

**GREENE CENTRAL SCHOOL, GREENE, NY
BOARD OF EDUCATION REGULAR MEETING
WEDNESDAY, OCTOBER 2, 2019**

The 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.
- President Milk called for a moment of silence in memory of a former student, Maria Brown.

BOARD MEMBERS PRESENT:

Mr. Brian Milk, President
Mr. Nicholas Drew, Vice-President
Mr. Douglas Markham
Mr. Scott Youngs
Mr. Seth Barrows
Mr. Andrew Bringuel, II

ROLL CALL

BOARD MEMBERS ABSENT:

Mr. John Fish

ADMINISTRATIVE STAFF PRESENT:

Mr. Timothy Calice, Superintendent of Schools
Mr. Mark Rubitski, Business Manager
Mr. Mark Wilson, Middle School Principal
Mr. Bryan Ayres, Intermediate School Principal, Director of PE & Athletics
Mrs. January Pratt, Primary School Principal
Mrs. Nicole Knapp, Director of Special Programs
Mr. David Kendall, Director of Buildings/Grounds, Transportation & Safety

OFFICERS PRESENT:

Mrs. Donna Marie Utter, District Clerk

- Nothing to add or delete.

ADD/DELETIONS TO AGENDA

- Tim Jenks, former teacher and wrestling coach was inducted into the NYS Chapter of the National Wrestling Hall of Fame on September 23rd.
- 12 chorus and band students have been selected to participate in the NYSSMA Area All State Festival in Band, Treble Chorus, and Mixed Chorus in Oneonta on November 22nd and 23rd.
- Congratulations to Liz Hitt on the birth of her daughter.
- 162 High School students had perfect attendance in September.
- Congratulations to our Food Services Department for a clean inspection of our facilities with no out of compliance items.
- Our security cameras have assisted our community by helping local law enforcement with a non-school related issue.
- All Open Houses were well attended. The Middle School new format drew more parents than in the past, with the 6th grade team reporting that all but a handful of parents attended.
- GCS was well represented in the community at the recent Applefest with many of our staff and students participating.
- Greene Thumb Club gardens have been producing and thank you to the staff that helped maintain them all summer. High School foods class has been creating some wonderful treats with the harvested produce.

GOOD NEWS – DISTRICT HIGHLIGHTS

- The kindness and generosity shown by staff during this difficult week continues to make us the district and community that we are proud to call home. Staff members have stepped up to help each other so that individuals could attend services and support their colleagues through this emotional time. Our thoughts and prayers are with the family of Maria Brown.

**SPECIAL EDUCATION
PLACEMENTS**

- Upon the recommendation of the Committee on Special Education, a motion was made by Bringuel, seconded by Markham, to approve the following placements: #710023695; #710023525; #710022953.
Yes-6, No-0

**APPROVE MINUTES
9/18/19 MEETING**

- Motion made by Barrows, seconded by Bringuel, to approve the minutes of the Regular Board Meeting held on September 18, 2019 with the following corrections on pages 4-7 replace *Vice-President Youngs*, with *Board member Youngs*."
Yes-6, No-0

CALENDAR

- October 4 - Intermediate School Morning Assembly – 8:30 a.m. recognition of staff and Board members
- October 10 – UPK Open House
- October 11 – No Classes – Conference Day
- October 11 – Homecoming Football Game vs Tioga @ 7 p.m.
- October 12 – Homecoming Dance
- October 14 – Columbus Day – No School
- ~~- October 16 – Board of Education Meeting – 6:00 p.m.~~
- October 18 – Evacuation/Dismissal Drill – ALL students released 15 minutes early
- October 21 – Financial Aid Night – 6:00 p.m. – Auditorium
- October 21-25 – School Board Recognition Week
- October 23 – Public Hearing – 5:45 p.m. – Board of Ed. Room – Transfer of Reserve Funds
- October 23 – Board of Education Meeting – 6:00 p.m.
- October 26 – PTO Kids’ Day Out – 2:00 – 5:00 p.m.
- November 2 – Holiday Extravaganza Craft Fair (for After Prom)
- November 6 – Board of Education Meeting – 6:00 p.m.
- November 11 – Veterans’ Day – No School
- November 20 – Board of Education Meeting – 6:00 p.m.
- November 27-29 – Thanksgiving Recess

**PUBLIC COMMENT:
EVELYN FRAIR**

- Evelyn Frair, Student Council Advisor, handed out invitations to Board members to walk in the Homecoming parade and judge class banners. She asked those who want to participate to email her.

**REPORTS:
EXTERNAL AUDIT
REPORT –
INSERO & CO.**

- Leslie Sturgin and Conrad Whyte from Insero & Co. presented the External Audit for the year ended June 30, 2019. They highlighted the following areas of the audit:

- Basic financial statements, supplementary financial information, and internal controls over financial reporting found no instances of noncompliance and no internal control weaknesses or deficiencies.
- Federal compliance audit tested Title I programs and found no deficiencies.

- Extra-classroom Activity Funds – A number of findings were listed regarding shipping club materials to the school and not a personal address; properly collecting sales tax; profit and loss statements; deposit vouchers with back-up receipts. Regular reconciliations with student ledgers and Central Treasurer's ledger. Similar findings are found throughout school districts.

- General Fund overall had \$250,000 increase in assets and a slight increase in liabilities. Appropriated fund balance did not change from last year. State aid is the largest revenue which increased from last year. Expenditures increased due to contractual obligations and BOCES services. Net change in fund balance was \$169,000.

- Capital expenditures down \$30,000.
- School Lunch revenues were greater than expenditures due to a general fund transfer of \$87,000. Last year the School Lunch Fund had a deficit.

- Unassigned percentage of total fund balance of 4% has been consistent over past 3 years and is the maximum allowed.

- Recommended funding of new retirement TRS reserve account.

- No issues were found with cash receipts or payroll.

- Upcoming potential changes to be aware of are: changes in reporting for extra-classroom funds; grant compliance involving a written policy and procedures. The district already has grant policy and procedures and should just compare with any new templates.

- Very good report.

- Board member Youngs commented that the Audit Committee Met with Leslie and Conrad prior to the board meeting. He thanked Inero, Mark Rubitski, Business Manager, and Superintendent Calice for all the work they did to complete the audit. In general, the district received a clean financial bill of health. Concerns regarding extra-classroom accounts is something we can work on. Inero offered training for student officers and advisors and it is something we are going to move forward on. The Audit Committee recommends approving the audit tonight.

- Board member Bringuel asked why there should be no elementary Clubs.

- Leslie replied that clubs are suppose to be run by students, with officers, and it is questionable whether the students or advisors are running the clubs at the elementary level. She recommended that the district discuss this matter with their attorneys.

- Deb Ayers and Alan Pole, Associates, from Castallo and Silky, LLC, Education Consultants reviewed the results of their study to examine the utilization of the district's elementary schools. The shared a power point presentation highlighting the following:

- Alan Pole disclosed that he does do some work for IBI, the district's construction group, but it had no impact on their thinking or recommendations regarding the study.

- The study focused on: are there other ways, fiscally and educationally to reconfigure the elementary grades and facilities to provide a sound instructional program now and in the future that is supported by the community; what are the options; the advantages and disadvantages; and what is the preferred option.

**STUDY TO EXAMINE
UTILIZATION OF THE
DISTRICT'S ELEM.
SCHOOLS**

- Thank you to Superintendent Calice, Mark Rubitski, Business Manager, and Elementary Principals for their help with the data for the study. He congratulated the Board on looking forward toward the future and what possibilities there are.
- Enrollment history shows the district staying pretty flat with no big increases or decreases in projections through 2025o-2026.
- Primary School – K-2 has 223 sections; 30 full size classrooms (6 grade level classrooms; 11 other usage full size rooms such as Music, Art, etc.; and 6 small rooms other than offices).
- Intermediate School – 3-5 has 200 sections; 24 full size classrooms (6 grade level classrooms; 9 other usage full size rooms such as Computer Lab, AIS, Band, etc.; and 5 small rooms other than offices.
- Building overview regarding square feet and overall condition of facilities was taken from the district's Building Condition Survey which was last completed in 2015. Work needed in 1-2 years (immediate/urgent) – \$3,760,295 at Primary; \$3,896,750 at Intermediate.
- Historic full value tax rates have been conservative for the past 5 years.

OPTION 1: Demolish current primary school and renovate and expand the intermediate school to accommodate primary school children.

Advantages: Consolidates all elementary students and staff in one building; provides a cafeteria/kitchen; saves \$23,529 in utility costs; saves \$5,474,295 of items needing attention identified in the Building Condition Survey; may result in staff savings of approximately \$180,000 if one principal and secretary were eliminated.

Disadvantages: Demolishes a building – emotional attachment; change in culture of building; \$782,220 spent on improvements in 2015-16; loss of 14 classrooms; loss of 17,830 square feet; cost of \$22,200,000.

OPTION 2: Maintain current two elementary schools, address issues in the Building Condition Survey and complete a \$2,500,000 expansion to each of the buildings to house a cafeteria/kitchen.

Advantages: Maintains all current space; maintains age-appropriate culture in each building; cafeteria/kitchen in each building; addresses most items in Building Condition Survey; cost is \$9,552,450 - \$13,000 less than Option 1.

Disadvantages: Lost time and inconvenience of staff having to travel between buildings; no enhancement of opportunities for collaboration among all elementary staff; no savings from staff reductions or utility costs; utility costs would increase due to cafeteria/kitchen in each building.

OPTION 3: Remain the same – status quo.

Advantages: No controversy in the community; no costs.

Disadvantages: No improvements to buildings; no cafeteria in either building; no savings from staff reductions or utility costs; does not address items in the Building Condition Survey.

- Board member Bringuel asked about an Option 4 which would join the two buildings with a cafeteria/kitchen in the middle.
- Alan Pole stated that you need to add the right kind of rooms to maximize state aid reimbursement.
- Superintendent Calice stated that every capital project that has been done in the past 10 years, joining the two buildings with a cafeteria/kitchen has come up and it is not cost effective or aidable.
- Board member Bringuel asked about moving a grade over to the middle school and then closing one elementary school.
- Alan Pole stated that they did not look at that option.
- Superintendent Calice stated that based on your enrollment, SED decides how many classrooms you should have in a building. If you move out the 5th grade you lower the enrollment for those buildings and thereby lower the number of classrooms you can have.
- Board member Youngs stated that another disadvantage with Option 1 would be the loss of a gym, and gym space is already limited.
- Alan Pole stated that he would recommend creating a planning committee to develop a long-range facilities plan for the district.
- Board member Barrows asked what the maximum occupancy for each building was back in 1968 when constructed.
- Superintendent Calice stated that it was probably around 300-400 based on previous enrollment figures and much higher enrollments. He also stated that we receive no state aid on improvements to maintain primary building if we keep and do not house students there.
- Board member Youngs commented that the Board is not looking at decreasing staff. The study was done to be fiscally prudent.

- **Audit Committee:** Board member Youngs stated that Audit Committee meeting comments were made during the Audit Report.

**BOARD COMMITTEE
REPORTS**

- Motion made by Bringuel, seconded by Youngs, to approve a parent request to modify a bus route to include Cahoon Road.
 - Superintendent Calice commented that the Town of Greene's Highway Superintendent and the Town of Coventry's Highway Superintendent discussed maintenance of this secondary country road, and it was recommended that it would be unsafe, especially during the winter months, for a bus to travel this road.
- Yes-0, No-5, Abstain-1(Drew)

**TRANSPORTATION:
MODIFY BUS ROUTE-
CAHOON ROAD**

- Motion made by Bringuel, seconded by Youngs, to approve a parent request to modify extending a bus route to include a stop on Stone Quarry Road.
 - Vice-President Drew commented that this extension is approximately 200 yards and transportation staff have determined that there is a safe turnaround and the property owner has given permission and will maintain the turnaround area.
- Yes-5, No-0, Abstain-1(Drew)

**MODIFY BUS ROUTE-
STONE QUARRY ROAD**

- **The Superintendent of Schools recommends the following Board actions:**
 - Motion made by Youngs, seconded by Markham, to approve the second reading and adoption of Board of Education Policy #20A *Provision of Services to Homeschooled Students*, as read.
- Yes-6, No-0

**EDUCATION & PERSONNEL
SECOND READING &
ADOPTION OF
POLICY #20A –
HOME SCHOOLED
STUDENT SERVICES**

- APPOINTMENT(S):
EMILY GREGORY,
TYPIST 12 MONTHS** - Motion made by Youngs, seconded by Markham, to approve the internal transfer of Emily Gregory, Typist, to the CSE Office, a 12 month position, from the Middle School Office 10 month position, effective October 3, 2019.
Yes-6, No-0
- SUBSTITUTE
ROSTER(S)** - Motion made by Youngs, seconded by Markham, to appoint the following individuals to the 2019-2020 Substitute Rosters, effective October 3, 2019:
- Beth Specht – Substitute Teacher, LTA, Aide K-12
 - Heather Decker – Substitute Aide K-12
 - Robert Holcomb – Substitute Bus Driver
- Yes-6, No-0
- SHELBE FURMAN-
UNPAID VOLUNTEER
VOLLEYBALL COACH** - Motion made by Youngs, seconded by Markham, to appoint Shelbe Furman as an Unpaid Volunteer Volleyball Coach for the fall 2019 season.
Yes-6, No-0
- REQUEST FOR UNPAID
LEAVE OF ABSENCE-
MERYT
ALLMENDINGER** - Motion made by Youngs, seconded by Markkham, to approve the Request for an Unpaid Leave of Absence made by Meryt Allmendinger, Bus Driver, for October 7 and 8, 2019.
Yes-6, No-0
- REQUEST FOR UNPAID
LEAVE OF ABSENCE-
PAM BAILEY** - Motion made by Youngs, seconded by Markham, to approve the Request for an Unpaid Leave of Absence made by Pam Bailey, School Nurse, for November 25 and 26, 2019.
Yes-6, No-0
- TRIP REQUESTS-
SENIOR TRIP** - Motion made by Youngs, seconded Markham, to approve the Class of 2020's trip request to go to New York City/New Jersey June 13 – 15, 2020, pending approval of transportation by the district's Transportation Administrator.
Yes-6, No-0
- CO- CURRICULAR
ROSTER 2019-20** - Motion made by Youngs, seconded by Markham, to appoint appoint the individuals listed on attached Exhibit "A" to the Co-Curricular Roster for the 2019-2020 school year as presented.
Yes-6, No-0
- BUSINESS & FINANCE:
GREENE AREA
CHURCHES DONATION** - Motion made by Markham, seconded by Bringuel, to accept the generous donation of \$100 for school supplies from the Greene Area Council of Churches with appreciation.
Yes-6, No-0
- SERVICE AGREEMENT
PETE MANSHEFFER** - Motion made by Youngs, seconded by Drew, to approve the Service Agreement for the 2019-2020 school year with Pete Mansheffer in the amount of \$5,000 to provide Communication Coordinator services for the district.
Yes-6, No-0
- DISCUSSION ITEMS:** - **Buildings & Grounds:** Vice-President Drew commented that the buildings & grounds staff did a tremendous job this year. Inside the buildings and the grounds were neat and clean and he thanked them for doing a great job.

- **Parking in front of Tennis Courts:** Vice-President Drew Also stated that there are still some problems with parking in front of the tennis courts and the availability of parking for coaches and handicapped individuals.
- Superintendent Calice stated that some signs are being made to be used for Homecoming and acknowledged that signage is an important item.
- Board member Youngs asked if a sign could be placed that states "will tow at own expense".
- Board member Barrows commented that individuals are
- Vice-President Drew commented that maybe get some cards that are a warning, or could announce to move car.
- Board member Markham commented that there has been a bee problem at the concession stand and the custodians are trying to help out by emptying garbage more often.

**REVIEW BOARD
OUTSTANDING ACTION LIST:**

Directed Date:	Task:	Responsibility Of:	Report Back:
9/5/18	Transfer to Capital Reserve	BOE	October 2019
5/22/19	Footlights Policy	Amanda Boel	October 2019
7/10/19	Board Training	Board & Superintendent	Ongoing
9/18/19	Board Goals	Board & Superintendent	10/23/19

* October 23rd meeting – Transfer to Capital Reserve and Board Goals will be on Agenda.

* Footlights Procedures – Will wait until the current Footlights production is over.

- **Superintendent Timothy Calice reported on the following:**

**SUPERINTENDENT'S
REPORT:**

- There have been regular meetings to discuss the upcoming building project. A general scope of items to be included in the project have been developed and the study of our elementary schools has helped narrow the scope. An information campaign will begin soon and a presentation will be made to all staff on the October 11th conference day.
- Tomorrow he will attend a meeting with the Town Highway Superintendent, and transportation staff to discuss emergency procedures for winter weather.
- Thank you for letting me attend the NYSCOSS conference. There were several good learning sessions; the opportunity to eat breakfast with the acting Commissioner of Education; networking with other Superintendents; and a great experience.

**REVIEW COMMITTEE
SCHEDULE:**

Committee Name:	Last Meeting:	Next Meeting:
Budget	April 2, 2019	
Building & Grounds	Sept. 19, 2019	
Transportation	Jan. 16, 2019	
Audit	Oct. 2, 2019	Oct. 5, 2019 @ 5 pm
Curriculum & Technology	Aug. 15, 2018	
Policy	May 22, 2019	

- Transportation Committee will meet in November – date to be determined.

**BOARD OF EDUCATION REGULAR MEETING
WEDNESDAY, OCTOBER 2, 2019**

PAGE 8

**PUBLIC COMMENT:
SCOTT YOUNGS**

- Board member Youngs thanked the staff on behalf of the Board for their time and effort as the district has gone through several unexpected issues.

BRYAN AYRES

- Bryan Ayres, Director of PE & Athletics, commented that the new training rule policy is working well. He thanked President Milk and Kelly Erickson who worked on providing the community service piece. He also thanked the Boys' Soccer Coaches who were flexible with times during the recent soccer tournament when another district had issues.

EXECUTIVE SESSION

- Motion made by Drew, seconded by Markham, to adjourn to Executive Session for the following at 8:03 p.m.:

- To discuss the Superintendent's evaluation

Yes-6, No-0

**ADJOURN EXECUTIVE
SESSION**

- Motion made by Barrows, seconded by Drew, to adjourn Executive Session at 9:22 p.m.
Yes-6, No-0

RECONVENE

- President Milk reconvened the meeting at 9:22 p.m.

ADJOURNMENT

- Motion made by Youngs, seconded by Bringuel, to adjourn the meeting at 9:22 p.m.
Yes-6, No-0

Respectfully Submitted,

Donna Marie Utter
District Clerk