

GENERAL BROWN CENTRAL SCHOOL DISTRICT  
BOARD OF EDUCATION  
**Annual Organizational Meeting**  
FINAL Agenda  
July 1, 2014 – 8:00 a.m.  
General Brown Room - Jr.-Sr. High School

Call to Order by Superintendent Morrison - Pledge of Allegiance

1. **The Oath of Faithful Performance in Office** will be administered by the District Clerk to all elected members of the Board of Education for the 2014-2015 school year (Mr. Michael Ward was sworn in on June 24, 2014 in the office of the Superintendent of Schools.)
2. **Election of Officers for the 2014-2015 school year:**
  - President of the Board of Education:  
Nomination of \_\_\_\_\_ by \_\_\_\_\_ for President of the Board of Education. Are there any other nominations for President?  
  
Motion to approve \_\_\_\_\_ as President is seconded by \_\_\_\_\_, with motion approved \_\_\_\_ - \_\_\_\_.  
(Nominee)
  - Vice-President of the Board of Education:  
Nomination of \_\_\_\_\_ by \_\_\_\_\_ for Vice President of the Board of Education with the authority to sign documents in the absence of the President. Are there any other nominations for Vice President?  
  
Motion to approve \_\_\_\_\_ as Vice President is seconded by \_\_\_\_\_, with motion approved \_\_\_\_ - \_\_\_\_.  
(Nominee)
3. **The Oath of Faithful Performance in Office** will be administered by the District Clerk to the President and Vice President. The President and Vice President will take their places and the President will resume the meeting.
4. **Appointment of Officers as listed:**  
Motion for approval by \_\_\_\_\_, seconded by \_\_\_\_\_, with motion approved \_\_\_\_ - \_\_\_\_.

	TITLE	INCUMBENT	PRESENT SALARY	RECOMMENDED
A.	Treasurer Deputy Treasurer	Lisa Smith Rebecca Flath	Per agreement None	Lisa Smith Rebecca Flath
B.	District Clerk	Debra Bennett	Per agreement	Debra Bennett
C.	Internal Claims Auditor	Alvin Hasner	Per agreement	Alvin Hasner
D.	Tax Collector	Donna Keefer	Per agreement	Donna Keefer

5. **The Oath of Faithful Performance in Office** will be administered by the District Clerk to appointed officers
6. **Other Appointments as listed:**  
Motion for approval by \_\_\_\_\_, seconded by \_\_\_\_\_, with motion approved \_\_\_\_ - \_\_\_\_.

	TITLE	INCUMBENT	PRESENT SALARY	RECOMMENDED
A.	Census Taker	None required		
B.	Medical Director	Occupational Medicine		Occupational Medicine
C.	Attendance Officer			
D.	School Attorney Bond Attorney Special Counsel Title IX Hearing Officer	JLBOCES Ofc of Inter-Municipal Legal Svcs Bond, Schoenick & King O'Hara & Ciotoli Ferrara... & Reitz, P.C.	Per agreement	JLBOCES Office of Inter-Municipal Legal Services Bond, Schoenick & King O'Hara & Ciotoli JLBOCES if needed
E.	Extra-Classroom Activity Fund Central Treasurer Chief Faculty Counselor Faculty Auditor	Shellie Miner David Ramie	None None	Shellie Miner Joseph O'Donnell
F.	Independent Auditor	Poulsen & Podvin		Bowers & Co. CPA PLLC
G.	Internal Auditor	Crowley & Halloran		Crowley & Halloran
H.	Fiscal Advisor	Fiscal Advisors & Marketing, Inc.		Fiscal Advisors & Marketing, Inc.
I.	Chairman District meetings & elections Board of Education meetings	Lisa Smith President, Board of Education	None None	Lisa Smith President, Board of Education

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J.	Records Access and Retention	Lisa Smith Debra Bennett	None None	Lisa Smith Debra Bennett
K.	Capital Assets Preservation Officer	Lisa Smith	None	Lisa Smith
L.	Asbestos Designee	Gary Grimm	None	Gary Grimm
M.	Purchasing Agent	Cammy Morrison	None	Cammy Morrison

**7. Authorizations as listed:**

Motion for approval by \_\_\_\_\_, seconded by \_\_\_\_\_, with motion approved \_\_\_\_ - \_\_\_\_.

A.	Payroll Certification Conferences Workshops Conventions Budget Transfers Adult Education Director District Director of Physical Education District Property Control Officer	Cammy J. Morrison Cammy J. Morrison Cammy J. Morrison Cammy J. Morrison Cammy J. Morrison Cammy J. Morrison Cammy J. Morrison Cammy J. Morrison
B.	Title IX Coordinator	
	District Sexual Harassment Officers	D. Ramie / L. Smith
	District Complaint Officer	David Ramie
	Dignity Act Building Coordinators: ▪ Brownville-Glen Park Elementary ▪ Dexter Elementary ▪ Jr.-Sr. High School	Hope Ann LoPresti David Ramie T. Heckman / J.O'Donnell
	District Technology Coordinator	
	Gifted / Talented Coordinator	
	Odyssey of the Mind Coordinator	
	District Pre-K Coordinator	David Ramie
	District Arts in Education Coordinator	
	Drug and Alcohol Coordinator	
	District PDP Coordinator	
	District Professional Development Committee Coordinator	
	District Biennial Review Coordinator	
	Standardized Testing Coordinator	Tina Heckman
	Staff Development Coordinator	
	Instructional Material Replacement: ▪ Elementary ▪ Jr.-Sr. High School	Tina Heckman
	Reading Coordinator	
	Mentor Program Coordinator	
	Chairperson Committee on Special Education	Kathaleen Beattie
	Section 504 Coordinator	Kathaleen Beattie
	Section 504 District Coordinator	Lisa Smith
	Preschool Education	Lisa Smith
	School Security/Safety Officer	
	Coordinator Compensatory Programs	Lisa Smith
	Migrant Education	Lisa Smith
	Assistant Adult Education Director	Lisa Smith
	Designated Educational Official (DEO)	
	AIS Coordinator	
	Character Education	
C.	District Health Coordinator	
D.	Athletic Director	Joseph O'Donnell
E.	Petty Cash Funds: ▪ Mrs. Heckman (Jr.-Sr. High School) ▪ Mrs. LoPresti (Brownville Glen Park Elementary) ▪ Mr. Ramie (Dexter Elementary) ▪ Mrs. Morrison (District Office) ▪ Mr. Flath (Bus Garage) ▪ Mr. Grimm (Buildings & Grounds)	\$100 \$100 \$100 \$100 \$ 50 \$ 50

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F.	Designation of signature on checks	Lisa Smith
G.	Tax Collection Dates: Section 924-a of the Real Property Tax Law (RPTL) enacted a “Variable Interest Rate Law”. The Commissioner of Taxation and Finance will establish a rate by July 15, 2014. (Usually set at 1% per month or 12% per annum)	To be determined
H.	Committee on Special Education-General Brown Central School District CSE Committee: <ul style="list-style-type: none"> <li>▪ Committee on Special Education Alternative Chairperson</li> <li>▪ Student’s Parent/Guardian(s)</li> <li>▪ Regular Edu.Teachers employed by GBCSD/School in which child attends</li> <li>▪ Special Edu.Teachers employed by GBCSD/BOCES/School in which child attends</li> <li>▪ School Psychologist</li> <li>▪ GBCSD Representative/Chairperson</li> <li>▪ School Physician</li> <li>▪ Parent Member(s)</li> <li>▪ Related Service Personnel (those servicing the student if not employed by GBCSD): Speech Therapist/Occupational Therapist/Physical Therapist/Teacher of the Deaf/ Audiologist/School Counselors/Student</li> </ul>	Katie Ledbury  Katie Ledbury Kathaleen Beattie Occupational Medicine TBD
I.	General Brown CSD CPSE Committee: <ul style="list-style-type: none"> <li>▪ Student’s Parent/Guardian(s)</li> <li>▪ Regular Education Teacher of the child</li> <li>▪ Special Education Teacher of the child</li> <li>▪ GBCSD Representative/Chairperson</li> <li>▪ School Physician</li> <li>▪ Parent member(s)</li> <li>▪ Related Service Personnel: Speech Therapist/Occupational Therapist/Physical Therapist/Teacher of the Deaf/Audiologist/Counselors/Social Worker</li> <li>▪ Municipality Representative (County)</li> <li>▪ Agency Representative</li> </ul>	Kathaleen Beattie Occupational Medicine TBD
J.	General Brown CSD CSE Sub-Committee: <ul style="list-style-type: none"> <li>▪ Student’s Parent/Guardian(s)</li> <li>▪ Regular Edu.Teachers employed by GBCSD/School in which child attends</li> <li>▪ Special Edu.Teachers employed by GBCSD/BOCES/School in which child attends</li> <li>▪ School Psychologist</li> <li>▪ GBCSD Representative/Chairperson</li> <li>▪ Related Service Personnel (those servicing the student if not employed by GBCSD): Speech Therapist/Occupational Therapist/Physical Therapist/Teacher of the Deaf/ Audiologist/School Counselors/Student</li> </ul>	Katie Ledbury Kathaleen Beattie
K.	District Health/Safety Committee	TBD
L.	All scholarships to be approved as written	

**8. Designations as listed:**

Motion for approval by \_\_\_\_\_, seconded by \_\_\_\_\_, with motion approved \_\_\_\_-\_\_\_\_\_.

A.	Official bank depositories for school accounts	Community Bank, NA Key Bank of NY Chase Bank
B.	Official newspaper for legal notices	Watertown Daily Times
C.	Regular meeting dates Regular meeting time unless otherwise noted Regular meeting place unless otherwise noted	Schedule attached 5:15 p.m. GB Room of JSHS

**9. Bonding of Personnel as listed:**

Motion for approval by \_\_\_\_\_, seconded by \_\_\_\_\_, with motion approved \_\_\_\_-\_\_\_\_\_.

A.	Treasurer Deputy Treasurer Tax Collector Central Treasurer Activity Funds Internal Claims Auditor	\$1.1M \$1.1M \$1.1M \$110,000 \$200,000
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All persons and positions required by law and which are covered under the Faithful Performance Blanket Bond for Central Treasurer Activity Funds and Internal Claims Auditor

10. Other Items as listed:

Motion for approval by \_\_\_\_\_, seconded by \_\_\_\_\_, with motion approved \_\_\_\_ - \_\_\_\_.

A.	Re-adoption of all policies, handbooks, operation manuals and code of ethics in effect during the previous years
B.	Re-adoption of the Strategic Action Plan for the 2014-2015 school year
C.	Approval of Mileage Reimbursement Rate at the official IRS rate in effect on this day
D.	Approval of the 2014-2015 listing of Substitute Teachers and Non-Instructional Substitutes as attached
E.	<p><b>BE IT RESOLVED</b> that the General Brown Central School District Board of Education establishes the following as a standard workday for the purpose of determining days worked reportable to the NYS ERS:</p> <ul style="list-style-type: none"> <li>▪ Cleaners, Driver Service, Head Custodians, Mechanic Helper, and Senior Mechanic - 7 hours per day</li> <li>▪ Account Clerks and Typists - 7.5 hours per day</li> <li>▪ Cook, Nurses, Occupational Therapist, Secretaries and Teacher Aides - 7 hours per day</li> <li>▪ Bus Drivers, Cashiers, Food Service Helpers, and Food Service Helper/Laborer - 6 hours per day</li> </ul> <p>This resolution shall continue in full force and effect until otherwise modified by further action of the Board of Education.</p>
F.	<p><b>BE IT RESOLVED</b> that the General Brown Central School District Board of Education agrees to participate in the St. Lawrence/Lewis BOCES Cooperative Purchasing Programs in accordance with the guidelines set forth in the "Cooperative Purchasing Agreement" for the 2014-2015 school year.</p>
G.	Annual Review of vendors as provided

At this time the Board will proceed with the regular meeting agenda.

**GENERAL BROWN CENTRAL SCHOOL DISTRICT  
BOARD OF EDUCATION  
MEETING SCHEDULE  
2014-2015**

(As approved by the Board of Education - April 10, 2014)

Board of Education meetings will be held in the **General Brown Room** of the JSHS unless otherwise stated.  
**Meeting time 5:15 p.m.** unless otherwise stated.  
 All executive sessions will be held in the Conference Room of the District Office.

July 1	Annual Organizational Meeting followed by Regular Meeting - Meeting Time 8 AM
Thursday - August 7	Regular Meeting
September 8	Regular Meeting
October 6	Regular Meeting
November 3	Regular Meeting
December 8	Regular Meeting
January 12	Regular Meeting
February 9	Regular Meeting
March 9	Regular Meeting
March 23	Regular Meeting
April 13	Regular Meeting
May 11	Annual Meeting/Budget Hearing (auditorium) followed by Regular Meeting
Tuesday - May 19	Budget Vote / Election - New Gymnasium JSHS - Noon to 9 PM
June 8	Regular Meeting

Special Meetings Dates (if scheduled)	Purpose of Meeting

Organizational Meeting – July 1, 2014

Approved / Board of Education - April 10, 2014

**Instructional:**

**Substitute Teachers 2014-2015**

Raymond Anderson  
Jennifer Bailey  
Catherine Behling  
Joan Carlo  
Christina Corey  
Christine Cosentino  
Marjorie Cuddeback  
Patrick Curry  
Lindsey Davis  
Barry Eyestone  
Briana Felice  
Cynthia Lamon  
Sarah Majo  
Sarah Morgan  
Paul Nicol  
Jaime Ocean  
Maria Schueler  
Trishia Seymour  
Chad Sidmore  
Tanya Stean  
Meagan Sykes  
Joseph Vaadi  
Andrew Walldroff  
Nicole Wetzel

**Substitute Teacher Assistant 2014-2015**

Andrea Brand

**Non-Instructional:**

**Substitute Teacher Aide 2014-2015**

Jennifer Bailey  
Lori Elmer  
Carol Grant  
Cynthia Lamon  
Stacy Latham  
Debora Manos  
Debra Matusiak

**Substitute Food Service 2014-2015**

Wanda Anderson  
Judith Gillespie  
Tabatha Lutz  
Lori Macaulay

**Substitute Bus Drivers 2014-2015**

Seaborn Hall  
Willis McIntosh  
Darlene Mitchell  
Bruce Ostrander

**Substitute Nurses 2014-2015**

Barry Eyestone  
Debora Manos

**Substitute Cleaners 2014-2015**

William Furchak  
Francis Parker, Jr.



**St. Lawrence-Lewis  
BOCES**

*Building Futures \*  
Creating Meaningful Lives*

*Board of Cooperative Educational Services*

**Thomas R. Burns  
District Superintendent  
Executive Officer**

**Cooperative Purchasing**

Special Education Building  
20104 NYS RT 3  
Watertown, NY 13601  
(315) 785-9141  
(800) 954-1929  
e-mail: [cooppur@slloboces.org](mailto:cooppur@slloboces.org)

**Donald R. Haller  
Cooperative Purchasing Agent**

**St. Lawrence/Lewis BOCES  
Cooperative Purchasing Agreement**

All school districts participating in the St. Lawrence/Lewis BOCES Cooperative Purchasing program through annual board resolution, agree to the following:

- 1.) To bid jointly any or all commodities on the attached list together with a number of public school districts comprising Clinton-Essex, Franklin-Essex, Jefferson-Lewis and St. Lawrence-Lewis BOCES in New York State.
- 2.) The school district will participate with other schools in the BOCES listed above in the joint bidding of any or all commodities on the attached list as authorized by General Municipal Law, Section 119-0.
- 3.) The school district agrees to appoint the St. Lawrence/Lewis BOCES Cooperative Purchasing Agent and related committees to assume the responsibility for drafting of specifications, advertising for bids, accepting and opening bids, tabulating bids, reporting results to the boards of education and making recommendations thereon.
- 4.) The Board of Education of the school district agrees to appoint the St. Lawrence/Lewis BOCES Cooperative Purchasing Agent and related committees to represent it in all matters related above.
- 5.) The Board of Education of the school district authorizes the above mentioned to represent it in all matters leading up to the entering into a contract for the purchase of any and /or all commodities on the attached list.
- 6.) The Board of Education agrees to assume its equitable share of the costs of cooperative bidding.
- 7.) The Board of Education agrees:
  - a.) To abide by majority decisions of the participating districts on quality standards;
  - b.) That unless all bids are rejected, it will award contracts according to the recommendations of the St. Lawrence/Lewis BOCES Cooperative Purchasing Agent and related committees.
  - c.) That after the award of contract(s) it will conduct all negotiations with the successful bidder(s).



**St. Lawrence/Lewis BOCES**  
**Bid List**

6/2/2014

- ~ A.V. Equipment & Supplies
- ~ Art Supplies
- ~ Athletic Equipment & Supplies
- ~ Bread
- ~ Cafeteria Foods/Frozen Entrees-Meat/Fish
- ~ Computer Supplies
- ~ Construction/Art Paper
- ~ Copy Paper
- ~ Cosmetology Supplies
- ~ Custodial Supplies
- ~ ULS Diesel Fuel / ULS Kero
- ~ ULS Fuel Oil
- ~ Furnishings
- ~ Gasoline
- ~ General School & Office Supplies
- ~ Health Supplies
- ~ Ice Cream
- ~ Institutional Paper
- ~ Milk/Juice
- ~ Musical Instruments
- ~ Natural Gas
- ~ Printed Envelopes
- ~ Propane
- ~ Science Classroom Supplies
- ~ Teaching Aids
- ~ Technology & Shop Supplies
- ~ Transportation Supplies



**St. Lawrence-Lewis  
BOCES**

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e-mail: [cooppur@slloboces.org](mailto:cooppur@slloboces.org)

**Donald R. Haller  
Cooperative Purchasing Agent**

**Resolution of Board of Education**

Be it resolved that the \_\_\_\_\_ School District Board of Education agrees to participate in the St. Lawrence/Lewis BOCES Cooperative Purchasing Programs in accordance with the guidelines set forth in the "Cooperative Purchasing Agreement" for the **2014/2015** school year.

**Certification of Board Clerk**

I, \_\_\_\_\_, district clerk of the \_\_\_\_\_ Board of Education, hereby certify that the above resolution was adopted by the required majority vote of the board of education at its meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_\_.

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of District Clerk*

GENERAL BROWN CENTRAL SCHOOL DISTRICT  
BOARD OF EDUCATION  
**Regular Meeting**  
FINAL Agenda  
**July 1, 2014**  
**General Brown Room - Jr./Sr. High School**

**Regular Meeting** to commence immediately following the Annual Organizational Meeting

**CONSENT AGENDA**

A motion for approval of the following items as listed under the CONSENT AGENDA is made by \_\_\_\_\_, and seconded by \_\_\_\_\_ - Motion is approved \_\_\_\_-\_\_\_\_.

1. Approval of Minutes:
  - June 9, 2014 - Regular Meeting
2. Approval of Buildings and Grounds requests:
  - Brownville Glen Park Classroom #413 - July 7-August 14, 2014 from 8:00 a.m. to 3:00 p.m. - Summer Tutoring
3. Conferences and Workshops:
  - Erin Heller - eDoctrina Training - Jefferson-Lewis BOCES - June 13, 2014
  - David Ramie - Network Team Training Institute - Albany, NY - July 7-9, 2014
  - Hope Ann LoPresti - Network Team Training Institute - Albany, NY - July 7-9, 2014
  - Lisa Smith - Network Team Training Institute - Albany, NY - July 7-9, 2014
  - Joseph O'Donnell - Network Team Training Institute - Albany, NY - July 7-9, 2014
  - Cammy Morrison - Network Team Training Institute - Albany, NY - July 9, 2014
  - Lisa Smith - Medicaid Update Workshop - Jefferson-Lewis BOCES - July 10, 2014
  - Joseph O'Donnell - Breakthrough Coach - Jefferson-Lewis BOCES - July 21-22, 2014
  - Hope Ann LoPresti - DDI-Data Conference - Rome Free Academy - August 11, 2014
4. Financial Reports: May 2014
  - Appropriation Report – All Funds
  - Revenue Report – All Funds
  - Treasurer's Cash Reports
  - Claims Auditor Monthly Reports
  - Approval of General Fund Warrant "A"
  - Approval of Federal Fund Warrant "B"
  - Approval of Food Service Warrant "C"
  - Approval of Capital Fund Warrant "H" (none at this time)
  - Approval of Trust & Agency Warrant "T"
  - Approval of Extra-Curricular Activity Fund (none at this time)

**REGULAR AGENDA**

**Other Discussion and Action**

1. Public Comments - None at this time
2. Ongoing Agenda Items:
  - Academic Update:
    - ❖ None at this time
  - Policy Review:
    - ❖ None at this time
3. Board Information - 2014-2015 BOCES AS-7 Contract
4. Board Information - 15 student workers hired for summer 2014
5. Board Information - NYSSBA Online Training Schedule for Mandated New Member Training
6. Board Information - NYSSBA's 95<sup>th</sup> Annual Convention & Education Expo - Sunday through Tuesday October 26-28, 2014 - New York City
7. Board Action - Approval of Jefferson-Lewis School Boards Association dues - July 1, 2014 through June 30, 2015 - \$430 based on enrollment (2013-2014 \$430)  
Motion for approval by \_\_\_\_\_, seconded by \_\_\_\_\_, with motion approved \_\_\_\_-\_\_\_\_.

8. Board Discussion / Action - Election of delegate and alternate members for the Executive Committee-Legislative Representative of Jefferson-Lewis School Boards Association for the 2014-2015 school year. (2013-2014: Sandra Klindt Delegate/Legislative Representative and Brien Spooner Alternate)  
 Nomination of \_\_\_\_\_ as Delegate by \_\_\_\_\_, seconded by \_\_\_\_\_, with motion approved \_\_\_\_ - \_\_\_\_.  
 Nomination of \_\_\_\_\_ as Alternate by \_\_\_\_\_, seconded by \_\_\_\_\_, with motion approved \_\_\_\_ - \_\_\_\_.  
 Nomination of \_\_\_\_\_ as Legislative Representative by \_\_\_\_\_, seconded by \_\_\_\_\_ motion approved \_\_\_\_ - \_\_\_\_.
9. Board Action - **BE IT RESOLVED** that the General Brown Central School Board of Education takes action to approve Community Bank, NA as an official depository for school accounts.  
 Motion for approval by \_\_\_\_\_, seconded by \_\_\_\_\_, with motion approved \_\_\_\_ - \_\_\_\_.
10. Board Action - Approval of the Professional Development Plan for July 1, 2014 to June 30, 2015 as revised.  
 Motion for approval by \_\_\_\_\_, seconded by \_\_\_\_\_, with motion approved \_\_\_\_ - \_\_\_\_.
11. Board Action - **BE IT RESOLVED** that the General Brown Central School District Board of Education takes action to approve the REVENUE ANTICIPATION NOTE RESOLUTION as follows:  
 Motion for approval by \_\_\_\_\_, seconded by \_\_\_\_\_, with motion approved \_\_\_\_ - \_\_\_\_.

**REVENUE ANTICIPATION NOTE RESOLUTION**

DATED JULY 1, 2014:

A RESOLUTION AUTHORIZING THE ISSUANCE OF UP TO \$1,000,000 IN REVENUE ANTICIPATION NOTES OF THE GENERAL BROWN CENTRAL SCHOOL DISTRICT, JEFFERSON COUNTY, NEW YORK IN ANTICIPATION OF THE COLLECTION OF REVENUES OTHER THAN REAL ESTATE TAXES TO BE COLLECTED DURING THE FISCAL YEAR 2014-2015.

**BE IT RESOLVED** by a Board of Education of the General Brown Central School District, Jefferson County, New York (the "School District") as follows:

Section 1. There are hereby authorized to be issued Revenue Anticipation Notes (the "Notes") of the School District in anticipation of the collection of aid payments to be received from the State of New York during the School District's 2014-2015 fiscal year (the "Revenues").

Section 2. The amount of such Revenues estimated in the School District's 2014-2015 annual budget, is \$12,485,046 all of which is uncollected on the date of this Resolution.

Section 3. The maximum amount of Notes authorized to be issued is up to \$1,000,000.

Section 4. The Notes shall be of such amount, terms, form and content, and shall be sold in such manner as may be prescribed by the President of the Board of Education, the chief fiscal officer of the School District, consistent with the provisions of this resolution and the Local Finance Law.

Section 5. Pursuant to the authority delegated in this resolution, the President of the Board of Education may issue Notes during the School District's 2014-2015 fiscal year, or during the two weeks prior to the commencement of such fiscal year, in an amount not in excess of the difference between the amount of uncollected or unreceived Revenues and the amount of any outstanding revenue anticipation notes previously issued in anticipation of the collection or receipt of the Revenues.

Section 6. The period of maturity of the Notes shall not exceed one year. The Notes may be renewed from time to time, but each renewal shall be for a period not exceeding one year and in no event shall the Notes, or the renewals thereof, extend beyond the close of the second fiscal year succeeding the fiscal year in which the Notes are issued. The Notes shall not be renewed in an amount in excess of the difference between the amount of uncollected or unreceived Revenues and the amount of any other outstanding revenue anticipation notes issued in anticipation of the collection or receipt of such Revenues.

Section 7. The faith and credit of the School District shall be and are hereby pledged for the punctual payment of the principal of and interest due on the Notes as the same shall become due and payable.

Section 8. The President of the Board of Education, the chief fiscal officer of the School District, is hereby authorized to enter into an undertaking for the benefit of the holders of the Notes as required by Securities and Exchange Commission Rule 15c-12, as amended.

Section 9. This resolution shall take effect immediately.

STATE OF NEW YORK            )  
   ) SS.:  
 COUNTY OF JEFFERSON        )

I, the undersigned, Clerk of the Board of Education of the General Brown Central School District, Jefferson County, New York (the "School District"), DO HEREBY CERTIFY:

That I have compared the annexed abstract of the minutes of the meeting of the Board of Education of the School District, held on the 1st day of July, 2014, including the resolution contained therein, with the original thereof on file in my office, and the same is a true and correct copy of said original and of the whole of said original so far as the same relates to the subject matters therein referred to.

I FURTHER CERTIFY that the full Board of Education of the School District consists of seven (7) members; that \_\_\_\_ ( ) members of the Board of Education were present at such meeting; and, that \_\_\_\_\_ ( ) of such members voted in favor of the above resolution.

I FURTHER CERTIFY that (i) all members of the Board of Education had due notice of the meeting, (ii) pursuant to Article 7 of the Public Officers Law (Open Meetings Law), such meeting was open to the general public, and due notice of the time and place of such meeting was duly given in accordance with Article 7 of the Public Officers Law, and (iii) the meeting was in all respects duly held.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the School District this 1<sup>st</sup> day of July, 2014.

\_\_\_\_\_  
Debra L. Bennett, District Clerk  
General Brown Central School District  
Jefferson County, New York

(SEAL)

- 12. Board Action - **BE IT RESOLVED** that the General Brown Central School District Board of Education takes action to:
  - eliminate a 1.0 Teacher Assistant position for the 2014-2015 school year
  - reduce a 1.0 PK-6 Elementary Teacher position to a .5 PK-6 Elementary Teacher position for the 2014-2015 school year
  - increase a .5 Physical Therapist position to a .6 Physical Therapist position for the 2014-2015 school year
  - add 3.0 General Aide positions for the 2014-2015 school year

Motion for approval by \_\_\_\_\_, seconded by \_\_\_\_\_, with motion approved \_\_\_\_ - \_\_\_\_.

- 13. Board Action - Approval of Committee on Special Education Reports

Motion for approval by \_\_\_\_\_, seconded by \_\_\_\_\_, with motion approved \_\_\_\_ - \_\_\_\_.

**ADMINISTRATIVE REPORTS**

- 14. School Business Official Report
- 15. Superintendent Report

**CORRESPONDENCE AND COMMUNICATIONS**

- 16. Correspondence Log
- 17. Discussion: \_\_\_\_\_

**RECOMMENDATIONS AND ACTION**

- 18. Board Action - **BE IT RESOLVED** that upon the recommendation of the Superintendent of Schools, the Board of Education approves the request of **Kylee Monroe to be placed on Special Assignment** pursuant to the BOCES STLE 3 Consortium Grant, recognizing that though Kylee Monroe's duty assignment will be determined by the BOCES, all salary and benefits will be pursuant to the General Brown Central School District's applicable collective bargaining agreement to be reimbursed to the District by the BOCES.

Motion for approval by \_\_\_\_\_, seconded by \_\_\_\_\_, with motion approved \_\_\_\_ - \_\_\_\_.

- 19. Personnel Changes as listed:

A motion for approval of the following **PERSONNEL CHANGES** with effective dates as listed under **RECOMMENDATIONS AND ACTION** is made by \_\_\_\_\_, and seconded by \_\_\_\_\_. Motion is approved \_\_\_\_/\_\_\_\_.

(A) Retirements: None

(B) Resignations:

**Jonathan Bliss** - English Teacher - effective August 31, 2014  
**Jessica Schofield** - Teacher Assistant - effective August 31, 2014

(C) Appointments:

Fall 2013 PAID Coaches  
**Steve Fisher\***-Varsity Football  
**Jessica Bower\***-JV Girls Soccer  
**Jon Murphy\***-Modified Girls Soccer

**Phil Jenner\***-Varsity Boys Soccer

**Malcolm Jones\***-JV Boys Soccer

**Will Cover\***-Tennis

Coaches have the following (as mandated by NYSED):

- Possess Teaching Certificate , Concussion Management and First Aid/CPR\*

Upon the recommendation of the Superintendent of Schools – WHEREAS, the Jefferson-Lewis BOCES on behalf of General Brown Central School District has promptly submitted to SED two sets of the following prospective employees fingerprints for employment and the signed Consent Form, along with a request for conditional clearance. These employees have received FINAL CLEARANCE from SED:

- None

Motion for approval by \_\_\_\_\_, seconded by \_\_\_\_\_, with motion approved \_\_\_\_-\_\_\_\_.

**ITEMS FOR NEXT MEETING *Thursday, August 7, 2014 - 5:15 p.m. - General Brown Room***

20. Continue discussion of school trips

**Motion for Adjournment:**

**There being no further business or discussion**, a motion is requested adjourn the regular meeting.

Motion for approval by \_\_\_\_\_, seconded by \_\_\_\_\_, with motion approved \_\_\_\_-\_\_\_\_. Time adjourned: \_\_\_\_:\_\_\_\_ p.m.

\* Items added after preliminary agenda was sent to Board of Education

GENERAL BROWN CENTRAL SCHOOL DISTRICT  
BOARD OF EDUCATION  
**Regular Meeting**  
Unapproved Minutes  
**June 9, 2014 - 5:15 p.m.**  
**General Brown Room - Jr.-Sr. High School**

**Regular Meeting**

The meeting was called to order at 5:15 p.m. by President West followed by the Pledge of Allegiance.

**Mrs. Bennett, District Clerk administered the *Oath of Faithful Performance in Office*** to Mrs. Jamie Lee and Mrs. Cathy Pitkin, each elected to the Board of Education on May 20, 2014. Mrs. Lee's term will expire June 30, 2015 and Mrs. Pitkin's term will expire June 30, 2017.

**Members Present:** Jeffrey West, President; Daniel Dupee II, Vice President; Michael Kucharski; Sandra Young Klindt; Brien Spooner; Jamie Lee and Cathy Pitkin

**Others Present:** Cammy J. Morrison, Superintendent of Schools; Lisa Smith, Executive Director of Administrative Services; Gary Grimm, Transportation Supervisor/Operations Manager; David Ramie, Vice Principal/Athletic Director; Joseph O'Donnell, Elementary Principal; Hope Ann LoPresti, Elementary Principal; Babette Valentine, Curriculum Coordinator; Debra Bennett, District Clerk; Cindy Fusco, President GBTA; Students and Staff Members

**Mrs. Morrison presented Mr. Michael Kucharski** with a certificate of appreciation from the Jefferson Lewis School Board Association for his four years of service as a Board of Education member.

**CONSENT AGENDA**

A motion for approval of the following items as listed under the CONSENT AGENDA is made by Brien Spooner, seconded by Sandra Young Klindt - Motion is approved 7-0.

1. Approval of Minutes:
  - May 12, 2014 - Annual Meeting / Budget Hearing
  - May 12, 2014 - Regular Meeting
  - May 20, 2014 - Annual Vote / Election
2. Approval of Buildings and Grounds requests:
  - Jr.-Sr. High School Fisher Field - June 8, 22 & 29, 2014 from 10:00 a.m. to 12:30 p.m. - Dexter Pop Warner - Football Camp - Fee \$40/child
  - Brownville Glen Park Elementary varsity softball field - July 25-27, 2014 from 6:30 a.m. to 9:00 p.m. - Can-Am Shootout Girls Youth Softball Tournament - Fee per team
  - Jr.-Sr. High School weight room - Monday, Wednesday & Thursdays August 13 - November 15, 2014 from 6:00 p.m. to 8:30 p.m. - Dexter Pop Warner Jr. Midget Cheer and Jr. Pee Wee Cheer - practice for season
  - Dexter Elementary gymnasium - Monday through Thursday September 2 - November 4, 2014 from 6:00 p.m. to 7:30 p.m. - Dexter Pop Warner Tiny Mite Cheer - practice for season
  - Brownville Glen Park softball field - Saturdays May 31 - August 9, 2014 from 9:00 a.m. to 1:00 p.m. - New Hope Baptist Church - league games
  - Jr.-Sr. High School auditorium (and music room prior to start time) - March 10, 2015 (snow date March 12, 2015) from 5:00 p.m. to 9:00 p.m. - Jefferson-Lewis BOCES - Scripps Regional Spelling Bee (General Brown has hosted this event for the past 43 years)
3. Conferences and Workshops:
  - Cammy J. Morrison - JLSBA Annual Dinner Meeting with Regent Bottar - Hilton Garden Inn, Watertown - May 28, 2014
  - Lisa Smith - JLSBA Annual Dinner Meeting with Regent Bottar - Hilton Garden Inn, Watertown - May 28, 2014
  - Philip Jenner - Section 3 Soccer Meeting - Woodcrest Golf Club, Chittenango - June 2, 2014
  - Deanna Gullquist - Technology Coordinators Workshop - Glenfield BOCES - June 4, 2014
  - Cammy J. Morrison - NYSCOSS-Curriculum and Assessment Issues Video Conference - OCM BOCES, Syracuse - June 4, 2014
  - Joseph O'Donnell - Universal Pre-K Meeting - Syracuse - June 6, 2014
4. Financial Reports: April 2014
  - Appropriation Report – All Funds
  - Revenue Report – All Funds
  - Treasurer's Cash Reports
  - Claims Auditor Monthly Reports
  - Approval of General Fund Warrant "A"
  - Approval of Federal Fund Warrant "B"

- Approval of Food Service Warrant “C”
- Approval of Capital Fund Warrant “H” (none at this time)
- Approval of Trust & Agency Warrant “T”
- Approval of Extra-Curricular Activity Fund

## REGULAR AGENDA

### Other Discussion and Action

1. Public Comments - None at this time
2. Ongoing Agenda Items:
  - Academic Update:
    - ❖ Common Core Learning Standards - Babette Valentine
  - Policy Review:
    - ❖ None at this time
3. Board Information - Annual Organizational Meeting - **Tuesday, July 1, 2014** (*meeting time of 7:30 a.m. was agreed upon, but was later changed back to 8:00 a.m.*) to be held in the General Brown Room of the Jr.-Sr. High School
4. Board Information - Marking Period 3 Data
5. Board Discussion / Action - A request for Proposal for Energy Performance Contract was received and the Board authorizes a letter of intent to proceed.  
Motion for approval by Daniel Dupee, seconded by Brien Spooner, with motion approved 7-0.
6. Board Action - Approval for Ashlynn Gilfillan and Julia Gilfillan to participate with the South Jefferson CSD Swim Team as independent swimmers for the 2014-2015 season, contingent upon the parents signing a statement releasing General Brown CSD from all liability, transportation and equipment costs and any other fees where applicable.  
Motion for approval by Jamie Lee, seconded by Sandra Klindt, with motion approved 7-0.
7. Board Action - **BE IT RESOLVED**, that the General Brown Central School District Board of Education takes action to approve an inter-fund transfer of an amount not to exceed \$96,000 from the Debt Service Fund to the General Fund.  
Motion for approval by Sandra Klindt, seconded by Michael Kucharski, with motion approved 7-0
8. Board Action - **BE IT RESOLVED**, that the General Brown Central School District Board of Education takes action to authorize the use of the following amounts not to exceed:
  - \$30,000 - Unemployment Reserve
  - \$10,000 - Employee Benefits Accrued Liability ReserveMotion for approval by Brien Spooner, seconded by Jamie Lee, with motion approved 7-0.
9. Board Action - **BE IT RESOLVED**, that upon recommendation of the Superintendent of Schools, the Board of Education hereby appoints the Jefferson-Lewis BOCES Office of Inter-Municipal Legal Services as school district counsel and authorizes the Superintendent of Schools to execute the contract for legal services as attached effective July 1, 2014 through and including June 30, 2015.  
Motion for approval by Daniel Dupee, seconded by Sandra Klindt, with motion approved 7-0.
10. Board Action - Approval of the Academic Intervention Services Plan for July 1, 2014 to June 30, 2016 as revised.  
Motion for approval by Jamie Lee, seconded by Sandra Klindt, with motion approved 7-0.
11. Board Action - Approval to amend the 2014-2015 District Calendars with the following changes: August 27 Staff Development Day for SRP only; omit August 28 Staff Development Day; September 2 Staff Development Day for All District Staff; September 3 Opening Day of School for Students; May 26, 2015 Staff Development Day for All Staff.  
Motion for approval by Daniel Dupee, seconded by Brien Spooner, with motion approved 7-0.
12. Board Action - Approval of Committee on Special Education Reports  
Motion for approval by Brien Spooner, seconded by Sandra Klindt, with motion approved 7-0.

### ADMINISTRATIVE REPORTS - For information only

13. Operations Report (verbal)
14. Principal Reports (verbal)
15. Curriculum Coordinator Report (verbal)
16. School Business Official Report
17. Superintendent Report



**CORRESPONDENCE AND COMMUNICATIONS** - For information only

- 18. Correspondence Log
- 19. Calendar of Upcoming Events
- 20. Discussion: \_\_\_\_\_

**RECOMMENDATIONS AND ACTION**

21. Personnel Changes as listed:

A motion for approval of the following PERSONNEL CHANGES with effective dates as listed under RECOMMENDATIONS AND ACTION is made by Jamie Lee, and seconded by Sandra Klindt. Motion approved 7-0.

(A) Retirements: - none at this time

(B) Resignations:

**Stephanie Mahoney** - .5 Music Teacher - effective July 1, 2014

**Gregory Lavarway** - 3-Hour Aide - effective June 17, 2014

(C) Appointments: - none at this time

Upon the recommendation of the Superintendent of Schools – WHEREAS, the Jefferson-Lewis BOCES on behalf of General Brown Central School District has promptly submitted to SED two sets of the following prospective employees fingerprints for employment and the signed Consent Form, along with a request for conditional clearance. These employees have received FINAL CLEARANCE from SED:

- None at this time

**ITEMS FOR NEXT MEETING**

22. The topic of school trips will be added for discussion at the August 2014 meeting.

**Executive Session:**

**A motion is requested to enter executive session** for the discussion of the performance history of four particular individuals, and one potential legal matter.

Motion for approval by Brien Spooner, seconded by Michael Kucharski, with motion approved 7-0. Time entered: 6:09 p.m.

**Return to Open Session:**

**A motion is requested to reconvene the regular meeting.**

Motion for approval by Daniel Dupee, seconded by Sandra Klindt, with motion approved 7-0. Time adjourned: 7:48 p.m.

**Motion for Adjournment:**

**There being no further business or discussion,** a motion is requested adjourn the regular meeting.

Motion for approval by Brien Spooner, seconded by Sandra Klindt, with motion approved 7-0. Time adjourned: 7:49 p.m.

Attachment: BOCES Inter-Municipal Cooperation Agreement

Respectfully submitted:

\_\_\_\_\_  
Debra L. Bennett, District Clerk

- Supporting documentation may be found in supplemental file dated June 9, 2014



# Jefferson-Lewis School Boards Association

20104 STATE RT3, WATERTOWN, NY 13601 • PHONE (315) 779-7020 • FAX (315) 779-7009

## Member Districts

Adirondack  
Central School

Alexandria  
Central School

Beaver River  
Central School

Belleville Henderson  
Central School

Carthage  
Central School

Copenhagen  
Central School

General Brown  
Central School

Indian River  
Central School

Jefferson  
Community College

Jefferson-Lewis  
B.O.C.E.S.

LaFargeville  
Central School

Lowville Academy  
and Central School

Lyme  
Central School

Sackets Harbor  
Central School

South Jefferson  
Central School

South Lewis  
Central School

Thousand Islands  
Central School

Town of Webb  
Union Free School

Watertown  
City Schools

**TO: Superintendents of Schools**

**FROM: John Warneck  
President**

**DATE: June 2014**

**RE: Dues for the 2014-2015 School Year  
Executive Committee Members  
Board Member Directory Information  
Board Meeting Dates  
Board Member Email Addresses**

Enclosed is the invoice for dues for the 2014-2015 school year. Would you please prepare the dues for approval by your Board of Education at a meeting prior to July 31<sup>st</sup>.

Kindly forward the name of your delegate and alternate that was chosen at your organizational meeting in July. Additionally, please list your Legislative representative in the spot designated. Please use the enclosed form to forward the names to Diane Wright at BOCES.

Additionally, we need to have a listing of your board meeting dates for the 2014-15 school year and the names and email addresses of all your board members to update our database. If a member does not have an email address, kindly forward their mailing address instead.

We are constantly searching for ways to make the Association benefit board members and superintendents, so please encourage your board members to attend the executive committee meetings to give their opinions and ideas for future meetings, workshops, etc.

Thank you!

**Jefferson-Lewis School Boards Association  
Executive Committee Members**

At the \_\_\_\_\_ meeting of the \_\_\_\_\_  
(Date) (District)

Board of Education, the following member was elected **to serve as delegate on the Executive Committee:**

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Email Address \_\_\_\_\_

Phone (Home) \_\_\_\_\_ (Business) \_\_\_\_\_

**The alternate member for the Executive Committee is:**

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Email Address \_\_\_\_\_

Phone (Home) \_\_\_\_\_ (Business) \_\_\_\_\_

**The Legislative representative for the Executive Committee is:**

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Email Address \_\_\_\_\_

Phone (Home) \_\_\_\_\_ (Business) \_\_\_\_\_

\_\_\_\_\_  
Superintendent of Schools

Mail to: Diane Wright  
Jefferson-Lewis School Boards Association  
20104 State Route 3  
Watertown, NY 13601

**Jefferson-Lewis School Boards Association**

**2014--2015 Dues**

**INVOICE**

ENROLLMENT

DUES

0 – 500	\$250
501 – 1000	\$310
1001 – 1500	\$370
1501 – 2000	\$430
2001 – 2500	\$490
2501 –	\$540
BOCES	\$375
JCC	\$375

Enter your June 2013 enrollment and your annual dues:

                      
ENROLLMENT

DUES

Make checks payable to: **JEFFERSON-LEWIS SCHOOL BOARDS ASSOCIATION**

Mail to: Diane Wright  
Jefferson-Lewis BOCES  
20104 State Route 3  
Watertown, N.Y. 13601

Please Enclose Stub

---

**JEFFERSON-LEWIS SCHOOL BOARDS ASSOCIATION**

School \_\_\_\_\_

Enrollment \_\_\_\_\_

Dues \_\_\_\_\_

**Jefferson-Lewis School Boards Association**

**2014-2015 Board Meeting Dates  
and  
Board Member Directory**

**\*\* Please forward a listing of your board members to Diane Wright, listing mailing addresses, telephone numbers and email addresses (if any)**

**Kindly list your schedule of board meetings for the 2014-2015 school year and return to Diane Wright.**

September \_\_\_\_\_

District: \_\_\_\_\_

October \_\_\_\_\_

November \_\_\_\_\_

December \_\_\_\_\_

January \_\_\_\_\_

February \_\_\_\_\_

March \_\_\_\_\_

April \_\_\_\_\_

May \_\_\_\_\_

June \_\_\_\_\_

This information will be used to schedule dinners and meetings/workshops.

## **Professional Development Plan (changes)**

- Cover Page- 2014-15
- P.5- Table 1- All five will be our focus in years 2014-17
- P. 9- Strategies # 3 Pk-12 ELA (Previously Pk-12 Math)
- P.14- Appendix A All dates updated 2014-15

***General Brown Central  
School District***



**Professional Development Plan**

**July 1, 2014 - June 30, 2015**

**School District**  
**Professional Development Plan**

DISTRICT NAME: General Brown Central School  
 BEDS CODE: 220401040000  
 SUPERINTENDENT: Cammy Morrison  
 ADDRESS: PO Box 500, Dexter, NY 13634  
 PHONE: 315-779-2300  
**YEAR(S) PLAN IS EFFECTIVE: 2014-2015**

**Composition of Professional Development Team (s)**

(majority of team members must be teachers)

<u>District Team (Required)</u>	<u>School Team(s) (Recommended)</u>
<u>5</u> administrators / staff	_____ #administrators / staff*
<u>18</u> teachers	_____ #teachers*
<u>1</u> other (Parent / Community Representative)	_____ #other(s)*

Number of school buildings in district: 3  
 Number of school-based professional development teams: 1

Indicate how school team(s) will be represented on the district team:

Teachers from each building representing all grades and departments, the President of the General Brown Teachers' Association, one parent, Curriculum Coordinator, and the three building principals will serve on the District Professional Development Committee.



## **PROFESSIONAL DEVELOPMENT PLANNING TEAM**

**If school teams are not represented on the district professional development team, describe briefly how the district plan will ensure that the needs of schools in the district are met.**

School teams are represented on the district Professional Development Committee.

The District's Professional Development Committee (PDC) is comprised of teachers and administrators who represent every grade and department. The PDC has the responsibility of establishing professional development programs to meet the needs of all groups.

**On average, please identify the number of hours a teacher will be involved with professional development on an annual basis. This may include the planning, delivery, application and / or evaluation of professional development activities.**

Over the next five years, each staff member will participate in a minimum of 35 hours of professional development each year, a substantial portion of which will be sponsored by the District. Time will be devoted to training for all staff on an annual basis, in the areas of:

- Violence Prevention and Intervention
- Right-to-Know
- Bloodborne Pathogens
- Sexual Harassment
- Dignity For All
- Other job-specific, health and safety-related issues, as mandated by S.A.V.E. legislation and the New York State Education Department

In addition, the General Brown Central School District will provide training in the following areas:

- Data Analysis
- Curriculum Mapping
- Benchmark Assessments (ELA/Math)
- Instructional Strategies
- Common Core Learning Standards
- New York State Teaching Standards
- Annual Professional Performance Review

## **NEEDS/DATA ANALYSIS PROFESSIONAL DEVELOPMENT PLAN**

**Describe how the professional development plan is aligned with New York learning standards and assessments, student needs and is articulated within and across grade levels.**

**The District has developed a five-year strategic plan that will shape the future of the educational program within the General Brown Central School District. The central focus of this plan is based on the following three goals:**

**Strategic Goal 1:** Each student will meet or exceed the expectations of the curriculum of the General Brown Central School District and the New York State standards.

**Strategic Goal 2:** Each graduate will be prepared to identify and pursue his/her personal goals that enhance the global community.

**Strategic Goal 3:** Each student will participate in and contribute to his/her community.

District staff members have devoted many hours to the development of curriculum maps in each of the core areas in grades pre-kindergarten through 12. The analysis of data has also been a central focus for all staff during professional development days. Engaging in data chats for the purpose of examining individual student data will continue to be the focus. Targeted instructional strategies based on this data will then be discussed during the chats and implemented in the instruction of students.

General Brown Central School is committed to full implementation of the Common Core Learning Standards and will build professional development opportunities around the training and retention of highly qualified teachers.

**Describe how the Professional Development Plan is continuous, reflecting a multi-year approach to improve student performance.**

See Appendix A. Individual Professional Action Plans are a part of the agreement between the Chief School Officer and the General Brown Central School Teachers' Association. The District will adopt a five-year professional development model that focuses on alignment and consistency in District policy and professional practice. Individual Professional Action Plans will be evaluated based on their alignment with

the professional development model adopted by the District. Table 1 below is an outline of the General Brown CSD five-year Professional Development Plan.

**Table 1: General Brown CSD 3 Year Professional Development Plan**

	Professional Development Focus
<b>2014-2017</b>	<i>Integration and Implementation of the Common Core Learning Standards</i>
	<i>NYSED modules for ELA and Math Common Core Learning Standards</i>
	<i>Test Question Structure and Format</i>
	<i>Data-Driven Instruction and Best Practices</i>
	<i>21<sup>st</sup> Century Skills</i>

**\*Focus topics will be spiraled throughout the 5 years**

**Identify how the data used supports the goals, objectives, strategies and activities in the professional development plan.**

The District examines specific data to identify areas of strengths and weaknesses in instruction. Professional development for each school year is based on this data. The District continues to revise local assessments and instructional practices for the purpose of increasing student achievement, and to use test data as a source of information to guide teachers in implementing research-based instructional strategies.

**School District Professional Development Plan  
Attachment I: Needs Assessment Sources Used**

**Indicate the sources you used and include any additional detail needed to identify the basis of your needs analysis.**

- School Report Card
- New York: The State of Learning (Chapter 655 Report)
- BEDS data
- The CAR report
- Special designation schools, SURR, Title I
- Student attendance rates
- Graduation and drop-out rates
- Student performance results on NYS Assessments disaggregated by ethnicity, gender, SES, and other special needs
- State and local benchmarks for student performance
- TIMSS report
- Student aspirations
- Other student surveys
- Longitudinal data
- Student / teacher ratios (per Board of Education policy)
- Teacher turnover rate
- Number of uncertified teachers
- Number of teachers teaching out-of-field
- Teacher proficiency data
- Teacher surveys
- Teacher self-assessment
- Curriculum surveys
- Community employment opportunities
- Other: Professional Development data

## School District Professional Development Plan Attachment II: Needs Assessment Prioritizing-Strategic Plan Implementation

Table II.

1. Focus professional development resources and training on the achievement of each of the strategic plan goals.		
Professional Development Needs	Action	Measure
<p>1. Knowledge of Common Core Learning Standards and how to assess (test question structure and format)</p> <p>2. Knowledge of NYSED Curriculum Modules</p>	<ul style="list-style-type: none"> <li>• Teachers will work with their department or grade level teams and building administration to ensure a common understanding of the standards and the inherent skill sets.</li> <li>• Teachers will work with their department or grade level teams and building administration to develop test questions which assess the Standards.</li> <li>• Teachers will revise curriculum maps and include modules, when applicable.</li> </ul>	<ul style="list-style-type: none"> <li>• All curriculum maps will be horizontally and vertically aligned to the Common Core Learning Standards.</li> <li>• Teachers will submit their curriculum maps according to a timeline developed by administration.</li> <li>• Teachers will develop rigorous benchmark questions which accurately assess the tested standards.</li> <li>• Teachers will provide feedback on the use of NYSED modules, including student achievement data.</li> </ul>
<p>3. Knowledge of Data-Driven Instruction and Best Practices</p>	<ul style="list-style-type: none"> <li>• Teachers will participate in data chats with their department or grade level teams and building administration for the purpose of identifying students' strengths and weaknesses. The teachers will collaborate with colleagues and administration to identify and implement instructional strategies focused on helping students to achieve proficiency or mastery on all local and state assessments.</li> </ul>	<ul style="list-style-type: none"> <li>• Teachers will participate in data chats throughout the school year. They will also complete data chat forms following the examination of the data.</li> <li>• Teachers will analyze data on re-tested standards to determine growth of individual students and cohorts</li> <li>• The implementation of instructional strategies will be used as a foundation for evaluating teacher generated IPAPs, for planning and selecting professional development opportunities, and for evaluation of department and grade level performance.</li> </ul>
<p>4. Knowledge of 21<sup>st</sup> century skills and how to integrate into curriculum and instruction</p>	<ul style="list-style-type: none"> <li>• Teachers will work with their department or grade level teams and building administration to identify and integrate 21<sup>st</sup> century skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Teachers will have implemented the instructional shifts.</li> <li>• Students will demonstrate collaborative problem-solving abilities.</li> <li>• Students will utilize technology to enhance their learning.</li> </ul>

**School District Professional Development Plan  
Attachment III: District Resources**

What professional development funds, staff resources, external professional development providers, and other human and fiscal resources are available or may be developed within your community?

Identify the internal and external resources you will use to help you meet your goals (check all that apply):

Fiscal resources:

- Goals 2000
- Title II, Title V
- Military Impact Aid
- School Improvement Grant

Staff resources:

- Curriculum developers
- Content specialists
- Exemplary teachers
- Curriculum review committee

Providers:

- Institutions of Higher Education
- Teacher Resource Centers
- BOCES (e.g., SCDN, SETRC, BETAC)

Community:

- Major employers
- Community-based organizations
- Parents

Please identify any funds the district has received for professional development which are not used to implement this plan, and why.

**School District Professional Development Plan  
Attachment IV: Implementation Plan**

Strategies	Activities	Who	Timeframe (when / how long)	Performance Measure / Data Source
<b>1. Staff Development: Data Analysis/Instructional Strategies</b>	<ul style="list-style-type: none"> <li>• Conduct data chats at department/grade level meetings</li> <li>• Engage in data analysis professional development training during the 2013-2014 school year.</li> <li>• Collaborate at department/grade level meetings to share research-based instructional strategies</li> </ul>	<ul style="list-style-type: none"> <li>• PK-12 Teachers</li> <li>• District/Building Administration</li> <li>• Curriculum Coordinator</li> <li>• Data Analyst</li> </ul>	<ol style="list-style-type: none"> <li>1. On-going</li> <li>2. Scheduled Data sessions               <ul style="list-style-type: none"> <li>• September 2014</li> <li>• October 2014</li> <li>• December 2014</li> <li>• February 2015</li> <li>• June 2015</li> </ul> </li> </ol>	<ul style="list-style-type: none"> <li>• Completed Data Chat Forms</li> <li>• State and Local Assessment Data</li> <li>• Summative Report Summer 2015</li> </ul>
<b>2. Program Evaluation: General Education and Special Education Curriculum</b>	<ul style="list-style-type: none"> <li>• Revise curriculum maps in core areas and include curriculum modules, when applicable</li> <li>• Review all relevant data pertaining to general education and special education programs</li> </ul> <p>*These activities will be completed during grade level/department meetings and during professional development days.</p>	<ul style="list-style-type: none"> <li>• PK-12 Teachers</li> <li>• District/Building Administration</li> <li>• Curriculum Coordinator</li> <li>• Data Analyst</li> </ul>	<ol style="list-style-type: none"> <li>1. On-going</li> <li>2. Scheduled professional development days               <ul style="list-style-type: none"> <li>• August 2014</li> <li>• October 2014</li> <li>• TBD 2014</li> </ul> </li> </ol>	<ul style="list-style-type: none"> <li>• Completed/revise curriculum maps for all grade levels/content areas</li> <li>• Data analysis of general education and special education programs</li> </ul>
<b>3. Program Development: PK-12 ELA</b>	<ul style="list-style-type: none"> <li>• Conduct targeted professional workshops/training in ELA concepts and instructional strategies.</li> <li>• Collaborate with grade level teams during professional development days</li> <li>• Conduct training on the ELA instructional shifts inherent in the Common Core Learning Standards.</li> </ul>	<ul style="list-style-type: none"> <li>• PK-12 Teachers</li> <li>• District/Building Administration</li> <li>• Curriculum Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>• Summer 2014</li> <li>• October 2014</li> <li>• TBD 2014</li> </ul>	<ul style="list-style-type: none"> <li>• State and Local Assessment Data</li> <li>• Teacher Evaluation Rubric (Knowledge of Content)</li> </ul>
<b>4. Curriculum Development and Implementation: AIS/RTI</b>	<ul style="list-style-type: none"> <li>• Conduct regular RTI/AIS meetings with the goal of developing a consistent RTI/AIS program for grades K-12</li> <li>• Conduct targeted professional workshops/training focused on AIS/RTI instructional strategies</li> </ul>	<ul style="list-style-type: none"> <li>• District/Building Administration</li> <li>• Curriculum Coordinator</li> <li>• Data Analyst</li> <li>• K-12 Teachers</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing</li> </ul>	<ul style="list-style-type: none"> <li>• Formative Evaluation-Monthly</li> <li>• Continued implementation of a unified AIS/RTI program, grades K-12</li> </ul>

Strategies	Activities	Who	Timeframe (when / how long)	Performance Measure / Data Source
<b>5. Professional Development: Mentor Program</b>	<ul style="list-style-type: none"> <li>• Provide mentor activities as outlined in the General Brown School District-Teacher Based Mentoring Program Agreement</li> </ul>	<ul style="list-style-type: none"> <li>• District/Building Principals</li> <li>• Curriculum Coordinator</li> <li>• PK-12 Teachers</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing</li> </ul>	<ul style="list-style-type: none"> <li>• Mentor/mentee meeting logs</li> <li>• Meetings with building administrator</li> </ul>
<b>6. Professional Development: Classroom Management</b> Support the efforts of non-tenured staff in acquiring strong classroom management skills and instructional techniques	<ul style="list-style-type: none"> <li>• Participate in Effective Teaching Workshops at the Jefferson-Lewis BOCES</li> <li>• Participate in New Teacher meetings</li> </ul>	<ul style="list-style-type: none"> <li>• PK-12 Teachers</li> <li>• Principals</li> <li>• Curriculum Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>• As scheduled by outside service provider</li> <li>• Monthly New Teacher meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Classroom observations</li> </ul>
<b>7. Professional Development: Individual Evidence Portfolio</b> Support the efforts of individual teachers who apply to pursue additional training in areas identified as part of the Professional Development Plan and individual IPAP goals	<ul style="list-style-type: none"> <li>• Participate in professional development activities consistent with District/building IEP goals.</li> </ul>	<ul style="list-style-type: none"> <li>• PK-12 Teachers</li> <li>• Principals</li> <li>• Curriculum Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>• Throughout the year</li> </ul>	<ul style="list-style-type: none"> <li>• Artifacts produced as a result of the IEP goals.</li> </ul>
<b>8. Professional Development and Curriculum Integration: Technology</b>	<ul style="list-style-type: none"> <li>• Participate in Model Schools technology integration training</li> <li>• Participate in Teacher Center technology integration training</li> <li>• Participate in District-hosted technology integration training</li> <li>• Participate in District training</li> <li>• Attend technology committee meetings</li> <li>• Participate on Model Schools Curriculum Committees</li> <li>• Engage in grade level/departmental presentations</li> </ul>	<ul style="list-style-type: none"> <li>• PK-12 Teachers</li> <li>• Building Principals</li> </ul>	<ul style="list-style-type: none"> <li>• July 2015-June 2017</li> </ul>	<ul style="list-style-type: none"> <li>• Formative Evaluation after each training/presentation</li> <li>• Summative Evaluation in June of 2015</li> </ul>



### **Individual Evidence Portfolio**

Every professional staff member in the General Brown School District will prepare an annual Individual Evidence Portfolio to assist the District in meeting its annual goals.

This plan should be consistent with the District, building, grade level/department annual plan.

A District plan will be in place by April 1 for the following school year. This plan will be developed by the District Professional Development Committee, subject to the approval of the Superintendent.

A building plan will be developed in accordance with the District plan by May 1 for the following school year. A draft of the plan will be developed by the Professional Development Committee and submitted to building EAPs for revision and approval. A final draft is then submitted to the Superintendent for approval.

Every professional staff member will submit their Individual Professional Action Plan to their building administrator by the first Monday of each school year. (See Appendix D, Page 2)

Building administrators will review Individual Professional Action Plans, and provide professional staff with their approval or recommended changes by the Wednesday following submission of the IEPs. Individual plans requiring modification will be re-submitted to building administrators for approval by the second Monday of the school year.

Each professional staff member will annually develop his / her own Professional Evidence Portfolio listing areas of strengths, goals and plans for improving the educational / instructional services provided to students. The Individual Evidence Portfolio will be utilized and incorporated by the building administrator in completing that professional staff member's annual evaluations as required by law. (See Appendix A) The Individual Evidence Portfolio will also be considered in the implementation of professional development programs. However, such consideration by the District of staff members' Individual Evidence Portfolio is not to be construed as imposing any financial obligation on the District beyond previously budgeted Board approved costs.

**IEP** (Individual Evidence Portfolio) **Form** (Due by first Monday of each school year)

Page 2

Approved

Needs Modification

Name \_\_\_\_\_

Date \_\_\_\_\_

Grade Level or Department \_\_\_\_\_

My goals for the \_\_\_\_\_ school year are:

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These are consistent with District / building goals in that:

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Key strategies that will be used to meet this goal include:

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How will you evaluate your progress on this goal?

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Teacher \_\_\_\_\_

Principal \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

**IEP (Individual Evidence Portfolio) Continuing Certification / Professional Development  
Documentation Form**

Directions: This form is provided for use by all professionally certified personnel in the GBTA (teachers and teacher assistants, speech therapists / pathologists, guidance counselors, and school psychologists). Although documentation is not required by New York State, General Brown has provided this format as a method of record keeping in an effort to help us reach our collective goals. Its intended use is as a planning tool for completing professional development activities in accordance with 175-hour certification requirements from SED, as well as those from our District Professional Development Plan.

1. Record activities in the table below. Include District-sponsored, BOCES, Teacher Center, and other Professional Development activities. Also include graduate level courses, Model Schools classes outside Staff Development days, scoring of NYS assessments, mentoring, and summer curriculum work. Highlight those activities that focus on your IEP goal (s).
2. Do not include clock hours for travel or meals.
3. Keep registration forms, and / or other documentation with this record. Documentation must be retained for seven years.
4. Upon completion of professional development activities for the year, re-submit a COPY of the form to your building principal as evidence that progress toward your goals has been made. Retain the original for your records.

Name of Certificate Holder:			Teacher Certification Identification number:	
Certificate Title:			General Brown Central School District	
Employment Period: July 1, 20____ through June 30, 20____ (If other, please note.)				
Title/Activity	Provider	Date (s)	Location	Clock Hour Equivalent (Estimated)

### **District PDC (IEP- Individual Evidence Portfolio) Goal 2014-2015**

During the **2014-2015** school year, the General Brown Professional Development committee will provide teachers with effective professional development in order to enhance their instructional skills and improve student achievement for the purpose of preparing and inspiring students to meet future challenges.

Emphasis will be placed on the successful completion of all New York State Assessments through the examination of student data and the continuation of curriculum mapping. Emphasis will also be placed on building the capacity for effective use of technology to enhance instruction, communication, and student performance.

The focus will also be on the development and implementation of an instructional curriculum PK-12, which infuses the common core learning standards and meets the learning needs of all students.

### **Elementary PDC (IEP- Individual Evidence Portfolio) Goal 2014-2015**

During the **2014-2015** school year, all PK-6 teachers will continue to develop coordinated curriculum to enhance their professional abilities, as well as to improve student achievement on local and state assessments. Emphasis will be placed on the following areas:

- Engaging in curriculum mapping alignment with the Common Core Learning Standards
- Analyzing and collecting student assessment data to be used to develop action plans for the purpose of adjusting instruction according to students' needs
- Preparing students for NYS and local assessments so that each student grows in his/her achievement
- Collaborating with colleagues to enhance classroom instructional strategies
- Continue and enhance AIS programs to meet the needs of all students
- Integrating research-based technology instructional strategies into the curricula.

### **Junior / Senior High School PDC (IEP- Individual Evidence Portfolio) Goal 2014-2015**

During the **2014-2015** school year, all 7-12 teachers will continue to develop coordinated curriculum to enhance their professional abilities, as well as to improve student achievement on local and state assessments. Additional Emphasis will be placed on the following areas:

- Engaging in curriculum mapping alignment with the Common Core Learning Standards.
- Analyzing and collecting student assessment data to be used to develop action plans for the purpose of adjusting instruction according to students' needs
- Preparing students for NYS and local assessments so that each student grows in his/her achievement
- Collaborating with professional colleagues to enhance classroom instructional strategies
- Continue and enhance AIS programs to meet the needs of all students
- Integrating research-based technology instructional strategies into the curricula.

All teachers in grades 7-12 will continue to collaborate with the goal of increasing the percentage of students graduating with an Advanced Regents diploma.

To meet the N.Y.S.E.D. Professional Development Plan requirement that certified teachers must complete 175 hours of staff development training, our school will follow this procedure:

- Staff development activities that qualify for credit toward the 175 hour mandate shall include but will not be limited to: the planning, preparation and presentation of staff development for district staff; approved college coursework; attendance and participation at professional development days; district approved conferences; after-school staff development activities presented at school, by BOCES, the Jeff-Lewis Teacher's Center, RSE-TASC and others as approved (by the building principal/assistant superintendent).
- Teachers will be responsible for keeping their own records of completed professional development activities. Teachers who hold a *Professional Certificate* will submit a copy of the Professional Development Documentation Form to their building secretary by May 1 of each school year.
- Approved college courses shall be credited at the rate of 4 hours of credit for each hour of college credit earned with a grade of B- and above.
- Two hours of Project SAVE staff training will be offered annually to meet state requirements. Staff members will sign an affidavit of their attendance at such training.
- Attendance at any other mandated training will be verifiable using sign-in procedures (comparable to those for SAVE training) or certificates of completion, if said training is given by service providers other than the District.