

GENERAL BROWN CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION
Regular Meeting
Preliminary Agenda
August 10, 2015
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:
 - 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 - Jollie 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 -
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
7. Board Discussion - District Building Tours
8. Board Discussion - Annual Review of School Facility Report Cards
9. Board Discussion - Board Retreat - 2015-2016 Board of Education GOALS

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 PM

Motion for approval by _____, seconded by _____, with motion approved ____-____.
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 _____, seconded by _____, with motion approved ____-____.
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 - \$12.37

Motion for approval by _____, seconded by _____, with motion approved ____-____.
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 _____, seconded by _____, with motion approved ____-____.
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 _____, seconded by _____, with motion approved ____-____.
15. Board Action - Approval of Tax Warrant and Tax Collection Procedures for 2015

Motion for approval by _____, seconded by _____, with motion approved ____-____.
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
 - Substitute Nurse: Debra Sheridan
17. Board Action - Approval of Railroad Crossings for 2015-2016 (no change from 2014-2015)

Motion for approval by _____, seconded by _____, with motion approved ____-____.
18. Board Action - Approval of Committee on Special Education Reports

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

ADMINISTRATIVE REPORTS

19. School Business Official Report
20. Superintendent Report

CORRESPONDENCE AND COMMUNICATIONS

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 with an annual salary of \$47,700.

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

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 _____, seconded by _____, with motion approved ____ - ____.

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 and Christine Crouse for the 2015-2016 school year, and authorizes the President of the Board of Education to sign same.

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

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 _____, and seconded by _____. Motion is approved ___/___.

(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
Katrina L. Matthews	Substitute Aide	\$9.39 per hour	N/A	09/01/2015

(D) Paid Coaching Appointments as listed:

Name	Fall 2015 Sports	Coaching Certification

(E) Unpaid Coaching Appointments as listed:

Name	Fall 2015 Sports	Coaching Certification

Coaches possess the following [as mandated by NYSED]:

- Teaching Certificate: Child Abuse / School Violence / DASA / First Aid / CPR / Concussion Workshop / 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 **FINALCLEARANCE** from SED:

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

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 _____, 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
Annual Organizational Meeting
Unapproved Minutes
July 1, 2015 – 7:00 a.m.
General Brown Room - Jr.-Sr. High School

ORGANIZATIONAL MEETING

The meeting was called to order at 7:02 a.m. by Superintendent Morrison, followed by the Pledge of Allegiance.

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

Others Present: Cammy J. Morrison, Superintendent of Schools; Gary Grimm, Transportation Supervisor/Operations Manager; 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; Debra Bennett, District Clerk; Renee Stano, President GBSRP

1. **The Oath of Faithful Performance in Office** was administered by the District Clerk to all elected members of the Board of Education for the 2015-2016 school year
2. **Election of Officers for the 2015-2016 school year:**
 - **President** of the Board of Education:
Nomination of Jeffrey West by Jamie Lee for President of the Board of Education:
Motion to approve Jeffrey West as President, seconded by Sandra Klindt. Motion approved 6-0 with Mr. West abstaining.
 - **Vice-President** of the Board of Education:
Nomination of Daniel Dupee by Jeffrey West for Vice President of the Board of Education with the authority to sign documents in the absence of the President:
Motion to approve Daniel Dupee as Vice President, seconded by Sandra Klindt. Motion approved 6-0 with Mr. Dupee abstaining.
3. **The Oath of Faithful Performance in Office** was administered by the District Clerk to the President and Vice President.
4. **Appointment of Officers as listed:**
Motion for approval by Daniel Dupee, seconded by Michael Ward, with motion approved 7-0.

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

5. **The Oath of Faithful Performance in Office** will be administered by the District Clerk to appointed officers
6. **Other Appointments as listed:**
Motion for approval by Brien Spooner, seconded by Sandra Klindt, with motion approved 7-0.

	TITLE	INCUMBENT	PRESENT SALARY	RECOMMENDED
A.	Census Taker	None required		N/A
B.	Medical Director	Occupational Medicine		Occupational Medicine
C.	Attendance Officers	T. Gunn / L. Gracey / D. Higgins		T. Gunn / L. Gracey / D. Higgins
D.	School Attorney..... Bond Attorney..... Special Counsel..... Title IX Hearing Officer...	JLBOCES Ofc of Inter- Municipal Legal Svcs. Bond, Schoenick & King O'Hara & Ciotoli Ferrara...& Reitz, P.C.	Per agreement Per agreement Per agreement Per agreement	JLBOCES Ofc of Inter- Municipal Legal Svcs. Bond, Schoenick & King O'Hara & Ciotoli Ferrara...& Reitz, P.C.
E.	Extra-Classroom Activity Fund Central Treasurer Chief Faculty Counselor.. Faculty Auditor.....	Shellie Miner David Ramie	None None	Shellie Miner Jospeh O'Donnell TBD
F.	Independent Auditor.....	Bowers & Co CPA PLLC		Bowers & Co. CPA PLLC
G.	Internal Auditor.....	Crowley & Halloran		Crowley & Halloran
H.	Fiscal Advisor.....	Fiscal Advisors Inc.		Fiscal Advisors Mkt, Inc.

Organizational Meeting – July 1, 2015

I.	Chairman District meetings & elections..... BOE meetings.....	Lisa Smith President, BOE	None None	Lisa Smith President, Board of Edu.
J.	Records Access and Retention	Lisa Smith Debra Bennett	None None	Lisa Smith Debra Bennett
K.	Capital Assets Preservation Officer	Lisa Smith	None	Lisa Smith
L.	Asbestos Designee	Gary Grimm	None	Gary Grimm
M.	Purchasing Agent	Cammy Morrison	None	Cammy Morrison

7. Authorizations as listed:

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

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

Organizational Meeting – July 1, 2015

	<ul style="list-style-type: none"> ▪ Mr. Flath (Bus Garage) ▪ Mr. Grimm (Buildings & Grounds) 	<p>\$ 50 \$ 50</p>
F.	Designation of signature on checks	Lisa Smith
G.	Tax Collection Dates: Section 924-a of the Real Property Tax Law (RPTL) enacted a "Variable Interest Rate Law". The Commissioner of Taxation and Finance will establish a rate by July 15, 2014. (Usually set at 1% per month or 12% per annum)	To be determined
H.	<p>Committee on Special Education-General Brown Central School District CSE Committee:</p> <ul style="list-style-type: none"> ▪ Committee on Special Education Alternative Chairperson ▪ Student's Parent/Guardian(s) ▪ Regular Edu. Teachers employed by GBCSD/School in which child attends ▪ Special Edu. Teachers employed by GBCSD/BOCES/School in which child attends ▪ School Psychologist ▪ GBCSD Representative/Chairperson ▪ School Physician ▪ Parent Member(s) ▪ Related Service Personnel (those servicing the student if not employed by GBCSD): Speech Therapist/Occupational Therapist/Physical Therapist/Teacher of the Deaf/ Audiologist/School Counselors/Student 	<p>Katie Ledbury</p> <p>Katie Ledbury Kathaleen Beattie Occupational Medicine TBD</p>
I.	<p>General Brown CSD CPSE Committee:</p> <ul style="list-style-type: none"> ▪ Student's Parent/Guardian(s) ▪ Regular Education Teacher of the child ▪ Special Education Teacher of the child ▪ GBCSD Representative/Chairperson ▪ School Physician ▪ Parent member(s) ▪ Related Service Personnel: Speech Therapist/Occupational Therapist/Physical Therapist/Teacher of the Deaf/Audiologist/Counselors/Social Worker ▪ Municipality Representative (County) ▪ Agency Representative 	<p>Kathaleen Beattie Occupational Medicine TBD</p>
J.	<p>General Brown CSD CSE Sub-Committee:</p> <ul style="list-style-type: none"> ▪ Student's Parent/Guardian(s) ▪ Regular Edu. Teachers employed by GBCSD/School in which child attends ▪ Special Edu. Teachers employed by GBCSD/BOCES/School in which child attends ▪ School Psychologist ▪ GBCSD Representative/Chairperson ▪ Related Service Personnel (those servicing the student if not employed by GBCSD): Speech Therapist/Occupational Therapist/Physical Therapist/Teacher of the Deaf/ Audiologist/School Counselors/Student 	<p>Katie Ledbury Kathaleen Beattie</p>
K.	District Health/Safety Committee	TBD
L.	All scholarships to be approved as written	

8. Designations as listed:

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

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

9. Bonding of Personnel as listed:

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

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

10. Other Items as listed:

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

A.	Re-adoption of all policies, handbooks, operation manuals and code of ethics in effect during the previous years
B.	Re-adoption of the Strategic Action Plan for the 2015-2016 school year
C.	Approval of Mileage Reimbursement Rate at the official IRS rate in effect on this day
D.	Approval of the 2015-2016 listing of Substitute Instructional and Non-Instructional personnel as attached
E.	<p>BE IT RESOLVED that the General Brown Central School District Board of Education establishes the following as a standard workday for the purpose of determining days worked reportable to the NYS ERS:</p> <ul style="list-style-type: none"> ▪ Cleaners, Driver Service, Head Custodians, Mechanic Helper, and Senior Mechanic - 8 hours per day ▪ Account Clerks and Typists - 7.5 hours per day ▪ Cook, Nurses, Occupational Therapist, Secretaries and Teacher Aides - 7 hours per day ▪ Bus Drivers, Cashiers, Food Service Helpers, and Food Service Helper/Laborer - 6 hours per day <p>This resolution shall continue in full force and effect until otherwise modified by further action of the Board of Education.</p>
F.	<p>BE IT RESOLVED that the General Brown Central School District Board of Education agrees to participate in the St. Lawrence/Lewis BOCES Cooperative Purchasing Programs in accordance with the guidelines set forth in the "Cooperative Purchasing Agreement" for the 2015-2016 school year.</p>
G.	Annual Review of vendors as provided

At this time the Board proceeded with the regular meeting agenda.

Respectfully submitted:

Debra L. Bennett, District Clerk

- Supporting documents may be found in supplemental file dated July 1, 2015

Organizational Meeting – July 1, 2015

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

(As approved by the Board of Education - 3/9/15)

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 7:00 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	Regular Meeting followed by Annual Meeting / Budget Hearing at 6:00 p.m.
Tuesday - May 17	Budget Vote / Election - New Gymnasium JSHS - Noon to 9 PM
June 6	Regular Meeting

Instructional:

Substitute Teachers 2015-2016

Raymond Anderson
Jennifer Bailey
Catherine Behling
Erica Bonham
Thomas Campbell
Christina Corey
Marjorie Cuddeback
Patrick Curry
Briana Felice
Julie Keggins
Cynthia Lamon
Suzanne Malone
Andrea McCabe
Allison O'Brien
Thomas O'Riley
LeeAnn Roberts
Maria Schueler
Trishia Seymour
Miranda Smith
Tonya Stean
Nathan Sturdivant
Andrew Walldroff
Maria Wietig

Non-Instructional:

Substitute Teacher Aide 2015-2016

Jennifer Bailey
Patrick Curry
Carol Grant
Tanja Heck
Cynthia Lamon
Stacy Latham
Debora Manos

Substitute Food Service 2015-2016

Barbara Cross
Judith Gillespie
Tabatha Lutz
Lori Macaulay
Melissa Schillinger
Regina Thomas

Substitute Bus Drivers 2015-2016

Justin Corbett
Dalon Crump
Richard Desormeau
Samuel Kroeger
Debora Manos
Willis McIntosh
Bruce Ostrander

Substitute Nurses 2015-2016

Debora Manos

Substitute Cleaners 2015-2016

Francis Parker, Jr.

GENERAL BROWN CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION
Regular Meeting
Unapproved Minutes
July 1, 2015
General Brown Room / Jr.-Sr. High School

The **Regular Monthly Meeting** commenced immediately following the Annual Organizational Meeting

CONSENT AGENDA

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

1. Approval of Minutes:
 - June 8, 2015 - Regular Meeting
2. Approval of Buildings and Grounds requests:
 - BGP gymnasium - June 28, 2015 from 9:00 a.m. to 2:00 p.m. - NYWAY free wrestling clinic
3. Conferences and Workshops:
 - Jennifer Augliano - Jeff-Lewis Association for Counseling Development Meeting - 1000 Islands Harbor Hotel, Clayton - June 5, 2015
 - Bridget Grimm - Jeff-Lewis Association for Counseling Development Meeting - 1000 Islands Harbor Hotel, Clayton - June 5, 2015
 - Joseph O'Donnell - Student-Centered Learning - 1000 Islands Harbor Hotel, Clayton - June 30, 2015
 - Lisa Smith - 2015 Administrative Leadership Conference - Lake Placid - July 7-9, 2015
 - Kathaleen Beattie - 2015 Administrative Leadership Conference - Lake Placid - July 7-9, 2015
 - David Ramie - 2015 Administrative Leadership Conference - Lake Placid - July 8-10, 2015
 - Joseph O'Donnell - 2015 Administrative Leadership Conference - Lake Placid - July 8-10, 2015
 - Cammy Morrison - 2015 Administrative Leadership Conference - Lake Placid - July 8-10, 2015
 - David Ramie - LCI Administrator Training - JLBOCES - July 13, 2015
 - Lisa Smith - LCI Administrator Training - JLBOCES - July 13, 2015
 - Krista Dupee - ELL Symposium - Indian River High School - July 20, 2015
 - Lisa Smith - ESOL Symposium - Indian River High School - July 21-22, 2015
 - John P. Middlestate - School Bus Driving Instructor Training - PISI - E. Syracuse - July 22-24 and 27-28, 2015
 - Jessica Bower - 6-Hour DASA Training - JLBOCES - August 8, 2015
 - David Ramie - Administrator Workshop - Effective Teaching Practices - JLBOCES - November 6 & 20, 2015 and February 19, 2016
4. Financial Reports: May 2015
 - Appropriation Report – All Funds
 - Revenue Report – All Funds
 - Treasurer's Cash Reports
 - Claims Auditor Monthly Reports
 - Approval of General Fund Warrant "A"
 - Approval of Federal Fund Warrant "B"
 - Approval of Food Service Warrant "C"
 - Approval of Trust & Agency Warrant "T"
 - Approval of Extra-Curricular Activity Fund

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 - 15 student workers have been hired for summer 2015
4. Board Information - NYSSBA's 96th Annual Convention & Education Expo - Sunday through Tuesday October 18-20, 2015 - Sheraton New York Times Square Hotel, New York City
5. Board Information - General Brown Booster Club Constitution - Mr. Ramie provided an overview of the changes

- 6. Board Action - Approval is requested for Logan Thompson to participate with the South Jefferson CSD 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 Sandra Klindt, seconded by Michael Ward, with motion approved 7-0.
- 7. Board Action - Approval of Jefferson-Lewis School Boards Association dues for the period of July 1, 2015 through June 30, 2016 - \$430, based on current enrollment. (2014-2015: \$430)
Motion for approval by Daniel Dupee, seconded by Jamie Lee, with motion approved 7-0.
- 8. Board Discussion / Action - Election of delegate and alternate members for the Executive Committee and Legislative Representative of Jefferson-Lewis School Boards Association for the 2015-2016 school year. (2014-2015: Sandra Klindt served as Delegate/Legislative Representative and Brien Spooner as Alternate)
-Nomination of Sandra Klindt as Delegate by Daniel Dupee, seconded by Jeffrey West, with motion approved 6-0 with Mrs. Klindt abstaining
-Nomination of Brien Spooner as Alternate by Jeffrey West, seconded by Jamie Lee, with motion approved 6-0 with Mr. Spooner abstaining.
-Nomination of Sandra Klindt as Legislative Representative by Jeffrey West, seconded by Brien Spooner with motion approved 6-0 with Mrs. Klindt abstaining.
- 9. Board Action - **BE IT RESOLVED**, that the General Brown Central School District Board of Education takes action to authorize the use of the following for the 2014-2015 fiscal year:
 - \$10,000 - Employee Benefits Accrued Liability Reserve
 Motion for approval by Daniel Dupee, seconded by Brien Spooner, with motion approved 7-0.
- 10. Board Action - **BE IT RESOLVED**, that upon the recommendation of the Superintendent of Schools, the following resolution is offered by Daniel Dupee, who moved its adoption, and seconded by Sandra Klindt, to wit:
The question of the adoption of the following resolution is duly put to a roll-call vote as follows:

Jeffrey West	Voting	YES
Daniel Dupee II	Voting	YES
Sandra Klindt	Voting	YES
Brien Spooner	Voting	YES
Jamie Lee	Voting	YES
Cathy Pitkin	Voting	YES
Michael Ward	Voting	YES

WHEREAS, the Jefferson Lewis Hamilton Herkimer Oneida BOCES (“BOCES”) received a grant from the New York State Energy Research and Development Authority (“NYSERDA”) to study the feasibility of, and if feasible, to determine the best option for the installation of solar photo voltaic arrays on school and municipal property to reduce those entities electrical energy costs; and

WHEREAS, one of the primary goals of said study is to determine how to structure a solar energy program in such a way that participants in the program will be able to function as a group, as opposed to acting individually, thereby saving additional money by being able to install larger solar arrays and by pursuing, taking advantage of and receiving volume discounts; and

WHEREAS, another primary goal of said study is to determine how best to take advantage of Federal tax credits and Remote Net Metering Credits (RNM) that are presently available to further maximize savings in energy costs; and

WHEREAS, the BOCES has undertaken the aforementioned study, via meeting with, consulting, and/or hiring various solar consultants, solar developers, engineers, legal counsel, energy suppliers, and other related professionals with experience in the solar and utility industries, as well as the State Education Department, to determine a means by which the BOCES, its component districts, and other interested regional municipal entities can best take advantage of their common desire to reduce their electrical energy costs; and

WHEREAS, at a presentation held on June 11, 2015, attended by various school districts and other regional municipal entities interested in the possibility of reducing their electrical energy costs, the BOCES, its legal counsel and its consultants presented the preliminary results of the BOCES study; and

WHEREAS, the preliminary results indicated that the estimated savings per kilowatt hour would be .04 cents, which represented approximately a 40% reduction in present energy costs, and that the best means by which the BOCES, interested school districts and regional municipal entities could take advantage of the potential savings offered by a solar energy program was to form and then join an energy consortium, to be established via an inter-municipal agreement pursuant to Article 5-G of the New York State Municipal Law, the details of which were explained by BOCES legal counsel; and

WHEREAS, it was further explained that the proposed consortium would be an independent entity, managed and controlled by a Board of Directors consisting of a designated representative from each member of the consortium, and an Executive Board elected by the Board of Directors, similar to the Jefferson-Lewis et al Healthcare Plan, rather than being operated by the BOCES; and

WHEREAS, it was further explained that executing the proposed inter-municipal agreement simply preserved an interested entity’s right to participate in the consortium, without committing it to anything further, thereby presenting no risk whatsoever to any interested participant; and

WHEREAS, as a result, the BOCES proposed the formation of the Tri-County Alternative Energy Cooperative (“Co-op,” or “Consortium”), to be controlled as set forth above, which an interested entity could join via the execution of an inter-municipal agreement; and

WHEREAS, the BOCES urged that any interested parties execute the aforementioned agreement in the near future, as time was of the essence in terms of commencing the project in order to meet the December 31, 2016, operational deadline to take full advantage of the tax credits that are presently available; and

WHEREAS, the District is interested in the possibility of reducing its electrical energy costs and is desirous of joining the Consortium to further explore the same.

THEREFORE, BE IT RESOLVED by the Board of Education as follows:

Section 1. The Superintendent is hereby authorized to execute an inter-municipal agreement on behalf of the District, whereby the District will become a member of the Tri-County Alternative Energy Cooperative.

Section 2. This resolution shall take effect immediately.

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

ADMINISTRATIVE REPORTS - For information only

- 12. School Business Official Report

CORRESPONDENCE AND COMMUNICATIONS - For information only

- 13. Correspondence Log

RECOMMENDATIONS AND ACTION

- 14. Board Action - **BE IT RESOLVED** that the General Brown Central School District Board of Education takes action to:

- Increase .5 Music position to 1.0
- Increase .5 Special Education position to 1.0
- Increase .5 Technology position to 1.0
- Increase .5 Family Consumer Science to 1.0
- Add 1.0 Spanish position
- Add 1.0 Art position
- Add 1.0 Health position

Motion for approval by Brien Spooner, seconded by Cathy Pitkin, with motion approved 7-0.

- 15. 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 Jamie Lee, and seconded by Sandra Klindt. Motion is approved 7-0.

(A) Retirements: None at this time

(B) Resignations as listed:

Name	Position	Effective Date
Kathaleen Beattie	K-12 School Counselor	07/01/2015
Tabatha Lutz	3-Hour Cashier	07/01/2015
Kristina Wheeler	4-Hour Food Service Helper	07/01/2015
George Day	Teacher Assistant	08/01/2015
Elizabeth Lavoie	Teacher Assistant	08/31/2015
Carrie LaSage	English Teacher	08/31/2015
Chad Sidmore	Teacher Assistant	08/31/2015

(C) Appointments as listed:

Name	Position	Annual Salary / Rate of Pay	Probationary Tenure Track Appointment (if applicable)	Effective Date
Kathaleen Beattie	School District Administrator	\$58,500	2-Year Tenure Track	07/01/2015
Tabatha Lutz	6-Hour Food Service Helper	Step 1 \$9,391 annually	N/A	07/01/2015
Kristina Wheeler	3-Hour Cashier	Step 7 \$6,043 annually	N/A	07/01/2015
Carrie LaSage	Library Media Specialist	Step 18 \$60,406 (M+18)	3-Year Tenure Track	09/01/2015
Stephanie Doney	Special Education Teacher	Step 2 \$45,031 (MB+39)	3-Year Tenure Track	09/01/2015
Lindsey Davis	Music Teacher	Step 2 \$42,231 (B+0)	3-Year Tenure Track	09/01/2015
Zachary T. Meier	0.5 FTE Physical Education Teacher	Step 1 \$41,296 (B+0) (prorated to \$20,648)	N/A	09/01/2015
Stephanie Karandy	Spanish Teacher	Step 2 \$45,031 (MB+39)	3-Year Tenure Track	09/01/2015
Sarah Majo	Art Teacher - Recall appointment with accrued sick time reinstated	Step 5 \$48,135 (MB+39)	Previously tenured within the District	09/01/2015
Helen Timerman	0.5 FTE Instrumental Music Teacher	Step 20 \$64,865 (MB+39) (prorated to \$32,433)	N/A	09/01/2015
Renee Powlin	Library Media Specialist	Step 3 \$46,066 (MB+39)	3-Year Tenure Track	09/01/2015
Hannah Cottrell	Family & Consumer Science Teacher	Step 3 \$46,066 (MB+39)	3-Year Tenure Track	09/01/2015
Melissa Zehr	Health Teacher	Step 1 \$43,996 (MB+39)	4-Year Tenure Track	09/01/2015
Elizabeth Lavoie	Substitute Teacher	\$85 per day certified	N/A	09/01/2015
Valerie Halpin	Substitute Teacher	\$85 per day certified	N/A	09/01/2015

(D) PAID Coaching Appointments as listed:

Name	Fall 2015 Sports	Coaching Certification
Phil Jenner	Varsity Boys Soccer	Teacher-Coach*
Malcolm Jones	JV Boys Soccer	Teacher-Coach*
Will Covey	Varsity Girls Tennis	Teacher-Coach*
Doug Black	Varsity Football	Temporary Coaching License 2 nd -4 th Renewal ****
Robert Pickeral	Varsity Football	Temporary Coaching License 2 nd -4 th Renewal ****
Mark Heller	Jr. Varsity Football	Temporary Coaching License 2 nd -4 th Renewal ****
Stephen Barr	Modified Boys soccer	Temporary Coaching License 2 nd -4 th Renewal ****

Coaches possess the following [as mandated by NYSED]:

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

16. 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:

- **Zachary Meier** - Teacher
- **Stephanie Karandy** - Teacher
- **Sarah (Deon) Majo** - Teacher
- **Helen Timerman** - Teacher
- **Renee Powlin** - Teacher
- **Hannah Cottrell** - Teacher
- **Melissa Zehr** - Teacher
- **Gary (Doug) Black** - Coach
- **Robert Pickeral** - Coach
- **Mark Heller** - Coach
- **Stephen M. Barr** - Coach

Motion for approval by Daniel Dupee, seconded by Brien Spooner, with motion approved 7-0.

ITEMS FOR NEXT MEETING Monday, August 10, 2015 - 5:15 p.m. - General Brown Room

17. _____

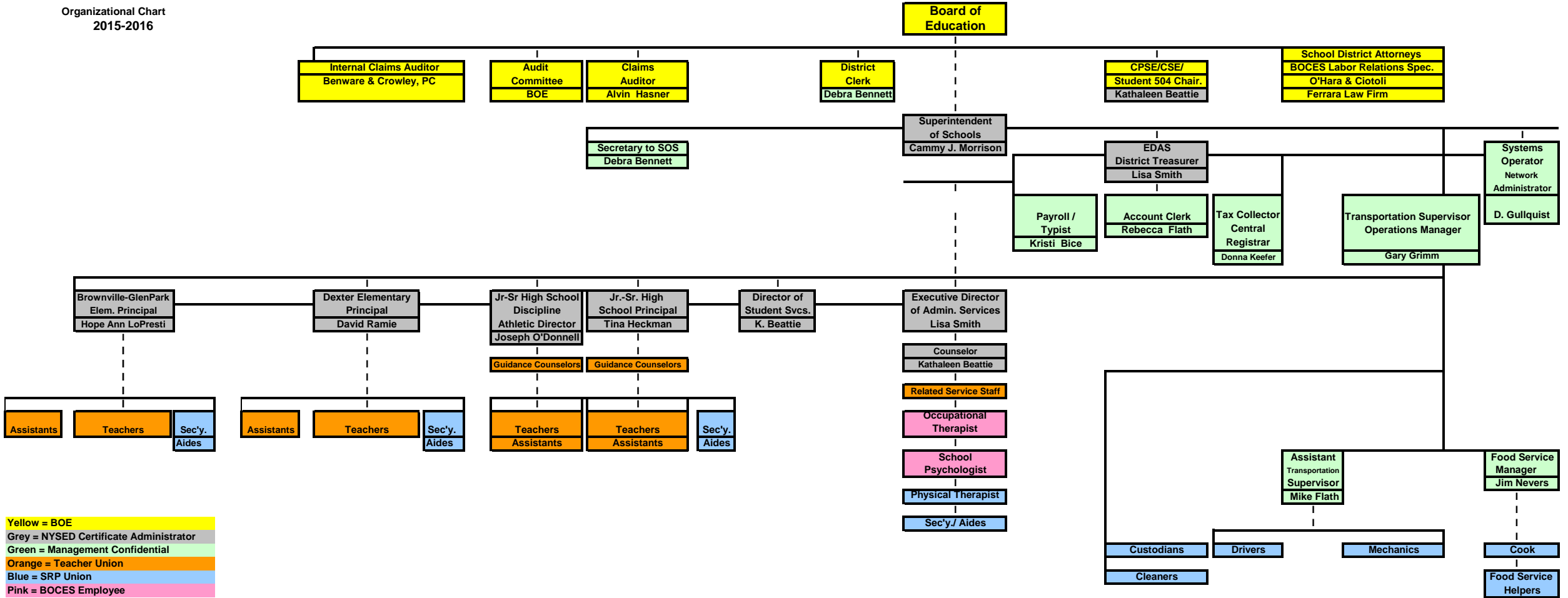
Motion for Adjournment: There being no further business or discussion, a motion is requested adjourn the regular meeting. Motion for approval by Cathy Pitkin, seconded by Sandra Klindt, with motion approved 7-0. Time: 7:23 a.m.

Respectfully submitted: _____

Debra L. Bennett - District Clerk

- Supporting documents may be found in supplemental file dated July 1, 2015

General Brown Central School District
 Organizational Chart
 2015-2016



Yellow = BOE
 Grey = NYSED Certificate Administrator
 Green = Management Confidential
 Orange = Teacher Union
 Blue = SRP Union
 Pink = BOCES Employee

RECEIVED

JUL 6 - 2015

GENERAL BROWN CSD
DISTRICT OFFICE

2014 - 2015
Second Semester Report
for
General Brown Central School

Student Assistance Counselor
Kathryn Durand

**General Brown Central School Student Assistance Program
2014-2015 Semester Report**

	<i>First Semester</i>	<i>Second Semester</i>	<i>YTD</i>
Client Services			
New Clients	54	46	100
On-going Contacts	175	154	329
Consultations (Technical Assistance)	30	30	60
Mandated Students	3	4	7
Teen Intervene	2	0	2
Relationship to School			
Students	54	46	100
Family Members	7	8	15
Project Success/Life Skills classes			
7th grade students	19	59	78
8th grade students	64	38	102
Type of Referral			
Voluntary/Self	21	11	32
Nurse	8	5	13
Administration	7	11	18
ASAC/EAP/SAC	6	0	6
Teacher/School Staff	5	1	6
Guidance	4	16	20
Peer	2	2	4
Parent	1	0	1
Jefferson County Probation	0	0	0
Pupil Personnel Team	0	0	0
Type of Problem			
Alcohol Use/Abuse	3	1	4
Other Drug Use/Abuse	5	4	9
COA/COSA	4	2	6
Academic Problems	15	26	41
Anxiety	4	4	8
Bullying issues	8	10	18
Communication	11	7	18
Depression	1	1	2
Divorce	3	2	5
Eating Problems/Disorders	2	1	3
Emotional Abuse	1	1	2
Family Problems	44	33	77
Grief "Death"	2	1	3
Health Concerns	1	3	4
Information (for school papers, etc.)	0	1	1
Interpersonal Relations	34	30	64
Legal Problems	2	0	2

**General Brown Central School Student Assistance Program
2014-2015 Semester Report**

	<i>First Semester</i>	<i>Second Semester</i>	<i>YTD</i>
<i>Type of Problem (cont'd)</i>			
Maladaptive Behavior	10	21	31
Physical Abuse	0	0	0
Pregnancy	3	0	3
Relationships	34	21	55
Self-esteem	9	7	16
Sexual Abuse	0	0	0
Sexuality	0	0	0
Suicide Ideation	0	1	1
Truancy/Attendance Problems	5	4	9
Gender Identity Issues	0	0	0
Transition	2	1	3
Self-injury	2	1	3
Other	0	0	0

* Assisted Guidance in Administering January Regents

* Proctored ELA and Math Assessments

* Proctored Grade 8 Science Assessment

* Accompanied 10th grade students to BOCES visit

* Facilitated 8th grade and 11th grade social skills groups

* Run the Backpack Program for high school families

Trainings:

- Adolescent Suicide
- Motivational Interviewing
- Anxiety Disorders
- Chronic Pain and Prescription Drug Abuse
- Confidentiality and HIPAA
- Co-occurring Disorders
- Neurobiology of Addiction
- Stress Management for Behavioral Health Professionals
- Power of Personal Outcome Measures
- Nutrition and Exercise for Clients in Behavioral Health
- Mindfulness for the Body
- DSM-5 Overview
- Helping Children and Adolescents Cope
- Identifying and Preventing Child Abuse and Neglect
- Relapse Prevention
- Suicide Assessment and Treatment
- Cultural Diversity

General Brown Central School District Calendar July 2015—June 2016

Revised—August 10, 2015

July 2015							August 2015							September 2015							October 2015								
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat		
		1	2	3	4							1				1	2	3	4	5					1	2	3		
5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10		
12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17		
19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24		
26	27	28	29	30	31		23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31		
							30	31																					
November 2015							December 2015							January 2016							February 2016								
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat		
									1	2	3	4	5						1	2			1	2	3	4	5	6	
1	2	3	4	5	6	7	6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13		
8	9	10	11	12	13	14	13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20		
15	16	17	18	19	20	21	20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27		
22	23	24	25	26	27	28	27	28	29	30	31			24	25	26	27	28	29	30	28	29							
29	30													31															
March 2016							April 2016							May 2016							June 2016								
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat		
		1	2	3	4	5						1	2			1	2	3	4	5	6	7				1	2	3	4
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	9	7	8	9	10	11		
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18		
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25		
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31					26	27	28	29	30				

MARKING PERIODS

1st Quarter – Sept. 3 to Nov. 6 = 45 days
 2nd Quarter – Nov. 9 to Jan. 29 = 48 days
 3rd Quarter – Feb. 1 to April 15 = 49 days
 4th Quarter – April 18 to June 23 = 43 days

REPORT CARDS

1st Quarter - November 13
 2nd Quarter - February 5
 3rd Quarter - April 21
 4th Quarter - June 23

PARENT/TEACHER CONFERENCES

November 19
 November 20

OPEN HOUSES

PRE-K 8/27/15—DEX NOON-2 PM BGP 11 AM-2 PM
 ELEMENTARY 9/1/15 5:30 to 6:30 PM
 JSHS 9/2/15 5:30 to 6:30 PM

REGENTS DATES

January 26,27,28,29
 June 1,14,15,16,17,20,21,22

PK-KINDERGARTEN SCREENING

June _____

Superintendent Conference Days:

(Students do not attend school)
 September 1 & 2, 2015
 October 21, 2015
 April 22, 2016
 TBA _____, 2016

If additional days must be used for emergency closings, the first day will be taken from April recess days beginning with April 29 then April 28, 27, 26, etc. In the event of long term emergency closings, the Board of Education reserves the right to determine which make up days will be used from any scheduled recess periods and/or holidays, consistent with any language that may exist in district labor agreements.

- ★ First day of school
- School closed for students
- Regents days underlined
- ◇ Supt Conference Day (NO STUDENTS)
- 1/2 Supt. Conference Day
- △ Parent-Teacher Conferences

September 2015

- 1 Supt. Conference Day
- 2 Supt. Conference Day
- 3 School Opens
- 7 Labor Day

October 2015

- 12 Columbus Day
- 21 Supt. Conference Day

November 2015

- 11 Veteran's Day
- 19 Parent-Teacher Conf.
- 20 Parent-Teacher Conf.

December 2015

- 25 Thanksgiving Holiday
- 26 Thanksgiving Day
- 27 Thanksgiving Holiday

December 2015

- 24 Christmas Holiday
- 25 Christmas Day
- 28 Christmas Holiday
- 29 Christmas Holiday
- 30 Christmas Holiday
- 31 Christmas Holiday

January 2016

- 1 New Year's Day
- 18 Martin Luther King Day

February 2016

- 26 Regents Day
- 27 Regents Day
- 28 Regents Day
- 29 Regents Day
- 15 President's Day
- 16 Winter Recess
- 17 Winter Recess
- 18 Winter Recess
- 19 Winter Recess

March 2016

- 25 Good Friday

April 2016

- 22 Supt. Conf. Day
- 25 Spring Recess
- 26 Spring Recess
- 27 Spring Recess
- 28 Spring Recess
- 29 Spring Recess

May 2016

- 30 Memorial Day

June 2016

- 1 Regents Day
- 14-17 Regents Days
- 20-22 Regents Days
- 23 Rating Day
- 24 Graduation Day

Month Days

Sept 21
 Oct 21
 Nov 17
 Dec 17
 Jan 19
 Feb 16
 March 22
 April 16
 May 21
 June 17

TOTAL 187 days

Approved by Board of Education:
 3/23/2015
 Revised August 10, 2015

This warrant is for use by trustees of common school districts and boards of education in union free, central and village superintendencies. (The word trustee as used throughout the explanation below refers to trustee, trustees or board of education alike.)

BUDGET

**GENERAL DIRECTIONS TO TRUSTEE (S)
AND BOARDS OF EDUCATION**

1. Prepare or cause to be prepared the tax list, extend or cause to be extended the taxes to be collected, and total or cause to be totaled the amounts of the tax levy by towns. The Town Board of Assessors is required to furnish a duplicate copy of the appropriate portion of the town assessment roll on or before August 1. (*Real Property Tax Law Section 1302 (2)*) but such lists must be checked for completeness and accuracy even though this requires going back to the town assessment roll and/or the previous year's school tax list, as school authorities are not relieved from full responsibility for ascertaining whether real property is within the school district boundaries.

If any improvements on land destroyed or exemptions added between June 1st. (May 1st., effective January 1, 1964) and date of confirmation of roll see *Real Property Tax Law Section 1302 (3)*.

2. Attach to the tax list the tax warrant signed by the sole trustee or by at least a majority of the trustees or board of education to direct and establish authority of the collector (*Real Property Tax Law Section 1318 (1)*).

3. Fill in "Estimated Receipts" and "Estimated Expenditures" from the "Annual School Budget Form" presented and approved at the annual school meeting (*Real Property Tax Law Section 1306 (1)*).

4. Fill out the tax report to district superintendent, Form 3, in the trustee's Order-Check Book and forward this report to the district superintendent at the time this warrant is placed in the hands of the collector. Union free, central and village districts have a separate Form for Report of Tax Levy.

5. The trustee (s) or board of education may not legally turn the warrant and tax list over to the collector until said collector is duly bonded. The purchase of a fidelity bond by the trustee (s) is a proper charge against the school district. The trustee (s) shall indorse his (their) approval on the bond and forward it to the district superintendent, who will indorse his approval and either the superintendent or trustee (s) shall file the same in the office of the county clerk of the county in which the collector resides (*Education Law, sections 2124 and 2130-5*).

6. On or before September 1st, but not before thirty-one days after tax is voted, place the tax list in the hands of the collector (*Real Property Tax Law Section 1306 (1), 1318 (2)*).

7. No corrections or additions may be made to the school tax roll or refunds of taxes made by the trustee (s) or board of education without the approval in writing of the district superintendent in all cases of districts within the jurisdiction of a district superintendent and without the written approval of the commissioner of education in many cases. See (*Real Property Tax Law Section 1316*).

8. The regular tax warrant authorizing the collection to start on or before September 1st should be issued to expire before November 15th, so that the return tax claim may be filed by November 15th. The trustee, as an emergency measure, may grant the collector a renewal of a special school tax warrant but not beyond the time it must be returned to the County Treasurer by dating and signing his indorsement on the face of the warrant, (*Real Property Tax Law Section 1318 (3), 1330 (2)*).

9. The trustee shall require the collector to return the warrant immediately after its expiration. At the same time the collector shall make a full and complete statement of the taxes remaining unpaid on forms provided by the county treasurer. Said statement shall include amount of interest on unpaid taxes if collector received compensation in lieu of fees (*Real Property Tax Law Section 1330 (1)*). On or before the 15th day of November the trustee (s) shall file with the county treasurer and return tax claim bearing certificate of the trustee(s) and the collector's affidavit. Said certificate should state that the statement has been compared with original tax roll and is correct (*Real Property Tax Law Section 1330(2)*).

10. Within 15 days after this tax list and warrant is returned to the trustee (s) by the collector, it must be filed with the district superintendent (*Real Property Tax Law Section 1330 (3)*), who in turn must file it with the town clerk of the town in which the principal school building of the district is located, on or before July 1st of each year. In superintendencies it shall be filed directly with the town clerk by the board of education.

11. For equalization in school districts located in more than one town or city, see (*Real Property Tax Law Section 1314*).

12. For districts allowing installment payments, see (*Real Property Tax Law Section 1340*).

**WARRANT ISSUED BY UNION FREE AND
CENTRAL SCHOOL DISTRICTS**

1. The board of education should, by resolution duly adopted, authorize its warrant to be attached to the tax list. This resolution fixing the amount of the total levy confirms the extension of the roll and fixes the exact date of validity of the tax lien upon the real property.

2. Tax warrants should be issued for a specific period, as determined by the board of education, this period to be not less than one month nor to extend later than the date on which return of taxes must be made. For example, the warrant could be issued for the period September 1 through November 10, thus allowing five days for preparing and filing the returned tax certificate by November 15.

3. The board of education should instruct the collector to make a report in writing at the expiration of the warrant, listing by towns the total assessed valuation, the tax rate, the total tax levy, the total amounts collected and the total amounts remaining uncollected, together with interest.

4. On receipt of the collector's account of unpaid taxes, the board of education, on comparing the collector's return of unpaid taxes with the original tax list and determining that it be correct, shall so certify and immediately transmit the account, affidavit and certificate to the treasurer of the county so that the same shall be received by him not later than the 15th day of November following the levy of the tax (*Real Property Tax Law Section 1330 (2)*).

APPOINTMENT OF COLLECTOR BY BOARD OF EDUCATION

1. The resolution of appointment should place this officer either on a fee basis as provided by *Real Property Tax Law Section 1328*, or on a salary as provided by *Section 2130 of the Education Law*.

2. In a school district in which the collector receives a fixed compensation in lieu of fees the delinquent tax penalties are fixed by law as follows:

All of the taxes remaining unpaid after the expiration of the one month period bear interest at the rate of 1 per cent per month, until the return of the collector's warrant. The account of unpaid taxes filed with the county treasurer should include the amount of the taxes remaining unpaid, plus the amount of such interest on such unpaid taxes as computed as of the date of the return of the collector's warrant. All such interest collected by the district tax collector or paid by the county treasurer shall belong to the school district.

3. In a school district in which the collector is on a fee basis, the collector may retain only such fees as are actually collected by the collector. No collector's fees based on delinquent taxes reported as unpaid may be added to the return tax claim.

DIRECTIONS TO COLLECTOR

1. Read warrant and ascertain that it is properly signed and dated by sole trustee or a majority of trustees or board of education.

2. Return this warrant and original tax list to the trustee (s) or board of education at date of expiration.

3. Obtain from the county treasurer's office the necessary blank forms on which to make your complete account of all taxes remaining unpaid at the time of the expiration of the warrant.

4. Return to the trustee (s) or board of education your complete account of unpaid taxes, certifying by your signed affidavit that "after diligent efforts you are unable to collect," witnessed by any notary public, justice of the peace, or any other officer authorized to administer oaths. The trustee (s) or board of education, on comparing your return of unpaid taxes with the original tax list and determining that it be correct, shall so certify and immediately transmit the account, affidavit and certificate to the treasurer of the county so that the same shall be received by him not later than the 15th day of November following the levy of the tax.

5. Complete and file the collector's tax report showing by towns the totaled assessed valuation, the tax rate, the total tax levy, the total amount collected and the total amounts remaining uncollected.

Estimated Receipts:

Surplus estimated to be available for appropriations	\$ _____
State Aid	_____
Federal Aid	_____
Tax on Property	_____
Tuition	_____
Other Sources	_____
Total Revenues (Estimated)	\$ _____

Estimated Expenditures:

Board of Education	\$ _____
Central Administration	_____
Instruction - Regular Day School	_____
Instruction - Special Schools	_____
Community Services	_____
Transportation	_____
Operation & Maint. of Plant	_____
Undistributed Expenses	_____
Debt Service	_____
Inter-fund Transfers	_____
Total Estimated General Fund Expenditures	\$ _____

Other Purposes For Which Taxes are Levied

Specify _____ \$ _____

Balance-End of Budget Year (use only for a Planned Balance) _____

Total Estimated Expenditures and Planned Balance \$ _____

TAX WARRANT

See Attached Spreadsheet:
To the collector of school district No. General Brown Central School
towns of Brownville, Lyme, Hounsfield, Pamela, Watertown
City of Watertown, Jefferson State of New York
in the counties of

You are hereby commanded:
District Levy 7,338,326.00 plus Library Levy 48,500.00
1. To collect taxes in total sum of \$7,386,826.00 in the same manner that collectors are authorized to collect town and county taxes.

2. To give notices in accordance with *Section Real Property Tax Law Section 1322, 1338*.

3. To receive from each of the taxable corporations and natural persons on the attached tax roll the sums listed or so much thereof as is voluntarily paid to you within one month from date of this warrant, together with one cent on each dollar thereof, where collector is on fee basis.

4. To collect after the expiration of one month the residue of the sums not paid, together with the fees prescribed in *sections Education Law 2130 and Real Property Tax Law Section 1328*.

5. To return this warrant within 87 days and if any taxes in this list shall be unpaid at that time you shall deliver to us an account thereof.

This warrant is issued by authority of article 13 of the *Real Property Tax Law*, and has the same force and effect as a warrant and tax list issued by the board of supervisors. It is effective immediately after it is properly signed by the trustee or a majority of trustees.

Given under hand this 10th. day of August 2015 . . .

Signatures of trustee (s)
.....
.....
.....

NOTE: THE AMOUNT OF TAXES TO BE COLLECTED SHOULD CORRESPOND WITH THE TOTAL ENTERED ON THE SUMMARY ON THE BACK OF THIS FORM.

**GENERAL BROWN CENTRAL SCHOOL DISTRICT
2015-2016 TAX RATE COMPUTATION - FINAL**

TOWN	ASSESSED VAL (include clergy)	EQUAL RATE	FULL VAL BY TOWN	TOTAL VAL SCHOOL DIST	% TO BE LEVIED	AMOUNT TO BE LEVIED TOTAL	AMT TO BE LEVIED	ASSESS VAL BY TOWN (no clergy)	TAX RATE PER ASSESS	TAX RATE PER \$1.00	\$ INCREASE IN TAX RATE	% INCREASE IN TAX RATE
BROWNVILLE	\$287,452,735.00	0.6500	\$442,234,976.92	\$764,133,405.49	0.5787405	\$7,338,326.00	\$4,246,986.73	\$287,452,735.00	0.01477456	\$14.774557	\$0.112978	0.770570%
PAMELIA	\$132,301,383.00	0.5800	\$228,105,832.76		0.2985157		\$2,190,605.66	\$132,301,383.00	0.01655769	\$16.557693	\$0.267050	1.639284%
HOUNSFIELD	\$28,600,023.00	1.0000	\$28,600,023.00		0.0374280		\$274,659.23	\$28,598,523.00	0.00960397	\$9.603966	\$0.073440	0.770572%
WATERTOWN	\$35,758,841.00	0.6500	\$55,013,601.54		0.0719948		\$528,321.02	\$35,758,841.00	0.01477456	\$14.774557	\$0.112978	0.770570%
LYME	\$6,614,994.00	1.0000	\$6,614,994.00		0.0086569		\$63,526.84	\$6,614,994.00	0.00960346	\$9.603462	\$0.073436	0.770573%
WATER-CITY	\$3,136,300.00	0.8800	\$3,563,977.27		0.0046641		\$34,226.52	\$3,136,300.00	0.01091302	\$10.913025	\$0.083450	0.770573%
Total	\$493,864,276.00		\$764,133,405.49		1.0000000	\$7,338,326.00	\$7,338,326.00	\$493,862,776.00				

2015-2016 Library Tax Rate Computation

TOWN	ASSESSED VAL +clergy	EQUAL RATE	FULL VAL BY TOWN	TOTAL VAL SCHOOL DIST	% TO BE LEVIED	AMOUNT TO BE LEVIED TOTAL	AMT TO BE LEVIED	ASSESS VAL BY TOWN (no clergy)	TAX RATE PER ASSESS	TAX RATE PER \$1.00	\$ INCREASE IN TAX RATE	% INCREASE IN TAX RATE
BROWNVILLE	\$287,452,735.00	0.6500	\$442,234,976.92	\$764,133,405.49	0.5787405	\$48,500.00	\$28,068.92	\$287,452,735.00	0.00009765	\$0.097647	\$0.029405	43.089396%
PAMELIA	\$132,301,383.00	0.5800	\$228,105,832.76		0.2985157		\$14,478.01	\$132,301,383.00	0.00010943	\$0.109432	\$0.033608	44.323771%
HOUNSFIELD	\$28,600,023.00	1.0000	\$28,600,023.00		0.0374280		\$1,815.26	\$28,598,523.00	0.00006347	\$0.063474	\$0.019114	43.088191%
WATERTOWN	\$35,758,841.00	0.6500	\$55,013,601.54		0.0719948		\$3,491.75	\$35,758,841.00	0.00009765	\$0.097647	\$0.029405	43.089396%
LYME	\$6,614,994.00	1.0000	\$6,614,994.00		0.0086569		\$419.86	\$6,614,994.00	0.00006347	\$0.063471	\$0.019114	43.090363%
WATER-CITY	\$3,136,300.00	0.8800	\$3,563,977.27		0.0046641		\$226.21	\$3,136,300.00	0.00007213	\$0.072126	\$0.021720	43.089460%
	\$493,864,276.00		\$764,133,405.49		1.0000000	\$48,500.00	\$48,500.00	\$493,862,776.00				

GENERAL BROWN CENTRAL SCHOOL DISTRICT

Summary Data

2015-2016 Appropriated Revenue Budget

Interest - Real Pr	\$11,000.00
Admissions	\$2,100.00
Payment in Lieu *	\$25,000.00
Tuition	\$1,500.00
Interest - Investm	\$2,750.00
Rental Real Prop	\$3,000.00
Rental - BOCES	\$5,000.00
Rental - Equip	\$2,500.00
Sale - Equip	\$500.00
Sale - Trans Equi	\$1,000.00
Sale - Instruct Su	\$100.00
Insurance Recovr	\$100.00
Comp - Other Los	\$150.00
Refund Prior Yr E	\$150,000.00
Gifts/Donations	\$11,000.00
Other Unclassifie	\$20,000.00
State Aid	\$12,728,762.00
Other State Aid	\$0.00
Other Fed Aid	\$55,000.00
Medicaid Reimb	\$50,000.00
Interfund Transfe	\$0.00
Reserves	\$0.00
Appop Fund Bal	\$895,000.00
Other Misc. Reve	\$65,000.00
Tax Levy	\$7,338,326.00
TOTAL REVENU	\$21,367,788.00
BUDGET	\$21,367,788.00

TRUE TAX RATE

FOR LAST TEN YEARS

2015-2016	\$9.603462
2014-2015	\$9.530026
2013-2014	\$9.104817
2012-2013	\$8.466471
2011-2012	\$8.550193
2010-2011	\$8.339937
2009-2010	\$8.619088
2008-2009	\$9.221156
2007-2008	\$10.875051
2006-2007	\$12.331306

TRUE TAX RATE-LIBRARY

FOR LAST TEN YEARS

2015-2016	\$0.063471
2014-2015	\$0.044357
2013-2014	\$0.045332
2012-2013	\$0.042237
2011-2012	\$0.043290
2010-2011	\$0.043873
2009-2010	\$0.046679
2008-2009	\$0.028183
2007-2008	\$0.034611
2006-2007	\$0.041188

Equalization Rates Comparison

	2015-2016	2014-2015	Difference
BROWNVILLE	0.6500	0.6500	0.00
PAMELIA	0.5800	0.5850	-0.01
HOUNSFIELD	1.0000	1.0000	0.00
WATERTOWN	0.6500	0.6500	0.00
LYME	1.0000	1.0000	0.00
WATER-CITY	0.8800	0.8800	0.00

Tax levy inc. vs. tax rate inc. (Brownville)

Year	Levy increase	Tax rate inc.
2015-16	1.96%	0.77%
2014-15	6.97%	5.30%
2013-14	5.38%	0.79%
2012-13	2.75%	2.97%
2011-12	1.49%	1.51%
2010-11	3.90%	2.66%
2009-10	2.95%	3.63%

Tax Rate Increase Summary

Town	2013-2014		
	Rate	Increase/Decre	% Increase
BROWNVILLE	\$14.77	\$0.11	0.77%
PAMELIA	\$16.56	\$0.27	1.64%
HOUNSFIELD	\$9.60	\$0.07	0.77%
WATERTOWN	\$14.77	\$0.11	0.77%
LYME	\$9.60	\$0.07	0.77%
WATER-CITY	\$10.91	\$0.08	0.77%

MOTION CONCERNING TAX WARRANT
(Collector Appointed to Serve on a Salary Basis)
Tax Collection Procedures

Board of Education Meeting
August 10, 2015

Motion made by _____

Seconded by _____

WHEREAS:

Chapter 73 of the Laws of 1977, amended Section 1318, subdivision 1 of the Real Property Tax Law and

WHEREAS:

The entire fund balance at the close of the last fiscal year must be applied in determining the amount of school tax levy except for an amount not to exceed 4% of the current school year budget; and

WHEREAS:

This latter amount may be held as surplus funds during the current school year; now therefore

BE IT RESOLVED:

That the Board of Education retain as surplus funds, \$ 895,000.00 from the total fund balance to be applied to the reduction of tax levy.

BE IT ADDITIONALLY RESOLVED AS FOLLOWS:

To the collector of General Brown Central School District of Brownville and Dexter, Towns of Brownville, Pamelaia, Hounsfield, Watertown, and Lyme, City of Watertown, County of Jefferson, State of New York

You are hereby commanded:

1. To give notice and start collection on September 1, 2015.
(In accordance with the provision of Section 1322 of the Real Property Tax Law)
2. To give notice that tax collection will end November 4, 2015.
3. To collect taxes in the total sum of \$ 7,386,826.00 = (\$ 7,338,326.00 District Levy plus \$48,500.00 Library Levy) in the same manner that collectors are authorized to collect town and county taxes in accordance with provisions of Section 1318 of the Real Property Tax Law.
4. To make no changes or alterations in the tax warrant or the attached tax rolls but shall return the same to the Board of Education. The board may recall its warrant and tax rolls for correction of errors of omissions in accordance with the provisions of Section 1316 of the Real Property Tax Law.
5. To forward by mail to each owner of real property listed on the tax rolls within ten days after the start of collection of statement of taxes due on his property on press-numbered tax bill forms provided by the school district in accordance with the provisions of Section 922 of the Real Property Tax Law. To forward by mail, without interest penalties, to the office of the county treasurer a detailed tax bill of all state land parcels liable for taxes on the school tax rolls in accordance with provisions of Sections 540 and 544 of the Real Property Tax Law.

6. To receive from each of the taxable corporations and natural persons the sums listed on the attached tax rolls without interest penalties when such sums are paid before the end of the first month of the tax collection period. To add two percent interest penalties to all taxes collected during the second month of the tax collection and to add three percent interest penalties to all taxes collected during any part of the third month of the tax collection period and to account for such sums as income due to the school district.
7. To issue receipts only on forms provided by the school district in acknowledgement of receipt of payments of taxes and to retain, preserve and file exact carbon copies of all such receipts issued as required by Section 987 of the Real Property Tax Law.
8. To promptly return the warrant at its expiration and if any taxes on the attached tax rolls shall be unpaid at that time, deliver an accounting thereof on forms showing by town and assessed valuation, tax rate, the total amounts remaining uncollected as required by Section 1330 of the Real Property Tax Law.
9. Installment payments will be collected by the school tax collector for the first payment only. The remaining payments will be collected by the Treasurer of Jefferson County for the current tax warrant.

The warrant is issued pursuant to Sections 910, 912, and 914 of the Real Property Tax Law and is delivered in accordance with Sections 1306 and 1318 of this law. It is effective immediately after it is properly signed by a majority of the Board of Education. The warrant shall expire on the date stated above unless a renewal or extension has been endorsed on the face of this warrant in writing in accordance with Section 1318, subdivision of the Real Property Tax Law.

Signatures – Board of Education:

Vote

Signed in the affirmative by all BOE members present:

GENERAL BROWN CENTRAL SCHOOL DISTRICT

RAILROAD CROSSINGS

2015-2016

Listed and described below are the railroad crossings used by our buses, in the area of our school district. These crossings are noted in each bus route involved.

1. The crossing on Bradley Street Road guarded by flashing lights

Listed and described below are the railroad crossings used by our buses, but not within our school district. These crossings are noted in each bus route involved.

1. The crossing on Burdick Street between Bradley and LeRay Streets.
2. The crossing on Noble Street between Main Street and Co. Rt. 46 in Evans Mills

Approved by Board of Education - ___/___/_____

Shared Food Service Memorandum of Agreement

This agreement outlines the services agreed to between the Lyme Cafeteria Manager, General Brown Food Service Director, and shared Superintendent of Schools. The Lyme Cafeteria Manager continues to be in charge of the Lyme Cafeteria and School Lunch Program. The General Brown Food Service Director serves in an advisory role with some additional duties as outlined below.

This agreement shall be in effect from 9/1/2015 through June 30, 2016. The Lyme CSD agrees to pay the General Brown Central School District an annual cost of \$20,000 to be invoiced monthly for the following services.

The General Brown Food Service Director will be tasked with accomplishing the following administration duties:

1. Maintain all files within the cafeteria. (Responsibilities for all files prior to SY15/16 will be assumed by the Lyme Cafeteria Manager).
2. Once menus have been developed by The Lyme Cafeteria Manager, The General Brown Food Service Director will input information into the Nutrikids Menu Planner to determine that menus meet current specifications.
3. Conduct End of Month/Year inventories and maintain all forms.
4. Generate all EOM Reports for The Lyme Cafeteria Manager's review and disposition.
5. The General Brown Food Service Director will report to NYS at the end of each month for reimbursement.
6. Maintain and review all Free & Reduced applications and direct certifications. Mrs. Stevens who is an employee of the Lyme District will input all applications and update all direct certifications.

The General Brown Food Service Director and the Lyme Cafeteria Manager will perform the following tasks together:

1. All orders.
2. Review bills prior to turn-in to the district for payment.
3. EOM reports.
4. Annual Bids.
5. Continually review all OGS & WBSCM purchases.
6. Annual Surveys and OGS deferments.
7. Responsible for Health Inspections other than to properly request and file forms.
8. State Reviews.

Subject: Shared Food Service Services Memorandum of Agreement

The General Brown Food Service Director will not be tasked with the following administration responsibilities:

1. Developing and monitoring Policies and procedures.
2. Handling of day to day staffing or hiring.

During the 2015/2016 school year, the Lyme Central School is scheduled to be inspected by NYSSSED child nutrition. At this time, NYSSSED has not set a date for this inspection. The General Brown Food Service Director will assist in preparing Lyme for this inspection but will not devote additional time outside of this agreement because the General Brown School District is also scheduled for this inspection and the General Brown Food Service Director will need to devote the time to prepare for his inspection.

_____/____/____
James Nevers
Food Service Director
General Brown CSD

_____/____/____
Christine Crouse
Cafeteria Manager
Lyme CSD

_____/____/____
Cammy J. Morrison
Superintendent of Schools
General Brown & Lyme CSD

_____/____/____
Jeffrey West, President
Board of Education
General Brown Central School District

_____/____/____
Gary Nicholson, President
Board of Education
Lyme Central School District