

GREENVILLE CENTRAL SCHOOL  
BOARD OF EDUCATION  
BUSINESS MEETING MINUTES  
January 14, 2008

**I. Call to Order:**

A meeting of the Board of Education was held on Monday, January 14, 2008 in the High School Library. Mr. Wilton Bear, Jr., President, called the meeting to order at 7:30 P.M.

**A.** Members present: Wilton Bear, Jr.  
Tina Dombroski  
Ann Holstein  
Gregory Lampman  
Anne Mitchell  
Rosanne Moore  
Lawrence Tompkins

Others present: Cheryl A. Dudley, Superintendent  
Tammy Sutherland, Assistant Superintendent for Business  
Nancy Beers, School District Clerk  
Donna Accuosti, Elementary Assistant Principal  
Colleen Hall, Middle School Principal  
Lisa Knowles, Director of Pupil Personnel Services  
Michael Laster, High School Principal  
Peter Mahan, Elementary School Principal  
Karen Morin, Director of Transportation  
Jeffrey Palmer, MS/HS Assistant Principal  
Robert Schrader, Supervisor of Buildings and Grounds

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

**II. Approval of Agenda**

Lawrence Tompkins moved, seconded by Ann Holstein and carried unanimously to approve the agenda for the business meeting Monday, January 14, 2008.

**III. Accolades**

A plaque was presented to Lorraine Spinner who is retiring from her position as Administrative Assistant to the Superintendent.

Congratulations to:

Students of Gloria Hilgendorff and the 3/4 classes for raising \$781.00 which was donated to UNICEF;  
and

Kindergarten students and their teachers for creating cards for Veterans Day for the patients at Stratton V.A. Medical Center.

Appreciation was expressed to the Greenville Rotary members, Trisha Lamb, Virginia Mangold, Walter Ingalls, and Deb Smith, who presented a donation of one hundred (100) dictionaries to third grade students at Ellis Elementary School.

#### **IV. Open Forum**

Board Member Tina Dombroski expressed appreciation to school personnel for their response to the emergency situation at the high school. Superintendent Cheryl A. Dudley thanked administrators, teachers, support staff, Supervisor of Buildings and Grounds Robert Schrader and especially the students for their cooperation in following procedure when a small electrical fire occurred in a classroom.

Special Presentation: Joseph Chase is one of two Greenville Central School District students enrolled in Tech Valley High School. Using PowerPoint he demonstrated the learning techniques and curriculum of a Tech Valley High School student and fulfilled a class assignment to do a Board presentation.

#### **V. ACTION ITEMS**

Ann Holstein moved, seconded by Tina Dombroski and carried unanimously to: (A-G)

- A.** Approve the minutes of the November 19, 2007 Business Meeting and November 26, 2007 Board Workshop
- B.** Approve the Treasurer's Report, Statement of Conditions, Revenue Report, and Transfer of Funds for the months ending November 30, 2007 and December 31, 2007 (FY2008-39)
- C.** Approve the Internal Claims Audit Reports November 28, 2007 and January 2, 2008. (FY2008-40)
- D.** Special Student Services Recommendations
  - 1. Accept Recommendations of the Committee on Special Education from the meetings of November 19, 27, 29, December 13, 17, and 19, 2007; and the
  - 2. Committee on Pre-school Special Education meetings of November 28, and December 12, 2007
  - 3. Appoint Alternate Chairperson for the Committees on Special Education and Pre-School Special Education  
Amanda Caulkins      Alternate Chairperson for the Committees on Special Education and Pre-School Special Education

#### **G. Personnel Agenda**

Gregory Lampman moved, seconded by Rosanne Moore and carried unanimously to approve the 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. Professional**

##### **a. Leave of absence**

- |    |                   |   |
|----|-------------------|---|
| 1. | Name of employee: | Catherine Richards                      |
|    | Position:         | Middle School ELA teacher               |
|    | Effective:        | February 25, 2008 through June 27, 2008 |
|    | Type:             | Child rearing                           |

##### **b. Appointments**

- |    |                    |                  |
|----|--------------------|------------------|
| 1. | Name of appointee: | Pam Germain-Asam |
|----|--------------------|------------------|

Tenure area:	NA/Extended term substitute
Probationary period:	NA/Extended term substitute
Commencement of service:	December 21, 2007 through March 28, 2008
Certification:	Childhood Education (Grades 1-6)
Column & Step Placement:	Column IV, Step 1 (\$41,487.00 pro-rated)
Status:	Conditional

*(This appointment is for the vacancy for the child-rearing leave of elementary teacher Vikki Hawkins. According to the current GFA contract Article 1.3, extended term substitute teachers are to be paid on the teacher salary schedule, at the step as determined by the District, for each consecutive day worked for the same teacher for forty-five (45) days or more. Such pay will be retroactive to the first day of employment in that assignment. Effective on the 45<sup>th</sup> day, the extended term substitute will be entitled to the benefits of the CBA.)*

- |    |                    |                                       |
|----|--------------------|---------------------------------------|
| 2. | Name of appointee: | Eileen Volmar                         |
|    | Position:          | Student Mentor                        |
|    | Assigned to:       | Primary grades K-2 @ 8 hours per week |
|    | Effective:         | October 1, 2007 for 30 weeks          |
- 
- |    |                    |   |
|----|--------------------|---|
| 3. | Name of appointee: | Eberhard Volmar                             |
|    | Position:          | Student Mentor                              |
|    | Assigned to:       | Intermediate grades 3-5 @ 12 hours per week |
|    | Effective:         | October 1, 2007 for 30 weeks                |
- (These positions are funded through a grant @ \$15.00 per hour.)*

c. Extra Duty Compensation -Middle School 2007-2008

1. Resignation

MS Computer Club	Deborah Mrozek-Ferrara
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d. Extra Duty Compensation -High School 2007-2008

- |                           |                                   |
|---------------------------|-----------------------------------|
| 1. HS Yearbook            | Faith Bowers                      |
| 2. HS International Club  | Co-Advisors*                      |
|                           | Douglas Davidson and John Gleason |
| 3. HS Ski Club            | Casey Gannon                      |
| 4. HS Newsletter          | Deborah Guertze                   |
| 5. Freshman Class advisor | Co-Advisors                       |
|                           | Casey Gannon and Erin Sharkey     |

*(\*The High School International Club Co-Advisors is a corrective appointment from the November 2007 Personnel Agenda at which John Gleason was appointed as the sole advisor.)*

e. Extra Duty Compensation-Sports 2007-2008

- |                               |               |
|-------------------------------|---------------|
| 1. Modified Boys' Basketball  | Gordon Conrow |
| 2. Modified Girls' Basketball | Gloria Bear   |
| 3. Assistant Basketball       | David Winkler |
| 4. High School Intramurals    | Victor Zeh    |

f. Substitute teachers and teaching assistants

- |    |                     |   |
|----|---------------------|---|
| 1. | Name of appointee:  | Margaret Bernstein                      |
|    | Position:           | Substitute teacher per~diem             |
|    | Certification:      | Music, permanent                        |
|    | Effective:          | November 30, 2007 through June 30, 2008 |
|    | Fingerprint Status: | Cleared for employment                  |
- 
- |    |                    |                             |
|----|--------------------|-----------------------------|
| 2. | Name of appointee: | Ann O'Reilly                |
|    | Position:          | Substitute teacher per~diem |

	Certification:	Non-certified
	Effective:	November 30, 2007 through June 30, 2008
	Fingerprint Status:	Cleared for employment
3.	Name of appointee:	Lisa Saracione
	Position:	Teacher and teaching assistant per~diem
	Certification:	AAS
	Effective:	January 15, 2008 through June 30, 2008
	Status:	Cleared for employment
4.	Name of appointee:	Louise Schindler
	Position:	Substitute nurse, teacher, and Teaching assistant per~diem
	Certification:	Non-certified
	Effective:	November 30, 2007 through June 30, 2008
	Fingerprint Status:	Cleared for employment
5.	Name of appointee:	Alicia Lewis
	Position:	Substitute teacher
	Effective:	January 3, 2008
	Certification:	Music ~ pending
	Fingerprint status:	Conditional

## 2. Operational

### a. Resignation

1.	Name of employee:	Kim M. Matthews
	Position:	Head Bus Driver
	Classification:	GCCS/Non-competitive
	Effective:	November 15, 2007
2.	Name of employee:	Sky Ben
	Position:	Cleaner
	Classification:	GCCS/Non-competitive
	Effective:	November 26, 2007
	<i>(This resignation is contingent upon Mr. Ben's appointment to the custodian position below.)</i>	

### b. Resignation for Retirement

1.	Name of employee:	Paul Binley
	Position:	Bus driver
	Classification:	GCCS/Non-competitive
	Effective:	June 11, 2007
2.	Name of employee:	Lorraine Spinner
	Position:	Administrative Assistant to the Superintendent
	Classification:	GCCS/Competitive
	Effective:	January 7, 2008
3.	Name of employee:	Roger Winn, Sr.
	Position:	Custodian
	Classification:	GCCS/Competitive
	Effective:	October 12, 2007

- c. Abolish Positions
1. Position: Administrative Assistant to the Superintendent  
@ 35 hours per week, twelve (12) months per year  
Classification: GCCS  
Effective: January 7, 2008
  2. Position: Maintenance Supervisor  
Classification: GCCS/Non-competitive  
Effective: January 15, 2008
- d. Create Positions
1. Position: Secretary to the District  
Superintendent @ 40 hours per week,  
twelve (12) months per year  
Classification: GCCS/Exempt  
Effective: January 7, 2008
  2. Position: Assistant Director of School  
Facilities & Operations  
Classification: GCCS/Competitive  
Effective: January 15, 2008
- e. Approve Greenville Paraprofessional Federation Contract for July 1, 2008 through June 30, 2013 (FY2008-41)
- Additional Professional development day for training and enhanced customer service
- Salary exclusive of increment
- |           |      |
|-----------|------|
| 2008-2009 | 4.3% |
| 2009-2010 | 3.5% |
| 2010-2011 | 3.2% |
| 2011-2012 | 3.7% |
| 2012-2013 | 3.9% |
- f. Appointments
1. Name of Appointee: Doreen Duncan  
Position: Head Bus Driver  
Classification: GCCS/Non-competitive  
Probationary period: December 17, 2007 through June 16, 2008  
Commencement of service: December 17, 2007  
Step placement: Per Contract (\$36,000 pro-rated)  
Fingerprint status: Cleared for employment  
*(This individual contract will expire June 30, 2009.)*
  2. Name of appointee: Sky Ben  
Position: Custodian  
Classification: GCCS/Competitive  
Probationary period: November 26, 2007 through May 26, 2008  
Commencement of Service: November 26, 2007

Step Placement: Per contract at \$15.39 per hour  
 Fingerprint status: Cleared for employment  
*(Appointment to this position was contingent upon the candidate passing the Civil Service examination with a sufficiently high score to be eligible for appointment as defined by Civil Service Rules and Regulations)*

3. Name of appointee: Jose Porto  
 Position: Cleaner  
 Classification: GCCS/Non-competitive  
 Probationary period: December 11, 2007 through June 10, 2008  
 Commencement of service: December 11, 2007  
 Step placement: Per contract at \$12.90 per hour  
 Fingerprint Status: Conditional  
*(The candidate was appointed to a provisional custodian position on October 15, 2007, however, although he passed the Civil Service Exam, he was not eligible for a permanent appointment as defined by Civil Service Rules and Regulations.)*

4. Name of appointee: Elizabeth A. Koehler  
 Position: Teacher Aide @ six (6) hours per day  
 Classification: GCCS/Non-competitive  
 Probationary period: NA/Temporary ~ Civil Service Law §64  
 An appointment (in all classes) to fill a leave of absence, the appointment of which is only for the duration of the leave.  
 Commencement of service: December 11, 2007 through June 30, 2008  
 Step placement: Per contract at \$11.71 per hour  
 Fingerprint Status: Cleared for employment  
*(This appointment is for the leave of absence for Diane Fox which was approved by the Board on September 10, 2007.)*

g. Substitutes

1. Name of appointee: Dawn Becker  
 Position: Support staff and clerical  
 Effective: January 15, 2008 through June 30, 2008  
 Fingerprint status: Cleared for employment

2. Name of appointee: Timothy Becker  
 Position: Bus driver  
 Effective: December 5, 2007 through June 30, 2008  
 Fingerprint status: Cleared for employment

3. Name of appointee: Jeanette Henry  
 Position: Bus driver  
 Effective: December 6, 2007 through June 30, 2008  
 Fingerprint status: Cleared for employment

4. Name of appointee: Thomas McKierman  
 Position: Bus driver  
 Effective: November 8, 2007 through June 30, 2008  
 Fingerprint Status: Cleared for employment

5. Name of appointee: Katherine Penniston  
 Position: Bus driver trainer for CDL  
 Commencing: November 1, 2007

Step placement: Per contract @ hourly rate  
Fingerprint status: Cleared for employment  
(Bus driver training is provided on an as-needed basis.)

6. Name of appointee: Lorraine Spinner  
Position: Clerical and support staff  
Effective: January 7, 2007 through June 30, 2008  
Fingerprint Status: Cleared for employment
7. Name of appointee: Sara Statham  
Position: Clerical and support staff  
Effective: January 15, 2007 through June 30, 2008  
Fingerprint Status: Conditional

*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**

##### **1. Rensselaer-Columbia-Greene Health Insurance Trust of Questar III BOCES**

Ann Holstein moved, seconded by Rosanne Moore and carried unanimously to approve the resolution for the Rensselaer-Columbia-Greene Health Insurance Trust of Questar III BOCES: RESOLVED, that the Board of Education approves the proposed amendments to the Trust Agreement of the Rensselaer-Columbia-Greene Health Insurance Trust, as proposed by the Trustees on November 2, 2007, and authorizes and directs the Superintendent of Schools to execute the Trust Agreement, as amended, on behalf of the District, and it is further RESOLVED, that the District Clerk shall immediately present a copy of this resolution to the Chairperson of the Rensselaer-Columbia-Greene Health Insurance Trust.

##### **2. Award Surplus Bids**

Gregory Lampman moved, seconded by Anne Mitchell and carried unanimously to award Surplus Bids:

Larry Gardiner	\$21.50
Robert Miller	\$53.00
Hope Nugent	\$37.50

*(There were three (3) bidders. It is recommended to award the bids to the following for the amounts as itemized: Larry Gardiner, Robert Miller, and Hope Nugent for a total of \$112.00. Bids were opened in the Business Office on Friday November 9, 2007. All bids are on file in the Business Office.)*

##### **3. Changes in School District Compensation Over Twelve Months**

Tina Dombroski moved, seconded by Rosanne Moore and carried unanimously to approve the resolution to changes in school district compensation over twelve months (September – August) rather than ten month school year (September-June) for compliance with IRS regulations:

(BE IT RESOLVED that due to changes in IRS Regulations, if a school employee wishes to spread their salary over a twelve (12) month period versus the school year (September to June), the following requirements must be agreed to:

- a. the teacher or other employee give a written or electronic election to the school district

- that notifies the school district that the employee wants to spread out the compensation;
- b. the election must be made before the beginning of the school year (before the first day of school in September);
- c. the election must be irrevocable, so that it cannot be changed after work begins; and
- d. the election must state that the employee will receive his/her pay over twelve months, by means of twenty-two (22) or twenty-six (26) paychecks, starting with the beginning of the school year.

*Per counsel of Girvin & Ferlazzo: "...the IRS regulation 409A deals with the deferral of income from one calendar year to the next. If your employees are deferring some of the money to which they are entitled from September to December, to the next calendar year, then the regulations apply. In order to avoid the 20% additional tax, then the board has to adopt the resolution and provide the notice. ...Thereafter, the employee has to file an election with the school. The IRS thinks in terms of years, not 10 month jobs. They are also concerned with the 'deferral' of income. So, regardless of whether your employees get paid throughout the summer or get multiple extra checks at the end of June, the regulations apply IF money from one calendar year (NOT school year) is deferred to the next. You do not need to change your processes or offer this type of payment scheme if you do not already do so. However, if you allow employees to defer or stretch out their income to cover the summer months, you must follow the guidelines."*)

#### **4. Accept donations**

Tina Dombroski moved, seconded by Rosanne Moore and carried unanimously to accept donations

- a. One hundred (100) dictionaries from the Greenville Rotary  
*(Appreciation is extended to the Greenville Rotary for their donation of dictionaries for all of our third grade students.)*
- b. \$500 from the SABIC Innovative Plastics Company, Good Neighbor Fund  
*(The High School National Honor Society used the donation to purchase items such as food, toys, and clothing for a local family in need).*

#### **5. Senior Citizen and Disabled Tax Exemption Rates for 2008**

Ann Holstein moved, seconded by Rosanne Moore and carried unanimously to approve the following resolution: BE IT RESOLVED that the Greenville Central School Board of Education establish the Senior Citizen and Disabled Tax Exemption Rates for 2008

*Section 1: As permitted by Section 467 of the Real Property Tax Law, real property owned by one or more persons, each of whom is 65 years of age or over as therein defined, or by a husband and wife, either of whom is 65 years of age or over, or by siblings, one of whom is 65 years of age or over, or a disabled person (Section 459C), shall be exempt, to the extent set forth in Section 2 hereof, from taxation by the Greenville Central School District.*

*Section 2: Real property which meets the requirements for exemption pursuant to Section 1 hereof shall be exempt to the extent indicated below, provided that the income of the owner, or combined incomes of the owners if there is more than one, does not exceed the sum set forth below:*

##### *Senior Citizen and Disabled Tax Exemption Rates*

<i>Maximum income limit</i>	
<i>\$18,500.00</i>	<i>50%</i>
<i>\$18,500.01 – 19,499.99</i>	<i>45%</i>
<i>\$19,500.00 – 20,499.99</i>	<i>40%</i>
<i>\$20,500.00 - 21,499.99</i>	<i>35%</i>
<i>\$21,500.00 – 22,399.99</i>	<i>30%</i>
<i>\$22,400.00 – 23,299.99</i>	<i>25%</i>
<i>\$23,300.00 – 24,199.99</i>	<i>20%</i>
<i>\$24,200.00 – 25,099.99</i>	<i>15%</i>



\$25,100.00 – 25,999.99 10%

\$26,000.00 - 26,899.99 5%

*Section 3: This exemption shall not be available if a child resides on the premises and attends an elementary or secondary public school within the Greenville Central School District.*

*Section 4: This resolution shall take effect immediately and shall apply to assessment rolls prepared after its effective date*

## **G. School Management**

### **1. Adopt textbook**

Gregory Lampman moved, seconded by Tina Dombroski and carried unanimously to adopt the following textbook:

Title:	<u>Material World: A Global Family Portrait</u>
Author:	Peter Menzel
Class:	Environmental Science
Publisher:	Sierra Club
Copyright:	1994
Cost:	\$39.95
Quantity:	8

*(The 1994 copyright edition is the only book in print.)*

### **2. Approve overnight fieldtrips**

Tina Dombroski moved, seconded by Rosanne Moore and carried unanimously to approve overnight fieldtrips

- |    |                   |  |
|----|-------------------|--|
| a. | Trip Destination: | Washington DC, Baltimore, and Williamsburg   |
|    | Dates:            | April 16, 2008 (8:30 am departure) through April 19, 2008 (9:30 pm arrival at Greenville)  |
|    | Students:         | Approximately 50 Senior Class students   |
|    | Chaperones:       | TBD  |
| b. | Trip Destination: | Orlando, FL  |
|    | Dates:            | April 11, 2008 (3:00 pm departure) through April 16, 2008 (2:00 am arrival at Greenville)  |
|    | Students:         | Maximum of twenty (20) Varsity and/or Junior Varsity Softball Team Members   |
|    | Chaperones:       | Christopher Hagan, Varsity Softball Coach<br>Brian Haller, Elementary Teacher & JV Coach<br>Jennifer Benninger, PTSA, Athletic Association, and parent |

## **VI. Discussion:**

### **A. Mentor Teacher-Internship Program**

Superintendent Cheryl A. Dudley advised the Board that the District had received a \$50,000 Mentor Teacher-Internship Program grant. The grant will release teacher Gail Richmond to work full-time with new staff. Required elements of the mentoring program include:

- A mentor selection procedure
- Mentor training and preparation
- Defined set of mentor activities
- Allocation of time for mentoring activities to take place

- The district must maintain documentation of mentoring activities. Items to be recorded: names and teacher certificate numbers of mentors and teachers served, type of mentoring activities, and the number of clock hours of mentoring provided to each new teacher.

Mentor Teacher Gail Richmond thanked Superintendent Cheryl A. Dudley and the Board of Education for pursuing this grant and added that she will be coordinating efforts with the Mentor Coordinator and Inservice Coordinator. In response to a question by Board Member Rosanne Moore, Ms. Dudley stated that each year the District will apply for a continuation grant. Board Member Anne Mitchell commended Superintendent Dudley for obtaining the highly competitive grant.

#### **B. Update on Capital Projects**

Assistant Superintendent for Business Tammy J. Sutherland informed the Board that the Excel Project had been sent to the State at the end of December. Due to heavy volume, the State Education Department has advised Districts that the review process will take twenty-five (25) weeks. Bids will go out upon receipt of approval which is anticipated for June. Superintendent Cheryl A. Dudley advised the Board that Summer Academy will probably be impacted. Board Member Lawrence Tompkins asked if there has been a study of how the high volume of construction in a short period could impact prices. Superintendent Dudley will check across the state and boces for a survey.

#### **C. Saturday, January 26 Workshop**

A Board of Education Workshop will be held on Saturday, January 26, 2008 from 1:00 pm to 3:00 pm in the High School Library. Invitations are being sent to Town Boards and Planning Boards. David Stieglitz, SSA, will speak on the District's Master Plan.

#### **D. Quality Education Committee Report**

QEC Co-chair Colleen Hall presented information on the Greenville Central School District 2007-2008 Curriculum Mapping Plan. The importance of curriculum mapping for increased student learning and the instructional process includes:

- Improve communication K-12 within the district and with parents
- Increase instructional time
- Build on students' prior knowledge
- Identify gaps and overlaps within the curriculum K-12
- Present opportunities for interdisciplinary units

The Greenville Central School District is utilizing Rubicon Atlas software for curriculum mapping. Board Member Ann Holstein commended QEC Co-chairs Colleen Hall and Carrie Caputi for accepting such a tremendous undertaking and added that they have been working over a year to get the program to this point.

#### **E. Presentation of new textbook**

Board Members reviewed a new textbook.

Title:	<u>AMSCO'S Geometry</u>
Author:	Ann Xavier Ganteri
Class:	Geometry & Applied Math III
Publisher:	AMSCO
Copyright:	2008
Cost:	\$36.00
Quantity:	80

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

Board Member Tina Dombroski expressed appreciation for the new District Calendar which is on the School's website. Superintendent Cheryl A. Dudley commended Supervisor of Buildings and Grounds Robert Schrader and Technology Supervisor Scott Gardiner for the calendar. Mrs. Dombroski added that the parent information section contains health and safety regulations which still need to be updated.

Board Member Tina Dombroski asked if the school would be closed to the community for the upcoming three day holiday weekend. Supervisor of Buildings and Grounds Robert Schrader stated that school would be closed to secure the building for the Regents exams.

Elementary Principal Peter Mahan introduced Elementary Assistant Principal Donna Accuosti, welcoming her to Greenville Central School District.

**VIII. Closing Open Forum**

There were no comments.

**IX. Executive Session**

At 8:35 P.M. Anne Mitchell moved, seconded by Rosanne Moore and carried unanimously to adjourn to Executive Session to discuss 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. At 10:40 P.M. Gregory Lampman moved, seconded by Lawrence Tompkins and carried unanimously to return to open session.

**X. Adjournment**

At 10:43 P.M. Rosanne Moore moved, seconded by Lawrence Tompkins and carried unanimously to adjourn the meeting.

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School District Clerk

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Board President