

Greenville Central School District  
Board of Education  
PROPOSED AGENDA  
Regular Meeting  
Monday  
December 12, 2005

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**

**Emily Bobrick** (7<sup>th</sup> grade) placed first at GCSMS in the initial Continental Mathematics League Competition;

**Sarah McNally** (7<sup>th</sup> grade) had the highest score on the first Current Events Contest;

**Matthew Tompkins'** High School Brain Brawl Team was victorious at the fall meet while **Jonah Coe-Scharff's Team** won at the Middle School level.
- IV. Special Presentation:** Dylan Yeomans will do a presentation on his summer camp experience at Tech Valley with Questar III Program Development Coordinator, Cliff Hebert.
- V. 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.
- ✓ **VI. Action Items: A - E**
  - ✓ **A. Minutes of November 14, 2005 Regular Meeting & November 28 Workshop**
  - ✓ **B. Treasurer's Report, Statement of Conditions, Schedule of Bills, and Transfer of Funds for the month ending November 30, 2005**
  - ✓ **C. Special Student Services**
    - 1. Recommendations of the Committee on Special Education from the meetings of November 10, 17, and 22, 2005**
  - ✓ **D. Personnel Agenda** (Please refer to the Personnel Agenda attachment)
  - ✓ **E. Business Management**
    - 1. Intermunicipal Agreement:** BE IT RESOLVED that the Board of Education hereby approves the Intermunicipal Agreement between Rensselaer, Columbia, Greene Counties Board of Cooperative Educational Services, d/b/a and hereinafter referred to as "QUESTAR III" with its principal business address at 10 Empire State Boulevard, Castleton, New York 12033 and Greenville Central School District, hereinafter referred to as "District" with a principal business address at PO Box 129 Greenville, NY 12083.

*(Approval of this agreement will provide for both the internal audit function and the internal claims auditor.*

*The Internal Audit Function includes:*

- *the development of a risk assessment including review of policies/procedures and testing of internal controls of school district operations;*
- *conduct annual review and update of risk assessment;*
- *and provide reports at least annually to the Board of Education that includes the findings of the risk assessment, recommendations for improvement, and a timeframe for implementation.*

*The Internal Claims Auditor is appointed to verify the appropriateness of all claims for payments on behalf of the Board of Education. The Internal Claims Auditor reviews all claims and district checks before they are issued and is responsible for formally examining, allowing, or rejecting all accounts, charges, claims, or demands against the district. The Internal Claims Auditor is an integral part of a properly designed system of internal controls. To maintain adequate independence, the Internal Claims Auditor reports directly to the Board and serves at the pleasure of the Board. The Internal Claims Auditor is responsible for:*

- *Ensuring that the proposed payment is for valid and legal purposes;*
- *the obligation was approved by an authorized district official;*
- *the items for which payment is claimed were in fact received, or*
- *in the case of services, that they were actually rendered;*
- *the obligation does not exceed the available appropriation; and*
- *the submitted voucher is in proper form, mathematically correct, does not include previously paid charges, and is in agreement with the purchase order.*

*The Board may also assign any additional responsibilities as needed. The Claims auditor cannot be a Board member, Superintendent, treasurer, and clerk, purchasing agent, business official, or any other employee responsible for the business management or purchasing function. The claims auditor position is exempt from Civil Service and need not be a resident of the District.)*

2. **Audit Committee:** BE IT RESOLVED that the Board of Education hereby creates a District Audit Committee advisory to the Board of Education effective December 13, 2005.

*(Most of the Five Point Plan Legislation enacted earlier this year is effective July 1, 2006. However, every school district must establish an audit committee by January 1, 2006. An audit committee must have at least three members and is advisory to a Board of Education. The recommendations of the audit committee are not binding. Under the direction of the Superintendent, the Board retains control and legal authority over financial matters. For example, the acceptance of an annual audit report prepared by an independent auditor shall not be deemed binding until accepted by the Board of Education. Specific duties of the audit committee are:*

- *recommend external auditors to the Board of Education;*
- *meet with the external auditors prior to commencing an audit of the district;*

- review and discuss with the external auditor any risk assessment of the district fiscal matters;
- receive and review the draft annual audit report and accompanying draft management letter and interpret these documents working directly with the Board of Education and the external auditor;
- make recommendations to the Board of Education regarding the acceptance of the annual audit report; and
- review any recommendations or corrective action plan)

3. **District Audit Committee Members:** BE IT RESOLVED that the Board of Education hereby appoints \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ as members of the District Audit Committee for 2005-2006.

*(The Board of Education must nominate and appoint three members to this committee for the 2005-2006 school year. The committee members will be appointed on an annual basis at the Organizational Meeting of July of each year.)*

4. **Budget Advisory Committee Membership:** BE IT RESOLVED that the Board of Education hereby appoints the following individuals as members of the Budget Advisory Committee for 2005-2006:

Linda Davies	Faculty
Krystal DeSarno	Student
Cheryl Dudley	Superintendent
Gary Hoffman	Parent
Ann Holstein	Board of Education
Margaret Kelly	Communications Specialist
Shauna Mansky	Student
Maria Marquit	Support Staff
Kathy Martin	Community
William Ommerborn	Community
Wells Packard	Community
Lucky Palmer	Community
Anna Papadakis	Parent
Tammy Sutherland	Administration
Mary Linda Todd	Community

*(This committee is advisory to the Board of Education for the Fiscal Budget Year of 2006-2007. The meetings of The Budget Advisory Committee, open to the public, are scheduled for December 13, 2005; January 24, February 14, March 14, and April 4, 2006.*

*Charge to the Committee by the Board of Education:*

*“The Budget Advisory Committee will serve the Board of Education in an advisory capacity by suggesting and recommending ways to improve the school budget, the budget process and its presentation. This will be done through a study of the district’s finances, recent history, current status and future pressures.*

*Priority will be given to the following:*

- 1) *Improving the budget development process by engaging in a meaningful two-way dialogue between the Board of Education and the community during the development of the annual budget and thus generating greater participation and a sense of community partnership in the budget.*
- 2) *Clarifying the presentation of budget information to the public in order to provide voters the information they need to make an informed vote by*

*illustrating and documenting the major forces which direct the Greenville School budget; and presenting past, present, and future trends and statistics.*

- 3) *Assisting with the inclusion of long-range planning elements into the budget (i.e. busses, technology, special education, facilities, etc*

*It is anticipated that the Budget Advisory Committee will present final recommendations to the Board of Education no later than April 4, 2006. Input on the budget should be made to Budget Advisory members or the Board of Education for the budget process during January, February, and March.*

*\*Please note the Annual Budget Hearing held in May is for purposes of information not adjustments to the proposed budget.)*

#### **5. Award the bid for a 2006 one ton Dual Rear Wheel Short Body Stack Rack Truck**

*(The Bid announcement was advertised and the bid opening scheduled for Friday December 9, 2005. Bid packets were mailed to eighteen (18) potential bidders. The bid will be compared to the state contract and a written recommendation made to the Board of Education.)*

#### **6. Acceptance of donation:**

- a. **One Dell Model M991 – 19” Color Monitor from Kathleen Martin, an estimated value of \$75**

### **VII. Discussion: A-G**

#### **A. Emergency Management Plan**

*(The GCSD District Safety (Emergency) Plan was readopted by the Board of Education as part of the Organizational Meeting of July 11, 2005 as part of the requirement to be completed annually by October 1. Please note our District Safety Committee continues to meet on a monthly basis and is comprised of Rachel Anderson, Loretta Crotty, Cheryl Dudley, Laurie Farricker, Michael Laster (replacing JoAnn Conlon due to retirement), Pamela Mitchell, Paul Overbaugh, Thomas Reinhardt, Robert Schrader, Tammy Sutherland, and David Winkler, in consultation with Michael Needham of Needham Risk Management Resource Group. This committee continues to address the Education Commissioner's Regulation §155.17 that “... requires public school district boards of education, other than school districts in cities with populations exceeding one million persons, as well as BOCES to maintain a school emergency management plan. Effective and efficient school safety/emergency planning can occur only if all members of the school community have a thorough understanding of their respective roles and responsibilities during an actual school emergency. A well-planned drill that tests the emergency plan serves to facilitate this goal. Specifically, the plans for sheltering and early dismissal need to be tested at least once each school year. Annual drills, which test both the usefulness and effectiveness of the communications and transportation systems during emergencies, are best done in cooperation and collaboration with local emergency preparedness officials. The following outlines the specific steps that must be taken in relation to school emergency information and drills. Students and staff need to be informed in writing no later than October 1 of each school year about the emergency procedures in their school. The emergency plan for sheltering needs to be tested at least once each school year and includes:*

*Alerting and warning procedures*

*Communications procedures*

*Staff procedures*

*Movement of students to designated areas within the school building*

*Evacuation procedures.*

*The emergency plan for early dismissal also needs to be tested at least once each school year and was conducted on November 10, 2005 for 2005-2006. This early dismissal drill must occur*

*no more than 15 minutes prior to the normal student dismissal time. Parents and legal guardians must be notified at least one week before the early dismissal drill occurs. This test should include:*

*Alerting and warning procedures  
Communications procedures  
Resources  
Staff procedures  
Transportation procedures  
Public information procedures  
Evacuation procedures”*

*While annual updates are required, our Safety and Health Committee, with monthly meetings, provides for continual attention to safety and health matters for all of our stakeholders.*

## **B. Superintendent’s Conference Day of November 23, 2005**

On November 23, 2005 the faculty and administrators participated in Superintendent’s Conference Day selecting from the following three sessions (A.B.C) with menu of workshops for each. The strands included learning standards & assessments; legal issues in education; and safety & health. We are fortunate to have highly skilled faculty as in-house presenters as well as various individuals from out-of-district. Each workshop was evaluated by participants the results of which are being tabulated and will assist in future planning.

### **Session A**

Pre-Session      How to Effectively Use Instructional Support  
Presenter:        Michael Sgambelluri  
Host:                Lisa Knowles, GCSD Educator

Title:                Confidentiality  
Presenter:        Kristine Lanchantin, Partner, Girvin & Ferlazzo  
Host:                Peter Mahan, GCSD Educator

Title:                Legal Counsel ~ Open Forum for Discussion  
Presenter:        John Lynch, Partner, Hogan & Sarzynski  
Host:                Michael Laster, GCSD Educator

Title:                Science and Safety in the Science Classroom  
Required class for science teachers in Grades 8-12.  
Presenter:        Michael Needham, Needham Risk Management  
Resource Group

Title:                Greene County Planning & Economic Development  
Presenter:        Alexander Mathes, Jr., Executive Director:  
Greene County IDA  
Host:                Margaret Kelly, GCSD Quality Education Coordinator

Title:                Yoga for the Workplace  
Presenter:        Hope Konecny, Gristmill Fencing and Yoga  
Host:                Colleen Horton, GCSD Educator

Title:                Computer Technology  
Presenter:        Deborah Mrozek and Kathy Quackenbush, GCSD Educators  
Host:                Arthur Thorman, GCSD Educator

Title: Building Communication and Teamwork in the Classroom  
Presenter: Thomas Mikulka, Guilderland CSD Educator/NYSUT Instructor  
Host: Leslie Kudlack, GCSD Educator

Title: Productive Computing at GCS: Tips & Tricks  
Presenters: Scott Gardiner, GCSD, Director of Technology  
& Hosts: Andrew Huth, GCSD Technology Department

Title: Models of Co-Teaching\*  
Presenter: Dr. Jan Stivers, Associate Professor, Marist College  
Host: Brian Reeve, GCSD Educator

Title: Grades 3-8 Math Scoring Training  
Presenter: Susan Lislevand-Hollywood  
Host: Wendy Ward, GCSD Educator

#### **Session B**

Title: Math Curriculum  
Presenter: Carrie Caputi, GCSD Educator  
Host: Peter Mahan, GCSD Educator

Title: Student Health Issues  
Presenter: Loretta M. Crotty, GCSD School Nurse

Title: IDEA  
Presenter: Tara Moffett, Associate, Girvin & Ferlazzo  
Host: Colleen Horton, GCSD Educator

Title: Student on Student Sexual and Racial Harassment  
Presenter: John Lynch, Partner, Hogan & Sarzynski  
Host: Erin DuBois, GCSD Educator

Title: Right-to-Know  
Presenter: Michael Needham, Needham Risk Management Resource Group

Title: Greene County Planning & Economic Development  
Presenter: Alexander Mathes, Jr., Executive Director: Greene County IDA  
Host: Tammy Sutherland, Ass't Supt. for Business

Title: Yoga for the Workplace  
Presenter: Hope Konecny, Gristmill Fencing and Yoga  
Host: Corrina Bright, GCSD Educator

Title: Building Communication and Teamwork in the Classroom  
Presenter: Thomas Mikulka, Guilderland CSD Educator/NYSUT Instructor  
Host: Brian Reeve, GCSD Educator

Title: Productive Computing at GCS: Tips & Tricks  
Presenter: Scott Gardiner, GCSD, Director of Technology  
Andrew Huth, GCSD Technology Department.

Title: Reading Comprehension and the NYS ELA  
Performance Indicators K-5  
Presenter: Laura Calvino, and Kathy Mikulka, GCSD Educators

Title: Reviewing State Test Data ~ The Rest of the Story  
Presenter: Margaret Kelly, GCSD Quality Education Coordinator

Title: Strategies for Collaborative Planning\*  
Presenter: Dr. Jan Stivers, Associate Professor, Marist College  
Host: Michael Laster, GCSD Educator

Title: Asperger's Syndrome  
Presenters  
& Hosts: Dr. Pam Agan-Smith and Lisa Knowles, GCSD Educators

### **Session C**

Title: Marcopolo Internet Content for the Classroom  
Presenter: Darlene Cardillo, Director of Educational Technology  
Sponsored by the GCR Teacher Center  
Host: Janet Brezinski, GCSD Educator

Title: CSHW- Comprehensive School Health and Wellness  
Presenters  
& Hosts: James Tyrrell and Peter Mahan, GCSD Educator

Title: Testing Accommodations  
Presenter: Tara Moffett, Associate, Girvin & Ferlazzo  
Host: Lisa Knowles, GCSD Educator

Title: Teacher Liability or "Should I put my house in my spouse's name?"  
Presenter: John Lynch, Partner, Hogan & Sarzynski  
Host: Michael Laster, GCSD Educator

Title: Building Communication and Teamwork in the Classroom  
Presenter: Thomas Mikulka, Guilderland CSD Educator/NYSUT Instructor  
Host: Sandra Washburn, GCSD Educator

Title: Productive Computing at GCS: Tips & Tricks  
Presenters: Scott Gardiner, GCSD, Director of Technology  
Andrew Huth, GCSD Technology Department

Title: Reading Comprehension and the NYS ELA  
Performance Indicators K-5  
Presenter: Laura Calvino and Kathy Mikulka, GCSD Educators

Title: Reviewing State Test Data ~the Rest of the Story  
Presenter: Margaret Kelly, GCSD Quality Education Coordinator

Title: Differentiated Instruction  
Presenter: Dr. Jan Stivers, Associate Professor, Marist College  
Host: Colleen Horton

*(Four superintendent's conference days maybe designated as part of the school calendar during a year, provided that at least two of the four days are used for staff development activities related to implementation of high learning standards and assessments, as adopted by the Board of Regents. The District is credited with state aid for these days when used according to NYSED requirements. No superintendent's conference days may be claimed during July and August, Saturdays, or legal holidays. The agendas for these days may include orientation, curriculum development, in-service education or parent-teacher conferences. School officials may not use superintendent's conference days for routine matters such as grading examinations or pupil assignments, recordkeeping, or lesson planning. There are also specific requirements that faculty and staffs receive appropriate school violence prevention and intervention training through staff development programs on superintendent's conference days.)*

**C. Board of Education Workshop of November 28, 2005**

**RE: January 28 Meeting with the Town Boards and Planning Boards.**

The Albany and Greene County Realtors will be invited to participate with the Boards.

Proposed Agenda

Middle and High School Tour ~ Optional (one hour before the meeting)  
 Welcome and Introductions  
 Background: Demographics & Student Achievement (1 page)  
 Panel Discussion  
 How do you market GCSD and communities?  
 How can we better understand potential growth,  
     number of new enrollees, and property turnover?  
 Open forum, other topics, and questions

The invitations to participants will be sent in December.

**D. Personnel Recruitment: Elementary Assistant Principal**

(With the appointment of Peter Mahan as Elementary Principal, the November 2005 to January 2006 recruitment process for the Elementary Assistant Principal as follows:

Target Date	Action	Responsibility
November 18	Post Vacancy	Superintendent & Secretary
	Advertisement of Vacancy	Superintendent & Secretary
	Identification of Interview Committee (Shared Decision Making Team)	Superintendent & BLT*
December 1	Interview Committee Workshop (Time: 1.5 hour)	Superintendent & P. Mahan
December 12	Deadline for Applications Materials received by Superintendent	Candidate
December 15	Completion of Screening	Superintendent & P. Mahan
December 19	Candidates~ Interview	Interview Committee



December 21 or 22	Final Interview	Superintendent & P. Mahan
January 9	Recommendation of Superintendent to BOE for the Appointment of Candidate	Superintendent
	Action by the Board of Education on the recommendation of the Superintendent	Board of Education
January 10	Letters to Other Candidate(s)  Assistant Principal Begins	Superintendent & Secretary

*\*The members of the Ellis Elementary School Building Level Team (BLT) are: Stacey Case, JoAnn Conlon, William Kiefer, Peter Mahan, Maryanne Overbaugh, Anna Papadakis, Bonnie Persico, Josephine Rufa, Carole Smith, Bonnie Spencer and Lynne Zwickel. The BLT has also invited Maureen Pulice and Christine Wegrzyn to participate in the interviews with the BLT.*

**E. Update on Capital Projects:** Tammy Sutherland, Assistant Superintendent for Business will report on the anticipated completion date of the High School Agriculture and Technology addition and the progress on the Transportation facility.

**F. Transportation – Preliminary Budget Discussion:** Tammy Sutherland, Assistant Superintendent for Business will discuss options for transportation of students to off campus programs and the development of a planned transition from contract to in-house transportation if financially prudent over time.

**G. Potter Hollow School House:** For discussion only  
Options available to the Board of Education:

1. Convey the property to a public corporation. A public corporation would include a municipal corporation, a district corporation, or a public benefit corporation. This allows the conveyance of property no longer needed by the District without consideration or upon such consideration and terms as the Board may determine. The sale would be subject to voter approval.
2. Conveyance of the property. As more than seven years have passed since centralization, the Board may sell any property which it deems of no use or value without the approval of the qualified voters unless a petition requiring the question as to the sale of the property be submitted to a vote by the qualified voters of the District acknowledged by at least ten percent of the qualified voters and filed with the District Clerk within 30 days of the adoption of the resolution.
3. Retain the property for educational purposes.
  - Use no taxpayer money. (Report of meeting with Sharon Lansing of December 3, 2005)
  - If taxpayer money is to be spent to renovate the building the Board should adopt a plan for renovation and demonstrate that it is being used for educational purposes. The cost of renovation would need to be placed in the school-operating budget that would be submitted to the voters at its annual meeting.

*(In relation to the sale of the property, the opinion of the Comptroller, 90-37, indicates that Courts have stated that municipal officials have a fiduciary duty to secure the best price obtainable or the most beneficial terms in the public interest for any lawful use. The method of*

*sale chosen is within the sound discretion of the Board but it should be the one that the Board believes will yield the best price or maximum financial benefit. The Comptroller observed that the Court cases do not purport to restrict a local government when determining what is the best or highest price obtainable from good faith consideration of factors, such as the prospective real property tax consequences of the proposed sale in a creditable effort to exact the highest rate of return from the property. In one case the Court upheld a school district's acceptance of a lower dollar amount for the sale of unneeded property based upon the successful offeror's proposal to restore the property to tax rolls by constructing residences upon the property. Accordingly the Board could accept an offer that would ultimately bring the highest amount of revenue to the School District. If any plans for sale are decided, the Board should obtain an appraisal of the property and a survey to determine the boundaries of the property.*

**VIII. Board Members' input for possible discussion at a later date (To be determined)**

**IX. 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.

**X. Executive Session**

It is expected that the Board of Education will adjourn to Executive Session to discuss matters as specified below. 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.*

## **XI. Adjournment**

Greenville Central School District  
Board of Education  
PERSONNEL AGENDA  
Regular Meeting  
December 12, 2005  
High School Library

### ✓ **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) Teaching Assistant**

Name of employee:	Donna A. Connolly
Position:	Teaching Assistant
Classification:	N/A
Effective Date:	November 24, 2005
<i>(The District thanks Ms. Connolly for nine years of service)</i>	

##### **b. Appointments**

###### **1) HS After School Homework Center**

Name of co-appointee:	Corrina Bright
Effective date:	Mondays November 15, 2005 - June 30, 2006

Name of co-appointee:	Linda Esposito
Effective date:	Tuesdays November 15, 2005 - June 30, 2006

Name of co-appointee:	Cindy Himes
Effective date:	Wednesdays and Thursdays November 15, 2005 - June 30, 2006

*(This position was created at the November 14 Board Meeting Monday through Thursday @ a salary of \$40 per day)*

2) Substitute Teachers and Teaching Assistants

Name of Appointee: Jamie D. Cabiati  
Position: Certified substitute teacher & TA  
Effective: December 13, 2005 to June 30, 2006  
Status: Conditional

Name of Appointee: Melissa Ballard  
Position: Non-certified substitute teacher & TA  
Effective: December 13, 2005 to June 30, 2006  
Status: Cleared for employment

3) Graduate course approval

Name of employee: Rachel Anderson  
Title of Course: Supervisory Leadership  
Date of Course: Jan. 25, 2006 – May 5, 2006  
Institution: SUNY Albany  
Certificate/Program: C.A.S.

Name of employee: Rachel Anderson  
Title of Course: Family & Community Partnerships  
Date of Course: Jan. 23, 2006 – May 6, 2006  
Institution: SUNY Albany  
Certificate/Program: C.A.S.

Name of employee: Linda Esposito  
Title of Course: Learning in the Academic Disciplines  
Date of Course: Jan. 23, 2006 – May 9, 2006  
Institution: SUNY Albany  
Certificate/Program: Professional Development

**2. Operational**

**a. Create position**

1) Bus aide @ 6 hours per day effective December 13, 2005

**b. Resignation**

1) Head Bus Driver

Name of employee: Karen Wood  
Position: Head Bus Driver  
Classification: GCCS/Non-competitive  
Effective Date: December 5, 2005  
*(Ms. Wood resigns from this position and seeks employment as a bus driver for our District.)*

**c. Appointments**

1) Name of appointee: Karen Wood  
Position: Bus driver  
Classification: GCCS/Non-competitive  
Probationary Period: December 5, 2005 through June 13, 2006  
Commencement of service: December 5, 2005  
Step Placement: Per Contract  
Status: Cleared for employment  
This appointment will staff a vacancy due to the resignation of Tammy Knowles.

2) Substitutes

Name of Appointee:

Rose Trotta

Position:

Clerical

Effective:

December 13, 2005

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.