

GENERAL BROWN CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION
Regular Meeting
Preliminary Agenda
October 6, 2014 - 5:15 p.m.
Brownville Glen Park Elementary School - Multi-Purpose Room #304

5:15 p.m. - Tour of the Brownville Glen Park Elementary facility for Community and Board members. The meeting will begin immediately following the tour.

Call to Order - Pledge of Allegiance

REGULAR MEETING

Audit Committee Meeting [see AC agenda]:

- Bowers & Company Independent (External) Audit Report- Laurie Podvin, CPA

Motion for adjournment of Audit Committee by _____, seconded by _____, with motion approved ____ - ____.

- Board Action – Approval of Independent Auditors' Report as presented by Laurie Podvin, CPA

Motion for approval by _____, seconded by _____, with motion approved ____ - ____.

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:
 - September 8, 2014 - Regular Meeting
2. Approval of Buildings and Grounds requests:
 - Dexter Elementary gymnasium/cafeteria - YMCA Karate Club - Thursdays from 6 PM to 8 PM - September 18, 2014- June 25, 2015 for classes
 - JS High School field space - GB Boys' Youth Lacrosse - Sundays from 10 AM to Noon - September 19-December 1, 2014 for practice
 - Brownville Glen Park Elementary cafeteria/classroom - Child Evangelism Fellowship - Wednesdays from 3:45 PM to 5 PM - November 5-December 17, 2014 and February 25-April 29, 2015 - Good News Club meetings
 - Brownville Glen Park Elementary AIS classroom - Jillian Goodrich, Tutoring – 3:30 PM to 6 PM – September 17, 2014- June 26, 2015 for after school tutoring
 - Brownville Glen Park Elementary gymnasium - Mighty Lions PeeWee Wrestling Club – Mondays, Wednesdays and Thursdays from 6 PM to 8:15 PM - October 6, 2014-April 2, 2015 for wrestling practice
3. Conferences and Workshops:
 - Stephanie Doney - Effective Teaching Level I - JLBOCES - September 16-18 and October 15-16, 2014
 - James Blunden - Effective Teaching Level I - JLBOCES - September 16-18 and October 15-16, 2014
 - Jessica Bower - Effective Teaching Level I - JLBOCES - September 16-18 and October 15-16, 2014
 - Lindsay Hanson - Effective Teaching Level I - JLBOCES - September 16-18 and October 15-16, 2014
 - Lindsay Labiando - Effective Teaching Level I - JLBOCES - September 16-18 and October 15-16, 2014
 - Tasha Plante - Effective Teaching Level I - JLBOCES - September 16-18 and October 15-16, 2014
 - Erin Smith - Effective Teaching Level I - JLBOCES - September 16-18 and October 15-16, 2014
 - Mary Vodicka - Effective Teaching Level I - JLBOCES - September 16-18 and October 15-16, 2014
 - Tina Heckman - Leading Transformative Education Blended Learning with the Common Core - Saratoga Springs - September 22, 2014
 - Preston Moore - NYSSA Training - JLBOCES - September 22, 2014
 - Jennifer Augliano - Jefferson-Lewis Association for Counseling Development Meeting - Maggie's on the River, Watertown - September 26, 2014
 - Bridget Grimm - Jefferson-Lewis Association for Counseling Development Meeting - Maggie's on the River, Watertown - September 26, 2014
 - Joseph O'Donnell - Frontier League AD Meeting - JLBOCES - October 1, 2014
 - James Nevers - Food Service Director's Meeting - Potsdam High School - October 3, 2014
 - Susan Menapace - Jefferson EDGE Day - Jefferson Community College - October 3, 2014
 - Amy O'Riley - Jefferson EDGE Day - Jefferson Community College - October 3, 2014
 - Kathaleen Beattie - NYS CDOS Commencement Credential Conference - Holiday Inn, Liverpool - October 7, 2014
 - Bridget Grimm - NYS CDOS Commencement Credential Conference - Holiday Inn, Liverpool - October 7, 2014
 - Joseph O'Donnell - Section III AD Meeting - Syracuse - October 9, 2014
 - Jennifer Augliano - SUNY Operation Inform - SUNY Oswego - October 10, 2014
 - Bridget Grimm - SUNY Operation Inform - SUNY Oswego - October 10, 2014
 - Lisa Smith - JLSBA Fall Dinner Meeting "Cost Saving Measures for School Districts" - Ryan's Lookout, Henderson - October 16, 2014
 - Sandra Young Klindt - JLSBA Fall Dinner Meeting "Cost Saving Measures for School Districts" with expenses - Ryan's Lookout, Henderson - October 16, 2014

- Cynthia A. Fusco - NYSUT Conference - Lake Placid - October 17-19, 2014
- Jannell Pickeral - BOCES Test Writing - JLBOCES - October 23-24, 2014
- Melissa Ruscio - STANYS Conference - Riverside Convention Center, Rochester - November 2-4, 2014

4. Approval of Financial Reports: June / July / August

- Appropriation Report - All Funds
- Revenue Report - All Funds
- Treasurer's Cash Reports
- Claims Auditor Monthly Reports
- General Fund Warrant "A" and "A2"
- Federal Fund Warrant "B" and "B2"
- Food Service Warrant "C" and "C2"
- Capital Fund Warrant "H"
- Trust & Agency Warrant "T"
- Extra-Curricular Activity Fund

REGULAR AGENDA

Other Discussion and Action

1. Public Comments -
2. Ongoing Agenda Items:
 - Academic Update:
 - ❖ Grade 8 Math - Presentation by Mr. O'Donnell and Ms. Clough
 - Policy Review:
 - ❖ Board Discussion: Policy #5720 Bus Scheduling and Routing
 - ❖ Board Discussion: **1st Reading** - Policy #8460 Field Trips
3. Board Information - Jefferson-Lewis School Boards Association Fall Dinner Meeting: "Cost Saving Measures for School Districts" - Ryan's Lookout, Henderson - October 16, 2014 - RSVP by October 9, 2014
4. Board Information - Strategic Action Plan Meeting follow-up
5. Board Discussion - Chief Faculty Advisor
6. Board Action - Approval of Telecommunications Upgrade Plan as follows:

WHEREAS, the General Brown Central School District Board of Education desires to enter into a 3 year contract with the Madison-Oneida BOCES in order for the Mohawk Regional Information Center to furnish certain services to the District pursuant to Education Law 1950(4)(jj), those services being Broadband Telecommunications as defined on the attached sheet(s).

NOW, THEREFORE, BE IT RESOLVED, that the General Brown Central School District Board of Education agrees to enter into a contract with the Madison-Oneida BOCES through the provision of said services to the District not to exceed \$1,050 (Dexter Elementary) and \$1,050 (Transportation Building) monthly plus any one time vendor installation costs, subject to the approval of the Commissioner of Education, for a period of 3 years, beginning January 1, 2015 and ending on or about December 31, 2017.

Motion for approval by _____, seconded by _____, with motion approved ____-____.
7. Board Action - Approval of Telecommunications Upgrade Plan as follows:

WHEREAS, the General Brown Central School District Board of Education desires to enter into a 3 year contract with the Madison-Oneida BOCES in order for the Mohawk Regional Information Center to furnish certain services to the District pursuant to Education Law 1950(4)(jj), those services being Broadband Telecommunications as defined on the attached sheet(s).

NOW, THEREFORE, BE IT RESOLVED, that the General Brown Central School District Board of Education agrees to enter into a contract with the Madison-Oneida BOCES through the provision of said services to the District not to exceed \$928.48 (Junior-Senior High School) and \$950.29 (Brownville Elementary) monthly plus any one time vendor installation costs, subject to the approval of the Commissioner of Education, for a period of 3 years, beginning January 1, 2015 and ending on or about December 31, 2017.

Motion for approval by _____, seconded by _____, with motion approved ____-____.
8. Board Action - Approval of Inter-Municipal Cooperation Agreement:

BE IT RESOLVED that the General Brown Central School District Board of Education desires to enter into an Inter-Municipal Cooperation Agreement for the Use of Classroom Space and Tuition for the EDGE Program for the term beginning July 1, 2014 and shall extend one year through and including June 30, 2015 as per attached:

Motion for approval by _____, seconded by _____, with motion approved ____-____.

9. Board Action - Approval of School Tax Collector Report with Changes to the Tax Roll
Motion for approval by _____, seconded by _____, with motion approved ____-____.
10. Board Action - Approval of *Substitute Instructional and Non-Instructional Personnel-Item #10E*, as continued from the Organizational Meeting held July 1, 2014:
 - Substitute Teachers: Nathan SturdivantMotion for approval by _____, seconded by _____, with motion approved ____-____.
11. Board Action - Approval for Danielle Jenner and Kayla McCabe to participate with the Alexandria Bay CSD Hockey Team for the 2014-2015 hockey season contingent upon the parents signing a liability statement releasing General Brown CSD from all liability, transportation and equipment costs and any other fees where applicable.
Motion for approval by _____, seconded by _____, with motion approved ____-____.
12. Board Action - Approval of Committee on Special Education Reports
Motion for approval by _____, seconded by _____, with motion approved ____-____.

ADMINISTRATIVE REPORTS

13. Operations Report
14. Jr.-Sr. High School Principal Reports
15. Elementary Principal Reports
16. Curriculum Coordinator Report
17. School Business Official Report
18. Superintendent Report

CORRESPONDENCE AND COMMUNICATIONS

19. Correspondence Log
20. Calendar of Events

ITEMS FOR NEXT MEETING Monday, November 3, 2014 - Dexter Elementary School

21. _____

RECOMMENDATIONS AND ACTION

22. 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 at this time

(B) Resignations: None at this time

(C) Appointments (including coaches):

Erica L. Bonham - Substitute Teacher - Non-certified \$75 per day - effective October 7, 2014

Mark Harrienger - Substitute Teacher - Certified \$85 per day - effective October 7, 2014

Douglas Medley - Substitute Teacher - Certified \$85 per day - effective October 7, 2014

Jennifer Hattery - Substitute Teacher - Non-certified \$65 per day - effective October 7, 2014

Dalon Crump - Substitute Bus Driver - \$14.06 per hour - effective October 7, 2014

(D) Winter Coaches - PAID:

Brian Nortz - Varsity Basketball*

James Covey - JV Boys Basketball*

James Blunden - Modified Boys Basketball*

Janelle Ferris - Girls Varsity Basketball*

Lindsay Hanson - JV Girls Basketball*

Jessica Bower - Modified Girls Basketball*

Laurel Oliver - Varsity Volleyball*

Kathy Behling - Modified Volleyball*

Michael Hartle - Varsity Wrestling*

Coaches have the following (as mandated by NYSED):

❖ Possess Teaching Certificate and First Aid-CPR and Concussion / Fingerprint Clearance*

23. 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:
- **Erica L. Bonham** - Substitute Teacher
 - **Mark Harrienger** - Substitute Teacher

 - **Douglas Medley** - Substitute Teacher
 - **Jennifer Hattery** - Substitute Teacher

Motion for approval by _____, seconded by _____, with motion approved ____ - ____.

Executive Session:

A motion is requested to enter executive session for the discussion of _____.

Motion for approval by _____, seconded by _____, with motion approved ____ - ____ . Time entered: ____:____ p.m.

Return to Open Session:

A motion is requested to adjourn the executive session and reconvene the regular meeting.

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

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

Attachment:

INTER-MUNICIPAL COOPERATION AGREEMENT
FOR THE USE OF CLASSROOM SPACE AND TUITION FOR THE EDGE PROGRAM

The parties to this AGREEMENT are the Jefferson-Lewis-Hamilton-Herkimer-Oneida Board of Cooperative Educational Services (“BOCES”), with its principal business address at 20104 State Route 3, Watertown, New York 13601, and the General Brown Central School District (“DISTRICT”), with its principal business address at 17643 Cemetery Road, Dexter, NY.

RECITALS

A. Education Law Section 1950(4)(e) provides that BOCES, as a duly constituted Board of Cooperative Educational Services, has the power and duty to employ personnel and to provide such facilities as necessary to carry out its program, upon the recommendation of the District Superintendent; and, BOCES, upon the recommendation of its District Superintendent, has employed personnel and provided such facilities to assist it in carrying out its program.

B. The DISTRICT is established as a union free/central/city school district under the New York State Education Law; Section **1709/1804/2503** and 2509 of the Education Law authorizes the board of education of a union free/central/city school district to employ personnel and to provide such facilities as necessary to carry out its program; and, the BOCES and the DISTRICT desires to provide and share facilities to assist it in carrying out its duties as permitted under the Education Law.

C. New York State General Municipal Law, Article 5-G authorizes BOCES and the DISTRICT through its sponsor each to enter into an inter-municipal cooperation agreement (“ICA”) to carry out any function or responsibility each has authority to undertake alone.

D. BOCES and the DISTRICT have undertaken a reasonable review of the cost of securing and sharing facilities and educational space and have determined that obtaining and sharing such facilities will afford the best value to each organization.

COVENANTS

NOW, THEREFORE, in consideration of the mutual promises contained in this AGREEMENT, and other good and valuable consideration, receipt of which is acknowledged by both parties, it is agreed as follows:

1. **TERM:**

The term of this AGREEMENT shall begin on July 1, 2014, and shall extend for one year through and including June 30, 2015.

2. **PROVISION OF CLASSROOM SPACE:**

A. The DISTRICT agrees that it will arrange for and provide classroom space, either directly in facilities owned and operated by the DISTRICT or indirectly in facilities under the control and operated by the District to be utilized in providing instruction through Jefferson Community College’s (“COLLEGE”) “Edge Course” (“EDGE”) program;

B. The Parties agree that “classrooms” as used in this agreement are classroom spaces provided for the BOCES’ use for the COLLEGE’s EDGE program, wherein such classrooms have sufficient telecommunications and distance learning technology for the transmission and receipt of concurrent enrollment credit bearing classes through the COLLEGE’s EDGE Program with the DISTRICT.

C. Within thirty (30) days of its signature on this agreement, the DISTRICT shall provide to the BOCES a brief written description of the classroom space(s) to be made available to the BOCES for EDGE program instruction pursuant to this agreement. Such description shall at a minimum include the building location of the classroom, the classroom name/number, an affirmation that the classroom has the required technology as described above, and the approximate student capacity. A copy of the required description shall be made a part of this agreement as Exhibit A.

3. **RENTAL REIMBURSEMENT AMOUNT:**

The PARTIES agree that the BOCES remittance on the DISTRICT’s behalf of all payments for tuition for the DISTRICT’s students who are enrolled in the COLLEGE’s EDGE program shall be in lieu of any BOCES payment of rental for the provided classroom spaces. The PARTIES agree that the BOCES payment of tuition to the COLLEGE for the DISTRICT’s students’ enrollment in the EDGE program shall be the only rental reimbursement amount owed to the DISTRICT and shall be exchanged for the DISTRICT’s provision of classroom space under paragraph 2 above.

4. **INVOICES:**

BOCES shall provide the DISTRICT with copies of its payments to the COLLEGE on behalf of the DISTRICT’s students enrolled in the EDGE program in lieu of rental payments for classroom space pursuant to this Agreement. The invoices shall include the number of students and the total amount paid by the BOCES to the COLLEGE.

5. **CONFLICT OF INTEREST:**

If circumstances arise that constitute a conflict of interest, as defined by the New York State Code of Professional Responsibility, between BOCES and the DISTRICT, or the COLLEGE and the DISTRICT or the BOCES, any two of whom have ICA's with the BOCES then, as to that matter, no jointly employed attorney by BOCES and DISTRICT as staff or in-house counsel shall represent either BOCES, the COLLEGE, and/or the DISTRICT(s).

6. **NON-ASSIGNMENT:**

This AGREEMENT may not be assigned by either PARTY, or its right, title or interest therein assigned, transferred, conveyed or otherwise disposed of without the previous consent, in writing, of the other PARTY and any attempts to assign the contract without such written consent will be null and void.

7. **DISPUTE RESOLUTION:**

In the event either PARTY has a dispute relating to this AGREEMENT, including but not limited to the applicability of professional standards for work undertaken by the joint employee, it shall provide written notice to the other PARTY of such dispute and include a detailed description of the nature of the dispute and proposed method of resolution. Within seven (7) calendar days of receiving such notice, the receiving PARTY shall contact the disputing party and a mutually acceptable time shall be set for the PARTIES to meet and discuss the resolution. Both PARTIES shall provide documentation or other information useful for resolution of such dispute. Both PARTIES shall make a good faith effort to resolve such dispute in a mutually acceptable and timely manner. In the event the PARTIES cannot agree to resolve such dispute, either PARTY may exercise its right to terminate pursuant to paragraph eight (8) of this AGREEMENT.

8. **TERMINATIONS:**

Both PARTIES reserve the right to terminate this AGREEMENT upon providing sixty (60) days written notice to the other PARTY provided, however, that prior to providing such notice the PARTY seeking termination shall participate in dispute resolution as described in paragraph seven (7) of this AGREEMENT. The DISTRICT hereby agrees that upon the effective date of any termination of this AGREEMENT by the DISTRICT, the DISTRICT shall be directly responsible for the payment of any and all tuition owed to the COLLEGE for the enrollment of DISTRICT students in the COLLEGE's EDGE program, to be pro-rated at an amount to be determined by the COLLEGE.

9. **NOTICES:**

Any notices or other communications that must be given in connection with this AGREEMENT shall be in writing and shall be deemed to have been validly made or given, when delivered personally or when received if properly deposited with the United States Postal Services, postage prepaid, certified or registered mail, return receipt requested, or with a nationally recognized overnight courier service to the address set forth below:

(a) **If to DISTRICT:**
Cammy J. Morrison, Superintendent of Schools
General Brown Central School District
POB 500 - 17643 Cemetery Road
Dexter, NY 13634

(b) **If to BOCES:**
Stephen J. Todd, District Superintendent
Jefferson-Lewis-Hamilton-Herkimer-Oneida BOCES
20104 State Route 3
Watertown, NY 13601

10. **HEADINGS:**

Headings of titles of sections are for convenience of reference only and do not constitute a part of this AGREEMENT.

11. **FULL AGREEMENT:**

This AGREEMENT constitutes the full agreement between the parties and is controlling over the subject matter discussed herein. Any other purported agreements, covenants, promises, etc., purported to exist between the parties but not included in this agreement are agreed by the Parties as being invalid, non-binding, and without any force or effect whatsoever. This Agreement may not be amended or modified by either party except by a written agreement signed by both parties and included as an attachment and/or extension hereto.

12. **CONFLICT WAIVER:**

The PARTIES understand that to the extent they have both been represented in this matter by the Jefferson-Lewis BOCES Office of Inter-Municipal Legal Services, that they have been advised explicitly to consult with independent legal

counsel over the terms and representations of this agreement. To the extent that no such consultation has taken place, each party has explicitly and without reservation agreed to knowingly waive their right to such consultation. Further, both PARTIES understand and specifically and unequivocally waive any conflict, both actual and potential, in Office of Inter-Municipal Legal Services' representation of both parties to this Agreement to the extent such representation has occurred. Each PARTY by their signature to this Agreement knowingly and voluntarily is waiving any such conflict with respect to this Agreement such that this Agreement, should any conflict arise over its interpretation now or in the future, shall be considered jointly drawn and executed by both PARTIES.

IN WITNESS WHEREOF, the parties have executed this **AGREEMENT** on the 6th day of October, 2014.

SCHOOL DISTRICT SUPERINTENDENT

Date

CERTIFICATION BY SCHOOL DISTRICT BOARD CLERK

I, _____, Clerk of the Board of Education for the General Brown Central School District, do certify that an AGREEMENT for certain staff attorney functions between the Jefferson-Lewis-Hamilton-Herkimer-Oneida BOCES and the General Brown Central School District was duly approved by a majority vote of the voting strength of the Board of Education on _____, 2014.

SIGNATURE OF SCHOOL DISTRICT BOARD CLERK

Date

BOCES District Superintendent

Date

CERTIFICATION BY BOCES BOARD CLERK

I, Patti LaClair, Clerk of the Board of Education for the Jefferson-Lewis-Hamilton-Herkimer-Oneida BOCES do certify that an AGREEMENT for certain staff attorney functions between the Jefferson-Lewis-Hamilton-Herkimer-Oneida BOCES and the General Brown Central School District was duly approved by a majority vote of the voting strength of the Board of Education on _____, 2014.

SIGNATURE OF BOCES BOARD CLERK

Date

GENERAL BROWN CENTRAL SCHOOL DISTRICT
Audit Committee Agenda
October 6, 2014
Brownville Glen Park Elementary - Multi-Purpose Room #304

1. Approval of Audit Committee minutes - March 24, 2014
Motion for approval by _____, seconded by _____, with motion approved ____/_____.

2. Independent (External) Auditor Report - Bowers & Company - Laurie Podvin, CPA

Motion to adjourn the Audit Committee meeting by _____, seconded by _____, with motion approved ____/_____.

GENERAL BROWN CENTRAL SCHOOL DISTRICT
Audit Committee
Unapproved MINUTES
March 24, 2014

1. Approval of Audit Committee minutes - September 23, 2013
Motion for approval by Sandra Young Klindt, seconded by Brien Spooner, with motion approved 5-0.
2. Internal Auditor Report - Presented by Crowley & Halloran, CPAs, P.C.
3. 2013-2014 Risk Assessment Update - Presented by Crowley & Halloran, CPAs, P.C.

Motion to adjourn the Audit Committee meeting by Sandra Young Klindt seconded by Brien Spooner, with motion approved 5-0.

GENERAL BROWN CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION
Regular Meeting
Unapproved Minutes
September 8, 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.

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

Others Present: Cammy J. Morrison, Superintendent of Schools; Lisa Smith, Executive Director of Administrative Services; Gary Grimm, Transportation Supervisor/Operations Manager; Tina Heckman, High School Principal; Joseph O'Donnell, Jr. High School Principal/Athletic Director; Hope Ann LoPresti; Brownville Glen Park Elementary Principal; David Ramie, Dexter Elementary Principal; Debra Bennett, District Clerk; Cindy Fusco, GBTA President; Members of the staff and community

Executive Session:

A motion is requested to enter executive session for the discussion of a specific legal matter.

Motion for approval by Sandra Young Klindt, seconded by Cathy Pitkin, with motion approved 7-0. Time entered: 5:16 p.m.

Return to Open Session:

A motion is requested to adjourn the executive session and reconvene the regular meeting.

Motion for approval by Michael Ward, seconded by Cathy Pitkin, with motion approved 7-0. Time adjourned: 6:03 p.m.

CONSENT AGENDA

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

1. Approval of Minutes:
 - August 7, 2014 - Regular Meeting
 - August 25, 2014 - Special Meeting (Joint Board Meeting)
2. Approval of Buildings and Grounds requests:
 - None at this time
3. Conferences and Workshops:
 - Joseph O'Donnell - New AD Meeting - Section III Conference Center, Syracuse - September 9, 2014
 - Ann Duffany - E.T. Training - JL BOCES - September 16-18, 2014 and October 15-16, 2014
 - James Nevers - Meal Pattern & Financial Management - Watertown High School - September 17, 2014
 - Cammy Morrison - JLSBA Workshop "School-wide Measures to Simplify APPR" - JL BOCES - September 18, 2014
 - Lisa Smith - JLSBA Workshop "School-wide Measures to Simplify APPR" - JL BOCES - September 18, 2014
 - Cammy Morrison - EXCEL Basics Workshop - Hilton Garden Inn - November 19, 2014
 - Debra Bennett - EXCEL Basics Workshop - Hilton Garden Inn - November 19, 2014
 - Cammy Morrison - Superintendents Conference - Minnowbrook Conference Center, Blue Mtn. Lake - Oct. 30-31, 2104
4. Financial Reports:
 - None at this time

REGULAR AGENDA

Other Discussion and Action

1. Public Comments - No requests submitted
2. Ongoing Agenda Items:
 - Academic Update:
 - ❖ Math and ELA (building/district) Data: Mrs. Heckman; Mr. O'Donnell; Mrs. LoPresti; Mr. Ramie; Ms. Valentine and Mrs. Heller
 - Policy Review:
 - ❖ None at this time
3. Board Information - The October 6, 2014 Board of Education meeting will be held at the Brownville Glen Park Building. A tour of the facility will begin at 5:15 p.m. with the public welcome to attend. The meeting will begin following the tour.
4. Board Information - Jefferson-Lewis School Boards Association Dessert Workshop/Executive Committee Meeting: "School-wide Measures to Simplify the APPR" - JLBOCES - September 18, 2014

5. Board Discussion - Bus Scheduling and Routing
6. Board Discussion - School Trips
7. Board Action - **BE IT RESOLVED** that the General Brown Central School District Board of Education takes action to increase the following position for the 2014-2015 school year:
 - 1.0 FTE Physics (from .5 FTE)Motion for approval by Sandra Klindt, seconded by Brien Spooner, with motion approved 7-0.
8. Board Action - Acceptance with appreciation of donation of 142 dictionaries for all 3rd Grade students, classroom teachers and libraries from the New York State Elks Association Lodge #496 of Watertown to be presented to students during the month of September.
Motion for approval by Sandra Klindt, seconded by Jamie Lee, with motion approved 7-0.
9. Board Action - Acceptance of \$10,174.24 donation from the General Brown Booster Club, to be used for the Junior Varsity Girls and Boys Soccer programs
Motion for approval by Daniel Dupee, seconded by Sandra Klindt, with motion approved 7-0.
10. Board Action - Approval of revised District Calendar - changing the Tuesday, October 14, 2014 Superintendent Conference Day to Friday, October 10, 2014
Motion for approval by Jamie Lee, seconded by Brien Spooner, with motion approved 7-0.
11. Board Action - Approval of *Substitute Instructional and Non-Instructional Personnel-Item #10E*, as continued from the Organizational Meeting held July 1, 2014:
 - Substitute Teachers: Elizabeth Dvorak / Darren Hiltz / Suzanne Malone / Jill VanOcker
 - Substitute Aide: Holly Hoffert
 - Substitute Bus Driver: Harold Rounds
 - Substitute Nurse: Debra SheridanMotion for approval by Sandra Klindt, seconded by Michael Ward, with motion approved 7-0.
12. Board Action - Adoption of the following **Resolution for Lead Evaluator of Teachers: WHEREAS**, the Board of Education has been provided evidence that **Kathaleen Beattie** has completed training which meets the requirements of 8 NYCRR 30-2.9 and the General Brown Central School District Annual Professional Performance Review Plan for certification as a Lead Evaluator of Teachers, therefore: **BE IT RESOLVED**, that, upon recommendation of the Superintendent of Schools, the following be certified as a Lead Evaluator of Teachers:
 - Kathaleen BeattieMotion for approval by Daniel Dupee, seconded by Brien Spooner, with motion approved 7-0.
13. Board Action - Approval of Annual Office of Student Services Report and Committee on Special Education Reports
Motion for approval by Michael Ward, seconded by Sandra Klindt, with motion approved 7-0.

ADMINISTRATIVE REPORTS - For information only

14. Operations Report - Annual
15. Building Principal Reports - Annual
16. Curriculum Coordinator Report - Annual
17. School Business Official Report
18. Superintendent Report

CORRESPONDENCE AND COMMUNICATIONS - For information only

19. Correspondence Log

ITEMS FOR NEXT MEETING Monday, October 6, 2014 - 5:15 p.m. - Brownville Glen Park Elementary

20. Policy 5720 Bus Scheduling and Routing / School Trips / Energy Performance Review / Independent Auditor Report

RECOMMENDATIONS AND ACTION

1. Board Action - **BE IT RESOLVED** that upon the recommendation of the Superintendent of Schools, pursuant to Article VII, Section 7.4, the Board hereby approves a one (1) year leave of absence from July 1, 2014 to June 30, 2015, for **Kylee Monroe** for purposes of professional development and associated duties with the Jefferson-Lewis BOCES, with the recognition that Mrs. Monroe will be reinstated to her employment with the District upon the termination of said leave of absence.
Motion for approval by Michael Ward, seconded by Jamie Lee, with motion approved 7-0.

2. Board Action - **BE IT RESOLVED** that upon the recommendation of the Superintendent of Schools, the Board of Education approves the request that **Erin Heller be placed as a Teacher on Special Assignment**, serving as .5 FTE Curriculum Coordinator and .5 FTE Data Analyst for the 2014-2015 school year.
Motion for approval by Brien Spooner, seconded by Sandra Klindt, with motion approved 7-0.
3. 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 Sandra Klindt, and seconded by Michael Ward.
Motion is approved 7-0.

(A) Retirements: none

(B) Resignations:

Wanda Anderson - Cashier, effective August 13, 2014
Emily Patterson - Teacher Assistant, effective August 20, 2014
Tammy Thorington - 4-Hour Food Service Helper, effective August 21, 2014
Regina Thomas - 4-Hour Food Service Helper, effective August 31, 2014
Debra Matusiak - 4-Hour General Aide, effective September 1, 2014
Janelle DeCicco - Library Media Specialist, effective September 30, 2014

(C) Appointments:

Richard Desormeau - Substitute Bus Driver, \$14.06 per hour, effective August 27, 2014
Lindsey Davis - .5 FTE Music Teacher, Step 1 Bachelors \$41,426 annual salary prorated to .5 (\$20,713), effective September 1, 2014
Debra Matusiak - 7-Hour General Aide, Step 1 \$11,828 annual salary, effective September 1, 2014
Emily LaClair - 4-Hour General Aide, Step 1 \$6,754 annual salary, effective September 1, 2014
Melissa Schillinger - Substitute Food Service Helper, \$8.70 per hour, effective September 1, 2014
Regina Thomas - 3-Hour Cashier, Step 2 \$4,917 annual salary, effective September 1, 2014
Gregory Burns - Teacher Assistant, Step 1 w/ Teacher Certification \$15,928 annual salary, 3-year tenure track appointment effective September 1, 2014
Erin R. Smith - Physics Teacher - Step 2 Masters \$45,182, 3-year tenure track appointment effective September 1, 2014
Roxanne M. Young - 4-Hour Food Service Helper - Step 1 \$6256 annual salary, effective September 3, 2014
Chad C. Sidmore - Teacher Assistant, Step 1 w/ Teacher Certification \$15,928 annual salary, one year appointment for the 2014-15 school year, effective September 5, 2014
Tammy Thorington - Substitute Food Service Helper, \$8.70 per hour, effective September 9, 2014

(D) Appointment of FALL / UNPAID Coaches:

Christopher Beebe - Football Assistant ***
(Charles) Aaron Brown - Football Assistant ***
Patrick Amell - Football Assistant ***
Travis Angus - Football Assistant ***

Coaches have the following (as mandated by NYSED):

***Possess Temporary Coaching License / Child Abuse, School Violence and First Aid-CPR and Concussion / Fingerprint Clearance

4. 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:

- **Lindsey Davis** - Teacher
- **Emily LaClair** - General Aide
- **Melissa Schillinger** - Substitute Food Service Helper
- **Gregory Burns** - Teacher Assistant
- **Erin R. Smith** - Teacher
- **Roxanne M. Young** - Food Service Helper
- **Chad Sidmore** - Teacher Assistant
- **Christopher Beebe** - Coach
- **(Charles) Aaron Brown** - Coach
- **Patrick Amell** - Coach
- **Travis Angus** - Coach

Motion for approval by Jamie Lee, seconded by Cathy Pitkin, with motion approved 7-0.

5. Mrs. Morrison presented a *NYSSBA School Board U Board Achievement Award* certificate to Sandra Young Klindt for her participation in NYSSBA's leadership development training.

Executive Session:

A motion is requested to enter executive session for the discussion of the employment history of two (2) particular individuals.

Motion for approval by Brien Spooner, seconded by Cathy Pitkin, with motion approved 7-0. Time entered: 6:56 p.m.

Return to Open Session:

A motion is requested to adjourn the executive session and reconvene the regular meeting.

Motion for approval by Sandra Klindt, seconded by Brien Spooner, with motion approved 7-0. Time adjourned: 7:10 p.m.

1. Board Action: **BE IT RESOLVED** that upon the recommendation of the Superintendent of Schools to uphold the District's denial of a contractual grievance brought by Sheri L. Travers, and to provide her with written notice of same. Motion for approval by Brien Spooner, seconded by Daniel Dupee, with motion approved 7-0.
2. Board Action: **BE IT RESOLVED** that upon the recommendation of the Superintendent of Schools, the Board hereby approves a stipend in the amount of \$250 per week to be paid to the Executive Director of Administrative Services, Lisa Smith, for her assumption of additional district-wide responsibilities for the duration of the Superintendent's joint appointment as Interim Superintendent in the Lyme Central School District. Motion for approval by Cathy Pitkin, seconded by Daniel Dupee, with motion approved 7-0.
3. Board Action: **BE IT RESOLVED** that upon due consideration, the Board of Education hereby approves for the business office to buy back from Cammy J. Morrison-Superintendent of Schools and Lisa Smith-Executive Director of Administrative Services, who are not members of a bargaining unit, up to five (5) days of unpaid vacation time as of June 30th each year, at a per diem rate of 1/260th of such respective employees' salary. Motion for approval by Brien Spooner, seconded by Jamie Lee, with motion approved 7-0.

Motion for Adjournment:

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

Motion for approval by Cathy Pitkin, seconded by Brien Spooner, with motion approved 7-0. Time adjourned: 7:12 p.m.

Enclosures: Approved Board of Education GOALS for 2014-2015
 Jeff-Lewis School Boards Association - Events Listing for 2014-2015

Respectfully submitted:

Debra L. Bennett, District Clerk

- Supporting documents may be found in supplemental file dated September 8, 2014

Instruction

SUBJECT: FIELD TRIPS

The Board of Education recognizes that field trips are an educationally sound and important ingredient in the instructional program of the schools.

For purposes of this policy, a field trip shall be defined as any journey by a group of students away from the school premises, under the supervision of a teacher, which is an integral part of an approved course of study and conducted for the purpose of affording a first-hand educational experience not available in the classroom.

Field trips are a part of the curriculum of the schools, and student conduct and attendance on field trips are governed by the same rules that govern regular classroom activities. The School System shall obtain written parental/guardian permission for students going on school-sponsored field trips.

The Superintendent or designee shall prepare procedures for the operation of a field trip activity. Field trip support shall be determined annually by the Board during its budget deliberations. Regardless of the fiscal support for field trips, the rules of the School District for approval and conduct of such trips shall apply.

The Superintendent/designee may cancel previously approved field trips due to extenuating circumstances.

Overnight Field Trips

Overnight Field Trips, which require that students obtain overnight accommodations, must be approved by the Board of Education.

Guidelines

- 1) Requests must be submitted to the Board of Education no later than six months prior to the trip
- 2) Overnight trips shall not exceed 2 nights
- 3) There must be an adult chaperone for every 10 students
- 4) Parents/legal guardians must give written permission, emergency contact(s), and any necessary medical information relating to the student's well-being while participating in the field trip - including any medication that may need to be administered.
- 5) Students must present the request along with the advisor(s) at a Board of Education meeting. The presentation must include rationale, mode of transportation, number of chaperones, and funding source.

NOTE: Refer also to Policies #3410 -- Code of Conduct on School Property
#5730 -- Transportation of Students
#7310 -- School Conduct and Discipline
District Code of Conduct on School Property

Adopted: //14

GENERAL BROWN CENTRAL SCHOOL DISTRICT

**Donna Keefer
SCHOOL TAX COLLECTOR**

Board of Education Meeting October 6, 2014

2014 ORIGINAL WARRANT TOTAL	\$ 6,438,067.87
Total Monies Deposited as of September 30, 2014	\$ 2,365,244.09
Duplicate/Overpayments	(-179.97)
Total	\$ 2,365,064.12
Total Tax Collected Group 1 - Full Payments/Manual	\$ 2,296,935.74
Group 1 Penalty Charges	\$ -
Total Collected Group 1	\$ 2,296,935.74
Total Collected Group 2 - Installment Payments	\$ 62,503.15
Group 2 Installment Service Charges	\$ 5,625.23
Total Collected Group 2	\$ 68,128.38
Total Collected Group 1 and Group 2 (plus penalty & service charge)	\$ 2,365,064.12
2014 Adjusted Warrant	\$ 6,437,062.11
Taxes Collected as of September 30, 2014	\$ 2,359,438.89
Outstanding Tax as of September 30, 2014	\$ 4,077,623.22

See Attached Application for Corrected Tax Roll 2014

Respectfully submitted:

**Donna Keefer
School Tax Collector**



NEW YORK STATE DEPARTMENT OF TAXATION AND FINANCE
OFFICE OF REAL PROPERTY TAX SERVICES

RP-554 (9/04)



APPLICATION FOR CORRECTED TAX ROLL
FOR THE YEAR 20 14

Part 1: To be completed in duplicate by Applicant. APPLICANT MUST SUBMIT BOTH COPIES TO COUNTY DIRECTOR OF REAL PROPERTY TAX SERVICES. (In Nassau and Tompkins Counties, submit to Chief Assessing Officer). NOTE: To be used only prior to expiration of warrant for collection. For wholly exempt parcel, attach statement signed by assessor or majority of board of assessors substantiating that assessor(s) have obtained proof that parcel should have been granted tax exempt status on tax roll.

1a. Name of Owner DONALD URABEL Day () Evening ()
 2. Telephone Number
 1b. Mailing Address 16590 CORTESY 24980 ROAD 416 N
WESTON, NY 13634
 3. Parcel Location (if different than 1b.)
 4. Description of real property as shown on tax roll or tax bill (Include tax map designation) 222689 71.08-3-30.3
 5. Account No. _____ 6. Amount of taxes currently billed \$ 1519.67
 7. I hereby request a correction of tax levied by GENERAL BROWN
 (county/city/school district; town in Westchester County; non-assessing unit village)
 for the following reasons (use additional sheets if necessary): NO LONGER PRIMARY
RESIDENCE STAR EXEMPTION MUST BE REMOVED
8/16/14 Date [Signature] Signature of Applicant

PART II: For use by COUNTY DIRECTOR: Attach written report (including documentation of error in essential fact) and recommendation. Indicate type of error and paragraph of subdivision 2, 3 or 7 of Section 550 under which error falls.

Date application received: _____ Period of warrant for collection of taxes: _____
 Last day for collection of taxes without interest: _____
 Recommendation: Approve application* Deny Application
8/28/14 Date [Signature] Signature of County Director

* If box is checked, this copy is for assessor and board of assessment review of city/town/village of _____ which are to consider attached report and recommendation as equivalent to petition filed pursuant to section 553.

PART III: For use by TAX LEVYING BODY or OFFICIAL DESIGNATED BY RESOLUTION _____ :
 (Insert Number or Date)

APPLICATION APPROVED Amount of taxes currently billed: \$ 1519.67
 Notice of approval mailed to applicant on (enter date): _____ Corrected tax: \$ 1865.57 1789.67
 Order transmitted to collecting officer on (enter date): _____
APPLICATION DENIED Reason: _____

Seal of Office

Date Signature of Chief Executive Officer or Official Designated by Resolution



NYS BOARD OF REAL PROPERTY SERVICES

RP-554 (9/04)

RECEIVED

APPLICATION FOR CORRECTED TAX ROLL

SEP 19 2014

FOR THE YEAR 20 14

GENERAL BROWN CSD DISTRICT OFFICE

Part 1: To be completed in duplicate by Applicant. APPLICANT MUST SUBMIT BOTH COPIES TO COUNTY DIRECTOR OF REAL PROPERTY TAX SERVICES. (In Nassau and Tompkins Counties, submit to Chief Assessing Officer). NOTE: To be used only prior to expiration of warrant for collection. For wholly exempt parcel, attach statement signed by assessor or majority of board of assessors substantiating that assessor(s) have obtained proof that parcel should have been granted tax exempt status on tax roll.

Stephen Hetzler

Day() Evening ()

1a. Name of Owner

2. Telephone Number

11291 Cheever Rd

Chaumont, NY 13622

11291 Cheever Rd

1b. Mailing Address

3. Parcel Location (if different than 1b.)

51.00-2-9.222

4. Description of real property as shown on tax roll or tax bill (Include tax map designation)

5. Account No. 6. Amount of taxes currently billed \$ 1,017.76

7. I hereby request a correction of tax levied by General Brown Central School District (county/city/school district; town in Westchester County; non-assessing unit village)

for the following reasons (use additional sheets if necessary): Tax Mapping error. Parcel appears in General Brown District when actually in Lyme School District

9/17/14

Date

Signature of Applicant

PART II: For use by COUNTY DIRECTOR: Attach written report (including documentation of error in essential fact) and recommendation. Indicate type of error and paragraph of subdivision 2, 3 or 7 of Section 550 under which error falls.

Date application received: Period of warrant for collection of taxes:

Last day for collection of taxes without interest:

Recommendation: [X] Approve application* [] Deny Application

9/18/14

Date

Signature of County Director

* [] If box is checked, this copy is for assessor and board of assessment review of city/town/village of which are to consider attached report and recommendation as equivalent to petition filed pursuant to section 553.

PART III: For use by TAX LEVYING BODY or OFFICIAL DESIGNATED BY RESOLUTION (Insert Number or Date)

APPLICATION APPROVED

Amount of taxes currently billed: \$ 1,017.76

Notice of approval mailed to applicant on (enter date):

Corrected tax: \$ 0.00

Order transmitted to collecting officer on (enter date):

APPLICATION DENIED Reason:

Seal of Office

Date

Signature of Chief Executive Officer or Official Designated by Resolution



NEW YORK STATE DEPARTMENT OF TAXATION AND FINANCE
OFFICE OF REAL PROPERTY TAX SERVICES

RP-554 (9/04)

APPLICATION FOR CORRECTED TAX ROLL
FOR THE YEAR 20 14

Part I: To be completed in duplicate by Applicant. APPLICANT MUST SUBMIT BOTH COPIES TO COUNTY DIRECTOR OF REAL PROPERTY TAX SERVICES. (In Nassau and Tompkins Counties, submit to Chief Assessing Officer). NOTE: To be used only prior to expiration of warrant for collection. For wholly exempt parcel, attach statement signed by assessor or majority of board of assessors substantiating that assessor(s) have obtained proof that parcel should have been granted tax exempt status on tax roll.

Paul F. Fitzgerald, Jr. Day(315) 788-1838 Evening ()
1a. Name of Owner 2. Telephone Number

22467 NYS Route 37
Watertown, NY 13601
1b. Mailing Address 3. Parcel Location (if different than 1b.)

74.18-1-14

4. Description of real property as shown on tax roll or tax bill (Include tax map designation)

5. Account No. 6. Amount of taxes currently billed 1292.95

7. I hereby request a correction of tax levied by General Brown Central School District
(county/city/school district; town in Westchester County; non-assessing unit village)

for the following reasons (use additional sheets if necessary): Basic STAR accidentally removed from 2014 assessment roll; school tax should reflect Basic STAR.

September 15, 2014
Date Signature of Applicant

PART II: For use by COUNTY DIRECTOR: Attach written report (including documentation of error in essential fact) and recommendation. Indicate type of error and paragraph of subdivision 2, 3 or 7 of Section 550 under which error falls.

Date application received: Period of warrant for collection of taxes:

Last day for collection of taxes without interest:

Recommendation: - Approve application* Deny Application

9/26/14
Date Signature of County Director

* If box is checked, this copy is for assessor and board of assessment review of city/town/village of which are to consider attached report and recommendation as equivalent to petition filed pursuant to section 553.

PART III: For use by TAX LEVYING BODY or OFFICIAL DESIGNATED BY RESOLUTION (Insert Number or Date)

APPLICATION APPROVED Amount of taxes currently billed: \$ 1292.95
Notice of approval mailed to applicant on (enter date): Corrected tax: \$ 1034.95
Order transmitted to collecting officer on (enter date):

APPLICATION DENIED Reason:

Seal of Office
Date Signature of Chief Executive Officer or Official Designated by Resolution

**General Brown Central School 2014
Tax Warrant**

Description:	Original Amount:	Adjustments:	Current Amount:
School Tax	33964.79	0.00	33964.79
Library Tax	158.08	0.00	158.08
School Tax	4198079.35	0.00	4198079.35
Library Tax	21819.05	0.00	21819.05
STaR Savings	-792813.24	552.00	-792261.24
School Tax	272385.49	0.00	272385.49
Library Tax	1267.84	0.00	1267.84
School Tax	64506.53	-1550.54	62955.99
Library Tax	300.25	-7.22	293.03
School Tax	2138716.01	0.00	2138716.01
Library Tax	9954.77	0.00	9954.77
SchoolTax	489728.95	0.00	489728.95
Bill Count: 5258	Totals: 6438067.87	-1005.76	6437062.11

General Brown Central School 2014

Bill Change Report

All Inclusive

Tax Map #:	Bill #:	Type of Change:	Changed By:	Date Changed:	
<u>Original Information:</u>		<u>Current Information:</u>			
Bank Code:		Bank Code:			
Owner Name:		Owner Name:			
Address:		Address:			
Assessment:	Tax Amount:	Assessment:	Tax Amount:	Assmnt Change:	Tax Change:
51.00-2-9.222	263780	Bill Adjustment	DONNA	09/19/14	
Hetzler Stephen D Hetzler Eileen A 11291 Cheever Rd Chaumont, NY 13622		Hetzler Stephen D Hetzler Eileen A 11291 Cheever Rd Chaumont, NY 13622			
162700	1017.76		162700	0.00	0 -1017.76
71.08-3-30.3	261426	Bill Adjustment	DONNA	09/05/14	
810 Vrabel Donald 16590 Co Rte 59 Dexter, NY 13634		810 Vrabel Donald 16590 Co Rte 59 Dexter, NY 13634			
121500	1519.67		121500	1789.67	0 270.00
74.18-1-14	265086	Bill Adjustment	DONNA	09/26/14	
Fitzgerald Paul F Jr 22467 Nys Rte 37 Watertown, NY 13601		Fitzgerald Paul F Jr 22467 Nys Rte 37 Watertown, NY 13601			
79000	1292.95		79000	1034.95	0 -258.00
Totals:			Assessment Change:	Tax Change:	
			0	-1005.76	