

**APPROVED MINUTES  
HOLLAND PATENT CENTRAL SCHOOL DISTRICT  
REGULAR BOARD OF EDUCATION MEETING  
WEDNESDAY, AUGUST 21, 2013  
ANNEX CONFERENCE ROOM –6:00 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 August 21, 2013. Board President, Anne McGahey, called the meeting to order at 6:00 p.m.

**MEMBERS PRESENT**

Anne McGahey, President  
Karen Evans, Vice President  
Richard Allen  
Everett Stalker  
Traci Boris  
Kathleen M. Davis, Superintendent of Schools  
Marie Perry, District Clerk

**ALSO PRESENT**

Nancy Nowicki  
Dennis Geer  
Andrew Massoud (arr. 6:10 p.m.)

**Members Absent:**

Avery Herkel  
Cheryl Venettozzi, Assistant Superintendent

**VISITORS**

There were no visitors.

**ROLL CALL**

**PLEDGE OF ALLEGANCE**

13-44 **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 August 14, 2013.

Yes – 5

No - 0 Motion Carried

13-45 **POSITIVE THOUGHTS**

Mrs. Davis reported that she did a walk through and we are ready to open. We have a new cafeteria manager, Cliff Casab. He will be meeting with cafeteria staff next week. Mr. Casab is currently being trained on our software and we will be ready to go. Our Back to School newsletter issue is complete and being mailed. Tax bills are in and ready to be prepped for mailing.

Mr. James DeAngelo sent a thank you letter to Mr. & Mrs. Miller for their donation which will assist families.

13-46

**REVIEW OF UPCOMING DATES**

Mrs. Davis highlighted a few dates. She also invited board members to our new staff orientation being held in the board room on Friday, August 23, 2013, at 8:30 a.m.

August 22, 2013	Fall Sports Parent Night 6:00 p.m. – High School Auditorium
August 23, 2013	New Staff Orientation
August 26, 2013	Modified Fall Sports Begin
August 27, 2013	6 <sup>th</sup> Grade Orientation 6:00 p.m. – Middle School
August 29, 2013	Freshman Orientation 1 p.m. & 6 p.m. – High School
September 2, 2013	Labor Day
September 3, 2013	Superintendent's Conference Day
September 4, 2013	Superintendent's Conference Day
September 5, 2013	First Day for Students
September 10, 2013	Middle School Open House 6:00 p.m.
September 11, 2013	GWF PTA Meeting 4:00 p.m.
	HPE PTA Meeting 4:30 p.m.
September 12, 2013	High School Open House 7:00 p.m.
September 17, 2013	Constitution Day
September 18, 2013	Beginning Instrument Information Night 6:00 p.m. – High School Cafeteria
September 18, 2013	Board of Education Meeting Annex Board Room, 7:00 p.m.

13-47

**VISITORS**

There were no visitors.

13-48            **CORRESPONDENCE**

There was no correspondence.

13-49            **BOARD FORUM**

Karen Evans requested that Item II (15) be pulled from consent for Executive Session. Traci Boris requested that Item II (5) be pulled from consent for discussion.

Rick Allen commented that the new staff orientation program is a great way to start off the year and a good opportunity to meet everyone.

13-50            **DISTRICT UPDATE**

The board reviewed the petition from Town of Western residents requesting a change in our bus run to the area. Mrs. Davis reported that she researched the transportation run, and it is the safest method to transport students from the outlying area. This issue was upheld by the State Education Department based on length of the ride and safety. We use a small bus to transport a limited number of students to meet with a larger bus and continue to school. Mr. Allen commented that it is a personal choice where people live and we are concerned with transportation safety.

Mrs. Davis asked Mr. Geer to review the EPC information with regard to the Amendment on the agenda this evening. Mr. Geer reported that the amendment is at no cost to the district and the district still incurs a savings. It addresses the air flow variations as a room occupancy changes. Our legal counsel has reviewed the amendment for legality.

The board was provided with copies of The Guidelines for the Coaching Requirements and Coaching Certification Process for Non Teacher Coaches. Mr. Massoud, Athletic Director, outlined the certification process and how the district is complying with the regulations. All athletic volunteers must follow the regulations the same as coaches. He has reviewed our coach database and we meet the regulations. The district is in compliance and he will continue to monitor all appointments. Mrs. Davis thanked Mr. Massoud and noted that she phone conferenced with SED and the BOCES Certification Officer for clarification on athletic volunteers. It was determined that they need the additional coursework, fingerprint clearance and licensing.

Mrs. Evans asked Mr. Massoud if he has received any calls regarding baseline concussion screenings. The media has reported that Sitrin is doing baseline concussion testing for a minimal fee. It establishes a baseline in the event that a child incurs a concussion in future. To date, Mr. Massoud has not received any inquiries.

Mrs. Davis updated the board on the APPR Plan. The State Education Department needs to review/approve the plan. There was also discussion with regarding the growth scores and how the process is handled.

13-51            **COMMITTEE REPORTS**

There were no committee reports.

13-52      **TAX WARRANT/LEVY**

Karen Evans made the motion, seconded by Richard Allen to adopt the resolution with regard to the tax warrant and tax levy.

WHEREAS:                    Chapter 73 of the Laws of 1977, amended §1318, subdivision 1 of the Real Property Tax Law; and

WHEREAS:                    shall state the amount of unexpended surplus funds in the custody of the board and shall further state that except as authorized or required by law, such unexpended surplus funds have been applied in determining the amount of the school tax levy

WHEREAS:                    this latter amount may be held as surplus funds during the current school year; now therefore

BE IT RESOLVED:            that the Board of Education retain as surplus funds \$2,933,825 from the total unreserved fund balance of \$6,385,006 thereby applying \$2,250,000 to the reduction of the tax levy. (The fund balance is unaudited at this time.)

**BE IT ADDITIONALLY RESOLVED AS FOLLOWS:**

To the collector of Holland Patent Central School District – Town of Trenton et. al. Counties Oneida – Herkimer New York State.

You are hereby commanded:

1.      To give notice and start collection on September 3, 2013. (In accordance with the provisions of §1322 of the Real Property Tax Law).
2.      To give notice that tax collection will end on November 7, 2013.
3.      To collect taxes in the total sum of \$11,681,719 less the STAR exemption amount in the same manner that collectors are authorized to collect town and county taxes in accordance with the provisions of §1318 of the Real Property Tax Law.
4.      To make no changes or alterations in the tax warrant or the attached tax rolls but shall return the same to the board of education. The board may recall its warrant and tax roll for correction of errors or omissions in accordance with the provisions of §553 and §556 of the Real Property Tax Law.
5.      To forward by mail to each owner of real property listed on the tax rolls within ten days after the start of collection a statement

of taxes due on his/her property on press-numbered tax bill forms provided by the school district in accordance with the provisions of §922 of the Real Property Tax Law. To forward by mail, without interest penalties, to the office of the county treasurer a detailed tax bill of all state land parcels for taxes on the school tax rolls in accordance with provisions of §540 and §544 of the Real Property Tax Law.

6. To receive from each of the taxable corporations and natural persons the sums listed on the attached tax rolls without interest penalties when such sums are paid before the end of the first month of the tax collection period. To add two percent interest penalties to all taxes collected during the second month of the tax collection and to add three percent interest penalties to all taxes collected during any part of the third month of the tax collection period and to account for such sums as income due to the school district.
7. To issue press-numbered receipts only on forms provided by the school district in acknowledgment of receipt of payments of taxes and to retain, preserve and file exact carbon copies of all such receipts issued as required by §986 of the Real Property Tax Law and amended by Chapter 680 effective 1/1/95.
8. To promptly return the warrant at its expiration and if any taxes on the attached tax rolls shall be unpaid at that time, deliver an accounting thereof on forms showing by town the total assessed valuation, tax rate, the total tax levy, the total amounts remaining uncollected as required by §1330 of the Real Property Tax Law.

The warrant is issued and delivered in accordance with §1306 and §1318 of the Real Property Tax Law. It is effective immediately after it is properly signed by a majority of the board of education. The warrant shall expire on the date stated above unless a renewal or extension has been endorsed on the face of this warrant in writing in accordance with §1318, subdivision 3 of the Real Property Tax Law.

## **RESOLUTION TO CONFIRM TAX ROLLS AND AUTHORIZE TAX LEVY**

August 21, 2013

WHEREAS the Board of Education has been authorized by the voters at the Annual School meeting to raise the current budget of the 2013-14 school year a sum not to exceed \$28,513,226;

THEREFORE, BE IT RESOLVED, that the board fix the equalized tax rates by towns and confirm the extension of the taxes as they appear on the following tax roll:

<b>Name of Town</b>	<b>Total Assessed Valuations by Town</b>	<b>Equalized Tax Rate by Towns</b>	<b>Total Tax Levy by Towns</b>
Deerfield	\$527,233	16.30%	\$78,112.93
Floyd	130,833,161	100.00%	2,836,729.38
Marcy	41,611,850	78.00%	1,156,704.69
Remsen	844,605	58.00%	31,573.72
Steuben	25,883,846	100.00%	561,214.50
Trenton	193,522,921	72.00%	5,827,737.58
Western	25,701,817	58.25%	956,682.81
Russia	10,744,535	100.00%	232,963.40
Totals:	\$429,729,968	--	\$11,681,719.00

AND BE IT HEREBY DIRECTED THAT the tax warrant of this board, duly signed shall be affixed to the above-described tax rolls authorizing the collection of said taxes to begin 9/3/13 and end 11/7/13 giving the tax warrant an effective period of 65 days at the expiration of which time the tax collector shall make an accounting in writing to the board;

AND IT IS FURTHER DIRECTED THAT the delinquent tax penalties shall be fixed as follows:  
 1st month free period,  
 2nd month interest of 2 percent added,  
 3rd month or fraction thereof, interest of 3 percent added.

Yes – 5  
 No - 0 Motion carried

13-53

**BILL SCHEDULES**

Mrs. Evans made the motion, seconded by Mr. Allen, to accept for payment bill schedule #12 General Fund in the amount of \$353,399.36, for the period ending August 21, 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 #10 School Lunch in the amount of \$7,856.86, for the period ending August 21, 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 #9 Federal Funds in the amount of \$33,988.29, for the period ending August 21, 2013 and make it a matter of record.

Yes – 5  
 No – 0 Motion Carried

13-54 **TREASURER’S REPORT**

Karen Evans made the motion, seconded by Richard Allen to accept the Treasurer’s Report for the period ending July 31, 2013 and made a matter of record.

Yes – 5  
No – 0 Motion Carried

13-55 **REMOVE FROM CONSENT**

Karen Evans made the motion, seconded by Richard Allen to remove Item II (5) from consent for discussion and remove Item II (15) from consent for discussion in Executive Session.

Yes – 5  
No - 0 Motion Carried

13-56 **APPROVAL OF TAX REFUND/CORRECTIONS**  
**APPROVAL OF 2013-14 HPTA MEMORANDUM OF AGREEMENT (MOA) –**  
**APPENDIX D COCURRICULAR SALARIES**  
**DELIVERY TRUCK PURCHASE BID AWARD**  
**APPROVAL OF 2013-14 ONEIDA COUNTY SHERIFF’S OFFICE – SCHOOL**  
**RESOURCE OFFICER AGREEMENT AND ADDENDUM**  
**APPROVAL OF 2013-14 UPSTATE CEREBRAL PALSY CONTRACT AND**  
**ADDENDUM**  
**APPROVAL OF 2013-14 ELEMENTARY TECHNOLOGY CURRICULUM**  
**APPROVAL OF 2013-14 RESPONSE TO INTERVENTION (RTI)/ACADEMIC**  
**INTERVENTION SERVICE (AIS) PLAN**  
**APPROVAL OF 2013-14 ANNUAL PROFESSIONAL PERFORMANCE**  
**REVIEW (APPR) PLAN**  
**RESOLUTIONS FOR THE CERTIFICATION OF LEAD EVALUATORS**  
**APPROVAL OF 2013-14 TRANSPORTATION REQUEST**  
**2013-14 COACHING & VOLUNTEER APPOINTMENTS**  
**2013-14 COCURRICULAR APPOINTMENTS**  
**EPC CONTRACT AMENDMENT NO. 1**

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

Approve the following Tax Refunds and Corrections:

Owner Name	Town	Tax map ID	Original/ Corrected	Assessment	2012-13 Tax Rate	Tax	Refund
Henry Swartzentruber	Trenton	247.000-1-73.2	Original	\$74,000	30.871	\$2,284.45	\$336.15
			Corrected	\$63,111	30.871	\$1,948.30	
<b>Library Taxes</b>							
Henry Swartzentruber	Trenton	247.000-1-73.2	Original	\$74,000	0.0809	\$5.99	
			Corrected	\$63,111	0.0809	\$5.11	\$0.88

Approve the 2013-14 HPTA Memorandum of Agreement (MOA) – Appendix D  
Cocurricular Salaries.

Approve the Delivery Truck Bid be awarded to the lowest bidder, West Herr New York  
in the amount of \$30,731.

Approve the 2013-14 Oneida County Sheriff's Office – School Resource Officer  
Agreement and Addendum

Approve the 2013-14 United Cerebral Palsy Contract and Addendum.

Approve the 2013-14 Elementary Technology Curriculum

Approve the 2013-14 Response to Intervention (RTI)/Academic Intervention Service  
(AIS) Plan.

Approve the 2013-14 Annual Professional Performance Review (APPR) Plan.

Adopt the following resolutions for the Certification of Lead Evaluators effective August  
22, 2013:

- A. WHEREAS, the Board of Education has been provided evidence that **Russell Stevener** has completed training which meets the requirements of § NYCRR 30-2.9 and the Holland Patent Central School District Annual Professional Performance Review Plan for certification as a Lead Evaluator of teachers, therefore

BE IT RESOLVED, that, upon recommendation of the Kathleen M. Davis, Superintendent of Schools, **Russell Stevener** be certified as a Lead Evaluator of teachers.

- B. WHEREAS, the Board of Education has been provided evidence that **Charles Pratt** has completed training which meets the requirements of § NYCRR 30-2.9 and the Holland Patent Central School District Annual Professional Performance Review Plan for certification as a Lead Evaluator of teachers, therefore

BE IT RESOLVED, that, upon recommendation of the Kathleen M. Davis, Superintendent of Schools, **Charles Pratt** be certified as a Lead Evaluator of teachers.

- C. WHEREAS, the Board of Education has been provided evidence that **Kristin Casab** has completed training which meets the requirements of § NYCRR 30-2.9 and the Holland Patent Central School District Annual Professional Performance Review Plan for certification as a Lead Evaluator of teachers, therefore

BE IT RESOLVED, that, upon recommendation of the Kathleen M. Davis, Superintendent of Schools, **Kristin Casab** be certified as a Lead Evaluator of teachers.

- D. WHEREAS, the Board of Education has been provided evidence that **James DeAngelo** has completed training which meets the requirements of § NYCRR 30-2.9 and the Holland Patent Central School District Annual Professional Performance Review Plan for certification as a Lead Evaluator of teachers, therefore

BE IT RESOLVED, that, upon recommendation of the Kathleen M. Davis, Superintendent of Schools, **James DeAngelo** be certified as a Lead Evaluator of teachers.

- E. WHEREAS, the Board of Education has been provided evidence that **Andrew Massoud** has completed training which meets the requirements of § NYCRR 30-2.9 and the Holland Patent Central School District Annual Professional Performance Review Plan for certification as a Lead Evaluator of teachers, therefore

BE IT RESOLVED, that, upon recommendation of the Kathleen M. Davis, Superintendent of Schools, **Andrew Massoud** be certified as a Lead Evaluator of teachers.

- F. WHEREAS, the Board of Education has been provided evidence that **Mary Beth Piejko** has completed training which meets the requirements of § NYCRR 30-2.9 and the Holland Patent Central School District Annual Professional Performance Review Plan for certification as a Lead Evaluator of teachers, therefore

BE IT RESOLVED, that, upon recommendation of the Kathleen M. Davis, Superintendent of Schools, **Mary Beth Piejko** be certified as a Lead Evaluator of teachers.

- G. WHEREAS, the Board of Education has been provided evidence that **Kathleen M. Davis, Superintendent of Schools**, has completed training which meets the requirements of § NYCRR 30-2.9 and the Holland Patent Central School District Annual Professional Performance Review Plan for certification as a Lead Evaluator of administrators, therefore

BE IT RESOLVED, that **Kathleen M. Davis, Superintendent of Schools** be certified as a Lead Evaluator of administrators.

Approve the following request for transportation to private schools for the 2013-14 school year:

Child 1  
Child 2

Ms. Irene Hochstetler  
9033 Lewis Road, Holland Patent, NY 13354

Amish School Fraser Road

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

<b>Coach/Volunteer</b>	<b>Sport</b>		<b>%</b>	<b>Salary</b>
Allen, Robert	Assistant Modified Football		4	\$1,260.12
Digristina, Christina	Girls Modified Basketball		4	\$1,260.12
Richard, John	Fall Strength	3% + 1% longevity	4	\$1,260.12
Lynch, Teresa	Girls Modified Soccer		4	\$1,260.12
Arbogast, Laura	Volleyball Volunteer			n/a
Bronk, Greg	Soccer Volunteer			n/a
Chmielewski, Robert	Football Volunteer			n/a
Grogan, Edward	Football Volunteer			n/a
Westfall, Ariana	Soccer Volunteer			n/a

Approve the following 2013-14 co-curricular appointments:

Middle School Jr. Honor Society Advisor	Christine Morgan	2.0%	\$630.06
Middle School Student Council Advisor	Jeff Lallier	2.5%	\$787.58

Approve the Amendment No. 1 to the Performance Contract Agreement (EPC).

Yes – 5  
 No - 0 Motion Carried

13-57

**APPROVAL OF AMENDED CODE OF CONDUCT**

Karen Evans made the motion, seconded by Richard Allen to approve the Amended Code of Conduct – Plain Language format for the 2013-14 school year.

Mrs. Boris requested clarification on the format of the code. Mrs. McGahey reported that she and Mrs. Davis reviewed the entire document. There were many grammatical errors that they corrected and they reformatted the document for clarity. The content of the code was not changed. Following the clarification, the board continued to vote.

Yes – 5  
 No - 0 Motion Carried

13-58

**ENCLOSURES**

1. Welcome Back letter/agendas being sent to all staff August 22, 2013.
2. Enrollment Information
3. Guidelines for Coaching Requirements
4. Coaching Certification Process – Non Teacher Coaches
5. Back to School Newsletter

There were no comments on the enclosures.

13-59            **EXECUTIVE SESSION**

At 6:42 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. Employment History of Particular People
3. Current Litigation (2)

Yes – 5  
No – 0 Motion Carried

At 7:10 p.m. the Board returned to open session.

13-60            **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

13-61            **APPOINTMENTS**

Karen Evans made the motion, seconded by Richard Allen to adopt the following resolutions of appointment:

RESOLVED, that the Board of Education, Holland Patent Central School District, at its meeting of August 14, 2013, pursuant to Section 2509 of the Education Law and in compliance with Part 30.3 of the rules of the Board of Regents, upon the recommendation of Kathleen M. Davis, Superintendent of Schools, does hereby appoint **Ashley Marlenga**, 618 Coolidge Road, Utica, New York 13502, who holds a New York State Professional Certificate #XXXX86 Childhood Education (Grades 1-6, to the position of elementary teacher, for a probationary period of three (3) years in the tenure area of Elementary Education, Grades 1-6, to commence September 1, 2013 and to expire on August 31, 2016, AND BE IT FURTHER RESOLVED that Ashley Marlenga be paid on Step C8 (\$39,775) plus Masters (\$800) for a total salary of \$40,575.

BE IT RESOLVED, that **Teresa Lynch**, 52 Marshall Avenue, Mohawk, New York 13407, be appointed to the position of long term substitute (maternity leaves) elementary teacher at the Holland Patent Elementary and be paid on C-6 (\$37,054) plus Masters (\$800), for a total salary of \$37,854. This appointment is for the period September 1, 2013 through June 30, 2014.

BE IT RESOLVED, that upon the recommendation of Kathleen M. Davis, Superintendent of Schools, does hereby appoint **Sara Engell**, 116 West Embargo Street, Apt. 1, Rome, New York 13440, to the position of teacher assistant, for a probationary period of three (3) years to commence on September 1, 2013 and to expire on August 31, 2016 AND BE IT FURTHER RESOLVED that Sara Engell be paid on Step 8 (\$18,391) plus .15% Bachelors degree (\$2,573.55) for a total salary of \$20,964.55 be approved

BE IT RESOLVED, that **Talia DeFazio**, 812 Eleanor Place, Utica, York 13501, be appointed as a long term substitute elementary teacher at Holland Patent Elementary and be paid on C-7 (\$38,415), plus masters (\$800) pending receipt of official transcripts, for a total salary of \$39,215-prorated This appointment is for the period of December 2, 2013 – February 14, 2014.

Yes – 5

No – 0 Motion Carried

13-62

**APPOINTMENTS**

Karen Evans made the motion, seconded by Richard Allen to adopt the following resolution of appointment:

BE IT RESOLVED, that upon the recommendation of Kathleen M. Davis, Superintendent of Schools, does hereby appoint **Diane Stalker**, 52 Blue Heron Drive, Barneveld, New York 13304, to the position of teacher assistant, for a probationary period of three (3) years to commence on September 1, 2013 and to expire on August 31, 2016 AND BE IT FURTHER RESOLVED that Diane Stalker be paid on Step 12 (\$20,857) plus .15% Bachelors degree (\$2,573.55) plus 30 hrs. @ \$66 (\$1,980) for a total salary of \$25,410.55 be approved.

Yes – 4

Abstain – 1 Everett Stalker

No – 0 Motion Carried

13-63

**TRUST U/W JAMES R. PYNE**

Karen Evans made the motion, seconded by Richard Allen to adopt the following Resolution:

**IT IS HEREBY RESOLVED** that the Settlement Proposal of the pending tax certiorari proceedings filed by THE TRUST U/W of JAMES R. PYNE against the TOWN OF TRENTON, et al, for tax year 2012 (Index No. CA2012-001576), which provides that the assessment for the subject property will be set by the Town Assessor at \$750,000, with a waiver of refunds by the Petitioner of any and all refunds, be and hereby is approved and that the School

District's attorneys are hereby authorized to execute said Agreement on behalf of the Board of Education.

Yes – 5

No – 0 Motion Carried

13-64

**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 7:15 p.m.

The next regular board meeting will take place on September 18, 2013 in the annex conference room at 7:00 p.m.

Marie E. Perry  
District Clerk