

**APPROVED MINUTES
HOLLAND PATENT CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION MEETING
WEDNESDAY, DECEMBER 3, 2014
HIGH SCHOOL AUDITORIUM – 7:00 P.M.**

**EXECUTIVE SESSION
HIGH SCHOOL LIBRARY
5:00 P.M.**

A regular meeting of the Board of Education of the Holland Patent Central School District was held in the high school library, located in the village of Holland Patent, New York on Wednesday, December 3, 2014. Board President, Anne McGahey, called the meeting to order at 5:00 p.m.

MEMBERS PRESENT

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

14- 118

EXECUTIVE SESSION

Karen Evans made the motion, seconded by Richard Allen, to enter into executive session to discuss:

1. Employment History of Particular People
2. Legal Matter
3. Negotiations
4. Ongoing Investigation

Yes – 5

No – 0 Motion Carried

At 6:45 p.m. the Board recessed and moved to the high school auditorium to resume the regular meeting.

The regular meeting of the Board of Education of the Holland Patent Central School District reconvened in the high school auditorium, located in the village of Holland Patent, New York on Wednesday, December 3, 2014 and was called to order by Board President, Anne McGahey, at 6:55 p.m.

MEMBERS PRESENT

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

ALSO PRESENT

ABSENT

Cheryl Venettozzi, Assistant Superintendent

VISITORS

Approximately 50 parents and students attended

PLEDGE OF ALLEGIANCE**POSITIVE THOUGHTS**

Reading Club Awards – Superintendent Davis welcomed the boys and girls that completed the summer reading initiative. Mr. Richard Allen congratulated the children and reflected on his own experience as a teacher and parent. His son, who is now in college, was inspired to read especially when there was a prize for finishing. “On behalf of the Board of Education and as a parent, congratulations!! We think you did a great job.” Ms. Hannah Kusmierczak, one of our students, was introduced. She is the current Miss Oneida County Dairy Princess. Hannah helped Principal Casab and Principal DeAngelo hand out award certificates and t-shirts to the students.

Mrs. Casab, Principal, Gen. Wm. Floyd Elementary, sent a thank you letter to Mrs. Hanna for volunteering in the classroom and library.

UPCOMING DATES

December 4, 2014	Elementary Instrumental/Choral Concert Grades 4, 5, & 6 6:30 p.m. – High School Auditorium
December 3-5, 2014	GWF Book Fair
December 6, 2014	High School Snow Ball 7-9:30 p.m. - High School Gymnasium
December 8, 2014	Middle School Winter Concert 7:00 p.m. - High School Auditorium
December 10, 2014	Grandparents Luncheon Holland Patent Elementary Holland Patent Elementary BLT 4:30 p.m. – Holland Patent Elementary Elementary PTA Meeting 5:30 p.m. - Holland Patent Elementary
December 11, 2014	High School Winter Concert 7:00 p.m. – High School Auditorium
December 12, 2014	15 Week Interim
December 15, 2014	High School Winter Concert (snow date) 7:00 p.m. - High School Auditorium
December 18, 2014	Booster Club Meeting 7:30 p.m. - High School Library
December 22, 2014 – Jan. 2, 2015	Winter Recess
January 5, 2015	School Reopens

Gen. Wm. Floyd Elementary
Kindergarten Registration

January 7, 2015

Board of Education Meeting
7:00 p.m. – Annex Conference Room

14-119 **APPROVAL OF MINUTES**

Karen Evans made the motion, seconded by Richard Allen to approve the minutes of the regular meeting held on November 12, 2014.

Yes – 5
No – 0 Motion Carried

14-120 **CORRESPONDENCE**

There was no correspondence.

14-121 **BOARD FORUM**

Mr. Allen thanked the building principals who work with aspiring teachers and allow them to volunteer/observe in their buildings.

Mrs. Evans and Mrs. Boris requested that Item (8) - Appointments be pulled from consent.

14-122 **DISTRICT UPDATE**

Dr. Davis received a parent request regarding transportation to and from sport practice. Superintendent handed out State Education Law and Board of Education Policy regarding the subject. It was the consensus of the board that any requests would be reviewed on a case by case basis for extenuating circumstances.

14-123 **COMMITTEE REPORTS**

Mrs. Boris reported that the Audit Committee met recently. Two companies, who responded to the external auditor RFP, were interviewed by the committee. Mr. Allen added that no decision for recommendation to the board was made. More information was requested from the applicants and references are being checked.

14-124 **BILL SCHEDULES**

Karen Evans made the motion, seconded by Richard Allen, to accept for payment bill schedule #4 General Fund in the amount of \$183,265.55, for the period ending December 3, 2014 and make it a matter of record.

Yes – 5
No – 0 Motion Carried

Karen Evans made the motion, seconded by Richard Allen to accept for payment bill schedule #5 School Lunch in the amount of \$27,211.01, for the period ending December 3, 2014 and make it a matter of record.

Yes – 5
No – 0 Motion Carried

Karen Evans made the motion, seconded by Richard Allen to accept for payment bill schedule #4, Federal Funds in the amount of \$6,033.87, for the period ending December 3, 2014 and make it a matter of record.

Yes – 5
No – 0 Motion Carried

Karen Evans made the motion, seconded by Richard Allen, to accept for payment for bill schedule #4, Capital Project (\$5.6m) in the amount of \$195,296.28, for the period ending December 3, 2014 and make it a matter of record.

Yes – 5
No – 0 Motion Carried

14-125 **TREASURER’S REPORT**

Karen Evans made the motion, seconded by Richard Allen, to accept and make a matter of record the Treasurer’s Report for the period ending September 30, 2014.

Yes – 5
No – 0 Motion Carried

14-126 **2014-15 BUDGET TRANSFERS**
ADOPTION OF POLICIES
RESOLUTIONS OF CONDOLENCE
2014-15 DIGNITY ACT COORDINATOR APPOINTMENT
RESIGNATIONS FOR REASON OF RETIREMENT
2014-15 COACHING &ATHLETIC VOLUNTEER, CO CURRICULAR APPOINTMENTS

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

Approve the Budget Transfers #1 for the period ending September 30, 2014.

Adopt the following policies effective December 3, 2014:

- 1011 Recreational Vehicles
- 4014 Auditing Claims for Payment
- 4016 Petty Cash Management
- 4017 Internal Auditor
- 5017 Drug & Alcohol Testing
- 5017.1 Drug & Alcohol Testing
- 5017.2 Pre-Duty Acknowledgement Authorization & Consent Form for D & A testing
- 5022 Contamination of Pool Water
- 5022.1 Water Contamination Response Log
- 7012 Retention Policy, Grades Kindergarten through Eighth

- 7012.1 Administrative Regulation-Retention
- 7012.2 SBIT Response to Intervention Referral Form
- 7013 Grading Policy
- 7031 Selection, Appointment and Compensation of Impartial Hearing Officers
- 7031.1 Selection, Appointment and Compensation of Impartial Hearing Officers
- 8051 Group Life Insurance for Employees Who Are Not Members of Any Bargaining Unit
- 8052 Non-Elective Contributions to 403(b) Accounts for District Employees
- 8140 Leave for Cancer Screening
- 8140.1 Leave for Cancer Screening (form)

Adopt the following resolution of condolence regarding the passing of former teacher, Helen Kessler:

“The Board of Education of the Holland Patent Central School District records with sorrow the passing of former teacher, Helen Kessler.

RESOLVED, that the Board of Education expresses its sincere sympathy to the family of Helen Kessler and that this resolution be spread upon the records of the district and a copy sent to her family.”

Adopt the following resolution of condolence regarding the passing of former maintenance worker, Richard Krebs:

“The Board of Education of the Holland Patent Central School District records with sorrow the passing of former maintenance worker, Richard Krebs.

RESOLVED, that the Board of Education expresses its sincere sympathy to the family of Richard Krebs and that this resolution be spread upon the records of the district and a copy sent to his family.”

Approve the appointment of Andrew Massoud as a 2014-15 Dignity Act Coordinator, which require intensive training and reporting required by law at a stipend of \$1,000.00

Accept the request of Richard Axt, library media specialist, to resign for the reason of retirement effective June 30, 2015.

Accept the request of Karen Corigliano, music teacher, to resign for the reason of retirement effective July 1, 2015.

Accept the request of Patricia VanHatten, school nurse, to resign for the reason of retirement effective June 27, 2015.

Accept the request of Paul Kotwica, art teacher, to resign for the reason of retirement effective July 1, 2015.

Accept the request of Thomas Shepard, senior custodian, to resign for the reason of retirement effective July 1, 2015.

Approve the following Coaching & Athletic Volunteer, Co-Curricular appointments for the 2014-15 school year:

Christian Misner	Modified Girls Basketball Coach	6%	\$1,890.18
Scott Parsons	Modified Boys, Grade 7, Basketball Coach	4%	\$1,260.12
Laura Arbogast	Volleyball Volunteer		n/a
Garrett Conley	Modified Basketball Volunteer		n/a
David Babowicz	2014-15 Athletic Timer		Per HPTA contract

Yes – 5
 No - 0 Motion Carried

14-127

ADMINISTRATIVE APPOINTMENTS

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

RESOLVED, that upon the recommendation of Kathleen M. Davis, Superintendent of Schools, the Board of Education of the Holland Patent Central School District, does hereby appoint **J. Andrew Massoud**, 21 Deerpath Drive, New Hartford, New York 13413, who holds an Initial New York State Certificate permitting him to continue to serve as a School Building Leader, in the tenure area of School Building Leader, moved to the twelve (12) month position of Middle School Principal for a probationary period of three (3) years which commenced on August 1, 2013 and will expire on July 31, 2016 pursuant to Section 2509 of the Education Law and in compliance with Part 30.3 of the Rules of the Board of Regents at his current salary.

RESOLVED, that upon the recommendation of Kathleen M. Davis, Superintendent of Schools, the Board of Education of the Holland Patent Central School District, does hereby appoint **Lisa M. Gentile**, 134 Forrest Street, Utica, New York 13501, who holds an Initial New York State Certificate permitting her to serve as a School Building Leader, in the tenure area of School Building Leader, to the twelve (12) month position of Assistant Principal/Athletic Director for a probationary period of three (3) years to commence January 5, 2015 and to expire on January 4, 2018 pursuant to Section 2509 of the Education Law and in compliance with Part 30.3 of the Rules of the Board of Regents at a salary of \$85,000 (prorated).

Yes – 5
 No - 0 Motion Carried

14-128

ENCLOSURES

1. “The HPE Update,” November 2014 from Principal DeAngelo.
2. General William Floyd Elementary Newsletter, November 2014 from Principal Casab.
3. “Well Connected”, Volume 8, Issue 1, Fall 2014, from Margaret McNamara

4. Memo to staff from Mr. Massoud regarding the evacuation drill held on November 10, 2014.

There were no comments on the enclosures.

14- 129 **EXECUTIVE SESSION**

At 7:37 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 Special Education
3. Employment History of Particular People

Yes – 5
No – 0 Motion Carried

At 7:40 p.m. the Board entered executive session.

At 7:45 p.m. the Board returned to open session.

14- 130 **RECOMMENDATIONS BY THE COMMITTEE ON PRE-SCHOOL SPECIAL EDUCATION**

Karen Evans made the motion, seconded by Richard Allen, to approve the recommendations by the Committee on Pre-School Special Education.

Yes – 5
No – 0 Motion Carried

14-131 **RECOMMENDATIONS BY THE COMMITTEE ON SPECIAL EDUCATION**

Karen Evans made the motion, seconded by Richard Allen, to approve the recommendations by the Committee on Special Education.

Yes – 5
No – 0 Motion Carried

14-132 **APPOINTMENTS**

Karen Evans made the motion, seconded by Richard Allen, to approve the following appointments:

Approve the appointment of **Alan Wilson**, 9030 Fraser Road, Holland Patent, New York 13354, to the position of cleaner, 8 hours per day, 12 months, Step 1, at a rate of \$10.99 per hour and for a probationary period of 26 weeks effective December 4, 2014.

Approve the following non instructional substitute effective December 4, 2014 as follows:

Substitute Teacher Aide, 90% of Step 1, \$9.89/hr.
Substitute Clerk, 90% of Step 1, \$10.58/hr.

Substitute Library Aide, 90% of Step 1, \$9.89/hr.
Substitute School Monitor, 90% of Step 1, \$9.89/hr.

Amber Coffin
9219 Coates Road East
Holland Patent, NY 13354

Adopt the following resolution of appointment:

BE IT RESOLVED, that **Gina Klein**, 6851 Glass Factory Road, Holland Patent, New York 13354, be appointed as a long term substitute elementary teacher at Gen. Wm. Floyd Elementary and be paid on C-5 (\$35,694) plus Masters (\$800) for a total salary of \$36,494 prorated. This appointment is for the period of December 8, 2014 – February 9, 2015.

Yes – 5
No – 0 Motion Carried

14-133

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 7:48 p.m.

The next regular meeting will take place on Wednesday, January 7, 2015 in the annex conference room at 7:00 p.m.

Marie E. Perry
District Clerk