

ORGANIZATIONAL MEETING OF THE BOARD OF EDUCATION
HOLLAND PATENT CENTRAL SCHOOL DISTRICT
ANNEX BOARD ROOM
WEDNESDAY, JULY 9, 2008 - 6:30 P.M.

The organizational 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 9, 2008. The meeting was called to order by Kathleen M. Davis, Superintendent of Schools at 6:30 p.m.

MEMBERS PRESENT

Mark Kennedy
Karen Evans
Traci Boris
Anne McGahey
Everett Stalker
Bradley Ashcroft
Kathleen M. Davis, Superintendent of Schools
Nancy Nowicki, Assistant Superintendent
Mary Mandel, Assistant Superintendent
Wendy A. Lloyd, District Clerk

ALSO PRESENT

John Egresits
David Russo
Kristy McGrath
Allen Hyde

NEW SCHOOL BOARD MEMBERS

Mrs. Davis asked the newly elected Board of Education member, Karen Evans, be sworn in to a five-year term and his term of office take place immediately.

Mrs. Davis asked the newly elected Board of Education student member, Bradley Ashcroft, be sworn in to a one-year term and his term of office take place immediately.

ELECTION OF PRESIDENT

Mrs. Davis announced that nominations were open for the election of President of the Board of Education for the 2008-09 school year. Mrs. Evans nominated Mr. Kennedy, seconded by Dr. Stalker.

Yes - 5
No - 0 Motion Carried

ELECTION OF VICE PRESIDENT

Mr. Kennedy announced that nominations were open for the election of Vice President of the Board of Education for the 2008-09 school year. Mrs. McGahey nominated Mrs. Evans, seconded by Dr. Stalker.

Yes - 5
No - 0 Motion Carried

APPOINTMENT OF CLERK OF THE BOARD

APPOINTMENT OF THE TREASURER AND DEPUTY TREASURER SALARY

APPOINTMENT OF PURCHASING AGENT AND ASSISTANT PURCHASING AGENT

CERTIFICATION OF PAYROLL

APPOINTMENT OF TAX COLLECTOR
AUTHORIZATION TO ATTEND CONFERENCES
REIMBURSEMENT OF MILEAGE
APPOINTMENT OF CONSULTING DENTIST
MONTHLY MEETINGS OF THE BOARD OF EDUCATION
DESIGNATION OF OFFICIAL NEWSPAPER FOR THE SCHOOL DISTRICT
DESIGNATION OF OFFICIAL BANK DEPOSITORY
DESIGNATION OF OFFICIAL COORDINATOR FOR FEDERAL PROJECTS
DESIGNATION OF DISTRICT EDUCATIONAL OFFICER
DESIGNATION OF RECORDS ACCESS OFFICER
DESIGNATION OF STUDENT ACCESS RECORD OFFICER

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

Approve the appointment of Wendy A. Lloyd Clerk of the Board of Education for the 2008-09 school year.

Approve the appointment of Pamela Lape Treasurer for the 2008-09 school year.

Approve the appointment of Jody Halpin, Secretary to the Assistant Superintendent as Deputy Treasurer for the 2008-09 school year at her current salary. 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 Purchasing Agent for the 2008-09 school year.

Appoint the Superintendent of Schools Assistant Purchasing Agent for the 2008-09 school year.

Appoint the Assistant Superintendent for Business and Finance to certify payrolls for the 2008-09 school year.

Appoint William Doble Tax Collector for the 2008-09 school year.

Approve an annual special project stipend of \$8,300 for Cheryl Venettozzi for the 2008-09 school year.

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. Noel Gaige Consulting Dentist for the 2008-09 school year.

Approve the 2008-09 Board of Education meeting dates as follows:

Summer meetings will be as follows: July 9 and August 20, 2008.

The monthly meetings of the Board of Education will be held each month at 7:00 p.m. as follows:

September 17, 2008	March 18, 2009
October 15, 2008	April 1, 2009
November 12, 2008	April 21, 2009 (Tuesday)
December 10, 2008	May 5, 2009 (Tuesday)
January 14, 2009	May 19, 2009 (Tuesday)
February 4, 2009	June 17, 2009
March 4, 2009	

The Budget Hearing will be held on May 5, 2009 and Budget Vote will be held on May 19, 2009.

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.

Designate the Rome Sentinel as the official newspaper for the school district for the 2008-09 school year.

Designate Adirondack Bank, Bank of America, JP Morgan/Chase, HSBC, and Citizens Bank as the official bank depository.

Designate the Assistant Superintendent for Curriculum and Instruction as Coordinator of Federal Projects for the 2008-09 school year.

Designate the Superintendent of Schools as District Educational Officer for the 2008-09 school year.

Designate the Assistant Superintendent for Curriculum and Instruction as Records Access Officer for the 2008-09 school year.

Designate the High School Principal, Middle School Principal, and Elementary Principals as Student Access Officer Designees for the 2008-09 school year.

Yes - 5
No - 0 Motion Carried

ESTABLISHMENT OF A PETTY CASH FUND AND APPOINTMENT OF CUSTODIAN

Mrs. Evans made the motion, seconded by Mrs. McGahey, to appoint the Superintendent of Schools Custodian of the Petty Cash Fund in the amount of \$100 for the 2008-09 school year.

Yes - 5
No - 0 Motion Carried

APPOINTMENT OF SCHOOL ATTORNEY

Mrs. Evans made the motion, seconded by Mrs. McGahey to approve the following attorney/law firm for legal services and specialized purposes for the school district for the 2008-09 school year:

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

Mr. Kennedy – Yes
Mrs. Evans – Yes
Dr. Stalker – Yes
Mrs. McGahey – Yes
Mrs. Boris – No
Motion Carried

Mrs. Evans made the motion, seconded by Mrs. McGahey to approve the following attorney/law firm for legal services and specialized purposes for the school district for the 2008-09 school year:

Hancock and Estabrook, LLP
1500 MONY Tower I
PO Box 4976
Syracuse, NY 13221-4976

Yes - 5
No - 0 Motion Carried

Mrs. Evans made the motion, seconded by Mrs. McGahey to approve the following attorney/law firm for legal services and specialized purposes for the school district for the 2008-09 school year:

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

Yes - 5
No - 0 Motion Carried

APPOINTMENT OF EXTRA-CLASSROOM ACTIVITY ACCOUNT PERSONNEL

Mrs. Evans made the motion, seconded by Mrs. McGahey to approve the following appointments for the 2008-09 school year:

Extra-classroom Treasurer – Pamela Lape

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/Service Account – John Egresits
Middle School Principal/Service Account - Kristy McGrath
Holland Patent Elementary Principal/Service Account - Allen Hyde
General William Floyd Elementary Principal/Service Account - David Russo

Yes - 5
No - 0 Motion Carried

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

Mrs. Evans made the motion, seconded by Dr. Stalker, to appoint Mrs. McGahey as representative to the Executive Committee - Oneida-Madison-Herkimer Counties School Board Association for the 2008-09 school year.

Yes - 5
No - 0 Motion Carried

APPOINTMENT OF TEACHING/LEARNING CENTER POLICY BOARD MEMBER

Mrs. McGahey made the motion, seconded by Dr. Stalker, to appoint Mrs. Evans to serve on the Teacher/Learning Center Policy Board for the 2008-09 school year.

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

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

Approve the BOCES Advisory Council for Occupational Education as its Advisor Council for the 2008-09 school year.

Appoint the following persons to serve on the Committee on Special Education for the 2008-09 school year:

Committee Chairperson(s)	Nancy Nowicki Cheryl Venettozzi Allen Hyde
School Psychologists	Lynette Laming Cynthia Killian
Parent Representatives	Michelle Farrell Kelly Villeneuve
School Physician	Dr. Bruce Elwell

Appoint the following person(s) to serve on the Committee on Preschool Special Education for the 2008-09 school year:

Chairperson(s)	Cheryl Venettozzi
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Appoint the Impartial Hearing Officers for the 2008-09 school year per procedures as outlined by SED regulations.

Adopt the following resolution relative to Cooperative Bidding for the 2008-09 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 2008-09 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.

Appoint the Superintendent of Schools, Kathleen M. Davis, to dispose of surplus school buses and any other surplus equipment as determined by the Superintendent for the 2008-09 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 2008-09 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 Kathleen M. Davis, 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 2008-09 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 2008-09 school year.

Yes - 5

No - 0 Motion Carried

RESOLUTION TO SET DATE FOR ANNUAL MEETING AND BUDGET VOTE

Mrs. Evans made the motion, seconded by Mrs. McGahey to adopt the following resolution regarding the Annual Meeting and Budget Vote on May 19, 2009:

BE IT RESOLVED, that the Board of Education establish the Annual Meeting and Budget Vote on May 19, 2009.

Yes - 5
No - 0 Motion Carried

APPOINTMENT OF AUDIT COMMITTEE

Mrs. Evans made the motion, seconded by Mrs. McGahey to approve the following members of the Audit Committee for the 2008-09 school year: Chris Bulson, Lisa Cushman, Tom Ellis, John Howard, Mark Kennedy, and Anne McGahey.

Yes - 5
No - 0 Motion Carried

APPOINTMENT OF SCHOOL AUDITOR

Mrs. Evans made the motion, seconded by Mrs. McGahey to appoint the auditing firm of Moore and Hart, 1008 Cornelia Street, Utica, NY 13502, school auditor for the 2008-09 school year.

Yes - 5
No - 0 Motion Carried

APPOINTMENT OF INTERNAL CLAIMS AUDITOR

Mrs. Evans made the motion, seconded by Mrs. McGahey to appoint Suzanne Ellis as internal claims auditor for the 2008-09 school year at the rate of \$15.50/hour.

Yes - 5
No - 0 Motion Carried

APPOINT KUNKEL AMBULANCE SERVICE

Mrs. Evans made the motion, seconded by Mrs. McGahey to appoint Kunkel Ambulance for the 2008-09 school year at the rate of \$100/hour.

Yes - 5
No - 0 Motion Carried

APPROVE TIMOTHY MCGILL, ESQ., - BOND COUNSEL

Mrs. Evans made the motion, seconded by Mrs. McGahey to appoint Timothy McGill, Esq. bond counsel for the 2008-09 school year.

Yes - 5
No - 0 Motion Carried

APPROVE BERNARD P. DONEGAN – FINANCIAL CONSULTANT

Mrs. Evans made the motion, seconded by Mrs. McGahey to appoint Bernard P. Donegan, Inc. as financial consultant for the 2008-09 school year.

Yes - 5
No - 0 Motion Carried

RETIREMENT NOTIFICATION POLICIES

Mrs. Evans made the motion, seconded by Mrs. McGahey to approve the following policies #8352.a Notification of Retirement - Administration, #8352.b Notification of Retirement - Instructional, and #8352.c Notification of Retirement - Non-Instructional.

Yes - 5
No - 0 Motion Carried

APPOINT COMMITTEE MEMBERS

Mrs. Evans made the motion, seconded by Mrs. McGahey to appoint Traci Boris and Mark Kennedy Policy Review Committee members for the 2008-09 school year.

Yes – 5
No – 0 Motion Carried

Mrs. Evans made the motion, seconded by Mrs. McGahey to appoint Anne McGahey and Everett Stalker Negotiations Committee members for the 2008-09 school year.

Yes – 5
No – 0 Motion Carried

Mrs. Evans made the motion, seconded by Dr. Stalker to appoint Traci Boris, Anne McGahey, and Bradley Ashcroft Feasibility Sub-Committee members for the 2008-09 school year.

Yes - 5
No - 0 Motion Carried

ADJOURNMENT

Mrs. Evans made the motion, seconded by Mrs. McGahey to adjourn the meeting.

Yes - 5
No - 0 Motion Carried

Meeting was adjourned at approximately 6:45 p.m.

Wendy A. Lloyd
District Clerk