

**APPROVED MINUTES
HOLLAND PATENT CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION MEETING
TUESDAY, NOVEMBER 27, 2012
HIGH SCHOOL AUDITORIUM – 6:00 P.M.**

A regular meeting of the Board of Education of the Holland Patent Central School District was held in the high school auditorium, located in the village of Holland Patent, New York on Tuesday, November 27, 2012. Board President Mrs. McGahey called the meeting to order at 6:00 p.m.

MEMBERS PRESENT

Anne McGahey, President
Karen Evans, Vice President
Richard Allen
Everett Stalker
Traci Boris
Michaleigh Moylan
Kathleen M. Davis, Superintendent of Schools
Louis D'Ambro, Assistant Superintendent
Marie Perry, District Clerk

ALSO PRESENT

Dennis Geer
Nancy Nowicki
Cheryl Venettozzi
Russell Stevener
John Egresits
Charles Pratt
Christopher Roberts
Kristin Casab
James DeAngelo

VISITORS

Mr. Howard Mettelman, District Superintendent, OHM BOCES
Dr. Alan D. Pole, Presenter, Educational Consultant and former BOCES District Superintendent
Approximately 70 visitors

ROLL CALL

PLEDGE OF ALLEGIANCE

12-110

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 10, 2012.

Yes – 5

No - 0 Motion Carried

12-111

DISTRICT UPDATE - Merger Presentation

Mrs. Davis thanked the community for coming to hear the informational presentation on school mergers. She noted that the district is continually looking at different revenue streams in order to keep programs in place for children and make them college and career ready for the future. She turned the program over to Mrs. Anne McGahey, Board President.

President McGahey informed the audience that this is an informational format. The Board has discussed mergers minimally. She attended the Remsen presentation given by Dr. Pole a couple of months ago and it was decided to bring Dr. Pole in to provide residents with the same information. This is an opportunity to learn what mergers are about from a qualified expert. The presentation provides introductory information

regarding the merger process, its benefits and its detriments. Mrs. McGahey outlined the format for the evening. President McGahey turned the program over to Mr. Howard Mettelman, District Superintendent, Oneida-Herkimer-Madison BOCES.

On behalf of BOCES, Mr. Mettelman thanked Holland Patent for having Dr. Pole and himself to discuss this important issue. Mr. Mettelman introduced Dr. Alan Pole, Educational Consultant and expert in school mergers.

Dr. Pole gave an overview of school district mergers. Powerpoint handouts were provided to visitors. Dr. Pole's presentation included topics such as "Why Consider Merger? Why Merger May be Difficult? Types of Reorganization; The Merger Study; Mergers-What Research Tells Us; Two Steps in the Merger Process; Potential Timeline (How long it takes); The Finances of Merger – Part 1 & Part 2; Guideline for Incentive Operating Aid; History of School District Reorganization in NYS; What Will the SED/Legislature Do?" He noted that districts displayed in the presentation were used as examples to help make the presentation data realistic. The presentation used nine districts that were contiguous with Holland Patent only as an illustration. There are no plans for mergers. Following the presentation, the forum was open to the public for questions.

Q Traci Boris asked under annexation – are you required by law to level up teacher salaries?

A Only when taking over a district

Q Mrs. Davis asked under annexation – are there seniority rights?

A New district – all teachers in all districts come with current seniority. Annexation – the district teachers have rights to vacancies that exist but cannot bump.

Q Chris Roberts, Transportation Supervisor, asked about non instructional staff and Charles Pratt, Middle School Principal, asked about administration.

A Administration – only the Superintendent is guaranteed by contract. CSEA members are also controlled by CSEA rules and he could not answer for them.

Q Can teachers lose their jobs?

A Yes; some through attrition

Q Are class sizes increased? If increased to 23 will teachers be able to give each student the right amount of attention?

A 23 is not a high number for high school. Current studies show no effect in the high school level with larger class size. The advisory committee would recommend a class size.

Q Is the enrollment decline because of age? Or general decline in area?

A Yes to both

Mr. Allen noted that the 2003 enrollment noted in the presentation is not our peak enrollment. We had over 2,000 students in late 90's. There has been a general decline over the decade.

Q The decline has been from students dropping out because they have more to do and the expectations are harder.

A Yes, students are expected to know more. There is a higher level of education.

Mr. Allen added that drop outs are not the reason for enrollment declines. Our drop out rate is lower now than years ago.

Q After the presentation, what is the next step?

A It's up to the Board

Q It looks like the incentive aid is not indexed to the inflation rate?

A Correct

Q Cost won't go down. Do you use taxes to cover costs?

A Right – from the taxpayer.

Q Traci Boris asked is the superintendent of schools is guaranteed a position until retirement?

A No – until the end of their existing contract

Q As citizens we don't have control over the schools. All existing buildings are adequate and beautiful. Why would we building something new and leave the existing buildings to deteriorate?

A Facilities can be a negative. Manufacturing took over a building in another district, a prep school used another building and in some cases buildings were left empty to deteriorate.

Q Added hours to driver time, bus run by merging. In the private sector, jobs are lost. In a merger, teachers won't lose jobs.

A Residents have a say.

Q A merger may help anybody thinking of closing schools. Can increase offerings and use merger as a way to help fill seats that are empty. A current AP class may have 12 students and then could go to 20. It might help keep a teacher, not close a building or assist in making improvements to buildings.

A There will be conversations on mergers. They are plusses and minuses.

Q The next step is up to the Board. To the Board – What is the plan?

A Rick Allen stated that the push was for discussion to foster a direction in the community. Class sizes have dropped down. We continue to offer programming and need to have further discussion over the next few years. The community has input and must be behind it. This was informative but I would need more information to look at before consideration. Karen Evans commented that she would rather be proactive and start conversations earlier.

Q Sustainability of a new merger. After 25 years you do not receive aid, do you end up in the same situation?

A Right – You take 14 years of sustainability and don't worry about year 25

Q Will the district be talking to other districts?

A Anne McGahey responded that we have reached out to other districts regarding options and sharing, not for merging. We reached out to Oriskany but have not gotten together for discussions. We also met with Remsen for discussions.

Traci Boris noted that after tonight's discussion, hopefully we will get feedback from the community on the issue.

Everett Stalker added that as our enrollment decreases, the opportunity decreases. Our biggest concern is maintaining opportunities for children and start thinking about where we will be in a few years. Anne & Everett agreed don't do it for the money, focus on what is best for the children in the district.

Anne noted that aid comes locally as taxpayers. We are concerned for the children and their future. Mrs. McGahey thanked Dr. Pole and Mr. Mettelman for their time and very informative presentation. Mrs. McGahey also thanked the community for coming out this evening and for their continued support.

The board took a break at 8:00 p.m. before resuming with the regular board meeting.

The board returned to session at 8:20 p.m.

12-112 **VISITOR COMMENTS**

There were no other comments from visitors.

12-113 **POSITIVE THOUGHTS**

Mrs. Davis attended the annual Veteran's Day concert. The auditorium was filled with veterans. It is a wonderful way to recognize those who have served in the military and see each branch of the service recognized. A special thank you to all the veterans.

Holland Patent Elementary Principal, James DeAngelo, sent a letter to Mr. & Mrs. Miller thanking them for the donation of a Wal-Mart gift card for a family in need.

Holland Patent Elementary Principal, James DeAngelo, sent a letter to the Ziyara Shriners thanking them for their donation of tickets for students to attend to Shriners Circus this year.

Mr. Charles Pratt, Principal, Middle School sent Denise Dunn a letter recognizing her efforts to implement BPYS in the Middle School.

Mr. Lou D'Ambro, Assistant Superintendent for Business, sent a thank you letter to Chris Roberts, Transportation Supervisor, for his hard work ethic in coordinating early dismissal during Storm Sandy.

Mr. Lou D'Ambro, Assistant Superintendent for Business, sent a thank you letter to Dennis Geer, Superintendent of Buildings & Grounds, for being proactive during Storm Sandy.

Holland Patent Elementary Principal, James DeAngelo, sent a letter to the Holland Patent Fire Department thanking them for welcoming our students to the firehouse this year during Fire Prevention Week.

Mr. Lou D'Ambro, Assistant Superintendent for Business, sent thank letters to Jeff Cardinal and Mike Gillett, maintenance workers, for working the night shift and for a job well done in preparation for Storm Sandy.

Mr. Dennis Geer, Supt. of Buildings & Grounds sent a thank you memo to Robert Shepard, Kyle Kennerknecht, Michael Gillette, Jeffrey Cardinal and Craig Ueltschi for their efforts during Storm Sandy.

Mrs. Kristin Casab, Principal, Gen. Wm. Floyd Elementary, send thank you letters to all those that helped with the annual Fall Fest. Parent, faculty, staff and student support was overwhelming this year.

12-114 **REVIEW OF UPCOMING DATES**

Mrs. Davis noted that the High School Snow Ball is Saturday, December 1st.

November 29, 2012	Elementary Picture Retake Day
December 1, 2012	High School Snowball 7:00 – 9:30 p.m.
December 3, 2012	Holland Patent Elementary Concert 6:30 p.m. – High School Auditorium
December 4, 2012	Gen. Wm. Floyd Elementary Concert 6:30 p.m. – High School Auditorium
December 5, 2012	Board of Education Meeting 7:00 p.m. – Middle School Auditorium

12-115 **CORRESPONDENCE**

There was no correspondence.

12-116 **BOARD FORUM**

Traci Boris asked to pull Item II (9) Medicaid Compliance Plan Approval from consent for discussion. Mr. Allen asked to pull Item II (10) Forestry Product Bid Award from consent for discussion.

12-117 **COMMITTEE REPORTS**

The Feasibility Committee met earlier. Dr. Stalker reported that the committee reviewed the long range plan and future projects. Discussions were held on whether we can wait on any renovations without getting into an emergency situation. Our last project began in 2008. Scheduled areas are roofs, bathrooms and piping. Dr. Stalker Mr. Allen, and Mrs. McGahey were not in favor of putting a project out to vote this year. Mrs. Boris asked if these improvements need to be done now. Can they wait another year? Mr. Geer reported that some of these are going to be out of warranty in the near future as shown in the plan and we need to keep that in mind as well as the level of repairs. Dr. Stalker also asked Mr. Geer is there way anything critical that needs to be addressed. He responded that we can do pipe patching as needed but eventually they will need replacing. The general consensus is to wait another year to year and a half based on economics and budget.

12-118 **BILL SCHEDULES**

Karen Evans made the motion, seconded by Richard Allen to accept for payment bill schedule #3 General Fund in the amount of \$189,407.11, for the period ending November 27, 2012, 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 School Lunch in the amount of \$55,877.86, for the period ending November 27, 2012, 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 #2 Federal Funds in the amount of \$2,324.12, for the period ending November 27, 2012, and make it a matter of record.

Yes – 5

No - 0 Motion Carried

12-119 **TREASURER'S REPORTS**

Karen Evans made the motion, seconded by Richard Allen to accept the Treasurer's Reports for the period ending September 30, 2012 and made a matter of record.

Yes – 5

No – 0 Motion Carried

Karen Evans made the motion, seconded by Richard Allen to accept the Treasurer's Reports for the period ending October 31, 2012 and made a matter of record.

Yes – 5

No – 0 Motion Carried

12-120 **BUDGET OVERVIEW**

Mrs. Davis gave an overview the budget direction for the 2013-14 school year. The board was provided binders with data to help them assess items through the process. We will provide updates and inserts as the process goes along. The timeline has changed slightly. We moved the first part of the budget review to the December meeting for discussion. New items under consideration are the addition of lacrosse as a team sport, new food truck, and an increase in technology teaching. Mrs. Davis is looking for direction from the Board in order to build the budget more accurately

Traci Boris asked if there are some cuts made from last year that we need to rethink? Mrs. Davis reported that technology is one area that needs to be put back especially with the new online assessments and training needed. Mrs. Boris noted that we cut a guidance position and would like feedback on how that is working. Are students serviced as needed?

Mr. D'Ambro gave a presentation on the budget outlook. One area of concern is the increased cost of pension plans. Mrs. Boris commented that under the new healthcare mandates, our costs will also rise.

12-121 **REVIEW FOR APPROVAL STAFFING GUIDELINES**

Karen Evans made the motion, seconded by Richard Allen to approve the Staffing Guidelines for the 2012-13 school year effective November 28, 2012.

The board discussed the guidelines for Grades K-1. Current levels are at a range of 16-23 students. Mrs. Boris recommends lowering the limit and finds 23 students in these classes unacceptable. Mr. Allen agreed. Dr. Stalker noted that we always make the rights decision for children in the end and the guideline is only there as a guide. The board agreed to amend the guideline for grades K-1 to 16-21. The following amended motion was made:

Traci Boris made the motion, seconded by Richard Allen to approve the amended Staffing Guidelines for the 2012-13 school year effective November 28, 2012.

Yes – 4
No - 1 Karen Evans
Motion Carried

12-122

POLICY REVIEW - #7014 GRADUATION RANKING

Mr. Allen reported that the Policy Sub Committee met earlier this week. In the past, the committee discussed our ranking system. We tried to create a simplified solution and an incentive for taking advanced courses. The policy changes made in the summer need to be rescinded further reviewed. Any further changes will be for classes beginning in Grade 8 and would not effect current high school students. Our students have made choices based on some of the ranking factors and we changed the policy mid-stream. The Committee recommends rescinding the current policy and reverting back to the policy dated 4/3/2007. A letter of notification to parents with a copy of the policy is recommended to be sent by the high school. As a result of discussion, the following motion was made:

Richard Allen made the motion, seconded by Karen Evans to rescind the current Policy #7014 Graduation Ranking and revert back to the 4/3/2007 approval.

Yes – 5
No - 0 Motion Carried

12-123

ADDITION OF BOYS MODIFIED BASKETBALL TEAM

The board discussed the addition of a boys modified basketball team. Mrs. Boris was concerned that we had cut a team for budget reasons this past year. Mrs. Boris also asked how this is being funded. Mrs. Davis reported that the money is coming from the fund balance. Mrs. McGahey added that we cut the 7th grade team because there were no teams to play at the time under the Tri-Valley League.

Mrs. Boris also had a concern that we are considering adding a basketball team for a low number of students when she has heard that modified volleyball had 50 students in tryouts and it was not brought to the board as an issue. Mrs. Davis had spoken to the volleyball coaches. Due to time constraints and the earlier start season, coaches did not recommend adding another team. They have had high numbers in the past and use a rubric to choose their teams at try-outs. Mr. Stevener, Athletic Director, agreed and added that if we added an additional volleyball team, they would only play about 5 matches during the season. After discussions, the following motion was made:

Karen Evans made the motion, seconded by Richard Allen to approve the addition of a boys modified basketball team for the 2012-13 school year.

Yes – 4
No - 1 Traci Boris
Motion Carried

12-124 **REMOVE/ADDITION FROM CONSENT**

Karen Evans made the motion, seconded by Richard Allen to pull Item II (9) Medicaid Compliance Plan Approval from consent; pull II (10) Forestry Product Bid Award from consent, add to consent Item II (20a) – 2012-13 Coaching Appointment.

Yes – 5
No - 0 Motion Carried

12-125 **MEDICAID COMPLIANCE PLAN APPROVAL**

Mrs. Boris recommended a change in the Medicaid Compliance Plan. Amend the wording on Page 2, Item 6 (paragraph 2) as follows:

Current Wording: “The Compliance Officer shall report directly to the School District Superintendent of Schools and shall periodically report to the Board of Education on the School District Compliance Program”

Amended Wording: “The Compliance Officer shall report directly to the School District Superintendent of Schools and report two times a year to the Board of Education on the School District Compliance Program”

The designated Medicaid Compliance Officer for the district is Louis D’Ambro

Karen Evans made a motion, seconded by Everett Stalker, to approve the amended Medicaid Compliance Plan for the 2012-13 school year.

Yes – 5
No - 0 Motion Carried

12-126 **FORESTRY PRODUCT BID AWARD**

Mr. Allen and Mrs. McGahey requested clarification on which trees were being timbered. These are from our wood lot and the Forestry contract was previously approved by the Board.

Karen Evans made the motion, seconded by Everett Stalker to approve the Forestry Product bid award to the highest bidder, Johnson Brothers Lumber, Cazenovia, New York for the 2012-13 school year in the amount of \$23,457.

Yes – 5
No - 0 Motion Carried

12-127

BUDGET TRANSFERS**APPROVAL OF TAX CORRECTION****APPROVAL OF GERI & STUART GATES HOLLAND PATET CSD ALUMNI ASSOCIATION SCHOLARSHIP****ATHLETIC COMBINING – VARSITY GIRLS GOLF****APPROVAL OF 2012-13 ADIRONDACK BOWLING LANES AGREEMENT****APPROVAL OF 2012-13 WOODS VALLEY SKI AGREEMENT****APPROVAL OF PENN MOUNTAIN SNOW RIDERS AGREEMENT****RESIGNATION****RESIGNATIONS FOR REASON OF RETIREMENT****2012-13 ATHLETIC VOLUNTEER APPOINTMENTS****2012-13 CO-CURRICULAR APPOINTMENTS****APPOINTMENTS****2012-13 COACHING APPOINTMENT**

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

Approve the Budget Transfers for the period ending September 30, 2012.

Approve the following Tax Refund/Correction:

Owner Name	Town	Tax map ID	Original/Corrected	Assessment	2012-13 Tax Rate	STAR Exemption	Tax	Refund
Warcup, Janet	Trenton	247.000-1-3.4	Original	\$60,000	30.871		\$1,857.11	
			Corrected	\$60,000	30.871	\$1,141.00	\$716.11	-0-
Library Taxes								
Warcup, Janet	Trenton	247.000-1-3.4	Original	\$60,000	0.0809		\$4.85	
			Corrected	\$60,000	0.0809		\$4.85	-0-

Approve the establishment of the Geri and Stuart Gates Holland Patent Central School District Alumni Association Scholarship.

Approve the request of the Remsen Central School District to combine in girls golf for the 2012-13 school year, pending the outcome of the Remsen Central School Board meeting.

Approve the Adirondack Lanes Bowling Agreement for a sum not to exceed \$2,198 for Boy's and \$2,079 for the Girl's team for the 2012-13 school year

Approve the Woods Valley Ski Agreement for a sum not to exceed \$1,000 for alpine ski for the 2012-13 school year.

Approve the Penn Mountain Snow Riders Agreement for the 2012-13 school year.

Accept the request of Scott Ruganis to resign his position as Boys JV Basketball coach effective November 28, 2012 and his 2012-13 salary be adjusted to \$409.00 (based on the amended rate of \$2,321.85/7.5% prorated) as a result of this resignation.

Accept the request of Kathleen E. Beiswenger, ELA Teacher, to resign for the reason of retirement effective July 1, 2013.

Accept the request of Harold Furman, Custodian, to resign for the reason of retirement effective June 30, 2013.

Approve Reynold Szarek to the position of Athletic Volunteer for the Wrestling program for the 2012-13 school year effective November 28, 2012

Appoint the following to the 2012-13 Co-Curricular positions:

Rachel Grower	3-5 program	\$30.96 hr./\$38.69 hr.
Rebecca Guerrero	3-5 Program	\$30.96 hr./\$38.69 hr.
Paul Kotwica	3-5 Program	\$30.96 hr./\$38.69 hr.
Paul Kotwica	High School Home Instruction	\$30.96/hr.
Erin Rogers	Senior Class Advisor (split position)	\$1,083.53

Appoint the following for PSAT proctoring for 4 hrs. at \$38.70 per hour for the 2012-13 school year:

Douglas Andrews	Lynette Laming
Dana Dornburgh	William Morotti
Kathleen Green	Carol Moseman
Sherry Kennerknecht	Gaye West

Approve the following substitute teacher appointments, at a per diem rate of Certified \$80 per day; Non-certified \$65 per day effective November 28, 2012:

<u>Name</u>	<u>Certified Rate \$80/day</u> <u>Non-certified Rate \$65/day</u>	<u>Certified</u>
Altieri, Luann	8703 East Floyd Road Holland Patent, NY 13354	\$65/day
Quattrini, Jenna	174 Wakefield Lane Ava, NY 13303	\$65/day
Reilley, Michael	9487 Gillett Road Holland Patent, NY 13354	\$80/day
Herrmann, Deborah *Change to Certified Rate	10454 Whittaker Road Holland Patent, NY 13354	\$80/day
Klein, Gina *Change to Certified Rate	6851 Glass Factory Road Holland Patent, NY 13354	\$80/day

Appoint **Wendy Gregory**, 9328 Kennedy Road, Marcy, New York, to the position of Bus Route 175 PM, additional 45 minutes per day for a total of 6 hours per day, at her current rate of \$20.21 per hour effective September 1, 2012.

Appoint **Peter Schram**, 6874 South Street, Westmoreland, New York, to the position of Mid Morning Bus Run, additional 1 hour 30 minutes per day for a total of 6 hours 30 minutes a day at his current rate of \$29.38 per hour effective October 29, 2012.

Appoint **Renee Hughes**, 7887 Steuben Street, Holland Patent, New York, to the position of School Bus Attendance, 10-month position, 2 hours 30 minutes per day, Schedule A, Step 1, at a rate of \$10.79 per hour, for a probationary period of twenty-six weeks, effective November 28, 2012.

Approve the increase in the stipend for **Patrick Peterson**, Teacher Center Director, in the amount of \$7,000 for the 2012-13 school year. This stipend is funded through the Teacher Center Grant.

Approve **Jeffrey Litz** to the position of JV Basketball Coach for the 2012-13 school year at a prorated salary of \$1,667.80 (based on \$2,012.17/6.5%) effective November 28, 2012. This appointment is contingent upon satisfactory criminal background clearance from the Division of Criminal Justice Services and the FBI.

Yes – 5

No - 0 Motion carried

12-128

ENCLOSURES

1. Letter from Heather Maley, Career Exploration Specialist, SABA outlining student activities for the 2012-13 school year.
2. Nutrition Notes – Changes in School Lunch” from Kate Dorr, Asst. School Lunch Director.
3. Policy Sub-Committee meeting memo/agenda, December 5, 2012.
4. Audit Sub-Committee meeting notice, December 5, 2012.
5. Letter to 7th grade parents from Mr. Pratt, Principal, and Mr. Nichols, Health Instructor, regarding information meeting on Thursday, November 29, 2012 to discuss sensitive health education unit.

There were no comments on the enclosures.

12-129

EXECUTIVE SESSION

At 10:15 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
3. Employment History of Particular People

Yes – 5

No – 0 Motion Carried

At 11:00 p.m. the Board returned to open session.

12-130 **RECOMMENDATIONS MADE BY THE COMMITTEE ON SPECIAL
EDUCATION**

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

Yes – 5

No – 0 Motion Carried

12-131 **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 11:02 p.m.

The next regularly scheduled meeting of the Board of Education will be held on Wednesday, December 5, 2012 at 7:00 p.m. in the Middle School Auditorium. Awards will be handed out to students completing the Summer Reading contracts.

The Audit Committee will meet in the middle school guidance office at 5:00 p.m. The Policy Committee will meet in the middle school guidance office at 6:00 p.m.

Marie E. Perry
District Clerk