

GENERAL BROWN CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION
Regular Meeting
Minutes
August 14, 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; Albert Romano, Jr.; Natalie Hurley

Others Present: Jamie A. Moesel, Superintendent of Schools; Lisa K. Smith, Executive Director of Administrative Services; Babette Valentine, Curriculum Coordinator; Nicole Donaldson, Jr.-Sr. High School Principal; Kylee Monroe, Director of Student Services; Debra Bennett, District Clerk

CONSENT AGENDA

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

1. Approval of Minutes as listed:
 - July 5, 2017 - Organizational Meeting
 - July 5, 2017 - Regular Meeting
 - August 1, 2017 - Special Meeting
2. Approval of Buildings and Grounds requests as listed:
 - JSHS Soccer Field / Gymnasium - June 29-30, 2017 from 9:00 a.m. to 4:00 p.m. - Lyme Youth Committee - Soccer Camp
 - JSHS Gymnasiums / Locker Rooms - July 7-9, 2017 from 7:00 a.m. to 9:00 p.m. - Victory Athletics - 1000 Islands International Hoop East
 - JSHS Auditorium / GB Room / Music Room - March 15, 2018 from 4:30 to 8:30 p.m. - JLBOCES - Regional Spelling Bee [Snow date-March 17] - Note: It has been the tradition of General Brown to host the spelling bee for the past 47 years.
3. Approval of Conferences and Workshops as listed:
 - Donna Keefer - Tax Collection Software Training - Jefferson County Real Property Office, Watertown - August 8, 2017
 - Deanna Guyette - North Country Teacher Tech Fair - Calcium Primary School, Calcium - August 16-17, 2017
 - James P. Nevers - Jefferson / Lewis Food Service Directors Meeting - Wellesley Island - August 17, 2017
 - Lisa K. Smith - State Aid Planning Workshop - JLBOCES - September 18, 2017
 - Natalie Hurley - NYSSBA's 21st Annual Pre-Convention School Law Seminar (with expenses) - Crowne Plaza, Lake Placid - October 12, 2017
 - Natalie Hurley - NYSSBA's 98th Annual Convention and Education Expo (with expenses) - Crowne Plaza, Lake Placid - October 12-14, 2017

REGULAR AGENDA

Other Discussion and Action

1. Public Comment Requests - None at this time
2. Ongoing Agenda Items:
 - Academic Administrative and/or Student Presentations:
 - ❖ None at this time
 - Policy Review:
 - ❖ None at this time
3. Board Information - Board Member Natalie Hurley has completed the NYS Mandated Training to include GOV 101: New School Board Member Academy and FIS 101: Fiscal Oversight Fundamentals in Buffalo, NY, July 14 & 25, 2017
4. Board Information - PIVOT Student Assistance Program 2016-2017 Second Semester Report
5. Board Information - Professional Development Day - Wednesday, August 30, 2017 beginning at 7:50 a.m. in the Auditorium of the Jr.-Sr. High School
6. Board Information - The school photographer will be available to take Board member photographs on August 30, 2017 beginning at 7:00 a.m. in the old gymnasium.
7. Board Information - Opening Day of School - Tuesday, September 5, 2017

8. Board Information - NYSSBA 98th Annual Convention & Education Expo - October 12-14, 2017 - Lake Placid, NY
9. Board Discussion - Conflict of Interest Disclosure Form
10. Board Discussion - Fall District Building Tours / Dates to be announced
11. Board Discussion - Board of Education GOALS for 2017-2018: Superintendent will draft a templet for Board review
12. Board Discussion - Foreign Exchange Student requests / Criteria will be reviewed and revised as needed
13. Board Discussion / Action - Clarkson Afterschool Robotics Lego League Program overview provided by Mrs. Valentine
Motion for approval by Jamie Lee, seconded by Sandra Klindt, with motion approved 7-0.
14. Board Action - Approval of **Appointment of Officers Item #4-C**, as continued from the Organizational Meeting held July 5, 2017:
 - Internal Claims Auditor - Alvin Hasner - \$38.26 per hour
Motion for approval by Brien Spooner, seconded by Sandra Klindt, with motion approved 7-0.
15. Board Action - Approval of **Authorizations Item #7-F**, as continued from the Organizational Meeting held July 5, 2017:
 - **Final Tax Collection Dates for 2017:**
 - Friday, September 1st to Monday, October 2nd with no penalty
 - Tuesday, October 3rd to Tuesday, October 31st with 2% penalty
 - Wednesday, November 1st to Friday, November 3rd with 3% penalty.
 Motion for approval by Sandra Klindt, seconded by Daniel Dupee, with motion approved 7-0.
16. Board Action - Approval of **Substitute Instructional and Non-Instructional Personnel Item #10-D**, as continued from the Organizational Meeting held July 5, 2017:
Motion for approval by Brien Spooner, seconded by Sandra Klindt, with motion approved 7-0.

Substitute Teachers 2017-2018		Substitute Aides 2017-2018	Substitute Food Service 2017-2018	Substitute Nurses 2017-2018	Substitute Cleaners 2017-2018	Substitute Bus Drivers 2017-2018
Erica Bonham Thomas Campbell David Corey Cynthia Fusco Valerie Halpin Cynthia Lamon Nicholas Nortz Elizabeth Perry Anthony Pike Maria Schueler Trishia Seymour Tonya Stean Maria Wietig	Miranda Brenon Christina Corey Bryanna Fazio Kathy Gardner Janet Heady Heather Little Cayla O'Connor Tasha Pierson Amy Rawson Saddie Serviss Miranda Smith Nicole Wetzel Wendy Yodice	Dawn Comins Kathy Gardner Carol Grant Cynthia Lamon Stacy Latham Robin Riley	Barbara Cross Melissa Schillinger	Richard Lashway	Francis Parker, Jr.	Willis McIntosh Bruce Ostrander Aaron Ryor

17. Board Action - **BE IT RESOLVED**, that the General Brown Central School District Board of Education takes action to approve the **School Tax Warrant** and **School Tax Collection Procedures for 2017**.
Motion for approval by Albert Romano, seconded by Brien Spooner, with motion approved 7-0.
18. Board Action - Approval of **Railroad Crossings for 2017-2018** (No change from 2016-2017)
Motion for approval by Brien Spooner, seconded by Sandra Klindt, with motion approved 7-0.
19. Board Action - Approval to excess the attached equipment listing as surplus / obsolete / unusable as per Board of Education Policy #5250
Motion for approval by Albert Romano, seconded by Jamie Lee, with motion approved 7-0.
20. Board Action - Approval is requested for **Julia Strough** and **Aurora Jarvie** to participate with the South Jefferson Central School District Swim Team, as independent swimmers 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 Sandra Klindt, seconded by Brien Spooner, with motion approved 7-0.
21. Board Action - Approval is requested for **Jayson Elder** 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 Daniel Dupee, seconded by Brien Spooner, with motion approved 7-0.

22. Board Action - Approval of **Committee on Special Education Reports.**

Motion for approval by Sandra Klindt, seconded by Brien Spooner, with motion approved 7-0.

ADMINISTRATIVE REPORTS - For information only

- 23. Curriculum Coordinator - Monthly Report
- 24. Director of Student Services - Monthly Report
- 25. School Business Official Report - Monthly Report
- 26. Superintendent of Schools - Monthly Report

CORRESPONDENCE AND COMMUNICATIONS - For information only

- 27. Correspondence Log

RECOMMENDATIONS AND ACTION

28. 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 appointment of **Karen M. Jamieson**, as **Interim Jr.-Sr. High School Assistant Principal**, effective August 15, 2017, at a per diem rate of \$350 per days worked. Motion for approval by Sandra Klindt, seconded by Natalie Hurley, with motion approved 7-0.

29. 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 appointment of **Paul Mendez**, as **School Resource Officer**, effective September 1, 2017, at an annual salary of \$30,000 as per agreement. Motion for approval by Albert Romano, seconded by Brien Spooner, with motion approved 7-0.

30. 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 enter into an agreement with **Paul Mendez** to serve as the District's **School Resource Officer**, and that the Board of Education authorizes Mr. Mendez to carry a firearm while on duty, and that this Resolution shall serve as written authorization to do the same. Motion for approval by Albert Romano, seconded by Brien Spooner, with motion approved 7-0.

31. Board Action - Personnel Changes as listed:

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

RECOMMENDATION and ACTION made by Sandra Klindt, and seconded by Brien Spooner. Motion approved 7-0.

(A) Retirements:

Name	Position	Effective Date
None at this time		

(B) Resignations as listed:

Name	Position	Effective Date
Breann Black	3-Hour Cashier	July 26, 2017
Brenda G. Parrish	4.5-Hour Bus Driver	August 14, 2017

(C) Appointments as listed:

Name	Position	Annual Salary / Rate of Pay	Prob. or Tenure Track Appt. (if applicable)	Effective Date
Brenda G. Parrish	5-Hour Bus Driver	\$14,009 annually, Step 2	n/a	August 15, 2017
Kayla A. Yost	Substitute Teacher	\$90 per day / certified	n/a	August 15, 2017
Katie L. Loomis	Substitute Food Service Helper	\$9.76 per hour	n/a	September 1, 2017

(D) PAID Coaching Appointments as listed:

Name	Fall 2017 Sports	Coaching Certification	Effective Date
Andrew T. Shaw	Varsity Football Asst.	Temporary Coaching License 2 nd to 4 th Renewal****	August 15, 2017
Christopher D. Beebe	Modified Football Head	Temporary Coaching License 2 nd to 4 th Renewal****	August 15, 2017
William K. Covey	Girls Tennis	Teacher Coach*	August 15, 2017
Bethany M. Todd	Varsity Cheerleading	Temporary Coaching License 2 nd to 4 th Renewal****	August 15, 2017
Matthew M. Milkovich	Boys JV Soccer	Temporary Coaching License 1 st Renewal****	August 15, 2017
Malcolm Jones	Modified Boys Soccer	Teacher Coach*	August 15, 2017
Amy O'Riley	Varsity Boys Soccer	Teacher Coach*	August 15, 2017

Lindsay Labiendo	Girls JV Soccer	Teacher Coach*	August 15, 2017
Jon D. Murphy	Girls Modified Soccer	Teacher Coach*	August 15, 2017
Jessica Bower	Girls Varsity Soccer	Teacher Coach*	August 15, 2017

(E) UNPAID Coaching Appointments as listed:

Name	Fall 2017 Sports	Coaching Certification	Effective Date
Megan A. Scordo	Cheerleading	Temporary Coaching License****	August 15, 2017
Justin R. Hall	Football	Temporary Coaching License 1 st Renewal****	August 15, 2017
Donald F. Jewett	Modified Football	Temporary Coaching License 1 st Renewal****	August 15, 2017
Jose' F. Bernier	Boys Varsity Soccer	Teacher Coach*	August 15, 2017
Jared R. Knowlton	Football	Teacher (PE) Coach*	August 15, 2017
Robert Pickeral	JV Football	Temporary Coaching 2 nd - 4 th Renewal****	August 17, 2017 pending satisfactory completion of First Aid Certification on August 16, 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 ****

32. 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:

- **Karen M. Jamieson** - School District Administrator
- **Katie L. Loomis** - Substitute Food Service
- **Paul M. Mendez** - School Resource Officer

Motion for approval by Sandra Klindt, seconded by Brien Spooner, with motion approved 7-0.

ITEMS FOR NEXT MEETING

Monday, September 11, 2017 - General Brown Room

- 33. Update - Fall Building Tours
- 34. Update - Board GOALS review
- 35. Update - Superintendent Search

EXECUTIVE SESSION

36. **A motion is requested to enter executive session for the discussion of a current specific legal matter, and information regarding the employment history of a particular individual.**

Motion for approval by Jamie Lee, seconded by Brien Spooner, with motion approved 7-0. Time entered: 5:43 p.m.

RETURN TO OPEN SESSION

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

Motion for approval by Daniel Dupee, seconded, Brien Spooner, motion approved 7-0. Time adjourned: 6:04 p.m.

MOTION FOR ADJOURNMENT

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

Motion for approval, Sandra Klindt, seconded by Jamie Lee, with motion approved 7-0. Time adjourned: 6:04 p.m.

Respectfully submitted:

Debra L. Bennett, District Clerk

- Supporting documents may be found in supplemental file dated August 14, 2017