

**GREENE CENTRAL SCHOOL  
GREENE, NEW YORK  
BOARD OF EDUCATION MEETING  
WEDNESDAY, FEBRUARY 24, 2016**

A Board of Education meeting was called to order at 7:00 p.m. by President, Ethan G. Day, in the High School Library, 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. Ethan G. Day, President  
Mr. Timothy Crumb, Vice-President  
Mrs. Helen Hunsinger  
Mrs. Karen Hendershott  
Mr. Brian Milk  
Mr. Scott Youngs  
Mrs. Tammie McCauley

**ADMINISTRATIVE STAFF PRESENT:**

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

**ADMINISTRATIVE STAFF ABSENT:**

Mr. Jonathan Retz, Superintendent

**OFFICERS PRESENT:**

Mrs. Donna Utter, District Clerk

- Motion made by Crumb, seconded by Youngs, to adjourn to Executive Session for the following at 7:02 p.m.:
  - To review special education placements for particular students and to consider them for approval.
  - To discuss Utica National's annual safety audit only as it relates to specific personnel.

**EXECUTIVE SESSION**

Yes-7, No-0

- Motion made by Youngs, seconded by McCauley, to adjourn Executive Session at 7:37 p.m.

**ADJOURN EXECUTIVE SESSION**

Yes-7, No-0

- President Day reconvened the meeting at 7:38 p.m.

**RECONVENE**

**1. ROUTINE**

4. Approve Minutes – Add – approval of bus/capital reserve Minutes dated 2/23/16

**ADD./DELETIONS TO AGENDA**

**7. EDUCATION & PERSONNEL**

Delete – 2. Board of Education Committee Assignments (Revised)

- Upon the recommendation of the Committee on Special Education, a motion was made by Hunsinger, seconded by Youngs, to approve the following placement(s):  
#710022330; #710022895; #710023199; #710023266;  
#710123328; #710023222.

**SPECIAL EDUCATION PLACEMENT**

Yes-7, No-0

**BOARD OF EDUCATION MEETING  
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**APPROVE MINUTES  
2/3/16 & 2/23/16  
BUS & CAPITAL  
RESERVE VOTE**

- Motion made by Crumb, seconded by Hendershott, to approve the minutes for the regular meeting held on February 3, 2016 and the February 23, 2016 Bus and Capital Reserve Proposition Vote results, as presented. Yes-7, No-0

**CALENDAR**

- February 23-25 – Greene Scholarship Phone-A-Thon
- February 26 – CCSBA Meet/Greet @ BG Greenlawn Elementary – 6:00 p.m.
- February 26 – PTO Family Movie Night – 6:30 p.m.-Auditorium
- March 2 – Board of Education Mtg. – 6:00 p.m.
- March 3 – Music in Our Schools Concert – 7:00 p.m.-Auditorium
- March 9 – Budget Cmte. Meeting – 4:00 p.m.
- March 11 – ½ Day for Students K-12
- March 15 – Jr. Honor Society Inductions – 6:30 p.m.-Auditorium
- March 16 – Board of Education Mtg. – 6:00 p.m.
- March 23 – Math & Science Night – 6:30 p.m.-Intermediate Gym
- March 25 – Good Friday – No School
- March 31 – Kindergarten Parent Information Night

**PUBLIC COMMENT:  
SUE PROSCIA**

- Sue Proscia, President of Bus Drivers Group, brought to the Board's attention that OM teams who advanced to states, held at SUNY Broome, were transported by parents. Students must take school transportation or other Board approved transportation to school sponsored events.

**APPOINT SEARCH  
CONSULTANTS**

- Motion made by Hunsinger, seconded by Crumb, to appoint Allen D. Buyck, DCMO BOCES District Superintendent of Schools, and Gray Stevens, DCMO BOCES Chief Operating Officer, as search consultants for the position of Superintendent of Schools. Yes-7, No-0

- President Day stated that he is working on a timeline for the Superintendent's search and has requested Allen Buyck and Gray Stevens' input before sharing with the Board.

**REPORTS:  
BUILDING CONDITION  
SURVEY/5 YEAR PLAN-  
TETRA TECH**

- Barb Chambers from Tetra Tech reviewed the Building Condition Survey and 5 Year Plan that Tetra Tech was hired to complete. The Building Condition Survey is required by SED to be completed every 5 years. It involved a walk-through inspection of all district facilities noting the condition of the facilities and mechanics and areas which will need to be addressed. The survey is then uploaded to SED and they track facility conditions and refer to them when reviewing future building projects. The 5 Year Plan is recommended to be done every year, but does not have to be filed with SED. The purpose of the 5 Year Plan is to list items needing attention and prioritizing them by urgency within a five-year span. The Executive Summary at the end of the Plan is required to be submitted to SED when a building project is proposed. Tetra Tech also completed a Facility Evaluation which contained more detail for specific facility improvements/needs at each facility within the district. Some items included were:

- Primary School – expansion for cafeteria and kitchen or renovate existing kitchen; asbestos abatement in crawl space; renovate Nurses suite; and repaving of parking lots and drives.
- Intermediate School – expand cafeteria and kitchen or renovate existing kitchen; outdoor electronic message board; addition of canopies over some entries; event parking and replacing old unit ventilators. The possibility of

- connecting the two campuses with a common cafeteria was proposed as a possibility.
- Middle/High School – outdoor electronic message board; renovate cafeteria; re-configure kitchen and replace equipment; replace sports lighting with LED type fixtures; connect existing concession stand sewer to Municipal system or replacement of concession stand with new concession, toilet rooms, and team room facility.

The list of items also included, where appropriate, the year when the item would be aidable. Several of the items included are also alternatives which may be included in our current project, but were included in case they are not taken care of in current project. The goal when addressing these needs is to utilize as much state aid as possible. Ms. Chambers also stated that the deadline for filing with SED has been extended to June 15<sup>th</sup>, however, Greene's is ready to submit whenever the Superintendent is ready. Tetra Tech also provided interactive floor plans, which gives a visual of the items needing repair and the proposed facility improvements.

- Board member McCauley stated that she wished the amount of money dedicated to building projects could be used for programs to benefit the students. She also stated that just because something is aidable, does not mean it needs to be done.

- Motion made by Hunsinger, seconded by Crumb, to accept the findings of the Comptroller's audit of the student activity accounts and the District's response to those findings.  
Yes-7, No-0

**NYS COMPTROLLER  
AUDIT – STUDENT  
ACTIVITY ACCOUNTS**

- Motion made by Crumb, seconded by Hunsinger, accepting the Utica National Annual Safety Audit as presented.  
Yes-7, No-0

**UTICA NATIONAL  
ANNUAL SAFETY  
AUDIT**

- Tim Calice, Middle School Principal, updated the Board on activities at the Middle School which included the following:
  - Olweus renamed Greene Day. The focus this year is character building with different themes each month – gratitude, integrity, citizenship, and school spirit.
  - Winter Carnival in December – students raised \$400 and chose four different charities to donate the money to.
  - Arts in Education – March performance of the Lightning Thief will involve all middle school students, 9<sup>th</sup> grade students and Oxford's middle school students.
  - March 15<sup>th</sup> National Jr. Honor Society Inductions.
  - 41% of students were on Honor or High Honor Roll for the 2<sup>nd</sup> marking period.
  - Professional development – designated middle school Staff participated in the Google Aps training and are using it effectively in the classroom. eSchool training was offered to some middle school staff today to show what is available for them within our student management system.

**MIDDLE SCHOOL  
BUILDING REPORT-  
MR. CALICE**

- Bryan Ayres, Intermediate School Principal, updated the Board on activities at the Intermediate School which included the following:
  - Olweus – focus is on character education with monthly themes which are integrated with activities in the arts as well as classrooms. For the giving theme, students participated in "Operation Shoebox", a national program. Shoeboxes were decorated and filled with items provided by student' families and mailed to soldiers. Upcoming themes include diversity

**INTERMEDIATE  
SCHOOL BUILDING  
REPORT – R. AYRES**

- and acceptance and empathy.

- Continued work on literacy initiative. Dr. Erin Washman has continued to work with staff literacy resources to improve student reading at each grade level and brainstorming ways to help struggling students. She will continue to work with staff throughout the year.

**ENROLLMENT REPORT** - The Enrollment Report for the period ending January 31, 2016 with a total enrollment of 1025 was noted.

**BOARD COMMITTEE  
REPORTS**

**- Building & Grounds Committee Report –**

Board member, Brian Milk, summarized a recent Building & Grounds Committee meeting. Discussions were had regarding the purchase of a new pump for the pool and next week interviews will start for a Construction Management Company to support the next phase of the building project.

**TRANSPORTATION:** - Nothing to report.

**EDUCATION & PERSONNEL:**

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

**CREATE POSITION(S):  
SPECIAL EDUCATION  
TEACHING**

- Motion made by Crumb, seconded by Youngs, to create two Special Education Teaching positions, one NYS Certified 1-6 and one NYS Certified 7-12.  
Yes-7, No-0

**APPOINTMENT(S):  
BRANDI DECKER -  
CUSTODIAN**

- Motion made by Milk, seconded by Hunsinger, to appoint Brandi Decker as a Custodian, effective February 18, 2016 with a one year probationary period beginning February 18, 2016, ending February 17, 2017.  
Yes-7, No-0

**SUBSTITUTE ROSTER  
ADDITIONS**

- Motion made by Milk, seconded by Hunsinger, to appoint the following individuals to the Substitute Roster for the remainder of the 2015-16 school year effective March 3, 2016:

- Melissa Price – Substitute Teacher UPK-6
- Pierina Thatcher – Substitute Teacher Aide UPK-12

Yes-7, No-0

**UNPAID LEAVE OF  
ABSENCE-KIM  
SANFORD-BUS  
DRIVER**

- Motion made by Milk, seconded by Youngs, to approve the Request for an Unpaid Leave of Absence of Kim Sanford, Bus Driver, for 13 days, April 5, 2016 through April 22, 2016.  
Yes-7, No-0

**UNPAID LEAVE OF  
ABSENCE- PATTY  
WASHBURN, AIDE**

- Motion made by Milk, seconded by Youngs, to approve the Request for an Unpaid Leave of Absence of Patty Washburn, Aide, for 1 day, April 22, 2016.  
Yes-7, No-0

**NON-INSTRUCTIONAL  
SICK BANK - ALBERT  
LAPORTE-BUS DRIVER**

- Upon the recommendation of the Non-Instructional Sick Bank Committee, a motion was made by Milk, seconded by Crumb, to approve the request of Albert LaPorte, Bus Driver, for the withdrawal of twenty-five (25) days from the Non-Instructional Sick Bank covering the period of February 26, 2016 through April 1, 2016.  
Yes-7, No-0

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

- Motion made by Hunsinger, seconded by Youngs, to accept the Revenue & Budget Status Reports for January 2016 for the General Fund, School Lunch Fund, and Federal Grants & Capital Budgets as presented.  
Yes-7, No-0

**TREASURER'S REPORT  
ACTIVITY ACCOUNTS**

- Motion made by Crumb, seconded by Hendershott, to accept the Treasurer's Report for the Extracurricular Student Activity Accounts for January 2016 as presented.  
Yes-7, No-0

**INTERNAL CLAIMS  
AUDITOR REPORT**

- Motion made by Crumb, seconded by Hunsinger, to accept the Internal Claims Auditor's Report for January 2016 as presented.  
Yes-7, No-0

**BUDGET COMMITTEE  
REPORT:**

- Mark Rubitski, Business Manager, reviewed budget line items previously reviewed and set by the Budget Committee. The line items included retirement (decreases in state rates), health insurance, and Social Security and Medicaid (state rate increases). At this point, overall the budget has increased .3%.

**BUSINESS & FINANCE  
OPERATIONS'  
UPDATE:**

- Mark Rubitski updated the Board on Business and Finance Operations which included: closing out of Phase I of the Capital Project and planning for Phase II; RFP for Construction Management support; completion of Building Condition Survey and 5-year Capital Plan; continued work on compliance requirements for the Affordable Care Act; and review and development of action plan in response to the Comptroller's audit.

**DISTRICT  
INFORMATION  
TECHNOLOGY  
UPDATE:**

- Mark Rubitski updated the Board on Information Technology Activities which included: chromebooks issued to all students in grades 9-11 and some seniors. Additional chromebooks have been purchased for the remaining seniors. CAD classroom set-up with additional electrical, network connections, and computers. Development of a new mobile device management tool for distributing apps to staff remotely and efficiently.

- James Walters, High School Principal, noted that we now have an IT employee who can replace broken screens in-house for approximately \$10.00.

- Board member, Tammie McCauley, questioned possible privacy issues involved with using some apps and how do we protect against those issues. She also asked if there were screen protectors that could be added to the chromebooks to eliminate the broken screen issues.

**FISCAL STRESS  
MONITORING  
STATUS  
NOTIFICATION:**

- A recent letter from the Comptroller's office regarding a statewide fiscal monitoring system to identify local governments experiencing fiscal stress was reviewed by the Board. Greene Central School was found to have no environmental or financial stress. Due to the communities low wealth however, there is financial stress within the community.

**BTD HEALTH INSURANCE- Consortium Update:** Mark Rubitski updated the Board on a recent Health Consortium meeting that he and President Day attended. The plans' performance, historical data and rates were reviewed. Hospitalization costs appear to be a majority of the claim costs, where previously it has been drug costs.

- President Day suggested that at a future meeting perhaps an overview of the Health Insurance Consortium and its' purpose could be given.

**ONGOING DISCUSSION ITEMS:**

**CHANGE IN BOARD  
MEETING TIME**

**1. Regular Board Meeting Start Time:** Discussion was had regarding the possible need to start meetings earlier.

- Motion made by Hendershott, seconded by Hunsinger, to change the starting time of all future Board meetings to 6:00 p.m. starting with the March 2, 2016 meeting.  
Yes-7, No-0

**2. Fall Athletic Report Review:** Discussion was had on how concerns/needs brought up by coaches in their end of the season reports are addressed. Bryan Ayres, Director of PE and Athletics, stated that as issues come up coaches are encouraged to discuss them with Rick Smith, Athletic Coordinator or himself. Preseason meetings are also designed to address concerns. Board member, Scott Youngs, suggested that expectations for parents be set at the start of the season, and impress the need for their cooperation. It was also noted that when new young coaches take the place of a veteran coach, some parents try to "help" the coaches and the coaches don't necessarily know how to deal with a forceful parent.

- It was decided to keep this item on the list and the Board can discuss/brainstorm on what they can do to support the coaches.

**3. NYSSBA Custom Board Retreat – Scheduling:**

- Previous date was cancelled due to illness of the facilitator. Looking at rescheduling in June – possibly 15<sup>th</sup>, 16<sup>th</sup> or 17<sup>th</sup>. President Day will check on available dates.

**OUTSTANDING BOARD  
ACTIONS LIST**

<u>Bd. Mtg. Directed</u>	<u>Task To Be Completed</u>	<u>Responsibility Of</u>	<u>Report Back</u>
3/7/07	Policy/Procedure Manual	Board and Superintendent	Ongoing
10/7/15	Dept. Chair Update Work Session	Department Chairs	Feb. 2016
2/3/16	Chrome Book Classroom Use	Board and Superintendent	June 2016

**SUPERINTENDENT'S  
REPORT**

- None.

**PUBLIC COMMENT:  
MARIE SCOFIELD**

- Marie Scofield, GTA President, thanked Board member Tammie McCauley for her comments on building projects based on aidability. She also thanked Board member Scott Youngs and other Board members for reading the coaches reports. She commented that there must have been a break-down in communication, as some of the issues/concerns were not easily resolved.

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- Motion made by Crumb, seconded by Milk, to adjourn to Executive Session for the following at 9:05 p.m.:
  - To discuss the collective bargaining negotiations involving the Greene Teachers' Association.
  - To discuss a matter leading to the appointment of a particular person.

Yes-7, No-0

**EXECUTIVE SESSION**

- Motion made by Hunsinger, seconded by Hendershott, to adjourn Executive Session at 10:13 p.m.

Yes-7, No-0

**ADJOURN EXECUTIVE  
SESSION**

- President Day reconvened the meeting at 10:13 p.m.

**RECONVENE**

- Motion made by Crumb, seconded by Youngs, to adjourn the meeting at 10:14 p.m.

Yes-7, No-0

**ADJOURNMENT**

Respectfully Submitted,

Donna Marie Utter  
District Clerk