

Greenville Central School District
Board of Education
PROPOSED AGENDA
Business Meeting
Monday
December 10, 2007

7:30 p.m.

High School Library

✓ = 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 Administrative Assistant to the Superintendent
Staff Retiree: Lorraine Spinner
- IV. Forum**
NOTE: The 30 minute 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. Minutes of November 19, 2007 Business Meeting and November 26, 2007 Board Workshop**
 - ✓ **B. Treasurer's Report, Statement of Conditions, Internal Claims Audit Report, Revenue Report, and Transfer of Funds for the month ending November 30, 2007**
 - ✓ **C. Special Student Services Recommendations**
 - 1. Recommendations of the Committee on Special Education from the meetings of November 19, 27, and 29, 2007; and the**
 - 2. Committee on Pre-school Special Education meeting of November 28, 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
 - ✓ **D. Personnel Agenda** *(Please refer to the Personnel Agenda attachment)*

✓E. **Business Management**

1. Approve 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:

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. Approve 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:

- 1) 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.*
- 2) The election must be made before the beginning of the school year (before the first day of school in September).*
- 3) The election must be irrevocable, so that it cannot be changed after work begins.*
- 4) 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.")

✓F. School Management

1. Adopt 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 fieldtrip

a. Trip Destination:	Washington DC, Baltimore, and Williamsburg
Dates:	April 16, 2007 (8:30 am departure) through April 19, 2007 (9:30 pm arrival at Greenville)
Students:	Approximately 50 Senior Class students
Chaperones:	TBD

VI. Discussion A-D

A. Mentor Teacher-Internship Program

("Under previously revised provisions of New York State Education Department Section 100.2(d) of the Commissioner's Regulations, effective February 2, 2004, new teachers must complete a mentored experience in their first year of teaching. Likewise, under the new provisions of Section 80-3 of the Commissioner's Regulations, employing districts are now responsible to provide mentoring to new teachers and must incorporate the design and planning of such mentored experiences into the district's professional development plan.

Key Provisions of the new mentoring regulation: The purpose of the mentoring experience is to improve the skill and retention of new teachers as they transition from academic [undergraduate or graduate] preparation to their first professional appointment. The mentoring program must be developed consistent with Article XIV of the Civil Service Law. ...as the mentor's role is solely that of guidance and support, information emerging from mentoring activities and the mentoring relationship is confidential.

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.*

The NYSED amendment provides a framework and direction for districts designing mentoring experiences required for first-year teachers. It allows for local flexibility, while focusing districts in the direction of best teacher mentoring practice.

The information that follows incorporates the regulatory framework, but also presents a more complete guide to best practice in teacher mentoring:

Induction of new teachers is an important part of the overall preparation and professional development of beginning practitioners. It is part of the teacher's continuum of experiences or building on preparation programs and accomplishments, and anticipating continued development over the course of the teacher's career. Mentoring is an essential strategy in the teacher induction program.

Experiences of districts in pilot teacher mentoring projects in the late 1980s and 1990s point to the efficacy of this approach for achieving the highest quality, personalized support in welcoming new teachers to the profession and assisting them to practice effectively. Teacher induction has consistently shown to be effective in stemming teacher attrition (NYSED, 1991; Bullard, 1998). Further, teacher mentoring appears to significantly impact a beginning teacher's movement along the continuum of skill development and self-confidence as a teacher (NYSED, 1989).

The New York State Legislature has, prior to the 2004 NYSED regulation for mentoring and since 1986, appropriated funds supporting the development and implementation of mentor teacher-internship programs in local school districts and for instructional programs at boards of cooperative educational services (BOCES). Funding for this program is subject to yearly approval by the Legislature and district submission to and award of a competitive grant by NYSED. This grant program, supporting the NYSED 2004 regulation, enables experienced teachers (mentors) in a district or BOCES to provide guidance and support to beginning teachers (interns) in their first or second year of teaching. Research shows that when new teachers are mentored they are more likely to continue teaching. The mentoring program provides the opportunity for beginning teachers to enhance their skill while participating in a productive and supportive experience. Essential components of these programs under the competitive grant funding exceed the regulatory requirements of 2004 and include but are not limited to:

- Joint development of these programs by school administration and local teachers' association;*
- Program focus on the mentor/intern relationship which develops through the project year, as the mentor guides the new teacher to self-assessment, professional confidence and independence;*
- Release time for mentor and interns to participate in mentoring activities;*
- Defined mentor selection process, including establishment of a mentor selection committee;*
- Mentor training;*
- Described activities for mentors and interns;*
- Described role of principals in the program; and*
- Program evaluation."*

The Greenville Central School District is receiving a grant award in the amount of \$50,000.00 for this year to implement a mentor teacher intern program).

B. Update on Capital Projects

(Updates will be provided concerning the EXCEL project and the District Planning Committee activities.)

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 Media Center.)

D. Quality Education Committee Report

(The QEC Co-chairs, Carrie Caputi and Colleen Hall will present 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.)

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 exception, 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

✓ 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 personnel appointments:

1. Professional

a. 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.)*

b. Extra Duty Compensation-Sports 2007-2008

- | | |
|-------------------------------|---------------|
| 1) Modified Boys' Basketball | Gordon Conrow |
| 2) Modified Girls' Basketball | Gloria Bear |
| 3) Assistant Basketball | David Winkler |

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 |
- (This resignation is contingent upon Mr. Ben's appointment to the custodian position below.)*

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 Position
- 1) Position: Administrative Assistant to the Superintendent @ 35 hours per week, twelve (12) months per year
 Classification: GCCS/Competitive
 Effective: January 7, 2008
- d. Create Position
- 1) Position: Secretary to the District Superintendent @ 40 hours per week, twelve (12) months per year
 Classification: GCCS/Exempt
 Effective: January 7, 2008
- e. Appointments
- 1) 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)
- 2) 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.)

3) 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 \$11.72 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.)

f. Substitutes

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

2) Name of appointee: Lorraine Spinner
 Position: Clerical and support staff
 Effective: January 7, 2007 through June 30, 2008
 Fingerprint Status: Cleared for employment

Fingerprint 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.