

REGULAR MEETING OF THE BOARD OF EDUCATION
HOLLAND PATENT CENTRAL SCHOOL DISTRICT
WEDNESDAY, JULY 1, 2009
ANNEX BOARD 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 Board room, located in the village of Holland Patent, New York on Wednesday, July 1, 2009. Board President Anne McGahey called the meeting to order at 7:00 p.m.

MEMBERS PRESENT

Anne McGahey, President
Karen Evans, Vice President
Traci Boris
Everett Stalker
Richard Allen
Kathleen M. Davis, Superintendent of Schools
Louis D'Ambro, Assistant Superintendent
Wendy A. Lloyd, District Clerk

ALSO PRESENT

Nancy Nowicki
John Egresits
Ericka Gerace
Kristin Casab
Allen Hyde
Cheryl Venettozzi

VISITORS

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ABSENT

Jordan Roberts
Charles Pratt

09-001

APPROVAL OF MINUTES

Mrs. Evans made the motion, seconded by Mrs. Boris, to approve the minutes of the Board of Education meeting held on Wednesday, June 17, 2009.

Yes – 5

No – 0 Motion Carried

Mrs. Evans made the motion, seconded by Mrs. Boris, to approve the minutes of the special Board of Education meeting held on Friday, June 26, 2009.

Yes – 5

No – 0 Motion Carried

09-002

POSITIVE THOUGHTS

Mrs. Davis congratulated John Egresits on his first graduation. She commented he did an outstanding job. She also thanked Mrs. Boris for allowing her daughter Abigail to help out.

Mrs. Davis welcomed Rick Allen to the board. She noted she was glad he is on the team.

Mr. Allen thanked Mrs. Davis.

Mrs. Davis mentioned that the Regents results are outstanding at the high school and she wanted to congratulate all the teachers for their efforts.

High School Principal John Egresits and Administrative Intern Ericka Gerace wrote a congratulatory letter to Patricia Goodhines, Laura Howard, Sonja Mueller, Bradley Ashcroft, and Jeffrey Amos for being recipients of the 2009 Scholarship for Academic Excellence Award presented by the State Education Department.

High School Principal John Egresits and Administrative Intern Ericka Gerace wrote a congratulatory letter to guidance secretary Kathleen Green and counselors Dana Dornburgh, John Cittadino, and John Reilley on a successful 2009 Senior Awards Night!

High School Principal John Egresits and Administrative Intern Ericka Gerace wrote a congratulatory letter to Athletic Director John Bubb on a successful 2009 Athletics Awards Night!

High School Principal John Egresits and Administrative Intern Ericka Gerace wrote a congratulatory letter to athletic department secretary Nancy Morrison on a successful 2009 Athletics Awards Night!

General William Floyd Elementary Principal Kristin Casab wrote a thank you letter to Mrs. Andrea Kaczor for all of the time and dedication that she has given to the Drama Club.

Superintendent of Schools Kathleen M. Davis wrote a thank you letter to Scott Lichorowic of Hart's Hill Inn for his kind gesture to donate back his winnings from the raffle to Matt Eilers.

Superintendent of Schools Kathleen M. Davis wrote a thank you to Victoria Stockton for her efforts with Senior Awards Night.

Superintendent of Schools Kathleen M. Davis wrote a thank you to John Reilley, John Cittadino, Dana Dornburgh, Rachel Grower, John Egresits, Ericka Gerace, Carol Moseman, and Kathleen Green for their efforts with Senior Awards Night.

Middle School Principal Charlie Pratt wrote a thank you to Lorna Deily for the success of the 8th Grade Dance.

Director of Athletics John Bubb wrote a congratulatory letter to Mark Mattice, Phil Lucason, and John Cittadino on the outstanding season the boy's track team had this year.

Holland Patent Elementary Principal Allen Hyde wrote a thank you letter to Mr. Schmitt for the recent presentation on simple machines with Mrs. Sheehan's third grade class.

Holland Patent Elementary Principal Allen Hyde wrote a thank you to Mrs. Hahn on behalf of the students, faculty, and staff for the outstanding performance at the Holland Patent Elementary Kindergarten Flag Day performance on June 12, 2009.

Holland Patent Elementary Principal Allen Hyde wrote a thank you to Ms. Inkawich for her hard work and dedication in organizing the spring flower sale.

High School Principal John Egresits wrote a thank you to Eileen McCann, Maureen Ruhm, John Richard, Mike Arcuri, Lisa Szot, Karen Corigliano, Tim Ischia, Dottie Ischia, and Laura Schreyer for chaperoning our senior class trip to New York City last Friday.

High School Principal John Egresits wrote a thank you to senior class advisors Richard Zacek and Aileen Viel for all their work this year with the senior class trip.

Holland Patent Elementary Principal Allen Hyde wrote a thank you letter to Mr. Howard for the recent Oneida County Historical Society Presentation with the grade 2 and grade 3 students.

Director of Physical Education, Health and Athletics John Bubb wrote a thank you to Adam Kahler for the great job she did as the master of ceremonies for our Athletic Awards night.

Director of Physical Education, Health and Athletics John Bubb wrote a thank you to Karlene Freiermuth for the great job he did as the mistress of ceremonies for our Athletic Awards night.

Superintendent of Schools sent a thank you to Ann Kupiec and Joyce Triebel for attending the pre-kindergarten selection night.

Superintendent of Schools Kathleen M. Davis sent a thank you to Carol Rood and Carolyn Lichtenberger for their dedication to the district.

Superintendent of Schools Kathleen M. Davis sent a thank you to Greg Benincasa, Jim Garito, and Mike Nuffer for attending the Board of Education meeting on June 17, 2009 and their presentation.

Superintendent of Schools Kathleen M. Davis sent a thank you to John Cittadino, Phil Lucason, and Mark Mattice for their dedication to the students of the Holland Patent Central School District.

Superintendent of Schools Kathleen M. Davis sent a thank you to Jeanne Owens for attending the Board of Education meeting on Wednesday, June 17, 2009.

Superintendent of Schools Kathleen M. Davis sent a thank you to John Richard for his dedication to the students of the Holland Patent Central School District.

Superintendent of Schools Kathleen M. Davis sent a thank you to John Riemenschneider for his dedication to the students of the Holland Patent Central School District.

Superintendent of Schools Kathleen M. Davis sent a thank you letter to Mark Kennedy.

Superintendent of Schools Kathleen M. Davis sent a thank you letter to Stanley Harris.

09-003 **REVIEW OF UPCOMING DATES**

August 5, 2009

Board of Education Meeting
Annex Board Room, 7 p.m.

09-004 **VISITORS**

Mr. Egresits thanked all the administrators for their support with graduation. It was a great day. He also thanked Mrs. Davis. He thought graduation went very well under the circumstances with the weather.

Mrs. McGahey noted that she received a compliment, graduation went very smoothly, and was over quickly and was a very nice ceremony.

09-005 **CORRESPONDENCE**

Mrs. Davis distributed a letter from interim Dean of Students Lawrence Orr.

Mrs. Davis also distributed a letter from a concerned parent regarding ambulance service during large wrestling tournaments.

09-006 **BOARD FORUM**

Mrs. McGahey congratulated John Egresits for a very nice graduation. She thanked Mrs. Boris.

Mrs. Evans commented that she received a lot of positive feedback on graduation. She was very impressed with the butterflies. She noted that the only negative was the acoustics as some people could not hear.

Mr. Egresits noted he was aware of the complaint and it will be taken care of next year.

Mrs. Boris wanted to reiterate that graduation was very nice. She thanked Mrs. Davis for her time and effort. She also commented that everyone is wondering what Mrs. Davis is going to do next year. She thought graduation went very well. She noted that people were impressed at how quick graduation moved along. Mr. Egresits did a great job. She also thanked Mrs. Davis for asking her daughter to participate.

09-007 **DISTRICT UPDATE**

Mrs. Davis reported that the capital project is moving along. She noted that H. R. Beebe will be doing a slideshow for an update. The pool is coming along, they put chemicals in today, and we should be able to take the first swim on Monday, July 6, 2009.

09-008 **COMMITTEE REPORTS**

There were no committee reports.

09-009 **RESCIND APPROVAL OF CHANGE ORDER GC 02-02**

Mrs. Evans made the motion, seconded by Mrs. Boris to approve the following resolution to rescind change order GC 02-02:

WHEREAS, the Board of Education previously approved Change Order #2, which was a deduct from Murnane's contract to reflect the costs of the CME testing required by the truss issue in the Middle School gymnasium; and

WHEREAS, Murnane has refused to sign the Change Order which has resulted in accounting difficulties for the project, with the subsequent Change Orders remaining unsigned; and

WHEREAS, the School District has filed a claim and reserved its rights under the Contract Documents to recover the cost of the testing from Murnane.

NOW, THEREFORE, BE IT RESOLVED, that:

1. The Board of Education agrees to rescind Change Order #2 and to pursue its claim for the CME testing fees pursuant to the claim filed and remedies under the contract documents available to the owner.

This Resolution shall take effect immediately.

09-010 **BOARD RETREAT**

Mrs. Evans made the motion, seconded by Dr. Stalker to hold the Board Retreat on Monday, August 17, 2009.

Yes – 5
No – 0 Motion Carried

09-011 **BILL SCHEDULES**

Mrs. Evans made the motion, seconded by Mrs. Boris, to accept for payment bill schedule #15 General Fund in the amount of \$3,132,336.31, for the period ending July 1, 2009 and make it a matter of record.

Yes – 5
No – 0 Motion Carried

Mrs. Evans made the motion, seconded by Mrs. Boris, to accept for payment bill schedule #11 School Lunch in the amount of \$23,514.14, for the period ending July 1, 2009 and make it a matter of record.

Yes – 5
No – 0 Motion Carried

Mrs. Evans made the motion, seconded by Mrs. Boris, to accept for payment bill schedule #14 Federal Funds in the amount of \$325.87, for the period ending July 1, 2009 and make it a matter of record.

Yes – 5
No – 0 Motion Carried

09-012 **TREASURER'S REPORT**

Mrs. Evans made the motion, seconded by Mrs. Boris to accept the Treasurer's Report for the period ending May 31, 2009 and make it a matter of record.

Yes – 5
No – 0 Motion Carried

09-013 **LIMITED REDISTRICTING RESOLUTION**

Mrs. Evans made the motion, seconded by Mrs. Boris to adopt the following resolution regarding redistricting:

BE IT RESOLVED, that a limited redistricting will become effective March 10, 2008 for a school year 2009-10 for kindergarten and new enrollments for the following areas:

East Floyd Road to Rte. 274 to Kirkland Road and Rte. 365 from Center Street to Cotes Road will become the Holland Patent Elementary catchment area.

Yes – 5
 No – 0 Motion Carried

09-014 **APPROVAL OF ANNUAL PROFESSIONAL PERFORMANCE REVIEW PLAN AND PROFESSIONAL DEVELOPMENT PLAN**

Mrs. Evans made the motion, seconded by Mrs. Boris, to approve the Annual Professional Performance Review Plan and the Professional Development Plan for the 2009-10 school year.

Yes – 5
 No – 0 Motion Carried

09-015 **MILK AND COTTAGE CHEESE BID AWARD**

Mrs. Evans made the motion, seconded by Mrs. Boris to award the milk and cottage cheese bid to lowest bidder Byrne Dairy at the daily price of \$233.27.

	1%	Chocolate	Skim	Milk ½ gal	Cottage Cheese per pound	Daily Cost	Non-Collusive
Upstate Farms Dairy Co-op	0.1527	0.1564	0.1469	1.6875	1.0500	234.025	X
Byrne Dairy	0.1476	0.1581	0.1417	1.3000	1.1500	233.27	X
Mercer’s Dairy	No Bid						
Furman Dairy	No Bid						
Richard Shaw	No Bid						

Yes – 5
 No – 0 Motion Carried

09-016 **APPROVAL OF INTERNAL AUDITOR – QUESTAR III**

Mrs. Evans made the motion, seconded by Dr. Stalker to approve the Internal Auditor – Questar III with the change to the contract that receipts will be provided:

IT IS RECOMMENDED that the Rensselaer, Columbia and Green Counties Board of Cooperative Educational Services, also known as Questar III, be appointed internal auditor for the 2009-10 school year.

APPENDIX A SCOPE OF WORK

The QUESTAR III will provide the QUESTAR III internal auditor who shall perform the following WORK for DISTRICT on a per diem basis:

A. Internal Audit Services

QUESTAR III will use sampling techniques to test significant operational controls to determine if DISTRICT's internal control structure is operating as designed. This service follows, and is based upon, DISTRICT's risk assessment undertaken no more than one year before the audit service.

Deliverables: Report to DISTRICT the strengths and/or weaknesses of its internal controls and make recommendations to remediate deficiencies. The internal auditor will also provide an annual update to the financial risk assessment.

B. Financial Risk Assessments Update

QUESTAR III will review the previously issued financial risk assessment and update the report to reflect the District's progress on correcting previously identified risks. The updated assessment will also consider the current status of the operation and may include risks not previously identified. This service shall include the following:

- Discuss financial controls, operations and procedures with management and key staff members;
- Review past financial risk assessment comments;
- Update previously prepared risk assessment to reflect changes in the control environment;
- Assessment of the current operating environment for the purpose of determining if financial risks have changed and require reporting in the update assessment.

Deliverables: Report to DISTRICT results of financial risk assessment, to include recommendations for process improvements, if any.

APPENDIX B SCHEDULE OF FEES

A. DISTRICT agrees to pay QUESTAR III the following fees for WORK identified in Appendix A of this AGREEMENT:

The estimated cost to perform this risk assessment is \$10,575. This fee includes a maximum of 15 FTE days service, including preparing and presenting reports to the audit committee or board of education. If the engagement extends beyond 15 days, inclusive, the district will be billed the additional services at prevailing hourly rates. This fee was developed based on our understanding of the size and complexity of the district. The fee could be higher or lower depending on the quality and availability of the information requested at the commencement of the

engagement. Actual charges will be billed to the district based on prevailing hourly rates for the staff performing the actual services. The fee is based on a \$705 per staff day, based upon a 7.5 hour day.

Additional Costs - The school will also be billed for reasonable out of pocket travel related costs which may include: mileage, tolls, hotel accommodations and per diem meals for days that require an overnight stay. The mileage rate to be billed will be the federal rate in effect at the time the services are rendered from Questar's office to destination. Tolls will be billed based on the EZ Pass schedule or the actual out of pocket payment. **Invoices to substantiate these out of pocket expenses will be provided as part of the billing to the district.**

- B. QUESTAR III will provide DISTRICT with monthly invoices for services. DISTRICT will pay QUESTAR III no later than thirty (30) days from the date of the billing statement. The invoices provided by Questar will detail dates of service, hours worked each day, level of service provided as defined under scope of work and the charges for these dates.

Yes – 5

No – 0 Motion Carried

09-017

APPROVAL OF CONTRACT – COLLEEN WUEST SPEECH PATHOLOGIST SERVICES

Mrs. Evans made the motion, seconded by Mrs. Boris to approve the contract with Colleen Wuest Speech Pathologist Services for the period of July 1, 2009 to June 30, 2011.

Yes – 5

No – 0 Motion Carried

09-018

APPROVAL OF CONTRACT – SUNY CORTLAND
2009-10 CO-CURRICULAR APPOINTMENT
2009-10 COACHING APPOINTMENTS
LEAVE OF ABSENCE

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

Approve the contract with SUNY Cortland.

Appoint Jennifer Almy as home instruction teacher for the 2009-10 at the rate of \$29.32/hr.

Approve the following coaching appointments for the 2009-10 school year:

Mark Mattice	Summer Strength	3%	\$ 879.51
John Hurteau	Var. Football – Head	13%	\$3,811.21
Richard Hurlbut	Var. Football – Assistant	9%	\$2,638.53
Mark Mattice	Var. Football – Assistant	7%	\$2,052.19
Dan Knapp	Var. Football – Assistant	7%	\$2,052.19
To Be Filled	Var. Football - Assistant	7%	\$2,052.19
Mike Sinacore	Mod. Football – Head	6%	\$1,759.02
Brian Langley	Mod. Football – Assistant	5%	\$1,465.85
Aileen Viel	Var. Girls Tennis	7%	\$2,052.19
Mark Celecki	Var. Girls Swim	18%	\$5,277.06
To Be Filled	Var. Girls Swim Assistant	6%	\$1,759.02
Ron Haier	Var. Boys Soccer	12%	\$3,518.04
David Indolfi	JV Boys Soccer	5.5%	\$1,612.44
Richard Williams	Mod. Boys Soccer	5%	\$1,465.85
Josh Olney	Var. Girls Soccer	10%	\$2,931.70
Nicole Siniscarco & Tiffany Hosmer	JV Girls Soccer *split position	7%	\$2,052.19 or \$1,026.10
John Riemenschneider	Mod. Girls Soccer	6%	\$1,759.02
Denise Dunn	Var. Field Hockey	13%	\$3,811.21
Elizabeth Curtis	Var. Field Hockey Ass't	10%	\$2,931.70
Renee Morrison & Heather Schwertfeger	Mod. Field Hockey *split position	7%	\$2,052.19 or \$1,026.10
John Reilley	Var. Girls Cross Country (Head)	11%	\$3,224.87
Phil Lucason	Var. Girls Cross Country Assistant	7%	\$2,052.19
Mike Stripp	Var. Boys Cross Country (Head)	12%	\$3,518.04
Dennis Johnson	Var. Boys Cross Country Assistant	10%	\$2,931.70
Tim Hoffman	Mod. Cross Country	5%	\$1,465.85
Rebecca Shanley	Varsity Fall Cheerleading (Head)	4%	\$1,172.68
To Be Filled	JV Fall Cheerleading		
John Richard	Fall Strength	3%	\$ 879.51

Volunteers:

John Richard Volunteer for football program
Hans Ernst Volunteer for boys soccer program

Approve the request of Susan Langone for a leave of absence from the elementary teaching position for the 2009-10 and 2010-11 school years pending her appointment to the special education teaching position.

Yes – 5

No – 0 Motion Carried

09-019 **APPOINTMENTS**

Mrs. Boris made the motion, seconded by Dr. Stalker to approve the following appointments:

Adopt the following resolution regarding the appointment of Susan Langone:

RESOLVED, that the Board of Education, Holland Patent Central School District, at its meeting on July 1, 2009, 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 **Susan Langone**, 9 Sequoia Avenue, Whitesboro, New York, 13492, who holds a New York State permanent teaching certificate XXX-XX-XXXX in Special Education to the position of Special Education teacher; for a period of two (2) years to commence on September 1, 2009 and to expire on June 30, 2011; AND BE IT FURTHER RESOLVED that Susan Langone be paid on Step D-21 (\$56,182) plus masters (\$800), plus career increments (\$1,375) for a total salary of \$58,357.

Adopt the following resolution regarding the appointment of a long term substitute elementary teacher:

BE IT RESOLVED, that Meghan Riley be appointed as a long term substitute elementary teacher and be paid on Step A-8 (\$33,967) for a total salary of \$33,967. This position is for the 2009-10 and 2010-11 school years.

Appoint Sheila Bunal as a 1:1 teacher aide for the summer school special education program at the rate of \$15.30.

Appoint Michele Halpin as a substitute 1:1 teacher aide for the summer school special education program at the rate of \$19.42.

Appoint Kathleen Nieman to the position of Math/AIS Summer Regents Review Teacher at the rate of \$36.65/hr.

Appoint Kristen Riemenschneider as substitute Math/AIS Summer Regents Review Teacher at the rate of \$36.65/hr.

Yes – 5
No – 0 Motion Carried

09-020 **ENCLOSURES**

There were no comments on the enclosures.

09-021 **EXECUTIVE SESSION**

At 7:31 p.m., Mrs. Evans made the motion, seconded by Mrs. Boris, to take a short recess and to return in executive session to discuss the recommendations made by the Committee on Special Education and the employment history of particular people.

Yes – 5
No – 0 Motion Carried

At 8:00 p.m. the Board returned to open session.

09-022 **RECOMMENDATIONS MADE BY THE COMMITTEE ON SPECIAL EDUCATION**

Mrs. Evans made the motion, seconded by Mr. Allen to approve the recommendations made by the Committee on Special Education which are on file.

Yes – 5
No – 0 Motion Carried

09-023 **ADJOURNMENT**

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

Yes – 5
No – 0 Motion Carried

Meeting was adjourned at approximately 8:01 p.m.

The next regularly scheduled meeting of the Board of Education will be held on Wednesday, August 5, 2009 at 7:00 p.m. in the Annex Board Room.

Wendy A. Lloyd
District Clerk