

GENERAL BROWN CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION
Regular Meeting
Preliminary Agenda
June 6, 2016
General Brown Room - Jr.-Sr. High School

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

Welcome to the Jefferson-Lewis BOCES Board of Education delegation and District Superintendent, Mr. Stephen J. Todd

Student Presentation by representatives of the *Junior National Honor Society and Key Club*

PUBLIC HEARING - Smart Schools Investment Plan

A Public Hearing with regard to the Smart Schools Investment Plan will be conducted by Ms. Lane who will provide a review of the plan. This will be followed by requests for public comment or questions.

1. Board Action - **BE IT RESOLVED**, that the General Brown Central School District Board of Education takes action to approve the Smart Schools Investment Plan
Motion for approval by _____, seconded by _____, with motion approved ____-____.

CONSENT AGENDA

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

1. Approval of Minutes as listed:
 - May 9, 2016 - Regular Meeting
 - May 9, 2016 - Budget Hearing / Annual School District Meeting
 - May 17, 2016 - Annual School District Meeting / Vote / Election
2. Approval of Buildings and Grounds requests as listed:
 - BGP cafeteria - Mondays from May 23 to June 20, 2016 from 6:00 p.m. to 7:30 p.m. - Weekly meetings - Girl Scout Troop #50130
3. Conferences and Workshops as listed:
 - Jennifer Augliano - BOCES Counselor Meeting - JLBOCES - May 11, 2016
 - Krista Dupee - Supporting Students Who Struggle - JLBOCES - May 17, 2016
 - Alison Widrick - Supporting Students Who Struggle - JLBOCES - May 17, 2016
 - Shellie Miner - Annual School Tool User Group - Vernon Downs, NY - May 19, 2016
 - Becky Dupee - Middle School Science Regional Curriculum Development - JLBOCES - May 20, June 2, July 18, and August 12, 2016
 - Joseph O'Donnell - Frontier League Meeting - JLBOCES - May 25, 2016
 - Jennifer Augliano - Jefferson-Lewis Association of Counseling & Development Meeting - The Boat House, Sackets Harbor - June 3, 2016
 - Casey Nicol - Jefferson-Lewis Association of Counseling & Development Meeting - The Boat House, Sackets Harbor - June 3, 2016
 - Joseph O'Donnell - Schedule Galaxy Update Meeting - Indian River HS - June 6, 2016
 - Deanna Oliver - Schedule Galaxy Update Meeting - Indian River HS - June 6, 2016
 - Casey Nicol - Comprehensive Counseling Program Session - JLBOCES - June 8, 2016
4. Financial Reports as listed for April 2016:
 - Appropriation Report - All Funds
 - Revenue Report - All Funds
 - Treasurer's Cash Reports
 - Claims Auditor Monthly Reports
 - General Fund Warrant "A"
 - Federal Fund Warrant "B"
 - Food Service Warrant "C"
 - Trust & Agency Warrant "T"
 - Extra-Curricular Activity Fund

REGULAR AGENDA

Other Discussion and Action

1. Public Comments -

2. Ongoing Agenda Items:
 - Academic Update:
 - ❖ None at this time
 - Policy Review:
 - ❖ None at this time
3. Board Information - Annual Organizational Meeting followed by the Regular Monthly Meeting - Friday, July 1, 2016 beginning at **7:00 a.m.** in the General Brown Room
4. Board Information / Discussion - Marking Period 3 Data
5. Board Discussion / Action - Approval is requested to change the June 5, 2017 Board of Education meeting date to June 12, 2017.
 Motion for approval by _____, seconded by _____, with motion approved ____-____.
6. Board Discussion / Action - Approval is requested to award the purchase of one 2016 Ford F-250 pickup truck bid to Steele-Ponte (Yorkville), in the amount of \$25,445.
 Motion for approval 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 approve the *Professional Development Plan*, for the period July 1, 2016 to June 30, 2017.
 Motion for approval by _____, seconded by _____, with motion approved ____-____.
8. Board Action - **BE IT RESOLVED**, that the General Brown Central School District Board of Education takes action to approve the *District Technology Plan*, with revisions as noted, for the period of July 1, 2016 to June 30, 2019.
 Motion for approval by _____, seconded by _____, with motion approved ____-____.
9. Board Action - **BE IT RESOLVED**, that upon the recommendation of the Superintendent of Schools, the General Brown Central School District Board of Education hereby takes action to approve the *Inter-Municipal Cooperation Agreement for Legal Services*, in the amount of \$17,000 for the period of July 1, 2016 to June 30, 2017, to be billed in two installments, July 2016 and February 2017, and authorized the Superintendent of Schools to execute the contract.
 Motion for approval by _____, seconded by _____, with motion approved ____-____.
10. Board Action - **BE IT RESOLVED**, that the General Brown Central School District Board of Education takes action to authorize an inter-fund transfer of an amount not to exceed \$1,500,000 from the General Fund to the Capital Reserve Fund.
 Motion for approval by _____, seconded by _____, with motion approved ____-____.
11. Board Action - The following resolution was offered by _____, who moved its adoption. This resolution was duly seconded by _____, and adopted upon a ____-____ vote.

**Resolution Establishing the School District as Lead Agency
 Under the State Environmental Quality Review Act for
 General Brown Central School District
 Smart Schools Bond Act - SED Control No. 22-04-01-04-7-999-001**

Resolution
 June 9, 2016

WHEREAS, the General Brown Central School District is required to act as Lead Agency for the Environmental Review of the School District construction projects under the New York State Environmental Quality Review Act (SEQRA); and

WHEREAS, the District is planning a district wide Smart Schools Bond Act (SED Control No.: **22-04-01-04-7-999-001**). This will involve work at the following facilities:

<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
Press Box	7-014
Bus Garage	5-004

THEREFORE BE IT RESOLVED, the Board of Education hereby approves the General Brown Central School District as the Lead Agency for this project and directs the Board of Education President to complete all required SEQRA applications, forms, notices, all related correspondences, and information requirements and the District Clerk to circulate and to mail all required notices to all involved agencies.

12. Board Action - The following resolution was offered by _____, who moved its adoption. This resolution was duly seconded by _____, and adopted upon a ____ - ____ vote.

**Resolution Making a Determination
Under the State Environmental Quality Review Act for
General Brown Central School District
Smart Schools Bond Act - SED Control No. 22-04-01-04-7-999-001**

Resolution
June 9, 2016

WHEREAS, pursuant to Article 8 of the New York State Environmental Conservation Law, as amended, and the regulations of the New York State Department of Environmental Conservation promulgated there under (collectively "SEQR"), the Board of Education (the "Board") is required to make a determination with respect to the environmental impact of any "Action" (and defined by SEQR) to be taken by the Board (the "Action"); and

WHEREAS, the Action contemplated is the District Wide Smart Schools Bond Act (SED Control No.: **22-04-01-04-7-999-001**); The scope shall be limited to minor interior renovations including security enhancements and IT infrastructure enhancements at the following facilities:

<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
Press Box	7-014
Bus Garage	5-004

WHEREAS, pursuant to SEQRA, the Board desires to determine whether the Action may have a significant adverse impact on the environment (as defined by SEQR); and

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the General Brown Central School District as follows:

1. Based upon the criteria contained in 6 NYCRR § 617.5, the Board makes the following findings with respect to the Action:
 - a. The Action is a Type II Action (as defined by SEQR).
 - b. The Action will not have a significant adverse impact on the environment.
 - c. As a consequence of the foregoing, the Board hereby directs that a Negative Declaration be issued with respect to the Action.
 - d. The requirements of SEQR have been met.
2. The Clerk of the Board is hereby directed to file a Negative Declaration with respect to the Action in the office of the Board in a file that will be readily accessible to the public.
3. This Resolution shall take effect immediately.

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

ADMINISTRATIVE MONTHLY REPORTS

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

CORRESPONDENCE AND COMMUNICATIONS

22. Correspondence Log

RECOMMENDATIONS AND ACTION

23. Board Action - Personnel Changes as listed:

A motion for approval of the following PERSONNEL CHANGES, with effective hire dates as listed below:

Motion for approval of RECOMMENDATIONS & ACTION is made by _____, and seconded by _____.

Motion is approved ___/___.

(A) Retirements:

Name	Position	Effective Retirement Date

(B) Resignations as listed:

Name	Position	Effective Resignation Date
Leann Hill	Special Education Teacher	August 31, 2016

(C) Appointments as listed:

Name	Position	Annual Salary / Rate of Pay	Probationary Tenure Track Appointment (if applicable)	Effective Hire Date
Jessica E. Hedrick Colleen R. Hurley	Substitute Teacher / Substitutute Aide Substitute Aide	\$65 per day non-certified / \$9.39 per hour \$9.39 per hour	N/A N/A	June 7, 2016 June 7, 2016

(D) PAID/UNPAID Coaching Appointments as listed:

Name	2015-2016 Sport	Coaching Certification Level	Effective Hire Date

24. Board Action - Upon the recommendation of the Superintendent of Schools – WHEREAS, on behalf of the General Brown Central School District, two sets of the following prospective employees' fingerprints for employment have been submitted to SED, along with the signed Consent Form, and a request for conditional clearance. The following employees have received **FINALCLEARANCE** from SED:

- **Jessica E. Hedrick** - Substitute Teacher
- **Colleen R. Hurley** - Substitute Aide

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

25. Board Action - Approval is requested for the Confidential / Management salary increases for the 2016-2017 school year, in an amount not to exceed \$25,000, to be distributed to eligible employees.

Motion for approval by _____, seconded by _____, with motion approved ____ - ____ . Time entered: ____:____ p.m.

ITEMS FOR NEXT MEETING: Organizational and Regular Meeting - Friday, July 1, 2016 - 7:00 a.m. - GB Room

26. _____

EXECUTIVE SESSION

27. **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.

MOTION FOR ADJOURNMENT

28. **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
May 9, 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, Vice President; Sandra Young Klindt; Brien Spooner; Jamie Lee, and Michael Ward

Members Absent: Cathy Pitkin

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; Tina Lane, Jr.-Sr. High School Principal; Joseph O'Donnell, District Administrator for Discipline and Athletics; Hope Ann LoPresti, Brownville Glen Park Elementary Principal; David Ramie, Dexter Elementary Principal; Debra Bennett, District Clerk; Students and Staff Members

Audit Committee Meeting: (see agenda)

- Presentation of the Internal Auditor's Report - Pamela Halloran CPA
- Presentation of the Internal Claims Auditor's Report - Alvin Hasner

Following adjournment of the Audit Committee:

1. Board Action - **BE IT RESOLVED** that the General Brown Central School District Board of Education takes action to approve the Internal Audit Report as presented by Pamela Halloran of Crowley & Halloran CPA, PC
Motion for approval by Daniel Dupee, seconded by Jamie Lee, with motion approved 6-0.
2. Board Action - **BE IT RESOLVED** that the General Brown Central School District Board of Education takes action to approve the Internal Claims Auditor Report as presented by Alvin Hasner
Motion for approval by Brien Spooner, seconded by Sandra Klindt, with motion approved 6-0.

CONSENT AGENDA

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

1. Approval of Minutes as listed:
 - April 11, 2016 - Regular Meeting
 - April 19, 2016 - Special Meeting
2. Approval of Buildings / Grounds requests as listed:
 - JSHS turf field - June 5, 12, and 26, 2016 from 10:00 a.m. to noon - Youth football camp - Dexter Pop Warner
3. Conferences / Workshops as listed:
 - Bridget Grimm - Jefferson County Youth Advisory Board's Youth Recognition Awards Luncheon - Elks Lodge, Watertown April 21, 2016
 - Tina M. Lane - Jefferson County Youth Advisory Board's Youth Recognition Awards Luncheon - Elks Lodge, Watertown - April 21, 2016
 - Tina M. Lane - Advisory Distance Education / Connected Learning Meeting - JLBOCES - April 21, 2016
 - Jennifer Augliano - Summer School Meeting - Watertown High School - May 3, 2016
 - James P. Nevers - Procurement in the 21st Century Training - Watertown CSD - May 12 & 13, 2016
 - Kelly Cantwell - Supporting Students Who Struggle - JLBOCES - May 17, 2016
 - Leann Hill - Supporting Students Who Struggle - JLBOCES - May 17, 2016
 - Deanna Gullquist - MORIC Technology Leadership - Glenfield BOCES - May 18, 2016
 - Jennifer Nelson - Middle School Science Regional Curriculum Development - JLBOCES - May 20 & June 2, 2016
 - Kathaleen Beattie - Medicaid 2016 SSHSP Training - JLBOCES - May 23, 2016
 - Lisa Leubner - Medicaid 2016 SSHSP Training - JLBOCES - May 23, 2016
4. Financial Reports as listed for March 2016:
 - Appropriation Report - All Funds
 - Revenue Report - All Funds
 - Treasurer's Cash Reports
 - Claims Auditor Monthly Reports
 - General Fund Warrant "A"

- Federal Fund Warrant “B”
- Food Service Warrant “C”
- Trust & Agency Warrant “T”
- Extra-Curricular Activity Fund

REGULAR AGENDA

Other Discussion and Action

1. Public Comments - No requests at this time
2. Ongoing Agenda Items:
 - Academic Update:
 - ❖ None at this time
 - Policy Review:
 - ❖ Board Action - 2nd Reading/Adoption: Policy #7511 [as revised] - Immunization and Dental Health of Students
 Motion for adoption of Policy #7511 as revised by Jamie Lee, seconded by Michael Ward, with motion approved 6-0.
3. Board Information - Results of voting on the 2016-2017 Administrative Budget of the Jefferson-Lewis-Hamilton-Herkimer-Oneida BOCES, and the election of three (3) members to the Jefferson-Lewis BOCES Board of Education:
 - Approval of 2016-2017 Administrative Budget: Voting Yes-18 Voting No-0
 - Members elected to serve three year terms of office to commence July 1, 2016:
 - Mr. Peter Monaco - Watertown City School District
 - Mr. James Lawrence - Sackets Harbor Central School District
 - Mr. Michael Kramer - Adirondack Central School District
4. Board Information - Invitation for JLSBA Annual Dinner / Meeting - Goodbye to Regent Anthony Bottar and Welcome to our new Regent, Elizabeth Hakanson - May 19, 2016 at Watertown Elks Lodge, Bradley Street. - RSVP due by May 11.
5. Board Information / Discussion - 3rd Quarter Marking Period Data for review
6. Board Discussion / Action - **BE IT RESOLVED** that the General Brown Central School District Board of Education takes action to approve 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 YES
Jamie Lee	Voting YES
Cathy Pitkin	Voting ABSENT
Michael Ward	Voting YES

The resolution was declared adopted.
7. Board Action - **BE IT RESOLVED** that the General Brown Central School District Board of Education, upon the recommendation of the Superintendent of Schools, takes action to approve the following **Tenure Appointments**, with effective dates as listed below:

Name	Hire / Effective Date	Tenure Area	Tenured Period to Begin
James Blunden	09/01/2013	Social Studies 7-12	09/01/2016
Jessica Bower	09/01/2013	Social Studies 7-12	09/01/2016

- Motion for approval by Jamie Lee, seconded by Sandra Klindt, with motion approved 6-0.
8. Board Action - **BE IT RESOLVED** that the General Brown Central School District Board of Education takes action to approve the **Preliminary Smart Schools Investment Plan**
 Motion for approval by Michael Ward, seconded by Brien Spooner, with motion approved 6-0.
 9. Board Action - Approval of Committee on Special Education Reports
 Motion for approval by Jamie Lee, seconded by Brien Spooner, with motion approved 6-0.

ADMINISTRATIVE MONTHLY REPORTS - For information only

10. Operations Report
11. Brownville-Glen Park and Dexter Principal Report
12. Jr.-Sr. High School Principal Report
13. Administrator for Discipline & Athletics Report
14. Curriculum Coordinator Report
15. Director of Student Services Report
16. School Business Official Report
17. Superintendent Report

CORRESPONDENCE AND COMMUNICATIONS - For information only

18. Correspondence Log

ITEMS FOR NEXT MEETING - Monday, June 6, 2016

19. The Jefferson-Lewis BOCES Board of Education will be attending the June meeting.

RECOMMENDATIONS AND ACTION

20. Board Action - Personnel Changes as listed:

A motion for approval of the following PERSONNEL CHANGES, with effective hire dates as listed below:

Motion for approval of RECOMMENDATIONS & ACTION is made by Jamie Lee, and seconded by Sandra Klindt. Motion is approved 6-0.

(A) Retirements as listed:

Name	Position	Effective Resignation Date
Robert A. Ewing	Teacher Assistant	April 18, 2016
Cynthia Fusco	Elementary Teacher	June 24, 2016

(B) Resignations as listed:

Name	Position	Effective Resignation Date
Richard W. Desormeau	5-Hour Bus Driver	May 2, 2016

(C) Appointments as listed:

Name	Position	Annual Salary / Rate of Pay	Probationary Tenure Track Appointment (if applicable)	Effective Hire Date
Richard W. Desormeau	Substitute Bus Driver	\$14.06 per hour	N/A	May 10, 2016
Joseph E. Burke	5-Hour Bus Driver	\$12,905 annual salary Step 1	N/A	May 10, 2016
Dawn M. Comins	Substitute Aide	\$9.39 per hour	N/A	May 10, 2016
Krista K. Schmidt	Substitute Teacher	\$65 per day	N/A	May 10, 2016
Aaron Ryor	Substitute Bus Driver	\$14.06 per hour	N/A	May 10, 2016

(D) PAID Coaching Appointments as listed:

Name	2015-2016 Sport	Coaching Certification Level	Effective Hire Date
N/A			

(E) UNPAID Coaching Appointments as listed:

Name	2015-2016 Sport	Coaching Certification Level	Effective Hire Date
Philip A. Goings	Baseball	Teacher-Coach*	May 10, 2016

Coaches possess the following [As mandated by NYSED]:

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

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:

- **Philip A. Goings** - Coach
- **Dawn M. Comins** - Substitute Aide
- **Krista K. Schmidt** - Substitute Teacher

Motion for approval by Michael Ward, seconded by Brien Spooner, with motion approved 6-0.

If it is necessary to adjourn at 6:00 p.m. for the Budget Hearing:

Motion for Adjournment:

A motion is requested to adjourn the regular meeting to move to the auditorium to begin the Annual Meeting / Budget Hearing. The regular meeting will reconvene here, following the Budget Hearing.

Motion for approval by _____, seconded by _____, with motion approved ____ - ____ . Time ____:____ p.m.

Return to Regular Meeting:

A motion is requested to reconvene the regular meeting.

Motion for approval by _____, seconded by _____, with motion approved ____ - ____ . Time ____:____ p.m.

MOTION FOR ADJOURNMENT

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

Motion for approval by Brien Spooner, seconded by Sandra Klindt, with motion approved 6-0. Time adjourned: 5:30 p.m.

Respectfully submitted:

Debra L. Bennett, District Clerk

- Supporting documents may be found in supplemental file dated May 9, 2016

GENERAL BROWN CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION
Budget Hearing and Annual School District Meeting
Unapproved Minutes
Monday, May 9, 2016 - 6:00 p.m. Prevailing Time
Jr.-Sr. High School Auditorium

Annual Meeting / Budget Hearing

The meeting was called to order at 6:00 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; Michael Ward

Members Absent: Cathy Pitkin

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; Tina Lane, Jr.-Sr. High School Principal; Joseph O'Donnell, District Administrator for Discipline and Athletics; Hope Ann LoPresti, Brownville Glen Park Elementary Principal; David Ramie, Dexter Elementary Principal; Debra Bennett, District Clerk; Staff and Community Members

1. Introduction of the District Clerk by President West
2. A motion is requested to dispense with the reading of the legal notice.
A motion is made by Rebecca Flath, and seconded by Jeffrey Timerman - None opposed- Motion carried.
3. A motion is requested to dispense with the reading of the minutes of the 2015 Annual Meeting.
A motion is made by Jeffrey Timerman, and seconded by Lisa Leubner - None opposed- Motion carried.
4. A motion is requested for a Resolution to use a single poll list to vote for trustees and budget.
A motion is made by Donna Keefer, and seconded by Rebecca Flath - None opposed- Motion carried.

5. Election of trustees:

Vacancies on the Board of Education shall not be considered as separate specific offices and nominating petitions shall not describe any specific vacancy for which the candidate is nominated.

The following candidates have submitted petitions signed by 25 or more eligible voters and presented to the District Clerk days in advance as required by law:

- Sandra Young Klindt
- Brien Spooner

Qualifications of voters:

- A citizen of the United States of America;
- eighteen years of age or older;
- a resident within the District for a period of thirty days in advance, as required by law.

6. President West:

- Introduction of Mrs. Morrison, Superintendent of Schools and Mrs. Smith, Executive Director of Administrative Services.

7. Mrs. Morrison provided the introduction of the Board of Education. Mrs. Smith followed with the Budget Presentation.
8. Questions? None; however Mr. Leo Thompson commented that Proposition 3 - Establishment of Capital Reserve Fund was a good idea.
9. The Annual Meeting is adjourned until 11:45 a.m. on Tuesday, May 17, 2016 in the new gymnasium of the Jr.-Sr. High School.

Time of adjournment: 6:12 p.m.

GENERAL BROWN CENTRAL SCHOOL DISTRICT
Annual Budget Vote and Board of Education Election
Unapproved Minutes
May 17, 2016

1. 11:45 a.m. – The annual meeting was called to order by Mrs. Smith, Chairperson
2. Mrs. Smith announced the following:
 - ❖ Clerk
 - Debra Bennett-District Clerk
 - ❖ Assistant Clerks:
 - Kristi Bice
 - Rebecca Flath
 - Lisa Leubner
 - Deanna Oliver
 - ❖ Inspectors:
 - Donna Keefer (Chief Inspector)
 - Jean LaSage (Jefferson County Board of Elections)
 - Dana Howard (Jefferson County Board of Elections)
3. Chairman Smith directed voters to the polls at 12:00 noon.
4. The Oath of Office was administered to Clerks and Inspectors
5. Following the VOTE – Chairman Smith asked three (3) times if any more wished to vote.
6. The polls were declared closed at 9:00 p.m. prevailing time.
7. The outcome of the vote was announced as follows:

Proposition 1 – 2016-2017 Annual Budget:	PASSED	Yes - 351	No - 73
Proposition 2 – Bus Purchase Proposition:	PASSED	Yes - 359	No - 62
Proposition 3 – Establishment of General Capital Reserve Fund:	PASSED	Yes - 350	No - 69

The following two (2) trustees were re-elected to the Board of Education to serve three (3) year terms to commence July 1, 2016 and to expire June 30, 2019:

Brien Spooner - 369
Sandra Young Klindt - 356
Write-in candidates - 11

8. A motion for adjournment was made by Kristi Bice; a second was made by Daniel Dupee. The meeting was adjourned at 9:07 p.m.
 - Supporting documents may be found in supplemental vote file dated May 17, 2016

**General Brown Central School District
Smart Schools Bond Spending Plan**

What is the Smart Schools Bond Act?

The Smart Schools Bond Act (SSBA) was passed as part of the 2014-15 New York State budget and approved by voters in a statewide referendum held on Nov. 4, 2014. The SSBA authorized the issuance of \$2 billion in bonds to finance educational technology and infrastructure to improve learning opportunities for students throughout the state.

How much will General Brown Central School District receive under the plan?

The district was allocated \$1,256,750 under the SSBA.

The state will reimburse the district for 100 percent of its expenses as identified in the General Brown Central School District Smart Schools Investment Plan. This plan earmarks the entire allocation for infrastructure that will support technology-enhanced instruction and security upgrades in alignment with our Strategic Planning process and long-range facilities plan. General Brown plans to implement its plan by July of 2017. Smart Schools bond funds remain available until a district has used its entire allocation.

Is there any local cost associated with the technology purchases?

There is no local cost associated with the initial purchase.

Is there a public hearing on this plan?

Yes. The General Brown Board of Education will conduct a public hearing as a part of its June 6, 2016 meeting at 5:15 p.m. The plan requires a vote by the board for approval.

In alignment with our Strategic Planning process and long range facilities plan, the following chart outlines the planned expenditure of the Smart Schools Bond Act monies:

Description of Smart Bond Scope	Smart Bond Allocation Used
Telephone System Upgrade	\$115,175
Wireless Network, Rack Grounding and Campus Fiber	\$ 278,375
Telecom Rack Grounding and Campus Fiber	\$ 28,750
Video Surveillance	\$ 304,875
Visitor Sign in and Badging	\$7,500
Lockdown/Lockout/Mass Notification	\$517,231.25
Total	\$1,251,906.25

If you wish to comment on this plan, please contact:

Tina M. Lane

Technology Coordinator, Principal, General Brown Junior-Senior High School

315-779-2300

tlane@gbliions.org

***General Brown Central
School District***



Professional Development Plan

July 1, 2016 - June 30, 2017

School District
Professional Development Plan

DISTRICT NAME:	General Brown Central School
BEDS CODE:	220401040000
SUPERINTENDENT:	Cammy Morrison
ADDRESS:	PO Box 500, Dexter, NY 13634
PHONE:	315-779-2300
YEAR(S) PLAN IS EFFECTIVE: 2016-2017	

Composition of Professional Development Team (s)

(majority of team members must be teachers)

District Team (Required)

School Team(s) (Recommended)

5 administrators / staff

_____ #administrators / staff*

18 teachers

_____ #teachers*

1 other (Parent / Community Representative)

_____ #other(s)*

Number of school buildings in district: 3

Number of school-based professional development teams: 1

Indicate how school team(s) will be represented on the district team:

Teachers from each building representing all grades and departments, the President of the General Brown Teachers' Association, one parent, Curriculum Coordinator, and the three building principals will serve on the District Professional Development Committee.

PROFESSIONAL DEVELOPMENT PLANNING TEAM

If school teams are not represented on the district professional development team, describe briefly how the district plan will ensure that the needs of schools in the district are met.

School teams are represented on the district Professional Development Committee.

The District's Professional Development Committee (PDC) is comprised of teachers and administrators who represent every grade and department. The PDC has the responsibility of establishing professional development programs to meet the needs of all groups.

On average, please identify the number of hours a teacher will be involved with professional development on an annual basis. This may include the planning, delivery, application and / or evaluation of professional development activities.

Over the next three years, each staff member will participate in a minimum of 35 hours of professional development each year, a substantial portion of which will be sponsored by the District. Time will be devoted to training for all staff on an annual basis, in the areas of:

- Violence Prevention and Intervention
- Right-to-Know
- Bloodborne Pathogens
- Sexual Harassment
- Dignity For All
- Other job-specific, health and safety-related issues, as mandated by S.A.V.E. legislation and the New York State Education Department

In addition, the General Brown Central School District will provide training in the following areas:

- Common Core Learning Standards
- New York State Social Studies Framework
- Inquiry Based Learning
- Annual Professional Performance Review

NEEDS/DATA ANALYSIS PROFESSIONAL DEVELOPMENT PLAN

Describe how the professional development plan is aligned with New York learning standards and assessments, student needs and is articulated within and across grade levels.

The District has developed a three-year strategic plan that will shape the future of the educational program within the General Brown Central School District. The central focus of this plan is based on the following three goals:

- Strategic Goal 1:** Each student will meet or exceed the expectations of the curriculum of the General Brown Central School District and the New York State standards.
- Strategic Goal 2:** Each graduate will be college and career ready, prepared to pursue his/her personal goals that enhance the global community.
- Strategic Goal 3:** Each student will demonstrate responsible and respectful behavior.

District staff members have devoted many hours to the development of curriculum maps in each of the core areas in grades pre-kindergarten through 12. The analysis of data has also been a central focus for all staff during professional development days. Engaging in data chats for the purpose of examining individual student data will continue to be the focus. Targeted instructional strategies based on this data will then be discussed during the chats and implemented in the instruction of students.

General Brown Central School is committed to full implementation of the Common Core Learning Standards and will build professional development opportunities around the training and retention of highly qualified teachers.

Describe how the Professional Development Plan is continuous, reflecting a multi-year approach to improve student performance.

See Appendix A: Individual Professional Action Plans (IPAP) are a part of the agreement between the Chief School Officer and the General Brown Central School Teachers' Association. The District will adopt a three-year professional development model that focuses on alignment and consistency in District policy and professional practice. Individual Professional Action Plans will be evaluated based on their

alignment with the professional development model adopted by the District. Table 1 below is an outline of the General Brown CSD three-year Professional Development Plan.

Table 1: General Brown CSD 3 Year Professional Development Plan

Professional Development Focus*	
2016-2017	<i>NYS Social Studies Framework and Inquiry Based Learning</i>
2017-2018	<i>NYS Common Core Math Standards</i>
2018-2019	<i>Improving District Assessment Systems</i>

***All years will include professional development to support the Strategic Action Plan Goals**

Identify how the data used supports the goals, objectives, strategies and activities in the professional development plan.

The District examines specific data to identify areas of strengths and weaknesses in instruction. Professional development for each school year is based on this data. The District continues to revise local assessments and instructional practices for the purpose of increasing student achievement, and to use test data as a source of information to guide teachers in implementing research-based instructional strategies.

School District Professional Development Plan Needs Assessment Sources Used

Indicate the sources you used and include any additional detail needed to identify the basis of your needs analysis.

- | | |
|--------------|---|
| <u> X </u> | School Report Card |
| <u> </u> | New York: The State of Learning (Chapter 655 Report) |
| <u> X </u> | BEDS data |
| <u> </u> | The CAR report |
| <u> X </u> | Special designation schools, SURR, Title I |
| <u> X </u> | Student attendance rates |
| <u> X </u> | Graduation and drop-out rates |
| <u> X </u> | Student performance results on NYS Assessments disaggregated by ethnicity, gender, SES, and other special needs |
| <u> X </u> | State and local benchmarks for student performance |
| <u> </u> | TIMSS report |
| <u> </u> | Student aspirations |
| <u> </u> | Other student surveys |
| <u> X </u> | Longitudinal data |
| <u> </u> | Student / teacher ratios (per Board of Education policy) |
| <u> </u> | Teacher turnover rate |
| <u> </u> | Number of uncertified teachers |
| <u> </u> | Number of teachers teaching out-of-field |
| <u> </u> | Teacher proficiency data |
| <u> X </u> | Teacher surveys |
| <u> X </u> | Teacher self-assessment |
| <u> X </u> | Curriculum surveys |
| <u> </u> | Community employment opportunities |
| <u> X </u> | Other: Professional Development data |

School District Professional Development Plan

Prioritization and Implementation Plan to Support Strategic Plan Goals

1. Focus professional development resources and training on the achievement of each of the strategic plan goals.		
Professional Development Needs	Action	Measure
1. Knowledge of NYS Social Studies Framework 2. Knowledge of Inquiry Based Learning processes	<ul style="list-style-type: none"> • Teachers will work with their department or grade level teams and building administration to ensure a common understanding of the standards and the inherent skill sets. • Teachers will attend professional development training focused on the NYS Social Studies Framework and Inquiry Based Learning. 	<ul style="list-style-type: none"> • Teachers will effectively implement inquiry based learning practices into their classroom instruction.
3. Knowledge of College and Career Readiness	<ul style="list-style-type: none"> • Teachers will revise grade level curriculum and assessments to reflect College and Career Readiness Skills. 	<ul style="list-style-type: none"> • Post graduate survey administered by the district will reflect the college or career status of students.
4. Knowledge of the promotion of responsible and respectful behavior in the school environment.	<ul style="list-style-type: none"> • Teachers will participate in the creation of a consistent PreK-12 set of behavioral expectations. • Teachers will participate in activities to enhance their knowledge of community organizations to build partnerships between the community and school. 	<ul style="list-style-type: none"> • Decrease in discipline referrals • Log of community events/organizations that the PreK-12 students interacted with throughout the school year.

School District Professional Development Plan
District Resources

What professional development funds, staff resources, external professional development providers, and other human and fiscal resources are available or may be developed within your community?

Identify the internal and external resources you will use to help you meet your goals (check all that apply):

Fiscal resources:

- Goals 2000
- Title II, Title V
- Military Impact Aid
- School Improvement Grant

Staff resources:

- Curriculum developers
- Content specialists
- Exemplary teachers
- Curriculum review committee

Providers:

- Institutions of Higher Education
- Teacher Resource Centers
- BOCES (e.g., SCDN, SETRC, BETAC)

Community:

- Major employers
- Community-based organizations
- Parents

Please identify any funds the district has received for professional development which are not used to implement this plan, and why.

Appendix A-1

Individual Professional Action Plan

Every professional staff member in the General Brown School District will prepare an annual Individual Professional Action Plan to assist the District in meeting its annual goals.

This plan should be consistent with the District, building, grade level/department annual plan.

A District plan will be in place by April 1 for the following school year. This plan will be developed by the District Professional Development Committee, subject to the approval of the Superintendent.

A building plan will be developed in accordance with the District plan by May 1 for the following school year. A draft of the plan will be developed by the Professional Development Committee and submitted to building EAPs for revision and approval. A final draft is then submitted to the Superintendent for approval.

Every professional staff member will submit their Individual Professional Action Plan to their building administrator by the first Monday of each school year. (See Appendix A-2)

Building administrators will review Individual Professional Action Plans, and provide professional staff with their approval or recommended changes by the Wednesday following submission of the IPAPs. Individual plans requiring modification will be re-submitted to building administrators for approval by the second Monday of the school year.

Each professional staff member will annually develop his / her own Individual Professional Action Plan, listing areas of strengths, goals and plans for improving the educational / instructional services provided to students. The Individual Professional Action Plan will be considered in the implementation of professional development programs. However, such consideration by the District of staff members' Individual Professional Action Plan is not to be construed as imposing any financial obligation on the District beyond previously budgeted Board approved costs.

Appendix A-2
IPAP (Individual Professional Action Plan) Form
(Due by first Monday of each school year)

Approved

Needs Modification

Name: _____

Date: _____

Grade Level or Department _____

My goals for the _____ school year are:

These are consistent with District / building goals in that:

Key strategies that will be used to meet this goal include:

How will you evaluate your progress on this goal?

Teacher: _____

Date: _____

Principal: _____

Date: _____

Appendix A-3

District PDC (IPAP- Individual Professional Action Plan) Goal 2016-2017

During the **2016-2017** school year, the General Brown Professional Development committee will provide teachers with effective professional development in order to enhance their instructional skills and improve student achievement for the purpose of preparing and inspiring students to meet future challenges.

Emphasis will be placed on student achievement through the examination of multiple data sources, including the New York State Assessments. Emphasis will also be placed on building the capacity for effective use of technology to enhance instruction, communication, and student performance.

The focus will also be on the development and implementation of an instructional curriculum PK-12, which infuses the common core learning standards and meets the learning needs of all students.

Elementary PDC (IPAP- Individual Professional Action Plan) Goal 2016-2017

During the **2016-2017** school year, all PK-6 teachers will continue to develop coordinated curriculum to enhance their professional abilities, as well as to improve student achievement on local and state assessments. Emphasis will be placed on the following areas:

- Engaging with the Common Core Learning Standards and NYS Social Studies Framework
- Analyzing and collecting student assessment data to be used to develop action plans for the purpose of adjusting instruction according to students' needs
- Preparing students for NYS and local assessments so that each student grows in his/her achievement
- Collaborating with colleagues to enhance classroom instructional strategies
- Continue and enhance AIS programs to meet the needs of all students
- Integrating research-based technology instructional strategies into the curricula.

Junior / Senior High School PDC (IPAP- Individual Professional Action Plan) Goal 2016-2017

During the **2016-2017** school year, all 7-12 teachers will continue to develop coordinated curriculum to enhance their professional abilities, as well as to improve student achievement on local and state assessments. Additional Emphasis will be placed on the following areas:

- Engaging with the Common Core Learning Standards and NYS Social Studies Framework
- Analyzing and collecting student assessment data to be used to develop action plans for the purpose of adjusting instruction according to students' needs
- Preparing students for NYS and local assessments so that each student grows in his/her achievement
- Collaborating with professional colleagues to enhance classroom instructional strategies
- Continue and enhance AIS programs to meet the needs of all students
- Integrating research-based technology instructional strategies into the curricula.

All teachers in grades 7-12 will continue to collaborate with the goal of increasing the percentage of students graduating with an Advanced Regents diploma.

Appendix B

Continuing Education Hours Certification

To meet the N.Y.S.E.D. Professional Development Plan requirement that teachers with a Professional Certificate must complete 100 hours of staff development training every five years, our school will follow this procedure:

- Staff development activities that qualify for credit toward the 100 hour mandate shall include but will not be limited to: the planning, preparation and presentation of staff development for district staff; approved college coursework; attendance and participation at professional development days; district approved conferences; after-school staff development activities presented at school, by BOCES, the Jeff-Lewis Teacher's Center, RSE-TASC and others as approved District Administration.
- Teachers will be responsible for keeping their own records of completed professional development activities. Teachers who hold a *Professional Certificate* will submit a copy of the Continuing Education Hours/Professional Development Documentation Form to their building secretary by May 1 of each school year.
- Teachers holding either a Permanent or Professional certificate will be responsible for re-registering every five years during their birth month by logging into the TEACH system and completing the process.
- Approved college courses shall be credited at the rate of 4 hours of credit for each hour of college credit earned with a grade of B- and above.
- Two hours of Project SAVE staff training will be offered annually to meet state requirements. Staff members will sign an affidavit of their attendance at such training.
- Attendance at any other mandated training will be verifiable using sign-in procedures (comparable to those for SAVE training) or certificates of completion, if said training is given by service providers other than the District.

Continuing Education Hours Certification / Professional Development Documentation Form

Directions: This form is provided for use by all professionally certified personnel in the GBTA (teachers and teacher assistants, speech therapists/pathologists, guidance counselors, and school psychologists). Although documentation is not required by New York State, General Brown has provided this format as a method of record keeping in an effort to help us reach our collective goals. Its intended use is as a planning tool for completing professional development activities in accordance with 100-hour certification requirements from SED, as well as those from our District Professional Development Plan.

1. Record activities in the table below. Include District-sponsored, BOCES, Teacher Center, and other Professional Development activities. Also include graduate level courses, Model Schools classes outside Staff Development days, scoring of NYS assessments, mentoring, and summer curriculum work. Highlight those activities that focus on your IPAP goal (s).
2. Do not include clock hours for travel or meals.
3. Keep registration forms, and /or other documentation with this record. Documentation must be retained for seven years.
4. Upon completion of professional development activities for the year, re-submit a COPY of the form to your building principal as evidence that progress toward your goals has been made. Retain the original for your records.

Name of Certificate Holder:			Teacher Certification Identification number:	
Certificate Title:			General Brown Central School District	
Employment Period: July 1, 20____ through June 30, 20____ (If other, please note.)				
Title/Activity	Provider	Date (s)	Location	Clock Hour Equivalent (Estimated)



General Brown

Junior-Senior High School

Memorandum

To: Mrs. Morrison

From: Tina Lane

Re: Technology Plan Revisions Summary

Date: June 1, 2016

The General Brown Central School District Technology Committee completed the technology plan update process and approved the 2016-2019 General Brown Central School District Technology Plan on May 18, 2016. The committee has worked diligently to update and enhance the plan.

Enclosed, you will find a document that outlines the revisions that were made to the General Brown Central School District Technology Plan.

Please contact me if you have questions pertaining to this information.

Enclosure

General Brown Central School District Technology Plan Revisions

Required Information	Page	Revision
I. Introduction	4	Technology Advisory Committee – The dates of the terms were adjusted to reflect the next six school years.
	5	Gaps Between Stated Vision and Goals (the top three gaps are numbered) 1. Access points 2. Device Gap 3. Professional Development •Staffing
	5-7	Goal 2 – Utilize technology as a tool to enhance communication and collaboration. Strategies • Build an environment to support the use of personal devices within the school environment. Goal 3 – Improve teacher and student access to technological resources in classrooms and other learning centers through the thoughtful distribution of grants, equipment, software, and technical assistance with a focus on STEM.
	7-8	Curriculum - Sections were added to address the following areas: *Digital connectivity and Technology Plans *Students with Disabilities and Equitable Access *Assistive Technology
II. Professional Development	10	Professional Development – The date of the most recent General Brown Central School District Professional Development Plan has been updated.
III. Infrastructure, Hardware, Technical Support, Software	12-13	Infrastructure – Updates to the technology infrastructure are noted in this section.
	15-16	Technology Assessment Inventory – Updates to the hardware inventory have been added to this section.
IV. Funding and Budget	17	Budget - As required, the projected technology budget for the next four years has been added to the plan.
	17-18	Revenue Sources - A description of the various technology funding sources was updated within this section.
V. Technology Plan Monitoring and Evaluation	18	*Evaluation of General Brown Central School District’s Technology Plan will blend the qualitative and quantitative data through a bi-annual review by the technology committee. *Unmet goals will be considered for inclusion in the ensuing technology plan according to their future merit and/or pertinence to district needs for the purpose of improving teaching and learning.