

REORGANIZATION MEETING OF THE BOARD OF EDUCATION  
HOLLAND PATENT CENTRAL SCHOOL DISTRICT  
ANNEX BOARD ROOM  
WEDNESDAY, JULY 6, 2011 - 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 Wednesday, July 6, 2011. The meeting was called to order by Kathleen M. Davis, Superintendent of Schools at 6:00 p.m.

**MEMBERS PRESENT**

Richard Allen  
Karen Evans  
Anne McGahey  
Everett Stalker  
Elizabeth Pape  
Kathleen M. Davis, Superintendent of Schools  
Nancy Nowicki, Assistant Superintendent  
Louis D'Ambro, Assistant Superintendent  
Wendy A. Lloyd, District Clerk

**ALSO PRESENT**

John Bubb  
Kristin Casab  
Allen Hyde

**ABSENT**

Traci Boris

**APPOINTMENT OF CLERK OF THE BOARD AND DEPUTY CLERK**

Mrs. Evans made the motion, seconded by Mr. Allen to appoint Wendy Lloyd District Clerk for the 2011-12 school year.

Yes – 4

No – 0 Motion Carried

Mrs. Davis asked Wendy A. Lloyd Clerk to be sworn in to serve as District Clerk for the 2011-2012 school year at a salary of \$3,282.46.

Mrs. Evans made the motion, seconded by Mr. Allen to approve the appointment of Marie Perry as Deputy Clerk of the Board of Education for the 2011-2012 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 – 4

No – 0 Motion Carried

**NEW SCHOOL BOARD MEMBERS**

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

Mrs. Davis asked the new student representative Board of Education member Elizabeth Pape, be sworn in to serve a one-year term and her 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 2011-12 school year. Mrs. Evans nominated Mrs. McGahey, seconded by Mr. Allen.

Yes - 4  
No - 0 Motion Carried

### **ELECTION OF VICE PRESIDENT**

Mrs. McGahey announced that nominations were open for the election of Vice President of the Board of Education for the 2011-12 school year. Mr. Allen nominated Mrs. Evans, seconded by Mrs. McGahey.

Yes - 4  
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 2011-12 school year.

Yes - 4  
No - 0 Motion Carried

### **APPOINTMENT OF THE TREASURER AND DEPUTY TREASURER**

### **APPOINTMENT OF PURCHASING AGENT AND ASSISTANT PURCHASING AGENT**

### **CERTIFICATION OF PAYROLL**

### **AUTHORIZATION TO ATTEND CONFERENCES**

### **REIMBURSEMENT OF MILEAGE**

### **APPOINTMENT OF CONSULTING DENTIST**

### **MONTHLY MEETINGS OF THE BOARD OF EDUCATION**

### **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**

### **APPOINTMENT OF SCHOOL ATTORNEY**

### **APPROVAL OF AUTHORIZED SIGNERS FOR EXTRA CLASSROOM FUNDS**

### **APPOINTMENT OF EXTRA-CLASSROOM ACTIVITY ACCOUNT PERSONNEL**

Mrs. Evans made the motion, seconded by Mr. Allen to approve/adopt/accept the following by consent:

Approve the appointment of Pamela Backman as Treasurer for the 2011-2012 school year at a salary of \$41,205.34.

Approve the appointment of Jody Halpin, Secretary to the Assistant Superintendent for Business and Finance, as Deputy Treasurer for the 2011-2012 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.

Appoint the Assistant Superintendent for Business and Finance Purchasing Agent for the 2011-2012 school year.

Appoint the Superintendent of Schools Assistant Purchasing Agent for the 2011-2012 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 2010-11 school year.

Approve the 2011-12 Board of Education meeting dates as follows:

The 2011 summer meetings will be as follows: July 6, July 15, and August 24, 2011.

The monthly meetings of the Board of Education be held on at 7:00 p.m. with the exception of July 2011, August 2011, and May 1, 2012 as follows:

July 6, 6 p.m.	February 1
July 15, 1:30 p.m.	March 14
August 24, 6 p.m.	April 4
September 21	April 24
October 12	May 1 (Budget Hearing), 6 p.m.
November 16	May 15 (Budget Vote)
December 7	June 13
January 11	June 28

The Budget Hearing will be held on Tuesday, May 1, 2012 and Budget Vote will be held on Tuesday, May 15, 2012.

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.

Designate the Rome Sentinel as the official newspaper for the school district for the 2011-12 school year.

Designate Adirondack Bank, Bank of America, JP Morgan/Chase, HSBC, and Citizens Bank as the official bank depository for the 2011-12 school year.

Authorize the following individuals as signers for district credit cards: Kathleen M. Davis, Louis J. D'Ambro, and Nancy Nowicki (Citizens/limit \$5,000), Christopher Roberts (Sunoco limit \$2,000) and Louis J. D'Ambro (Wal-Mart limit of \$2,000) for the 2011-12 school year.

Designate the Assistant Superintendent for Curriculum and Instruction as Coordinator of Federal Projects for the 2011-12 school year.

Designate the Superintendent of Schools as District Educational Officer for the 2011-12 school year. Designate the Assistant Superintendent for Curriculum and Instruction as Records Access Officer for the 2011-12 school year.

Designate the High School Principal, Middle School Principal, and Elementary Principals as Student Access Officer Designees for the 2011-12 school year.

Appoint the Superintendent of Schools as Custodian of the Petty Cash Fund in the amount of \$100 for the 2011-12 school year.

Authorize Pamela Backman and Jody Halpin to sign checks for the extra classroom accounts for the 2011-12 school year.

Approve the following attorney/law firm for legal services and specialized purposes for the school district for the 2011-12 school year:

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

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

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

Approve the following appointments for the 2011-12 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/Service Account – John Egresits  
Middle School Principal/Service Account – Charles Pratt  
Holland Patent Elementary Principal/Service Account - Allen Hyde  
General William Floyd Elementary Principal/Service Account – Kristin Casab

Yes - 4  
No - 0 Motion Carried

**APPOINTMENT OF EXECUTIVE COMMITTEE MEMBER ONEIDA-MADISON-HERKIMER COUNTIES SCHOOL BOARD ASSOCIATION**

Mrs. Evans made the motion, seconded by Mr. Allen, to appoint Mrs. McGahey as representative to the Executive Committee - Oneida-Madison-Herkimer Counties School Board Association for the 2011-12 school year.

Yes - 4  
No - 0 Motion Carried

**APPOINTMENT OF TEACHING/LEARNING CENTER POLICY BOARD MEMBER**

Mrs. McGahey made the motion, seconded by Mr. Allen, to appoint Mrs. Evans to serve on the Teacher/Learning Center Policy Board for the 2011-12 school year.

Yes - 4  
No - 0 Motion Carried

**APPOINTMENT OF OCCUPATIONAL EDUCATION ADVISORY COUNCIL**  
**APPOINTMENT OF COMMITTEE ON SPECIAL EDUCATION**  
**APPOINTMENT OF COMMITTEE ON PRESCHOOL SPECIAL EDUCATION**  
**APPOINTMENT OF IMPARTIAL HEARING OFFICERS**  
**ADOPT RESOLUTION FOR COOPERATIVE BIDDING**  
**APPROVAL OF POLICIES AND STATE REQUIRED PLANS**  
**APPROVAL OF SUPERINTENDENT TO AUTHORIZE INSTRUCTIONAL AND NON-INSTRUCTIONAL STAFF FOR HOME INSTRUCTION /CHAPERONE/SUPERVISION**  
**DUTIES ON EMERGENCY BASIS**  
**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**  
**APPROVAL TO RENEW BANS AND/OR RANS**  
**RESOLUTION TO ADOPT THE RECORD RETENTION AND DISPOSITION SCHEDULE ED-1**  
**RESOLUTION TO SET DATE FOR ANNUAL MEETING AND BUDGET VOTE**

Mrs. Evans made the motion, seconded by Mr. Allen to approve/adopt/accept the following by consent:

Approve the BOCES Advisory Council for Occupational Education as its Advisor Council for the 2011-12 school year.

Appoint the following persons to serve on the Committee on Special Education for the 2011-12 school year:

Committee Chairperson(s)	Cheryl Venettozzi Nancy Nowicki Allen Hyde
School Psychologists	Lynette Laming
Parent Representatives	Michelle Farrell Kelly Villeneuve
School Physician	Dr. Bruce Elwell

Appoint the following person(s) to serve on the Committee on Preschool Special Education for the 2011-12 school year:

Chairperson(s)	Cheryl Venettozzi Nancy Nowicki Allen Hyde
----------------	--

Appoint the Impartial Hearing Officers for the 2011-12 school year per procedures as outlined by SED regulations.

Adopt the following resolution relative to Cooperative Bidding for the 2011-12 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 2011-12 school year.

Authorize the Superintendent to temporarily employ instructional and non-instructional staff members for home instruction, chaperoning, and supervision duties on an emergency basis.

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 2011-12 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 2011-12 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.

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 2011-12 school year, if necessary.

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 2011-12 school year.

Adopt the following resolution regarding the Annual Meeting and Budget Vote on May 15, 2012:

BE IT RESOLVED, that the Board of Education establish the Annual Meeting and Budget Vote on May 15, 2012.

Yes - 4  
No - 0 Motion Carried

#### **APPOINTMENT OF AUDIT COMMITTEE**

Mrs. Evans made the motion, seconded by Mr. Allen to approve the following members of the Audit Committee for the 2011-12 school year: Traci Boris, Everett Stalker, Chris Bulson, Lisa Iselo, Mark Kennedy, and Scott McCartney.

Yes - 4  
No - 0 Motion Carried

#### **APPOINTMENT OF INTERNAL CLAIMS AUDITOR**

Mrs. Evans made the motion, seconded by Mr. Allen to appoint Suzanne Ellis as internal claims auditor for the 2011-12 school year at the rate of \$17.26/hour.

Yes - 4  
No - 0 Motion Carried

#### **APPROVE TIMOTHY MCGILL, ESQ., - BOND COUNSEL**

Mrs. Evans made the motion, seconded by Mr. Allen to appoint Timothy McGill, Esq. bond counsel for the 2011-12 school year.

Yes - 4  
No - 0 Motion Carried

#### **APPROVE BERNARD P. DONEGAN – FINANCIAL CONSULTANT**

Mrs. Evans made the motion, seconded by Mr. Allen to appoint Bernard P. Donegan, Inc. as financial consultant for the 2011-12 school year.

Yes - 4  
No - 0 Motion Carried

#### **RETIREMENT NOTIFICATION POLICIES**

The Board reviewed policies #8352.a Notification of Retirement - Administration, #8350 Instructional Retirement Incentive, and #8352.c Notification of Retirement - Non-Instructional.



### **APPOINT COMMITTEE MEMBERS**

Mrs. Evans made the motion, seconded by Mr. Allen to appoint the following committee members for the 2011-12 school year.

Audit Committee: Traci Boris and Everett Stalker

Policy Review Committee: Traci Boris and Richard Allen

Feasibility Sub-Committee: Anne McGahey and Everett Stalker

Safety Committee: Karen Evans

CDEP Committee: Elizabeth Pape

Building Reorganization Committee: Anne McGahey, Karen Evans

Yes – 4

No – 0 Motion Carried

### **APPOINTMENT OF TAX COLLECTOR**

Mrs. Evans made the motion, seconded by Mr. Allen to appoint Mary Zacek to the position of Tax Collector for the 2011-12 school year at a salary of \$7,384.00.

Yes – 4

No – 0 Motion Carried

### **ADJOURNMENT**

Mrs. Evans made the motion, seconded by Mr. Allen to adjourn the meeting.

Yes - 4

No - 0 Motion Carried

Meeting was adjourned at approximately 6:29 p.m.

Wendy A. Lloyd  
District Clerk