

**APPROVED MINUTES
HOLLAND PATENT CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION MEETING
TUESDAY, MAY 17, 2016
HIGH SCHOOL LIBRARY - 7:00 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 Tuesday, May 17, 2016, Anne McGahey, President, called the meeting to order at 7:02 p.m.

MEMBERS PRESENT

Anne McGahey, President
Karen Evans, Vice President
Richard Allen
Everett Stalker
Lydia Berez Kelly
Julia Rabbia, Student Rep.

ALSO PRESENT

Kristin Casab
James DeAngelo
Russell Stevener
Lisa Gentile
Andrew Massoud
Mary Beth Piejko
Dennis Geer

Kathleen M. Davis, Superintendent of Schools
Nancy Nowicki, Assistant Superintendent
Cheryl Venettozzi, Assistant Superintendent
Marie Perry, District Clerk

VISITORS

9

PLEDGE OF ALLEGIANCE

POSITIVE THOUGHTS

Holland Patent Elementary Principal DeAngelo sent thank you letters to volunteers for the HPE book fair. Those receiving letters were: Mrs. E. Bates, Ms. DeFazio, Ms. Evans, Mr. Judware, Mrs. Piaschyk, Mrs. Stalker, Mrs. Stephens, Mrs. Stockhauser, Ms. Barnhart, Mr. & Mrs. Ellinger, Ms. C. Ellinger, Ms. Harrington, Mrs. L. Hobin, Ms. Rowlands,, Ms. J. Smith, and Mrs. Wise.

Gen. Wm. Floyd Elementary Principal Casab sent thank you letters to staff members that volunteered at the Kindergarten Parent Night. Those receiving letters were: Ms. Barretta, Mr. C. Roberts, Mrs. D'Elisa, Mrs. Baskerville, Mrs. Barnum, and Mrs. Sreca.

Mr. DeAngelo, Principal sent a letter to the North Gage/South Trenton Presbyterian Churches to thank them for the donation of homemade hats and mittens for students.

UPCOMING DATES

May 17, 2016

Budget Vote Day
7:00 a.m. – 8:00 p.m.
High School Gymnasium

Board of Education Meeting
7:00 p.m. – High School Library

May 19, 2016

Booster Club Meeting
7:30 p.m. – High School Library

May 20, 2016

District Retirement Party

6:00 p.m. – Delta Lake Inn

35 Week Interim

May 25, 2016

High School Spring Concert
7:00 p.m. – High School Auditorium

May 26, 2016

Middle School Spring Concert
7:00 p.m. – High School Auditorium

May 27, 2016

Snow Day (unused) – No School

May 25 - 26, 2016

Gr. 4 & 8 Science Performance Testing

May 30, 2016

Memorial Day – No School

June 1, 2016

Algebra II Regents

Athletic Awards Night
6:00 p.m., High School Auditorium

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

15-323 **APPROVAL OF MINUTES**

Karen Evans made the motion, seconded by Richard Allen to approve the minutes of the Board of Education regular meeting on

- Regular Meeting – May 3, 2016
- Special Meeting – May 4, 2016

Yes – 5

No - 0 Motion carried

15-324 **VISITORS**

One visitor spoke in support of adding a sixth grade teacher.

15-325 **CORRESPONDENCE**

There was no correspondence.

15-326 **BOARD FORUM**

Karen Evans requested that Items 22 & 26 be pulled for discussion in Executive Session. Mr. Allen commented on the wonderful art projects being displayed tonight. Mrs. Berez-Kelly requested that Item 11 be pulled for discussion.

Mrs. McGahey announced that the board has been interviewing candidates for Superintendent. They are bringing three final candidates to the district to meet with staff and the community. The selected candidates are Jason Evangelist, Rene Wilson and Craig Ferretti. Mr. Allen stated that the board will welcome their input at the June 1st board meeting.

15-327 **DISTRICT UPDATE**

The board continued their discussion on class sizes. Dr. Davis had provided date in their packets and read the recommendation of the committee that met on the topic. Following a break discussion the board made a decision.

15-328 **ADDITION OF SIXTH GRADE**

Karen Evans made the motion, seconded by Richard Allen to add a sixth grade class for the 2016-17 school year.

Yes – 5
No - 0 Motion carried

15-329 **COMMITTEE REPORTS**

There were no committee reports.

15-330 **FIRE INSPECTION UPDATE**

Mr. Geer reported that the fire inspection went well. A few minor adjustments were made. It was noted that Principal DeAngelo’s building was at 100% and Principal Casab’s building was very close behind. The inspectors were pleased at our compliance.

15-331 **SCHOOL REPORT CARD**

Dr. Davis had provided the board with a copy of the School Report Card. Based on some of the date, the district will continue to strategize in the area of individual instruction to reach every child.

15-332 **SUBSTITUTE TEACHERS**

Dr. Davis provided some data on costs associated with teacher absences and substitute teachers. There is a regional shortage of substitute. The board requested additional information and will be discussed at a future meeting.

15-333 **DISCUSSION OF POLICIES**

- 1040 Community Use of School Facilities
- 7010 Homework

Dr. Davis provided the information requested by the board at the last meeting. The Homework Policy was discussed. Mrs. Berez-Kelly requested that Pre-K be included in the listing, since the policy did not include Pre-K. The board agreed, with the exception of Mr. Allen, that it is a guideline and it is the teacher’s responsibility to determine appropriate homework assignments. Complaints with regard to homework has been nil to minimum.

15-334 **DISCUSSION OF TAX COLLECTOR**

Dr. Davis reported that our tax collector is unable to continue in her regular hours. Dr. Venettozzi has reached out to Adirondack Bank to discuss the collection of taxes by the bank. It would be more secure to have monies go directly to the bank rather than held at the district. Mrs. McGahey reported that Mrs. Zacek would like to still be involved with the process. Dr. Davis suggested that Mrs. Zacek be retained since the district will still need a collector for the preparation of the collection season and for follow-up reporting after the collection process. Dr. Davis will reach out to Mrs. Zacek.

15-335 **BILL SCHEDULES**

Karen Evans made the motion, seconded by Richard Allen, to accept for payment bill schedule #15, General Fund in the amount of \$52,716.51, for the period ending May 17, 2016 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 #13 School Lunch Fund in the amount of \$10,130.05, for the period ending May 17, 2016 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 #12, Federal Funds in the amount of \$63.87, for the period ending May 17, 2016 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 #13, Capital Project in the amount of \$23,984.12, for the period ending May 17, 2016 and make it a matter of record.

Yes – 5
No - 0 Motion carried

15-336 **APPROVAL OF AGREEMENT FOR PHYSICIAN'S SERVICES**

Karen Evans made the motion, seconded by Richard Allen to approve the agreement for Physician's Services for the 2016-2017, 2017-2018, and 2018-2019 school years.

Mrs. Berez-Kelly commented that the contract does not contain a termination clause. It is her recommendation to add the wording to the contract for the district's protection. A correction on the last page for the year end of 2019 was noted. Dr. Davis will bring a revised contract to the next meeting.

TABLED

15-337 **RESIGNATION**

Karen Evans made the motion, seconded by Richard Allen, to approve the request of Kristy Aldrich to resign from her position as home and careers teacher effective June 30, 2016.

Yes – 4
 No - 0 Motion carried

15-338 **APPROVAL OF 2015-16 BUDGET TRANSFERS**
APPROVAL/DELETION OF POLICIES
CONTRACT FOR RENTAL OF FACILITIES – DISTANCE LEARNING CLASSROOM
APPROVAL OF CHANGE ORDERS/ALLOWANCE AUTHORIZATIONS
APPROVAL OF KUNKEL AMBULANCE SERVICES
MEMORANDUM OF AGREEMENT-FOUR DAY WORK WEEK – HPA
MEMORANDUM OF AGREEMENT-FOUR DAY WORK WEEK – CSEA
MEMORANDUM OF AGREEMENT-FOUR DAY WORK WEEK – ASSISTANT SUPERINTENDENTS
MEMORANDUM OF AGREEMENT-403(b) – HPTA
MEMORANDUM OF AGREEMENT-403(b) - CSEA
MEMORANDUM OF AGREEMENT-403(b) – SECRETARY TO THE DISTRICT SUPERINTENDENT
LEAVES OF ABSENCE
RESIGNATION FOR REASON OF RETIREMENT
APPROVAL OF SUMMER WORK
HIGH SCHOOL SPRING ACADEMIC REVIEW CLASS APPOINTMENTS
2015-16 CO-CURRICULAR APPOINTMENT

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 April 30, 2016.

Approve/delete the following policies effective May 17, 2016:

4038		Use of District Credit Card
6035		Reporting Child abuse in an Educational Setting
6035.1		Statement of Parental Rights, Responsibilities & Procedures
6035.2		Notification of Teacher’s Duty to Report Child Abuse in an Educational Setting & Immunity from Liability
6035.3		Child Abuse in an Educational Setting Statement of Personal Delivery
6035.4		Child Abuse in an Educational Setting Confidential Report of Allegation
6035.5	Delete	Administrative Procedures
6036		Reporting Possible Child Abuse or Maltreatment
6036.1	Delete	Report of Suspect Child Abuse or Maltreatment (form)
6037		Educational Neglect
7051		Courses Including Dissection of Animals
8110		Fingerprinting & Criminal History Record Checks
8110.1		Statement for Emergency Conditional Appointments
8115		Probation/Teaching Staff
8116		Tenure and Certification
8120		In-Service Courses

8201		Recruitment & Employment of Non-Teaching Employees
8205		Substitute Non-Teaching Employees
8210		Evaluations of Non-Teaching Employees
8220		Emergency Closings & Non-Teaching Employees
8230.4		FMLA - Certification of Qualifying Exigency for Military Family Leave
8230.5		FMLA - Certification of Health Care Provider for Family Member's Serious Health Condition

Approve the Oneida-Herkimer-Madison BOCES Contract for Rental of Facilities – Distance Learning Classroom for the 2016=17 school year.

Approve the following Change Orders/Allowance Authorizations:

			<u>Allow. Auth.</u>
SC01-02	Central New York Construction	contract – no change	\$29,667.91
SC01-03	Central New York Construction	increase \$7,699.41	\$15,372.09
TC07-02	Syracuse Scenery & Stage Lighting	increase \$3,345.00	\$ 5,125.00
EC06-03	SC Spencer Electric, Inc.	contract – no change	\$ 1,229.60
GC02-05	Richard E. Alexander Co., Inc.	contract – no change	\$ 1,735.00

Approve Kunkel Ambulance Services for varsity football games (home) and wrestling contests (home) for the 2016-17 school year at a rate of \$150 per hour.

Approve the Memorandum of Agreement – Four Day Work Week – HPAА for summer 2016.

Approve the Memorandum of Agreement – Four Day Work Week – CSEA for summer 2016.

Approve the Memorandum of Agreement – Four Day Work Week – Assistant Superintendents for summer 2016.

Approve the HPTA Memorandum of Agreement with regard to the 403(B) plan.

Approve the CSEA Memorandum of Agreement with regard to the 403(B) plan.

Approve the Memorandum of Agreement – Secretary to the District Superintendent, with regard to the 403(B) plan.

Approve the request of Carmella Rizzo for a half day (.5) leave of absence without pay on May 13, 2016.

Approve the request of Nina Montroy for a leave of absence without pay from May 31, 2016 through June 23, 2016.

Accept the request of Robert H. Stropp to resign for the reason of retirement from his position as head custodian effective May 15, 2015.

Approve the following guidance counselors for summer hours at their per diem rate:

Dana Dornburgh	maximum 20 days
William Morotti	maximum 10 days

Approve that **Lynette Laming** be paid her per diem rate for up to ten (10) days in the summer.

Approve that **Michael Sinacore** be paid his per diem rate for up to five (5) days in the summer.

Approve that **John Cittadino** be paid his per diem rate for up to five (5) days to be scheduled no later than June 30, 2016.

Approve the following high school spring academic review class appointments at the rate of \$40.02/hr. as follows:

William Locke	U. S. History	May 14 (8:30 – 10:00 a.m.)
		May 21 (8:30 – 10:00 a.m.)
		June 4 (8:30 – 10:00 a.m.)
Kerry Sullivan	Global History 10	May 14 (8:30 – 10:00 a.m.)
		May 21 (8:30 – 10:00 a.m.)
		June 4 (8:30 – 10:00 a.m.)

Appoint Lindsey Hoy to the position of elementary chaperone (dances and other events) for the period beginning May 18, 2016 through June 30, 2016 at a rate of \$60 per event.

Yes – 4

No - 0 Motion carried

15-339

EXECUTIVE SESSION

At 7:40 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 Persons

Yes – 4

No – 0 Motion Carried

At 7:45 p.m. the Board entered executive session and Mrs. McGahey rejoined the meeting.

At 8:45 p.m. the Board returned to open session.

15-340

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 – Motion Carried

15-341 **APPOINTMENTS**

Karen Evans made the motion, seconded by Richard Allen to approve the following substitute teacher appointments, at a per diem rate of Certified \$80, Uncertified \$65 per day effective May 18, 2016:

Rachael Hojnacki \$65/day Uncertified
1810 North James Street
Rome, NY 13440

Kathryn Kashy \$65/day Uncertified
6 Glen Street
New Hartford, NY 13413

Approve the following non instructional substitute effective May 6, 2016 as follows:

Substitute School Bus Attendant, 90% of Step 1, \$9.98/hr.
Debbie Roberts

Approve the following non instructional substitute effective May 18, 2016 as follows:

Substitute School Bus Attendant, 90% of Step 1, \$9.98/hr.
Amber Coffin
Sonya Ellinger

Substitute Bus Driver, 90% of Step 1, \$15.57/hr.
Scott Kelley

Substitute Food Service Helper, 90% of Step 1, \$9.00/hr.
Emily Smith

Substitute Office Specialist I, 90% of Step 1, \$10.67/hr.
Halle Giacobbe

Substitute Clerk, 90% of Step 1, \$10.67/hr.
Halle Giacobbe

Yes – 5
No – Motion Carried

15-342 **TENURE RECOMMENDATIONS**

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

RESOLVED, based upon the recommendation of Kathleen M. Davis, Superintendent of Schools, that **Heather Bates** who holds an Initial New York State certificate #XXXXXX in the area of Students With Disabilities (Grades 1-6), be hereby appointed special education teacher in the tenure area of Students With Disabilities, (Grades 1-6), in which she will devote a substantial portion of her time and this appointment is for service on tenure to commence on September 1, 2016.

RESOLVED, based upon the recommendation of Kathleen M. Davis, Superintendent of Schools, that **Sara Chudow** who holds an Initial New York State certificate #XXXXXXX in the area of Music, be hereby appointed music teacher in the tenure area of Music, in which she will devote a substantial portion of her time and this appointment is for service on tenure to commence on September 1, 2016.

RESOLVED, based upon the recommendation of Kathleen M. Davis, Superintendent of Schools, that **Emily Kalwara** who holds a Professional New York State certificate #XXXXXXX in the area of Mathematics, (Grades 7-12), be hereby appointed mathematics teacher in the tenure area of Mathematics (Grades 7-12) in which she will devote a substantial portion of her time and this appointment is for service on tenure to commence on September 1, 2016.

RESOLVED, based upon the recommendation of Kathleen M. Davis, Superintendent of Schools, that **Ashley Marlenga** who holds a Professional New York State certificate #XXXXXXX in the area of Childhood Education, (Grades 1-6), be hereby appointed elementary teacher in the tenure area of Elementary Education, (Grades 1-6), in which she will devote a substantial portion of her time and this appointment is for service on tenure to commence on September 1, 2016.

RESOLVED, based upon the recommendation of Kathleen M. Davis, Superintendent of Schools, that **Jennifer Potempa** who holds an Initial New York State certificate #XXXXXXX in the area of Childhood Education, (Grades 1-6), be hereby appointed elementary teacher in the tenure area of Elementary Education, (Grades 1-6), in which she will devote a substantial portion of her time and this appointment is for service on tenure to commence on September 1, 2016.

RESOLVED, based upon the recommendation of Kathleen M. Davis, Superintendent of Schools, that **Eva Stockhauser** who holds a Professional New York State certificate #XXXXXXX in the area of Childhood Education, (Grades 1-6), be hereby appointed elementary teacher in the tenure area of Elementary Education, (Grades 1-6), in which she will devote a substantial portion of her time and this appointment is for service on tenure to commence on September 1, 2016.

RESOLVED, based upon the recommendation of Kathleen M. Davis, Superintendent of Schools, that **Elizabeth (Vanderhoef) Hasseler** who holds an Initial New York State certificate #XXXXXXX in the area of Physics, (Grades 7-12), be hereby appointed physics teacher in the tenure area of Physics (Grades 7-12) in which she will devote a substantial portion of her time and this appointment is for service on tenure to commence on September 1, 2016.

RESOLVED, based upon the recommendation of Kathleen M. Davis, Superintendent of Schools, that **Dean Brown** who holds a Level I, New York State certificate #XXXXXXX in the area of

Teaching Assistant, be hereby appointed a teaching assistant in the tenure area of Teaching Assistant, in which he will devote a substantial portion of his time and this appointment is for service on tenure to commence on September 1, 2016.

RESOLVED, based upon the recommendation of Kathleen M. Davis, Superintendent of Schools, that **Kathleen Tierno** who holds a Permanent certificate, New York State Certificate #XXXXXXX in the area of Special Education, be hereby appointed a special education teaching assistant in the tenure area of Teaching Assistant, in which she will devote a substantial portion of her time and this appointment is for service on tenure to commence on September 1, 2016.

RESOLVED, based upon the recommendation of Kathleen M. Davis, Superintendent of Schools, that **Russell Stevener** who holds a Professional New York State certificate #XXXXXXX in the area of School Building Leader, be hereby appointed to the twelve (12) month position of High School Principal, in the tenure area of School Building Leader, in which he will devote a substantial portion of his time and this appointment is for service on tenure to commence on July 17, 2016.

Yes – 5

No - 0 Motion carried

15-343

ENCLOSURES

- Article from DataWORKS, Educational Research titled, “Homework or No Homework”
- Article - Educational Leadership: Responding to Changing Demographics: The Case For and Again...”
- National Education Policy Center – “Does Class Size Matter?”
- Center for Public Education – “Class size and student achievement: Research review”
- “The HPE Update, May 2016 from Principal DeAngelo
- Minutes from the Budget Hearing held on May 3, 2016
- Parent letter from Principal Massoud and Health Instructor, Mr. Nichols, with regard to the curriculum informational night.
- SED Updates on Diploma/Credential Requirements and Regents Exams.

There were no comments on enclosures.

15-344

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 8:47 p.m.

Next board meeting – June 1, 2016, 7:00 p.m., Middle School Auditorium

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Marie E. Perry
District Clerk