

**GENERAL BROWN CENTRAL SCHOOL DISTRICT  
BOARD OF EDUCATION  
Regular Meeting  
Minutes  
June 12, 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; Cathy Pitkin; and Michael Ward

**Members Absent:** Jamie Lee

**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/Brownville-Glen Park Elementary Interim Principal; Debra Bennett, District Clerk; Mr. Alvin Hasner, District Claims Auditor; Mr. John Warneck, NCE Environmental Consultants; Mr. Steven Todd, District Superintendent; Students/Staff Members/Community Members

❖ **Class of 2018** - Class Officers and Advisors presented plans for a 3-day 2-night senior trip to New York City in the spring of 2018. Following a question period, there was consensus of the Board to support the trip as outlined.

❖ **Audit Committee Meeting** (see agenda)

— Presentation of the Internal Claims Auditor's Report - Mr. 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 Claims Auditor's Report** as presented by Mr. Alvin Hasner  
Motion for approval by Daniel Dupee, seconded by Brien Spooner, with motion approved 6-0.

❖ **Annual Fire Inspection Report**

— Presentation of the annual fire report findings for the 2016-2017 school year - Mr. John Warneck of NCE Environmental Consultants

**Following presentation of the fire report:**

2. Board Action - **BE IT RESOLVED** that the General Brown Central School District Board of Education takes action to approve the **2016-2017 Annual Fire Inspection Report** as presented by Mr. John Warneck  
Motion for approval by Brien Spooner, seconded by Sandra Klindt, with motion approved 6-0.

❖ **Presentation of appreciation awards** from Jefferson Lewis School Boards Association to Mrs. Cathy Pitkin and Mr. Michael Ward by Superintendent Morrison.

**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:

- May 8, 2017 - Regular Meeting
- May 8, 2017 - Annual School District Meeting / Budget Hearing
- May 16, 2017 - Annual School District Meeting / Budget Vote / Board of Education Election

2. Approval of Buildings and Grounds requests as listed:

- DEX gymnasium - May 19, June 2,9,16,23, 2017 from 3:30 p.m. to 4:30 p.m. - Corrine Willis Zumba Fitness Class
- JSHS baseball field - June 17-18, 2017 from noon to 5:00 p.m. and 8:00 a.m. to noon, respectively - Jefferson Community College - North Country Invitational Baseball Tournament
- BGP classroom - June 26-August 31, 2017 from 7:30 a.m. to 4:00 p.m. - Jillian Goodrich - Tutoring Math & Reading
- DEX classroom - June 26-August 31, 2017 from 7:30 a.m. to 4:00 p.m. - Jillian Goodrich - Tutoring Math & Reading

3. Approval of Conferences and Workshops as listed:

- Michael Hartle - Dance for EVERYbody - PE Central.org - May 12, 2017
- David Ramie - Elementary Principal's Meeting - JLBOCES - May 15, 2017
- Brian J. Nortz - Frontier League Athletic Director Meeting - JLBOCES - May 16, 2017
- Kristi Bice - nVision Regional User Group Meeting - Madison-Oneida BOCES, Verona, NY - May 23, 2017
- Rebecca Flath - nVision Regional User Group Meeting - Madison-Oneida BOCES, Verona, NY - May 23, 2017

- Deanna Guyette - SYSOP Meeting - JLBOCES - May 24, 2017
- Michael Parobeck - Annual School Tool User Group Meeting - Vernon Downs Event Center - May 25, 2017
- Deanna Guyette - Google Certified Administrator Institute - JLBOCES - May 30-31, 2017
- Nicole Donaldson - Technology Leadership Meeting - HG Sackett Technical Center, Glenfield, NY - June 1, 2017
- Deanna Guyette - Technology Leadership Meeting - HG Sackett Technical Center, Glenfield, NY - June 1, 2017
- Kylee Monroe - Crisis Prevention - JLBOCES - June 13-16, 2017
- Lisa K. Smith - Association of School Business Officials - Harbor Hotel, Clayton, NY - June 16, 2017
- Nicole Donaldson - 2017 Administrators' Leadership conference - Crowne Plaza Resort, Lake Placid, NY - July 12-14, 2017
- Nathan Nadelen - Engineering By Design - Oneida Herkimer Madison BOCES, Oneida, NY - July 24-27, 2017
- Kylee Monroe - CSE/CPSE Chairpersons Training - Costello Transportation Center, Oneida, NY - July 31-August 2, 2017
- Nicole Donaldson - Science Standards for Administrators - JLBOCES - August 4, 2017
- Kylee Monroe - Lead Evaluator of Teachers Training Recertification - JLBOCES - August 21, 2017
- David Ramie - Lead Evaluator of Teachers Training Recertification - JLBOCES - August 21, 2017

4. Approval of Financial Reports as listed: April 2017

- Appropriation Report – All Funds
- Revenue Report – All Funds
- Treasurer's Cash Reports
- Claims Auditor Monthly Reports
- General Fund Warrant "A"
- Federal Fund Warrant "B" (none)
- Food Service Warrant "C"
- Trust & Agency Warrant "T"
- Extra-Curricular Activity Fund

**REGULAR AGENDA**

**Other Discussion and Action**

1. Public Comment Requests - No requests
2. Ongoing Agenda Items:
  - Academic Administrative / Student Presentation:
    - ❖ None at this time
  - Policy Review:
    - ❖ Board Discussion - 1<sup>st</sup> Reading: *Policy #5681 (as revised) - District Wide Safety Plans and.....*
    - ❖ Board Discussion - 1<sup>st</sup> Reading: *Policy #5683 (as revised) - Fire and Emergency Drills and.....*
    - ❖ Board Discussion - 1<sup>st</sup> Reading: *Policy #7610 (as revised) - Special Education: District Plan*
3. Board Information - As per the 2017-2018 Board of Education meeting schedule (enclosed), the **Annual Organizational Meeting** will be held on **Wednesday, July 5, 2017 at 7:00 a.m.** in the General Brown Room of the Jr.-Sr. High School, followed immediately by the regular monthly meeting of the Board of Education.
4. Board Information / Discussion - 3<sup>rd</sup> Quarter Marking Period Data for review / questions - No questions or comments
5. Board Information / Discussion - Outdoor graduation ceremony update - Plans are on track and final weather decision will be made the morning of June 23<sup>rd</sup>.
6. Board Information / Discussion - Wrestling program requests - The District is not interested in accepting out of district participants at this time.
7. Board Information - **Assignment change** - Mr. Joseph O'Donnell, Interim Principal of Brownville Glen Park Elementary has been reassigned as Principal of the building effective July 1, 2017. Mr. Brian Nortz will serve as Athletic Coordinator, also beginning July 1, 2017.
8. Board Action - Approval is requested for Brendan Eyestone to participate with the Watertown City School District Swim Team, as an independent swimmer for the 2017-2018 season, contingent upon the parents signing a statement releasing General Brown CSD from all liability, transportation and equipment costs, and any other fees where applicable. Motion for approval by Cathy Pitkin, seconded by Sandra Klindt, with motion approved 6-0.
9. 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, 2017 to June 30, 2018** Motion for approval by Brien Spooner, seconded by Michael Ward, with motion approved 6-0.

10. Board Action - **BE IT RESOLVED**, that the General Brown Central School District Board of Education takes action to authorize the transfer of funds into the following reserve accounts, in amounts *not* to exceed the following:
- \$200,000 Retirement Contribution Reserve
  - \$150,000 Workers Compensation Reserve
  - \$150,000 Employee Benefit Accrued Liability Reserve
- Motion for approval by Brien Spooner, seconded by Sandra Klindt, with motion approved 6-0.
11. Board Action - Approval of **Committee on Special Education Reports**.  
 Motion for approval by Daniel Dupee, seconded by Cathy Pitkin, with motion approved 6-0.

**ADMINISTRATIVE REPORTS** - For information only

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

**CORRESPONDENCE AND COMMUNICATIONS** - For information only

- 20. Correspondence Log

**RECOMMENDATIONS AND ACTION**

21. Board Action - Personnel Changes as listed:  
 A motion for approval of the following PERSONNEL CHANGES, with *effective dates* as listed:  
 RECOMMENDATION and ACTION is made by Brien Spooner, and seconded by Sandra Klindt. Motion approved 6-0.
- (A) Retirements: none at this time
- (B) Resignations as listed:

Name	Position	Effective Date
<b>Greg Abbate</b>	Elementary Cleaner	<b>June 12, 2017</b>
<b>Raymond Peters</b>	Elementary Custodian	<b>June 12, 2017</b>
<b>Brenda Mehaffy</b>	7-Hour General Aide	<b>June 30, 2017</b>
<b>Kylee Monroe</b>	English Teacher	<b>June 30, 2017</b>
<b>Stephanie M. Parker</b>	Teacher Assistant	<b>August 31, 2017</b>

(C) Appointments as listed:

Name	Position	Annual Salary / Rate of Pay	Prob. or Tenure Track Appt. (if applicable)	Effective Date
<b>Greg Abbate</b>	Elementary Custodian	\$32,582 annually (prorated) - Step 9	1-Yr. Probationary / Civil Service	<b>June 13, 2017</b>
<b>Raymond Peters</b>	JSHS Custodian	\$34,876 annually (prorated) - Step 12	1-Yr. Probationary / Civil Service	<b>June 13, 2017</b>
<b>Micah McDonald</b>	4-Hour Bus Driver	\$10,521 annually - Step 1	n/a	<b>June 13, 2017</b>
<b>Brenda Mehaffy</b>	10-Month Typist	\$21,976 annually - Step 7	1-Yr. Probationary / Civil Service	<b>July 1, 2017</b>
<b>Kylee Monroe</b>	10.5 Month Director of Student Svcs	\$70,000 annually	4-Year Tenure Track Appointment	<b>July 1, 2017</b>
<b>Stephanie M. Parker</b>	Academic Intervention Svc. Teacher	\$46,330 annually - Step 2 (MB+39)	4-Year Tenure Track Appointment	<b>September 1, 2017</b>

22. Board Action - Upon the recommendation of the Superintendent of Schools – WHEREAS, on behalf of the General Brown Central School District, two sets of the following prospective employees' fingerprints for employment have been submitted to SED, along with the signed Consent Form, and a request for conditional clearance. The following employees have received FINAL CLEARANCE from SED:
- **Greg Abbate** - Custodian
  - **Raymond Peters** - Custodian
  - **Brenda Mehaffy** - Typist
  - **Kylee Monroe** - Administrator
  - **Stephanie Parker** - Teacher
- Motion for approval by Brien Spooner, seconded by Sandra Klindt, with motion approved 6-0.

**ITEMS FOR NEXT MEETING - Wednesday, July 5, 2017:**

- 23. **Annual Organizational Meeting** - (7:00 a.m. in the General Brown Room)
- 24. **Regular Monthly Meeting** - (immediately following)
  - ❖ 2<sup>nd</sup> Reading / Adoption of policies 5681 / 5683 / 7610

— Mrs. Morrison congratulated Mrs. Monroe on her Administrative appointment as Director of Student Services

**EXECUTIVE SESSION**

25. **A motion is requested to enter executive session** for the discussion of a specific current legal matter and the performance history of 11 particular individuals.  
Motion for approval by Daniel Dupee, seconded by Michael Ward, with motion approved 6-0. Time entered: 5:46 p.m.

**RETURN TO OPEN SESSION**

26. **A motion is requested to adjourn the executive session and reconvene the regular meeting.**  
Motion for approval by Brien Spooner, seconded by Cathy Pitkin, with motion approved 6-0. Time: 7:03 p.m.
27. Board Action - Upon the recommendation of the Superintendent of Schools, approval is requested for the Confidential / Management salary increases for the 2017-2018 school year, in an amount *not* to exceed \$20,000, be distributed to eligible employees.  
Motion for approval by Michael Ward, seconded by Cathy Pitkin, with motion approved 6-0.

**MOTION FOR ADJOURNMENT**

28. **There being no further business or discussion,** a motion is requested adjourn the regular meeting.  
Motion for approval by Cathy Pitkin, seconded by Michael Ward, with motion approved 6-0. Time adjourned: 7:04 p.m.

Enclosures: 2017-2018 Board of Education Meeting Schedule

Respectfully submitted:

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Debra L. Bennett - District Clerk

- Supporting documents may be found in supplemental file dated June 12, 2017