

Greenville Central School District
Board of Education
PROPOSED AGENDA
Business Meeting
Monday
December 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

Congratulations to Michael Schonning, Marcel Dupuis and David Herbstritt for being chosen to participate in the New York State Band Directors Honor Bands. Michael Schonning (baritone horn) and Marcel Dupuis (trombone) are in the High School Band and David Herbstritt (trumpet) is in the Jazz Ensemble. Over 500 students auditioned statewide and approximately 110 were accepted. This festival will be held March 2-4, 2012 in Syracuse.

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 of the Business Meeting of November 14, 2011 and the Workshop of November 21, 2011

B. Accept Reports for the month ending November 30, 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 from the meetings of:**
 - a. October 26 and 27, 2011**
 - b. November 2, 10, and 17, 2011**
- 2. Committee of Special Education preschool from the meeting of November 18, 2011**

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

E. Business Management

1. Approve Change Orders 3, 4 & 5 for the MS/HS and Elementary Renovation Project

(Change Order 3 Gallo Construction Corp.

Cost to add two [2] addition W4 steel beams at the Ellis stage ceiling. Work will be done as required on nights and/or weekends. Price includes protection, scaffolding and all labor and materials *\$7,190.00*

Additional paint for new beams. Price includes protection, scaffolding, night or weekend work. Paint to be matt black to match existing. *\$1,496.00*

Total Change Order 3 *\$8,686.00*

Change Order #4 Brunswick Electric, Inc.

Additional cost to remove and re-install two ceiling mounted smoke detectors and stage lighting dimmer panel. Both items are a part of the Ellis stage rigging and ceiling structure work.

Total Change Order 4 *\$ 782.00*

Change Order #5 Gallo Construction Corp.

Cost for the installation of an owner supplied projection screen to the new stage rigging. *\$1,233.00*

Cost for the re-installation of stage incandescent strip lights [x3] to the new stage rigging. This installation will allow the lighting to be lowered for maintenance. *\$ 792.00*

Cost to have a 18" wide x 28" high [vendor option #1] school logo embroidered on the stage curtain valance. *\$ 555.00*

Total Change Order 5 *\$2,580.00*

2. Accept donations

a. Lehigh Gas Company for \$500.00 to GCSD for the High School Science Department to purchase equipment and supplies for Grades 9-12 science classes

b. Jost Nickelsberg for \$100.00 per player to GCSD for each player on the Varsity Girls' Basketball team to purchase full warm-up suits and personalized sports bags

(There are ten [10] girls on the Varsity Girls' Basketball roster.)

c. Michaels Stores, Inc. to the GCSD for \$1,000.00 for the arts and school supplies

(In August 2011, the Office of the Attorney General concluded its investigation into the advertising practices of Michaels Stores, Inc. [Michaels]. Based on a settlement agreement reached between Michaels and New York Attorney General, Eric T. Schneiderman, Michaels agreed to contribute up to \$1million dollars for the arts and school supplies to public schools in New York State within 50 miles of a Michaels store.)

F. School Management

1. Accept resignation of Lillian Wood from the Board of Voter Registration for 2011-2012.

2. Approve transportation contract between the Greenville Central School District and Chalet Services, Inc. for 2011-2012

(This is a thirty [30] day emergency contract for the transportation of one [1] district resident student to VanderHyden for services from November 9, 2011 through

December 9, 2011 by Chalet Services, Inc. at \$65.00 per diem. The bids for permanent transportation will be opened on November 30, 2011.)

3. Approve tuition agreement between the Greenville Central School District and Vanderheyden for 2011-2012

(This contract is for the education of one [1] district resident student attending Vanderheyden from November 3, 2011 to June 22, 2012 in the amount of \$859.33 per week. The District will provide payment according to the prior year's approved rate, adjusting tuition rates when established by the State of New York for 2011-2012.)

4. Approve tutorial contract between the Greenville Central School District and Four Winds Saratoga for 2011-2012

(This contract is for tutorial services for one [1] district resident student at \$29.00 per hour for ten [10] hours of instruction per week for approximately one to two weeks.)

5. Approve Memorandum of Understanding between the Greenville Central School District and Columbia Memorial Hospital for 2011-2012

(Columbia Memorial Hospital provides a dental treatment program using the mobile dental van. A licensed dentist and hygienist will provide treatment to students in grades K-6. Treatment services include fillings, extractions and other services needed for the treatment of dental carries.)

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.
Requests for Proposals External Auditor
- Budget Advisory Committee: Jason Reinhard
- Greene County School Boards: Gregory Lampman

B. Other Committee Reports

- Safety and Health Committee: Tammy Sutherland
- Wellness Committee: Tammy Sutherland

(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.)

C. Class of 2012 Senior Class Trip

*(Destination: New York City
Dates: Departure Friday, June 1, 2012 at 2:00pm
Returning Sunday, June 3, 2012 at 10:30pm
Students: Current anticipated participation is 74% of the Senior Class
Chaperones: TBD~Ratio of chaperones to students 1:10
Cost per student: Approximately \$400.00-\$450.00 per student)*

D. March 12, 2012 Board of Education Meeting
Finalize Topics for Discussion with Dr. Baldwin

E. Follow up~Automated notification system for emergency school closings and events

F. Audit Committee Charter

Audit Committee Authority

Pursuant to the July 10, 2006 Organizational Meeting, the Board of Education of the Greenville Central School District has established an audit committee to assist the Board of Education in the oversight of both the internal and external audit functions. The requirement to create an audit committee was established by Education Law §2116-c. *(According to §2116-c(4), the role of an audit committee shall be advisory and any recommendations it provides to the Board shall not be substituted for any required review and acceptance by the Board of Education.)*

Mission

The Board of Education has established an audit committee to provide independent assistance to the Board in the oversight of the following matters:

- Assist the Board in providing oversight of the internal and external audit functions, including the appointment of the internal and external auditors.
- Oversee the competitive Request for Proposal process (RFP) used to solicit quotations for the District's annual external audit.
- Review the scope, plan and coordination of the external audit.
- Provide a communications link between the external and internal auditors and the Board.

Composition and Requisite Skills

The District's Audit committee is comprised of three members including Wilton Bear, Jr., Gregory Lampman and Lawrence Tompkins. The Committee members collectively should possess the expertise and experience in accounting, auditing, financial reporting and school district finances needed to understand and evaluate the school district's financial statements, the external audit of those statements and the district's internal audit activities. Accordingly, the Audit Committee's members should:

- Possess the requisite skills and experience necessary to understand technical and complex financial reporting issues.
- Have the ability to communicate with, and offer advice and assistance to public finance officers and auditors.
- Be knowledgeable about internal controls, financial statement audits and management/operational audits.

Duties and Responsibilities

The duties and responsibilities of the district's Audit committee include the following:

- External Audit Focus
(Note: All but item 4 below are statutory requirements contained in Education Law §2116-c.)
 - Provide recommendations regarding the selection of the external auditor to the Board of Education.
 - Meet with the external auditor prior to commencement of the audit to review the engagement letter.
 - Review and discuss with the external auditor any risk assessment of the district's fiscal operations developed as part of the auditor's responsibilities under governmental auditing standards for a financial statement audit and federal single audit standards, if applicable.
 - Review the external auditor's assessment of the district's system of internal controls.
 - Receive and review the draft annual audit report and accompanying draft management letter and, working directly with the external auditor, assist the Board of Education in interpreting such documents.
 - Make a recommendation to the Board of Education on accepting the annual audit report.
 - Review every corrective action plan developed by the school district and assist the Board of Education in the implementation of such plans.

- Internal Audit Focus
(Note: All but item 3 and part of item 4 below are statutory requirements contained in Education Law §2116-c.)
 - Make recommendations to the Board of Education regarding the appointment of the internal auditor.
 - Assist in the oversight of the internal audit function.
 - Review the annual internal audit plan to ensure that high risk areas and key control activities are periodically evaluated and tested.
 - Review the results of internal audit activities and significant recommendations and findings of the internal auditor.
 - Monitor implementation of the internal auditor's recommendations by management.
 - Provide input on the performance evaluation of the internal auditor.
- Administrative Matters
 - Hold regularly scheduled meetings
 - Administer other related duties as prescribed by the Board of Education.
 - Review and revise the audit committee Charter

Membership

The membership duties of the Greenville Central School District Audit Committee include the following:

- Good Faith: members of the Committee shall perform their duties in good faith, in a manner, they reasonably believe to be in the best interests of the committee and the District with such care as a generally prudent person in a similar position would use under similar circumstances.
- Independence: the following individuals are precluded from being an Audit Committee member:
 - Someone currently employed by the District
 - Someone currently or previously providing goods or services to the District during the past two years.
 - Someone of the immediate family (spouse, spouse equivalent or dependent, whether or not related) or close family member (parent, sibling or nondependent child) of an individual who is an employee, officer or contractor providing goods or services to the district.
 - Someone who is the owner of or has a direct and material interest in a company providing goods or services to the district.
- Confidentiality: During the exercise of duties and responsibilities, the Committee members may have access to confidential information. The committee shall have an obligation to the district to maintain the confidentiality of such information.
- Oath of Office: All non-board members who are members of the Audit Committee, should be administered the district's oath of office by the District Clerk.

Meeting and Notification

The Greenville Central School District Audit Committee shall meet a minimum of four times each year. An agenda of each meeting should be clearly determined in advance and the Audit Committee should receive support documents in advance, for reasonable review and consideration. *(The audit committee may conduct an executive session in accordance with law and Commissioner's regulation. Any member of the board of education who is not a member of the audit committee may be allowed to attend an executive session if authorized by a resolution of the board of education.)*

The audit committee shall prepare minutes of each meeting. At a minimum, the minutes will include the following:

- Copies of the meeting agenda
- Date, attendance and location of the meeting
- As appropriate, brief summary of the topics discussed
- Except as otherwise provided by law in connection with executive session, copies of materials discussed or presented at the meeting

- A record of all actions or recommendations agreed to by the committee

Decision making Process

A quorum constitutes a simply majority of the total membership and meetings will not be conducted unless a quorum is present. All decisions shall be reached by vote of a simple majority of the total membership.

Reporting Requirements

The Greenville Central School District Audit Committee has the duty and responsibility to report its activities to the Board of Education. Periodic written reports of Audit committee activities are an important communication link between the Audit committee and the Board on key decisions and responsibilities. The Audit Committee’s reporting requirements are to:

- Report on the scope and breadth of committee activities so that the Board of Education is kept informed of its work.
- Provide minutes of meetings which clearly record the actions and recommendations of the committee.
- Report on their review of the District’s draft annual audit report and accompanying management letter and their review of significant findings and recommendations of the internal auditor.
- Report on suspected fraud or abuse or material defects in the internal control systems.
- Report on indication of material or significant non-compliances with laws or District policies and regulations.
- Report on any other matters that should be disclosed to the Board of Education.

Review of the Charter

The Greenville Central School District audit committee shall assess and report to the Board of Education on the adequacy of this Charter no less than an annual basis or as necessary. Charter modifications, as recommended by the Audit committee, should be presented to the Board of Education in writing for their review and action.

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 collective negotiations and 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 imperial 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

Greenville Central School District
Board of Education
PERSONNEL AGENDA
Business Meeting
December 12, 2011
MS/HS Library Media Center

✓ **D. Personnel Agenda**

BE IT RESOLVED that upon the recommendation of Superintendent of Schools, Cheryl A. Dudley, that the Board of Education of the Greenville Central School District approve the following:

1. Unclassified

a. Substitutes

1. Name: Kristin Falvey
Position: Substitute Teacher (Cairo-Durham)
Certification: English to Speakers of Other Languages,
permanent
Effective: December 13, 2011
Salary: \$101.00 per diem
Status: Cleared for employment

2. Classified

a. Corrective Appointment

1. Name Wanda Bates
Position: Bus Driver
Classification: GCCS Non-competitive
Permanent
Serving Probation: November 15, 2011 to June 5, 2012
Commencement
of Service: November 15, 2011
Salary: Year 7 at \$19.98 per hour
Status: Cleared for employment
(Ms. Bates probationary period was changed from March 26, 2012 to June 5, 2012 to reflect the correct 26-week probationary period.)

b. Resignation

1. Name Richard Rippel
Position: Bus Driver
Classification: GCCS Non-competitive
Effective: November 30, 2011
Category: Retirement

Status: All conditional appointments are subject to receipt of a statement from each individual regarding criminal charges and are contingent upon receipt of criminal background clearance from the Commissioner of Education.