

GENERAL BROWN CENTRAL SCHOOL DISTRICT  
BOARD OF EDUCATION  
**Regular Meeting**  
Preliminary Agenda  
**March 23, 2015 - 5:15 p.m.**  
**General Brown Room / Jr.-Sr. High School**

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

**CONSENT AGENDA**

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

1. Approval of Minutes:
  - March 9, 2015 - Regular Meeting
  
2. Approval of Buildings and Grounds requests:
  - JSHS new gymnasium - Lake Effect Storm AAU Girls Basketball - Sundays March 15-June 14, 2015 from 4:00 p.m. to 6:00 p.m. - practice
  - JSHS new gymnasium - GB Sports Booster Club - April 29, 2015 from 5:00 p.m. to 9:00 p.m. - Harlem Superstars - \$7/\$8 admission to benefit JV sports program
  - JSHS track - Apraxia Fun Run - May 17, 2015 from 9:00 a.m. to 12:00 p.m. - Fun Run - Admission \$20 to benefit children with apraxia
  
3. Conferences and Workshops:
  - Jennifer Augliano - BOCES School Counselor Meeting - JLBOCES - March 11, 2015
  - Amy O'Riley - English Language Learners - Indian River CSD - March 16, 2015
  - Tammy Scordo - SchoolTool Elementary Scheduling User Group - JLBOCES - March 18, 2015
  - Joseph O'Donnell - Frontier League Meeting - JLBOCES - March 23, 2015
  - Hope Ann LoPresti - Powerful Strategies to Help Your Struggling Readers Achieve the Rigorous Common Core State Standards in Reading - Syracuse - March 25, 2015
  - Kelly Cantwell - Powerful Strategies to Help Your Struggling Readers Achieve the Rigorous Common Core State Standards in Reading - Syracuse - March 25, 2015
  - Sandra Klindt - JLBOCES National Honor Society Recognition Program - Watertown High School - March 25, 2015
  - Ayesha Hunt - 3-5 Practical Strategies for Meeting the Rigorous Common Core Standards for Writing - Syracuse - March 26, 2015
  - Mary Vodicka - 3-5 Practical Strategies for Meeting the Rigorous Common Core Standards for Writing - Syracuse - March 26, 2015
  - Amy O'Riley - New NYSESLAT-ESL Scoring - JLBOCES - March 26, 2015
  - Lisa Smith - JLBOCES Annual Dinner Meeting / Budget Presentation - JLBOCES - April 15, 2015
  - Sandra Klindt - JLBOCES Annual Dinner Meeting / Budget Presentation - JLBOCES - April 15, 2015
  - Lisa Leubner - Medicaid 2015 SSHSP Training - JLBOCES - April 17, 2015
  - Fran Seymour - Music Roundtable - JLBOCES - April 20, 2015
  - David Ramie - K-2 Practical Strategies for Rigorous Common Core Standards for Writing - Syracuse - May 1, 2015
  - Heather Devine - K-2 Practical Strategies for Rigorous Common Core Standards for Writing - Syracuse - May 1, 2015
  - Chelsea Gardner - K-2 Practical Strategies for Rigorous Common Core Standards for Writing - Syracuse - May 1, 2015

**REGULAR AGENDA**

**Other Discussion and Action**

1. Ongoing Agenda Items:
  - Academic Presentation:
    - ❖ Presentation of ELA 9-10 Modules: Mrs. LaSage and Mrs. Hardwick
  
  - Policy Review/Updates:
    - ❖ Board Action - Policy #7130(rev)-Entitlement to Attend / Age and Residency 2nd Reading/Adoption  
Motion for adoption by \_\_\_\_\_, seconded by \_\_\_\_\_, with motion approved \_\_\_\_-\_\_\_\_.
  
2. Board Discussion - 1<sup>st</sup> and 2<sup>nd</sup> Quarter Marking Period Data for review
  
3. Board Action - Approval of the 2015-2016 General Brown Academic and 10 Month Staff Calendars  
Motion for approval by \_\_\_\_\_, seconded by \_\_\_\_\_, with motion approved \_\_\_\_-\_\_\_\_.

- 4. Board Action - Acceptance of donation in the amount of \$9804.45 from the General Brown Booster Club for the support of the Junior Varsity spring sports programs  
Motion for approval by \_\_\_\_\_, seconded by \_\_\_\_\_, with motion approved \_\_\_\_ - \_\_\_\_.
- 5. Board Action - **BE IT RESOLVED** that the Board of Education of the General Brown Central School District takes action to approve the Fund Surplus Resolution Agreement and Release, and to accept the return of \$1026.43 in the year ending June 30, 2016, which shall be deemed to constitute the District's full and complete entitlement to its share of the OPEB Accrual Amount.  
Motion for approval by \_\_\_\_\_, seconded by \_\_\_\_\_, with motion approved \_\_\_\_ - \_\_\_\_.
- 6. Board Action - Approval of Committee on Special Education Reports  
Motion for approval by \_\_\_\_\_, seconded by \_\_\_\_\_, with motion approved \_\_\_\_ - \_\_\_\_.
- 7. Board Discussion - 2015-2016 Spending Plan

**ADMINISTRATIVE REPORTS**

- 8. School Business Official Report
- 9. Superintendent Report

**CORRESPONDENCE AND COMMUNICATIONS**

- 10. Correspondence Log
- 11. Calendar of Events

**ITEMS FOR NEXT MEETING** *Monday, April 13, 2015*

- 12. \_\_\_\_\_

**RECOMMENDATIONS AND ACTION**

- 13. 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:  
**Mary Stowell** - Cleaner - effective July 31, 2015
- (B) Resignations:  
**Angela Arthur** - Reading Teacher - effective April 6, 2015
- (C) Appointments including coaches:

- 14. Upon the recommendation of the Superintendent of Schools – WHEREAS, the Jefferson-Lewis BOCES on behalf of General Brown Central School District has promptly submitted to SED two sets of the following prospective employees fingerprints for employment and the signed Consent Form, along with a request for clearance. These employees have received FINAL CLEARANCE from SED:

Motion for approval by \_\_\_\_\_, seconded by \_\_\_\_\_, with motion approved \_\_\_\_ - \_\_\_\_.

**Executive Session:**

A motion is requested to enter executive session for the discussion of \_\_\_\_\_.  
Motion for approval by \_\_\_\_\_, seconded by \_\_\_\_\_, with motion approved \_\_\_\_ - \_\_\_\_ . Time entered: \_\_:\_\_ p.m.

**Return to Open Session:**

A motion is requested to adjourn the executive session and reconvene the regular meeting.  
Motion for approval by \_\_\_\_\_, seconded by \_\_\_\_\_, with motion approved \_\_\_\_ - \_\_\_\_ . Time adjourned: \_\_:\_\_ p.m.

**Motion for Adjournment:**

There being no further business or discussion, a motion is requested adjourn the regular meeting.  
Motion for approval by \_\_\_\_\_, seconded by \_\_\_\_\_, with motion approved \_\_\_\_ - \_\_\_\_ . Time adjourned: \_\_:\_\_ p.m.

\* Items added after preliminary agenda was sent to Board of Education

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

**Regular Meeting**

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

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

**Others Present:** Cammy J. Morrison, Superintendent of Schools; Lisa Smith, Executive Director of Administrative Services; Gary Grimm, Transportation Supervisor/Operations Manager; Hope Ann LoPresti, Brownville Glen Park Principal; David Ramie, Dexter Elementary Principal; Babette Valentine, Curriculum Coordinator; Kathaleen Beattie, CSE Chairperson; Debra Bennett, District Clerk; Cindy Fusco, GBTA President; Guests from various districts participating in the Superintendent Development Program and the CAS Program; Staff and Community members

**REGULAR MEETING**

**CONSENT AGENDA**

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

1. Approval of Minutes:
  - February 9, 2015 - Regular Meeting
  
2. Approval of Buildings and Grounds requests:
  - JSBS gymnasium - Victory Athletics - February 14, 2015 from 7:00 a.m. to 5:00 p.m. - Youth Basketball Tournament
  - DEX gymnasium - GB Performing Arts Club - March 13, 2015 from 7:00 p.m. to 10 p.m. - Volleyball Tournament
  - DEX cafeteria - Dexter Citizens' Committee - March 17, 18 and 19, 2015 from 6:00 p.m. to 8:00 p.m. - Dexter Baseball / Softball sign-ups
  - DEX school grounds - Village of Dexter - March 28, 2015 from 9:15 a.m. to 11:00 a.m. - Annual Easter Egg Hunt
  - JSBS gymnasiums - GB Lacrosse Club - March 8, 2015 to April 26, 2015 - Sundays from 10:00 a.m. to 2:00 p.m. - Youth Lacrosse Practices
  
3. Conferences and Workshops:
  - Philip Jenner - Assessment Design Institute - JLBOCES - February 10-12, 2015
  - Erin Smith - Effective Assessment Workshop - JLBOCES - February 10-12, 2015
  - Katie Clough - Commissioner's Advisory Council - NYSED, Albany - February 11, 2015
  - Bridget Grimm - VAP Grant PSAT Conference - JLBOCES - February 11, 2015
  - Deanna Gullquist - Technology Leadership Meeting - Oneida BOCES, Oneida - February 24, 2015
  - Joseph O'Donnell - The Complete Communicator - JLBOCES - February 26, 2014
  - Jennifer Nelson - Science RAD - JLBOCES - February 26-27, 2015
  - Martha McIntosh - Pre-K Behavioral Focus for Challenging Disorders Workshop - Building Blocks, Watertown - February 27, 2015
  - Joseph O'Donnell - Section 3 AD Meeting - Canastota - March 11, 2015
  - Paula Ahlheim - Fitting It All In Workshop - JLBOCES - March 13, 2015
  - Jillian Goodrich - Fitting It All In Workshop - JLBOCES - March 13, 2015
  - Elizabeth Lavoie - Fitting It All In Workshop - JLBOCES - March 13, 2015
  - Tricia Nortz - Fitting It All In Workshop - JLBOCES - March 13, 2015
  - Trista St.Onge - Fitting It All In Workshop - JLBOCES - March 13, 2015
  - Jennifer Augliano - SchoolTool Secondary Scheduling Session - JLBOCES - March 18, 2015
  - Deanna Oliver - SchoolTool Secondary Scheduling Session - JLBOCES - March 18, 2015
  - Casey Nicol - SchoolTool Secondary Scheduling Session - JLBOCES - March 18, 2015
  - Marli Eyestone - SchoolTool Workshop - JLBOCES - March 18, 2015
  - Lisa Smith - JLSBA Dessert Workshop "An Evening with Cooperative Purchasing" - March 19, 2015
  - Cammy J. Morrison - JLSBA Dessert Workshop "An Evening with Cooperative Purchasing" - March 19, 2015
  - Sandra Young Klindt - JLSBA Dessert Workshop "An Evening with Cooperative Purchasing" - March 19, 2015
  - Kartrina Matthews - School Greeters Safety & Awareness Training - JLBOCES - March 20, 2015
  - Tammie Nelson - School Greeters Safety & Awareness Training - JLBOCES - March 20, 2015
  - Tammy Scordo - School Greeters Safety & Awareness Training - JLBOCES - March 20, 2015
  - Tricia Nortz - Powerful Strategies to Help Your Struggling Readers Achieve the Rigorous Common Core State Standards in Reading - Syracuse, March 25, 2015
  - Cammy J. Morrison - JLSBA National Honor Society Recognition Program - Watertown High School - March 25, 2015
  - Martha McIntosh - CKLA ELA Domains Workshop - JLBOCES - April 8, 2015

- Debra Bennett - Employee Arrest and Certification Update Workshop - JLBOCES - April 10, 2015
- Jennifer Augliano - When Grief Comes to School - Bohlen Tech Center - April 15, 2015
- Bridget Grimm - When Grief Comes to School - Bohlen Tech Center - April 15, 2015
- Cammy J. Morrison - Utica National 2015 School Risk Management Seminar - Savory Best Western, Watertown - April 21, 2015
- Kelly Cantwell - Fitting It All In Workshop - JLBOCES - March 13, 2015
- Sherri Delano - Grades 3-5 Common Core Standards for Writing - Syracuse - March 26, 2015
- Jennifer Nelson - Science RAD - JLBOCES - April 20, 2015

4. Approval of Financial Reports: January 2015

- Appropriation Report - All Funds
- Revenue Report - All Funds
- Treasurer's Cash Reports
- Claims Auditor Monthly Reports
- General Fund Warrant "A"
- Food Service Warrant "C"
- Trust & Agency Warrant "T"
- Extra-Curricular Activity Fund

**REGULAR AGENDA**

**Other Discussion and Action**

1. Public Comments - Mr. Jeffrey Timerman - Current Jefferson-Lewis BOCES Board of Education member provided a brief overview of the function of the BOCES Board, and also expressed a desire to continue serving as a member of the BOCES Board of Education.
2. Ongoing Agenda Items:
  - Academic Presentation:
    - ❖ None at this time
  - Policy Review/Updates:
    - ❖ Policy #7130 (revised) - Entitlement to Attend / Age and Residency - 1<sup>st</sup> Reading
3. Board Information - Invitation from JLSBA Workshop/Executive Committee Meeting: *"An Evening with Cooperative Purchasing - Are You Maximizing the Benefits Available to Your District!"* - March 19, 2015
4. Board Information - Invitation from JLSBA National Honor Society Recognition Program - March 25, 2015
5. Board Information - Invitation from JLBOCES Annual Dinner Meeting / Budget Presentation - April 15, 2015
6. Board Information - PIVOT First Semester Report (formerly Alcohol and Substance Abuse Council)
7. Board Information - As per the GBTA Contract, *"If the District has three or more unused snow days as of April 10<sup>th</sup>, one day will be added to the April vacation..."* The day to be added is March 27, 2015.
8. Board Information - Term expiration for members of the General Brown Central School District Board of Education are listed below. Petitions are available and will be accepted in the Office of the District Clerk until 5:00 p.m. April 20, 2015.
  - 2015 - Jeffrey West
  - 2015 - Daniel Dupee
  - 2015 - Jamie Lee
  - 2016 - Sandra Young Klindt
  - 2016 - Brien Spooner
  - 2017 - Cathy Pitkin
  - 2017 - Michael Ward
9. Board Information - 2<sup>nd</sup> Quarter Marking Period Data for review
10. Board Discussion / Action - Mr. Jeffrey Timerman's three-year term serving on the Jefferson-Lewis-Hamilton-Herkimer-Oneida Board of Cooperative Education Services (BOCES), will expire June 30, 2015. Nominations of candidates will be accepted by the Clerk of the Jefferson-Lewis BOCES until March 23, 2015. Nominations for candidates will be accepted at this time:

President West requested nominations for candidates to serve on the BOCES Board of Education. Dr. Sandra Klindt then expressed an interest in running for a seat on the BOCES Board.

With a motion by Daniel Dupee, and a second by Jamie Lee, the **General Brown Central School District Board of Education took action to approve the nomination of Sandra Young Klindt to serve as a representative on the BOCES Board of Education** to commence a three (3) year term of office beginning July 1, 2015 and concluding on June 30, 2018.

The motion was approved 6-0, with Dr. Klindt abstaining.

11. Board Discussion - Component School District Boards of Education and Trustees will vote on the BOCES election and the 2015-2016 Proposed Administrative Budget of the Jefferson-Lewis BOCES on **Monday, April 20, 2015**. A special meeting will be required for the purpose of the vote. (Last year's meeting was held at 7 a.m. in the District Office Conference Room.)  
The Special Meeting on April 20<sup>th</sup> will begin at 7:00 a.m. in the District Conference Room
12. Board Action - Madison-Oneida BOCES Services Request Form and Contract 2015-16: **BE IT RESOLVED** that the Board of Education of the General Brown Central School District will participate during the 2015-2016 school year in the programs / services marked positively on the 2015-2016 Madison Oneida BOCES Services Commitment Form  
Motion for approval by Brien Spooner, seconded by Michael Ward, with motion approved 7-0.
13. Board Action - **BE IT RESOLVED** that upon the recommendation of the Superintendent of Schools, the Board of Education of the General Brown Central School District takes action to enter into a contract with Bernier, Carr & Associates, P.C. for the purpose of conducting the 2015 Building Condition Survey, as mandated by the New York State Education Department.  
Motion for approval by Sandra Klindt, seconded by Jamie Lee, with motion approved 7-0.
14. Board Action - Approval of Board of Education 2015-2016 Meeting Schedule  
Motion for approval by Brien Spooner, seconded by Daniel Dupee, with motion approved 7-0.
15. Board Discussion / Action - A petition being presented representing Dexter Free Library requesting that a proposition be included on the ballot for the School Budget Vote on May 19, 2015 as follows:  
  
**BE IT RESOLVED**, that pursuant to Education Law, Section 259, the Board of Education of the General Brown Central School District is authorized to levy and collect an annual tax, year after year, separate and apart from the annual school district budget, in the amount of \$15,000, in addition to the current amount of \$21,500 for a total of \$36,500, which will be paid to the Dexter Free Library for the support and maintenance of the library; with this appropriated amount to be the annual appropriation until thereafter modified by a future vote of the electors of the General Brown Central School District  
Motion for approval by Jamie Lee, seconded by Michael Ward, with motion approved 7-0.
16. Board Action - Approval of Committee on Special Education Reports  
Motion for approval by Sandra Klindt, seconded by Brien Spooner, with motion approved 7-0.

**ADMINISTRATIVE REPORTS** - For information only

17. Operations Report
18. Jr. & Sr. High School Principal Reports
19. Elementary Principal Reports
20. Curriculum Coordinator Report
21. School Business Official Report
22. Kathaleen Beattie, CSE Chairperson, provided an overview of the recent Special Education Quality Assurance Special Education Programs & Services Review conducted by NYSED
23. Superintendent Report

**CORRESPONDENCE AND COMMUNICATIONS** - For information only

24. Correspondence Log
25. Calendar of Events

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

26. 2<sup>nd</sup> Reading - Policy #7130 (revised)

**RECOMMENDATIONS AND ACTION**

27. 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 Brien Spooner, and seconded by Michael Ward. Motion is approved 7-0.

(A) Retirements:

**Peter Findeis III** - Cleaner - effective February 27, 2015 - Approved with appreciation and regret

(B) Resignations:

**Lee Gault** - Cleaner - effective March 27, 2015  
**Ellen Sheen** - Modified Girls softball - effective February 25, 2015  
**Mike Hartle** - Varsity Boys Baseball - effective March 2, 2015

(C) Appointments including coaches:

**John C. Devine** - Substitute Teacher - \$75 per day non-certified - effective March 10, 2015  
**Andrea W. McCabe** - Substitute Teacher - \$75 per day non-certified - effective March 10, 2015  
**Jacob A. Powell** - Substitute Teacher - \$75 per day non-certified - effective March 10, 2015  
**Richard D. Lashway** - Substitute Licensed Practical Nurse - \$12.66 per hour - effective March 10, 2015

SPRING Coaches - PAID:

**Chad C. Sidmore** - JV Boys Baseball\*  
**Richard J. Purvis** - Varsity Boys Lacrosse\*\*\*  
**Chad W. Parker** - JV Boys Lacrosse\*\*\*

SPRING Coaches - UNPAID:

**Bryan Fazio** - Girls Lacrosse\*\*\*  
**Robert Pickeral** - Boys Lacrosse\*\*\*  
**Christopher R. Delano** - Boys Lacrosse\*\*\*  
**Jason Stowell** - Boys Lacrosse\*\*\*

Coaches have the following (as mandated by NYSED):

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

28. Upon the recommendation of the Superintendent of Schools – WHEREAS, the Jefferson-Lewis BOCES on behalf of General Brown Central School District has promptly submitted to SED two sets of the following prospective employees fingerprints for employment and the signed Consent Form, along with a request for clearance. These employees have received FINAL CLEARANCE from SED:

- **John C. Devine** - Substitute Teacher
- **Andrea W. McCabe** - Substitute Teacher
- **Jacob A. Powell** - Substitute Teacher
- **Richard D. Lashway** - Substitute Licensed Practical Nurse
- **Chad Sidmore** - Coach
- **Richard J. Purvis** - Coach
- **Chad W. Parker** - Coach
- **Bryan Fazio** - Coach
- **Robert Pickeral** - Coach
- **Christopher R. Delano** - Coach
- **Jason Stowell** - Coach

Motion for approval by Jamie Lee, seconded by Sandra Klindt, with motion approved 7-0.

Executive Session:

**A motion is requested to enter executive session** for the discussion of the performance history of two particular individuals and litigation strategy regarding a proposed specific legal matter.

Motion for approval by Brien Spooner, seconded by Daniel Dupee, with motion approved 7-0. Time entered: 5:40 p.m.

Return to Open Session:

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

Motion for approval by Cathy Pitkin, seconded by Brien Spooner, with motion approved 7-0. Time adjourned: 7:27 p.m.

Motion for Adjournment:

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

Motion for approval by Sandra Klindt, seconded by Cathy Pitkin, with motion approved 7-0. Time adjourned: 7:27 p.m.

Respectfully submitted:

Debra L. Bennett, District Clerk

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

*Second Reading / Adoption - March 23, 2015*

**SUBJECT: ENTITLEMENT TO ATTEND -- AGE AND**

**RESIDENCY Ages of Attendance/Compulsory Attendance Age**

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

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

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

### **Conditional Enrollment and Attendance**

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

### **Process and Documentation for Enrollment Review**

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

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Students

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

### Student Residency

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

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

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

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

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

**And**

### **At least one (1) of the following**

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



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

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

### *Age of Child*

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

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

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

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

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

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Students

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

### Public Health Requirements

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

### Determination Regarding Continued Enrollment

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

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

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

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

**SUBJECT: ENTITLEMENT TO ATTEND -- AGE AND RESIDENCY**

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

Domestic Relations Law Section 74

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

Family Court Act Section 657

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

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

Adopted: \_\_/\_\_/15



# General Brown Central School District 2015-2016 10-Month Staff Calendar



July						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
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26	27	28	29	30	31	

August						
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23	24	25	26	27	28	29
30	31					

September						
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October						
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November						
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December						
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20	21	22	23	24	25	26
27	28	29	30	31		

September	
1	Supts Conference Day
2	Supts Conference Day
3	School Opens
7	Labor Day
October	
9	1/2 day-Supts Conference Day
12	Columbus Day
November	
11	Veteran's Day
19	Parent-Teacher Conference
20	Parent-Teacher Conference
25-27	Thanksgiving Holiday
December	
24-31	Christmas Holiday
January	
1	New Year's Holiday
18	Martin Luther King Day
26-29	Regents Exams
February	
15	Winter Recess (President's Day)
16-19	Winter Recess
March	
25	Good Friday
April	
22	Supt Conference Day
25-29	Spring Recess
May	
30	Memorial Day
June	
1	Regents Day
14-22	Regents Days
23	Rating Day
23	Last Day of School
24	Graduation Day

January						
S	M	T	W	T	F	S
					1	2
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31						

February						
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28	29					

March						
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April						
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May						
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June						
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26	27	28	29	30		

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

### School Day Tally

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

# General Brown Central School District Calendar

## July 2015—June 2016

July 2015	August 2015	September 2015	October 2015																																																																																																																																																																																							
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### September 2015

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

### October 2015

- 9 1/2 Day Supt. Conference Day
- 12 Columbus 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

### January 2016

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

### February 2016

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

#### 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

#### 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 9, 2015 1/2 Conf. Day.  
 (students attend half-day)  
 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

Month Days

Sept	21
Oct	21
Nov	17
Dec	17
Jan	19
Feb	16
March	22
April	16
May	21
June	17
<b>TOTAL</b>	<b>187 days</b>

Approved by Board of Education: