6:00 p.m. by Board of Education President, Mr.
Piotrowski.

Pledge of Allegiance

Proposed Executive Session

Mr. Stephens moved and Mrs. Coombs seconded that the Board go into Executive
Session at 6:01 p.m. for the purpose of discussing current litigation in the Zegarelli vs. New
Hartford Schools matter and proposed litigation with the Town of New Hartford.

The Board unanimously agreed to go out of Executive Session at approximately 6:20
p.m. for a brief recess to attend a reception hosted by Bradley Elementary School PTA. The
meeting was re-convened to open session at 6:59 p.m.

Recognition of Visitors and Delegations

  - Bradley 6th Grade Musical Performance
  - Presentation to Students Selected for the 2016 National Merit Scholarship
    Program
  - Mr. Hyde presented a review of the DELTA STEM and Reading Programs

Approval of Minutes

Mr. Stephens moved and Mrs. King seconded that the minutes of the Regular Meeting
of November 3, 2015 be approved.

Ayes 7, nays 0, motion carried.

Correspondence and Communications

Mr. Nole shared information regarding School Related Professionals Day recognition.
He also distributed an agenda and registration sheet for the Oneida-Madison-Herkimer School
Boards Institute presentation, "Legislative Lobbying and Budget Strategies as you Prepare your
2016-17 School District Budget" to take place December 7, 2015. An addendum to the agenda
was also distributed containing coaching appointment recommendations.
Board Committee Reports

- Policy Committee – 10/23/15

Mr. Stephens reported: The committee reviewed policy section 6000 – Students. The committee had questions regarding three policies and one regulation (policies 6100, 6400 and 6502 and regulation 6100.1). Responses to the questions were obtained and the section of policies will be presented to the Board of Education.

Following Mr. Stephens report, questions arose regarding policy 6101.1, 6103 and 6100. Clarification to the questions will be addressed in an upcoming Friday Letter.

New Business

- First Reading of Policies/Regulations

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

#6001 Admission Requirements
#6002 Admission of Non-Resident Students
#6003 Education of Homeless Children
#6003.1 Procedures for Achieving Education of Homeless Children
#6003.2 Designation of School District Attendance for Homeless Child
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#6005 Student Attendance
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#6006 Student Release
#6007 Adjusted Day Program (ADP)
#6008 Determination of Student Residency
#6008.1 Principles and Procedures for Determining Student Residency
#6008.2 Student Affidavit of Emancipation
#6008.3 Parent/Guardian Affidavit
#6100 Athletic Code of Conduct
#6100.1 Interscholastic Athletic Regulations
#6101 Introduction of Extra-Curricular Activities in the School System
#6101.1 Rules and Regulations for the Conduct, Operation and Maintenance of Extra-Classroom Activities
#6102 Student Sororities and Fraternities
#6103 Criteria for Hiring Summer Students
#6104 Concussion Management Protocol Explanation
#6104.1 Concussion Checklist
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#6300  Student Crisis Situations
#6301  Reporting Student Accidents
#6302  Student Eye Safety
#6400  Reporting Possible Child Abuse or Maltreatment
#6400.1 Reporting Possible Child Abuse or Maltreatment
#6400.2 Reporting Possible Child Abuse or Maltreatment
#6401  Child Abuse in an Educational Setting
#6401.1 Notice of Parental Rights Child Abuse in an Educational Setting
#6401.2 Notification of Teacher’s Duty to Report Child Abuse in an Educational Setting and Immunity from Liability
#6401.3 Child Abuse in an Educational Setting Statement of Personal Delivery
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#6600.4 Student Privacy – Record of FERPA Requests
#6600.5 Request to Correct FERPA Record
#6600.6 Response to Request for Record Correction
#6600.7 Request for Hearing
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#6600.9 Third Party Confidentiality Agreement
#6601  Parental Access to Instructional Materials, Third Party Surveys and Marketing Surveys
#6601.1 PPRA Opt-Out Letter
#6700  Providing a Safe Public School Choice to Students Who Have Been Victims of a Violent Criminal Offense
#6700.1 Violent and Disruptive Incident Report (VADIR) Form
#6701  Uniform Violent Incident Reporting
New Business

A. Personnel

1. Appointments

   a. Advisor

   Mr. Stephens moved and Mrs. Coombs seconded that Daniel Fabbio be appointed to the position of drum tech/pit advisor for the 2015-2016 Winterguard/Drumline.

   Ayes 7, nays 0, motion carried

   b. Coaches

   Mrs. Coombs moved and Mrs. King seconded that the following coaches be appointed for the winter 2015-2016 sports season:

<table>
<thead>
<tr>
<th>Name</th>
<th>Sport</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jeremy Kozak</td>
<td>Unpaid Volunteer Assist. Varsity Wrestling</td>
</tr>
<tr>
<td>Sean McKenna</td>
<td>Unpaid Volunteer Assist. Varsity Wrestling</td>
</tr>
<tr>
<td>Tom Bronk</td>
<td>Head 7th Grade Girls Basketball</td>
</tr>
<tr>
<td>Shaun Hadity</td>
<td>Assist. Modified Boys Swimming</td>
</tr>
<tr>
<td>Vincent Servadio</td>
<td>Unpaid Volunteer Boys JV Basketball</td>
</tr>
<tr>
<td>Rebecca McFarland</td>
<td>Assist. Varsity Boys Swimming</td>
</tr>
</tbody>
</table>

   Ayes 7, nays 0, motion carried.

   c. Temporary School Monitor

   Mrs. King moved and Mrs. Coombs seconded that Bonnie Murling be appointed to the position of temporary school monitor, effective November 23, 2015 through January 8, 2016.

   Ayes 7, nays 0, motion carried.
d. Part Time Cleaner Weekends

Mrs. Philipson moved and Mrs. King seconded that Michael Cornmire be appointed to the position of part time cleaner weekends, effective November 18, 2015, pending satisfactory clearance for employment by the State Education Department.

Ayes 7, nays 0, motion carried.

e. Part Time School Monitor

Mr. Stephens moved and Mrs. Coombs seconded that Judy Tartaglia be appointed to the position of part time school monitor, effective November 18, 2015.

Ayes 7, nays 0, motion carried.

C. Recommendation to Establish Ski and Snowboard Club

Mrs. King moved and Mrs. Coombs seconded that a Ski and Snowboard Club be established at the Senior High School, according to Policy 6101 – Introduction of Extra Curricular Activities in the School System.

Ayes 7, nays 0, motion carried.

Mrs. Philipson was excused from the meeting at 8:11 p.m.

D. Surplus Item

Mr. Stephens moved and Mrs. Coombs seconded that the stadium digital clock and scoreboard as submitted by the plant engineer be declared as a surplus item for disposal or sale.

Ayes 6, nays 0, motion carried.

E. Budget Transfers

Mrs. King moved and Mr. Fleemma seconded that the September 30, 2015 Budget Transfers be approved.

Ayes 6, nays 0, motion carried.

F. Committee on Special Education (CSE)

Mr. Stephens moved and Mr. Jadhon seconded that the recommendations from the Committee on Special Education’s meetings of October 20, 2015 (7) and October 21, 2015 (2) be approved.

Ayes 5, nays 0, abstain 1 (Mr. Fleemma), motion carried
G. 504 Committee

Mrs. Coombs moved and Mr. Jadhon seconded that the recommendation from the 504 Committee’s meeting of October 20, 2015 (1) be approved.

Ayes 5, nays 0, abstain 1 (Mr. Flemme), motion carried.

Mrs. Philipson re-entered the meeting at 8:14 p.m.

Other Business

- Legislative Update and Ongoing Board Strategy

  A draft letter was distributed to provide with regard to the public comment section of the State Education Department’s Common Core Survey. It was requested that any additional comments or changes should be provided to Mrs. Philipson as soon as possible. The New Hartford Teachers’ Association is also working on their comments as well. The Staffing & Curriculum Committee will review again at their November 23, 2015 meeting. The survey deadline is November 30, 2015.

- NYSSBA Convention Reports – Lisa Philipson and John Jadhon

  Mrs. Philipson was excused from the meeting at 8:26 p.m. and returned at 8:28 p.m.

  Mr. Jadhon provided an update on a presentation that he attended at the New York State School Boards Annual Convention regarding Data Driven Instruction. He distributed some information obtained at the presentation from Seneca Falls Central School District. Mrs. Philipson updated the Board on two presentations she attended – “Achieving Academic Excellence Within a Whole Child Framework” presented by representatives from Penfield Central School District and “STEM Education Pre-Kindergarten to 12: Vertically Aligned Relevant Curriculum” presented by representatives from the Niagara Falls City School District.

Executive Session

Mr. Stephens moved and Mrs. Coombs seconded that the Board go into Executive Session at 8:46 p.m. for the purpose of discussing the financial employment history of a particular person.

Ayes 7, nays 0, motion carried.

The Board unanimously agreed to go out of Executive Session at 10:12 p.m.
Adjournment

Mr. Flemm moved and Mrs. Coombs seconded that the meeting be **adjourned at 10:15 p.m.**

Ayes 7, nays 0, motion carried.

Respectfully submitted,

Betty Heil, Clerk
NEW HARTFORD CENTRAL SCHOOL DISTRICT
BUILDINGS, GROUNDS AND
TRANSPORTATION COMMITTEE

Minutes

November 3, 2015
5:30 p.m.

Members Present: Mr. Ed Flemma, Chair
Mrs. Beth Coombs
Mr. Jim Stephens

Others Present: Mrs. Mary Mandel
Mr. Robert Nole
Mr. Andy Morgan
Mr. John Banek

Mr. Flemma called the meeting to order at 5:30 p.m.

Facilities Upgrade:
Mr. Morgan reviewed the new fencing that was installed this September to improve security under the bleachers at the high school stadium. The installation and material cost was approximately six hundred dollars. This option saved approximately sixteen thousand dollars over utilizing a chain link fence option with an outside contractor.

Mr. Morgan and Mrs. Mandel also reviewed photo samples with color options on background and letters on the new “Welcome to Don Edick Field” sign. The committee chose red background with blue letters option. Discussions regarding the sign itself and recognition of the New Hartford Foundation and Eversan Corporation displayed on the sign with banners are being explored for Spring installation.

Scoreboard - Fundraising:
As discussed at previous Buildings, Grounds and Transportation committee meetings, future scoreboard fundraising procedures will be established over the winter season to ensure continuity and consistency among various groups. Mrs. Mandel reviewed the district policy for advertising and legal opinion stating that “thanking XYZ company” for sponsoring the team or event is allowed. Ideas on sponsorship levels were discussed.

Adjournment:
The meeting was adjourned at 6:13 p.m.
NEW HARTFORD CENTRAL SCHOOL DISTRICT
BUILDINGS, GROUNDS AND
TRANSPORTATION COMMITTEE
Minutes
November 23, 2015

Members Present: Mr. Ed Flemma, Chair

Others Present: Mrs. Mary Mandel
Mr. Andy Morgan
Mr. Peter Gagliano

Mr. Flemma called the meeting to order at 12:10 p.m.

Building Condition Survey Update:
Mr. Morgan provided an update on the status of the Building Condition Survey completion and preliminary findings. It was reported that there were no new critical findings that the district didn’t already have addressed in the long term facilities plan. The survey completion is on schedule and on target for completion when due to State Education Department.

Mr. Flemma began a discussion regarding separate propositions for the proposed bus garage and school building work, proposed site work at Perry Junior High and not expanding building capacity for classroom space in Phase I. These items will be discussed further at future Buildings, Grounds and Transportation Committee meetings.

Seatbelts on Buses:
As a follow up to a recent news report regarding a possible future national mandate to require seatbelts on buses; Mr. Gagliano reported that there is little detail available at this time. He will provide additional information to the committee as it is released. Mr. Gagliano reviewed the pros and cons on requiring versus providing seatbelt use. He also explained that the new bus seats are designed to be higher to help prevent injury. All New Hartford Central School District buses are equipped with the required lap belts.

Adjourned:
The meeting was adjourned at 1:15 p.m.

The next Buildings, Grounds and Transportation Committee meeting will be Tuesday, December 15, 2015 at 5:00 p.m. at Hughes Elementary School followed by a building tour with the entire Board of Education at 6:00 p.m. prior to the Board of Education meeting.
New Hartford Central School District  
Budget and Finance Committee  
Minutes  
November 18, 2015  
12:00 p.m.

Members Present:  
Mrs. Beth Coombs, Chair  
Mrs. Pam King

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

Call to Order:  Mrs. Coombs called the meeting to order at 12.02 p.m.

Budget Calendar Review:  
The 2016-2017 Budget Calendar was reviewed and adopted and will be presented to the Board of Education at their December 15, 2015 meeting.

Tax Collection Summary:  
Mrs. Mandel discussed the results of the 2015-2016 school tax collection process with the committee. Ninety-seven percent of tax payments were made prior to the end of the collection period. The collection proved to have positive results with a net gain of $13,786. The net total revenue since program inception is $72,000. Mrs. Kennedy and Ms. Hibbard were thanked for their diligent efforts and collaboration with First Niagara to improve efficiencies and to ensure accuracy in the collection process.

First Quarter Reports:  
The first quarter 2015-2016 financial reports and the estimated year end balances were reviewed by the committee. It was reported that expenditures and revenues are both within normal historical trends for the first quarter. New York State Retirement System rates were also reviewed. The July, August and September 2015 Revenue and Expense Reports will be presented to the Board of Education at their December 15, 2015 meeting. The treasurer’s reports and budget transfers for July-September 2015 were previously approved by the Board of Education.

Health Insurance Initiatives-Cost Saving Measures:  
Mrs. Mandel reviewed with the committee the following cost saving measures that are being taken regarding health insurance. We have a new prescription drug management company effective November 1, 2015 which will bring an anticipated savings of approximately $300,000. Employees have been issued new cards and we anticipate improved customer service and claims accuracy. The District is having an independent audit conducted in the following three areas: dependent coverage, medical claims, and prescription drug claims. These savings will be reported upon receipt of final reports in three to six months. We also have a new wellness program. The return on investment is undetermined at this time however, we anticipate significant long term savings by preventing/eliminating heart attack, diabetes, high blood pressure, etc. Finally, the stop loss bid came in $30,000 below the anticipated cost.

Legal Update-Tax Certiorari Review:  
Mrs. Mandel provided a legal update on the status of pending tax certiorari claims with Sangertown Square, Utica Mutual, and Preswick Glen. Hampton Inn PILOT payment status update was also discussed.

The meeting was adjourned at 12:50 p.m.

rak
New Hartford Central School District
Community Relations Committee Meeting Minutes
November 18, 2015
4:00 p.m.

Members Present: Pam King, Ed Flemma, Lisa Philipson

Others Present: Allen Hyde

Call to Order: by Pam King at 4:01 pm

Report Card Newsletter December 2015 Issue - Mr. Hyde reviewed the Report Card for December 2015. The newsletter included information about students, events, athletic awards and safety information. Recommended changes were noted and will be reflected in the new draft to be shared with the committee.

Changes in the Safety article and Field Turf article will be shared and reviewed by John Banek.

Meeting adjourned: by Pam King at 4:26 pm
New Hartford Central School District  
Staffing and Curriculum Minutes  
November 23, 2015  
4:00 p.m.

Members Present: Lisa Philipson, Ed Flemma, Pamela King

Others Present: Allen Hyde

Call to Order: by Lisa Philipson at 4:01 pm

Received Elementary School Improvements Reports
Elementary principals presented School Improvement Plans with a focus on ELA, math results and DASA.

Myles Elementary:
Mrs. Langone presented the following highlights:
- Educating students about normal peer conflict vs. bullying
- Focus on continually improving daily instructional practices including Teach Like a Champion strategies, using the “looking forward” and “looking back” protocol to analyze data and assessments
- Focus on growth mindset: bulletin boards are set up to support the growth mindset, additional examples were provided by Mrs. Langone that support this initiative
- Focus on local assessments such as math, English language arts and STAR
- Look at number of clubs that are offered at the elementary level - currently

Mrs. Langone presented initiatives in place to address needs of subgroups:
- Mrs. Langone reported information about soft data by providing school supplies and snacks. They also look at data more frequently.
- Mrs. Langone also spoke about students and their overall growth, looking at instructional practices, turnkey trainers for students of poverty
- Analyze data for the students in the subgroups. Look at after school programs and what we are currently offering
Bradley Elementary:
Dr. Futscher presented the following highlights:
- Four areas of focus math, ELA, DASA, Technology
- Focus on local data
- Small group math instruction
- Teachers are visiting other classrooms to hone craft of teaching
- Improve overall proficiency in ELA
- Present strategies for all teachers to use at faculty meetings
- Focus on skills and strategies to improve overall performance in ELA
- Highlight mindset and strategies that support the initiative
- Reading the book, Wonder - All teachers are reading this book to their students
- Integration of technology with a focus on using the classroom computer clusters
- Teachers collaborate with one another on use of best practices

Hughes Elementary:
Mrs. Carney presented the following highlights:
- Guided reading small group instruction - focus on meeting with more than one group on any given day
- Gather information to discuss at data meetings
- Use data we have to help inform instruction
- Conduct data meetings
- Focus on best practice in area of math such as math fluency
- Item analysis - focus on specific skills
- Use of classroom clusters to augment teaching and learning
- Focus on school culture and climate through work with mindset
- Focus on DASA - character pledge, work with virtues committee
- Guest speakers to support DASA initiatives

Received Secondary School Improvement Reports
Mr. Benson presented the following highlights:
- Focus on ELA and math with the implementation of Common Core Learning Standards
- Analyzing alignment of curriculum to the new standards
- Focus on rigor at 12th grade English class - traditional English
- Focus on alignment of Algebra
- Focus on alignment of Geometry CC Regents
- Focus on math sequence of CC assessments
- Look at AP Calc and prerequisites - How are students advised? Looking at what students need in order to be successful
Mrs. Liz Relyea presented the following highlights:
- Focus on student achievement
- Adapt modules in area of ELA and math
- Review of ten week data - look at it collectively
- Analyze local assessment results
- Providing additional assistance for students who need the help
- Monitor students throughout the year
- Increase overall performance of ELA and math scores

Received Perry Jr. High’s Local Assistance Plan
- Mr. Ashraf Allam presented an update on the Local Assistance Plan
  Second year of implementation
- 15:1 Program is moving along well - the data from the program is being evaluated
- Using running records with SWD to help inform instruction
- Work with individual students on their IEP goals
- 5 week data meetings for 15:1 program

Received DRAFT of Common Core Letter
- Reviewed letter and approved for submission to New York State Education Department

Meeting adjourned by Lisa Philipson at 6:05 pm

Next meeting for Staffing & Curriculum Committee: December 10, 2015 at 4:00 pm in the Bradley Library.
December 10, 2015

TO: Board of Education, New Hartford Central School District
FR: Pamela King, BOE Member
CC: Robert Nole, Superintendent
     John Banck, Director of Athletics, Health and Safe Schools

RE: Proposed Change to Athletic Code of Conduct – New Hartford Central School

I am proposing that we make a change to the current Athletic Code of Conduct.

I propose that New Hartford Central School eliminate the part under Section II, Part B, #4 that reads:

“4. Student athletes will refrain from attending and/or remaining in attendance at a function where illegal drugs are present and/or being used or where alcohol is possessed or being used by minors. Remaining in attendance means: the student athlete remaining at the function after becoming aware or after he/she reasonably should have been aware that drugs or alcohol were present, possessed or being used as described above.”

This section should be eliminated from the code because it is redundant and irrelevant, given that sub-sections 1, 2, and 3, in the same section cover the necessary “Prohibited Conduct” that we would like to see enforced with our Student Athletes, which is to refrain from any illegal activity.

The rest of the Athletic Code of Conduct would remain the same. Eliminating this section would still uphold the integrity of our Code of Conduct and hold our Student Athletes to the highest standards of behavior and morals.

There appears to be sufficient support from the community, student athletes, and the Athletic Department for this change as well.

A copy of the Code of Conduct is attached for your reference.
ATHLETIC CODE OF CONDUCT
NEW HARTFORD CENTRAL SCHOOL

I. Statement of Purpose
A. The New Hartford Central School District encourages students to participate in extracurricular activities, including athletics. New Hartford offers a wide variety of opportunities to participate in athletics at the Modified, Junior Varsity and Varsity levels, which compete intercollegiately during the fall, winter and spring seasons. Athletics gives students an opportunity to engage in physical activity and competition while learning valuable life-long lessons including discipline, responsibility, honesty, self-control, dedication, sportsmanship and respect for others.

B. As a member of the New York Public High School Athletic Association, New Hartford supports the educational goals of:
- Competence: The demonstration of the needed level of knowledge and skill to successfully train and compete.
- Civility: The demonstration of behavior that exemplifies appropriate respect and concern for others.
- Citizenship: The demonstration of social responsibility as part of a community.
- Character: The dispositions, values and habits that determine the way that people normally respond to desires, fears, challenges, opportunities, failures and successes. ("Good Character" is when dispositions reflect positive ethical values.)

C. These goals are achieved through hard work, dedication and discipline, which are fostered by this Athletic Code of Conduct. Athletes, coaches, teachers, administrators and parents/guardians all team together for the most effective results.

D. This Athletic Code of Conduct provides (1) a commitment to modeling positive values and habits in student athletes, (2) necessary conduct for representing New Hartford in athletics, (3) prohibited conduct which will subject a student athlete to removal from participation, (4) the process for applying consequences related to violations of the Athletic Code of Conduct; and (5) Administration of the Athletic Code of Conduct.

The Sports Seasons:
FALL - Legal starting date for football practice to last scheduled contest
WINTER - Legal starting date for winter sports practice to last scheduled contest
SPRING & SUMMER - Legal starting date for spring sports practice to last scheduled contest

Due to the fact that many teams and individuals are vying for a position on their respective athletic teams, it is expected that all athletes will adhere to the following athletic code of conduct.

II. Code of Conduct
The purpose of this athletic code is to reinforce the expectations the New Hartford Central School District has for the students participating in interscholastic athletics. The district believes it is necessary to make an additional commitment in their educational experience and in doing so has supplemented the expectations set forth by the New Hartford Central School community.

A. Participation Rules and Qualifications
1. During each sport season, student athletes are loaned uniforms and equipment that are purchased by the school district. Student athletes must return uniforms and equipment at the end of each season. If uniforms and/or equipment are not returned, the student athlete will pay cost of a replacement uniform and/or equipment.
2. Student athletes are expected to maintain a high level of academic achievement. At the end of each season, a student athlete will never be penalized by the Athletic Department for missing practice or a game due to an academic responsibility.
3. A student who is absent or tardy because of personal illness during the afternoon session of a school day may not practice or participate in any games scheduled for that day or night. A student, in order to participate in practice or athletic contest scheduled for that day or night, must be in attendance by 11:30 a.m. A Friday absence because of illness may exclude a student from playing on Saturday. However, there remains the possibility that the student may sufficiently recover. Parent/Guardian permission in this instance is required for the student to play on Saturday.
4. The student must report any injury to the coach immediately. The school does not carry student accident insurance. If parents/guardians desire this coverage, they may wish to contact their individual carrier. The student must also report to the nurse as soon as possible to fill out a report if medical treatment is necessary.
5. A student shall not engage in prohibited conduct as defined by II, B below.

B. Prohibited Conduct Subject to an Athletic Hearing
1. Student athletes will refrain from using or possessing any tobacco product on or off school grounds.
2. Student athletes will refrain from using or possessing alcoholic beverages on or off school grounds.
3. Student athletes will refrain from using or possessing any mind or performance-altering drugs or substances on or off school grounds.
4. Student athletes will refrain from attending and/or remaining in attendance at a function where illegal drugs are present and/or being used or where alcohol is possessed or being used by minors. Remaining in attendance means: the student athlete remaining at the function after becoming aware or after he/she reasonably should have been aware that drugs or alcohol were present, possessed or being used as described above.
5. Student athletes are prohibited from engaging in behavior (recklessly endangers the mental health, physical health or safety of a student), harassment (slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual's protected status including, but not limited to, race, color, religion, ancestry, sex, sexual preference, national origin, age, or disability), illegal gambling, violations of other rules or laws (maintenance of public order on school property, school functions, or any violations of local, state, federal law).
6. Student athletes will refrain from any activities that result in an out-of-school suspension.
7. Student athletes will conduct themselves in a manner that avoids being intransigent or disorderly and/or endangers the health, emotional well-being, safety or morals of others on or off school grounds.
8. Student athletes will fulfill their commitment to their team unless the coach and Athletic Director agree that it is in the best interest of the team and the individual do not fulfill the commitment.
9. Student athletes will attend all scheduled practices and games, unless student is absent from school or has prior permission from the coach.
10. Student athletes will attend school and classes each day school is in session unless legally excused by a parent, guardian or school official.

III. In Case of Alleged Violations of the Rules
A. Investigation
1. Alleged violations shall be reported to the Director of Athletics, Building Principal, or the Dean of Students. The Building Principal or Director of Athletics, or their respective designee(s) shall conduct an investigation regarding the alleged violation within three (3) school days of the reported incident or as soon thereafter as is practicable.
2. If the investigation indicates that a violation of the Athletic Eligibility Rules may have occurred due to competitive and substantial evidence, then the Building Principal, or Director of Athletics, or their respective designee(s) will notify the student athlete and his/her parent(s)/guardian(s) and the Athletic Committee will be convened within three school days of the determination or as soon thereafter as possible.
3. When an investigation warrants an athletic hearing, the Dean of Students will contact parents or legal guardian. After explaining the situation, the Dean of Students will provide a brief description of the procedures in the Athletic Code and will provide the parent or guardian with a copy of or access to the athletic code. The Dean of Students will be available to answer any questions related to the process.
4. The Athletic Committee shall consist of three members: Director of Athletics, Building Principal, or their designee (the one who did not conduct the investigation), the coach of the student’s sport, and a teacher representative appointed by the Building Principal and Athletic Director.
5. The Director of Athletics or Building Principal or designee will serve as Committee chair. It is intended to have the same teacher at each school serve on the Athletic Committee. Therefore, if the representative teacher is unable to serve, an alternate may be designated for the Athletic Committee by the Director of Athletics, the Building Principal or their respective designee(s).
6. The investigating official will present the information to the Athletic Committee. The student and his/her parent/guardians shall have the opportunity, upon hearing the information presented by the investigating official, to provide the student’s explanation of events.

B. Consequences for Violation
The consequences for a violation of the set forth expectations shall be determined by the Athletic Committee.
1. First-time violations of expectations I-B, 1-5, will carry a penalty of ineligibility for up to 25 percent of the contests according to policy. First-time violations of expectations I-B, 6-10 will carry a penalty of ineligibility for up to 50 percent of the contests according to policy. These penalties are intended as a guideline to ensure fairness; however, members of the Athletic Committee shall have the authority to consider extenuating or exacerbating circumstances in assigning a consequence/punishment and act accordingly.
2. The committee will also have the authority to recommend counseling, education, and/or the use of a behavior contract in any appropriate situation.
3. In the event of a subsequent offense of any of the aforementioned violations, the student will incur a heightened penalty up to and including a full calendar year suspension from athletic participation.
4. The number of ineligible contests will be determined by using the number of regularly scheduled games. However, in order to fulfill the penalty, play-off games will be counted. If a student is not participating in athletics at the time of the hearing, the penalty will carry over to the next season in which the student will participate. The maximum penalty shall be ineligibility for interscholastic sports for one full year from the date of violation.

C. Self-Referral and Reporting
We expect student athletes to be honest and encourage them to report their own Prohibited Conduct to a coach, athletic director, principal, or school administrator. Student athletes who have violated the set forth expectations but have been exceptionally forthcoming, responsible, and truthful, or have voluntarily reported themselves to be in violation of the set forth expectations may, at the discretion of the Athletic Committee, have their penalties/consequences reduced.

D. Committee Decision
The Athletic Committee’s decision shall be in writing to the Superintendent, who shall send it to the student and the parent or guardian and the Board of Education. The Director of Athletics shall report all cases of ineligibility to all affected coaches.

E. Appeal
The student and/or parent or guardian may appeal the decision of the Athletic Committee in writing to the Superintendent. Any appeal must be within ten (10) school days following receipt of the Athletic Committee’s decision. The Superintendent or designee shall review the decision of the Athletic Committee to ensure that the decision was neither arbitrary, capricious, or unreasonable. The Superintendent or designee findings will be submitted in writing to the student, parent or guardian, Athletic Committee and the Board of Education. This decision will be final.

IV. Administration of the Athletic Code of Conduct
A. Each student-athlete will be given a copy of the Athletic Code of Conduct at the beginning of each season he/she participates. A copy shall be in the student handbook. Coaches are required to read aloud the entire athletic code of conduct prior to the first practice and a copy of the written code of conduct will be sent home to the parents/guardians. By participating in the sport, the student athlete is demonstrating his/her willingness to comply with all the expectations of a student athlete at New Hartford Central School for one (1) calendar year, date of receipt by student signature on the Athletic Code of Conduct regardless of whether participating in a sport at the time or not.
B. In addition, the Building Principal, or the Athletic Director, or their respective designee will present the set forth expectations contained in the Athletic Code of Conduct as well as, expectations for the behavior of student spectators during interscholastic competitions, to members of the student body during grade level meetings held at the beginning of each school year.

Athletic Concern Procedure:
If you have any questions or concerns about athletics, you should contact district personnel in the following order:
1. Coach
2. Director of Athletics 624-1283
3. High School Building Principal 624-1214
5. Superintendent of Schools 624-1218

New Hartford Central School District
Adopted: 03/07/89
Revised: 07/07/10

Required Signatures:
My signature below indicates that I have read and understand the expectations and procedures set forth in the New Hartford Central School District Athletic Code of Conduct and that I have voluntarily chosen to abide by the terms and conditions set forth in this document.

Student Athlete: ___________________________ Date: ________________

Parent/Guardian: ___________________________ Date: ________________

Coach: ___________________________ Date: ________________
Name: Judy Merren

Position: Certified Per Diem Substitute Teacher

Educational Background:
Master’s degree in Special Education, Texas Woman’s University 1975-1977
Bachelor of Science in Elementary Education, University of Texas 1969-1972

Education Experience:
Teacher of Learning Disabilities, Grades K, 6-8, Robinson Middle School- Wichita, Kansas-1990-1992

Certification Status:

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Effective Date Pending Board of Education approval:
December 16, 2015

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

November 6, 2015
Name: Hilary Bard

Address:

Position: Certified Per Diem Substitute Teacher

Educational Background:
Master of Science, Childhood Education, Utica College
Bachelor of Arts, Geology, Hamilton College

Education Experience:
Substitute Teacher, K-8, Waterboro, ME. April - June 2014
Student Teaching, Grade 6, Conkling Elementary School, Utica NY
Student Teaching, Grade 2, Remington Elementary School, Ilion NY

Certification Status:

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Effective Date Pending Board of Education approval:
December 16, 2015

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

November 17, 2015
Name: Joseph Roche

Address:

Position: Certified Per Diem Substitute Teacher

Educational Background:
Master of Science, Music, Mansfield University, Pennsylvania
Bachelor of Arts, Music Merchandising, Mansfield University, Pennsylvania

Education Experience:
Wisdom Lane Middle School, Levittown/6-8 Band, Sept. 1991-June 1992

Certification Status:

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Effective Date Pending Board of Education approval:
December 16, 2015

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

December 1, 2015
NEW HARTFORD CENTRAL SCHOOL DISTRICT
NEW HARTFORD, NEW YORK 13413
Business Office
Phone: 315/624-1280
Fax: 1-315/624-1265

NAME: Maria Souza

ADDRESS:

PHONE:

EFFECTIVE DATE OF PROVISIONAL APPOINTMENT: December 16, 2015

HOURLY RATE: $9.12

JOB TITLE: substitute school monitor

CIVIL SERVICE TITLE:

SCHOOL TITLE (if different):

SCHOOL BUILDING ASSIGNMENT: District

REPLACEMENT FOR:

HOURS PER DAY: per diem

BACKGROUND: Ms. Souza is currently a substitute teacher aide in the District.

C: Sharie Arnold
NAME: Yvette Tinney

ADDRESS:

PHONE:

EFFECTIVE DATE OF PROBATIONARY APPOINTMENT: December 16, 2015

HOURLY RATE: $15.61

JOB TITLE: substitute school nurse

CIVIL SERVICE TITLE:

SCHOOL TITLE (if different):

SCHOOL BUILDING ASSIGNMENT: District

REPLACEMENT FOR:

HOURS PER DAY: per diem

BACKGROUND: Ms. Tinney currently works as a substitute nurse for the Oriskany School District and worked as a nurse at Faxton-St. Lukes healthcare for several years.

C: Sharie Arnold
John W. Banek  
Director of Athletics, Health and Safe Schools

Kim Schweitzer, Assistant

To: Mr. Robert Nole, Superintendent of Schools

From: John Banek, Director of Athletics

Re: Small Team

Date: December 2, 2015

Please consider the following student athlete from Stockbridge Valley, Lenny Gary to practice and compete with our indoor track team as a “small team” representing Stockbridge Valley Central School in accordance with the guidelines set forth by Section III.

Cc: Mr. Peter Anderson, Head Indoor Track Coach

JWB.kes
NEW HARTFORD CENTRAL SCHOOL DISTRICT
BUSINESS OFFICE
29 Oxford Road
New Hartford, NY 13413

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

TO: Robert J. Nole
FROM: Mary Mandel

ISSUE: Surplus of Televisions at Senior High School

DATE: November 4, 2015

It is recommended that the attached list of televisions at Senior High School be declared surplus items for disposal as per the request of Principal Mark Benson.
NEW HARTFORD CENTRAL SCHOOL DISTRICT
New Hartford, NY 13413

ASSET INVENTORY
2015-16

School: New Hartford Senior High

10.27.15

Today's Date

Asset Description: Television

Manufacturer: Sony Trinitron

Model: KV 32542

Vendor: ?

Serial Number: 8077280

Original Cost: ?

Acquisition Date: 10/99

Site/Building Description: New Hartford Senior High

Room: ?

Requested by:

Signature: [Signature]

Print Name: Mark E. Benson

Choose One:

☐ Above Asset Being Transferred To:
(Please attach sheet with detail information as to its new location.)

☐ Requesting Above Asset to be Disposed
(Need approval by the Board of Education.)

NOTE:
Please send this sheet to:
Diana Jaworski, Business Office
NEW HARTFORD CENTRAL SCHOOL DISTRICT
New Hartford, NY 13413

ASSET INVENTORY
2015-16

Bradley Elementary

10-22-15

Television

Today's Date

Asset Description

Toshiba

Manufacturer

?

Vendor

32A 35

Serial Number

BA 802064245A

Model

?

Original Cost

November

Site/Building Description

Library

Room

Requested by:

M. Futscher

Signature

Maureen Futscher

Print Name

Choose One:

☐ Above Asset Being Transferred To:
(Please attach sheet with detail information as to its new location.)

☑ Requesting Above Asset to be Disposed
(Need approval by the Board of Education.)

NOTE:
Please send this sheet to:
Diana Jaworski, Business Office