

**GENERAL BROWN CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION
Regular Meeting
Preliminary Agenda
June 12, 2017
General Brown Room - Jr./Sr. High School**

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

REGULAR MEETING

❖ **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 _____, seconded by _____, with motion approved ____ - ____.

❖ **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 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 _____, seconded by _____, with motion approved ____ - ____.

❖ **Class of 2018** - Overnight senior trip request

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

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:
 - 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
 - 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(s):
 - ❖ None at this time
 - Policy Review:
 - ❖ Board Discussion - 1st Reading: *Policy #5681 (as revised) - District Wide Safety Plans and.....*
 - ❖ Board Discussion - 1st Reading: *Policy #5683 (as revised) - Fire and Emergency Drills and.....*
 - ❖ Board Discussion - 1st 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 - 3rd Quarter Marking Period Data for review / questions
5. Board Information / Discussion - Outdoor graduation ceremony update
6. Board Information / Discussion - Wrestling program requests
7. Board Information - Assignment change
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 _____, seconded by _____, with motion approved ____-_____.
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 _____, seconded by _____, with motion approved ____-_____.
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 _____, seconded by _____, with motion approved ____-_____.
11. Board Action - Approval of **Committee on Special Education Reports**.
Motion for approval by _____, seconded by _____, with motion approved ____-_____.

ADMINISTRATIVE REPORTS

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

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 _____, and seconded by _____. Motion is approved ___/___.

- (A) Retirements: none at this time
- (B) Resignations as listed:

Name	Position	Effective Date
Greg Abbate	Elementary Cleaner	June 12, 2017
Raymond Peters	Elementary Custodian	June 12, 2017
Stephanie M. Parker	Teacher Assistant	August 31, 2017

(C) Appointments as listed:

Name	Position	Annual Salary / Rate of Pay	Prob. or Tenure Track Appt. (if applicable)	Effective Date
Greg Abbate	Elementary Custodian	\$32,582 annually (prorated) - Step 9	1-Yr. Probationary / Civil Service	June 13, 2017
Raymond Peters	JSHS Custodian	\$34,876 annually (prorated) - Step 12	1-Yr. Probationary / Civil Service	June 13, 2017
Micah McDonald	4-Hour Bus Driver	\$10,521 annually - Step 1	n/a	June 13, 2017
Stephanie M. Parker	Academic Intervention Svc. Teacher	\$46,330 annually - Step 2 (MB+39)	4-Year Tenure Track Appointment	September 1, 2017
Jared R. Knowlton	Physical Education Teacher	\$46,330 annually - Step 2 (MB+39)	4-Year Tenure Track Appointment	September 1, 2017

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
- **Stephanie Parker** - Teacher
- **Jared R. Knowlton** - Teacher

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

23. 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 \$_____, be distributed to eligible employees.

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

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

- 24. **Annual Organizational Meeting** - (7:00 a.m. in the General Brown Room) _____
- 25. **Regular Monthly Meeting** - (immediately following) _____

EXECUTIVE SESSION

26. 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

27. 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

28. **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.

GENERAL BROWN CENTRAL SCHOOL DISTRICT
Audit Committee Agenda
June 12, 2017

1. Presentation of the *Internal Claims Auditor's Report* - Alvin Hasner

2. Approval of the Audit Committee minutes from October 3, 2016

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

ADJOURNMENT:

Motion to adjourn the Audit Committee meeting by _____, seconded by _____, with
the motion approved ____/____.

GENERAL BROWN CENTRAL SCHOOL DISTRICT
Audit Committee Meeting
Unapproved Minutes
October 3, 2016

1. Presentation of *Independent (External) Auditors' Report* by Laurie Podvin, CPA of Bowers & Company
2. Approval of the Audit Committee minutes from May 9, 2016
Motion for approval by Sandra Klindt, seconded by Brien Spooner, with motion approved 7-0.

Motion to adjourn the Audit Committee meeting by Daniel Dupee, seconded by Sandra Klindt, with the motion approved 7-0. Time: 5:35 p.m.

NCE Environmental Consultants

February 26, 2017

Mr. Gary Grim
Superintendent Buildings and Grounds
General Brown Central School District
Dexter, New York 13634

Re: 2017 Fire Inspections

Dear Mr. Grim:

I have completed the fire inspections of all the buildings in the district and the following violations were noted. It is required that these violations be corrected in order to receive a certificate of occupancy.

High School

1. Item 12J1 Improper use of extension cords in Kitchen and in the Allison room (2).
2. Item 12K1 Cover plate missing in Guidance office (B).

Baseball Storage - No violation noted.

Maintenance Storage - No violations noted.

Football Tower - No violation noted.

Bus Garage - No violations noted.

Dexter Elementary - No violations noted.

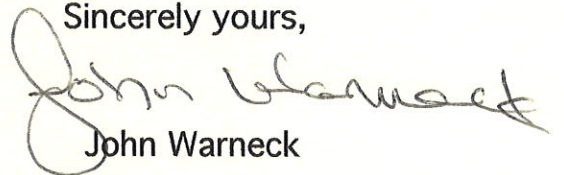
Dexter Pole Barn - No violations noted.

Brownville/Glen Park Elementary

1. Item 12E1 GFCI required on aquarium in room 109.

Please advise me as to the date of the board meeting for the presentation of this report. You need to notify the public and the fire department as to the time and date of this meeting.

Sincerely yours,

A handwritten signature in black ink that reads "John Warneck". The signature is written in a cursive style with a large initial "J" and a long horizontal stroke at the end.

John Warneck

**GENERAL BROWN CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION
Regular Meeting
Unapproved Minutes
May 8, 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 (arrived 5:26 p.m.); Sandra Young Klindt; Brien Spooner; Jamie Lee; 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/Brownville-Glen Park Elementary Interim Principal; David Ramie, Dexter Elementary Principal; Debra Bennett, District Clerk; Mr. Dominic D'Imperio, Director of Legal Services; Students / Staff Members / Community Members

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 6-0.

1. Approval of Minutes as listed:
 - April 11, 2017 - Regular Meeting
 - April 25, 2017 - Special Meeting
 - April 27, 2017 - Special Meeting
 - May 3, 2017 - Special Meeting
 - May 5, 2017 - Special Meeting
2. Approval of Buildings and Grounds requests as listed:
 - none at this time
3. Approval of Conferences and Workshops as listed:
 - Bridget Grimm - BOCES Counselor Meeting - JLBOCES - April 12, 2017
 - Steven M. Flath - School Bus Driver Instructor Annual Refresher - JLBOCES - April 24, 2017
 - Kylee Monroe - Medicaid 2017 SSHSP Training - JLBOCES - April 26, 2017
 - Jennifer Augliano - Summer School Meeting - Watertown High School - May 3, 2017
 - Brian Nortz - Section III Athletic Director Meeting - Canastota - May 3, 2017
 - Deanna Guyette - North Country Technology Coordinator's Meeting - JLBOCES - May 4, 2017
 - Kelly Cantwell - Strategies to Strengthen Your Special Needs Students' Executive Function Skills - Syracuse - May 9, 2017
 - Lorraine Comins - Strategies to Strengthen Your Special Needs Students' Executive Function Skills - Syracuse - May 9, 2017
 - Nicole Donaldson - HS Principal Meeting - JLBOCES - May 17, 2017
 - Cammy J. Morrison - JLSBA Annual Dinner/Meeting - Elks Lodge #496, Watertown - May 18, 2017
 - Lisa K. Smith - JLSBA Annual Dinner/Meeting - Elks Lodge #496, Watertown - May 18, 2017
 - Lisa M. VanBrocklin - PLATO Course Development - JLBOCES - June 6, 2017
4. Approval of Financial Reports as listed: March 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

— Mr. Dupee joined the meeting during the discussion below at 5:26 p.m.

Other Discussion and Action

1. Public Comment - Student representatives of Class of 2017 requested that the Graduation Ceremony be held on the turf field. Following discussion of pros/cons, such as cooler venue / improved seating / highlighting our outdoor sports facility vs. restrictions of high heel shoes on the turf / expense of purchasing special chairs / staging rental / duplicate set-up in the

event of rain, the Board of Education came to consensus to move the ceremony to the turf field, utilizing the gymnasium as the alternative site in the event of inclement weather.

2. Ongoing Agenda Items:
 - Academic Presentation(s):
 - ❖ None at this time
 - Policy Review:
 - ❖ None at this time
3. Board Information - Results of voting on the 2017-2018 Administrative Budget of the Jefferson-Lewis-Hamilton-Herkimer-Oneida BOCES, and the election of three (3) members to the Jefferson-Lewis BOCES Board of Education:
 - Approval of 2017-2018 Administrative Budget: Voting Yes-18 Voting No-0
 - Members elected to serve three year terms of office to commence July 1, 2017:
 - Mrs. Grace H. Rice - South Lewis Central School District
 - Mrs. Alice Draper - Belleville Henderson Central School District
 - Mrs. Barbara Lofink - Carthage Central School District
4. Board Information - “Friendship” payments in lieu of taxes have been received from Frontier Housing Corporation in the amount of \$500 (Smith Hill Apartments), and \$2000 (Poole Memorial Park Apartments)
5. Board Information - Invitation from Jefferson-Lewis School Boards Association - Annual Dinner/Meeting - Watertown Elks Lodge #496 - May 18, 2017
6. Board Information / Discussion - 3rd Quarter Marking Period Data for review - There were no questions or concerns.
7. Board Action - Board Action - **BE IT RESOLVED** that the General Brown Central School District Board of Education, upon the recommendation of the Superintendent of Schools, takes action to approve the following **Tenure Appointments**, with tenure effective as listed below:

Name	Hire / Effective Date	Tenure Area	Tenured Period to Begin
Tasha (Plante) Dillabough	09/01/2013	Elementary	09/01/2017
Lindsay (Hanson) Pitkin	09/01/2014	English 7-12	09/01/2017
Kate E. Wiley	09/01/2015	Elementary	09/01/2017
Lindsay Labiendo	09/01/2015	English 7-12	09/01/2017
Tina Zehr	09/01/2015	Elementary	09/01/2017

Motion for approval by Daniel Dupee, seconded by Michael Ward, with motion approved 7-0.

8. Board Action - Approval of **Committee on Special Education Reports**.
Motion for approval by Brien Spooner, seconded by Sandra Klindt, 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 Principal Report
12. Athletic Director / Discipline Report
13. Curriculum Coordinator Report
14. Office of Student Services Report
15. School Business Official Report
16. Superintendent Report

CORRESPONDENCE AND COMMUNICATIONS - For information only

17. Correspondence Log

RECOMMENDATIONS AND ACTION

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 Brien Spooner, and seconded by Jamie Lee. Motion approved 7-0.

(A) Retirements: None at this time

(B) Resignations as listed:

Name	Position	Effective Date
Thomas Davis	4.5-Hour Bus Driver	May 8, 2017

(C) Appointments as listed:

Name	Position	Annual Salary / Rate of Pay	Prob. or Tenure Track Appt. (if applicable)	Effective Date
Thomas Davis	5-Hour Bus Driver	\$13,149 annual salary (prorated), Step 1	n/a	May 9, 2017

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:

- none

ITEMS FOR NEXT MEETING - Monday, June 12, 2017:

20. **Regular Monthly Meeting** - 5:15 p.m. in the General Brown Room

If it is necessary to adjourn at 6:00 p.m. for the Budget Hearing:

Motion for Adjournment:

A motion is requested to adjourn the regular meeting to move to the auditorium to begin the Annual Meeting / Budget Hearing. The regular meeting will reconvene here, following the Budget Hearing.

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

Return to Regular Meeting:

A motion is requested to reconvene the regular meeting.

Motion for approval by Jamie Lee, seconded by Michael Ward, with motion approved 7-0. Time 6:13 p.m.

EXECUTIVE SESSION

21. **A motion is requested to enter executive session** for the discussion of the following:

- performance history of a particular individual
- litigation strategy regarding a current specific legal matter

Motion for approval by Daniel Dupee, seconded by Brien Spooner, with motion approved 7-0. Time entered: 6:13 p.m.

— President West provided the following record of motions:

RETURN TO OPEN SESSION

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

Motion for approval by Brian Spooner, seconded by Michael Ward, with motion approved 7-0. Time: 7:42 p.m.

MOTION FOR ADJOURNMENT

23. **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: 7:42 p.m.

Respectfully submitted:

Debra L. Bennett - District Clerk

- Supporting documents may be found in supplemental file dated May 8, 2017

GENERAL BROWN CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION
Budget Hearing and Annual School District Meeting

Unapproved Minutes
Monday, May 8, 2017 - 6:00 p.m. Prevailing Time
Jr.-Sr. High School Auditorium

6:00 p.m.: Call to Order – Pledge of Allegiance by President West

1. Introduction of the District Clerk by President West
2. A motion is requested to dispense with the reading of the legal notice.
A motion is made by Jeffrey Timerman, and seconded by Rebecca Flath - None opposed, motion carried.
3. A motion is requested to dispense with the reading of the minutes of the 2016 Annual Meeting.
A motion is made by Kristi Bice, and seconded by Jeffrey Timerman - None opposed, motion carried.
4. A motion is requested for a Resolution to use a single poll list to vote for trustees and budget.
A motion is made by Jeffrey Timerman, and seconded by Lisa Leubner - None opposed, motion carried.
5. Election of trustees:

Vacancies on the Board of Education shall *not* be considered as separate specific offices and nominating petitions shall not describe any specific vacancy for which the candidate is nominated.

The following candidates have submitted petitions signed by 25 or more eligible voters and presented to the District Clerk days in advance as required by law:
 - Albert Romano, Jr.
 - Natalie Hurley
 - Michael Ward
Qualifications of voters:
 - A citizen of the United States of America;
 - eighteen years of age or older;
 - a resident within the District for a period of thirty days in advance, as required by law.
6. President West:
 - Introduction of Mrs. Morrison, Superintendent of Schools and Mrs. Smith, Executive Director of Administrative Services
7. Mrs. Smith:
 - Introduction of the Board of Education
 - Budget Presentation
8. Questions - none
9. The Annual Meeting is adjourned until 11:45 a.m. on Tuesday, May 16, 2017 in the new gymnasium of the Jr.-Sr. High School.

Time of adjournment 6:12 p.m.

GENERAL BROWN CENTRAL SCHOOL DISTRICT
Annual Budget Vote and Board of Education Election
Unapproved Minutes
May 16, 2017

1. 11:45 a.m. – The annual meeting was called to order by Mrs. Smith, Chairperson
2. Mrs. Smith announced the following:
 - ❖ Clerk
 - Debra Bennett-District Clerk
 - ❖ Assistant Clerks:
 - Rebecca Flath
 - Michael Parobeck
 - Lisa Leubner
 - Deanna Oliver
 - ❖ Inspectors:
 - Donna Keefer (Chief Inspector)
 - Jean LaSage (Jefferson County Board of Elections)
3. Chairman Smith directed voters to the polls at 12:00 noon.
4. The Oath of Office was administered to Clerks and Inspectors
5. Following the VOTE – Chairman Smith asked three (3) times if any more wished to vote.
6. The polls were declared closed at 9:00 p.m. prevailing time.
7. The outcome of the vote was announced as follows:

Proposition 1 – 2017-2018 Annual Budget:	PASSED	Yes - 360	No - 81
Proposition 2 – Bus Purchase Proposition:	PASSED	Yes - 376	No - 61

Board of Education Election:	
Albert Romano, Jr.	- 272
Natalie Hurley	- 268
Michael Ward	- 267
Write-in candidates	- 2

The following two (2) trustees were elected to the Board of Education to serve three (3) year terms to commence July 1, 2017 and to expire June 30, 2020:

Mr. Albert Romano, Jr.
Ms. Natalie Hurley

8. A motion for adjournment was made by Rebecca Flath; a second was made by Donna Keefer and the meeting was adjourned at 9:07 p.m.
 - Supporting documents may be found in supplemental vote file dated May 16, 2017

Respectfully submitted:

Debra L. Bennett, District Clerk

NON-INSTRUCTIONAL BUSINESS

DISTRICT-WIDE SCHOOL SAFETY PLANS AND BUILDING-LEVEL EMERGENCY RESPONSE PLANS

~~The District-wide and building-level school safety plans have been adopted by the School Board only after at least one (1) public hearing that provided for the participation of school personnel, parents, students, and any other interested parties. Each plan shall be reviewed by the appropriate school safety team on at least an annual basis, updated as needed by July 1 and recommended to the Board of Education for approval. These plans will be designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the coordination of schools and the School District with local and county resources in the event of such incidents or emergencies.~~

District-Wide School Safety Plan

~~— *District-wide school safety plan* means a comprehensive, multi-hazard school safety plan that covers all school buildings of the School District, that addresses prevention and intervention strategies, emergency response and management at the District level and has the contents as prescribed in Education Law and Commissioner's Regulations.~~

~~— The District-wide school safety plan shall be developed by the District-wide school safety team appointed by the Board of Education. The District-wide team shall include, but not be limited to, representatives of the School Board, student, teacher, administrator, and parent organizations, school safety personnel and other school personnel.~~

Building-Level School Safety Plans

~~— *Building-level school safety plan* means a building-specific school emergency response plan that addresses prevention and intervention strategies, emergency response and management at the building level and has the contents as prescribed in Education Law and Commissioner's Regulations. As part of this plan the District will define the chain of command in a manner consistent with the National Incident Management System (NIMS)/Incident Command System (ICS).~~

~~— The building-level plan shall be developed by the building-level school safety team. The building-level school safety team means a building-specific team appointed by the Building Principal, in accordance with regulations or guidelines prescribed by the Board of Education. The building-level team shall include, but not be limited to, representatives of teacher, administrator, and parent organizations, school safety personnel, other school personnel, community members, local law enforcement officials, local ambulance or other emergency response agencies, and any other representatives the School Board deems appropriate.~~

~~— If the District receives federal preparedness funds, the District requires appropriate personnel to complete the IS-700 NIMS (National Incident Management System) introductory course.~~

Filing/Disclosure Requirements

~~— The District shall file a copy of its comprehensive District-wide school safety plan and any~~

DISTRICT-WIDE SCHOOL SAFETY PLANS AND BUILDING-LEVEL
EMERGENCY RESPONSE PLANS

~~amendments thereto with the Commissioner of Education no later than thirty (30) days after their adoption. A copy of each building level school safety plan and any amendments thereto shall be filed with the appropriate local law enforcement agency and with the state police within thirty (30) days of its adoption. Building level emergency response plans shall be confidential and shall not be subject to disclosure under the Freedom of Information Law or any other provision of law.~~

ALL NEW

I. Policy

- A. As required by State law, the Board of Education has adopted a comprehensive District-Wide School Safety Plan and a Building Level Emergency Response Plan regarding crisis intervention and emergency response and management for each building in the District, and reviews and updates those plans annually by September 1st of each succeeding year.
- B. The Superintendent is designated as the District’s Chief Emergency Officer. The Chief Emergency Officer is responsible for coordinating communication between school staff and law enforcement and first responders, ensuring staff understanding of the district level safety plan, and ensuring the annual review and updating of each building level emergency response plan.

II. District–Wide School Safety Plan

A. Safety Team

The Board of Education shall appoint a District-Wide School Safety Team, which shall include, but not be limited to, representatives of the school board, teacher, administrator, and parent organizations, school safety personnel, and other school personnel to develop a comprehensive District-Wide Safety Plan.

- B. The District-Wide Safety Plan shall include at a minimum all the elements required by Commissioner’s Regulation s 155.17(c)(1).

C. Review and Update

- 1. The District-Wide School Safety Plan is reviewed and updated at least annually by the District-Wide School Safety Team.
- 2. The District-Wide Safety Plan must be made available for public comment at least thirty (30) days prior to adoption by the Board. The Board may

DISTRICT-WIDE SCHOOL SAFETY PLANS AND BUILDING-LEVEL
EMERGENCY RESPONSE PLANS

adopt the District-Wide Safety Plan only after at least one public hearing has been held.

D. File with Commissioner of Education

A copy of the District-Wide Safety Plan and any amendments to the Plan shall be filed with the Commissioner of Education no later than thirty (30) days after adoption.

III. Building-Level Emergency Response Plan

A. Response Team

1. The Principal of each school building shall appoint a Building Level Emergency Response Team, which shall include but not be limited to representatives of teacher, administrator, and parent organizations, school safety personnel, other school personnel, community members, local law enforcement officials, local ambulance, fire officials or other emergency response agencies, and any other representatives the Board deems appropriate.

2. The Building-Level Emergency Response Team shall develop a school emergency response plan, which shall be kept confidential and shall not be disclosed except to authorized school staff and law enforcement officers.

B. The Building-Level Emergency Response Plan shall include at a minimum all the elements required by Commissioner's Regulation 155.17(c)(1).

C. Review and Update

The Building-Level Emergency Response Plan is reviewed and updated at least annually by the Building-Level Emergency Response Team.

D. File with Law Enforcement

A copy of each Building-Level Emergency Response Plan and any amendment shall be filed with appropriate local law enforcement officials and with the State Police within thirty (30) days after adoption but no later than October 15th of each year.

DISTRICT-WIDE SCHOOL SAFETY PLANS AND BUILDING-LEVEL
EMERGENCY RESPONSE PLANS

IV. Implementation and Training

- A. The Superintendent shall notify the Commissioner as soon as possible whenever the emergency plan or building level safety plan is activated and results in the closing of a school building in the district.
- B. All district and school staff shall receive annual training by September 15th of each school year, or within thirty (30) days of hire, whichever is sooner, on the emergency response plan. This safety training shall include components of violence prevention and mental health. The Superintendent shall be responsible for making the necessary certification of this training to the State Education Department.
- C. The Superintendent shall provide written information, by October 1st of each school year, to all students and staff about emergency procedures.
- D. The District shall, at least once every school year, conduct one test of its emergency procedures.

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General Brown Central School District
~~Homeland Security Presidential Directives – HSPD-5, HSPD-8~~
~~Homeland Security Act of 2002, 6 United States Code (USC) Section 101-~~
~~Public Officers Law Article 6~~
~~8 New York Code of Rules and Regulations (NYCRR) Section 155.17~~
 Education Law Section 2801-a; 8 NYCRR 155.17, Safe Schools Against Violence in Education Act (SAVE)

Adopted: 05/10/10
 Revised: _____

FIRE AND EMERGENCY DRILLS, ~~BOMB THREATS~~ AND BUS EMERGENCY DRILLS

Fire Drills

~~The administration of each school building shall provide instruction for and training of students, through fire drills, in procedures for leaving the building in the shortest possible time and without confusion or panic.~~

~~Fire drills shall be held at least twelve (12) times in each school year; eight (8) of these shall be held between September 1 and December 1. At least one third (1/3) of all such required drills shall be through use of the fire escapes on buildings where fire escapes are provided. At least one (1) of the twelve (12) drills shall be held during each of the regular lunch periods, or shall include special instruction on the procedures to be followed if a fire occurs during a student's lunch period.~~

~~At least two (2) additional drills shall be held during summer school in buildings where summer school is conducted and one (1) of these drills shall be held during the first week of summer school.~~

After-School Programs

~~The Building Principal or his/her designee shall require those in charge of after-school programs, attended by any individuals unfamiliar with the school building, to announce at the beginning of such programs the procedures to be followed in the event of an emergency.~~

Bomb Threats

School Bomb Threats

~~— A bomb threat, even if later determined to be a hoax, is a criminal action. No bomb threat should be treated as a hoax when it is first received. The school has an obligation and responsibility to ensure the safety and protection of the students and other occupants upon the receipt of any bomb threat. This obligation must take precedence over a search for a suspect object. Prudent action is dependent upon known information about the bomb threat—location, if any; time of detonation; etc. If the bomb threat is targeted at the school parking lot or the front of the school, building evacuation may not be an appropriate response. If the bomb threat indicates that a bomb is in the school, then building evacuation is necessary unless the building has been previously inspected and secured in accordance with State Education Department Guidelines. Specific procedures can be found in the building level school plan, as required by Project SAVE.~~

~~— The decision to evacuate a building or to take shelter is dependent upon information about where the bomb is placed and how much time there is to reach a place of safety. Prudent action dictates that students and other occupants be moved from a place of danger to a place of safety. Routes of egress and evacuation or sheltering areas must be thoroughly searched for suspicious objects before ordering an evacuation. Failure to properly search evacuation routes before an evacuation takes place can expose students and staff to more danger than remaining in place until the search has taken place.~~

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FIRE AND EMERGENCY DRILLS, BOMB THREATS AND BUS EMERGENCY DRILLS

~~Assistance is available from local police agencies and the New York State Police to train staff to check evacuation routes.~~

Police Notification and Investigation

~~— A bomb threat to a school is a criminal act, which is within the domain and responsibility of law enforcement officials. Appropriate State, county, and/or local law enforcement agencies must be notified of any bomb threat as soon as possible after the receipt of the threat. Law enforcement officials will contact, as the situation requires, fire and/or county emergency coordinators according to the county emergency plan.~~

~~— Therefore, the building administrator or designee is to notify local law enforcement officials and follow established procedures to move all occupants out of harm's way.~~

Implementation

~~— The Board of Education directs the Superintendent or his/her designee to develop administrative regulations to implement the terms of this policy. Additionally, such regulations are to be incorporated in the District-wide School Safety Plan and the building level school safety plan, with provisions to provide written information to all staff and students regarding emergency procedures by October 1 of each school year, an annual drill to test the emergency response procedures under each of its building level school safety plans; and the annual updating of the District-wide and building level school safety plans, by July 1, as mandated pursuant to law and/or regulation.~~

Bus Emergency Drills

~~The Board of Education directs the administration to conduct a minimum of three (3) emergency drills to be held on each school bus during the school year. The first drill is to be conducted during the first seven (7) days of school, the second drill between November 1 and December 31, and the third drill between March 1 and April 30. No drills shall be conducted when buses are on routes.~~

~~Students who ordinarily walk to school shall also be included in the drills. Students attending public and nonpublic schools who do not participate in regularly scheduled drills shall also be provided drills on school buses, or as an alternative, shall be provided classroom instruction covering the content of such drills.~~

~~Each drill shall include instruction in all topics mandated by the Education Law and the Commissioner's Regulations and shall include, but will not be limited to, the following:~~

- ~~— a) Safe boarding and exiting procedures with specific emphasis on when and how to approach, board, disembark, and move away from the bus after disembarking;~~
- ~~— b) The location, use and operation of the emergency door, fire extinguishers, first aid equipment and windows as a means of escape in case of fire or accident;~~

POLICY

Draft 03/16/17

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NON-INSTRUCTIONAL BUSINESS

FIRE AND EMERGENCY DRILLS, ~~BOMB THREATS~~ AND BUS EMERGENCY DRILLS

~~— c) — Orderly conduct as bus passengers.~~

Instruction on Use of Seat Belts

~~— When a school bus is equipped with seat safety belts, the District shall ensure that all students who are transported on such school bus owned, leased or contracted for by the District or BOCES shall receive instruction on the use of seat safety belts. Such instruction shall be provided at least three (3) times each year to both public and nonpublic school students who are so transported and shall include, but not be limited to:~~

- ~~a) — Proper fastening and release of seat safety belts;~~
- ~~b) — Acceptable placement of seat safety belts on students;~~
- ~~c) — Times at which the seat safety belts should be fastened and released; and~~
- ~~d) — Acceptable placement of the seat safety belts when not in use.~~

ALL NEW

I. Fire and Emergency Drills

A. The administration of each school building shall provide instruction for and training of students, through fire and emergency drills, in procedures for leaving the building in the shortest possible time and without confusion or panic. Fire and emergency drills shall be conducted in accordance with Section 807 of the New York State Education Law.

1. Fire and emergency drills shall be held at least twelve (12) times in each school year, eight (8) of which shall be held between September first and December thirty-first of each such year.
2. Eight (8) of the twelve (12) required drills shall be evacuation drills, four (4) of which shall be through the use of the fire escapes on buildings where fire escapes are provided or through the use of identified secondary means of egress. Four (4) of the twelve (12) required drills shall be lock-down drills.
3. At least two (2) additional drills shall be held during summer school in buildings where summer school is conducted, and one (1) of such drills shall be held during the first week of summer school.

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NON-INSTRUCTIONAL BUSINESS

FIRE AND EMERGENCY DRILLS, ~~BOMB THREATS~~ AND BUS EMERGENCY DRILLS

4. Students must also be instructed at one of the drills about procedures to be followed if a fire occurs during a lunch period or assembly, provided however, that such additional instruction may be waived where a drill is held during the regular school lunch period or assembly.
 - B. A written record shall be kept indicating the date and time each drill is conducted.
 - C. The fire department responsible for the respective school building(s) should be notified immediately prior to each drill.
 - D. The Building Principal or his/her designee shall require those in charge of after-school programs, attended by any individuals unfamiliar with the school building, to announce at the beginning of such programs the procedures to be followed in the event of an emergency.
 - E. The Superintendent shall insure that the annual fire inspection required by Education Law Section 807-a is conducted, and that any necessary reports are filed and notices are published as required by the statute and applicable regulations of the Commissioner.
 - F. The Superintendent shall insure that the instruction in fire and arson prevention required by Section 808 of the Education Law is provided to students in the District.
- II. Bus Emergency Drills
- A. The Board of Education directs the administration to conduct a minimum of three (3) emergency drills to be held on each school bus during the school year. The first drill is to be conducted during the first seven days of school, the second drill between November 1 and December 31 and the third drill between March 1 and April 30.
 - B. Each drill shall include instruction in all topics mandated by the Education Law and the Commissioner's Regulations and shall include, but need not be limited to, the following:
 1. Safe boarding and exiting procedures;
 2. The location, use and operation of the emergency door, fire extinguishers, first aid equipment and windows as a means of escape in case of a fire or accident;
 3. Orderly conduct as bus passengers.
 - C. Students who ordinarily walk to school shall also be included in the drills.

POLICY

Draft 03/16/17

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NON-INSTRUCTIONAL BUSINESS

FIRE AND EMERGENCY DRILLS, ~~BOMB THREATS~~ AND BUS EMERGENCY DRILLS

III. Implementation

The Superintendent is authorized to promulgate administrative regulations to implement the terms of this policy. Such regulations shall be consistent with the District-Wide School Safety Plan and each building level emergency response plan. Those administrative regulations shall ensure that written information is distributed regarding emergency procedures to all staff and students by October 1 of each school year; an annual drill to test the emergency response procedures under each building level-plan takes place; and the district-wide and building level emergency response plans are updated each year, by September 1, as mandated pursuant to law and regulation.

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General Brown Central School District

~~Education Law Sections 807, 2801-a and 3623~~

~~Penal Law Sections 240.55, 240.60 and 240.62~~

~~8 New York Code of Rules and Regulations (NYCRR) Sections 155.17, 156.3(f), 156.3(g) and 156.3(h)(2)~~

Legal Ref: Education Law Sections 807, 807-a, 808, 2801-a and 3623; 8 NYCRR 155.17, 156.3

Adopted: 5/10/10

Revised: _____

SPECIAL EDUCATION: DISTRICT PLAN

SUBJECT:

A District plan shall be developed and updated every two (2) years describing the Special Education program in the General Brown Central School District. The District plan shall include the following:

- a) A description of the nature and scope of special education programs and services currently available to students (including preschool students) residing in the District, including but not limited to descriptions of the District's resource room programs and each special class program provided by the District in terms of group size and composition.
- b) Identification of the number and age span of students (school age and preschool) to be served by type of disability and recommended setting.
- c) The method to be used to evaluate the extent to which the objectives of the program have been achieved.
- d) A description of the policies and practices of the Board of Education to ensure the allocation of appropriate space within the District for special education programs that meet the needs of students and preschool children with disabilities.
- e) A description of the policies and practices of the Board of Education to ensure that appropriate space will be continually available to meet the needs of resident students and preschool students with disabilities who attend special education programs provided by Boards of Cooperative Educational Services.
- f) A description of how the District intends to ensure that all instructional materials to be used in the schools of the District will be made available in a usable alternative format for each student with a disability at the same time as such instructional materials are available to non-disabled students. The alternative format must meet the National Instructional Materials Accessibility Standard defined in federal law.
- g) Alternative format includes, but is not limited to Braille large print, open and closed captioned, audit or an electronic file. An electronic file must be compatible with at least one alternative format conversion software program that is appropriate to meet the needs of the individual student.
- h) The plan shall:
 1. give preference in the purchase of instructional materials to those vendors who agree to provide such instructional materials in alternative formats for students with disabilities;

STUDENTS

SPECIAL EDUCATION: DISTRICT PLAN

- 2. specify, when an electronic file is provided, how the format will be accessed by students and/or how the district will convert to an accessible format;
- 3. specify the process to be used when ordering materials to identify the needs of students with disabilities residing in the district for alternate format materials;
- 4. specify ordering timelines to ensure that alternative format materials are available at the same time as regular format materials are available; and
- 5. include procedures so that when students with disabilities move into the school district during the school year, the process to obtain needed materials is without delay.

~~g~~-i) ___The estimated budget to support such plan.

~~h~~-j) ___The date on which such plan was adopted by the Board of Education.

~~i~~-k) A description of how the District plan is consistent with the special education space requirements plan for the region as developed by the Board of Cooperative Educational Services.

The District plan, with personally identifiable student information deleted, shall be filed and available for public inspection and review by the Commissioner.

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General Brown Central School District
 20 United States Code (USC) Section 1474(e)(3)(B)
 8 New York Code of Rules and Regulations (NYCRR) Part 155 and Section 200.2(c)
 Adopted: 5/10/10
 Revised: _____

***General Brown Central
School District***



Professional Development Plan

July 1, 2017 - June 30, 2018

School District
Professional Development Plan

DISTRICT NAME:	General Brown Central School
BEDS CODE:	220401040000
SUPERINTENDENT:	Cammy Morrison
ADDRESS:	PO Box 500, Dexter, NY 13634
PHONE:	315-779-2300
YEAR(S) PLAN IS EFFECTIVE: 2017-2018	

Composition of Professional Development Team (s)

(majority of team members must be teachers)

District Team (Required)

School Team(s) (Recommended)

5 administrators / staff

_____ #administrators / staff*

18 teachers

_____ #teachers*

1 other (Parent / Community Representative)

_____ #other(s)*

Number of school buildings in district: 3

Number of school-based professional development teams: 1

Indicate how school team(s) will be represented on the district team:

Teachers from each building representing all grades and departments, the President of the General Brown Teachers' Association, one parent, Curriculum Coordinator, and the three building principals will serve on the District Professional Development Committee.

PROFESSIONAL DEVELOPMENT PLANNING TEAM

If school teams are not represented on the district professional development team, describe briefly how the district plan will ensure that the needs of schools in the district are met.

School teams are represented on the district Professional Development Committee.

The District's Professional Development Committee (PDC) is comprised of teachers and administrators who represent every grade and department. The PDC has the responsibility of establishing professional development programs to meet the needs of all groups.

On average, please identify the number of hours a teacher will be involved with professional development on an annual basis. This may include the planning, delivery, application and / or evaluation of professional development activities.

Over the next three years, each staff member will participate in a minimum of 35 hours of professional development each year, a substantial portion of which will be sponsored by the District. Time will be devoted to training for all staff on an annual basis, in the areas of:

- Violence Prevention and Intervention
- Right-to-Know
- Bloodborne Pathogens
- Sexual Harassment
- Dignity For All
- Other job-specific, health and safety-related issues, as mandated by S.A.V.E. legislation and the New York State Education Department

In addition, the General Brown Central School District will provide training in the following areas:

- Common Core Learning Standards
- New York State Social Studies Framework
- Inquiry Based Learning
- Annual Professional Performance Review

NEEDS/DATA ANALYSIS PROFESSIONAL DEVELOPMENT PLAN

Describe how the professional development plan is aligned with New York learning standards and assessments, student needs and is articulated within and across grade levels.

The District has developed a three-year strategic plan that will shape the future of the educational program within the General Brown Central School District. The central focus of this plan is based on the following three goals:

- Strategic Goal 1:** Each student will meet or exceed the expectations of the curriculum of the General Brown Central School District and the New York State standards.
- Strategic Goal 2:** Each graduate will be college and career ready, prepared to pursue his/her personal goals that enhance the global community.
- Strategic Goal 3:** Each student will demonstrate responsible and respectful behavior.

District staff members have devoted many hours to the development of curriculum maps in each of the core areas in grades pre-kindergarten through 12. The analysis of data has also been a central focus for all staff during professional development days. Engaging in data chats for the purpose of examining individual student data will continue to be the focus. Targeted instructional strategies based on this data will then be discussed during the chats and implemented in the instruction of students.

General Brown Central School is committed to full implementation of the Common Core Learning Standards and will build professional development opportunities around the training and retention of highly qualified teachers.

Describe how the Professional Development Plan is continuous, reflecting a multi-year approach to improve student performance.

See Appendix A: Individual Professional Action Plans (IPAP) are a part of the agreement between the Chief School Officer and the General Brown Central School Teachers' Association. The District will adopt a three-year professional development model that focuses on alignment and consistency in District policy and professional practice. Individual Professional Action Plans will be evaluated based on their alignment with the professional

development model adopted by the District. Table 1 below is an outline of the General Brown CSD three-year Professional Development Plan.

Table 1: General Brown CSD 3 Year Professional Development Plan

Professional Development Focus*	
2016-2017	<i>NYS Social Studies Framework and Inquiry Based Learning</i>
2017-2018	<i>NYS Common Core Math Standards</i>
2018-2019	<i>Improving District Assessment Systems</i>

*All years will include professional development to support the Strategic Action Plan Goals

Identify how the data used supports the goals, objectives, strategies and activities in the professional development plan.

The District examines specific data to identify areas of strengths and weaknesses in instruction. Professional development for each school year is based on this data. The District continues to revise local assessments and instructional practices for the purpose of increasing student achievement, and to use test data as a source of information to guide teachers in implementing research-based instructional strategies.

School District Professional Development Plan Needs Assessment Sources Used

Indicate the sources you used and include any additional detail needed to identify the basis of your needs analysis.

- | | |
|--------------|---|
| <u> X </u> | School Report Card |
| <u> </u> | New York: The State of Learning (Chapter 655 Report) |
| <u> X </u> | BEDS data |
| <u> </u> | The CAR report |
| <u> X </u> | Special designation schools, SURR, Title I |
| <u> X </u> | Student attendance rates |
| <u> X </u> | Graduation and drop-out rates |
| <u> X </u> | Student performance results on NYS Assessments disaggregated by ethnicity, gender, SES, and other special needs |
| <u> X </u> | State and local benchmarks for student performance |
| <u> </u> | TIMSS report |
| <u> </u> | Student aspirations |
| <u> </u> | Other student surveys |
| <u> X </u> | Longitudinal data |
| <u> </u> | Student / teacher ratios (per Board of Education policy) |
| <u> </u> | Teacher turnover rate |
| <u> </u> | Number of uncertified teachers |
| <u> </u> | Number of teachers teaching out-of-field |
| <u> </u> | Teacher proficiency data |
| <u> X </u> | Teacher surveys |
| <u> X </u> | Teacher self-assessment |
| <u> X </u> | Curriculum surveys |
| <u> </u> | Community employment opportunities |
| <u> X </u> | Other: Professional Development data |

School District Professional Development Plan

Prioritization and Implementation Plan to Support Strategic Plan Goals

1. Focus professional development resources and training on the achievement of each of the strategic plan goals.		
Professional Development Needs	Action	Measure
1. Knowledge of NYS Social Studies Framework 2. Knowledge of Inquiry Based Learning processes	<ul style="list-style-type: none"> • Teachers will work with their department or grade level teams and building administration to ensure a common understanding of the standards and the inherent skill sets. • Teachers will attend professional development training focused on the NYS Social Studies Framework and Inquiry Based Learning. 	<ul style="list-style-type: none"> • Teachers will effectively implement inquiry based learning practices into their classroom instruction.
3. Knowledge of College and Career Readiness	<ul style="list-style-type: none"> • Teachers will revise grade level curriculum and assessments to reflect College and Career Readiness Skills. 	<ul style="list-style-type: none"> • Post graduate survey administered by the district will reflect the college or career status of students.
4. Knowledge of the promotion of responsible and respectful behavior in the school environment.	<ul style="list-style-type: none"> • Teachers will participate in the creation of a consistent PreK-12 set of behavioral expectations. • Teachers will participate in activities to enhance their knowledge of community organizations to build partnerships between the community and school. 	<ul style="list-style-type: none"> • Decrease in discipline referrals • Log of community events/organizations that the PreK-12 students interacted with throughout the school year.

School District Professional Development Plan District Resources

What professional development funds, staff resources, external professional development providers, and other human and fiscal resources are available or may be developed within your community?

Identify the internal and external resources you will use to help you meet your goals (check all that apply):

Fiscal resources:

- Goals 2000
- Title II, Title V
- Military Impact Aid
- School Improvement Grant

Staff resources:

- Curriculum developers
- Content specialists
- Exemplary teachers
- Curriculum review committee

Providers:

- Institutions of Higher Education
- Teacher Resource Centers
- BOCES (e.g., SCDN, SETRC, BETAC)

Community:

- Major employers
- Community-based organizations
- Parents

Please identify any funds the district has received for professional development which are not used to implement this plan, and why.

Appendix A-1

Individual Professional Action Plan

Every professional staff member in the General Brown School District will prepare an annual Individual Professional Action Plan to assist the District in meeting its annual goals.

This plan should be consistent with the District, building, grade level/department annual plan.

A District plan will be in place by April 1 for the following school year. This plan will be developed by the District Professional Development Committee, subject to the approval of the Superintendent.

A building plan will be developed in accordance with the District plan by May 1 for the following school year. A draft of the plan will be developed by the Professional Development Committee and submitted to building EAPs for revision and approval. A final draft is then submitted to the Superintendent for approval.

Every professional staff member will submit their Individual Professional Action Plan to their building administrator by the first Monday of each school year. (See Appendix A-2)

Building administrators will review Individual Professional Action Plans, and provide professional staff with their approval or recommended changes by the Wednesday following submission of the IPAPs. Individual plans requiring modification will be re-submitted to building administrators for approval by the second Monday of the school year.

Each professional staff member will annually develop his / her own Individual Professional Action Plan, listing areas of strengths, goals and plans for improving the educational / instructional services provided to students. The Individual Professional Action Plan will be considered in the implementation of professional development programs. However, such consideration by the District of staff members' Individual Professional Action Plan is not to be construed as imposing any financial obligation on the District beyond previously budgeted Board approved costs.

Appendix A-2
IPAP (Individual Professional Action Plan) Form
(Due by first Monday of each school year)

Approved

Needs Modification

Name: _____

Date: _____

Grade Level or Department _____

My goals for the _____ school year are:

These are consistent with District / building goals in that:

Key strategies that will be used to meet this goal include:

How will you evaluate your progress on this goal?

Teacher: _____

Date: _____

Principal: _____

Date: _____

Appendix A-3

District PDC (IPAP- Individual Professional Action Plan) Goal 2017-2018

During the **2017-2018** school year, the General Brown Professional Development committee will provide teachers with effective professional development in order to enhance their instructional skills and improve student achievement for the purpose of preparing and inspiring students to meet future challenges.

Emphasis will be placed on student achievement through the examination of multiple data sources, including the New York State Assessments. Emphasis will also be placed on building the capacity for effective use of technology to enhance instruction, communication, and student performance.

The focus will also be on the development and implementation of an instructional curriculum PK-12, which infuses the common core learning standards and meets the learning needs of all students.

Elementary PDC (IPAP- Individual Professional Action Plan) Goal 2017-2018

During the **2017-2018** school year, all PK-6 teachers will continue to develop coordinated curriculum to enhance their professional abilities, as well as to improve student achievement on local and state assessments. Emphasis will be placed on the following areas:

- Engaging with the Common Core Learning Standards and NYS Social Studies Framework
- Analyzing and collecting student assessment data to be used to develop action plans for the purpose of adjusting instruction according to students' needs
- Preparing students for NYS and local assessments so that each student grows in his/her achievement
- Collaborating with colleagues to enhance classroom instructional strategies
- Continue and enhance AIS programs to meet the needs of all students
- Integrating research-based technology instructional strategies into the curricula.

Junior/Senior High School PDC (IPA-Individual Professional Action Plan) Goal 2017-2018

During the **2017-2018** school year, all 7-12 teachers will continue to develop coordinated curriculum to enhance their professional abilities, as well as to improve student achievement on local and state assessments. Additional Emphasis will be placed on the following areas:

- Engaging with the Common Core Learning Standards and NYS Social Studies Framework
- Analyzing and collecting student assessment data to be used to develop action plans for the purpose of adjusting instruction according to students' needs
- Preparing students for NYS and local assessments so that each student grows in his/her achievement
- Collaborating with professional colleagues to enhance classroom instructional strategies
- Continue and enhance AIS programs to meet the needs of all students
- Integrating research-based technology instructional strategies into the curricula.

All teachers in grades 7-12 will continue to collaborate with the goal of increasing the percentage of students graduating with an Advanced Regents diploma.

Appendix B

Continuing Education Hours Certification

To meet the N.Y.S.E.D. Professional Development Plan requirement that teachers with a Professional Certificate must complete 100 hours of staff development training every five years, our school will follow this procedure:

- Staff development activities that qualify for credit toward the 100 hour mandate shall include but will not be limited to: the planning, preparation and presentation of staff development for district staff; approved college coursework; attendance and participation at professional development days; district approved conferences; after-school staff development activities presented at school, by BOCES, the Jeff-Lewis Teacher's Center, RSE-TASC and others as approved District Administration.
- Teachers will be responsible for keeping their own records of completed professional development activities. Teachers who hold a *Professional Certificate* will submit a copy of the Continuing Education Hours/Professional Development Documentation Form to their building secretary by May 1 of each school year.
- Teachers holding either a Permanent or Professional certificate will be responsible for re-registering every five years during their birth month by logging into the TEACH system and completing the process.
- Approved college courses shall be credited at the rate of 4 hours of credit for each hour of college credit earned with a grade of B- and above.
- Two hours of Project SAVE staff training will be offered annually to meet state requirements. Staff members will sign an affidavit of their attendance at such training.
- Attendance at any other mandated training will be verifiable using sign-in procedures (comparable to those for SAVE training) or certificates of completion, if said training is given by service providers other than the District.

Continuing Education Hours Certification / Professional Development Documentation Form

Directions: This form is provided for use by all professionally certified personnel in the GBTA (teachers and teacher assistants, speech therapists/pathologists, guidance counselors, and school psychologists). Although documentation is not required by New York State, General Brown has provided this format as a method of record keeping in an effort to help us reach our collective goals. Its intended use is as a planning tool for completing professional development activities in accordance with 100-hour certification requirements from SED, as well as those from our District Professional Development Plan.

1. Record activities in the table below. Include District-sponsored, BOCES, Teacher Center, and other Professional Development activities. Also include graduate level courses, Model Schools classes outside Staff Development days, scoring of NYS assessments, mentoring, and summer curriculum work. Highlight those activities that focus on your IPAP goal (s).
2. Do not include clock hours for travel or meals.
3. Keep registration forms, and /or other documentation with this record. Documentation must be retained for seven years.
4. Upon completion of professional development activities for the year, re-submit a COPY of the form to your building principal as evidence that progress toward your goals has been made. Retain the original for your records.

Name of Certificate Holder:			Teacher Certification Identification number:	
Certificate Title:			General Brown Central School District	
Employment Period: July 1, 20____ through June 30, 20____ (If other, please note.)				
Title/Activity	Provider	Date (s)	Location	Clock Hour Equivalent (Estimated)

