

**GREENE CENTRAL SCHOOL, GREENE, NY  
BOARD OF EDUCATION REGULAR MEETING  
WEDNESDAY, AUGUST 2, 2017**

A regular meeting of the Greene Central School Board of Education was called to order at 6:02 p.m., by 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  
Mr. Scott Youngs  
Mrs. Tammie McCauley  
Mr. Seth Barrows  
Mr. Jason Burghardt  
Mr. Nicholas Drew  
Mr. Douglas Markham

**ROLL CALL**

**ADMINISTRATIVE STAFF PRESENT:**

Mr. Gordon Daniels, Interim Superintendent of Schools  
Mr. Mark Rubitski, Business Manager  
Mr. James Walters, High School Principal  
Mr. Bryan Ayres, Intermediate School Principal, Director of Athletics & PE  
Mrs. January School Principal  
Mrs. Sarah Pratt, Primary Wiggins, Director of Special Programs

**OFFICERS PRESENT:**

Mrs. Donna Utter, District Clerk

- Motion made by Youngs, seconded by Markham, to adjourn to Executive Session at 6:02 p.m. for the following:
  - To review Special Education placements for particular students and to consider them for approval.
  - To discuss the resignation of a particular person.

**EXECUTIVE SESSION**

Yes-7, No-0

- Motion made by McCauley, seconded by Markham, to adjourn Executive Session at 6:52 p.m.

**ADJOURN EXECUTIVE  
SESSION**

Yes-7, No-0

- President Milk reconvened the meeting 6:53 p.m.

**RECONVENE**

- District Clerk, Donna Marie Utter, administered the oath Oath of Office to Mark Rubitski, Business Manager, who was reappointed District Treasurer at the Reorganizational Meeting held on July 13, 2017.

**OATH OF OFFICE  
BUSINESS MANAGER**

- EDUCATION & PERSONNEL

Add: 4. Section 75 charges

Delete: 7. REVISED BOARD OF EDUCATION POLICIES

2<sup>nd</sup> reading and adoption of board policies #85-93

due to unavailability of viewing them on the web page.

**ADD/DELETIONS  
TO AGENDA**

- Upon the recommendation of the Committee on Special Education, a motion was made by Youngs, seconded by Burghardt, to approve the following placement(s):  
#710022495; #710023553; #710023524; #710023639;  
#710023625; #710023599.

**SPECIAL EDUCATION  
PLACEMENTS**

Yes-7, No-0

**BOARD OF EDUCATION REGULAR MEETING  
WEDNESDAY, AUGUST 2, 2017**

**PAGE 2**

**APPROVE MINUTES  
7/13/17**

- Motion made by McCauley, seconded by Youngs, to approve the minutes of the Reorganizational and Regular Board of Education Meeting held on Thursday, July 13, 2017 as presented.  
Yes-7, No-0

**CALENDAR**

- August 16, 2017 – Board of Education Meeting – 6:00 p.m.  
- **August 21, 2017 – Chenango County School Boards Association Mtg. – Board Room at Norwich Middle School – 6:00 p.m.**  
- September 4, 2017 – Labor Day  
- September 5, 2017 – Staff Development Day  
- September 6, 2017 – First Day for Students  
- September 6, 2017 – Board of Education Meeting – 6:00 p.m.

**PUBLIC COMMENT:**

- None.

**REPORTS:**

- None.

**BOARD COMMITTEE  
REPORTS:**

- **Buildings & Grounds** - Board member Drew handed out a monthly update report for Buildings and Grounds dated 7/31/17 – 8/1/17. He recommended that this type of report be done monthly by the Supervisor of Buildings & Grounds (when resolved) and shared with the Board Buildings & Grounds Committee. The committee can then review items and report to the entire Board. This is similar to what he currently does with the Town.

- **Chenango County School Boards Association** – Board member McCauley reported on a recent CCSBA meeting that she attended. She announced that the next meeting will be August 21<sup>st</sup>. The group discussed working with a regional group and 4 meeting dates are planned with the meetings being held at SUNY Oneonta. The group is trying to reach more Board members for input and thought being part of a larger group would help in the sharing process. October 19<sup>th</sup> Greene is designated to pick the meeting topic, she asked for any suggestions. The Legislative Breakfast will be held at SUNY Oneonta this year. Board members can let her know any suggested topics as well as specific legislators to be invited.

**TRANSPORTATION:**

- None.

**EDUCATION &  
PERSONNEL  
RESIGNATION(S):  
SERINA HAZEN -  
CUSTODIAN**

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

- Motion made by Youngs, seconded by McCauley, to accept the resignation of Serina Hazen, Custodian, effective July 14, 2017.  
Yes-7, No-0

**KEITH DUNHAM -  
BUS DRIVER**

- Motion made by Youngs, seconded by McCauley, to accept the resignation of Keith Dunham, Bus Driver, effective August 31, 2017.  
Yes-7, No-0

**BOARD OF EDUCATION REGULAR MEETING  
WEDNESDAY, AUGUST 2, 2017**

**PAGE 3**

- Motion made by Youngs, seconded by McCauley, to accept the resignation of Sandy Humphrey, Dispatcher, effective August 3, 2017.

**SANDY HUMPHREY-  
DISPATCHER**

Yes-7, No-0

- Motion made by Drew, seconded by Burghardt, to appoint Edward Maley, Bus Driver, effective September 1, 2017 for a One-year probationary period ending August 31, 2018.

**APPOINTMENT(S):  
EDWARD MALEY-  
BUS DRIVER**

Yes-7, No-0

- Motion made by Drew, seconded by Burghardt, to appoint the following individuals to the Substitute Rosters for the 2017-2018 school year effective August 3, 2017:

**SUBSTITUTE ROSTERS**

- Connie Ledford – Substitute Teacher Aide UPK-12
- John Fuller – Substitute Maintenance & Custodial Worker

Yes-7, No-0

- Motion made by Youngs, seconded by Burghardt, to appoint Andrew Swift as Modified 7/8 Football Coach and Unpaid Volunteers – Jeff Barry, Sam Whitney and Scott Gorton for the fall 2017 season.

**FOOTBALL COACHES**

Yes-7, No-0

- Motion made by Youngs, seconded by McCauley, to appoint Kylie Hrehor as Modified 7/8 Field Hockey Coach for the fall 2017 season.

**FIELD HOCKEY COACH**

Yes-6, No-0, Abstain-1(Burghardt)

- Motion made by Burghardt, seconded by Barrows, to appoint Kalli Garey as Modified A Girls' Soccer Coach for the fall 2017 season.

**FIELD HOCKEY COACH**

Yes-7, No-0

- A discussion was had regarding coaches and needed certifications. Mr. Brian Ayres, Director of Athletics & PE stated that he is getting a new program which will notify coaches 6 months ahead of requirements they will need to continue coaching. He also stated that Pam Gerst, Primary/Intermediate School Nurse recently held a CPR and First Aid update for coaches who need it. Board member Youngs asked about the possibility of approving all coaching positions at the end of the year to try to avoid last minute appointments.

- Motion made by McCauley, seconded by Burghardt, to approve the request for a leave of absence for Nancy Amell, Aide, for five (5) days October 30, 2017 through November 3, 2017.

**REQUEST FOR UNPAID  
LEAVE – NANCY AMELL-  
AIDE**

Yes-7, No-0

- The Board of Education considering the information supplied to it regarding an employee of the Greene Central School District, on motion of McCauley, seconded by Burghardt, it is RESOLVED, that charges be preferred against an employee of the Greene Central School District in accordance with Civil Service Law §75 and the employee be given notice of such charges. Michael D. Sherwood, Esq., is hereby appointed

**SECTION 75 CHARGES**

- hearing officer. Because of the need to proceed expeditiously, requests for proposals have not been made, but it is noted that Mr. Sherwood has the background and qualifications to serve as hearing officer and has acted in the past as a hearing officer for other boards of education.  
Yes-7, No-0

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

- Motion made by Burghardt, seconded by Barrows, to accept the Revenue & Budget Status Reports for June 2017 for the General Fund, School Lunch Fund, and Federal Grants & Capital Budgets as presented.  
Yes-7, No-0

- Mark Rubitski, Business Manager, commented that these are the final Revenue & Budget Status Reports for the 2016-17 fiscal year.

**TREASURER'S REPORT  
ACTIVITY FUNDS**

- Motion made by Burghardt, seconded by Youngs, to accept the Treasurer's Report for the Extra-Curricular Activity Funds for June 2017 as presented.  
Yes-7, No-0

**GENERAL FUND  
BUDGET TRANSFERS**

- Motion made by Burghardt, seconded by McCauley, to approve the General Fund budget transfers as of July 20, 2017 in the amount of \$419,935. To close out the books for 2016-17 school year and balance accounts.  
Yes-7, No-0

**GENERAL FUND  
FUND BALANCE  
REVIEW/RESERVE  
TRANSFERS**

- Motion made by Burghardt, seconded by Markham, to approve transfer of the General Fund balance of \$447,387.00 to A830 Employee Benefit Reserve \$247,387.00 and A815 Unemployment Reserve \$200,000.00.  
Yes-7, No-0

- A review and discussion occurred prior to the vote regarding the reserve accounts as follows:

- A list of reserve funds that may be used by NY State school districts was shared with the Board.
- Greene has 5 designated reserve accounts with a current balance of \$6,583,172.92.
- Reserve transfers previously approved by the Board to close out the year and balance the budget were \$1,099,637.87 (\$639,876.72 to Employee Benefit Reserve) and (\$459,761.15 to Capital Reserve).
- Allowed 4% fund balance is \$1,046,738.16.
- Remaining revenue to be transferred to reserves is \$447,387.00.
- BOCES refund made revenues larger than expected.
- Repair Reserve account was approved by the Board, but needs a fund limit, public hearing and voter approval before funds can be transferred into it.
- Youngs - Possibility of giving teachers back some money for supplies and/or reimburse for out-of-pocket supplies purchased. Is there a way to give them extra money this year?
- McCauley – Instead of putting excess in reserves, use for educational needs now.

- Reserves are used to help balance budget if expenses go over what was budgeted. Try to accommodate teacher needs/concerns as they come up. Budgets have already been set for the 2017-18 school year.
  - Superintendent Daniels – Some supply budgets have been cut from \$1,000 to \$250.
  - James Walters, High School Principal, stated that at the high school level instead of designating a specific dollar amount for each teacher (as needs vary), he asks that they order what they need and then the totals are evaluated within the entire budget.
  - The district needs to be guarded in its expenses as there are a number of situations that could greatly impact our finances: NYS budget issues which require paybacks (5 ½ million in aid over 7 years); federal budget issues affecting federal grants (currently receive 1.2 million); GASB-45 (funding of employee benefits could be 10.2 million); And Medicaid, health insurance and retirement system costs.
  - Raising the allowable fund balance to 5% unappropriated expenses with no strings on how to spend- would be out of compliance.
  - Auditors recommended transfers to employee benefit and unemployment reserve.
- Motion made by Barrows, seconded by Youngs, to accept the Internal Claims Audit Report for June 2017 as presented.  
Yes-7, No-0
- INTERNAL CLAIMS  
AUDITOR REPORT**
- Motion made by McCauley, seconded by Youngs, to declare the attached list of middle school textbooks and equipment (Exhibit "A") as obsolete/surplus and to dispose of the same.  
Yes-7, No-0
- OBSOLETE/SURPLUS  
M.S. TEXTBOOKS &  
EQUIP.**
- Motion made by McCauley, seconded by Youngs, to declare the attached list of intermediate school textbooks (Exhibit "B") as obsolete/surplus and to dispose of the same.  
Yes-7, No-0
- OBSOLETE/SURPLUS  
INTER. SCHOOL  
TEXTBOOKS**
- Board member Youngs stated that the Discovery Center might be an avenue to donate some of our discarded books and equipment to.
- Motion made by Burghardt, seconded by Drew, to approve the School Lunch Program Free & Reduced Meal Policy Book for the 2017-2018 school year.  
Yes-7, No-0
- SCHOOL LUNCH  
PROGRAM – FREE &  
REDUCED MEAL  
POLICY BOOK**
- **NYSSBA Discussion Topics** – President Milk spoke to our District's NYSSBA representative regarding coming to discuss what NYSSBA can do for us and possibly doing a quick training for new board members. President Milk suggested that a retreat be held on a night other than a board meeting night.
- ONGOING  
DISCUSSION ITEMS**



**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	Superintendent	Aug. 31, 2017
1/25/2017	Review of Implementation of Anti-Discrimination & Sexual Harassment Policies	BOE and Superintendent	Sept. 6, 2017
7/21/2017	Number of Board Mtgs. Per Month	BOE	Nov. 1, 2017

\*Board member McCauley working on email of concerns regarding Implementation of the Anti-Discrimination & Sexual Harassment Policies for Administrators to review.

\*Board committee members need to be appointed to the committees at the next meeting.

\*Board member McCauley would like to have a discussion regarding the make-up of the Board Budget & Audit Committee structures at the next meeting before members are appointed.

**SUPERINTENDENT'S REPORT:**

**- Interim Superintendent Gordon Daniels reported on the following:**

- Board Goals – Superintendent Daniels shared a written report on how the district has approached meeting those goals. The Superintendent's performance review is based on how well the district has met those goals.

**PUBLIC COMMENT:  
MARIE SCOFIELD**

- Marie Scofield, GTA President, stated that on June 7<sup>th</sup> Policy numbers 85-94 had a second reading and adoption and that the same numbers are on the agenda tonight. (Note: there was a mistake in the numbering on the June 7<sup>th</sup> Agenda, but the correct Policy numbers were adopted at the meeting.) She also stated that she was happy to hear the conversation about the budget and noted that while budget amounts are requested to remain at the same level each year, the money does not purchase as much today as in previous years. She also agreed that while savings/reserves are a good idea, tax payers expect money to be spent on students. A repair reserve would save waiting until a building project for needed repairs. She thanked Tammie McCauley for voicing her concerns for teacher needs. She noted that while our structures look great on the outside, there are repairs that need to be made on the inside.

**TAMMIE MCCAULEY**

- Board member McCauley mentioned that the Baptist Church is interested in taking on a family that is in need of school supplies and she asked who in the district should be contacted. Sarah Wall is the School Social Worker and could obtain that information.

**BOARD OF EDUCATION REGULAR MEETING  
WEDNESDAY, AUGUST 2, 2017**

**PAGE 7**

- Marie Scofield, GTA President, stated that she read that Deposit somehow purchased all the required supplies for all of their students, which allowed the students to come to school the first day fully prepared with what they would need for the year.

**MARIE SCOFIELD**

- Bryan Ayres, Director of Athletics & PE announced that the fall information night for athletes and parents will be on August 18<sup>th</sup> at 6:00 p.m. in the auditorium. Bryan has secured Paul Marco, BU Head Soccer Coach, to speak regarding college information and recruiting and behaviors that recruiters are looking for in prospective athletes. He is also attempting to secure someone to speak on social media issues.

**BRYAN AYRES**

- Superintendent Daniels stated that NYSPH Association has a video available for high school athletes and coaches.

**SUPT. DANIELS**

**REVIEW COMMITTEE  
SCHEDULE:**

<b>Committee Name:</b>	<b>Last Meeting:</b>	<b>Next Meeting:</b>
Budget	April 19, 2017	
Building & Grounds	May 17, 2017	
Transportation	Nov. 2, 2016	
Employee	Feb. 1, 2017	
Audit	Sept. 21, 2016	
Curriculum & Technology	June 7, 2017	
Legislative		
Tenure		
Sabbatical		
Policy	Feb. 15, 2017	

- Motion made by Barrows, seconded by Markham, to adjourn to Executive Session for the following at 8:13 p.m.:

- To discuss a matter relating to the performance of a particular person.
- To discuss a matter leading to the discipline of a particular person.

**EXECUTIVE  
SESSION**

Yes-7, No-0

- Motion made by McCauley, seconded by Youngs, to adjourn Executive Session at 9:55 p.m.

**ADJOURN  
EXECUTIVE  
SESSION**

Yes-7, No-0

- President Milk reconvened the meeting at 9:55 p.m.

**RECONVENE**

- Motion made by Drew, seconded by Burghardt, to adjourn the meeting at 9:56 p.m.

**ADJOURNMENT**

Yes-7, No-0

Respectfully Submitted,

Donna Marie Utter  
District Clerk