AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Recognition of Visitors and Delegations
   - School Safety Excellence Award – Mary Mandel
   - STEAM Presentation – Allen Hyde
4. Approval of Minutes
   - Regular Meeting of June 7, 2016
5. Correspondence and Communications
6. Board Committee Reports
7. Old Business
   A. Second Reading of Policies/Regulations

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

      #0015 – Equal Opportunity and Nondiscrimination

      #6004 – Elementary School Attendance Zones
8. New Business

A. Personnel

1. Appointments

   a. Substitute Teacher List

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

      | Name          | Certification |
      |---------------|--------------|
      | Madison Vitale | Uncertified  |

   b. Assistant Department Chair – Occupational Education

      It is recommended that Greg Saposki be appointed to the position of Assistant Occupational Education Department Chair, effective July 1, 2016 through June 30, 2021.

   c. School Nurse

      It is recommended that Kim Sullivan be appointed to the position of school nurse, effective July 1, 2016.

   d. Assistant Superintendent for Business Affairs

      Upon the recommendation of Robert J. Nole, Superintendent of Schools, the Board of Education hereby appoints John McKeown to a four-year probationary term in the administrative tenure area known as Assistant Superintendent for Business Affairs, pending satisfactory clearance for employment by the State Education Department. The probationary term will begin on July 22, 2016 and end on July 21, 2020. It is also recommended that the Board of Education ratify and adopt the written contract of employment containing all of the relevant and applicable benefits, terms and conditions of employment and authorize the Board President and the Superintendent of Schools to execute the contract.
8. New Business (cont'd.)

2. Reclassifications

a. It is recommended that Rose DelMedico be reclassified from the position of cleaner/nights to the position of DP aide class I, effective September 1, 2016.

b. It is recommended that David Green be reclassified from the position of bus driver and part-time grounds to the position of cleaner/nights, effective July 1, 2016.

B. Bus Parts Bid

It is recommended that the bus parts bid for the 2016-2017 school year be awarded on a per group basis to each vendor as listed.

Information: Invitations to bid were mailed to sixteen companies. Sealed bids were received from twelve vendors for consideration.

C. Capital Project Bond Resolution

It is recommended that the bond resolution authorizing the reconstruction and addition, improvements and rehabilitation of school district buildings which was approved by the district voters on May 17, 2016 be approved.

D. School Bus Bond Resolution

It is recommended that the Bond Resolution for the purchase of school buses be approved.

E. Inter-Municipal Agreement

It is recommended that the Inter-municipal agreement between the New Hartford Central School District and the Madison-Oneida BOCES for the term of July 1, 2016 through June 30, 2017 be approved.

F. Authorization to Enter Into Agreement

It is recommended that the Board of Education authorize the Superintendent of Schools to enter into an agreement for the period of July 1, 2016 through June 30, 2019 with the New Hartford Teachers' Association – Administrative Group.
8. New Business (cont'd.)

G. Confidential/Managerial Salaries

It is recommended that the amount of $24,215 be allocated for the 2016-2017 confidential/managerial salary pool increase.

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

The recommendations from the Committee on Pre-School Special Education's meetings of May 20, 2016 (9), May 26, 2016 (1) and June 3, 2016 (9) are presented for approval.

I. Committee on Special Education (CSE)

The recommendations from the Committee on Special Education's meetings of May 20, 2016 (7), May 24, 2016 (9), May 25, 2016 (11), May 26, 2016 (6), June 1, 2016 (12), June 2, 2016 (10), June 3, 2016 (6) and June 7, 2016 (2) are presented for approval.

J. 504 Committee

The recommendations from the 504 Committee's meetings of May 24, 2016 (1), May 25, 2016 (1) and May 26, 2016 (3) are presented for approval.

9. Other Business

- Legislative Update and Ongoing Board Strategy

10. Proposed Executive Session Subject for Board Approval

11. Adjournment

/bh
Family Spring STEAM

- Accessible technology at all levels
- Interdisciplinary
- Encourage and rely on community partners
- Experiences that promote collaboration and timely feedback
What is **STEAM**?

- Promotes total engagement and motivation through relevant projects and problems that provide challenges and have many solutions.

- An interdisciplinary approach to curriculum and instruction that encourages creative thinking and problem solving.

- STEAM learning should inspire students to embrace growth mindsets and divergent thinking opportunities.
Project Based Learning and STEAM

Students make real-world connections through learning experiences that are immediately engaging and interest driven.

Buck Institute "Gold Standard"
Why STEAM?

For the United States to maintain its preeminent position in the world it will be essential that the Nation continues to lead in STEM, but evidence indicates that current educational pathways are not leading to a sufficiently large and well-trained STEM workforce to achieve this goal.
The "A" in STEAM

"The wealth of nations and the well-being of individuals now depend on having artists in the room . . . everyone, regardless of profession, must cultivate an artistic sensibility."

Daniel Pink, A Whole New Mind

“To help students construct meaning and understanding in both the particular art form and another subject area, thereby meeting the specific learning objectives of both.”

Sousa & Pilecki, From STEM to STEAM
What does STEAM look like at NHCS?

"It is everywhere!"

- Delta ELA and STEM
- Project Lead the Way
- Hour of Code
- PTA Reflections Program
- Horizons Day at Perry Jr. High
- Alternative Energy Club at the Shell Eco-thon
- Science Olympiad
- Math Counts
- Family Spring STEAM Day
- District Art Show
- 3-D Printed Industrial Prototypes
Upcoming school year...

- "Study visits" to regional programs
- Mission and Vision Statement
- Expand community outreach
- AP Computer Programming
- Special Area - Technology Units
- Course Offerings/Expansion
- Exploration of extra-curricular opportunities

UC's Dr. Angel Rivera mentoring students in robotics
What's the future for STEAM?

Building lasting community partnerships
Program development K-12
Incorporating strong professional development
Developing a system of assessment
Curriculum integration & alignment

Family SpringSTEAM - March 4, 2017
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 7:00 p.m. by Board of Education President, Mr. Piotrowski.

Pledge of Allegiance

Recognition of Visitors and Delegations

Mr. Michael King, 3 Oakwood Drive, New Hartford, New York addressed the Board regarding Babe Ruth Baseball and their request for fair access in scheduling games on the Joseph Corr Field.

Mr. Jamie McNair addressed the Board regarding the APPR Plan which appears on this agenda for discussion and action. After much discussion, the Board decided that a letter will be drafted and submitted to the legislature with objections to the current laws. The letter will be drafted and discussed at an APPR Committee meeting which will be scheduled soon. The Board will be notified of the date/time of that meeting.

Student Services Presentation - Ashraf Allam

Prior to Mr. Allam’s presentation, a motion was made by Mr. Flemma to postpone Mr. Allam’s presentation until such time as the presentation materials can be shared with the Board of Education and the public. Mr. Piotrowski called for a second to the motion and there being none, the motion failed.

Approval of Minutes

Mrs. Coombs moved and Mrs. Philipson seconded that the minutes of the Regular Meeting of May 10, 2016 be approved.

Ayes 7, nays 0, motion carried.

Correspondence and Communications

Mr. Nole distributed copies of the Sr. High School yearbook for each Board of Education member.

Mr. Stephens congratulated Mr. Jadhon on his re-election to the Board of Education.

Board Committee Reports

Buildings, Grounds & Transportation Committee – May 2, 2016

Mr. Flemma reported. The committee reviewed the accomplishments for the school year as well as the report to be presented at the public Budget Hearing.
Staffing & Curriculum Committee – May 16, 2016

Ms. Philipson reported: The committee received reports from the Physical Education/Health Department and the Science Department. Mrs. Philipson reviewed the highlights from those reports.

Audit Committee – May 28, 2015

Mrs. Coombs reported: The committee reviewed the agenda and the audit objectives from the independent auditor regarding their schedule for the audit of fiscal year ending June 30, 2016. The committee also reviewed the internal audit report.

Budget & Finance Committee – May 25, 2016

Mrs. Coombs reported: The committee reviewed the third quarter 2015-2016 financial reports and the refunding bond resolution. The committee also discussed information received from Questar III BOCES regarding Other Post-Employment Benefits (OPEB) Liquidation Plan.

New Business

A. Policies

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

#0015 Equal Opportunity and Nondiscrimination
#6004 Elementary School Attendance Zones

B. Personnel

1. Appointments

   a. Science Teacher

   Mr. Stephens moved and Mr. Flemana seconded that Jason Bradley be appointed on probation to the academic tenure area of Science. The service shall begin on September 1, 2016 and end on August 31, 2019. Except to the extent required by the applicable provisions of Education Law §3014, in order to be granted tenure, the appointee must receive composite or overall annual professional performance review ratings pursuant to Education Law § 3012-c and/or 3012-d of either effective or highly effective in at least three of the four preceding years, and if the appointee receives an ineffective composite or overall rating in the final year of the probationary period he shall not be eligible for tenure at that time. The appointee is certified (professional) in Chemistry 7-12 and as a school district business leader.

   Ayes 7, nays 0, motion carried.
b. Family and Consumer Science Teacher

Mrs. King moved and Mr. Flemma seconded that upon the recommendation of Robert J. Nole, Superintendent of Schools, Lisa Lyne is hereby appointed on probation to the special subject tenure area of Family and Consumer Science. The service shall begin on September 1, 2016 and end on August 31, 2019. Except to the extent required by the applicable provisions of Education Law §3014, in order to be granted tenure, the appointee must receive composite or overall annual professional performance review ratings pursuant to Education Law §3012-c and/or 3012-d of either effective or highly effective in at least three of the four preceding years, and if the appointee receives an ineffective composite or overall rating in the final year of the probationary period she shall not be eligible for tenure at that time. The appointee is certified (permanent) in Home Economics.

Ayes 7, nays 0, motion carried.

c. World Language Teacher

Mrs. Coombs moved and Mrs. King seconded that upon the recommendation of Robert J. Nole, Superintendent of Schools, Taylor Garry is hereby appointed on probation to the academic tenure area of World Language. The service shall begin on September 1, 2016 and end on August 31, 2020. Except to the extent required by the applicable provisions of Education Law §3014, in order to be granted tenure, the appointee must receive composite or overall annual professional performance review ratings pursuant to Education Law §3012-c and/or 3012-d of either effective or highly effective in at least three of the four preceding years, and if the appointee receives an ineffective composite or overall rating in the final year of the probationary period she shall not be eligible for tenure at that time. The appointee is certified (initial) in Spanish 7-12.

Ayes 7, nays 0, motion carried.
d. **Technology Teacher**

Mrs. King moved and Mrs. Philipson seconded that upon the recommendation of Robert J. Nole, Superintendent of Schools, **Shawn Nagel** is hereby appointed on probation to the special subject tenure area of Technology. The service shall begin on September 1, 2016 and end on August 31, 2020. Except to the extent required by the applicable provisions of Education Law §3014, in order to be granted tenure, the appointee must receive composite or overall annual professional performance review ratings pursuant to Education Law § 3012-c and/or 3012-d of either effective or highly effective in at least three of the four preceding years, and if the appointee receives an ineffective composite or overall rating in the final year of the probationary period he shall not be eligible for tenure at that time. The appointee is certified (initial) in Technology Education.

Ayes 7, nays 0, motion carried.

e. **Part-Time Physical Education Teacher**

Mrs. Philipson moved and Mr. Flemma seconded that upon the recommendation of Robert J. Nole, Superintendent of Schools, **Shaun Hadity** is hereby re-appointed to the position of part-time physical education teacher. The service shall begin on September 1, 2016 and end on June 30, 2017.

Ayes 7, nays 0, motion carried.

f. **Substitute Teacher List**

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Certification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regina Rabbia</td>
<td>Uncertified</td>
</tr>
</tbody>
</table>

Ayes 7, nays 0, motion carried.
g. **Summer School Teachers/Teacher Aide**

Mrs. Coombs moved and Mr. Flemma seconded that *Eve Calli, Lisa Manley, Derek Richards, Justin Spannute* and *Tammy Wiley* be appointed as teachers and *Linda Serth* be appointed as teacher aide for the 2016 Perry Jr. High summer school session.

Ayes 7, nays 0, motion carried.

h. **Developmental Program Summer School Staff**

Mr. Flemma moved and Mrs. Coombs seconded that the following be appointed as summer school staff for the Developmental Program for the period of July 5, 2016 through August 12, 2016: *Denise Altamuro, Nicole McKenna, Michael Winkler, Anne Perra, Liz Halpin, Terry Draper, Lynne Roberts, Lynn Moretz and Lori Catanzarita*.

Ayes 7, nays 0, motion carried.

i. **Summer School Driver Education Teachers**

Mr. Stephens moved and Mrs. King seconded that the following driver education teachers be appointed for the summer 2016 session: *Thomas Snizek, Paul Bisaccia and Robert Healey*.

Ayes 7, nays 0, motion carried.

j. **Marching Band Advisors**

Mrs. Philipson moved and Mr. Jadhon seconded that the list of *Marching Band advisors* for 2016 be approved as submitted by the Senior High School Principal.

Ayes 7, nays 0, motion carried.
k. Coaches

Mr. Flemma moved and Mrs. Coombs seconded that the following coaches be approved for the fall 2016 sports season:

**Football**

Kyle Hutchinson – Head Varsity  
Sal Licari – Asst. Varsity  
Mike Barr – Asst. Varsity  
Vinny Servadio – Asst. Varsity  
Tom Powers – Head JV  
Vito Sinisgalli – Asst. JV  
Ed Prue – Head Modified  
Bill Gardinier – Asst. Modified

**Boys Soccer**

Jill Davies-Nelson – Head Varsity  
Shaun Hadity – Asst. Varsity  
Jim Carroll – Head JV  
Jason Haberek – Head Modified

**Girls Soccer**

Frank DuRoss – Head Varsity  
Richard Dobrodziej – Asst. Varsity  
Mike Tesak – Head JV  
Dan Pope – Head Modified

**Girls Swimming**

Tom Wells – Head Varsity  
Kristen Falvo – Asst. Varsity  
Tara Raux - Diving  
Sean Dwyer – Head Modified  
Anna Wanner – Asst. Modified

**Cross Country**

Jeremy West – Head Varsity Boys  
Andrea Lewis – Head Varsity Girls  
Bob Byrd – Volunteer Varsity  
Margaret Kemp – Head Modified (Co-Ed)  
Dennis Jones – Asst. Modified
Field Hockey

Katie Cooke – Asst. Varsity
Allison Paravati – Head Modified

Gymnastics

Danielle Cerminaro – Head Varsity

Cheerleading

Betsy Sinisgalli – Head Varsity

Ayes 7, nays 0, motion carried.

I. Substitute Teacher Aide I

Mrs. Coombs moved and Mrs. Philipson seconded that Patricia Wood be appointed to the position of substitute teacher aide I, effective June 8, 2016, pending satisfactory clearance for employment by the State Education Department.

Ayes 7, nays 0, motion carried.

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

Mrs. Coombs moved and Mr. Flemma seconded that Regina Rabbia be appointed to the substitute positions of teacher aide I, school monitor and office specialist I, effective June 8, 2016, pending satisfactory clearance for employment by the State Education Department.

Ayes 7, nays 0, motion carried.

n. Substitute Teacher Aide I/Substitute School Monitor

Mrs. Coombs moved and Mrs. Philipson seconded that Janice Stelzer be appointed to the substitute positions of teacher aide I and school monitor, effective September 1, 2016.

Ayes 7, nays 0, motion carried.
o. **Summer School Bus Drivers**

Mr. Stephens moved and Mr. Flemma seconded that the following be appointed to the summer school bus driver list: *David White, Bill Welch, Barb Kivela, Linda Mundrick, Paul Lux, Fred Tedesco, Keith Hanna, Sandy DeSarro, Gary Fountain, Sue Odin, Fred Rembetski, Robin Wheatley, Kim Shaheen, Kirstin Abbe, Rick Sherman, Al Whiteley, Rick Hammond, Amy Stappenbeck and Vincent DelMastro.*

Ayes 7, nays 0, motion carried.

p. **Summer School Bus Aides**

Mr. Flemma moved and Mrs. Coombs seconded that the following be appointed to the summer school bus aide list: *Karen White, Mary Smith, Marlene Bailey, Melody Pickett, Lori Dunn, Sandy Kasky, Keith Hanna, Sandy DeSarro, Sue Odin, Robin Wheatley, Kim Shaheen, Kirstin Abbe, Al Whiteley, Rick Hammond, Amy Stappenbeck and Vincent DelMastro.*

Ayes 7, nays 0, motion carried.

2. **Reclassifications**

   a. Mrs. Philipson moved and Mrs. Coombs seconded that *Kris Sierson* be reclassified from the position of senior custodian Myles to the position of senior custodian Junior High, effective June 17, 2016.

      Ayes 7, nays 0, motion carried.

   b. Mr. Flemma moved and Mrs. Philipson seconded that *Wayne DaPre* be reclassified from the position of cleaner nights to the position of senior custodian Myles, effective June 17, 2016.

      Ayes 7, nays 0, motion carried.

   c. Mr. Stephens moved and Mrs. Coombs seconded that *Lynn Moretz* be reclassified from the position of school nurse to the position of head nurse, effective July 1, 2016.

      Ayes 7, nays 0, motion carried.
3. **Unpaid Leave of Absence**

Mr. Fleemma moved and Mrs. King seconded that an unpaid leave of absence be granted to **Jennette Nichols** for child rearing, effective at the end of her disability period through the end of the first semester of the 2016-2017 school year.

Ayes 7, nays 0, motion carried.

C. **Recommendation to Establish Art Club**

Mr. Stephens moved and Mrs. King seconded that an **Art Club** be established at **E.R. Hughes Elementary School**, according to **Policy #6101 – Introduction of Extra-Curricular Activities in the School System**.

Ayes 7, nays 0, motion carried.

D. **Certification of Annual Budget Vote**

Mr. Fleemma moved and Mrs. Coombs seconded that the **Statement of Inspectors** for the May 17, 2016 Annual Budget Vote be accepted.

Ayes 7, nays 0, motion carried.

E. **Board of Voter Registration**

Mr. Fleemma moved and Mrs. Philipson seconded that the following be appointed to the 2017 Board of Voter Registration: **Sylvia Carlo, Ellie Jones, Jane Grant and Betty Heil**.

Ayes 7, nays 0, motion carried.

F. **Date for Reorganization Meeting**

Mrs. Philipson moved and Mrs. King seconded that the Board of Education designate **July 6, 2016** for the Annual Reorganization Meeting.

Ayes 7, nays 0, motion carried.

G. **Declaration of Surplus Item**

Mrs. Coombs moved and Mrs. Philipson seconded that **Bus #178 (1994 Blue Bid, VIN #1BAAGCSA2RF058669)** be declared a surplus item for disposal as per the request of the Transportation Supervisor.

Ayes 7, nays 0, motion carried.
H. Treasurer’s Reports

Mrs. Coombs moved and Mrs. Philipson seconded that the April 30, 2016 Treasurer’s Reports be accepted.

Ayes 7, nays 0, motion carried.

I. Revenue and Expense Reports

Mrs. Coombs moved and Mrs. Philipson seconded that the Revenue and Expense Reports for January, February, and March 2016 be accepted.

Ayes 7, nays 0, motion carried.

J. Budget Transfers

Mr. Flemma moved and Mrs. Coombs seconded that the April 30, 2016 Budget Transfers be approved.

Ayes 7, nays 0, motion carried.

K. Refunding Bond Resolution

Mrs. Coombs moved and Mr. Flemma seconded that a refunding bond resolution dated June 7, 2016 authorizing the issuance of refunding (serial) bonds of the New Hartford Central School District and providing the payment of the bonds to be refunded thereby be adopted. This was reviewed with and approved by the Budget & Finance Committee at their May 25, 2016 meeting.

Ayes 6, nays 1 (Mr. Flemma), motion carried.

L. Questar III BOCES Return of Other Post-Employment Benefits

Mrs. Coombs moved and Mrs. King seconded that the funds surplus resolution agreement and release that was reviewed with and approved by the Budget & Finance Committee at their May 25, 2016 meeting be adopted.

Ayes 7, nays 0, motion carried.

M. Insight House – Service Agreement

Mrs. Philipson moved and Mrs. King seconded that the 2016-2017 Service Agreement with the Insight House be approved.

Ayes 7, nays 0, motion carried.
N. APPR Plan

Mrs. Coombs moved and Mrs. King seconded that the Board of Education approve the Annual Professional Performance Review Plans for Teachers and Principals, effective September 1, 2016.

Ayes 7, nays 0, motion carried.

O. Resolution of Condolence

Mr. Jadhon moved and Mrs. Coombs seconded that the following be adopted:

"The Board of Education of the New Hartford Central School District records with sorrow the passing of former typist, Rita Abraham.

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

Ayes 7, nays 0, motion carried.

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

Mr. Flemma moved and Mrs. Philipson seconded that the recommendations from the Committee on Pre-School Special Education Committee’s meeting of May 13, 2016 (10) be approved.

Ayes 7, nays 0, motion carried.

Q. Committee on Special Education (CSE)

Mrs. Coombs moved and Mrs. Philipson seconded that the recommendations from the Committee on Special Education’s meetings of April 20, 2016 (8), May 3, 2016 (8), May 4, 2016 (11), May 5, 2016 (12), May 9, 2016 (6), May 10, 2016 (10), May 11, 2016 (9), May 16, 2016 (9), May 17, 2016 (1), May 18, 2016 (7) and May 19, 2016 (10) be approved.

Ayes 6, nays 0, abstain 1 (Mr. Flemma), motion carried.
R. 504 Committee

Mrs. Coombs moved and Mrs. King seconded that the recommendations from the 504 Committee’s meetings of May 9, 2016 (2), May 11, 2016 (4), May 17, 2016 (16) and May 19, 2016 (3) be approved.

Ayes 6, nays 0, abstain 1 (Mr. Flemma), motion carried.

Other Business

- Legislative Update and Ongoing Board Strategy

In addition to the discussion which took place under “Visitors and Delegations” it was noted that the legislative session will begin soon.

Executive Session

Mr. Jadhon moved and Mr. Flemma seconded that the Board enter into Executive Session at 10:01 p.m. for the purpose of discussing the employment history of particular persons, collective negotiations with the New Hartford Administrators’ Association and matters leading to the appointment of a particular person.

Ayes 7, nays 0, motion carried.

The Board unanimously agreed to go out of Executive Session at 10:31 p.m.

Adjournment

Mr. Stephens moved and Mrs. Philipson seconded that the meeting be adjourned at 10:38 p.m.

Ayes 7, nays 0, motion carried.

Respectfully submitted,

Betty Heil, Clerk
New Hartford Central School District  
Staffing & Curriculum Meeting  
June 9, 2016  
4:00 p.m.

Members Present: Lisa Philipson, Ed Flemma, Pamela King

Others Present: Robert Nole, Allen Hyde, Sandy Halpin

Call to Order: by Mrs. Lisa Philipson at 4:00 pm

Received Social Studies Curriculum Cycle Report
Highlights presented by: Mrs. Sandy Halpin
- All teachers K-12 have been meeting to read articles and learn about best practices in the area of social studies
- Department meetings are used to share best practices, to read literature and share ideas
- Discussion regarding how much time is spent on teaching social studies at the elementary level
- Professional literature review was discussed
- Time has been spent to be certain a strong curriculum is developed
- Resources needed for the department were discussed, such as technology and textbooks
- Rationale for the purchase of technology and textbooks was discussed
- Discussion on using websites to enhance curriculum

Received Upcoming Summer Curriculum Work Report
Highlights presented by: Mr. Allen Hyde

Summer School Programs
- Driver Education at the Senior High School
- Summer Music Lessons
- Summer School Program at the Junior High
- Extended Year Special Education Program at the Junior High

Summer Professional Development
- Curriculum and Alignment Process - All grades and subjects
- New Teacher Induction Program
- SchoolTool Training
- Online
  - Engaging Academics I
  - Setting the Tone-Culture & Behavior
  - Who is Working Harder
  - Guided Math
  - Mindset

Meeting was adjourned at 4:45 by Mrs. Lisa Philipson.
NEW HARTFORD CENTRAL SCHOOL DISTRICT

Name: Madison Vitale

Address:

Position: Uncertified Per Diem Substitute Teacher K-6

Educational Background:
Bachelor’s in Liberal Studies - Utica College
Associate’s in Early Childhood, Childhood Education - Mohawk Valley Community College

Education Experience:
Student Teacher 4th grade math - Frankfort Schuyler Elementary
Student Teacher grade 2 - Frankfort Schuyler Elementary

Certification Status:

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

Effective Date Pending Board of Education approval:
June 22, 2016

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

June 9, 2016
To: Robert J. Nole, Superintendent  
From: Allen E. Hyde, Assistant Superintendent  
Subject: Recommendation for Assistant Occupation Education Department Chair  
Date: June 8, 2016  

It is my pleasure to recommend Mr. Greg Sposoki for appointment as the Assistant Occupational Education Department Chair at New Hartford Central School District. The term shall begin on July 1, 2016 and expire on June 30, 2021. Assistant department chairs serve a five-year term. The position was posted for the requisite amount of time. A committee comprised of High School Principal Mr. Benson, Dean of Students Perry Junior High Mrs. Elisabeth Relyea, Technology Teacher, Mr. James DeRollo, Technology Teacher, Mr. Jeff Knapp and me interviewed two candidates.

The occupational education department is highly effective. The department is characterized by a high degree of collaboration, guaranteed curriculum, and high performance. The faculty at the high school and junior high school, the students, and the administration respects Mr. Sposoki. He works well with current occupational education department chairperson, Mrs. Margaret Weber.

As assistant chair, Mr. Sposoki serves as a liaison between the high school and junior high school teachers. He is responsible for assisting the junior high school principal with developing a budget. Mr. Sposoki takes leadership roles in curriculum development. Mr. Sposoki will also be working with the elementary technology teachers.

It is without reservation that I recommend Mr. Greg Sposoki to serve as the assistant occupational education chairperson in the New Hartford Central School District.
NAME: Kim Sullivan

ADDRESS:

PHONE:

EFFECTIVE DATE OF PROBATIONARY APPOINTMENT: July 1, 2016

HOURLY RATE: $17.64

TITLE: School Nurse

CIVIL SERVICE TITLE: School Nurse

SCHOOL BUILDING ASSIGNMENT: Myles Elementary

REPLACEMENT FOR: Lynn Moretz (Donna Jordan)

HOURS PER DAY: 7 hours

BACKGROUND: Mrs. Sullivan has been the permanent substitute since April and was the only person who applied.

C: Sharie Arnold
TO: Members, The Board of Education
FROM: Robert J. Nole, Superintendent of Schools
RE: Recommendation for Assistant Superintendent for Business Affairs
DATE: June 17, 2016

The following information is presented for the recommendation of John McKeown as Assistant Superintendent for Business Affairs, effective July 22, 2016. As you know, his assignment will be to replace Mary Mandel.

John McKeown currently serves as a shared School Business Administrator for the Dolgeville and West Canada Valley Central School Districts. He was also the Business Manager for South Lewis School District and Director of Administration and Deputy City Treasurer for the City of Rome. John has over fifteen years' experience as a Central Office Administrator. He also has served on many district-wide committees.

The interview committee was composed of Beth Coombs, Jim Stephens, Sandy D’Onofrio, Maureen Futscher, Peter Gagliano, Kim Hibbard, Mary Smith and myself. The committee reviewed 11 applications and selected three candidates for interviews. The district advertised state-wide through OLAS (an electronic state-wide application system), newspaper outlets and area superintendents including BOCES district superintendents.

Outstanding and exceptional references were received. These included recommendations from superintendents past and present. The references were overwhelmingly positive and there is a consensus for my recommendation to the Board.

My initial recommendation for a salary range was regionally competitive based on experience. Based on negotiations with the candidate, the recommendation is for a salary of $147,000. The figure is comparable with salaries for assistant superintendents and reflects his fifteen years of experience as a school business official. All other benefits currently provided to New Hartford Assistant Superintendents will be extended to Mr. McKeown.

A copy of Mr. McKeown’s resume is attached for your review. If you have any questions, please feel free to contact me.

RJN: bh
Attachment
John J. McKeown

Education:


Experience:

September 2005 - Present. Business Administrator, Dolgeville Central School District. I am responsible for all of the business functions of the district including development of the district’s $20 million budget, accounting, payroll, grant development, purchasing, cash management, investments, personnel, collective bargaining and employee discipline. In addition, I operate as a member of the team that performs oversight functions associated with transportation, facilities operation and maintenance, capital projects as well as cafeteria operations. It is also incumbent upon the position to develop analyses and modeling techniques to identify constraints and optimal combinations of resources in support of operations and curricula. I have presented at the School Boards Institute mandatory training for new board members as well as provided individualized presentations to our local Board of Education. Since February of 2013, I have been a shared SBA between Dolgeville and West Canada Valley making the total budget responsibility approximately $36 million.

August 2001 – September 2005. Business Manager/Clerk to the Board, South Lewis Central School District. I was responsible for the development of the district’s $19 million budget, accounting, payroll, purchasing, cash management, investments, personnel, collective bargaining, discipline and Civil Service issues. I also performed oversight functions associated with transportation, facilities maintenance, building projects and cafeteria operations.

November 2000 – August 2001. Director of Administration, City of Rome, New York. I served as the Mayor’s chief of staff which involved conducting staff meetings, assigning and monitoring projects, conflict resolution, speech writing, representing the Mayor at various functions and other special assignments. This frequently involved interacting with state officials (i.e., legislators, Governor, Comptroller). I was responsible for all aspects of human resources such as benefits coordination, discipline, grievances, hiring, negotiations, training, ensuring compliance with collective bargaining agreements, city policy and Civil Service Law. I also functioned as the Secretary to the local Civil Service Commission. In addition, I supervised the development and maintenance of the
March 1997 – November 2000. **Deputy City Treasurer**, City of Rome, New York. My responsibilities consisted of the management of the daily activities of the City Treasurer’s office such as purchasing, tax collection, accounting, investments, cash management and payroll. I assisted the Treasurer with the preparation of the city budget, financial reports and financial/statistical analyses. This position also encompassed the direction of real property issues such as tax payment plans, payment in lieu of tax agreements and property sales. I was also responsible for the development and implementation of the city’s NT computer network, central data processing, labor negotiations and negotiations with other levels of government.

**June 1995 – March 1997. Finance Administrative Officer**, Oneida County Finance Department, New York. The duties associated with this position included the collection of payment in lieu of tax agreements, management of the finance office and developing reports and analyses for the Commissioner of Finance.

**Certifications:**


**Certification in Network Management**, Utica College of Syracuse University, 2001.

**Activities:**


**References**

1. Mrs. Christine Reynolds
   Superintendent of Schools
   Dolgeville Central
   38 Slawson St.
   Dolgeville, NY 13329
   (315) 429-3155x3500

2. Mr. John Banek
   Athletic Director
   New Hartford Central
   33 Oxford Road
   New Hartford, NY 13413
   (315) 790-0445

3. Mr. D.J. Shepardson
   Superintendent of Schools
   West Canada Valley
   5447 St. Rt. 28
   Newport, NY 13416
   (315) 845-6800x381

4. Dr. Rick Timbs
NEW HARTFORD CENTRAL SCHOOL DISTRICT

RESOLUTION APPROVING APPOINTMENT OF ASSISTANT SUPERINTENDENT FOR BUSINESS AFFAIRS
(JOHN McKEOWN)

WHEREAS, current Assistant Superintendent for Business Affairs Mary Mandel has accepted a position at the Oneida-Herkimer-Madison BOCES and shall depart the District on or about ______, 2016; and

WHEREAS, the Board of Education, after careful consideration, has determined that John McKeown, currently serving as ___________ at __________ possesses the experience and necessary qualifications to serve as the New Hartford Central School District’s Assistant Superintendent for Business Affairs and to continue the orderly administration of the District’s ongoing programs and projects; and

WHEREAS, John McKeown has agreed to accept the Board’s offer of appointment to serve as the Assistant Superintendent for Business Affairs effective July 22, 2016.

NOW, THEREFORE, BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education hereby appoints John McKeown as the Assistant Superintendent Business Affairs of the New Hartford Central School District for an initial probationary term of four (4) years commencing on or about July 22, 2016, and hereby ratifies and adopts a written contract of employment (attached hereto as Exhibit “A”), containing all of the relevant and applicable benefits, terms and conditions of employment for the Assistant Superintendent; and

BE IT FURTHER RESOLVED, that the Board of Education hereby authorizes the President of the Board, or the Vice President in his absence, to execute said Agreement on behalf of the District and to file same with the District Clerk.

___________, 2016

MOTION MADE BY ____________________________

SECONDED BY _______________________________

Yes ______  No ______  Abstain ________  Absent ________
AGREEMENT
for
ASSISTANT SUPERINTENDENT FOR BUSINESS AFFAIRS

THIS AGREEMENT made this ___ day of ____________, 2016, between the
BOARD OF EDUCATION, NEW HARTFORD CENTRAL SCHOOL DISTRICT, with an
office located at 33 Oxford Road, New Hartford, New York (hereinafter referred to as “Board”
or “District”) and JOHN McKEOWN, Assistant Superintendent for Business Affairs, residing
at ____________________________________________________________ (hereinafter referred to as “Assistant
Superintendent” or “Mr. McKeown”).

WHEREAS, the District has agreed to employ Mr. McKeown as its Assistant
Superintendent for Business Affairs with a probationary period of four (4) years commencing
July 22, 2016 pursuant to Education Law Section 3012; and

WHEREAS, the District has agreed to incorporate all relevant terms and conditions of
employment afforded the members of the New Hartford Teachers’ Association Administrators
Group (hereinafter referred to as the “Administrators Group”) into a separate individual
memorandum for the Assistant Superintendent; and

WHEREAS, the parties desire to more fully set forth the terms and conditions of
employment for the Assistant Superintendent in this Agreement.

NOW THEREFORE, in consideration of the mutual promises herein contained, it is
agreed that the salary, benefits and other terms and conditions of the Assistant Superintendent’s
employment as a probationary administrator shall be as follows:
1. **Duties and Responsibilities.**

   A. The Assistant Superintendent shall perform those services and duties set forth in Exhibit #1 and such other duties as may be assigned by the Superintendent and/or Board from time to time.

   B. The Assistant Superintendent agrees that he will at all times faithfully and to the best of his ability, experience, and talent perform all of the duties that may be required of him, pursuant to the terms hereof, to the reasonable satisfaction of the Superintendent of Schools.

   C. **Required Certification.** The Assistant Superintendent shall furnish and maintain, throughout the term of this agreement, a valid and appropriate certificate to act as Assistant Superintendent in the State of New York.

   D. **Cooperation With Distinguished Educator.** The Assistant Superintendent shall be required to cooperate fully with any distinguished educator appointed by the Commissioner of Education pursuant to Section 211(c) of the Education Law.

2. **Term.**

   The term of this Agreement shall be co-extensive with the term of probationary service of the Assistant Superintendent commencing on July 22, 2016. This Agreement shall not be considered an employment contract for a term of years or “durational in character” within the meaning of current case law, and the District reserves the right to dismiss the Assistant Superintendent during or at the end of the 4-year probationary period in accordance with the provisions of Education Law Sections 3012, 3019-a and 3031. The District also reserves the right to abolish, restructure or reorganize the Assistant Superintendent’s position in good faith during the term of this Agreement in accordance with relevant decisional law.
3. **Salary.**

   **A.** The Board shall pay the Assistant Superintendent, a salary of One Hundred Forty-Seven Thousand Dollars ($147,000) for the 2016-2017 school year, to be pro-rated to represent his service from the commencement of services until the end of that school year. The Assistant Superintendent’s salary for the 2017-2018 school year and each school year thereafter shall be determined by the Board of Education in consultation with the Superintendent of Schools. The Assistant Superintendent’s base salary shall be exclusive of any other stipends or reimbursements herein provided for and shall be paid in equal installments in accordance with the rules of the Board governing payment of other professional staff members in the District. In no event shall the Assistant Superintendent’s annual salary during the succeeding years of this Agreement be less than that for the 2016-2017 school year.

   **B.** The Assistant Superintendent will also be eligible to participate in any flexible spending plan created under Section 125 of the Internal Revenue Code and in effect in the District for other employees on the same terms and conditions as are applicable to other employees.

4. **One-Time Only Moving and Relocation Reimbursement Allowance.**

   The Board agrees to reimburse the Assistant Superintendent, upon appropriate expense documentation being provided, for moving and relocation expenses incurred in establishing his residency in the District. The maximum amount of relocation reimbursement shall be Four Thousand Dollars ($4,000.00) and the Assistant Superintendent agrees that he shall be solely responsible for any and all expenses in excess of this amount. Relocation expenses shall include necessary travel to and from the District in connection with locating and securing a residency, temporary lodging expenses and the cost of packaging, moving and storage of his household and related goods.
Should the Assistant Superintendent voluntarily sever employment with the District at any time during the 4-year term of this Agreement, he shall be responsible for reimbursing the District, on a pro rata basis, an amount equal to the remaining period of time under the term of the Agreement. (For example, if relocation expense paid by the District to the Assistant Superintendent amounted to $4,000.00 and the Assistant Superintendent departs at the end of his second year of employment, he would be responsible for the repayment to the District of Two Thousand Dollars ($2,000.00), i.e., half of the remaining term.)

5. **Other Stipends.**

   A. The Assistant Superintendent is not eligible to participate under Part II. A.3 of the Administrators Contract for the performance based growth and merit program. An in-service program shall be offered in place of the District’s contractual obligation to pay for one graduate course per year effective upon commencement of services.

   B. The Assistant Superintendent shall be eligible to earn a stipend for the 2016-2017 school year and annually thereafter based upon his satisfactory completion of a mutually agreed upon in-service program which is deemed by the District to be related to the Assistant Superintendent’s duties and responsibilities. Such stipend shall be based on an amount of One Thousand One Hundred Ten Dollars ($1,110), increased by the percentage of increase for the payment for one graduate hour in the negotiated Agreement between the District and the New Hartford Teachers’ Association.

   C. **Waiver of Administrative Retirement Incentive Program.**

      The Assistant Superintendent hereby waives any right to claim or participate in the retirement incentive plan provided by the District to its administrators.

   D. **Long-Term Retention Stipend.**

      Upon his completion of ten (10) years consecutive service to the District, the Board thereafter agrees for each succeeding year, on an annual basis, to contribute as a non-
elective employer contribution to a tax-sheltered annuity (403(b) plan) selected by the Assistant Superintendent in an amount equal to four percent (4%) of the Assistant Superintendent’s base salary earned for that year. This annual contribution shall continue for ten (10) years from the date of first initial annual contribution by the Board. Upon completion of ten (10) years of contributions, the Board shall not be obligated to make such non-elective contribution on behalf of the Assistant Superintendent. This benefit, and the sums contributed for same, shall be made available to the Assistant Superintendent upon his entry into full-time retirement from employment with the District or any other separation from service. The foregoing provision shall survive the term of this Agreement and will be incorporated into any future Amendment or Agreement covering his continuing service to the District.

E. **Tax-Sheltered Annuity Contribution.**

Upon commencement of services and annually thereafter, an initial contribution of twenty-five dollars ($25.00) per pay period (not to exceed six hundred fifty dollars ($650.00) per calendar year) will be made by the District on behalf of the Assistant Superintendent into a designated qualified tax-sheltered annuity.

6. **Outside Services.**

The Assistant Superintendent agrees to devote his full time, skill, and labor to said employment during the term of this agreement. The Assistant Superintendent may, however, undertake consultative work, speaking engagements, writing, lecturing, or other professional duties and obligations with or without remuneration, upon advance approval of the Superintendent and so long as such activities do not interfere with the full and faithful discharge of the duties and responsibilities as specified herein and do not conflict with the mission of the District.
7. **Professional Growth.**

   The Board expects the Assistant Superintendent to continue his professional development as well as to participate in relevant learning experiences. Toward this end, the Superintendent is authorized to approve the Assistant Superintendent’s attendance, at the expense of the District, at professional meetings on all levels for the purpose of keeping apprised of developments in fields of education and school administration. The Assistant Superintendent shall file, for approval, an itemized expense statement with the Superintendent prior to reimbursement for such expenditures.

8. **Benefits.**

   A. The Assistant Superintendent shall be eligible for all benefits and rights extended to other Administrative employees of the District under the terms of the existing Agreement between the District and the Administrator’s Group with the exception of the health and dental premium contributions as noted in Subsections C and D below, the grievance procedure and salary provisions contained in said Agreement. However, the Assistant Superintendent shall annually receive the $500.00 stipend normally provided as reimbursement for certain insurance premiums as contained in such Agreement.

   B. **Paid Sick Leave.**

   The Assistant Superintendent shall be advanced sixty (60) days of paid sick leave as of the commencement of this Agreement. The Assistant Superintendent shall not receive additional sick leave until he has served at least five years in the employ of the District. At such time, he shall receive one (1) additional paid sick leave day per month to a maximum of twelve (12) in each full year of this Agreement.

   C. **Health Insurance Premium Contributions.**

   Upon commencement of services, and annually thereafter, the Assistant Superintendent shall contribute five percent (5%) of the cost of the premium for individual health
insurance under the Plan in effect and the District shall contribute the remaining ninety-five percent (95%) of the contribution for such insurance. Said applicable premium contributions shall continue at the above-mentioned percentage rates throughout retirement years should the Assistant Superintendent qualify for retirement health insurance upon retirement from the District.

Upon commencement of services, and annually thereafter, the Assistant Superintendent shall contribute ten percent (10%) of the cost of the applicable premium for family health insurance under the Plan in effect (as adjusted to take into account the deduction of the cost of individual premium) and the District shall contribute the remaining ninety percent (90%) of the contribution for such insurance. Said applicable premium contributions shall continue at the above-mentioned percentage rates throughout retirement years should the Assistant Superintendent qualify for retirement health insurance upon retirement from the District.

D. Dental Insurance Premium Contributions.

Upon commencement of services, and annually thereafter, the Assistant Superintendent shall contribute five percent (5%) of the cost of the premium for individual dental insurance under the Plan in effect and the District shall contribute the remaining ninety-five percent (95%) of the contribution for such insurance. Said applicable premium contributions shall continue at the above-mentioned percentage rates throughout retirement years should the Assistant Superintendent qualify for retirement dental insurance upon retirement from the District.

Upon commencement of services, and annually thereafter, the Assistant Superintendent shall contribute ten percent (10%) of the cost of the applicable premium for family dental insurance under the Plan in effect (as adjusted to take into account the deduction of the cost of individual premium) and the District shall contribute the remaining ninety percent
(90%) of the contribution for such insurance. Said applicable premium contributions shall continue at the above-mentioned percentage rates throughout retirement years should the Assistant Superintendent qualify for retirement dental insurance upon retirement from the District.

E. **Retirement Health Insurance.**

The District shall provide health insurance coverages to the Assistant Superintendent and his lawful dependents upon his retirement and thereafter, at the rates of contribution noted under this Agreement, as long as the Assistant Superintendent shall have completed ten (10) years of service in his position, and shall have entered upon his retirement from the District upon having met the appropriate eligibility standards under the N.Y. Teachers’ Retirement System. Further, such benefits shall be afforded the Assistant Superintendent while he remains a retiree under the definition of same as noted by the Teachers’ Retirement System.

For purposes of continuing eligibility for benefits under this paragraph, retirement shall be limited to retirement from service and from employment with the District, and shall not include retirement when subsequently employed in a regular full-time capacity by another public school district or BOCES within the State of New York.

F. **Disability Income Insurance Plan.**

Subject to his eligibility, the Assistant Superintendent shall also receive coverage under the disability income insurance plan provided to the District (through the Herkimer BOCES). The District shall pay the entire cost associated with such coverage.

9. **Holidays.**

It is understood that all New Hartford Administrators, including Assistant Superintendents, are responsible for their customary duties during holiday periods of the instructional staff. All administrators recognize an obligation, during holiday and vacation periods, to devote the time necessary to carry out the duties required by their job descriptions.
All administrators are entitled to establish vacation and holiday periods subject to the
aforementioned constraints and the specific requests of the Superintendent.

10. **Personal Days.**

    The Assistant Superintendent shall be eligible to use up to six (6) personal leave
    annually days which can be used regardless of the school calendar upon approval of the
    Superintendent.

11. **Vacation.**

    The Assistant Superintendent will work a twelve (12) month school year with
twenty (20) days’ vacation leave, prorated for the initial term of employment (2016-17 school
year). A yearly vacation schedule will be submitted by July 1 with designated vacation days. By
June 30 of each year, a final list for the current year of used and worked vacation days will be
submitted to the Superintendent. There will be no carry-over of unused vacation days. The
foregoing notwithstanding, the Assistant Superintendent shall have, on an annual basis thereafter,
the right to receive per diem compensation for working up to five (5) designated vacation days
according to the provisions of the contract with the Administrators Association. Such
compensation shall be prorated based on the rate of annual salary then in effect.

12. **Indemnification.**

    The Board shall save harmless and protect the Assistant Superintendent from
financial loss arising out of any claim, demand, suit or judgment by reason of alleged negligence
or other act resulting in accidental bodily injury to any person and/or accidental damage to the
property of any person within or without the school building provided the Assistant
Superintendent was acting in the discharge of his duties, and within the scope of his employment
and/or under the direction of the Board when such alleged or actual personal injury or property
damage occurred. The Assistant Superintendent shall, within five (5) days of the time he is
served with any summons, complaint, process, notice, demand or pleading, deliver the original, or an accurate copy thereof, to the Superintendent and the Board.

13. **Annual Evaluation.**

Subject to the other provisions of this Agreement, the Superintendent will prepare, or have prepared, an annual evaluation of the performance of the Assistant Superintendent, inform the Assistant Superintendent of the results, and review and discuss said evaluation with the Assistant Superintendent no later than July 1, and report to the Board by August 1, during each year of the agreement.

14. **Termination of Services.**

In the event that termination of the probationary appointment and employment under this Agreement is sought, the Assistant Superintendent shall be afforded the due process rights applicable to probationary administrators under Section 3031 of the Education Law.

15. **Administrative Assessment Program.**

A. **Goal Development.** Prior to the beginning of the school year, the Assistant Superintendent, in consultation with the Superintendent, shall identify needs and/or problems and develop administrative goals for the coming school year.

B. **Throughout the year,** the Superintendent shall consult with the Assistant Superintendent regarding (1) progress made toward goal resolution and (2) administrative leadership of the school.

C. In May of each school year, or at such other time as mutually convenient, the Superintendent shall complete an administrative assessment of the Assistant Superintendent. Topics and criteria to be assessed (with explanations) where applicable shall be:

   (1) Supervision of School Related Staff

   a. Implements effective training programs for school related staff
   b. Implements effective evaluation process for school related staff
c. Supervises support staff (business staff, transportation, building & grounds and food service) to facilitate the District’s mission statement

(2) Management of School Business Functions

a. Works with staff, Board and the community to access appropriation of school resources

b. Investigates appropriate new techniques for improving the fiscal management of the District

c. Provides for a process to develop a budget that meets the mission statement of the District

d. Provides for a process to implement and monitor the annual budget

e. Provides for a process that will encourage long range financial planning

(3) School/Community Relations

a. Promotes leadership in establishing methods that will promote positive school/community relations between school related staff and the community

b. Promotes an atmosphere that will elicit public understanding and support for the school district

(4) Personal Qualities

a. Loyalty to the District and Administrative Team

b. Works to carry out District policies and recommends revisions when necessary

c. Awareness of Student Needs

d. Awareness of Community Needs

e. Public Relation Skills

f. Enthusiasm and Attitude

g. Judgment in Contingency Circumstances
(5) Other
   a. Implementation of District policies
   b. Supervision of Non-Instructional staff
   c. Judgment in contingency circumstances

(6) Examination of Goals vs. Accomplishments

The parties agree that the above Program of Assessment shall be subject to ongoing review and revision upon mutual agreement.


The Assistant Superintendent shall be entitled to receive mileage reimbursement for travel when utilizing his personal vehicle on District-related business at the same mileage rate and in accordance with the same procedures as other administrators employed by the District.

17. Renewal or Extension.

At least sixty (60) days prior to the expiration of this Agreement, the Assistant Superintendent shall notify the Board and Superintendent in writing of his intention to remain and conditions for future employment. Thereafter, the parties shall meet and confer in good faith concerning a new Agreement or an extension of the existing Agreement upon terms mutually acceptable. The parties agree that such meeting(s) shall be scheduled, after such notification, in order to allow sufficient time so as permit three (3) meeting(s), if necessary, prior to the expiration of the Agreement.


The paragraph headings contained in this Agreement have been prepared for convenience of reference only and will not control, affect the meaning, or be taken as an interpretation of any provision of this Agreement.
19. **Severability.**

The invalidity or unenforceability of any provision hereof shall in no way affect the validity or enforcement of any other provision.

20. **Governing Law.**

It is understood and agreed that the terms and conditions herein set forth are in every respect subject to the appropriate provisions of the laws of the state of New York and this Agreement shall be interpreted and administered pursuant to such law.

21. **Complete Agreement.**

The foregoing represents the entire understandings and agreements between the parties. This Agreement may not be modified except by mutual agreement, in writing, executed by the parties.

**IN WITNESS WHEREOF,** the parties hereto have set their hands and seals on the day and year first above written.

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**New Hartford Central School District**

Dated: ________________________________

Robert Nole  
Superintendent of Schools

Dated: ________________________________

Paul Piotrowski  
President, Board President

Dated: ________________________________

John McKeown  
Assistant Superintendent for Business Affairs
ASSISTANT SUPERINTENDENT FOR BUSINESS AFFAIRS

The Assistant Superintendent for Business Affairs shall serve under the direct supervision of the Superintendent and shall be responsible for the accurate and efficient management of school district financial and business affairs. Immediate supervision is exercised over clerical assistants and heads of operating departments. The duties include, but are not limited to:

1. General supervision and responsibility for the business functions of the School District, including financial accounts, records, reports, receipts and expenditures, balances, et cetera.

2. Compilation of all basic data in the preparation of the annual School Budget; development of long range financial planning.

3. Administration and interpretation of the salary schedule (in close cooperation with the Superintendent) so that all employees are paid in conformance with existing contractual agreements and school policies.

4. Maintenance of comprehensive records for all employees, including health examinations, leaves of absence, insurance, service records and individual use of cumulative sick leave(s).

5. Administration of tuition payments.

6. Preparation of annual reports to the State Education Department and the Department of Audit and Control concerning financial, statistical, census reports and budgetary data, et cetera.

7. Administration of inventories of school equipment and materials.

8. Serve as a liaison with the Board of Cooperative Educational Services regarding shared services and state aid.

9. The administration and supervision of the School District’s insurance program.

10. The preparation of specifications for supplies and equipment to be purchased in cooperation with other staff members and the responsibility for the legal procurement thereof.

11. Consultation services in conjunction with contract negotiations.

12. Supervision of the Food Service Supervisor, Transportation Supervisor and Plant Engineer.
13. Perform the duties of the Purchasing Agent for the School District upon designation by the Board of Education.

14. Any other duties assigned by the Superintendent which will assist in providing administrative services to the School District.