

Greenville Central School District
Board of Education
PROPOSED AGENDA
Business Meeting
Monday
November 10, 2008

7:00 p.m.

High School Library

I. Call to Order by Vice-President Anne Mitchell

A meeting of the Board of Education was held on Monday, November 10, 2008 in the High School Library. Anne Mitchell, Vice-President, called the meeting to order at 7:00 p.m.

A. Members present: Tina Dombroski
Ann Holstein
Gregory Lampman
Anne Mitchell
Rosanne (Moore) Stapleton (7:05)
Lawrence Tompkins

Member absent: Wilton Bear, Jr.

Others presents: Cheryl A. Dudley, Superintendent
Jacqueline O'Halloran, District Clerk
Tammy J. Sutherland, Assistant Superintendent for Business
Donna Accuosti, Elementary Assistant Principal
Colleen Hall, Director of Curriculum and Communications
Lisa Knowles, Director of Pupil Personnel Services
Michael Laster, High School Principal
Peter Mahan, Elementary School Principal
Karen Morin, Supervisor of Transportation
Jeffrey Palmer, Middle School Principal
Scott Turrin, Assistant High School Principal & Director of Athletics
Paul Ventura, Sr., Food Service Supervisor

There were approximately eight (8) visitors to the meeting.

II. Approval of Agenda

Ann Holstein moved, seconded by Gregory Lampman and carried unanimously to approve the Agenda for the November 10, 2008 Business Meeting.

III. Accolades

There were none.

IV. Forum

There were no comments.

V. Action Items: A – G:

Lawrence Tompkins moved, seconded by Ann Holstein and carried unanimously to approve (A-D):

A. Accept Minutes of the Business Meeting of October 20, 2008.

B. Accept Treasurer's Report; Statement of Conditions for the General, Federal, Cafeteria and Capital Funds; Revenue Report for the General, Federal, and Capital Funds; Cafeteria Profit and Loss Statement; and Transfer of Funds for General Fund for the month ending October 31, 2008. (FY2009-32)

C. Accept Internal Claims Report for month ending October 31, 2008. (FY2009-33)

D. Accept Special Student Services Recommendations:

- 1. Committee on Special Education from the meetings of October 16, 17, 23, 24, and 27, 2008.**
- 2. Committee on Special Preschool (none).**

Tina Dombroski moved, seconded by Ann Holstein and carried unanimously to approve (E):

E. Approve 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 personnel appointments:

1. Unclassified

a. Leave of Absence

1. Name:	Gloria Hilgendorff
Position:	3/4 Elementary Teacher
Tenure Area:	Elementary
Effective:	January 12, 2009
Category:	Maternity/Child Rearing

b. Substitute

1. Name of Appointee:	Kate Conlon
Position:	Substitute Teacher
Certification:	N/A; A.A. Individual Studies, Columbia Greene Community College; BS Communication Sciences & Disorders, College of St. Rose
Effective:	October 20, 2008
Salary:	Per Diem \$75.00
Status:	Cleared for Employment

2. Name of Appointee:	Paula Spahmer
Position:	Substitute Teacher & Teaching Assistant
Certification:	N/A; A.A.S. Early Childhood Education SUNY Cobleskill
Effective:	November 11, 2008
Salary:	Per Diem \$75.00
Status:	Cleared for Employment

d. Extra Duty Compensation 2008-2009

1. Clubs 2008-2009

a) Name of Appointee:	Teresa Carlton
Position:	Middle School Newsletter
Stipend	\$883.00

- | | |
|-----------------------|------------------------------------------|
| b) Name of Appointee: | Michelle Fisher |
| Position: | Middle School National Jr. Honor Society |
| Stipend: | \$800.00 |
| c) Name of Appointee: | Erin Magee-Bolduc |
| Position: | Middle School Ski Club |
| Stipend: | \$1,035.00 |
| d) Name of Appointee: | Deborah Mrozek-Ferrara |
| Position: | Middle School Computer Club |
| Stipend: | \$883.00 |
2. Sports 2008-2009
- | | |
|-----------------------|----------------------------------------------|
| a) Name of Appointee: | Steven Bartholomew |
| Position: | Varsity Boys' Basketball |
| Stipend: | \$5,153.00 |
| b) Name of Appointee: | Rocco Cornacchia |
| Position: | Junior Varsity Boys' Basketball |
| Stipend: | \$3,530.00 |
| c) Name of Appointee: | Patricia Dority |
| Position: | Varsity & Junior Varsity Girls' Cheerleading |
| Stipend: | Varsity \$3,106.00; JV \$2,348.00 |
| d) Name of Appointee: | Brian Haller |
| Position: | Junior Varsity Girls' Basketball |
| Stipend: | \$3,530.00 |
| e) Name of Appointee: | Eileen Kiefer |
| Position: | Varsity Girls' Basketball |
| Stipend: | \$5,153.00 |
| f) Name of Appointee: | Ryan Morris |
| Position: | Modified Girls' Basketball |
| Stipend: | \$2,348.00 |
| g) Name of Appointee: | John Hicks |
| Position: | Freshman Boys' Basketball |
| Stipend: | \$2,825.00 |
3. Mentors
- | | |
|-----------------------|-----------------------|
| a) Name of Appointee: | JoAnn Simmons |
| Assigned to: | Teresa Carlton |
| Effective: | 2008-2009 school year |
| Stipend: | \$1,750.00 |

e. After School Help 2008-2009

1. Name of Appointee: Timothy Albright
Subject Area: Social Studies- High School
Effective: 3:00 pm to 4:10 pm for ten (10) weeks
for one (1) day
Stipend: \$500.00
(Previously appointed in October 2008 for one [1] day for \$500.00. Total appointment is for two [2] days for ten [10] weeks for a total stipend of \$1,000.00)
2. Name of Appointee: Corrina Bright
Subject Area: Social Studies- High School
3:00 pm to 4:10 pm for ten [10] weeks
for one (1) day
Stipend: \$500.00
(Previously appointed in October 2008 for one [1] day for \$500.00. Total appointment is for two [2] days for ten [10] weeks for a total stipend of \$1,000.00)
3. Name of Appointee: Stephen Siebrecht
Subject Area: Social Studies-High School
3:00 pm to 4:10 pm for ten [10] weeks
for one (1) day
Stipend: \$500.00
(Previously appointed in October 2008 for one [1] day for \$500.00. Total appointment is for two [2] days for ten [10] weeks for a total stipend of \$1,000.00)

2. Classified

a. Substitute

1. Name of Appointee: Mary Haverly
Position: Substitute Food Service, Aide~Monitor,
Cleaner, Clerical
Effective: November 11, 2008
Status: Cleared for employment

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.

✓ **F. Business Management**

Lawrence Tompkins moved, seconded by Ann Holstein and carried unanimously to approve (1) and (2):

1. Approve Declaration of Surplus.

(The items listed below by Robert Schrader for declaration of surplus are excess, damaged, technologically outdated or incompatible with current systems, or not energy efficient due to age. All items will be advertised on a surplus sale list.)

Discussion ensued among Board of Education members regarding publishing all future surplus lists on the District web page.

SURPLUS LIST OCTOBER 2008-09

ITEM #	LOCATION	DESCRIPTION	CONDITION	Price
1	MS basement	convection oven 2 oven boxes	good operational	\$100.00
2	MS basement	convection oven 2 oven boxes	good operational	\$100.00
3	MS basement	blue rolling chair	poor	no min
4	MS basement	white Westinghouse port. Am/fm stereo/cd/cassette	fair	no min
5	MS basement	lot of two Radioshack chargers	fair	no min
6	MS basement	lot of two Radioshack walkie talkies & charger	fair	no min
7	MS basement	lot of two Radioshack walkie talkies & charger	fair	no min
8	MS basement	Mechanical Smoker Teaching Tool	unknown	no min
9	MS basement	Realistic Portable Cassette Tape Recorder	fair	no min
10	MS basement	Transformer Microscope	fair	no min
11	MS basement	large rolodex w/index cards	good	no min
12	MS basement	Samsung vcr/remote	unknown	no min
13	MS basement	Samsung vcr/remote	unknown	no min
14	MS basement	Motorola walkie talkie	unknown	no min
15	MS basement	Sanitaire Heavy Duty Comm. Vac	poor	no min
16	MS basement	Hoover Encore Supreme. Vac	fair	no min
17	MS basement	Samsung VCR/Remote	fair	no min
18	MS basement	blue nurses cot	good	no min
19	MS basement	paragon high fire art kiln	operational	\$25.00
20	MS basement	lot of 2 brown chairs	fair	no min
21	MS basement	lot of 2 surround battery desk air purifiers	fair	no min
22	MS basement	lot of 2 surround battery desk air purifiers	fair	no min
23	MS basement	Lot of 2 tape recorders	unknown	no min
24	MS basement	telephone table	good	no min
25	MS basement	5 drawer fire proof cabinet	good	\$20.00
26	MS basement	boxed lot of vases/fake flowers	good	no min
27	MS basement	2 drawer file cabinet	good	no min
28	MS basement	Steel sink with basin/cabinet	good	\$10.00
29	MS basement	white microwave - samsun	fair	no min
30	MS basement	water cooler	unknown	no min
31	MS basement	Wollensack 3M green tape recorder	old - poor	no min
32	Old trans. shed	John Deere walk-behind snowblower w/hood - early 90's	engine needs rebuild	\$50.00

2. Award bids for musical instruments to Interstate Music for \$40,129.30.

(Bids were opened in the District Office on Tuesday, September 30, 2008. The District received two [2] bids for Musical Instruments-Lease/Purchase. It is recommended the bid be awarded to Interstate Music, 13819 W. National Avenue, New Berlin, WI. Approval has been received from the New York State Education Department for the lease/purchase agreement of fourteen [14] musical instruments. The five [5] annual payments of \$8,025.86 will total \$40,129.30)

Tina Dombroski moved, seconded by Rosanne Stapleton and carried unanimously to approve (3):

3. Adopt Greenville Central School District 2009-2010 Budget Calendar.

Day	Location	Date	Event
Tuesday	HS Library	September 23, 2008	Budget Advisory Committee meeting
Tuesday	HS Library	October 14, 2008	Budget Advisory Committee meeting
Tuesday		October 14, 2008	enrollment projections distributed to administrators and Leadership Team
Tuesday		October 28, 2008	new course offerings to Superintendent
Monday-Friday		Week of November 3	principals, director of pupil personnel services, meet individually to discuss certified staff needs with Superintendent and Assistant Superintendent for Business
Friday		November 7, 2008	principals submit maintenance and repair request to the Supervisor of Buildings & Grounds; copied to Superintendent and Assistant Superintendent for Business
Monday	HS Library	*November 10, 2008	adopt date and time for Annual Budget Hearing and Vote
Monday		November 17, 2008	review maintenance and building repair requests due in district office from Supervisor of Buildings & Grounds
Monday		December 1, 2008	curriculum advisors and/or team leader budgets due to principals
Tuesday	District Office Cabinet Meeting	December 2, 2008	principals and supervisors meet with Superintendent and Assistant Superintendent for Business regarding final non-certified and certified staff needs
Tuesday	HS Library	December 2, 2008	Budget Advisory Committee meeting
Monday	HS Library	*December 8, 2008	BOE discussion on new course offerings
Tuesday	District Office Cabinet Meeting	December 15, 2008	principals return requests for Questar III services to Superintendent and Assistant Superintendent for Business
Tuesday	District Office	December 30, 2008	completed budget pages due from principals and revisions/additions to equipment requests from 5 year plan to Assistant Superintendent for Business and Superintendent with detailed backup attached
Tuesday	HS Library	January 6, 2009	Budget Advisory Committee meeting
Tuesday	HS Library	January 20, 2009	Budget Advisory Committee meeting
Friday		January 30, 2009	last day to order from 2008-09 budget
Tuesday	HS Library	February 3, 2009	Budget Advisory Committee meeting

Wednesday		February 11, 2009	request list of disabled voters for absentee ballots from three counties
Tuesday		February 17, 2009	first edition - Budget Workbook
Monday		February 23; March 2, 16; April 6, 2009	Board of Education Budget Workshops
Tuesday	HS Library	February 24, 2009	Budget Advisory Committee meeting
Tuesday	HS Library	March 10, 2009	Budget Advisory Committee meeting
Wednesday		March 18, 2009	official notice of Annual Meeting sent to Greenville Local and Greenville Press (4 times in the 7 weeks preceding vote, first being at least 45 days before) March 27, April 10, May 1, May 8, 2009 news releases on Annual Budget Hearing, Budget Vote and Board vacancies sent to newspapers and radio
Tuesday	HS Library	March 31, 2009	Budget Advisory Committee meeting
Tuesday		March 31, 2009	news release about voter registration and absentee ballots; applications available to public for absentee ballots
Monday	HS Library	*April 13, 2009	adoption of final draft of the 2009/2010 proposed budget at the Board of Education Business meeting (statutory deadline is Friday, April 24, 2009)
Tuesday		April 14, 2009	Property Tax Report Card due to SED and local newspapers (no later than twenty-four days prior to vote)
Monday	District Office	April 20, 2009	deadline for filing petitions for Board Member with School District Clerk until 5:00 p.m. (30 days before vote)
Monday	District Office	April 20, 2009	deadline to submit to the District Clerk propositions to be added to the ballot
Monday-Friday		Week of April 27	budget newsletter mailing
Monday		May 4, 2009	news release on budget and voting
Tuesday		May 5, 2009	proposed budget available to public on business days (7 days before Annual Budget Hearing)
Wednesday	Elementary lobby 2:00-7:00 p.m.	May 6, 2009	voter registration (at least 4 hrs, no more than 14 nor less than 5 days before vote)
Thursday	Time TBD	May 7, 2009	mail absentee ballots Budget Bus at Greenville and Rensselaerville
Saturday	Time TBD	May 9, 2009	Budget Bus at Westerlo, Freehold, and Norton Hill
Tuesday	HS Auditorium 7:00 p.m.	May 12, 2009	Annual Budget Hearing - presentation of proposed budget (held no less than 7 and no more than 14 days prior to vote)
Wednesday		May 13, 2009	mail statutory six day Budget Notice

Tuesday	Elementary Cafeteria 1:00-9:00 pm	May 19, 2009	Budget Vote and election of School Board Members
Tuesday	HS Library	May 26, 2009	Budget Advisory Committee meeting

Gregory Lampman moved, seconded by Ann Holstein and carried unanimously to approve (4):

4. **Approve Annual Contract for tutorial services for Greenville Central School District students who may be admitted to Four Winds Saratoga. (FY2009-34)**
(Greenville will be sent both student information and release of information forms upon a student's admission to Four Winds Saratoga. The District will be required to pay twenty-eight [\$28.00] an hour for approved instruction according to the following schedule: Ten [10] hours per week for students in the Middle and High School; Five [5] hours per week for students in elementary school. These hours are required by NYSED for tutorial services in lieu of school attendance.)

✓ G. School Management

Tina Dombroski moved, seconded by Rosanne Stapleton and carried unanimously to approve (1) – (4):

1. **Approve overnight field trip.**

Trip Destination:	Made for Excellence Conference, Syracuse, NY
Date:	Departing January 17, 2009 at 8:00 a.m. and Returning January 18, 2009 at 8:00 p.m.
Students:	Approximately twenty (20) High School Students
Chaperones:	Rachel Anderson & Michaela Kehr

2. **Quality Education Committee Membership:** BE IT RESOLVED that the Board of Education accept the resignation of Maria Marquit from the Quality Education Committee.
3. **Quality Education Committee Membership:** BE IT RESOLVED that the Board of Education hereby appoints the following to the Quality Education Committee for 2008-2009: Deborah Sanchez *(Ms. Sanchez, recommended by the GPF President Marquit, will replace Maria Marquit.)*
4. **Committee on Pre-School Special Education:** BE IT RESOLVED that the Board of Education hereby appoints the following parent member to the Committee on Pre-School Special Education for 2008-2009: Michelle Cotter

VI. Discussion

A. Presentation of GCSD Building Level Teams' Goals for 2008-2009

(Background information on Building Level Teams as part of the defined shared decision making groups: "...According to the commissioner's regulations, school based committees engaged in shared decision making at the building level are to be composed of administrators, teachers, parents and others at the discretion of the board of education, for example, students, support staff, or community members. The terms shared decision making and school-based management refer to the model for decision making in schools that emphasizes both the involvement and meaningful participation of administrators, teachers, and parents in the process (8 NYCRR §100.11) [New York Commissioner's Rules and Regulations] ... The commissioner's regulations do not define which educational issues the school-based

committees must consider...In working with shared-decision-making committees boards should be aware that while some education issues may be appropriate for input, they may not be appropriate for delegation. For example a board is required to formulate the school district budget and that obligation cannot be delegated to a shared-decision-making team. Similarly while student performance is an appropriate issue for discussion, it is the school board that must set the course of study by which students are graded and classified. Final decisions regarding what instructional programs will be offered in a district's schools are also the school board's responsibility. " NYSSBA)

Peter Mahan, Principal of Scott M. Ellis Elementary presented the Elementary Building Level Team Goals for 2008-2009 assisted by Rochelle Rowlee, one of the team members. Building Level Goals for the Elementary included:

- Improve and increase student academic achievement and performance.
- Enhance the relationship between Scott M. Ellis Elementary School and the community with improved communication.

Jeffrey Palmer, Principal of the Middle School, assisted by Sandi Washburn, Chairperson of the Middle School Building Level Team, presented the Middle School goals for 2008-2009:

- Improve academic achievement and performance.
- Provide students with a safe, nurturing and positive school climate.

Michael Laster, Principal of the High School, assisted by building level team members, Zachary Stahlman, Paul Spahmer and Tadhg Russell, presented the High School goals for 2008-2009:

- Improve and increase student academic achievement and performance.
- Enhance the relationship between Greenville High School and the community with improved communication.
- Provide and maintain high quality services in the area of computer technology and data information.
- Provide students with a safe, positive, and nurturing school climate.

Other topics discussed were:

- how an effective attendance policies relate to academic success
- the use of grade three (3) through eight (8) assessment data and student achievement
- the use of standardized internet access for homework assignments to enhance student success.

The Board of Education thanked the administration and building level team members for their presentation on all K-12 building level goals.

B. Reminder: November 17, 2008 Board of Education and Administrators' Workshop

C. Update on Budget Advisory Committee (BAC) Meeting October 14, 2008

Assistant Superintendent for Business, Tammy J. Sutherland, reviewed recent Budget Advisory Committee (BAC) discussions:

- increasing membership on the Budget Advisory Committee
- BAC considerations of a Repair Reserve Fund and a Capital Reserve for the Purpose of Technology
- Next meeting of the BAC is December 2, 2008

D. Implementation of 403(b) Plan Document

(The IRS [Internal Revenue Service] published the final 403(b) regulations on July 26, 2007. The new 403(b) regulations apply to school districts and all non-profit organizations that can legally sponsor 403(b) plans for their respective employees. After January 1, 2009, the IRS will enforce the need for a Plan Document. The Greenville Central School District and our third party administrator, the Omni Group, with our legal counsel, Girvin & Ferlazzo, will complete the draft of the Plan Document. Upon completion of an acceptable draft, action by the Board of Education will be necessary to adopt the 403(b) Plan Document for Greenville Central School District as required by law.)

Ms. Sutherland reviewed the draft by Omni Group, Inc. of Model 403(b) Retirement Plan Adoption Agreement with the Board of Education. Action will be requested on the plan by the Board at the December Board of Education meeting.

E. Reserve Fund Development

(“A reserve fund is a separate account established by a school district to finance the cost of various objects or purposes of the district. Reserve funds can be thought of as self-imposed savings accounts for particular purposes into which funds will be deposited, over a period of time until the desired amount is accrued” [NYSSBA]. The Budget Advisory Meeting reviewed the types of reserve funds that are allowed by school districts. Two types of reserve funds that are being considered are a Repair Reserve and a Capital Reserve for the purpose of technology.)

- Ms. Sutherland reviewed the authority of establishing budgetary reserves for specific purposes under both the Education Law and the General Municipal Law. She stated that the Greenville Central School District currently has three reserve funds: Capital Reserve Fund, Employee Benefit Accrued Liability Reserve and the Tax Certiorari Reserve. There are two reserve funds that we would like to look at potentially creating during the 2009/2010 budget cycle
- Repair Reserve—General Municipal Law.
The purpose of a repair reserve fund is to pay the cost of repairs (that do not recur annually) to capital improvements and equipment. Money paid into a repair reserve would come from a line item budgetary appropriation. A public hearing is required in order to expend monies from this fund.
- Capital Reserve for the Purpose of Technology—Education Law
Approval of a proposition to establish the reserve fund including the purpose, the ultimate amount, its probable term and the source from which the funds would be obtained is required. Voter approval is required to expend monies from this reserve.

F. Town of Greenville Community Plan

(The Town of Greenville has been developing a Community Plan over the past two years and this process has been overseen by a Steering Committee. Ann Holstein has been the Board appointed representative of the Board of Education on the committee. “... The committee has conducted a variety of community conversations and coordinated the planning, logistics, and outreach associated with survey distribution, focus groups, community visioning workshop and public meetings...” A portion of the discussion has also included the importance of collaboration between the Town and the Greenville Central School District on mutually agreeable projects through intermunicipal agreements.)

Board members, Ann Holstein and Gregory Lampman noted the attendance at the October 29, 2008 town of Greenville Comprehensive Planning meeting and the quality of the presentations and dialogue that followed. Ann Holstein thanked Robert Schrader, Supervisor of Buildings and Grounds and his staff for the meeting preparation and Paul Ventura, Sr., for the refreshments.

She expressed that the Town of Greenville is very open to collaborate with the School District in a shared vision for the community.

F. Greenville Friends of Music:

(A group of individuals including Christine Wegryzn, Anna Papadakis, Cathleen Bobrick, Ann Holstein and Anne Mitchell are interested in forming a music parent support group. They would like to be named 'The Greenville Friends of Music'. Some activities might include distribution of flyers at all Holiday concerts to solicit membership. A future meeting has been planned for January 7 at 7:00 pm in the High School Band Room. Possible areas of interest include supporting the Cabaret Night, the Disney trip [An agenda item for review at the December Board of Education meeting] and the Fifth Grade musical. Discussion will include the various means by which parents can be supportive of these events.

Proposed Mission statement:

"The Greenville Friends of Music is an organization open to all parents, students, teachers and community members who are interested in supporting music as a vital part of education and social development. Our Mission is to encourage and support music appreciation, music programs and performance opportunities in the Greenville Central School District."

Vice-President, Anne Mitchell commented that the Greenville Friends of Music was a great idea to offer support to our Music Department.

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

There were no comments.

VIII. Closing Open Forum

Resident Paula Spahmer congratulated the Music Department and all visiting School Districts on the wonderful Concert on Friday, November 7, 2008. The Greenville School District hosted Fall Festival 2008 sponsored by the Greene County Music Educators Association.

Elementary Principal, Peter Mahan, thanked Elementary Assistant Principal, Donna Accuosti, for her effort in bringing in her brother, Sergeant William Accuosti from the New York State Police helicopter team to the District today. This was a wonderful opportunity for students and the aerial photos taken will assist our district safety team.

IX. Executive Session

There was no Executive Session.

X. Adjournment

At 8:53 p.m. Gregory Lampman moved, seconded by Rosanne Stapleton and carried unanimously to adjourn the meeting.

District Clerk

Board of Education Vice-President