

**GENERAL BROWN CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION
Regular Meeting
Minutes
March 6, 2017
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 (arrived 5:34 p.m.); 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; Babette Valentine, Curriculum Coordinator; Nicole Donaldson, Jr.-Sr. High School Principal; Joseph O'Donnell, District Administrator for Discipline and Athletics; David Ramie, Dexter Elementary Principal; Debra Bennett, District Clerk; Kylee Monroe, CSE/CPSE Chairperson; District Superintendent Stephen J. Todd; Mr. Dominic D'Imperio, Esq., Director of JLBOCES Legal Services

Welcome - President West welcomed District Superintendent Stephen J. Todd and Mr. Dominic D'Imperio, Director of Legal Services

CONSENT AGENDA

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

1. Approval of Minutes as listed:
 - February 6, 2017 - Regular Meeting

2. Approval of Buildings and Grounds requests as listed:
 - JSHS gymnasiums - February 11, 2017 from 7:00 a.m. to 3:30 p.m. - Youth Basketball Tournament
 - Dexter cafeteria - March 14 & 15, 2017 from 6:00 p.m. to 8:00 p.m. - Dexter Citizens' Committee Baseball / Softball sign-up
 - BGP baseball/softball fields - Monday-Saturday April 13, 2017 to July 31, 2017 - 5:30 p.m. to 9:00 p.m. weekdays and 10:00 a.m. to 4:00 p.m. Saturdays - Dexter Citizens' Committee 2017 Summer Baseball/Softball Program
 - DEX baseball/softball fields - Monday-Saturday April 13, 2017 to July 31, 2017 - 5:30 p.m. to 9:00 p.m. weekdays and 10:00 a.m. to 4:00 p.m. Saturdays - Dexter Citizens' Committee 2017 Summer Baseball/Softball Program
 - JSHS baseball field - Monday-Saturday May 25, 2017 to August 14, 2017 - 5:30 p.m. to 9:00 p.m. weekdays and 10:00 a.m. to 4:00 p.m. Saturdays - Dexter Citizens' Committee 2017 Babe Ruth Baseball season
 - BGP softball fields/restrooms - July 21-23, 2017 from 7:00 a.m. to 8:00 p.m. - CanAm Softball Shootout

3. Approval of Conferences and Workshops as listed:
 - Rebecca Dupee - Math Network - JLBOCES - February 28, 2017
 - Deanna Guyette - North Country Technology Coordinators Meeting - JLBOCES - March 2, 2017
 - Casey Nicol - Middle Level Counselors Meeting - JLBOCES - March 6, 2017
 - Nicole Donaldson - Lead Evaluator of Teacher Training / Recertification - JLBOCES - March 6, 2017
 - Michael Parobeck - Data Warehouse Meeting - JLBOCES - March 8, 2017
 - Nicole Donaldson - SLS Administrative Breakfast - Hilton Garden Inn, Watertown - March 10, 2017
 - Kim Foss - SLS Administrative Breakfast - Hilton Garden Inn, Watertown - March 10, 2017
 - Renee Powlin - SLS Administrative Breakfast - Hilton Garden Inn, Watertown - March 10, 2017
 - Stephanie Karandy - RAD Spanish Committee Meeting/Scoring Training - JLBOCES - March 14, 2017
 - Amy O'Riley - RAD Spanish Committee Meeting/Scoring Training - JLBOCES - March 14, 2017
 - Jannell Pickeral - RAD Spanish Committee Meeting/Scoring Training - JLBOCES - March 14, 2017
 - Nicole Donaldson - Mental Health Promotion and Youth Violence Prevention - Hilton Garden Inn, Watertown - March 22, 2017
 - Joseph O'Donnell - Section 3 AD Meeting - Canastota, NY - March 22, 2017
 - Lisa K. Smith - JLSBA Workshop: "Sharing Services - It's Not Only a BOCES Co-Ser" - JLBOCES - March 22, 2017
 - Cammy J. Morrison - JLSBA Workshop: "Sharing Services - It's Not Only a BOCES Co-Ser" - JLBOCES - March 22, 2017
 - Joseph O'Donnell - Frontier League Meeting - JLBOCES - March 29, 2017
 - Joseph O'Donnell - Frontier League Meeting - JLBOCES - May 16, 2017
 - Kristy Makuch - SLS Administrative Breakfast - Hilton Garden Inn, Watertown - March 10, 2017

4. Approval of Financial Reports as listed: January 2017
 - 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 Requests - Mrs. Kelly Hamlin (Mrs. Hamlin did not attend the meeting.)
2. Ongoing Agenda Items:
 - Academic Presentation(s):
 - ❖ Student Presentation: Class of 2018 Senior Trip - Class Advisors / Students (Postponed)
 - ❖ Administrative Presentation: (None at this time)
 - Policy Review:
 - ❖ Board Information - 1st Reading: *Policy #5270 (new) Tax Exempt Bonds-Post Issuance Compliance*
3. Board Information - The results of the **Capital Project Vote** held February 13, 2017 are as follows:
 - YES Votes-86 NO Votes-7 Proposition 1 - PASSED
4. Board Information - There is a **Budget Advisory Meeting** tentatively scheduled for Wednesday, April 5th to begin at 6:00 p.m. in the cafeteria of the Jr.-Sr. High School
5. Board Information - Invitation from Jefferson-Lewis School Boards Association for a Dessert Workshop / Executive Committee Meeting: *"Sharing Services - It's Not Only a BOCES Co-Ser"*, to begin at 6:00 p.m. on March 22, 2017 (Please RSVP prior to March 13, 2017)
6. Board Information - Invitation from Jefferson-Lewis School Boards Association for the National Honor Society Recognition Program, to begin at 6:00 p.m. on March 29, 2017 at Watertown High School (Please RSVP prior to March 15, 2017)
7. Board Information - Invitation from the Jefferson-Lewis School Boards Association for the **Jefferson-Lewis BOCES Annual Meeting / Dinner / Budget Presentation** to be held at the Central Administration Building, Watertown, NY on Wednesday, April 12, 2017 (Please RSVP prior to April 5, 2017)
8. Board Information - Term expiration for members of the General Brown Central School District Board of Education are as listed. Petitions are available, and will be accepted in the Office of the District Clerk until 5:00 p.m. on Monday, April 17, 2017.
 - 2017 - Cathy Pitkin
 - 2017 - Michael Ward
 - 2018 - Jeffrey West
 - 2018 - Daniel Dupee II
 - 2018 - Jamie Lee
 - 2019 - Brien Spooner
 - 2019 - Sandra Young Klindt
9. Board Information - As per the GBTA Contract: *"If the District has three or more unused snow days as of April 10th, one day will be added to the April vacation as long as there is a minimum of one snow day remaining..."* **The day to be added is April 24, 2017.**
10. Board Information - PIVOT Student Assistance Program 1st Semester Report
11. Board Information / Discussion - Change of April 10th Board of Education meeting date due to activities surrounding the visit of Commissioner of Education Elia. **There was consensus to change the April Board of Education meeting to Tuesday, April 11, 2017 to begin at 5:15 p.m. in the General Brown Room.**
12. Board Information / Discussion - 2nd Quarter Marking Period Data for review
13. Board Discussion / 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 following resolution: **Because**

six months or more have passed without challenge to the most recent election and budget vote, held May 17, 2016, that the ballot box be opened and the ballots contained therein, together with any unused ballots be destroyed. Motion for adoption by Brien Spooner, seconded by Cathy Pitkin, with motion approved 6-0.

14. Board Discussion / Action - **BOND RESOLUTION DATED MARCH 6, 2017**

A RESOLUTION AUTHORIZING CAPITAL IMPROVEMENTS CONSISTING OF THE RENOVATION AND RECONSTRUCTION OF SCHOOL DISTRICT BUILDINGS BY THE GENERAL BROWN CENTRAL SCHOOL DISTRICT, JEFFERSON COUNTY, NEW YORK, AT A MAXIMUM ESTIMATED COST OF \$9,400,000, AND AUTHORIZING THE ISSUANCE OF \$7,900,000 SERIAL BONDS TO PAY THE COSTS THEREOF.

BE IT RESOLVED that the General Brown Central School District Board of Education takes action to approve the following Bond Resolution herein and will be put to a vote on roll call as follows:

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

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

WHEREAS, at a special district meeting of the General Brown Central School District, Jefferson County, New York (the "School District"), duly called, held and conducted on February 13, 2017, the duly qualified voters of the School District approved a proposition authorizing (a) the reconstruction and renovations to the school buildings and grounds including reconstruction of deteriorated paving, resurfacing of remaining paving, replacement of deteriorated roofing, replacement of two vehicle lifts in the bus garage and renovations to the educational spaces at a maximum cost of \$9,400,000, including architectural, legal and bonding fees, (b) the application of \$1,500,000 from the Capital Reserve Fund toward the cost of the project, and (c) to raise the remainder of the cost of the project by the levy of a tax to be collected in annual installments for such purposes; and

WHEREAS, all conditions precedent to the financing of the capital projects described above, including compliance with the provisions of the State Environmental Quality Review Act, have been performed; and

WHEREAS, it is now desired to provide for the financing of such capital projects;
NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the General Brown Central School District, Jefferson County, New York, as follows:

Section 1. The reconstruction and renovations of the School District's school buildings and grounds, including reconstruction of deteriorated paving, resurfacing of remaining paving, replacement of deteriorated roofing, replacement of two vehicle lifts in the bus garage and renovations to the educational spaces at a maximum cost of \$9,400,000, including architectural, legal and bonding fees is hereby authorized at a total estimated maximum cost not to exceed \$9,400,000. The plan for financing of such maximum estimated cost shall consist of (a) the issuance of up to \$7,900,000 serial bonds of the School District (the "Bonds"), which are hereby authorized, pursuant to the provisions of the Local Finance Law and (b) the appropriation and expenditure of \$1,500,000 from the School District's Capital Reserve Fund which is hereby authorized.

Section 2. It is hereby determined that the period of probable usefulness of the aforesaid objects or purposes is thirty (30) years pursuant to subdivision 97 of paragraph (a) of Section 11.00 of the Local Finance Law.

Section 3. Subject to the provisions of this resolution and of the Local Finance Law, and pursuant to the provisions of Sections 21.00, 30.00, 50.00 and 56.00 to 63.00, inclusive, of the Local Finance Law, the power to authorize the issuance of and to sell bond anticipation notes in anticipation of the issuance and sale of the Bonds herein authorized, including renewals of such notes, and the power to prescribe the terms, form and contents of the Bonds, and any bond anticipation notes, and the power to sell and deliver the bonds and any bond anticipation notes issued in anticipation of the Bonds, and the power to issue Bonds providing for substantially level or declining annual debt service, is hereby delegated to the President of the Board of Education, the chief fiscal officer of the School District.

Section 4. The temporary use of available funds of the School District, not immediately required for the purpose or purposes for which the same were borrowed, raised or otherwise created, is hereby authorized pursuant to Section 165.10 of the Local Finance Law, for the capital purposes described in Section 1 of this resolution.

Section 5. The reasonably expected source of funds to be used to initially pay for the expenditures authorized by Section 1 of this resolution shall be from the School District's General Fund. It is intended that the School District shall then reimburse expenditures from the General Fund with the proceeds of the Bonds and bond anticipation

due notice of the time and place of such meeting was duly given in accordance with Article 7 of the Public Officers Law, and (iii) the meeting was in all respects duly held.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the School District this 6th day of March, 2017.

Debra L. Bennett, District Clerk
General Brown Central School District, Jefferson County, New York

(SEAL)

15. Board Action - Approval of Madison-Oneida BOCES Services Request Form and Contract 2017-2018:
BE IT RESOLVED, that the General Brown Central School District Board of Education approves participation for the 2017-2018 school year in the programs / services marked positively on the **2017-2018 Madison Oneida BOCES Services Commitment Form / Contract**.
Motion for approval by Michael Ward, seconded by Brien Spooner, with motion approved 6-0.
16. Board Action - Adoption of the **2017-2018 Jefferson-Lewis BOCES Component School Districts Calendar**
Motion for adoption by Brien Spooner, seconded by Sandra Klindt, with motion approved 6-0.
17. Board Action - Adoption of the following **Resolution for Lead Evaluator of Teachers: WHEREAS**, the Board of Education has been provided evidence that the following have completed training which meets the requirements of 8 NYCRR 30-2.9 and the General Brown Central School District Annual Professional Performance Review Plan for certification as a **Lead Evaluator of Teachers**, therefore: **BE IT RESOLVED, that upon recommendation of the Superintendent of Schools, the following be certified as Lead Evaluator of Teachers:**
 - **Nicole Donaldson**Motion for adoption by Daniel Dupee, seconded by Cathy Pitkin, with motion approved 6-0.
18. Board Action - Adoption of the following **Resolution for Lead Evaluator of Principals: WHEREAS**, the Board of Education has been provided evidence that the following have completed training which meets the requirements of 8 NYCRR 30-2.9 and the General Brown Central School District Annual Professional Performance Review Plan for certification as a **Lead Evaluator of Principals**, therefore: **BE IT RESOLVED, that upon recommendation of the Superintendent of Schools, the following be certified as Lead Evaluator of Principals:**
 - **Cammy J. Morrison**Motion for adoption by Brien Spooner, seconded by Daniel Dupee, with motion approved 6-0.
19. 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** through Jefferson-Lewis BOCES, in the amount of \$19,000 for the period of July 1, 2017 to June 30, 2018, to be billed in two installments, July 2017 and February 2018, and authorizes the Superintendent of Schools to execute the contract.
Motion for approval by Brien Spooner, seconded by Sandra Klindt, with motion approved 6-0.
20. 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 **Hearing Officer Services** through the Office of Inter-Municipal Legal Services at Jefferson-Lewis BOCES in the amount of \$3,600 for the period of July 1, 2017 to June 30, 2018, to be billed through an approved CoSer subject to State aide reimbursement rates, and authorizes the Superintendent of Schools to execute the contract.
Motion for approval by Sandra Klindt, seconded by Brien Spooner, with motion approved 6-0.
21. Board Action - Approval is requested for the **LYME CSD to combine with the GBCSD** (host) for the purpose of athletic competition, pending the approval of NYSPHSAA Section III, to compete in the sport/gender of Boys' Baseball at the Modified level for the 2016-2017 school year.
Motion for approval by Michael Ward, seconded by Cathy Pitkin, with motion approved 6-0.
22. Board Action - Approval of **Committee on Special Education Reports**.
Motion for approval by Brien Spooner, seconded by Sandra Klindt, with motion approved 6-0.
23. Board Information / Discussion - 2017-2018 Budget / Spending Plan

ADMINISTRATIVE REPORTS - For information only

24. Operations Report
25. Brownville-Glen Park and Dexter Principal Report
26. Jr.-Sr. High School Principal Report
27. Athletic Director / Discipline Report

- 28. Curriculum Coordinator Report
- 29. Office of Student Services Report
- 30. School Business Official Report
- 31. Superintendent Report

CORRESPONDENCE AND COMMUNICATIONS - For information only

- 32. Correspondence Log

RECOMMENDATIONS AND ACTION

- 33. Board Action - Personnel Changes as listed:

A motion for approval of the following PERSONNEL CHANGES, with *effective dates* as listed: RECOMMENDATION and ACTION is made by Michael Ward, and seconded by Sandra Klindt. Motion is approved 6-0.

(A) Retirements:

Name	Position	Effective Date
None at this time		

(B) Resignations as listed:

Name	Position	Effective Date
Darrin S. Pitkin	2017 Varsity Softball Coach	February 16, 2017
Justin Corbett	5-Hour Bus Driver	March 1, 2017
Helen M. Timerman	0.5 Instrumental Music Teacher	June 30, 2017
Debora Manos	4.5-Hour Bus Driver	March 6, 2017
Brenda G. Parrish	4-Hour Bus Driver	March 6, 2017

(C) Appointments as listed:

Name	Position	Annual Salary / Rate of Pay	Probationary Tenure Track Appointment (if applicable)	Effective Date
Tara N. Cole (update-tenure)	School Social Worker	\$44,390 annually (prorated to 10/4/16), Step 1	4-Yr. Tenure Track Appt.	3/7/2017
Cheryl Byerly	4-Hour Food Service Helper	\$6503 annually (prorated), Step 1	n/a	3/7/2017
Melissa E. Gibson Weekes	Substitute Food Service Helper	\$9.87 per hour	n/a	3/7/2017
David D. Corey	Substitute Teacher / Substitute Aide	\$80 per day / \$9.76 per hour	n/a	3/7/2017
Nicholas J. Nortz	Substitute Teacher	\$70 per day	n/a	3/7/2017
Jeffrey A. Reynolds	Substitute Teacher / Substitute Aide	\$80 per day / \$9.76 per hour	n/a	3/7/2017
Wayne Livingston	Substitute Bus Driver	\$14.61 per hour	n/a	3/7/2017
Debora Manos	5-Hour Bus Driver	\$13,757 annually (prorated), Step 2	n/a	3/7/2017
Brenda G. Parrish	4.5-Hour Bus Driver	\$11,834 annually (prorated), Step 1	n/a	3/7/2017
Micah J. McDonald	Substitute Bus Driver	\$14.61 per hour	n/a	3/7/2017

(D) PAID Coaching Appointments as listed:

Name	Spring 2017 Sports	Coaching Certification	Effective Date
Lindsay Pitkin*	Girls Varsity Softball (*amended from JV Softball 2/6/17)	Teacher-Coach*	3/7/2017
James Blunden	Boys JV Lacrosse	Teacher-Coach*	3/7/2017
Lindsay Labiendo	Girls JV Softball	Teacher-Coach*	3/7/2017
Michael D. Shedd	Boys Modified Baseball	Temporary Coaching License****	3/7/2017
Christopher R. Delano	Boys Modified Lacrosse	Temporary Coaching License****	3/7/2017

(E) UNPAID Coaching Appointments as listed:

Name	Spring 2017 Sports	Coaching Certification	Effective Date
Stacy Bauter	Girls Lacrosse	Professional Coaching License****	3/7/2017
Andrew R. Derouin	Boys Lacrosse	Temporary Coaching License****	3/7/2017
Robert Pickeral	Boys Lacrosse	Temporary Coaching License****	3/7/2017
Scott J. Lytle	Lacrosse	Temporary Coaching License****	3/7/2017
Chad W. Parker	Boys Varsity Lacrosse	Professional Coaching License****	3/7/2017
Philip A. Goings	Boys Varsity Baseball	Teacher-Coach* Retired	3/7/2017

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 ****

34. 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:

- **Melissa E. Gibson Weekes** - Substitute Food Service Helper
- **David D. Corey** - Substitute Teacher
- **Joseph P. Miner** - Substitute Teacher
- **Nicholas J. Nortz** - Substitute Teacher
- **Jeffrey A. Reynolds** - Substitute Teacher
- **Cheryl Byerly** - Food Service Helper
- **Stacy Bauter** - Coach
- **Andrew R. Derouin** - Coach
- **Robert Pickeral** - Coach
- **Michael D. Shedd** - Coach
- **Christopher R. Delano** - Coach
- **Scott J. Lytle** - Coach
- **Chad W. Parker** - Coach
- **Philip A. Goings** - Coach

Motion for approval by Daniel Dupee, seconded by Brien Spooner, with motion approved 6-0.

-Mrs. Lee joined the meeting at 5:34 p.m.

ITEMS FOR NEXT MEETING - Tuesday, April 11, 2017

35. 2nd Reading / Adoption - Policy #5270
36. Discussion / Action - Approval of the 2017-2018 Spending Plan

EXECUTIVE SESSION

37. **A motion is requested to enter executive session** for the discussion of the employment history of 14 particular individuals; the performance history of one particular individual; as well as for discussion of litigation strategy regarding a current specific legal matter.

Motion for approval by Brien Spooner, seconded by Sandra Klindt, with motion approved 7-0. Time entered: 5:34 p.m.

-Mrs. Bennett was dismissed at 5:34 p.m.

-President West recorded the following motions:

RETURN TO OPEN SESSION

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

Motion for approval by Daniel Dupee, seconded by Brien Spooner, with motion approved 7-0. Time: 6:55 p.m.

MOTION FOR ADJOURNMENT

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

Motion for approval by Cathy Pitkin, seconded by Brien Spooner, with motion approved 7-0. Time adjourned: 6:55 p.m.

Respectfully submitted:

Debra L. Bennett - District Clerk

- Supporting documents may be found in supplemental file dated March 6, 2017.