

Greenville Central School District
Board of Education
PROPOSED AGENDA
Business Meeting
Monday
September 12, 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 President Wilton Bear, Jr.

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

✓ **II. Approval of Agenda**

III. Accolades

Presentation to the Board of Education

Auditor's Report for 2011 by Sickler♦Torchia Allen & Churchill, Certified Public Accountants, PC

IV. Open Forum

NOTE: The 30 minute open forum is the time the Board sets aside to hear comments from the public. *(This is an opportunity for residents to voice concerns or compliments, especially about items on the agenda. However, this is not the time to register complaints about individuals or about items that have not first been addressed through proper channels.)*

✓ **V. Action Items: A – F:**

A. Accept Minutes:

- 1. Business Meeting of August 8, 2011**
- 2. Workshop of July 25, 2011**
- 3. Special Meeting of August 15, 2011**

B. Accept Reports for the month ending August 31, 2011:

- 1. Treasurer's Reports**
- 2. Appropriation Reports for General, Federal, Cafeteria and Capital Funds**
- 3. Revenue Reports for the General, Federal, Cafeteria and Capital Funds**
- 4. Cafeteria Profit and Loss Statements**
- 5. Transfer of Funds for General Fund**
- 6. Internal Claims Report**

C. Accept Special Student Services Recommendations

- 1. Committee on Special Education for Preschool from the meetings of July 25 and August 26, 2011**

D. Approve Personnel Agenda *(Please refer to the Personnel Agenda attachment)*

E. Business Management

1. Approve contract with Needham Risk Management Resource Group at the rate of \$1,250.00 per calendar month for 2011-2012

(For these services, Client shall pay Consultant at the rate of \$1,250.00 per calendar month for up to 185 hours per year [“Base Annual Hours”] actually spent by Consultant rendering services. Additional costs charged for required testing, i.e. air, and/or asbestos. Total spent in 2010-2011 was \$22,293.00.)

2. Approve Questar III Initial Service Contract for 2011-2012

(If approved, the President of the Board of Education is required to sign the contract on behalf of the Board of Education. The signature indicates the authorization of the procurement of services by the Board of Education for the 2011-2012 school year.)

3. Award Milk Bid to HP Hood, Clifton Park, NY for 2011-2012

(Initial milk bid was rejected at the Board of Education meeting July 11, 2011. Re-bids were opened in the District Office on Tuesday, August 9, 2011 for milk. Seven [7] packets were mailed and two [2] companies responded. All bids are on file in the District Office.)

4. Award surplus bids

(Bids were opened in the District Office on Friday, August 12, 2011. There were four [4] bidders. It is recommended to award the bids as follows:

<i>Elizabeth Bakerian</i>	<i>Lot of 2 archery targets</i>		<i>\$102.77</i>
<i>Kevin Lewis</i>	<i>Soccer Goal Posts</i>	<i>200.00</i>	
	<i>Archery bows</i>	<i>19.00</i>	
	<i>Lot of 2 archery targets</i>	<i>40.00</i>	
	<i>Subtotal</i>	<i>\$259.00</i>	<i>\$259.00</i>
<i>Anna Way</i>	<i>Softballs</i>		<i>\$ 2.00</i>
	<i>Grand Total</i>		<i>\$363.77</i>

5. Approve Change Orders 1 & 2 for MS/HS and Elementary Renovation Project

(Change Order #1 Gallo Construction [credit]

Electrical panel abatement, cutting & patching (\$8,000.00)

Change Order #2 Brunswick Electric

<i>Electrical panel retrofit</i>	<i>8,000.00</i>
<i>Total</i>	<i>\$ 0.00</i>

This change order, at no additional cost to the district, results in the district not having to abate [asbestos] the areas for new electrical panels.)

6. Accept Auditor’s Report for 2011 by Sickler♦Torchia Allen & Churchill, Certified Public Accountants, PC

(Sickler, Torchia, Allen & Churchill, Certified Public Accountants, PC was recommended by the Audit Committee to complete the external audit and Victor V. Churchill, CPA will present the audit of the GCSD for the year ended June 30 2011. Independent Audits: Education Law and the Commissioner’s Regulations require that all school districts obtain an independent audit by an outside certified public accountant or public accountant. The purpose of this audit is to verify the accuracy of invoices, purchase orders, payroll, claims and contracts transacted by the school district during the school year. The independent auditor reviews the documentary evidence and this determines the district’s compliance with all laws, policy, rules and regulations regarding the expenditure of money. A copy of the certified audit in a form prescribed by the Commissioner of Education must be furnished to the NYSED (New York State Education Department). The

auditor must carry out the audit in conformity with NYSED guidelines. The auditor's final report must be accepted by a Board resolution and copy filed with the Commissioner of Education.

What are the responsibilities of the audit committee related to the independent audit?

The Audit Committee advises the Board of Education on the independent audit activities of the school district. The statutory responsibilities are to:

- *provide recommendations on the appointment of the external auditor;*
- *meet with the external auditor prior to commencing an audit of the district;*
- *review and discuss with the internal auditor the auditor's risk assessment of the district's fiscal operations;*
- *receive and review the draft audit report and management letter;*
- *work with the external auditor to help the Board understand the audit report and management letter;*
- *provide recommendations to the board regarding acceptance of the independent audit report; and*
- *review every corrective action plan and assist the Board in their implementation.*

The Audit Committee membership is comprised of Board members Lawrence Tompkins, Chairperson; Gregory Lampman, Secretary; and Wilton Bear, Jr.)

7. Award Transportation bids

a. Coxsackie Transportation, Special Education

(Continuation of routes approved last year, 2.9% CPI as established by NYSED)

Wildwood - Curry Rd.	\$352.45 per diem
2 students-includes shared aide on bus	
Wildwood – Latham	\$293.71 per diem
4 students-shared aide for 1 student	\$ 56.05 per diem
LaSalle School	\$199.54 per diem
1 student	
Ichabod Crane	\$301.82 per diem
1 student-includes shared aide on bus	

b. Coxsackie Transportation

Cooperative Bid for Tech Valley HS.

Participating Districts:

Cairo-Durham

Catskill

Coxsackie-Athens

Greenville

Bid was opened in Coxsackie-Athens

CSD on Thursday, July 11, 2008 \$73.25 per diem

c. Chalet Services, Special Education

Center for Spectrum Services	\$220.29 per diem
1 student	

8. Award transportation one additional route for 2011-2012

(Bids were open in the District Office on August 24, 2011 for an additional route.

Three [3] bid packets were mailed and one [1] company responded. The bid was awarded to Coxsackie Transportation. All bids are available are on file in the District Office.)

a. Coxsackie Transportation, Special Education

QIII Columbia HS

1 student \$157.00 per diem

F. School Management

1. Adopt Budget Calendar for 2012-2013

**Greenville Central School District
2012-2013 BUDGET DEVELOPMENT CALENDAR**

August 2011						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- 8/08/11 BOE review of 2012-2013 Budget Development Calendar 7:00 pm
- 8/09/11 Budget workshop for administrators
Performance Indicators
Priorities
Cost Containment
Fiscal Guidelines ~Draft
Budget Planning documents/forms
Human Resources
- Enrollment Projections distributed to Cabinet

September 2011						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3		
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

- 9/12/11 BOE adoption of 2012-2013 Budget Development Calendar 7:00 pm
- 9/13/11 Budget Advisory Committee 6:30 pm
- 9/30/11 Administrators submit operations & maintenance needs

October 2011						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- 10/25/11 Budget Advisory Committee 6:30 pm
- QEC and new Program Proposals to Superintendent

November 2011						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

- 11/01/11 Team Leader, Department Chair, budgets due to Principals
- 11/14/11 BOE discussion on new program proposals
- SB&G submits repair budget
- 11/22/11 Principals and Supervisors meet with Superintendent and ASB
- Budget Advisory Committee 6:30 pm

December 2011						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 12/01/11 Budgets due from Administrators
- Revisions and updates to long-range plans due, e.g. equipment and Human Resources
- 12/06/11 Questar III service requests forms due from Administrators

January 2012						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 01/03/12 Budget Advisory Committee (Instructional) 6:30 pm
- 01/17/12 Budget Advisory Committee (if needed) 6:30 pm
- 01/20/12 Final day for 2011-12 Requisitions
- 01/31/12 Budget Advisory Committee (District Office, Operations and Maintenance, Transportation, Food Service) 6:30 pm

February 2012						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

- 02/08/12 List of disabled voters for Absentee Ballots requested from three counties
- 02/14/12 Budget Advisory Committee (if needed) 6:30 pm
- 02/21/12 Distribution of Budget Workbook
- 02/27/12 BOE Budget Workshop #1 (Instructional) 7:00 pm

March 2012						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 03/05/12 BOE Budget Workshop #2 (District Office, Operations and Maintenance, Transportation, Food Service) 7:00 pm
- 03/13/12 Budget Advisory Committee (Revenue) 6:30 pm
- 03/19/12 BOE Budget Workshop #3 (Revenue) 7:00 pm
- 03/27/12 Budget Advisory Committee Media Release: Voter Registration and Absentee ballots 6:30 pm
- 03/29/12 Annual Meeting & Election notice #1 *[Four times in the seven weeks preceding Vote; First being at least 45 days before the Vote.]*

April 2012						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

- 04/02/12 BOE Budget Workshop #4 (if needed) 7:00 pm
- 04/09/12 BOE adoption of 2012-2013 Proposed Budget and Property Tax Report Card [Statutory deadline is April 20]
- 04/10/12 Property Tax Report Card submitted to SED and transmitted to media
- 04/12/12 Annual Meeting & Election notice #2
- 04/16/12 Deadline for filing petition in the office of the District Clerk by 5:00 pm *[no less than 30 days before the Vote]*
- Deadline to submit to the District Clerk propositions to be added to the ballot
- 04/23-27/12 Budget Newsletter mailing
- 04/26/12 Annual Meeting & Election notice #3

May 2012						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

05/01/12	Media release on Proposed Budget and Vote Proposed Budget available to public on business days and www.greenville.k12.ny.us [7 days before Annual Budget Hearing]
05/02/12	Voter Registration [at least 4 hours; no more than 14 days nor less than 5 days prior to the Vote] Ellis Elementary School Elevator lobby 3:00 pm to 7:00 pm
05/03/12	Annual Meeting & Election notice #4 Absentee Ballots mailed Budget Bus at Westerlo 3:45 – 4:30 pm at Rensselaerville 5:00 – 5:45 pm
05/05/12	Budget Bus at Norton Hill 9:00 – 9:45 am at Freehold 10:00 – 10:45 am at Greenville 11:00 – 11:45 am
05/08/12	Annual Budget Hearing 7:00 pm High School Auditorium (no less than 7 and no more than 14 days prior to Vote)
05/09/12	Budget Notice mailed
05/15/12	Annual Meeting 1:00 pm ~Budget Vote and BOE Election~ to Ellis Cafeteria 9:00 pm
05/22/12	Budget Advisory Committee 6:30 pm

2. Adopt NYS Common Core Standards for English Language Arts and Literacy
(Critical changes to The Common Core State Standards for English Language Arts in relation to existing New York State Standards focus on six major instructional shifts.

- A balanced literacy program which consists of both Literature and Informational Text. Reaching 60% Informational Text to 30% Narrative at Commencement Level.
- Literacy in Social Studies, History, Science and the Technical Areas with reading and writing skills no longer the sole responsibility of the ELA program.
- Increased text complexity building a staircase of rigorous texts that continues through High School.
- A deeper understanding and application of language from text to answer higher-level questions.
- A balanced writing program that equally emphasizes narrative writing with writing arguments based on evidence.
- A consistent focus on Academic Vocabulary.

The Common Core Learning Standards for English Language Arts and Literacy consist of the following:

- Pre-K through grade 5: Reading Standards for Literature, Reading Standards for Informational Text, Reading Standards for Foundational Skills, Writing Standards, Speaking and Listening Standards, Language
- Standards for English Language Arts 6-12; Reading Standards for Literature, Reading Standards for Informational Text, Writing Standards, Speaking and Listening Standards, Language, Standards for Literacy in History/Social Studies, Science and Technical Subjects

As part of the Quality Education Committee's Instructional Program Initiative process, a proposal will be submitted for The Continuum of Literacy Learning from Fountas and Pinnell during the month of October.)

3. Approve Memorandum of Understanding between the Greenville Central School District and Ulster-Greene ARC for School-To-Work programming for 2011-2012

(The GCSD will pay \$1,400.00 for each month for ten [10] months for programming for one [1] district resident student.)

4. Approve Collaboration Agreement between the Greenville Central School District and Early Childhood Learning Center

(The purpose of this Agreement is to establish a working agreement between the Early Childhood Learning Center's Head Start program and the Greenville Central School district committee on Preschool special Education in addressing the needs of preschool children within the district who are eligible for evaluations and/or special education services in compliance with Federal and State laws and regulations.)

5. Approve Overnight Field Trip

Destination: Syracuse State Fair, 581 State Fair Blvd, Syracuse, NY
Dates: Departing: August 31, 2011 at 2:00pm
Returning: September 2, 2011 at 2:00pm
Students: Approximately six (6) High School FFA students
Chaperones: Rachel Anderson & Mark Cunnan

6. Approve Annual Professional Performance Review Plan

(For certain classroom teachers and building principals of schools in which such teachers are employed:

The Board of Education of the Greenville Central School District (the "District"), in public session at its meeting of September 12, 2011, adopts this Annual Professional Performance Plan (the "APPR Plan") for certain of its classroom teachers and building principals for the 2011-2012 school year pursuant to the requirements of Education Law §3012-c and section 30-2 of the Regulations of the Board of Regents.

This APPR Plan will apply only to classroom teachers of common branch subjects or English language arts or mathematics in grades four to eight and building principals of schools in which such teachers are employed; the performance of other teachers and principals within the District will be evaluated in accord with the District's existing Annual Professional Performance Review Plan developed and maintained pursuant to section 100.2(o) of the Regulations of the Commissioner of Education. Nothing in this APPR Plan will be construed to abrogate any conflicting provisions of any collective bargaining agreements in effect on July 1, 2010 during the term of such agreement and until the entry into a successor collective bargaining agreement.

(1) Ensuring Accurate Teacher and Student Data

The District shall ensure that the State Education Department (the "SED") receives accurate teacher and student data, including enrollment and attendance data and any other student, teacher, school, course and teacher/student linkage data necessary to comply with the Regulations of the Board of Regents by providing such data in a format and timeline prescribed by the Commissioner. This process shall also provide an opportunity for every classroom teacher and building principal to verify the subjects and/or student rosters assigned to them.

(2) Reporting Individual Subcomponent Scores

The District will report to the SED the individual subcomponent scores and the total composite effectiveness score for each classroom teacher and building principal in the District in a format and timeline prescribed by the Commissioner.

- (3) *Development, Security and Scoring of Assessments*
The District shall develop assessments, and shall ensure their security and scoring processes in a manner that ensures that any assessments and/or measures used to evaluate teachers and principals under this section are not disseminated to students before administration and that teachers and principals do not have a vested interest in the outcome of the assessments they score.
- (4) *Details of the District's Evaluation System*
The details of the District's evaluation system cannot be described at this time pending the outcome of negotiations with the collective bargaining representatives of the classroom teachers and building principals of the District. Upon the successful completion of these negotiations, this APPR Plan will be amended to reflect the agreed-upon system.
- (5) *Details of Timely and Constructive Feedback Provided to Teachers*
The details of how the District shall provide timely and constructive feedback to teachers cannot be described at this time pending the outcome of negotiations with the collective bargaining representatives of the classroom teachers and building principals of the District. Upon the successful completion of these negotiations, this APPR Plan will be amended to reflect the agreed-upon procedures.
- (6) *Appeals of Annual Professional Performance Reviews*
The details of the District's procedure for resolving appeals of annual professional performance reviews cannot be described at this time pending outcome of negotiations with the collective bargaining representatives of the classroom teachers and building principals of the District. Upon the successful completion of these negotiations, this APPR Plan will be amended to reflect the agreed-upon procedures.
- (7) *Duration and Nature of Training Provided to Evaluators and Lead Evaluators*
The details of the District's procedure for providing training to evaluators and lead evaluators, including the duration and nature of such training and the process for certifying lead evaluators, cannot be described at this time pending the outcome of negotiations with the collective representatives of the classroom teachers and building principals of the District. Upon the successful completion of these negotiations, this APPR Plan will be amended to reflect the agreed-upon procedures.
- (8) *Required Certificates*
The District shall include with this APPR Plan any certifications required by the Board of Regents regulations.
- (9) *Filing and Publication of APPR Plan*
This APPR Plan shall be filed in the office of the District, and shall be made available to the public on the District's website by September 10, 2011, or within ten days after its adoption, whichever shall later occur.)

VI. Discussion

A. Board Committee Reports

- Quality Education Committee: Ann Holstein
- Greenville Educational Foundation: Ann Holstein
- Technology Committee: Lawrence Tompkins
- Gifted & Talented Committee: Ann Holstein
- District Planning Committee: Wilton Bear, Jr.
- Audit Committee: Lawrence Tompkins, Gregory Lampman, Wilton Bear, Jr.
- Budget Advisory Committee: Jason Reinhard
- Universal Pre-K Committee: Anne Mitchell
- Greene County School Boards: Gregory Lampman

(Committee schedules vary as some do not meet every month. However, the committees are noted on the agenda each month to keep the Board informed.)

- B. Tour of Facilities September 19, 2011
 Report on condition of schools (BOE Policy #2.230-99)
(According to Education Law §1708 and Board Policy 2.230-99 Board of Education Committees, "The Board shall visit each school at least once annually and report on the condition of the schools at the next regularly scheduled meeting of the Board.")
- C. Establish BOE Charges for Committees:
- Gifted & Talented Committee
 - Mentor Committee
- D. Exterior Security Camera System
(WHEREAS, the Board of Education [the "Board"] of the Greenville Central School District ["the District"] has been advised that District has been the victim of repeated vandalism at the High School; and
WHEREAS, continued vandalism presents an immediate threat to the safety of students, staff and District facilities; and
NOW, THEREFORE, BE IT
RESOLVED that the Board has determined that, based upon the safety-sensitive nature of the vandalism and the need to prevent future occurrences, and be it further
RESOLVED that the Board hereby authorizes and directs the Assistant Superintendent for Business to transfer funds in the amount of \$7,940 from budget code # 1620 404 07 0655, Building Alterations, to budget code # 1620 200 07 0004, Equipment, for the purchase of exterior security camera system and to charge \$304 to code 1620 450 07 0678 for hardware and \$800 to code 1620 404 07 0655 Building Alterations, to pay for the installation of the exterior security camera system.)
- D. Rural Schools Association 2011-2012 Legislative Survey

VII. Board Members' input for possible discussion at a later date

VIII. Closing Open Forum

NOTE: The 15 minute Closing Open Forum is the time the Board sets aside to hear comments from the public.
(This is an opportunity for residents to voice concerns or compliments, especially about items on the agenda. However, this is not the time to register complaints about individuals or about items that have not first been addressed through proper channels.)

IX. Executive Session

It is expected that the Board of Education will adjourn to Executive Session to discuss matters concerning particular persons. The Board will return to public session after Executive Session but will not be taking any action and then will adjourn.

Conduct of Executive Sessions: Upon a majority vote of its total membership, taken in an open meeting pursuant to a motion identifying the general area or areas of the subject or subjects to be considered, a public body may conduct an executive session for the below enumerated purposes only, provided, however, that no action by formal vote shall be taken to appropriate public moneys:

- matters which will imperil the public safety if disclosed;
- any matter which may disclose the identity of a law enforcement agent or informer;
- information relating to current or future investigation or prosecution of a criminal offense which would imperil effective law enforcement if disclosed;

- discussions regarding proposed, pending, or current litigation;
- collective negotiations pursuant to article fourteen of Civil Service Law;
- the medical, financial, credit, or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation;
- the preparation, grading, or administration of exams;
- the proposed acquisition, sale, or lease of real property or the proposed acquisition, sale, or exchange of securities, but only when publicity would substantially affect the value of these things.

With certain limited exceptions, no official action can be taken on issues discussed in executive session without first returning to public session. An exception includes voting on charges against a tenured teacher. No public body, including a school board may vote to appropriate money during an executive session. All members of the board of education, other than a student board member, and any other person authorized by the board may attend an executive session. Thus, only those people invited by the board may attend. It is important that a school board exercise discretion in deciding whom to invite into executive session because of important confidentiality issues. Board members must maintain confidential information acquired in executive session.

X. Adjournment