

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

**Preliminary  
AGENDA**

**1. CALL TO ORDER & PLEDGE OF ALLEGIANCE**

**2. APPROVAL OF AGENDA** (motion required)

**3. PUBLIC COMMENTS**

- (A) Mrs. Beth Todd - Competitive Cheerleading

**4. CONSENT AGENDA** (motion required)

(A) Approval of Minutes as listed:

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

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

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

(C) Approval of Conferences and Workshops as listed:

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

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

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

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

(A) Staff Reports:

- David Ramie, Principal - LEGO Presentation

(B) Board Member Reports:

- Sandra Klindt
- Natalie Hurley

**6. BOARD INFORMATIONAL ITEMS**

- (A) Board Member Al Romano has completed the NYS Mandated School Board Governance Training to include "*Essentials of School Board Governance*", and NYS Mandated School Board Fiscal Oversight Training to include "*Fiscal Oversight Fundamentals*".

- (B) Invitation from Jefferson-Lewis School Boards Associations Dessert Workshop - "*Effective Social Media Communication for Schools*" - November 29, 2017

- (C) "Friendship" payment-in-lieu-of-taxes has been received from Brown Park Housing Corporation in the amount of \$400

**7. BOARD ACTION ITEMS - OTHER**

(A) Policy Adoptions as listed: (motion required)

- 2<sup>nd</sup> Reading / Adoption of Policy #5630 as revised - Tobacco, Nicotine and E-Cigarette Use...
- 2<sup>nd</sup> Reading / Adoption of Policy #7320 as revised - Alcohol, Tobacco, Drugs and Other Substances...

- 2<sup>nd</sup> Reading / Adoption of Policy #5661 as revised - School Wellness Policy...
- (B) Approval of Changes / Corrections to the 2017 Tax Roll for the following parcels: (motion required)
  - Jefferson County / Parcel # 73.76-1-13.2 / -\$869.60
  - Jefferson County / Parcel # 74.13-1-37 -\$2066.38
  - Jefferson County / Parcel # 73.75-1-4.1 / -\$50.05
- (C) Approval of Final School Tax Collector Reports (motion required)
- (D) Approval of Final School Tax Warrant (motion / signatures required)
- (E) 2<sup>nd</sup> Reading / Adoption of 2017-2018 BOARD OF EDUCATION GOALS (motion required)
- (F) Approval of District-Wide School Safety Plan (motion required)
- (G) Approval of the 2017-2018 Long Range Financial Plan and Fund Balance Management as updated (motion required)
- (H) Approval of Committee on Special Education Reports (motion required)

**8. BOARD ACTION ITEMS - PERSONNEL / FINAL FINGERPRINT CLEARANCE (motion required)**

(A) Resignations as listed:

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

(B) Appointments as listed:

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

(C) UNPAID Coaching Appointments as listed:

Name	Winter 2017-2018 Sports	Coaching Certification	Effective Date
<b>Gary Black</b>	Asst. Varsity Boys' Basketball	Temporary Coaching 1 <sup>st</sup> Renewal****	November 14, 2017

**Coaches possess the following [as mandated by NYSED]:**

Teaching Certificate: Child Abuse / School Violence / DASA / First Aid / CPR / Concussion Workshop / Fingerprint Clearance \*  
Temporary or Professional Coaching License and/or 2<sup>nd</sup> - 4<sup>th</sup> Renewal as required: Child Abuse / School Violence / DASA / First Aid / CPR / Concussion Workshop / Philosophies & Principals / Theories and Techniques [sport specific] / Health Sciences / Fingerprint Clearance \*\*\*\*

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

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

**9. BOARD ACTION ITEM - PERSONNEL**

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

of Schools, **effective January 1, 2018 and terminating June 30, 2021**, and hereby authorizes its President to sign the agreement on its behalf.

**10. SUPERINTENDENT'S REPORT**

- (A) Business Official - BOCES Captial Project Update / Property Tax Report Card Data
- (B) Superintendent - P-TECH Program / District Updates

**11. CORRESPONDENCE & UPCOMING EVENTS**

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

\_\_\_\_\_ / \_\_\_\_\_

**13. PROPOSED EXECUTIVE SESSION** for the discussion of information regarding a particular student. (motion / time required)

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

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

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

Preliminary

GENERAL BROWN CENTRAL SCHOOL DISTRICT  
BOARD OF EDUCATION  
**Regular Meeting**  
Unapproved Minutes  
**October 2, 2017**  
**General Brown Room / Jr.-Sr. High School**

**REGULAR MEETING**

The meeting was called to order at 5:00 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 5:24 p.m.); Brien Spooner (arrived 5:12 p.m.); Jamie Lee; Albert Romano, Jr.; Natalie Hurley

**Others Present:** Jamie A. Moesel, 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, Brownville-Glen Park Elementary Principal; David Ramie, Dexter Elementary Principal; Kylee Monroe, Director of Student Services; Karen Jaimeson, Interim Assistant Principal; Debra Bennett, District Clerk; Laurie Podvin, Bowers & Company; Staff Members

- **Generalaires** - Mrs. Willis and student representatives presented a request for approval of an overnight trip to Boston, MA - Following discussion, there was consensus of the Board to allow the planning process to continue, while meeting proper procedures.
- Mr. Spooner entered the meeting at 5:12 p.m.
- Mrs. Klindt entered the meeting at 5:24 p.m.
- **Audit Committee Meeting** - (see agenda)
- **Following adjournment of the Audit Committee:**
  1. Board Action - Approval of the ***Independent Auditors' Report*** as presented by Laurie Podvin, CPA of Bowers & Co. Motion for approval by Sandra Klindt, seconded by Natalie Hurley, with motion approved 7-0.

**CONSENT AGENDA**

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

1. Approval of Minutes as listed:
  - September 11, 2017 - Regular meeting
2. Approval of Buildings and Grounds requests as listed:
  - BGP OT/PT classroom - September 11, 2017 through June 22, 2018 from 3:30 p.m. to 6:00 p.m. - Jillian Goodrich - tutoring
  - DEX cafeteria - Tuesdays from September 26, 2017 through May 22, 2017 from 6:00 p.m. to 7:00 p.m. - Dexter Girl Scout Troop #50062 - weekly meetings
  - JSHS GB room (or band room) - 1<sup>st</sup> Monday of each month from 7:00 p.m. to 8:30 p.m. - Performing Arts Booster Club - monthly meeting
3. Approval of Conferences and Workshops as listed:
  - Albert Romano, Jr. - JLSBA Dessert Workshop "*Creating a Strong School Board / Superintendent Relationship*" - JLBOCES - September 21, 2017
  - Lauri Darou - TA & Teacher Aide Resource workshop - JLBOCES - October 6, 2017
  - Debra Matusiak - TA & Teacher Aide Resource workshop - JLBOCES - October 6, 2017
  - Lisa K. Smith - JLSBA Fall Dinner Meeting "*Safety & Security: How It Relates to a Potential BOCES Capital Project*" as presented by MARCH Associates and Fiscal Advisors - Savory Downtown - November 1, 2017
  - Jamie A. Moesel - JLSBA Fall Dinner Meeting "*Safety & Security: How It Relates to a Potential BOCES Capital Project*" as presented by MARCH Associates and Fiscal Advisors - Savory Downtown - November 1, 2017
4. Approval of Financial Reports as provided for the months of June / July / August 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**

**Other Discussion and Action**

- Public Comment Requests - None at this time
- Ongoing Agenda Items:
  - Academic Administrative and/or Student Presentations:
    - ❖ None at this time
  - Policy Review:
    - ❖ Board Discussion - 1<sup>st</sup> Reading - *as revised Policy #5640* - Tobacco, Nicotine and E-Cigarette Use
    - ❖ Board Discussion - 1<sup>st</sup> Reading - *as revised Policy #7320* - Alcohol, Tobacco, Drugs and Other Substances
    - ❖ Board Discussion - 1<sup>st</sup> Reading - *as revised Policy #5661* - School Wellnes Policy
- Board Information - Invitation from Jefferson-Lewis School Boards Association Fall Dinner Meeting “*Safety & Security: How It Relates to a Potential BOCES Capital Project*” to be held at Savory Downtown, Watertown - November 1, 2017
- Board Discussion - 2017-2018 Board of Education GOALS continue to be revised, and will be presented for first reading at the November 13<sup>th</sup> Board meeting
- Board Action - Approval to revise the **2017-2018 District Calendar** and the **2017-2018 10-Month Staff Calendar** to include Thursday, November 9, 2017 as a Superintendent’s Conference / Professional Development Day. Motion for approval by Sandra Klindt, seconded by Natalie Hurley, with motion approved 7-0.
- Board Action - Approval of **2017-2018 Class/Club Advisors** as follows: Motion for approval by Daniel Dupee, seconded by Brien Spooner, with motion approved 7-0.

Club/Class	Advisor	Club/Class	Advisor
Class of 2018	Donna Keefer	International Club	Amy O’Riley
Class of 2018	Jon Murphy	International Club	Jannell Pickeral
Class of 2018	Sue Menapace	International Club	Stephanie Karandy
		International Club	Jose Bernier
Class of 2019	Jannell Pickeral	Key Club	Nancy Hardwick
Class of 2019	Lindsay Labiendo	Key Club	Dan Mincer
Class of 2020	Stephanie Doney	Student Council	Michele Lamon
Class of 2020	Sue Menapace	Student Council	Brian Nortz
Class of 2021	Stephanie Karandy	Performing Arts	Corrine Willis
Class of 2021	Nancy Hardwick	Performing Arts	Frances Seymour
Class of 2022	TBD		
Class of 2022	TBD	Yearbook	Casilda Peckham
Class of 2023	TBD		
Class of 2023	TBD	Teen Advisory Group	Carrie LaSage
Sr. Honor Society	Stephanie Karandy	SADD	Melissa Zehr
Jr. Honor Society	Lindsay Labiendo	Recycling Club	n/a
Whiz Quiz	William Covey	FCCLA	Hannah Cottrell
		GB Gazette	Michele Lamon

- Board Action - Approval of **School Tax Collector Report**  
Motion for approval by Sandra Klindt, seconded by Brien Spooner, with motion approved 7-0.
- Board Action - Approval of **Changes/Corrections to the 2017 Tall Roll** for the following parcels:
  - Stephen F. & Linda Tucker / Parcel # 80.09-1-41 / -\$300
  - Bonnie Patterson / Parcel # 73.00-3-5.2 / -\$286.99
 Motion for approval by Sandra Klindt, seconded by Albert Romano, with motion approved 7-0.

9. Board Action - Adoption of the following **Resolution for Lead Evaluator of Teachers**:  
**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 Teachers, therefore: **BE IT RESOLVED**, that upon recommendation of the Superintendent of Schools, the following be certified as Lead Evaluator of Teachers:
- David Ramie
  - Kylee Monroe
  - Nichole Donaldson
  - Babette Valentine
  - Joseph O'Donnell

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

9. Board Action - At a Regular Meeting of the Board of Education (the "Board") of the General Brown Central School District (the "District"), held at the Jr.-Sr. High School at 17643 Cemetery Road, Dexter, New York, on the 2<sup>nd</sup> day of October, 2017:

The meeting was called to order by Board President Jeffrey West and, upon roll call being called, the following were:  
 PRESENT: Jeffrey West; Daniel Dupee II; Sandra Klindt; Brien Spooner; Jamie Lee; Albert Romano, Jr.; Natalie Hurley  
 ABSENT: None

Upon the recommendation of the Interim Superintendent of Schools and BCA Architects & Engineers, the following resolution was offered by Jeffrey West, seconded by Daniel Dupee, to wit:

**RESOLUTION ACCEPTING LOW BID**

**WHEREAS**, in 2014, New York created the Smart Schools Bond Act ("SSBA") with the intent of financing educational technology and infrastructure to provide New York's students access to the latest technology and connectivity; and

**WHEREAS**, subsequent to the creation of the SSBA, the District developed a Smart Schools Investment Plan to take advantage of SSBA available funding to upgrade its technology and improve teaching and learning, and install high-tech security features throughout the District's buildings; and

**WHEREAS**, on June 6, 2016 the District's Board of Education voted to formally adopt the aforementioned Smart Schools Investment Plan; and

**WHEREAS**, subsequent to the District's development and formal adoption of its Smart Schools Investment Plan, it consulted with its architects, BCA Architects and Engineers regarding the work necessary to facilitate the implementation of the aforementioned Smart Schools Investment Plan; and

**WHEREAS**, the District, in consultation with its architects, subsequently developed a Smart Schools Investment Project ("Project") to undertake the District's desired technology and safety upgrades; and

**WHEREAS**, on September 19, 2017 several competitive bids were received by the District in response to a Notice and Invitation to Bidders to perform the electrical portion of the work required for the aforesaid Project, identified as "Electrical – Contract No.1", Project No. 2016-088; and

**WHEREAS**, the bids submitted by responsible bidders are reported by BCA Architects & Engineers to be as follows:

	<b>Base Bid</b>	<b>Alt. # 1</b>	<b>Alt. #2</b>	<b>Total</b>
Lawman Heating & Cooling	\$672,800	\$3,600	(\$23,600)	\$652,800
Patricia Electric	\$730,000	\$7,500	(\$23,000)	\$714,500
Watson Electric	\$1,032,000	\$7,000	(\$33,000)	\$1,006,000
MEC Electric	\$865,000	\$2,264	(\$49,815)	\$817,449
Weydman Electric	\$676,000	\$2,400	(\$31,800)	\$646,600
Collins Hammond Electrical	\$545,800	\$6,800	(\$18,700)	\$533,900
S&L Electric	\$583,300	\$14,500	(\$35,000)	\$562,800

**NOW, THEREFORE, BE IT RESOLVED**, by the Board as follows:

Section 1. A contract to perform the electrical work as set forth in Contract No.1, Electrical, Project No. 2016-088 as part of the District's Safe Schools Investment Project is hereby awarded as follows:

Collins-Hammond Electrical- Base Bid \$545,800 plus Alt. #1 of \$6,800, less Alt. #2 of (\$18,700)  
**TOTAL CONTRACT AWARD \$533,900**

Section 2. The Board reserves the right to take action on the award of additional alternates at a later date.

Section 3. The Interim Superintendent of Schools, as Chief Executive Officer of the District, is hereby authorized and directed to sign a contract on behalf of the District with the contractor set forth above in a form approved by the Board's attorneys.

Section 4. This resolution shall take effect immediately.

The question of the adoption of the foregoing resolution was duly put to a vote on roll call, which resulted as follows:

Jeffrey West	Voting - YES
Daniel Dupee	Voting - YES
Natalie Hurley	Voting - YES
Sandra Young Klindt	Voting - YES
Jamie Lee	Voting - YES
Albert Romano, Jr.	Voting - YES
Brien Spooner	Voting - YES

**CERTIFICATION**

I, DEBRA L. BENNETT, School District Clerk of the General Brown Central School District, Jefferson County, New York, DO HEREBY CERTIFY:

That I have compared the foregoing resolution of the Board of Education of the General Brown Central School District, adopted the 2nd day of October, 2017, with the original thereof on file in my office, and the same is a true and correct copy of said original and of the whole of said original so far as the same relates to the subject matters therein referred to, and

That all members of the Board of Education of said school district had due notice of said meeting, and

That, pursuant to §103 of the Public Officers Law (Open Meetings Law), said meeting was open to the general public.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the General Brown Central School District this 2<sup>nd</sup> day of October, 2017.

\_\_\_\_\_  
DEBRA L. BENNETT, District Clerk

- 10. Board Action - At a Regular Meeting of the Board of Education (the "Board") of the General Brown Central School District (the "District"), held at the Jr.-Sr. High School at 17643 Cemetery Road, Dexter, New York, on the 2<sup>nd</sup> day of October, 2017.

The meeting was called to order by Board President Jeffrey West and, upon roll call being called, the following were:  
PRESENT: Jeffrey West; Daniel Dupee II; Sandra Klindt; Brien Spooner; Jamie Lee; Albert Romano, Jr.; Natalie Hurley  
ABSENT: none

Upon the recommendation of the Interim Superintendent of Schools and BCA Architects & Engineers, the following resolution was offered by Jeffrey West, seconded by Daniel Dupee, to wit:

**RESOLUTION ACCEPTING LOW BID**

**WHEREAS**, in 2014, New York created the Smart Schools Bond Act ("SSBA") with the intent of financing educational technology and infrastructure to provide New York's students access to the latest technology and connectivity; and

**WHEREAS**, subsequent to the creation of the SSBA, the District developed a Smart Schools Investment Plan to take advantage of SSBA available funding to upgrade its technology and improve teaching and learning, and install high-tech security features throughout the District's buildings; and

**WHEREAS**, on June 6, 2016 the District's Board of Education voted to formally adopt the aforementioned Smart Schools Investment Plan; and

**WHEREAS**, subsequent to the District’s development and formal adoption of its Smart Schools Investment Plan, it consulted with its architects, BCA Architects and Engineers regarding the work necessary to facilitate the implementation of the aforementioned Smart Schools Investment Plan; and

**WHEREAS**, the District, in consultation with its architects, subsequently developed a Smart Schools Investment Project (“Project”) to undertake the District’s desired technology and safety upgrades; and

**WHEREAS**, on September 20, 2017 four competitive proposals were received by the District in response to an RFP to perform the Network Electronics portion of the work required for the aforesaid Project, and

**WHEREAS**, the proposals submitted by responsible bidders, together with their total evaluation scores are reported by ECC Technologies to be as follows:

	<b>Base Bid</b>	<b>Alt. #2</b>	<b>ISE</b>	<b>Total Score</b>	<b>Total</b>
Annese	\$472,109.25	\$9,978	\$0	83	\$477,487.25
FLTG	\$495,155.98	\$58,004.44	\$0	79	\$545,660.42
Presidio	\$461, 073.02	\$10,678.00	\$0	96	\$433,680.77
Ronco	\$464,795	\$14,100	\$116,234	75	\$591,309

**NOW, THEREFORE, BE IT RESOLVED**, by the Board as follows:

**Section 1.** A contract to perform the Network Electronics work as part of the District’s Safe Schools Investment Project is hereby awarded as follows:

Presidio - Base Amount \$461,073.02 plus Alt. #2 of \$10,678, with a total evaluation score of 96.

**TOTAL CONTRACT AWARD \$433,680.77**

**Section 2.** The Board reserves the right to take action on the award of additional alternates at a later date.

**Section 3.** The Interim Superintendent of Schools, as Chief Executive Officer of the District, is hereby authorized and directed to sign a contract on behalf of the District with the contractor set forth above in a form approved by the Board’s attorneys.

**Section 4.** This resolution shall take effect immediately.

The question of the adoption of the foregoing resolution was duly put to a vote on roll call, which resulted as follows:

Jeffrey West	Voting - YES
Daniel Dupee	Voting - YES
Natalie Hurley	Voting - YES
Sandra Young Klindt	Voting - YES
Jamie Lee	Voting - YES
Albert Romano, Jr.	Voting - YES
Brien Spooner	Voting - YES

**CERTIFICATION**

I, DEBRA L. BENNETT, School District Clerk of the General Brown Central School District, Jefferson County, New York, DO HEREBY CERTIFY:

That I have compared the foregoing resolution of the Board of Education of the General Brown Central School District, adopted the 2nd day of October, 2017, with the original thereof on file in my office, and the same is a true and correct copy of said original and of the whole of said original so far as the same relates to the subject matters therein referred to, and

That all members of the Board of Education of said school district had due notice of said meeting, and

That, pursuant to §103 of the Public Officers Law (Open Meetings Law), said meeting was open to the general public.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the General Brown Central School District this 2<sup>nd</sup> day of October, 2017.

\_\_\_\_\_  
DEBRA L. BENNETT, District Clerk



11. Board Action - At a Regular Meeting of the Board of Education (the “Board”) of the General Brown Central School District (the “District”), held at the Jr.-Sr. High School at 17643 Cemetery Road, Dexter, New York, on the 2<sup>nd</sup> day of October, 2017.

The meeting was called to order by Board President Jeffrey West and, upon roll call being called, the following were:  
 PRESENT: Jeffrey West; Daniel Dupee II; Sandra Klindt; Brien Spooner; Jamie Lee; Albert Romano, Jr.; Natalie Hurley  
 ABSENT: None

Upon the recommendation of the Interim Superintendent of Schools and ECC Technologies, the following resolution was offered by Jeffrey West, seconded by Daniel Dupee, to wit:

**RESOLUTION ACCEPTING LOW BID**

**WHEREAS**, in 2014, New York created the Smart Schools Bond Act (‘SSBA’) with the intent of financing educational technology and infrastructure to provide New York’s students access to the latest technology and connectivity; and

**WHEREAS**, subsequent to the creation of the SSBA, the District developed a Smart Schools Investment Plan to take advantage of SSBA available funding to upgrade its technology and improve teaching and learning, and install high-tech security features throughout the District’s buildings; and

**WHEREAS**, on June 6, 2016 the District’s Board of Education voted to formally adopt the aforementioned Smart Schools Investment Plan; and

**WHEREAS**, subsequent to the District’s development and formal adoption of its Smart Schools Investment Plan, it consulted with its architects, BCA Architects and Engineers regarding the work necessary to facilitate the implementation of the aforementioned Smart Schools Investment Plan; and

**WHEREAS**, the District, in consultation with its architects, subsequently developed a Smart Schools Investment Project (“Project”) to undertake the District’s desired technology and safety upgrades; and

**WHEREAS**, the District subsequently consulted with ECC Technologies regarding the work necessary to install a video surveillance system and the distribution of an RFP regarding the performance of that work, to include the provision of the necessary components, equipment and related materials; and

**WHEREAS**, on September 20, 2017 a single proposal was received by the District in response to the District’s Smart Schools Project Security RFP to perform the work related to the installation of a video surveillance system, identified as “General Brown CSD 28 20 00 Video Surveillance 28 20 00-1-273000-34”; and

**WHEREAS**, the proposal submitted by the lone responsible bidder is reported by ECC Technologies to be as follows:

	<b>Base Bid</b>	<b>Alt. # 1</b>	<b>Alt. #2</b>	<b>Total</b>
Day Automation	\$238,877.71	None	None	\$238,877.71

**NOW, THEREFORE, BE IT RESOLVED**, by the Board as follows:

Section 1. A contract to perform the video surveillance work set forth in “General Brown CSD 28 20 00 Video Surveillance 28 20 00-1-273000-34” as part of the District’s Safe Schools Investment Project is hereby awarded as follows:

Day Automation- Base Bid - \$238,877.71, with no alternates  
**TOTAL CONTRACT AWARD \$238,877.71**

Section 2. The Board reserves the right to take action on the award of additional alternates at a later date.

Section 3. The Interim Superintendent of Schools, as Chief Executive Officer of the District, is hereby authorized and directed to sign a contract on behalf of the District with the contractor set forth above in a form approved by the Board’s attorneys.

Section 4. This resolution shall take effect immediately.

The question of the adoption of the foregoing resolution was duly put to a vote on roll call, which resulted as follows:

Jeffrey West	Voting - YES
Daniel Dupee	Voting - YES
Natalie Hurley	Voting - YES
Sandra Young Klindt	Voting - YES
Jamie Lee	Voting - YES
Albert Romano, Jr.	Voting - YES
Brien Spooner	Voting - YES

**CERTIFICATION**

I, DEBRA L. BENNETT, School District Clerk of the General Brown Central School District, Jefferson County, New York, DO HEREBY CERTIFY:

That I have compared the foregoing resolution of the Board of Education of the General Brown Central School District, adopted the 2nd day of October, 2017, with the original thereof on file in my office, and the same is a true and correct copy of said original and of the whole of said original so far as the same relates to the subject matters therein referred to, and

That all members of the Board of Education of said school district had due notice of said meeting, and

That, pursuant to §103 of the Public Officers Law (Open Meetings Law), said meeting was open to the general public.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the General Brown Central School District this 2<sup>nd</sup> day of October, 2017.

\_\_\_\_\_  
DEBRA L. BENNETT, District Clerk

- 12. Board Action - Approval of **Committee on Special Education Reports**.  
Motion for approval by Sandra Klindt, seconded by Jamie Lee, with motion approved 7-0.

**ADMINISTRATIVE MONTHLY REPORTS**

- 10. Operations Manager / Transportation Supervisor
- 11. Curriculum Coordinator
- 12. Jr.-Sr. High School Principal
- 13. Brownville Glen Park Elementary Principal
- 14. Dexter Elementary Principal
- 15. Director of Student Services
- 16. School Business Official
- 17. Superintendent of Schools (email)

**CORRESPONDENCE AND COMMUNICATIONS**

- 18. Correspondence Log

**RECOMMENDATIONS AND ACTION**

- 19. Board Action - **BE IT RESOLVED**, that upon the recommendation of the Superintendent of Schools, the General Brown Central School District Board of Education takes action to approve the appointment of **Thomas O'Brien**, as **Interim Jr.-Sr. High School Assistant Principal**, effective October 30, 2017, at a per diem rate of \$350 per days worked, **pending final security clearance from SED prior to October 30, 2017**  
Motion for approval by Brien Spooner, seconded by Daniel Dupee, with motion approved 7-0.
- 20. Board Action - Appointment of **Rachel Knox** as 7-Hour Aide earning \$13,666 (prorated) at Step 3, effective October 16, 2017 **pending final security clearance from SED prior to October 16, 2017**.  
Motion for approval by Sandra Klindt, seconded by Jamie Lee, with motion approved 7-0.
- 21. Board Action - Appointment of **Kathy A. Gardner** as 7-Hour Aide earning \$13,666 (prorated) at Step 3, effective October 3, 2017  
Motion for approval by Daniel Dupee, seconded by Brien Spooner; motion approved 6-0, with Mr. West abstaining.

22. Board Action - Personnel Changes as listed:

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

RECOMMENDATION and ACTION made by Albert Romano, and seconded by Sandra Klindt. Motion is approved 7-0.

(A) Retirements: None at this time.

(B) Resignations as listed:

Name	Position	Effective Date
<b>Wayne Livingston</b>	4.5-Hour Bus Driver	<b>October 2, 2017</b>
<b>Darrick W. Smith</b>	7-Hour Aide	<b>October 2, 2017</b>

(C) Appointments as listed:

Name	Position	Annual Salary / Rate of Pay	Probationary or Tenure Track Appt. (if applicable)	Effective Date
<b>Jeffrey M. Lorenc</b>	Substitute Teacher / Substitute Aide	\$85 per day / \$9.94 per hour	n/a	<b>October 3, 2017</b>
<b>Ryan C. Lamon</b>	Substitute Teacher / Substitute Aide	\$85 per day / \$9.94 per hour	n/a	<b>October 3, 2017</b>
<b>Tasha L. Kitto</b>	Substitute Teacher / Substitute Aide	\$85 per day / \$9.94 per hour	n/a	<b>October 3, 2017</b>
<b>Kelly L. D'Aigle</b>	Substitute Teacher / Substitute Aide	\$75 per day / \$9.94 per hour	n/a	<b>October 3, 2017</b>
<b>Joanne L. Rowsam</b>	Substitute Teacher / Substitute Aide	\$75 per day / \$9.94 per hour	n/a	<b>October 3, 2017</b>
<b>Ashley E. Morrow</b>	Substitute Teacher / Substitute Aide	\$75 per day / \$9.94 per hour	n/a	<b>October 3, 2017</b>
<b>Anthony J. Potter</b>	Substitute Teacher	\$90 per day	n/a	<b>October 3, 2017</b>
<b>Ashley D. Bastien</b>	Substitute Teacher / Substitute Aide	\$75 per day / \$9.94 per hour	n/a	<b>October 3, 2017</b>
<b>Debra Vaughn</b>	Substitute Bus Driver	\$14.89 per hour	n/a	<b>October 3, 2017</b>
<b>Wayne Livingston</b>	4-Hour Bus Driver	\$11,209 annually (prorated), Step 2	n/a	<b>October 3, 2017</b>
<b>Theresa S. Thilges</b>	Substitute Aide	\$9.94 per hour	n/a	<b>October 3, 2017</b>
<b>Katie L. Loomis</b>	Cashier	\$5,646 annually (prorated), Step 4	n/a	<b>October 3, 2017</b>
<b>Darrick W. Smith</b>	Teacher Assistant	\$16,070 annually (prorated), Step 2	4-Year Probationary Tenure Appointment	<b>October 3, 2017</b>
<b>Rebecca Beaudoin</b>	7-Hour Aide	\$13,666 annually (prorated), Step 3	n/a	<b>October 3, 2017</b>

(D) PAID Coaching Appointments as listed:

Name	Winter 2017 Sports	Coaching Certification	Effective Date
<b>James W. Covey</b>	Varsity Boys Basketball	Teacher-Coach*	<b>October 3, 2017</b>
<b>Matthew J. Fiske</b>	Junior Varsity Boys Basketball	Teacher-Coach*	<b>October 3, 2017</b>
<b>Janelle Ferris</b>	Varsity Girls Basketball	Teacher-Coach*	<b>October 3, 2017</b>
<b>Michael K. Hartle</b>	Varsity Wrestling	Teacher-Coach*	<b>October 3, 2017</b>
<b>Chad O. Snow</b>	Modified Wrestling	Temporary Coaching License 2 <sup>nd</sup> -4 <sup>th</sup> Renewal	<b>October 3, 2017</b>
<b>Darrick W. Smith</b>	Junior Varsity Wrestling	Temporary Coaching License 2 <sup>nd</sup> -4 <sup>th</sup> Renewal	<b>October 3, 2017</b>
<b>Catherine M. Behling</b>	Varsity Volleyball	Teacher-Coach*	<b>October 3, 2017</b>
<b>Carrie A. LaSage</b>	Junior Varsity Volleyball	Teacher-Coach*	<b>October 3, 2017</b>
<b>Malcolm Jones</b>	Modified Volleyball	Teacher-Coach*	<b>October 3, 2017</b>
<b>Jon Murphy</b>	Modified Volleyball	Teacher-Coach*	<b>October 3, 2017</b>

(E) UNPAID Coaching Appointments as listed:

Name	Winter 2017 Sports	Coaching Certification	Effective Date
<b>Donielle A. Kilionski</b>	Modified Volleyball	Temporary Coaching License****	<b>October 3, 2017</b>
<b>Stephanie Karandy</b>	Modified Volleyball	Teacher-Coach*	<b>October 3, 2017</b>
<b>Joshua D. Lear</b>	Wrestling	Temporary Coaching License 2 <sup>nd</sup> -4 <sup>th</sup> Renewal	<b>October 3, 2017</b>

**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 2<sup>nd</sup>-4<sup>th</sup> Renewal as required: Child Abuse / School Violence / DASA / First Aid / CPR / Concussion Workshop / Philosophies & Principals / Theories and Techniques [sport specific] / Health Sciences / Fingerprint Clearance \*\*\*\*

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:

- **Mercedes S. Mackin** - School Psychologist Intern
- **Jeffrey M. Lorenc** - Substitute Teacher
- **Ryan C. Lamon** - Substitute Teacher

- **Tasha L. Kitto** - Substitute Teacher
- **Kelly L. D'Aigle** - Substitute Teacher
- **Joanne L. Rowsam** - Substitute Teacher
- **Ashley E. Morrow** - Substitute Teacher
- **Anthony J. Potter** - Substitute Teacher
- **Ashley D. Bastien** - Substitute Teacher
- **Kathy Gardner** - Aide
- **Theresa S. Thilges** - Substitute Aide
- **Katie L. Loomis** - Food Service Cashier
- **Darrick W. Smith** - Teacher Assistant
- **Rebecca Beaudoin** - 7-Hour Aide
- **Donielle A. Kilionski** - Coach

Motion for approval by Daniel Dupee, seconded by Brien Spooner, with motion approved 7-0.

**ITEMS FOR NEXT MEETING**

Monday, November 13, 2017 - **Dexter Elementary Building**

24. 2<sup>nd</sup> Reading Policies / Board GOALS / New agenda

**MOTION FOR ADJOURNMENT**

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

Motion for approval by Sandra Klindt, seconded by Albert Romano, with motion approved 7-0.

Time adjourned: 5:55 p.m.

Enclosure: sample of new agenda

Respectfully submitted:

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Debra L. Bennett, District Clerk

- Supporting documents may be found in supplemental file dated October 2, 2017

**GENERAL BROWN CENTRAL SCHOOL DISTRICT  
BOARD OF EDUCATION**  
P.O. Box 500 - Dexter, New York 13634  
**SPECIAL MEETING**  
**Tuesday October 17, 2017 5:30 p.m.**  
General Brown Room / Jr.-Sr. High School

**Unapproved  
MINUTES**

**SPECIAL MEETING**

The meeting was called to order at 5:30 p.m. by President West, followed by the Pledge of Allegiance

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

**OTHERS PRESENT:** Jamie A. Moesel, Superintendent of Schools; Debra Bennett, District Clerk

**1. APPROVAL OF AGENDA**

Motion for approval was made by Albert Romano, and seconded by Daniel Dupee, with motion approved 7-0.

**2. DISCUSSION ITEM**

Following a discussion regarding the 5:15 p.m. meeting start time, there was consensus to delay the start of regular meetings to 5:30 p.m., effective immediately.

**3. BOARD ACTION ITEMS - PERSONNEL**

(A) PAID Coaching Appointments:

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

Name	Winter 2017 Sports	Coaching Certification	Effective Date
<b>Lindsay Pitkin</b>	Girls JV Basketball	Teacher-Coach*	<b>October 18, 2017</b>

**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 2<sup>nd</sup> - 4<sup>th</sup> Renewal as required: Child Abuse / School Violence / DASA / First Aid / CPR / Concussion Workshop / Philosophies & Principals / Theories and Techniques [sport specific] / Health Sciences / Fingerprint Clearance \*\*\*\*

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

- **Lindsay Pitkin** - Coach
- **Thomas G. O'Brien** - Administrator
- **Rachel L. Knox** - Teacher Aide

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

**4. SUPERINTENDENT'S REPORT / PROGRAMS / DISCUSSION**

(A) Staffing recommendation - Following discussion, there was consensus of the Board to move ahead to pursue filling current and anticipated openings as needed.

(B) District Updates - Superintendent Moesel updated the Board regarding the SACC program, and the possible display of archived memorabilia throughout the District.

**5. PROPOSED EXECUTIVE SESSION**

A motion was requested to enter executive session for the discussion of the employment history of three specific individuals. Motion was made by Jamie Lee, and seconded by Natalie Hurley, with motion approved 7-0. Time entered: 5:56 p.m.

— Mrs. Bennett was dismissed at 5:56 p.m. The following motions were provided by Superintendent Moesel.

**6. ADJOURNMENT OF EXECUTIVE SESSION**

A motion was requested to adjourn the executive session and reconvene the special meeting.

Motion was made by Daniel Dupee, and seconded by Sandra Klindt, with motion approved 7-0. Time adjourned: 7:28 p.m.

**7. ADJOURNMENT OF SPECIAL MEETING**

There being no further business or discussion, a motion was requested to adjourn the special meeting.

Motion was made by Daniel Dupee, and seconded by Sandra Klindt, with motion approved 7-0. Time adjourned: 7:28 p.m.

Respectfully submitted:

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Debra L. Bennett, District Clerk

\*Supporting documents may be found in supplemental file dated October 17, 2017

## SMOKING/TOBACCO, NICOTINE AND E-CIGARETTE USE PROHIBITED

### **School Grounds**

~~Tobacco use shall not be permitted and no person shall use tobacco on school grounds or within one hundred (100) feet of the entrances, exits, or outdoor areas of any public or private elementary or secondary schools. However, this shall not apply to smoking in a residence, or within the real property boundary lines of such residential real property. For purposes of this policy, "school grounds" means any building, structure, and surrounding outdoor grounds, including entrances or exits, contained within the District's preschool, nursery school, elementary or secondary school's legally defined property boundaries as registered in the County Clerk's office; as well as all District vehicles, including vehicles used to transport children or school personnel.~~

~~— For purposes of this policy, tobacco is defined to include any lighted or unlighted cigarette, cigar, cigarillo, pipe, bidi, clove cigarette, and any other smoking product, and spit tobacco (smokeless, dip, chew and/or snuff) in any form.~~

~~— The use of e-cigarettes and any other products containing nicotine, except for current FDA-approved smoking cessation products, are also prohibited.~~

### **Off-School Grounds**

~~— Tobacco use is prohibited by students at any school-sponsored event or activity off school grounds.~~

### **Posting/Notification of Policy**

~~In compliance with the New York State Clean Indoor Air Act, the District will prominently post its Smoking/Tobacco Use policy and signs prohibiting **all** forms of tobacco products in District buildings and other appropriate locations; and will supply a copy upon request to any current or prospective employee. The District will also designate a school official to tell individuals who smoke in a non-smoking area that they are in violation of the New York State Public Health Law, Education Law, the federal Pro-Children Act of 1994 and District policy.~~

~~— The District shall also ensure that this policy is communicated to staff, students, parents/guardians, volunteers, and visitors as deemed appropriate in order to orient all persons to the District's "No Smoking" Policy and environment.~~

### **Prohibition of Tobacco Promotional Items/Tobacco Advertising**

~~— Tobacco promotional items (e.g., brand names, logos and other identifiers) are prohibited:~~

- ~~a) — On school grounds;~~
- ~~b) — In school vehicles;~~

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NON-INSTRUCTIONAL BUSINESS

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TOBACCO, NICOTINE AND E-CIGARETTE USE PROHIBITED

~~At school sponsored events, including those that take place off school premises and in another state;~~

~~e) In school publications;~~

~~d) On clothing, shoes, accessories, gear, and school supplies in accordance with the District Code of Conduct and applicable collective bargaining agreements.~~

~~— This prohibition of tobacco promotional items shall be implemented in accordance with the code of conduct and applicable collective bargaining agreements.~~

~~— In addition, tobacco advertising is also prohibited in all school sponsored publications and at all school sponsored events. The District will request, whenever possible, tobacco free editions of periodical publications for school libraries and classroom use.~~

**ALL NEW**

I. Statement of Policy

A. Purposes

The purposes of this Policy are to avoid the use on school property and at school events of tobacco, nicotine, and e-cigarettes, which the Board deems unhealthy; encourage students and staff to avoid the consumption or use of tobacco products, nicotine, and e-cigarettes; and to prevent persons present on school property or at school events from being exposed to second-hand tobacco smoke, nicotine, or electronically-ignited vapors. This Policy is one component of the District's wellness program, drug prevention program, and commitment to provide a healthy learning and working environment.

B. Prohibited Conduct

1. The possession, use, sale, or consumption of any form of tobacco, any substance containing nicotine (except prescribed medications), any e-cigarette or oil or vaping product intended for use in an e-cigarette, and any associated paraphernalia is prohibited.
2. This prohibition applies to everybody – students, staff, parents, vendors and contractors, and all visitors to our District.
3. This prohibition applies to anyone who is on school property, including school buses and other vehicles being used to transport students for school



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TOBACCO, NICOTINE AND E-CIGARETTE USE PROHIBITED

purposes and to anyone attending a school sponsored event, including events located off District property.

4. This prohibition applies at all times, whether school is in session or not.

C. Proactive District Practices

1. Smoking, tobacco and nicotine use prevention will be appropriately integrated into curriculum, and appropriate instructional staff will receive training in smoking, tobacco and nicotine use prevention education.
2. Smoking, tobacco and nicotine cessation information will be available to staff, students, parents and visitors.
3. There shall be no advertising of tobacco on District property or at District [BOCES] functions. The District will request tobacco-free versions of all publications in school libraries.
4. The District will not accept gifts or funds from the tobacco, nicotine, or e-cigarette industries.

II. Public Notice of Policy

- A. “No Smoking/Tobacco Use” signs shall be prominently and conspicuously posted in strategic locations on District Property and in District vehicles in accordance with NYS Law.
- B. Notices shall be posted at building entrances or driveways leading to school property notifying the public that school grounds are “tobacco free.”
- C. Staff, students and visitors will be notified of this policy through presentations, student handbooks, newsletters, Code of Conduct summaries, and announcements at meetings, events and functions.
- D. Outside groups who use District facilities will be notified of this Policy on the Building Use Request Policy and Form.

III. Definitions for Purposes of this Policy and the Code of Conduct

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TOBACCO, NICOTINE AND E-CIGARETTE USE PROHIBITED

- A. “Tobacco” means any lit or unlit cigarette, cigar, cigarillo, pipe, bidi, clove, cigarette, and/or any other smoking product, including tobacco in any form (loose, smokeless, dip, chew or snuff).
- B. “District property” and “school property” means any building, vehicle, or structure owned or leased by the District, and the surrounding outdoor grounds contained within the legally defined property boundaries of the District’s properties as registered in the county clerk’s office. This includes the entrances and exits of District buildings and structures.
- C. “Advertising” means brand names or logos and publications on any clothing, shoes, accessories, gear, supplies or publications provided by tobacco or e-cigarette companies (including prevention/educational materials).
- D. “Associated paraphernalia” is defined as lighters, matches, rolling papers, vaporizers, oils and other solutions intended for vaporizing, etc.
- E. “Smoking” is defined as the burning or vaporizing of tobacco or compounds or solutions containing nicotine.
- F. “Electronic cigarette” or “e-cigarette” means an electronic device that delivers vapor which is inhaled by an individual user, and shall include any refill, cartridge and any other component of such a device.

V. Consequences for Violation of Policy

A. Violations by Students

Students who engage in conduct prohibited by this Policy will be referred for disciplinary consequences in accordance with the District’s Code of Conduct.

B. Violations by Employees

Employees who engage in conduct prohibited by this Policy will be considered for corrective or disciplinary action in accordance with the Code of Conduct, applicable collective bargaining agreements, and District policy and practice.

C. Violations by Other Persons

Members of the public, including parents, employees of vendors and contractors, and other visitors, who engage in conduct that violates this Policy will first be asked to discontinue the offending conduct and advised of this Policy. Continued

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TOBACCO, NICOTINE AND E-CIGARETTE USE PROHIBITED

or repeat violation of the Policy may result in an individual being prohibited from further entry onto school property, at the discretion of the Superintendent.

D. Notification of Public Health Authorities

The Superintendent shall designate one or more District staff members to report to the county’s enforcement officer observed or reported violations of Public Health Law Section 1399-o, i.e. smoking occurring within 100 feet of the entrances, exits, or outdoor areas of any school building (other than within a residence or within the property boundary of a residence).

NOTE: ~~Refer also to Policies #3280 Community Use of School Facilities, Materials and Equipment~~  
~~#3410 Code of Conduct on School Property~~  
~~#7310 School Conduct and Discipline~~  
~~#7320 Alcohol, Tobacco, Drugs, and Other Substances (Students)~~  
~~#8211 Prevention Instruction~~  
~~*District Code of Conduct on School Property*~~

=====

General Brown Central School District  
Safe and Drug-Free Schools and Communities Act, 20 United States Code (USC) Section 7101 et seq.  
Pro-Children Act of 2001, as amended by the No Child Left Behind Act of 2001, 20 United States Code (USC) Sections 7181-7184  
Education Law Sections 409, 2801(1) and 3020-a  
Public Health Law Article 13-E  
NYS Education Law §409; NYS Public Health Law Article 13-E and Article 13-F; 20 USC §§7181-7184 and 7971-7974  
Adopted: 5/10/10  
Revised: \_\_\_\_\_

# Policy

Draft 09/06/17

7320

STUDENTS

## ALCOHOL, TOBACCO, DRUGS AND OTHER SUBSTANCES (STUDENTS)

The Board of Education recognizes that the misuse of alcohol, drugs, tobacco, and other illegal substances is a serious problem with legal, physical, emotional and social implications for our students, as well as the entire community. Therefore, the consumption, sharing and/or selling, use and/or possession of alcoholic beverages, tobacco products, nicotine, e-cigarettes, illegal drugs, counterfeit and designer drugs, or paraphernalia for the use of such drugs is prohibited at any school-sponsored function, on school grounds and on school buses at all times. The unauthorized use of prescription and over-the-counter drugs shall also be disallowed.

Students shall not be under the influence of alcohol or other prohibited substances on school grounds or at school-sponsored events. A school-sponsored function shall include a school-sponsored or school-authorized extracurricular event or activity regardless of where such event or activity takes place.

### **Smoking**

~~Smoking shall not be permitted and no person shall smoke within one hundred (100) feet of the entrance, exits or outdoor areas of any public or private elementary or secondary schools. However, this shall not apply to smoking in a residence, or within the real property boundary lines of such residential real property.~~

### Prohibited Conduct

The possession, use, sale, or consumption of any form of tobacco, any substance containing nicotine (except prescribed medications), any e-cigarette or oil or vaping product intended for use in an e-cigarette, and any associated paraphernalia is prohibited.

### **Non-Medical Use of Prescription Drugs**

Non-medical use of prescription drugs is prohibited. Should a student be found in possession of any such substance, he/she shall be dealt with in accordance with the *Code of Conduct*.

### **Disciplinary Measures**

Disciplinary measures for students consuming, sharing and/or selling, using and/or possessing alcoholic beverages, tobacco products, illegal drugs, counterfeit and designer drugs, or paraphernalia for the use of such drugs shall be outlined in the *District's Code of Conduct*.

NOTE: Refer also to Policies #3280 -- Use of School Facilities, Materials and Equipment  
#3410 -- Code of Conduct on School Property  
#5640 -- ~~Smoking/Tobacco, Nicotine, and E-Cigarette Use Prohibited~~

COMPUTER TECHNOLOGY DISCIPLINARY CODE FOR STUDENTS IN GRADES K-12

#8211 -- Prevention Instruction  
*District Code of Conduct*

=====  
General Brown Central School District  
Education Law Sections 409 and 2801(1)  
Public Health Law 1399-o  
Adopted: 5/10/10  
Revised: \_\_\_\_\_

## NON-INSTRUCTIONAL BUSINESS

### DISTRICT SCHOOL WELLNESS POLICY

Section 204 of the Child Nutrition and Women, Infants, and Children Reauthorization Act of 2004 (PL 108-265), requires that each local educational agency (LEA) participating in the National School Lunch Program, School Breakfast Program, Special Milk Program and Summer Food Service Program establish a local wellness policy for schools under the LEA. This policy must be implemented not later than the first day of school beginning after June 30, 2006.

— In summer, 2005, the General Brown Central School District established a District-wide wellness committee in order to assess the effectiveness of current programs and set goals for coming years. This committee, comprised of teachers, administrators, school nurses, and food service personnel, will continue to function in an advisory capacity as the District develops language for a comprehensive wellness policy.

#### School Health and Safety Policies and Environment

— Two (2) functions of the General Brown Central School District Wellness Committee are:

- a) — To promote staff awareness of wellness-related issues; and
- b) — To update written curriculum, building level procedures, and Board of Education policy regarding health, safety, and health education. Safety issues will receive top priority from administration and maintenance personnel. In addition, school health services will collaborate with faculty and administration in developing procedures, curricula and planning for medical emergencies.

#### Nutrition Guidelines for Foods and Beverages Available on School Campuses during the School Day

— Students' lifelong eating habits are greatly influenced by the types of foods and beverages that they are exposed to as part of their daily environment. Knowing this, the General Brown Central School District will:

- a) — Seek reasonably priced foods and beverages that are lower in fat and higher in nutrition.
- b) — Choose foods and beverages that are lower in sugar and fat and avoid non-nutritious foods (i.e., candy).
- c) — Menu food items with increased nutritional value.
- d) — Support a District-wide wellness committee that will help set nutritional goals and guidelines.

DISTRICT SCHOOL WELLNESS POLICYNutrition Education Goals

~~— The primary goal of nutrition education is to influence students' eating behaviors. Building knowledge and skills in this area helps children to make healthy eating and physical activity choices. With this in mind, General Brown Central School District will:~~

- ~~— a) Provide nutrition education for all students, K through 12, as part of the ongoing instructional curriculum. Elementary classroom teachers will develop and implement activities corresponding to health related topics and a sequential curriculum that aligns with NYS Standards. At the secondary level, all students are required to take health education courses during their junior senior high years. A credentialed health education teacher provides instruction on such topics as health eating and decision-making.~~
- ~~— b) Set up Nutrition Information Centers/display nutritional posters in school dining rooms.~~
- ~~— c) Ensure that health education curriculum standards and guidelines include nutrition education as part of instruction. In addition, nutrition education activities and information will be integrated into core curricula whenever appropriate.~~
- ~~— d) Provide time for all staff on health and wellness related issues during District professional development time.~~

Physical Activity Goals

~~— The primary goals for schools' physical activity components are to provide opportunities for students to develop the knowledge and skills for specific physical activities, to maintain physical fitness, to ensure students' regular participation in physical activity, and to teach the long and short term benefits of a physically active/healthful lifestyle. To this end, General Brown Central School District will:~~

- ~~— a) Provide opportunities for physical activity during the school day via physical education (PE) classes, recess periods for elementary school students, and the integration of physical activity into the academic curriculum. At the high school, students will compose and adhere to an individualized physical activity/fitness plan.~~
- ~~— b) Provide opportunities for physical activity through a range of after school programs including, but not limited to, intramurals, interscholastic athletics, and clubs.~~
- ~~— c) Encourage parents and guardians to support their children's pursuit of a health lifestyle through proper rest, nutrition, and physical activity.~~
- ~~— d) Provide training to enable teachers and other school staff to promote lifelong physical activity and healthy decision making among students.~~

Goals for Other School Based Activities Designed to Promote Student Wellness

## POLICY

Draft 05/03/17

NON-INSTRUCTIONAL BUSINESS

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### DISTRICT SCHOOL WELLNESS POLICY

~~One goal of a comprehensive wellness policy is to create a total school environment that is conducive to healthy eating and physical activity. With this in mind, General Brown Central School District will:~~

- ~~a) Ensure that school facilities provide a clean, safe, enjoyable meal environment for students. Cafeterias in each building should offer enough space and serving area to keep wait time to a minimum.~~
- ~~b) Maintain drinking fountains in all schools, so that students may obtain water at meals and throughout the day.~~
- ~~c) Encourage all students to participate in the school meals program, protecting the identity of students who eat free and reduced price meals.~~
- ~~d) Ensure an adequate time for students to enjoy eating with friends, according to a schedule that provides lunch as near as possible to the middle of the school day.~~
- ~~e) Prohibit withholding food as a punishment in school.~~
- ~~f) Require that foods used as a reward are healthy/have some nutritional value.~~
- ~~g) Prohibit the denial of student participation in physical education or lunch as a form of discipline or for classroom make-up time.~~
- ~~h) Ensure that schools' fundraising efforts are supportive of healthy eating.~~
- ~~i) Provide opportunities for on-going professional training for foodservice staff and teachers in the areas of nutrition and physical activities.~~
- ~~j) Make efforts to keep school or District owned facilities open for use by students outside school hours.~~
- ~~k) Encourage parents, teachers, school administrators, students, professionals and community members to serve as role models in being physically active, both in school and at home.~~
- ~~l) Continue to publicize community sponsored activities that keep students and parents active and healthy.~~
- ~~m) Provide information and outreach materials about nutrition and wellness to the community via regular publications in the District Newsletter ("Focus on Health").~~
- ~~n) Provide programs that address violence and destructive decisions that students make, in relation to their health and safety. At the elementary level, students participate in Life Skills activities in grades 3, 4 and 6, DARE in grade 5, and numerous other character education/drug intervention programs throughout the school year.~~
- ~~o) Continue to provide referrals to outside agencies for students and families in need for targeted assistance that cannot be provided during the school day.~~



DISTRICT SCHOOL WELLNESS POLICYMeasuring Implementation of the Local Wellness Policy

~~— Implementation and effectiveness of the policy will be evaluated at the end of each odd-numbered year, using the School Health Index Self Assessment and Planning Guide. (Atlanta, Georgia, 2004.) This index provides a standard set of criteria by which policy and program goals can be measured.~~

~~— Members of the General Brown Central School District Wellness Committee will assess District programs, and will be charged with operational responsibility for ensuring that schools progress toward goals established in the Wellness Policy. Evaluations will be provided to the Superintendent of Schools and to the Board of Education during its annual review. Parents, students, food service personnel, School Board members, and community representatives will be involved wherever possible.~~

## ALL NEW

## I. Policy

The General Brown Central School District participates in USDA Child Nutrition programs including the National School Lunch Program (NSLP) and School Breakfast Program (SBP) and supports a healthy environment where children learn and participate in positive dietary and lifestyle practices.

## II. Goals for Nutrition Promotion and Education, Physical Activity and other School Based Activities

## A. Nutrition Promotion and Education

The primary goal of nutrition promotion and education is to influence lifelong eating behaviors in a positive manner. To achieve this goal, the District has established these operating standards:

1. Students in grades Pre-K through 12 receive nutrition education that follow applicable New York State Standards, is interactive, and teaches the skills students need to adopt healthy eating behaviors.
2. Students receive consistent nutrition messages through health posters, signage or displays.
3. District health education curriculum standards and guidelines include both nutrition and physical activity.
4. Staff limit the use of food as a reward or punishment in school.
5. Staff who provide nutrition education will have appropriate training.

DISTRICT SCHOOL WELLNESS POLICY

## B. Physical Activity

The primary goals and characteristics of quality physical education and physical activity are to provide opportunities for every student to develop the knowledge and skills for specific physical activities; maintain physical fitness; reduce sedentary time; learn about cooperation, fair play and responsible participation that meets the needs of all students (at all levels of physical ability); and gain an appreciation for lifelong physical activity through a healthy lifestyle. To achieve these goals, the District has established these operating standards:

1. The District will have a Board approved Physical Education Plan on file with the New York State Education Department that meets or exceeds the requirements set forth in Section 135.4 of the Commissioner's Regulations. All students will be required to fulfill the physical education requirements as set forth in the regulations of the Commissioner of Education as a condition of graduating from the District.
2. Physical activity shall be included, when possible, during the school day.
3. Students will not be denied participation in recess or other physical activities as a form of discipline or for classroom make-up time.
4. Students will have opportunities for physical activity through a range of before and/or after school programs including, but not limited to, intramurals, and interscholastic athletics.

## C. Other School-Based Activities

## 1. Dining Environment

The District will:

- a. Provide a clean, safe meal environment for all students;
- b. Provide enough space and serving area to ensure that all students have access for school meals.
- c. Make available free potable water in schools, so that students may obtain water at mealtime and throughout the day.
- d. Encourage all students to participate in the school meals/cafeteria program and protect the identity of students who qualify for free and reduced price meals.

## 2. Consistent School Activities and Environment

The District will:

DISTRICT SCHOOL WELLNESS POLICY

- a. Provide opportunities for on-going professional training for foodservice staff and teachers in the areas of nutrition and physical education.
- b. Promote efforts to keep school physical activity facilities open for use by students and community outside regular school hours.
- c. Encourage school and community members to serve as role models in practicing and promoting a healthy life style.
- d. Support initiatives regarding self-help and other Food and Nutrition Services programs.
- e. Encourage parents/guardians to send in healthy alternatives for classroom celebrations.
- f. Utilize a system of student payment that ensures all eligible students have access to free/reduced meals in a non-stigmatizing manner.

## III. Nutritional Guidelines

- A. The District will develop standards and nutrition guidelines for all foods and beverages sold to students on the school campus during the school day that are consistent with Federal regulations for school meal nutrition standards and the Smart Snacks in School nutrition standards.
- B. The District will develop standards and nutrition guidelines per each school district building for all foods and beverages provided but not sold, to students during the school day (e.g., in classroom parties, classroom snacks brought by parents, or other foods given to students).
- C. Fundraisers conducted during the school day will meet, or exceed, the nutritional requirements listed in the Healthy, Hunger-Free Kids Act “Smart Snacks in Schools” Rule and no fundraising foods and beverages will be sold until the end of the last lunch period. Fundraisers conducted outside of the school day will be encouraged to promote the sale of healthy foods items, non-food items, and events involving physical activity.
- D. For purposes of this section, the school day means the period from the midnight before the start of student attendance to 30 minutes after the end of the official school day.

## IV. Marketing and Advertising

Marketing and advertising of foods and beverages on school campuses during the school day will be consistent with nutrition education and health promotion. Schools will restrict food and beverage marketing to the promotion of those foods and beverages that meet the nutrition standards set forth by the Healthy-Free Kids Act “Smart Snacks in Schools” Rule.

NON-INSTRUCTIONAL BUSINESS

DISTRICT SCHOOL WELLNESS POLICY

V. Guidelines for Reimbursable School Meals

The District will ensure that reimbursable school meals meet the program requirements and nutrition standards set forth in Federal Regulations (7 CFR Part 210 and 220).

VI. Community Involvement and Wellness Leadership

The Superintendent will designate a Wellness Committee by October 15<sup>th</sup> of each school year with members chosen from the public, parents, students, school food service workers, teachers, administrators, Board of Education members and support staff personnel. The Wellness Committee will review the policy and make recommendations to the Superintendent as needed.

VII. Implementation and Evaluation of Policy

Under the direction of the Superintendent or designee as designated by the Superintendent in writing, the District will be responsible for the following:

- A. Periodically assess whether the school district is meeting the requirements of this policy.
- B. Inform and update the public (including parents, students and others in the community) about the content and implementation of this policy.
- C. On a triennial basis, measure and make available to the public an assessment of the implementation of the policy including:
  - 1. Compliance with the policy;
  - 2. How well the policy compares to model wellness policies; and
  - 3. Description of the progress made in attaining the goals of the policy.
- D. Retain basic records demonstrating compliance with the policy, to include:
  - 1. The written wellness policy;
  - 2. Documentation demonstrating compliance with community involvement requirements;
  - 3. Documentation of the triennial assessment of the wellness policy;
  - 4. Annual local wellness policy progress reports for each school; and
  - 5. Documentation to demonstrate compliance with the public notification requirements.
- E. Reinforce policy goals with school staff as needed.

POLICY

Draft 05/03/17  
5661

NON-INSTRUCTIONAL BUSINESS

DISTRICT SCHOOL WELLNESS POLICY

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General Brown Central School District

~~Child Nutrition and WIC Reauthorization Act of 2004, [Public Law Section 108-265 Section 204](#)  
Richard B. Russell National School Lunch Act 1946, [42 United States Code \(USC\) Section 1751 et seq.](#)  
Child Nutrition Act of 1966, [42 United States Code \(USC\) Section 1771 et seq.](#)  
[7 Code of Federal Regulations \(CFR\) Section 210.10](#)~~

Legal Ref: Education Law Sections 915, 1709 and (23); National School Lunch Act 1946 as amended (42 USC 1751-1760); Child Nutrition Act 1966; Section 204 of the Child Nutrition and WIC Reauthorization Act of 2004 (PL 108-265); Healthy, Hunger-Free Kids Act of 2010 (Public Law 111-296) added Section 9A to the Richard B. Russell National School Lunch Act (42 USC 1758b), Smart Snacks in School Rules 2014; 8 NYCRR 135.4; 7 CFR 210.11; 7 CFR Parts 210 and 220.

Adopted: 5/10/10

Revised: \_\_\_\_\_

**GENERAL BROWN CENTRAL SCHOOL DISTRICT**

**Donna Keefer  
SCHOOL TAX COLLECTOR**

**Board of Education Meeting November 13, 2017**

<b>2017 Adjusted WARRANT TOTAL</b>	<b>\$ 7,718,631.46</b>
<b>Total Monies Deposited as of November 9, 2017</b>	<b>\$ 6,180,328.82</b>
<b>Duplicate/Overpayments</b>	<b>\$ (11,254.32)</b>
<b>Total</b>	<b>\$ 6,169,074.50</b>
<b>Total Tax Collected Full Payments/Installment</b>	<b>\$ 6,145,700.81</b>
<b>Installment Surcharge/Interest Penalty</b>	<b>\$ 23,373.69</b>
<b>Total Collected</b>	<b>\$ 6,169,074.50</b>
<b>2017 Adjusted Tax Warrant (see attached)</b>	<b>\$ 7,715,645.43</b>
<b>Minus Original Star</b>	<b>\$ 819,541.85</b>
<b>Taxes collected as of November 9,2017</b>	<b>\$ 6,169,074.50</b>
<b>Outstanding Tax as of November 9, 2017</b>	<b>\$ 727,029.08</b>

**Respectfully submitted:  
Donna Keefer  
School Tax Collector**

TAXES REMAINING UNPAID AND DUE:

TOWN OF...Brownville.....	AMOUNT OF	\$ 162,110.32
TOWN OF...Hounsfield.....	AMOUNT OF	\$ 20,395.58
TOWN OF...Lyme.....	AMOUNT OF	\$ 12,824.68
TOWN OF...Pamelia.....	AMOUNT OF	\$ 96,139.89
TOWN OF...Watertown.....	AMOUNT OF	\$ 6,198.75
CITY OF.....Watertown.....	AMOUNT OF	None (not returnable to Jefferson County)

**TOTAL RETURNED TO JEFFERSON COUNTY: (unpaid tax)297,669.22 + (3% Interest)8,930.08 = 306,599.30**

STATE OF NEW YORK }  
COUNTY OF JEFFERSON } SS:  
SCHOOL DISTRICT OF...General Brown.....

I, .Donna Keefer., BEING DULY SWORN, SAY THAT I AM THE COLLECTOR OF SCHOOL DISTRICT NO...222601... THAT THE FOREGOING IS A TRUE ACCOUNT OF THE TAXES REMAINING UNPAID AND DUE UPON THE LANDS IN SAID DISTRICT, ASSESSED UPON THE TAX-LIST, AND WARRANT DELIVERED TO SAID COLLECTOR ON THE ...14th..... DAY OF ...August 2017... AND WHICH SAID WARRANT IS RETURNABLE ON THE ...13th... DAY OF ...November 2017... THAT THE TAXES MENTIONED IN SAID ACCOUNT REMAIN UNPAID, AND THAT AFTER DILIGENT EFFORTS I HAVE NOT BEEN ABLE TO COLLECT THE SAME.

*Donna Keefer*  
.....  
Donna Keefer, General Brown Tax Collector

COLLECTOR DIST. NO...222601.....

SCHOOL DISTRICT OF...General Brown.....SUBSCRIBED AND SWORN TO BEFORE ME

THIS...10<sup>th</sup> .....DAY OF...November .....2017

THE UNDERSIGNED TRUSTEES OF SCHOOL DISTRICT NO...222601....SCHOOL DISTRICT OF...General Brown....., COUNTY OF JEFFERSON, HEREBY CERTIFY THAT THE PRECEDING IS AN ACCOUNT OF TAXES ASSESSED ON THE REAL ESTATE IN SAID DISTRICT, DELIVERED TO THE TRUSTEES BY...Donna Keefer ...COLLECTOR OF TAXES THEREIN, AND THAT WE HAVE EXAMINED AND COMPARED THE SAME WITH THE ORIGINAL TAX-LIST, AND FOUND IT TO BE CORRECT.

DATED AT.....Dexter....., N.Y.,.....November 13, 2017.....

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\_\_\_\_\_  
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**Board of Education GOALS**  
*General Brown Central School District*

**“The mission of the General Brown Central School District is to prepare and inspire each student to meet future challenges.”**

**LEARNING AND INSTRUCTION**

1. **District Strategic Goal:** Students will exceed the General Brown Central School District and the New York State curriculum standards by achieving proficiency (3) or mastery (4) on all local and state assessments.

**Past Initiatives:**

- Analyze student data by district and region
- Building common formative assessment aligned to Common Core
- Provide professional development aligned to curriculum changes
- Schedule grade level meetings to review instructional success and dialog
- Administrator observations completed during ELA and Math instruction
- Improve regional rankings in Math and ELA K-12
- Prioritize STEM offerings and STEM Lab possibilities

**GOALS 2017-2018**

- Implement STEM supported Robotic Leagues K-12.
- Continue to track individual student and district growth in ELA and Math K-12 towards proficiency and mastery.

2. **District Strategic Goal:** Each graduate will be college and/or career ready, prepared to pursue personal goals that enhance the global community by graduating with at least 75% of their class earning an advanced diploma.

**Past Recommended Initiatives:**

- Analyze the number of students in study hall in junior and senior year
- Analyze the number of students enrolled in advanced placement or college level courses
- Increase level of communication about graduation requirements
- Examine and revise all 9-12 course offerings

**GOALS 2017-2018**

- Review the number of students in study hall 9-12/enrolled in advance placement or college level courses.
- Review 9-12 course offerings and recommend elective courses for the 2018-219 school year.
- Review student remedial college course work percentages



**Board of Education GOALS**  
*General Brown Central School District*

3. **District Strategic Goal:** Each graduate will be college and/or career ready, prepared to pursue personal goals that enhance the global community, and enter a 2/4 year college, enter the military, or secure employment within two months after graduating from high school.

Past Recommended Initiatives:

- Conduct a post-graduate survey to examine student longevity in college
- Conduct a post-graduate survey to examine student placement in the military/job force
- Communicate with 2 and 4 year colleges and the business community

**GOALS 2017-2018**

- Prepare and review longitudinal surveys of outgoing seniors for placement in military, employment and/or 2/4 year colleges.
- Prepare a post-graduate survey on longevity in 2 or 4 year colleges and/or military / employment careers.

4. **District Strategic Goal:** Each student will demonstrate responsible and respectful behavior by performing community service annually and at the same time district discipline referrals will be reduced.

Past Recommended Initiatives:

- Determine age appropriate community service activities for each grade level
- Establish connections within the community to form partnerships
- Inform club/class advisors of community service opportunities, and mandate one activity per school year
- Continue character education in the elementary schools
- Provide professional development on classroom management
- Implement bullying awareness program
- Examine student discipline data and share this data with staff with the purpose of forming action plans to reduce the number of discipline referrals

**GOALS 2017-2018**

- Prepare for community service for every student
- Support and implement character education and bullying prevention programs district-wide.

**Board of Education GOALS**  
*General Brown Central School District*

**FISCAL ACCOUNTABILITY AND ADVOCACY**

1. **District Strategic Goal:** Continue to implement fiscally sound practices and school budgets by actively engaging the community with clear and open communication.

Past Initiatives:

- Continue long-range fiscal planning
- Consider stakeholder needs when developing cost saving measures
- Continue advocating for equity in school funding

**GOALS 2017-2018**

- Continue to identify economic efficiencies and staffing efficiencies that benefit students, staff and tax payers.
- Support the instructional priorities of STEM curriculum enhancement and grades 9-12 course elective additions where fiscally reasonable.

**COMMUNICATION**

1. **District Strategic Goal:** Establish a committee of stakeholders for the purpose of developing a communication plan in order to clearly communicate and confirm the District's dedication to reaching out to the General Brown Community.

Past Initiatives:

- District and building newsletters
- Parent surveys
- Budget forms
- Website communication
- Recognize and celebrate community and staff accomplishments

**GOALS 2017-2018**

- Enhance communication by using multiple platforms to engage the community: such as newsletters available in local places or other different strategies beyond online communication.

**Board of Education GOALS**  
*General Brown Central School District*

**TECHNOLOGY**

1. **District Strategic Goal:** Complete a thorough review of all technology services district-wide, including but not limited to technology staffing, instructional/student software, future student assessment requirements and district technology management systems.

**GOALS 2017-2018**

- Participate in a survey of technology needs with baseline data driving future goals.
- Develop a Help Desk referral system for technology requests.
- Develop clarity of roles for technology staff and MORIC staff.
- Establish monthly Technology Planning Meetings.

**SAFETY AND SECURITY**

1. **District Strategic Goal:** Provide a safe and secure environment for students, staff and our community by focusing on:  
Prevention - Preparation - Response

Past Initiatives:

- Security camera installation
- Safety and security training
- Emergency response drills
- Lock-down drill training and implementation
- Annual safety plan update

**GOALS 2017-2018**

- Smart-School Project Funding
- Crisis communication plan development.
- Active shooter training.
- School Resource Officer on site.
- Security camera expansion
- Messaging system implementation

# *General Brown Central School District*



## **Long Range Financial Plan and Fund Balance Management 2017-2018**

The mission of the General Brown Central School District is to prepare and inspire each student to meet future challenges.

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## ❖ **The Purpose and Benefit of Long Range Planning**

Multiyear planning improves management and service delivery and allows for early identification of potential problems. It aids in projecting the future costs of existing services, and in determining whether existing revenue streams will be sufficient to cover these costs by the end of the planning period.

Multiyear financial planning provides information needed for program evaluation. It helps District officials examine the need for new programs, given projected growth and demographic changes. Multiyear planning also allows District officials to look at the efficiency and effectiveness of existing programs and determine what improvements are needed.

### ***Strategic Action Plan***

The School District needs to maintain, at all costs the high academic standards of our students, as they are the future of the district and will become our witness as to how we have passed or failed our mission. In December, 2014, the Board of Education approved an update to the Strategic Action Plan for the District (originally developed in 2010), which states the focus for success is to only support those programs which are consistent with the goals of the plan. The District will continue to focus on effective academic programs, implementation of the Next Generation Learning Standards, and recruitment and retention of high-quality staff.

## ❖ **School District Revenues**

### **Local Tax Levy**

The tax levy is the total dollars that a school district collects from property owners within the district in order to balance its budget. The levy is determined after accounting for all other sources of income, including state aid.

The tax rate is used to calculate what each property owner will pay in school taxes. The district tax levy rate is just one factor, along with assessment rates and equalization rates that figure into determining the tax rate. The district does not set individual tax rates.

At the end of June 2011, the New York State Legislature enacted a property tax “cap” that seeks to limit the annual increase in the tax levies of local governments and school districts. Although the new law has been referred to as a “2 percent tax cap,” it does not, in fact, restrict any proposed tax levy increase to 2 percent. What it does is establish a tax levy limit (which will be determined by each district according to an eight-step, complex formula dictated by the law, and will vary by district) that determines the number of votes needed to pass a school budget. For the 2014-2015 fiscal year, the taxpayers voted to override the tax cap with 60% supermajority.

### **State and Federal Aid**

About 64% of total revenues are procured through State and Federal Aid. In 2009, the State announced drastic reductions in State Aid to Schools through the Gap Elimination Adjustment (GEA) in order to balance the State budget. Over a six year period, the District lost over 7.8 million dollars through the GEA. The State eliminated the Gap Elimination Adjustment for the 2016-2017 fiscal year. The State has also placed periodic freezes on Foundation Aid. State

budget controls funding for many districts that derive a high percentage of their revenue from State Aid. Long Range planning becomes difficult, if not impossible, without consistent expectations of State Aid revenue. Even after the State passes their budget on time, our funding stream may still be disrupted and payments extended past the original schedule due to lack of cash flow from the State. Given the economic climate and state of the State, the school system has found ways to save money and consolidate services whenever possible.

## ❖ **School District Expenditures**

The periodic freezes on Foundation Aid and the Gap Elimination Adjustments applied over the last 6 budget cycles has created a funding cliff on the revenue side of the budget. This coupled with escalating health care and contractual obligations and unpredictable retirement contributions has posed significant challenges for the Board of Education as they prepare a spending plan each year.

In 2013, following years of depleting the District's fund balance, the District was forced to significantly decrease expenses through layoffs. This marked decrease in expenditures was the beginning of financial recovery for the District. After losing 46 positions, the District was able to restore many positions during the 2015-2016, 2016-2017 and 2017-2018 school years and replenish reserve accounts that had been depleted during the economic downturn.

Employee compensation and related fringe benefit costs is the largest area of expense. These costs are mainly affected by two controllable factors: number of staff and contracts with collective bargaining units. The District employs approximately 200 full and part time employees. The teachers' association and the school related professionals' collective bargaining agreements both expire on June 30, 2019. The Administrators' collective bargaining agreement expires on June 30, 2021.

Each year, the rising cost of providing pension and insurance benefits, factors beyond the district's control, complicates the development of the annual school budget. Health insurance costs have been increasing by 3-10% each year.

Both the New York State Teachers' Retirement System (TRS) and Employees' Retirement System (ERS) employer contribution rates have risen every year from 2002 through 2013. In 2014, we began to see contribution rates stabilize with a decrease realized in in years 2015-2017.

## **Bus Purchases**

The District is on a bus replacement schedule that calls for the purchase of 3-4 new buses each year. The bus replacement plan evens out the transportation costs and ensures that buses are replaced every 7 years. Planned purchasing ensures that the district has safe buses to transport students. As buses exceed their warranty and mileage recommendations, they become more costly to maintain and less efficient to run. Most of the purchase price is reimbursed through state transportation aid when purchased with local taxpayer dollars.

❖ **Looking to the future - Financial Analysis/Plan**

Under the Office of the State Comptroller's fiscal stress monitoring system, the District has improved from a District with "significant" fiscal stress in 2013 to a District with "no designation" in 2015. The District has continued to receive the "no designation" status in every subsequent school year.



## 9 Year Financial Analysis

General Brown Central School District									
Four Year Financial Plan, Fiscal Years 2018-2021									
General Fund									
	Actual					Estimated	Projected		
	2013	2014	2015	2016	2017	2018	2019	2020	2021
<b>Revenues</b>									
Real Property Tax Items	6,404,856	6,743,506	7,214,216	7,361,589	7,583,693	7,712,718	7,866,972	8,024,312	8,184,798
Charges for Services	37,209	40,802	46,018	182,890	120,815	6,100	6,405	6,725	7,062
State Aid	12,149,456	12,942,528	12,893,156	12,866,742	13,043,730	13,335,510	13,735,575	14,010,287	14,290,493
Federal Aid	139,998	136,443	100,997	92,792	119,312	90,000	91,800	93,636	95,509
Other (includes Sale of Property, Misc.)	628,395	548,366	542,422	424,162	318,749	196,600	300,000	350,000	400,000
Interfund Transfers	96,000	96,000	0	0	0	8,000	10,000	100,000	200,000
<b>Total Revenues and Other Sources</b>	<b>\$19,455,914</b>	<b>\$20,507,645</b>	<b>\$20,796,809</b>	<b>\$20,928,175</b>	<b>\$21,186,299</b>	<b>\$21,348,928</b>	<b>\$22,010,753</b>	<b>\$22,584,960</b>	<b>\$23,177,861</b>
<b>Expenditures by Function</b>									
General Support	1,939,108	1,790,722	1,847,275	2,020,338	2,003,742	2,326,050	2,384,201	2,443,806	2,504,901
Instruction	10,269,002	9,421,391	9,737,207	10,105,756	10,459,445	11,504,707	11,734,801	12,028,171	12,328,875
Pupil Transportation	2,437,480	1,309,155	931,740	847,933	860,340	1,014,500	1,034,790	1,055,486	1,076,596
Employee Benefits	4,928,113	4,854,351	4,899,161	4,883,527	4,887,785	5,711,195	5,939,643	6,177,229	6,424,318
Debt Service (Principal and Interest)	2,236,638	2,237,625	1,586,482	1,107,975	1,075,362	1,228,976	1,229,712	1,237,303	1,234,850
Interfund Transfers	335,490	314,148	321,596	450,848	1,967,481	468,500	465,000	375,000	375,000
<b>Total Expenditures and Other Uses</b>	<b>\$22,145,831</b>	<b>\$19,927,392</b>	<b>\$19,323,461</b>	<b>\$19,416,377</b>	<b>\$21,254,155</b>	<b>\$22,253,928</b>	<b>\$22,788,147</b>	<b>\$23,316,995</b>	<b>\$23,944,540</b>
<b>Surplus (Deficit)</b>	<b>(\$2,689,917)</b>	<b>\$580,253</b>	<b>\$1,473,348</b>	<b>\$1,511,798</b>	<b>(\$67,856)</b>	<b>(\$905,000)</b>	<b>(\$777,395)</b>	<b>(\$732,035)</b>	<b>(\$766,679)</b>
<b>Budgetary Reserves</b>									
Fund Equity, Beg. of Year	\$4,044,904	\$1,354,987	\$1,935,240	\$3,408,588	\$4,920,386	\$4,852,530	\$4,300,000	\$3,522,605	\$2,790,571
Fund Equity, End of Year	1,354,987	1,935,240	3,408,588	4,920,386	4,852,530	4,300,000	3,522,605	2,790,571	2,023,891
Nonspendable and Restricted Fund Balance	828,586	326,849	1,616,916	3,182,752	2,393,939	2,800,000	2,500,000	2,000,000	2,000,000

1 Does not include future Capital Project

## ❖ **The Purpose and Benefit of Fund Balance Management**

The Board of Education and Administration considers several aspects of Fund Balance in balancing the overall fiscal health of the District.

### **Why do we need Fund Balance?**

Fund balance is necessary in order to cover cash flow deficits in the summer and to plan for future liabilities as well as to accommodate unforeseen issues. A good Fund Balance Management Plan will substantially reduce or eliminate a negative effect on the normal operation of our District in order to accommodate liabilities that may arise. The General Fund budget voted upon by the community is established to pay for the expenses for that year. There is little room in that budget to pay for extraordinary or unanticipated expenses. We create Fund Balance with the idea that we can support future liabilities – known and unknown – without negatively affecting the instructional program or the taxpayers.

### **How is Fund Balance created?**

Fund Balance is created when unexpended funds remain at the end of the fiscal year primarily by the design and management of annual district budgets. Over the last several years, the General Brown Central School District Board of Education and Administration have been improving their efforts at prudent budget design. We have been conservative with our revenue estimates by acknowledging that the executive and legislative budget proposals are simply projections and estimates... not a guarantee of funding to the district. The actual dollars to be received from the state are not provided to us until November of the year following the vote. By being conservative, we avoid the risk of over stating budgeted revenues.

The appropriate development of the expenditure side of each budget is another area that has progressed and increased in accuracy in recent years. As a strategy to avoid unanticipated expenditures in the budget, the Board of Education strives to anticipate changes in regulations and student population. We receive updates from many sources in Albany and share information received by both the Superintendent and School Business Official from these sources in order to develop the most accurate financial plans possible. We work with the building administrators and department supervisors much more closely to determine changes in placements and programming for the future. Even after the budget is adopted, we monitor the fiscal plan on at least a weekly and sometimes more frequent basis looking for variances from our assumptions.

### **GASB 54**

As of June 30, 2011, GASB Statement Number 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, was issued, which replaced fund balance classifications with the following:

### **Fund Balance Classifications**

***Nonspendable*** – consists of assets that are inherently nonspendable in the current period either because of their form or because they must be maintained intact, including prepaid

items, inventories, long-term portions of loans receivable, financial assets held for resale, and principal of endowments.

**Restricted** – consists of amounts that are subject to externally enforceable legal purpose restrictions imposed by creditors, grantors, contributors, or laws and regulations of other governments; or through constitutional provisions or enabling legislation.

**Committed** – consists of amounts that are subject to a purpose constraint imposed by a formal action of the government’s highest level of decision-making authority before the end of the fiscal year, and that require the same level of formal action to remove the constraint.

**Assigned** – consists of amounts that are subject to a purpose constraint that represents an intended use established by the government’s highest level of decision-making authority, or by their designated body or official. The purpose of the assignment must be narrower than the purpose of the general fund, and in funds other than the general fund, assigned fund balance represents the residual amount of fund balance.

**Unassigned** – represents the residual classification for the government’s general fund, and could report a surplus or deficit, limited to 4 percent of the annual budget.

## ❖ **Fund Balance and Reserve Plan**

Reserve Funds, like other savings plans, are mechanisms for accumulating cash for future capital outlays and other allowable purchases. The practice of planning ahead and systematically saving for contingencies is considered prudent management. The District feels strongly that Reserves must be funded adequately in order to serve as a revenue source during periods of economic downturn and/or State Aid decreases. This helps safeguard against the loss of educational programming/services and dramatic increases in the tax levy. The District uses conservative budgeting practices to ensure adequate funding of the following reserves and fund balance categories:

**Unassigned Fund Balance** – These funds are unrestricted and may be used for any valid purpose. They are used for unanticipated, unbudgeted expenditures.

Funding Target: 4% of the ensuing year’s budget

**Assigned Appropriated Fund Balance** – These funds are set aside and returned to the community by lowering the required tax levy of the ensuing year’s budget. They also provided the necessary cash flow during the summer months.

Funding Target: \$800,000 - \$1,000,000

**Unemployment Reserve** – This reserve fund is used to pay the cost of reimbursement to the State Unemployment Insurance Fund for payments made to claimants.

Funding Target: \$170,000 - \$255,000 (2-3% of payroll)

**Workers' Compensation Reserve** – The purpose of this reserve fund is to pay for compensation benefits and other expenditures authorized by Article 2 of the Workers' Compensation Law, and for payment of expenditures of administering this self-insurance program.

Funding Target: \$300,000 (Three years of anticipated medical expense claims and administrative costs)

**Capital Reserve** – The Capital Reserve Fund is used to pay the cost of any object or purpose for which bonds may be issued. Voter authorization is required for both the establishment of the reserve and payments from the reserve.

Funding Target: \$1,800,000

**Employee Benefit Accrued Liability** – The purpose of this account is to reserve funds for the payment of any accrued employee benefit due an employee upon termination of the employee's service.

Funding Target: \$170,000 (Actual calculated short-term liability for employees' unused accumulated leave time); will spend down reserve to meet target over next few years.

**Retirement Contribution Reserve** – This reserve fund is used to pay for district expenses to the NYS Employees' Retirement System only.

Funding Target: \$1,400,000 (Four years of anticipated contribution amounts)

**General Brown Central School District  
Historical Review of Fund Balance  
2007-2008 to 2016-2017**

<b>Year Ending</b>	<b>Unemployment Reserve</b>	<b>Retirement (ERS only) Reserve</b>	<b>Workers Compensation Reserve</b>	<b>Employee Benefits Accrued Liability Reserve</b>	<b>Capital Reserve</b>	<b>Assigned Appropriated Fund Balance</b>	<b>Unassigned Fund Balance*</b>	<b>TOTAL</b>
2007-2008	\$374,162	\$0	\$0	\$446,267	\$0	\$1,490,000	\$606,304	\$3,021,032
2008-2009	\$360,985	\$452,676	\$0	\$0	\$0	\$1,490,000	\$1,292,015	\$2,782,015
2009-2010	\$327,096	\$454,424	\$0	\$0	\$0	\$1,195,355	\$2,268,903	\$4,245,778
2010-2011	\$301,605	\$773,551	\$203,049	\$90,255	\$0	\$1,195,000	\$816,000	\$3,379,460
2011-2012	\$274,135	\$457,419	\$113,563	\$81,083	\$0	\$895,000	\$420,820	\$2,242,020
2012-2013	\$263,932	\$50,419	\$17,563	\$28,475	\$0	\$459,345	\$0	\$819,734
2013-2014	\$233,939	\$50,419	\$17,563	\$11,126	\$0	\$895,000	\$677,822	\$1,885,869
2014-2015	\$233,939	\$1,150,419	\$117,563	\$101,193	\$0	\$895,000	\$781,430	\$3,279,544
2015-2016	\$233,940	\$1,150,419	\$117,563	\$101,236	\$1,500,000	\$895,000	\$789,337	\$4,787,495
2016-2017	\$233,940	\$1,350,419	\$267,563	\$241,270	\$0	\$895,000	\$1,492,604	\$4,480,796