

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

5:00 p.m. Call to Order - Pledge of Allegiance
REGULAR MEETING

Approval of Agenda

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

- **Generalaires** - Overnight trip request
- **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 _____, seconded by _____, with motion approved ____-_____.

CONSENT AGENDA

A motion for approval of the following items as listed under the CONSENT AGENDA is made by _____, and seconded by _____ - Motion is approved ____-_____.

1. Approval of Minutes as listed:
 - 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) - 1st 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
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

1. Public Comment Requests -
2. Ongoing Agenda Items:
 - Academic Administrative and/or Student Presentations:
 - ❖ None at this time
 - Policy Review:
 - ❖ Board Discussion - 1st Reading - as revised Policy #5640 - Tobacco, Nicotine and E-Cigarette Use
 - ❖ Board Discussion - 1st Reading - as revised Policy #7320 - Alcohol, Tobacco, Drugs and Other Substances
 - ❖ Board Discussion - 1st Reading - as revised Policy #5661 - School Wellnes Policy

3. 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
4. Board Discussion - continuing discussion of 2017-2018 Board of Education GOALS
5. 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 _____, seconded by _____, with motion approved ____ - ____.
6. Board Action - Approval of **2017-2018 Class/Club Advisors** as follows:
 Motion for approval by _____, seconded by _____, with motion approved ____ - ____.

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	Yearbook	Casilda Peckham
Class of 2022	TBD		
Class of 2023	TBD	Teen Advisory Group	Carrie LaSage
Class of 2023	TBD		
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

7. Board Action - Approval of **School Tax Collector Report**
 Motion for approval by _____, seconded by _____, with motion approved ____ - ____.
8. 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 _____, seconded by _____, with motion approved ____ - ____.
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 _____, seconded by _____, with motion approved ____ - ____.
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 2nd 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 / ABSENT

Upon the recommendation of the Interim Superintendent of Schools and BCA Architects & Engineers, the following resolution was offered by _____, seconded by _____, 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:

	Base Bid	Alt. # 1	Alt. #2	Total
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 _____
 Daniel Dupee Voting _____
 Natalie Hurley Voting _____
 Sandra Young Klindt Voting _____
 Jamie Lee Voting _____
 Albert Romano, Jr. Voting _____
 Brien Spooner Voting _____

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 _____ 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 2nd 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 / ABSENT

Upon the recommendation of the Interim Superintendent of Schools and BCA Architects & Engineers, the following resolution was offered by _____, seconded by _____, 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:

	Base Bid	Alt. #2	ISE	Total Score	Total
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 _____
Daniel Dupee	Voting _____
Natalie Hurley	Voting _____
Sandra Young Klindt	Voting _____
Jamie Lee	Voting _____
Albert Romano, Jr.	Voting _____
Brien Spooner	Voting _____

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 _____ 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 2nd 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 / ABSENT

Upon the recommendation of the Interim Superintendent of Schools and ECC Technologies, the following resolution was offered by _____, seconded by _____, 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:

	Base Bid	Alt. # 1	Alt. #2	Total
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	_____
Daniel Dupee	Voting	_____
Natalie Hurley	Voting	_____
Sandra Young Klindt	Voting	_____
Jamie Lee	Voting	_____
Albert Romano, Jr.	Voting	_____
Brien Spooner	Voting	_____

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 _____ day of October, 2017.

 DEBRA L. BENNETT, District Clerk

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

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

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 **Tom 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 clearance from SED.**

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

20. Board Action - Appointment of Kathy Gardner as 7-Hour Aide earning \$13,666 (prorated) at Step 3, effective October 3, 2017

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

21. Board Action - Personnel Changes as listed:

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

RECOMMENDATION and ACTION is made by _____, and seconded by _____. Motion is approved ____/____.

(A) Retirements: None at this time.

(B) Resignations as listed:

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

(C) Appointments as listed:

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

(D) PAID Coaching Appointments as listed:

Name	Fall / Winter 2017 Sports	Coaching Certification	Effective Date

(E) UNPAID Coaching Appointments as listed:

Name	Fall / Winter 2017 Sports	Coaching Certification	Effective Date

Coaches possess the following [as mandated by NYSED]:

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

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

- **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

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

ITEMS FOR NEXT MEETING

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

23. _____

MOTION FOR ADJOURNMENT

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

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

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

GENERAL BROWN CENTRAL SCHOOL DISTRICT
Audit Committee Agenda
October 2, 2017

1. Presentation of *Independent (External) Auditors' Report* by Laurie Podvin, CPA of Bowers & Company

2. Approval of the Audit Committee minutes from June 12, 2017

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

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

GENERAL BROWN CENTRAL SCHOOL DISTRICT
Audit Committee Meeting
Unapproved Minutes
June 12, 2017

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

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

Motion for approval by Cathy Pitkin, seconded by Sandra Klindt, with motion approved 6-0.

ADJOURNMENT:

Motion to adjourn the Audit Committee meeting by Daniel Dupee, seconded by Brien Spooner, with the motion approved 6-0.

GENERAL BROWN CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION
Regular Meeting
Unapproved Minutes
September 11, 2017
General Brown Room / Jr.-Sr. High School

REGULAR MEETING

The meeting was called to order at 5:15 p.m. by President West, followed by the Pledge of Allegiance

Members Present: Jeffrey West, President; Daniel Dupee II, Vice President (arrived at 5:55 p.m.); Sandra Young Klindt; Jamie Lee; Albert Romano, Jr.; Natalie Hurley

Members Absent: Brien Spooner

Others Present: Jamie A. Moesel, Superintendent of Schools; Lisa K. Smith, Executive Director of Administrative Services; Gary Grimm, Transportation Supervisor/Operations Manager; 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; Mr. Stephen Todd, District Superintendent; Staff Member

President West welcomed Mr. Todd to the meeting.

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 5-0.

1. Approval of Minutes as listed:
 - August 14, 2017 - Regular Meeting
 - August 28, 2017 - Special Meeting
2. Approval of Buildings and Grounds requests as listed:
 - DEX baseball field - August 12-13, 2017 from 7:00 a.m. to 6:00 p.m. - Dexter Citizen's Committee - tournament
 - DEX gymnasium / cafeteria / band room - Thursdays September 7, 2017 through June 22, 2018 from 6:00 p.m. to 7:30 p.m. - YMCA Karate Club - classes
 - BGP cafeteria - Mondays September 11, 2017 through June 18, 2018 from 6:00 p.m. to 7:30 p.m. - Girl Scout Troop 50130 - monthly troop meetings
 - BGP classroom - Wednesdays October 11, 18 & 25 / November 1, 8, 15 & 29 / December 6, 2017 / February 14 & 28 / March 7, 14, 21 & 28 / April 11 & 18, 2018 from 3:30 p.m. to 4:45 p.m. - Good News Club - meetings
3. Approval of Conferences and Workshops as listed:
 - Joseph O'Donnell - Lead Evaluator Training - JLBOCES - August 21, 2017
 - Albert Romano, Jr. - NYSSBA's Online Essentials of School Board Governance Workshop and Fiscal Oversight Fundamentals - Current online enrollment period
 - Jamie A. Moesel - JLSBA Dessert Workshop "*Creating a Strong School Board / Superintendent Relationship*" - JLBOCES - September 21, 2017
 - Jeffrey West - JLSBA Dessert Workshop "*Creating a Strong School Board / Superintendent Relationship*" - JLBOCES - September 21, 2017
 - Natalie Hurley - JLSBA Dessert Workshop "*Creating a Strong School Board / Superintendent Relationship*" - JLBOCES - September 21, 2017

REGULAR AGENDA

Other Discussion and Action

1. Public Comment Requests - None
2. Ongoing Agenda Items:
 - Academic Administrative and/or Student Presentations:
 - ❖ None at this time
 - Policy Review:
 - ❖ None at this time
3. Board Information - Jefferson-Lewis School Boards Association - Dessert Workshop/Executive Meeting "*Creating A Strong School Board / Superintendent Relationship*" - September 21, 2017
4. Board Discussion - Fall Building Tour dates: Following discussion, the November meeting will be held at Dexter Elementary, the December meeting will be held at the JSHS, and the January meeting will be held at BGP Elementary.

5. Board Discussion - Board of Education GOALS for 2017-2018 - Review of the template prepared by Superintendent Moesel. The Board will continue the discussion at the next regular meeting.
6. Board Discussion / Action - NYSSBA Proposed Bylaw Amendments & Resolutions Voting Delegate's Guide and Nomination of Voting Delegate for the 2017 NYSSBA Annual Business Meeting - October 14, 2017 - Lake Placid, New York

The Voting Delegate must be present from the opening of the annual meeting at 8:00 a.m. on Saturday, October 14th until the termination of Association Business.

Nomination of Natalie Hurley as Delegate by Sandra Klindt, seconded by Jaime Lee. The motion was approved 4-0 with Ms. Hurley abstaining.

Nomination of Sandra Klindt as Alternate by Jeffrey West, seconded by Jamie Lee. The motion was approved 4-0 with Mrs. Klindt abstaining.

7. Board Action - Approval of **Substitute Instructional and Non-Instructional Personnel Item #10-D**, as continued from the Organizational Meeting held July 5, 2017:

Substitute Teachers 2017-2018	Substitute Aides 2017-2018	Substitute Food Service Helper 2017-2018	Substitute Nurses 2017-2018	Substitute Cleaners 2017-2018	Substitute Bus Drivers 2017-2018
Catherine Behling Corissa Grey Jeralee Jobson Rebecca Beaudoin		Ashley Kudlak			

Motion for approval by Sandra Klindt, seconded by Natalie Hurley, with motion approved 5-0.

8. Board Action - Acceptance of donation of 120 dictionaries for all 3rd grade students, classroom teachers and libraries by the New York State Elks Association - Lodge #496 of Watertown, to be presented to students during the month of October.

Motion for approval by Natalie Hurley, seconded by Sandra Klindt, with motion approved 5-0.

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

Motion for approval by Natalie Hurley, seconded by Sandra Klindt, with motion approved 5-0.

ADMINISTRATIVE MONTHLY and END OF YEAR REPORTING - For information only

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

CORRESPONDENCE AND COMMUNICATIONS - For information only

18. Correspondence Log

RECOMMENDATIONS AND ACTION

19. Board Action - Personnel Changes as listed:

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

RECOMMENDATION and ACTION is made by Albert Romano, and seconded by Sandra Klindt. Motion approved 5-0.

(A) Retirements: None

(B) Resignations as listed:

Name	Position	Effective Date
Debra Vaughn	4-Hour Bus Driver	September 5, 2017
Micah McDonald	4-Hour Bus Driver	September 11, 2017

(C) Appointments as listed:

Name	Position	Annual Salary / Rate of Pay	Prob. or Tenure Track Appt. (if applicable)	Effective Date
Emily M. Cean	7-Hour Aide	\$12,530 annually, Step 1	n/a	September 12, 2017

Micah McDonald	4.5-Hour Bus Driver	\$12,608 annually (prorated), Step 2	n/a	September 12, 2017
Robin N. Riley	7-Hour Aide	\$12,530 annually (prorated), Step 1	n/a	September 12, 2017
Julia M. Tollinchi	Substitute Teacher	\$90 per day / certified	n/a	September 12, 2017

(D) PAID Coaching Appointments as listed:

Name	Fall 2017 Sports	Coaching Certification	Effective Date
Jennalee H. Price	Modified Cheerleading	Temporary Coaching 1 st Renewal****	September 12, 2017

Coaches possess the following [as mandated by NYSED]:

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

20. 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:

- **Emily M. Cean** - Aide
- **Robin N. Riley** - Aide
- **Julia M. Tollinchi** - Substitute Teacher
- **Jennalee H. Price** - Coach

Motion for approval by Jamie Lee, seconded by Sandra Klindt, with motion approved 5-0.

ITEMS FOR NEXT MEETING

Monday, October 2, 2017 - General Brown Room

21. Board of Education GOALS
22. Presentation of Audit Report

EXECUTIVE SESSION

23. **A motion is requested to enter executive session for the discussion of one specific legal matter, and also for discussion of the employment history of 19 individuals.**

Motion for approval by Albert Romano, seconded by Sandra Klindt, with motion approved 5-0. Time entered: 5:33 p.m.

— Mrs. Bennett was excused from the meeting at 5:33 p.m.

— Mr. Dupee joined the meeting at 5:55 p.m.

24. **RETURN TO OPEN SESSION**

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

Motion for approval by Daniel Dupee, seconded by Sandra Klindt, with motion approved 6-0. Time: 7:00 p.m.

MOTION FOR ADJOURNMENT

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

Motion for approval by Daniel Dupee, seconded by Albert Romano, with motion approved 6-0.

Time adjourned: 7:01 p.m.

Respectfully submitted:

Debra L. Bennett, District Clerk

- Supporting documents may be found in supplemental file dated September 11, 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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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 contact 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*~~

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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: _____

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

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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.~~

NON-INSTRUCTIONAL BUSINESS

DISTRICT SCHOOL WELLNESS POLICY

Measuring 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 15th 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

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: _____

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

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