

GREENVILLE CENTRAL SCHOOL

BOARD OF EDUCATION

BUSINESS MEETING MINUTES

November 13, 2006

**I. Call to Order:**

A meeting of the Board of Education was held on Monday, November 13, 2006 in the High School Library. Mr. Wilton Bear, Jr., President, called the meeting to order at 7:32 P.M.

A. Board President Wilton Bear, Jr. led the Flag Salute and Pledge of Allegiance.

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

Member absent: 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 Special Student Services  
Michael Laster, High School Principal  
Peter Mahan, Elementary Principal  
Tina Minehan, Elementary Assistant Principal  
Karen Morin, Transportation Supervisor  
Brian Reeve, MS/HS Assistant Principal

C. Mr. Bear welcomed approximately 12 visitors to the meeting.

**II.** Anne Mitchell moved, seconded by Rosanne Moore and carried unanimously to approve the agenda for the business meeting Monday, November 13, 2006.

**III. Accolades**

Congratulations were extended to the following four students who were selected to participate in the Area All-State Music Festival at Saratoga Springs High School: Kelly Curtin and Ann Henry for Band; Kristin Dwyer for Chorus; and Rhys Tivey for Jazz Ensemble.

Thanks and appreciation was extended to the following people and organizations for contributions for the performance of "RUN RUN RUN" on October 30<sup>th</sup>. Two members of the band, Nick Speck and Doug Palmer, are graduates of Greenville Central School District.

Walenta and Clark Insurance Agency  
PTSA, Darlene Kuykendal - President  
High School Student Council Advisor - Chris Lochner  
High School Music Department

**IV. Open Forum**

Elementary Principal Peter Mahan presented certificates to Tyler Evans-Roe and Karianne Benninger for being the first boy and first girl to read 1,000 books. The 1,000 Book Club is a free book sign-out program coordinated by Challenge teacher Susan Konas for pre-school age children to promote early literacy skills that will support later success in reading.

**V. ACTION ITEMS**

Ann Holstein moved, seconded by Anne Mitchell and carried unanimously to: (A-C)

- A. Approve Minutes of October 16, 2006 Business Meeting
- B. Approve Treasurer's Report, Statement of Conditions, Schedule of Bills, and Transfer of Funds for the month ending October 31, 2006 (FY2007-30)
- C. Special Student Services
  - 1. Accept recommendations of the Committee on Special Education from the meetings of October 12, 18, 19, and 26, 2006; and the Committee on Preschool Special Education from the meeting of October 24, 2006

**D. Personnel Agenda**

Anne Mitchell moved, seconded by Rosanne Moore and carried unanimously to approve the Personnel Agenda.

BE IT RESOLVED that upon the recommendation of Superintendent of Schools, Cheryl A. Dudley, that the Board of Education of the Greenville Central School District approves the following personnel appointments:

**1. Professional**

a. Create positions

1) After School Positions

- a) Elementary Before/After School Help effective November 6, 2006 through March 9, 2007 (7 Units)  
*(One unit equals 30 days at a stipend of \$1,500)*

b. Appointments

1) After School Help-High School

Name of appointee:	Martha Robins
Subject area:	English
Effective:	October 2, 2006 and ending June 1, 2007 Mondays & Wednesdays for 30 weeks

Name of co-appointee:	Douglas Davidson
Subject area:	Foreign Language
Effective:	October 2, 2006 and ending June 1, 2007 Every 3 <sup>rd</sup> Thursday for 30 weeks

Name of co-appointee:	John Gleason
Subject area:	Foreign Language
Effective:	October 2, 2006 and ending June 1, 2007 Every 3 <sup>rd</sup> Thursday for 30 weeks

Name of co-appointee:	Patricia McCarthy
Subject area:	Foreign Language
Effective:	October 2, 2006 and ending June 1, 2007

Every 3<sup>rd</sup> Thursday for 30 weeks  
(This is the remainder of the 8 Units that were created and appointed at the October meeting for High School after school help.)

2) After School Homework Center-Middle School/High School

Name of co-appointee: Barbara Brandon  
Effective date: Mondays  
September 22, 2006 through June 30, 2007

Name of co-appointee: Dianne Lewis  
Effective date: Tuesdays  
September 22, 2006 through June 30, 2007

Name of co-appointee: Michael Mosall  
Effective date: Wednesdays  
September 22, 2006 through June 30, 2007

Name of co-appointee: Michelle Niosi  
Effective date: Thursdays  
September 22, 2006 through June 30, 2007

(This position was created at the October 16 Board of Education Meeting for Mondays through Thursdays at a salary of \$40 per day)

3) 2006-2007 Extra Duty, Co-curricular, Extra-curricular, and Athletics

a) Advisors

High School Ski Club Casey Gannon

b) Coaches

Varsity boys' basketball	Richard A. Seebode
JV girls' basketball	Brian Haller
Varsity Cheerleading	Patricia Dority Kawczak
JV Cheerleading	Patricia Dority Kawczak

4) Substitute teachers and teaching assistants

Name of appointee: George Gebe  
Position: Substitute teacher per~diem  
Certification status: Permanent  
Effective: October 27, 2006 through November 30, 2006  
Status: Conditional

Name of appointee: Audrey K. Hynes  
Position: Substitute teacher and teaching assistant  
per~diem  
Certification: Non-certified, AAS and BS  
Effective: November 14, 2006 through June 30, 2007  
Status: Conditional

Name of appointee: Michelle D. Krueger  
Position: Substitute teacher and teaching assistant  
per~diem  
Certification: Non-certified, 95 college credits  
Effective: November 14, 2006 through June 30, 2007

Status:	Conditional
Name of appointee:	Leona M. Statham
Position:	Substitute teacher and teaching assistant per~diem
Certification:	Non-certified, AAS
Effective:	November 14, 2006 through June 30, 2007
Status:	Conditional

## 2. Operational

### a. Appointments

#### 1) Technology Assistant

Name of appointee:	Dennis Statham
Position:	Technology Assistant - Provisional
Classification:	GCCS/competitive
Probationary period:	November 8, 2006 through May 9, 2007
Commencement of service:	November 8, 2006
Step Placement:	N/A \$35,000
Status:	Conditional

*(This will fill the vacancy due to the resignation of Andrew Huth.)*

#### 2) Support Staff

Name of appointee:	Margaret M. Carmody
Position:	Support Staff at 6 hours per day
Classification:	GCCS/non-competitive
Probationary period:	November 14, 2006 through May 15, 2007
Commencement of service:	November 14, 2006
Step Placement:	Per contract at \$11.36 per hour
Status:	Conditional

*(This will fill the vacancy due to the resignation of Lisa Saracione.)*

#### 3) Substitutes

Name of appointee:	Margaret M. Carmody
Position:	Support Staff
Commencement of service:	October 31, 2006 to November 13, 2006
Status:	Conditional

Name of Appointee:	Matthew F. Lawton, Jr.
Position:	Cleaner
Commencement of service:	November 14, 2006 to June 30, 2007
Status:	Conditional

Name of Appointee:	Elizabeth J. Snyder
Position:	Support staff
Commencement of service:	September 29, 2006 to June 30, 2007
Status:	Conditional

Name of Appointee:	Leona M. Statham
Position:	Support staff
Commencement of service:	November 14, 2006 to 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. Acceptance of donations:**

Tina Dombroski moved, seconded by Ann Holstein and carried unanimously to accept the following donations:

- a. \$100.00 from Middle School and High School Parent Teacher Student Association for the concert Run Run Run
- b. \$375.00 from Walenta & Clark Agency for the concert Run Run Run

##### **2. 2007-2008 Budget Calendar**

Gregory Lampman moved, seconded by Anne Mitchell and carried unanimously to adopt the 2007-2008 Budget Calendar.

#### **Greenville Central School District Budget Calendar 2007-2008**

Tuesday	October 17	enrollment projections distributed to administrators
Monday	November 13	adopt date and time for Annual Budget Hearing and Vote at the Business Meeting of the Board of Education.
Week of November 13-17		principals, director of special services meet individually to discuss certified staff needs with Superintendent of Schools and Assistant Superintendent for Business
Tuesday	November 14	new course offerings to Superintendent
Tuesday	November 14	Budget Advisory Committee Meeting 7:00 pm
Monday	December 11	BOE discussion of new course offerings
Tuesday	December 12	Budget Advisory Committee Meeting 7:00 pm
Tuesday	December 12	maintenance and repair requests due to the Supervisor of Buildings & Grounds
Friday office	December 15	review maintenance and building repair requests due in district
		from Supervisor of Buildings & Grounds
Tuesday	January 2	principals return requests for QUESTAR III services
Tuesday	January 9	Budget Advisory Committee Meeting 7:00 pm
Wednesday by January 22	January 10	curriculum advisors and/or team leader budgets due to principals
		principals & supervisors meet with Superintendent of Schools and Assistant Superintendent for Business regarding final non-certified and certified staff needs
Friday	January 26	completed budget pages due from principals to Assistant Superintendent for Business and Superintendent of Schools
		Revisions and additions to equipment requests from 5 year plan to Assistant Superintendent for Business
Tuesday	February 13	Budget Advisory Committee Meeting 7:00 pm
Wednesday	February 14	request lists of disabled voters for absentee ballots from three counties
Tuesday	February 20	first edition - Budget Workbook
Monday	February 26	Board of Education Budget Workshop 7:00 pm
Monday	March 5	Board of Education Budget Workshop 7:00 pm
Tuesday	March 13	Budget Advisory Committee Meeting 7:00 pm

Friday	March 16	Deadline to submit (to the District Clerk) propositions to be added to
Monday	March 19	the ballot (60 days before vote)
Wednesday	March 21	Board of Education Budget Workshop 7:00 pm official notice of Annual Meeting sent to “Greenville Local” & “Greenville Press” [four (4) times in the 7 weeks preceding vote, first being at least 45 days before] Notice dates: 1. March 29, 2007      3. May 3, 2007 2. April 12, 2007      4. May 10, 2007 News releases on Annual Budget Hearing, Budget Vote, and Board vacancies sent to newspapers and radio
Thursday	March 22	last day to order from 2006-2007 budget
Monday	April 2	Board of Education Budget Workshop 7:00 pm
Tuesday	April 3	news release about voter registration and absentee ballots
Tuesday	April 3	Absentee ballot applications available to public
Monday	April 9	Adoption of final draft of the proposed budget at the Business Meeting of the Board of Education
Monday	April 16	deadline for filing petitions for Board Member with School District Clerk until 5:00 p.m. (30 days before vote)
Tuesday	April 17	Property Tax Report Card due to SED and local newspapers [no later than twenty-four (24) days prior to vote]
Friday	April 27	mail newsletter with budget information to citizens
Monday	April 30	news release on budget and voting
Tuesday	May 1	proposed budget available to public on business days – [seven (7) days before Budget Hearing]
Wednesday	May 2	Voter Registration Day 2:00 pm to 7:00 pm [at least four (4) hrs., no more than 14 nor less than 5 days before vote.]
Thursday	May 3	mail absentee ballots
Tuesday	May 8	Annual Budget Hearing and presentation of proposed budget 7:30 pm High School Auditorium [held no less than seven (7) and no more than fourteen (14) days prior to vote]
Tuesday	May 8	Posting of list of requested absentee ballots at District Office [seven (7) days prior to vote]
Wednesday	May 9	Mail “Budget Notice” [after the date of the budget hearing, but no later than six (6) days prior to vote]
Tuesday	May 15	Budget Vote and election of School Board Members 1:00 pm to 9:00 pm Elementary School Cafeteria

*(Please be reminded that the 2007-2008 budget will include a Proposition to approve a Bus Bond.)*

### 3. Real Property Tax Adjustments

Gregory Lampman moved, seconded by Tina Dombroski and carried unanimously to approve Real Property Tax Adjustments

2005-2006:

Town of Westerlo \$4,035.58 (expenditure)

2006-2007:

Town of Greenville \$3,397.07 1 property (reduction of revenue)

Town of Rensselaerville	\$4,510.11	2 properties (reduction of revenue)
Town of Westerlo	\$10,179.39	4 properties (reduction of revenue)

*(These adjustments are due to changes in the assessments.)*

#### **4. Internal Claims Auditor**

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 Mary McGuigan as Internal Claims Auditor effective October 24, 2006 through June 30, 2007 at \$20.00 per hour.

*(For 2007-2008 an appointment will be made at the Organizational Meeting.)*

#### **F. School Management**

1. Ann Holstein moved, seconded by Tina Dombroski and carried unanimously to approve the following overnight field trip:

Trip Destination:	Nature's Classroom in Becket, Massachusetts
Dates:	November 27, 2006 (8:45 am departure) through December 1, 2006 (2:00 pm arrival at Greenville)
Students:	95 5 <sup>th</sup> grade students
Chaperones:	Barbara Orsini, Bonnie Persico, Robin Parvis, Rochelle Rowlee, and Brian Haller plus 10 parents TBD

#### **VI. Discussion:**

##### **A. NYSSBA Report by Lawrence Tompkins**

Due to the absence of Board Member Lawrence Tompkins, the NYSSBA Annual Business Meeting of October 28, 2006 will be discussed at the December 11<sup>th</sup> Board meeting.

##### **B. Process for review and approval of the recommendations of the Committee on Special Education (CSE) and Committee on Pre-school Special Education (CPSE) at Board of Education Meetings**

The Commissioner and District legal counsels advise that CSE and CPSE recommendations be reviewed in executive session to protect the confidentiality rights of students and parents. Superintendent Cheryl A. Dudley reported that an informal poll of school districts in Questar III and Capital Region BOCES revealed that most districts approve CSE/CPSE recommendations in public session. Since many of these districts share the same legal counsel as Greenville Central School District, Superintendent Dudley contacted the school attorney and was advised that the other districts had not consulted legal counsel for recommendations regarding this issue. Board President Wilton Bear, Jr. expressed concern that correspondence from legal counsel suggests that the Board's responsibility is changing. Board Member Anne Mitchell stated that the Board accepts recommendations, does not have the expertise to approve them and suggested contacting NYSSBA for a clear definition of the Board's responsibility. Superintendent Dudley suggested that a representative from the legal firm be invited to a Board meeting to address the Board's concerns. The Board requested clarity on the following issues:

- What circumstances warrant information being foiled and how often has information been successfully foiled in the last ten years?
- What are the statutory responsibilities of the Board?
- Have there been any changes in federal and state law?

Superintendent Dudley will research those issues.

**C. Quality Education Committee**

Superintendent Cheryl A. Dudley expressed appreciation to Middle School Principal Colleen Hall for assuming leadership of the Quality Education Committee. The Committee has developed a six-step process for curriculum proposals: Proposal Request; Planning; Pilot Implementation; Pilot Evaluation; Program Implementation; and Program Evaluation. The Board received a packet of proposal requests, in compliance with Board Policy 3.270-99 which states that proposals for new programs for the school year starting in September shall be submitted no later than the second meeting in the preceding November. The proposals include the following information: District Goal; Audience; Instructional Personnel; Timeframe; Content/Outcome; Format; and Cost Estimates and were prioritized by the Quality Education Committee. Cabinet will review proposals and develop recommendations to the Superintendent for the planning phase.

**D. Discussion of Recommended Policy**

Upon the recommendation of the Independent Auditor, the Board of Education discussed the development of a policy to address fraud. The Board reviewed two sample policies and requested Superintendent Cheryl A. Dudley to develop a draft policy for review at the next Board meeting.

**E. Meeting with Town Boards**

The Board of Education discussed the meeting with the Town Boards to be held on January 27, 2007. Board Member Anne Mitchell recommended that personal invitations be sent to all members of the town boards, planning boards and realtors and also to the Greene and Albany County Planning Committees before planning the agenda. Superintendent Cheryl A. Dudley reported that in response to a request by realtors for a brochure of the district, our website will include a printable webpage.

**F. District Planning Committee**

Superintendent Cheryl A. Dudley presented the Board with tentative meeting dates for the District Planning Committee. Committee Members will be recommended for approval at the December Board meeting and will serve in an advisory capacity to the Board.

**G. Greene County School Boards Dinner**

Board President Wilton Bear, Jr. reported that Alexander Mathes, Jr., Executive Director of Greene County IDA and Warren Hart, AICP, Director of Greene County Planning and Economic Development reported on economic development in Greene County and the importance of quality school districts. Mr. Bear also announced that Greenville was the recipient of a \$50 gift certificate for having the most members in attendance and the final incentive will be a \$250 scholarship for a graduating senior for the district with the highest Board of Education attendance at Greene County School Boards Association meetings.

**H. Presentation of new textbook**

Board Members were presented with a new textbook for the Honors Biology classes.

Title:	<u>Biology: Concepts and Connections</u>
Class:	10 <sup>th</sup> grade Honors Biology
Publisher:	Benjamin Cummings
Copyright:	2006
Cost:	\$110.97
Quantity:	25

**I. EXCEL (Expanding our Children's Education and Learning) Aid**

Assistant Superintendent for Business Tammy J. Sutherland advised the Board that she and Superintendent Cheryl A. Dudley had met with Mark Viselsky of Fiscal Advisors and Marketing, Inc. and Bernard Donegan of Bernard P. Donegan, Inc. to discuss EXCEL aid. A project of 1.2 to 1.4 million dollars may be considered with minimal or no tax impact. A meeting will be scheduled with



the Architect to discuss projects that qualify, using the building conditions survey, to determine a project scope. Communication is very important since the project requires voter approval and would be listed as a separate proposition on the ballot.

**J. Town of Greenville Comprehensive Planning Committee**

Board Member Ann Holstein advised the Board that the Town of Greenville has enlisted the services of River Street Planning & Development from Troy. The Town has begun a grant application process and has requested a letter of support from the District. Mrs. Holstein offered to draft a letter stating that Greenville Central School District supports the planning process which will encourage responsible growth and a better understanding of the educational impact on public education.

Anne Mitchell moved, seconded by Rosanne Moore and carried unanimously to authorize Ann Holstein to write a letter in the spirit relayed to the Board.

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

There were no new items.

**VIII. Closing Open Forum**

Greenville Press reporter M. A. Tarpinian asked Anne Holstein for the amount of the grant being requested by the Town of Greenville and was informed that it was \$56,000.

**IX. Executive Session**

At 8:55 P.M. Gregory Lampman moved, seconded by Tina Dombroski and carried unanimously to adjourn to Executive Session to discuss proposed, pending, or current litigation and the medical, financial, credit, or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation. At 9:40 P.M. Rosanne Moore moved, seconded by Ann Holstein and carried unanimously to return to open session.

**X. Adjournment**

At 9:41 P.M. Anne Mitchell moved, seconded by Ann Holstein and carried unanimously to adjourn the meeting.

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School District Clerk

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Board President