

**Board of Education
Regular Meeting**

Minutes October 5, 2022

**ELMIRA HEIGHTS CENTRAL SCHOOL DISTRICT
ELMIRA HEIGHTS, NEW YORK**

Call to Order: The Regular Meeting of the Board of Education was called to order at 7:05 p.m. on October 5, 2022 following audit committee meeting by Board President Joseph Sullivan followed by the pledge of allegiance.

Members Present: Jody Buckley, Christopher Callas, John Cole, Terry Day, Michael Lepak, Joseph Sullivan, Andrew Willard

Member Absent:

Others Present: Michael Gill, Martha Clark, Brandon Foley, Alyssa Hoobler, Rick Churches, Dave Ruhmel

APPROVAL OF AGENDA/MINUTES

Agenda -

A motion was made by John Cole, seconded by Michael Lepak and carried 7-0 to approve the agenda of the October 5, 2022 Board of Education Regular meeting session.

Minutes –

A motion was made by Jody Buckley, seconded Michael Lepak and carried 7-0 to approve the minutes of the following Board of Education Meetings:

September 7, 2022
September 22, 2022

Board of Education Regular Meeting
Board of Education Regular Meeting

Order of Business:

A motion was made by Andrew Willard, seconded by Terrance Day and carried 7-0 to suspend the regular order of business to accommodate guests, special discussion topics and presentations in an order of business as deemed appropriate.

COMMENTS FROM THE PUBLIC AND STAFF

Michael Gill - Superintendent ♦ Many reassessments done in Town of Horseheads, we will see some tax certioraris and reductions this ♦ Attending the Annual NYSSBA Convention at the end of this month in Syracuse ♦ Grant money is funding a trip for 10 staff members to attend MTSS/RTI Conference in Louisville, KY to help the district build supports for students ♦ New website coming soon!
♦Really enjoy having an SRO back in the district!

Brandon Foley – Middle School Principal ♦ Fall festival was outstanding! Had lots of vendors, even added TIES Program and Boys Scouts! It was a great turnout! Big Thank You to facilities crew! ♦ MTSS/RTI Conference coming up. Exciting opportunity for staff.
♦Middle School Student Council Advisor, Alyssa Hoobler, gave a presentation on the Youth in Government trip to Albany to the Board of Education.

At this point in the meeting, the Board moved to:

NEW BUSINESS

J-1 Youth in Government Trip – approved

A motion was made by Michael Lepak, seconded by Andrew Willard and carried 7-0 to approve the Youth in Government trip to Albany November 20, 21, 22, 2022 for the Middle School Student Council representatives to attend the Model State Legislature and to present and debate a Bill that they create.

At this point in the meeting, the Board returned to COMMENTS FROM THE PUBLIC AND STAFF:

Martha Clark – Business Manager ♦Been back and forth with state for reporting, ESSA report is due December. ♦ Budget kick-off planning starting now.

Other Staff – School Resource Officer (SRO) Officer Ruhmel ♦ Officer Ruhmel introduced himself and gave a brief history of his experience in law enforcement. ♦ Very welcoming transition here in the Heights and great connection with EHPD ♦ Work with SAW/Safety Committee with Mr. Lutz has been productive

Public Comments - EHPD Chief Churches praised Officer Ruhmel and the Heights community and he expressed his excitement to see Officer Ruhmel as the SRO for Elmira Heights CSD.

PERSONNEL:

A motion was made by Jody Buckley, seconded by John Cole and carried 7-0 to approve the following recommended personnel items F-1a thru F-4a, and being further resolved that upon receipt of final clearance from the State Education Department, any conditional appointments shall be changed to regular appointments, reflecting the effective date of said Board meeting.

F-1 Update to Prior Appointment

- a. The Board approved correct the spelling of provisional appointment from the September 22, 2022 meeting to Brittney Hidalgo (instead of Brittany Hidalgo).

**F-2 Resignations / Terminations / Retirements
Resignation**

- a. Kelley Groome, Teacher Aide (Assigned to Café)
The Board accepted, the resignation of Kelley Groome as teacher aide (assigned the cafeteria) effective immediately. Ms. Groome's last day with the district was September 23, 2022.

F-3 Appointments

The Board approved the following personnel. Be it further resolved that upon receipt of final clearance from the State Education Department, any conditional appointments shall be changed to regular appointments, reflecting the effective date of said Board meeting.

- a. The Board approved the following substitute(s) for the 2022-2023 school year:
Substitute Teacher: Jason Legasse

- b. The Board approved the following probationary appointments:

Julie Reese
Cleaner
Effective: October 6, 2022
Probationary Period: October 6, 2022 through October 5, 2023/Civil Service Regulations
Compensation per EHESSA Contract: \$15.00 per hour (Step 3)

Kourtne Evans
Teaching Assistant
Effective: October 6, 2022
**Probationary Period: October 6, 2022 through October 5, 2026
Certification: Teaching Assistant COVID Emergency expires January 31, 2025
Compensation per EHESSA Contract: \$17.85 per hour (Step 1)

**To the extent required by the applicable provisions of Education law §§2509, 2573, 3212 and 3014, in order to be granted tenure the classroom teacher or building principal shall have received composite or overall annual professional performance review ratings pursuant to Education law §3012-c and/or 3012d of either effective or highly effective in at least three (3) of the four (4) preceding years. If the classroom teacher or building principal receives an ineffective composite or overall rating in the final year of the probationary period he or she shall not be eligible for tenure at that time. For purposes of this subdivision, classroom teacher and building principal mean a classroom teacher or building principal as such terms are defined in Sections 30-2.2 and 30-3.2 of this part.

- c. Coaches

The Board approved the following list of coaches for the 2022-23 school year pending all certification requirements.

<u>Coach</u>	<u>Sport</u>	<u>Level</u>	<u>Year</u>	<u>Stipend</u>
Sheena Sadler	7 th Grade Girls Basketball	1	1	\$ 2,285.50
Don Wainwright	8 th Grade Girls Basketball	1	1	\$ 2,285.50
Levi Howe	7 th Grade Boys Basketball	1	1	\$ 2,285.50
Nick Hart	8 th Grade Boys Basketball	2	4	\$ 2,329.46

- d. Tutoring

The Board approved the following list of tutors for the Cohen Elementary School after school tutoring program at a rate of \$30.00 per hour:

Robert Cavalier	Sarah	Dawn Call	Paula Cole
Nancy Kennison	Cunningham	Anita Scata	Cheryl Hayes
Jennifer Johnson	Wendy Jurusik	Monica Forte	Cameron
Olivia Thresher	Linda Stearns	Nancy Monks	Margeson

F-4 Change in Appointment Status:

- a. The Board approved the permanent/tenure status for the following staff after successfully completing their probationary period:

<u>Name</u>	<u>Effective Date</u>	<u>Tenure Area / Position</u>
Jillian O'Connell	11/2/2022	Teaching Assistant
Barbara Adam	11/3/2022	Cleaner

FINANCIAL

G-1 Reports - acknowledged

A motion was made by Andrew Willard, seconded by Christopher Callas, and carried 7-0 to acknowledge the following consent financial reports G1a through G1f.

- a. Budget Status Report as of September 28, 2022
- b. Revenue Status Report as of September 28, 2022
- c. Budget Transfer Reports as of: September 28, 2022
- d. Treasurer's Report for August 2022
- e. Claims Auditor Report for August 2022
- f. Extra Classroom Report for August 2022

G-2 Financial Statements and Audit Report 2021-22

A motion was made by Jody Buckley, seconded by Christopher Callas, and carried 7-0 to accept the District's 2021-22 financial statements & audit report, and the 2021-22 financial statements and the audit report of the Extraclassroom Activity Fund as presented by Buffamante, Whipple, Buttafaro, P.C. at the October 5, 2022 Audit Committee meeting.

G-3 Management Letter Response & Corrective Action Plan-Financial Statements 2021-22

A motion was made by Terrance Day, seconded by John Cole, and carried 7-0 to accept the Corrective Action Plan for the management letter dated October 5, 2022 concerning the basic financial statement for the year ended June 30, 2022.

G-4 Management Letter Response & Corrective Action Plan-Extraclassroom Audit 2021-22

A motion was made by John Cole, seconded by Andrew Willard, and carried 7-0 to accept the Corrective Action Plan for the management letter dated October 5, 2022 concerning the audit of the Extraclassroom Activity Fund for the year ended June 30, 2022.

G-5 Tax Certiorari – Longford Farm Realty, LLC

A motion was made by Terrance Day, seconded by Andrew Willard, and carried 7-0 to approve the following resolution:

Upon the recommendation of the School District's attorneys and having had an opportunity to consider the proposed settlement in the Matter of Longford Farm Realty, LLC, Petitioner v. The Assessor of the Town of Horseheads, Chemung County, New York; The Town of Horseheads, New York; and the Board of Assessment Review for the Town of Horseheads, New York, Respondents, and the Horseheads Central School District, Intervenor-Respondent, Chemung, New York, Index No.2022-5490;

RESOLVED that the above settlement is approved and that the President of the Board of Education, the Superintendent of Schools and the School District's attorneys are each separately authorized to sign any documents necessary to complete the settlement.

G-6 Chemung Canal credit line increase

A motion was made by Terrance Day, seconded by Michael Lepak, and carried 7-0 to approve the following resolution:

WHEREAS, on date pursuant to proper notice a duly constituted meeting of the BOARD OF DIRECTORS was held at address.

RESOLVED, that the BOARD OF DIRECTORS hereby approves Borrower to enter into legal agreements generally referred to as a business loan for working capital. The request is for an increase in credit line from \$15,000 to \$32,500 with the following line increase amounts: Andrew Lutz \$5,000, Brandon Foley \$5,000, Megan Molina \$5,000, Tom Boyanowski \$5,000, Martha Clark \$5,000, Michael Gill \$7,500.

RESOLVED FURTHER, that name of person(s) authorized to sign, title, is/are hereby authorized and directed to perform such acts and to execute and deliver such further instruments as they deem appropriate to consummate, extend, or renew any of the above-described transactions and to carry out these resolutions.

G-7 Town of Horseheads 2022 Tax Roll Reduction

A motion was made by John Cole, seconded by Andrew Willard, and carried 7-0 to acknowledge the tax bill for the 2022 assessment roll for Conwell Corporation for property designated as Tax Map No. 69.18-3-15 at 394 East 14th Street, Town of Horseheads, be decreased by \$1,214.57, from \$3,503.73 to \$2,289.16. This reflects a reduction in the assessed valuation from \$185,200 to \$121,000 as described Chemung County Real Property Tax Office on September 29, 2022.

FACILITIES

H-1 2022 Capital Outlay / Annual Project Update – Superintendent reported only one thing left; doors for storage area.

H-2 2023 Capital Outlay Project – no new updates to report.

H-3 Capital Project 2021 / Energy Performance Contract (EPC) Update – still waiting on final approvals from Albany. Will bring back to the Board in December to show what scope of work made the final cut. Big pieces of the project are still the same.

NEW BUSINESS

Moved to Comments section at beginning of meeting.

CONSENT

A motion was made by John Cole, seconded by Christopher Callas and carried 7-0 to approve the following consent agenda items K-1 through K-3

K-1 CSE Recommendations and Funding - approved

The Board of Education approved the recommendations and funds to support placements for determinations made at the September 14, 16, 19, 20, 27, and 30, 2022, CSE/504 meetings and the funds to support such recommendations.

K-2 CPSE Recommendations and Funding - approved

The Board of Education approved the recommendations and funds to support placements for determinations made at from the September 14, 2022 CPSE meeting(s) and the funds to support such recommendations.

K-3 Local Transportation Agreement for Students in Foster Care with Chemung County DSS - approved

The Board acknowledged the district's Local Transportation Agreement for Students in Foster Care with Chemung County Department of Social Services for the 2022-2023 school year as required by New York State Office of Children and Family Services and State Education Department.

NEXT MEETING

Wednesday	September 21, 2022	Regular BOE Meeting (if needed)	7:00 pm	Community Room
Wednesday	October 5, 2022	Regular BOE Meeting (following Audit Committee @6:30)	7:00 pm	Community Room

EXECUTIVE SESSION:

At 7:59pm a motion was made by Christopher Callas, seconded by Terrance Day, and carried 7-0 to enter executive session to discuss personnel.

ADJOURN EXECUTIVE SESSION:

At 8:33pm a motion was made by Jody Buckley, seconded by Terrance Day, and carried 7-0 to adjourn executive session.

ADJOURNMENT

– At 8:34 pm motion was made by Jody Buckley, seconded by Christopher Callas, and carried 7-0 to adjourn the meeting.

Clerk

Cohen Middle School
Fall Festival

September 22, 2022



An event celebrating all things CMS and the Heights Community



A big thank you to

Our sixth, seventh and eighth grade teams for putting together handouts and activities for families to see and do. Our specials team for providing an informational handout along with running a tie-dye station. Businesses and organizations from the community including the Elmira Heights PD and FD, TIES, Boy Scouts of America, DJ Coffin, PFO, Heights Booster Club, Serendipity Ice Cream & Bells Coffee!

One big shout out to our amazing facilities team for all the communication and support in making this a special night!



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FOR SOCIAL RESPONSIBILITY

LEARN LEAD SERVE

Middle School Youth And Government Manual
New York YMCA Youth And Government



WWW.YMCANYS.ORG/YAG

NEW YORK YOUTH AND GOVERNMENT MIDDLE SCHOOL MANUAL

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New York YMCA Youth And Government

New York Youth And Government (YAG) is a three-day experiential learning conference in which students participate directly in a simulation of the State's democratic process. Acting as Senators and Assembly Members, students write, debate, and vote on legislation that affects them. Officers elected by students serve as Governor, Speaker of the Assembly, President of the Senate, and are appointed to other conference leadership positions. During the entire process students are supported by YMCA professionals, teachers, advisors, alumni, parents, and volunteers. YAG offers students the opportunity to learn about a wide variety of issues, develop critical thinking skills, and articulate their beliefs while engaging constructively with those who hold like and opposing views.

Youth And Government is a national government and politics program that promotes civic literacy as well as community service.

Legislation first proposed in Youth And Government now is seen in more than three hundred actual laws in states throughout the country, including those that:

- Require signal lights at railroad crossings
- Reclaim strip mined land
- Hold 18 year olds responsible for contracts they sign
- Create the white line on the side of the road
- Establish "right turn on red"
- Established Special Education
- Provide for driver's education
- Promote campaign finance reform
- Provide for medical malpractice reform.
- Ratification of the 26th Amendment to the Constitution of the United States granting the vote to 18 year olds.

Youth And Government Use of the Capitol Building

The privilege to use the Capitol Building and its rooms as part of the program is one we are excited to offer as part of our program, but it is never guaranteed. Due to the variety of safety protocols, travel considerations, and other potential issues, the Capitol trip may be canceled at any point and the conference will continue at the hotel. This is never our goal, but it must be stated as it is a possibility.

Frequently Asked Questions

State Assembly Dates:	Sunday, November 20th –Tuesday November 22nd								
Location:	The Desmond Hotel, Albany New York								
Webpage:	http://www.ymcanys.org/home/yag/middle-school/								
Adult Leadership:	At least one adult must accompany every fifteen (15) youth members of a delegation. These adults must be registered participants with the program, stay with their delegation, assure their youth carry out the Code of Conduct and assist with the program.								
Registration:	Submit registration, bills, and payment. Due October 31st, 2022.								
Fees:	<table> <tr> <td>Students (4 to a room)</td> <td>\$300.00</td> </tr> <tr> <td>Students (2 to a room)</td> <td>\$400.00</td> </tr> <tr> <td>Adults (Shared Room with one other adult)</td> <td>\$300.00</td> </tr> <tr> <td>Private Room, Adult or Student</td> <td>\$450.00</td> </tr> </table>	Students (4 to a room)	\$300.00	Students (2 to a room)	\$400.00	Adults (Shared Room with one other adult)	\$300.00	Private Room, Adult or Student	\$450.00
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Adults (Shared Room with one other adult)	\$300.00								
Private Room, Adult or Student	\$450.00								
Meals:	All Meals provided during the conference.								
Forms:	All forms available at: http://www.ymcanys.org/yag/resources/ Online registration and submission information for the State Assembly will be available in September.								
Refund Policy	<p>We have a NO REFUND POLICY, unless the conference is canceled.</p> <ul style="list-style-type: none"> • Delegations can send replacements if needed, but we are not able to offer any refunds. • A positive Covid test will be an exception to this policy. 								
Financial Aid	The YMCA is happy to offer individual need-based assistance to ensure that all students have the chance to participate. Students can apply at: http://www.ymcanys.org/yag/financial-aid/								
COVID Safety Protocols	A clear and explanatory document will be distributed to all participants and advisors prior to the conference explaining the safety protocols and procedures the conference will be taking and enforcing. Due to the changing laws and statistics, waiting until close to the conference will allow us to make the best decisions and implement the recommended strategies and policies.								

Sample YMCA Youth And Government Schedule (Subject to change)

Day 1	Meeting	Location
3:00 p.m.	Registration and Check-in	King Street 4 & 6
4:00 p.m.	New Delegate Orientation (All Delegates)	King Street 4 & 6
4:05 p.m.	All Adult Meeting (Students supervised)	Town Hall
5:00 p.m.	Opening Session (All Delegates and Adults)	King Street 4 & 6
5:45 p.m. – 6:30 p.m.	Committee 1	Town Hall
	Committee 2	King Street 8
	Committee 3	High Street 24
	Committee 4	High Street 26
	Committee 5	High Street 28
6:30 p.m. – 7:20 p.m.	Dinner	King Street Courtyard
7:30 p.m. – 8:45 p.m.	Return to Committees	
9:00 p.m. - 9:15 p.m.	Closing Session	King Street 4 & 6
9:45 p.m.	Curfew (Students in Rooms)	
Day 2	Meeting	Location
7:30 a.m. – 8:30 a.m.	Breakfast	King Street Courtyard
8:30 a.m.	Opening Session	King Street 4 & 6
8:45	Chambers Begin	
	Senate	King Street 4 & 6
	Assembly	Town Hall
10:00 a.m. -10:30 a.m.	Travel to Capitol	
10:30 a.m. -10:45 a.m.	Capitol Security	

Day 2	Meeting	Location
11:00 a.m. -11:45 a.m.	Group 1 Tour, Group 2 Lunch	
11:45 a.m. -12:30 p.m.	Group 1 Lunch, Group 2 Tour	
12:45 p.m. – 1:15 p.m.	Travel to Hotel	
1:45 p.m. - 5:30 p.m	Chambers Resume	
	Senate	King Street 4 & 6
	Assembly	Town Hall
6:00 p.m. – 7:00 p.m.	Dinner	King Street Courtyard
7:00 p.m.	Delegation Caucus	King Ballroom
7:15 p.m. – 9:15 p.m.	Evening Recreation (Movie, Games, etc...)	
	Movie	Town Hall
	Karaoke	King Street 4 & 6
	Games	King 2
	Quiet Room	King 8
9:15 p.m.	Closing Session	King Street 4 & 6
10:00 p.m.	Curfew (Students in Rooms)	
Day 3	Meeting	Location
7:30 a.m. – 8:45 a.m.	Breakfast	King Street Courtyard
9:00 a.m.	Veto Overrides and Final Bills	King Street 4 & 6
10:00 a.m. – 11:30 a.m.	Closing Session	King Street 4 & 6

How do we get started?

The YMCA Youth And Government Program is designed to allow students in 6th-8th grade to gain a basic understanding of their State Assembly. We design the process with the goal of being accessible for all students and maximizing the efforts and time of all adults involved. Every group is different, and the Y staff will work with you to help create a plan that works for you specifically, but the entire process falls into three basic steps. Each group has to identify the students, help them write their bills, then prepare them for the conference.

You can easily have a successful with group with 3 basic steps, each of which can be its own meeting. However, you can continue to add benefit and value to the experience by expanding or having more as you see fit. If you choose to use the 3 meeting model and you start at the beginning of the year, then each meeting corresponds to the start of a new month (September, October, November) leading up to the conference.

- **Step 1: Choose Your Group (September)**
- **Step 2: Write Your Bills (October)**
- **Step 3: Prepare Your Team(November)**

For all of these meetings we have scripts and materials we are happy to share with you, but Y staff are trained and ready to come help lead these meetings if you would prefer.

Interest Meeting

Once you have decided who to offer the chance to, many groups will have a meeting where they explain the program and encourage these students to participate. A Y staff member is always happy to help with these meetings by being present to speak at them, and/or by helping prepare for them.

Bill Writing Workshop

Much like the Interest meeting, this is a chance for the students to go through a process that teaches them how to write a Bill from start to finish. Y Staff are happy to come and conduct these meetings, and you can schedule them any time. Additionally, the materials and script for this meeting can be found in the Writing a Youth And Government Bill Handout available at <http://www.ymcanys.org/middle-school-bill-writing/>

Parliamentary Procedure & Debate Training

Once the Bills and Registration are submitted, you can turn your focus to preparing for the specifics of the conference. This includes Parliamentary Procedure, Speech Writing, and Public Speaking. This training helps students through the process of each of these three and prepares them for debate at the actual conference.

Step 1: Choosing Your Group

Every group requires an adult leader, and our term for this person is the Advisor. If you are reading this, then you are likely the Advisor or considering it. Thank you. Our Advisors are the reason this program exists, and every year hundreds of students have their lives improved because of people like you.

Picking the Group

Every Advisor needs to find a group of students that they are willing to bring on this experience, and trust to be mature enough to handle the opportunity. How you select these students is up to you and your school. All 6th-8th graders are eligible on our end, but there are many examples of methods schools use. Identifying the students is also very important to the program's success. There is not an ideal student to recruit for YAG. However, we have found that those who are interested in public policy, mock trial, government, debating, law, media, journalism, and current events, or students who just like to get to know people are a great place to start. Many schools open the process to all who are interested, some teachers choose to teach the program as an elective class, others use the program only for their Student Council or gifted programs. Often groups in their first year will hand pick a few students as a trial.

Group Size

There is no specific size that a group must be. Groups as large as 150 and as small as 1 have had great success in our programs. Travel to and from the conference, as well as the free adult for every 15 students are important considerations when deciding the size of the group. The most important thing is that the Advisor is comfortable with the group individually and as a whole.

Interest Meeting

Once you have decided who to offer the chance to, many groups will have a meeting where they explain the program and encourage these students to participate. A Y staff member is always happy to help with these meetings by being present to speak at them, and/or by helping prepare for them.

Intent Form

The Intent to Participate Form reserves space for your delegation at the conference. This number is your best guess of how many students and adults you expect to bring to the conference. We do not need individual names at this time, and you may change this number as circumstances change. <http://www.ymcanys.org/yag/middle-school-intent-to-participate-form/>

Research Challenge

At the end of an interest meeting, or once the students are identified, they must then be given the challenge to start deciding what they might want to write a bill about. They should be encouraged to bring some ideas to the next meeting, where they will decide who their partners are and what they are going to write about. Resources at <http://www.ymcanys.org/yag/resources/> will help students with this process.

Step 2: Writing Your Bills

Once you have identified which students will be participating and given them the chance to do some research, it is time for the Bill Writing Process. Writing and presenting a bill is one of the most important portions of this process. Every student should be a part of helping to draft and prepare the team presenting each bill. There are several materials and worksheets available for students thinking about writing a bill at <http://www.ymcanys.org/yag/middle-school-bill-writing/>.

Bill Author Teams

Every Bill can have between 1 and 8 Authors working together as a team. Please try to have as many students per bill as possible so more students get to be authors, but we understand the unique nature of working with students and so allow you the flexibility necessary to best accommodate each student. There is no disadvantage to a student who is not an author. Each group is allowed to have 1 bill, and another for every 8 students (or portion thereof) they bring. For example, groups of 1-8 students may bring one bill, 9-16 students means two bills, 17-24 students is three bills, etc.. Exceptions can be made in individual cases by the State Director, but in order to allow for all bills prepared to be heard on at the State Capitol, the number of bills must be limited. Every student who attends the conference will be assigned to either the Senate or the Assembly after registration. They need not worry about this during the bill writing process, except to know they will always be with their fellow Authors if they are on an Author team.

The legislation the students present is not expected to be tedious or lengthy. While many ideas discussed first by the Youth Legislature have gone on to become law, the first priority is familiarizing your students with their rights and duties as citizens, and the importance of healthy and respectful debate on public issues. This program builds students confidence by showing them how important their voice can be, and how other young people care about their communities.

Bill Ideas

Students should write about things they care about and consult adults they know about what ideas to write about. A great resource for finding out more about the current laws is <http://public.leginfo.state.ny.us/> where you can search all current New York laws.

Practice Debates

You can have practice debates among your students on each other's bills, teaching about the importance of perspective, and allowing students to realize and anticipate arguments both for and against their idea so they are better prepared.

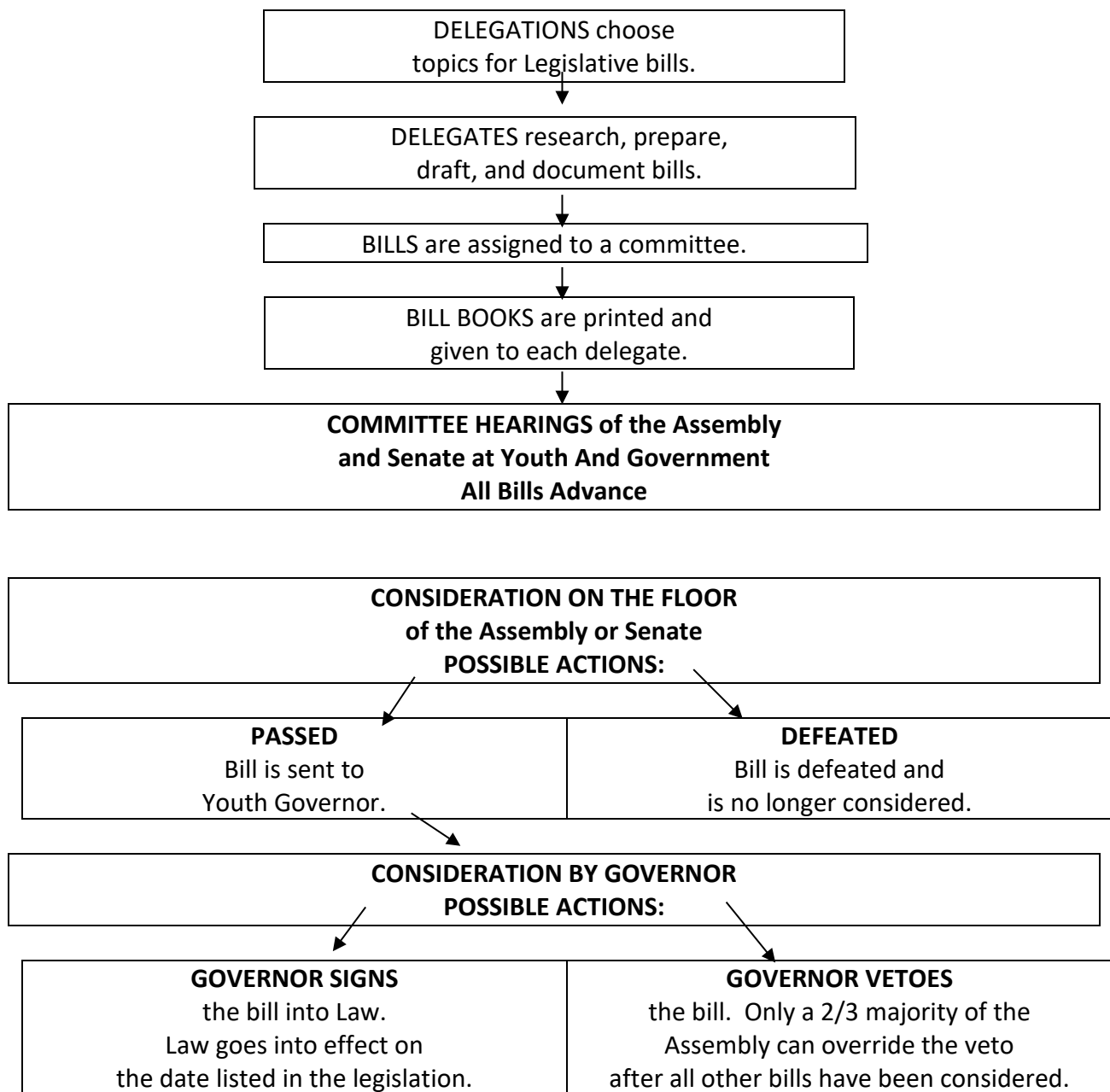
Bill Submission

Bills are due with your Registration on October 28th.

Bill Presentation

Once the bill is written students will need to prepare for their presentation of the bill for debate at the conference. Debate for each bill follows the same process. Authors will be able to speak at the beginning and end of debate on their bill, and will have a total of 4 minutes to divide between their opening and summation speeches. Between these speeches there will be a 2-minute period where delegates may ask the Authors technical, fact based questions. That will be followed by alternating speeches in favor and opposed to the bill. Debate will close with the Author's summation, then the bills will be voted upon.

How a Bill Becomes Law at the Student Assembly



Step 3: Preparing Your Team

Once your Bills have been submitted, your group can turn its focus to preparing for the debate aspect of the conference. At the conference every bill will be presented, and when students are not presenting their own bill they will be debating those presented by others. This is to be done in a respectful and sincere manner, but it is also a chance for students to understand the power of their voice and their right to speak up on important issues. In order to prepare for this process, students need to practice and understand the Parliamentary Procedure that will be used, the purpose and goals of Debate, and how to give an effective speech.

Additionally, success at the conference is not solely based on a student's participation in debate but all portions of the conference. Thus students should learn about the Conference Bill Book, how to read the Conference Schedule, and that it is important for them to seek to interact with students from other schools during the social time as well.

Parliamentary Procedure & Debate

During the debate process students must follow Parliamentary Procedure, which includes getting recognized to speak, addressing the chair, and a few other small details. A more detailed explanation is available in our Debate Guidelines handout, and YMCA staff is happy to share or perform our Parliamentary Procedure and Debate workshop with your students. These materials are available at <http://www.ymcanys.org/yag/resources/>.

Bill Book

The Bill Book is each student's guide to the Conference. Upon Arrival each person will receive a bill book that contains the Conference Schedule, Maps of each location, a copy of every bill to be presented, and any other relevant info. Students should always have these unless told otherwise.

Student Roles

Assembly Members & Senators

All students who participate will be serving as a Senator or Assembly Member. This role will be assigned by the conference based on logistical need. Some students will also have the chance to serve in additional specialized roles.

Specialized Roles

Bill Author

Select students will be chosen from each group to prepare and present a piece of legislation. This process should be a team effort with your entire group, but only up to 8 may be selected per bill. Each group is allowed to have 1 bill, and another for every 8 students (or portion thereof) they bring. For example, groups of 1-8 students may bring one bill, 9-16 students means two bills, 17-24 students is three bills, etc.. Exceptions can be made in individual cases by the State Director, but in order to allow for all bills prepared to be heard on at the State Capitol, the number of bills must be limited

Candidate

Any 8th grader may be nominated to run for office. They need to be confident, responsible, and a good leader. They will give a speech in front of the General Assembly and must be willing to serve throughout the year, including attending the conference the following year as a 9th grade student. For more info, see the Candidates & Elections section on the next page.

Committee Chair

Each Delegation may appoint one student, preferably an 8th grader, to serve as a Committee Chair. This person will chair or co-chair a committee. They need to be confident, responsible, and a good leader. They will receive special training during the practice session on the first night as well as preparatory materials before the conference.

Parliamentarian

Each Delegation may nominate one delegate to be a clerk. They will serve alongside a presiding officer in either Committee or Chambers. They are allowed to debate while serving. They will keep time, read bill titles, and assist the presiding officer in keeping order. This person needs to have a watch or phone with a stopwatch app. Students who are nominated by their schools will be assigned to a role as a doorkeeper or clerk by the YMCA staff. Parliamentarians should have a working knowledge of Parliamentary Procedure

Candidates & Elections

The New York Youth And Government Program is a student led experience, and Officers are selected for the following year through an election. There can be only one candidate per delegation, and they are all in the same election. The Three top vote getters will be selected as Governor, Speaker of the Assembly, and President of the Senate and will serve a one-year term.

- One Candidate in 7th Grade from each group may run for Office.
- All Candidates must submit the [Candidate Commitment Form](#) signed by the Candidate, his or her guardian, and his or her Student Y Advisor.
- All Candidates and Officers must be in good standing with their school administration.
- Campaigns may not hand out any items nor bring or create any items to use to promote the candidate. Social Media and Internet posts are also not allowed.
- Campaigns will only use in person-interactions and the speeches the students give to promote their candidate.
- Each candidate will run on an issue-based platform wherein he or she will explain his or her views on state issues to voters. Platforms will be based around three issues:
 - An issue that affects the candidate's community service interests
 - An issue that affects the candidate's local community
 - An issue that affects the commonwealth of New York as a whole
- Each Candidate for office will have two minutes to give his or her speech on the final morning. At least one minute of the speech must be dedicated to the Candidate's platform(s). The remaining time may be used as the Candidate sees fit.
- Candidate speeches may *not* include use of props, including people as props (i.e. audience participation).
- All speeches must be pre-approved by YMCA Staff at the opening meeting.
- In debate, only Candidates may identify themselves as such. When addressing the chair, a Candidate may identify himself or herself by saying, "John Doe, Candidate from X School, Sir or Madame Chair," however, another member of said delegation would be out of order in saying, "Ambassador Joe Smith, representing X School, home of Candidate John Doe, Sir or Madame Chair."
- Failure by a Candidate or his/her delegation to conduct a campaign in an appropriate manner will result in the Candidate being removed from the ballot.
- Additional campaign restrictions may be drawn up according to the wishes of the host site of the conference.

Failure to comply with Candidate Guidelines will result in:

- A warning will be given following the first offense.
- If second offense occurs, the Candidate's school will lose voting privileges for the office for which the Candidate is running, and the Candidate may be disqualified at the discretion of the New York YMCA YAG Director.

Awards & Recognitions

The New York YMCA Youth And Government program presents awards on the final morning of the conference in an effort to recognize and reward the achievements of our delegates and Advisors. Awards are decided upon through Advisor and Volunteer nominations and Y-Staff observations.

Delegation of Excellence

Presented to all delegations who meet the following standards:

- Delegation award recipients excel in the areas they choose to participate. Their work embodies the spirit and purpose of the conference. (Participation in every program is encouraged but not required.)
- Delegation meets all conference requirements, including: on-time, complete registration, full caucus participation, and on-time submission of nomination forms.
- No major disciplinary issues (at discretion of Y-Staff)

Outstanding Delegation

Awarded to a Delegation of Excellence with the highest quality of participation, level of preparedness, and behavior exemplifying the Y's four core values.

Outstanding Statesmanship

Awarded to a Delegation of Excellence nominated by the advisors as having the highest overall quality of contribution to debate.

Outstanding Bill Packet

Awarded to the delegation whose bills demonstrate the highest level of preparation, presentation, and relevance based on advisor nominations and student ranking.

Outstanding Bills

Awarded to the authors of the most innovative, well-researched, and thought-provoking bills based on advisor nominations and student ranking.

Outstanding Speakers

Awarded to the top delegates most frequently nominated by advisors and Y-staff based on their presence and performance while in committees and Chambers as well as behavior exemplifying the four core values.

Outstanding Delegates

Awarded to the top delegates most frequently nominated by advisors and Y-staff based on their presence and performance while in committees and Chambers as well as behavior exemplifying the four core values.

Advisors

New York YMCA Youth And Government could not function without our outstanding Advisors. They function as coaches, mentors, and teachers to the members of their delegation and are essential to the smooth functioning of the conference. They inspire and motivate, while allowing their students to take on leadership roles. Advisors are responsible for registration and supervision at conferences, but more importantly, New York YMCA Advisors change teens' lives every day.

Prior to Conference

- The Intent to Participate Form reserves space for your delegation at the conference. This number is your best guess of how many students and adults you expect to bring to the conference. We do not need individual names at this time, and you may change this number as circumstances change. **Due September 25th**. Groups may attend without submission, but space is not guaranteed. <http://www.ymcanys.org/yag/middle-school-intent-to-participate-form/>
- Review the dress code found in the [Student Code of Conduct](#) thoroughly with your students prior to the conference.

At Conference Meetings

New Advisor Orientation

- This meeting is mandatory for first-time advisors.
- Overview: We will tell you where we need you to be when – the Y-Staff depends on advisors to help run the conference.
- Expectations: We will explain what we need from you at various times to make the conference run smoothly.
- Contact: We will need a reachable cell phone number from at least one advisor in each delegation.

All Advisor Meeting

- Pairing first time advisors with experienced mentor.
- Explanation of any conference changes.
- All students will be supervised in the New Delegate Orientation

At Conference Responsibilities

- Make sure participants are adhering to the conference schedule at all times.
- Help control undertone during meetings from all participants, not just members of your delegation.
- Enforce dress code for your participants.
- Ensure participants know which bus to ride to and from the Statehouse.
- May confiscate cell phones being used by participants during meetings. Phones will be turned over to Y-Staff to be picked up by the participant's advisor after that meeting or by the participants at the end of the conference.
- Serve during free time as dance monitors, hall patrol, etc.
- Please know where your participants are at all times, follow the dress code, respect delegates and other advisors.
- Please refrain from using computers, phones, headphones, etc or talking loudly while participants are in sessions.
- Advisors set the tone for all participants at the conference.

Student Incidents and Exceptions

Arriving Late

- Y-Staff must be informed of late arrivals at check-in and again upon arrival of the participant.

Leaving Early (for sickness or other reason)

- Participants must clear travel plans with advisor and Y-Staff.
- Parent/Guardian must check participant out face-to-face with advisor and Y-Staff, and provide valid photo ID.

Behavioral Incidents

If state or federal law is broken, Y-Staff will notify parent/guardian and law enforcement and participant will be sent home. If code of conduct rule is violated, advisors and/or Y-Staff may take disciplinary actions at their discretion, including, but not limited to:

- Calls to parent/guardian
- Incident report filled out, signed
- Participant sent home
- School policies implemented

Conference Schedule with Meetings Detailed

1st Day-All times are *TENTATIVE*

Registration & check-in (3:00-4:00 p.m.)

Who: At least one (head) Advisor from each delegation

What: Time to pick up Bill books, name tags, placards, conference folder, and hotel keys (as they become available), inform Y-Staff of roster and rooming changes, and verify health/publicity, and code of conduct forms for all participants and adults are in your possession.

Wear: Business casual attire in compliance with the dress code, name tag

Bring: Your current participant roster, all forms

Candidates & Officer Orientation (4:30 p.m.)

Who: All Candidates and current Officers

What: A chance to ask questions, review schedule, and inform officers of any conference changes

Wear: Business casual attire in compliance with the dress code, name tag

Bring: Bill book, pen, and receipts for campaign materials, tri-fold board

New Delegate Orientation (4:30 p.m.)

Who: All Participants-Supervision will be done by Y-Staff so adults can go to the Advisor's Meeting

What: Social Mixers, Conference Orientation and Logistics, Rules & Procedure

Wear: Business casual attire in compliance with the dress code, name tag

Bring: Bill book, pen, country flag and placard

Advisors' meeting (4:30 p.m.)

Who: At least one Advisor per delegation and all new Advisors

What: Conference orientation- changes will be announced and important information shared

Wear: Business casual attire in compliance with the dress code, name tag

Bring: Bill book, list of any Advisors from your delegation who are not present

Opening session (5:30 p.m.)

Who: All participants and Advisors

What: Call to order, Devotion, Introductions, Candidate Speeches

Wear Business casual attire in compliance with the dress code, name tag

Bring: Bill book, pen,

Dinner provided by the YMCA

Practice Session (7:00p.m.)

Who: All participants

What: A workshop where all the procedures are reviewed and students prepare

Wear: Business casual attire in compliance with the dress code, name tag

Bring: Bill book, pen

Committees (8:15 p.m.)

Who: All participants

What: Students will go to their assigned committee room for their first committee session

Wear: Business casual attire in compliance with the dress code, name tag

Bring: Name tags must be worn

Curfew (10:00 p.m.)

Conference Sample Agenda Continued 2nd Day

Breakfast provided by the YMCA(7:30 a.m.)

Assemble to load buses (8:30 a.m.)

Who: All participants

What: Everyone will assemble in the main ballroom. Once all are present we will dismiss to the assigned buses for transport to the Statehouse.

Wear: Professional attire in compliance with the dress code, name tag

Bring: Bill book, pen, placard.

Committees & Chambers (9:00 a.m.)

Who: All participants

What: Students will alternate between their assigned committee and their chamber (Assembly or Senate) debating bills.

Wear: Professional attire in compliance with the dress code, name tag

Bring: Bill book, pen, placard.

Lunch provided by the YMCA (12:00 p.m.)

Committees & Chambers (1:00 p.m.)

Who: All participants

What: Students will alternate between their assigned committee and their chamber (Assembly or Senate) debating bills.

Wear: Professional attire in compliance with the dress code, name tag

Bring: Bill book, pen, placard.

Dismissal to load buses (5:00 p.m.)

Who: All participants

What: Everyone will assemble in the Assembly chambers. Once all are present we will dismiss to the assigned buses for transport to the hotel.

Wear: Professional attire in compliance with the dress code, name tag

Bring: Bill book, pen, placard.

Dinner provided by the YMCA

Mixer (7:45 p.m.)

Who: All participants and Advisors

What: Delegation caucus, mixer.

Wear: Casual attire in compliance with dress code, name tag

Bring: Name tags must be worn

Free Time/Dance (8:15 p.m.)

Who: All participants

What: Dance, movie, game room, chill room, talent show

Wear: Casual attire in compliance with the dress code, name tag

Bring: Name tags must be worn

Closing Program (10:00p.m.)

Who: All participants

What: Final thoughts and announcements

Wear: Casual attire in compliance with the dress code, name tag

Bring: Name tags must be worn

Curfew (10:30 p.m.)

3rd Day

Breakfast provided by the YMCA(7:30 a.m.)

General Assembly (9:00 a.m.)

Who: All participants

What: Final look at Candidates, voting, awards, swearing in of New Officers, adjourn

Wear: Casual attire in compliance with the dress code (Candidates and Officers must be in professional attire)

Bring: Bill book, pen, placard

Adjournment (10:30a.m.)

YMCA Youth and Government

Alyssa Hoobler, CMS School Counselor



What is NY Youth and Government?

[Alliance of New York State YMCAs \(ymcanys.org\)](http://ymcanys.org)

Why do we want to go to Albany?



- Leadership opportunities
 - Experiential learning
 - Participate in a simulation of the State's democratic process
 - Tour the NYS Capitol and surrounding area
 - Present the Bill idea to like-minded peers
 - Create IMPACT
-

Sample Conference Agenda

Day 1, 11/20/22

Sample YMCA Youth And Government Schedule (Subject to change)

Day 1	Meeting	Location
3:00 p.m.	Registration and Check-in	King Street 4 & 6
4:00 p.m.	New Delegate Orientation (All Delegates)	King Street 4 & 6
4:05 p.m.	All Adult Meeting (Students supervised)	Town Hall
5:00 p.m.	Opening Session (All Delegates and Adults)	King Street 4 & 6
5:45 p.m. – 6:30 p.m.	Committee 1	Town Hall
	Committee 2	King Street 8
	Committee 3	High Street 24
	Committee 4	High Street 26
	Committee 5	High Street 28
6:30 p.m. – 7:20 p.m.	Dinner	King Street Courtyard
7:30 p.m. – 8:45 p.m.	Return to Committees	
9:00 p.m. - 9:15 p.m.	Closing Session	King Street 4 & 6
9:45 p.m.	Curfew (Students in Rooms)	

Sample Conference Agenda


Day 2, 11/21/22

Day 2	Meeting	Location
7:30 a.m. – 8:30 a.m.	Breakfast	King Street Courtyard
8:30 a.m.	Opening Session	King Street 4 & 6
8:45	Chambers Begin	
	Senate	King Street 4 & 6
	Assembly	Town Hall
10:00 a.m. -10:30 a.m.	Travel to Capitol	
10:30 a.m. -10:45 a.m.	Capitol Security	
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Day 2	Meeting	Location
11:00 a.m. -11:45 a.m.	Group 1 Tour, Group 2 Lunch	
11:45 a.m. -12:30 p.m.	Group 1 Lunch, Group 2 Tour	
12:45 p.m. – 1:15 p.m.	Travel to Hotel	
1:45 p.m. - 5:30 p.m	Chambers Resume	
	Senate	King Street 4 & 6
	Assembly	Town Hall
6:00 p.m. – 7:00 p.m.	Dinner	King Street Courtyard
7:00 p.m.	Delegation Caucus	King Ballroom

Sample Conference Agenda

Day 3, 11/22/22



Day 3	Meeting	Location
7:30 a.m. – 8:45 a.m.	Breakfast	King Street Courtyard
9:00 a.m.	Veto Overrides and Final Bills	King Street 4 & 6
10:00 a.m. – 11:30 a.m.	Closing Session	King Street 4 & 6



What are CMS Student Council Officers doing until November 20th?

Working on the Bill!

I will be meeting with CMS Student Council Officers this week and once a week up until the event, to create the Bill. The Bill will then be presented to all in attendance at the event on November 21st.
