

**APPROVED MINUTES
HOLLAND PATENT CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION MEETING
TUESDAY, APRIL 19, 2016
ANNEX CONFERENCE ROOM – 6:00 P.M.**

A regular meeting of the Board of Education of the Holland Patent Central School District was held in the annex conference room, located in the village of Holland Patent, New York on Tuesday, April 19, 2016. Anne McGahey, President, called the meeting to order at 6:03 p.m.

MEMBERS PRESENT

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

Kathleen M. Davis, Superintendent of Schools
Nancy Nowicki, Assistant Superintendent
Cheryl Venettozzi, Assistant Superintendent

VISITORS

Approx. 12 visitors (teachers, parents, & students)
Approx. 35 parents, students joined the meeting at 7:00 p.m. for the PreK lottery draw

PLEDGE OF ALLEGIANCE

POSITIVE THOUGHTS

Mrs. Kristin Casab, Principal, Gen. Wm. Floyd Elementary School, sent thank you letters to volunteers for the Family Fun Night. Those receiving letters were: Mrs. Yapple, Mrs. Barrett, Ms. Landman, Ms. Rowlands, Ms. Yager, Ms. V. Lukashevich, Ms. D. Lukashevich, Ms. McBride, Ms. Plunkett, Mrs. Meyers, Mrs. Finn, Mrs. Aiello, Mrs. Simpson, Mrs. Hasenauer, Mrs. Bakerville, Mrs. D'Elisa, Mrs. Roscup, Mrs. Marlenga, Mrs. Sreca, Ms. Flisnik, Mrs. Trievel, Mrs. Kenny, and Mrs. Owen.

Holland Patent Middle School 8th Grade students were presented with the Red, White and Blue Award from the American Legion for outstanding faith and understanding concerning the principles on which the United States of America was founded and for communicating this spirit to our fellow citizens.

Ms. Julia Rabbia, Student Board Member, was nominated by Mrs. Dornburgh, High School Guidance Counselor, for the Mohawk Valley Teen All Star program.

Mrs. Kristin Casab, Principal, Gen. Wm. Floyd Elementary School, sent thank you letters to Ms. Sue Cooper, Child Life Specialist, St. Elizabeth's Medical Center for holding the Teddy Bear Clinic for our kindergarten students. Other volunteers assisting with the Clinic were: Marian Thompson, Laurie Allgaier, Tiffany LaMarca, Jim Boccardo, and Cory and Rachel Corbin.

Mr. James DeAngelo, Principal, Holland Patent Elementary School, sent a thank you letter to Congressman Richard Hanna for his presentation to students on the three branches of government and the presidential race. Mr. DeAngelo also thanked Mrs. E. Bates for arranging the presentation.

Mrs. Chris Hoke, sent a letter to the district thanking the Holland Patent National Honor Society members who helped at the annual St. Patrick's Day Parade Food drive on March 12, 2016.

UPCOMING DATES

April 25-29, 2016	Spring Break – No School
May 2, 2016	Parent/Teacher Conferences 11:00 a.m. - Elementary dismissal
May 3, 2016	High School Character Ed Breakfast 7:45 a.m. Budget Hearing 6:00 p.m. – High School Library

15-280 **APPROVAL OF MINUTES**

Karen Evans made the motion, seconded by Richard Allen to approve the minutes of the Board of Education regular meeting on March 16, 2016

Yes – 5
No - 0 Motion carried

Karen Evans made the motion, seconded by Richard Allen to approve the minutes of the Board of Education special meeting on March 31, 2016

Yes – 5
No - 0 Motion carried

15-281 **DISTRICT UPDATE**

Superintendent introduced Coach John Richard and two high school students, Alex Herringshaw and Hunter Richard. Alex and Hunter were recognized as state champions in wrestling. Each were presented with a plaque and congratulated by the board.

15-282 **VISITORS**

Mr. Haier addressed the board and asked them to consider hiring another administrator for the high school/middle school and teacher at the sixth grade level. Mrs. Kelly requested that the board review class sizes at the next meeting.

15-283 **CORRESPONDENCE**

There was no correspondence.

15-284 **BOARD FORUM**

Mr. Allen complained that our website is in need of updating. There is outdated materials on the pages.

Mrs. Evans requested that Items 23 (Pre-K Bridging Appointment) be pulled from consent for Executive Session. She also requested Item 24 (Amended Appt.) be pulled from consent. Mr. Allen requested that Item 15 (AP Music Course) be pulled from consent.

15-285 COMMITTEE REPORTS

Policy Committee met at 6:00.

15-286 SUMMER 2016 BOARD OF EDUCATION MEETING SCHEDULE

The board discussed dates for summer. The following dates were selected and will be approved at the next meeting:

Tuesday, July 12, 2016	6:00 p.m.
Wednesday, August 3, 2016	6:00 p.m.
Tuesday, August 23, 2016	6:00 p.m.

15- 287 DISCUSSION OF POLICIES

The homework policy was discussed by the board. Elementary teachers attended to discuss their procedures. In grades Pre-K, K & 1 – skill worksheets are sent home in response to parents asking what they can do at home with their child to help them progress. It allows the parents to see what the children are working on and struggles, if any, with the work. It opens up the line of communication with parents. In most cases, the worksheets are ungraded, and given over a few days to complete. Worksheets are usually a review of the day/week's taught lesson and are given as reinforcement. Second grade does require 15 minutes of reading nightly and students have made great improvements over the school year by participating. All the teachers agreed that it is a good way to communicate with parents. They have modified programming to accommodate a particular student's ability. It helps with the transition to the upper grades especially with following directions and being responsible for their work assignments. By the time they reach the fourth grade level, they are familiar with a daily routine. Mrs. Kelly asked if the Pre-K worksheets were new. Mrs. Trievel responded that it was started a couple of years ago because some students in her class were asking why they didn't have homework like their older siblings and as a response to parents asking for something to work on at home with their child. Mrs. Trievel also reported that she doesn't start sending anything home until mid-year when she thinks they are ready.

Mrs. Nowicki commented that the homework today is focused on learning and not busy work. The math program is more intensive than in earlier years. There is a focus on vocabulary and reading from early on.

Dr. Stalker commented that reading should not have to be assigned. Parents should recognize that the more you read, the more beneficial it is. Vocabulary and comprehension skills are a direct result of reading on a regular basis. It's our hope that all students read nightly and will learn to enjoy reading for pleasure. You cannot do well in math coursework today without the comprehension/vocabulary skills.

The board will continue the discussion at the next meeting along with a discussion on building use.

15-288 BILL SCHEDULES

Karen Evans made the motion, seconded by Richard Allen, to accept for payment bill schedule #13, General Fund in the amount of \$173,612.54, for the period ending April 19, 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 #11 School Lunch Fund in the amount of \$23,209.61, for the period ending April 19, 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 #10, Federal Funds in the amount of \$59,698.25, for the period ending April 19, 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 #11, Capital Project (\$5.6m) in the amount of \$22,450.16, for the period ending April 19, 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 #11, Trust & Agency (Health Insurance) in the amount of \$406,655.54, for the period ending April 19, 2016 and make it a matter of record.

Yes – 5
No - 0 Motion carried

15-289 **TREASURER'S REPORT**

Karen Evans made the motion, seconded by Richard Allen to accept the Treasurer's Report for the period ending February 29, 2016 and make it a matter of record.

Yes – 5
No - 0 Motion carried

15-290 **APPROVAL OF THE 2016-17 BOCES ADMINISTRATION BUDGET**

Karen Evans made the motion, seconded by Richard Allen to adopt the following resolution with regard to the 2016-17 BOCES budget:

WHEREAS, the BOCES tentative administration budget is adopted by public resolution; and

WHEREAS, copies of the tentative administration, capital and program budget were received on March 21, 2016 and an information meeting was presented at Oneida BOCES on April 6, 2015.

NOW THEREFORE BE IT RESOLVED, that the Board of Education approves the tentative administration budget of the Board of Cooperative Educational Services, Sole Supervisory District of

Oneida, Herkimer and Madison Counties, in the amount of \$3,537,982.00 for 2016-17.

Yes – 5

No - 0 Motion carried

15-291

ELECTION OF COOPERATIVE BOARD MEMBERS

Karen Evans made the motion to adopt the following resolution regarding the election of Cooperative Board members:

WHEREAS, the election of Cooperative Board members is to occur by resolution; and

WHEREAS, notification was received on March 23, 2016 of the slate of candidates, and an information meeting was presented at Oneida BOCES on April 6, 2016.

NOW THEREFORE BE IT RESOLVED, that the Board of Education casts its vote(s) in the annual election of members of the Board of Cooperative Educational Services, Sole Supervisory District of Oneida, Herkimer and Madison Counties, for the person or persons indicated below:

For the Board of Cooperative Educational Services election, April 19 2016, for participating schools of the Sole Supervisory District, Oneida, Herkimer and Madison Counties, Box 70, Middle Settlement Road, New Hartford, New York.

1) To fill the vacancy caused by the expiration of the term of Mr. Michael Moore, Clinton Central School District, please cast one vote for a three-year term as a member of the Board of Cooperative Educational Services, Sole Supervisory District of Oneida, Herkimer and Madison Counties for **Mr. Michael Moore**, 7540 Foote Road, Clinton, NY 13323.

2) To fill the vacancy caused by the expiration of the term of Mr. Gary P. Nelson, Holland Patent Central School District, please cast one vote for a three-year term as a member of the Board of Cooperative Educational Services, Sole Supervisory District of Oneida, Herkimer and Madison Counties for **Mr. Gary P. Nelson**, 9384 Coates Road, Holland Patent, NY 13354.

3) To fill the vacancy caused by the expiration of the term of Dr. Gary W. Porcelli, New York Mills Union Free School District, please cast one vote for a three-year term as a member of the Board of Cooperative Educational Services, Sole Supervisory District of Oneida, Herkimer and Madison Counties for **Dr. Gary W. Porcelli**, 29 West Drive, New York Mills, NY 13417.

4) To fill the vacancy caused by the expiration of the term of Mr. Russell Stewart, Waterville Central School District, please cast one vote for a three-year term as a member of the Board of Cooperative Educational Services, Sole Supervisory District of Oneida, Herkimer and Madison Counties for **Mr. Russell Stewart**, 1993 State Road 12B, Deansboro, NY 13328.

Yes – 5

No - 0 Motion carried

15-292 **APPROVAL OF COURSE – AP MUSIC THEORY**

Karen Evans made the motion, seconded by Richard Allen to approve the AP Music Theory Course for the next school year.

Mr. Allen asked is only AP students will be in the course. Mrs. Nowicki reported, yes.

Yes – 5

No - 0 Motion carried

15-293 **2016-17 ONEIDA-HERKIMER-MADISON BOCES FINAL COMMITMENT FORM**
2016-17 MADISON-ONEIDA BOCES SERVICE REQUEST FORM & CONTRACT
2016-17 MORIC SERVICE REQUEST FORM
APPROVAL OF ELECTION OFFICIALS
ADOPTION OF COOPERATIVE BIDDING RESOLUTION
APPROVAL OF CHANGE ORDERS/ALLOWANCE AUTHORIZATIONS
APPROVAL OF TAX REFUND/CORRECTION
APPROVAL OF CONTRACT – FOUR WINDS SARATOGA
ADOPTION/DELETION OF POLICIES
RESOLUTIONS OF CONDOLENCE
2016-17 TRANSPORTATION REQUESTS
REQUEST FOR USE OF BUSES
AMENDED LEAVES OF ABSENCE
2015-16 CO CURRICULAR APPOINTMENT
HIGH SCHOOL SPRING ACADEMIC REVIEW CLASS APPOINTMENTS
APPOINTMENTS
RESIGNATION

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

Approve the 2016-17 Oneida-Herkimer-Madison BOCES Final Commitment Form.

Approve the 2016-17 Madison-Oneida BOCES Service Request Form & Contract.

Approve the 2016-17 MORIC Service Request Form

Appoint the following election officials for the Annual Election and Budget Vote to be held on May 17, 2016:

Kathleen McGahey has agreed to serve as the Chairperson of the Annual Election and Budget Vote. John Brown has agreed to serve as the Alternate Chairperson of the Annual Election and Budget Vote.

Frederic VanNamee, Oneida County Coordinator at a stipend of \$200
 Bronwen VanNamee, Oneida County Inspector at a stipend of \$170
 Pat Bartholomew, Oneida County Inspector at a stipend of \$170

District Election Officials at \$12.00/hr each:

Chief District Election Inspector

Donna Grems

Inspectors:

Richard Hurlbut

Kristine Julian
John Kotary
Arthur Perry

Adopt the following resolution relative to Cooperative Bidding for the 2016-17 school year:

WHEREAS, it is the plan of a number of public school districts and the Madison-Oneida BOCES (the “BOCES”) during the 2016-17 school year to bid 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 the Cooperative Bid Procedures (“the Procedures”) governing its rights and responsibilities should it elect to participate in the joint bidding of commodities; and

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

Approve the following Change Orders/Allowance Authorizations:

EC06-02	SC Spencer Electric, Inc.	contract - no change	<u>Allow. Auth.</u> \$4,006.25
GC02-04	Richard E. Alexander Co., Inc.	contract – no change	\$2,363.00

Approve It is recommended that the following Tax Refunds and Corrections:

Owner Name	Town	Tax Map ID	Original/ Corrected	Assessment	2015-16 Tax Rate	STAR Exemption	Tax	Correction	Refund
School Taxes									
John Mysliwy	Marcy	263.000-1-74	Original	\$88,900	27.77836	\$1,244.00	\$2,469.50		
			Corrected	\$44,450	27.77836	\$1,244.00	\$1,234.75	\$1,225.50	\$1,225.50
Library Taxes									
John Mysliwy	Marcy	263.000-1-74	Original	\$88,900	0.068182		\$6.06		
			Corrected	\$44,450	0.068182		\$3.03	\$3.03	\$3.03
School Taxes									
Donald Arcand	Trenton	160.000-1-44	Original	\$84,800	31.746942		\$2,692.14		
			Corrected	\$84,800	31.746942	\$1,211.00	\$2,692.14	\$1,487.75	\$1,211.00
Library Taxes									
Donald Arcand	Trenton	160.000-1-44	Original	\$84,800	0.077924		\$6.61		
			Corrected	\$84,800	0.077924		\$6.61	--	--

Approve the contract for tutorial services with Four Winds Saratoga at a rate of \$32.00/hr. for 10 hours of instruction per week for the period March 2, 2016 through June 25, 2016.

Adopt/delete the following policies effective April 19, 2016:

1030		Records Management
1030.1		Public Access to Records
1030.2	Delete	Application for Public Access to Records
1030.3	Delete	Request for Records by Email
1030.4	Delete	Agency Response to Email Request for Records
6055		Student Health Examinations
6056		Student Medications
6056.1		Parents and Health Care Providers Authorization
6056.2		Parent/Guardian Authorization
6056.3		Self-Medication Release Form
6060		Supervision of Pupil Activities
6110		Special Education Programs and Services
6115		Section 504 Policy
6141		Introduction of Extra Classroom Activities
6141.1		Athletic Proposal Request Form
8230.2		Notice of Eligibility & Rights and Responsibilities
8230.3		Certification of Health Care Provider
5031		Wellness
5070		Use of Security Video Cameras

Adopt the following resolutions of condolence:

“The Board of Education of the Holland Patent Central School District records with sorrow the passing of former teacher, Margaret Kincaid Clemons.

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

“The Board of Education of the Holland Patent Central School District records with sorrow the passing of former teacher, James Andrew Hoke.

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

Approve the following requests for transportation to private schools for the 2016-17 school year:

<u>Student</u>	<u>Address</u>	<u>Parent's Name</u>	<u>Name of School</u>
Child	7990 Sand Ridge Road Barneveld, NY 13304	Ms. Christine Bravo	Notre Dame High School
Child	26 Blue Heron Drive Barneveld, NY 13304	Mr. Joseph LaBarbera	Notre Dame High School
Child	7969 Evans Road	Julian Stokes	Notre Dame High School

Child	7969 Evans Road Holland Patent, NY 13354	Julian Stokes	Notre Dame High School via RCS
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Approve the request from the Oneida County Committee of the American Legion Auxiliary for the use of a school bus on Sunday, June 26, 2016 and Saturday, July 2, 2016 to SUNY Brockport, New York for delegates to participate in the Empire Girls' State program.

Approve the request from the Oneida County American Legion for the use of a school bus on Sunday, June 26, 2016 and Saturday, July 2, 2016 to SUNY Morrisville, New York for delegates to participate in the Boy's State program.

Approve the request of Krista Koziarz for an amended leave of absence without pay for the period beginning June 6, 2016 through June 30, 2016.

Approve the request of Avery Evans for an amended leave of absence from her position as teaching assistant effective April 6, 2016 pending her appointment to the position of long term substitute elementary teacher.

Approve that Heather Roberts be appointed to the position of SADD Club Advisor for the period beginning April 6, 2016 through June 30, 2016 at a salary of \$640.30 (2%) prorated.

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

Lisa Szot	Geometry	June 1 (6-8:00 pm) June 8 (6-8:00 p.m.) June 16 (6-8:00 p.m.)
Richard Zacek	Algebra I (Common Core)	June 9 (3-5:00 p.m.)
Kourtney Kupiec	Algebra I (Common Core)	June 4 (9-11:00 a.m.) June 15 (3-5:00 p.m.)
Kristen Riemenschneider	Algebra II (Common Core)	May 14 (9-11:00 a.m.) May 21 (9-11:00 a.m.) May 31 (9-11:00 a.m.)
Heather Roberts	English	May 26 (3-5:00 p.m.) June 2 (3-5:00 p.m.) June 9 (3-5:00 p.m.)
Tom Dellaposta	Earth Science	May 31 (3-4:00 p.m.) June 7 (3-4:00 p.m.) June 14 (3-4:00 p.m.)
Jessica DiFino	Living Environment	May 25 (2:45-3:45 p.m.) June 1 (2:45-3:45 p.m.) June 8 (2:45-3:45 p.m.)
Deborah Haynes	Earth Science	June 2 (3-4:00 p.m.) June 9 (3-4:00 p.m.) June 16 (3-4:00 p.m.)
Phil Lucason	Living Environment	May 23 (2:45-3:45 p.m.) June 7 (2:45-3:45 p.m.)

Elizabeth Vanderhoef	Physics	May 9 (3-4:00 p.m.)
		May 16 (3-4:00 p.m.)
		May 23 (3-4:00 p.m.)
		June 6 (3-4:00 p.m.)
		June 13 (3-4:00 p.m.)
		June 20 (3-4:00 p.m.)
Rebecca Guerrero	Spanish	May 23 (2:45-4:45 p.m.)
		June 6 (2:45-4:45 p.m.)
		June 13 (2:45-4:45 p.m.)
Laura Arbogast	French	May 23 (2:45-4:45 p.m.)
		June 6 (2:45-4:45 p.m.)
		June 13 (2:45-4:45 p.m.)

Adopt the following resolution of appointment to the position of long term teacher assistant:

BE IT RESOLVED, that **Carmella Rizzo**, 512 Fenton Terrace, Boonville, New York, be appointed as a long term substitute teacher assistant at Holland Patent Elementary School and be paid on Step 6 (\$17,607) plus .15% Bachelor's Degree (\$2,641.05) for a total salary of \$20,248.05 (prorated). This appointment is for the period of April 7, 2016 – June 25, 2016.

Accept the request of Celene Nitti to resign from her position as teaching assistant effective June 30, 2016.

Yes – 5
No - 0 Motion carried

15- 294 **PRE-KINDERGARTEN SELECTION**

Lottery number were pulled to fill 36 slots in our pre-k program for the 2016-17.

15- 295 **EXECUTIVE SESSION**

At 6:45 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 Pre-School Special Education
2. Recommendations by the Committee on Special Education
3. Employment History of a Particular Person

Yes – 5
No – 0 Motion Carried

At 6:46 p.m. the Board entered executive session.

At 7:05 p.m. the Board returned to open session.

Mrs. McGahey was unable to attend the rest of the meeting due to another commitment.

15-296

RECOMMENDATIONS BY THE COMMITTEE ON PRE-SCHOOL SPECIAL EDUCATION

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

Yes – 4

No – 0 Motion Carried

15-297

RECOMMENDATIONS BY THE COMMITTEE ON SPECIAL EDUCATION

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

Yes – 4

No – 0 Motion Carried

15-298

PRE-K BRIDGING SUMMER SCHOOL APPOINTMENT

Richard Allen made the motion, seconded by Everett Stalker, to approve the appointment of Joyce Trievel to the position of Pre-K Bridging Summer School Program teacher for the period of July 11, 2016 through July 28, 2016 (4 hrs. per day/14 days) at the AIS rate of \$40.66/hour.

Yes – 4

No – 0 Motion Carried

15-299

AMENDED APPOINTMENTS

Richard Allen made the motion, seconded by Everett Stalker, to approve the amended appointment of Ronald Tefft, 8494 Edwards Road, Holland Patent, New York, to the position of bus driver, 5 hours per day, 10 months, Step 1, at a rate of \$17.30 per hour and for a probationary period of 26 weeks for an effective date of March 30, 2016.

Adopt the following amended resolution of appointment:

BE IT RESOLVED, that **Avery Evans**, 8082 Camroden Road, Rome, New York, be appointed as a long term substitute elementary teacher at Holland Patent Elementary School and be paid on Step C-7 (\$38,927) prorated. This appointment is for the period of April 6, 2016 – June 30, 2016.

Yes – 3

Abstain - Karen Evans

No – 0 Motion Carried

15-300

ENCLOSURES

- *The HPE Update, April 2016*, from Principal DeAngelo
- Taste of The Arts Schedule, May 17, 2016 (Budget Vote Day)
- Public Archaeology Facility Report – dated March 11, 2016
- Email with regard to upcoming bridge reconstruction in Stittville.

There were no comments on enclosures.

15-301 **ADJOURNMENT**

Having no further business to discuss at this time, Richard Allen made the motion, seconded by Everett Stalker to adjourn the meeting.

Yes – 4

No – 0 Motion Carried

Meeting was adjourned at approximately 7:20 p.m.

Next board meeting:

Budget Hearing followed by regular meeting

Tuesday, May 3, 2016, 6:00 p.m., High School Library

Marie E. Perry
District Clerk