

**GENERAL BROWN CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION**
17643 Cemetery Road - P.O. Box 500 - Dexter, New York 13634
REGULAR MEETING
Monday December 4, 2017 5:30 p.m.
General Brown Room - Jr.-Sr. High School

**Preliminary
AGENDA**

- 1. CALL TO ORDER & PLEDGE OF ALLEGIANCE**
- 2. APPROVAL OF AGENDA** (motion required)
- 3. PUBLIC COMMENTS**
- 4. CONSENT AGENDA** (motion required)
 - (A) Approval of Minutes as listed:
 - November 13 - Regular Meeting
 - (B) Approval of Building and Grounds Requests as listed:
 - JSBS new and old gymnasiums - October 18, 2017 from 8:00 a.m. to 8:00 p.m. - Victory Bulldogs-Mike Lennox - Basketball Tournament
 - JSBS old gymnasium - Sundays from November 26, 2017 to January 28, 2018 from 9:00 a.m. to 11:00 a.m. - Daniel Dupee - Men's basketball
 - JSBS gymnasium - March 2, 2018 from 6:00 p.m. to 10:00 p.m. - Volleyball Tournament - Performing Arts Booster Club
 - (C) Approval of Conferences and Workshops as listed:
 - Albert Romano - JLSBA Workshop "*Effective Social Media Communication for Schools*" - JLBOCES - November 29, 2017
 - Jamie Moesel - JLSBA Workshop "*Effective Social Media Communication for Schools*" - JLBOCES - November 29, 2017
 - Steven M. Flath - CE Refresher - JLBOCES - January 22, 2018
 - (D) Approval of Conferences and Workshops as per MLP (My Learning Plan) Report 12/1/17
 - (E) Approval of Financial Reports / Warrants for October 2017
- 5. BOARD OF EDUCATION'S REPORTS / STAFF REPORTS / PRESENTATIONS**
 - (A) Board Member Reports
 - (B) Staff Reports
 - Nicole Donaldson - Status of the high school in regards to meeting Board of Education Goals
 - Jim Covey - Newline Board
 - Brian Nortz - Synopsis of fall sports
- 6. ITEMS FOR BOARD INFORMATION / DISCUSSION**
 - (A) First Quarter Marking Period Data for review
- 7. ITEMS FOR BOARD DISCUSSION / ACTION - OTHER**
 - (A) Approval of **MULTI-YEAR TELECOMMUNICATIONS UPGRADE PLAN** (motion required)

**RESOLUTION OF THE BOARD OF EDUCATION FOR THE
GENERAL BROWN CENTRAL SCHOOL DISTRICT**

WHEREAS, the Board of Education of the General Brown Central School District desires to enter into a 5 year contract with the Madison-Oneida BOCES in order for the Mohawk Regional Information Center to furnish certain services to the District pursuant to Education Law 1950(4)(jj), those services being Broadband Telecommunications as defined on the attached sheet(s).

NOW THEREFORE, it is

RESOLVED, that the Board of Education of the General Brown Central School District agrees to enter into a contract with the Madison-Oneida BOCES through the provision of said services to the District not to exceed \$700 monthly (Dexter Elementary), \$700 monthly (Transportation Building), \$700 monthly Jr.-Sr. High School), \$700 monthly (Brownville

Elementary) plus any one time vendor installation costs, subject to the approval of the Commissioner of Education, for a period of 5 years, beginning on or about January 1, 2018, and ending on or about December 31, 2023.

CLERK’S CERTIFICATION

It is hereby certified that the above motion was approved by the General Brown Central School District Board of Education at its meeting, duly noticed, held on _____, 2017.

Dated: _____, 2017

Board Clerk: _____

(B) Approval to change to the **2017-2018 District Calendar** with the addition of a **Half Superintendent’s Conference Day (PM)** on **January 12, 2018** (motion required)

(C) Approval of the following (motion required)
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: **Because six months or more have passed without challenge to the most recent election and budget vote**, held May 16, 2017, that the ballot box be opened and the ballots contained therein, together with any unused ballots be destroyed.

(D) Approval of the **2018-2019 Spending Plan Development Schedule** (motion required)

(E) Approval of **Committee on Special Education Reports** (motion required)

8. ITEMS FOR BOARD ACTION - PERSONNEL (motion required)

(A) Retirements as listed:

Name	Position	Effective Date
Maureen E. Garnsey	Science Teacher	June 30, 2018
Jon D. Murphy	Social Studies Teacher	June 30, 2018
Preston C. Moore	Special Education Teacher	July 1, 2018
Kathy West	Elementary Teacher	July 1, 2018

(B) Resignations as listed:

Name	Position	Effective Date

(C) Appointments as listed:

Name	Position	Annual Salary / Rate of Pay	Probationary or Tenure Track Appt. (if applicable)	Effective Date
Andrew R. Derouin	Substitute Teacher	\$85 per day	n/a	7/5/2017- as continued from Annual Organizational meeting held July 5, 2017)
Lauren L. Labiendo	Substitute Teacher	\$85 per day	n/a	December 5, 2017
Victoria A. Lyons	Substitute Teacher	\$85 per day	n/a	December 5, 2017
Christina R. Faber	Substitute Teacher	\$85 per day	n/a	December 5, 2017

(D) PAID Coaching Appointments as listed:

Name	Winter 2017-2018 Sports	Coaching Certification	Effective Date
James Blunden	Modified Boys Basketball	Teacher-Coach*	December 5, 2017
Jared R. Knowlton	Modified Boys Basketball	Teacher-Coach*	December 5, 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 ****

9. ITEM FOR BOARD ACTION - FINAL FINGERPRINT CLEARANCE (motion required)

(A) FINAL Fingerprint Clearance - 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 NYSED, along with the signed Consent Form, and a request for conditional clearance. The following employees have received FINAL CLEARANCE from SED:

- **Lauren L. Labiendo** - Substitute Teacher
- **Victoria A. Lyons** - Substitute Teacher
- **Christina R. Faber** - Substitute Teacher

10. SUPERINTENDENT'S REPORTS

- (A) Business Official
- (B) Superintendent - Positive Behavioral Interventions and Supports (PBIS) / Policy Update

11. CORRESPONDENCE & UPCOMING EVENTS

12. ITEMS FOR NEXT MEETING - January 8, 2018 - Brownville Glen Park Elementary

13. PROPOSED EXECUTIVE SESSION for the discussion of litigation strategy regarding two specific legal matters. (motion / time required)

14. ADJOURNMENT OF EXECUTIVE SESSION (motion / time required)

15. ADJOURNMENT OF REGULAR MEETING (motion / time required)

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

**GENERAL BROWN CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION**
17643 Cemetery Road - P.O. Box 500 - Dexter, New York 13634
REGULAR MEETING
Monday November 13, 2017 5:30 p.m.
Dexter Elementary School Cafeteria

**Unapproved
MINUTES**

MEMBERS PRESENT: Jeffrey West, President; Sandra Young Klindt; Brien Spooner; Jamie Lee; Albert Romano, Jr.; Natalie Hurley

MEMBER ABSENT: Daniel Dupee II, Vice President

OTHERS PRESENT: Jamie A. Moesel, Superintendent of Schools; Lisa K. Smith, Executive Director of Administrative Services; David Ramie, Principal Dexter Elementary; Nichole Donaldson, Principal Jr.-Sr. High School; Kylee Monroe, Director of Student Services; Debra Bennett, District Clerk; Students; Mrs. Barbara Case and Mr. Case

1. CALL TO ORDER & PLEDGE OF ALLEGIANCE

The meeting was called to order at 5:32 p.m. by President West, followed by the Pledge of Allegiance.

2. APPROVAL OF AGENDA

Motion for approval was made by Sandra Klindt, and seconded by Jamie Lee, with motion approved 6-0.

3. PUBLIC COMMENTS

Mrs. Beth Todd and Ms. Megan Scordo presented a proposal for Winter Competitive Cheer.

4. CONSENT AGENDA

Motion for approval was made by Jamie Lee, and seconded by Sandra Klindt, with motion approved 6-0.

(A) Approval of Minutes as listed:

- October 2, 2017 - Regular Meeting
- October 17, 2017 - Special Meeting

(B) Approval of Building and Grounds Requests as listed:

- JSHS Fisher Field - October 16, 2017 from 6:00 p.m. to 7:00 p.m. - Lyme CSD - soccer practice
- DEX gymnasium - Wednesday evenings from October 18, 2017 to May 16, 2018 from 8:00 p.m. to 9:30 p.m. - Men's Basketball
- JSHS Fisher Field - October 19, 2017 from 7:00 p.m. to 8:00 p.m. - Lyme CSD - sectional soccer game
- JSHS Fisher Field - October 21, 2017 from 1:00 p.m. to 2:00 p.m. - Lyme CSD - sectional soccer game
- JSHS gymnasium - January 6, 2018 from 7:00 a.m. to 4:00 p.m. - Mighty Lions PeeWee Wrestling Club - tournament

(C) Approval of Conferences and Workshops as listed:

- Lisa K. Smith - JLSBA Workshop "Effective Social Media Communication for Schools" - JLBOCES - November 29, 2017
- James Nevers - NYS School Nutrition Association 2017 Regional Industry Seminar - Double Tree Inn, Rochester NY - December 5, 2017
- Natalie Hurley - JLSBA Workshop "Effective Social Media Communication for Schools" - JLBOCES - November 29, 2017

(D) Approval of Conferences and Workshops as per MLP (My Learning Plan) Report 11/9/17

(E) Approval of Financial Reports / Warrants for September 2017

5. BOARD OF EDUCATION'S REPORTS / STAFF REPORTS / PRESENTATIONS

(A) Staff Reports:

- David Ramie, Principal - Hosted a LEGO Robotics presentation by four of Mrs. Aumell's student team members.

(B) Board Member Reports:

- Sandra Klindt provided a summary of workshops she attended at the NYSSBA Education Conference. There was also discussion regarding the JLSBA Capital Project.

- Natalie Hurley shared additional experiences from the NYSSBA Conference, as well as information regarding a *Parent University* program that is being utilized by some districts.

6. BOARD INFORMATIONAL ITEMS

- (A) Board Member Al Romano has completed the NYS Mandated School Board Governance Training to include *“Essentials of School Board Governance”*, and NYS Mandated School Board Fiscal Oversight Training to include *“Fiscal Oversight Fundamentals”*.
- (B) Invitation from Jefferson-Lewis School Boards Association Dessert Workshop - *“Effective Social Media Communication for Schools”* - November 29, 2017
- (C) “Friendship” payment-in-lieu-of-taxes has been received from Brown Park Housing Corporation in the amount of \$400

7. BOARD ACTION ITEMS - OTHER

- (A) Policy Adoptions as listed:
 - 2nd Reading / Adoption of Policy #5640 as revised - Tobacco, Nicotine and E-Cigarette Use...
 - 2nd Reading / Adoption of Policy #7320 as revised - Alcohol, Tobacco, Drugs and Other Substances...
 - 2nd Reading / Adoption of Policy #5661 as revised - School Wellness Policy...
 Motion for adoption was made by Natalie Hurley, and seconded by Brien Spooner, with motion approved 6-0.
- (B) Approval of Changes / Corrections to the 2017 Tax Roll for the following parcels:
 - Jefferson County / Parcel # 73.76-1-13.2 / -\$869.60
 - Jefferson County / Parcel # 74.13-1-37 / -\$2066.38
 - Jefferson County / Parcel # 73.75-1-4.1 / -\$50.05
 Motion for approval was made by Albert Romano, and seconded by Natalie Hurley, with motion approved 6-0.
- (C) Approval of Final School Tax Collector Report
 Motion for approval was made by Brien Spooner, and seconded by Sandra Klindt, with motion approved 6-0.
- (D) Approval of Final School Tax Warrant
 Motion for approval was made by Natalie Hurley, and seconded by Brien Spooner, with motion approved 6-0.
- (E) 2nd Reading / Adoption of 2017-2018 BOARD OF EDUCATION GOALS
 Motion for approval was made by Sandra Klindt, and seconded by Brien Spooner, with motion approved 6-0.
- (F) Approval of District-Wide School Safety Plan
 Motion for approval was made by Natalie Hurley, and seconded by Albert Romano, with motion approved 6-0.
- (G) Approval of the 2017-2018 Long Range Financial Plan and Fund Balance Management as updated
 Motion for approval was made by Albert Romano, and seconded by Brien Spooner, with motion approved 6-0.
- (H) Approval of Committee on Special Education Reports
 Motion for approval was made by Albert Romano, and seconded by Sandra Klindt, with motion approved 6-0.

8. BOARD ACTION ITEMS - PERSONNEL

Motion for approval was made by Sandra Klindt, and seconded by Jamie Lee, with motion approved 6-0.

- (A) Resignations as listed:

Name	Position	Effective Date
Chelsea Gardner	Elementary Teacher	November 17, 2017
Terry C. Jones	Cleaner	November 30, 2017

(B) Appointments as listed:

Name	Position	Annual Salary / Rate of Pay	Probationary or Tenure Track Appt. (if applicable)	Effective Date
Correction from 10/2/17* Wayne Livingston Bruce Schultz	4-Hour Bus Driver Substitute Bus Driver	Correction from 10/2/17* \$13,153 annually (prorated) - Step 6* \$14.89 /hour	n/a n/a	October 3, 2017 November 14, 2017

(C) PAID Coaching Appointments as listed:

Name	Winter 2017-2018 Sports	Coaching Certification	Effective Date
Katie L. St. Pierre	Modified Girls Basketball	Teacher Coach*	November 14, 2017

(D) UNPAID Coaching Appointments as listed:

Name	Winter 2017-2018 Sports	Coaching Certification	Effective Date
Gary Black	Asst. Varsity Boys' Basketball	Temporary Coaching 1 st Renewal****	November 14, 2017
Melissa S. Zehr	Modified Volleyball	Teacher Coach/PE Certification*	November 14, 2017
Jessica Bower	Assistant Girls Basketball	Teacher Coach*	November 14, 2017
Katie L. St. Pierre	Assistant Varsity Girls Basketball	Teacher Coach*	November 14, 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 ****

9. FINAL FINGERPRINT CLEARANCE

Motion for approval was made by Brien Spooner, and seconded by Albert Romano, with motion approved 6-0.

Upon the recommendation of the Superintendent of Schools – WHEREAS, on behalf of the General Brown Central School District, the following prospective employees' fingerprints for employment have been submitted to NYSED, along with the signed Consent Form, and a request for conditional clearance. The following employees have received FINAL CLEARANCE from SED:

- **Katelyn P. Nolan** - School Psychologist Intern (non-employee)

10. BOARD ACTION ITEM - PERSONNEL continued:

(A) BE IT RESOLVED, that upon the motion of Sandra Klindt, being seconded by Brien Spooner, the General Brown Central School District Board of Education takes action to approve the appointment of **Barbara J. Case** as **Superintendent of Schools** of the General Brown Central School District for a three and one half year term of employment, **beginning January 1, 2018** at an **annual school year salary of \$130,000** prorated for that period of time worked during the 2017-2018 school year by the Superintendent. The motion was approved 6-0.

(B) BE IT FURTHER RESOLVED, that upon the motion of Sandra Klindt, being seconded by Brien Spooner, the General Brown Central School District Board of Education has reviewed and takes action to approve the employment agreement with **Barbara J. Case, Superintendent of Schools, effective January 1, 2018 and terminating June 30, 2021,** and hereby authorizes its President to sign the agreement on its behalf. The motion was approved 6-0.

11. SUPERINTENDENT'S REPORT

(A) Business Official - BOCES Captial Project Update / Property Tax Report Card Data

(B) Superintendent - P-TECH Program / District Updates regarding combined athletic teams / foreign exchange student program

— Mrs. Moesel presented Board Members with certificates of appreciation and thanked them for their dedication to the District.

— Mrs. Majo's art students made note cards for each of the Board Members, thanking them for all they do for their school.

12. CORRESPONDENCE & UPCOMING EVENTS

13. ITEMS FOR NEXT MEETING - December 4, 2017 Jr.-Sr. High School

14. PROPOSED EXECUTIVE SESSION

A motion was requested to enter executive session for the discussion of information regarding a particular student. The motion was made by Brien Spooner, and seconded by Natalie Hurley, with motion approved 6-0. Time entered: 6:42 p.m.

— Mrs. Bennett was excused from the meeting at 6:42 p.m. The following motions were provided by Superintendent Moesel.

15. ADJOURNMENT OF EXECUTIVE SESSION

A motion was requested to adjourn the executive session and reconvene the regular meeting. Motion was made by Brien Spooner, and seconded by Albert Romano, with motion approved 6-0. Time adjourned: 7:21 p.m.

16. ADJOURNMENT OF REGULAR MEETING

There being no further business or discussion, a motion was requested to adjourn the regular meeting. Motion for approval was made by Brien Spooner, and seconded by Jamie Lee, with motion approved 6-0. Time adjourned: 7:21 p.m.

Respectfully submitted:

Debra L. Bennett, District Clerk

*Supporting documents may be found in supplemental file dated November 13, 2017.



Serving BOCES:
Herkimer-Fulton-Hamilton-Otsego
Jefferson-Lewis-Hamilton-Herkimer-Oneida
Madison-Oneida
Oneida-Herkimer-Madison

November 1, 2017

Ms. Jamie Moesel
General Brown Central School District
17643 Cemetery Road
Dexter, New York 13634

Item: Multi-Year Request for Telecommunications Broadband Service

Dear Ms. Moesel:

Enclosed is a multi-year service request for telecommunications broadband service.

The particulars of the telecommunications service are as per your review and definition in consultation with the Mohawk Regional Information Center based on the most recent telecommunication service bid results.

Please note that the broadband service is scalable, and can be increased at the discretion and request of the school district over the five-year term if educational needs change.

We look forward to working with you and the vendors responsible for delivering the broadband your district requires for its educational plan.

After your Board has approved the multi-year service request, please send the original motion to Amanda Palmer, Assistant Director, Mohawk Regional Information Center.

Thank you.

Sincerely,

Amanda Palmer, Assistant Director
Madison-Oneida BOCES
Mohawk Regional Information Center

cc: Heather Mahoney
Lisa Decker

Att (2)



Serving BOCES:
Herkimer-Fulton-Hamilton-Otsego
Jefferson-Lewis-Hamilton-Herkimer-Oneida
Madison-Oneida
Oneida-Herkimer-Madison

Telecommunications Upgrade Plan

Name of District: General Brown Central School District

Name of Telecommunications Provider: DANC (Development Authority of the North Country)

Term of Contract: 5 Years

Expected Start Date: January 1, 2018

Expected Termination Date: December 31, 2023

<u>Buildings</u>	<u>Bandwidth</u>	<u>Monthly Cost</u>
Jr/Sr High School	1 GIG	\$700.00
Brownville Elementary School	1 GIG	\$700.00
Dexter Elementary School	1 GIG	\$700.00
Transportation Bldg.	1 GIG	\$700.00

This signed Agreement authorizes the Mohawk Regional Information Center to contract with DANC and provide Board Resolution for a Multi-Year Agreement for this telecommunications upgrade.

Superintendent's Name: Jamie Moesel

Jamie Moesel, Interim Superintendent

Date

**GENERAL BROWN CENTRAL SCHOOL DISTRICT
2018-2019 Spending Plan Development Schedule**

- **November 2017** Distribute budget information and requisition forms to all staff
- **December 2017** Budget Estimate Sheets provided to Building Principals for their review.
- **January 15, 2018** Due date for Budget Request Summary from Building Principal (submit to District Office). This Request Summary is prepared from the Budget Estimate Sheets and compiles all equipment, furniture, major repairs, renovations, textbook needs, or other major requests and indicates priority items for the budget. Staff meetings with administrators on budget will be scheduled.
- During **January, February, and March**, the Superintendent of Schools will review budget items and submit preliminary information on budget, taxes, personnel staffing, negotiations, building and grounds repair, financial situation, State Aid, exemptions, equalization rates, etc. to the Board of Education. Several administrative staff meetings on the budget will be scheduled.
- **February 12, 2018 (BOE Meeting Date)** Preliminary budget forecast and budget assumptions prepared for the Board of Education. Tentative Spending Plan Draft prepared for the Board of Education, and includes proposed revenue and expenses for 2018-2019. Board of Education provides specific input and recommends modifications during **February and March**.
- **2018-2019 Budget Advisory Workshops** are tentatively scheduled for:
Wednesday, March 7th and Wednesday, April 4th – 6pm
- **March 1, 2018** Submit information to calculate Tax Levy Limit on Office of State comptroller's website.
- **March 12, 2018 (BOE Meeting Date)** Tentative Spending Plan Draft prepared for the Board of Education, and includes estimated tax levy impact.
- **March 19, 2018** Deadline date for submittal of any unusual financial considerations identified during March; adjustments will be made to proposed Spending Plan prior to the tentative Board of Education meeting to adopt the budget.
- **March 30, 2018** First Legal Notice of School Budget Hearing and Annual Budget Vote submitted for publication in the District's Official Newspaper; this legal notice must appear four (4) times prior to the Annual Budget Vote, with the first notice published at least 45 days prior to the Annual Budget Vote.
- **April 6, 2018** Second Legal Notice of School Budget Hearing and Annual Budget Vote.
- **April 9, 2018 (BOE Meeting Date)** A final **Proposed Spending Plan Draft** is provided to the Board of Education. Proposed 2018-2019 Spending Plan to be finalized for board resolution and presentation to voters at the Annual District Budget Hearing (May 7, 2018). Annual Budget Vote is scheduled for Tuesday, May 15, 2018 from 12:00 noon to 9:00 P.M. **Approval of 2018-2019 Spending Plan.**
- **April 13, 2018** Third Legal Notice of School Budget Hearing and Annual Budget Vote.

- **April 16, 2018** Deadline for submission of all petitions for nominations of Board candidates to the District Clerk, no later than 5:00 P.M. that day. Drawing for order of candidate listing on ballot is 11:00 A.M. on **April 17, 2018**
- **April 16, 2018 – May 8, 2018** Absentee ballots mailed to qualified voters who request one.
- **April 24, 2018** 2017-2018 Spending Plan Budget available upon request at all District Buildings.
- **April 23, 2018** Deadline for submittal of the **Property Tax Report Card** to NYSED and the official newspaper.
- **April 27, 2018** Fourth Legal Notice of School Budget Hearing and Annual Budget Vote.
- **May 7, 2018** (**BOE Meeting Date**) Annual Budget Hearing is held at 6:00pm (following the Regular BOE Meeting at 5:15).
- **May 8, 2018** School Budget Notice mailed to all qualified voters of the school district after the Budget Hearing but no later than six days prior to Annual Budget Vote.
- **May 9, 2018** A listing of those residents who were given absentee ballots is posted in the District Office. A copy of this listing is posted in the Gymnasium on Election Day. Voting machines and inserts are prepared for the Annual Vote and Board Election at the High School Gymnasium
- **May 15, 2018** Annual Budget Vote and Election of Board of Education Candidates, from 12:00 noon to 9:00 P.M. Arrangements are made for a Notary Public to swear in Inspectors of Elections prior to voting session.