

Greenville Central School District
Board of Education
Agenda for the
Organizational Meeting
Monday
July 11, 2011

7:00 p.m.

MS/HS Library Media Center

✓ = Board action is expected.

Information noted in italics is provided as reference and/or background for the Board of Education on the particular matter or item.

I. Call to Order by the District Clerk

- A. Flag Salute and Pledge of Allegiance**
- B. Roll Call and Quorum check**
- C. Introduction and welcome of visitors**
- D. Fire evacuation procedures**

✓**II. Administration of Oath of Office**

- A. The District Clerk will administer the Oath of Office to Gregory Lampman for a three year term commencing on July 1, 2011 and ending June 30, 2014.
- B. The District Clerk will administer the Oath of Office to Rosanne Stapleton for a three year term commencing on July 1, 2011 and ending June 30, 2014.

✓**III. Approval of Agenda**

✓**IV. Election of Officers and Administration of Oath of Office**

- A. President of the Board:** The District Clerk will call for nominations for the office of Board President for 2011-2012. The District Clerk will then administer the Oath of Office to the newly elected Board President who will then assume responsibility for conducting the remainder of the meeting.
- B. Vice President of the Board:** The President will call for nominations for the office of Vice President for 2011-2012. The District Clerk will then administer the Oath of Office to the newly elected Vice President.
- C. Oath of Office for the Superintendent of Schools:** The District Clerk will administer the Oath of Office to the Superintendent of Schools.

✓**V. Appointment of Officers - On the recommendation of the Superintendent of Schools:**

- A. Clerk of the Board:** BE IT RESOLVED that the Board of Education hereby appoints Jacqueline O'Halloran as District Clerk for 2011-2012. The President of the Board of Education will administer the Oath of Office to the District Clerk.
- B. District Treasurer:** BE IT RESOLVED that the Board of Education hereby appoints Janet Maassmann as District Treasurer for 2011-2012 and authorizes the District Treasurer to sign checks for payroll, trust & agency, general, capital, federal and cafeteria accounts. The District Clerk will administer the Oath of Office to the District Treasurer.
- C. Deputy District Treasurer:** BE IT RESOLVED that the Board of Education hereby appoints Tammy J. Sutherland, Assistant Superintendent for Business as Deputy Treasurer for 2011-2012. The District Clerk will administer the Oath of Office to the Deputy District Treasurer.
- D. Tax Collector:** BE IT RESOLVED that the Board of Education hereby appoints Sharon Rarick as Tax Collector for 2011-2012 @ \$5,076.00 annually. The District Clerk will administer the Oath of Office to the Tax Collector at a time to be determined.

✓**VI. Other Appointments** - On the recommendation of the Superintendent of Schools:

A. School Attorneys

(BE IT RESOLVED that the Board of Education hereby appoints the firms of Whiteman Osterman & Hanna LLP; Hogan, Sarzynski, Lynch, Surowka & DeWind, LLP; and, Girvin & Ferlazzo, PC as School Attorneys for 2011-2012.)

B. Central Treasurer – Extraclassroom Activity Account

(BE IT RESOLVED that the Board of Education hereby appoints Janet Maassmann as Central Treasurer for Extracurricular Accounts for the Elementary, Middle and High Schools for 2011-2012 and authorizes her to sign checks and invest funds for student activity accounts.)

C. Records Access Officer

(BE IT RESOLVED that the Board of Education hereby appoints Jacqueline O’Halloran, District Clerk and Nancy Beers, Administrative Assistant to the Superintendent as Co-Records Access Officers for 2011-2012.)

D. Records Management Officer

(BE IT RESOLVED that the Board of Education hereby appoints Cheryl A. Dudley, Superintendent of Schools as Records Management Officer for 2011-2012.)

E. Asbestos Hazard Emergency Response Act (AHERA) and Local Educational Agency (LEA) Designee

(BE IT RESOLVED that the Board of Education hereby appoints Robert Schrader, Supervisor of Buildings and Grounds, as Asbestos Hazard Emergency Response Act (AHERA) and Local Educational Agency (LEA) Designee for 2011-2012.)

F. Purchasing Agent

(BE IT RESOLVED that the Board of Education hereby appoints Tammy J. Sutherland, Assistant Superintendent for Business, as Purchasing Agent with the Superintendent to act in the absence thereof, for 2011-2012.)

G. Internal Claims Auditor

(BE IT RESOLVED that the Board of Education hereby appoints Elizabeth Caputo as Internal Claims Auditor effective July 1, 2011 through June 30, 2012 @ \$22.80 per hour.)

H. District Audit Committee Members

(BE IT RESOLVED that the Board of Education hereby appoints Wilton Bear, Jr., Gregory Lampman, and Lawrence Tompkins as members of the District Audit Committee for 2011-2012.)

I. HIPAA Privacy Official

(BE IT RESOLVED that the Board of Education hereby appoints Tammy J. Sutherland, Assistant Superintendent for Business, as HIPAA [Health Insurance Portability and Accountability Act of 1996] Privacy Official for 2011-2012.)

J. Title IX Coordinator

(BE IT RESOLVED that the Board of Education hereby appoints Donna Accuosti, Director of Human Resources, as Title IX Compliance Officer for 2011-2012.)

K. Chapter I Compliance Officer

(BE IT RESOLVED that the Board of Education hereby appoints Donna Accuosti, Director of Human Resources, as ECIA [Educational Consolidation and Improvement Act]/Chapter I Compliance Officer for 2011-2012.)

L. ADA/504 Compliance Officer

(BE IT RESOLVED that the Board of Education hereby appoints Linda Wistar, Director of Pupil Personnel Services, as ADA [American Disabilities Act]/504 Compliance Officer for 2011-2012.)

M. Private School Transportation Requests

(BE IT RESOLVED that the Board of Education hereby appoints Tammy J. Sutherland, Assistant Superintendent for Business, to approve private school transportation requests for 2011-2012.)

N. Health & Safety Designee

(BE IT RESOLVED that the Board of Education hereby appoints Tammy J. Sutherland, Assistant Superintendent for Business, as Health & Safety Designee for 2011-2012.)

O. Financial Advisors

(BE IT RESOLVED that the Board of Education hereby appoints Fiscal Advisors Marketing, Inc. as Financial Advisors for 2011-2012.)

P. District Representative to RCG Workers' Compensation Trust

(BE IT RESOLVED that the Board of Education hereby appoints Tammy J. Sutherland as District Representative to RCG Workers' Compensation Trust for 2011-2012.)

Q. District Designee to vote for trustees to the RCG Health Insurance Trust

(BE IT RESOLVED that the Board of Education hereby appoints Cheryl A. Dudley, Superintendent of Schools, as District Designee to vote for trustees to the RCG Health Insurance Trust.)

R. School Physicians

(BE IT RESOLVED that the Board of Education hereby appoints Dr. Catalina Alegre, Greenville Medical Associates, and Emurgentcare, PLLC, as School Physicians for 2011-2012.)

S. Supervisor of Attendance

(BE IT RESOLVED that the Board of Education hereby appoints Anders Rasmussen, House Principal, as Supervisor of Attendance for 2011-2012.)

T. Liason for Homeless Children & Youth

(BE IT RESOLVED that the Board of Education hereby appoints Anders Rasmussen, House Principal, as Liaison for Homeless Children & Youth for 2011-2012.)

U. Chemical Hygiene Officer

(BE IT RESOLVED that the Board of Education hereby appoints Brynda Shultes, High School Science Teacher, as Chemical Hygiene Officer for \$1,850.00 for 2011-2012.)

V. Free and Reduced Cost Lunch Eligibility Hearing Officer

(BE IT RESOLVED that the Board of Education hereby appoints Tammy J. Sutherland, Assistant Superintendent for Business, as Free and Reduced Cost Lunch Eligibility Hearing Officer for 2011-2012.)

W. Greene County School Boards Association Delegate

(BE IT RESOLVED that the Board of Education hereby appoints _____ as Greene County School Board Association Delegate for 2011-2012.)

✓ **VII. Designations - On the recommendation of the Superintendent of Schools:**

A. Official Bank Depository

(BE IT RESOLVED that the Board of Education hereby designates the Bank of Greene County, National Bank of Cossackie, and JP Morgan Chase as the official banks for financial services for the school district for 2011-2012.)

B. Audit Committee Meetings

(BE IT RESOLVED that the Audit Committee, advisory to the Board of Education, will meet no fewer than four times a year starting at 6:00 P.M. in the MS/HS Media Center unless otherwise stated or changed by action of the Board of Education. These meetings shall be open to the public unless the Audit Committee convenes in executive session in accordance with Public Officers Law and Education Law. Any other member of the Board of Education may attend any such executive session if authorized by resolution of the Board of Education.)

C. School Newspapers

(BE IT RESOLVED that the Board of Education hereby designates The Daily Mail as the official newspaper of the District for 2011-2012 with the New York State Contract Reporter utilized for purposes of bid advertisement. The Greene County News and The Greenville Mountain View Pioneer will be utilized for purposes of general school publicity.)

✓VIII. Authorizations - On the recommendation of the Superintendent of Schools:

A. Certifier of Payroll

(BE IT RESOLVED that the Board of Education hereby designates the Assistant Superintendent for Business as Certifier of Payroll, with the Superintendent to act in the absence thereof, for 2011-2012.)

B. Conferences, Conventions, Workshop Attendance

(BE IT RESOLVED that the Board of Education authorizes the Superintendent of Schools to approve conferences, conventions, seminars and institutes within budgeted limits for 2011-2012.)

C. Petty Cash Funds

(BE IT RESOLVED that the Board of Education establishes petty cash funds and authorization for disbursement of funds for 2011-2012 as follows:

<i>Account</i>	<i>Custodian</i>	<i>Amount</i>
<i>Elementary School</i>	<i>Peter Mahan</i>	<i>\$50.00</i>
<i>Middle School</i>	<i>Brian Reeve</i>	<i>\$50.00</i>
<i>High School</i>	<i>Michael Laster</i>	<i>\$50.00</i>
<i>District Office</i>	<i>Laurie Farricker</i>	<i>\$50.00</i>
<i>Transportation</i>	<i>Karen Schrader</i>	<i>\$100.00)</i>

D. Designation of Signatures on Checks

(BE IT RESOLVED that the Board of Education hereby authorizes the District Treasurer to use a facsimile signature to sign District checks for 2011-2012.)

E. Budget Transfers

(BE IT RESOLVED that the Assistant Superintendent for Business is hereby authorized to approve budget transfers allowable under State Education Law, with the Superintendent to act in the absence thereof, for 2011-2012.)

F. Wire Transfers

(BE IT RESOLVED that the Assistant Superintendent for Business [ASB] and District Treasurer [with ASB approval] are authorized to execute wire transfers of District Funds.)

G. Authorization to Suspend Students

(BE IT RESOLVED that the Board of Education hereby delegates authority, under Education Law 3214, to the Principals to suspend students from instruction for up to five [5] school days for 2011-2012.)

H. Authorization for Bids

(BE IT RESOLVED that Tammy J. Sutherland and Laurie Farricker be authorized to submit bid notices to newspapers; and up to two of the following individuals to open and record bids for 2011-2012: Tammy J. Sutherland, Laurie Farricker, Claire Gustavson and Nancy Beers.)

I. Memberships in Organizations:

(BE IT RESOLVED that the Board of Education is authorized to obtain membership in the following organizations: Rural Schools Program, NYS School Boards Association, Greene County Chamber of Commerce and Greene County School Boards Association for 2011-2012.)

J. Filing of Grant Applications

(BE IT RESOLVED that the Board of Education authorizes the Superintendent of Schools to file grant applications for Federal and State Funds for 2011-2012.)

K. BOCES Bids

(BE IT RESOLVED that the Board of Education authorizes Tammy J. Sutherland, Assistant Superintendent of Business, to participate in BOCES and other Greene County School Districts cooperative bidding as appropriate for 2011-2012.)

✓IX. Official Undertakings - On the recommendation of the Superintendent of Schools:

A. Bonding of Officers

(BE IT RESOLVED that the Board of Education provide commercial crime insurance for the positions listed below for 2011-2012 as follows:

- | | |
|---|-----------------------|
| <i>1. District Treasurer</i> | <i>\$4,000,000.00</i> |
| <i>2. Tax Collector</i> | <i>\$4,000,000.00</i> |
| <i>3. All employees (each employee)</i> | <i>\$1,000,000.00</i> |

B. Loans From the General Fund

(BE IT RESOLVED that the Board of Education hereby authorizes the District Treasurer to loan from the General Fund to the Federal Fund, the Capital Fund, and the School Lunch Fund only such sums as are necessary to pay the then current payrolls and warrants until revenues are received from the respective funds for 2011-2012.)

C. Investment of Funds

(BE IT RESOLVED that the Board of Education hereby authorizes the District Treasurer to invest school district monies in accordance with Sections 1604-A and 1723-a of the Education Law and other pertinent regulations for 2011-2012.)

✓X. Other Items - On the recommendation of the Superintendent of Schools:

A. Re-adopt all Policies, Code of Ethics, District Safety Plan, and Code of Conduct

(BE IT RESOLVED that the Board of Education hereby re-adopts all Policies, the Codes of Ethics, District Safety Plan, and Code of Conduct in effect during the previous year: Implied in Education Law 1709, 2503.)

B. Mileage Reimbursement

(BE IT RESOLVED that the Board of Education hereby establishes the mileage rate for use of personal vehicles for the performance of approved school business at the rate of forty cents [\$.40] per mile for 2011-2012.)

C. Free and Reduced Price Breakfast and Lunches

(BE IT RESOLVED that the Board of Education hereby accepts the Free and Reduced Price Meal and Special Milk Program Policy Statement for 2011-2012, including the Family Income Eligibility criteria as presented.)

D. School Breakfast and Lunch Rates:

(BE IT RESOLVED that the Board of Education hereby establishes the following school breakfast and lunch prices for 2011-2012:

<i>Breakfast</i>	<i>K-12</i>	<i>\$1.50</i>
	<i>Reduced</i>	<i>\$.25</i>
	<i>Adult</i>	<i>\$2.25 [tax included]</i>
<i>Lunch</i>	<i>K-12</i>	<i>\$2.50</i>
	<i>Reduced</i>	<i>\$.25</i>
	<i>Adult</i>	<i>\$3.75 [tax included]</i>
<i>Milk</i>		<i>\$.50)</i>

E. Rate for School Vehicle Use

(BE IT RESOLVED that the Board of Education hereby establishes the following formula for use of school vehicles for 2011-2012: salary/benefits of driver; gas and oil based on number of miles; and an additional fee of \$25.00.)

F. Committee on Special Education:

(BE IT RESOLVED that the Board of Education hereby appoints the following members to the Committee on Special Education for 2011-2012:

*Linda Wistar, Director of Pupil Personnel Services
Rebecca Martin, Assistant Director of Pupil Personnel Services
School Psychologist
Parents or persons in a parental relationship to the child
Regular education teacher when appropriate
Special education teacher of the child,
Related service provider when appropriate
Physician, if requested.
Parent Representatives: Cathleen Cali
Sandra Ciccimarro
Elizabeth Forman
Michele Griffin
Shawn Griffin
Debra Macko-Cavaluzzi
Dana Meisner
Amie Morse
Melissa Sequinot
Jennifer Sheshene
Paula Willard
Christy Zarcone*

G. Sub-Committee of the Committee on Special Education

(BE IT RESOLVED that the Board of Education hereby appoints the following members to the Sub-committee on Special Education for 2011-2012:

*Linda Wistar, Director of Pupil Personnel Services
Rebecca Martin, Assistant Director of Pupil Personnel Services
Parents or persons in a parental relationship to the child
Regular education teacher if appropriate
Special education teacher of the student
Related service provider when appropriate
School Psychologist when appropriate.)*

H. Committee on Pre-School Special Education

(BE IT RESOLVED that the Board of Education hereby appoints the following members to the Committee on Pre-School Special Education for the 2011-2012 year:

- Linda Wistar, Director of Pupil Personnel Services*
- Rebecca Martin, Assistant Director of Pupil Personnel Services*
- School Psychologist*
- Parents or persons in a parental relationship to the child*
- Regular education teacher when appropriate*
- Special education teacher of the child*
- Related service provider when appropriate*
- Representative of the municipality where the student resides*
- Parent Representatives: Cathleen Cali*
 - Dana Meisner*
 - Jennifer Sheshene*
 - Aimee Morse*
 - Christy Zarcone*

I. Alternate Chairperson for the Committee on Special Education and Pre-School Special Education

(BE IT RESOLVED that the Board of Education hereby appoints Amanda Agneta as Alternate Chairperson for the Committees on Special Education and Pre-School Special Education for 2011-2021.)

J. Impartial Hearing Officers

(BE IT RESOLVED that the Board of Education utilize the current list of Impartial Hearing Officers as provided by the New York State Education Department.)

K. Rates of Pay

(BE IT RESOLVED that the Board of Education hereby establishes the following rates of pay for 2011-2012:

- 1. School District Vote and Election of School Board Members*
 - a. Election Clerk/Inspectors* \$8.00/hour
 - Board of Voter Registration* \$8.75/hour
 - [NOTE: For school employees, this rate is given for work rendered beyond the regular work schedule and day]*
 - b. Election Machine Custodian* \$300.00/each vote
- 2. Tutorial Services* \$30.00/hour
- 3. Substitutes:*
 - a. Teacher* \$101.00/day – certified
\$82.00/day – non-certified
 - b. Nurse (RN)* \$101.00/day
 - c. Nurse (LPN)* \$82.00/day
 - d. Technology Assistant* \$12.35/hour
 - e. Teaching Assistant* \$75.00/day – certified or two years of College
\$67.00/day – High School Diploma
 - f. Bus Driver* \$14.40/hour
 - g. Secretary/clerical/attendance aide* \$11.60/hour
 - h. Aides/nurse’s aide/monitor* \$10.55/hour
 - i. Custodian/cleaner/maintenance* \$11.65/hour
 - j. Cleaner/monitor* \$11.40/hour
 - k. Cafeteria* \$ 8.75/hour
 - l. Mechanic* \$14.40/hour)

L. Annual Budget Vote & Election

(BE IT RESOLVED that the Board of Education hereby establishes, Tuesday, May 12, 2012 at 7:00 p.m. for the Budget Hearing and Tuesday, May 19, 2012 from 1:00p.m. to 9:00 p.m. for the Annual Budget Vote & Election.)

XI. Adjournment (to be followed by the Business Meeting)