

APPROVED MINUTES  
REORGANIZATION MEETING OF THE BOARD OF EDUCATION  
HOLLAND PATENT CENTRAL SCHOOL DISTRICT  
ANNEX BOARD ROOM  
WEDNESDAY, JULY 12, 2017 – 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 12, 2017. The meeting was called to order by Jason P. Evangelist, Superintendent of Schools at 6:03 p.m.

**MEMBERS PRESENT**

Karen Evans  
Richard Allen  
Lydia Berez Kelly  
Mike Garrett  
Noel Gaige  
Jason Evangelist, Superintendent of Schools  
Nancy Nowicki, Assistant Superintendent  
Cheryl Venettozzi, Assistant Superintendent  
Kelly Nash, District Clerk

**ABSENT**

Paige Dare- Student Representative

**APPOINTMENT OF CLERK OF THE BOARD**

Richard Allen made the motion, seconded by Michael Garrett to appoint Kelly Nash, District Clerk at a salary of \$3,567.26.

Yes – 5  
No - 0                      Motion Carried

**APPOINTMENT OF DEPUTY CLERK OF THE BOARD**

Richard Allen made the motion, seconded by Michael Garrett to approve the appointment of Donna Grems as Deputy Clerk of the Board of Education for 2017-18. 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 – 5  
No – 0                      Motion Carried

**NEW SCHOOL BOARD MEMBER**

Mr. Evangelist asked to have the newly elected Board of Education member, Noel Gaige, be sworn in to a five-year term and his term of office will take place immediately.

**ELECTION OF PRESIDENT**

Jason Evangelist announced that nominations were open for the election of President of the Board of Education for the 2017-18 school year. Michael Garrett nominated Richard Allen, seconded by Noel Gaige.

Yes - 3

No - 2

Motion Carried

**ELECTION OF VICE PRESIDENT**

President Richard Allen announced that nominations were open for the election of Vice President of the Board of Education for the 2017-18 school year. Lydia Berez Kelly nominated Karen Evans, seconded by Noel Gaige.

Yes - 5

No - 0

Motion Carried

**STUDENT BOARD MEMBER REPRESENTATIVE**

The student board member representative was not in attendance. The appointment was tabled until the next meeting on August 16, 2017.

**BOARD FORUM**

The board pulled items 7, 26, 27 and 50 from consent to be voted on separately as these were appointments that needed to be discussed.

**APPOINTMENT OF 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**

**APPROVE 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**

Michael Garrett made the motion, seconded by Lydia Berez Kelly to approve/adopt/accept the following by consent:

AGENDA – ORGANIZATIONAL MEETING – BOARD OF EDUCATION 7/12/17

Appoint Jodi Haddad for the position of Treasurer for the 2017-18 school year at a salary of \$62,732.80.

Appoint Jody Shepard, Secretary to the Assistant Superintendent for Business and Finance, as Deputy Treasurer for the 2017-18 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 as Purchasing Agent for the 2017-2018 school year.

Appoint the Superintendent of Schools as Assistant Purchasing Agent for the 2017-2018 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. Everett Stalker Consulting Dentist for the 2017-18 school year.

Approve the monthly meetings of the Board of Education to be held at 6:30 p.m. as follows:

Wednesday, September 13, 2017

Wednesday, September 27, 2017

Wednesday, October 25, 2017

Wednesday, November 29, 2017

Wednesday, December 20, 2017

Wednesday, January 10, 2018

Wednesday, January 31, 2018

Wednesday, February 14, 2018 (may be changed due to Valentine's Day)

Wednesday, March 7, 2018

Wednesday, March 21, 2018

Tuesday, April 3, 2018 (OHM BOCES annual meeting is April 4, 2018)

Wednesday, April 18, 2018

Tuesday, May 1, 2018 – 6:00 p.m. Budget Hearing

Tuesday, May 15, 2018 (Budget Vote Day) regular meeting at 7 p.m. (HS Library)

Wednesday, June 20, 2018

The Budget Hearing will be held on Tuesday, May 1, 2018 and Budget Vote will be held on Tuesday, May 15, 2018.

AGENDA – ORGANIZATIONAL MEETING – BOARD OF EDUCATION 7/12/17

AND 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 2017-18 school year.

Designate Adirondack Bank, JP Morgan/Chase, First Niagara Bank, and Citizens Bank as the official bank depository for the 2017-18 school year.

Authorize the following individuals as signers for district credit cards: Jason Evangelist, Cheryl Venettozzi, and Nancy Nowicki (Citizens/limit \$5,000), Christopher Roberts (Sunoco limit \$2,000), Cheryl Venettozzi (Wal-Mart limit of \$2,000), and Cheryl Venettozzi (Amazon/limit \$1,000) for the 2017-18 school year.

Designate the Assistant Superintendent for Curriculum and Instruction as Coordinator of Federal Projects for the 2017-18 school year.

Designate the Superintendent of Schools as District Educational Officer for the 2017-18 school year.

Designate the Assistant Superintendent for Curriculum and Instruction as Records Access Officer for the 2017-18 school year.

Designate the High School Principal, Middle School Principal, and Elementary Principals as Student Access Officer Designees for the 2017-18 school year.

Appoint the Superintendent of Schools as Custodian of the Petty Cash Fund in the amount of \$100 for the 2017-18 school year.

Approve the following attorney/law firms for legal services and specialized purposes for the school district for the 2017-18 school year:

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

Costello, Cooney and Fearon, PLLC  
500 Plum Street, Suite 300  
Syracuse, NY 13204

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

Authorize Jodi Haddad and Jody Shepard to sign checks for the extra classroom funds for the 2017-18 school year.

Approve the following appointments of Extra-classroom activity account personnel for the 2017-18 school year:

Extra-classroom Treasurer – Jodi Haddad

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 and/or Assistant Principal-Athletic Director –  
Russell Stevener and/or Tamara Barbour  
Middle School Principal/Service Account – Lisa Gentile  
Holland Patent Elementary Principal/Service Account – Sarah Vergis  
General William Floyd Elementary Principal/Service Account – Kristin Casab

Cafeteria – Clifford Casab (cash drawer start up of \$25.00)  
Athletics – Tamara Barbour (cash drawer start up of \$100.00)

Yes – 5  
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**  
**APPOINTMENT OF INTERNAL CLAIMS AUDITOR**  
**APPROVE TIMOTHY MCGILL, ESQ., - BOND COUNSEL**  
**APPROVE BERNARD P. DONEGAN – FINANCIAL CONSULTANT**  
**APPOINTMENT OF RESIDENCY OFFICER**  
**APPOINTMENT OF SEXUAL HARASSMENT OFFICER**  
**APPOINTMENT OF TAX COLLECTOR**  
**APPOINTMENT OF SCHOOL AUDITOR**  
**APPOINTMENT OF TITLE IX/SECTION 504/ADA COMPLIANCE OFFICER**  
**APPOINTMENT OF AHERA LOCAL EDUCATIONAL AGENCY (L.E.A.)**  
**APPOINTMENT OF AUDIT COMMITTEE**

Lydia Berez Kelly made the motion, seconded by Michael Garrett to approve/adopt/accept the following by consent:

Approve the BOCES Advisory Council for Occupational Education as its Advisor Council for the 2017-18 school year.

AGENDA – ORGANIZATIONAL MEETING – BOARD OF EDUCATION 7/12/17

Appoint the following persons to serve on the Committee on Special Education for the 2017-18 school year:

Committee Chairperson(s)	Mary Beth Piejko Nancy Nowicki
School Psychologists	Lynette Laming Jennifer Johnson
Parent Representatives	Michelle Farrell
School Physician	Dr. Bruce Elwell

Appoint the following person(s) to serve on the Committee on Preschool Special Education for the 2017-18 school year:

Chairperson(s)	Mary Beth Piejko Nancy Nowicki
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Appoint the Impartial Hearing Officers for the 2017-18 school year per procedures as outlined by SED regulations.

Adopt the following resolution relative to Cooperative Bidding for the 2017-18 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 2017-18 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 for the 2017-18 school year.

Appoint the Superintendent of Schools, to dispose of surplus school buses and any other surplus equipment as determined by the Superintendent for the 2017-18 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 2017-18 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 the 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 2017-18 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 2017-18 school year.

Adopt the following resolution regarding the Annual Meeting and Budget Vote on May 15, 2018:

BE IT RESOLVED, that the Board of Education establish the Annual Meeting and Budget Vote on May 15, 2018.

Appoint Shirley Tolbert as internal claims auditor for the 2017-18 school year at the rate of \$18.57/hour.

Appoint Timothy McGill, Esq. bond counsel for the 2017-18 school year.

Appoint Bernard P. Donegan, Inc. as financial consultant for the 2017-18 school year.

Appoint Nancy Nowicki, Assistant Superintendent of Curriculum and Instruction as Residency Officer for the 2017-18 school year.

Appoint Nancy Nowicki, Assistant Superintendent of Curriculum and Instruction as Sexual Harassment Officer for the 2017-18 school year.

Appoint Jody Shepard to the position of Tax Collector for the 2017-18 school year at a salary of \$1,000.

Appoint the auditing firm of D'Archangelo & Co., LLP, 200 East Garden Street, Rome, NY 13440, as school auditors for the 2017-18 school year.

Appoint Nancy Nowicki, Assistant Superintendent of Curriculum and Instruction as Title IX/Section 504/ADA Compliance Officer for the 2017-18 school year.

Appoint Dennis Geer, Superintendent of Bldgs. & Grounds to the position of AHERA Local Educational Agency (L.E.A.) Designee for the 2017-18 school year.

Appoint the following Audit Committee Members for the 2017-18 school year.

*Richard Allen – July 1, 2014*

*Michael Garrett – July 1, 2016 (alternate)*

*Scott McCartney – July 1, 2011*

*Ansley Schmitt – March 17, 2016*

*KimAnn Inkawhich – March 17, 2016*

*John Maguire – September 1, 2016*

Yes - 5

No – 0

Motion Carried

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

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

Michael Garrett made the motion, seconded by Lydia Berez Kelly to approve/accept/adopt the following:

Appoint Mike Garrett as representative and Richard Allen as alternate to the Executive Committee - Oneida-Madison-Herkimer Counties School Board Association for the 2017-18 school year.

Appoint Karen Evans to serve on the Teacher/Learning Center Policy Board for the 2017-18 school year.

Yes – 5

No – 0

Motion Carried

**APPOINTMENT OF BOARD COMMITTEE MEMBERS**

Lydia Berez Kelly made the motion, seconded by Michael Garrett to approve the following:



Appoint the following committee members for the 2017-18 school year.

Audit Committee:	Richard Allen, (Mike Garrett, Alternate)
Policy Review Committee:	Lydia Berez Kelly, Michael Garrett
Feasibility Sub-Committee:	Richard Allen, Noel Gaige
Safety Committee:	Karen Evans
CDEP Committee:	Lydia Berez Kelly
Teacher Center Policy Board	Karen Evans

Yes – 5  
No - 0                      Motion Carried

### **ADJOURNMENT**

Lydia Berez Kelly made the motion, seconded by Michael Garrett to adjourn the meeting and immediately reconvene in the regular meeting of the board of education.

Yes – 5  
No – 0                      Motion Carried

The Reorganizational Meeting was concluded at approximately 6:20 p.m.

Kelly Nash  
District Clerk