

**APPROVED**

REGULAR MEETING OF THE BOARD OF EDUCATION  
HOLLAND PATENT CENTRAL SCHOOL DISTRICT  
WEDNESDAY, OCTOBER 12, 2011  
ANNEX BOARD ROOM – 7:00 P.M.

A regular 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, October 12, 2011. Board President Mrs. McGahey called the meeting to order at 7:00 p.m.

**MEMBERS PRESENT**

Anne McGahey, President  
Karen Evans, Vice President  
Traci Boris  
Everett Stalker  
Richard Allen  
Elizabeth Pape  
Kathleen M. Davis, Superintendent of Schools  
Louis D'Ambro, Assistant Superintendent  
Wendy A. Lloyd, District Clerk

**ALSO PRESENT**

Nancy Nowicki  
John Egresits  
Jennifer McDonald  
Kristin Casab  
Allen Hyde  
Dennis Geer  
Ronald Haier  
Michael Arcuri  
Carol Moseman

**VISITORS**

5

11-072      **APPROVAL OF MINUTES**

Mrs. Evans made the motion, seconded by Mr. Allen, to approve the minutes of the Board of Education meeting held on September 21, 2011 the special Board of Education meeting held on October 3, 2011.

Yes – 5

No – 0    Motion Carried

11-073      **POSITIVE THOUGHTS**

American Red Cross Account Manager Linda Belton attended the school board meeting to recognize Holland Patent Central School District for our long history of support of the blood program.

Ms. Belton presented an award to Carol Moseman for being part of their success in the blood drives. She commented that they are doing a great job in terms of number of students participating.

Mrs. McGahey thanked Mrs. Moseman for her work with the National Honor Society. Mrs. McGahey has received a lot of positive comments. She stated Mrs. Moseman is doing a nice job.

A Knight in Shining Armor certificate was presented to Dennis Geer.

Middle School Principal Charles Pratt and Assistant Superintendent for Curriculum and Middle School Dean of Students Nancy Nowicki wrote a letter to Kathleen Hughes of the Foothills Rural Community Ministry thanking her for the donation of supplies and backpacks to the Holland Patent Middle School.

General William Floyd Elementary Principal Kristin Casab wrote a letter to Amanda Howard thanking her for the taking the time out of her busy day to come to GWF to discuss the importance of booster seats to the students.

Holland Patent Elementary Principal Allen Hyde wrote a letter to Amanda Howard thanking her for the booster seat presentation at Holland Patent Elementary on Thursday, September 22, 2011.

Holland Patent Elementary Principal Allen Hyde wrote a letter to Muriel Werbovetz thanking her for the recent donation of assorted books for Holland Patent Elementary School.

Middle School Principal Charles Pratt wrote a letter to Joseph Bessmer, Gary Lichtenberger, Robert Stropp, and Mark Wengert thanking them for their efforts during the summer. He appreciates how hard everyone worked and realizes the building couldn't run without all of them. Their efforts and dedication are truly appreciated.

Middle School Principal Charles Pratt wrote a letter to Christine Strzepek, Patty Cristman and Nancy Morrison thanking them for the effort they put into getting the Middle School ready for staff and students. The opening of school sets a tone for the year and their contributions helped make this year's both successful and smooth. Thank you for all that you do for the building and district.

High School Principal John Egresits and Administrative Intern Kevin Healy thanked students for taking time out of their busy summer schedule to help out with Freshmen Orientation.

Holland Patent Elementary Principal Allen Hyde wrote a letter to Mrs. Edwards thanking her for the outstanding Constitution presentation at Holland Patent Elementary on Friday, September 16, 2011.

Holland Patent Elementary Principal Allen Hyde wrote a letter to Ms. Hughes of the Foothills Rural Community Ministry thanking her for the recent donation of student backpacks and assorted school supplies.

Superintendent of Buildings and Grounds Dennis Geer wrote a note to Jeff Cardinal and Craig Ueltschi thanking them for a job well done. A student approached him at Stewart's who said "I really want to thank you for taking care of our Cross Country Course. It's in great shape!"

High School Principal John Egresits and Administrative Intern Kevin Healy wrote a letter to several students thanking them for representing Holland Patent's National Honor Society while assisting during the Open House.

11-074

### **REVIEW OF UPCOMING DATES**

October 16 – 21, 2011	Bus Driver Appreciation Week
October 18, 2011	HPE & GWF Individual & Group Picture Day
October 19, 2011	HPE PTA Meeting, 6 p.m.  HPE Book Fair  HPE & GWF Group & Individual Picture Day
October 20, 2011	Sports Booster Club Meeting HS Library, 7 p.m.  HPE Book Fair & Family Night
October 21, 2011	Superintendent's Conference Day
October 31 – November 4, 2011	Board Recognition Week
November 2, 2011	Middle School National Junior Honor Society Induction Ceremony, 7 p.m.
November 16, 2011	Board of Education Meeting Middle School Auditorium, 7 p.m.

11-075

### **VISITORS**

The visitors did not wish to address the board.

11-076

### **CORRESPONDENCE**

There was no correspondence.

**11-077      BOARD FORUM**

Mr. Allen thanked all the staff regarding opening day. He noted that everything is coming along well. He has attended several sporting events and everything looks good. He is glad to see we have so many students involved.

Dr. Stalker asked to pull #13 2011-12 Co-Curricular/Coaching Appointments and #14 Appointments from consent and for discussion in executive session.

Mrs. Boris asked to pull #8 Re-Establish Reserves from consent.

**11-078      DISTRICT UPDATE**

There was no district update.

**11-079      COMMITTEE REPORTS**

Mrs. Evans attended a Safety Committee Meeting. They reviewed the bus safety drills, fire safety drills, and building emergency response.

Mr. Allen attended a policy committee meeting on September 21. Those policies are before the board tonight for approval.

Mr. D'Ambro reported that the Audit Committee met this evening. Dennis Hart reviewed the audit. Mr. D'Ambro noted it was a very good audit.

**11-080      ACCEPTANCE OF AUDIT**

Mrs. Evans made the motion, seconded by Mr. Allen to adopt the following resolution regarding the acceptance of the audit.

**RESOLUTION TO ACCEPT FISCAL YEAR 2011  
AUDITED FINANCIAL STATEMENTS**

WHEREAS, the independent certified public accounting firm of Moore & Hart has completed its review of the financial statements of the Holland Patent Central School District for the fiscal year ended June 30, 2011; and

WHEREAS, the Audit Committee of the Holland Patent Central School District Board of Education has reviewed the financial statements and has met with the external auditors and recommend acceptance of the audited financial statements.

NOW THEREFORE BE IT RESOLVED that the Holland Patent Central School District Board of Education, at its meeting of October 12 2011, hereby accepts the audited financial statements for the school for the fiscal year ended June 30, 2011 and shall file a copy of the resolution and the report with the Commissioner of Education as well as the management response.

Yes – 5

No – 0 Motion Carried

11-081

**BILL SCHEDULES**

Mrs. Evans made the motion, seconded by Mr. Allen, to accept for payment bill schedule #2 General Fund in the amount of \$76,887.36, for the period ending October 12, 2011 and make it a matter of record.

Yes – 5

No – 0 Motion Carried

Mrs. Evans made the motion, seconded by Mr. Allen, to accept for payment bill schedule #12 Federal Funds in the amount of \$27,484.95, for the period ending October 12 2011 and make it a matter of record.

Yes – 5

No – 0 Motion Carried

Mrs. Evans made the motion, seconded by Mr. Allen, to accept for payment bill schedule #2 Capital Project in the amount of \$6,803.00, for the period ending October 12, 2011 and make it a matter of record.

Yes – 5

No – 0 Motion Carried

11-082

**TREASURER'S REPORT**

Mrs. Evans made the motion, seconded by It is recommended that the Treasurer's Report for the period ending August 31, 2011 be accepted and make it a matter of record.

Yes – 5

No – 0 Motion Carried

11-083

**POLICY DELETION/APPROVAL**  
**BUDGET TRANSFERS**  
**2011-12 TRANSPORTATION REQUEST**  
**REQUEST FOR USE OF BUS**  
**TOWN OF TRENTON TRAIL GROOMING AGREEMENT**  
**APPROVAL OF TEXTBOOK**

**LEAVE OF ABSENCE**  
**APPOINTMENT OF ATHLETIC VOLUNTEERS**

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

Delete the following policies effective October 12, 2011:

6035.1 Regulation – Statement of Parental Rights, Responsibilities and Procedures  
6035.5 Regulation - Administrative Procedures  
6036 Child Abuse and Neglect (Maltreatment)  
6036.1 Regulation - Notice of Parental Rights – Child Abuse in an Educational Setting  
6036.2 Regulation - Notification of Teacher’s Duty to Report Child Abuse in an Educational Setting and Immunity from Liability  
6036.3 Regulation - Child Abuse in an Educational Setting – Statement of Personal Delivery  
6036.4 Regulation - Child Abuse in an Educational Setting – Confidential Report of Allegation  
8110.1 Regulation - Fingerprinting and Criminal History Record Checks for Prospective Employees  
8110.2 Regulation - Consent Form for Fingerprinting and Criminal History Records Search of Prospective Employees and Applicants for Certification  
8110.3 Regulation - Clearance for Employment Request Form  
8110.4 Regulation - Statement for Emergency Conditional or Conditional Appointment  
8350 Instructional Retirement Incentive

Approve the following policies effective October 13, 2011:

4038 Use of District Credit Card  
6035 Child Abuse in an Educational Setting  
6035.1 Regulation - Notice of Parental Rights - Child Abuse in an Educational Setting  
6035.2 Regulation - Notification of Teacher’s Duty to Report Child Abuse in an Educational Setting and Immunity From Liability  
6035.3 Regulation - Child Abuse in an Educational Setting – Statement of Personal Delivery  
6035.4 Regulation - Child Abuse in an Educational Setting – Confidential Report of Allegation  
6035.5 Regulation – Administrative Procedures Notice  
6036 Reporting Possible Child Abuse or Maltreatment  
6036.1 Regulation - Report of Suspected Child Abuse or Maltreatment  
6037 Educational Neglect  
7051 Courses Including Dissection of Animals  
8101 Pre-Employment Physical Examinations  
8101.1 Physical Examination

8110 Fingerprinting and Criminal History Record Checks for Prospective Employees  
8110.1 Regulation – Statement for Emergency Conditional or Conditional Appointment  
8115 Probation/Teaching Staff  
8116 Tenure and Certification  
8120 In-Service Courses  
8130 Comprehensive Drug, Alcohol, and Tobacco Policy Statement – Staff  
8201 Recruitment and Employment of Non-Teaching Employees  
8205 Substitute Non-Teaching Employees  
8210 Evaluation of Non-Teaching Employees  
8220 Emergency Closings and Non-Teaching Employees  
8352.b Notification of Retirement – Instructional  
8352.c Notification of Retirement – Non- Instructional

Approve the Budget Transfers for the period ending September 30, 2011.

Approve the request of Karen Halpin to transport her children to Notre Dame Junior Senior High for the 2011-12 school year.

Approve the request from the Singing Hills Senior Citizens, sponsored and under the direction of the Trenton Town Board, for the use of a school bus for November 7, 2011 to the Oneida area to visit the Turning Stone Casino.

Approve the Agreement with the Town of Trenton for sled grooming for the 2011-12 school year.

Approve the following textbook for Regents Chemistry:

Chemistry 2011, Published by Pearson

Approve the request of Amy Clark for a leave of absence for November 9, 10, 14, 15, and 16, 2011.

Approve the appointment of Paula Mallard as an athletic volunteer for girls' bowling for the 2011-12 school year.

Approve the appointment of Reynold Szarek as an athletic volunteer for wrestling for the school year.

Approve the appointment of Daniel Fruscella as an athletic volunteer for wrestling for the school year.

Yes – 5

No – 0 Motion Carried

11-084

**RE-ESTABLISH RESERVES**

Mrs. Evans made the motion, seconded by Mr. Allen to adopt the following resolutions:

Adopt the following resolution regarding the re-establishment of the Tax Certiorari Reserve Fund:

**RESOLUTION RE-ESTABLISHING TAX CERTIORARI  
RESERVE FUND**

WHEREAS, the Board of Education of the Holland Patent Central School District authorizes the re-establishment of an Tax Certiorari Reserve Fund pursuant to Article 7 of the Real Property Tax Law the amount of \$978,266.12 effective October 12, 2011 to provide for coverage for liabilities and expenses to meet the claims or judgments of property owners in the event that refunds are sought for real property taxes previously paid to the school district or in the event that a property owner is entitled to have the amount of its taxes reduced prospectively pursuant to a stipulation of settlement as ordered by a court of competent jurisdiction.

Adopt the following resolution regarding the re-establishment of a Retirement Contribution Reserve Fund:

**RESOLUTION RE-ESTABLISHING RETIREMENT  
CONTRIBUTION RESERVE FUND**

WHEREAS, the Board of Education of the Holland Patent Central School District authorizes the re-establishment of an Retirement Contribution Reserve Fund pursuant to General Municipal Law Section 6-p in the amount of \$502,463.36 effective October 12, 2011 to fund the payment of retirement contributions.

Adopt the following resolution regarding the re-establishment of an Insurance Reserve Fund:

**RESOLUTION RE-ESTABLISHING INSURANCE  
RESERVE FUND**

WHEREAS, the Board of Education of the Holland Patent Central School District authorizes the re-establishment of an Insurance Reserve Fund pursuant to General Municipal Law Section 6-p in the amount of \$100,492.70 effective October 12, 2011 to fund certain uninsured losses, claims, actions or judgments for which the District is authorized or required to purchase or maintain insurance. Monies in such fund may also be appropriated for expert or professional services in connection with the investigation adjustment or settlement of claims, actions or judgments.



Adopt the following resolution regarding the re-establishment of an Employee Benefit Accrued Liability (GML-6p) Reserve Fund:

**RESOLUTION RE-ESTABLISHING EMPLOYEE BENEFIT  
ACCRUED LIABILITY RESERVE FUND– (GML-6p)**

WHEREAS, the Board of Education of the Holland Patent Central School District authorizes the re-establishment of an Employee Benefit Accrued Liability Reserve Fund pursuant to General Municipal Law Section 6-p in the amount of \$1,039,165.39 effective October 12, 2011 for any accrued employee benefit due an employee upon termination of the employee's service.

Adopt the following resolution regarding the re-establishment of a Repair Reserve Fund:

**RE-ESTABLISH REPAIR RESERVE FUND**

WHEREAS, the Board of Education of the Holland Patent Central School District authorizes the re-establishment of a Repair Reserve Fund pursuant to General Municipal Law Section 6-d in the amount of \$2,540.15 effective October 12, 2011 for any cost of repairs to capital improvements or equipment, which repairs are of a type not recurring annually.

Adopt the following resolution regarding the re-establishment of an Unemployment (GML-6m) Reserve Fund:

**RE-ESTABLISH UNEMPLOYMENT RESERVE FUND**

WHEREAS, the Board of Education of the Holland Patent Central School District authorizes the re-establishment of an Unemployment Reserve Fund pursuant to General Municipal Law Section 6-m in the amount of 22,519.98 effective October 12, 2011 for the payment of the cost of reimbursement to the New York State Unemployment Insurance Fund for payments made to claimants.

Adopt the following resolution regarding the re-establishment of an Unemployment (GML-6m) Reserve Fund:

**RE-ESTABLISH WORKER'S COMPENSATION RESERVE FUND**

WHEREAS, the Board of Education of the Holland Patent Central School District authorizes the re-establishment of a Worker's Compensation Reserve Fund pursuant to Article 2 of the Workers' Compensation Law, in the amount of \$457,128.36 effective October 12, 2011 for payment of expenditures of administering this self-insurance program.

Yes – 5

No – 0 Motion Carried

11-085      **ENCLOSURES**

There were no comments on the enclosures.

11-086      **EXECUTIVE SESSION**

At 7:21 p.m., Mrs. Evans made the motion, seconded by Mr. Allen, to take a short recess and to return in executive session to discuss the recommendations made by the Committee on Special Education, the recommendations made by the Committee on PreSchool Special Education, 2011-12 Co-Curricular/Coaching Appointments and Appointments.

Yes – 5

No – 0 Motion Carried

11-087      **RECOMMENDATIONS MADE BY THE COMMITTEE ON SPECIAL EDUCATION**

Mrs. Evans made the motion, seconded by Mr. Allen to approve the recommendations made by the Committee on Special Education which are on file.

Yes – 5

No – 0 Motion Carried

11-088      **RECOMMENDATIONS MADE BY THE COMMITTEE ON PRESCHOOL SPECIAL EDUCATION**

Mrs. Evans made the motion, seconded by Mr. Allen to approve the recommendations made by the Committee on PreSchool Special Education which are on file.

Yes – 5

No – 0 Motion Carried

11-089      **2011-12 CO-CURRICULAR/COACHING APPOINTMENTS**

Mrs. Evans made the motion, seconded by Mr. Allen to approve the following 2011-12 Co-Curricular/Coaching appointments:

Appoint Trista Twomey to the position of home instruction teacher at the rate of \$30.55/hr. for the 2011-12 school year.

Name	Position	Percentage	Salary
Doug Andrews	Modified Basketball	10%	\$3,055.20
Lynda Bulson	Varsity Girls Basketball	14%	4,277.28
Barry Cavanaugh	Varsity Boys Basketball	12%	3,666.24
Mike Sinacore	Varsity Boys Bowling	4%	1,222.08
Kathy Nieman	Varsity Girls Bowling	6%	1,833.12
Mark Celecki	Varsity Boys Swim	17%	5,193.84
Bryan Koscinski	Varsity Boys Swim Assistant	6%	1,833.12

Laura Arbogast	Varsity Volleyball *	6.5%	1,985.88
John Hurteau	Varsity Volleyball *	8%	2,444.16
Kathy Green	JV Volleyball	12.5%	3,819.00
Bryan Nichols	Modified Volleyball *	3%	916.56
Robert Judware	Modified Volleyball *	3%	916.56
Josh Olney	Varsity Nordic Ski	10%	3,055.20
Stacey Smith	Modified Nordic Ski	6%	1,833.12
John Richard	Varsity Wrestling	15%	4,582.80
LeRoy Guyer	Varsity Wrestling Asst.	8.5%	2,596.92
Jordan Swalgin	JV Wrestling	8.5%	2,596.92
Chelsea Kehl	Winter Head Varsity Cheerleading	5%	1,527.60
Marc Verri	Modified Wrestling	8.5%	2,596.92
Mark Mattice	Winter Strength	3%	916.56

\* Indicates split position.

Yes – 5

No – 0 Motion Carried

11-089

### **APPOINTMENTS**

Mrs. Evans made the motion, seconded by Mr. Allen to approve the following appointments:

Adopt the following resolution of appointment:

BE IT RESOLVED, that Rosa Viggiano be appointed as a long term substitute Spanish teacher at the High School and be paid on A-5 (\$31,763), for a total salary of \$31,763 prorated This appointment is for the period of December 12, 2011 to April 5, 2012.

Adopt the following resolution of appointment:

BE IT RESOLVED, that Diane Stalker be appointed as a long term substitute elementary teacher at General William Floyd Elementary and be paid on C-8 (\$38,574), plus masters (\$800) for a total salary of \$39,374 prorated This appointment is for the period of October 13 to December 23, 2011.

Approve the following substitute teacher appointments, at a per diem rate of Certified \$80 per day; Non-certified \$65 per day effective October 13, 2011:

<u>Name</u>	<u><b>Certified Rate \$80/day</b></u> <u>Non-certified Rate \$65/day</u>	<u>Certified</u>
Charles Hast	6271 Bartlett Road Rome, NY 13440	<b>\$65/day</b>

Bryan Koscinski	31 Redmond Road Barneveld, NY 13304	<b>\$65/day</b>
Courtney Quail	332 Second Avenue Frankfort, NY 13340	<b>\$80/day</b>
Colleen Zumbrun	6454 W. Carter Road Rome, NY 13440	<b>\$65/day</b>

Approve the following substitute non-instructional appointments effective October 13, 2011:

**Substitute School Bus Attendant, 90% of Step 1 = \$10.79/hr. = \$9.71/hr.**

Wanda Mierek

**Substitute Food Service Helper, 90% of Step 1 (\$8.99/hr.) = \$8.09/hr.**

Laurie Case

**Substitute Bus Driver 90% of Step 1 (\$16.81 hr.) = \$15.13/hr.**

Frederick Herringshaw

Mrs. McGahey – Yes  
Mrs. Evans – Yes  
Mr. Allen – Yes  
Mrs. Boris – Yes  
Dr. Stalker - Abstain  
Motion Carried

At 9:05 p.m. the Board returned to open session.

11-090

**ADJOURNMENT**

Having no further business to discuss at this time, Mrs. Evans made the motion, seconded by Mr. Allen, to adjourn the meeting.

Yes – 5  
No – 0 Motion Carried

Meeting was adjourned at approximately 9:10 p.m.

The next regularly scheduled meeting of the Board of Education will be held on Wednesday, November 16, 2011 at 7:00 p.m. in the Middle School Auditorium.

Wendy A. Lloyd  
District Clerk