

Greenville Central School District
Board of Education
PROPOSED AGENDA
Business Meeting
Monday
April 9, 2007

7:30 p.m.
Library

High School

✓ = 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:

High scorers in the eighth grade Spelling Bee: Tracy Flynn, Alexis Peters, Deanna Macarelli, Jessica Schonning, Scott Goodfellow, Ryan McGuiness, Zachary Wellstood, Krystal Garner, Dixie Ouellette, and Joseph Chase. The winner was Dixie Ouellette who will travel to Kingston on March 16th to compete against other middle schools in New York State;

High scorers in the New York State Mathematics League Competition: 6th Grade - David Herbstritt, Jenna Schlenker, Subhrajit Debnath, Sierra Goodfellow, and Mackenzie Kiefer; 7th Grade - Jennifer Hicks, Amber Case, Timothy Karpowitz, Anne Mackey, Nola McAloon, and Matthew McIlhenny; and 8th Grade - Patrick Ostoyich, Joseph Chase, Daniel Carl, Samuel Kudlack, and Scott Goodfellow;

Junior, Erin Ricci who was granted the Frederick Douglass and Susan B Anthony Award in Humanities and Social Sciences;

Junior, Gregory Domermuth who was granted the Kodak Young Leaders Award and Scholarship;

Junior, Lauren Fox who will represent GCS as the student of the month for the WMHT student of the month program; and

Middle School students Marta Kelly, Alex Hutchins, Kevin Bobrick and Emily Bobrick who participated in the Twin County Science Fair at Columbia Greene Community College on Saturday March 24, 2007. Emily won first place and best in show for her display. All projects were well done and our students should be commended for their efforts. Sixth grade students in our science program who recently created various types of volcanoes using select household chemicals such as vinegar, dish soap, pop rocks, mentos, selzer and food coloring etc. to make their volcanoes erupt. Students then

completed research on their specific type of volcano. This project was made possible through a grant from the Kids In Need Foundation.

(On display at the Board of Education meeting are volcanoes from some of our students and the science fair projects.)

Utica National Insurance Award: School Safety Award Presentation to the Greenville Central School District Board of Education by Michael Needham, Needham Risk Management.

(Greenville Central School District is one of eighty-five school districts and Board of Cooperative Educational Services in New York State to receive the "2007 School Safety Excellence Award" from Utica National Insurance Group. The Greenville Central School District Board of Education is presented this award to commemorate the safety efforts of the District.)

James Kristoff of the Eastern Regional Office has stated: "Safety and health concerns are a priority in our school districts... Whether we are parents placing our child on the school bus, teachers charged with the responsibility of educating students, or staff who maintain the facilities, there is a common thread of attention to safety issues... It is with great pleasure that we recognize those schools that not only take safety to heart, but go above and beyond to provide a safe, healthy, and focused culture for learning.

Utica National's School Safety Excellence Award Program helps participating schools enhance overall safety through measurable assessment. The program rates schools in eleven [11] different categories, from school playground safety to indoor air quality, with specific, quantifiable data-gathering surveys. The payoff goes beyond recognition; it also enables schools to pinpoint specific areas of focus to increase safety and a healthy environment.

The award program has three levels (titanium, platinum, and gold) in which schools can earn a meritorious distinction by meeting specific criteria."

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 March 12, 2007 Business Meeting; March 29, 2007 Special Meeting, and Budget

Workshops of February 26, March 5, 19, and April 2, 2007

✓ B. Treasurer's Report, Statement of Conditions, Internal Claims Audit Report, Revenue Report, and Transfer of Funds for the month ending March 31, 2007

✓ C. Special Student Services Recommendations

- 1. Committee on Special Education from the meetings of March 1, 6, 8, 13, 14, 15, 20, 21, 22, and 23, 2007; and the**
- 2. Committee on Pre-School Special Education from the meeting of March 20, 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. Requests for leave without pay

1) Elementary teacher- child rearing

Name of appointee: Laura Calvino
Position: Elementary teacher
Effective: Approximately April 20, 2007 through June 30, 2007

b. Appointments

1) Extended term substitute teacher

Name of appointee: Barbara Brandon
Tenure area: N/A Extended term substitute teacher
Commencement of service on tenure: N/A
Commencement of service: March 5, 2007 through June 30, 2007
Certification status: Certified, Provisional PreK-6
Column & Step Placement: Column I, Step 1
Status: Cleared for employment
(This appointment is for the child-rearing leave of elementary teacher Laura Calvino. 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 45th day, the extended term substitute will be entitled to the benefits of the CBA. Ms. Brandon will be paid retroactively at Column I, Step I after serving 45 consecutive days.)

2) Extended term substitute teacher

Name of appointee: Brian Hostash
Tenure area: N/A Extended term substitute teacher
Commencement of service on tenure: N/A
Commencement of service: March 9, 2007 through June 30, 2007
Certification status: Certified, Provisional PreK-6
Column & Step Placement: Column I, Step 1
Status: Cleared for employment
(This appointment is for the child-rearing leave of elementary teacher Judy Kibrick. 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 45th day, the extended term substitute will be entitled to the benefits of the CBA. Mr. Hostash will be paid retroactively at Column I, Step I after serving 45 consecutive days.)

3) Substitute teacher and teaching assistant

Name of appointee: Kristin L. Turon
Position: Substitute teacher and teaching assistant per~diem
Certification status: Non-certified, AAS

Effective: April 10, 2007 through
June 30, 2007
Status: Conditional

4) 2006-2007 Extra Duty, Co-curricular, Extra-curricular, and Athletics

a) Coaches

Resignation:

Scott Gardiner

High School Intramurals –
spring

Appointments:

Varsity boys' baseball

Brian Hostash

Varsity girls' softball

Christopher Hagan

Modified girls' softball

Rocco Cornacchia

HS Fall Intramurals

Brook Cleveland

(Mr. Cleveland actually ran two winter sessions after Scott Gardiner resigned from the Fall HS Intramurals.)

2. Operational

a. Resignations

1) Elementary administrative secretary

Name of employee:

Karen Overbaugh

Position:

Administrative secretary
12 mo. @ 7.5 hours per day

Classification:

GCCC/Competitive

Effective:

March 28, 2007

(This resignation is contingent upon Ms. Overbaugh's appointment to the 10 month + 20 day position.)

2) Bus driver

Name of employee:

Deborah Ferello-Sanchez

Position:

Bus driver @ 4 hours per day

Classification:

GCCC/Non-competitive

Effective:

March 28, 2007

(This resignation is contingent upon Ms. Ferello-Sanchez's appointment to the Administrative Secretary position.)

3) Teacher aide

Name of employee:

Deborah Ferello-Sanchez

Position:

Teacher aide @ 4 hours per day

Classification:

GCCC/Non-competitive

Effective:

March 28, 2007

(This resignation is contingent upon Ms. Ferello-Sanchez's appointment to the Administrative Secretary position.)

c. Appointments

1) Elementary administrative secretary

Name of appointee:

Karen Overbaugh

Position:

Administrative Secretary 10
month + 20 days during summer
@ 8 hours per day

Classification:

GCCC/Competitive

Probationary period:

N/A

Commencement of service:

March 28, 2007

Step Placement: Per contract @ \$13.52 per hour
Status: Cleared for employment
(This will fill the vacancy due to the resignation of Tracy Boomhower.)

2) Elementary secretary

Name of appointee: Deborah Ferello-Sanchez
Position: Administrative Secretary 12 month
@ 7.5 hours per day
Classification: GCCS/Competitive, senior clerk typist
Probationary period: March 28, 2007 through September 26, 2007
Commencement of service: March 28, 2007
Step Placement: Per contract @ \$14.62 per hour
Status: Cleared for employment
(This will fill the vacancy due to the resignation of Karen Overbaugh.)

3) Substitutes

Name of appointee: Audrey K. Hynes
Position: Substitute clerical and support staff
Commencement of service: April 10, 2007 through June 30, 2007
Status: Cleared for employment
Name of appointee: Lisa Staniorski
Position: Substitute cafeteria, cleaner, support staff
Commencement of service: April 10, 2007 through June 30, 2007
Status: Conditional
Name of appointee: Kristin L. Turon
Position: Substitute clerical
Commencement of service: April 10, 2007 through June 30, 2007
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.

✓ **E. Business Management**

1. Accept Donations:

a. \$1000 from Deborah and Robert C. Smith

(This generous donation is specified to be used for the purchase of a batting cage and related sports equipment.)

b. \$500 from Carhartt, Inc.

(This much appreciated donation is in addition to the \$250.00 accepted by the Board of Education in December 2006 is for assistance with a barbeque conducted by the FFA.)

2. Approve Health and Welfare Services Contract with Guilderland Central School District for 2006-2007 in the amount of \$507.63

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

3. Adopt 2007-2008 Proposed School Budget

BE IT RESOLVED that the Board of Education adopts the proposed financial budget for the 2007-2008 school year of \$_____ for presentation to the residents of the Greenville Central School District at the Annual Budget Hearing on Tuesday, May 8, 2007 and for a vote of the qualified residents of the District on Tuesday, May 15, 2007.

4. Declaration of Surplus

(The following items are not usable by the District due to condition or age.)

8-10 old science tables	several microwaves
office furniture	15 computer printers
upright piano	computer parts, and assorted attachments
classroom cubbies/shelves	15 elementary style desks
12 exterior doors	5 televisions
2 interior doors	3 typewriters
55 bleacher boards 12' long x 8" wide x ¾" thick	adding machine
2 commercial kitchen milk coolers	Dictaphone
several refrigerators	check writer

✓ **F. School Management**

1. Appoint Election Inspectors for the 2007 Budget Vote & Election

Samir Alygad	Barbara Layman	Noelle Sagan
Gloria Caggiano	Quinn Lockwood	Stephanie Voisey
Elizabeth Clark	Shawn Mizener	Jenna Wickham
Dennis Dunckley	Michael Murphy	Diana Young
Chelsea Feil	Scott Nevins	
William Jackson	Kellie Pavlicin	

(These individuals will serve as Election Inspectors for the 2007 Annual Meeting and vote as necessary.)

2. Adopt 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 third reading of the recommended policy.)

3. Approve Annual Budget Hearing Agenda on Tuesday, May 8, 2007

Greenville Central School District
Greenville High School Auditorium
Tuesday, May 8, 2007

7:30 PM
Agenda
Annual Budget Hearing

- 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. Presentation and discussion of the Proposed 2007-2008 School District Budget
- III. Questions and answers on item II
- IV. Introduction of candidates for Board of Education
- V. Adjournment

VI. Discussion: A-F

- A. 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).
- B. RFP for Master Planning Services
(As a result of the review by the Board of Education at the March 12, 2007 meeting and the District Planning Committee meeting on March 21, 2007 the following revisions have been made to the RFP)

Draft - March 27, 2007
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 and 22 to 28 in the middle and high schools.

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 2006-2007 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
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)

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.

Mandatory 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 Building Conditions Assessment as necessary or requested.
4. Assist the District with the development and analysis of an integrated educational programming plan including the assessment of the total District and school specific facilities related to designated use and an associated outline of the required educational specifications for the development of the Master Plan.

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 & present conceptual improvement plans and alternatives for District-wide facility improvements and each facility to define how the Master Plan can be implemented over time.
7. Develop a Master Plan implementation phasing and timeline.
8. Develop probable cost estimates, cost modeling and financial planning parameters for Master Plan implementation over time.
9. Evaluate and report potential Building Aid from NYSED based on known aid rules and regulations in force today.
10. 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	
Experience and Performance: Demonstrated experience and successful performance as a Planning Consultant for similar types of projects	20 points	
Project Approach: How your team will perform scope of work and the process proposed coordinate the consultant's work with the District and its team.	20 points	
Consultant Team: 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 that will be assigned and actively participate in this project. Demonstrate how your team will remain consistent through all phases of the project.	20 points	
Compensation and Fee Structure	20 points	
References	20 points	

The school district reserves the right to reject any and all proposals received, to modify the proposal and award, or to re-issue a request for proposals if it deems that it is not satisfied with proposal responses or is unable to proceed with and award at this time.

F. Selection Process & Timeline

1. Issue RFP May 1, 2007
2. Pre-Proposal Meeting with Interested Firms: May 7, 2007 at 9:00 A.M.
3. Proposals Due to District: June 1, 2007
4. Proposal Presentations & Interviews: June and July 2007
5. District Planning Committee Review & Recommendations: July 2007
6. District Planning Committee Recommendation and Presentation:
Board of Education Meeting ~August 2007
7. Anticipated Action: Board of Education Meeting ~September 2007

There will be Pre-Proposal Meeting scheduled for May 7, 2007 at the Greenville Central School District. We will be reviewing this Request for Proposal and reviewing current process and planned efforts as well as answering any questions you may have. Those firms planning to attend the Pre-Proposal Meeting should notify the District Clerk by Friday, May 4, 2007 by 3:00 P.M.

Submission of Proposal packages: 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 & Master Planning Services Proposal”**

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

Nancy Beers, District Clerk
Office of the Superintendent of Schools
Greenville Central School District
Route 81
P.O. BOX 129
Greenville, NY 12083

Thank you for your interest.

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

C. Update on Capital Projects

(An update on the status of projects will be provided by the Assistant Superintendent for Business, Tammy Sutherland.)

D. Fiscal Planning and Budget Development *(Italics = Completed planning meetings)*

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
Business Meeting of the Board of Education**

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 pm– 7:00 pm	Elementary Lobby
Budget Open Hours		
Mondays		
April 30	1:00 pm – 2:00 pm	District Office
May 7		(966-5065 ext. 501, 502, 511)
May 14		
Budget Hearing		
Tuesday		
May 8	7:30 pm	High School Auditorium
Budget Bus Dates		
Wednesday		
May 2	4:30 pm – 5:30 pm	Bryant’s Market
	6:00 pm – 7:00 pm	Main Street Rensselaerville
Saturday		
May 5	9:00am – 10:00 am	Hilltown Farm & Garden
	10:30 am – 11:30 am	Tip Top Furniture
	12:00 pm – 1:00 pm	Green Hill Café
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