

GENERAL BROWN CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION
Regular Meeting
Minutes
December 5, 2016
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 (arrived 5:46 p.m.), Vice President; Sandra Young Klindt; Brien Spooner; Jamie Lee; Cathy Pitkin and Michael Ward

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; Babette Valentine, Curriculum Coordinator; John Wells, Interim 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; Debra Bennett, District Clerk; Stephen J. Todd, District Superintendent, Staff Members: B. Nortz, D. Mincer, L. VanBrocklin, J. Ramie, T. Gunn, C. LaSage, M. Cuddeback, and D. Newvine

- **Introduction** of two new Staff Members to the Board of Education by Mr. Wells

EXECUTIVE SESSION

A motion was requested to enter executive session for the discussion of matters leading to the employment of a particular individual / individuals.

Motion for approval by Michael Ward, seconded by Sandra Klindt, with motion approved 6-0. Time entered: 5:17 p.m.

— Mr. Dupee joined the executive session at 5:46 p.m.

RETURN TO OPEN SESSION

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

Motion for approval by Cathy Pitkin, seconded by Sandra Klindt, with motion approved 7-0. Time: 5:50 p.m.

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 7-0.

1. Approval of Minutes as listed:
 - November 7, 2016 - Regular Meeting
 - November 10, 2016 - Special Meeting
2. Approval of Buildings and Grounds requests as listed:
 - None at this time
3. Approval of Conferences and Workshops as listed:
 - Kathaleen Beattie - Special Education Updates - JLBOCES - November 10, 2016
 - Carrie LaSage - OPALS Home Page Workshop - JLBOCES - November 14, 2016
 - Joseph O'Donnell - Athletic Applications - CNYRIC, Syracuse, NY - November 29, 2016
 - Cammy J. Morrison - JLSBA Dessert Workshop: *"Preparing for this Year's Budget"* - JLBOCES - November 30, 2016
 - Lisa K. Smith - JLSBA Dessert Workshop: *"Preparing for this Year's Budget"* - JLBOCES - November 30, 2016
 - Cammy J. Morrison - Legislative Breakfast - Case Middle School, Watertown, NY - December 2, 2016
 - Lisa K. Smith - Legislative Breakfast - Case Middle School, Watertown, NY - December 2, 2016
 - Kathryn Bogart - Elementary Math Make and Take - JLBOCES - December 5, 2016
 - Heather Devine - Elementary Math Make and Take - JLBOCES - December 5, 2016
 - Kelly Monroe - Elementary Math Make and Take - JLBOCES - December 5, 2016
 - Frances Seymour - NYSBDA Symposium - Liverpool Conference Complex - March 3-5, 2017
 - Deanna Guyette - SYSOP Meeting - JLBOCES - December 2, 2016
 - Jennifer Augliano - JLACD Meeting - Paddock Club, Watertown - December 9, 2016
 - Bridget Grimm - JLACD Meeting - Paddock Club, Watertown - December 9, 2016
4. Approval of Financial Reports as listed: October 2016
 - 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 Comment Period - No requests at this time.
2. Ongoing Agenda Items:
 - Academic Update:
 - ❖ None at this time
 - Policy Review:
 - ❖ Board Action - 2nd Reading/Adoption: *Policy #7522 update-Concussion Management*
Motion for adoption by Brien Spooner, seconded by Sandra Klindt, with motion approved 7-0.
 - ❖ Board Discussion - Dress Code Policy
 - ❖ Board Discussion - Public Comment Policy
3. Board Information / Discussion - 1st Quarter Marking Period Data
- Mr. Spooner was excused to attend Christmas Concert at 6:03 p.m.
4. Board Discussion - Issue Analysis Project overview
5. Board Action - Approval of the 2017-2018 Spending Plan Development Schedule
Motion for approval by Jamie Lee, seconded by Michael Ward, with motion approved 6-0.
6. Board Action - Approval of the 2016-2017 Emergency Response Plan as updated
Motion for approval by Michael Ward, seconded by Sandra Klindt, with motion approved 6-0.
7. Board Action - **BE IT RESOLVED** that the General Brown Central School District Board of Education takes action to affirm participation in the ***TRI-COUNTY ENERGY COOPERATIVE SOLAR CONSORTIUM*** as put to the following roll-call vote:

Jeffrey West, President	Voting YES
Daniel Dupee II, Vice President	Voting YES
Sandra Young Klindt	Voting YES
Brien Spooner	Voting Absent
Jamie Lee	Voting YES
Cathy Pitkin	Voting YES
Michael Ward	Voting YES

The resolution was there upon declared duly adopted by a vote of 6-0.

8. Board Action - **Resolution Establishing the School District as Lead Agency Under the State Environmental Quality Review Act for General Brown Central School District**
Capital Construction Project SED District No. 22-04-01-04

Upon the recommendation of Cammy J. Morrison, Superintendent of Schools, the following resolution was offered by Michael Ward, who moved its adoption, and seconded by Daniel Dupee, to wit:

The question of the adoption of the following resolution was duly put to a vote on roll call, which resulted as follows:

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

The resolution was there upon declared duly adopted by a vote of 6-0.

RESOLUTION

RESOLUTION ADOPTED PURSUANT TO SEQR
REGARDING THE PROPOSED CAPITAL PROJECT

WHEREAS, the General Brown Central School District (“District”) is in the planning phase of a district-wide Capital Construction Project (“Project”), which, as presently proposed, will include reconstruction and resurfacing of existing paved areas, replacement of deteriorated ballasted roof sections and/or the replacement of deteriorated cabinetry at some or all of the following locations:

<u>Building Name</u>	<u>SED Building No.</u>
Dexter Elementary School	0-002
Brownville Elementary School	0-001
Junior/Senior High School	0-003
Bus Garage	5-004; and

WHEREAS, the District is desirous of pursuing the aforementioned Project; and

WHEREAS, before pursuing the aforementioned Project or taking any further action, the General Brown Board of Education (“Board”) acknowledges that it has statutory responsibilities relative to the proposed Project pursuant to the State Environmental Quality Review Act (“SEQR”); and

WHEREAS, the Board has considered the issue of designating the “lead agency” relative to the proposed Project as required by 8 N.Y.C.R.R. §155.9; and

WHEREAS, the District acknowledges that it is principally responsible for undertaking the aforementioned Project.

NOW, THEREFORE, BE IT RESOLVED by the Board as follows:

Section 1. Pursuant to 6 N.Y.C.R.R. §617.6 and 8 N.Y.C.R.R. §155.9, the District hereby determines that it is the “lead agency” with respect to the proposed Capital Project.

Section 2. That the Board President and/or the Superintendent are hereby authorized to complete all SEQR related materials.

Section 3. That the District Clerk is hereby authorized to circulate and mail all required notices to all involved agencies.

Section 4. This resolution shall take effect immediately.

CLERK’S CERTIFICATION

I, Debra L. Bennett, Clerk of the Board of Education of the General Brown Central School District (“District”), DO HEREBY CERTIFY:

1. That I have compared the foregoing resolution adopted by the District Board on December 5, 2016, with the original thereof on file in my office, and the same is a true and correct copy of said original and the whole of said original so far as the same relates to the subject matters therein referred to; and
2. That all members of the Board had due notice of said meeting; and
3. That pursuant to Section 103 of the Public Officers Law of the State of New York, said meeting was open to the general public.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Board of Education for the General Brown Central School District this 5th day of December, 2016.

[SEAL]

Debra L. Bennett
District Clerk of the Board of Education

9. Board Action - ***Resolution Making a Determination Under the State Environmental Quality Review Act for General Brown Central School District***
Capital Construction Project SED District No. 22-04-01-04

Upon the recommendation of Cammy J. Morrison, Superintendent of Schools, the following resolution was offered by Sandra Klindt, who moved its adoption, and seconded by Jamie Lee, to wit:

The question of the adoption of the following resolution was duly put to a vote on roll call, which resulted as follows:

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

The resolution was there upon declared duly adopted by a vote of 6-0.

RESOLUTION

**RESOLUTION ADOPTED PURSUANT TO SEQR
REGARDING THE PROPOSED CAPITAL PROJECT**

WHEREAS, the General Brown Central School District (“District”) is in the planning phase of a district-wide Capital Construction Project (“Project”), which, as presently proposed, will include reconstruction and resurfacing of existing paved areas, replacement of deteriorated ballasted roof sections and/or the replacement of deteriorated cabinetry at some or all of the following locations:

<u>Building Name</u>	<u>SED Building No.</u>
Dexter Elementary School	0-002
Brownville Elementary School	0-001
Junior/Senior High School	0-003
Bus Garage	5-004; and

WHEREAS, the District is desirous of pursuing the aforementioned Project; and

WHEREAS, before pursuing the aforementioned Project or taking any further action, the General Brown Board of Education (“Board”) acknowledges that it has statutory responsibilities relative to the proposed Project pursuant to the State Environmental Quality Review Act (“SEQR”); and

WHEREAS, the Board has considered its responsibilities under SEQR and the issue of designating the “lead agency” relative to the proposed Project as required by 8 N.Y.C.R.R. §155.9, and previously designated the District as the same; and

WHEREAS, the Board has also reviewed the information provided by BCA Architects and Engineers (“BCA”) in considering the appropriate SEQR classification with regard to the proposed Project; and

WHEREAS, BCA has indicated that as proposed, the Project will not have a significant adverse impact on the environment, resulting in the Project meeting the definition of a “Type II” Action; and

WHEREAS, the District having reviewed the recommendations of BCA and the scope of the proposed Project and being in accord with the same.

NOW, THEREFORE, BE IT RESOLVED by the Board as follows:

Section 1. Pursuant to 6 N.Y.C.R.R. 617.2(aj), the Board hereby determines that the SEQR classification of the Project is that of a Type II Action.

Section 2. Based upon the Project’s classification being that of a Type II Action, it is not subject to further review under SEQR, and that a negative declaration be issued.

Section 3. This resolution shall take effect immediately.

CLERK’S CERTIFICATION

I, Debra L. Bennett, Clerk of the Board of Education of the General Brown Central School District (“District”), DO HEREBY CERTIFY:

1. That I have compared the foregoing resolution adopted by the District Board on December 5, 2016, with the original thereof on file in my office, and the same is a true and correct copy of said original and the whole of said original so far as the same relates to the subject matters therein referred to; and

- 2. That all members of the Board had due notice of said meeting; and
- 3. That pursuant to Section 103 of the Public Officers Law of the State of New York, said meeting was open to the general public.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Board of Education for the General Brown Central School District this 5th day of December, 2016.

[SEAL]

Debra L. Bennett
District Clerk of the Board of Education

10. Board Action - **RESOLUTION CALLING A SPECIAL DISTRICT MEETING OF THE VOTERS OF THE GENERAL BROWN CENTRAL SCHOOL DISTRICT FOR FEBRUARY 13, 2017 TO VOTE UPON A PROPOSITION TO RENOVATE AND RECONSTRUCT THE SCHOOL BUILDINGS AND GROUNDS AT A MAXIMUM ESTIMATED COST OF \$9.4 MILLION, AND TO WITHDRAW \$1,500,000 FROM THE DISTRICT’S CAPITAL RESERVE FUND TO BE APPLIED TOWARD THE COST OF SAID CAPITAL PROJECT**

Upon the recommendation of Cammy J. Morrison, Superintendent of Schools, the following resolution was offered by Michael Ward, who moved its adoption, and seconded by Sandra Klindt, to wit:

The question of the adoption of the following resolution was duly put to a vote on roll call, which resulted as follows:

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

The resolution was there upon declared duly adopted by a vote of 6-0.

WHEREAS, the Board has been informed by its architects and other professionals that it is necessary to perform certain renovations, reconstruction and other improvements to the District’s school buildings and grounds; and

WHEREAS, the Board believes that it is in the District’s best interests to undertake the recommended renovations and improvements to its facilities as proposed by the District’s architects and other consultants, and further believes that the proposed work encompassed therein is necessary to promote the District’s educational program and to preserve the taxpayers’ investment in said school building and facilities; and

WHEREAS, the Board has determined to conduct a Special District meeting of the District’s voters on February 13, 2017 to consider a proposition authorizing certain reconstruction and renovations including reconstruction of deteriorated paving, resurfacing of remaining paving, replacement of deteriorated roofing, replacement of two vehicle lifts in the bus garage and renovations to the educational spaces.

NOW, BE IT RESOLVED by the Board as follows:

Section 1. Informational meetings to discuss the proposed capital project shall be held during the week(s) of January 30 and February 6, 2017 at time and location as yet to be determined.

Section 2. A Special District meeting of the qualified voters of the District shall be conducted on February 13, 2017 at the polling place hereinafter specified between the hours of 12:00 noon to 9:00 p.m. to vote upon the proposition hereinafter set forth. Such voting shall be by paper ballot.

Section 3. The official notice of the aforesaid Special District meeting shall be in the following form:

NOTICE OF A SPECIAL DISTRICT MEETING OF THE QUALIFIED VOTERS OF THE GENERAL BROWN CENTRAL SCHOOL DISTRICT TO VOTE UPON A PROPOSITION TO RECONSTRUCT AND RENOVATE THE SCHOOL BUILDINGS AND GROUNDS BY RENOVATING EXISTING PAVED AREAS, RESURFACING REMAINING PAVED AREAS, REPLACING DETERIORATED ROOFING, REPLACING TWO (2) VEHICLE LIFTS IN THE BUS GARAGE AND TO MAKE RENOVATIONS TO THE EDUCATIONAL SPACES, AT A COMBINED ESTIMATED PROJECT COST NOT TO EXCEED \$9.4

MILLION DOLLARS, AND TO APPLY \$1,500,000 FROM THE CAPITAL RESERVE FUND TOWARD SUCH PROJECT COST, WITH THE REMAINDER TO BE RAISED BY THE LEVY OF A TAX TO BE COLLECTED IN ANNUAL INSTALLMENTS, WITH SUCH TAX TO BE PARTIALLY OFFSET BY THE STATE AID AVAILABLE THEREFORE, AND, IN ANTICIPATION OF SUCH TAX, DEBT OBLIGATIONS OF THE SCHOOL DISTRICT MAY BE ISSUED AS NECESSARY NOT TO EXCEED SUCH ESTIMATED MAXIMUM AGGREGATE COST.

NOTICE IS HEREBY GIVEN:

That a Special District meeting of the qualified voters of the General Brown Central School District (the "District") will be held on February 13, 2017 at the polling place hereinafter specified between the hours of 12:00 noon and 9:00 p.m. to vote upon the adoption of the following proposition:

PROPOSITION NO. 1

RESOLVED, that the Board of Education of the General Brown Central School District be authorized to (1) perform certain reconstruction and renovations to the school buildings and grounds including reconstruction of deteriorated paving, resurfacing of remaining paving, replacement of deteriorated roofing, replacement of two vehicle lifts in the bus garage and renovations to the educational spaces at a maximum cost of \$9,400,000, including architectural, legal and bonding fees (the "Project"), and (2) apply \$1,500,000 from its capital reserve fund toward the cost of the Project, and (3) raise the remainder of the cost of the Project, or so much thereof as may be necessary, by the levy of a tax upon the taxable property of the District and collected in annual installments as provided in §416 of the Education Law, and, in anticipation of such tax, obligations of said District may be issued.

NOTICE IS FURTHER GIVEN:

That the aforementioned Proposition No. 1 shall appear on the ballot in the following abbreviated form:

PROPOSITION NO. 1

Shall the proposition authorizing the Board of Education to reconstruct deteriorated paving, replace deteriorated roofing, replace two vehicle lifts in the bus garage and make renovations to the educational spaces at a total combined maximum estimated cost of \$9,400,000, and to apply \$1,500,000 of the capital reserve fund toward such cost, be approved?

NOTICE IS FURTHER GIVEN:

That the vote will take place at the General Brown Jr.-Sr. High School gymnasium. Directions to said polling place may be obtained from the office of the School District Clerk during normal business hours at the District Administrative Offices located at 17643 Cemetery Rd., Dexter, N.Y

Dated: December 5, 2016

BY ORDER OF THE BOARD OF EDUCATION OF GENERAL BROWN CENTRAL
SCHOOL DISTRICT
COUNTY OF JEFFERSON, NEW YORK

Debra L. Bennett, District Clerk

CLERK'S CERTIFICATION

I, Debra L. Bennett, Clerk of the Board of Education of the General Brown Central School District ("District"), DO HEREBY CERTIFY:

4. That I have compared the foregoing resolution adopted by the District Board on December 5, 2016, with the original thereof on file in my office, and the same is a true and correct copy of said original and the whole of said original so far as the same relates to the subject matters therein referred to; and
5. That all members of the Board had due notice of said meeting; and
6. That pursuant to Section 103 of the Public Officers Law of the State of New York, said meeting was open to the general public.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Board of Education for the General Brown Central School District this 5th day of December, 2016.

[SEAL]

Debra L. Bennett
District Clerk of the Board of Education

11. Board Action - Approval of **Committee on Special Education Reports**.
Motion for approval by Sandra Klindt, seconded by Cathy Pitkin, with motion approved 6-0.

ADMINISTRATIVE REPORTS - For information only

- 12. Operations Report
- 13. Brownville-Glen Park and Dexter Principal Report
- 14. Jr.-Sr. High School Principal 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 - For information only

- 20. Correspondence Log

RECOMMENDATIONS AND ACTION

21. Board Action - Personnel Changes as listed:
A motion for approval of the following PERSONNEL CHANGES, with *effective dates* as listed:
RECOMMENDATION and ACTION is made by Michael Ward, and seconded by Jamie Lee. Motion is approved 6-0.

(A) Retirements: None at this time

(B) Resignations as listed:

Name	Position	Effective Date
Kathaleen M. Beattie	Director of Student Services	1/02/2017
Brittany Mullens	0.5 Physical Education Teacher	1/06/2017

(C) Appointments as listed:

Name	Position	Annual Salary / Rate of Pay	Probationary Tenure Track Appointment (if applicable)	Effective Date
Scarlet I. Fiorentino	Substitute Bus Driver	\$14.61 per hour	N/A	11/18/2016
Bryanna N. Fazio	Substitute Teacher	\$70 per day	N/A	12/06/2016
Brenda Parrish	Substitute Bus Driver	\$14.61 per hour	N/A	12/06/2016
Megan A. LaSage	Substitute Teacher	\$80 per day	N/A	01/03/2017
Saddie R. Serviss	Substitute Teacher	\$70 per day	N/A	01/03/2017
Samantha M. (Strader) Freeman	Substitute Teacher	\$80 per day	N/A	01/03/2017

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 FINAL CLEARANCE from SED:

- **Bryanna N. Fazio** - Substitute Teacher
- **Megan A. LaSage** - Substitute Teacher
- **Saddie Serviss** - Substitute Teacher
- **Samantha M. (Strader) Freeman** - Student Teacher/Substitute Teacher (eff. 1/3/17)
- **Julia M. Tollinchi** - Student Teacher
- **Rebecca R. Beaudoin** - Student Teacher

Motion for approval by Sandra Klindt, seconded by Jamie Lee, with motion approved 6-0.

23. Board Information / Discussion - Superintendent Search Process with Mr. Stephen J. Todd, District Superintendent
There was consensus to appoint Mr. Stephen J. Todd, District Superintendent to act as facilitator for the Superintendent Search Process.

ITEMS FOR NEXT MEETING - Monday, January 9, 2017 - 5:15 p.m. - Dexter Elementary Building

24. Dress Code - 1st Reading for approval
25. Public Comment Policy

EXECUTIVE SESSION

26. **A motion is requested to enter executive session** for the discussion of matters leading to the employment of a particular individual / individuals.
Motion for approval by Sandra Klindt, seconded by Michael Ward, with motion approved 6-0. Time entered: 6:33 p.m.
- Mr. Spooner joined the executive session at approximately 7:00 p.m.

RETURN TO OPEN SESSION

27. **A motion is requested to adjourn the executive session and reconvene the regular meeting.**
Motion for approval by Cathy Pitkin, seconded by Michael Ward, with motion approved 7-0. Time: 7:17 p.m.

MOTION FOR ADJOURNMENT

28. **There being no further business or discussion,** a motion is requested adjourn the regular meeting.
Motion for approval by Cathy Pitkin, seconded by Brien Spooner, with motion approved 7-0. Time adjourned: 7:17 p.m.

Respectfully submitted:

Debra L. Bennett - District Clerk

Enclosure: Board of Education Goals for 2016-2017 (adopted 11-7-16)

- Supporting documents may be found in supplemental file dated December 5, 2016.