

GENERAL BROWN CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION
Regular Meeting
Preliminary Agenda
December 8, 2014 - 5:15 p.m.
General Brown Room - Jr.-Sr. High School

5:15 p.m. - Call to Order - Pledge of Allegiance

REGULAR 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:
 - November 3, 2014 - Regular Meeting
 - November 10, 2014 - Special Meeting
2. Approval of Buildings and Grounds requests:
 - None
3. Conferences and Workshops:
 - Tina Heckman - JLSBA Workshop "Increasing the Pool of Administrative Talent: Succession Planning Done Right" - JLBOCES - November 5, 2014
 - Donna Keefer - Data Warehouse Management Workshop - JLBOCES - November 12, 2014
 - Deanna Gullquist - Data Warehouse Management Workshop - JLBOCES - November 12, 2014
 - Kelly Cantwell - Creating a Differentiated Responsive Classroom - JLBOCES - November 17, 2014
 - Stephanie Doney - Effectively Utilizing the Assessments w/in ELA Modules - JLBOCES - November 21, 2014
 - Deanna Gullquist - 2014 NYSCATE Conference - Rochester, NY - November 22-25, 2014
 - Jennifer Augliano - School Counselor Meeting - JLBOCES - November 24, 2014
 - Bridget Grimm - School Counselor Meeting - JLBOCES - November 24, 2014
 - Jennifer Nelson - Focused Review RTTT - GB Room JSHS - November 25, December 8 & 19, 2014
 - Kristi Bice - Finance Manager User Group - JLBOCES - December 2, 2014
 - Rebecca Flath - Finance Manager User Group - JLBOCES - December 2, 2014
 - Tina Heckman - JLSBA Legislative Breakfast - Case Middle School - December 5, 2014
 - Trinia Bartlett - Bridging the Gaps in Common Core Math - JLBOCES - December 5, 2014
 - Stephanie Doney - Bridging the Gaps in Common Core Math - JLBOCES - December 5, 2014
 - Susan Menapace - Bridging the Gaps in Common Core Math - JLBOCES - December 5, 2014
 - Nancy Hardwick - Effective Classroom Strategies to Increase Instructional Time and Behavior and Culture - JLBOCES - December 5, 2014
 - Jennifer Nelson - Effective Classroom Strategies to Increase Instructional Time and Behavior and Culture - JLBOCES - December 5, 2014
 - Melissa Ruscio - Effective Classroom Strategies to Increase Instructional Time and Behavior and Culture - JLBOCES - December 5, 2014
 - Casey Nicol - Jeff-Lewis Assoc. for Counseling Development Meeting - Ft. Drum Commons - December 5, 2014
 - Jennifer Augliano - Jeff-Lewis Assoc. for Counseling Development Meeting - Ft. Drum Commons - December 5, 2014
 - Bridget Grimm - Jeff-Lewis Assoc. for Counseling Development Meeting - Ft. Drum Commons - December 5, 2014
 - Jillian Goodrich - Effective Classroom Strategies to Increase Instructional Time and Behavior and Culture - JLBOCES - December 5 & 8, 2014
 - Elizabeth Lavoie - Effective Classroom Strategies to Increase Instructional Time and Behavior and Culture - JLBOCES - December 5 & 8, 2014
 - Tricia Nortz - Achieving the Common Core through Close Reading - JLBOCES - December 8, 2014
 - Lorraine Comins - Achieving the Common Core through Close Reading - JLBOCES - December 8, 2014
 - Marti McIntosh - PreK Intro to Core Knowledge ELA Domains - JLBOCES - December 12, 2014
 - Dan Mincer - Validity and Reliability - JLBOCES - December 16, 2014
 - Jennifer Nelson - Validity and Reliability - JLBOCES - December 16, 2014
 - Melissa Ruscio - Validity and Reliability - JLBOCES - December 16, 2014
 - Jennifer Nelson - Science RAD - JLBOCES - December 18, 2014
 - Melissa Ruscio - Science RAD - JLBOCES - December 18, 2014
4. Approval of Financial Reports: October
 - Appropriation Report - All Funds
 - Revenue Report - All Funds
 - Treasurer's Cash Reports
 - Claims Auditor Monthly Reports
 - General Fund Warrant "A"

- Federal Fund Warrant “B”
- Food Service Warrant “C”
- Trust & Agency Warrant “T”
- Extra-Curricular Activity Fund

REGULAR AGENDA

Other Discussion and Action

1. Public Comments -
2. Ongoing Agenda Items:
 - Policy Updates:
 - ❖ #1650 - *Submission of Questions and Propositions At the Annual Election and Special District Meetings*
 - ❖ #5672 - *Information Security Breach and Notification*
 - ❖ #7320 - *Alcohol, Tobacco, Drugs and Other Substances*
 - ❖ #7530 - *Child Abuse and Maltreatment*
 - ❖ #6460 - *Jury Duty*
 - ❖ #7570 - *Supervision of Students*
 - ❖ #7642 - *Extended School Year Services and/or Programs*
 - ❖ #5530 - *Cash in School Buildings*
 - Academic Presentations:
 - ❖ Grade 8 Math - Mr. O'Donnell and Ms. Clough
 - ❖ Revised Strategic Action Plan - Mrs. Heckman, Mr. O'Donnell, Mrs. LoPresti and Mr. Ramie
 Motion for adoption of the Revised Strategic Action Plan as presented: by _____, seconded by _____, with motion approved ____-____.
3. Board Information - 1st Quarter Marking Period Data
4. Board Discussion/Action - Approval of New York State School Boards Association membership dues for the period January 1 - December 31, 2015 in the amount of \$6752 (prior year \$6617).
 Motion for approval by _____, seconded by _____, with motion approved ____-____.
5. Board Action - Acceptance of donation in the amount of \$9,894.75 from GB Booster Club for the support of the winter JV sports program.
 Motion for approval by _____, seconded by _____, with motion approved ____-____.
6. Board Action - Approval of Class/Club Advisors for the 2014-2015 school year as listed:
 Motion for approval by _____, seconded by _____, with motion approved ____-____.

| Club/Class | Advisor |
|-------------------|------------------|
| Class of 2015 | Dan Mincer |
| Class of 2015 | Lisa Scully |
| Class of 2016 | Brian Nortz |
| Class of 2016 | Kristy Makuch |
| Class of 2017 | Ellen Sheen |
| Class of 2017 | Samantha Streiff |
| Class of 2018 | Donna Keefer |
| Class of 2018 | Jon Murphy |
| Class of 2018 | Sue Menapace |
| Class of 2019 | Melissa Ruscio |
| Class of 2019 | Jannell Pickeral |
| Class of 2020 | |
| Class of 2020 | |
| Jr. Honor Society | Lisa Kessler |
| Jr. Honor Society | Sue Menapace |
| Sr. Honor Society | Carrie LaSage |

| | |
|-----------------------|--|
| Sr. Honor Society | Nancy Hardwick |
| International Club | Amy O'Riley |
| International Club | Jannell Pickeral |
| Key Club | Samantha Streiff |
| Key Club | Dan Mincer |
| Library Club | NONE |
| Performing Arts | Frances Seymour |
| Performing Arts | Corrine (Dartnell) Willis |
| Physics/Calculus Club | Susan Menapace |
| Physics/Calculus Club | Erin Smith |
| Recycling Club | Jennifer Nelson |
| SADD | Kathryn Durand |
| Student Council | Michelle Lamon |
| Student Council | Brian Nortz |
| Whiz Quiz | William Covey |
| Yearbook | Casilda Peckham |
| Cheerleading | Shellie Miner Beth Todd Jennalee Price |

7. Board Action - Approval of *Substitute Non-Instructional Personnel-Item #10E*, as continued from the Organizational Meeting held July 1, 2014: Substitute Food Service Helper: Carlie Parody
Motion for approval by _____, seconded by _____, with motion approved ____ - ____.
8. Board Action - Approval of the 2015-2016 Spending Plan Timeline
Motion for approval by _____, seconded by _____, with motion approved ____ - ____.
9. Board Action - Approval of the updated Long Range Financial Plan
Motion for approval by _____, seconded by _____, with motion approved ____ - ____.
10. Board Action - Approval of Committee on Special Education Reports
Motion for approval by _____, seconded by _____, with motion approved ____ - ____.

ADMINISTRATIVE REPORTS

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

CORRESPONDENCE AND COMMUNICATIONS

17. Correspondence Log
18. Calendar of Events

ITEMS FOR NEXT MEETING Monday, January 12, 2015 - Brownville-Glen Park Elementary School

19. _____

RECOMMENDATIONS AND ACTION

20. 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:

- Elizabeth Kellar** - Food Service Helper - effective June 26, 2015
- Valerie M. Halpin** - Elementary teacher - effective June 30, 2015

(B) Resignations:

Gregory Burns - Teacher Assistant - effective November 14, 2014
Michelle Gaffney - 7-Hour General Aide - effective November 20, 2014
Emily LaClair - 4-Hour Aide - effective November 21, 2014

(C) Appointments including coaches:

Renee Stano - Substitute Nurse - rate of pay per contract - effective December 9, 2014
Emily LaClair - 7-Hour General Aide - Step 1 \$11,828 annual salary - effective November 22, 2014
Jeffrey J. Timerman - Substitute Teacher - \$75 per day and Substitute Aide - \$9.39 per hour - effective December 9, 2014
Heather E. Miner - Substitute Teacher - Certified \$85 per day - effective December 9, 2014
Samuel Kroeger - Substitute Bus Driver - \$14.06 per hour - effective December 9, 2014
Brean Black - 4-Hour Food Service Helper - Step 1 \$6256 annually - effective December 9, 2014

21. 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 clearance. These employees have received FINAL CLEARANCE from SED:

- **Jeffrey J. Timerman** - Substitute Teacher
- **Heather E. Miner** - 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 the performance history of a particular individual.
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

GENERAL BROWN CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION
Regular Meeting
Unapproved Minutes
November 3, 2014 - 5:15 p.m.
Dexter Elementary School - Room #417 (Old CSE Conference Room)

Regular Meeting

The meeting was called to order at 5:16 p.m. by President West followed by the Pledge of Allegiance.

Members Present: Jeffrey West, President; Daniel Dupee II (arrived 5:35 p.m.), 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; Joseph O'Donnell, Junior High School Principal/Athletic Director; Hope Ann LoPresti; Brownville Glen Park Elementary Principal; David Ramie, Dexter Elementary Principal; Babette Valentine, Curriculum Coordinator; Debra Bennett, District Clerk; Cindy Fusco, GBTA President; Members of the staff and community

REGULAR MEETING

Presentation #1:

Academic Update:

- ❖ Grade 5 ELA CC Module1 Lesson - Mrs. Duffany, Mrs. Vodicka, Mrs. Sampson, Mrs. Fusco, and Mr. Worden.

Presentation #2:

TRANE:

- ❖ Energy Performance Contracting / Facilities Preservation through Energy Conservation

1. Board Action - **BE IT RESOLVED** that the General Brown Central School District Board of Education takes action to approve the scope of the energy performance contract as presented by TRANE and authorizes the District to negotiate contracts to be acted upon by the Board of Education at a future meeting.

Motion for approval by Michael Ward, seconded by Sandra Klindt, with motion approved 7-0.

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:
 - October 6, 2014 - Regular Meeting
2. Approval of Buildings and Grounds requests:
 - JSHS fields/tennis courts - GB Boy's Youth Lacrosse - October 19, 2014 from 12PM to 4PM - Fundraiser for JV Boy's Lacrosse - \$1 admission
 - DEX gymnasium - Men's Basketball - Wednesdays from November 5, 2014 to May 27, 2105 from 8:30PM to 10PM - basketball games - Use Fee \$50
3. Conferences and Workshops:
 - Amy O'Riley - BOCES Mentor Day - JLBOCES - September 26, 2014
 - Bridget Grimm - Creating Suicide Safety in Schools - Children's Home of Jefferson County - October 1, 2014
 - Jennifer Augliano - BOCES School Counselor Meeting - JLBOCES - October 1, 2014
 - Michelle Lamon - EDGE Professional Development Day - Jefferson Community College - October 3, 2014
 - Jamie Lee - JLSBA Fall Dinner Meeting "Cost Saving Measures for School Districts" with expenses - Ryan's Lookout, Henderson - October 16, 2014
 - Jennifer Nelson - STEM Trending Technology Team - South Jefferson High School - October 20, 2014
 - Katie Clough - Commissioner's Advisory Council for NYS Teachers - NYSED - Albany - October 29, 2014
 - Deanna Gullquist - MORIC Technology Showcase 2014 - Vernon Downs - October 30, 2014
 - Anthony Cronk - SUNY Oswego Fall Conference - October 30-31, 2014
 - Casey Nicol - Lifelines Training - Children's Home of Jefferson County - November 5, 2014
 - Cammy Morrison - JLSBA Dessert Workshop: "Increasing the Pool of Administrative Talent: Succession Planning Done Right!" - Jefferson-Lewis BOCES - November 5, 2014
 - Lisa Smith - JLSBA Dessert Workshop: "Increasing the Pool of Administrative Talent: Succession Planning Done Right!" - Jefferson-Lewis BOCES - November 5, 2014
 - Sandra Young Klindt - JLSBA Dessert Workshop with expenses: "Increasing the Pool of Administrative Talent: Succession Planning Done Right!" - Jefferson-Lewis BOCES - November 5, 2014
 - Jennifer Augliano - Managing School Anxiety and Avoidance - JLBOCES - November 5, 2014
 - Bridget Grimm - Managing School Anxiety and Avoidance - JLBOCES - November 5, 2014

- Joseph O'Donnell - NYS Coaching Symposium - St. Lawrence BOCES - November 6, 2014
 - Kristi Bice - POMCO Affordable Care Act Meeting - JLBOCES - November 24, 2014
 - Cammy Morrison - JLSBA Legislative Breakfast - Case Middle School, Watertown - December 5, 2014
 - Lisa Smith - JLSBA Legislative Breakfast - Case Middle School, Watertown - December 5, 2014
 - James Nevers - Regional Industry Seminar - Liverpool, NY - January 21, 2015
 - Sandra Young Klindt - JLSBA Legislative Breakfast with expenses - Case Middle School, Watertown - Dec. 5, 2014
 - Jamie Lee - JLSBA Legislative Breakfast with expenses - Case Middle School, Watertown - December 5, 2014
4. Approval of Financial Reports: September 2014
- Appropriation Report - All Funds
 - Revenue Report - All Funds
 - Treasurer's Cash Reports
 - Claims Auditor Monthly Reports
 - General Fund Warrant "A"
 - Federal Fund Warrant "B"
 - Food Service Warrant "C"
 - Trust & Agency Warrant "T"
 - Extra-Curricular Activity Fund

REGULAR AGENDA

Other Discussion and Action

1. Public Comments - No requests
2. Ongoing Agenda Items:
 - Policy Review:
 - ❖ Board Discussion/Action: **2nd Reading / Adoption** - Policy #8460 Field Trips
Motion to adopt Policy #8460 Field Trips as revised by adding "...and be fully funded by the student group", by Daniel Dupee, seconded by Michael Ward, with motion approved 7-0.
3. Board Information - Invitation to attend JLSBA Dessert/Workshop "Increasing the Pool of Administrative Talent: Succession Planning Done Right!" - Jeff-Lewis BOCES - November 5, 2014
4. Board Information - Invitation to attend JLSBA Legislative Breakfast - Case Middle School - December 5, 2014
5. Board Discussion - Movie nights at school
6. Board Action - Upon the recommendation of the Superintendent of Schools, the Board of Education takes action to approve the enrollment of a particular student as a non-resident student through the 2015-2016 school year.
Motion for approval by Jamie Lee, seconded by Brien Spooner, 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 the *Financial Condition Report of Examination* provided by the Office of the State Comptroller for the period beginning July 1, 2013 through March 31, 2014 to include the District response and corrective action plan.
Motion for approval by Sandra Klindt, seconded by Daniel Dupee, with motion approved 7-0.
8. Board Action - Participation in the St. Lawrence / Lewis Cooperative Purchasing program for electricity service via the School and Municipalities Energy Cooperative (SMEC) of Western New York as per the following resolution:
BE IT RESOLVED that the General Brown Central School District Board of Education agrees to participate in the School and Municipalities Energy Cooperative of Western New York in accordance with the revised Membership Agreement.
Motion for approval by Brien Spooner, seconded by Sandra Klindt, with motion approved 7-0.
9. Board Action - Approval of School Tax Collector Report
Motion for approval by Jamie Lee, seconded by Daniel Dupee, with motion approved 7-0.
10. Board Discussion - Selection of date and time to hold a Special Meeting to approve Final Tax Warrant prior to submission to the Jefferson County Treasurer (November 12, 2014).

Following discussion, there was consensus to hold a Special Board of Education Meeting for the purpose of approving the final tax warrant on Monday, November 10, 2014 at 4:45 p.m. in the General Brown Room of the Jr.-Sr. High School.

11. Board Action - Approval of Committee on Special Education Reports
Motion for approval by Sandra Klindt, seconded by Brien Spooner, with motion approved 7-0.

ADMINISTRATIVE REPORTS - For information only

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

CORRESPONDENCE AND COMMUNICATIONS - For information only

18. Correspondence Log
19. Calendar of Events

ITEMS FOR NEXT MEETING Monday, December 8, 2014 - General Brown Room

20. None

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 Daniel Dupee, and seconded by Michael Ward.
Motion is approved 7-0.

- (A) Retirements: **Accepted with appreciation and regret...**

Christine M. Dickson - Elementary Teacher - effective June 30, 2105
Michele Doherty - Reading Teacher - effective June 30, 2015

- (B) Resignations:

Kelly Milkowich - Library Media Specialist - effective October 16, 2014
Tamara Scordo - 7-Hour Aide - effective November 16, 2014
Rhonda Hennigan - 4-Hour Aide - effective November 16, 2014

- (C) Appointments (including coaches):

Brean R. Black - Substitute Food Service Helper - \$8.70 per hour - effective November 3, 2014
Jeremiah Stevens - 4-Hour Bus Driver - Step 1 \$10,122 annual salary - effective November 4, 2014
Tamara Scordo - Typist - Step 5 \$28,095 annual salary - effective November 17, 2014
Tanja Heck - Substitute Aide - \$9.39 per hour - effective November 4, 2014
Allison J. O'Brien - Substitute Teacher - Certified \$85 per day - effective November 4, 2014
Maria Wietig - Substitute Teacher - Bachelors \$75 per day - effective November 4, 2014
Debora Manos - Substitute Bus Driver - \$14.06 per hour - effective November 4, 2014
Rhonda Hennigan - 7-Hour General Aide - Step 7 \$15,235 annual salary - effective November 17, 2014

Winter Coaches - PAID:

Ronald R. Crist - Modified Wrestling***

Coaches have the following (as mandated by NYSED):

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

22. 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 clearance. These employees have received FINAL CLEARANCE from SED:

- **Brean R. Black** - Substitute Food Service Helper
- **Tanja Heck** - Substitute Aide
- **Allison J. O'Brien** - Substitute Teacher
- **Maria Wietig** - Substitute Teacher
- **Ronald R. Crist** - Coach

Motion for approval by Sandra Klindt, seconded by Brien Spooner, with motion approved 7-0.

23. Tour of the Dexter Elementary facility for Community, Staff and Board members

Executive Session:

A motion is requested to enter executive session for the discussion of the performance history of a particular individual.
Motion for approval by Cathy Pitkin, seconded by Jamie Lee, with motion approved 7-0. Time entered: 6:35 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 Jamie Lee, with motion approved 7-0. Time adjourned: 6:55 p.m.

Motion for Adjournment:

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

Motion for approval by Sandra Klindt, seconded by Brien Spooner, with motion approved 7-0. Time adjourned: 6:55 p.m.

Respectfully submitted:

Debra L. Bennett, District Clerk

- Supporting documents may be found in supplemental file dated November 3, 2014

GENERAL BROWN CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION
SPECIAL Meeting
Unapproved Minutes
November 10, 2014 - 4:45 p.m.
General Brown Room - Jr.-Sr. High School

SPECIAL Meeting

The meeting was called to order at 4:53 p.m. by Sandra Young Klindt, followed by the Pledge of Allegiance.

Members Present: 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; Debra Bennett, District Clerk;

1. Board Action - Approval of Final School Tax Collector Reports
Motion for approval by Brien Spooner, seconded by Cathy Pitkin, with motion approved 4-0.
2. Board Action - Approval of Final School Tax Warrant Certification
Motion for approval by Brien Spooner, seconded by Jamie Lee, with motion approved 4-0.

Motion for Adjournment:

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

Motion for approval by Cathy Pitkin, seconded by Brien Spooner, with motion approved 4-0.

Time adjourned: 4:55 p.m.

Respectfully submitted:

Debra L. Bennett, District Clerk

GENERAL BROWN CENTRAL SCHOOL DISTRICT

General Brown Junior-Senior High School

17643 Cemetery Road
Dexter, NY 13634
Tel 315-779-2300 / Fax 639-3444

Brownville/Glen Park Elementary School

PO Box 10
Brownville, NY 13615
Tel 315-779-2300 / Fax 639-3444

Dexter Elementary School

415 East Grove Street
Dexter, NY 13634
Tel 315-779-2300 / Fax 639-6845



Lisa K. Smith

Executive Director of Administrative Services
PO Box 500
Dexter, NY 13634
Telephone : 315-779-2300 / Fax 315-639-6916

Board of Education

Jeffrey West, President
Daniel Dupee II, Vice President
Sandra Young Klindt
Michael Kucharski
Jamie Lee
Brien Spooner

www.gbliions.org

To: Cammy Morrison
From: Lisa K. Smith
Date: December 1, 2014
Subject: BOE Policies

Attached please find the following policy-related material for Board of Education review:

Policy update – #1650 *Submission of Questions and Propositions At the Annual Election and Special District Meetings*

- This policy has been revised to increase the lead time for the submission of voter propositions from 30 days to 60 days. This change reflects the requirement that, pursuant to N.Y. Education Law Section 1703, certain propositions submitted to school district voters must be included in the notice of the annual meeting and election. Because such notice must be published four (4) times over the course of the seven (7) weeks preceding the election, with the first publication made no later than 45 days before the vote, 30 days may not be sufficient.

Policy update – #5672 *Information Security Breach and Notification*

- This policy has been revised to reflect changes to State Technology Law Section 208. On page 2, the office with which districts must now consult to determine the scope of a breach and any restorative measures is the State Office of Information Technology Services, rather than the Office of Cyber Security and Critical Infrastructure Coordination. Similarly, the agencies to which breach notifications must be made (listed on page 3) have been revised consistent with law.

Policy update – #7320 *Alcohol, Tobacco, Drugs and Other Substances*

- A number of revisions have been made to this policy for the purposes of clarity and economy of language, and to reflect the current realities of school funding. Of particular note are changes to that portion of the policy formerly entitled "Persons Entering School Grounds." First, that heading has been removed, with only a revised version of its first paragraph retained and placed below the first paragraph of the policy. The retained paragraph has been revised to prohibit students who are actually under the influence of

alcohol or other prohibited substance from entering school grounds or school-sponsored events. Such change eliminates the possibility that students exhibiting characteristics consistent with--but not attributable to--intoxication will be prohibited from entering school grounds. Much of the second half of the policy (with the exception of "Disciplinary Measures") has been removed as unnecessary. Those provisions had been included in #7320 pursuant to NCLB Title IV, Part A (20 USC § 7101, et seq.).

Policy update – #7530 *Child Abuse and Maltreatment*

- This policy has been revised to reflect that employees holding a temporary coaching license or professional coaching certificate are required by Social Services Law Section 413 to report cases of child abuse or maltreatment. Other changes mirror the language of the Social Services Law. Specifically, "child abuse and neglect/maltreatment" has been changed to "child abuse and maltreatment." It must be noted, however, that neglect is still grounds for making a report, as the term "maltreated child," as defined by Social Services Law Section 412, includes neglected children.

Policy update – #6460 *Jury Duty*

- This policy has been updated to reflect relevant provisions of the Judiciary Law. It states that an employee who provides the district with prior notice of his/her summons to jury duty will not be discharged or otherwise penalized as a result of absence due to such service. The policy also provides that all leave based on jury service will be granted in a manner consistent with law and any relevant collective bargaining agreements. These changes ensure the protection of employees who perform jury service in state or federal court, and reflect the fact that districts and their employees often reach agreements as to the terms of related absences.

Policy update – #7570 *Supervision of Students*

- This policy has been revised to incorporate relevant provisions of an SED Guidance Document released in April 2014. Specifically, a new paragraph (e) has been added to ensure appropriate employees are made aware of a student's tendency to wander or elope, and any plans to prevent or respond to an incident of elopement.

Policy update – #7642 *Extended School Year Services and/or Programs*

- Due to changes in the Education Law and Commissioner's Regulations, the provision of this policy expressly stating written parental consent is required for the initial provision of special education services in a twelve (12) month special service or program has been removed. Additional revisions to the policy have been made for the purposes of clarity and consistency.

Policy update – #5530 *Cash in School Buildings*

- This policy revision is a recommendation from our internal auditor. Many extracurricular fundraisers yield an amount in excess of \$250.

By-Laws

SUBJECT: SUBMISSION OF QUESTIONS AND PROPOSITIONS AT THE ANNUAL MEETING AND ELECTIONS AND SPECIAL DISTRICT MEETINGS**Questions and Propositions at the Annual ~~District Elections~~ Meeting and Election**

The following rules and regulations shall apply to the submission of the questions or propositions at the ~~annual meeting and election~~ ~~annual elections or special district elections~~ of this School District:

- a) Questions or propositions shall be submitted by petition directed to the Clerk of the School District and shall be signed by twenty-five (25) qualified voters, or five percent (5%) of the registered voters of the District who voted in the previous annual election of Board members, whichever is greater.
- b) A separate petition shall be required for each question or proposition.
- c) Each petition shall be filed with the Clerk of the School District. Petitions relating to an Annual Election must be filed not later than ~~thirty (30)~~ ~~sixty (60)~~ days preceding the election at which the question or proposition is to be voted upon.
- d) Questions or propositions submitted in accordance with these rules and accepted will be printed on the ballot for the voting machine. ~~The School District, however, retains the right to reject petitions as permitted by law, including but not limited to instances where such petitions are advisory in nature or beyond the power of the voters.~~
- e) The Board of Education shall cause the rules and regulations set forth in this policy to be distributed within the District.
- f) Nothing herein contained shall affect the nominations of candidates as set forth in the Annual District Election notice pursuant to Education Law Section 2018.

Questions or Propositions to be Submitted at Special District Meetings

The procedure for requesting the Board of Education to call a Special District Meeting to vote on a question or proposition shall be in accordance with subdivisions ~~2 and 3~~ of Education Law Section 2008.

Education Law Sections ~~1703~~, ~~2008(2)~~, 2018, 2035(2) and 2601-a(~~3~~)

Adoption Date

SUBJECT: INFORMATION SECURITY BREACH AND NOTIFICATION

The School District values the protection of private information of individuals in accordance with applicable law and regulations. Further, the District is required to notify affected individuals when there has been or is reasonably believed to have been a compromise of the individual's *private information* in compliance with the Information Security Breach and Notification Act and Board policy.

a) "*Private information*" shall mean ****personal information** in combination with any one or more of the following data elements, when either the personal information or the data element is not encrypted or encrypted with an encryption key that has also been acquired:

1. Social security number;
2. Driver's license number or non-driver identification card number; or
3. Account number, credit or debit card number, in combination with any required security code, access code, or password which would permit access to an individual's financial account.

"*Private information*" does not include publicly available information that is lawfully made available to the general public from federal, state or local government records.

****"Personal information"** shall mean any information concerning a person which, because of name, number, symbol, mark or other identifier, can be used to identify that person.

b) "*Breach of the security of the system*" shall mean unauthorized acquisition or acquisition without valid authorization of computerized data which compromises the security, confidentiality, or integrity of personal information maintained by the District. Good faith acquisition of personal information by an employee or agent of the District for the purposes of the District is not a breach of the security of the system, provided that private information is not used or subject to unauthorized disclosure.

Determining if a Breach Has Occurred

In determining whether information has been acquired, or is reasonably believed to have been acquired, by an unauthorized person or person without valid authorization, the District may consider the following factors, among others:

- a) Indications that the information is in the physical possession or control of an unauthorized person, such as a lost or stolen computer or other device containing information; or
- b) Indications that the information has been downloaded or copied; or

(Continued)

SUBJECT: INFORMATION SECURITY BREACH AND NOTIFICATION (Cont'd.)

- c) Indications that the information was used by an unauthorized person, such as fraudulent accounts opened or instances of identity theft reported;
- d) System failures.

Notification Requirements

- a) For any computerized data owned or licensed by the School District that includes private information, the District shall disclose any breach of the security of the system following discovery or notification of the breach to any New York State resident whose private information was, or is reasonably believed to have been, acquired by a person without valid authorization. The disclosure to affected individuals shall be made in the most expedient time possible and without unreasonable delay, consistent with the legitimate needs of law enforcement, or any measures necessary to determine the scope of the breach and restore the reasonable integrity of the data system. The District shall consult with the State Office of [Information Technology Services](#) ~~Cyber Security and Critical Infrastructure Coordination (CSCIC)~~ to determine the scope of the breach and restoration measures.
- b) For any computerized data maintained by the District that includes private information which the District does not own, the District shall notify the owner or licensee of the information of any breach of the security of the system immediately following discovery, if the private information was, or is reasonably believed to have been, acquired by a person without valid authorization.

The notification requirement may be delayed if a law enforcement agency determines that such notification impedes a criminal investigation. The required notification shall be made after the law enforcement agency determines that such notification does not compromise the investigation.

Methods of Notification

The required notice shall be directly provided to the affected persons by one of the following methods:

- a) Written notice;
- b) Electronic notice, provided that the person to whom notice is required has expressly consented to receiving the notice in electronic form; and a log of each such notification is kept by the District when notifying affected persons in electronic form. However, in no case shall the District require a person to consent to accepting such notice in electronic form as a condition of establishing any business relationship or engaging in any transaction;
- c) Telephone notification, provided that a log of each such notification is kept by the District when notifying affected persons by phone; or

(Continued)

SUBJECT: INFORMATION SECURITY BREACH AND NOTIFICATION (Cont'd.)

- d) Substitute notice, if the District demonstrates to the State Attorney General that the cost of providing notice would exceed \$250,000, or that the affected class of subject persons to be notified exceeds 500,000, or that the District does not have sufficient contact information. Substitute notice shall consist of **all** of the following:
1. Email notice when the District has an email address for the subject persons;
 2. Conspicuous posting of the notice on the District's website page, if the District maintains one; and
 3. Notification to major statewide media.

Regardless of the method by which notice is provided, the notice shall include contact information for the notifying District and a description of the categories of information that were, or are reasonably believed to have been, acquired by a person without valid authorization, including specification of which of the elements of personal information and private information were, or are reasonably believed to have been, so acquired.

In the event that any New York State residents are to be notified, the District shall notify the New York State Attorney General (AG), the New York State ~~Division of Consumer Protection~~ Department of State, and the New York State Office ~~of Cyber Security (OCS)~~ of Information Technology Services as to the timing, content and distribution of the notices and approximate number of affected persons.

In the event that more than five thousand (5,000) New York State residents are to be notified at one time, the District shall also notify consumer reporting agencies, as defined pursuant to State Technology Law Section 208, as to the timing, content and distribution of the notices and approximate number of affected persons. Such notice shall be made without delaying notice to affected New York State residents. A list of consumer reporting agencies shall be compiled by the State Attorney General and furnished upon request to school districts required to make a notification in accordance with State Technology Law Section 208(2), regarding notification of breach of security of the system for any computerized data owned or licensed by the District that includes private information.

State Technology Law Sections 202 and 208

Adoption Date

Students

SUBJECT: ALCOHOL, TOBACCO, DRUGS AND OTHER SUBSTANCES (STUDENTS)

The Board of Education recognizes that the misuse of alcohol, drugs, tobacco, and other illegal substances is a serious problem with legal, physical, emotional and social implications for our students, as well as the entire community. Therefore, the consumption, sharing and/or selling, use and/or possession of alcoholic beverages, tobacco products, illegal drugs, counterfeit and designer drugs, or paraphernalia for the use of such drugs is prohibited at any school-sponsored function, on school grounds and on school buses at all times. The ~~inappropriate~~unauthorized use of prescription and over-the-counter drugs shall also be disallowed.

~~Persons~~Students shall ~~be banned from entering school grounds or school-sponsored events when exhibiting behavioral, personal or physical characteristics indicative of having used or consumed~~not be under the influence of alcohol or other ~~prohibited~~ substances on school grounds or at school-sponsored events. A school-sponsored function shall ~~mean~~include a school-sponsored or school-authorized extracurricular event or activity regardless of where such event or activity takes place, ~~including any event or activity that may take place in another state.~~

Smoking

Smoking shall not be permitted and no person shall smoke within one hundred (100) feet of the entrance, exits or outdoor areas of any public or private elementary or secondary schools. However, this shall not apply to smoking in a residence, or within the real property boundary lines of such residential real property.

Non-Medical Use of Prescription Drugs

Non-medical use of prescription drugs ~~among young people has become an increasing problem in the United States. Prescription drugs are easier to access because they can be taken from their home's medicine cabinet and young people may believe they are safer than illicit drugs because they are manufactured by a pharmaceutical company~~is prohibited. Should a student be found in possession of any ~~of these~~such substances, ~~they~~he/she shall be dealt with in accordance with the *Code of Conduct*.

~~Persons Entering School Grounds~~

~~— In accordance with Penal Law Section 220.00 for purposes of controlled substances offenses:~~

- ~~— a) "School grounds" means (1) in or on or within any building, structure, athletic playing field, playground or land contained within the real property boundary line of the District's schools, or (2) any area accessible to the public located within one thousand (1,000) feet of the real property boundary line comprising any such school or any parked automobile or other parked vehicle located within one thousand (1,000) feet of the real property boundary line comprising any District school. An "area accessible to the public" shall mean sidewalks, streets, parking lots, parks, playgrounds, stores and restaurants.~~

(Continued)

~~Students~~

~~SUBJECT: ALCOHOL, TOBACCO, DRUGS AND OTHER SUBSTANCES (STUDENTS)
(Cont'd.)~~

- ~~b) "School bus" means every motor vehicle owned by the District and operated for the transportation of pupils, teachers and other persons acting in a supervisory capacity, to or from school or school activities or privately owned and operated for compensation for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity to or from school or school activities.~~

~~**Prevention and Intervention**~~

~~Through the collaborative efforts of staff, students, parents/guardians and the community as a whole, a comprehensive program shall be developed addressing alcohol, tobacco, drugs, and other substances to include the following:~~

~~Primary Prevention~~

~~Preventing or delaying alcohol, tobacco, drugs, and other substance use/abuse by students shall be the major focus of a comprehensive K through 12 program in which proactive measures of prevention and early intervention are emphasized. This program shall include:~~

- ~~a) A sequential K through 12 curriculum based on recognized principles of effectiveness that is developed and incorporated into the total educational process. This curriculum shall be concerned with education and prevention in all areas of alcohol, tobacco, drugs, and other substances use/abuse;~~
- ~~b) Training school personnel and parents/guardians to reinforce the components of the policy through in-service and community education programs with up-to-date factual information and materials;~~
- ~~c) An effort to provide positive alternatives to alcohol, tobacco, drugs, and other substances use/abuse through the promotion of drug/tobacco/alcohol-free special events, service projects and extracurricular activities that will develop and support a positive peer influence.~~

~~Intervention~~

~~School-based intervention services shall be made available to all students, grades K through 12, and provided by prevention professionals who are appropriately trained in this area. The purpose of intervention is to eliminate any existing use/abuse of alcohol, tobacco, drugs, and other substances and to identify students considered to be at risk for use/abuse. Intervention programming shall include:~~

~~(Continued)~~

Students

**SUBJECT: ~~ALCOHOL, TOBACCO, DRUGS AND OTHER SUBSTANCES (STUDENTS)~~
(~~Cont'd.~~)**

- ~~a) Counseling of students in groups and as individuals on alcohol, tobacco, drugs, and other substance use/abuse. Counselors shall be appropriately trained and skilled school staff assigned for this purpose;~~
- ~~b) Referring students to community or other outside agencies when their use/abuse of alcohol, tobacco, drugs, and other substances requires additional counseling or treatment. Referral is a key link in school and community efforts and the process is basic to the dissemination of information regarding available counseling and health services;~~
- ~~c) Providing a supportive school environment designed to continue the recovery process for students returning from treatment. A re-entry program may include continuing student and/or family counseling and emphasizing positive alternatives to alcohol, tobacco, drugs, and other substance use/abuse;~~
- ~~d) Developing a parent network to serve as a support group and provide a vehicle of communication for parent education;~~
- ~~e) Ensuring confidentiality as required by state and federal law.~~

Disciplinary Measures

Disciplinary measures for students consuming, sharing and/or selling, using and/or possessing alcoholic beverages, tobacco products, illegal drugs, counterfeit and designer drugs, or paraphernalia for the use of such drugs shall be outlined in the *District's Code of Conduct-on-School Property*.

Staff Development

~~There shall be ongoing training of District staff about the components of an effective alcohol, tobacco and other substances program. Training shall include, but not be limited to, District policies and regulations and the staff's role in implementing such policies and regulations. Teachers shall be trained to implement the District's K through 12 alcohol, tobacco, drugs and other substance prevention curricula; intervention staff shall be suitably trained to carry out appropriate services.~~

Implementation, Dissemination and Monitoring

~~It shall be the responsibility of the Superintendent to implement the alcohol, tobacco, drugs, and other substances Board policy by collaboration with school personnel, students, parents/guardians and the community at large.~~

(Continued)

Students

~~SUBJECT: ALCOHOL, TOBACCO, DRUGS AND OTHER SUBSTANCES (STUDENTS)~~
~~(Cont'd.)~~

~~Additionally, copies of Board policy shall be disseminated to District staff, parents/guardians and community members. The Superintendent/designee shall periodically review the tobacco, drugs and alcohol abuse prevention program to determine its effectiveness and support appropriate modifications, as needed.~~

~~Safe and Drug Free Schools and Communities Act, as reauthorized by the No Child Left Behind Act of 2001
20 USC Section 7101 et seq.~~

~~Education Law Sections 409 and 2801(1)~~

~~Penal Law Sections 70.70(2)(a)(i), 220.00(17) and 220.44(5)~~

~~Public Health Law 1399-(e)-o~~

~~Vehicle and Traffic Law Section 142~~

~~8 NYCRR Section 409~~

NOTE: Refer also to Policies #3280 -- Use of School Facilities, Materials and Equipment
#3410 -- Code of Conduct on School Property
#5640 -- Smoking/Tobacco Use
#8211 -- Prevention Instruction
District Code of Conduct

Adoption Date

Students

SUBJECT: CHILD ABUSE AND ~~NEGLECT~~/MALTREATMENT**Familial Child Abuse**

The School District ~~subscribes to all of the provisions of Title 6—Child Protective Services of the Social Services Law Sections 411-428. Our purpose is to provide protective services to abused and neglected/maltreated children as described by the law, and to make all school personnel within the District aware of our legal responsibilities under this law~~takes seriously the obligations of its officers and employees to report cases of child abuse or maltreatment. To this end, r:

Regulations shall be developed, maintained and disseminated by administration regarding the:

- a) Mandatory reporting of suspected child abuse or ~~neglect~~/maltreatment;
- b) Reporting procedures and obligations of persons required to report;
- c) Provisions for taking a child into protective custody;
- d) Mandatory reporting of deaths;
- e) Immunity from liability and penalties for failure to report;
- f) Obligations for provision of services and procedures necessary to safeguard the life of a child; and
- g) Provision of information in recognizing signs of unlawful methamphetamine laboratories for all current and new school officials (i.e., "mandated reporters") who, as part of their usual responsibilities, visit children's homes.

Additionally, an ongoing training program for all current and new school officials shall be established and implemented to enable such staff to carry out their reporting responsibilities.

School Officials Persons Required to Report

~~The definition of a "school official" who is mandated~~Persons required to report cases of child abuse or ~~neglect~~/maltreatment to the State Central Register (SCR) pursuant to Social Services Law Section 413(1) includes, but ~~is~~are not limited to, school teachers, school guidance counselors, school psychologists, school social workers, school nurses, school administrators or other school personnel required to hold a teaching or administrative license or certificate, ~~and full- or part-time compensated school employees required to hold a temporary coaching license or professional coaching certificate.~~

All mandated reporters shall make the report themselves and then immediately notify the Building Principal or his/her designee. The Building Principal or his/her designee shall be responsible for all subsequent administration necessitated by the report.

Any report shall include the name, title and contact information for every staff member who is believed to have direct knowledge of the allegations in the report.

(Continued)

Students

SUBJECT: CHILD ABUSE AND ~~NEGLECT~~/MALTREATMENT (Cont'd.)Prohibition of Retaliatory Personnel Action

Social Services Law Section 413(1) also prohibits a school from taking any retaliatory personnel action against an employee because such employee believes that he/she has reasonable cause to suspect that a child is an abused or ~~neglected~~/maltreated child and that employee makes a report to SCR pursuant to Social Services Law. Further, no school or school official shall impose any conditions, including prior approval or prior notification, upon any staff member specifically designated a mandated reporter.

Pursuant to Labor Law Section 740(1)(e), "retaliatory personnel action" means the discharge, suspension or demotion of an employee, or other adverse employment action taken against an employee in the terms and conditions of employment.

Report Form

The ~~New York State Office of Children and Family Services~~ "Report of Suspected Child Abuse or Maltreatment" Form LDSS-2221A may be accessed at ~~website:~~ <http://www.oefs.state.ny.us/main/eps/> the website of the New York State Office of Children and Family Services.

Child Abuse in an Educational Setting

The School District is committed to the protection of students in educational settings from abuse and maltreatment by employees or volunteers as enumerated in law.

"Child abuse" shall mean any of the following acts committed in an educational setting by an employee or volunteer against a child:

- a) Intentionally or recklessly inflicting physical injury, serious physical injury or death; or
- b) Intentionally or recklessly engaging in conduct which creates a substantial risk of such physical injury, serious physical injury or death; or
- c) Any child sexual abuse, defined as conduct prohibited by Penal Law Articles 130 or 263; or
- d) The commission or attempted commission against a child of the crime of disseminating indecent materials to minors pursuant to Penal Law Article 235.

"Educational setting" shall mean the building(s) and grounds of the School District; the vehicles provided by the School District for the transportation of students to and from school buildings, field trips, co-curricular and extracurricular activities both on and off School District grounds; all co-curricular and extracurricular activity sites; and any other location where direct contact between an employee or volunteer and a child has allegedly occurred.

(Continued)

Students

SUBJECT: CHILD ABUSE AND ~~NEGLECT~~/MALTREATMENT (Cont'd.)

In any case where an oral or written allegation is made to a teacher, school's registered professional nurse, school guidance counselor, school psychologist, school social worker, school administrator, School Board member, or other school personnel required to hold a teaching or administrative license or certificate, that a child (defined in the law as a person under the age of twenty-one (21) years enrolled in a school district in this state) has been subjected to child abuse by an employee or volunteer in an educational setting, that person shall upon receipt of such allegation:

- a) Promptly complete a written report of such allegation including the full name of the child alleged to be abused; the name of the child's parent; the identity of the person making the allegation and their relationship to the alleged child victim; the name of the employee or volunteer against whom the allegation was made; and a listing of the specific allegations of child abuse in an educational setting. Such written report shall be completed on a form as prescribed by the Commissioner of Education.
- b) Except where the school administrator is the person receiving such an oral or written allegation, the employee completing the written report must promptly *personally deliver* a copy of that written report to the school administrator of the school in which the child abuse allegedly occurred (subject to the following paragraph).

In any case where it is alleged the child was abused by an employee or volunteer of a school other than a school within the school district of the child's attendance, the report of such allegations shall be promptly forwarded to the Superintendent of Schools of the school district of the child's attendance and the school district where the abuse allegedly occurred.

Any employee or volunteer who reasonably and in good faith makes a report of allegations of child abuse in an educational setting in accordance with the reporting requirements of the law shall have immunity from civil liability which might otherwise result by reason of such actions.

Upon receipt of a written report alleging child abuse in an educational setting, the school administrator or Superintendent must then determine whether there is "reasonable suspicion" to believe that such an act of child abuse has occurred. Where there has been a determination as to the existence of such reasonable suspicion, the school administrator or Superintendent must follow the notification/reporting procedures mandated in law and further enumerated in administrative regulations including parental notification. When the school administrator receives a written report, he/she shall promptly provide a copy of such report to the Superintendent.

Where the school administrator or Superintendent has forwarded a written report of child abuse in an educational setting to law enforcement authorities, the Superintendent shall also refer such report to the Commissioner of Education where the employee or volunteer alleged to have committed such an act of child abuse holds a certification or license issued by the State Education Department.

(Continued)

Students

SUBJECT: CHILD ABUSE AND ~~NEGLECT~~/MALTREATMENT (Cont'd.)

Any school administrator or Superintendent who reasonably and in good faith makes a report of allegations of child abuse in an educational setting, or reasonably and in good faith transmits such a report to a person or agency as required by law, shall have immunity from civil liability which might otherwise result by reason of such actions.

Reports and other written material submitted pursuant to law with regard to allegations of child abuse in an educational setting, and photographs taken concerning such reports that are in the possession of any person legally authorized to receive such information, *shall be confidential and shall not be redisclosed except* to law enforcement authorities involved in an investigation of child abuse in an educational setting or as expressly authorized by law or pursuant to a court-ordered subpoena. School administrators and the Superintendent shall exercise reasonable care in preventing such unauthorized disclosure.

Additionally, teachers and all other school officials shall be provided an annual written explanation concerning the reporting of child abuse in an educational setting, including the immunity provisions as enumerated in law. Further, the Commissioner of Education shall furnish the District with required information, including rules and regulations for training necessary to implement District/staff responsibilities under the law.

Prohibition of "Silent" (Unreported) Resignations

The Superintendent and other school administrators are prohibited from withholding from law enforcement authorities, the Superintendent or the Commissioner of Education, where appropriate, information concerning allegations of child abuse in an educational setting against an employee or volunteer in exchange for that individual's resignation or voluntary suspension from his/her position.

Superintendents (or a designated administrator) who reasonably and in good faith report to law enforcement officials information regarding allegations of child abuse or a resignation as required pursuant to the law shall have immunity from any liability, civil or criminal, which might otherwise result by reason of such actions.

~~(Continued)~~

Students

~~SUBJECT: CHILD ABUSE AND NEGLECT/MALTREATMENT (Cont'd.)~~

Education Law Article 23-B and Sections 902(b) 3028-b, 3209-a
Family Court Act Section 1012
Labor Law Section 740(1)(e)
Penal Law Articles 130, 235 and 263
Social Services Law Sections 411-428
8 NYCRR Part 83

Adoption Date

Personnel

SUBJECT: JURY DUTY

~~A District employee called for jury duty shall receive his/her full day's pay from the School District plus mileage from the State. No employee shall be entitled to receive the per diem allowance from the Unified Court System for any regularly scheduled workday on which jury duty is rendered if on such a day his/her wages are not withheld on account of such service.~~ As provided by law, any employee who is summoned to serve as a juror and who notifies the District to that effect prior to his/her term of service will not, on account of absence by reason of jury service, be subject to discharge or penalty. The District will ensure that all such absences are granted in accordance with law and the terms of any applicable collective bargaining agreement.

Judiciary Law Sections 519 and 521~~(b)~~

Adoption Date

Students

SUBJECT: SUPERVISION OF STUDENTS

Students working on any activity must be supervised by the teacher or staff member in charge of the activity. This applies to all in school and extracurricular activities as well as sports activities and events. Permission to hold practices or meetings must not be granted unless a teacher or staff member is definitely in charge.

- a) District personnel will be fully responsible for the supervision of all students in either their class or their after school activities.
- b) Coaches will maintain supervision over the dressing rooms by personally being present during the dressing periods. Coaches are responsible for the supervision of their athletes at the end of practice. This may entail bus duty, or making sure students have transportation home.
- c) Teachers and/or assigned school personnel in the elementary grades will be responsible for the playground supervision of all the children under their jurisdiction during the recess periods and before the regular afternoon sessions. The Principal will distribute the responsibility so that the playground situation will be properly controlled.
- d) Students are not to be sent on any type of errand away from the building.
- e) All teachers and staff working directly with students who have a history of wandering or elopement (i.e., the act of a student who leaves or runs away from the premises without permission or notification, often referring to students who have autism spectrum disorder or diminished cognitive impairment) will be made aware of these concerns and of any existing behavioral intervention plan formulated to prevent or respond to instances of wandering or elopement.

NOTE: Refer also to Policy #5681 -- [School Safety Plans](#)
#5720 -- [Transportation of Students](#)

Adoption Date

Students

SUBJECT: EXTENDED SCHOOL YEAR (JULY/AUGUST) SERVICES AND/OR PROGRAMS

The School District shall provide, directly or by contract, special services and/or programs during July and August (i.e., extended school year) to those students whose disabilities are severe enough to exhibit the need for a structured learning environment of twelve (12) months duration in order to prevent substantial regression as determined by the Committee on Special Education (CSE)/Committee on Preschool Special Education (CPSE). ~~Written consent of the parent is required prior to initial provision of special education services in a twelve (12) month special service and/or program.~~

The CSE/CPSE must determine whether a student requires extended school year special education services and/or programs in order to prevent substantial regression. Substantial regression would be indicated by a student's inability to maintain developmental levels due to a loss of skill, set of skill competencies or knowledge during the months of July and August. In accordance with Commissioner's Regulations, students must be considered for twelve (12) month special services and/or programs to prevent substantial regression if they are:

- a) Students whose management needs are determined to be highly intensive and require a high degree of individualized attention and intervention and who are placed in special classes; or

Preschool students whose management needs are determined to be highly intensive and require a high degree of individualized attention and intervention;
- b) Students with severe multiple disabilities, whose programs consist primarily of habilitation and treatment and are placed in special classes; or

Preschool students with severe multiple disabilities, whose programs consist primarily of habilitation and treatment;
- c) Students who are recommended for home and/or hospital instruction whose special education needs are determined to be highly intensive and require a high degree of individualized attention and intervention or who have severe multiple disabilities and require primarily habilitation and treatment; or

Preschool students whose special education needs are determined to be highly intensive and require a high degree of individualized attention and intervention or who have severe multiple disabilities and require primarily habilitation and treatment in the home;
- d) Students, including preschool students, whose needs are so severe that they can be met only in a seven (7) day residential program; or

(Continued)

Students

SUBJECT: EXTENDED SCHOOL YEAR (JULY/AUGUST) SERVICES AND/OR PROGRAMS (Cont'd.)

- e) Students who are not in programs as described in subparagraphs (a) through (d) above during the period from September through June and who, because of their disabilities, exhibit the need for a twelve (12) month special service and/or program provided in a structured learning environment of up to twelve (12) months duration in order to prevent substantial regression as determined by the CSE; or

Preschool students who are not described in subparagraphs (a) through (d) above whose disabilities are severe enough to exhibit the need for a structured learning environment of twelve (12) months duration to prevent substantial regression as determined by the Preschool Committee on Special Education (CPSE).

For students eligible for twelve (12) month service and/or program, ~~per Commissioner's Regulations Section 200.4(d)(2)(x)~~, the student's Individualized Education Program (IEP) shall indicate the identity of the provider of services during the months of July and August, and, for preschool students determined by the CPSE to require a structured learning environment of twelve (12) months duration to prevent substantial regression, a statement of the reasons for such recommendation.

The IEP shall indicate the projected date of the review of the student's need for such services and shall indicate the recommended placement.

~~The State Education Department (SED) is authorized to approve programs and to establish State Aid reimbursement rates for all special services and programs provided during July and August, both public and private. Therefore, if the School District plans to operate a July/August program, the District must first apply to SED for approval in accordance with SED guidelines/procedures. Any District plan to operate a July/August program must be approved by the State Education Department in accordance with applicable laws, regulations, procedures, and/or guidelines.~~

Individuals with Disabilities Education Improvement Act of 2004, Public Law 108-446 Section 614(a)
Individuals with Disabilities Education Act (IDEA), 20 USC Section 1400 et seq.
Education Law Section 4408
8 NYCRR Part 110 and Sections 200.1(qq), 200.4(d)(2)(x), 200.5(b)(1)(iii), 200.6(j), and 200.16(i)(3)(v)

Adoption Date

Instructional/Business

Non-
Operations

SUBJECT: PETTY CASH FUNDS AND CASH IN SCHOOL BUILDINGS

Petty Cash Funds

A petty cash fund of not more than one hundred dollars (\$100) shall be maintained in the District Office and in each school building in a secure location. Payments from petty cash funds may be made for materials, supplies or services only when payment is required upon delivery. At the time of reimbursement, an itemized statement of expenditures, together with substantiating receipts, shall be submitted. Such accounts shall be authorized by Board resolution at their annual meeting.

Appropriate regulations shall be developed for implementation of this policy.

Cash in School Buildings

Not more ~~than two hundred and fifty dollars (\$250)~~ two thousand dollars (\$2000), whether District or extraclassroom funds, shall be held in the vault in the Main Office of each District school building. Under no circumstances shall cash be left in classroom areas or desks. The District will not be responsible for funds left unprotected.

All funds, whether District or extraclassroom funds, shall be deposited prior to close of school each week. Only authorized personnel designated by the building administrator shall be allowed in the Main Office vault.

Education Law Sections 1604(26), 1709(29) and 2503(1)
8 New York Code of Rules and Regulations (NYCRR) Section 170.4

Adopted: //14

**GENERAL BROWN CENTRAL SCHOOL DISTRICT
2015-2016 Spending Plan Development Schedule**

- **November 2014** Distribute budget information and requisition forms to all staff
- **December 2014** Budget Estimate Sheets provided to Building Principals for their review.
- **January 15, 2015** Due date for Budget Request Summary from Building Principal (submit to District Office). This Request Summary is prepared from the Budget Estimate Sheets and compiles all equipment, furniture, major repairs, renovations, textbook needs, or other major requests and indicates priority items for the budget. Staff meetings with administrators on budget will be scheduled.
- During **January**, **February**, and **March**, the Superintendent of Schools will review budget items and submit preliminary information on budget, taxes, personnel staffing, negotiations, building and grounds repair, financial situation, State Aid, exemptions, equalization rates, etc. to the Board of Education. Several administrative staff meetings on the budget will be scheduled.
- **February 9, 2015 (BOE Meeting Date)** Preliminary budget forecast and budget assumptions prepared for the Board of Education. Tentative Spending Plan Draft prepared for the Board of Education, and includes proposed revenue and expenses for 2014-2015. Board of Education provides specific input and recommends modifications during **February** and **March**.
- **2014-2015 Budget Advisory Workshops** are tentatively scheduled for:
Wednesdays - February 25th, March 25th – 6pm
- **March 1, 2015** Submit information to calculate Tax Levy Limit on Office of State comptroller's website.
- **March 9, 2015 (BOE Meeting Date)** Tentative Spending Plan Draft prepared for the Board of Education, and includes estimated tax levy impact.
- **March 17, 2015** Deadline date for submittal of any unusual financial considerations identified during March; adjustments will be made to proposed Spending Plan prior to the tentative Board of Education meeting to adopt the budget.
- **March 23, 2015 (BOE Meeting Date)** Tentative Spending Plan Draft prepared for the Board of Education based on Legislative budget proposal.
- **April 4, 2015** First Legal Notice of School Budget Hearing and Annual Budget Vote submitted for publication in the District's Official Newspaper; this legal notice must appear four (4) times prior to the Annual Budget Vote, with the first notice published at least 45 days prior to the Annual Budget Vote.
- **April 10, 2015** Second Legal Notice of School Budget Hearing and Annual Budget Vote.
- **April 13, 2015 (BOE Meeting Date)** A final **Proposed Spending Plan Draft** is provided to the Board of Education. Proposed 2014-2015 Spending Plan to be finalized for board resolution and presentation to voters at the Annual District Budget Hearing (May 11, 2015). Annual Budget Vote is scheduled for Tuesday, May 29, 2015 from 12:00 noon to 9:00 P.M.
Approval of 2015-2016 Spending Plan.

- **April 17, 2015** Third Legal Notice of School Budget Hearing and Annual Budget Vote.
- **April 20, 2015** Deadline for submission of all petitions for nominations of Board candidates to the District Clerk, no later than 5:00 P.M. that day. Drawing for order of candidate listing on ballot is 11:00 A.M. on **April 21, 2015**
- **April 20, 2015 – May 12, 2015** Absentee ballots mailed to qualified voters who request one.
- **April 24, 2015** 2015-2016 Spending Plan Budget available upon request at all District Buildings.
- **April 27, 2015** Deadline for submittal of the **Property Tax Report Card** to NYSED and the official newspaper.
- **May 1, 2015** Fourth Legal Notice of School Budget Hearing and Annual Budget Vote.
- **May 11, 2015** (**BOE Meeting Date**) Annual Budget Hearing is held, at 6:00pm (prior to Regular BOE Meeting).
- **May 12, 2015** School Budget Notice mailed to all qualified voters of the school district after the Budget Hearing but no later than six days prior to Annual Budget Vote.
- **May 13, 2015** A listing of those residents who were given absentee ballots is posted in the District Office. A copy of this listing is posted in the Gymnasium on Election Day. Voting machines and inserts are prepared for the Annual Vote and Board Election at the High School Gymnasium
- **May 19, 2015** Annual Budget Vote and Election of Board of Education Candidates, from 12:00 noon to 9:00 P.M. Arrangements are made for a Notary Public to swear in Inspectors of Elections prior to voting session.

General Brown Central School District



*Strategic Action Plan
Adopted by the Board of Education
December 8, 2014*

General Brown Central School District

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General Brown Central School District

Membership of Contributors

Josephine Adams
Paula Ahlheim
Julie Amstutz
Debra Bennett
Kelly Biedekapp
Michael Bourcy
Denise Campbell
Karen Cloonan
Lorraine Comins
James Covey
Cynthia Doolittle
Chandra Epting
Janelle Ferris
Tom Frears
Paul Gmitter

Gary Grimm
Willis Haller
Valeria Halpin
Lindsay Hanson
Tina Heckman
Philip Jenner
Floyd (Duff) Kitto
Susan Kitto
Michael Lennox
Gary Lomber
Hope Ann LoPresti
David Malone
Sarah Maryhugh
Joanne McKinney
Daniel Mincer

Amy Moore
Sheri Nichols
Robin O'Connor
Joseph O'Donnell
Cathy Pitkin
Ellen Sheen
Lisa Smith
Debbie Streeter
Jeffrey Timerman
Michele Traynor
Lisa VanBrocklin
Stephan Vigliotti
Jeffrey West
Dorrie Young
Barbara Zehr

2014 Membership of Contributors (Update)

Kate Beattie
Heather Devine
Daniel Dupee II
Rebecca Dupee
Maureen Garnsey
Bridget Grimm
Gary Grimm
Tina Heckman
Erin Heller

Sandra Klindt
Michele Lamon
Jamie Lee
Hope Ann LoPresti
Dan Mincer
Cammy Morrison
Joseph O' Donnell
Amy O'Riley

David Ramie
Cathy Pitkin
Lisa Scully
Lisa Smith
Samantha Streiff
Lisa Tyo
Babette Valentine
Jeffrey West

General Brown Central School District Core Beliefs

We believe that:

- Everyone can learn.
- Each student has the right to develop his/her unique potential.
- The education of each student is a shared responsibility of the entire community.
- Our schools must provide a positive learning environment for all.
- All people are accountable for their actions.
- Everyone can contribute positively to society.

General Brown Central School District

The Mission

The mission of the General Brown Central School District is to prepare and inspire each student to meet future challenges.

General Brown Central School District

Strategic 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 college and/or career ready, prepared to pursue his/her personal goals that enhance the global community.**
- Strategic Goal 3: **Each student will demonstrate responsible and respectful behavior.**

General Brown Central School District

Measurable Results

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.

Measurable Result: 1.1 Each student will achieve proficiency (3) or mastery (4) on all local and state assessments.

Recommended Action Steps:

- 1.1.1- Analyze the 3-8 assessment data provided by SED in July 2014 for student performance per standard and individual student performance.
- 1.1.2- Develop common formative assessments aligned to the Common Core Learning Standards and in the format of the 2013 and 2014 assessment questions that have been released by SED.
- 1.1.3- Provide professional development aligned to identified curricular revisions/enhancements and new instructional strategies.
- 1.1.4- Schedule monthly grade level meetings with principal and other instructional leaders to review successes and challenges.
- 1.1.5- Principals and other instructional leaders observe teachers during ELA and Math instruction.

Measurable Result: 1.2 Each student will graduate with at least 75% earning an advanced designation diploma.

Recommended Action Steps:

- 1.2.1- Encourage students to take courses that challenge/enhance their academic ability.
- 1.2.2- Analyze the number of students in study hall in junior and senior year.
- 1.2.3- Analyze the number of students enrolled in advanced placement and/or college level courses.
- 1.2.4- Increase level of communication about graduation requirements.
- 1.2.5- Examine and revise (if necessary) all 9-12 course offerings.

General Brown Central School District

Measurable Results

Strategic Goal 2: Each graduate will be college and/or career ready, prepared to pursue his/her personal goals that enhance the global community.

Measurable Result: 2.1 Each student will enter a two/four year institute of higher learning, enter the military, or secure employment within two months after graduating from high school.

Recommended Action Steps:

- 2.1.1- Conduct a post-graduate survey to examine student longevity in college.
- 2.1.2- Conduct a post-graduate survey to examine student placement in the military/job force.
- 2.1.3- Communicate with 2- and 4-year colleges and the business community.

General Brown Central School District

Measurable Results

Strategic Goal 3: Each student will demonstrate responsible and respectful behavior.

Measurable Result: 3.1 Each class, grade level and extracurricular club will perform community service on an annual basis.

Recommended Action Steps:

- 3.1.1- Determine age/developmentally appropriate community service activities for each grade level.
- 3.1.2- Establish connections with community to form partnerships.
- 3.1.3- Inform club/class advisors of community service opportunities and mandate one activity per school year.

Measurable Result: 3.2 Each building will see a decrease in discipline referrals.

Recommended Action Steps:

- 3.2.1- Continue Character Education in the elementary schools.
- 3.2.2- Provide professional development on classroom management.
- 3.2.3- Implement bullying awareness program.
- 3.2.4- Examine student discipline data and share this data with staff with the purpose of forming action plans to reduce the number of discipline referrals.

General Brown Central School District

Achievement Strategies

Created by the
Board of Education

1. We will evaluate, align and pledge the human, financial and physical resources necessary to achieve our strategic goals en route to our mission.
2. We will form partnerships among members of the school community to: implement our strategic plan; measure results; make adjustments as needed; to meet or exceed our goals.
3. We will communicate with and obtain the comments of the school community as we apprise them of our progress in the achievement of our strategic plan en route to our mission.

General Brown Central School District

Focus for Success

Created by the
Board of Education

We will only accept, implement or continue programs or services that:

- are consistent with and contributes to our mission;
- are staffed and funded sufficiently;
- include an implementation plan with designated authority and accountability;
- are accompanied by the means to assess their effectiveness.