

**GREENE CENTRAL SCHOOL, GREENE, NY
BOARD OF EDUCATION REGULAR MEETING
WEDNESDAY, SEPTEMBER 5, 2018**

A regular meeting of the Greene Central School Board of Education was called to order at 6:00 p.m., by Board President, Brian Milk, in the Board of Education Room, High School/Middle School complex, South Canal Street, Greene, NY.

**CALL TO
ORDER**

- The Pledge of Allegiance was recited.

BOARD MEMBERS PRESENT:

Mr. Brian Milk, President
Mr. Scott Youngs, Vice-President
Mrs. Tammie McCauley
Mr. Seth Barrows
Mr. Nicholas Drew
Mr. Jason Burghardt
Mr. Douglas Markham

ROLL CALL

ADMINISTRATIVE STAFF PRESENT:

Mr. Gordon Daniels, Interim Superintendent
Mr. Mark Rubitski, Business Manager
Mr. James B. Walters, High School Principal
Mr. Timothy Calice, Middle School Principal
Mrs. January Pratt, Primary School Principal
Ms. Kimberly Matthews, Director of Special Programs
Mr. Gerald Abbey, Jr., Interim Facilities Director
Mr. Dennis Symons, Interim Head Bus Driver

OFFICERS PRESENT:

Mrs. Donna Utter, District Clerk

- Motion made by Youngs, seconded by Burghardt, to adjourn to Executive Session at 6:0 p.m. to discuss:
 - To review Special Education placements for particular students and consider them for approval.
 - To discuss a matter leading to the appointment of a particular person.

EXECUTIVE SESSION

Yes-7, No-0

- Motion made by McCauley, seconded by Youngs, to adjourn Executive Session at 6:45 p.m.

**ADJOURN EXECUTIVE
SESSION**

Yes-7, No-0

- President Milk reconvened the meeting 6:48 p.m.

RECONVENE

4. TRANSPORTATION

Delete: 2. Modify Bus Route Seasonal Extension

7. EDUCATION & PERSONNEL

Appointment(s): Substitutes:

Delete: Sharon McCrady pending completion of application.

8. BUSINESS & FINANCE

Delete: 1. Revenue & Budget Status Reports

**ADD/DELETIONS
TO AGENDA**

- Upon the recommendation of the Committee on Special Education, a motion was made by Burghardt, seconded by Drew, to approve the following placement(s): #710023553; #710023780; #710023811; #710023817; #710023818; #710023814.
- Yes-7, No-0

**SPECIAL EDUCATION
PLACEMENTS**

**APPROVE MINUTES
8/15/18 MEETING**

- Motion made by Burghardt, seconded by Youngs, to approve the minutes of the Regular Board meeting held on August 15, 2018 as presented.
Yes-7, No-0

**APPROVE MINUTES
6/20/18 AUDIT
COMMITTEE**

- Motion made by Burghardt, seconded by Youngs, to approve the minutes from the June 20, 2018 Board Audit Committee meeting which are attached hereto as Exhibit "A".
Yes-7, No-0

CALENDAR

- September 5 – First Day of Classes
- September 19 – Audit Committee Meeting – 5:00 p.m.
*The auditor will be meeting with the Audit Committee and reviewing the audit. In order to give the committee time to discuss the results with other board members prior to voting on approving the audit, the auditor will present the audit at the next board meeting (September 19th), but approval of the audit will be done at the following meeting on October 3, 2018.
- September 19 – Board of Education Meeting – 6:00 p.m.
- September 20 – Intermediate School Open House
- September 25 – MS/HS Open House
- September 27 – Primary School Open House
- September 28 – Morning Program for Board of Education
- September 28 – Homecoming Football Game
- September 29 – Homecoming Dance
- October 3 – Board of Education Meeting – 6:00 p.m.
- October 5 – Staff Development Day
- October 8 – Columbus Day – No School

**PUBLIC COMMENT:
MARIE SCOFIELD**

- Marie Scofield, GTA President, thanked Board members for taking time out of their day to be at the opening day for staff.

REPORTS:

- Nothing.

**BOARD COMMITTEE
REPORTS:**

- **Audit Committee** – Board member McCauley reported on the Board Audit Committee meeting held on August 30th. The committee reviewed the fund balance surplus of \$87,000 and what options were available for distribution of those funds. Board member McCauley commented that Steve Page, Community member, was administered the Oath of Office to serve on the committee for the 2018-2019 school year, and she really appreciates having him on the Committee. The Committee will be revisiting whether or not the district should do an RFP for auditing services this year.

Policy Committee: Board President Milk reported on a recent Board Policy Committee meeting. The committee reviewed Policies #51 Education of Homeless Children and Youth which is revised; and #86 Family Engagement Policy which is a new policy. Both policies are required by state mandates. Both policies are recommended and were reviewed by the school's attorneys. The committee also discussed a proposed Sports Uniform Policy. Bryan Ayres, Director of PE & Athletics, joined the committee for their discussion. The committee wants to be lenient with the shade of green due to costs. The committee was also in agreement on letting the Athletic Director approve the use of different colors for

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- special events and the need for a different color of pants due to staining concerns. The policy should be drafted for a first reading at the next meeting.

- Motion made by Burghardt, seconded by Markham, to approve the modification of an approved bus route (Duck bus) to include an extension of the route to pick up a student at 115 County Road 2. **TRANSPORTATION:
MODIFY BUS ROUTE**

Yes-7, No-0

- Motion made by Drew, seconded by Markham, to approve the Transportation Trip Request of the Varsity Field Hockey team to go to Syracuse on September 9, 2018 to view a college field hockey game between Cortland and Syracuse, with the field hockey club paying the costs of the driver's ticket to the game, and the district will cover the costs associated with the bus and driver's salary. **TRANSPORTATION
TRIP REQUEST-
FIELD HOCKEY**

Yes-7, No-0

- Gerald Abbey, Interim Facilities Director, stated that the first day of school went smooth from a facilities stand point. Building cooling systems are stressed due to the high heat and humidity, but most areas were comfortable. A couple of last minute fixes to sinks in the primary building were needed, but no major issues. **FACILITIES:
GERALD ABBEY**

- Motion made by Burghardt, seconded by McCauley, to approve the second reading and adoption of Board Policy #10 – *Meal Payment & Charge*, as read. **SECOND READING &
ADOPTION – POLICY
#10 MEAL PAYMENT &
CHARGE**

Yes-7, No-0

- Motion made by Burghardt, seconded by Youngs, to approve the revised reading and adoption of Board Policy #51 - *Education of Homeless Children and Youth*, as read. **REVISED READING &
ADOPTION – POLICY
#51 EDUCATION OF
HOMELESS CHILDREN
& YOUTH**

Yes-7, No-0

- Motion 6made by Burghardt, seconded by McCauley, to approve the first reading of Board Policy #86 – *Family Engagement*, as read. **FIRST READING -
POLICY #86- FAMILY
ENGAGEMENT**

Yes-7, No-0

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

- Motion made by Burghardt, seconded by Youngs, to accept the resignation of Casandra Aldrich, Mathematics teacher, effective August 31, 2018. **EDUCATION &
PERSONNEL
RESIGNATION(S):
CASANDRA ALDRICH -
MATHEMATICS TCHR.**

Yes-7, No-0

- Motion made by Burghardt, seconded by Markham, to appoint the following individuals to the 2018-2019 Substitute Rosters, effective September 6, 2018: **APPOINTMENT(S):
SUBSTITUTE ROSTERS**

- Shannon Ketzak – Substitute LTA and Teacher – UPK-12
- Anthony Patterson – Substitute Aide, LTA and Teacher – 3-12
- Barbara Diamond – Substitute Aide – UPK-12
- Rebecca Stocum – Substitute Teacher – UPK-12
- Joe Kiesecker – Substitute Bus Driver

- Debra Badger – Substitute Cafeteria Worker
Yes-7, No-0

**REBECCA STOCUM –
LONG TERM .5 FTE
MUSIC SUBSTITUTE**

- Motion made by McCauley, seconded by Markham, to move Rebecca Stocum from the approved Substitute Roster to serve as a long-term substitute covering a .5 FTE leave of absence in Music, effective September 4, 2018 not to exceed June 30, 2019.
Yes-7, No-0

**ASHLEY PASTERNAK –
LONG TERM ELEM.
EDUC. SUBSTITUTE**

- Motion made by Youngs, seconded by Burghardt, to move Ashley Pasternak from the approved Substitute Roster to serve as a long-term substitute in Elementary Education, effective September 4, 2018 not to exceed June 30, 2019.
Yes-7, No-0

**JULIE CHITESTER-
TYPIST**

Motion made by Youngs, seconded by Burghardt, to provisionally appoint Julie Chitester as a Typist pending appropriate placement on the Chenango County Civil Service Typist list, effective September 6, 2018. Probationary period begins after successful completion of the exam.
Yes-7, No-0

**SARAH DEXHEIMER-
TYPIST**

Motion made by Youngs, seconded by Burghardt, to provisionally appoint Sarah Dexheimer as a Typist pending appropriate placement on the Chenango County Civil Service Typist list, effective September 17, 2018. Probationary period begins after successful completion of the exam.
Yes-7, No-0

**STEVE PAGE – BOARD
AUDIT COMMITTEE**

- Motion made by Youngs, seconded by Burghardt, to appoint Steve Page as a Community Member to the Board's Audit Committee for the 2018-2019 school year.
Yes-7, No-0

**UNPAID VOLUNTEER
FOOTBALL COACHES**

- Motion made by Burghardt, seconded by Markham, to appoint the following individuals as Unpaid Volunteer Football Coaches:

- Jeff Barry
- Scott Gorton
- Andrew Swift
- Sam Whitney

Yes-7, No-0

**BUSINESS & FINANCE:
GENERAL FUND-
FUND BALANCE
REVIEW/RESERVE
TRANSFERS**

- Mark Rubitski, Business Manager, reviewed a general fund balance worksheet that was shared with the Audit Committee earlier. A positive fund balance of \$83,366.31 is available for transfer into reserve accounts. Mr. Rubitski explained that some reserve accounts are more flexible (taking money out) than others. He recommended transfers to Employee Benefit Reserve and/or the Capital Reserve.

A review of revenues and expenses that contributed to the positive fund balance were reviewed.

Capital Program planning was also discussed. The Capital Reserve fund is used to cover the taxpayer portion of any project. In 2022 Greene will decrease its bond payment obligations in the amount of \$440,000. To maintain the

- existing budget level, a project of 6-7 million dollars could be done in the summer of 2021. The current Capital Reserve current balance of \$900,000 would fund approximately a 9 million dollar project. The 5-year capital plan developed in January 2016 includes 18.7 million dollars' worth of work.

- Board member McCauley commented that it makes business sense to fund both reserve accounts. However, her concern with the Capital Reserve is that it can only be withdrawn for capital. If the funds are put in the Employee Benefit Reserve, it can be transferred to Capital down the road before the end of the year if not needed. If we don't have teacher, it doesn't matter how good the buildings are.

- Board member Youngs also stated that the Employee Benefit Reserve would allow more flexibility.

- Board member Drew commented that even if we downsize, buildings still need to be maintained. Buildings & Grounds and Operation of Facilities was \$182,375 over budget this year and if maintenance is not addressed through a capital project, it needs to be addressed in the budget.

- Board member Barrows commented that there might not be a fund balance next year that allows to transfer into the Capital Reserve.

- Board member McCauley mentioned the Smart Bond monies which will address some of the building concerns.

- Interim Superintendent Daniels stated that the district has yet to see any of the Smart Bond money that it applied for.

- Mr. Rubitski stated that putting the fund balance in the Employee Benefit Reserve is not a bad decision as it gives flexibility and time to decide. \$300,000 was transferred out of reserves to help balance the budget and then was put back in due to the positive fund balance.

- President Milk stated that the possible future transfer to the Capital Fund be put on the Outstanding Action List.

- Motion made by McCauley, seconded by Burghardt, to transfer \$83,366.31 from the General Fund (fund balance) to A830 Employee Benefit Reserve.

Yes-5, No-2 (Drew and Barrows)

- Motion made by Burghardt, seconded by Youngs, to accept the Final Budget Status Reports for June 2018 for the General Fund, School Lunch Fund, Federal Grants & Capital Budgets as presented.

Yes-7, No-0

**TRANSFER OF
FUND BALANCE TO
EMPLOYEE BENEFIT
RESERVE**

**REVENUE &
BUDGET FINAL
STATUS REPORTS
FOR JUNE 2018**

GREENE EMERGENCY SQUAD DONATION - Motion made by Drew, seconded by Burghardt, to accept the generous donation of school supplies and materials from the Greene Emergency Squad. Yes-7, No-0

- It was noted that the Greene Emergency Squad also offered to help supply other items to students in need.

DISCUSSION ITEMS: **BOE Meeting Schedule Change Discussion** – President Milk asked for board members thoughts on this topic.

- Board member McCauley stated that she would prefer that the Board keep two meetings a month and if the second one is not needed, it could be cancelled.
- President Milk stated that Afton holds one meeting a month. However, there are 2 or 3 months that they may have two.
- Ms. Kimberly Matthews, Director of Special Programs, asked how the Board would handle Pre-school CPSE students whose programs need to be board approved before they can begin.
- President Milk stated that the Board could give the Superintendent the authority to approve items pending Board approval.
- Board member Drew stated that due to the amount of discussion, the Board should stick to two meetings a month, unless discussion at meetings can be stream-lined.
- President Milk stated that the Board will review the topic again in December.

- BOCES Superintendent Retreat – Possible Dates in October – After discussing Board members’ availability for the 5 possible dates, the Board picked Monday, October 15, 2018 from 4:00 – 6:00 p.m.

**REVIEW BOARD
OUTSTANDING ACTION LIST:**

Directed Date:	Task:	Responsibility Of:	Report Back:
12/20/2017	Small Capital Project		9/19/18
1/3/2018	Sports Uniform Policy	BOE	9/19/18
1/17/2018	Bus Garage-outside lighting, fencing	BOE and Facilities Director	Ongoing
5/2/18	Legislative Committee – Community Member – Student Enrollment	BOE	Ongoing
7/11/18	Student on the Board	BOE	January 2019
8/1/18	BOE Meeting/One Per Month	BOE	12/5/18
9/5/18	Transfer to Capital Reserve	BOE	Ongoing

- **Small Capital Project** – take off the list and leave up to the budget members to decide possibility based on the budget.
- **Sports Uniform Policy** – September 19, 2018
- **BOE Meeting/One Per Month** – move to 12/5/18
- **Bus Garage Fencing** – is complete – remove.
- **Add: Transfer to Capital Reserve** – ongoing

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- Interim Superintendent Daniels commented that Tim Calice, Middle School Principal, as part of his Superintendent classes, worked with Windsor on a presentation giving an overview of how a Capital Project works and the presentation might be helpful to the Board.

**CAPITAL PROJECT
OVERVIEW**

- The Board asked, and Mr. Calice agreed, to do a presentation at the October 17th Board meeting.

**SUPERINTENDENT'S
REPORT:**

- Interim Superintendent Gordon Daniels reported on the following:

- Interim Superintendent Daniels thanked the Emergency Squad for their donation of supplies and especially to Jim Strenkert who brought the whole thing together. He thanked Jim Strenkert for his leadership and stated that it is nice to have those type of advocates in the community.

**REVIEW COMMITTEE
SCHEDULE:**

Committee Name:	Last Meeting:	Next Meeting:
Budget	April 5, 2018	
Building & Grounds	April 4, 2018	
Transportation	April 12, 2018	
Employee	June 6, 2018	
Audit	Sept. 19, 2018	
Curriculum & Technology	Aug. 15, 2018	
Legislative		
Tenure	April 17, 2018	
Extra-Curricular		
Policy	May 30, 2018	

- Buildings & Grounds and Transportation quarterly meeting in October.

- Morgan Sergi asked if the Board had any questions about the Field hockey trip to Syracuse. She stated that it is a bonding activity for the team.

**PUBLIC COMMENT:
MORGAN SERGI**

- President Milk stated that expenses needed for bus driver's admission to the game and any meals would be covered by the club, and the driver's salary and bus would be covered by the school.

- Motion made by Burghardt, seconded by Drew, to adjourn to Executive Session at 7:59 p.m. to discuss a matter related to the performance of a particular person.

**EXECUTIVE
SESSION**

Yes-7, No-0

- Motion made by Markham, seconded by Drew, to adjourn Executive Session at 9:06 p.m.

**ADJOURN
EXECUTIVE
SESSION:**

Yes-7, No-0

- President Milk reconvened the meeting at 9:06 p.m.

RECONVENE

- Motion made by McCauley, seconded by Barrows, to adjourn the meeting at 9:06 p.m.

ADJOURNMENT

Yes-7, No-0

Respectfully Submitted,

Donna Marie Utter
District Clerk