

Greenville Central School District
Board of Education
PROPOSED AGENDA
Business Meeting
Monday
March 12, 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

Congratulations to:

Sophomore Thomas Monkell who is the newest member of the Empire State Youth Orchestra Wind Ensemble. Thomas plays the baritone and is one of five GCS students who are involved in ESYO.

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 February 12, 2007 Regular Meeting**
- ✓ **B. Treasurer's Report, Statement of Conditions, Internal Claims Audit Report, Revenue Report and Transfer of Funds for the month ending February 28, 2007**
- ✓ **C. Special Student Services**
 - 1. Recommendations of the Committee on Special Education from the meetings of January 30, 31, February 1, 7, 8, 13, 27, and 28, 2007; and Committee on Pre-school Special Education from the meetings of February 13, 2007**

✓ **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. Resignation

1) Spanish teacher

Name of appointee:

Patricia McCarthy

Position:

Spanish teacher

Tenure area:

Foreign Language

Effective:

March 19, 2007

b. Appointments

1) Substitute teacher and teaching assistant

Name of appointee:	Kathleen Martin
Position:	Substitute teacher and teaching assistant per~diem
Certification status:	Non-certified, BA
Effective:	March 13, 2007 through June 30, 2007
Status:	Conditional

2. Operational

a. Resignation

1) Elementary secretary

Name of employee:	Tracy Boomhower
Position:	Administrative Secretary 10 mo. + 20 days @ 8 hours per day
Classification:	GCCC/Competitive
Effective:	March 5, 2007

b. Appointment

1) Substitute

Name of appointee:	Joseph Kraft, Jr.
Position:	Substitute cleaner
Commencement of service:	March 13, 2007 through June 30, 2007
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.

✓ E. Business Management

1. Acceptance of donation

a. Materials and supplies from the Greenville Wrestling Club totaling \$1,767.80

*(Resilite 38x38 wrestling mat-used valued at \$1,500
Resilite Mat Tape 4" roll (25) valued at \$7.20 each = \$180
Cliff Keen Mat Disinfectant 36's (3) valued at \$16.95 each = \$50.85
Mop Heads (3) valued at \$9 each = \$27
Cliff Keen Mat Strap valued at \$9.95)*

2. Approve Health and Welfare Services Contract with South Colonie Central School District for 2006-2007 in the amount of \$420.79

(This contract provides health and welfare services for one Greenville Central School District resident student who is attending Christian Brothers Academy in Albany for the 2006-2007 school year.)

3. Award bid for Spring Uniforms

(Packets were mailed to six (6) prospective bidders with four (4) responses. Bids were opened in the Business Office on Thursday, February 22, 2007. All bids are on file in the

Business Office and all bids were reviewed by Brian Reeve and David Winkler. It is recommended that the bid be awarded to the lowest bidder:

**Anaconda Sports
5 Corporate Drive
Clifton Park, NY**

Bid response information is provided on the attached chart. Not all items will be purchased. Mr. Reeve and Mr. Winkler will determine which uniforms to purchase, based on available funding.)

F. School Management

1. Adopt 2007-2008 School Calendar

(Please note the calendar for summer Academy as well as for the regular school year.)

2. Approve requests for support of the Greenville Public Library at \$30,000; and for the Rensselaerville Library at \$15,000 to be included on the 2007 School District Ballot

3. Approve the following Proposition for the procurement of school buses and vans to be included on the 2007 School District Ballot

RESOLVED, that the Board of Education of the Greenville Central School District is hereby authorized to (1) acquire school vehicles to be used therein, at a maximum aggregate cost of \$770,000, (2) expend such sum for such purpose, (3) levy the necessary tax therefore, to be levied and collected in annual installments in such years and in such amounts as may be determined by the Board of Education taking into account state aid received, and (4) in anticipation of the collection of such tax, issue bonds and notes of the District at one time or from time to time in the principal amount not to exceed \$ 770,000, and levy a tax to pay the interest on said obligations when due.

4. Approve SEQRA (State Environmental Quality Review Act) Resolution for Excel Aid capital project:

BE IT RESOLVED, that the Board finds and concludes that the proposed action is a Type II action within the meaning of 6 NYCRR §617.5 and therefore is not subject to review under SEQRA and the regulations thereunder.

WHEREAS, the Board of Education of the Greenville Central School District has proposed to undertake a project consisting of construction of an addition to connect the wings of the existing elementary school building, not to exceed 1,500 square feet with the installation of an elevator and connecting corridors to provide handicap accessibility, the installation of smoke doors, and replacement of an existing electrical transformer; and

WHEREAS, the Board wishes to fully comply with its obligations under the State Environmental Quality Review Act ("SEQRA") and the regulations thereunder with respect to the proposed action; and

WHEREAS, the Board has carefully considered the nature and scope of the proposed action; and

WHEREAS, upon review of the foregoing, the Board makes the following determinations:

- 1. The proposed action involves the construction of a three story addition and connection to wings of the existing elementary school building, not to exceed 1,500 square feet, installing an elevator and connecting corridors to provide handicap accessibility, the installation of smoke doors, and replacement of an existing electrical transformer;*

2. *The proposed project represents maintenance or repair involving no substantial changes in an existing facility or structure within the meaning of 6 NYCRR §617.5(c)(1); and/or alternatively the replacement, rehabilitation or reconstruction of a structure or facility in kind within the meaning of 6 NYCRR §617.5(c)(2); and/or alternatively a routine activity of an educational institution within the meaning of 6 NYCRR §617.5(c)(8).*
3. *The proposed action will in no case have a significant adverse impact based on the environment based on the criteria contained in 6 NYCRR §617.7(c), and is not otherwise a Type I action as defined by 6 NYCRR §617.4.*
4. *The proposed action is a Type II action within the meaning of 6 NYCRR §617.5 and is therefore not subject to review under SEQRA and the regulations thereunder.*

NOW THEREFORE BE IT RESOLVED, that the Board finds and concludes that the proposed action is a Type II action within the meaning of 6 NYCRR §617.5 and therefore is not subject to review under SEQRA and the regulations thereunder.

5. Approve proposition for Excel Aid capital project to be included on the 2007 School District Ballot

Shall the Board of Education be authorized to (1) construct additions to, and renovate and reconstruct the Elementary School building, including elevator installation and site work thereat, and acquire original furnishings, equipment, machinery or apparatus required for the purpose for which such additions and reconstructed building are to be used, at a maximum cost of \$1,500,000, (2) expend such sum for such purpose, (3) levy the necessary tax therefor taking into account state aid and Excel grants received, to be levied and collected in annual installments in such years and in such amounts as may be determined by the Board of Education, and (4) in anticipation of the collection of such tax, issue bonds and notes of the District at one time or from time to time in the principal amount not to exceed \$1,500,000, and levy a tax to pay the interest on said obligations when due?

6. Special Board of Education Meeting on Tuesday, April 24, 2007 at 6:00 pm at the District Office

(The purpose of the meeting is for the Greenville Central School Board of Education to vote on the proposed Questar III Administrative Budget & Election.)

VI. Discussion: A-C

- A. Draft BOE Policy #3.145 Reporting of Campaign Expenditures and Contributions
(Education Law Sections 1528 and 1529 have been amended to provide for additional required reporting of campaign expenditures and contributions. This represents the second reading of the recommended policy.)
- B. RFP for Master Planning Services
(The following draft of the Request for Proposal [RFP] is for review by the Board of Education for the purpose of developing a Master Plan for the GCSD .

DRAFT 2.21.07

**Greenville Central School District
Request for Proposal (RFP)
Master Planning Consulting Services**

A. Introduction

The Greenville Central School District is initiating a planning process focused on the development of a comprehensive, long-range Master Plan for facilities improvement, infrastructure and campus site

development for the district. The Master Plan is intended to address existing building infrastructure needs, anticipated development within various communities of the school district, and any associated growth in school district student enrollment, as well as changing and evolving educational program needs of the district.

B. Background

The Greenville Central School District serves approximately 1,440 students in grades Kindergarten through 12th grade. The District facilities located on one campus of 78 acres include one elementary school, a combined middle and high school, transportation facility, and temporary structures for three District classrooms and two Questar III classrooms.

Enrollment

• Scott M. Ellis Elementary School – Grades K through 5	589
• Greenville Middle School – Grades 6 through 8	331
• Greenville High School – Grades 9 through 12	520

Class sizes in the district range from 15 to 22 in the elementary school level and 22 to 28 in the middle and high school levels.

The District has a geographic service area of approximately 120 square miles and is located in Albany and Greene Counties. The school district has a strong community tradition with a quality educational system in which the community takes great pride and has a strong and positive involvement.

Of particular importance, the Greenville Central School District is conveniently located in close proximity to Tech Valley and two and half hours to NYC. The anticipated economic, business development and associated residential growth that the Tech Valley initiative may bring to the Greenville Central School District, and the surrounding communities of Albany and Greene Counties, has, among other important planning considerations, prompted the Board of Education and Superintendent to make the development of a long-range and forward-thinking master plan for the school district a priority. It is intended that the long-range master planning effort will result in a plan which assess and address this anticipated growth, local development, and the associated demands that will be placed on the school district due to the growth and development anticipated to be generated from both the perspective of potential growth in enrollment but also in services, educational programs and beneficial linkages that can be created between the school district, the communities of the school district, Tech Valley and the business communities.

The District began a focus on long-term planning during prior budget planning processes focusing first on Five-Year Plans for Capital Improvements, technology, transportation, and reserve development. Additionally, from this process and as a major focus of the August 7th Board of Education Goal-Setting Workshop, the Board of Education and Superintendent developed major goals for the 2006-07 School Year directly related to furthering the long-range master planning objective as follows:

1. Begin a collaborative process for developing a long-term comprehensive Master Plan for facilities and infrastructure to support educational excellence and advance the broader needs of the communities of the District.
2. Establish a District Planning Committee to be responsible for reviewing current efforts and integrating recommendations from the Budget Advisory Committee (BAC), Quality Education Committee (QEC), and Master Plan to create a common vision for educational excellence.

The above goals were adopted at the Board of Education Meeting of October 16, 2006.

In furtherance of these goals and objectives, the Board of Education and Superintendent have moved to establish the structure and membership of the District Planning Committee to include the following membership make-up:

Board of Education	(1)
Superintendent	(1)
Cabinet Members	(1)

Leadership	(1)
PTA	(1 or 2)
Greenville Faculty Association	(1 or 2)
Greenville Paraprofessional Federation	(1 or 2)
Budget Advisory Committee	(1)
Quality Education Committee	(1 or 2)
Community Member	(2)
Facilitator	(1)

The District Planning Committee will be responsible for preparing recommendations to the Board of Education for long-range comprehensive planning for the school district. The District Planning Committee structure was approved by the Board of Education at the December 11th meeting and membership is currently being finalized.

C. Desired Scope of Services

The Greenville Central School District is soliciting proposals from qualified and experienced firms to assist the District in undertaking this important Master Plan design and effort. The district desires the planning consultant to assist in the evaluation, planning and development of a long-range District-wide total campus master plan which will position the District for anticipated needs in development for the next 20 to 30 years.

This effort will include an evaluation of the current status of building, site infrastructure, and campus development for each of the facilities based on the existing building condition survey/assessments previously prepared for the District as well as an assessment of the sufficiency and adequacy of existing educational space in meeting current state and district standards and anticipated future needs.

Additionally, the planning consultant will plan with the Board of Education, Superintendent and District Planning Committee to work with a demographics consultant to assist in forecasting area population and economic growth and how that may impact enrollment in the district over at least a five (5) and ten (10) year time horizon, at a minimum. This information will be utilized to assist in assessing the potential need for facilities renovation, expansion, and redevelopment or for the development and/or renovation of facilities and the school site/campus, if warranted.

The consultant will work closely with the Board of Education, Superintendent of Schools, District Planning Committee, other advisory committees and district personnel to review the data and analyses that it and other potential consultants working for the District may provide to assist the in developing the Master Plan.

Significant services required in this engagement include, but are not limited to, the following:

- 1. Update existing Building Program & Facilities Evaluation
Capacity Analysis,
Number of Classrooms and Space Inventory;
Suitability of Spaces;
Assessment of Existing Building Conditions with SED Standards and District
Goals & Objectives.*
- 2. Participate in and assist as requested in facilitating District Planning Committee work which may include school-based and community-based workshop planning and communication/feedback sessions.*
- 3. Update and revise Existing Conditions Assessment as necessary or requested.*
- 4. Assist the District with the development and analysis of an integrated Educational Programming including an assessment of the facilities related to designated use.*
- 5. Develop an assessment of the potential need for building renovation, expansion, reconstruction, energy and site development and conservation, or possibly the development of new facilities and infrastructure required to properly support the District's Educational Program.*
- 6. Develop a District and school specific summary of the Educational Program and an associated outline of the required Educational Specifications for the development of the Facilities Improvement Plan.*

7. *Develop & present Conceptual Improvement Plans and Alternatives for each facility to express how the Master Plan can be implemented over time.*
8. *Develop a Master Plan implementation phasing and timeline.*
9. *Develop Concept Plans for District-Wide Facility Improvements.*
10. *Develop probable cost estimates, cost modeling and financial planning parameters for Master Plan implementation over time.*
11. *Evaluate and report potential Building Aid from NYSED based on known aid rules and regulations in force today.*
12. *Prepare and present a Final Report documenting the evolution of the Master Plan development process along with a Final Master Plan document to the Planning Committee, Superintendent, and Board of Education.*

The above services will be provided working with District personnel, officials, the Board of Education and the District Planning Committee and sub committees as designated. It is anticipated that the consultant will be required to provide its own assessment of potential costs to construct future improvements and to provide all necessary cost estimation and cost modeling, constructability analysis, phasing, etc. required to complete this effort.

D. Written Proposal Format

Respondents are directed to prepare and submit written proposals in response to this RFP which shall include, at a minimum, the following:

1. *Qualifications & Background of Firm and Staff assigned to complete this Master Plan including Company Literature, Statement of Qualifications, Personnel Resumes, Client Lists, and references and contacts*
2. *Past Experience with this type of work: List of not less than two similar Projects and include example/representative work product along with references and contact information for each representative project.*
3. *Proposed Scope of Services to be performed by the Consultant: List services assumed to be provided by the District or other (district) consultants assumed necessary for the consultant to successfully perform their proposed scope of services.*
4. *Approach, Process, Timeline: Detail the proposed implementation plan for the Scope of Services including how the Master Planning process is undertaken, defining the schedule & timeline, phasing, duration of the engagement/process, major components of the process and how the consultant will work with the district.*
5. *Team & Organizational Structure: Describe the personnel, roles, sub-consultants, and other services deemed necessary.*
6. *Compensation:*
 - a. *Fixed Fee or Percentage Fee*
 - b. *Fee Schedule*
 - c. *Hourly Rates Schedule*
 - d. *Reimbursable Expenses & Estimate*
 - e. *Projected District Expenses : outside of consultants compensation & reimbursable estimate*
7. *Proposed Form of Agreement for Consulting Services along with any standard or specific terms and conditions applicable for use on this engagement. Please note that District may have a standard form of agreement prepared by its legal counsel.*

E. Evaluation Criteria

Proposals will first be reviewed for completeness and to determine if mandatory requirements are met. Failure to meet a mandatory requirement may result in the proposal being rejected.

Proposals will be reviewed by the District Planning Committee and as determined further by the Board of Education and scored against the stated criteria. The information submitted by each respondent will be reviewed and evaluated for technical conformance with the minimum requirements of the RFP and will then sorted and ranked by those qualifying responses according to the following:

RFP Evaluation and Scoring Criteria:

	Evaluation Criteria	Point Score
	<i>Demonstrated Experience and successful Performance as a Planning Consultant for similar types of projects.</i>	<i>20 points</i>
	Project Approach: <i>How your team will perform scope of work and the process proposed to coordinate the consultant's work with the District and its team.</i>	<i>20 points</i>
	Consultant Team: <i>assigned staff, responsibilities, capabilities, and their individual and collective skills. It is critical that your entire team be identified (include sub-consultants if proposed). Name the key members which will be assigned and actively participate in this project. Demonstrate how your team will remain consistent through all phases of the project.</i>	<i>20 points</i>
	Compensation and Fee Structure	<i>20 points</i>
	References	<i>20 points</i>

The school district reserves the right to reject any and all proposal received, to modify the proposal and award process or to re-issue a request for proposal if it deems that it is unsatisfied with proposal responses or is unable to proceed with and award at this time.

F. Selection Process & Timeline

1. Issue RFP March/April 2007
2. **Pre-Proposal Meeting with Interested Firms:** _____
3. Proposals Due to District: May 1, 2007
4. Proposal Presentations & Interviews : May and June 2007
5. District Planning Committee Review & Recommendations June 2007
6. District Planning Committee Recommendation and Presentation:
7. Board of Education Meeting July or August 2007
8. Action by the Board of Education: Board of Education Meeting September 2007

There will be Pre-Proposal Meeting scheduled for _____ at the Greenville Central School District The meeting will be held in the High School Library. We will be reviewing this Request for Proposal and reviewing current process and planned efforts as well as answering any questions you may have.

Proposal packages shall be submitted as follows: ten (10) bound copies and one (1) unbound copy of your written proposal and supporting documentation are to be submitted in a clearly marked sealed enveloped labeled:

**“Greenville Central School District Facilities Project
Professional Design & Pre-Referendum Master Planning Services Proposal”**

by 2:00 P.M. on May 1, 2007 to:

Nancy Beers, District Clerk
Office of the Superintendent of Schools
Greenville Central School District
Route 81
Greenville, NY 12083
Thank you for your interest.

cc: *Board of Education*
Tammy J. Sutherland, Assistant Superintendent for Business
Girvin & Ferlazzo
Project File

A final draft of the RFP document will be reviewed by legal counsel prior to distribution.)

C. Fiscal Planning and Budget Development

Budget Advisory Committee Meetings

Tuesdays	7:00 – 9:00 pm	High School Library
November 14		
December 12		
January 9		
February 13		
March 13		

Board of Education Budget Workshops

Mondays	7:00 – 9:00 pm	High School Library
February 26		
March 5		
March 19		
April 2		

Adoption of the Proposed Budget at the Regular Board of Education Meeting

Monday		
April 9	7:30 pm	High School Library

Deadline for submitting petitions for BOE seat

Monday		
April 16	5:00 pm	District Office

Proposed Budget available to the public (on business days)

Tuesday		
May 1	8:00 am – 4:30 pm	District Office

Voter Registration Day

Wednesday		
May 2	2:00 – 7:00 pm	Elementary Lobby

Budget Hearing

Tuesday		
May 8	7:30 pm	High School Auditorium

Annual Budget Vote

Tuesday		
May 15	1:00 – 9:00 pm	Elementary School Cafeteria

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