

**APPROVED MINUTES  
HOLLAND PATENT CENTRAL SCHOOL DISTRICT  
BOARD OF EDUCATION MEETING  
WEDNESDAY, FEBRUARY 6, 2013  
ANNEX CONFERENCE ROOM – 7:00 P.M.**

A regular meeting of the Board of Education of the Holland Patent Central School District was held in the annex conference room, located in the village of Holland Patent, New York on Wednesday, February 6, 2013. Board President Mrs. McGahey called the meeting to order at 7:00 p.m.

**MEMBERS PRESENT**

Anne McGahey, President  
Karen Evans, Vice President  
Richard Allen  
Everett Stalker  
Traci Boris  
Michaleigh Moylan  
Kathleen M. Davis, Superintendent of Schools  
Louis D'Ambro, Assistant Superintendent  
Marie Perry, District Clerk

**ALSO PRESENT**

Dennis Geer  
Charles Pratt  
Nancy Nowicki  
Steve Locey, Consultant

**VISITORS**

3 visitors

**ROLL CALL**

**PLEDGE OF ALLEGIANCE**

12-170 **APPROVAL OF MINUTES**

Karen Evans made the motion, seconded by Richard Allen to approve the minutes of the Board of Education regular meeting on January 9, 2013 and the Special Meeting on January 24, 2013.

Yes – 5  
No - 0 Motion Carried

12-171 **DISTRICT UPDATE**

Mrs. Davis introduced Mr. Steve Locey, Locey & Cahill, LLC, Consultant for the districts health insurance through the BOCES Health Care Consortium. Mr. Locey gave an overview of the Affordable Health Care Act and the implementation stages of the mandates. He discussed changes and some of the areas of concern to districts. Following some questions and discussions with the Board, Mrs. McGahey thanked Mr. Locey for coming. The presentation was well done and informative.

12-172 **POSITIVE THOUGHTS**

Mrs. Anne McGahey and Mr. Richard Allen received Board Excellence Awards, Level 2 from the New York State School Boards Association. Mrs. Davis presented each of them with a certificate and pin for their achievements.

Holland Patent Elementary Principal James DeAngelo sent a thank you letter to Mr. & Mrs. Miller for their recent holiday donation to assist a needy family.

Mrs. Kristin Casab, Principal, Gen. Wm. Floyd Elementary School sent thank you letters to four honor society students, L. Rowling, J. Burnett, M. Briggs, Mr. Panella, R. Latella, B. Houghtaling, A. Blanchard, Mrs. Kelly, C. Scata, T. Enk, L. Wilson, C. Aldi, Mr. Snyder, J. Kirk, J. Carro, R. Daniels, D. Grems and A. Edwards for their efforts in making the Grandparent’s Luncheon and the Book Fair a success.

Mrs. Kristin Casab, Principal, Gen. Wm. Floyd Elementary School sent thank you letters to J. Carro, Mr. & Mrs. Enk, Mr. & Mrs. Storms, R. Daniels, Mrs. Kelly, Mrs. Houghtaling and Mr. Cittadino for their participation in the annual Cookies With Santa event. The events was a huge success due to their efforts.

12-173 **VISITORS**

There were no comments from visitors.

12-174 **REVIEW OF UPCOMING DATES**

Mr. Allen commented that the school vacations are not included on our web page calendar of events.

February 8, 2013	Jazz Festival – New Hartford CSD
February 13, 2013	Gen. Wm. Floyd, Grade 1 - Valentine Concert, 1:15 p.m.
February 14, 2013	Holland Patent Ele., Grade 1 - Valentine Concert 1:15 p.m.
February 18-22, 2013	Mid Winter Recess
March 1, 2013	High School Blood Drive 6:00 a.m. – 3:00 p.m. – Gymnasium
	Gen. Wm. Floyd Elementary PARP Kick Off
March 4, 2013	High School International Night 6:00 p.m.
	Holland Patent Elementary PARP Kick Off
March 5, 2013	Snow Date, International Night
March 6-8, 2013	Gen. Wm. Floyd Book Fair

March 7-8, 2013	Jazz Fest - Oneida City School District
March 8, 2013	25-Week Interim
March 11, 2013	All Spring Sports Begin
March 12, 2013	Middle School Young People's Concert for HPE students 9:30 a.m. – Middle School Auditorium
March 13, 2013	HPE PTA Meeting 5:30 p.m. . Board of Education Meeting 7:00 p.m. – Annex Conference Room

12-175      **CORRESPONDENCE**

A letter from a parent was distributed to the board to read.

12-176      **BOARD FORUM**

There were no discussions.

12-177      **COMMITTEE REPORTS**

Mrs. Evans reported that the Teacher Center Policy Board met earlier. Faculty (P. E., Science, Wiki) demonstrated ipad use. Their work was creative and very exciting.

Mr. Allen and Mrs. Boris reported on the Policy Committee meeting held earlier this evening. Mrs. Boris highlighted the policy regarding participation by non-enrolled district students in extracurricular activities. New York State School Law does prohibit non-enrolled children from participating in interscholastic athletics, however, does not exclude participation in after school clubs, music, and other activities.

The Policy Committee suggests changing our current policy. We are currently excluding non-enrolled children from all activities. The revision would allow non-enrolled students to participate in non-credit bearing extra curricular, organized school activities which are outside of the normal school day. Examples are drama club, yearbook, school drama productions, jazz band.

12-178      **BUDGET REVIEW**

Mr. D'Ambro, Assistant Superintendent for Business reviewed the following items with the Board of Education:

- Debt Service
- BOCES Budget
- Revenues

Review of Total Budget  
B & C Items

Mr. D'Ambro updated previously presented budget information. The budget to budget increase is at 2.1% and the levy is proposed at 2%. The board discussed additions/deletions that they feel are necessary.

Mrs. Boris suggested trimming the board's allowance especially for conferences or membership dues. Mr. Allen and Mrs. McGahey supported the membership dues and feel that the conferences are invaluable and educational for members. The board is supporting going to a paperless agenda/meeting system through Boarddocs.

Mr. Allen stated that, in his opinion, the TRS/ERS rates will level off and we are being too conservative. He prefers to tap into reserves now and, if necessary, go above the 2% cap in the future. Mrs. Davis recommends remaining conservative and keeping the money to offset future increase in TRS/ERS. The board discussed increasing the guidance staff and a replacing a needed food/mail delivery truck.

12-179

**EXECUTIVE SESSION**

At 8:45 p.m., Karen Evans made the motion, seconded by Richard Allen, to move into executive session to discuss:

1. Recommendations by the Committee on Special Education
2. Recommendations by the Committee on Pre-School Special Education
3. Contract Negotiations.

Yes – 5

No - 0 Motion Carried

The board returned to open session at 9:40 p.m.

12-180

**BUDGET CONTINUED**

The board continued their discussion of B items. It was the consensus of the board to add these items to the budget. It was agreed that the truck will not be purchased until fall in the event of staffing issues. The additions would not increase the proposed levy since we would use money in reserves.

12-181

**BILL SCHEDULES**

Karen Evans made the motion, seconded by Richard Allen to accept for payment bill schedule #6 General Fund in the amount of \$76,297.01, for the period ending February 6, 2013, and make it a matter of record.

Yes – 5

No - 0 Motion Carried

Karen Evans made the motion, seconded by Richard Allen to accept for payment bill schedule #5 School Lunch in the amount of \$21,561.15, for the period ending February 6, 2013, and make it a matter of record.

Yes – 5  
No - 0 Motion Carried

Karen Evans made the motion, seconded by Richard Allen to accept for payment bill schedule #4 Federal Funds in the amount of \$1,164.95, for the period ending February 6, 2013, and make it a matter of record.

Yes – 5  
No - 0 Motion Carried

12-182 **TREASURER’S REPORT**

Karen Evans made the motion, seconded by Richard Allen to accept the Treasurer’s Report for the period ending December 31, 2012 and make a matter of record.

Yes – 5  
No - 0 Motion Carried

12-183 **REMOVE FROM CONSENT**

Karen Evans made the motion, seconded by Richard Allen to remove Items II (6) Adoption of Resolution – Bus Proposition from consent for a vote.

Yes – 5  
No - 0 Motion Carried

12-184 **ADOPTION OF RESOLUTION – BUS PROPOSITION**

Karen Evans made the motion, seconded by Richard Allen to adopt the following resolution regarding the bus proposition:

RESOLVED that the board of education of the Holland Patent Central School District is hereby authorized to undertake the acquisition of one 71-passenger school bus at an estimated maximum cost of \$114,036, one 65-passenger school bus at an estimated maximum cost of \$112,083.75, and one 18-passenger bus at an estimated maximum cost of \$41,291.46, all at an estimated maximum aggregate cost of \$267,411.21, less trade-in value, if any, and that such costs, or so much thereof as may be necessary, shall be raised by the levy of a tax to be collected in annual installments, and, in anticipation of such tax, debt obligations of the school district as may be necessary not to exceed such estimated maximum aggregate cost shall be issued, or the school district may enter into an installment purchase contract if the board of education determines that it is in the best interest of the school district to finance the purchase in that method.

12-185

**APPROVAL OF BUDGET TRANSFERS**  
**APPROVAL OF TAX REFUNDS**  
**REQUESTS FOR USE OF BUSES**  
**APPROVAL OF OUT OF STATE CONFERENCE REQUEST**  
**APPROVAL OF LEAVES OF ABSENCE**  
**RESIGNATIONS**  
**2012-13 ATHLETIC VOLUNTEERS**  
**2012-13 COACHING APPOINTMENTS**  
**APPOINTMENTS**

Karen Evans made the motion, seconded by Richard Allen to approve/accept/adopt the following by consent:

Approve the Budget Transfers for the period ending December 31, 2012.

Approve the following Tax Refunds:

Owner Name	Town	Tax Map ID	Original/ Corrected	Assessment	2012-13 Tax Rate	STAR Exemption	Tax	Refund
<b>School Taxes</b>								
Frederick Anken	Steuben	176.000-3-1	Original	\$220,100	20.0658	\$582.00	\$4,416.48	
			Corrected	\$205,100	20.0658	\$582.00	\$4,115.50	\$300.98
<b>Library Taxes</b>								
Frederick Anken	Steuben	176.000-3-1	Original	\$220,100	0.0526		\$11.58	
			Corrected	\$205,100	0.0526		\$10.79	0.79

Owner Name	Town	Tax Map ID	Original/ Corrected	Assessment	2012-13 Tax Rate	STAR Exemption	Tax	Refund
<b>School Taxes</b>								
Joshua Clemons	Floyd	245.002-2-11	Original	\$155,000	20.4753	\$568.00	\$3,173.67	
			Corrected	\$139,650	20.4753	\$568.00	\$2,859.38	\$314.29
<b>Library Taxes</b>								
Joshua Clemons	Floyd	245.002-2-11	Original	\$155,000	0.0536		\$8.31	
			Corrected	\$139,650	0.0536		\$7.49	\$0.82

Approve the request of the American Heart Association for two busses for the Run and Walk on Saturday, March 2, 2013.

Approve the request from the Singing Hills Seniors Citizens, sponsored and under the direction of the Trenton Town Board, for the use of a school bus for February 25, 2013 to the Oneida area to visit the Turning Stone Casino.

Approve the request of Carol Moseman to attend the Educational Testing Service (ETS) as a 2013 AP English Literature examination grader in Louisville, Kentucky from Monday, June 10 – Friday, June 14, 2013 funded by ETS.

Approve the request of Amy Clark for a leave of absence without pay for March 19, 2013 and March 20, 2013.

Approve the request of Jennifer Schram for a medical leave of absence without pay for February 11, 2013 through April 5, 2013.

Approve the request of Karen Szablewski for an amended maternity leave of absence without pay for the period January 22, 2013 through April 29, 2013.

Approve the request of Bryan Nichols to resign from his position of girls' varsity track coach effective February 6, 2013.

Approve the request of Bryan Koscinski to resign from his position of modified softball coach effective February 6, 2013.

Approve the request of Tim Hoffman to resign from his position of Girls Varsity Track Assistant coach pending his appointment as Girls Varsity Track Head Coach effective February 6, 2013.

Approve the following Athletic Volunteers for the 2012-13 school year.

Bradley Gouger	Softball Volunteer
Tom Ramos	Baseball Volunteer
Shelly Reinold	Softball Volunteer
Michael Sobel	Baseball Volunteer
James Williams	Lacrosse Volunteer

Approve the following Coaching appointments for the 2012-13 school year:

Coach	Sport	%	Salary
Flisnik, Amanda	Girls Varsity Track Assistant	6	\$1,857.48
Hoffman, Tim	Girls Varsity Track Head Coach	9	2,786.22
Hurlbut, Richard	Girls Modified Softball Coach	5	1,547.90
Litz, Jeff	Girls JV Softball Coach	6.5	2,012.27
Matt, Eric	Modified Lacrosse (split position)	2.5	773.95
Spink, Steve	Boys Modified Track Coach	5	1,547.90

Approve the appointment of **Brenda Brucker** as a non-instructional substitute to the following titles effective February 7, 2013:

Substitute Office Specialist I	90% of Step 1, \$10.38/hr.
Substitute Clerk	90% of Step 1, \$10.38/hr.
Substitute Teacher Aide	90% of Step 1, \$9.71/hr.
Substitute Library Aide	90% of Step 1, \$9.71/hr.
Substitute School Monitor	90% of Step 1, \$9.71/hr.

Approve the appointment of **Carol Garrett** as a non-instructional substitute to the following title effective February 7, 2013:

Substitute Office Specialist I	90% of Step 1, \$10.38/hr.
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Approve the appointment of **Jean Marsden** as a non-instructional substitute to the following title effective February 7, 2013:

Substitute Bus Driver	90% of Step 1, \$15.13/hr.
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Yes – 5  
 No - 0      Motion Carried

12-186      **APPROVAL OF SITRIN HEALTH CARE CENTER AMENDED CONTRACT**

Karen Evans made the motion, seconded by Richard Allen to approve the amended contract with the Sitrin Health Care Center for the 2012-13 school year which expires June 20, 2013.

Yes – 5  
No - 0 Motion Carried

12-187      **ENCLOSURES**

1. Parent letter from Superintendent Davis regarding school safety.
2. Thank you letter to James Fruscella from Supt. Davis for his Fitness Study presentation given at the last board meeting.
3. Audit Committee minutes from January 9, 2013.
4. *“Nutrition Notes – Go fishing!!”*, February 2013 issue, from Kate Dorr, Asst. School Lunch Director.
5. Minutes from the Policy Sub Committee meeting with regard to Graduation Ranking (#7014) held on January 16, 2013.
6. NYS Legislative Priorities 2013 provided by OMH School Boards Institute
7. Letter from Howard Mettelman, OMH BOCES District Superintendent acknowledging our response regarding the merger study.
8. January 2013 Regents Schedule
9. General Education & Diploma Requirements updated November 2012
10. Budget Freeze Memo to All Staff from Mrs. Davis & Mr. D’Ambro
11. Policy Committee Meeting Notice for February 6, 2013.
12. Draft 2013-14 District Calendar

There were no comments on the enclosures.

12-188      **RECOMMENDATIONS MADE BY THE COMMITTEE ON SPECIAL EDUCATION**

Karen Evans made the motion, seconded by Richard Allen to approve the recommendations made by the Committee on Special Education which are on file.

Yes – 5  
No – 0 Motion Carried

12-189      **RECOMMENDATIONS MADE BY THE COMMITTEE ON PRESCHOOL SPECIAL EDUCATION**

Karen Evans made the motion, seconded by Richard Allen to approve the recommendations made by the Committee on Preschool Special Education which are on file.

Yes – 5  
No – 0 Motion Carried

12-190      **EXECUTIVE SESSION**

At 10:00 p.m., Karen Evans made the motion, seconded by Richard Allen, to take a short recess and to return in executive session to discuss:

1. Employment History of Particular People
2. Pending litigation

Yes – 5  
No – 0 Motion Carried

10:50 p.m. the Board returned to open session.

12-191      **APPROVAL OF LEGAL SERVICES**

Karen Evans made the motion, seconded by Richard Allen to approve the following attorneys/law firms for legal services and specialized purposes for the school district for the 2012-13 and 2013-14 school year be approved.

Whiteman, Osterman & Hanna LLP  
One Commerce Plaza  
Albany, NY 12260

and

Nancy Rose Stormer, P.C.  
1325 Belle Avenue  
Utica, NY 13501

12-192      **ADJOURNMENT**

Having no further business to discuss at this time, Karen Evans made the motion, seconded by Richard Allen to adjourn the meeting.

Yes – 5  
No – 0 Motion Carried

Meeting was adjourned at approximately 10:55 p.m.

*The next regularly scheduled meeting of the Board of Education will be held on Wednesday, March 13, 2013 at 7:00 p.m. in the Annex Conference Room.*

Marie E. Perry  
District Clerk