

**APPROVED MINUTES
HOLLAND PATENT CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION MEETING
WEDNESDAY, NOVEMBER 12, 2014
ANNEX CONFERENCE 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 conference room, located in the village of Holland Patent, New York on Wednesday, November 12, 2014. Board President, Anne McGahey, called the meeting to order at 7:00 p.m.

MEMBERS PRESENT

Anne McGahey, President
Karen Evans, Vice President
Richard Allen
Everett Stalker
Traci Boris
Matthew Milone
Kathleen M. Davis, Superintendent of Schools
Cheryl Venettozzi, Assistant Superintendent
Nancy Nowicki, Assistant Superintendent
Marie Perry, District Clerk

ALSO PRESENT

Dennis Geer
Christopher Roberts

MEMBERS ABSENT

none

VISITORS

11

PLEDGE OF ALLEGIANCE

POSITIVE THOUGHTS

Shining Knight Awards: Kathleen McGahey, Frederick Herringshaw

NYSPPHSAA presented the district with an award plaque for 2013-14 Sportsmanship Promotion Program

Mr. Geer and Mr. Massoud sent thank you letters to Robert Stropp, Craig Ueltschi, Jeff Cardinal, Robert Shepard, Kyle Kennerknecht, Michael Gillett & Julie Rees for helping at the Purple & Gold Weekend events.

Mrs. Casab, GWF Principal, sent a thank you letter to Brian McQueen for bringing the Fire Safety Puppet Show for GWF students during Fire Prevention Week events.

Principal Casab sent a thank you letters to the Oriskany Volunteer Fire Department, Town of Western Volunteer Fire Department, Town of Floyd Volunteer Fire Department and Stittville Fire Department for their efforts during our Fire Safety program events and evacuation drill held recently.

Mrs. Piejko, PPS Director/CSE Chair, sent a thank you letter to Mr. John Putnam, Wellness Administrator, Rite Aid, for their efforts with the Flu Shot Clinic held on October 21, 2014.

Principal DeAngelo sent thank you letters to M/M Ellinger, Mrs. Coffin, Mrs. Knopp, Ms. DeFazio, Mrs. Szablewski, Miss Evans, and Mr. Smith for volunteering at the HPE Book Fair and help make it a success.

Principal DeAngelo sent a thank you letter to the River Road Greenhouse for their donation of seeds for the fourth grade plant science unit.

Principal DeAngelo sent thank you letters to Mr. Judware, Mrs. Bates, Mrs. Toussaint, Miss Mastracco, Mrs. Bauer, Mr. Carmody, Mrs. Piaschyk, Mrs. Carnevale, Mrs. Stay, and several students for volunteering at the HPE Family Fun Night and help make it a success.

Principal Casab sent thank you letters to Mrs. Carro, Mrs. Daniels, Mrs. Clemens, Mrs. Wilson, Mrs. Haynes, Mrs. Rachon, Mrs. Ball, Mrs. Tillson, Ms. Hoke, Mrs. Olearczyk, Mrs. SantaMaria, Mrs. Kusmierczak, and Mrs. Pekola for volunteering at the GWF Halloween Carnival and help make it a success.

UPCOMING DATES

November 14, 2014	Picture Retake Day – HS & MS
November 19, 2014	High School Character Education Breakfast 7:30 a.m.
November 20, 2014	Booster Club Meeting 7:30 p.m. – High School Library
November 21, 2014	Elementary Parent/Teacher Conferences 11:00 a.m. dismissal
November 21-22, 2014	Area All State – Music Oswego High School
November 24, 2014	Picture Retake Day - Elementary
November 26-28, 2014	Thanksgiving Recess – Schools Closed
December 3, 2014	Grandparents Luncheon Gen. Wm. Floyd Elementary
	Board of Education Meeting 7:00 p.m. – High School Auditorium

14-99

APPROVAL OF MINUTES

Karen Evans made the motion, seconded by Richard Allen to approve the minutes of the Board of Education regular meeting on October 8, 2014 and special meetings held on September 30, 2014 and October 29, 2014.

Yes – 5

No - 0 Motion carried

14-100

VISITORS

Ron Haier inquired why athletic teams couldn't practice on holidays which included the recently celebrated Veterans' Day. Mr. Allen commented that holidays are family time and sports practices should not take away from that time. Sectional or tournament play would be assessed at the time of the event. Mrs. Davis added that, by contract, our support

staff are entitled to specific holiday time and plan accordingly. Veterans' Day is reserved in respect of those served.

Mrs. J. Kochan spoke to commend the board and 8th grade staff for putting the STEAM program in place.

14-101 **CORRESPONDENCE**

There was no correspondence.

14-102 **BOARD FORUM**

Dr. Stalker attended the Veterans' concert and it was very impressive. Each branch of the military was recognized with music. He was surprised to see the number of veterans that were in attendance.

Mrs. Boris requested that Items 7 (Resolutions for Purchased Energy Services) & 9 (Approval of Forestry Consultant Contract) be pulled from consent. Mrs. Evans requested that Item 17 (Appointments) be pulled from consent for Executive Session. Mrs. McGahey requested that Item 4 (Approval of Tax Refund/Correction) be pulled from consent.

14-103 **DISTRICT UPDATE**

Mrs. Davis recognized employees, Kathleen McGahey, bus garage secretary, and Frederick Herringshaw, driver. Mrs. Davis presented each with a Shining Knight certificate. Kathy McGahey put in a lot of work in scheduling and getting the transportation department ready for a smooth transition with the new elementary reconfiguration. Mr. Herringshaw is someone you can always depend on to make sure a student gets transported properly. Mrs. Davis also thanked Mr. Herringshaw for his military service. The work ethic of veterans, like Frank, show in their everyday life. He is a welcomed member of our team.

Mrs. Davis also presented a plaque for the athletic department, which was accepted by Mrs. Nowicki. The award is the NYSPHSAA 2013-14 Sportsmanship Promotion Program presented by the state and our insurance carrier. Mrs. Davis expressed a special thank you to coaches and athletes.

Mrs. Davis did a slide presentation on budget issues. She noted that many of the pictures in her presentation were from the Fall Fest at Gen. Wm. Floyd. The children were involved in activities all day. Students really enjoyed the events of the day.

Mrs. Davis noted that the Governor has a lengthy document on the state budget available to read. She went over historical data as it pertains to budget planning. Our district relies on state aid and how we receive the aid was forecasted. There will be more competitive grants for funding, partnering with organizations etc. There is a career alternative path for graduation coming. Mr. Allen asked about the where the tests will be coming from for this pathway. Mrs. Davis responded that we will have clearer direction after the first of the year. The Smart Schools proposition passed. Our district is scheduled to receive funding through the initiative. We will updating our K-12 technology plan. Mrs. Davis will be looking at using the money for infrastructure to order to be prepared for future technology. Brain Honey was discussed. Mrs. Nowicki reported that it is going well. We are working the OHM BOCES at the middle and high schools and are training all staff in the program. Mr. Allen asked about the testing for Brain Honey. It was reported that we have decreased student testing, however, this program, in effect increases testing and takes away from

instruction time. It is Mr. Allen's opinion that good teachers should be able to recognize a student's weakness and address them without extra testing. Matt Milone, student rep, commented that it doesn't take a test for a teacher to know if a student understands what they are being taught. Mrs. Davis continued highlighting other items. DASA training is still being required. Our health insurance consortium is considering a vision option which may not increase the premium. Superintendent's Conference Day has been moved from March 13 to March 20, 2015. Notices will be going home to parents.

14-104 **COMMITTEE REPORTS**

Mrs. Evans reported that the Safety Committee met last week. Building principals updated the committee and gave reports on fire and evacuation drills that were being held. Ebola was also a topic and training that is involved. We also have stepped up on the sanitation of buses.

Mrs. Evans also reported that the Teacher Center Policy Board met earlier. She handed out to the board the agenda of topics covered at the meeting. There is a grant writing workshop being held on December 11th. It's a good opportunity to increase the skills for grant writing since new funding seems to be moving in the direction of grant funding.

Mr. Allen reported that the Policy Committee met earlier. Some policies had minor changes and will be recommended to the board for approval at the next meeting. The Audit Committee meeting was postponed and has been rescheduled for November 25, 2014.

14-105 **MIDDLE SCHOOL MATH/ALGEBRA DISCUSSION**

Mrs. Nowicki reported on the middle school math program. She handed out charts on the modules covered at each grade level which showed that individual topics do not overlap any more. Students need to take each level in order to cover all the material for high school level mathematics.

14-106 **BUDGET PRESENTATION**

Mrs. Venettozzi presented the following items for discussion with the Board:

Board of Education (BOE, Clerk, District Meeting)
 Central Administration
 Finance (Bus. Admin., Audit, Treasurer, Collector)
 Staff (Legal, Public Information)
 Central Services (O & M)
 Special Items (Insurance, Tax Refund, BOCES Admin.)
 Transportation

The board ensued on a lengthy discussion. Mrs. McGahey asked if we have realized on any savings through the EPC project that we have undertaken. Mrs. Davis reported that the savings probably will be evident in future budgets since the project is near completion. Mr. Allen asked about costs for switching to the newer voting machines. Mrs. Davis and Mrs. Venettozzi are working with the county on the projected costs and process. Mrs. Boris asked if there was a different way we could look at budget data. The current presentation does not reflect line item expense. Mr. Allen doesn't feel that the board has a

clear picture of expensed items. Mrs. Venettozzi asked the board to suggest what format they would prefer and she would accommodate their request.

14-107

BILL SCHEDULES

Karen Evans made the motion, seconded by Richard Allen, to accept for payment bill schedule #3 General Fund in the amount of \$174,165.74, for the period ending November 12, 2014 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 #4 School Lunch in the amount of \$16,548.49, for the period ending November 12, 2014 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 #3, Federal Funds in the amount of \$7,551.04, for the period ending November 12, 2014 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 for bill schedule #3, Capital Project (\$5.6m) in the amount of \$6,502.87, for the period ending November 12, 2014 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 for bill schedule #10, Capital Project (EPC) in the amount of \$44,107.00, for the period ending November 12, 2014 and make it a matter of record.

Yes – 5
No – 0 Motion Carried

14- 108

APPROVAL OF TAX REFUND/CORRECTION

Karen Evans made the motion, seconded by Richard Allen, to approve the following Tax Refunds and Corrections:

Owner Name	Town	Tax Map ID	Original/ Corrected	Assessment	2014-15 Tax Rate	STAR Exemption	Tax	Correction	Refund
School Taxes									
Mary Pianella	Floyd	245.002-2-2	Original	\$63,300	22.0464		\$1,395.54		
			Corrected	\$63,300	22.0464	\$591.00	\$ 804.54	\$ 804.54	\$591.00
Library Taxes									
Mary Pianella	Floyd	245.002-2-2	Original	\$63,300	0.0555		\$3.51		

			Corrected	\$63,300	0.0555		\$3.51	\$3.51	
School Taxes									
Maureen Croop	Trenton	229.000-1-56	Original	\$48,300	30.6205		\$1,478.97		
			Corrected	\$48,300	30.6205	\$1,187.00	\$ 291.97	\$291.97	
Library Taxes									
Maureen Croop	Trenton	229.000-1-56	Original	\$48,300	0.077		\$3.72		
			Corrected	\$48,300	0.077		\$3.72	\$3.72	
School Taxes									
Donald Arcand	Trenton	160.000-1-44	Original	\$84,800	30.6205		\$2,596.63		
			Corrected	\$84,800	30.6205	\$1,187.00	\$ 1,409.63	\$1,409.63	\$1,187.00
Library Taxes									
Donald Arcand	Trenton	160.000-1-44	Original	\$84,800	0.077		\$6.54		
			Corrected	\$84,800	0.077		\$6.54	\$6.54	

Mrs. McGahey asked why Ms. Croop’s information was a correction and not a refund. Mrs. Venettozzi researched the item and reported that the correction was made during tax collection period and therefore, she was able to pay the corrected amount. Consequently, no refund is necessary. Following the discussion, the board voted.

Yes – 5
 No - 0 Motion carried

14-109

RESOLUTIONS FOR PURCHASED ENERGY SERVICES

Karen Evans made the motion, seconded by Richard Allen to adopt and take effect immediately the following resolutions regarding the participation in cooperative energy purchasing services (NYSMEC) for electricity and natural gas:

**RESOLUTION AUTHORIZING PARTICIPATION IN
 COOPERATIVE ENERGY PURCHASING SERVICE
 (NYSMEC) FOR ELECTRICITY**

WHEREAS, Article 5-G of the New York State General Municipal Law authorizes municipal corporations to enter into cooperative agreements for the performance or exercise of services, functions, powers or activities on a cooperative or contract basis among themselves or one for the other, and

WHEREAS, Section 119-n of the General Municipal Law defines the term "municipal corporation" for the purposes of Article 5-G as a county outside the city of New York, a city, a town, a village, a board of cooperative educational services, a fire district or a school district; and

WHEREAS, Holland Patent Central School District, 9601 Main Street, Village of Holland Patent, New York, (hereinafter sometimes referred to as "Participant") is a "municipal corporation" as defined above; and

WHEREAS, this Board wishes for this municipal corporation to become or remain a Participant pursuant to the Municipal Cooperation Agreement

For Energy Purchasing Services dated the 1st day of May, 2005 (the "Agreement"), among municipal corporations collectively identified as the New York School and Municipal Energy Consortium ("NYSMEC") upon the terms of the Agreement and further wishes to authorize participation as an energy consumer as specified below.

NOW THEREFORE, BE IT RESOLVED that this Board hereby determines that it is in the interests of the this municipal corporation to participate in the NYSMEC, and authorizes and directs Kathleen M. Davis, Superintendent of Schools to sign the Agreement/and or the Billing Schedule and Agreement for electricity on its behalf; and

BE IT FURTHER RESOLVED that this Board authorizes the Administrative Participant (as defined in the Agreement) to prepare, advertise, disseminate and open bids pursuant to the General Municipal Law and to award, execute and deliver binding contracts on behalf of this Board for the purchase of electricity for this Participant to the lowest responsible bidder as is determined by the Administrative Participant at a commodity price not to exceed \$.1126 per kWh for a term of at least one year and no more than three years commencing May 1, 2015, and other terms and conditions, all as may be determined by the Administrative Participant, or to reject any or all such bids; and

BE IT FURTHER RESOLVED that this Participant agrees to advertise said bid as may be directed by the Administrative Participant; and

BE IT FURTHER RESOLVED that the officers and employees of this Participant are authorized to execute such other confirming agreements, certificates and other documents and take such other actions as may be necessary or appropriate to carry out the intent of this resolution.

**RESOLUTION AUTHORIZING PARTICIPATION IN
COOPERATIVE ENERGY PURCHASING SERVICE
(NYSMEC) FOR NATURAL GAS**

WHEREAS, Article 5-G of the New York State General Municipal Law authorizes municipal corporations to enter into cooperative agreements for the performance or exercise of services, functions, powers or activities on a cooperative or contract basis among themselves or one for the other, and

WHEREAS, Section 119-n of the General Municipal Law defines the term "municipal corporation" for the purposes of Article 5-G as a county outside the city of New York, a city, a town, a village, a board of cooperative educational services, a fire district or a school district; and

WHEREAS, Holland Patent Central School District, 9601 Main Street, Village of Holland Patent, New York (hereinafter sometimes referred to as "Participant") is a "municipal corporation" as defined above; and

WHEREAS, this Board wishes for this municipal corporation to become or remain a Participant pursuant to the Municipal Cooperation Agreement For Energy Purchasing Services dated the 1st day of May, 2005 (the "Agreement"), among municipal corporations collectively identified as the New York School and Municipal Energy Consortium ("NYSMEC") upon

the terms of the Agreement and further wishes to authorize participation as an energy consumer as specified below.

NOW THEREFORE, BE IT RESOLVED that this Board hereby determines that it is in the interests of the this municipal corporation to participate in the NYSMEC, and authorizes and directs Kathleen M. Davis, Superintendent of Schools, to sign the Agreement/and or the Billing Schedule and Agreement for natural gas on its behalf; and

BE IT FURTHER RESOLVED that this Board authorizes the Administrative Participant (as defined in the Agreement) to prepare, advertise, disseminate and open bids pursuant to the General Municipal Law and to award, execute and deliver binding contracts on behalf of this Board for the purchase of natural gas for this Participant to the lowest responsible bidder as is determined by the Administrative Participant at a commodity price not to exceed \$1.141 per therm for a term of at least one year and no more than three years commencing May 1, 2015, and other terms and conditions, all as may be determined by the Administrative Participant, or to reject any or all such bids; and

BE IT FURTHER RESOLVED that this Participant agrees to advertise said bid as may be directed by the Administrative Participant; and

BE IT FURTHER RESOLVED that the officers and employees of this Participant are authorized to execute such other confirming agreements, certificates and other documents and take such other actions as may be necessary or appropriate to carry out the intent of this resolution.

Mrs. Boris asked if this resolution has been adopted in the past. Mrs. Davis responded that we have approved it for the past several years. Following the discussion, the board voted.

Yes – 5

No - 0 Motion carried

14-110 **APPROVAL OF FORESTRY CONSULTANT CONTRACT**

Karen Evans made the motion, seconded by Richard Allen to approve the Forestry Consultant Contract.

Mrs. Boris asked how we choose F & W Forestry and is it the same company we have used? Mrs. Davis reported that the company's name changed over the years, however, Mr. Tripp has serviced the district for over 17 years. He does the preliminary marking and oversees the process and clean-up. There is a bid process for the actual harvesting which he also takes care of. The final bid award will be brought to the board for approval. Following the discussion, the board voted.

Yes – 5

No - 0 Motion carried

14-111 **ADOPTION OF POLICIES**
APPROVAL OF 2014-15 ANNUAL PROFESSIONAL PERFORMANCE REVIEW (APPR) PLAN

APPROVAL OF HEARTLAND PAYMENT SYSTEMS, INC. - WebSMARTT TO NUTRIKIDS AGREEMENT
APPROVAL OF CONTRACT – SOLUTION TREE, INC. REQUEST FOR USE OF SCHOOL BUS
APPROVAL OF 2014-15 TRANSPORTATION REQUESTS
APPROVAL OF OUT OF STATE FIELD TRIP REQUEST
2014-15 DIGNITY ACT COORDINATOR APPOINTMENT
RESIGNATION
LEAVES OF ABSENCE
APPROVAL TO AMEND EMPLOYMENT AGREEMENT

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

Adopt the following policies effective November 12, 2014:

- #4039 Sale of Surplus Property
- #4041 Accounting of Fixed Assets
- #8300 Retirees Health Insurance

Approve the 2014-15 Annual Professional Performance Review (APPR) Plan.

Approve of the Heartland Payment Systems, Inc. - WebSMARTT to Nutrikids Agreement.

Approve the Solution Tree, Inc. Contract for 2014-15.

Approve the request from the Singing Hills Seniors Citizens, sponsored and under the direction of the Trenton Town Board, for the use of a school bus for November 24, 2014 to the Oneida area to visit the Turning Stone Casino.

Approve the following request for transportation to private schools for the 2014-15 school year:

Child (2)	Mr. Levi Yoder 9143 Fraser Road Holland Patent, NY 13354	Amish Schools Route 274 & Camroden Road
Child (5)	Mr. Eli A. Miller 9143 Fraser Road Holland Patent, NY 13354	Amish Schools Route 274 & Camroden Road

Approve the senior trip to Washington, D.C. scheduled for June 11-13, 2015.

Approve the appointment of Cheryl Venettozzi as a 2014-15 Dignity Act Coordinator, which require intensive training and reporting required by law at a stipend of \$1,000.00.

Accept the request of Katherine Pruckno, bus monitor, to resign effective December 31, 2014.

Approve the request of Tiffany Morgan to amend her leave of absence without pay to begin November 24, 2014 rather than November 18, 2014 and extend to December 12, 2014.

Approve the request of Marc Verri for a leave of absence without pay for the period October 28 – November 6, 2014 (8 days).

Approve the request of Anna Carnevale for a child care leave of absence without pay for the approximate period June 2 through June 20, 2015.

Approve the request of Shelley Kirkland for a medical leave of absence without pay for the period November 3 – November 7, 2014 (5 days).

Approve the amended employment agreement.

Yes – 5

No - 0 Motion Carried

14-112

ENCLOSURES

1. HPE Newsletter, Fall 2014, from Mr. DeAngelo, Principal
2. Policy Committee Meeting Notice for November 12, 2014
3. Agenda for OHM School Boards Institute Meeting, November 13, 2014
4. 2014-15 Calendar SBI – General Membership Meetings, Executive Committee Meetings, Board Mandated Training Workshops, Board Development/Information/Recognition Workshops
5. News Article, Rome Sentinel, 10/17/14 regarding appointment of Mr. Massoud.
6. *School Law Matters*, October 2014, provided by the Ferrara Law Firm

There were no comments on the enclosures.

14-113

EXECUTIVE SESSION

At 8:45 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 Special Education
2. Recommendations by the Committee on Pre School Special Education
3. Employment History of Particular People
4. Legal Issue

Yes – 5

No – 0 Motion Carried

At 8:50 p.m. the Board entered executive session.

At 9:45 p.m. the Board returned to open session.

14- 114

RECOMMENDATIONS BY THE COMMITTEE ON PRE-SCHOOL SPECIAL EDUCATION

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

Yes – 5

No – 0 Motion Carried

14-115 **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 – 0 Motion Carried

14-116 **APPOINTMENTS**

Karen Evans made the motion, seconded by Richard Allen to approve the following appointment effective November 13, 2014:

Substitute Teacher

Nicole Brockway
3844 Oneida Street
New Hartford, NY 13413

\$65/day Non-certified

Yes – 5
No – 0 Motion Carried

14-117 **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 9:46 p.m.

The next regular meeting will take place on Wednesday, December 3, 2014 in the high school auditorium at 7:00 p.m.

Marie E. Perry
District Clerk