

GENERAL BROWN CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION
Regular Meeting
Preliminary Agenda
December 5, 2016
General Brown Room - Jr.-Sr. High School

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

REGULAR MEETING

- **Introduction** of New Staff Members to the Board of Education

***EXECUTIVE SESSION**

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 _____, 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: ____:____ p.m.

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 as listed:
 - November 7, 2016 - Regular Meeting
 - November 10, 2016 - Special Meeting
2. Approval of Buildings and Grounds requests as listed:
 -
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
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 -
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 _____, seconded by _____, with motion approved ____-____.
 - ❖ Board Discussion - Dress Code Policy
 - ❖ Board Discussion - Public Comment Policy

- 5. Board Information / Discussion - 1st Quarter Marking Period Data
- 3. Board Discussion - Issue Analysis Project overview
- 4. Board Action - Approval of the 2017-2018 Spending Plan Development Schedule
Motion for adoption by _____, seconded by _____, with motion approved ____-_____.
- 6. Board Action - Approval of the 2016-2017 Emergency Response Plan as updated
Motion for adoption by _____, seconded by _____, with motion approved ____-_____.
- 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 _____
Daniel Dupee II, Vice President	Voting _____
Sandra Young Klindt	Voting _____
Brien Spooner	Voting _____
Jamie Lee	Voting _____
Cathy Pitkin	Voting _____
Michael Ward	Voting _____

The resolution was declared: (Adopted or Not Adopted)

- 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 _____, who moved its adoption, and seconded by _____, 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 _____
Daniel Dupee.....	Voting _____
Sandra Young Klindt.....	Voting _____
Jamie Lee.....	Voting _____
Cathy Pitkin.....	Voting _____
Brien Spooner.....	Voting _____
Michael Ward.....	Voting _____

The resolution was there upon declared duly (Adopted or Not Adopted).

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:

Building Name	SED Building No.
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.

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 __, 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 ____ day of _____, 20____.

Debra L. Bennett
District Clerk of the Board of Education

[SEAL]

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 _____, who moved its adoption, and seconded by _____, 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 _____
Daniel Dupee	Voting _____
Sandra Young Klindt	Voting _____
Jamie Lee	Voting _____
Cathy Pitkin	Voting _____
Brien Spooner	Voting _____
Michael Ward	Voting _____

The resolution was there upon declared duly (Adopted or Not Adopted).

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.

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 __, 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 ____ day of _____, 20____.

Debra L. Bennett
District Clerk of the Board of Education

[SEAL]

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

ADMINISTRATIVE REPORTS

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

CORRESPONDENCE AND COMMUNICATIONS

- 19. Correspondence Log

RECOMMENDATIONS AND ACTION

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

(A) Retirements:

Name	Position	Effective Date

(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
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

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

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

22. _____

EXECUTIVE SESSION

23. **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: ____:____ p.m.

MOTION FOR ADJOURNMENT

24. **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.

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

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

Preliminary

GENERAL BROWN CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION
Regular Meeting
Unapproved Minutes
November 7, 2016
Brownville Glen Park Elementary Cafeteria

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 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; Staff, Students and Community Members

- **Introduction** of new Staff Members to the Board of Education by Mrs. LoPresti, Mr. Ramie and Mr. Wells
 - **Academic Update:** Fine Arts - Ms. Davis and Mrs. Timerman facilitated enjoyable instrumental and vocal performances by our Bi-County students.
 - **Presentation / Discussion of Tri-County Energy Consortium** - John Warneck, Executive Director
1. Board Discussion / 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 _____
Daniel Dupee II, Vice President	Voting _____
Sandra Young Klindt	Voting _____
Brien Spooner	Voting _____
Jamie Lee	Voting _____
Cathy Pitkin	Voting _____
Michael Ward	Voting _____

The resolution was declared: (Adopted or Not Adopted)

Following a question/answer period and discussion, there was consensus of the Board to table the vote until the December 5, 2016 meeting.

- **Discussion of Proposed Capital Project** - Mr. Jason Jantzi of Bernier, Carr & Associates
Following a question/answer period and discussion, there was consensus of the Board to move forward with a referendum for a Capital Construction Project totaling \$9,351,277.

CONSENT AGENDA

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

1. Approval of Minutes as listed:
 - October 3, 2016 - Regular Meeting
 - October 17, 2016 - Special Meeting
2. Approval of Buildings and Grounds requests as listed:
 - JSHS turf field - October 11, 2016 from 5:00 to 8:00 p.m. - Lyme Central School Boys Soccer playoffs
 - JSHS turf field - October 22, 2016 from 5:00 to 7:00 p.m. - IHC JSHS Girls Sectional Soccer Game
 - DEX gymnasium - Wednesdays October 26, 2016 thru May 17, 2017 from 8:00 to 9:30 p.m. - Men's Basketball practice
 - JSHS turf field - November 3, 2016 from 5:00 to 9:00 p.m. - National Football Foundation & College Hall of Fame CNY Chapter - Senior Football Game - \$5.00 admission to fund scholarships
 - BGP gymnasium - Mondays & Thursdays November 7 thru December 8, 2016 from 6:00 to 8:15 p.m. and Wednesdays & Thursdays December 12, 2016 thru April 3, 2017 from 6:00 to 8:15 p.m. - Mighty Lions PeeWee Wrestling Club practices
3. Approval of Conferences and Workshops as listed:
 - Tara Cole - Battling Opiate/Heroin Addiction In Our Schools - WebEx - October 5, 2016
 - Deanna Guyette - MORIC Technology Showcase - Vernon Downs - October 6, 2016
 - Stephanie Karandy - JCC Edge Conference - Jefferson Community College - October 7, 2016

- Michelle Lamon - JCC Edge/Soar Conference - Jefferson Community College - October 7, 2016
 - Lindsay Pitkin - NIKE Coaching Clinic - Cleveland, Ohio - October 7-9, 2016
 - Rebecca Dupee - Middle School Science Curriculum - JLBOCES - October 14, 2016
 - Rebecca L. Flath - Finance Manager User Group Meeting - JLBOCES - October 18, 2016
 - Kristi Bice - ERS Employer Education Seminar - JLBOCES - October 21, 2016
 - Marti McIntosh - Applying OT Therapy in the Classroom - JLBOCES - October 21, 2016
 - Tara Cole - Substitute Teacher / Teacher Assistant Training - JLBOCES - October 25 & 26, 2016
 - Kylee Monroe - Apple Camp - JLBOCES - October 26, 2016 & March 9, 2017
 - Heather Devine - Elementary Make & Take - JLBOCES - October 27, 2016
 - Erica Hartle - Elementary Make & Take - JLBOCES - October 27, 2016
 - Helen Ketcham - Elementary Make & Take - JLBOCES - October 27, 2016
 - Mary Bucher - Effective Training Level I - JLBOCES - October 28, November 28, December 2 & 19, 2016
 - Dustin Newvine - Effective Training Level I - JLBOCES - October 28, November 28, December 2 & 19, 2016
 - Emily Aumell - Project Based Learning - GB JSHS - November 2,3,9, and 10, 2016
 - Trinia Bartlett - Project Based Learning - GB JSHS - November 2,3,9, and 10, 2016
 - Meredith Connell - Project Based Learning - GB JSHS - November 2,3,9, and 10, 2016
 - Susan Menapace - Project Based Learning - GB JSHS - November 2,3,9, and 10, 2016
 - Kylee Monroe - Project Based Learning - GB JSHS - November 2,3,9, and 10, 2016
 - Jennifer Nelson - Project Based Learning - GB JSHS - November 2,3,9, and 10, 2016
 - Lindsay Pitkin - Project Based Learning - GB JSHS - November 2,3,9, and 10, 2016
 - Lisa Scully - Project Based Learning - GB JSHS - November 2,3,9, and 10, 2016
 - Deanna Guyette - North Country Technology Coordinator Meeting - JLBOCES - November 3, 2016
 - Hannah Cottrell - FCCLA Fall Planning Meeting - Oswego, NY - November 4, 2016
 - Michael Parobeck - DATA Warehouse Workshop - JLBOCES - November 8, 2016
 - Kimberly Foss - OPALS Homepage Workshop - JLBOCES - November 14, 2016
 - Sarah Majo - Art Teacher Round Table - JLBOCES - November 14, 2016
 - Corrine Willis - NYSSMA Conference All-State - Eastman School of Music - Rochester, NY - December 1-4, 2016
 - Erica Hartle - Elementary Make & Take / Math - JLBOCES - December 5, 2016
 - Helen Ketcham - Elementary Make & Take / Math - JLBOCES - December 5, 2016
 - Kate Wiley - Elementary Make & Take / Math - JLBOCES - December 5, 2016
 - James P. Nevers - NYSNA 2016-17 Regional Industry Seminar - Holiday Inn, Liverpool, NY - December 6, 2016
 - Ellen Sheen - Teachers' Institute Teaching ELLs Across the Content - Liverpool, NY - December 9, 2016
 - Kathaleen Beattie - CSE Chairperson Meeting - JLBOCES - November 16, 2016
4. Approval of Financial Reports as listed: September 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 - Mr. Tim Ruetten addressed the Board of Education regarding bullying issues and the Board's public comment policy.
2. Ongoing Agenda Items:
 - Academic Update:
 - ❖ Fine Arts
 - Policy Review:
 - ❖ 1st Reading: **Policy #7522 update - Concussion Management**
3. Board Discussion / Action - Approval of Board of Education GOALS 2016-2017 - Following one correction, there was Motion for approval by Daniel Dupee, seconded by Sandra Klindt, with motion approved 7-0.
4. Board Discussion - Sports Waiver - Following discussion, there was consensus of the Board to table this matter.
5. Board Action - **BE IT RESOLVED** that the General Brown Central School District Board of Education takes action to approve the updated **Long Range Financial Plan and Fund Balance Management 2016-2017**. Motion for approval by Brien Spooner, seconded by Sandra Klindt, with motion approved 7-0.

6. Board Action - **BE IT RESOLVED** that upon the recommendation of the Superintendent of Schools, the General Brown Central School District Board of Education takes action to approve the **Tenure Appointment** of **Lisa K. Smith, Executive Director of Administrative Services**, with **effective service date of November 13, 2016**.
Motion for approval by Brien Spooner, seconded by Michael Ward, with motion approved 7-0.
7. Board Action - Approval of **Substitute Instructional and Non-Instructional Personnel-Item #10D**, as continued from the Organizational Meeting held July 1, 2016:
 - **Cayla O'Connor** - Substitute Teacher and Substitute Aide
 - **Jennifer S. Bailey** - Substitute Teacher and Substitute Aide
 Motion for approval by Sandra Klindt, seconded by Daniel Dupee, with motion approved 7-0.
8. Board Action - Approval of **School Tax Collector Report**.
Motion for approval by Brien Spooner, seconded by Jamie Lee, with motion approved 7-0.
9. Board Action - Approval of **Changes/Corrections to the 2016 Tax Roll** for the following parcels:
 - HSW Properties / Parcel # 64.17-1-19 / -\$431.84
 - HSW Properties / Parcel # 64.17-1-20 / -\$754.04
 Motion for approval by Daniel Dupee, seconded by Sandra Klindt, with motion approved 7-0.

The Board will hold a **Special Meeting at 7:00 a.m. on Thursday, November 10, 2016** for the purpose of approving the Final School Tax Report and Final School Tax Warrant.

10. Board Action - Approval of **Committee on Special Education Reports**.
Motion for approval by Sandra Klindt, seconded by Michael Ward, with motion approved 7-0.

ADMINISTRATIVE REPORTS - For information only

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

CORRESPONDENCE AND COMMUNICATIONS - For information only

19. Correspondence Log

RECOMMENDATIONS AND ACTION

20. 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 Jamie Lee, and seconded by Daniel Dupee. Motion approved 7-0.

(A) Retirements:

Name	Position	Effective Date
Linda Storrs	Bus Driver	June 30, 2017

(B) Resignations as listed:

Name	Position	Effective Date
None at this time		

(C) Appointments as listed:

Name	Position	Annual Salary / Rate of Pay	Probationary Tenure Track Appointment (if applicable)	Effective Date
Richard Desormeau	Driver / Service	\$27,663 annually (prorated), Step 3	N/A	10/11/2016
Cheryl Byerly	Substitute Food Service Helper	\$9.87 per hour	N/A	10/31/2016
Ashley M. Kudlack	Substitute Food Service Helper	\$9.87 per hour	N/A	10/31/2016
Jamie L. Crump	Substitute Teacher / Substitute Aide	\$70 per day / \$9.76 per hour	N/A	11/07/2016
Cassandra M. LaDuke	Substitute Teacher / Substitute Aide	\$70 per day / \$9.76 per hour	N/A	11/07/2016
Wendy S. Yodice	Substitute Teacher	\$80 per day	N/A	11/07/2016
Susan M. Peak	Substitute Aide	\$9.76 per hour	N/A	11/07/2016
Calin M. Bethel	Substitute Teacher / Substitute Aide	\$70 per day / \$9.76 per hour	N/A	11/07/2016
Tasha M. Pierson	Substitute Teacher / Substitute Aide	\$70 per day / \$9.76 per hour	N/A	11/07/2016
Nikki L. Hutchinson	Substitute Teacher	\$70 per day	N/A	11/07/2016
Regina M. Thomas	Cleaner	\$21,217 annually (prorated), Step 1	N/A	11/08/2016
Monica K. Makuch	Substitute Teacher / Substitute Aide	\$70 per day / \$9.76 per hour	N/A	11/08/2016

(D) PAID Coaching Appointments as listed:

Name	Winter 2016-17 Sports	Coaching Certification	Effective Date
Jon Murphy	Girls Modified Volleyball	Teacher-Coach*	11/01/2016
Catherine Behling	Girls Varsity Volleyball	Teacher-Coach*	11/07/2016
Lindsay F. Pitkin	Girls JV Basketball	Teacher-Coach*	11/07/2016
Malcolm Jones	Girls JV Volleyball	Teacher-Coach*	11/07/2016
Darrick W. Smith	JV Wrestling	Temporary License 2 nd -4 th Renewal****	11/07/2016
Janelle Ferris	Girls Varsity Basketball	Teacher-Coach*	11/07/2016
Matthew J. Fiske	Boys JV Basketball	Teacher-Coach*	11/07/2016
Brian Nortz	Boys Modified Basketball	Teacher-Coach*	11/07/2016
Jessica Bower	Girls Modified Basketball	Teacher-Coach*	11/07/2016

(E) UNPAID Coaching Appointments as listed:

Name	Winter 2016-17 Sports	Coaching Certification	Effective Date
Carrie LaSage	Girls Varsity Volleyball	Teacher-Coach*	11/07/2016

Coaches possess the following [as mandated by NYSED]:

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

21. 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:

- **Megan A. LaSage** - Student Teacher
- **Saddie R. Serviss** - Student Teacher
- **Jamie L. Crump** - Substitute Teacher
- **Cassandra M. LaDuke** - Substitute Teacher
- **Wendy S. Yodice** - Substitute Teacher
- **Cheryl Byerly** - Substitute Food Service Helper
- **Susan M. Peak** - Substitute Aide
- **Ashley M. Kudlack** - Substitute Food Service Helper
- **Regina M. Thomas** - Cleaner
- **Calin M. Bethel** - Substitute Teacher
- **Tasha M. Pierson** - Substitute Teacher
- **Nikki Hutchinson** - Substitute Teacher
- **Matthew J. Fiske** - Coach
- **Monica K. Makuch** - Substitute Teacher

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

ITEMS FOR NEXT MEETING - Monday, December 5, 2016 - 5:15 p.m.

- 22. 2nd Reading / Adoption of Policy #7522 - Concussion Management
- 23. Board Action regarding Tri-County Energy Cooperative Solar Consortium participation

EXECUTIVE SESSION

24. **A motion is requested to enter executive session** for the discussion of contract negotiations pursuant to Article 14 of the Civil Service Law.

Motion for approval by Brien Spooner, seconded by Cathy Pitkin, with motion approved 7-0. Time entered: 6:46 p.m.

RETURN TO OPEN SESSION

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

Motion for approval by Sandra Klindt, seconded by Michael Ward, with motion approved 7-0. Time: 7:25 p.m.

MOTION FOR ADJOURNMENT

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

Motion for approval by Daniel Dupee, seconded by Cathy Pitkin, with motion approved 7-0. Time adjourned: 7:25 p.m.

Respectfully submitted:

_____, Debra L. Bennett, District Clerk

- Supporting documents may be found in supplemental file dated November 7, 2016

GENERAL BROWN CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION
SPECIAL MEETING
Unapproved Minutes Agenda
November 10, 2016
District Conference Room

SPECIAL Meeting

The meeting was called to order at 7:00 a.m. by Vice President Dupee followed by the Pledge of Allegiance.

Members Present: Daniel Dupee II, Vice President; Sandra Young Klindt; Jamie Lee; Cathy Pitkin

Members Absent: Jeffrey West, President; Brien Spooner; and Michael Ward

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

1. Board Action - Approval of the Final School Tax Collector Reports
Motion for approval by Cathy Pitkin, seconded by Sandra Klindt, with motion approved 4-0.
2. Board Action - Approval of the Final School Tax Warrant Certification
Motion for approval by Jamie Lee, seconded by Sandra Klindt, with motion approved 4-0.

MOTION FOR ADJOURNMENT

3. **There being no further business or discussion**, a motion is requested adjourn the special meeting.
Motion for approval by Cathy Pitkin, seconded by Sandra Klindt, with motion approved 4-0. Time adjourned: 7:02 a.m.

Respectfully submitted:

Debra L. Bennett, District Clerk

- Supporting documents may be found in supplemental file dated November 10, 2016

CONCUSSION MANAGEMENT

Concussion Management Policy

The Board of Education of the General Brown Central School District recognizes that concussions and head injuries are commonly reported injuries in children and adolescents who participate in sports and recreational activity and can have serious consequences if not managed carefully. Therefore, the District adopts the following policy to support the proper evaluation and management of head injuries:

A concussion is a mild traumatic brain injury. Concussions occur when normal brain functioning is disrupted by a blow or jolt to the head. Signs and symptoms include, but are not limited to: amnesia, confusion, dizziness, headache, loss of consciousness, nausea, poor attention, poor coordination, slurred speech, visual disturbance, and vomiting. Recovery from a concussion will vary. Avoiding re-injury and over-exertion until fully recovered are the cornerstones of proper concussion management.

While District staff will exercise reasonable care to protect students, head injuries may still occur. Physical education teachers, coaches, school nurses, athletic trainers and other appropriate staff will receive biennial training to recognize the signs, symptoms and behaviors consistent with a concussion. Any student exhibiting those signs, symptoms or behaviors while participating in a school sponsored class, extracurricular activity, or interscholastic athletic activity shall be removed from the game or activity and be evaluated as soon as possible by an appropriate health care professional. In the event that there is any doubt as to whether a pupil has sustained a concussion, it shall be presumed that he or she has been so injured until proven otherwise. If the school nurse is not available at the time signs, symptoms, or behaviors consistent with a concussion are exhibited, the athletic trainer or coach or staff member in charge of supervising the student will notify the student's parents or guardians and recommend appropriate monitoring to them. The School Nurse must be notified about the situation so to follow up and monitor the progress of the recovery.

If a student sustains a concussion at a time other than when engaged in a school sponsored activity, the District expects the parent/legal guardian to report the condition to the School Nurse so that the district can support the appropriate management of the condition.

The student shall not return to school or activity until authorized to do so by an appropriate health care professional. The school's chief medical officer will make the final decision on return to activity including physical education class and after school sports. Any student who continues to have signs or symptoms upon return to activity must be removed from play and reevaluated by their health care provider.

The Superintendent, in consultation with appropriate District staff, including the chief school medical officer, will develop regulations and protocols to guide the return to activity.

CONCUSSION MANAGEMENT

Education

~~Concussion education should be provided to all physical education teachers, coaches, school nurses, athletic trainers, and other relevant staff members on a biennial basis. Education of parents should be accomplished through preseason meetings for sports and/or informational sheets provided to parents. Education should include, but not limited to, the definition of concussion, signs and symptoms of concussions, how concussions occur, practices regarding prevention of concussions, management of the injury, and the protocol for return to activity and interscholastic athletics. The protocols will cover all students returning to school after suffering a concussion regardless if the accident occurred outside of school or while participating in a school activity.~~

Concussion Management Team

~~The District will assemble a concussion management team (CMT). The CMT will consist of the chief medical officer, a school nurse, the athletic director or director of physical education, and one or more board appointed coaches. The District's CMT should coordinate training for all administrators, teachers, coaches and parents. Trainings should be mandatory for all coaches, assistant coaches, and volunteer coaches that work with student athletes regularly. In addition, the CMT is responsible for reviewing and providing all the information related to concussions provided to athletes, parents, and coaches. Parents must be made aware of the school district's policy and how these injuries will ultimately be managed by school officials.~~

~~Training should include, but not be limited to, the definition of concussion, signs and symptoms of concussion, how concussions occur, practices regarding prevention of concussions, management of the injury, and the protocol for return to activity and interscholastic athletics. Particular emphasis should be placed on the fact that no athlete will be allowed to return to play the day of injury and also that all athletes must obtain appropriate medical clearance prior to returning to play or school. The CMT will act as a liaison for any student returning to school and/or play following a concussion. The CMT will review and/or design an appropriate plan for the student while the student is recovering.~~

New Update 09/23/16

I. Policy

The Board of Education of the General Brown Central School District recognizes the importance of raising awareness about concussion throughout the school community and to educate students, parents and others about how to prevent, recognize and respond to concussions.

II. Definition

CONCUSSION MANAGEMENT

For purposes of this policy, concussion is defined as a type of traumatic brain injury, or TBI, caused by a bump, blow, or jolt to the head or by a hit to the body that causes the head or brain to move rapidly back and forth.¹

III. Staff Qualification

Each school coach, physical education teacher, nurse, and certified athletic trainer, who works with and/or provides instruction to pupils engaged in school sponsored athletic activities, shall complete, on a biennial basis, a course of instruction relating to recognizing the symptoms of mild traumatic brain injuries and monitoring and seeking proper medical treatment for pupils who suffer mild traumatic brain injuries. This course must be approved by the State Education Department. Coaches may also meet the mandatory training every two (2) years by taking the approved course Concussion in Sports-V2.0 from the National Federation of State High School Associations or Center for Disease Control and Prevention.

IV. Awareness and Acknowledgement

- A. While district staff will exercise reasonable care to protect students, head injuries may still occur. Any student exhibiting signs, symptoms or behaviors associated with concussion while participating in a school sponsored class, extracurricular activity, or interscholastic sport shall be removed from the class, game, or activity and be evaluated as soon as possible by an appropriate health care professional. The coach, advisor, school nurse or doctor will notify the student's parents or guardians and recommend appropriate monitoring to parents or guardians. In the event that there is any doubt as to whether a student has sustained a concussion, it shall be presumed that the student has been so injured until proven otherwise.
- B. If a student sustains a concussion at a time other than when engaged in a school sponsored activity, the district expects the parent/legal guardian to report the condition to the school nurse so that the district can support the appropriate management of the condition.
- C. Any permission form or consent form required to be signed and returned as a condition of participation in interscholastic sports will include a copy of the information posted on the State Education Department's website relating to mild traumatic brain injury, as referenced in Section 136.5(c)(1) of the Commissioner's Regulations.
- D. The District's website shall include a link to the State Education Department's website page relating to mild traumatic brain injury.

¹ Center for Disease Control and Prevention <http://www.cdc.gov/concussion/sports/index.html>

CONCUSSION MANAGEMENT

V. Return to School and/or Activity

- A. The student shall resume athletic activity only after he/she have been symptom free for not less than twenty-four hours, and has been evaluated by and received written and signed authorization from a licensed physician.
- B. The school district medical director will make the final decision on return to activity including physical education class and interscholastic athletic activity.
- C. Authorization shall be kept on file in the student’s permanent health record.
- D. The District shall follow any directives issued by the student’s treating physician with regard to limitations and restrictions on school attendance and activities for the student.
- E. Any student who continues to have signs or symptoms upon return to school and/or activity must be removed from school sponsored class, extracurricular activity, or interscholastic athletic activity and re-evaluated by a licensed physician.

=====

General Brown Central School District
 Legal Ref: 8 NYCRR 136.5; NYS Education Law Section 305(42)
 Adopted: 5/10/10, 06/11/12
 Revised: _____

POLICY

2010

3220

Community Relations

SUBJECT: PUBLIC COMMENTS AT BOARD MEETINGS

The Board of Education welcomes public comment and will set aside a specific portion of its agenda for such comments provided, however, the Board President may, at his/her discretion, dispense with the public comment period to enable the Board to address other business, when appropriate. Board of Education ("Board") meetings are held in public, however, they are not public meetings and there is no statutory authority for citizens to make comments or presentations at Board meetings.

Procedure

Parties wishing to have matters considered at a regular Board meeting shall submit, to the Clerk of the Board, at least two (2) days in advance of the next regular meeting a statement setting forth their name, address, contact information, the groups (if any) that they represent, the subject they would like to discuss, and any action that they wish the Board to take. All requests for Board action shall be accompanied by a statement of the anticipated cost of such actions and benefits to the instructional process.

During the first regular meeting of each month, the Board will set aside a maximum of thirty (30) minutes during its Board meetings to receive public comments. The public comment period may be extended by vote of a majority of the Board. Individual speakers will be granted five (5) minutes for their comments. This time limitation may be shortened or extended at the discretion of the Board President or other Board member chairing the meeting in the absence of the President.

Prohibited Conduct

The purpose of School Board of Education meetings is to conduct School Board business. Therefore, undue interruption or other interference with the orderly conduct of Board business shall not be permitted. The use of obscene language, slanderous, or abusive remarks are prohibited. The presiding officer will terminate the speaker's privilege of addressing the Board if the speaker engages in prohibited conduct.

The District's Response

Public comments that are consistent with the requirements and limitations of this policy will receive consideration from the Board. Responses to specific questions will be provided in a timely fashion by appropriate District personnel.

Complaints Regarding Specific Individuals or Curriculum Issues

No person may orally initiate charges or complaints against specific individuals or challenge instructional materials used in the District at a public Board meeting. Any charges, criticisms or complaints regarding an employee or a student of the District will be referred to the Board of Education President or the Superintendent for investigation pursuant to the District's Policy on Public Complaints. Complaints and concerns regarding instructional materials used in the District will be handled according to District policy, rules and regulations.

Adopted: 9/13/10

**GENERAL BROWN CENTRAL SCHOOL DISTRICT
2017-2018 Spending Plan Development Schedule**

- **November 2016** Distribute budget information and requisition forms to all staff
- **December 2016** Budget Estimate Sheets provided to Building Principals for their review.
- **January 15, 2017** 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 6, 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 2017-2018. Board of Education provides specific input and recommends modifications during **February and March**.
- **2017-2018 Budget Advisory Workshops** are tentatively scheduled for:
Wednesday, March 1st and Wednesday, April 5th – 6pm
- **March 1, 2017** Submit information to calculate Tax Levy Limit on Office of State comptroller's website.
- **March 13, 2017 (BOE Meeting Date)** Tentative Spending Plan Draft prepared for the Board of Education, and includes estimated tax levy impact.
- **March 20, 2017** 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 3, 2017** 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 10, 2017** Second Legal Notice of School Budget Hearing and Annual Budget Vote.
- **April 10, 2017 (BOE Meeting Date)** A final **Proposed Spending Plan Draft** is provided to the Board of Education. Proposed 2017-2018 Spending Plan to be finalized for board resolution and presentation to voters at the Annual District Budget Hearing (May 8, 2017). Annual Budget Vote is scheduled for Tuesday, May 16, 2017 from 12:00 noon to 9:00 P.M.
Approval of 2017-2018 Spending Plan.
- **April 17, 2017** Third Legal Notice of School Budget Hearing and Annual Budget Vote.

- **April 17, 2017** 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 18, 2017**
- **April 18, 2017 – May 9, 2017** Absentee ballots mailed to qualified voters who request one.
- **April 25, 2017** 2017-2018 Spending Plan Budget available upon request at all District Buildings.
- **April 24, 2017** Deadline for submittal of the **Property Tax Report Card** to NYSED and the official newspaper.
- **April 28, 2017** Fourth Legal Notice of School Budget Hearing and Annual Budget Vote.
- **May 8, 2017** (**BOE Meeting Date**) Annual Budget Hearing is held at 6:00pm (following the Regular BOE Meeting at 5:15).
- **May 9, 2017** 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 10, 2017** 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 16, 2017** 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.