

**GREENE CENTRAL SCHOOL DISTRICT**  
**Greene, New York**  
**www.greenecsd.org**  
**BOARD OF EDUCATION MEETING**

**February 1, 2017 – 6:00 p.m.**

*We remind everyone to please be courteous when Board Members and others are speaking.*

*The symbol "CA" denotes Consent Agenda items for which Board action is required.*

**NOTE – Employee Cmte. Meeting – 5:40 p.m.**

**1. ROUTINE**

1. Call to Order – 6:00 p.m. – Board of Education Conference Room  
Pledge of Allegiance

**It is anticipated that the Board will act upon a resolution to convene an executive session at this time.**

2. Additions/Deletions to Agenda
3. Approve CSE Placement Recommendations <sup>(CA)</sup>
4. Approve Minutes for previous meeting held on January 18, 2017 <sup>(CA)</sup>
5. Calendar:  
February 7 – Chenango County School Boards' Mtg., - BOE President/Vice President  
February 8 – Budget Cmte. – 4:00 p.m.  
February 10 – BTD Health Insurance Consortium – 6:30 p.m.  
February 15 – Board of Education Meeting – 6:00 p.m.  
February 20-24 – Presidents' Day Recess  
March 1 – Board of Education Meeting – 6:00 p.m.

**2. PUBLIC COMMENT FROM THE FLOOR**

Interested speakers: Raise your hand to be recognized by the chair. Once recognized, please state your name and topic. Your comments may not exceed five (5) minutes. The combined time for both scheduled public comment periods will not exceed thirty (30) minutes during the meeting.

**3. REPORTS**

**4. BOARD COMMITTEE REPORTS**

**5. TRANSPORTATION**

**6. EDUCATION & PERSONNEL**

**The Superintendent of Schools recommends the following board action:**

1. **Appointment(s) <sup>(CA)</sup>**

**Substitute(s) – Effective February 2, 2017**  
**Emergency Substitute Teacher 6-8**

Approve current teacher aide as substitute teachers to be utilized in an emergency when no other substitute is available:

- Jessica Anderson

**Advisors Effective February 2, 2017**

Approve **Middle School G.S.A.** unpaid advisors for 2016-2017

- Emily Worsnopp
- Christine Paske

**Coaching – Spring 2017 – Effective 2/2/2017**

- Varsity Baseball Coach – Ron Rapp
- Baseball Unpaid Volunteer Coach – Tim Calice
- JV Softball – Brendan Eggleston
- Varsity Tennis – Rich Karl
- Varsity Track – Mary McBride
- Varsity Track Assistant – Deb Krupp

2. **Resignation(s)**

- Tim Sininger – Teacher’s Aide – Effective 2/10/17

3. **Create Position(s)** <sup>(CA)</sup>

To remain in compliance with Civil Service, the District needs to create the following positions. The creation of these positions will not result in any actual openings or new hires.

Five (5) Teacher Aides  
Five (5) Bus Monitors

4. **BOE Policies** - Second reading/adoption of the following: <sup>(CA)</sup>

11. Anti-Discrimination Policy (former 2410)
12. Sexual Harassment Policy (former 2400)
13. Wellness Policy (former 7616)
14. Voter Propositions (former 1621)
15. Access to Records Under Public Officers Law Article 6 (former 7640)
16. Notification of Breach of Security (new)
17. Parental Involvement Board Policy (former 3242)
18. Interpretation Services for Parents & Persons in Parental Relationship who are Hearing Impaired (new)
19. Code of Ethics (former 6110)
20. Special Education Programs & Related Services (former 7711)
21. Significant Disproportionality by Race/Ethnicity (new)
22. Electronic Access to Individualized Education Programs (IEPs) (new)
23. Disabled Students Participating in School district Programs (former 7720)
24. Pre-Referral Intervention Strategies (new)
25. Appointment & Training of Appropriate Special Education Personnel (former 7731)

5. Proposed Change to Academic Calendar <sup>(CA)</sup>

February 23 and 24 will be regular days of school due to having used our four budgeted snow days year to date.

7. **BUSINESS & FINANCE**

1. Treasurer's Reports for Activity Funds <sup>(CA)</sup>
2. Internal Claims Auditor Report <sup>(CA)</sup>
3. Budget Committee
4. Jones Scholarship – Transfer to Greene Community Scholarship Fund <sup>(CA)</sup>

8. **ADDITIONAL DISCUSSION ITEMS**

9. **REVIEW BOARD OUTSTANDING ACTION LIST**

<b>Directed Date:</b>	<b>Task:</b>	<b>Responsibility Of:</b>	<b>Report Back:</b>
3/7/2007	Policy/ Procedure Manual	BOE and Supt.	Ongoing
5/4/2016	District Safety Plan	Supt.	Feb. 1, 2017
7/6/2016	Annual Appointments Review	BOE and Supt.	Mar. 15, 2017
1/25/2017	Review of Implementation of Anti-Discrimination & Sexual Harassment Policies	BOE and Supt.	Ongoing

10. **SUPERINTENDENT'S REPORT**

11. **PUBLIC COMMENT FROM THE FLOOR**

Interested speakers: Raise your hand to be recognized by the chair. Once recognized, please state your name and topic. Your comments may not exceed five (5) minutes. The combined time for both scheduled public comment periods will not exceed thirty (30) minutes during the meeting.

12. **REVIEW COMMITTEE SCHEDULE**

<b>Committee Name:</b>	<b>Last Meeting:</b>	<b>Next Meeting:</b>
Budget	Jan. 25, 2017	February 8, 2017 – 4:00 p.m.
Building & Grounds	Jan. 12, 2017	February 9, 2017 – 4:30 p.m.
Transportation	Nov. 2, 2016	
Employee		February 1, 2017 – 5:40 p.m.
Audit	Sept. 21, 2016	

Curriculum & Technology	Dec. 13, 2016	
Legislative		
Tenure		
Sabbatical		
Policy	Jan. 13, 2017	

It is anticipated that the Board will act upon a resolution to convene an executive session at this time.

**13. ADJOURNMENT**

***Greene Central School Mission Statement & Goals***

*Greene Central School, in partnership with the community, will inspire students to learn the skills and behaviors necessary to become productive citizens.*

- Goal 1: Provide quality programs to prepare all students with skills and knowledge to become responsible citizens, productive workers, and lifelong learners.
- Goal 2: Provide safe, quality facilities, which enhance the programs for the district's students and community.
- Goal 3: Ensure long-term fiscal stability in order to provide the necessary programs and facilities to educate the children of the Greene Central School District.
- Goal 4: Communicate effectively with all members of the community to promote quality education in the Greene Central School District.

**RECOMMENDATIONS OF THE COMMITTEE ON SPECIAL EDUCATION**

TO: Greene Central School District's Board of Education

FROM: Sarah Wiggins, DIRECTOR of SPECIAL PROGRAMS

DATE: January 25, 2017

---

**The recommendations of the Committee on Special Education are as follows for the  
FEBRUARY 1, 2017, meeting.**

**ANNUAL REVIEW:**

710021929 – 11

710123287– 11

710022665– 11

710123184– 11

**REEVALUATION:**

710021947– 11

710123595 – 12

**AMEND/MODIFY IEP:**

710023503 – 11 – ADD 3 Academic goals (prior goals were mastered)

710023492 – 3 – CHANGE: PT to 1/Wk, Group, 30 min. vs 2/Wk, Group, 30 min.

710022495 – 6 –REMOVE GOALS: 2 Counseling

NOTE: If parent permission has not been secured for initial evaluation, the appropriate recommendation will be withdrawn until parent permission has been granted. The recommendation will be submitted at the next Board of Education meeting.

**GREENE CENTRAL SCHOOL  
GREENE, NEW YORK  
BOARD OF EDUCATION MEETING  
WEDNESDAY, JANUARY 18, 2017**

A Board of Education meeting was called to order at 6:00 p.m. by Vice-President, Brian Milk, in the Board of Education room, High School/Middle School complex, 40 South Canal Street, Greene, N.Y.

**CALL TO ORDER**

- The Pledge of Allegiance was recited.

**BOARD MEMBERS PRESENT:**

Mr. Brian Milk, Vice-President  
Mr. Timothy Crumb  
Mrs. Karen Hendershott  
Mrs. Tammie McCauley  
Mr. Scott Youngs  
Mr. Seth Barrows

**BOARD MEMBERS ABSENT:**

Mr. Ethan G. Day, President

**ADMINISTRATIVE STAFF PRESENT:**

Mr. Gordon Daniels, Interim Superintendent  
Mr. Mark Rubitski, Business Manager  
Mr. James Walters, High School Principal  
Mr. Timothy Calice, Middle School Principal  
Mr. Bryan Ayres, Intermediate School Principal and Director of Athletics & PE  
Mrs. Carole Stanbro, Interim Primary School Principal  
Mrs. Sarah Wiggins, Director of Special Programs  
Mr. Jordon Lilley, Transportation and Buildings & Grounds Supervisor

**OFFICERS PRESENT:**

Mrs. Donna Utter, District Clerk

- Motion made by Crumb, seconded by Youngs, to adjourn to Executive Session for the following at 6:01 p.m.:
  - To review special education placements for particular students and to consider them for approval.
  - To discuss a matter leading to the employment of a particular person in the area of literacy instruction.
  - To discuss accommodations in the education setting for a particular student.

**EXECUTIVE SESSION**

Yes-6, No-0

- Motion made by Crumb, seconded by Youngs, to adjourn Executive Session at 6:37 p.m.

**ADJOURN EXECUTIVE SESSION**

Yes-6, No-0

- Vice-President Milk reconvened the meeting at 6:41 p.m.

**RECONVENE**

- None.

**ADD/DELETIONS TO AGENDA**

- Upon the recommendation of the Committee on Special Education, a motion was made by Youngs, seconded by Crumb, to approve the following placement(s):  
#710023567; #710022927; #710023553; #710022495;  
#710023180.

**SPECIAL EDUCATION PLACEMENTS**

Yes-6, No-0

- Motion made by Hendershott, seconded by Barrows, to approve the minutes for the regular meeting held on January 4, 2017 as presented.

**APPROVE MINUTES  
1/4/17**

Yes-6, No-0

**CALENDAR**

- January 24-27 – Regents Exams
- January 25 – Budget Committee Meeting – 4:00 p.m.
- January 27 – Staff Development Day (changed from March 10<sup>th</sup>)
- February 1 – Board of Education Meeting – 6:00 p.m.
- February 7 – Chenango County School Boards' Meeting for Board Vice-Presidents & Presidents
- February 15 – Board of Education Meeting – 6:00 p.m.
- February 20-24 – Presidents' Day Recess

**PUBLIC COMMENT:  
TAMMIE MCCAULEY**

- Board member McCauley, commented on a recent Chenango County School Boards Association meeting. At the meeting, discussions regarding changing the title of the organization to include BOCES was had. She announced that the next meeting will be February 27<sup>th</sup> and she finds the meetings very encouraging.

**EDITH HOLTZ- GOOD  
NEWS CLUB**

- Edith Holtz, leader of the Good News Club, requested that they be allowed to put a flyer in elementary students' Friday folders which sets forth information regarding the religious club and includes a parental permission slip which is needed for participation.

**REPORT(S):  
ENROLLMENT REPORT**

- The Enrollment Report for the period ending December 31, 2016 with a total enrollment of 997 students was noted.

**BOARD COMMITTEE  
REPORTS:**

- **Building & Grounds Committee:** Vice-President Milk commented on the meeting and subsequent tour of the high school last Thursday. The committee discussed and commented on the following items:

- Smart Bond will address upgrading/replacing the outdoor message board.
- Half of lockers have been replaced – need to replace the remaining lockers.
- Electrical drop cords in Mr. Leet's Physics room were noted;
- Power generator room is "state of the art".
- Very impressed with the student produced art on display throughout the hallways.

- **Policy Committee:** Vice-President Milk commented that President Day heads this committee and usually makes the comments regarding the committee's meetings. In his absence, Vice-President Milk announced that the committee met with the lawyers to discuss the legal aspects of the recommended Policies #11-#25 which are on the agenda for a first reading tonight.

Board member and Committee member McCauley read the following statement and submitted it to the Clerk:

*"I recommend the Board take some time to consider the unintended consequences before approving the policy on Sexual Harassment. The wording is vague, subjective, and fluid. I understand that NY State is one of the few states that has a mandate in place and we must comply, but I don't think enough thought and planning for the policy is in place to protect all of our students, especially when it comes to "bodily privacy". School districts in Minnesota and Illinois have already been sued by students whose privacy was violated by similar policies. We should consider how these schools have responded. I encourage the Board to respect the constitutional rights of parents to control their children's education and upbringing. We the Board must proceed as transparently as possible when adopting this new*

- *policy. I encourage parents to put their concerns in writing and bring them to our Superintendent, Gordie Daniels. The parents are our customers and deserve full and open access to policy development and assurance that the school is not setting policies against their interests. I invite civil conversations to address these concerns and no one should be shamed into silence."*

- Vice-President Milk stated that the Board will continue to discuss the policies and their implementation/procedures. The specific policies, #11 Anti-Discrimination, and #12 Sexual Harassment will be added to the Board Outstanding Actions list.

- None.

**- The Superintendent of Schools recommends the following Board actions:**

- A motion was made by Youngs, seconded by McCauley, to appoint Lita Greene as a 1:1 Teacher Aide, effective January 19, 2017 for a one-year probationary period ending January 18, 2018 based on a specific student's IEP.

Yes-6, No-0

- Motion made by Youngs, seconded by McCauley, to appoint Rebecca Burrows and Karen Norton, current Teacher Aides, to the Substitute Teacher Roster to be utilized as Substitute Teachers (UPK-2) in an emergency when no other substitute is available effective January 19, 2017.

Yes-6, No-0

- Motion made by Youngs, seconded by McCauley, to appoint Emily Worsnopp, Heather, Kriesel, and Angela Fiato as Girls on the Run Coaches for the 2017 school year effective January 19, 2017.

Yes-6, No-0

- Motion made by Crumb, seconded by McCauley, to approve the request of Keith Dunham, Bus Driver, for an Unpaid Leave of Absence April 17, 2017 through April 21, 2017 (five days).

Yes-6, No-0

- Motion made by Crumb, seconded by McCauley, to approve the request of Rachael Shear, Bus Monitor, for an Unpaid Leave of Absence April 17, 2017 through April 21, 2017 (five days).

Yes-6, No-0

- Motion made by Crumb, seconded by Barrows, to approve the first reading of *Policy #11 – Anti-Discrimination Policy* (former Policy #2410) as read.

Yes-5, No-1(McCauley)

- Motion made by Crumb, seconded by Barrows, to approve the first reading of *Policy #12 – Sexual Harassment Policy* (former Policy #2400) as read.

Yes-5, No-1(McCauley)

- Motion made by Youngs, seconded by Hendershott, to approve the first reading of the following policies as read:

Yes-6, No-0

- *Policy #13 – Wellness Policy* (former Policy #7616)
- *Policy #14 – Voter Propositions* (former Policy #1621)

**TRANSPORTATION:**

**EDUCATION &  
PERSONNEL:  
APPOINTMENT(S):  
LITA GREENE -  
1:1 AIDE**

**SUBSTITUTE ROSTERS**

**GIRLS ON THE RUN  
COACHES-  
EMILY WORSNOPP,  
HEATHER KRIESEL,  
ANGELA FIATO**

**UNPAID LEAVE OF  
ABSENCE – KEITH  
DUNHAM, BUS  
DRIVER**

**UNPAID LEAVE OF  
ABSENCE – RACHAEL  
SHEAR, BUS  
MONITOR**

**FIRST READING OF  
POLICY #11 ANTI-  
DISCRIMINATION**

**FIRST READING OF  
POLICY #12  
SEXUAL HARASSMENT**

**FIRST READING OF  
POLICIES #13-#25**



- *Policy #15 – Access to Records Under Public Officers Law Article 6 (former Policy #7640)*
- *Policy #16 – Notification of Breach of Security*
- *Policy #17 – Parental Involvement Board Policy (former Policy #3242)*
- *Policy #18 – Interpretation Services for Parents & Persons in Parental Relationship who are Hearing Impaired*
- *Policy #19 – Code of Ethics (former Policy #6110)*
- *Policy #20 – Special Education Programs & Related Services (former Policy #7711)*
- *Policy #21 – Significant Disproportionality by Race/Ethnicity*
- *Policy #22 – Electronic Access to Individualized Education Programs (IEPs)*
- *Policy #23 – Disabled Students Participating in School District Programs (former Policy #7720)*
- *Policy #24 – Pre-Referral Intervention Strategies*
- *Policy #25 – Appointment & Training of Appropriate Special Education Personnel (former Policy #7731)*

Yes-6, No-0

**RESIGNATION(S):  
FRED BAILEY –  
MAINTENANCE  
WORKER**

- Motion made by Youngs, seconded by Crumb, to accept the resignation to retire of Fred Bailey, Maintenance Worker, effective June 30, 2017 with appreciation.

Yes-6, No-0

**BUSINESS & FINANCE:  
REVENUE & BUDGET  
STATUS REPORTS**

- Motion made by Youngs, seconded by Barrows, to accept the Budget Status Reports for December 2016 for the General Fund, School Lunch Fund, and Federal Grants & Capital budgets as presented.

Yes-6, No-0

**BUDGET COMMITTEE  
UPDATE**

- Mark Rubitski, Business Manager, announced that the Governor's Executive Budget has been presented to the Legislators. The proposed budget increases State Aid by 2.6% of which Greene would get an increase of approximately 1.5% or \$156,000 in foundation aid. It is hoped that additional monies will be added by the Legislators. The CPI (Consumer Price Index) is 1.26% which is better than last year.

- Mr. Rubitski reviewed with the Board a number of budget line items which were reviewed and adjusted by the Budget Committee. Significant decreases were noted in the Board of Education and Chief School Administrator lines due to the conclusion of the superintendent's search and contractual arrangements. Maintenance of Plan increased due to needed repairs and gym floor maintenance. A decrease in the Recreation – Pool line item as we don't contract with the YMCA for pool staff during the after school program. The School Capital Bonds line item has a proposed increase due to 6.1 million dollar in bonds that will be issued related to the capital project. The district will receive 90% back in aid which will be recorded as revenue. January 25, 2017 will be the next Budget Committee meeting.

**ADDITIONAL DISCUSSION  
ITEMS:**

- None.

**REVIEW BOARD  
OUTSTANDING ACTION LIST**

<b>Directed Date:</b>	<b>Task:</b>	<b>Responsibility Of:</b>	<b>Report Back:</b>
3/7/2007	Policy/ Procedure Manual	BOE and Superintendent	Ongoing
5/4/2016	District Safety Plan	BOE and Superintendent	Feb. 1, 2017
7/6/2016	Annual Appointments Review	BOE and Superintendent	Mar. 15, 2017
1/18/17	Anti-Discrimination & Sexual Harassment Policies Review Implementation	BOE and Superintendent	Ongoing

**\*\*Added** – Review of implementation of Anti-Discrimination & Sexual Harassment Policies.

**SUPERINTENDENT'S  
REPORT:**

**1. IPA/Smart Bond** - Mark Rubitski stated that he had met with Interim Superintendent, Gordie Daniels, and John McGraw, IT Representative, regarding IPA requirements. Mr. McGraw stated that requirements for the IPA needed to be submitted by March 1<sup>st</sup> in order to give BOCES time to go out for bid, board approval, which would allow work to begin in July. A proposal to use the IPA of \$155,000 to purchase and upgrade known infrastructure needs was proposed and to use Smart Bond funds for smaller technology purchases which have yet to be determined.

- Board member Barrows stated that additional monies were originally designated for infrastructure through the Smart Bond. Will the \$155,000 IPA address infrastructure needs.

- Interim Superintendent Daniels stated that the IPA will be used for known infrastructure items. The district has not yet determined the safety and security needs as well as other specific Smart Bond items and without addressing infrastructure needs, the district cannot move forward with other technology needs.

- Board member McCauley stated that the district needs to make sure that we are addressing the classroom needs.

- Board member Youngs thanked Kim Kalem for sending him Notes from a recent district technology meeting and stated that he is waiting for the results of a survey conducted by Kim Kalem regarding technology classroom needs.

- Theresa Miller, Elementary Music Teacher, shared her concerns as a parent and teacher in dealing with issues regarding gender and sexuality and the district policy addressing these issues. Concerns regarding classroom discussions which may or may not align with parental values, and the possibility of compromising situations for students. She requested that board members be sensitive to the position of staff, parents and students and the "implications that any policy will have on the learning environment at GCS now and in the years to come".

**THERESA MILLER**

- Marie Scofield, GTA President, thanked Board member Youngs for continuing to ask questions regarding technology needs. She also expressed her frustration in on discussions that go back and forth on the need and use of an IPA which was cut from the budget last year.

**MARIE SCOFIELD**

- Marie Scofield also stated that security is important but she appreciates the Board looking at educational needs also.

**MATT RIDEOUT**

- Matt Rideout, Greene resident, stated that Bainbridge-Guilford was counseled by their lawyers to have a separate bathroom for transgender students. He also stated that there is no law in NYS to allow students to use the same facilities. He also spoke to issues that SUNY Cortland had when trying to make changes to accommodate transgender students – went from having all facilities open to having designated facilities.

**REVIEW COMMITTEE SCHEDULE:**

<b>Committee Name:</b>	<b>Last Meeting:</b>	<b>Next Meeting:</b>
Budget	Jan. 11, 2017	Jan. 25, 2017
Building & Grounds	Jan. 12, 2017	In February
Transportation	Nov. 2, 2016	
Employee		
Audit	Sept. 21, 2016	
Curriculum & Technology	Dec. 13, 2016	
Legislative		
Tenure		
Sabbatical		
Policy	Jan. 13, 2017	

**ADJOURNMENT**

- Motion made by Hendershott, seconded by Crumb, to adjourn the meeting at 7:35 p.m.  
Yes-6, No-0

Respectfully submitted,

Donna Marie Utter  
District Clerk

# Greene Middle School

Timothy M. Calice, Middle School Principal



40 SOUTH CANAL STREET  
GREENE, NEW YORK 13778  
Telephone (607) 656-4161  
FAX (607) 656-4520

To: Gordon Daniels, Interim Superintendent  
G.C.S. Board of Education

From: Timothy M. Calice, Middle School Principal

Date: January 23, 2017

Subj: Substitute Teacher

I would like to recommend Mrs. Jessica Anderson for the position of substitute teacher for grades 6-8 in an emergency situation when no other substitutes are available. She will be a certified LTA very soon, and is currently an aide in the Middle School. This appointment will be a benefit to her and the district.

Thank you for your consideration.

A handwritten signature in cursive script, appearing to read "T.M. Calice".

Timothy M. Calice  
Middle School Principal

# Greene Middle School

Timothy M. Calice, Middle School Principal



---

40 SOUTH CANAL STREET  
GREENE, NEW YORK 13778  
Telephone (607) 656-4161  
FAX (607) 656-4520

To: Gordon Daniels, Interim Superintendent  
G.C.S. Board of Education

From: Timothy M. Calice, Middle School Principal

Date: January 23, 2017

Subj: MS GSA Co-Advisors

I would like to recommend Mrs. Worsnopp and Mrs. Paske for the position of volunteer co-advisors for a Middle School GSA Club during the 2016-2017 School Year.

Thank you for your consideration.

Timothy M. Calice  
Middle School Principal

# Greene Central School

Bryan Ayres, Principal, Grades 3-5



40 SOUTH CANAL STREET  
GREENE, NEW YORK 13778  
Telephone (607) 656-9891  
FAX (607) 656-8092

TO: Mr. Gordie Daniels, Superintendent  
Greene Central School Board of Education

FROM: Bryan Ayres, Athletic Director

Ba.

DATE: January 25, 2017

RE: Spring 2017 Appointments

Please accept the list below for Spring 2017 coaching positions:

## **BASEBALL**

Varsity – Ron Rapp

Unpaid Volunteer – Tim Calice

## **SOFTBALL**

JV – Brendan Eggleston

## **TENNIS**

Varsity - Rich Karl

## **TRACK**

Varsity – Mary McBride

Varsity Assistant – Deb Krupp

Timothy Sininger  
541 Foster Hill Rd  
Greene, NY 13778  
(607)221-8231  
[Timsininger@gmail.com](mailto:Timsininger@gmail.com)

January 25, 2017

Gordie Daniels, Superintendent  
Greene Central School District  
40 South Canal St  
Greene, NY 13778

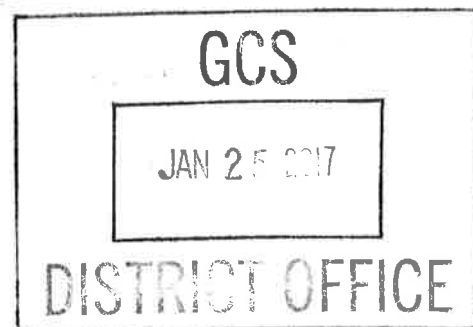
Dear Mr. Daniels,

Please accept this letter of resignation from the position of teacher's aide, my last day will be 2/10/17 which provides a 2 week notice in order to give time to find someone else to fill the position.

I have thought over this decision and it wasn't one made easily, The relations that I have made during my time at GCS have helped to shape who I am and gain valuable skills as I have worked here and I have enjoyed working with my fellow employees. After much consideration I have come to the conclusion that I would accept a position with another company.

If there is anything else I can do to make the process smoother feel free to contact me.

Yours Respectfully,  
Timothy Sininger



# Greene Central School

Gordon Daniels, Interim Superintendent



40 SOUTH CANAL STREET  
GREENE, NEW YORK 13778  
Telephone (607) 656-4161  
FAX (607) 656-9362

To: Board of Education  
From: Gordon Daniels, Int. Superintendent of Schools  
Date: January 25, 2017  
Subj: Create Non-Instructional Positions

The District is required to create non-instructional positions via civil service for certain hires. Based on an audit conducted recently by civil service, we currently employ more aides and bus monitors than were ever approved by Chenango County Civil Services.

For this reason I respectfully request the Board of Education approve the creation of the following positions effective immediately:

- Five (5) teacher aides [We currently employ 31 teacher aides]
- Five (5) bus monitors [We currently employ nine bus monitors]

Please note these positions are already filled and will not result in hiring additional staff. Thank you for your consideration. As always, please do not hesitate to contact me if you have any questions.



Civil Service Law: Section 22: Certification for new positions. Before any new positions in the service of a civil division shall be created, the proposal therefor, including a statement of the duties of the positions, shall be referred to the municipal commission having jurisdiction and such commission shall furnish a certificate stating the appropriate civil service title for the proposed positions. Any such new position shall be created only with the title approved and certified by the commission.  
Effective April 1, 1959

CHENANGO COUNTY CIVIL SERVICE COMMISSION  
NORWICH, NEW YORK

NEW POSITION DUTIES STATEMENT

Department head or other authority requesting the creation of a new position, prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit.  
Forward two typed copies to this Commission.

1. DEPARTMENT BUREAU, DIVISION, UNIT OR SECTION LOCATION OF POSITION

Greene CSD

Bus Garage  
(5 positions needed)

2. DESCRIPTION OF DUTIES: Describe the work in sufficient detail to give a clear word picture of the job. Use a separate paragraph for each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided.

PERCENT OF WORK TIME

100%

Ride with students to and from school and school related activities as required by Individualized Education Plans

3. Names and titles of persons supervising this position (General, Direct, Administrative, etc.):		
NAME	TITLE	TYPE OF SUPERVISION
Jordan Lilley	Head Bus Driver	Direct
4. Names and titles of persons supervised by employee in this position:		
NAME	TITLE	TYPE OF SUPERVISION
None		
5. Names and titles of persons doing substantially the same kind and level of work as will be done by the incumbent of this new position.		
NAME	TITLE	LOCATION OF POSITION
Christine Bixby	Bus Attendant	
Sharon Baldo	Bus Attendant	
Rachel Shear	Bus Attendant	
6. What minimum qualifications do you think should be required for this position?		
Education: High School <u>  4  </u> years		
College _____ years, with specialization in _____		
Other _____ years, with specialization in _____		
Experience: (list amount and type)		
Essential knowledge's, skills and abilities:		
Type of license or certificate required:		
7. The above statements are accurate and complete.		
Date: <u>  12/21/2016  </u>	Title: <u>  School Business Manager  </u>	Signature: <u>  Mark A. Rubtiski  </u>
<b>CERTIFICATE OF CIVIL SERVICE COMMISSION</b>		
8. In accordance with the provisions of Civil Service Law, Section 22, the <u>  Chenango County Personnel Officer  </u>		
<del>Civil Service Commission</del> certifies that the appropriate civil service title		
for the position described is <u>  Bus Attendant  </u>		
Date: <u>  December 28, 2016  </u>	Signature: <u>  [Signature]  </u>	
<b>ACTION BY LEGISLATIVE BODY OR OTHER APPROVING AUTHORITY</b>		
9. Creation of described position		
_____ Approved		
_____ Disapproved		
Date: _____	Signature: _____	

Civil Service Law: Section 22: Certification for new positions. Before any new positions in the service of a civil division shall be created, the proposal therefor, including a statement of the duties of the positions, shall be referred to the municipal commission having jurisdiction and such commission shall furnish a certificate stating the appropriate civil service title for the proposed positions. Any such new position shall be created only with the title approved and certified by the commission.  
Effective April 1, 1959

**CHENANGO COUNTY CIVIL SERVICE COMMISSION  
NORWICH, NEW YORK**

**NEW POSITION DUTIES STATEMENT**

Department head or other authority requesting the creation of a new position, prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit.  
Forward two typed copies to this Commission.

<b>1. DEPARTMENT</b>	<b>BUREAU, DIVISION, UNIT OR SECTION</b>	<b>LOCATION OF POSITION</b>
----------------------	--	-----------------------------

Greene CSD

Bus Garage  
(4 positions needed)

**2. DESCRIPTION OF DUTIES:** Describe the work in sufficient detail to give a clear word picture of the job. Use a separate paragraph for each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided.

<b>PERCENT OF WORK TIME</b>	
-----------------------------	--

100%

Bus drivers to transport students to and from school and school related events

3. Names and titles of persons supervising this position (General, Direct, Administrative, etc.):

NAME	TITLE	TYPE OF SUPERVISION
Jordan Lilley	Head Bus Driver	Direct

4. Names and titles of persons supervised by employee in this position:

NAME	TITLE	TYPE OF SUPERVISION
None		

5. Names and titles of persons doing substantially the same kind and level of work as will be done by the incumbent of this new position.

NAME	TITLE	LOCATION OF POSITION
Tracy Furgerson	Bus Driver	
John Oliver	Bus Driver	
James McQueen	Bus Driver	

6. What minimum qualifications do you think should be required for this position?

Education: High School 4 years  
College \_\_\_\_\_ years, with specialization in \_\_\_\_\_  
Other \_\_\_\_\_ years, with specialization in \_\_\_\_\_

Experience: (list amount and type)

Essential knowledge's, skills and abilities:

Type of license or certificate required: New York State Commercial Driver License with Passenger & School Bus endorsements

7. The above statements are accurate and complete.

Date: 12/21/2016 Title: School Business Manager Signature: Mark A. Bultski

CERTIFICATE OF CIVIL SERVICE COMMISSION

8. In accordance with the provisions of Civil Service Law, Section 22, the Chenango County Personnel Officer  
~~Civil Service Commission~~ certifies that the appropriate civil service title  
for the position described is Bus Driver

Date: December 28, 2016 Signature: [Signature]

ACTION BY LEGISLATIVE BODY OR OTHER APPROVING AUTHORITY

9. Creation of described position

Approved  
 Disapproved

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Civil Service Law: Section 22: Certification for new positions. Before any new positions in the service of a civil division shall be created, the proposal therefor, including a statement of the duties of the positions, shall be referred to the municipal commission having jurisdiction and such commission shall furnish a certificate stating the appropriate civil service title for the proposed positions. Any such new position shall be created only with the title approved and certified by the commission.  
Effective April 1, 1959

**CHENANGO COUNTY CIVIL SERVICE COMMISSION  
NORWICH, NEW YORK**

**NEW POSITION DUTIES STATEMENT**

Department head or other authority requesting the creation of a new position, prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit.  
Forward two typed copies to this Commission.

1. DEPARTMENT	BUREAU, DIVISION, UNIT OR SECTION	LOCATION OF POSITION
Greene CSD		Middle, High, Primary, Intermediate schools (5 positions total)

2. DESCRIPTION OF DUTIES: Describe the work in sufficient detail to give a clear word picture of the job. Use a separate paragraph for each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided.

PERCENT OF WORK TIME	
25%	Assist in classroom management
15%	Assist with study Hall, corridor, lunchroom and other monitorial duties
10%	May perform minor clerical duties
50%	Work with individuals or small groups to review progress and/or assist students

3. Names and titles of persons supervising this position (General, Direct, Administrative, etc.):

NAME	TITLE	TYPE OF SUPERVISION
Bryan Ayres	Principal	Direct
Timothy Calice	Principal	Direct
Shelly Richards	Principal	Direct

4. Names and titles of persons supervised by employee in this position:

NAME	TITLE	TYPE OF SUPERVISION
None		

5. Names and titles of persons doing substantially the same kind and level of work as will be done by the incumbent of this new position.

NAME	TITLE	LOCATION OF POSITION
Timothy Sininger	Teacher Aide	
Anita Bertoline	Teacher Aide	
Nicole Austin	Teacher Aide	

6. What minimum qualifications do you think should be required for this position?

Education: High School 4 years  
College \_\_\_\_\_ years, with specialization in \_\_\_\_\_  
Other \_\_\_\_\_ years, with specialization in \_\_\_\_\_

Experience: (list amount and type)

Essential knowledge's, skills and abilities:

Type of license or certificate required:

7. The above statements are accurate and complete.

Date: 12/21/2016 Title: School Business Manager Signature: Mark A. Pudzinski

**CERTIFICATE OF CIVIL SERVICE COMMISSION**

8. In accordance with the provisions of Civil Service Law, Section 22, the Chenango County Personnel Officer  
Civil Service Commission certifies that the appropriate civil service title  
for the position described is Teacher Aide

Date: December 28, 2016 Signature: [Signature]

**ACTION BY LEGISLATIVE BODY OR OTHER APPROVING AUTHORITY**

9. Creation of described position

Approved  
 Disapproved

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

## MEMO

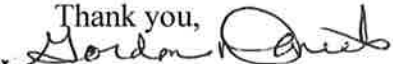
**To:** Board of Education  
**From:** Gordon Daniels, Int. Superintendent of Schools  
**Date:** February 1, 2017  
**Re:** Calendar Change

---

I am recommending that the previously scheduled recess dates of February 23 and 24 be changed to regular days of instruction.

To date, the district has utilized all four of our budgeted snow closing days. With the weather patterns we have been seeing, it seems unlikely we will make it through the next two months without needing to close school. For this reason, I believe it to be in the district's best interest to modify the calendar as stated above.

I appreciate your consideration.

Thank you,  
  
Gordon Daniels  
Int. Superintendent of Schools

**GREENE CENTRAL SCHOOL DISTRICT  
BUSINESS OFFICE**

40 SOUTH CANAL STREET  
GREENE, NEW YORK 13778-1281  
(607) 656-4161

January 27, 2017

To: Gordon Daniels, Superintendent  
Board of Education Members

From: Mark A. Rubitski, Business Manager

Subject: Report to Board of Education 2/01/17

**\*\* Board of Education Action Required\*\***

1. **TREASURER'S REPORTS for the ACTIVITY FUNDS for DECEMBER 2016**  
Copies are enclosed.
  - **Motion to accept the Treasurer's Reports as presented.**
  
2. **INTERNAL CLAIMS AUDITOR REPORT**  
The Comptroller's Office requires the Board now receive a report of the internal claims' audit process. Attached is the Internal Claims Auditor Report for December 2016.
  - **Motion for the Board to accept this report.**

**\*\*No Action Required**

3. **BUDGET COMMITTEE**  
The Committee met this past week and reviewed the attached worksheets.



**December 2016**  
**EXTRA CURRICULAR ACTIVITY FUND ACCOUNTS**

**HIGH SCHOOL**

	BEGINNING BALANCE	RECEIPTS	PAYMENTS	END BALANCE
	12/01/16			12/31/16
SALES TAX	1607.49	469.26	420.67	1656.08
CLASS OF 2017	4724.19	7027.43	3916.01	7835.61
CLASS OF 2018	3385.62			3385.62
CLASS OF 2019	2546.25		609.93	1936.32
CLASS OF 2020	2106.82			2106.82
BAND	1025.75			1025.75
BASEBALL	88.05			88.05
BOWLING	194.89	779.75		974.64
CHORUS	1305.16	510.00	510.00	1305.16
ENVIROTHON CLUB	884.65			884.65
FOOTLIGHTS	12000.99		2275.50	9725.49
GSA	150.00			150.00
GREENE TROBOTS	201.35			201.35
HONOR SOCIETY	631.40			631.40
INTERACT formerly Key Club	848.39			848.39
SOCCER CLUB, GIRLS	0.00			0.00
STUDENT COUNCIL	14185.19	96.30	1463.56	12817.93
VOLLEYBALL CLUB	1002.25			1002.25
YEARBOOK	320.15	1829.82		2149.97
INTEREST EARNED	57.62	0.84		58.46
<b>TOTALS</b>	<b>47266.21</b>	<b>10713.40</b>	<b>9195.67</b>	<b>48783.94</b>

	AMOUNT	Out ck #	AMOUNT
BALANCE FROM STATEMENT	51583.64		
Error deposited to Middle School	148.00		
		3426	125.00
		3481	30.00
		3578	125.00
		3586	300.00
MINUS OUTSTANDING CHECKS	2947.70	3650	383.50
		3658	100.00
BALANCE	<b>48783.94</b>	3660	1884.20

*Zero balances are accounts that were closed during this school year*

Total 2947.70

December 2016  
EXTRA CURRICULAR ACTIVITY FUND ACCOUNTS

MIDDLE SCHOOL

	BEGINNING BALANCE	RECEIPTS	PAYMENTS	END BALANCE
	12/01/16			12/31/16
SALES TAX	1831.40	313.58	779.13	1365.85
CLASS OF 2021	6274.35	4405.06		10679.41
CLASS OF 2022	897.19			897.19
CLASS OF 2023	1259.23	216.50		1475.73
CLASS OF 2020	0.00			0.00
BOX TOPS	1016.53			1016.53
HONOR SOCIETY	1890.37		67.55	1822.82
SKI CLUB	572.13			572.13
STUDENT COUNCIL	1556.13	100.00	401.08	1255.05
YEARBOOK CLUB	2721.67	64.82		2786.49
INTEREST EARNED	90.67	0.34		91.01
<b>TOTALS</b>	<b>18109.67</b>	<b>5100.30</b>	<b>1247.76</b>	<b>21962.21</b>

BALANCE FROM STATEMENT	22110.21	Outstanding	
Error should have been deposited to High School	-148.00	Check #	Amount
SUBTOTAL	21962.21		
MINUS OUTSTANDING CHECKS	0.00		
BALANCE	21962.21		
		TOTAL:	0.00

December 2016

EXTRA CURRICULAR ACTIVITY FUND ACCOUNTS INTERMEDIATE

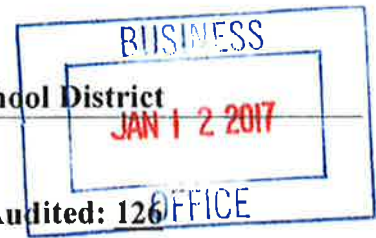
BEGINNING BALANCE	RECEIPTS	PAYMENTS	END BALANCE
12/01/16			12/31/16

SALES TAX	1,153.58	57.55		1,211.13
EDUCATION ENHANCEMENT	6,183.68	186.00		6,369.68
LIBRARY CLUB	1,163.07	719.43	719.43	1,163.07
INTEREST EARNED	112.28	0.15		112.43
<b>TOTALS</b>	<b>8612.61</b>	<b>963.13</b>	<b>719.43</b>	<b>8856.31</b>

BALANCE FROM STATEMENT	<u>8856.31</u>	Outstanding Check #	<u>AMOUNT</u>	
	<u>                    </u>			
SUBTOTAL	<u>8856.31</u>			
MINUS OUTSTANDING CHECKS	<u>0.00</u>			
BALANCE	<u>8856.31</u>			
		TOTAL:	<table border="1"><tr><td>0.00</td></tr></table>	0.00
0.00				



**Internal Claims Auditor Report for Greene Central School District**



**Warrant Report Dates:** December 2016

**# Checks Audited:** 126

**Internal Claims Auditor:**

*Debra A Whaley*  
*Stacy Boden*

Discovered Condition	Internal Auditor Requested Corrective Action	Corrective Action Taken
<b>WRITE UPS:</b>		
Incorrect Invoice Number 1 Incident	Verify & Correct Invoice Number	Correction Done
Incorrect Zip Code 1 Incident	Verify & Correct Zip Code	Correction Done
Incorrect Remit Address 1 Incident	Verify & Correct Remit Address	Correction Done
Invoice In Batch, Not On Warrant 1 Incident	Enter Invoice For Payment	Correction Done
<b>Purchase order should be issued prior to purchase/services rendered:</b> All-Mode Communications, Chemsearchfe, Claudia Kachmarik, NYSCOSS		

**# of Entries:** 344

**2.33 % of Findings to Entries**

<b>Recommendation and Reminders:</b>

**Greene CSD  
2017-18  
January 25, 2017**

<b>TOTAL REVENUES (Executive NYS Budget)</b>	<b><u>\$25,334,007</u></b>	
<b>TOTAL EXPENSES (Revised District Budget)</b>	<b>26,005,568</b>	{added \$587,736 to 2016-17 budget}
<b>Budget Gap</b>	<b><u>(671,561)</u></b>	

**BUDGET GAP OPTIONS**

<b>Additional NYS Aid - Final Budget</b>	<b>\$ -</b>
<b>Tax Levy Increase (CPI = 1.26%)</b>	<b>\$ 84,300</b>
<b>Use of District Reserves (Balance is \$5.925M)</b>	<b>\$ -</b>
<b>Implement District Cost Savings Plans</b>	<b>\$ -</b>
<b>Budget Gap</b>	<b><u>\$ (587,261)</u></b>

This is the initial budget before proposed budget adjustments.

1/25/2017

Budget Meeting:

**GREENE CSD 2017/18 Budget Planning**

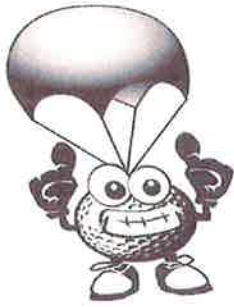
Budget Description	2016-17 Budget	2017-18 Budget	Incr / (Decr)	% change
A1010 Board of Education	9,200	5,700	(3,500)	-38.0%
A1040 District Clerk	5,852	6,023	171	2.9%
A1060 District Meetings	1,000	500	(500)	-50.0%
A1240 Chief School Administrator	276,280	198,770	(77,510)	-28.1%
A1310 Business Administration	369,549			
A1320 Auditing	15,500	16,500	1,000	6.5%
A1330 Tax Collector	4,900	4,800	(100)	-2.0%
A1345 Purchasing	6,519			
A1420 Legal	31,000	31,000	0	0.0%
A1430 Personnel/Labor Relations	26,000			
A1460 Records Management	6,378			
A1480 Public Information & Services	22,479			
A1620 Operation of Plant	876,169			
A1621 Maintenance of Plant	180,550	190,150	9,600	5.3%
A1622 Environmental Management	950	950	0	0.0%
A1670 Central Printing & Mailing	131,260	130,300	(960)	-0.7%
A1680 Central Data Processing	696,198			
A1910 Unallocated Insurance	107,000	110,000	3,000	2.8%
A1920 School Association Dues	150	8,150	8,000	5333.3%
A1981 BOCES Administrative Costs	183,736			
A1983 BOCES Capital Expenses	374,933			
A2010 Curriculum Develop & Supv	21,837			
A2020 Supervision-Regular School	509,548			
A2110 Teaching-Regular School	6,016,800	22,000	163	0.7%
A2250 Programs-Students w/Disabilit.	2,919,546			
A2280 Occupational Education	651,356			
A2330 Teaching-Special Schools	71,649			
A2610 School Library & Audiovisual	208,531			

A2615 Audio Visual	3,000	3,000	0	0.0%
A2630 Computer Assisted Instruction	225,977			
A2810 Guidance-Regular School	295,405			
A2815 Health Services- Reg. School.	82,700	86,200	3,500	4.2%
A2820 Psychological Svc-Reg. School	62,172	58,000	(4,172)	-6.7%
A2822 Education Support Services	60,522	56,000	(4,522)	-7.5%
A2825 Social Work-Reg. School	53,942	55,450	1,508	2.8%
A2850 Co-Curr Activ-Reg. School	43,584	43,340	(244)	-0.6%
A2855 Intersch Athletics-Reg. School	255,057			
A5510 District Transport	1,026,899			
A5530 Garage Building	25,610			
A5540 Contract Transport	-	2,500	2,500	#DIV/0!
A7140 Recreation - Pool	19,500	17,500	(2,000)	-10.3%
A9010 Employee's Retirement	340,100	310,000	(30,100)	-8.9%
A9020 Teacher's Retirement	879,000	914,160	35,160	4.0%
A9030 Social Security	589,255	607,600	18,345	3.1%
A9035 Medicaid	134,560	142,100	7,540	5.6%
A9040 Worker's Compensation	100,000	95,000	(5,000)	-5.0%
A9050 Unemployment Insurance	7,500	10,000	2,500	33.3%
A9060 Health/Dental Insurance	3,715,213	3,990,000	274,787	7.4%
A9061 Flexible Spending	1,000	1,300	300	30.0%
A9711 School Capital Bonds	3,480,048	3,830,582	350,534	10.1%
A9732 Bond Notes (BANS)	291,918	289,654	(2,264)	-0.8%
Transfer to School Lunch				

**GRAND TOTAL EXPENSES**

25,417,832 11,237,229 587,736





**Greene Community Scholarship Fund**  
**PO Box 354**  
**Greene, New York 13778**



In Partnership with  
The Community Foundation  
for South Central New York, Inc.

January 27, 2017

Greene Central School  
40 South Canal Street  
Greene, New York 13778

ATTN: Mark Rubitski

RE: JONES MEMORIAL SCHOLARSHIP

Dear Mr. Rubitski,

Regarding our previous discussions pertaining to the Jones Memorial Scholarship, this letter is to formally request the funds you currently hold be transferred to the Greene Community Scholarship Fund as requested by the legal documents in your possession. The check can be made out to the Community Foundation for South Central New York, and mailed to my attention at GCSF, PO Box 354, Greene, New York 13778. In addition, please include a copy of the legal document for the CFSCNY's records.

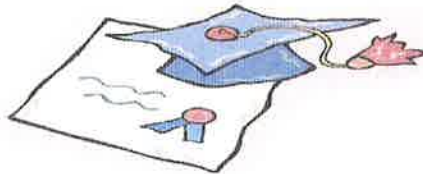
Thank you very much for your assistance in this transition

Sincerely,

A handwritten signature in cursive script that reads "Mindy Best".

Mindy Best  
Treasurer

A commitment to Education is an investment for the future



## Theresa Brant

---

**From:** Mark Rubitski  
**Sent:** Monday, January 30, 2017 9:59 AM  
**To:** Theresa Brant  
**Cc:** Gordie Daniels  
**Subject:** FW: Jones Memorial Scholarship  
**Attachments:** Jones Memorial Scholarship.tif

T, Please add this to the agenda for Wednesday- Jones Memorial Scholarship- Transfer of Ownership

Thank you. Mark

---

**From:** gcsf@stny.rr.com [mailto:gcsf@stny.rr.com]  
**Sent:** Friday, January 27, 2017 11:34 AM  
**To:** Mark Rubitski <MRubitsk@greenecsd.org>  
**Subject:** Jones Memorial Scholarship

Mark,

Here is the letter you requested. If you feel the need, I can also drop off the original.

Due to the large amount, I do need a copy of any of the legal documents for the records. I believe I left my only copy with you.

Please let me know if you need anything else. I do appreciate all of your help. Due to our ability to match the funds, the GCSF is pleased to take over the scholarship so we can offer it to even more students in the coming years.

Have a great weekend.

Mindy Best  
GCSF Treasurer