Regular Meeting of the Board of Education
Bradley Elementary School Library
Monday, May 18, 2015
7:00 P.M.

A G E N D A

1. Call to Order
2. Pledge of Allegiance
4. Recognition of Visitors and Delegations
5. Approval of Minutes
   - Revised from Regular Meeting of April 28, 2015
   - Regular Meeting of May 5, 2015
5. Correspondence and Communications
6. Board Committee Reports
   - Staffing & Curriculum Committee – May 11, 2015
7. New Business
   A. Summer Music Lessons
      It is recommended that the request by the Music Department to conduct a summer music lessons program be approved.
   B. Personnel
      1. Appointments
         a. Summer Music Teachers
            It is recommended that the following be appointed as teachers for the summer music lessons program: Katie Donovan, Michelle Wilcox, Maryann Snow, Tim Ferguson, Jo Anne Goodemote, Brian Dunlap, and Dan Fabbio.
7. **New Business – Personnel – Appointments (cont’d.)**

   **b. Summer School Teachers**

   It is recommended that Eve Calli, Justin Spanneut, Lisa Manley, Tammy Wiley, and Derek Richards be appointed as teachers for the 2015 Perry Jr. High summer school session.

   **c. Developmental Program Summer School Staff**

   It is recommended that the following be appointed as summer school staff for the Developmental Program for the period of July 6, 2015 through August 14, 2015: Denise Altamuro, Christine Luvera, Nicole McKenna, Caitlyn Kerr, Michael Winkler, Lynne Roberts, Tammy Zecca, Anne Perra, Liz Halpin, and Terry Draper.

2. **Reclassifications**

   **a.** It is recommended that Ryan Stillwell be reclassified from the position of cleaner nights to the position of grounds/building maintenance nights, effective August 17, 2015.

   **b.** It is recommended that Tom Hutchinson be reclassified from the position of bus driver to the position of cleaner nights, effective September 1, 2015.

3. **Leave of Absence**

   It is recommended that Connie Brockett’s request for a voluntary layoff under the terms of Article X (C) (8) of the New Hartford Teachers’ Agreement for the six consecutive year period of July 1, 2015 through June 30, 2021 be approved.

**C. Committee on Pre-School Special Education (CPSE)**

The recommendations from the Committee on Pre-School Special Education’s meeting of May 1, 2015 (3) are presented for approval.
7. New Business – Personnel (cont’d.)

D. Committee on Special Education (CSE)

The recommendations from the Committee on Special Education’s meetings of April 28, 2015 (9), April 29, 2015 (3), May 5, 2015 (9), May 6, 2015 (11), May 11, 2015 (9), and May 12 (6) are presented for approval.

E. 504 Committee

The recommendations from the 504 Committee’s meetings of April 28, 2015 (1), April 29, 2015 (7), May 5, 2015 (1), and May 11, 2015 (3) are presented for approval.

8. Other Business

- Legislative Update and Ongoing Board Strategy
- Schedule NYSSBA Workshop

9. Adjournment
Regular Meeting of the Board of Education  
Bradley Elementary School Library  
Tuesday, April 28, 2015 - 7:00 p.m.

MEMBERS PRESENT:  Mr. Fiemma, Mr. Jadhon, Ms. King, Mrs. Philipson,  
Mr. Piotrowski, Ms. Soggs Coombs, Mr. Stephens

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

The meeting was called to order at 7:00 p.m.

Pledge of Allegiance

Recognition of Visitors and Delegations

- School Safety Excellence Award – Mary Mandel

A plaque was presented in honor of the district receiving Utica National's School Safety Award (Titanium with Honors).

Presentation – Winter Season Athletic Report – John Banek


Approval of Minutes – Regular Meeting of April 7, 2015

Mr. Stephens moved and Ms. King seconded that the minutes from the Regular Meeting of April 7, 2015 be approved.

Ayes 7, nays 0, motion carried.

Correspondence and Communications

Mr. Nole distributed a note received from a staff member thanking the Board of Education for the letter of support that they recently issued. He also distributed an e-mail received from a sr. high parent praising one of the counselors and the help that he provided their daughter. Lastly, he distributed an e-mail from the NHTA requesting that in the future one or two teachers present a product from their classroom to the Board of Education and the Board agreed.

Board Committee Reports

- Building, Grounds & Transportation Committee – April 8, 2015

Ms. Soggs Coombs reported: The committee discussed and reviewed district safety as well as the New York School and Municipal Energy Consortium Bid. Information was also provided to the committee regarding a proposed lease agreement between the district and Verizon Wireless for a cellular tower located on the Myles Elementary property. The Transportation Department’s recent unannounced inspection by the New York Department of Environmental Conservation (DEC) was also discussed as was a review of the turf field rubber infill. Mold growth on the floor of a storeroom adjacent to a science classroom at Perry Jr. High was discussed as was the fire inspection report.
- **Community Relations Committee – April 8, 2015**

  Ms. Philipson reported: The committee reviewed the budget newsletter which is scheduled to be in resident mailboxes on May 9, 2015 and will also be available on the district website. The May 2015 Report Card newsletter was also reviewed and is scheduled to be mailed on May 16, 2015. The committee also discussed developing a legislative update fact sheet to be sent home with students and placed on the district website.

- **Staffing & Curriculum Committee – April 13, 2015**

  Ms. Philipson reported: The committee received reports from the Social Studies Department and the Art Department. They also received updates on Elementary Enrichment DELTA/STEM and Common Core.

- **Other Reports**

  Ms. Philipson reported on the Teacher Center Policy Committee meeting noting that the New Teacher Induction Program was discussed. From October 1, 2014 through April 16, 2015 145 programs have been offered with 1,340 participants.

  Mr. Flemma reported on the New Hartford Foundation meeting. The Prince Charming Ball was held and was once again very successful. The next major event for the Foundation will be a roast in honor of Don Edick and will be held at Hart’s Hill Inn on November 28, 2015. More information to come.

**Old Business**

**A. Third Reading of Policies/Regulations**

Ms. Soggs Coombs moved and Mr. Stephens seconded that the following policies/regulations be adopted following the third and final reading:

#5001 District-Wide Safety Plans and Building Level Emergency Response Plans
#5002 School Closings
#5003 Short-Term Worker Asbestos Notification
#5003.1 Asbestos Hazard Emergency Response Act Short-Term Notification Forum I
#5003.2 Acknowledgement of Receipt of Asbestos Notification Information
#5004 Notification of Pesticide Application
#5005 Health Insurance Portability and Accountability Act of 1996 (HIPAA)
#5100 Automated External Defibrillation (AED) Policy
#5100.1 Automated External Defibrillation (AED)
#5100.2 Automated External Defibrillation Collaborative Agreement (AED)
#5100.3 Notice of Intent to Provide Public Access Defibrillation
#5101 Health Supplies
#5200 School Wellness Policy
#5201 Free and Reduced Meals Policy
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#5300 Information Security Breach Policy
#5300.1 Security Breach Reporting Form
#5305 Use of Copyrighted Materials
#5305.1 Copyright Guidelines
#5400 Transportation
#5401 Internal Controls Over Fuel Inventory
#5401.1 Internal Controls Over Fuel Inventory
#5500 Patriotic Ceremonies and Observances
#5307 Social Media and Electronic Device Policy

Ayes 7, nays 0, motion carried.

New Business

A. Personnel

1. Appointments

   a. Bus Aide

      Ms. Philipson moved and Ms. King seconded that Lorraine Dunn be appointed to the position of bus aide, effective April 29, 2015.

      Ayes 7, nays 0, motion carried.

   b. Bus Driver

      Ms. Soggs Coombs moved and Mr. Flemma seconded that Renee Kowalski be appointed to the position of bus driver, effective April 29, 2015.

      Ayes 7, nays 0, motion carried.

   c. School Monitor

      Ms. Soggs Coombs moved and Mr. Flemma seconded that Heather O'Donnell be appointed to the position of school monitor, effective April 29, 2015.

      Ayes 7, nays 0, motion carried.

2. Reclassifications

   a. Ms. Soggs Coombs moved and Ms. Philipson seconded that Susan Jones be reclassified from the position of school monitor to the position of teacher aide I, effective September 1, 2015.

      Ayes 7, nays 0, motion carried.
b. Mr. Piotrowski moved and Mr. Fleemma seconded that Kris Sierson be reclassified from the position of senior cleaner nights to the position of senior custodian, effective September 1, 2015.

    Ayes 7, nays 0, motion carried.

c. Mr. Fleemma moved and Mr. Piotrowski seconded that Dave Leuthauser be reclassified from the position of cleaner nights to the position of senior cleaner nights, effective September 1, 2015.

    Ayes 7, nays 0, motion carried.

d. Mr. Piotrowski moved and Mr. Fleemma seconded that Jeff Davis be reclassified from the position of grounds/building maintenance nights to the position of building maintenance worker, effective August 17, 2015.

    Ayes 7, nays 0, motion carried.

e. Mr. Piotrowski moved and Ms. Philipson seconded that Mary Bowee be reclassified from the position of bus driver to the position of teacher aide I, effective April 29, 2015.

    Ayes 7, nays 0, motion carried.

B. Adoption of BOCES Budget for 2015-2016

    Ms. Philipson moved and Ms. King seconded that the Board of Education approve the tentative administration budget of the Board of Cooperative Educational Services, Sole Supervisory District of Oneida, Herkimer and Madison Counties, in the amount of $2,356,159.23 for 2015-2016.

    Ayes 7, nays 0, motion carried.

C. Election of BOCES Board Members

    Ms. Soggs Coombs moved and Mr. Fleemma seconded that the Board of Education casts its votes for the slate of candidates as presented at the April 15, 2015 BOCES Annual Meeting.

    Ayes 7, nays 0, motion carried.
D. Committee on Pre-School Special Education (CPSE)

Ms. Soggs Coombs moved and Mr. Flemma seconded that the recommendations from the Committee on Pre-School Special Education's meeting of March 27, 2015 (2) be approved.

Ayes 7, nays 0, motion carried.

E. Committee on Special Education (CSE)

Mr. Piotrowski moved and Mr. Flemma seconded that the recommendations from the Committee on Special Education’s meetings of March 12, 2015 (7), March 24, 2015 (9), March 25, 2015 (8), March 27, 2015 (1), April 9, 2015 (12), April 10, 2015 (10), April 20, 2015 (12), and April 21, 2015 (9) be approved.

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

F. 504 Committee

Ms. Philipson moved and Mr. Flemma seconded that the recommendations from the 504 Committee’s meetings of March 25, 2015 (1), April 9, 2015 (6), and April 13, 2015 (22) be approved.

Ayes 6, nays 0, abstain 1 (Ms. Soggs Coombs), motion carried.

Other Business

- Legislative Update and Ongoing Board Strategy
  - Fact sheet discussed
  - Informational forum discussed – will be considered when additional information is released by State Education Department

The Board also discussed the procedure for handling anonymous letters received by Board members and whether or not such letters should be discussed in open session. No action was taken.
Executive Session

Ms. King moved and Ms. Philipson seconded that the Board enter into Executive Session at 8:08 p.m. for the purpose of discussing pending litigation and invite attorney Joe Shields and also to discuss the employment history of a particular person.

Ayes 7, nays 0, motion carried.

The Board unanimously agreed to go out of Executive Session at 10:15 p.m.

Adjournment

Mr. Piotrowski moved and Mr. Stephens seconded that the meeting be adjourned at 10:16 p.m.

Ayes 7, nays 0, motion carried.

Respectfully submitted,

Betty Heil, Clerk
MEMBERS PRESENT: Mr. Flemma, Mr. Jadhon, Ms. King, Ms. Philipson, Mr. Piotrowski, Ms. Soggs Coombs, Mr. Stephens

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

The meeting was called to order at 6:59 p.m.

Pledge of Allegiance

Recognition of Visitors and Delegations

The Bradley Band was acknowledged for their recent performance at the New York State Capitol in Albany.

Approval of Minutes

Mr. Stephens moved and Ms. Philipson seconded that the minutes of the Regular Meeting of April 28, 2015 be approved.

During the discussion period, Mr. Flemma noted that information regarding the discussion on how the Board should handle anonymous letters was omitted from the minutes. Ms. Soggs Coombs moved to table the motion to approve the minutes pending amendment and Ms. Philipson seconded. Following amendment, the minutes will be re-presented for approval.

Ayes 7, nays 0, motion to table approval of the April 28, 2015 minutes was carried.

Correspondence and Communications

Mr. Nole acknowledged Teacher Appreciation Week and National Nurse’s Day and thanked the teachers and nurses for all of their hard work and dedication.

Board Committee Reports

There were no Board Committee reports.

New Business

A. Personnel

1. Resignation

Ms. King moved and Ms. Soggs Coombs seconded that the resignation of Kathie Clark from the position of JV softball coach be accepted, effective April 29, 2015.

Ayes 7, nays 0, motion carried.
2. Appointments

a. Summer School Driver Education Teachers

Mr. Stephens moved and Ms. King seconded that the following driver education teachers be appointed for the summer 2015 session: **Thomas Snizek, Paul Bisaccia, and Robert Healey.**

Ayes 7, nays 0, motion carried.

b. Coach

Mr. Piotrowski moved and Mr. Flemma seconded that **Megan Alsheimer** be appointed to the position of JV softball coach for the 2015 spring sports season, effective April 29, 2015.

Ayes 6, nays 0, abstain 1 (Ms. Soggs Coombs), motion carried.

c. Election Workers

Mr. Flemma moved and Mr. Piotrowski seconded that the following people be appointed as Chairperson, Clerks/Inspectors for the May 19, 2015 Annual Budget Vote and that authorization be granted to the district clerk to amend the list as necessary:

**Chairperson: Ellie Jones**  
**Clerks/Inspectors: Nancy Bayliss, Delores Cahill, Anthony Carlo, Sylvia Carlo, Barb Cooper, Lynette Cunningham, Marty Dwyer, Jane Grant, Bob Jones, Anthony Pellegrino, Frances Pellegrino, Rae Rosenfeld, Steve Rosenfeld, Carol Solan, and Barbara Zogby**

Ayes 7, nays 0, motion carried.

3. Leave of Absence

Ms. Philipson moved and Ms. Soggs Coombs seconded that **Katrina Griffith's** request for a voluntary layoff under the terms of Article X (C) (8) of the New Hartford Teachers’ Agreement for the six consecutive year period of July 1, 2015 through June 30, 2021 be approved.

Ayes 7, nays 0, motion carried.
B. Building Condition Survey

Ms. Soggs Coombs moved and Mr. Flemma seconded that the Board of Education authorize the appointment of March Associates Architects and Planners, P.C. to complete a Building Condition Survey and Five Year Plan for the district.

Ayes 7, nays 0, motion carried.

C. Architect

Ms. Soggs Coombs moved and Mr. Piotrowski seconded that the resolution appointing March Associates Architects and Planners, P.C. as the school district’s resident architect be approved as submitted.

Ayes, 7, nays 0, motion carried.

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

Ms. Philipson moved and Ms. King seconded that the recommendations from the Committee on Pre-School Special Education’s meeting of April 17, 2015 (7) be approved.

Ayes 7, nays 0, motion carried.

E. Treasurer’s Report

Ms. King moved and Mr. Flemma seconded that the March 31, 2015 Treasurer’s Report be accepted.

Ayes 7, nays 0, motion carried.

F. Budget Transfers

Ms. King moved and Ms. Philipson seconded that the March 31, 2015 Budget Transfers be approved.

Ayes 7, nays 0, motion carried.

Other Business

- Legislative Update and Ongoing Board Strategy
- Community Relations Committee will schedule a meeting to continue work on the fact sheet.
Other Business (cont'd.)

- Mr. Flemma asked for an update on the investigation into the Jr. Prom post party. Mr. Nole responded that the investigation has not yet been completed and that an update will be provided once it is complete.

Executive Session

Ms. Philipson moved and Ms. King seconded that the Board go into Executive session at 7:32 p.m. for the purpose of discussing pending litigation with the Town of New Hartford and the employment history of particular persons.

Ayes 7, nays 0, motion carried.

The Board unanimously agreed to go out of Executive Session at 8:25 p.m.

Adjournment

Mr. Piotrowski moved and Ms. Philipson seconded that the meeting be adjourned at 8:27 p.m.

Ayes 7, nays 0, motion carried.

Respectfully submitted,

Betty Heil, Clerk
New Hartford Central School District
Staffing and Curriculum Minutes
May 11, 2015
4:00 p.m.

Members Present: Lisa Philipson, Ed Flemming

Others Present: Allen Hyde, Ashraf Allam, Elizabeth Vondell, Andre Paradis and Daniel Pope,
Eve Calli

Excused: Robert Nole, James Stephens

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

Received Physical Education/Health Department Report
Mr. Daniel Pope presented.
Highlights: Reports were provided on participation rates. Currently, there is over a 90% participation rate in physical education classes. The department is continuing to create a fitness based culture with implementation of fitness stations. The stations are on a ten minute rotation schedule at the beginning of each class. This stations cover six domains for all elementary students. There is a plan to implement the fitness stations into physical education classes at the junior and senior high schools as well. Equipment has been acquired to assist with the implementation of the fitness stations. The physical education department is reviewing policies to create consistent and pervasive practices. The school website will continue to be updated. The weight room at the junior high and fitness room at high school are under review for updates. Mr. Pope is working with Mr. Banek to come up with a plan to enhance the offering in each room at the respective buildings. The department will continue to research outside programs to help students remain physically active. Other outside venues will be explored as well. APPR reports were provided in reference to health teachers. First Aid/CPR will continue to be explored as an option to offer our students.

Received Science Department Report
Mr. Andre Paradis presented.
Highlights: Reviewed staffing in the Science Department. Students are taking multiple science classes at the secondary level. Test results were reviewed. The results on NYS exams, Regents and AP Assessments have been consistent with past results. The new textbooks have been utilized this year as well as lab materials. Next year 155 students are enrolled in Chemistry. Open enrollment was discussed and the success that students experience as a result of having several options. Test results have been consistent over the years. Teachers continue to use benchmarks as one tool to help inform instruction. They collaborate to analyze results. Advanced Placement Curriculum revisions were reviewed. Information was provided on all of the updates that have been completed. This includes Advanced Placement Biology, Chemistry, Physics and Environmental Science. The new curriculum focuses on inquiry based
science and science lab experiences. For eighth grade students, the teachers will be pre-teaching Earth Science topics in June. Science 7 AIS has been implemented at the junior high school. The program will continue to be analyzed. Finally, the department is currently reviewing the Effective Communicator program. The work on this program will continue over the next year.

**Received Special Education Proposal**
Mr. Ashraf Allam presented.
The Local Assistance Plan (LAP) was discussed. A proposal for a 15:1 program for students was presented to the committee. Resource and 12:1:1 is at the junior high school. Resource students receive 40 minutes of service per day. The 12:1:1 class is designed to provide more support for students on an academic level. Questions on how to prepare students for Regents examinations and other assessments were discussed. The students need more direct instruction instead of slowing down the instruction. The idea is to create a 15:1 service. Within this program, there would be 80 minutes of English and 80 minutes of Mathematics. Details of this model were shared with the committee. Scheduling was discussed by Miss Vondell. All Committee members are in support of adding this program to our junior high school for the 2015 - 16 school year. This includes the addition of one staff member at the junior high school.

**Received Common Core Update and Discussion**
Discussed “Fact Sheet” that will be shared with parents and placed on our school website. The Community Relations Committee will meet to review a draft.

Meeting adjourned by Lisa Philipson at 5:12 pm

Next meeting for Staffing & Curriculum Committee: June 8, 2015 at 4:00 in the Bradley Library
To: Mr. Nole/Mr. Hyde

From: Thomas J. McAvaney

Date: April 27, 2015

Re: Summer Music Lessons

Once again the Music Department would like to offer a Summer Music Program. The program would run for two five-week sessions through July and August

The following programs will be offered:

- Allegro Band-current 4th & 5th graders
- Vivace Band-current 6th thru 8th graders
- Suzuki Group-current 2nd & 3rd graders
- Summer Orchestra-current 4th thru 6th graders
- Private Summer Music Lessons-Band and Strings

All are certified NYS Music teachers. I recommend the following teachers be approved for this program:

- Returning Teachers
  
  Katie Donovan and Michelle Wilcox-Strings
  
  Maryann Snow, Tim Ferguson, Jo Anne Goodemote, Brian Dunlap and Dan Fabbio-Band
To: Robert Nole, Superintendent
From: Keith Levatino, Principal
Re: Summer School Recommendations
Date: May 8, 2015

At this time I would like to recommend the following faculty members for Perry Junior High’s summer school program this year.

- Mrs. Eve Calli
- Mr. Jud Spanneut
- Ms. Lisa Manley
- Mrs. Tammy Wiley
- Mr. Derek Richards

The program will begin on Monday, July 6th and will run through Friday, July 24th.

If you have any questions please do not hesitate to contact me. Thank you.
To: Robert Nole  
From: Ashraf Allam  
CC:  
Date: 5/1/15  
Re: Extended School Year

Memo

In order to meet the requirements for providing extended school year services under Part 200 of the Commissioners Regulations, we will be holding a summer session from July 6 – August 14, 2015. The staffing for the program will be as follows:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Denise Altamuro</td>
<td>Teacher (6 Weeks)</td>
</tr>
<tr>
<td>Christine Luvera</td>
<td>Teacher (3 Weeks)</td>
</tr>
<tr>
<td>Nicole McKenna</td>
<td>Teacher (3 Weeks)</td>
</tr>
<tr>
<td>Caitlyn Kerr</td>
<td>Teacher Assistant (6 Weeks)</td>
</tr>
<tr>
<td>Michael Winkler</td>
<td>Teacher Assistant (6 Weeks)</td>
</tr>
<tr>
<td>Lynne Roberts</td>
<td>Occupational Therapy (4 days/week, 6 Weeks)</td>
</tr>
<tr>
<td>Tammy Zecca</td>
<td>Occupational Therapy Assistant (2 days/week, 6 Weeks)</td>
</tr>
<tr>
<td>Anne Pera, Liz Halpin, Terry Draper</td>
<td>Speech (1 day/week each, 6 Weeks)</td>
</tr>
</tbody>
</table>

Physical Therapy will be provided through the district’s existing contract with Developmental Therapy Associates (DTA).
NAME: Ryan Stillwell

ADDRESS:

EFFECTIVE DATE OF PROVISIONAL APPOINTMENT: August 17, 2015

HOURLY RATE: $16.34 (2015-16 rate)

JOB TITLE: Ground/Building Maintenance Nights

OLD TITLE: cleaner / nights

OLD RATE: $15.41

CIVIL SERVICE TITLE: Building Maintenance worker

SCHOOL TITLE (if different):

SCHOOL BUILDING ASSIGNMENT: District

REPLACEMENT FOR: Jeff Davis

HOURS PER DAY: 8 hours

BACKGROUND: Mr. Stillwell was the most senior bidder who was qualified for this position.

C: Sharie Arnold
NEW HARTFORD CENTRAL SCHOOL DISTRICT
NEW HARTFORD, NEW YORK 13413
Business Office
Phone: 315/624-1280
Fax: 1-315/624-1255

NAME: Tom Hutchinson
ADDRESS:

EFFECTIVE DATE OF PROBATIONARY APPOINTMENT: September 1, 2015

HOURLY RATE: $13.60 (2015-16 rate)
JOB TITLE: Cleaner Nights
OLD JOB TITLE: Bus Driver
OLD JOB RATE: $14.20

CIVIL SERVICE TITLE:

SCHOOL TITLE (if different):

SCHOOL BUILDING ASSIGNMENT: Junior High

REPLACEMENT FOR: David Leuthauser

HOURS PER DAY: 7.5 hours

BACKGROUND: Mr. Hutchinson was the most senior bidder for this position.

C: Sharie Arnold