

**GENERAL BROWN CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION
Regular Meeting
Preliminary Agenda
February 6, 2017
General Brown Room - Jr./Sr. High School**

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

**REGULAR MEETING
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:
 - January 9, 2017 - Regular Meeting
2. Approval of Buildings and Grounds requests as listed:
 - BGP gymnasium - Tuesdays from February 7 through May 31, 2017 from 7:00 p.m. to 8:30 p.m. - Men's Indoor Soccer Team practice
3. Approval of Conferences and Workshops as listed:
 - Deanna Guyette - North Country Technology Coordinator Meeting - JLBOCES - January 12, 2017
 - Babette Valentine - JLSBA "Launch-a-Leader" Event - Maggie's, Watertown - February 2, 2017
 - Stacey Lalonde - PES Building - JLBOCES - February 3, 2017
 - Nicole Donaldson - High School Principal Meeting - JLBOCES - February 8, 2017
 - Deanna Guyette - Technology Leadership Meeting - Costella Conference Center, Oneida - February 8, 2017
 - Nicole Donaldson - Secondary Scheduling in Schooltool Workshop - JLBOCES - March 9, 2017
 - Shellie Miner - Secondary Scheduling in Schooltool - JLBOCES - March 9, 2017
 - Carrie LaSage - School Library System Administrative Breakfast & Afternoon Session - Hilton Garden Inn, Watertown - March 10, 2017
 - Krista Dupee - NYSESLAT Refresher - JLBOCES - March 24, 2017
 - Cammy J. Morrison - MASLA Mid-State Regional Labor Relations Workshop - OCM BOCES-Syracuse - March 24, 2017
 - Carrie LaSage - Book Review Session - JLBOCES - April 11, 2017
 - Carrie LaSage - OPALS User Group - JLBOCES, Glenfield - April 27, 2017
4. Approval of Financial Reports as listed: December 2016
 - 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 -
2. Ongoing Agenda Items:
 - Academic Presentation(s):
 - ❖ Student Presentation: Mrs. Willis and Miss Meganne Brenon - NYSSMA Conference All-State
 - ❖ Administrative Presentation: Mr. O'Donnell - Coaching Certification Process
 - Policy Review:
 - ❖ None at this time
3. Board Information - Superintendent Morrison has been selected to receive the *NYS FCCLA Board of Education Appreciation Award*, to be presented March 23, 2017 in Owego, NY at the NYS FCCLA Leadership Conference. Two Board of Education Members may attend the dinner as guests of the General Brown FCCLA Chapter. Please RSVP by February 20th.
4. Board Information - There is a **Budget Advisory Meeting** scheduled for 6:00 p.m. on Wednesday, March 1, 2017 to be held in the cafeteria of the Jr.-Sr. High School

5. Board Information - Members of the Jefferson-Lewis-Hamilton-Herkimer-Oneida Board of Cooperative Educational Services (BOCES) whose terms will expire on June 30, 2017 are as follows:
 - Alice Draper / Belleville Henderson Central School District
 - Barbara A. Lofink / Carthage Central School District
 - Grace H. Rice / South Lewis Central School District

6. Board Information / Discussion - Jefferson-Lewis BOCES Component school district Boards of Education and Trustees will **Vote on the Election and Proposed 2017-2018 BOCES Administrative Budget on April 25, 2017**. A special meeting for the purpose of the vote/election will be required on that date.

7. Board Discussion / Action - Approval of the Board of Education Meeting Schedule for 2017-2018
 Motion for adoption by _____, seconded by _____, with motion approved ____-____.

8. Board Action - Approval to add a **Superintendent’s Conference Day on Friday, May 12, 2017** to the 2016-2017 School District Calendar. There will be no school for students on that date.
 Motion for adoption by _____, seconded by _____, with motion approved ____-____.

9. 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:**
 - Lisa K. Smith
 - Babette Valentine
 -
 Motion for adoption by _____, seconded by _____, with motion approved ____-____.

10. Board Action - Acceptance of donation of unused building located at the Jr.-Sr. High School side field by the General Brown Booster Club
 Motion for approval by _____, seconded by _____, with motion approved ____-____.

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

12. Board Information / Discussion - 2017-2018 Budget / Spending Plan
 Motion for approval by _____, seconded by _____, with motion approved ____-____.

ADMINISTRATIVE REPORTS

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

CORRESPONDENCE AND COMMUNICATIONS

21. Correspondence Log

RECOMMENDATIONS AND ACTION

22. 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 _____, and seconded by _____. Motion is approved ____/____.

(A) Retirements:

Name	Position	Effective Date
Linda Storrs	Bus Driver	*April 28, 2017 (*amended from June 30, 2017)

(B) Resignations as listed:

Name	Position	Effective Date
Terry J. Crump	5-Hour Food Service Helper	February 6, 2017

(C) Appointments as listed:

Name	Position	Annual Salary / Rate of Pay	Probationary Tenure Track Appointment (if applicable)	Effective Date
Terry J. Crump	6-Hour Food Service Helper	\$12,466 annually (prorated), Step 7	n/a	02/07/2017

23. 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:

- **Terry J. Crump** - Food Service Helper
- **Latoya R. Britt** - Student Teacher
- **Vicky L. Thomas** - Student Teacher

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

ITEMS FOR NEXT MEETING - Monday, March 6, 2017

24. _____

EXECUTIVE SESSION

25. **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.

RETURN TO OPEN SESSION

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

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

MOTION FOR ADJOURNMENT

27. **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.

Enclosure: BOCES Services Guide 2017-2018

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

**GENERAL BROWN CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION
Regular Meeting
Unapproved Minutes
January 9, 2017
Dexter Elementary School**

REGULAR MEETING

The meeting was called to order at 5:16 p.m. by President West followed by the Pledge of Allegiance.

Members Present: Jeffrey West, President; Daniel Dupee II, Vice President; Sandra Young Klindt (arrived 5:17 p.m.); Brien Spooner; Jamie Lee; Cathy Pitkin (arrived 5:57 p.m.); 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; John Wells, Interim 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; Stephen J. Todd, District Superintendent; Kylee Monroe, CSE/CPSE Chairperson

CONSENT AGENDA

A motion for approval of the following items as listed under the CONSENT AGENDA is made by Michael Ward, and seconded by Daniel Dupee - Motion is approved 5-0.

1. Approval of Minutes as listed:
 - December 5, 2016 - Regular Meeting
 - December 12, 2016 - Special Meeting
2. Approval of Buildings and Grounds requests as listed:
 - DEX gymnasium - January 1, 2017 to March 14, 2017 from 6:00 p.m. to 7:00 p.m. - Soccer practice
 - DEX library - January 4, 2017 to June 21, 2017 from 3:35 p.m. to 4:45 p.m. - Yoga classes
3. Approval of Conferences and Workshops as listed:
 - Stephanie Karandy - Spanish RAD Test Writing - JLBOCES - December 6, 2016
 - Amy O'Riley - Spanish RAD Test Writing - JLBOCES - December 6, 2016
 - Casey Nicol - Jefferson-Lewis Association of Counseling and Development Meeting - Watertown - December 9, 2016
 - Jennifer Augliano - School Counselor Meeting - JLBOCES - December 14, 2016
 - Joseph O'Donnell - NYSPHSAA Transgender Inclusion Policies - Syracuse - December 16, 2016
 - Jillian L. Goodrich - Make & Take Organization Session - JLBOCES - December 19, 2016
 - Joseph O'Donnell - Frontier League Meeting - JLBOCES - January 11, 2107
 - Sarah Majo - Art Teacher Round Table - JLBOCES - January 12, 2017
 - Cammy J. Morrison - JLSBA "Launch-a-Leader" Event - Maggie's, Watertown - February 2, 2017
 - Lisa K. Smith - JLSBA "Launch-a-Leader" Event - Maggie's, Watertown - February 2, 2017
 - Lisa K. Smith - State Aid Planning Workshop - JLBOCES - February 13, 2017
 - Joseph O'Donnell - NYSAAA Conference - Saratoga Springs, NY - March 15-17, 2017
4. Approval of Financial Reports as listed: November 2016
 - 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 - No requests at this time

Mrs. Klindt joined the meeting at 5:17 p.m.

2. Ongoing Agenda Items:
 - Academic Presentation(s):
 - ❖ Student Presentation: Miss Meganne Brenon - NYSSMA Conference All-State Festival (postponed)

❖ Administrative Presentation: Mr. Ramie and Mrs. West - Classroom visitation

▪ Policy Review:

- ❖ Board Discussion - Updates to dress code procedure: There was consensus to accept the dress code procedure as revised.
- ❖ Board Discussion - Public comment policy: Consensus to leave the policy unchanged and add a reminder to the GB Facebook page regarding meeting dates and how to access the Public Comment Policy

3. Board Information - Invitation from Jeff-Lewis School Boards Association “*Launch-a-Leader Event*” Panel discussion - February 2, 2017 - Maggie’s on the River, Watertown.
4. Board Discussion - Sports procedure(s) regarding playing time

Mrs. Pitkin joined the meeting at 5:57 p.m.

5. Board Action - Approval of authorizations for Jr.-Sr. High School Principal, Nicole L. Donaldson:

- Dignity Act Building Coordinator (Jr.-Sr. High School)
- District Technology Coordinator
- Standardized Testing Coordinator
- District Health Coordinator
- Petty Cash Funds of \$100 (Jr.-Sr. High School)
- District Health/Safety Committee

Motion for approval by Jamie Lee, seconded by Michael Ward, with motion approved 7-0.

6. Board Action - Approval of Assistant Clerks / Inspectors for the February 13, 2017 Capital Project Vote as follows:

- Rebecca Flath - Kristi Bice - Lisa Leubner - Michael Parobeck
- Lisa Smith will serve as Chairperson for the vote with Donna Keefer as Chief Inspector

Motion for approval by Sandra Klindt, seconded by Daniel Dupee, with motion approved 7-0.

7. Board Action - Approval is requested for **Cierra Balfour** to participate with the Carthage Central School District Track Team for the 2016-2017 track season, contingent upon the parents signing a liability statement releasing General Brown CSD from all liability, transportation and equipment costs and any other fees where applicable.

Motion for adoption by Michael Ward, seconded by Sandra Klindt, with motion approved 7-0.

8. 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

9. Operations Report
10. Brownville-Glen Park and Dexter Principal Report
11. Jr.-Sr. High School Interim Principal Report
12. Athletic Director / Discipline Report
13. Curriculum Coordinator Report
14. School Business Official Report
15. Superintendent Report

CORRESPONDENCE AND COMMUNICATIONS - For information only

16. Correspondence Log

RECOMMENDATIONS AND ACTION

17. Board Action - **BE IT RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education approves **Kylee Monroe to be placed as a Teacher on Special Assignment**, effective January 3, 2017, and appointed to the position of **CSE/CPSE Chairperson** as per agreement.

Motion for approval by Brien Spooner, seconded by Jamie Lee, with motion approved 7-0.

18. 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 Daniel Dupee, and seconded by Michael Ward.

Motion approved 7-0.

(A) Retirements:

Name	Position	Effective Date
Daniel Sanford	Custodian	March 31, 2017
Bonnie L. Porter	Bus Aide	June 30, 2017

(B) Resignations as listed:

Name	Position	Effective Date
Emily LaClair	7-Hour Aide	January 2, 2017
Stacy M. Messimore	6-Hour Food Service Helper	January 9, 2017

(C) Appointments as listed:

Name	Position	Annual Salary / Rate of Pay	Probationary Tenure Track Appointment (if applicable)	Effective Date
Haleigh Flint (cont'd 7/1/16)	Substitute Teacher / Substitute Aide	\$70 per day / \$9.76 per hour	n/a	1/10/2017
Thomas O'Riley (cont'd 7/1/16)	Substitute Teacher	\$90 per day	n/a	1/10/2017
Christopher S. Boulio	Substitute Teacher	\$80 per day	n/a	1/10/2017
Amy J. Rawson	Substitute Teacher / Substitute Aide	\$80 per day / \$9.76 per hour	n/a	1/10/2017
Samantha R. Sampson	Substitute Teacher	\$70 per day	n/a	1/10/2017
Stacy M. Messimore	7-Hour General Aide	\$16,838 annually (prorated), Step 10	n/a	1/10/2017

(D) PAID Coaching Appointments as listed:

Name	Winter 2016-17 Sports	Coaching Certification	Effective Date
Gary D. Black	Boys Modified Basketball	Temporary Coaching License***	01/09/2017

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 ****

19. 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:

- **Haleigh Flint** - Substitute Teacher
- **Thomas O'Riley** - Substitute Teacher
- **Christopher S. Boulio** - Substitute Teacher
- **Amy J. Rawson** - Substitute Teacher
- **Samantha R. Sampson** - Substitute Teacher
- **Stacy M. Messimore** - General Aide
- **Julia M. Nieves-Soto** - Student Teacher
- **Jennifer L. Parham** - Student Teacher
- **Christina R. Faber** - Student Teacher
- **Gary D. Black** - Coach

Motion for approval by Jamie Lee, seconded by Brien Spooner, with motion approved 7-0.

ITEMS FOR NEXT MEETING - Monday, February 6, 2017

20. Preliminary Budget Information - Executive Proposal

Mrs. Klindt asked for comments from the Administrators. Holiday comments and event information were shared, along with information regarding Scholar Athlete recognition.

MOTION FOR ADJOURNMENT

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

Motion for approval by Jamie Lee, seconded by Michael Ward, with motion approved 7-0. Time adjourned: 6:15 p.m.

Immediately following the meeting, the Board of Education attended a workshop with Jefferson-Lewis BOCES District Superintendent, Stephen J. Todd.

Respectfully submitted:

Debra L. Bennett - District Clerk

- Supporting documents may be found in supplemental file dated January 9, 2017.

Guidelines for Coaches



February 6 ,2017

Background of Coaches



- Certified Physical Education Teacher
 - Other Certified Teachers
 - Non-Teacher Coaches

Certified Physical Education Teacher



- May coach any sport in any school
- Must meet First Aid/CPR requirement
 - Verification kept on file in District
- Does not need to apply for Coaching License

Other Certified Teachers



- **Must meet First Aid/CPR requirement**
 - Verification kept on file in District
- **Complete Coaching Courses**
 - Course I- Within 2 Years of Initial Appointment
 - Course II & III- Within 5 years of Initial Appointment
 - Verification kept on file in District
- **Does not need to apply for Coaching License**

Non-Teacher Coaches



- A person who does not hold a valid NYS Teaching/PPS Certification
- May be appointed as a Temporary Coach when no certified teachers are available with experience
- Must obtain a Temporary Coaching License prior to the start of the season whether paid or volunteer

Levels of Coaching License



- Temporary License
- Temporary 1st Renewal
- Temporary 2nd Renewal
- Temporary 3rd Renewal
- Temporary 4th Renewal
- Professional
- Professional Renewal

Requirements of Coaching Licenses



- **Temporary License**

- Valid First Aid
- Valid CPR
- Fingerprint Clearance
- Child Abuse
- School Violence
- DASA (Dignity for All Students)
- School District Recommendation

- **Temporary 1st Renewal**

- Valid First Aid
- Valid CPR
- DASA (if not completed)
- School District Recommendation

Requirements of Coaching Licenses



- **Temporary 2nd Renewal**

- Valid First Aid
- Valid CPR
- DASA (if not completed)
- Course I: Philosophy, Principles, and Organizations of Athletics OR NFHS Accredited Interscholastic Coach Certificate (AIC-Level 1)
- School District Recommendation

- **Temporary 3rd Renewal**

- Valid First Aid
- Valid CPR
- DASA (if not completed)
- Course II: Health Sciences Applied to Coaching OR NFHS Accredited Interscholastic Coach Certificate (AIC-Level 1)
- School District Recommendation

- **Temporary 4th Renewal**

- Valid First Aid
- Valid CPR
- DASA (if not completed)
- Course III: Theory and Techniques of Coaching specific to the sport being coached OR NFHS Accredited Interscholastic Coach Certificate (AIC-Level 1)
- School District Recommendation

Requirements of Coaching Licenses



- **Professional**

- Valid First Aid
- Valid CPR
- DASA (if not completed)
- All 3 Coaching Courses:
 - Course I: Philosophy, Principles, and Organization of Athletics
 - Course II: Health Sciences Applied to Coaching
 - Course III: Theory and Techniques of Coaching (specific to the sport being coached)
 - OR in lieu of Course I, II, III: NFHS Accredited Interscholastic Coach Certificate (AIC-Level 1), NFHS Certified Interscholastic Coach Certificate (CIC-Level 2) & Internship
- 3 years of experience as a NY licensed coach in the same sport (Must submit verification in TEACH or from school district.)

- **Professional Renewal**

- Valid First Aid
- Valid CPR
- DASA (if not completed)
- Last 3 years of positive evaluations from school district

Completing the Requirements



First Aid and CPR

- Titles must be exact match to course on SED approved list

COURSES ACCEPTED AS MEETING THE COACHES FIRST AID AND CPR/AED REQUIREMENT (Updated) January 2014

***FIRST AID – All cards must be renewed every 3 years or per certifying agency requirements – NO ONLINE COURSES ARE ACCEPTED**

1. A State Education Department approved agency that offers First Aid using the SED course outlines and time requirements: 12 hours **initial**; 5.5 hours **update** (valid for 3 years) (www.emsc.nysed.gov/cis/physed.html)
- Click on Toolkit, then on Approved Coaching Courses)
2. American Red Cross (Please send a copy of your certificate) :
 - a. The following Responding to Emergencies courses **NOW VALID FOR ONLY 2 YEARS** per ARC
Responding to Emergencies First Aid
Responding to Emergencies Adult and Child First Aid/CPR
Responding to Emergencies Adult and Child First Aid/CPR/AED
Responding to Emergencies Adult and Pediatric First Aid/CPR
Responding to Emergencies Adult and Pediatric First Aid/CPR/AED
Responding to Emergencies Adult and Pediatric First Aid/CPR/AED and **Bloodborne Pathogens Training**
Responding to Emergencies Adult and Child First Aid/CPR/AED and **Bloodborne Pathogens Training**
 - b. Lifeguarding/First Aid/CPR/AED
 - c. Lifeguarding/First Aid
 - d. Waterfront Lifeguarding
3. NYS DOH/Bureau of Emergency Medical Services:
 - a. Certified First Responder (meets FA & CPR certification)
4. National Safety Council:
 - a. Advanced First Aid, CPR & AED (meets FA & CPR certification)
5. Emergency Care & Safety Institute (ECSI) (Please send a copy of your card)
 - a. Sports First Aid & Injury Prevention-NYS Coaches
 - b. First Aid, CPR, & AED, Essentials-NYS Coaches
 - c. Health Care Provider CPR & AED
6. American Safety & Health Institute (ASHI) Advanced First Aid

***ADULT CARDIOPULMONARY RESUSCITATION (CPR) – All cards must be renewed every 1-2 years per certifying agency requirements – NO ONLINE COURSES ARE ACCEPTED**

1. A State Education Department approved agency that offers CPR using the **NEW SED course outline and time requirements**: 2.5 hours **initial**; 1.5 hours **update** (must be renewed every 2 years to be valid) check out www.emsc.nysed.gov/cis/physed.html - Click Toolkit, then on Approved Coaching Courses)
2. National Safety Council (NSC):
 - a. CPR/ AED Course
 - b. Advanced First Aid, CPR & AED

*For further clarification on other specific First Aid/CPR certifications not listed, please contact the Associate In Physical Education at (518) 474-5922.

COURSES ACCEPTED AS MEETING THE COACHES FIRST AID AND CPR/AED REQUIREMENT (Updated) January 2014

3. American Heart Association Courses (AHA):
 - a. Advanced Cardiac Life Support (ACLS) – (**credited only for CPR/AED**)
 - b. Basic Life Support for Health Care Providers (BLS)
 - c. ~~HeartSaver~~ AED (includes CPR)
 - d. ~~HeartSaver~~ First Aid/CPR/AED
4. American Red Cross Courses (Please send a copy of your certificate) :
 - a. Adult CPR/AED (Note: For High School level coaches only)
 - b. Adult & Child CPR/AED
 - c. CPR/AED for the Professional Rescuer (**credited for CPR and AED**)
 - d. Lifeguarding
 - e. Lifeguarding/First Aid/CPR/AED
 - f. Waterfront Lifeguarding
 - f. Responding to Emergencies courses listed as follows:
Responding to Emergencies Adult and Child First Aid/CPR/AED
Responding to Emergencies Adult and Pediatric First Aid/CPR/AED
Responding to Emergencies Adult and Pediatric First Aid/CPR/AED and **Bloodborne Pathogens Training**
Responding to Emergencies Adult and Child First Aid/CPR/AED and **Bloodborne Pathogens Training**
 - g. CPR/AED for Professional Rescuers and Health Care Provider
5. American Safety & Health Institute (ASHI) (Please send a copy of your card)
 - a. Adult CPR/AED (For High School Coaches only)
6. Emergency Care & Safety Institute (ECSI) (Please send a copy of your card)
 - a. Sports First Aid & Injury Prevention-NYS Coaches
 - b. First Aid, CPR, & AED, Essentials-NYS Coaches
 - c. Health Care Provider CPR & AED

SED does not require the following to have separate certification in First Aid to coach, HOWEVER A VALID CPR CERTIFICATE WILL BE REQUIRED:

- a. All Nurses
- b. ~~Physician~~ Physician Assistant
- c. ~~Certified EMT/Paramedic~~ Certified Athletic Trainers
- d. ~~Fire & Police Officers (full time)~~ Fire & Police Officers (full time)
- e. Dentists (includes Oral and Maxillofacial Surgeons)
- f. Physical Therapists
- g. Optometrists
- h. Optometrists

*For further clarification on other specific First Aid/CPR certifications not listed, please contact the Associate In Physical Education at (518) 474-5922.

Completing the Requirements



Child Abuse Recognition and Reporting , School Violence Prevention & DASA

- All workshops required for anyone seeking certification through the NYS Education Department
- Child Abuse workshop can be completed on-line at www.nysmandatedreporter.org (Free)
- S.A.V.E./Violence Prevention workshop can be completed on-line at www.gstbooces.org (\$23.00)
- D.A.S.A. workshop may be completed through Section III Athletics (315) 451-4588
- For a complete approved provider listing for all workshops please visit: <http://www.highered.nysed.gov/tcert/certificate/dasa-applicant.html> Costs will vary.
- Applicants will receive Certificate of Completion that will be signed and submitted to NYSED
- Once workshops are entered in TEACH they remain valid

Completing the Requirements



School District Recommendation

- Superintendent of schools shall submit a statement to the NYSED via TEACH
- Statement must match license application title
- Statement must have current hire date to specific season
- Work with Athletic Director to ensure statement is entered

Completing the Requirements



Coaching Courses

Work with School District Athletic Director to take coursework

- **Course One-** Philosophy, Principles and Organization of Athletics
- **Course Two-** Health Sciences Applied to Coaching
- **Course Three-** Theory and Techniques of Coaching

- All three courses are now also available online from SUNY Cortland.

- For more information contact Debra Whitney in the Center for Education Exchange, SUNY Cortland at whitneyd@cortland.edu Or (607) 753-4214.

Completing the Requirements



Fingerprint Clearance

- Apply Online for Fingerprint Clearance & Appointment at www.IdentoGo.com Make Payment through account-\$ 102 fee. Use ORI Number- TEACH
- Schedule Appointment at nearest location
- In some cases hiring school district will pay for associated fees. Process is slightly different
- Once Fingerprints are cleared through the FBI and DCJS-clearance will be listed in TEACH
- Clearance remains valid

Important Notes



- Temporary License valid for 1 year
- Professional License valid for 3 years
- Can skip Temporary 3rd & 4th Renewal when requirements of Professional can be met
- Licenses are no longer printed
- Grandfather Clause: Employed as a coach in a New York State school on or before September 1, 1974 and have not broken service may continue to coach any sport

Application Process



- All Coaching License applications are completed through the NYS TEACH system
- www.highered.nysed.gov/tcert
- Applications can be assigned to either the NYSED office or to a BOCES Regional Certification Officer
- Applications processed by BOCES RCO are generally expedited in a more timely fashion.

Finish Certification Application



- Sign Affidavit
- Confirm and Sign Application
 - Make Payment -\$50



BOCES

Pursuing Excellence

James L. Lawrence, Jr.
President

Grace H. Rice
Vice President

Alice M. Draper
Sandra Young Klindt
Michael J. Kramer
Barbara A. Lofink
Peter E. Monaco
Lynn A. Murray
Michael F. Young

Stephen J. Todd
Chief Executive Officer

Patricia L. LaClair
Clerk

William Dealing
Treasurer

BOARD OF COOPERATIVE EDUCATIONAL SERVICES

20104 STATE ROUTE 3, WATERTOWN, N.Y. 13601-9509
WWW.BOCES.COM

(315) 779-7000 or (315) 377-7000
(800) 356-4356
FAX: (315) 779-7009 or (315) 377-7009

TO: Component District Board of Education Members and Trustees
Component District Clerks

FROM: Patricia L. LaClair, Clerk of the Board of Cooperative Educational Services

DATE: January 25, 2017

RE: Nominating Procedures and Minimum Qualifications for Individuals Interested in Seeking Election to the Jefferson-Lewis-Hamilton-Herkimer-Oneida Board of Cooperative Educational Services

In keeping with Section §1950 of Education Law, I am forwarding this notification that the Jefferson-Lewis-Hamilton-Herkimer-Oneida Board of Cooperative Educational Services (B.O.C.E.S.) **will accept nominations until March 27, 2017 for three (3) vacancies on the BOCES Board.** The term of office for each vacancy is three (3) years beginning on July 1, 2017 and concludes on June 30, 2020. The three (3) candidates receiving the highest number of votes cast will be elected to the BOCES. Component district Boards of Education and Trustees will vote on the election and proposed 2017-2018 BOCES administrative budget April 25, 2017 at meetings held in their individual districts. **Please note the deadline for receipt of nominations is March 27, 2017.**

Eligibility Criteria for Candidates for Election to the Jefferson-Lewis-Hamilton-Herkimer-Oneida Board of Cooperative Educational Services

- must be able to read and write
- must be at least 18 years of age or older
- must be a citizen of the United States
- must not have been convicted of a felony or have been adjudged an incompetent
- must be and have been a resident of the supervisory district for at least one year prior to the election but need not be a taxpayer
- may be the only member of his/her family serving on the Board of Cooperative Educational Services
- may not be an employee of a school district in the Jefferson-Lewis-Hamilton-Herkimer-Oneida Supervisory District
- may not be an employee of the Jefferson-Lewis-Hamilton-Herkimer-Oneida Board of Cooperative Educational Services
- may not simultaneously hold another incompatible public office

- must not have been removed from a school district office within one year of election
- may not be a resident of a component school district which currently has a resident serving on the BOCES whose term will not expire on June 30, 2017.

For this election, candidates may **not** reside in Adirondack, Copenhagen, General Brown, Lowville, Sackets Harbor or Watertown school districts.

Individuals from the following school districts **are eligible** to be candidates for this election: Alexandria, Beaver River, Belleville Henderson, Carthage, Indian River, Inlet, LaFargeville, Lyme, South Jefferson, South Lewis, Thousand Islands or Town of Webb.

Eligible persons must be nominated by resolution of a Board of Education of a component school district. In 1993, Education Law §1950 was amended to emphasize the need for unrepresented Boards to make nominations.

A certified copy of a resolution nominating a person for a seat on the BOCES must be received by the BOCES Clerk of the Board by the close of the business day on Monday, March 27, 2017.

Attachments:

- 2017 planning calendar for the vote on the 2017-18 BOCES administrative budget and election of members to the Board.
- Listing of current members of the BOCES and their districts of residence.
- Listing of current members of the BOCES whose terms will expire on June 30, 2017.

cc: Component Superintendents
Members of the Jefferson-Lewis-Hamilton-Herkimer-Oneida Board of
Cooperative Educational Services

**Jefferson-Lewis-Hamilton-Herkimer-Oneida Board of Cooperative
Educational Services
Planning Calendar
Vote on Administrative Budget/Election of Members to the Board
2017**

- July 6, 2016
- Jefferson-Lewis-Hamilton-Herkimer-Oneida Board of Cooperative Educational Services meets and adopts the following resolutions:
Designation of April 12, 2017, 7:00 p.m. as the date for the BOCES Annual Meeting to be held at the BOCES Central Administration Building, 20104 State Route 3, Watertown, NY 13601
 - Designation of April 25, 2017 as the date on which component school district Boards of Education vote on the BOCES tentative administrative budget and election of members to the BOCES.
- February 24, 2017
- BOCES Clerk of the Board forwards notice to Clerks of component school district Boards of Education specifying nominating procedures, qualifications of candidates and timeline of election requirements. (minimum of 60 days prior to election)
- March 27, 2017
- Deadline** for certified nominations of candidates for election to the Board of Cooperative Educational Services from component school districts to be received by the BOCES Clerk. BOCES proposed administrative, capital and program budgets will be available for inspection by the public during regular business hours (8:00 a.m.-4:30 p.m.), in the Office of the District Superintendent, BOCES Central Administration Building located at 20104 State Route 3, Arsenal Street, Watertown, New York. Copies will also be available upon request at the district offices of each component school district. (minimum 30 days prior to election)
- March 29, 2017
- Public legal notice of Annual Meeting is published in official designated newspapers. (Ed Law §1950 [4] [b] [4]). (minimum 14 days prior to Annual Meeting)
- Public notice and copies of 2017-2018 proposed budget mailed to each component district and board/trustee member.
- April 11, 2017
- BOCES Clerk of the Board mails ballots to Clerks of component school district Boards of Education to be used in voting on the tentative 2017-2018 administrative budget and election of members to the BOCES. (minimum 14 days prior to election)
- April 12, 2017**
- BOCES Annual Meeting: BOCES Central Administration Building, Watertown, NY, 7:00 p.m.**
- April 25, 2017**
- Component school districts vote on tentative 2017-2018 administrative budget and elect members to the Board of Cooperative Educational Services.**
- April 25, 2017
- Component school districts notify BOCES of results of budget vote and election in their districts. BOCES Clerk notifies candidates of election results.
- April 26, 2017
- BOCES Clerk of the Board notifies school district Clerks of the results of the budget vote and election.
- May 10, 2017
- Results of the April 25, 2017 vote on the BOCES administrative budget and election of members to the Board are entered into the minutes of the meeting of the Board of Cooperative Educational Services. BOCES Board vote on 2017-2018 administrative, capital and program budgets.
- June 1, 2017
- BOCES submits operating plans and budget to the Commissioner of Education.

Jefferson-Lewis-Hamilton-Herkimer-Oneida Board of
Cooperative Educational Services

Current Board Members

James L. Lawrence, Jr., President
16882 Parker Road
Watertown, New York 13601
TERM EXPIRES: 2019

Grace H. Rice, Vice President
7469 Penny Settlement Road
Port Leyden, New York 13433
TERM EXPIRES: 2017

Michael J. Kramer
105 Hutton Heights
Boonville, NY 13309
TERM EXPIRES: 2019

Barbara A. Lofink
322 South James Street
Carthage, NY 13619
TERM EXPIRES: 2017

Peter Monaco
135 Smith Street
Watertown, NY 13601
TERM EXPIRES: 2019

Lynn A. Murray
31721 NYS Route 12
Copenhagen, NY 13626
TERM EXPIRES: 2018

Michael F. Young
5344 Clinton Street
Lowville, New York 13367
TERM EXPIRES: 2018

Sandra Young Klindt
25325 State Route 180
Dexter, New York 13634
TERM EXPIRES: 2018

School District of Residence

Sackets Harbor Central School District

South Lewis Central School District

Adirondack Central School District

Carthage Central School District

Watertown City School District

Copenhagen Central School District

Lowville Academy and Central School
District

General Brown Central School District

**Members of the Jefferson-Lewis-Hamilton-
Herkimer-Oneida Board of Cooperative Educational Services
whose terms expire on June 30, 2017**

Name

District

Alice Draper
13876 Bishop Street
Adams, NY 13605
TERM EXPIRES: 2017

Belleville Henderson Central School District

Barbara A. Lofink
322 South James Street
Carthage, NY 13619
TERM EXPIRES: 2017

Carthage Central School District

Grace H. Rice, Vice President
7469 Penny Settlement Road
Port Leyden, New York 13433
TERM EXPIRES: 2017

South Lewis Central School District

Updated 1/17/17

RECEIVED

FEB 2 - 2017

GENERAL BROWN CSD
DISTRICT OFFICE

February 2, 2017

To the General Brown Board of Education:

On behalf of the General Brown Booster Club, we would like to gift to the school district the building which is located on the side field. At our February 1st meeting we voted to give the building to the school district.

At this time we no longer have use for the building where as the school does. After speaking to Mr. Grimm he stated that the maintenance staff could use the building to store a number of things used to maintain the fields in which our student athletes use. This is a perfect fit because the General Brown Booster Club is in existence to support the student athletes at the Jr./Sr. High School.

Thank You

Donna Keefe, Vice President

The General Brown Booster Club

