

GENERAL BROWN CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION
Regular Meeting
Minutes
August 10, 2015
General Brown Room / Jr.-Sr. High School

REGULAR MEETING

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

Members Present: Jeffrey West, President; Jamie Lee; Cathy Pitkin and Michael Ward

Members Absent: Daniel Dupee II; Sandra Young Klindt; Brien Spooner

Others Present: Cammy J. Morrison, Superintendent of Schools; Lisa Smith, Executive Director of Administrative Services; Kathaleen Beattie, Director of Student Services; Debra Bennett, District Clerk

CONSENT AGENDA

A motion for approval of the following items as listed under the CONSENT AGENDA is made by Jamie Lee, and seconded by Michael Ward - Motion is approved 4-0.

1. Approval of Minutes:
 - July 1, 2015 - Organizational Meeting
 - July 1, 2015 - Regular Meeting

2. Approval of Buildings and Grounds requests:
 - BGP classroom / OT-PT Room - June 29 to August 28, 2015 from 8:00 a.m. to 4:00 p.m. for the purpose of summer tutoring - Jillian Goodrich
 - JSBS classroom - July 7 to August 12, 2015 from 8:00 a.m. to 3:00 p.m. for the purpose of summer tutoring - Jolie Rose

3. Conferences and Workshops:
 - Hope Ann LoPresti - 2015 Administrative Leadership Conference - Lake Placid - July 8-10, 2015
 - Tina Heckman - LCI Assessment Training - JLBOCES - July 13, 2015
 - Hope Ann LoPresti - LCI Administrator Training - JLBOCES - July 13, 2015
 - Tina Heckman - Data Boot Camp - Rome Free Academy - July 14, 2015
 - Joseph O'Donnell - VADIR/DASA Training - Syracuse, NY - August 5, 2015
 - David Ramie - VADIR/DASA Training - Syracuse, NY - August 5, 2015
 - David Ramie - Lead Evaluator Training Recertification - JLBOCES - August 14, 2015
 - Hope Ann LoPresti - Lead Evaluator Training Recertification - JLBOCES - August 14, 2015
 - Kathaleen Beattie - Non-Violent Crisis Intervention Training Program for Instructor Certification - Watertown CSD - August 17-20, 2015
 - Lisa Smith - Data Boot Camp - Glenfield BOCES - August 18, 2015
 - Lisa Smith - State Aid Planning Workshop - JLBOCES - September 22, 2015
 - Lisa Smith - Medicaid Training - JLBOCES - October 23, 2015
 - Hope Ann LoPresti - Administrator Workshop - Effective Teaching Practices - JLBOCES - November 6 & 20, 2015 and February 19, 2016

REGULAR AGENDA

Other Discussion and Action

1. Public Comments - No requests at this time

2. Ongoing Agenda Items:
 - Academic Update:
 - ❖ None at this time
 - Policy Review:
 - ❖ None at this time

3. Board Information - 2015-2016 District Organizational Chart

4. Board Information - PIVOT Student Assistance Program Second Semester Report 2014-2015

5. Board Information - Professional Development Days - September 1 and 2, 2015 beginning at 8:00 a.m. in the JSBS auditorium

6. Board Information - Opening Day of School - September 3, 2015 - Reminders will continue to be sent via SchoolMessenger

7. Board Discussion - District Building Tours are not necessary this year - There will be at least one meeting at each elementary building during the school year
8. Board Discussion - Annual Review of School Facility Report Cards
9. Board Discussion - Board Retreat - 2015-2016 Board of Education GOALS - JLBOCES - August 17, 2015 at 5:00 p.m.
10. Board Action - Approval is requested for revisions to the District Calendar for the 2015-16 school year as follows:
 - Exchange 1/2 Superintendent Conference Day scheduled for October 9th with Full-Day Superintendent Conference Day on October 21, 2015
 - Addition of Open House Dates:
 - PRE-K: August 27, 2015 DEX from Noon to 2 PM / BGP from 11 AM to 2 PM
 - ELEMENTARY: September 1, 2015 from 5:30 to 6:30 PM
 - JUNIOR-SENIOR HIGH SCHOOL: September 2, 2015 from 5:30 to 6:30 PMMotion for approval by Cathy Pitkin, seconded by Jamie Lee, with motion approved 4-0.
11. Board Action - Approval is requested for Brendan Eyestone to participate with the Watertown City School District Swim Team as an independent swimmer for the 2015-2016 season, contingent upon the parents signing a statement releasing General Brown CSD from all liability, transportation and equipment costs and any other fees where applicable. Motion for approval by Cathy Pitkin, seconded by Michael Ward, with motion approved 4-0.
12. Board Action - Approval of hourly rates for non-instructional substitutes for the 2015-2016 school year as listed:
 - General Aide - \$9.39
 - Nurse - \$12.66
 - Bus Driver - \$14.06
 - Food Service Helper - \$8.75
 - Cleaner - \$9.82
 - Mechanic Helper - \$12.37Motion for approval by Jamie Lee, seconded by Michael Ward, with motion approved 4-0.
13. Board Discussion / Action - School Lunch Prices - **BE IT RESOLVED** that the General Brown Central School District Board of Education takes action to approve an increase of 10 cents in the lunch and breakfast fees. The lunch fee will be \$2.50, and the breakfast fee will be \$1.35 for the 2015-2016 school year. Motion for approval by Cathy Pitkin, seconded by Michael Ward, with motion approved 4-0.
14. Board Action - Approval of *Authorizations-Item #7-G*, as continued from the Organizational Meeting held July 1, 2015:
 - Final Tax Collection Dates:
 - Tuesday, September 1st to Wednesday, September 30th with no penalty
 - Thursday, October 1st to Saturday, October 31st with 2% penalty
 - Sunday, November 1st to Wednesday, November 4th with 3% penalty.Motion for approval by Michael Ward, seconded by Cathy Pitkin, with motion approved 4-0.
15. Board Action - Approval of Tax Warrant and Tax Collection Procedures for 2015
Motion for approval by Michael Ward, seconded by Jamie Lee, with motion approved 4-0.
16. Board Action - Approval of *Substitute Instructional and Non-Instructional Personnel-Item #10D*, as continued from the Organizational Meeting held July 1, 2014:
 - Substitute Teachers: Sarah Morgan - Nicole Wetzel
 - Substitute Nurse: Debra SheridanMotion for approval by Cathy Pitkin, seconded by Michael Ward, with motion approved 4-0.
17. Board Action - Approval of Railroad Crossings for 2015-2016 (no change from 2014-2015)
Motion for approval by Jamie Lee, seconded by Cathy Pitkin, with motion approved 4-0.
18. Board Action - Approval of Committee on Special Education Reports
Motion for approval by Cathy Pitkin, seconded by Michael Ward, with motion approved 4-0.

ADMINISTRATIVE REPORTS - For information only

19. School Business Official Report
20. Superintendent Report

CORRESPONDENCE AND COMMUNICATIONS - For information only

21. Correspondence Log
22. Discussion: _____

RECOMMENDATIONS AND ACTION

23. Board Action - **BE IT RESOLVED** that the General Brown Central School District Board of Education takes action to restore the 10-Month Food Service Manager position to a 12-Month Food Service Manager position, effective September 1, 2015.
Motion for approval by Michael Ward, seconded by Jamie Lee, with motion approved 4-0.
24. Board Action - **BE IT RESOLVED** that the General Brown Central School District Board of Education takes action to approve the revised GBCSD Management/Confidential Handbook to reflect the changes to the Food Service Manager position.
Motion for approval by Michael Ward, seconded by Jamie Lee, with motion approved 4-0.
25. Board Action - **BE IT RESOLVED** that the General Brown Central School District Board of Education takes action to approve the enclosed **Joint Food Service Manager Memorandum of Agreement** between the Lyme Central School District, the General Brown Central School District, James P. Nevers, General Brown Food Service Manager and Christine Crouse, Lyme CSD Cafeteria Manager for the 2015-2016 school year, and authorizes the President of the Board of Education to sign same.
Motion for approval by Michael Ward, seconded by Jamie Lee, with motion approved 4-0.
26. Board Action - 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 Cathy Pitkin, and seconded by Michael Ward. Motion is approved 4-0.

(A) Retirements: None at this time

(B) Resignations as listed:

Name	Position	Effective Date
Katrina L. Matthews	4-Hour Aide	August 6, 2015

(C) Appointments as listed:

Name	Position	Annual Salary / Rate of Pay	Probationary Tenure Track Appointment (if applicable)	Effective Date
Kathaleen Beattie	School District Administrator		Correction from 7/1/2015 3-Year Tenure Track	07/01/2015
Tabatha Lutz	6-Hour Food Service Helper	Correction from 7/1/2015 Step 4-Annual Salary \$10,744 prorated	N/A	07/01/2015
Richard Brandt	Cleaner	Step 1-Annual Salary \$20,413 prorated	N/A	07/23/2015
James P. Nevers	12-Month Food Service Manager	\$47,700 prorated	N/A	09/01/2015
Katrina L. Matthews	Substitute Aide	\$9.39 per hour	N/A	09/01/2015

(D) Paid Coaching Appointments as listed: # Denotes appointments approved pending completion of any/all of the following: **First Aid-CPR-DASA-SAVE-Concussion Training**

Name	Fall 2015 Sports	Coaching Certification
Christopher Beebe	Modified Football	Temporary Coaching License
Thomas Dupee #	Girls Varsity Soccer	Teacher Coach
Jon Murphy #	Girls Modified Soccer	Teacher Coach
Bethany Todd #	Varsity Cheerleading	Temporary Coaching License
Peter Will #	JV Football	Temporary Coaching License
Jessica Bower #	Girls JV Soccer	Teacher Coach

(E) Unpaid Coaching Appointments as listed: # Denotes appointments approved pending completion of any/all of the following: **First Aid-CPR-DASA-SAVE-Concussion Training**

Name	Fall 2015 Sports	Coaching Certification
Andrew Shaw	Varsity Football	Temporary Coaching License
Patrick Amell	Varsity Football	Temporary Coaching License
Jared Flath #	Modified Football	Temporary Coaching License
Michael Bice #	Varsity Football	Temporary Coaching License

Coaches possess the following [as mandated by NYSED]:

- Teaching Certificate: Child Abuse / School Violence / DASA / First Aid / CPR / Concussion Workshop / Fingerprint Clearance *
- Professional Coaching License: Child Abuse / School Violence / DASA / First Aid / CPR / Concussion Workshop / Philosophies & Principals / Theories and Techniques [sport specific] / Health Sciences / Fingerprint Clearance **
- Temporary Coaching License *** and/or 2nd-4th Renewal **** as required: Child Abuse / School Violence / DASA / First Aid / CPR / Concussion Workshop / Philosophies & Principals / Theories and Techniques [sport specific] / Health Sciences / Fingerprint Clearance

27. Board Action - Upon the recommendation of the Superintendent of Schools – WHEREAS, on behalf of the General Brown Central School District, two sets of the following prospective employees' fingerprints for employment have been submitted to SED, along with the signed Consent Form, and a request for conditional clearance. The following employees have received FINAL CLEARANCE from SED:

- **Christopher D. Beebe** - Coach
- **Thomas P. Dupee** - Coach
- **Bethany M. Todd** - Coach
- **Peter Will** - Coach
- **Jessica Bower** - Coach
- **Andrew T. Shaw** - Coach
- **Patrick A. Amell** - Coach
- **Jared W. Flath** - Coach
- **Michael T. Bice** - Coach

Motion for approval by Michael Ward, seconded by Cathy Pitkin, with motion approved 4-0.

ITEMS FOR NEXT MEETING *Monday, September 14, 2015 - 5:15 p.m. - General Brown Room*

28. _____

Executive Session:

A motion is requested to enter executive session for the discussion of the employment history of a particular individual.

Motion for approval by Michael Ward, seconded by Jamie Lee, with motion approved 4-0. Time entered: 5:38 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 Michael Ward, with motion approved 4-0. Time adjourned: 5:47 p.m.

Motion for Adjournment:

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

Motion for approval by Jamie Lee, seconded by Cathy Pitkin, with motion approved 4-0. Time adjourned: 5:47 p.m.

Respectfully submitted:

Debra L. Bennett - District Clerk

- Supporting documents may be found in supplemental file dated August 10, 2015