

**APPROVED MINUTES
HOLLAND PATENT CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION MEETING
WEDNESDAY, OCTOBER 10, 2012
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, October 10, 2012. 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
Traci Boris
Michaleigh Moylan
Kathleen M. Davis, Superintendent of Schools
Louis D'Ambro, Assistant Superintendent
Marie Perry, District Clerk

ALSO PRESENT

Nancy Nowicki
Cheryl Venettozzi

ABSENT

Everett Stalker

VISITORS

6

12-91 **ROLL CALL**

12-92 **PLEDGE OF ALLEGANCE**

12-93 **APPROVAL OF MINUTES**

Karen Evans made the motion, seconded by Richard Allen to approve the minutes of the Board of Education regular meeting on September 19, 2012.

Yes – 4

No - 0 Motion Carried

12-94 **POSITIVE THOUGHTS**

Mrs. Davis commented that the opening of school was wonderful. Student Learning Objectives (SLO's) are almost complete. A reminder that the National Honor Society Induction Ceremony is October 11th at the high school. The Board is invited to attend.

Mrs. Davis also recognized the Board for their effort and hard work. This is School Board Recognition Week. The Governor provided each of the members with a certificate/proclamation recognizing them. Thank you on behalf of the students, staff and administration.

High School Principal John Egresits and Assistant Principal Russell Stevener sent thank you letters to members of the National Honor Society for assisting with the High School

Open House. Six students were commended for taking a leadership role that helped to make open house successful and enjoyable for all who attended.

Middle School Principal Charles Pratt sent a thank you letter to Mrs. Jodi Warren, OHM BOCES for her presentation at open house on the Dignity for All Students Act. The presentation to parents and students was very helpful and informative.

Middle School Principal Charles Pratt and Assistant Superintendent Nancy Nowicki sent a letter to Kathleen Hughes, Foothills Rural Community Ministry thanking her for the donation of supplies and backpacks for middle school students.

12-95

REVIEW OF UPCOMING DATES

Mrs. Davis made special note of several dates. October 19th is a half day (pm) Superintendent's Conference Day. The middle school book fair is October 22-26; elementary book fair is October 22-24. The high school play will be held on October 25, 26 and 27th. The Community Education Halloween Carnival is scheduled for October 28th.

October 8-12, 2012	Fire Prevention Week
October 11, 2012	High School Honor Society Induction 7:00 p.m., High School Auditorium
October 15-19, 2012	Bus Driver appreciation Week
October 18, 2012	Holland Patent Booster Club Meeting 7:00 p.m., High School Library Elementary Picture Day
October 19, 2012	Superintendent's Conference Day Afternoon only (1/2 day)
October 20, 2012	PSAT Exam 7:30 a.m., High School
October 22-26, 2012	Middle School Book Fair October 22-24, 2012 Holland Patent Elementary Book Fair
October 24, 2012	Holland Patent Elementary Family Fun Night
October 25, 2012	High School Play 7:00 p.m., High School Auditorium
October 26, 2012	Gen. Wm. Floyd Fall Fest 5:30-7:00 p.m.
October 26, 2012	High School Play 7:00 p.m., High School Auditorium
October 27, 2012	High School Play, Matinee 2:00 p.m., High School Auditorium

October 28, 2012	Community Education Halloween Carnival
October 29, 2012	Modified Wrestling/Volleyball Begins
October 31, 2012	Annual Elementary Cross Country Meet At Gen. Wm. Floyd Elementary
November 2, 2012	Elementary Parent-Teacher Conferences Dismissal at 11:00 a.m.
November 5, 2012	JV/V Wrestling Begins
November 7, 2012	Gen. Wm. Floyd PTA Meeting 4:00 p.m. Holland Patent Elementary PTA Meeting 5:30 p.m. National Jr. Honor Society Induction 7:00 p.m., Middle School Auditorium
November 8, 2012	Veteran's Concert 7:00 p.m., High School Auditorium
November 9, 2012	End of First Marking Period Elementary Parent-Teacher Conferences Dismissal at 11:00 a.m.
November 12, 2012	Veterans' Day Holiday
November 13, 2012	All Sports Begin High School/Middle School Picture Retake Day
November 14, 2012	Middle School Character Ed Breakfast 7:30 a.m.
November 15, 2012	Holland Patent Sports Booster Club Meeting 7:00 p.m., High School Library
November 16-17, 2012	Area All State Oswego High School
November 20, 2012	Go Home Early Drill
November 21-23, 2012	Thanksgiving Recess
November 26, 2012	Elementary Parent-Teacher Conferences Dismissal at 11:00 a.m.
November 27, 2012	Board of Education Meeting and Informational Presentation on School Mergers 6:00 p.m., High School Auditorium

12-96 **VISITOR COMMENTS**

There were no comments from visitors.

12-97 **CORRESPONDENCE**

There was no correspondence.

12-98 **BOARD FORUM**

Mrs. Davis asked to pull Item II (7) Energy Performance Contract, from the agenda for a future meeting. Mr. Allen asked to pull Item II (4) Acceptance of Audit, from consent.

12-99 **DISTRICT UPDATE**

Mrs. Davis handed out a letter to parents that Mrs. McGahey drafted announcing a public information night on November 27, 2012 regarding school mergers for the board to review. Remsen Central School District has been discussing the process of school mergers. Mrs. McGahey commented that this is purely an information night and we would like to make community members aware of the process. Mrs. Davis noted that the board meeting for November 14, 2012 will be cancelled and rescheduled for November 27, 2012 so we are able to have the meeting and public information night at the same time. We will be having the same consultant that presented in Remsen along with District Superintendent Howard Mettelman.

Mrs. Davis also noted that she is working with the School Boards Association for the possibility of going to an electronic system for our board packets in the future.

Mrs. Davis noted that the Early Retirement Notice is on the agenda. We are also recommending the elimination of the old incentive policy which was never deleted. The Early Retirement Notice policy is invaluable in the budget process. Mrs. Davis and Mr. D'Ambro anticipate another tough budget year. The early notice makes staffing projections more realistic.

The Graduation Ranking Policy (#7014) needs revision. As reported by Mrs. Nowicki, we are unable to accommodate the weighted average in each marking period. She reported that NCAA, some scholarships, and most colleges require an unweighted average. Quarterly weighting does not mesh with our Data Warehousing and School Tools software. She recommends eliminating Item II, first sentence "All averages will be completed quarterly." Another area of concern is New Visions. Weighting will be reviewed at a later date. Mr. Allen expressed interest in knowing how the rigors of the New Visions program compare to other weighted courses. It was agreed that, at this time, parents would be notified of their child's weighted average at end of the junior year and second semester of the senior year.

Mrs. Boris noted that acceptance of the Internal Claims Audit report should be added to the agenda. We will mark it as Item II (4a).

12-100 **COMMITTEE REPORTS**

Karen Evans reported that the Teacher Center Policy Board met. They are updated their bylaws. The Policy Board is also looking for new members for Gen. Wm. Floyd Elementary. They are also looking for topics for professional development and the mentoring program.

Traci Boris reported that the Audit Committee met earlier and reviewed the audit report prepared by Moore & Hart and internal claims audit report provided by Sue Ellis.

12-101 **BILL SCHEDULES**

Karen Evans made the motion, seconded by Richard Allen to accept for payment bill schedule #2 General Fund in the amount of \$112,113.47, for the period ending October 10, 2012, and make it a matter of record.

Yes – 4
No - 0 Motion Carried

Karen Evans made the motion, seconded by Richard Allen, to accept for payment bill schedule #2 School Lunch in the amount of \$1,721.81, for the period ending October 10, 2012, and make it a matter of record.

Yes – 4
No - 0 Motion Carried

Karen Evans made the motion, seconded by Richard Allen, to accept for payment bill schedule #1 Federal Funds in the amount of \$23,928.00, for the period ending October 10, 2012, and make it a matter of record.

Yes – 4
No - 0 Motion Carried

12-102 **TREASURER'S REPORT**

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

Yes – 4
No – 0 Motion Carried

12-103 **REMOVE/ADDITION FROM CONSENT**

Karen Evans made the motion, seconded by Richard Allen to remove Item II (7) – Approval of Resolution for Energy Performance Contract from the agenda; pull Item II (4) from consent; add to consent Item II (4a) – Acceptance of the Internal Claims Report and Item II (5a) - Resolution of Settlement.

Yes – 4
No - 0 Motion Carried

12-104 **ACCEPTANCE OF AUDIT**

Rick Allen reported an error in the audit response letter. Mr. D'Ambro reported that it appeared to be a typo and we will have it corrected for the files. Mrs. Davis was also advised by Moore & Hart and the stock held by the district through Met Life need to be liquidated. Mr. D'Ambro added that by law, districts are not allowed to hold stock. These were issued when Met Life went public and the school district had interest in the company. Plans are being made to liquidate. In the past interest earned from the certificates were deposited into the general fund.

Karen Evans made the motion, seconded by Richard Allen to adopt the following resolution regarding Acceptance of the Audit for the fiscal year 2012:

**RESOLUTION TO ACCEPT FISCAL YEAR 2012
AUDITED FINANCIAL STATEMENTS**

WHEREAS, the independent certified public accounting firm of Moore & Hart has completed its review of the financial statements of the Holland Patent Central School District for the fiscal year ended June 30, 2012; and

WHEREAS, the Audit Committee of the Holland Patent Central School District Board of Education has reviewed the financial statements and has met with the external auditors and recommend acceptance of the audited financial statements.

NOW THEREFORE BE IT RESOLVED that the Holland Patent Central School District Board of Education, at its meeting of October 10 2012, hereby accepts the audited financial statements for the school for the fiscal year ended June 30, 2012 and shall file a copy of the resolution and the report with the Commissioner of Education as well as the management response.

Yes – 4
No - 0 Motion Carried

12-105

- ADOPTION OF BOARD OF EDUCATION GOALS**
- ACCEPTANCE OF THE INTERNAL CLAIMS REPORT**
- APPROVAL OF TAX REFUND AND CORRECTIONS**
- ADOPTION OF RESOLUTION APPROVING SETTLEMENT**
- POLICY DELETION/REVIEW FOR APPROVAL**
- REQUEST FOR USE OF SCHOOL BUS**
- SALARY RECLASSIFICATIONS**
- RESIGNATION**
- 2012-13 COACHING AND ATHLETIC VOLUNTEER APPOINTMENTS**
- 2012-13 CO-CURRICULAR APPOINTMENTS**
- APPOINTMENTS**

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

Adopt the Board of Education Goals 2012-13

Accept the Internal Claims Audit Report for June 2012 through September 28, 2012.

Approve the following Tax Refunds and Corrections:

Owner Name	Town	Tax map ID	Original/Corrected	Assessment	2011-12 Tax Rate	STAR Exemption	Tax	Refund
Christopher Kelly	Holland Patent	228.005-1-2	Original	\$123,800	30.1273		\$3,729.75	
			Corrected	\$123,800	30.1273	\$559.00	\$3,170.76	\$559.00
Library Taxes								
Christopher Kelly	Holland Patent	228.005-1-2	Original	\$123,800	0.0805		\$9.97	
			Corrected	\$123,800	0.0805		\$9.97	-0-

Owner Name	Town	Tax map ID	Original/Corrected	Assessment	2012-13 Tax Rate	STAR Exemption	Tax	Corrections
Ann Olmstead	Floyd	226.004-2-10	Original	\$88,000	20.4753		\$1,801.83	
			Corrected	\$88,000	20.4753	\$568.00	\$1,233.83	\$--
Library Taxes								
Ann Olmstead	Floyd	226.004-2-10	Original	\$88,000			\$4.72	
			Corrected	\$88,000			\$4.72	-0-
Christopher Kelly	Holland Patent	228.005-1-2	Original	\$123,800	30.871		\$3,821.83	
			Corrected	\$123,800	30.871	\$570.00	\$3,251.83	\$--
Library Taxes								
Christopher Kelly			Original	\$123,800	0.0809		\$10.02	-0-
			Corrected	\$123,800	0.0809		\$10.02	

Adopt the following Resolution Approving Settlement:

RESOLUTION APPROVING SETTLEMENT

WHEREAS, the Board of Education has received the proposed Settlement Agreement to settle Civil Action No. 12-1154, and has given due deliberation thereto;

NOW, THEREFORE, BE IT RESOLVED, that the proposed Settlement Agreement to conclude that matter is hereby approved and the Superintendent of Schools and the attorney for the District are authorized and directed to execute the same on behalf of the District and to take all steps necessary to carry out the intent of such agreement.

Approve the deletion of Policy # 8350.b, Retirement Incentive – Non Instructional, effective October 10, 2012:

Approve the following policies effective October 10, 2012:

- 8352.a Notification of Retirement – Administration
- 8352.b Notification of Retirement – Instructional
- 8352.c Notification of Retirement – Non- Instructional

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 October 29, 2012 to the Oneida area to visit the Turning Stone Casino.

Approve the following salary reclassifications retroactive to September 1, 2012:

NAME	FROM STEP	CURRENT SALARY	Eff. 9/2012 CR. HR./EX. HR.	TO STEP	NEW SALARY
Alcaraz, Angela ELA - HS	E-17	\$55,397.00	3 hrs.	E-17	\$55,397.00
	Masters	800.00		Masters	800.00
	6 hrs. @ \$65	390.00		9 hrs. @ \$65	585.00
		\$56,587.00			\$56,782.00
Arbogast, Laura French - HS	C-13	\$45,791.00	3 hrs.	C-13	\$45,791.00
	Masters	800.00		Masters	800.00
	9 hrs. @ \$65	585.00		12 hrs. @ \$65	780.00
		\$47,176.00			\$47,371.00
Bates, Eileen Elem - HPE	C-11	\$43,117.00	3 hrs.	C-11	\$43,117.00
	Masters	800.00		Masters	800.00
	6 hrs. @ \$65	390.00		9 hrs. @ \$65	585.00
		\$44,307.00			\$44,502.00
Denhoff, Beth SPED - HS	E-22	\$63,433.00	3 hrs.	E-22	\$63,433.00
	Masters	800.00		Masters	800.00
	12 hrs. @ \$65	780.00		15 hrs. @ \$65	975.00
	Career Inc.	4,125.00		Career Inc.	4,125.00
	TOC 0405	1,277.00		TOC 0405	1,277.00
	TOC 0506	1,294.00		TOC 0506	1,294.00
	TOC 0607	1,310.00		TOC 0607	1,310.00
	TOC 0708	1,326.00		TOC 0708	1,326.00
	TOC 0809	1,341.00		TOC 0809	1,341.00
	TOC 0910	1,665.00		TOC 0910	1,665.00
	TOC 1011	1,919.00		TOC 1011	1,919.00
	TOC 1112	1,950.00		TOC 1112	1,950.00
	TOC 1213	1,976.00		TOC 1213	1,976.00
		83,196.00			83,391.00
Guerrero, Rebecca Spanish - HS	C-13	45,791.00	3 hrs.	C-13	45,791.00
	Masters	800.00		Masters	800.00
	3 hrs. @ \$65	195.00		6 hrs. @ \$65	390.00
		46,786.00			46,981.00
Hartnett, Michael	E-21	\$61,457.00	9 hrs.	E-21	\$61,457.00

ELA - HS	Masters 45 hrs. @ \$65 Career Inc.	800.00 2,925.00 1,375.00 \$66,557.00		Masters 54 hrs. @ \$65 Career Inc.	800.00 3,510.00 1,375.00 \$67,142.00
Hasenauer, Joann Elem - HPE	D-20 Masters 3 hrs. @ \$65	\$57,755.00 800.00 195.00 \$58,750.00	6 hrs.	D-20 Masters 9 hrs. @ \$65	\$57,755.00 800.00 585.00 \$59,140.00
Hast, Shawn ELA - MS	E-18 Masters 21 hrs. @ \$65 Career Inc.	\$56,845.00 800.00 1,365.00 1,375.00 \$60,385.00	9 hrs.	E-18 Masters 30 hrs. @ \$65 Career Inc.	\$56,845.00 800.00 1,950.00 1,375.00 \$60,970.00
Healy, Kevin Science - HS	D-13 Masters	\$47,674.00 800.00 \$48,474.00	24 hrs.	E-13 Masters 9 hrs. @ \$65	\$49,557.00 800.00 585.00 \$50,942.00
Jacobs, Julie ELA - MS	C-14 Masters 3 Hrs. @ \$65	\$47,129.00 800.00 195.00 \$48,124.00	3 hrs.	C-14 Masters 6 hrs. @ \$65	\$47,129.00 800.00 \$390.00 \$48,319.00
Judware, Robert Elem. - HPE	C-15 Masters 12 hrs. @ \$65	\$48,514.00 \$800.00 780.00 \$50,094.00	3 hrs.	D-15 Masters	\$50,508.00 \$800.00 \$51,308.00
Koziarz, Krista Elem. - HPE	D-12 Masters 9 hrs. @ \$65	\$46,282.00 800.00 585.00 \$47,667.00	6 hrs.	E-12 Masters	\$48,111.00 800.00 \$48,911.00
Morgan, Tiffany Spanish - HS	D-12 Masters	\$46,282.00 800.00 \$47,082.00	6 hrs.	D-12 Masters 6 hrs. @ \$65	\$46,282.00 800.00 390.00 \$47,472.00
O'Bryan, Daniel Science - HS	E-14 Masters 57 @ \$65	\$51,004.00 800.00 3,705.00 \$55,509.00	6 hrs.	E-14 Masters 63 @ \$65	\$51,004.00 800.00 4,095.00 \$55,899.00

Owen, Candace Elem. - GWF	E-17	55,397.00	9 hrs.	E-17	55,397.00
	Masters	800.00		Masters	800.00
	18 hrs. @ \$65	1,170.00		27 hrs. @ \$65	1,755.00
		\$57,367.00			\$57,952.00
<hr/>					
Sheehan, Anne Elem - HPE	E-17	\$55,397.00	9 hrs.	E-17	\$55,397.00
	Masters	800.00		Masters	800.00
	18 hrs. @ \$65	1,170.00		27 hrs. @ \$65	1,755.00
		\$57,367.00			\$57,952.00
<hr/>					
Sullivan, Kerry SS - HS	C-20	\$55,909.00	3 hrs.	C-20	\$55,909.00
	Masters	800.00		Masters	800.00
	3 hrs. @ \$65	195.00		6 hrs. @ \$65	390.00
		\$56,904.00			\$57,099.00
<hr/>					
Szablewski, Karen Elem. - HPE	E-21	\$61,457.00	6 hrs.	E-21	\$61,457.00
	Masters	800.00		Masters	800.00
	45 hrs. @ \$65	2,925.00		51 hrs. @ \$65	3,315.00
	Career Inc.	1,375.00		Career Inc.	1,375.00
	\$66,557.00		\$66,947.00		
<hr/>					
Szot, Lisa Math - HS	E20	\$59,827.00	3 hrs.	E20	\$59,827.00
	Masters	800.00		Masters	800.00
	9 hrs. @ \$65	585.00		12 hrs. @ \$65	780.00
		\$61,212.00			\$61,407.00
<hr/>					
West, Gaye Sp. Ed. - HS	E-19	\$58,293.00	6 hrs.	E-19	\$58,293.00
	Masters	800.00		Masters	800.00
				6 hrs. @ \$65	390.00
		\$59,093.00			\$59,483.00

Accept the request of Bryan Nichols to resign his position as girls' modified volleyball coach effective October 10, 2012.

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

Coach	Sport		%	Salary
McCann, Eileen	Boys Varsity Bowling		4	\$1,238.32
Judware, Robert	Girls Modified Volleyball	6% + 1 % longevity	7	\$2,167.06
Smith, Stacey	Volunteer, Varsity Nordic Ski			n/a

Approve the following to the 2012-13 Co-Curricular positions:

Laura Carroll	Middle School Chaperone (dances & other events)	\$60/event
Rebecca Guerrero	Middle School Chaperones (dances & other events)	\$60/event
Christine Strzepek	Middle School Chaperone (dances only)	\$60/event
Dan O'Bryan	High School Chaperone (dances & other events)	\$60/event

Dan O'Bryan	Home Instruction Teacher	\$30.96/hr.
Dan O'Bryan	3-5 High School Program	\$30.96/hr./\$38.69/hr.

Adopt the following resolution of appointment of Douglas Andrews:

RESOLVED, that Douglas Andrews be appointed a teacher in the Business and Distributive Education tenure area increased from .2 FTE to .33 FTE basis and reduce current position and the Technology tenure area from .8 FTE to .67 FTE effective September 1, 2012. Mr. Andrews will receive full seniority credit in technology.

Approve the following substitute teacher appointments, at a per diem rate of Certified \$80 per day; Non-certified \$65 per day effective October 11, 2012:

<u>Name</u>	<u><i>Certified Rate \$80/day</i></u> <u><i>Non-certified Rate \$65/day</i></u>	<u>Certified</u>
Clemons, Lisa	10385 Powell Road Holland Patent, NY 13354	\$65/day
McKenna, Mischael	44 Hoffman Road New Hartford, NY 13413	\$65/day
Olearczyk, Carolyn	150 Hayes Circle Barneveld, NY 13304	\$65/day

Approve the following non-instructional substitute effective October 11, 2012:

Substitute Registered Nurse, 90% of Step 1 = \$15.13/hr.

- Leslie Dziedzic

Approve the appointment of Christine Hurlbut, 7931 Elm Street, Holland Patent, New York, to the position of School Monitor, 10-month position, 4.5 hours per day, Schedule A, Step 1, at a rate of \$10.79 per hour, for a probationary period of twenty-six weeks, effective October 11, 2012.

Yes – 4
No - 0 Motion carried

12-106

ENCLOSURES

1. Newsletter, Rural School Association of NYS, September 2012, Vol. 1, #2
2. Nutrition News, October 2012, from Kate Dorr, Asst. School Lunch Director
3. Feasibility Committee Minutes, September 19, 2012
4. Memo from Mrs. Davis and Mr. D'Ambro regarding procedures for snow days
5. Invitation to the Board from Mr. Egresits and Mr. Stevener to attend the formal induction ceremony and receptions for the National Honor Society on Thursday, October 11, 2012, at 7:00 p.m.

There were no comments on the enclosures.

12-107

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 – 4

No – 0 Motion Carried

12-108

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 Pre-School Special Education which are on file.

Yes – 4

No – 0 Motion Carried

12-109

EXECUTIVE SESSION

At 7:38p.m., Karen Evans made the motion, seconded by Richard Allen, to take a short recess and to return in executive session to discuss a legal issue.

Yes – 4

No – 0 Motion Carried

At 8:05 p.m. the Board returned to open session.

12-110

ADJOURNMENT

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

Yes – 4

No – 0 Motion Carried

Meeting was adjourned at approximately 8:10 p.m.

The Board of Education meeting scheduled for November 14, 2012 is cancelled.

The next regularly scheduled meeting of the Board of Education and Public Information Night for the purpose of discussion of the procedures for consideration of school mergers will be held on Tuesday, November 27, 2012 at 6:00 p.m. in the High School Auditorium.

The Feasibility Committee will meet on Tuesday, November 27, 2012, at 5:00 p.m. in the High School Auditorium.

Marie E. Perry
District Clerk