

**APPROVED MINUTES
HOLLAND PATENT CENTRAL SCHOOL DISTRICT
REGULAR BOARD OF EDUCATION MEETING
WEDNESDAY, NOVEMBER 13, 2013
MIDDLE SCHOOL AUDITORIUM –7:00 P.M.**

A regular meeting of the Board of Education of the Holland Patent Central School District was held in the middle school auditorium, located in the village of Holland Patent, New York on Wednesday, November 13, 2013. Board President, Anne 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
Avery Herkel
Kathleen M. Davis, Superintendent of Schools
Cheryl Venettozzi, Assistant Superintendent
Marie Perry, District Clerk

ALSO PRESENT

Nancy Nowicki
James DeAngelo
Andrew Massoud
Kristin Casab
Russell Stevener
Charles Pratt
Mary Beth Piejko
Dennis Geer
Christopher Roberts

VISITORS

Approximately 25 visitors

ROLL CALL

PLEDGE OF ALLEGANCE

13-110 **APPROVAL OF MINUTES**

Karen Evans made the motion, seconded by Richard Allen to approve the minutes of the Board of Education regular meeting and budget vote on October 9, 2013.

Yes – 5
No - 0 Motion Carried

13-111 **POSITIVE THOUGHTS**

Mrs. Davis accepted an Archive Award presented to the district recently at a ceremony in Albany. Patrick Peterson, Bonnie Churcher and Christine Morgan were integral parts of the work which contributed to receiving an award. Mrs. Davis presented the award to the board. Mr. Peterson spoke and described the grants that were submitted leading to the award. Certificates of Achievement were presented to Mr. Peterson, Mrs. Churcher and Mrs. Morgan.

Mrs. Davis also announced the staff members receiving Shining Knight awards for their extra efforts in working with staff and students. Although unable to attend, Lori Hughes, Ashley Smith, Jeff Lallier and Deborah Haynes received certificates.

Holland Patent Elementary Principal James DeAngelo sent a thank you letter to the Holland Patent Fire Department for welcoming students to the fire house and teaching students about fire safety.

Elementary Principals James DeAngelo & Kristin Casab sent a thank you letter to Mrs. Cooper and the St. Elizabeth Hospital Staff for hosting the Teddy Bear Clinic for kindergarten students. The program helps students learn about going to the hospital.

Gen. Wm. Floyd Elementary Principal Kristin Casab sent a thank you letter to the Floyd Fire Department, Stittville Fire Department and Westernville Fire Department for their presentations during fire safety week. Students, faculty and parents enjoyed the puppet show and fire truck demonstration.

Dennis Geer, Supt. of Buildings & Grounds sent a thank you memo to John Brown and Craig Ueltschi for their assistance on Purple & Gold Weekend with the Boosters, Alumni & Nush Walk fundraisers.

Dennis Geer, Supt. of Buildings & Grounds sent a thank you memo to Craig Ueltschi and Michael Gillett for the efforts in maintaining our field hockey field. Coach Curtis was very complimentary and commented that it is the best maintained field in the league.

Dennis Geer, Supt. of Buildings & Grounds sent a thank you memo to Jeff Cardinal, Robert Shepard, Kyle Kennerknecht, Michael Gillett, Julie Rees, and Robert Stropp for all of their hard work in setting up for Purple and Gold Weekend

Mrs. Casab, Gen. Wm. Floyd Elementary Principal sent thank you letters to parents & staff that helped with the Fall Fest. Their help made the event a moment to remember for our students. Those receiving thank letters are: Renee Daniels, JoAnn Carro, Mrs. Enk & family, Mrs. Houghtaling & family, Pam Stone, Heidi Baskerville, Heidi Knopp, Jennifer Weber, Shirley Tolbert, Pat VanHatten, Jamie Heiser, Jennifer Potempa, Eva Stockhauser, Tina Stay, Anne Carnevale, Carol Saraceno, Patricia Aubry, Sarah Stock-Stephens, Cristy Carey, Shannon Noonan, Jessie Mastracco, Katherine Hovey, Anne Farley, Marina Angelicola, Candy Owen, Kristine Arcuri, and Lisa Armitage

13-112

REVIEW OF UPCOMING DATES

Mrs. Davis highlighted upcoming events.

November 18, 2013	Elementary Parent/Teacher Conferences Dismissal at 11:00 a.m.
November 21, 2013	Holland Patent Boosters Meeting 7:00 p.m. – High School Library
November 22 & 23, 2013	Area All State – Oneida County
November 25, 2013	Elementary Picture Re-takes
November 27, 28, 29, 2013	Thanksgiving Recess
December 2, 2013	Elementary Parent/Teacher Conferences Dismissal at 11:00 a.m.

December 4, 2013

Grandparents Luncheon
11:00 a.m. – Gen. Wm. Floyd ElementaryHPE PTA Meeting
4:30 p.m.Board of Education Meeting
7:00 p.m. – Middle School Auditorium

13-113

K2; 3-5 ELEMENTARY RECONFIGURATION TRANSPORTATION UPDATE

Mrs. Davis noted that flyers went home to parents announcing that reconfiguration and transportation would be discussed at tonight's meeting. School Messenger was also used to send texts, emails, etc. as a reminder. Mrs. Davis added that at the last board meeting, it was decided that further review was needed in the area of transportation for reconfiguration. A team of administrators, staff and parents visited Canastota CSD to observe and ask questions with regard to their elementary configuration. The team saw first hand the transportation piece in motion. The feedback was very positive.

Mr. Roberts, Transportation Director, presented an overview of bussing scenarios. Two scenarios were presented. The "load and go" process seemed preferably. Mr. Roberts estimated that the additional bus run time would be 6-10 minutes. It would be anticipated that the start up in the fall would run a little longer until the model was in motion.

The board fielded questions and comments from the audience. There also was discussion on changing our parent pick-up procedures. Mr. DeAngelo, Principal noted that moving the pick up away from the bus boarding area had merits for safety of children and less confusion at dismissal time.

Board President, Anne McGahey, thanked Cassandra Sheets, parent, for taking time out of her schedule to go with the team out to Canastota as a parent rep and reporting back to the board on what she observed. Mrs. McGahey also thanked Mr. Roberts for his presentation.

13-114

VISITORS

There were no other comments from the audience.

13-115

DATA PRESENTATION

Mrs. Nancy Nowicki, Assistant Superintendent for Curriculum & Instruction presented data with regard to math and ELA testing. The district fared well in the area of ELA; math is an ongoing endeavor. This is the year of transition to the new Common Core standards. We are working with our two ambassadors and adding more rigor to our program. In preparation, we also had summer trainings in the area of math 3-8. Regents results continue to increase and the district is doing very well.

13-116 **BUDGET OVERVIEW**

Mrs. Cheryl Venettozzi, Assistant Superintendent for Business & Finance presented an overview of the budget and some history and background information. She then proceeded with the following items and the anticipated budget lines.

Board of Education (BOE, Clerk, District Meeting)
Central Administration
Finance (Bus. Admin., Audit, Treasurer, Collector)
Staff (Legal, Public Information)
Central Services (O & M)
Special Items (Insurance, Tax Refund, BOCES Admin.)
Transportation

13-117 **CORRESPONDENCE**

Mrs. McGahey shared a letter received from Assemblyman Anthony Brindisi regarding new legislation for offering a career and technology diploma. Mrs. McGahey surveyed the board for their support before responding to the letter.

13-118 **BOARD FORUM**

Karen Evans requested that Item II (17) – Appointments, be pulled from consent for discussion in Executive Session. Anne McGahey requested that Item II (11) – Combining, be pulled from consent for discussion in Executive Session.

13-119 **DISTRICT UPDATE**

There was no district update.

13-120 **COMMITTEE REPORTS**

Mr. Allen attended the New York State School Board's Convention recently. The Commissioner came for a short while and took a few questions. Mr. Allen feels that there is not a problem with Common Core, the problem lies with the its implementation by the state

Mrs. Evans met with the Safety Committee. Chris Roberts reported on bus drills and safety training for drivers; Mr. Geer reported on building maintenance safety initiatives; Mr. Massoud reported on the athletic department. The building principals also reviewed their safety items. Mrs. Evans commented that she was very impressed with the way our administrative staff and directors work as a team. They work very well together and the district is very lucky to have this team to work with.

Dr. Stalker noted that the Feasibility Committee met earlier. The committee is refining the project in preparation for the January meeting.

Mrs. Boris commented that the Policy Committee met earlier. Mr. Allen and Mrs. Boris both are members of the committee. Several policies were under review. The APPR access for parents policy will need more review before it is brought to the board for approval. Mr. Allen also suggests a committee of faculty, administration, and perhaps student council for input on the cell phone policy. The policy committee would like more feedback before making final recommendations.

13-121

BILL SCHEDULES

Mrs. Evans made the motion, seconded by Mr. Allen, to accept for payment bill schedule #3 General Fund in the amount of \$123,458.65, for the period ending November 13, 2013 and make it a matter of record.

Yes – 5
No – 0 Motion Carried

Mrs. Evans made the motion, seconded by Mr. Allen, to accept for payment bill schedule #3 School Lunch in the amount of \$42,682.88, for the period ending November 13, 2013 and make it a matter of record.

Yes – 5
No – 0 Motion Carried

Mrs. Evans made the motion, seconded by Mr. Allen, to accept for payment bill schedule #2, Federal Funds in the amount of \$32,040.50, for the period ending November 13, 2013 and make it a matter of record.

Yes – 5
No – 0 Motion Carried

Mrs. Evans made the motion, seconded by Mr. Allen, to accept for payment bill schedule #1, Capital Project (EPC) in the amount of \$181,603.00, for the period ending November 13, 2013 and make it a matter of record.

Yes – 5
No – 0 Motion Carried

13-122

REMOVE FROM CONSENT

Karen Evans made the motion, seconded by Richard Allen remove Item II (17) – Appointments, and Item II (11) – Combining, from consent for discussion in Executive Session.

Yes – 5
No - 0 Motion Carried

13-123

TREASURER'S REPORTS

Karen Evans made the motion, seconded by Richard Allen to accept the Treasurer's Reports for the period ending September 30, 2013 and October 31, 2013 and made a matter of record.

Yes – 5
 No – 0 Motion Carried

13-124

- 2013-2014 BUDGET TRANSFERS**
- APPROVAL OF TAX REFUND/CORRECTION**
- APPROVAL OF BUSINESS ASSOCIATE AGREEMENT WITH BROWN & BROWN, UTICA-ROME**
- APPROVAL OF 2013-14 ADIRONDACK BOWLING LANES AGREEMENT**
- APPROVAL OF 2013-14 WOODS VALLEY SKI AGREEMENT**
- REQUESTS FOR USE OF SCHOOL BUSES**
- APPROVAL OF MEMORANDUM OF AGREEMENT (MOA) – CSEA**
- ADOPTION OF RESOLUTIONS TO INCREASE RESERVE FUNDS**
- RESIGNATION FOR REASON OF RETIREMENT**
- RESIGNATION**
- LEAVE OF ABSENCE**
- 2013-14 CO-CURRICULAR APPOINTMENTS**
- 2013-14 ELEMENTARY TUTOR – SAFE SCHOOLS GRANT**
- APPROVAL OF PENN MOUNTAIN SNOW RIDERS AGREEMENT**
- 2013-14 COACHING & VOLUNTEER APPOINTMENTS**
- APPROVAL OF 2013-14 FOUR WINDS SARATOGA CONTRACT**

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

Approve the 2013-14 Budget Transfers #1 for the period ending September 30, 2013.

Approve the following Tax Refunds and Corrections:

Owner Name	Town	Tax Map ID	Original/Corrected	Assessment	2012-13 Tax Rate	STAR Exemption	Tax	Correction	Refund
School Taxes									
Henry Swartzentruber	Trenton	247.000-1-73.2	Original	\$104,297.00	\$30.11		\$3,140.84		
			Corrected	\$64,297.00	\$30.11	\$581.00	\$1,936.27	\$1,936.27	
Library Taxes									
Henry Swartzentruber	Trenton	247.000-1-73.2	Original	\$104,297.00	\$0.08		\$8.06		
			Corrected	\$64,297.00	\$0.08		\$4.97	\$4.97	
School Taxes									
Paul Dousharm	Trenton	230.000-2-10.3	Original	\$32,500.00	\$30.11		\$978.72		
			Corrected	\$16,250.00	\$30.11	\$0.00	\$489.36	\$489.36	
Library Taxes									
Paul Dousharm	Trenton	230.000-2-10.3	Original	\$32,500.00	\$0.08		\$2.51		
			Corrected	\$16,250.00	\$0.08		\$1.26	\$1.26	
School Taxes									
Kathleen McGahey	Trenton	228.000-2-15	Original	\$64,600.00	\$30.11		\$1,945.39		
			Corrected	\$64,600.00	\$30.11	\$1,164.00	\$781.39	\$781.39	

Library Taxes			Original	\$64,600.00	\$0.08		\$4.99		
Kathleen McGahey	Trenton	228.000-2-15	Corrected	\$64,600.00	\$0.08		\$4.99	\$4.99	
School Taxes									
John & Katherine Millick	Trenton	228.000-2-15	Original	\$214,000.00	\$21.68		\$4,639.95		
			Corrected	\$142,000.00	\$21.68		\$3,078.84	\$3,078.84	
Library Taxes			Original	\$214,000.00	\$0.06		\$11.92		
John & Katherine Millick	Trenton	228.000-2-15	Corrected	\$142,000.00	\$0.06		\$7.91	\$7.91	
School Taxes									
Robert & Karen Vangorder	Trenton	212.000-2-42.11	Original	\$82,000.00	\$30.11		\$2,469.38		
			Corrected	\$82,000.00	\$30.11	\$581.00	\$1,894.72		\$581.00
Library Taxes			Original	\$82,000.00	\$0.08		\$6.34		
Robert & Karen Vangorder	Trenton	212.000-2-42.11	Corrected	\$82,000.00	\$0.08		\$6.34		\$0.00
School Taxes									
Raymond & Rachel Byler	Floyd	191.000-1-8.1	Original	\$130,200.00	\$21.68		\$2,823.00		
			Corrected	\$111,500.00	\$21.68	\$579.00	\$2,417.54	\$2,417.54	
Library Taxes			Original	\$130,200.00	\$0.06		\$7.25		
Raymond & Rachel Byler	Floyd	191.000-1-8.1	Corrected	\$111,500.00	\$0.06		\$6.21	\$6.21	
School Taxes									
John & Judith Carl	Trenton	211.004-1-33	Original	\$92,500.00	\$30.11	\$581.00	\$2,785.58		
			Corrected	\$92,500.00	\$30.11	\$1,164.00	\$2,785.58	\$1,621.58	
Library Taxes			Original	\$92,500.00	\$0.08		\$7.15		
John & Judith Carl	Trenton	211.004-1-33	Corrected	\$92,500.00	\$0.08		\$7.15	\$7.15	
School Taxes									
Anthony & Gertrude Corelli	Trenton	161.003-1-55	Original	\$62,700.00	\$30.11	\$581.00	\$1,888.17		
			Corrected	\$62,700.00	\$30.11	\$1,164.00	\$1,888.17		\$583.00
Library Taxes			Original	\$62,700.00	\$0.08		\$4.85		
Anthony & Gertrude Corelli	Trenton	161.003-1-55	Corrected	\$62,700.00	\$0.08		\$4.85	\$0.00	

Approve the Business Associate Agreement with Brown & Brown, Utica-Rome.

Approve the Adirondack Lanes Bowling Agreement for a sum not to exceed \$2,198 for Boy's and \$2,079 for the Girl's team for the 2013-14 school year

Approve the Woods Valley Ski Agreement for alpine ski for the 2013-14 school year.

Approve the request from the Northern Community Pop Warner group for the use of a school bus on November 10, 2013 to the Gen. Brown School, Watertown, New York to participate in the Empire State Game.

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 November 11, 2013 to the Oneida area to visit the Turning Stone Casino.

Approve the request of the American Heart Association for two busses for the Run and Walk on Saturday, March 1, 2014.

Approve the Memorandum of Agreement (MOA) – CSEA effective November 13, 2013.

Adopt the following resolutions increasing the Employee Contribution Reserve Fund (Retirement Contribution) and Unemployment Insurance Payment Reserve Fund:

**RESOLUTION
REPLENISHING EMPLOYEE CONTRIBUTION
RESERVE FUND (RETIREMENT CONTRIBUTION)**

WHEREAS, the Board of Education of the Holland Patent Central School previously authorized the establishment of a Employee Contribution Reserve Fund (Retirement Contribution) pursuant to Section 6-r of the General Municipal Law for the payment of retirement contributions.

WHEREAS, said Employee Contribution Reserve Fund (Retirement Contribution) is in need of replenishment for the purpose authorized by the Board of Education prior to depletion of said fund's previously authorized balance,

NOW, THEREFORE, the Board of Education hereby authorizes the transfer of up to \$300,000 from the general fund balance of the Holland Patent Central School District to the Employee Contribution Reserve Fund (Retirement Contribution), for the purpose of covering future payments for retirement contributions and for other purposes authorized by law, effective November 13, 2013.

**RESOLUTION
REPLENISHING UNEMPLOYMENT RESERVE FUND**

WHEREAS, the Board of Education of the Holland Patent Central School District has previously authorized the establishment of an Unemployment Reserve Fund pursuant to General Municipal Law Section 6-m for the payment of the cost of reimbursement to the New York State Unemployment Insurance Fund for payments made to claimants, and

WHEREAS, said Unemployment Reserve Fund is in need of replenishment for the purpose authorized by the Board of Education prior to depletion of said funds previously authorized balance,

NOW, THEREFORE, the Board of Education hereby authorizes the transfer of up to \$100,000 from the General Fund of the Holland Patent Central School District to the Unemployment Reserve Fund for the purpose of replenishing the same for continued payment of the cost of reimbursement to the New York State Unemployment Insurance Fund for payments made to claimants formerly employed by the District, effective November 13, 2013.

Accept the request from Richard Helmer, custodian, to resign effective October 31, 2013 for reason of retirement

Accept the request of Robert McCabe, to resigned effective July 7, 2014 for reason of retirement.

Accept the request from Claudette Davidson, food service worker, to resign effective November 2, 2013.

Accept the request of Karen Jackson, food service worker, for a leave of absence without pay from November 4, 2013 through December 14, 2013 pending approval of the CSEA Memorandum of Agreement dated October 31, 2013.

Accept the request of Jennifer Schram, nurse, for a medical leave of absence without pay from December 16, 2013 through December 20, 2013.

Approve the request of Karen Gorea for a leave of absence without pay for one day, November 13, 2013.

Approve the request of Elizabeth Curtis for a leave of absence without pay for two days, December 2 & 3, 2013.

Approve the appointment of Sarah Stock-Stephens to the position of Elementary Tutor – Safe Schools Grant for 12 weeks (Monday-Thursday), 4 hrs./wk. (3:30 p.m. – 4:30 p.m.) at the rate of \$39.38/hour.

Approve the Penn Mountain Snow Riders Agreement for the 2013-14 school year.

Approve the following coaching & volunteer appointments pending renewal of their CPR/first aid certificates for the 2013-14 school year:

Coach	Sport		%	Salary
Szarek, Reynold	Wrestling Volunteer			n/a
Olney, Josh	Varsity Nordic Ski (Cross Country)	(split) 10 +1% longevity	6	1,890.18
Olney, Josh	Modified Nordic Ski (Cross Country)	(split) 6%	3	945.09

Approve the following volunteer conditional appointment pending renewal of their CPR/first aid certificates and contingent upon satisfactory criminal background clearance from the Division of Criminal Justice Services and the FBI for the 2013-14 school year:

Coach	Sport		%	Salary
Humpf, John D.	Bowling Volunteer			n/a

Approve the Four Winds Saratoga contract for tutorial services for the period of September 1, 2013 through June 30, 2014.

Yes – 5

No - 0 Motion Carried

13-125

ENCLOSURES

1. Gen. Wm. Floyd Elementary Newsletter, November 2013, Volume 5, Issue 2, from Principal Casab.
2. Holland Patent Elementary Fall 2013 Edition “HPE Messenger” from Principal DeAngelo
3. Holland Patent Elementary November 2013 Newsletter from Principal DeAngelo
4. Middle School November 2013 Newsletter from Principal Pratt
5. High School October 2013 Newsletter from Principal Stevener
6. Parent letter from Principal Pratt regarding monthly middle school newsletter availability.
7. Parent letters from Mrs. Christine Morgan, National Jr. Honor Society Advisor announcing the selection of students as new members. Twenty-nine students were selected.
8. Parent letter from Principal Pratt announcing a practice building evacuation drill to be held on October 17, 2013.
9. Holland Patent Staff Technology Survey
10. New York State Diploma & Exiting Options prepared by Kate Ferguson, BOCES
11. “Well Connected!” Volume 6, Issue 1, October 2013, from Margaret McNamara
12. Technology Handbook, September 2013
13. SBI Calendar 2013-14 Scheduled Meetings
14. Letter from Randy Wilson & Rebecca Huller, Career Exploration Specialist from the BOCES School & Business Alliance program outlining the variety of career exploration events and activities during the 2013-14 school year.
15. Policy Committee Meeting Notice for November 13, 2013.

There were no comments on the enclosures.

EXECUTIVE SESSION

At 9:15 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. Recommendations by the Committee on Special Education
2. Recommendations by the Committee on Pre School Special Education
3. Employment History of Particular People
4. Negotiations
5. Legal Matters – 2
6. Discipline Matter

Yes – 5
No – 0 Motion Carried

At 10:20 p.m. the Board returned to open session.

13-127 **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

13-128 **RECOMMENDATIONS MADE BY THE COMMITTEE ON PRE SCHOOL 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 – 5
No – 0 Motion Carried

13-129 **COMBINING**

The request from Oriskany Central School District to combine in alpine skiing was withdrawn.

Karen Evans made the motion, seconded by Richard Allen to approve the request of the Poland Central School District to combine in alpine skiing for the 2013-14 school year, pending the outcome of the Poland Central School Board meeting.

Approve the request of the Remsen Central School District to combine in wrestling for the 2013-14 school year, pending the outcome of the CSC League meeting as well as the Remsen Central School Board meeting.

Yes – 5

No – 0 Motion Carried

13-130 **APPOINTMENTS**

Karen Evans made the motion, seconded by Richard Allen to approve the following substitute teacher appointments, at a per diem rate of Certified \$80 per day; Non-certified \$65 per day effective November 14, 2013:

<u>Name</u>	<u>Address</u>	<u>Certified Rate \$80/day</u> <u>Non-certified Rate \$65/day</u>
Wydysh, Gordon	8374 Thompson Road Holland Patent, NY 13354	\$65/day
Darrow, Joshua	PO Box 293 105 Boon Street Barneveld, NY 13304	\$80/day

Approve the following substitute teacher appointment, at a per diem rate of Certified \$80 per day effective October 1, 2013:

Stripp, Michael *retired HP teacher	9317 E. Floyd Road Holland Patent, NY 13354	\$80/day
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Adopt the following resolutions of appointment:

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the of **Jacqueline M. Kuhn**, 9961 Morgan Road, Marcy, New York 13403, to the position of teaching assistant, for a probationary period of three (3) years to commence on November 14, 2013 and to expire on November 13, 2016 AND BE IT FURTHER RESOLVED that Jacqueline M. Kuhn be paid on Step 8 (\$18,391) plus .15% Bachelors degree (\$2,573.55) and 39 cr. hrs. at \$66/hr (\$2,574) for a total salary of \$23,538.55 prorated be approved

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the of **Emanuella LaVine**, 59 Auburn Avenue, Utica, New York 13501, to the position of teaching assistant, for a probationary period of three (3) years to commence on November 14, 2013 and to expire on November 13, 2016 AND BE IT FURTHER RESOLVED that Emanuella be paid on Step 8 (\$18,391) plus .15% Bachelors degree (\$2,573.55) and 36 cr. hrs. at \$66/hr (\$2,376) for a total salary of \$23,340.55 prorated be approved.

Approve the following substitute teacher appointment, at a per diem rate of Certified \$80 per day effective October 15, 2013:

LaVine, Emanuella	59 Auburn Avenue	\$80/day
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Approve the appointment of **Victoria Bennison**, 9543 Main Street, Holland Patent, New York 13354, to the position of food service helper, 3 hours per day, 10 months, Step 1, at a rate of \$9.03 per hour (Schedule B) and for a probationary period of 26 weeks effective November 14, 2013.

Approve the following non instructional substitutes effective November 14, 2013:

Alan Wilson

Substitute Building Maintenance Worker 90% of Step 1, \$14.10/hr.
Substitute Cleaner 90% of Step 1, \$9.76/hr.

Sarah Richards

Substitute Cleaner 90% of Step 1, \$9.76/hr.

Kelby Ueltschi

Substitute Cleaner 90% of Step 1, \$9.76/hr.

Barbara Farr

Substitute Bus Driver 90% of Step 1, \$15.21/hr.
Substitute School Bus Attendant 90% of Step 1, \$9.76/hr.

Cynthia Pylman

Substitute Teacher Aide 90% of Step 1, \$9.76/hr.

Approve the following co-curricular appointments for the 2013-14 school year:

Athletic Chaperone \$60 per event
Michael Lariccio

Athletic Timing Per Contract Rate
Michael Lariccio

Elementary Chaperone \$60 per event
Jennifer Potempa

Approve the following coaching conditional appointment pending renewal of their CPR/first aid certificates and contingent upon satisfactory criminal background clearance from the Division of Criminal Justice Services and the FBI for the 2013-14 school year:

Coach	Sport		%	Salary
Kimak, Matthew	Varsity Nordic Ski (Cross Country)	(split) 8%	4	\$1,260.12
Kimak, Matthew	Modified Nordic Ski (Cross Country)	(split) 4%	2	630.06

Yes – 5
No – 0 Motion Carried

13-131 **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 10:20 p.m.

The next policy committee meeting will take place on December 4, 2013 in the annex conference room at 6:00 p.m.

The next regular board meeting will take place on December 4, 2013 in the middle school auditorium at 7:00 p.m.

Marie E. Perry
District Clerk