

GENERAL BROWN CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION
Regular Meeting
Preliminary Agenda
March 9, 2015 - 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:
 - February 9, 2015 - Regular Meeting

2. Approval of Buildings and Grounds requests:
 - JSHS gymnasium - Victory Athletics - February 14, 2015 from 7:00 a.m. to 5:00 p.m. - Youth Basketball Tournament
 - DEX gymnasium - GB Performing Arts Club - March 13, 2015 from 7:00 p.m. to 10 p.m. - Volleyball Tournament
 - DEX cafeteria - Dexter Citizens' Committee - March 17,18 and 19, 2015 from 6:00 p.m. to 8:00 p.m. - Dexter Baseball / Softball sign-ups
 - DEX school grounds - Village of Dexter - March 28, 2015 from 9:15 a.m. to 11:00 a.m. - Annual Easter Egg Hunt

3. Conferences and Workshops:
 - Philip Jenner - Assessment Design Institute - JLBOCES - February 10-12, 2015
 - Erin Smith - Effective Assessment Workshop - JLBOCES - February 10.12, 2015
 - Katie Clough - Commissioner's Advisory Council - NYSED, Albany - February 11, 2015
 - Bridget Grimm - VAP Grant PSAT Conference - JLBOCES - February 11, 2015
 - Deanna Gullquist - Technology Leadership Meeting - Oneida BOCES, Oneida - February 24, 2015
 - Joseph O'Donnell - The Complete Communicator - JLBOCES - February 26, 2014
 - Jennifer Nelson - Science RAD - JLBOCES - February 26-27, 2015
 - Martha McIntosh - Pre-K Behavioral Focus for challenging Disorders Workshop - Building Blocks, Watertown - February 27, 2015
 - Joseph O'Donnell - Section 3 AD Meeting - Canastota - March 11, 2015
 - Paula Ahlheim - Fitting It All In Workshop - JLBOCES - March 13, 2015
 - Jillian Goodrich - Fitting It All In Workshop - JLBOCES - March 13, 2015
 - Elizabeth Lavoie - Fitting It All In Workshop - JLBOCES - March 13, 2015
 - Tricia Nortz - Fitting It All In Workshop - JLBOCES - March 13, 2015
 - Trista St.Onge - Fitting It All In - Workshop - JLBOCES - March 13, 2015
 - Jennifer Augliano - SchoolTool Secondary Scheduling Session - JLBOCES - March 18, 2015
 - Deanna Oliver - SchoolTool Secondary Scheduling Session - JLBOCES - March 18, 2015
 - Casey Nicol - SchoolTool Secondary Scheduling Session - JLBOCES - March 18, 2015
 - Marli Eyestone - SchoolTool Workshop - JLBOCES - March 18, 2015
 - Lisa Smith - JLSBA Dessert Workshop "An Evening with Cooperative Purchasing" - March 19, 2015
 - Cammy J. Morrison - JLSBA Dessert Workshop "An Evening with Cooperative Purchasing" - March 19, 2015
 - Sandra Young Klindt - JLSBA Dessert Workshop "An Evening with Cooperative Purchasing" - March 19, 2015
 - Kartrina Matthews - School Greeters Safety & Awareness Training - JLBOCES - March 20, 2015
 - Tammie Nelson - School Greeters Safety & Awareness Training - JLBOCES - March 20, 2015
 - Tammy Scordo - School Greeters Safety & Awareness Training - JLBOCES - March 20, 2015
 - Tricia Nortz - Powerful Strategies to Help Your Struggling Readers Achieve the Rigorous Common Core State Standards in Reading - Syracuse, March 25, 2015
 - Cammy J. Morrison - JLSBA National Honor Society Recognition Program - Watertown High School - March 25, 2015
 - Martha McIntosh - CKLA ELA Domains Workshop - JLBOCES - April 8, 2015
 - Debra Bennett - Employee Arrest and Certification Update Workshop - JLBOCES - April 10, 2015
 - Jennifer Augliano - When Grief Comes to School - Bohlen Tech Center - April 15, 2015
 - Bridget Grimm - When Grief Comes to School - Bohlen Tech Center - April 15, 2015
 - Cammy J. Morrison - Utica National 2015 School Risk Management Seminar - Savory Best Western, Watertown - April 21, 2015

4. Approval of Financial Reports: January 2015
 - Appropriation Report - All Funds
 - Revenue Report - All Funds
 - Treasurer's Cash Reports
 - Claims Auditor Monthly Reports
 - General Fund Warrant "A"

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

REGULAR AGENDA

Other Discussion and Action

1. Public Comments - Mr. Jeffrey Timerman, Jefferson-Lewis BOCES Board of Education representative
2. Ongoing Agenda Items:
 - ❖ Academic Presentation -
Policy Review:
 - ❖ Policy #7130 (revised) - Entitlement to Attend / Age and Residency - 1st Reading
3. Board Information - Invitation from JLSBA Workshop/Executive Committee Meeting: *“An Evening with Cooperative Purchasing - Are You Maximizing the Benefits Available to Your District!”* - March 19, 2015
4. Board Information - Invitation from JLSBA National Honor Society Recognition Program - March 25, 2015
5. Board Information - Invitation from JLBOCES Annual Dinner Meeting / Budget Presentation - April 15, 2015
6. Board Information - PIVOT First Semester Report (formerly Alcohol and Substance Abuse Council)
7. Board Information - Term expiration for members of the General Brown Central School District Board of Education are listed below. Petitions are available and will be accepted in the Office of the District Clerk until 5:00 p.m. April 20, 2015.
 - 2015 - Jeffrey West
 - 2015 - Daniel Dupee
 - 2015 - Jamie Lee
 - 2016 - Sandra Young Klindt
 - 2016 - Brien Spooner
 - 2017 - Cathy Pitkin
 - 2017 - Michael Ward
8. Board Information - 2nd Quarter Marking Period Data for review
9. Board Discussion / Action - Mr. Jeffrey Timerman’s three-year term serving on the Jefferson-Lewis-Hamilton-Herkimer-Oneida Board of Cooperative Education Services (BOCES), will expire June 30, 2015. Nominations of candidates will be accepted by Jefferson-Lewis BOCES until March 23, 2015. Nominations for candidates from General Brown CSD will be accepted at this time:
Are there any nominations for candidates?

A motion is made by _____ to nominate _____ to serve as a representative serving a three (3) year term of office beginning July 1, 2015 and concluding on June 30, 2018.

The above nomination is seconded by _____, with motion approved ____ - ____, with _____ abstaining.
10. Board Discussion - Component School District Boards of Education and Trustees will vote on the BOCES election and the 2015-2016 Proposed Administrative Budget of the Jefferson-Lewis BOCES on **Monday, April 20, 2015**. A special meeting will be required for the purpose of the vote. (Last year’s meeting was held at 7 a.m. in the District Office Conference Room.)
The special meeting of the Board of Education will begin at _____ (time) in the _____ (location).
11. Board Action - Madison-Oneida BOCES Services Request Form and Contract 2015-16: **BE IT RESOLVED** that the Board of Education of the General Brown Central School District will participate during the 2015-2016 school year in the programs / services marked positively on the 2015-2016 Madison Oneida BOCES Services Commitment Form
Motion for approval by _____, seconded by _____, with motion approved ____ - ____.
12. Board Action - **BE IT RESOLVED** that upon the recommendation of the Superintendent of Schools, the Board of Education of the General Brown Central School District takes action to enter into a contract with Bernier, Carr & Associates, P.C. for the purpose of conducting the 2015 Building Condition Survey, as mandated by New York State Education Department.
Motion for approval by _____, seconded by _____, with motion approved ____ - ____.
13. Board Action - Approval of Board of Education 2015-2016 Meeting Schedule

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

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

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

ADMINISTRATIVE REPORTS

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

CORRESPONDENCE AND COMMUNICATIONS

- 21. Correspondence Log
- 22. Calendar of Events

ITEMS FOR NEXT MEETING *Monday, March 23, 2015*

23. _____

RECOMMENDATIONS AND ACTION

24. 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:

Lee Gault - Cleaner - effective March 27, 2015

(B) Resignations:

Ellen Sheen - Modified Girls softball - effective February 25, 2015

Mike Hartle - Varsity Boys Baseball - effective March 2, 2015

(C) Appointments including coaches:

John C. Devine - Substitute Teacher - \$75 per day non-certified - effective March 10, 2015

Andrea W. McCabe - Substitute Teacher - \$75 per day non-certified - effective March 10, 2015

Jacob A. Powell - Substitute Teacher - \$75 per day non-certified - effective March 10, 2015

25. 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:

- **John C. Devine** - Substitute Teacher
- **Andrea W. McCabe** - Substitute Teacher
- **Jacob A. Powell** - 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

GENERAL BROWN CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION
Regular Meeting
Unapproved Minutes
February 9, 2015 - 5:15 p.m.
General Brown Room / Jr.-Sr. High School

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, 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; Tina Heckman, High School Principal; Joseph O'Donnell, Junior High School Principal/Athletic Director; Hope Ann LoPresti, Brownville Glen Park Principal; David Ramie, Dexter Elementary Principal; Bebette Valentine, Curriculum Coordinator; Debra Bennett, District Clerk; Cindy Fusco, GBTA President; Members of the staff

**REGULAR MEETING
CONSENT AGENDA**

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

1. Approval of Minutes:
 - January 12, 2015 - Regular Meeting

2. Approval of Buildings and Grounds requests:
 - JSBS gymnasiums - Youth Basketball - January 17, 2015 from 7:30 a.m. to 5:00 p.m. - Tournament
 - DEX cafeteria - Girl Scouts NYPENN - January 21 and 28 and February 4, 11 and 25, 2015 - K-3 Recruitment
 - JSBS new gymnasium - Zumba Fundraiser - February 28, 2015 from 8:00 a.m. to 11:30 a.m.
 - JSBS-DEX-BGP gymnasiums - AAU Basketball Doug Black - February 9 through May 15, 2015 one day per week as available from 6:00 p.m. to 8:30 p.m. - practice

3. Conferences and Workshops:
 - Jennifer Augliano - BOCES School Counselor Meeting - JLBOCES - January 14, 2015
 - Katie Clough - 2015 US Lacrosse Convention - Baltimore MD - January 23-25, 2015
 - Debra Bennett - AG School Registration and Enrollment Procedures Workshop - JLBOCES - January 27, 2015
 - Donna Keefer - AG School Registration and Enrollment Procedures Workshop - JLBOCES - January 27, 2015
 - Amy O'Riley - BOCES Test Writing - JLBOCES - January 29-30, 2015
 - Jannell Pickeral - BOCES Test Writing - JLBOCES - January 29-30, 2015
 - Melissa Ruscio - Science RAD - JLBOCES - January 30, 2015
 - Jon D. Murphy - VAP Grant Mentors Workshop - JLBOCES - February 3, 2015
 - Lisa Smith - 2015 Annual Governmental Conference - Savory Downtown - February 5, 2015
 - Erin Heller - eDoctrina Training - JLBOCES - February 6, 2015
 - James Nevers - Food Service Directors Meeting - Northwest Tech., Ogdensburg - February 6, 2015
 - Melissa Ruscio - Science RAD - JLBOCES - February 26, 2015
 - Melissa Ruscio - Science RAD - JLBOCES - March 9, 2015
 - John P. Middlestate - 19A/Mechanic/Safety Officer Workshop - JLBOCES - March 11, 2015
 - David Ramie - NTI Math Common Core - Albany - March 17-18, 2015
 - Steven M. Flath - School Bus Driver Instructor Annual Refresher - JLBOCES - April 21, 2015
 - Lindsay Labiendo - Assessment Design Institute - JLBOCES - February 10-12, 2015

4. Approval of Financial Reports: December 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 - Mr. Jason Reynolds addressed the Board regarding a residency issue.

2. Ongoing Agenda Items:

Academic Presentations:

- ❖ SLO Development - Mrs. Heckman

3. Board Information - NYSSBA 2015 Online training schedule - Essentials of School Board Governance and Fiscal Oversight Training meeting NYS mandated fiscal and governance training requirements for first-year Board members
4. Board Information - "Friendship" payment in lieu of taxes received from Jefferson Rehabilitation Center - \$119.19
5. Board Information - Mr. Jeffrey Timerman's term serving on the Jefferson-Lewis-Hamilton-Herkimer-Oneida Board of Cooperative Education Services (BOCES) will expire June 30, 2015. Component school district Boards of Education and Trustees will vote on the election and the 2015-2016 Proposed Administrative Budget of the Jefferson-Lewis BOCES on Monday, April 20, 2015. Nominations for members will be accepted at the March 9th Board of Education meeting, and submitted to Jefferson-Lewis BOCES by March 23, 2015.
6. Board Discussion - Jefferson-Lewis BOCES Component School Districts Calendar for 2015-2016
7. Board Discussion - Board of Education Meeting Schedule for 2015-2016
8. Board Action - Approval of Committee on Special Education Reports
Motion for approval by Jamie Lee, seconded by Brien Spooner, with motion approved 7-0.

ADMINISTRATIVE REPORTS - For information only

9. Operations Report
10. Jr. & Sr. High School Principal Reports
11. Elementary Principal Reports
12. Curriculum Coordinator Report
13. School Business Official Report
14. Superintendent Report

CORRESPONDENCE AND COMMUNICATIONS - For information only

15. Correspondence Log
16. Calendar of Events

ITEMS FOR NEXT MEETING Monday, March 9, 2015

17. 2015-16 BOCES Component School Districts Calendar / 2015-16 Board of Education Meeting Schedule

RECOMMENDATIONS AND ACTION

18. Personnel Changes as listed:

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

(A) Retirements: - None at this time

(B) Resignations: - None at this time

(C) Appointments including coaches:

- Karen M. Culbertson** - Substitute Registered Nurse - \$12.66 per hour - effective February 10, 2015
- Julia M. Russell** - Substitute Teacher - \$85 per day certified - effective February 10, 2015
- Joel W. Gilfillan** - Substitute Teacher - \$75 per day non-certified - effective February 10, 2015
- Thomas (Dan) Campbell** - Substitute Teacher \$75 per day non-certified - effective February 10, 2015

(D) SPRING Coaches - PAID:

- Mike Hartle** - Varsity Boys Baseball*
- Darrin Pitkin** - Varsity Girls Softball***
- Lindsay Hanson** - JV Girls Softball*
- Ellen Sheen** - Modified Girls Softball*
- Katie Clough** - Varsity Girls Lacrosse*
- Erin Smith** - Modified Girls Lacrosse*
- James Blunden** - Modified Boys Lacrosse*
- Jon Murphy** - Varsity Golf*

SPRING Coaches - UNPAID:

Stacy Bauter - Boys Lacrosse*** (2-4 Renewal)

Jessica Bower - Softball*

Coaches have the following (as mandated by NYSED):

- ❖ Possesses Teaching Certificate/Concussion Management/First Aid/CPR/DASA *
- ❖ Possesses Professional Coaching License/Child Abuse/School Violence/First Aid-CPR/Philosophy, Theories and Health Science/Fingerprint Clearance/Concussion Management/DASA **
- ❖ Possesses Temporary Coaching License/Child Abuse/School Violence/First Aid-CPR/Fingerprint Clearance/Concussion Management/DASA ***

19. 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:

- **Karen M. Culbertson** - Substitute Registered Nurse
- **Julia M. Russell** - Substitute Teacher
- **Joel W. Gilfillan** - Substitute Teacher
- **Thomas (Dan) Campbell** - Substitute Teacher
- **Darrin Pitkin** - Coach
- **Stacy Bauter** - Coach

Motion for approval by Michael Ward, seconded by Daniel Dupee, with motion approved 7-0.

Executive Session:

A motion is requested to enter executive session for the discussion of litigation strategy regarding a current specific legal matter and collective negotiations pursuant to Article 14 of the Civil Service Law.

Motion for approval by Brien Spooner, seconded by Sandra Klindt, with motion approved 7-0. Time entered: 5:53 p.m.

Return to Open Session:

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

Motion for approval by Cathy Pitkin, seconded by Jamie Lee, with motion approved 7-0. Time adjourned: 8:09 p.m.

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 7-0. Time adjourned: 8:09 p.m.

Respectfully submitted:

Debra L. Bennett, District Clerk

- Supporting documents may be found in supplemental file dated February 9, 2015

Jeffrey J. Timerman
23283 Timerman Road
Dexter, N.Y. 13634
315-639-3821
jtimerman@twcnny.rr.com

March 5, 2015

Dear General Brown Board of Education Members,

I write to you to ask for your support in the up-coming BOCES Board of Education election. Attached is my resume for your reference. I have served the school districts as a member of the BOCES Board now for nine years and wish to continue that service.

I am a past member of my local General Brown Board with fifteen (15) years there and had gained much knowledge and experience in that time. I have attended many NYSSBA Conventions and workshops in my tenure as a Board member. In the tenuous budget and reform atmosphere we are currently in, there is no substitute for knowledge and experience.

Please take a moment to review my brief resume and consider my experience in the upcoming BOCES election. I would greatly appreciate your support with a nomination for re-election. Thank you.

Sincerely,

Jeffrey J. Timerman

Jeffrey J. Timerman

23283 Timerman Road
Dexter, N.Y. 13634
315-639-3821

EMPLOYMENT: Retired from **Thousand Islands Bridge Authority**, Collins Landing, N.Y.
Manager, Finance & Business Administration, 9/30/02 – 4/17/14. Managed
the financial and business administration of the Authority which operates the
Thousand Islands Bridge and Boldt Castle.

EDUCATION: **SUNY at Oswego**, Oswego, N.Y. 13126
Graduated with a Masters degree in Vocational-Technical Education in May 1990
with a Certificate of Qualification.

Clarkson College of Technology, Potsdam, N.Y. 13676
Graduated with a B.S. degree in May 1976 majoring in Accounting.

SUNY at Canton, Canton, N.Y. 13617
Graduated with an A.A.S. degree in May 1974 majoring in Accounting.

ACTIVITIES: Member of Herkimer, Oneida, Jefferson, Lewis, Hamilton BOCES Board
Member of Jeff-Lewis School Boards Association,
Member of Dexter Masonic Lodge #1072, Valley of Buffalo Scottish Rite,
Watertown Media Temple of Shriners
Enjoys hunting, fishing, snowmobiling, and collecting vintage performance cars.

FAMILY: Resides on Pillar Point with wife Helen and children Spencer and Rebekah.

POLICY

2015

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Students

First Reading - March 9, 2015

SUBJECT: ENTITLEMENT TO ATTEND -- AGE AND

RESIDENCY Ages of Attendance/Compulsory Attendance Age

According to Education Law, a student who becomes six (6) years of age on or before the first of December in any school year shall be required to attend full-time instruction from the first day that the District schools are in session in September of such school year, and a student who becomes six (6) years of age after the first of December in any school year shall be required to attend full-time instruction from the first day of session in the following September. Except as otherwise provided in Education Law Section 3205(3), a student shall be required to remain in attendance until the last day of session in the school year in which the student becomes sixteen (16) years of age.

However, in accordance with Education Law Section 3205(3), the Board of Education in any school district shall have the power to require minors from sixteen (16) to seventeen (17) years of age who are not employed to attend full-time instruction until the end of the school year in which the student turns seventeen (17) years of age.

All persons dwelling within the District who are between the ages of five (5) years and twenty-one (21) years and who have not received a high school diploma shall be entitled to enroll in the District.

Conditional Enrollment and Attendance

When a child's parent, or a person in parental relation to a child, requests enrollment of the child in our school district, we enroll the child on a conditional basis, and the child is expected to begin attendance the next day or as soon as necessary arrangements can be made. Enrollment is considered conditional pending our review of documentation presented by the child's parent, or the person in parental relation to the child. The child shall continue to be conditionally enrolled, and expected to attend school pending a complete review of documentation, as well as the duration of any review of an unfavorable decision.

Process and Documentation for Enrollment Review

The determination regarding the student's eligibility for initial and continuing enrollment, including the student's residency status is made by the Superintendent of Schools or his/her designee. All required and supplemental documentation for enrollment can be found by contacting the General Brown District's central registration office at (315) 779-2300, by visiting the District's website at <http://www.gliions.org>, or by visiting the District Offices 17643 Cemetery Road, Dexter, New York 13634-0500. The parent/guardian or person in a parental relationship should complete all required forms and gather all requested documentation prior to attending their registration appointment.

POLICY

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Students

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For purposes of processing an enrollment request, the District does not request a Social Security card or number, and does not request any information about the immigration status of the child or the adult requesting the student's enrollment.

Student Residency

The residence of children dwelling within the District boundaries shall be established in a manner consistent with State Law and the Regulations of the Commissioner. The Board of Education or its designee shall determine whether a child is entitled to attend a District school and any adverse residency decision by a school official shall include written notice to the parent/person in parental relation of the procedures for obtaining review of the decision within the District.

The District may seek supporting documentation to verify that the child to be enrolled resides with the parent or person in parental relation, and that the parent or person in parental relation maintains a physical presence in the District that qualifies as a residence.

To establish that the child resides with the parent or person in parental relation, the District can request that the adult parent or person in a parent relation sign an affidavit that the child lawfully resides with them. The affidavit must also state that the adult has total and permanent custody and control of the child, and explain how they obtained that custody and control.

To establish that the parent or person in a parental relation maintains a residence in the District, the District may first request the following documentation:

- A signed and sworn statement from the parent or person in parental relation that they do indeed reside in the District

And

At least one (1) of the following

- A copy of a residential lease or proof of ownership of a house or condominium;
- A notarized statement signed by a landlord, property owner, or tenant from whom the adult leases or rents property, or with whom the adult resides or shares property within the District; or
- Some other notarized signed statement from a third party establishing that the adult maintains a physical presence within the District.

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Students

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If the above forms of documentation in the previous paragraph are not available, the District will accept for review other forms of documentation of residency, including but not limited to:

- Pay stub;
- Income tax form;
- Utility or other bills;
- Membership documents based on residency (e.g., library card);
- Voter registration documents;
- Official driver license, learner permit, or non-driver identification;
- State or other government issued identification or documents relating to government services or benefits; and/or
- Evidence of custody of the child, i.e., complete custody papers, settlement agreements, judicial orders, etc.

Age of Child

A child will be enrolled if the child will be age five before December 1 of the school year for which the student seeks to enroll, and will be enrolled through the school year in which the child either completes high school graduation requirements or reaches age 21.

If there is available a certified transcript of a birth certificate or record of baptism, including a certified transcript of a foreign birth certificate or certificate of baptism, no other form of evidence will be accepted to establish the child's age.

If a certified transcript of a birth certificate or record of baptism is not available, the District will request a passport, including a foreign passport, to establish the child's age.

If neither a certified transcript of a birth certificate or record of baptism, or a passport, is available, the District will consider other documentation, including but not limited to the types in this list, *provided that those documents have been in existence for two (2) years or more:*

- Official driver's license for the child;
- State or other government issued identification, or government agency documents providing a date of birth or age;
- School photo identification with date of birth;
- Consulate identification card;
- Hospital or health records;
- Military dependent identification card;
- Court orders or court issued documents;
- Native American tribal documents; or
- Records from non-profit international aid agencies and voluntary organizations

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Students

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Where documents are presented that originate in a foreign country, the District may request verification of the documents from an appropriate foreign government of agency, consistent with the requirements of FERPA concerning the confidentiality of education records.

Public Health Requirements

The District requires proof of immunization, as required by Section 2164(7) of the New York State Public Health Law, before a student may attend school. Those requirements can also be reviewed at <http://www.health.ny.gov/prevention/immunization/>. The District will also exclude an enrolled student from attending school when the student either: (1) is not immunized against a communicable or infectious disease and such disease has been reported in the school district in the preceding 30 days; or (2) has a communicable or infectious disease that imposes a significant risk of infection of others, as required by Section 906 of the New York State Education Law.

Determination Regarding Continued Enrollment

In the usual case where a determination has of enrollment is not made at the initial registration meeting, a determination of whether the child is entitled to continue attendance in the District will be made by the Superintendent within three (3) business days of the child's initial enrollment. This time period may be extended where additional documentation is required, or verification is required. Each parent or person in parental relation who seeks to enroll a child will be provided a reasonable opportunity to submit available information.

A written notification of the determination will be provided to the parent or person in parental relation who requested the enrollment. As part of the written notification, the parent or person in parental relation will be notified of the procedure for obtaining a review of that determination within the District, if available.

POLICY

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Students

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When the Board or its designee determines that a child is not entitled to attend school in the District because the child is not a resident of the District, the written notice of that determination will be provided to the parent or person in parental relation within two (2) business days of the determination, and it will include this information:

- That the child is considered not entitled to attend school in the District because of non-resident status;
- The specific basis for the determination that the child is not a resident of the district, including a description of the documentary and other evidence upon which the determination is based;
- The date on which the child will be excluded from school; and
- That the determination may be appealed to the Commissioner of Education, in accordance with Education Law Section 310, within thirty (30) days of the date of the determination, and that the instructions, forms, and procedures for taking such an appeal (including translated versions of the instructions and forms) may be obtained from the Office of Counsel at www.counsel.nysed.gov or by mail addressed to the Office of Counsel, New York State Education Department, State Education Building, Albany, NY 12234, or by calling the Appeals Coordinator at (518) 474-8927.

SUBJECT: ENTITLEMENT TO ATTEND -- AGE AND RESIDENCY

McKinney-Vento Homeless Education Assistance Act, Section 722, as reauthorized by the No Child Left Behind Act of 2001

Domestic Relations Law Section 74

Education Law Sections 2045, 3202, 3205, 3209 and 3212(4)

Family Court Act Section 657

8 New York Code of Rules and Regulations (NYCRR) Sections 100.2(x) and (y)

NOTE: Refer also to Policy #7131 -- Education of Homeless Children and Youth

Adopted: __/__/15



BOCES

Pursuing Excellence

Alice M. Draper
President

James L. Lawrence, Jr.
Vice President

Michael J. Kramer
Barbara A. Lofink
Peter E. Monaco
Lynn A. Murray
Grace H. Rice
Jeffrey J. Timmerman
Michael F. Young

Stephen J. Todd
Chief Executive Officer

Patricia L. LaClair
Clerk

Patricia O'Driscoll
Treasurer

BOARD OF COOPERATIVE EDUCATIONAL SERVICES

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TO: Component District Board of Education Members and Trustees
Component District Clerks

FROM: Patricia L. LaClair, Clerk of the Board of Cooperative Educational Services

DATE: January 30, 2015

RE: Nominating Procedures and Minimum Qualifications for Individuals Interested in Seeking Election to the Jefferson-Lewis-Hamilton-Herkimer-Oneida Board of Cooperative Educational Services

In keeping with Section §1950 of Education Law, I am forwarding this notification that the Jefferson-Lewis-Hamilton-Herkimer-Oneida Board of Cooperative Educational Services (B.O.C.E.S.) **will accept nominations until March 23, 2015 for three (3) vacancies on the BOCES Board.** The term of office for each vacancy is three (3) years beginning on July 1, 2015 and concludes on June 30, 2018. The three (3) candidates receiving the highest number of votes cast will be elected to the BOCES. Component district Boards of Education and Trustees will vote on the election and proposed 2015-2016 BOCES administrative budget April 20, 2015 at meetings held in their individual districts. **Please note the deadline for receipt of nominations is March 23, 2015.**

Eligibility Criteria for Candidates for Election to the Jefferson-Lewis-Hamilton-Herkimer-Oneida Board of Cooperative Educational Services

- must be able to read and write
- must be at least 18 years of age or older
- must be a citizen of the United States
- must not have been convicted of a felony or have been adjudged an incompetent
- must be and have been a resident of the supervisory district for at least one year prior to the election but need not be a taxpayer
- may be the only member of his/her family serving on the Board of Cooperative Educational Services
- may not be an employee of a school district in the Jefferson-Lewis-Hamilton-Herkimer-Oneida Supervisory District
- may not be an employee of the Jefferson-Lewis-Hamilton-Herkimer-Oneida Board of Cooperative Educational Services
- may not simultaneously hold another incompatible public office

- must not have been removed from a school district office within one year of election
- may not be a resident of a component school district which currently has a resident serving on the BOCES whose term will not expire on June 30, 2015.

For this election, candidates may **not** reside in Adirondack, Belleville Henderson, Carthage, Sackets Harbor, South Lewis and Watertown school districts.

Individuals from the following school districts **are eligible** to be candidates for this election: Alexandria, Beaver River, Copenhagen, General Brown, Indian River, Inlet, LaFargeville, Lowville, Lyme, South Jefferson, Thousand Islands or Town of Webb.

Eligible persons must be nominated by resolution of a Board of Education of a component school district. In 1993, Education Law §1950 was amended to emphasize the need for unrepresented Boards to make nominations.

A certified copy of a resolution nominating a person for a seat on the BOCES must be received by the BOCES Clerk of the Board by the close of the business day on Monday, Monday, March 23, 2015.

Attachments:

- 2015 planning calendar for the vote on the 2015-16 BOCES administrative budget and election of members to the Board.
- Listing of current members of the BOCES and their districts of residence.
- Listing of current members of the BOCES whose terms will expire on June 30, 2015.

cc: Component Superintendents
Members of the Jefferson-Lewis-Hamilton-Herkimer-Oneida Board of
Cooperative Educational Services

**Jefferson-Lewis-Hamilton-Herkimer-Oneida Board of Cooperative
Educational Services
Planning Calendar
Vote on Administrative Budget/Election of Members to the Board
2015**

- July 9, 2014
- Jefferson-Lewis-Hamilton-Herkimer-Oneida Board of Cooperative Educational Services meets and adopts the following resolutions:
Designation of April 15, 2015, 7:00 p.m. as the date for the BOCES Annual Meeting to be held at the Bohlen Central Administration Building, 20104 State Route 3, Watertown, NY 13601
 - Designation of April 20, 2015 as the date on which component school district Boards of Education vote on the BOCES tentative administrative budget and election of members to the BOCES.
- February 19, 2015
- BOCES Clerk of the Board forwards notice to Clerks of component school district Boards of Education specifying nominating procedures, qualifications of candidates and timeline of election requirements. (minimum of 60 days prior to election)
- March 23, 2015
- Deadline** for certified nominations of candidates for election to the Board of Cooperative Educational Services from component school districts to be received by the BOCES Clerk. BOCES proposed administrative, capital and program budgets will be available for inspection by the public during regular business hours (8:00 a.m.-4:30 p.m.), in the Office of the District Superintendent, BOCES Central Administration Building located at 20104 State Route 3, Arsenal Street, Watertown, New York. Copies will also be available upon request at the district offices of each component school district. (minimum 30 days prior to election)
- April 1, 2015
- Public legal notice of Annual Meeting is published in official designated newspapers. (Ed Law §1950 [4] [b] [4]). (minimum 14 days prior to Annual Meeting)
- Public notice and copies of 2015-2016 proposed budget mailed to each component district and board/trustee member.
- April 6, 2015
- BOCES Clerk of the Board mails ballots to Clerks of component school district Boards of Education to be used in voting on the tentative 2015-2016 administrative budget and election of members to the BOCES. (minimum 14 days prior to election)
- April 15, 2015**
- BOCES Annual Meeting: BOCES Central Administration Building, Watertown, NY, 7:00 p.m.**
- April 20, 2015**
- Component school districts vote on tentative 2015-2016 administrative budget and elect members to the Board of Cooperative Educational Services.**
- April 20, 2015
- Component school districts notify BOCES of results of budget vote and election in their districts. BOCES Clerk notifies candidates of election results.
- April 21, 2015
- BOCES Clerk of the Board notifies school district Clerks of the results of the budget vote and election.
- May 6, 2015
- Results of the April 20, 2015 vote on the BOCES administrative budget and election of members to the Board are entered into the minutes of the meeting of the Board of Cooperative Educational Services. BOCES Board vote on 2015-2016 administrative, capital and program budgets.
- June 1, 2015
- BOCES submits operating plans and budget to the Commissioner of Education.

**Members of the Jefferson-Lewis-Hamilton-
Herkimer-Oneida Board of Cooperative Educational Services
whose terms expire on June 30, 2015**

Name

District

Lynn A. Murray
31721 NYS Route 12
Copenhagen, New York 13626
TERM EXPIRES: 2015

Copenhagen Central School District

Jeffrey J. Timerman
23283 Timerman Rd.
Dexter, New York 13634
TERM EXPIRES: 2015

General Brown Central School District

Michael F. Young
5344 Clinton Street
Lowville, New York 13367
TERM EXPIRES: 2015

Lowville Academy and Central School District

Updated 1/15/15

Jefferson-Lewis-Hamilton-Herkimer-Oneida Board of
Cooperative Educational Services

Current Board Members

Alice Draper, President
13876 Bishop Street
Adams, NY 13605
TERM EXPIRES: 2017

James L .Lawrence, Jr., Vice President
16882 Parker Road
Watertown, New York 13601
TERM EXPIRES: 2016

Michael J. Kramer
105 Hutton Heights
Boonville, NY 13309
TERM EXPIRES: 2016

Barbara A. Lofink
322 South James Street
Carthage, NY 13619
TERM EXPIRES: 2017

Peter Monaco
135 Smith Street
Watertown, NY 13601
TERM EXPIRES: 2016

Lynn A. Murray
31721 NYS Route 12
Copenhagen, NY 13626
TERM EXPIRES: 2015

Grace H. Rice
7469 Penny Settlement Road
Port Leyden, New York 13433
TERM EXPIRES: 2017

Jeffrey J. Timerman
23283 Timerman Rd.
Dexter, New York 13634
TERM EXPIRES: 2015

Michael F. Young
5344 Clinton Street
Lowville, New York 13367
TERM EXPIRES: 2015

School District of Residence

Belleville Henderson Central School District

Sackets Harbor Central School

Adirondack Central School District

Carthage Central School District

Watertown City School District

Copenhagen Central School District

South Lewis Central School District

General Brown Central School District

Lowville Academy and Central School
District

SERVICES AND BUDGET DEVELOPMENT CALENDAR

2015-2016

July 9, 2014	Board Meeting	Annual goal setting workshop; Reorganizational Meeting – Approved Annual Goals
August 2014	To Administrators	Distribute Planning Sheet: New & Expanded Programs 2015-2016 Services Guide descriptions
September 25, 2014	To District Superintendent	Planning Sheets, New & Expanded Programs 2015-2016 due
October 1, 2014	To Assistant Superintendent for Business	All Program Narratives for Services Guide, 2015-2016
November 5, 2014	To SED	New Program Data
November 19, 2014	Board Meeting	Overview of Proposals for New Programs; Budgetary Proposals for Career & Technical & Adult Education
December 17, 2014	Board Meeting	Budgetary Proposals for Central Administration Budget; Special Education & Services Guide
December 2014	Superintendent of Schools	Services Guide Distribution to Component Districts
December 2014	Administration Meetings	Operation & Maintenance, Personnel Proposals – 2015-2016
January 21, 2015	Board Meeting	Budgetary Proposals for Itinerant Services, Support, Non-Instructional Services and O&M
February 1, 2015	To BOCES	Initial Service Requests from Component Districts
February 11, 2015	Board Meeting - HGSTC	Draft Total Budget
February 19, 2015	Notice to Clerks	Nominating procedures (60 days prior to election)
February 26, 2015	Superintendents of Schools	Major tuitions to Superintendents
March 18, 2015	Board Meeting	Final Budget Document
March 23, 2015		Deadline for nominations (30 days prior to election)
April 1, 2015	Annual Meeting Legal Notice Forwarded to Newspapers	Minimum 14 days prior to Annual Meeting
April 1, 2015	To Component Board Members, Superintendents, Clerks	Mail Annual Meeting Legal Notice (14 days prior); Mailing tentative budget and Report Card 2013-2014 (10 days prior)
April 6, 2015	To Component Clerks	Ballots mailed for voting on BOCES Administrative Budget (14 days prior to election) and Election of Members to the Board
April 15, 2015	Annual Meeting	Review of Proposed Budget
April 20, 2015	Component Boards Meet	Vote on Administrative Budget; Board members' election
May 1, 2015	To District Superintendent	Final Service Requests from Districts
May 6, 2015	Board Meeting - HGSTC	Adopt Final Budget for 2015-2016 Submission to Commissioner
June 2015	To Districts	AS-7 Contracts 2015-2016 Verification of Final Billing for 2014-2015



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**GENERAL BROWN CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION MEETING SCHEDULE
2015-2016**

(As approved by the Board of Education - __/__/__)

Board of Education meetings will be held in the **General Brown Room** of the JSHS unless otherwise stated.

Meeting Time 5:15 PM (Unless otherwise stated.)

All executive sessions will be held in the Conference Room of the District Office.

Wednesday - July 1	Annual Organizational Meeting followed by Regular Meeting - Time 8:00 AM
August 10	Regular Meeting
September 14	Regular Meeting
October 5	Regular Meeting
November 9	Regular Meeting
December 7	Regular Meeting
January 11	Regular Meeting
February 8	Regular Meeting
March 7	Regular Meeting
March 21	Regular Meeting
April 11	Regular Meeting
May 9	Annual Meeting / Budget Hearing followed by Regular Meeting
Tuesday - May 17	Budget Vote / Election - New Gymnasium JSHS - Noon to 9 PM
June 6	Regular Meeting

Special Meetings (If scheduled)	Purpose of the Meeting