

GREENVILLE CENTRAL SCHOOL
BOARD OF EDUCATION
ORGANIZATIONAL MEETING MINUTES
July 9, 2007

I. Call to Order

An organizational meeting of the Board of Education was held on Monday, July 9, 2007 in the High School Library. District Clerk Nancy Beers called the meeting to order at 7:32 P.M.

A. District Clerk Nancy Beers led the Flag Salute and Pledge of Allegiance

B. Members present: Wilton Bear, Jr.
 Ann Holstein
 Gregory Lampman
 Anne Mitchell
 Rosanne Moore

Members absent: Tina Dombroski
 Lawrence Tompkins

Others present: Cheryl A. Dudley, Superintendent
 Tammy Sutherland, Assistant Superintendent for Business
 Nancy Beers, School District Clerk
 Colleen Hall, Middle School Principal
 Margaret Kelly, Director of Communications
 Lisa Knowles, Director of Pupil Personnel Services
 Michael Laster, HS Principal
 Peter Mahan, Elementary Principal
 Karen Morin, Supervisor of Transportation
 Robert Schrader, Supervisor of Building and Grounds

C. There were approximately 6 visitors to the meeting.

II. Approval of Agenda

Gregory Lampman moved, seconded by Rosanne Moore and carried unanimously to approve the agenda for the organizational meeting Monday, July 9, 2007.

III. Administration of Oath of Office

A. The Oath of Office will be administered to absent Board member Tina Dombroski at the August Board of Education meeting.

B. District Clerk Nancy Beers administered the Oath of Office to Anne Mitchell for a three-year term commencing on July 1, 2007 and ending on June 30, 2010.

IV. Election of Officers and Administration of Oath of Office

A. **President of the Board:** District Clerk Nancy Beers opened the floor for nominations for the office of President of the Board of Education of the Greenville Central School District for the 2007-2008 school year. Wilton Bear, Jr. was nominated by Ann Holstein and seconded by Rosanne Moore. There were no other nominees.

Gregory Lampman moved, seconded by Ann Holstein and carried unanimously to appoint Wilton Bear, Jr. as President of the Board of Education of Greenville Central School District for the 2006-07 school year.

District Clerk Nancy Beers administered the Oath of Office to Wilton Bear, Jr., newly elected Board President.

- B. **Vice President of the Board:** Board President Wilton Bear, Jr. opened the floor for nominations for the office of Vice President of the Board of Education of the Greenville Central School District for the 2007-2008 school year. Anne Mitchell was nominated by Gregory Lampman and seconded by Ann Holstein. There were no other nominees.

Ann Holstein moved, seconded by Gregory Lampman and carried unanimously to appoint Anne Mitchell as Vice President of the Board of Education of Greenville Central School District for the 2007-2008 school year.

District Clerk Nancy Beers administered the Oath of Office to Anne Mitchell, newly elected Board Vice President.

- C. **Oath of Office for the Superintendent of Schools:** District Clerk Nancy Beers administered the Oath of Office to Cheryl A. Dudley, Superintendent of Schools for the 2007-2008 school year.

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

- A. **Clerk of the Board:** Ann Holstein moved, seconded by Gregory Lampman and carried unanimously to approve the following resolution:

BE IT RESOLVED that the Board of Education hereby appoints Nancy Beers as District Clerk and Cheryl A. Dudley, Superintendent of Schools, as Clerk Pro-tem for 2007-2008.

Board President Wilton Bear, Jr. administered the Oath of Office to District Clerk Nancy Beers.

- B. **District Treasurer:** Gregory Lampman moved, seconded by Ann Holstein and carried unanimously to approve the following resolution:

BE IT RESOLVED that the Board of Education hereby appoints Janet Maassmann as District Treasurer for 2007-2008 and authorizes the District Treasurer to sign checks for payroll, trust & agency, general fund, capital, federal and cafeteria accounts.

District Clerk Nancy Beers will administer the Oath of Office to the District Treasurer at a time to be determined.

- C. **Deputy Treasurer:** Anne Mitchell moved, seconded by Rosanne Moore and carried unanimously to approve the following resolution:

BE IT RESOLVED that the Board of Education hereby appoints Tammy J. Sutherland, Assistant Superintendent for Business as Deputy Treasurer for 2007-2008.

District Clerk Nancy Beers administered the Oath of Office to Deputy Treasurer Tammy J. Sutherland.

- D. **Tax Collector:** Ann Holstein moved, seconded by Rosanne Moore and carried unanimously to approve the following resolution:
BE IT RESOLVED that the Board of Education hereby appoints Sharon Rarick as Tax Collector for 2007-2008 @ \$4,600.00 annually.

District Clerk Nancy Beers will administer the Oath of Office to the Tax Collector at a time to be determined.

- E. **Greene County School Board Delegate:** Anne Mitchell moved, seconded by Gregory Lampman and carried unanimously to approve the following resolution:

BE IT RESOLVED that the Board of Education hereby appoints Ann Holstein as Greene County School Board Delegate for 2007-2008.

VI. Other Appointments - On the recommendation of the Superintendent of Schools Anne Mitchell moved, seconded by Gregory Lampman and carried unanimously to approve the following resolutions: (A-N)

- A. **School Attorneys:** BE IT RESOLVED that the Board of Education hereby appoints the firms of: Girvin & Ferlazzo, PC and Hogan, Sarzynski, Lynch, Surowka & DeWind, LLP as School Attorneys for 2007-2008.
- B. **Central Treasurer – Extraclassroom Activity Account:** BE IT RESOLVED that the Board of Education hereby appoints Janet Maassmann as Central Treasurer for Extracurricular Accounts for the Elementary, Middle and High Schools for 2007-2008 and authorizes her to sign checks and invest funds for student activity accounts.
- C. **Records Access Officer:** BE IT RESOLVED that the Board of Education hereby appoints Nancy Beers, District Clerk and Lorraine Spinner, Administrative Assistant to the Superintendent as Co-Records Access Officers for 2007-2008.
- D. **Records Management Officer:** BE IT RESOLVED that the Board of Education hereby appoints Cheryl A. Dudley, Superintendent of Schools as Records Management Officer for 2007-2008.
- E. **Asbestos (LEA) Designee:** BE IT RESOLVED that the Board of Education hereby appoints Robert Schrader, Supervisor of Buildings and Grounds, as LEA (Local Education Agency) Asbestos Designee for 2007-2008.
- F. **Purchasing Agent:** BE IT RESOLVED that the Board of Education hereby appoints Tammy J. Sutherland, Assistant Superintendent for Business, as Purchasing Agent with the Superintendent to act in the absence thereof, for 2007-2008.
- G. **Internal Claims Auditor:** BE IT RESOLVED that the Board of Education hereby appoints Mary McGuigan as Internal Claims Auditor effective July 1, 2007 through June 30, 2008 @ \$20.80 per hour.
- H. **Independent Auditor:** BE IT RESOLVED that the Board of Education hereby appoints the auditing firm of Sickler, Torchia, Allen & Churchill, Certified Public Accountants, CP as Independent Auditor for 2007-2008.
- I. **District Audit Committee Members:** BE IT RESOLVED that the Board of Education hereby appoints Wilton Bear, Jr, Gregory Lampman, and Lawrence Tompkins as members of the District Audit Committee for 2007-2008.

- J. **HIPAA Privacy Official:** BE IT RESOLVED that the Board of Education hereby appoints Tammy J. Sutherland, Assistant Superintendent for Business, as HIPAA (Health Insurance Portability and Accountability Act of 1996) Privacy Official for 2007-2008.
- K. **Title IX Coordinator:** BE IT RESOLVED that the Board of Education hereby appoints Lisa Knowles, Director of Pupil Personnel Services, as Title IX Compliance Officer for 2007-2008.
- L. **Chapter I Compliance Officer:** BE IT RESOLVED that the Board of Education hereby appoints Peter Mahan, Elementary Principal, as ECIA (Educational Consolidation and Improvement Act)/Chapter I Compliance Officer for 2007-2008.
- M. **ADA/504 Compliance Officer:** BE IT RESOLVED that the Board of Education hereby appoints Lisa Knowles, Director of Pupil Personnel Services, as ADA (American Disabilities Act)/504 Compliance Officer for 2007-2008.
- N. **Private Transportation Requests:** BE IT RESOLVED that the Board of Education hereby appoints Tammy J. Sutherland, Assistant Superintendent for Business, to approve private transportation requests for 2007-2008.

VII. Designations - On the recommendation of the Superintendent of Schools Ann Holstein moved, seconded by Rosanne Moore and carried unanimously to approve the following resolutions: (A-F)

- A. **Official Bank Depository:** BE IT RESOLVED that the Board of Education hereby designates the Bank of Greene County, National Bank of Cossackie, and JP Morgan Chase as the official banks for deposit, investment or borrowing of funds for 2007-2008.
- B. **School Physicians:** BE IT RESOLVED that the Board of Education hereby appoints Dr. Catalina Alegre and Greenville Medical Associates as School Physicians for 2007-2008.
- C. **Supervisor of Attendance:** BE IT RESOLVED that the Board of Education hereby appoints Lisa Knowles, Director of Pupil Personnel Services as Supervisor of Attendance for 2007-2008.
- D. **Business Meetings:** BE IT RESOLVED that the Board of Education hereby approves the dates as attached for Board of Education meetings for 2007-2008. Board meetings will start at 7:30 P.M. in the High School Library unless otherwise stated or changed by action of the Board of Education. Additional meetings will be scheduled as needed and the public will be notified in advance. (FY2008-01)
- E. **Audit Committee Meetings:** BE IT RESOLVED that the Audit Committee, advisory to the Board of Education, will meet prior to the Board of Education Meeting no fewer than four times a year. Audit Committee Meetings will start at 6:30 P.M. in the High School Library unless otherwise stated or changed by action of the Board of Education. These meetings shall be open to the public unless the Audit Committee convenes in executive session in accordance with Public Officers Law and Education Law. Any other member of the Board of Education may attend any such executive session if authorized by resolution of the Board of Education.
- F. **School Newspapers:** BE IT RESOLVED that the Board of Education hereby designates The Greenville Local and The Greenville Press as the Official School Newspapers for 2007-2008.

VIII. Authorizations - On the recommendation of the Superintendent of Schools Ann Holstein moved, seconded by Rosanne Moore and carried unanimously to approve the following resolutions: (A-I)

- A. **Certifier of Payroll:** BE IT RESOLVED that the Board of Education hereby designates Tammy J. Sutherland, Assistant Superintendent for Business, as Certifier of Payroll, with the Superintendent to act in the absence thereof, for 2007-2008.
- B. **Conferences, Conventions, Workshop Attendance:** BE IT RESOLVED that the Board of Education authorizes the Superintendent of Schools to approve conferences, conventions, seminars and institutes within budgeted limits for 2007-2008.
- C. **Petty Cash Funds:** BE IT RESOLVED that the Board of Education establishes petty cash funds and authorization for disbursement of funds for 2007-2008 as follows:

Elementary School	Peter Mahan	\$50.00
Middle School	Colleen Hall	\$50.00
High School	Michael Laster	\$50.00
District Office	Lorrie Spinner	\$50.00
Pupil Personnel Services	Lisa Knowles	\$50.00
Home & Careers (6-12)	Laurie Farricker	\$100.00
Transportation	Karen Morin	\$100.00

- D. **Designation of Signatures on Checks:** BE IT RESOLVED that the Board of Education hereby authorizes the District Treasurer to use a facsimile signature to sign school checks for 2007-2008.
- E. **Budget Transfers:** BE IT RESOLVED that the Assistant Superintendent for Business is hereby authorized to approve budget transfers allowable under State Education Law, with the Superintendent to act in the absence thereof, for 2007-2008.
- F. **Authorization to Suspend Students:** BE IT RESOLVED that the Board of Education hereby delegates authority, under Education Law 3214, to the Principals to suspend students from school for up to five (5) school days for 2007-2008.
- G. **Authorization for Bids:** BE IT RESOLVED that Tammy J. Sutherland and Laurie Farricker, and up to two of the following individuals, be authorized to submit bid notices to newspapers and to open and record bids for 2007-2008: Janet Maassmann, Nancy Beers, and Lorrie Spinner.
- H. **Memberships in Organizations:** BE IT RESOLVED that the Board of Education is authorized to obtain membership in the following organizations: Rural Schools Program, NYS School Boards Association, and Greene County School Boards Association for 2007-2008.
- I. **Filing of Grant Applications:** BE IT RESOLVED that the Board of Education authorizes the Superintendent of Schools to file grant applications for Federal and State Funds for 2007-2008.

IX. Official Undertakings - On the recommendation of the Superintendent of Schools Anne Mitchell moved, seconded by Rosanne Moore and carried unanimously to approve the following resolutions: (A-C)

- A. **Bonding of Officers:** BE IT RESOLVED that the Board of Education provide commercial crime insurance for the positions listed below for 2007-2008 as follows:

1. District Treasurer	\$1,000,000
2. Tax Collector	\$1,000,000
3. All employees (each employee)	\$ 100,000

- B. **Loans From the General Fund:** BE IT RESOLVED that the Board of Education hereby authorizes the District Treasurer to loan from the General Fund to the Federal Fund, the Capital Fund, and the School Lunch Fund only such sums as are necessary to pay the then current payrolls and warrants until revenues are received from the respective funds for 2007-2008.

C. **Investment of Funds:** BE IT RESOLVED that the Board of Education hereby authorizes the District Treasurer to invest school district monies in accordance with Sections 1604-A and 1723-a of the Education Law and other pertinent regulations for 2007-2008.

X. **Other Items** - On the recommendation of the Superintendent of Schools Ann Holstein moved, seconded by Rosanne Moore and carried unanimously to approve the following resolutions: (A-K)

- A. **Re-adopt all Policies, Code of Ethics, District Safety Plan, and Code of Conduct:** BE IT RESOLVED that the Board of Education hereby re-adopts all Policies, the Codes of Ethics, District Safety Plan, and Code of Conduct in effect during the previous year: Implied in Education Law 1709, 2503.
- B. **Mileage Reimbursement:** BE IT RESOLVED that the Board of Education hereby establishes the mileage rate for use of personal vehicles for the performance of approved school business at the rate of forty cents (\$.40) per mile for 2007-2008.
- C. **Free and Reduced Price Breakfast and Lunches:** BE IT RESOLVED that the Board of Education hereby accepts the Free and Reduced Price Meal and Special Milk Program Policy Statement for 2007-2008, including the Family Income Eligibility criteria as presented.

D. **School Breakfast and Lunch Rates:** BE IT RESOLVED that the Board of Education hereby establishes the following school breakfast and lunch prices for 2007-2008:

Breakfast	K-12	\$1.50
	Reduced	\$.25
	Adult	\$2.25 (tax included)
Lunch	K-12	\$2.50
	Reduced	\$.25
	Adult	\$3.75 (tax included)
Milk		\$.50

- E. **Rate for School Vehicle Use:** BE IT RESOLVED that the Board of Education hereby establishes the following formula for use of school vehicles for 2007-2008: salary/benefits of driver; gas and oil based on number of miles; and an additional fee of \$25.00.
- F. **Committee on Special Education:** BE IT RESOLVED that the Board of Education hereby appoints the following members to the Committee on Special Education for 2007-2008: Lisa Knowles, the Director of Pupil Personnel Services; the School Psychologist; the parents or persons in a parental relationship to the child; a regular education teacher when appropriate; the special education teacher of the child; Jennifer Abate; Cathleen Cali; Elizabeth Evans; Elizabeth Forman; Lynn Garcia; Roxanne Horlacher; Debra Macko-Cavaluzzi; Claire Marshall; Debbie McCafferty; Abigail Schweter; and Sharlene Szandyba as parent representatives; related service provider when appropriate; and a physician, if requested.
- G. **Sub-Committee of the CSE:** BE IT RESOLVED that the Board of Education hereby appoints the following members to the Sub-committee on Special Education for 2007-2008: the parents; a regular education teacher if appropriate; the special education teacher of the student; Lisa Knowles, the Director of Pupil Personnel Services; related service provider when appropriate; and the School Psychologist when appropriate.

- H. **Committee on Pre-School:** BE IT RESOLVED that the Board of Education hereby appoints the following members to the Committee on Pre-School Special Education for the 2007-2008 year: Lisa Knowles, the Director of Pupil Personnel Services; the School Psychologist; the parents or persons in a parental relationship to the child; a regular education teacher when appropriate; the special education teacher of the child; Jennifer Abate; Cathleen Cali; Elizabeth Evans; Debra Macko-Cavaluzzi; Claire Marshall; Abigail Schweter; and Sharlene Szandyba as parent representatives; related service provider when appropriate; and a representative of the municipality where the student resides.
- I. **Impartial Hearing Officers:** BE IT RESOLVED that the Board of Education utilize the current list of Impartial Hearing Officers as provided by the New York State Education Department.
- J. **Board of Voter Registration:** BE IT RESOLVED that the Board of Education hereby appoints the following individuals to serve on the Board of Voter Registration for 2007-2008: Diane Therrien-Smith, with Ronnie Joyce Campbell as an alternate member.
- K. **Rates of Pay:** BE IT RESOLVED that the Board of Education hereby establishes the following rates of pay for 2007-2008:

1. School District Vote and Election of School Board Members

- | | | |
|----|--|---|
| a. | Election Clerk/Inspectors | \$7.25/hour |
| | Board of Voter Registration | \$8.00/hour |
| | NOTE: For school employees, this rate is given for work rendered beyond the regular work schedule and day. | |
| b. | Election Machine Custodian | \$225/each vote |
| 2. | Substitute Service Caller | \$24.30 per day |
| 3. | Tutorial Services | \$17.20/hour |
| 4. | Substitutes: | |
| | Teacher | \$90.00/day – certified |
| | | \$75.00/day – non-certified |
| | Nurse (RN) | \$90.00/day |
| | Technology Assistant | \$12.35/hour |
| | Teaching Assistant | \$75.00/day – certified or 2 yrs. College |
| | | \$65.00/day – HS Diploma |
| | Bus Driver | \$13.99/hour |
| | Secretary/clerical/attendance aide | \$11.57/hour |
| | Aides/nurse's aide/monitor | \$10.54/hour |
| | Custodian/cleaner/maintenance | \$11.61/hour |
| | Cleaner/monitor | \$11.40/hour |
| | Cafeteria | \$ 8.75/hour |
| | Mechanic | \$14.18/hour |

XI. Adjournment

At 8:00 P.M. Rosanne Moore moved, seconded by Gregory Lampman and carried unanimously to adjourn the meeting.

School District Clerk

Board President