

REORGANIZATION MEETING OF THE BOARD OF EDUCATION
HOLLAND PATENT CENTRAL SCHOOL DISTRICT
ANNEX BOARD ROOM
TUESDAY, JULY 9, 2013 – 6:00 P.M.

The reorganization meeting of the Board of Education of the Holland Patent Central School District was held in the Annex Board Room located in the village of Holland Patent, New York, on Tuesday, July 9, 2013. The meeting was called to order by Kathleen M. Davis, Superintendent of Schools at 6:02 p.m.

MEMBERS PRESENT

Anne McGahey
Karen Evans
Richard Allen
Everett Stalker
Traci Boris
Kathleen M. Davis, Superintendent of Schools
Nancy Nowicki, Assistant Superintendent
Cheryl Venettozzi, Assistant Superintendent
Marie E. Perry, District Clerk

ALSO PRESENT

Avery Herkel

APPOINTMENT OF CLERK OF THE BOARD

Richard Allen made the motion, seconded by Everett Stalker to appoint Marie E. Perry, District Clerk for the 2013-14 school year.

Yes – 5
No - 0 Motion Carried

Mrs. Davis asked Marie Perry, Clerk to be sworn in to serve as District Clerk for the 2013-2014 school year at a salary of \$3,397.35.

NEW SCHOOL BOARD MEMBERS

Mrs. Davis asked the newly elected Board of Education member, Karen Evans, be sworn in to a five-year term and her term of office will take place immediately.

Mrs. Davis asked the new student representative Board of Education member, Avery Herkel, be sworn in to serve a one-year term and his term of office will take place immediately.

ELECTION OF PRESIDENT

Mrs. Davis announced that nominations were open for the election of President of the Board of Education for the 2013-14 school year. Richard Allen nominated Anne McGahey, seconded by Everett Stalker.

Yes - 5
No - 0 Motion Carried

ELECTION OF VICE PRESIDENT

Anne McGahey announced that nominations were open for the election of Vice President of the Board of Education for the 2013-14 school year. Richard Allen nominated Karen Evans, seconded by Everett Stalker.

Yes - 5
No - 0 Motion Carried

APPOINTMENT OF DEPUTY CLERK OF THE BOARD

Karen Evans made the motion, seconded by Richard Allen to approve the appointment of Christine Strzepek as Deputy Clerk of the Board of Education for the 2013-2014 school year. The Deputy Clerk will assume the duties of the District Clerk in the event of any emergency situation wherein the District Clerk is absent from duties requiring immediate attention.

Yes – 5
No – 0 Motion Carried

NOMINATION OF NYSSBA DELEGATE

Mrs. Evans made the motion, seconded by Mrs. McGahey to nominate Mr. Allen to serve as the NYSSBA delegate for the 2013-14 school year.

Yes – 5
No – 0 Motion Carried

Mr. Allen asked that the following items be pulled from the consent for discussion:

- 13 Monthly Meetings of the Board of Education
- 38 Resolution to Set Date for Annual Meeting & Budget Vote
- 39 Appointment of Audit Committee

Mrs. Boris asked that the following items be pulled from consent for discussion:

- 7 Appointment of Treasurer and Deputy Treasurer
- 28 Appointment of Committee on Special Education
- 29 Appointment of Committee on Pre-School Special Education
- 33 Approval of Supt. to Authorize Instructional & Non-Instructional Staff for Home Instruction/Chaperone Supervision Duties on Emergency Basis
- 36 Approval to Renew Bans and/or RANS

Mrs. Boris also asked that Item 22 (Appointment of School Attorney) be pulled from consent and voted on separately; Item 43 (Approval of retirement Notification Policies, be pulled from consent for discussion in Executive Session.

Mrs. McGahey asked that Item 25 (Appointment of Executive Committee Member Oneida-Madison-Herkimer Counties School Board Association) be pulled from consent for discussion.

APPOINTMENT OF PURCHASING AGENT AND ASSISTANT PURCHASING AGENT
CERTIFICATION OF PAYROLL
AUTHORIZATION TO ATTEND CONFERENCES
REIMBURSEMENT OF MILEAGE

APPOINTMENT OF CONSULTING DENTIST
DESIGNATION OF OFFICIAL NEWSPAPER FOR THE SCHOOL DISTRICT
DESIGNATION OF OFFICIAL BANK DEPOSITORY
CREDIT CARD APPROVALS
DESIGNATION OF OFFICIAL COORDINATOR FOR FEDERAL PROJECTS
DESIGNATION OF DISTRICT EDUCATIONAL OFFICER
DESIGNATION OF RECORDS ACCESS OFFICER
DESIGNATION OF STUDENT ACCESS RECORD OFFICER
ESTABLISHMENT OF A PETTY CASH FUND AND APPOINTMENT OF CUSTODIAN
APPROVAL OF AUTHORIZED SIGNERS FOR EXTRA CLASSROOM FUNDS
APPOINTMENT OF EXTRA-CLASSROOM ACTIVITY ACCOUNT PERSONNEL
APPOINTMENT OF TEACHING/LEARNING CENTER POLICY BOARD MEMBER
ONEIDA-MADISON-APPOINTMENT OF OCCUPATIONAL EDUCATION ADVISORY
COUNCIL
APPOINTMENT OF IMPARTIAL HEARING OFFICERS
ADOPT RESOLUTION FOR COOPERATIVE BIDDING
APPROVAL OF POLICIES AND STATE REQUIRED PLANS
APPOINTMENT OF CHIEF SCHOOL OFFICER TO APPROVE THE DISPOSAL OF SURPLUS
SCHOOL BUSES AND ANY OTHER EQUIPMENT AS DETERMINED BY THE
SUPERINTENDENT
APPROVAL OF COOPERATIVE BIDDING RESOLUTION
RESOLUTION TO ADOPT THE RECORD RETENTION AND DISPOSITION SCHEDULE ED-1
APPOINTMENT OF INTERNAL CLAIMS AUDITOR
APPROVE TIMOTHY MCGILL, ESQ., - BOND COUNSEL
APPROVE BERNARD P. DONEGAN – FINANCIAL CONSULTANT
APPOINT COMMITTEE MEMBERS
APPOINTMENT RESIDENCY OFFICER
APPOINT SEXUAL HARASSMENT OFFICER
APPOINTMENT OF TAX COLLECTOR

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

Appoint the Assistant Superintendent for Business and Finance Purchasing Agent for the 2013-2014 school year.

Appoint the Superintendent of Schools Assistant Purchasing Agent for the 2013-2014 school year.

Appoint the Assistant Superintendent for Business and Finance to certify payrolls.

Authorize the Superintendent of Schools to approve the attendance of staff members to attend conferences.

Reimburse approved mileage at the rate in accordance with IRS Regulation.

Appoint Dr. Noel Gaige Consulting Dentist for the 2013-14 school year.

Designate the Rome Sentinel as the official newspaper for the school district for the 2013-14 school year.

Designate Adirondack Bank, NBT, JP Morgan/Chase, First Niagara Bank, and Citizens Bank as the official bank depository for the 2013-14 school year.

Authorize the following individuals as signers for district credit cards: Kathleen M. Davis, Cheryl Venettozzi, and Nancy Nowicki (Citizens/limit \$5,000), Christopher Roberts (Sunoco limit \$2,000) and Cheryl Venettozzi (Wal-Mart limit of \$2,000) for the 2013-14. school year.

Designate the Assistant Superintendent for Curriculum and Instruction as Coordinator of Federal Projects for the 2013-14 school year.

Designate the Superintendent of Schools as District Educational Officer for the 2013-14 school year.

Designate the Assistant Superintendent for Curriculum and Instruction as Records Access Officer for the 2013-14 school year.

Designate the High School Principal, Middle School Principal, and Elementary Principals as Student Access Officer Designees for the 2013-14 school year.

Appoint the Superintendent of Schools as Custodian of the Petty Cash Fund in the amount of \$100 for the 2013-14 school year.

Authorize Pamela Backman and Jody Shepard to sign checks for the extra classroom accounts for the 2013-14 school year.

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

Extra-classroom Treasurer – Pamela Backman

Assistant Extra-classroom Treasurers:

High School – High School Receptionist

Middle School – Building Secretary

Gen. Wm. Floyd Elementary – Building Secretary

Holland Patent Elementary – Building Secretary

High School Principal and/or Assistant Principal-Athletic Director - Russell Stevener

Middle School Principal/Service Account – Charles Pratt

Holland Patent Elementary Principal/Service Account – James DeAngelo

General William Floyd Elementary Principal/Service Account – Kristin Casab

Appoint Karen Evans to serve on the Teacher/Learning Center Policy Board for the 2013-14 school year.

Approve the BOCES Advisory Council for Occupational Education as its Advisor Council for the 2013-14 school year.

Appoint the Impartial Hearing Officers for the 2013-14 school year per procedures as outlined by SED regulations.

Adopt the following resolution relative to Cooperative Bidding for the 2013-14 school year:

WHEREAS, it is the plan of a number of public school districts in Oneida, Herkimer, and Madison Counties, New York, to bid jointly tires, paper, AV equipment, computers, printers, and supplies, lunchroom supplies and custodial supplies, art and instructional supplies, chips, bread, ice cream, fuel and other like supplies and

WHEREAS, the Holland Patent Central School District is desirous of participating with other school districts in Oneida, Herkimer, and Madison Counties in the joint bidding of the commodities mentioned above, authorized by General Municipal Law, Section 119-0, and

WHEREAS, the Holland Patent Central School District wishes to appoint a committee to assume the responsibility for drafting specifications, advertising for bids, accepting and opening bids, tabulating bids, reporting the results to the Board of Education and making recommendations, thereon; therefore,

BE IT RESOLVED, that the Board of Education of the Holland Patent Central School District hereby approves a committee of School Business Officials and other officials from participating districts, to represent it in all matters related above,

BE IT FURTHER RESOLVED, that the Holland Patent Central School District authorized the above-mentioned committee to represent it in all matters leading up to and entering into a contract for the purchase of the above-mentioned bidding, and,

BE IT FURTHER RESOLVED, that the Holland Patent Central School District Board of Education agrees (1) to abide by the majority decisions of the participating districts on quality standards; (2) that unless all bids are rejected, it will award contracts according to the recommendations of the committee; (3) that after award of contract(s), it will conduct all negotiations directly with the successful bidder.

Readopt all Policies, Code of Ethics, and required plans in effect during the previous year for the 2013-14 school year.

Appoint the Superintendent of Schools, Kathleen M. Davis, to dispose of surplus school buses and any other surplus equipment as determined by the Superintendent for the 2013-14 school year.

Approve the following Cooperative Bidding Resolution:

WHEREAS, it is the plan of a number of PUBLIC SCHOOL DISTRICTS and the MADISON-ONEIDA BOCES (“the BOCES”), during the 2013-14 school year, to bid jointly for the purchase of various types of computers and technology commodities (the “Commodities”); and

WHEREAS, the Holland Patent Central School District (“the School District”) is desirous of participating in the joint bidding of the Commodities, as authorized by General Municipal Law, Article 5-G; and

WHEREAS, this Board of Education has received and reviewed Cooperative Bid Procedures (“the Procedures”) governing its rights and responsibilities should it elect to participate in the joint bidding of the commodities; and

BE IT RESOLVED, that the Board of Education hereby appoints the superintendent or designee to represent it in all matters related above; and

BE IT FURTHER RESOLVED, that in accordance with Cooperative Bid Procedures the Board of Education agrees to award bid item purchases according to the recommendation of the BOCES if such award is in the best interest of the school district.

Adopt the record retention and disposition schedule ED-1 as recommended by the New York State Department of Education – archives and records administration for the 2013-14 school year.

Appoint Suzanne Ellis as internal claims auditor for the 2013-14 school year at the rate of \$17.69/hour.

Appoint Timothy McGill, Esq. bond counsel for the 2013-14 school year.

Appoint Bernard P. Donegan, Inc. as financial consultant for the 2013-14 school year.

Appoint the following committee members for the 2013-14 school year.

| | |
|----------------------------|-------------------------------|
| Audit Committee: | Traci Boris, Everett Stalker |
| Policy Review Committee: | Traci Boris, Richard Allen |
| Feasibility Sub-Committee: | Anne McGahey, Everett Stalker |
| Safety Committee: | Karen Evans |
| CDEP Committee: | Anne McGahey, Richard Allen |

Appoint Cheryl Venettozzi, Assistant Superintendent for Business and Finance be appointed Residency Officer for the 2013-14 school year.

Appoint Nancy Nowicki, Assistant Superintendent of Curriculum and Instruction be appointed as Sexual Harassment Officer for the 2013-14 school year.

Appoint Mary Zacek to the position of Tax Collector for the 2013-14 school year at a salary of \$7,568.60.

Yes – 5
No – 0 Motion Carried

APPOINTMENT OF THE TREASURER AND DEPUTY TREASURER

Karen Evans made the motion, seconded by Richard Allen to approve the appointment of Pamela Backman as Treasurer for the 2013-2014 school year at a salary of \$42,235.47 and approve the appointment of Jody Shepard, Secretary to the Assistant Superintendent for Business and Finance, as Deputy Treasurer for the 2013-2014 school year. The Deputy Treasurer will assume the duties of the Treasurer in the event of any emergency situation wherein the Treasurer is absent from duties requiring immediate attention.

Mrs. Boris inquired about the responsibilities of the Treasurer. Mrs. Venettozzi responded with several responsibilities including banking, budget transfers, federal grants, journaling, transmitting payroll paperwork to BOCES, filing and backup duties as needed. The position is only a yearly appointment. Mr. Allen commented that Mrs. Backman is a business office employee and has other general duties. Following the discussion, a vote was taken.

Yes - 5
No - 0 Motion Carried

MONTHLY MEETINGS OF THE BOARD OF EDUCATION

Karen Evans made the motion, seconded by Richard Allen to approve the 2013-14 Board of Education monthly meeting dates which will be held at 7:00 p.m. with the exception of July 2013, August 2013, and May 6, 2014 as follows:

July 9, 2013 6 p.m.

July 16, 2013, 5:30 p.m. Board Retreat/Work Session

August 21, 2013, 6 p.m.

| | |
|--------------|--------------------------------|
| September 18 | March 12 |
| October 9 | April 22 |
| November 13 | May 6 (Budget Hearing), 6 p.m. |
| December 4 | May 20 (Budget Vote) |
| January 8 | June 11 |
| February 5 | |

The Budget Hearing will be held on Tuesday, May 6, 2014 and Budget Vote will be held on Tuesday, May 20, 2014.

AND IT IS FURTHER RECOMMENDED that any special Board of Education meetings will be called at least twenty-four hours in advance and notice of such special meetings be posted on the school district bulletin board and prompt notification will be given to the news media.

Mr. Allen requested that meetings are more consistent and held on Wednesdays. The April 22nd and Budget Hearing dates were discussed as to the possibility of moving them to a Wednesday. Mrs. Davis will research and the item was tabled until the next board meeting. It should be noted that the summer meetings were previously approved.

TABLED

APPOINTMENT OF SCHOOL ATTORNEY

Mrs. Boris requested that the attorney/law firms be voted on separately.

Karen Evans made the motion, seconded by Mr. Allen to approve the following attorney/law firm for legal services and specialized purposes for the school district for the 2013-14 school year:

Ferrara, Fiorenza, Larrison, Barrett & Reitz, P.C.,
Attorneys at Law
5010 Campuswood Drive
East Syracuse, New York, 13057

Yes – 4
No - 1 (Traci Boris)
Motion Carried

Karen Evans made the motion, seconded by Mr. Allen to approve the following attorney/law firm for legal services and specialized purposes for the school district for the 2013-14 school year:

Hancock Estabrook, LLP
1500 MONY Tower I
PO Box 4976
Syracuse, NY 13221-4976

Yes – 5
No - 0 Motion Carried

Karen Evans made the motion, seconded by Mr. Allen to approve the following attorney/law firm for legal services and specialized purposes for the school district for the 2013-14 school year:

Donald Gerace, Esq.
2615 Genesee Street, Suite 201
Utica, New York 13501

Yes – 5
No - 0 Motion Carried

APPOINTMENT OF EXECUTIVE COMMITTEE MEMBER ONEIDA-MADISONHERKIMER COUNTIES SCHOOL BOARD ASSOCIATION

Karen Evans made the motion, seconded by Richard Allen to appoint Anne McGahey as representative to the Executive Committee - Oneida-Madison-Herkimer Counties School Board Association for the 2013-14 school year.

Mrs. McGahey asked for an alternate in case she is unable to attend the meeting. Mr. Allen was selected as an alternate. Following the discussion, a vote was taken.

Anne McGahey – Representative
Richard Allen – Alternate Representative

Yes – 5
No - 0 Motion Carried

APPOINTMENT OF COMMITTEE ON SPECIAL EDUCATION

Karen Evans made the motion, seconded by Richard Allen to appoint the following persons to serve on the Committee on Special Education for the 2013-14 school year:

| | |
|--------------------------|-----------------------------------|
| Committee Chairperson(s) | Mary Beth Piejko Nancy Nowicki |
| School Psychologists | Lynette Laming |

Parent Representatives

Michelle Farrell
Kelly Villeneuve

School Physician

Dr. Bruce Elwell

Mrs. Boris inquired about the school psychologist position. Do we need another person? Must they be in the same capacity? Mrs. Venettozzi responded that we must have a psychologist on the committee. We only have one in district. Also the parent representatives and school physician only attend as requested when needed. Requests may be made by the district or the parents. Following the discussion, a vote was taken.

Yes - 5

No - 0 Motion Carried

APPOINTMENT OF COMMITTEE ON PRESCHOOL SPECIAL EDUCATION

Karen Evans made the motion, seconded by Richard Allen to appoint the following person(s) to serve on the Committee on Preschool Special Education for the 2013-14 school year:

Chairperson(s)

Mary Beth Piejko
Nancy Nowicki

Mrs. Boris needed clarification as to why only chairpersons were on the pre-school committee. Mrs. Venettozzi addressed her question. Following the discussion, a vote was taken.

Yes - 5

No - 0 Motion Carried

APPROVAL OF SUPERINTENDENT TO AUTHORIZE INSTRUCTIONAL AND NON-INSTRUCTIONAL STAFF FOR HOME INSTRUCTION /CHAPERONE/SUPERVISION DUTIES ON EMERGENCY BASIS

Karen Evans made the motion, seconded by Richard Allen to authorize the Superintendent to temporarily employ instructional and non-instructional staff members for home instruction, chaperoning, and supervision duties on an emergency basis.

Mrs. Boris asked what qualifies as a temporary, emergency employment. Mrs. Davis responded that there are cases when due to a superintendent's hearing, an after school tutor may be required and usually there is a time constraint which would not permit waiting until the next scheduled board meeting. Mrs. Davis also noted that all appointments are presented to the board. Following the discussion, a vote was taken.

Yes - 5

No - 0 Motion Carried

APPROVAL TO RENEW BANS AND/OR RANS

Karen Evans made the motion, seconded by Richard Allen to authorize Kathleen M. Davis, Superintendent of Schools, to renew the Bond Anticipation Notes (BANS) and/or Revenue Anticipation Notes (RANS) for short term borrowing in case of an emergency, for the 2013-14 school year, if necessary.

Mrs. Boris asked what types of situations would be considered emergencies. Mrs. Davis responded that these would be extreme school disasters. Following the discussion, a vote was taken.

Yes - 5
No - 0 Motion Carried

RESOLUTION TO SET DATE FOR ANNUAL MEETING AND BUDGET VOTE

Karen Evans made the motion, seconded by Richard Allen to adopt the following resolution regarding the Annual Meeting and Budget Vote on May 20, 2014:

BE IT RESOLVED, that the Board of Education establish the Annual Meeting and Budget Vote on May 20, 2014.

TABLED

APPOINTMENT OF AUDIT COMMITTEE

Karen Evans made the motion, seconded by Richard Allen to approve the following members of the Audit Committee for the 2013-14 school year: Traci Boris, Everett Stalker, Chris Bulson, Scott McCartney, Lydia Kelly, Lisa Iselo, and Mark Kennedy.

Mr. Allen suggested that we should start thinking about branching out and perhaps bring some new members on the committee in the future. Following the discussion, a vote was taken.

Yes - 5
No - 0 Motion Carried

EXECUTIVE SESSION

At 6:30 p.m., Karen Evans made the motion, seconded by Richard Allen, to take a short recess and to return in executive session to discuss the Retirement Notification Policies.

Yes – 5
No – 0 Motion Carried

6:40 p.m. the Board returned to open session.

APPROVE RETIREMENT NOTIFICATION POLICIES

Karen Evans made the motion, seconded by Richard Allen to approve the following policies for the 2013-14 school year.

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

TABLED

ADJOURNMENT

Karen Evans made the motion, seconded by Richard Allen to adjourn the meeting.

Yes - 5
No - 0 Motion Carried

Meeting was adjourned at approximately 6:41 p.m.

Marie E. Perry
District Clerk