

GENERAL BROWN CENTRAL SCHOOL DISTRICT  
BOARD OF EDUCATION

**Regular Meeting**  
Preliminary Agenda  
**November 9, 2015**

**General Brown Room - Jr.-Sr. High School**

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

**REGULAR MEETING**

- **Introduction of New Staff Members:** by Mrs. Heckman, Mrs. LoPresti, Mr. Ramie and Mr. Grimm
- **Presentation of Building Condition Survey:** Bernier, Carr & Associates

Following presentation:

- Board Action - Approval of Building Condition Survey as presented by Bernier, Carr & Associates  
Motion for approval by \_\_\_\_\_, seconded by \_\_\_\_\_, with motion approved \_\_\_\_-\_\_\_\_.

**CONSENT AGENDA**

A motion for approval of the following items as listed under the CONSENT AGENDA is made by \_\_\_\_\_, and seconded by \_\_\_\_\_ - Motion is approved \_\_\_\_-\_\_\_\_.

1. Approval of Minutes:
  - October 5, 2015 - Regular Meeting
2. Approval of Buildings and Grounds requests as listed:
  - DEX gymnasium - Sundays from October 11, 2015 to December 27, 2015 from 10:00 a.m. to 1:00 p.m. - Men's Basketball
  - DEX gymnasium - Wednesdays from October 28, 2015 to May 18, 2016 from 7:30 p.m. to 9:30 p.m. - Men's Basketball
  - JSHS turf field - October 30, 2015 from 6:30 p.m. to 8:30 p.m. - IHC Girls Soccer - Sectional soccer practice
  - JSHS GB Room - November 12, December 11, January 14, February 11, March 10 and April 14, 2016 at 7:00 p.m. - Monthly meetings - GB Performing Arts Booster Club
  - BGP gymnasium - Mondays, Wednesdays and Thursdays from November 16, 2015 to March 24, 2016 from 6:00 p.m. to 8:30 p.m. - Mighty Lions PeeWee Wrestling Club - wrestling tournaments
3. Conferences and Workshops as listed:
  - Kelly Cantwell - Webinar: Self-Regulation Skills for Success in School - Ofc. of Student Services - October 8, 2015
  - Lorraine Comins - Webinar: Self-Regulation Skills for Success in School - Ofc. of Student Services - October 8, 2015
  - Katie Clough - Commissioner's Advisory Council - Albany - October 14, 2015
  - Cammy J. Morrison - JLSBA Fall Dinner Meeting - Ryan's Lookout - Henderson - October 15, 2015
  - Kelly Cantwell - Make and Take - JLBOCES - October 26, 2015
  - Helen Ketcham - Make and Take - JLBOCES - October 26, 2015
  - Laurie Knight - Make and Take - JLBOCES - October 26, 2015
  - Tricia Nortz - Make and Take - JLBOCES - October 26, 2015
  - Misty Pacini - Make and Take - JLBOCES - October 26, 2015
  - Elizabeth Robinson - Make and Take - JLBOCES - October 26, 2015
  - Kate Wiley - Make and Take - JLBOCES - October 26, 2015
  - Deanna Gullquist - MORIC Technology Showcase - Vernon Downs - October 28, 2015
  - Carrie LaSage - MORIC Technology Showcase - Vernon Downs - October 28, 2015
  - Cammy J. Morrison - Superintendents' Annual Planning Meeting - Minnowbrook Conference Center, Blue Mtn. Lake, NY October 29-30, 2015
  - Deanna Gullquist - DATA Warehouse - JLBOCES - October 30, 2015
  - Tina M. Lane - DATA Warehouse - JLBOCES - October 30, 2015
  - Kathaleen Beattie - McKinney-Vento Annual Workshop - Albany - November 4, 2015
  - Donna Keefer - McKinney-Vento Annual Workshop - Albany - November 4, 2015
  - Anthony Augliano - What Do I Do with Those? Assessment and Remediation - GB Room JSHS - November 9, 2015
  - Mary Bucher - What Do I Do with Those? Assessment and Remediation - GB Room JSHS - November 9, 2015
  - Erin Heller - What Do I Do with Those? Assessment and Remediation - GB Room JSHS - November 9, 2015
  - Alicia Kiechle - What Do I Do with Those? Assessment and Remediation - GB Room JSHS - November 9, 2015
  - Tricia Nortz - What Do I Do with Those? Assessment and Remediation - GB Room JSHS - November 9, 2015
  - Jessica Bower - Project Based Learning - JLBOCES - November 12, 16, 23 and 30, 2015
  - Hannah Cottrell - FCCLA Board of Trustees Meeting - Owego - November 13, 2015
  - Frances Seymour - Regional Assessment Development - JLBOCES - November 16, 2015
  - Stephanie Karandy - Spanish Post Assessment Writing - JLBOCES - November 16-17, 2015
  - Amy O'Riley - Spanish Post Assessment Development Writing - JLBOCES November 16-17, 2015
  - Bridget Grimm - NYSSCA Annual Conference for School Counselors - The Sagamore Resort, Bolton Landing - November 20-21, 2015
  - Kristi Bice - Finance Manager User Group Meeting - JLBOCES - November 30, 2015

- Rebecca Flath - Finance Manager User Group Meeting - JLBOCES - November 30, 2015
  - Lisa Smith - Finance Manager User Group Meeting - JLBOCES - November 30, 2015
  - Stephanie Karandy - Effective Teaching - JLBOCES - December 7-8, 2015, January 8, 2016 and February 4-5, 2016
  - Alicia Kiechle - Effective Teaching - JLBOCES - December 7-8, 2015, January 8, 2016 and February 4-5, 2016
  - Melissa Zehr - Effective Teaching - JLBOCES - December 7-8, 2015, January 8, 2016 and February 4-5, 2016
  - Kelly Cantwell - Helping Struggling Readers Become More Successful Readers - Syracuse - December 17, 2015
  - Tricia Nortz - Targeted Reading Interventions that Work for Your Most Struggling Students - Syracuse - December 17, 2015
4. Financial Reports as listed for September 2015:
- Appropriation Report - All Funds
  - Revenue Report - All Funds
  - Treasurer's Cash Reports
  - Claims Auditor Monthly Reports
  - General Fund Warrant "A"
  - Federal Fund Warrant "B" (none)
  - Food Service Warrant "C"
  - Trust & Agency Warrant "T"
  - Extra-Curricular Activity Fund

**REGULAR AGENDA**

**Other Discussion and Action**

1. Public Comments -
2. Ongoing Agenda Items:
  - Academic Update:
    - ❖ Benchmark #1 Data presented by Mrs. Heckman / Mrs. LoPresti / Mr. Ramie
  - Policy Review:
    - ❖ 2<sup>nd</sup> Reading/Adoption: Policy #8280 update - *Limited English Proficiency Instruction; English Language Learners*  
 Motion for adoption by \_\_\_\_\_, seconded by \_\_\_\_\_, with motion approved \_\_\_\_-\_\_\_\_\_.
3. Board Information - Invitation from Jefferson-Lewis School Boards Association to attend a Dessert Workshop entitled: "Legal Updates / Briefings" on November 30, 2015 at JLBOCES beginning at 6:00 p.m.
4. Board Information - Invitation from Jefferson-Lewis School Boards Association to attend the Legislative Breakfast / Forum on December 4, 2015 at Case Middle School beginning at 7:00 a.m. with the Forum beginning at 8:00 a.m.
5. Board Discussion - New York State School Boards Association membership
6. Board Action - Approval of the 2016-2017 Spending Plan Development Schedule  
 Motion for adoption by \_\_\_\_\_, seconded by \_\_\_\_\_, with motion approved \_\_\_\_-\_\_\_\_\_.
7. Board Action - Approval of the updated Long Range Financial Plan for 2015-2016  
 Motion for approval by \_\_\_\_\_, seconded by \_\_\_\_\_, with motion approved \_\_\_\_-\_\_\_\_\_.
8. Board Action - Adoption of the following **Resolution for Lead Evaluator of Teachers: WHEREAS**, the Board of Education has been provided evidence that the following have completed training which meets the requirements of 8 NYCRR 30-2.9 and the General Brown Central School District Annual Professional Performance Review Plan for certification as a **Lead Evaluator of Teachers**, therefore: **BE IT RESOLVED**, that, upon recommendation of the Superintendent of Schools, the following be certified as **Lead Evaluator of Teachers**:
  - Joseph O'Donnell
  - Hope Ann LoPresti
  - David Ramie
  - Kathaleen Beattie
  - Babette Valentine
  - Tina Lane
 Motion for approval by \_\_\_\_\_, seconded by \_\_\_\_\_, with motion approved \_\_\_\_-\_\_\_\_\_.
9. Board Action - Approval of the Final School Tax Collector Reports  
 Motion for approval by \_\_\_\_\_, seconded by \_\_\_\_\_, with motion approved \_\_\_\_-\_\_\_\_\_.
10. Board Action - Approval of the Final School Tax Warrant Certification  
 Motion for approval by \_\_\_\_\_, seconded by \_\_\_\_\_, with motion approved \_\_\_\_-\_\_\_\_\_.

11. Board Action - Approval of Committee on Special Education Reports  
 Motion for approval by \_\_\_\_\_, seconded by \_\_\_\_\_, with motion approved \_\_\_\_-\_\_\_\_.

**ADMINISTRATIVE MONTHLY REPORTS**

- 12. Operations Report
- 13. Brownville-Glen Park and Dexter Elementary Report
- 14. Jr.-Sr. High School Report
- 15. Athletic Director / Discipline Report
- 16. Curriculum Coordinator Report
- 17. Director of Student Services Report
- 18. School Business Official Report
- 19. Superintendent Report

**CORRESPONDENCE AND COMMUNICATIONS**

- 20. Correspondence Log

**RECOMMENDATIONS AND ACTION**

21. Board Action - Personnel Changes as listed:  
 A motion for approval of the following PERSONNEL CHANGES with hire dates effective as listed.  
 Approval of RECOMMENDATIONS AND ACTION is made by \_\_\_\_\_, and seconded by \_\_\_\_\_. Motion is approved \_\_\_/\_\_\_.
- (A) Retirements:
  - (B) Resignations as listed:
  - (C) Appointments as listed:

Name	Position	Annual Salary / Rate of Pay	Probationary Tenure Track Appointment (if applicable)	Effective Date

22. 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, December 7, 2015 - 5:15 p.m. - General Brown Room**

23. \_\_\_\_\_

**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  
**October 5, 2015**  
**Cafeteria / Jr.-Sr. High School**

**REGULAR MEETING**

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

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

**Member Absent:** Jamie Lee

**Others Present:** Cammy J. Morrison, Superintendent of Schools; Lisa K. Smith, Executive Director of Administrative Services; Gary Grimm, Transportation Supervisor/Operations Manager; Kathaleen Beattie, Director of Student Services; Tina Lane, Jr.-Sr. High School Principal; Joseph O'Donnell, District Administrator for Discipline and Athletics; Hope Ann LoPresti, Brownville-Glen Park Elementary Principal; David Ramie, Dexter Elementary Principal; Babette Valentine, Curriculum Coordinator; Debra Bennett, District Clerk; David Zembiec, JCIDA; Members of the Staff and Community

- **Introduction** of the following new staff members was made by Ms. Lane, Mrs. LoPresti, Mr. Ramie and Mr. Grimm: Kate Wiley; Julia Russell; Alicia Kiechle; Leann Hill; Stephanie Karandy; Helen Timerman; Renee Powlin; Hannah Cottrell; Melissa Zehr; Richard Brandt; Mary Bucher and Diane Maitland Patterson
- **Audit Committee Meeting:**  
Presentation of the Independent (External) Audit Report by Laurie Podvin, CPA of Bowers & Company

**Following adjournment of the Audit Committee Meeting:**

- Board Action - Approval of the Independent Auditors' Report as presented by Laurie Podvin, CPA  
**Motion for approval by Sandra Klindt, seconded by Michael Ward, with motion approved 6-0.**

**CONSENT AGENDA**

**A motion for approval of the following items as listed under the CONSENT AGENDA is made by Daniel Dupee, and seconded by Brien Spooner - Motion is approved 6-0.**

1. Approval of Minutes:
  - September 14, 2015 - Regular Meeting
2. Approval of Buildings and Grounds requests as listed:
  - None at this time
3. Conferences and Workshops as listed:
  - Bridget Grimm - College Board SAT Information Workshop - ESI SU - September 15, 2015
  - Corrine Willis - Regional Assessment Development - JLBOCES - September 21 and October 8, 2015
  - Kim Foss - BOCES Library Staff Training - NCLS - September 30, 2015
  - Renee Powlin - Librarian Training ILL & OPALS - NCLS - September 30, 2015
  - Melissa Ruscio - Science Roundtable - JLBOCES - October 1, 2015 and March 3, 2016
  - Jennifer Augliano - CDOS Implementation Institute - JLBOCES - October 2, 2015
  - Kathaleen Beattie - CDOS Implementation Institute - JLBOCES - October 2, 2015
  - Michelle Lamon - EDGE Conference - Jefferson Community College - October 2, 2015
  - Tina M. Lane - CDOS Implementation Institute - JLBOCES - October 2, 2015
  - Susan Menapace - EDGE Conference - Jefferson Community College - October 2, 2015
  - Amy O'Riley - EDGE Conference - Jefferson Community College - October 2, 2015
  - Lisa VanBrocklin - CDOS Implementation Institute - JLBOCES - October 2, 2015
  - Jennifer Augliano - SUNY Operation Inform - Mohawk Valley Community College, Utica - October 7, 2015
  - Bridget Grimm - SUNY Operation Inform - Mohawk Valley Community College, Utica - October 7, 2015
  - Carrie LaSage - Communication Coordinator Meeting - Copenhagen CSD - October 7, 2015
  - Sarah Majo - Common Core Literacy Standards in the Arts & Music Classroom - JLBOCES - October 7, 2015
  - Amy O'Riley - Regional Assessment Writing - JLBOCES - October 14-15, 2015
  - Jannell Pickeral - World Languages Assessment Writing - October 14-15, 2015
  - Stephanie Karandy - Spanish Post-Assessment Writing - October 14-15, 2015
  - Kathaleen Beattie - Lead Evaluator Training/Recertification - JLBOCES - October 22, 2015
  - Tina M. Lane - Lead Evaluator Training/Recertification - JLBOCES - October 22, 2015
  - Carrie LaSage - Mentors Without Borders - JLBOCES - October 29, 2015
  - Deanna Gulquist - DATA Warehouse - JLBOCES - October 30, 2015
  - Melissa Ruscio - STANYS Conference - Rochester - November 7-9, 2015
  - Lisa Smith - Principal Evaluator Certification - JLBOCES - November 17, 2015

- Julia Russell - Effective Teaching - JLBOCES - December 7-8, 2015 and January 8, February 4-5, 2016
  - Lisa Sampson - Effective Teaching - JLBOCES - December 7-8, 2015 and January 8, February 4-5, 2016
  - Dexter Worden - Effective Teaching - JLBOCES - December 7-8, 2015 and January 8, February 4-5, 2016
4. Financial Reports as listed for June-July-August 2015:
- Appropriation Report - All Funds
  - Revenue Report - All Funds
  - Treasurer’s Cash Reports
  - Claims Auditor Monthly Reports
  - General Fund Warrant “A & A2”
  - 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 - None at this time
2. Ongoing Agenda Items:
  - Academic Update:
    - ❖ End of Year Reports / Analysis of Cohort Data / Needs Analysis-Actions presented by: Mr. Ramie - Mrs. LoPresti - Ms. Lane
  - Policy Review:
    - ❖ 1<sup>st</sup> Reading: *Policy #8280 update - Limited English Proficiency Instruction; English Language Learners*
3. Board Information - Invitation from Jefferson-Lewis School Boards Association to attend their Fall Dinner Meeting: *“Tri-County Energy Consortium with John Warneck”* - Ryan’s Lookout, Henderson, NY - October 15, 2015 - RSVP by October 8, 2015
4. Board Information - Payment in lieu of taxes (“friendship”) payment received from Brown Park Housing Corporation in the amount of \$400
5. Board Discussion - Proposed Bylaw Amendments & Resolutions recommended for action at the NYSSBA Annual Business Meeting - October 20, 2015: Consensus for Mrs. Klindt, Delegate to vote consistent with NYSSBA committee recommendations as outlined in a memo received October 5, 2015 from District Superintendent, Stephen J. Todd.
6. Board Discussion / Action - Aviagen PILOT - **BE IT RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education consents to and accepts the terms and conditions of the proposed **PILOT** agreement (“Agreement”) between the Jefferson County Industrial Development Agency and Aviagen North America, Inc., including the Agreement’s proposed 15 year payment structure, as set forth in the documents annexed hereto, regarding the former Morris Northstar Hatchery located at 20768 County Route 200 in Watertown, N.Y., tax parcel number 73.20-1-2.13.  
**Motion for approval by Michael Ward, seconded by Daniel Dupee, with motion approved 6-0.**
7. Board Action - Approval of *District Health/Safety Committee Authorizations-Item #7K*, as continued from the Organizational Meeting held July 1, 2015:
  - Gary Grimm; Tina Lane, Joseph O’Donnell; Hope Ann LoPresti; David Ramie**Motion for approval by Sandra Klindt, seconded by Michael Ward, with motion approved 6-0.**
8. Board Action - Approval of 2015-2016 Class/Club Advisors as follows:  
**Motion for approval by Brien Spooner, seconded by Sandra Klindt, with motion approved 6-0.**

Club/Class	Advisor	Club/Class	Advisor
Class of 2016	Brian Nortz	Sr. Honor Society	Nancy Hardwick
Class of 2016	Kristy Makuch	International Club	Amy O’Riley
Class of 2017	Ellen Sheen	International Club	Jannell Pickeral
Class of 2017	Samantha Streiff	Key Club	Samantha Streiff
Class of 2018	Donna Keefer	Library Club	None

Club/Class (continued)	Advisor	Club/Class (continued)	Advisor
Class of 2018	Jon Murphy	Performing Arts	Frances Seymour
Class of 2018	Sue Menapace	Performing Arts	Corrine Willis
Class of 2019	Melissa Ruscio	Physics/Calculus Club	Susan Menapace
Class of 2019	Jannell Pickeral	Physics/Calculus Club	Erin Smith
Class of 2020	n/a	Recycling Club	Jennifer Nelson
Class of 2020	n/a	SADD	Kathryn Durand
Class of 2021	n/a	Student Council	Michelle Lamon
Class of 2021	n/a	Student Council	Brian Nortz
Jr. Honor Society	Lindsay Labiendo	Whiz Quiz	William Covey
Sr. Honor Society	Carrie LaSage	Yearbook	Casilda Peckham
FCCLA	Hannah Cottrell		

9. Board Action - Acceptance of donation in the amount of \$400 from the Classes of 1955-1961  
Motion for approval by Sandra Klindt, seconded by Daniel Dupee, with motion approved 6-0.
10. Board Action - Approval of the *District-Wide and Building-Level Emergency Response Plans* for the 2015-2016 school year (names and contact information updated)  
Motion for approval by Brien Spooner, seconded by Michael Ward, with motion approved 6-0.
11. Board Action - Approval the School Tax Collector Report  
Motion for approval by Daniel Dupee, seconded by Sandra Klindt, with motion approved 6-0.
12. Board Action - Approval of Committee on Special Education Reports  
Motion for approval by Sandra Klindt, seconded by Brien Spooner, with motion approved 6-0.

**ADMINISTRATIVE MONTHLY REPORTS** - For information only

13. Operations Report
14. Brownville-Glen Park and Dexter Elementary Report
15. Jr.-Sr. High School Report
16. Athletic Director / Discipline Report
17. Curriculum Coordinator Report
18. Director of Student Services Report
19. School Business Official Report
20. Superintendent Report

**CORRESPONDENCE AND COMMUNICATIONS** - For information only

21. Correspondence Log

**RECOMMENDATIONS AND ACTION**

22. Board Action - Personnel Changes as listed:  
A motion for approval of the following PERSONNEL CHANGES with hire dates effective as listed.  
 Approval of RECOMMENDATIONS AND ACTION is made by Michael Ward, and seconded by Daniel Dupee.  
 Motion is approved 6-0.
  - (A) Retirements: None at this time
  - (B) Resignations as listed: None at this time
  - (C) Appointments as listed:

Name	Position	Annual Salary / Rate of Pay	Probationary Tenure Track Appointment (if applicable)	Effective Date
<b>Jackie L. Crump</b>	4-Hour Food Service Helper	Step 1 \$6256 annually	N/A	10/06/2015
<b>Maureen T. Herzog</b>	Substitute Nurse	\$12.66 per hour as needed	N/A	10/06/2015
<b>Stephanie M. Parker</b>	Substitute Teacher	\$75 per day Non-certified as needed	N/A	10/06/2015
<b>Taylor K. Purvis</b>	Substitute Teacher	\$65 per day Non-certified as needed	N/A	10/06/2015
<b>Hannah-Michael Roukous</b>	Substitute Teacher	\$75 per day Non-certified as needed	N/A	10/06/2015

(D) PAID Coaching Appointments as listed:

Name	2015-2016 Sport	Coaching Certification
<b>Jessica Bower</b>	Modified Girls Basketball	Teacher Coach*
<b>James Covey</b>	Boys JV Basketball	Teacher Coach*
<b>Janelle Ferris</b>	Girls Varsity Basketball	Teacher Coach*
<b>Michael Hartle</b>	Boys Varsity Wrestling	Teacher Coach*
<b>Malcolm Jones</b>	Girls JV Volleyball	Teacher Coach*
<b>Jon Murphy</b>	Girls Modified Volleyball	Teacher Coach*
<b>Lindsay Hanson</b>	Girls JV Basketball	Teacher Coach*
<b>Brian Nortz</b>	Boys Varsity Basketball	Teacher Coach*

(E) UN-PAID Coaching Appointments as listed:

Name	2015-2016 Sport	Coaching Certification
<b>Bethany M. Todd</b>	Varsity Cheerleading	Temporary Coaching 2 <sup>nd</sup> 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 and/or 2<sup>nd</sup>-4<sup>th</sup> Renewal as required: Child Abuse / School Violence / DASA / First Aid / CPR / Concussion Workshop / Philosophies & Principals / Theories and Techniques [sport specific] / Health Sciences / Fingerprint Clearance \*\*\*\*

23. 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:

- **Jackie L. Crump** - Food Service Helper
- **Maureen T. Herzog** - Substitute Nurse
- **Stephanie M. Parker** - Substitute Teacher
- **Taylor K. Purvis** - Substitute Teacher
- **Hannah-Michael Roukous** - Substitute Teacher
- **Bethany M. Todd** - Coach

Motion for approval by Sandra Klindt, seconded by Brien Spooner, with motion approved 6-0.

**ITEMS FOR NEXT MEETING Monday, November 9, 2015 - 5:15 p.m. - General Brown Room**

24. 2<sup>nd</sup> Reading/Adoption of Policy #8280 (as revised) - Limited English Proficiency Instruction; English Language Learners

**Motion for Adjournment:**

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

Motion for approval by Brien Spooner, seconded by Daniel Dupee, with motion approved 6-0. Time adjourned: 6:11 p.m.

Respectfully submitted:

\_\_\_\_\_  
Debra L. Bennett - District Clerk

- Supporting documents may be found in supplemental file dated October 5, 2015

INSTRUCTION

INSTRUCTION FOR ENGLISH LANGUAGE LEARNERS OR STUDENTS  
WITH LIMITED ENGLISH PROFICIENCY

~~The Board of Education recognizes its responsibility to ensure that students of foreign birth or ancestry, who have limited English proficiency (LEP) or English Language Learners (ELL), are provided with an appropriate program of bilingual transitional education or a free-standing program of English as a Second Language (ESL).~~

~~— The District has developed a comprehensive plan to meet the educational needs of students with limited English proficiency. The plan will be kept on file in the District and made available for SED review upon request. The plan includes:~~

- ~~— a) The District's philosophy for the education of ELL/LEP students;~~
- ~~— b) Administrative practices and procedures to:
  - ~~— 1. Diagnostically screen students for limited English proficiency;~~
  - ~~— 2. Identify students with limited English proficiency;~~
  - ~~— 3. Annually evaluate each ELL/LEP student including his/her performance in content areas to measure the student's academic progress;~~~~
- ~~— c) A description of the nature and scope of the bilingual and/or English as a second language instructional program and services available to ELL/LEP students;~~
- ~~— d) A description of the criteria used by the District to place ELL/LEP students in appropriate bilingual or free-standing English as a second language programs;~~
- ~~— e) A description by building of the curricular and extracurricular services provided to ELL/LEP students;~~
- ~~— f) A description of the District and school level procedures for the management of the program, including staffing, site selection, parental notification, coordination of funds, training and program planning.~~

~~— The instructional programs and services available to limited English proficient pupils to help them acquire English proficiency may include, pursuant to Commissioner's Regulations, bilingual education programs, free-standing English as a second language programs, appropriate support services, transitional services, in-service training and parental notification.~~

~~A student who, as a result of a disability, scores below the State-designated level on the Language Assessment Battery Revised (LAB-R) or the NYS English as a Second Language Achievement Test (NYSESLAT) shall be provided special education programs and services in accordance with the individualized education program (IEP) developed for such student and shall also be eligible for services available to an ELL/LEP student when those services are recommended in the IEP. Such a student will be counted as an ELL/LEP student as well as a student with a disability for purposes of calculating State aid.~~



INSTRUCTION FOR ENGLISH LANGUAGE LEARNERS OR STUDENTS  
WITH LIMITED ENGLISH PROFICIENCY

~~The parent/guardian of a student identified as an English language learner or as limited English proficient shall be informed in his/her native language, if necessary, of the student's identification for and/or participation in an English language learner instructional program as well as other school related information.~~

~~The Superintendent shall ensure that all data required by the Commissioner's Regulations is submitted to the State Education Department in a timely manner.~~

~~Title I of the Elementary and Secondary Education Act of 1965, as amended by the No Child Left Behind Act of 2001, Sections 1112(g) and 3302(a)  
Education Law Sections 207, 215, 2117, 3204(2)(2-a), 3602, and 3713  
8 New York Code of Rules and Regulations (NYCRR) Section 100.2(g) and Parts 117 and 154~~

- I. The Board of Education believes that students, who, by reason of foreign birth or ancestry, have limited English proficiency, will be more effective learners of both the language and the curriculum if they receive instruction in both their native language and English. The District will therefore make every effort to ensure that limited English proficient (English Language Learners (ELL) students are provided with an appropriate program of transitional bilingual education or English as a second language program.
- II. It is the policy of the District that the Superintendent be directed to develop appropriate administrative regulations, in accordance with Parts 117 and 154 of the Commissioner's Regulations, to ensure that ELL students are:
  - A. Screened for limited English proficiency, as part of the overall diagnostic evaluation, upon student's initial enrollment or reentry in the New York State public school system.
  - B. Identified, as appropriate, as an ELL student and notification and information provided to the parent, person in parental relation, or students 18 years of age or older.
  - C. Evaluated annually in areas prescribed by the Commissioner;
  - D. Assured of access to appropriate instructional and support services, including guidance programs;
  - E. Assured of having equal opportunities to participate in all school programs and extracurricular activities as non-ELL students; and
- III. A. The Superintendent shall be responsible for ensuring that a description of the nature and scope of the instructional programs and services to help them acquire English proficiency is available to limited English proficient pupils.

INSTRUCTION FOR ENGLISH LANGUAGE LEARNERS OR STUDENTS  
WITH LIMITED ENGLISH PROFICIENCY

- B. The Superintendent shall be responsible for ensuring that the Commissioner is provided with all information required under the Commissioner's Regulations and that the District provides appropriate school-related information to the parents of ELL students in English, or, when necessary, in the language they understand.
  - C. The Superintendent shall ensure that all teachers employed for any bilingual and/or ELL program are properly certified in accordance with the Commissioner's Regulations.
- IV. The District shall develop and update as necessary, a comprehensive plan ("Plan") in accordance with the Commissioner's Regulations to meet the needs of ELL students enrolled in the District. The Plan will be kept on file in the District office and made available for review by the State Education Department upon request.

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General Brown Central School District  
8 N.Y.C.R.R., Sections 117 and 154; NYS Education Law, Section 3204.  
Adopted: 05/10/10  
Revised: \_\_\_\_\_

**GENERAL BROWN CENTRAL SCHOOL DISTRICT  
2016-2017 Spending Plan Development Schedule**

- **November 2015** Distribute budget information and requisition forms to all staff
- **December 2015** Budget Estimate Sheets provided to Building Principals for their review.
- **January 15, 2016** Due date for Budget Request Summary from Building Principal (submit to District Office). This Request Summary is prepared from the Budget Estimate Sheets and compiles all equipment, furniture, major repairs, renovations, textbook needs, or other major requests and indicates priority items for the budget. Staff meetings with administrators on budget will be scheduled.
- During **January, February, and March**, the Superintendent of Schools will review budget items and submit preliminary information on budget, taxes, personnel staffing, negotiations, building and grounds repair, financial situation, State Aid, exemptions, equalization rates, etc. to the Board of Education. Several administrative staff meetings on the budget will be scheduled.
- **February 8, 2016 (BOE Meeting Date)** Preliminary budget forecast and budget assumptions prepared for the Board of Education. Tentative Spending Plan Draft prepared for the Board of Education, and includes proposed revenue and expenses for 2016-2017. Board of Education provides specific input and recommends modifications during **February and March**.
- **2016-2016 Budget Advisory Workshops** are tentatively scheduled for:  
**Wednesdays - February 24th, March 30<sup>th</sup> – 6pm**
- **March 1, 2016** Submit information to calculate Tax Levy Limit on Office of State comptroller's website.
- **March 7, 2016 (BOE Meeting Date)** Tentative Spending Plan Draft prepared for the Board of Education, and includes estimated tax levy impact.
- **March 17, 2016** Deadline date for submittal of any unusual financial considerations identified during March; adjustments will be made to proposed Spending Plan prior to the tentative Board of Education meeting to adopt the budget.
- **April 1, 2016** First Legal Notice of School Budget Hearing and Annual Budget Vote submitted for publication in the District's Official Newspaper; this legal notice must appear four (4) times prior to the Annual Budget Vote, with the first notice published at least 45 days prior to the Annual Budget Vote.
- **April 8, 2016** Second Legal Notice of School Budget Hearing and Annual Budget Vote.
- **April 11, 2016 (BOE Meeting Date)** A final **Proposed Spending Plan Draft** is provided to the Board of Education. Proposed 2016-2017 Spending Plan to be finalized for board resolution and presentation to voters at the Annual District Budget Hearing (May 9, 2016). Annual Budget Vote is scheduled for Tuesday, May 17, 2016 from 12:00 noon to 9:00 P.M. **Approval of 2016-2017 Spending Plan.**
- **April 15, 2016** Third Legal Notice of School Budget Hearing and Annual Budget Vote.

- **April 18, 2016** Deadline for submission of all petitions for nominations of Board candidates to the District Clerk, no later than 5:00 P.M. that day. Drawing for order of candidate listing on ballot is 11:00 A.M. on **April 19, 2016**
- **April 19, 2016 – May 10, 2016** Absentee ballots mailed to qualified voters who request one.
- **April 25, 2016** 2016-2017 Spending Plan Budget available upon request at all District Buildings.
- **April 25, 2016** Deadline for submittal of the **Property Tax Report Card** to NYSED and the official newspaper.
- **April 29, 2016** Fourth Legal Notice of School Budget Hearing and Annual Budget Vote.
- **May 9, 2016** (**BOE Meeting Date**) Annual Budget Hearing is held at 6:00pm (following the Regular BOE Meeting at 5:15).
- **May 10, 2016** School Budget Notice mailed to all qualified voters of the school district after the Budget Hearing but no later than six days prior to Annual Budget Vote.
- **May 11, 2016** A listing of those residents who were given absentee ballots is posted in the District Office. A copy of this listing is posted in the Gymnasium on Election Day. Voting machines and inserts are prepared for the Annual Vote and Board Election at the High School Gymnasium
- **May 17, 2016** Annual Budget Vote and Election of Board of Education Candidates, from 12:00 noon to 9:00 P.M. Arrangements are made for a Notary Public to swear in Inspectors of Elections prior to voting session.

# *General Brown Central School District*



## **Long Range Financial Plan and Fund Balance Management 2015-2016**

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

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## ❖ **The Purpose and Benefit of Long Range Planning**

Multiyear planning improves management and service delivery and allows for early identification of potential problems. It aids in projecting the future costs of existing services, and in determining whether existing revenue streams will be sufficient to cover these costs by the end of the planning period.

Multiyear financial planning provides information needed for program evaluation. It helps District officials examine the need for new programs, given projected growth and demographic changes. Multiyear planning also allows District officials to look at the efficiency and effectiveness of existing programs and determine what improvements are needed.

### ***Strategic Action Plan***

The School District needs to maintain, at all costs the high academic standards of our students, as they are the future of the district and will become our witness as to how we have passed or failed our mission. In December, 2014, the Board of Education approved an update to the Strategic Action Plan for the District (originally developed in 2010), which states the focus for success is to only support those programs which are consistent with the goals of the plan. The District will continue to focus on effective academic programs, implementation of the Common Core Learning Standards, and recruitment and retention of high-quality staff.

## ❖ **School District Revenues**

### **Local Tax Levy**

The tax levy is the total dollars that a school district collects from property owners within the district in order to balance its budget. The levy is determined after accounting for all other sources of income, including state aid.

The tax rate is used to calculate what each property owner will pay in school taxes. The district tax levy rate is just one factor, along with assessment rates and equalization rates that figure into determining the tax rate. The district does not set individual tax rates.

At the end of June 2011, the New York State Legislature enacted a property tax “cap” that seeks to limit the annual increase in the tax levies of local governments and school districts.

Although the new law has been referred to as a “2 percent tax cap,” it does not, in fact, restrict any proposed tax levy increase to 2 percent. What it does is establish a tax levy limit (which will be determined by each district according to an eight-step, complex formula dictated by the law, and will vary by district) that determines the number of votes needed to pass a school budget. For the 2014-2015 fiscal year, the taxpayers voted to override the tax cap with 60% supermajority.

### **State and Federal Aid**

About 64% of total revenues are procured through State and Federal Aid. In 2009, the State announced drastic reductions in State Aid to Schools through the Gap Elimination Adjustment (GEA). To date, the District has lost over 9.2 million dollars through the GEA. The State has also placed periodic freezes on Foundation Aid. State budget controls funding for many districts that derive a high percentage of their revenue from State Aid. Long Range planning

becomes difficult, if not impossible, without consistent expectations of State Aid revenue. Even after the State passes their budget on time, our funding stream may still be disrupted and payments extended past the original schedule due to lack of cash flow from the State. Given the economic climate and state of the State, the school system has found ways to save money and consolidate services whenever possible.

## ❖ **School District Expenditures**

The periodic freezes on Foundation Aid and the Gap Elimination Adjustments applied over the last 6 budget cycles has created a funding cliff on the revenue side of the budget. This coupled with escalating health care, retirement contributions and contractual obligations has posed significant challenges for the Board of Education as they prepare a spending plan each year.

In 2013, following years of depleting the District's fund balance, the District was forced to significantly decrease expenses through layoffs. This marked decrease in expenditures was the beginning of financial recovery for the District. After losing 46 positions, the District was able to restore 7.5 positions in the 2015-2016 school year and replenish some reserve accounts that had been depleted during the economic downturn.

Employee compensation and related fringe benefit costs is the largest area of expense. These costs are mainly affected by two controllable factors: number of staff and contracts with collective bargaining units. The District employs approximately 195 full and part time employees. The teachers' union has a collective bargaining agreement in place until June 30, 2016. The school related professionals' collective bargaining agreement has expired and is currently under negotiation.

Each year, the rising cost of providing pension and insurance benefits, factors beyond the district's control, complicates the development of the annual school budget. Health insurance costs have been increasing by 3-10% each year.

Both the New York State Teachers' Retirement System (TRS) and Employees' Retirement System (ERS) employer contribution rates have risen every year from 2002 through 2013. In 2014, we began to see contribution rates stabilize with a decrease realized in 2015 and projected for 2016.

## **Bus Purchases**

The District is on a bus replacement schedule that calls for the purchase of 3 new buses each year. The bus replacement plan evens out the transportation costs and ensures that buses are replaced every eight years. Planned purchasing insures that the district has safe buses to transport students. As buses exceed their warrantee and mileage recommendations, they become more costly to maintain and less efficient to run. Most of the purchase price is reimbursed through state transportation aid when purchased with local taxpayer dollars.

## ❖ **Looking to the future - Financial Analysis/Plan**

Under the Office of the State Comptroller's fiscal stress monitoring system, the District has improved from a District with "significant" fiscal stress in 2013 to a District with "no designation" in 2015.



## 9 Year Financial Analysis

General Brown Central School District									
Four Year Financial Plan, Fiscal Years 2016-2019									
General Fund									
	Actual					Estimated	Projected		
	2011	2012	2013	2014	2015	2016	2017	2018	2019
<b>Revenues</b>									
Real Property Tax Items	6,132,235	6,227,819	6,404,856	6,743,506	7,214,216	7,338,326	7,485,093	7,634,794	7,787,490
Charges for Services	50,967	25,804	37,209	40,802	46,018	42,000	44,100	46,305	48,620
State Aid	11,141,224	11,538,230	12,149,456	12,942,528	12,893,156	12,728,762	13,237,912	13,635,050	14,044,101
Federal Aid	868,603	53,111	139,998	136,443	100,997	100,000	100,000	100,000	100,000
Other (includes Sale of Property, Misc.)	396,872	<sup>1</sup> 2,167,007	628,395	548,366	542,422	500,000	400,000	450,000	475,000
Interfund Transfers	125,681	213,928	96,000	96,000	0	0	0	0	0
<b>Total Revenues and Other Sources</b>	<b>\$18,715,582</b>	<b>\$20,225,899</b>	<b>\$19,455,914</b>	<b>\$20,507,645</b>	<b>\$20,796,809</b>	<b>\$20,709,088</b>	<b>\$21,267,105</b>	<b>\$21,866,149</b>	<b>\$22,455,212</b>
<b>Expenditures by Function</b>									
General Support	2,003,783	1,947,574	1,939,108	1,790,722	1,847,275	2,000,000	2,050,000	2,101,250	2,153,781
Instruction	10,142,369	9,631,461	10,269,002	9,421,391	9,737,207	10,300,000	10,557,500	10,821,438	11,091,973
Pupil Transportation	889,223	1,027,520	<sup>2</sup> 2,437,480	1,309,155	931,740	940,000	958,800	977,976	997,536
Employee Benefits	4,360,261	4,649,277	4,928,113	4,854,351	4,899,161	5,750,611	6,038,142	6,340,049	6,657,051
Debt Service (Principal and Interest)	2,011,979	2,213,660	2,236,638	2,237,625	<sup>3</sup> 1,586,482	<sup>3</sup> 1,107,975	<sup>4</sup> 1,107,975	1,108,756	1,112,975
Interfund Transfers	265,653	205,208	335,490	314,148	321,596	300,000	300,000	300,000	300,000
<b>Total Expenditures and Other Uses</b>	<b>\$19,673,268</b>	<b>\$19,674,700</b>	<b>\$22,145,831</b>	<b>\$19,927,392</b>	<b>\$19,323,461</b>	<b>\$20,398,586</b>	<b>\$21,012,417</b>	<b>\$21,649,468</b>	<b>\$22,313,316</b>
<b>Surplus (Deficit)</b>	<b>(\$957,686)</b>	<b>\$551,199</b>	<b>(\$2,689,917)</b>	<b>\$580,253</b>	<b>\$1,473,348</b>	<b>\$310,502</b>	<b>\$254,688</b>	<b>\$216,681</b>	<b>\$141,896</b>
<b>Budgetary Reserves</b>									
Fund Equity, Beg. of Year	\$4,451,391	\$3,493,705	\$4,044,904	\$1,354,987	\$1,935,240	\$3,408,588	\$3,719,090	\$3,973,778	\$4,190,460
Fund Equity, End of Year	3,493,705	4,044,904	1,354,987	1,935,240	3,408,588	3,719,090	3,973,778	4,190,460	4,332,355
Nonspendable and Restricted Fund Balance	1,382,262	2,576,367	828,586	326,849	1,616,916	1,800,000	2,000,000	2,200,000	2,400,000
<b>Unrestricted Fund Balance (Assigned + Unassigned)</b>	<b>2,111,443</b>	<b>1,468,537</b>	<b>526,401</b>	<b>1,608,391</b>	<b>1,791,672</b>	<b>1,919,090</b>	<b>1,973,778</b>	<b>1,990,460</b>	<b>1,932,355</b>
UFB as % of Expenditures*	10.7%	7.5%	2.4%	8.1%	9.3%	9.4%	9.4%	9.2%	8.7%

- <sup>1</sup> Insurance Recovery Money due to bus garage fire
- <sup>2</sup> Increase in bus purchases due to bus garage fire
- <sup>3</sup> Bond payoffs (capital projects)
- <sup>4</sup> Does not include anticipated Energy Performance Contract

## ❖ **The Purpose and Benefit of Fund Balance Management**

The Board of Education and Administration considers several aspects of Fund Balance in balancing the overall fiscal health of the District.

### **Why do we need Fund Balance?**

Fund balance is necessary in order to cover cash flow deficits in the summer and to plan for future liabilities as well as to accommodate unforeseen issues. A good Fund Balance Management Plan will substantially reduce or eliminate a negative effect on the normal operation of our District in order to accommodate liabilities that may arise. The General Fund budget voted upon by the community is established to pay for the expenses for that year. There is little room in that budget to pay for extraordinary or unanticipated expenses. We create Fund Balance with the idea that we can support future liabilities – known and unknown – without negatively affecting the instructional program or the taxpayers.

### **How is Fund Balance created?**

Fund Balance is created when unexpended funds remain at the end of the fiscal year primarily by the design and management of annual district budgets. Over the last several years, the General Brown Central School District Board of Education and Administration have been improving their efforts at prudent budget design. We have been conservative with our revenue estimates by acknowledging that the executive and legislative budget proposals are simply projections and estimates... not a guarantee of funding to the district. The actual dollars to be received from the state are not provided to us until November of the year following the vote. By being conservative, we avoid the risk of over stating budgeted revenues.

The appropriate development of the expenditure side of each budget is another area that has progressed and increased in accuracy in recent years. As a strategy to avoid unanticipated expenditures in the budget, the Board of Education strives to anticipate changes in regulations and student population. We receive updates from many sources in Albany and share information received by both the Superintendent and School Business Official from these sources in order to develop the most accurate financial plans possible. We work with the building administrators and department supervisors much more closely to determine changes in placements and programming for the future. Even after the budget is adopted, we monitor the fiscal plan on at least a weekly and sometimes more frequent basis looking for variances from our assumptions.

### **GASB 54**

As of June 30, 2011, GASB Statement Number 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, was issued, which replaced fund balance classifications with the following:

### **Fund Balance Classifications**

***Nonspendable*** – consists of assets that are inherently nonspendable in the current period either because of their form or because they must be maintained intact, including prepaid

items, inventories, long-term portions of loans receivable, financial assets held for resale, and principal of endowments.

***Restricted*** – consists of amounts that are subject to externally enforceable legal purpose restrictions imposed by creditors, grantors, contributors, or laws and regulations of other governments; or through constitutional provisions or enabling legislation.

***Committed*** – consists of amounts that are subject to a purpose constraint imposed by a formal action of the government’s highest level of decision-making authority before the end of the fiscal year, and that require the same level of formal action to remove the constraint.

***Assigned*** – consists of amounts that are subject to a purpose constraint that represents an intended use established by the government’s highest level of decision-making authority, or by their designated body or official. The purpose of the assignment must be narrower than the purpose of the general fund, and in funds other than the general fund, assigned fund balance represents the residual amount of fund balance.

***Unassigned*** – represents the residual classification for the government’s general fund, and could report a surplus or deficit, limited to 4 percent of the annual budget.

**General Brown Central School District  
Historical Review of Fund Balance  
2007-2008 to 2014-2015**

<b>Year Ending</b>	<b>Unemployment Reserve</b>	<b>Retirement (ERS only) Reserve</b>	<b>Workers Compensation Reserve</b>	<b>Employee Benefits Accrued Liability Reserve</b>	<b>Appropriated Fund Balance</b>	<b>Unappropriated Fund Balance</b>	<b>TOTAL</b>
2007-2008	\$374,162	\$0	\$0	\$446,267	\$1,490,000	\$606,304	\$3,021,032
2008-2009	\$360,985	\$452,676	\$0	\$0	\$1,490,000	\$1,292,015	\$2,782,015
2009-2010	\$327,096	\$454,424	\$0	\$0	\$1,195,355	\$2,268,903	\$4,245,778
2010-2011	\$301,605	\$773,551	\$203,049	\$90,255	\$1,195,000	\$816,000	\$3,379,460
2011-2012	\$274,135	\$457,419	\$113,563	\$81,083	\$895,000	\$420,820	\$2,242,020
2012-2013	\$263,932	\$50,419	\$17,563	\$28,475	\$459,345	\$0	\$819,734
2013-2014	\$233,939	\$50,419	\$17,563	\$11,126	\$895,000	\$677,822	\$1,885,869
2014-2015	\$233,939	\$1,150,419	\$117,563	\$101,193	\$895,000	\$781,430	\$3,279,544