

**GENERAL BROWN CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION**
17643 Cemetery Road - P.O. Box 500 - Dexter, New York 13634

REGULAR MEETING
Monday August 13, 2018 5:30 p.m.
General Brown Room - Jr./Sr. High School

Preliminary
AGENDA

REGULAR MEETING

CALL TO ORDER - PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA (motion required)

PRESENTATIONS

PUBLIC COMMENT REQUESTS

CONSENT AGENDA (motion required)

1. Approval of Minutes as listed:
 - July 3, 2018 - Organizational Meeting
 - July 3, 2018 - Regular Meeting
2. Approval of Building and Grounds Requests as listed:
 -
3. Approval of Conferences and Workshops as listed:
 - Barbara J. Case - Multi-Hazard Emergency Planning for Schools Course - Indian River CSD, Philadelphia, NY - July 17-19, 2018
 - Gary Grimm - Multi-Hazard Emergency Planning for Schools Course - Indian River CSD, Philadelphia, NY - July 17-19, 2018
 - Paul Mendez - Multi-Hazard Emergency Planning for Schools Course - Indian River CSD, Philadelphia, NY - July 17-19, 2018
 - David Ramie - Summer Leadership Institute - Syracuse University, Syracuse, NY - August 6-8, 2018
 - Joseph O'Donnell - Summer Leadership Institute - Syracuse University, Syracuse, NY - August 6-8, 2018
 - Nicole Donaldson - Summer Leadership Institute - Syracuse University, Syracuse, NY - August 6-8, 2018
 - Lisa K. Smith - Summer Leadership Institute - Syracuse University, Syracuse, NY - August 6-8, 2018
 - Brian Nortz - Summer Leadership Institute - Syracuse University, Syracuse, NY - August 6-8, 2018
 - Paul Mendez - 2018 State of NY Police Juvenile Officers and School Resource Officers Conference - Holiday Inn Conference Center, Binghamton, NY - August 27-31, 2018
 - Kelly Milkowich - NYSSBA 99th Annual Convention & Education EXPO - Sheraton NY Times Square, New York City - October 26-27, 2018 plus transportation and expenses
 - Kelly Milkowich - NYS Mandated Training to include Fiscal Oversight Fundamentals and Board Governance Online Course
4. Approval of Conferences and Workshops as per *My Learning Plan* Report 8/9/2018
5. Approval of Financial Reports / Warrants (none at this time)

BOARD MEMBER REPORTS / STAFF MEMBER REPORTS / PRESENTATIONS

1. Comments / Information from Board Members
_____ / _____
2. Staff Member Reports (as provided)
3. Staff Member Presentations (none at this time)

ITEMS FOR BOARD INFORMATION / DISCUSSION

1. Board Information - *Chain of Command for Information* form (as revised 7/12/18)
2. Board Information - PIVOT Student Assistance Program 2017-2018 Second Semester Report
3. Board Information - Professional Development Days - August 29 & 30, 2018 beginning at 7:50 a.m. in the Auditorium of the Jr.-Sr. High School. The Board of Education is welcome to attend.

4. Board Information - The school photographer will be available to take Board member photographs on August 30, 2018 starting at 7:30 a.m. in the in the old gymnasium.
5. Board Information - Opening Day of School - Tuesday, September 4, 2018

ITEMS FOR BOARD DISCUSSION / ACTION

1. Board Discussion / Action - **School Lunch Prices - BE IT RESOLVED**, that the General Brown Central School District Board of Education takes action to approve an increase of 10 cents in the lunch fee, and 5 cents in the breakfast fee. The lunch fee will be \$2.60, and the breakfast fee will be \$1.40 for the 2018-2019 school year. (motion required)
2. Board Action - Approval of **2018-2019 Substitute Instructional and Non-Instructional Personnel Item #11-D**, as continued from the Organizational Meeting held July 3, 2018 (motion required)

Substitute Teachers	Substitute Aides	Substitute Food Service	Substitute Bus Drivers
Erica Bonham Miranda Brenon Brittany Cean Christina Corey David Corey Kailey Crosby Bryanna Fazio Cynthia Lamon Ashley Morrow Anthony Pike Nicole Wetzal	Dawn Comins Cynthia Lamon	Pamela Jewett	Willis McIntosh Aaron Ryor

3. Board Action - Approval of **Authorizations Item #8-F - Final Tax Collection Dates**, as continued from the Organizational Meeting held July 3, 2018: (motion required)
 - Tuesday, September 4th to Tuesday, October 2nd with no penalty
 - Wednesday, October 3rd to Wednesday, October 31st with 2% penalty
 - Thursday, November 1st to Friday, November 2nd with 3% penalty
4. Board Action - **BE IT RESOLVED**, that the General Brown Central School District Board of Education takes action to approve the **2018 School Tax Collection Procedures** and **School Tax Warrant** (motion required)
5. Board Action - **BE IT RESOLVED**, that the General Brown Central School District Board of Education takes action to approve the **hourly pay rates for non-instructional substitute staff for the 2018-2019 school year** as listed: (motion required)

Non-Instructional Positions	Hourly Rate
Substitute Aide	\$11.46
Substitute Food Service	\$11.45
Substitute Cleaner	\$11.51
Substitute Bus Driver	\$15.14
Substitute Nurse	\$13.64

6. Board Action - Approval of **Rural Schools Association of New York State** membership dues for the period of July 1, 2018 to June 30, 2019 - \$750
7. Board Action - Approval of **Railroad Crossings for 2018-2019** (motion required)
8. Board Action - **BE IT RESOLVED**, that the General Brown Central School District Board of Education takes action to approve the **completion of a fund transfer to the following reserve account, effective for the fiscal year ending June 30, 2018**: (motion required)
 - \$750,000 - Capital Fund Reserve

9. Board Action - Approval of **Board of Education Meeting Schedule correction**: Regular/Budget Hearing meetings will be changed from Monday, May 6th to Monday, May 13, 2019. The Budget Vote/Board of Education Election will be held on Tuesday, May 21, 2019. (motion required)
10. Board Action - Approval to excess the following as surplus equipment per Board of Education Policy #5250:
 - 2006 Ford F-350 plow truck VIN # 1FTWF315X6EA01673
11. Board Action - Approval of the sale of 2006 Ford F-350 plow truck VIN # 1FTWF315X6EA01673 to Frontier Housing Corporation for fair market value of \$6227.
12. Board Action - Approval of **Committee on Special Education Reports** (motion required)

ITEMS FOR BOARD ACTION - PERSONNEL (motion required)

1. Retirements as listed: (none)
2. Resignations as listed:

Name	Position	Effective Date
Amy O'Riley	Spanish Teacher	7/6/2018
Maria Wietig	Teacher Assistant	8/28/2018
Trinia-Marie Bartlett	Mathematics Teacher	8/28/2018
Nancy K. Hardwick	English 7-12 Teacher	8/31/2018
Janel Smith	Teacher Assistant	8/31/2018
Stephanie Shorkey	4-Hour Teacher Aide	8/31/2018

3. Appointments as listed:

Name	Position	Annual Salary / Rate of Pay	Probationary or Tenure Track Appt. (if applicable)	Effective Date
Nancy K. Hardwick	Library Media Specialist	No change in current salary \$62,290 annually-Step 16	3-Year probationary tenure period as Library Media commencing 9/1/2018	9/1/2018
Julia M. LaVere	School Social Worker	\$45,880 annually-Step 1 (MB+39)	n/a	9/1/2018
Kayla Yost	0.5 Music Teacher	\$44,120 annually (prorated)-Step 2 (B+0)	n/a	9/1/2018
Melissa L. Nabinger	Director of Student Services	\$80,000 annually (prorated)	4-Year probationary tenure period as School District Administrator commencing 8/14/2018	8/14/2018
Jennifer M. Stanton	Assistant Principal	\$80,000 annually (prorated)	4-Year probationary tenure period as School District Administrator commencing 8/15/2018	8/15/2018
Elizabeth Stephens	Technology Teacher	\$68,600 annually-Step __ (M+30)	3-Year probationary tenure period as Industrial Arts Education commencing 9/1/2018	9/1/2018
Janel Smith	Special Education Teacher	—	3-Year probationary tenure period as Special Education Teacher commencing 9/1/2018	9/1/2018
Julia M. Nieves-Soto	Spanish Teacher	—	4-Year probationary tenure period as Spanish Teacher commencing 9/1/2018	9/1/2018
Pamela Jewett	Cashier	—	n/a	—
Michael Tundo	Substitute Cleaner	\$11.51 per hour	n/a	8/14/2018

4. PAID Coaching Appointments as listed:

Name	Fall 2018 Sports	Coaching Certification	Effective Date

5. UNPAID Coaching Appointments as listed:

Name	Fall 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 / [Philosophies & Principals / Theories and Techniques [sport specific] / Health Sciences as required] *

Non-Teaching 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 ****

ITEMS FOR BOARD ACTION - FINAL FINGERPRINT CLEARANCE (motion required)

1. 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:

- **Julia M. LaVere** - School Social Worker
- **Melissa L. Nabinger** - School District Administrator
- **Jennifer M. Stanton** - School District Administrator
- **Elizabeth Stephens** - Teacher
- **Julia M. Nieves-Soto** - Teacher
- **Michael Tundo** - Substitute Cleaner

ITEMS FOR BOARD ACTION - PERSONNEL continued (motion required)

1. Board Action - Approval of **Authorizations**, as continued from the Organizational Meeting held July 3, 2018:
- **Item #8-B - Chairperson for Committee on Special Education**.....Melissa Nabinger
 - **Item #8-B - Section 504 Coordinator**.....Melissa Nabinger
 - **Item #8-G - Committee on Special Education-GBCSD CSE Committee Representative/Chairperson**.....Melissa Nabinger
 - **Item #8-H - General Brown CSD CPSE Committee Representative/Chairperson**.....Melissa Nabinger
 - **Item #8-I - General Brown CSD CSE Sub-Committee Representative/Chairperson**.....Melissa Nabinger

SUPERINTENDENTS’ REPORTS

1. Assistant Superintendent - Mrs. Smith
2. Superintendent - Mrs. Case

CORRESPONDENCE & UPCOMING EVENTS (as provided)

ITEMS FOR NEXT MEETING

1. **Monday September 10, 2018** - Regular Meeting will begin at 5:30 p.m. in the General Brown Room

EXECUTIVE SESSION (if required):

1. **PROPOSED EXECUTIVE SESSION** (motion / time required)
 - A motion is requested to enter executive session for the discussion of...

ADJOURNMENT OF MEETING (motion / time required)

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

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

**GENERAL BROWN CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION
Annual Organizational Meeting
Unapproved Minutes
July 3, 2018 – 7:00 a.m.
General Brown Room - Jr.-Sr. High School**

ORGANIZATIONAL MEETING

The meeting was called to order at 7:07 a.m. by Superintendent Case, followed by the Pledge of Allegiance

Members Present: Daniel Dupee II; Sandra Young Klindt; Brien Spooner; Jamie Lee; Natalie Hurley; Albert Romano, Jr.; Kelly Milkowich

Others Present: Barbara J. Case, Superintendent of Schools; Lisa K. Smith, Assistant Superintendent; Joseph O’Donnell, Brownville-Glen Park Elementary Principal; David Ramie, Dexter Elementary Principal; Debra Bennett, District Clerk

— **Welcome** Mrs. Kelly Milkowich, our newly elected Board of Education member.

1. The **Oath of Faithful Performance in Office** was administered to the following:

- Kelly Milkowich - Board of Education member elected to serve from July 1, 2018 to June 30, 2021.
- Barbara J. Case - Superintendent of Schools
- Debra L. Bennett - District Clerk

2. **Election of Board of Education Officers for the 2018-2019 school year:**

The District Clerk called for nominations for the Offices of President and Vice President of the Board of Education

- A nomination was requested for the ***Office of President*** of the Board of Education.

A motion was made by Natalie Hurley, and seconded by Albert Romano to nominate **Sandra Young Klindt**, as **President of the Board of Education for the 2018-2019 school year**.

With no other nominations for President, the nominations were closed and a vote was taken to approve Sandra Young Klindt as President. The motion was approved 6-0 with Dr. Klindt abstaining.

- A nomination was requested for the ***Office of Vice President*** of the Board of Education, with authority to sign documents in the absence of the President.

A motion was made by Sandra Klindt, and seconded by Albert Romano to nominate **Natalie Hurley**, as **Vice President of the Board of Education for the 2018-2019 school year**.

With no other nominations for Vice President, the nominations were closed and a vote taken to approve Natalie Hurley as Vice President. The motion was approved 6-0 with Ms. Hurley abstaining.

3. The **Oath of Faithful Performance in Office** was administered by the District Clerk to the newly elected President and Vice President of the Board of Education.

— President Klindt resumed the meeting.

4. **Approval of Agenda for Organizational Meeting**

Motion for approval by Natalie Hurley, seconded by Daniel Dupee, with motion approved 7-0.

5. **Appointment of Officers as listed:**

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

	TITLE	INCUMBENT	PRESENT SALARY	RECOMMENDED
A.	Treasurer..... Deputy Treasurer.....	Lisa Smith Rebecca Flath	Per agreement None	Lisa K. Smith Rebecca Flath
B.	District Clerk.....	Debra Bennett	Per agreement	Debra Bennett
C.	Internal Claims Auditor.....	Alvin Hasner	Per agreement	Alvin Hasner
D.	Tax Collector.....	Donna Keefer	Per agreement	Donna Keefer
E.	Attendance Officers.....	T. Gunn / L. Gracey / D. Higgins	None	T. Gunn / L. Gracey / D. Higgins

6. The **Oath of Faithful Performance in Office** will be administered by the District Clerk to the above officers within 30 days of their appointment.

Organizational Meeting – July 3, 2018

7. Other Appointments as listed:

Motion for approval by Natalie Hurley, seconded by Albert Romano, with motion approved 7-0.

	TITLE	INCUMBENT	PRESENT SALARY	RECOMMENDED
A.	School Physicians.....	Occupational Medicine	Per agreement	River Hospital / Occupational Medicine
B.	School Attorneys.....	JLBOCES Ofc of Inter-Municipal Legal Svcs.	Per agreement	JLBOCES Ofc of Inter-Municipal Legal Svcs. / Ferrara Law Firm
	Bond Attorney.....	Bond, Schoeneck, King	Per agreement	Bond, Schoeneck, King
	Title IX Hearing Officer.....	O'Hara & Ciotoli	Per agreement	O'Hara & Ciotoli
C.	Extra-Classroom Activity Fund Central Treasurer.....	Chris Doldo	None	Chris Doldo
	Chief Faculty Counselor.....	Nicole Donaldson	None	Nicole Donaldson
	Faculty Auditor.....	Nicole Donaldson	None	Nicole Donaldson
D.	Independent Auditor.....	Bowers & Co CPA PLLC	Per agreement	Bowers & Co CPA PLLC
E.	Fiscal Advisor.....	Fiscal Advisors & Marketing, Inc.	Per agreement	Fiscal Advisors & Marketing, Inc.
F.	Chairman District meetings & elections.....	Lisa Smith	None	Lisa K. Smith
	BOE meetings.....	President, BOE	None	President, BOE
G.	Records Access and Retention.....	Lisa Smith Debra Bennett	None None	Lisa K. Smith Debra Bennett
H.	Capital Assets Preservation Officer.....	Lisa Smith	None	Lisa K. Smith
I.	Asbestos Designee.....	Gary Grimm	None	Gary Grimm
J.	Purchasing Agent.....	Barbara J. Case	None	Barbara J. Case

8. Authorizations as listed:

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

A.	Payroll Certification.....	Barbara J. Case
	Conferences.....	Barbara J. Case
	Workshops.....	Barbara J. Case
	Conventions.....	Barbara J. Case
	District Director of Physical Education.....	Barbara J. Case
	District Property Control Officer.....	Barbara J. Case
	Budget Transfers.....	Lisa K. Smith
B.	Title IX Coordinator.....	David Ramie
	District Sexual Hararassment Officers.....	David Ramie Lisa K. Smith
	District Complaint Officer.....	David Ramie
	Dignity Act Building Coordinators:	
	▪ Brownville-Glen Park Elementary.....	Joseph O'Donnell
	▪ Dexter Elementary.....	David Ramie
	▪ Jr.-Sr. High School.....	Nicole Donaldson
	District Technology Coordinator.....	Nicole Donaldson
	Odyssey of the Mind Coordinator(s).....	D. Ramie / J. O'Donnell
	District Pre-K Coordinator(s).....	D. Ramie / J. O'Donnell
	District Arts in Education Coordinator.....	Joseph O'Donnell
	Drug and Alcohol Coordinator.....	Nicole Donaldson
	District PDP Coordinator.....	Barbara J. Case
	District Biennial Review Coordinator.....	David Ramie
	Standardized Testing Coordinator.....	Nicole Donaldson
	Staff Development Coordinator.....	Barbara J. Case
	Instructional Material Replacement.....	Lisa K. Smith
	Reading Coordinator(s).....	D. Ramie / J. O'Donnell
	Mentor Program Coordinator.....	Lisa K. Smith
	Chairperson Committee on Special Education.....	TBD

Organizational Meeting – July 3, 2018

	Section 504 Coordinator.....	TBD
	Section 504 District Coordinator.....	Lisa K. Smith
	Preschool Education.....	Lisa K. Smith
	School Security/Safety Officer.....	Gary Grimm
	Coordinator Compensatory Programs.....	Lisa K. Smith
	Migrant Education.....	Lisa K. Smith
	Designated Educational Official (DEO).....	Lisa K. Smith
	ALS Coordinator.....	Lisa K. Smith
	Character Education.....	Joseph O'Donnell
	District Health Coordinator.....	Nicole Donaldson
C.	Athletic Coordinator.....	Brian Nortz
D.	Petty Cash Funds: <ul style="list-style-type: none"> ▪ Ms. Donaldson (Jr.-Sr. High School)..... ▪ Mr. O'Donnell (Brownville Glen Park Elementary)..... ▪ Mr. Ramie (Dexter Elementary)..... ▪ Mrs. Smith (District Office)..... ▪ Mr. Flath (Bus Garage)..... ▪ Mr. Grimm (Buildings & Grounds)..... 	\$100 \$100 \$100 \$100 \$ 50 \$ 50
E.	Designation of signature on checks.....	Lisa K. Smith
F.	Tax Collection Dates: Section 924-a of the Real Property Tax Law (RPTL) enacted a "Variable Interest Rate Law". The Commissioner of Taxation and Finance will establish a rate by July 15, 2018. (Usually set at 1% per month or 12% per annum)	To be determined
G.	Committee on Special Education-General Brown Central School District CSE Committee: <ul style="list-style-type: none"> ▪ Committee on Special Education Alternative Chairperson..... ▪ Student's Parent/Guardian(s) ▪ Regular Edu.Teachers employed by GBCSD/School in which child attends ▪ Special Edu.Teachers employed by GBCSD/BOCES/School in which child attends ▪ School Psychologist..... ▪ GBCSD Representative/Chairperson..... ▪ School Physician..... ▪ Parent Member(s)..... ▪ Related Service Personnel (those servicing the student if not employed by GBCSD): Speech Therapist/Occupational Therapist/Physical Therapist/Teacher of the Deaf/ Audiologist/School Counselors/Student 	Katie Ledbury Katie Ledbury TBD River Hospital TBD if required
H.	General Brown CSD CPSE Committee: <ul style="list-style-type: none"> ▪ Student's Parent/Guardian(s) ▪ Regular Education Teacher of the child ▪ Special Education Teacher of the child ▪ GBCSD Representative/Chairperson..... ▪ School Physician..... ▪ Parent member(s)..... ▪ Related Service Personnel: Speech Therapist/Occupational Therapist/Physical Therapist/Teacher of the Deaf/Audiologist/Counselors/Social Worker ▪ Municipality Representative (County) Agency Representative 	TBD River Hospital TBD if required
I.	General Brown CSD CSE Sub-Committee: <ul style="list-style-type: none"> ▪ Student's Parent/Guardian(s) ▪ Regular Edu.Teachers employed by GBCSD/School in which child attends ▪ Special Edu.Teachers employed by GBCSD/BOCES/School in which child attends ▪ School Psychologist..... ▪ GBCSD Representative/Chairperson..... ▪ Related Service Personnel (those servicing the student if not employed by GBCSD): Speech Therapist/Occupational Therapist/Physical Therapist/Teacher of the Deaf/ Audiologist/School Counselors/Student 	Katie Ledbury TBD
J.	District Health/Safety Committee.....	G. Grimm / D. Ramie / J. O'Donnell / N. Donaldson
K.	All scholarships to be approved as written	

Organizational Meeting – July 3, 2018

9. Designations as listed:

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

A.	Official bank depositories for school accounts.....	Community Bank, NA
B.	Official newspaper for legal notices.....	Watertown Daily Times
C.	Regular meeting dates.....	As per Attachment #1
	Regular meeting time unless otherwise noted.....	5:30 p.m.
	Regular meeting place unless otherwise noted.....	General Brown Room JSHS

10. Bonding of Personnel as listed:

Motion for approval by Albert Romano, seconded by Brien Spooner, with motion approved 7-0.

A.	Treasurer.....	\$1.1M
	Deputy Treasurer.....	\$1.1M
	Tax Collector.....	\$1.1M
	Central Treasurer Activity Funds.....	\$110,000
	Internal Claims Auditor.....	\$200,000

All persons and positions required by law and which are covered under the Faithful Performance Blanket Bond for Central Treasurer Activity Funds and Internal Claims Auditor

11. Other Items as listed:

Motion for approval by Jamie Lee, seconded by Natalie Hurley, with motion approved 7-0.

A.	Re-adoption of all policies, student handbooks, employee handbooks, operational manuals, confidential / management handbook, and code of ethics in effect during the previous years.
B.	Re-adoption of the Strategic Action Plan for the 2018-2019 school year
C.	Approval of Mileage Reimbursement Rate at the official IRS rate in effect on this day: \$0.545
D.	Approval of the 2018-2019 listing of Substitute Instructional and Non-Instructional personnel - as per Attachment #2
E.	<p>BE IT RESOLVED that the General Brown Central School District Board of Education establishes the following as a standard workday for the purpose of determining days worked reportable to the NYS ERS:</p> <ul style="list-style-type: none"> ▪ Cleaners, Driver Service, Head Custodians, Mechanic Helper, and Senior Mechanic - 7 hours per day ▪ Account Clerks and Typists - 7.5 hours per day ▪ Cook, Nurses, Occupational Therapist, Secretaries and Teacher Aides - 7 hours per day ▪ Bus Drivers, Cashiers, Food Service Helpers, and Food Service Helper/Laborer - 6 hours per day <p>This resolution shall continue in full force and effect until otherwise modified by further action of the Board of Education.</p>
F.	<p>BE IT RESOLVED that the General Brown Central School District Board of Education agrees to participate in the St. Lawrence/Lewis BOCES Cooperative Purchasing Programs in accordance with the guidelines set forth in the “Cooperative Purchasing Agreement” for the 2018-2019 school year.</p>
G.	Annual Review of vendors, (listing provided), for disclosure of conflict of interest.

— At this time the Board will proceed with the regular meeting agenda.

- Attachment #1: 2018-2019 Board of Education Meeting Schedule
- Attachment #2: 2018-2019 Substitute Listing

Organizational Meeting – July 3, 2018

[Attachment #1]

GENERAL BROWN CENTRAL SCHOOL DISTRICT
Board of Education Meeting Schedule
2018-2019

(As approved by the Board of Education - March 12, 2018)
 (As revised by the Board of Education - May 7, 2018)

Board of Education meetings will be held in the **General Brown Room** of the Jr.-Sr. High School beginning at 5:30 p.m., unless otherwise stated.

Tuesday July 3	Annual Organizational Meeting followed by Regular Meeting - Time: 7:00 a.m.
August 13	Regular Meeting
September 10	Regular Meeting
October 1	Regular Meeting
Tuesday November 13	Regular Meeting
December 3	Regular Meeting
January 7	Regular Meeting
February 11	Regular Meeting
March 11	Regular Meeting
April 8	Regular Meeting
May 6	Regular Meeting followed by the Annual Meeting /Budget Hearing at 6:15 p.m. (in the JSHS auditorium)
Tuesday - May 14	Budget Vote / Election - New Gymnasium JSHS - Noon to 9 PM
June 17	Regular Meeting

Date of Special Meeting / Workshop (If scheduled)	Purpose of the Meeting	Date of Special Meeting / Workshop (If scheduled)	Purpose of the Meeting

[Attachment #2] Substitute Listing 2018-2019

Substitute Teachers 2018-2019

Catherine Behling
Thomas Campbell
Kelly D'Aigle
Valerie Halpin
Janet Heady
Drew Heise
Susan Heise
Julie Keggins
Ryan Lamon
Nikki Leeper
Jeffrey Lorenc
Nicholas Nortz
Cayla O'Connor
Nathan Rose
Joanne Rowsam
Sally Walters
Wendy Yodice

Substitute Teacher Aide 2018-2019

Carol Grant
Drew Heise
Susan Heise
Ryan Lamon
Stacy Latham
Jeffrey Lorenc

Substitute Bus Drivers 2018-2019

Bruce Ostrander

Substitute Cleaners 2018-2019

Francis Parker, Jr.

Substitute Food Service Helper 2018-2019

Barbara Cross
Melissa Schillinger

Substitute Nurse 2018-2019

Richard Lashway

**GENERAL BROWN CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION**
17643 Cemetery Road - P.O. Box 500 - Dexter, New York 13634
REGULAR MEETING
Tuesday July 3, 2018 7:00 a.m.
General Brown Room - Jr./Sr. High School

**Unapproved
MINUTES**

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

OTHERS PRESENT: Barbara J. Case, Superintendent of Schools; Lisa K. Smith, Assistant Superintendent; David Ramie, Principal Dexter Elementary; Joseph O'Donnell, Principal Brownville Glen Park Elementary; Debra L. Bennett, District Clerk

REGULAR MEETING commenced immediately following the Organizational Meeting

APPROVAL OF AGENDA

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

PRESENTATIONS - None at this time.

PUBLIC COMMENT - No requests at this time.

CONSENT AGENDA

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

1. Approval of Minutes as listed:
 - June 11, 2018 - Regular Meeting
 - June 14, 2018 - Special Meeting
2. Approval of Building and Grounds Requests as listed:
 - None at this time
3. Approval of Conferences and Workshops as listed:
 - Rebecca Flath - Jefferson-Lewis Healthcare Clerk Meeting - JLBOCES - June 27, 2018
4. Approval of Conferences and Workshops as per *My Learning Plan* Report 6/28/2018
5. Approval of Financial Reports / Warrants for May 2018

BOARD MEMBER REPORTS / STAFF MEMBER REPORTS / PRESENTATIONS

1. Comments / Information from Board Members - none
2. Staff Member Reports - none
3. Staff Member Presentations - none

ITEMS FOR BOARD INFORMATION / DISCUSSION

1. Board Information - 22 student workers have been hired for summer 2018
2. Board Information - 99th Annual NYSSBA Convention & Education Expo - October 26 & 27, 2018 - New York City: Discussion regarding Board attendance and associated costs of convention/lodging/transportation.

ITEMS FOR BOARD DISCUSSION / ACTION

1. Board Action - Approval is requested for Brendan Eyestone to participate with the Watertown City School District - Boys Varsity Swim Team, as an independent swimmer for the 2018-2019 season, contingent upon the parents signing a statement releasing the General Brown Central School District from all liability, transportation and equipment costs, and any other fees where applicable.

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

- Board Action - Approval of the following pay rates for Substitute Instructional Staff, effective September 1, 2018
Motion for approval was made by Daniel Dupee, and seconded by Kelly Milkowich, with motion approved 7-0.

Substitute Instructional Positions	Daily Rate of Pay
Teacher-Non Certified	\$80
Teacher-Bachelor's/Non-Certified	\$90
Teacher-Certified	\$95

- Board Action - Approval of Jefferson-Lewis School Boards Association dues for the period of July 1, 2018 to June 30, 2019 - \$370, based on current enrollment. (2017-2018: \$370)
Motion for approval was made by Daniel Dupee, and seconded by Kelly Milkowich, with motion approved 7-0.
- Board Action - Election of delegate and alternate members for the Executive Committee and Legislative Representative of Jefferson-Lewis School Boards Association for the 2018-2019 school year. (2017-2018: Sandra Klindt as Delegate/Legislative Representative and Brien Spooner as Alternate)

Motion was made to approve **Albert Romano** as **Delegate and Legislative Representative** by Brian Spooner, seconded by Daniel Dupee - Motion approved 7-0

Motion was made to approve **Sandra Klindt** as **Alternate** by Brien Spooner, seconded by Kelly Milkowich - Motion approved 7-0

- Board Action - Approval of **Committee on Special Education Reports**
Motion for approval was made by Brien Spooner, and seconded by Daniel Dupee, with motion approved 7-0.

ITEMS FOR BOARD ACTION - PERSONNEL

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

- Retirements as listed: none at this time
- Resignations as listed:

Name	Position	Effective Date
Kylee Monroe	Director of Student Services	June 30, 2018
Daniel Mincer	Science Teacher	August 28, 2018

- Appointments as listed:

Name	Position	Annual Salary / Rate of Pay	Probationary or Tenure Track Appt. (if applicable)	Effective Date
Jessica L. Cupernall	Occupational Therapist	\$45,078 annually	Provisional appointment	September 1, 2018
Matthew J. Fiske	English 7-12 Teacher	\$48,370 annually-Step 5 (B+27)	3-Year Probationary Tenure Appointment	September 1, 2018

ITEMS FOR BOARD ACTION - FINAL FINGERPRINT CLEARANCE (motion required)

- 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:

- **Jessica L. Cupernall** - Occupational Therapist
- **Matthew J. Fiske** - Teacher

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

SUPERINTENDENT’S REPORTS

- Assistant Superintendent Report - Mrs. Smith reported that the construction project is well underway across the District. She also shared that our Bond Anticipation Note for \$5,000,000 was issued on June 26th.
- Superintendent Report - Mrs. Case shared that the Leadership Team has been assessing their current needs. She also shared information regarding the national conference she just attended focusing on equity.

CORRESPONDENCE & UPCOMING EVENTS (as provided)

ITEMS FOR NEXT MEETING

1. **Monday August 13, 2018** - The Regular Meeting will begin at 5:30 p.m. in the General Brown Room
 - There will be a Board/Leadership retreat immediately following the August meeting.

ADJOURNMENT OF MEETING

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

A motion for approval was made by Brien Spooner, seconded by Natalie Hurley, with motion approved 7-0 - Time 7:37 a.m.

Respectfully submitted:

Debra L. Bennett, District Clerk

- Supporting documents may be found in supplemental file dated July 3, 2018

ReportResults

My Learning Plan Report - August 13, 2018

Building_Name	Last_First_Name	Activity_Title	Start_Date
JR-SR HS	MENAPACE, SUSAN	NYSCATE Turn It Up OCM	6/5/2018
JR-SR HS	DETTMER, SABRINA	TurnIT Up	6/5/2018
BGP	MCINTOSH, MARTHA	Play in the Early Learning Environment	6/5/2018
JR-SR HS	SCULLY, LISA	2018 AP Summer Institute (APSI)	6/25/2018
JR-SR HS	NEWVINE, DUSTIN	Apple's Swift Coding - Level 1: for K-8 teachers who are new to Swift	7/17/2018
JR-SR HS	NEWVINE, DUSTIN	Apple's Swift Coding - Level 2: for K-12 teachers who have completed Swift 1	7/18/2018
DEXTER	AUMELL, EMILY	Bozeman Science: Paul Andersen Supporting New York State Science Learning Standards	7/27/2018
JR-SR HS	MINCER, DANIEL	Bozeman Science: Paul Andersen Supporting New York State Science Learning Standards	7/27/2018
JR-SR HS	NEWVINE, DUSTIN	Bozeman Science: Paul Andersen Supporting New York State Science Learning Standards	7/27/2018
DEXTER	PAIGE, MARY	Bozeman Science: Paul Andersen Supporting New York State Science Learning Standards	7/27/2018
DISTRICT OFFICE	CASE, BARBARA	Gear Up for Fall - A Focus on the Standards for Administrators	7/30/2018
DISTRICT OFFICE	O'DONNELL, JOSEPH	Gear Up for Fall - A Focus on the Standards for Administrators	7/30/2018
DISTRICT OFFICE	SMITH, LISA	Gear Up for Fall - A Focus on the Standards for Administrators	7/30/2018
JR-SR HS	Nabinger, Melissa	CSE and CPSE Chairpersons Training for New Chairpersons (4 Day Vetted Training) – Regional Offering @ OCM BOCES	8/6/2018
BGP	LOTHROP, ASHLEY	Effective Teaching Level I	8/13/2018
DEXTER	LOTHROP, ASHLEY	Effective Teaching Level I	8/13/2018
DISTRICT OFFICE	O'DONNELL, JOSEPH	Lead Evaluator Recertification Training	8/17/2018
DISTRICT OFFICE	RAMIE, DAVID	Lead Evaluator Recertification Training	8/17/2018
DEXTER	AUMELL, EMILY	3rd Annual North Country Teacher Technology Fair (Day 1)	8/21/2018
BGP	FAHEY, KELLEY	3rd Annual North Country Teacher Technology Fair (Day 1)	8/21/2018
JR-SR HS	LASAGE, CARRIE	3rd Annual North Country Teacher Technology Fair (Day 1)	8/21/2018
DEXTER	PAIGE, MARY	3rd Annual North Country Teacher Technology Fair (Day 1)	8/21/2018
DEXTER	AUMELL, EMILY	3rd Annual North Country Teacher Technology Fair (Day 2)	8/22/2018
BGP	FAHEY, KELLEY	3rd Annual North Country Teacher Technology Fair (Day 2)	8/22/2018
JR-SR HS	LASAGE, CARRIE	3rd Annual North Country Teacher Technology Fair (Day 2)	8/22/2018
DEXTER	PAIGE, MARY	3rd Annual North Country Teacher Technology Fair (Day 2)	8/22/2018
DISTRICT OFFICE	CASE, BARBARA	Introduction to NYSED Every Student Succeeds Act (ESSA)	8/23/2018
DISTRICT OFFICE	DONALDSON, NICOLE	Introduction to NYSED Every Student Succeeds Act (ESSA)	8/23/2018
DISTRICT OFFICE	DONALDSON, NICOLE	Seal of Biliteracy Committee Meeting	9/19/2018

Chain of Command for Information

We are here to help at the **General Brown Central School District**.

In the interest of promoting effective communication with our stakeholders, we have developed a checklist outlining the personnel to contact with a question and/or concern. In order to facilitate the use of this checklist, when you contact office personnel you will be asked if you have contacted the staff member most immediately involved in or responsible for addressing the question or concern. If you have done so and did not receive a response or resolution, then you should proceed to the next contact (listed below).

QUESTIONS OR CONCERNS REGARDING:	CONTACT 1	CONTACT 2	CONTACT 3	CONTACT 4	CONTACT 5	CONTACT 6
ACADEMICS	Teacher	Guidance Counselor	Principal	Superintendent	BOE	
AIS	Teacher	Principal	Assistant Superintendent	Superintendent	BOE	
SCHEDULES	Teacher	Guidance Counselor	Principal	Superintendent		
CURRICULUM	Teacher	7-12: Asst. Principal K-6: Elem. Principal	7-12: Principal K-6: Asst. Supt.	Superintendent	BOE	
BEHAVIOR & DISCIPLINE	Teacher	Assistant Principal Elementary Principal	Principal	Superintendent	BOE	
CLASSROOM PROCEDURES	Teacher	Guidance Counselor	Principal	Superintendent		
SPECIAL EDUCATION	Teacher	Director of Student Services	Assistant Superintendent	Superintendent	BOE	
BUDGET	Assistant Superintendent	Superintendent	BOE			
HEALTH/MEDICAL	School Nurse	Principal	Superintendent			
CAFETERIA	Cafeteria Manager	Operations Manager	Principal	Assistant Superintendent	Superintendent	BOE
ATHLETICS	Coach	Athletic Coordinator	Principal	Superintendent	BOE	
CO-CURRICULAR	Club Advisor	Principal	Assistant Superintendent	Superintendent	BOE	
TRANSPORTATION	Bus Driver	Asst. Transportation Director	Operations Manager	Assistant Superintendent	Superintendent	BOE
FACILITIES / BUILDINGS AND GROUNDS	Head Custodian	Operations Manager	Assistant Superintendent	Superintendent	BOE	
BUILDING USE	Principal	Asst. Superintendent	Superintendent	BOE		
BOE POLICIES	Principal	District Clerk	Assistant Superintendent	Superintendent	BOE	
TECHNOLOGY	Principal	Instructional Tech. Specialist or Network Admin.	Assistant Superintendent	Superintendent	BOE	
SACC PROGRAM	Program Director	Principal	YMCA			

Please contact the building and follow the prompts to reach a particular office / department.

Jr.-Sr. High School Building	315-779-2300 - Option 1
Athletic Coordinator	315-779-2300 - Option 1
Brownville Glen Park Elementary School	315-779-2300 - Option 2
Dexter Elementary School	315-779-2300 - Option 3
Director of Student Services	315-779-2300 - Option 4
Transportation and Operations	315-779-2300 - Option 5
Food Service Department	315-779-2300 - Option 7
Technology Department	315-779-2300 - Option 8
District Office / Office of the Superintendent / District Clerk	315-779-2300 - Option 9
Business Office / Office of the Assistant Superintendent	315-779-2300 - Option 9, Option 2
YMCA - SACC Office 585 Rand Drive, Watertown, NY 13601	315-755-2005
BOARD OF EDUCATION	Please view the District Website: www.gblions.org for contact information.

***Email addresses for staff members consist of the person's first initial and complete last name, followed by @gblions.org**



**Rural Schools Association
Of New York State**

Cornell University
Warren Hall 275 Flex
Ithaca, NY 14853
Office: 607-255-8709
Fax: 607-254-2896
www.RSANY.org

David A. Little, Esq.
Executive Director
24 Century Hill Drive, Suite 200-A
Latham, NY 12110
dal295@cornell.edu
Office: 518-250-5710
Cell: 518-888-4598

Dr. Gretchen Rymarchyk, Deputy Director
gkr1@cornell.edu 607-254-3557

Thomas Marzeski, Assistant Director
tem75@cornell.edu 315-317-4823

Natalie Mitchell, Admin. Assist.
nam33@cornell.edu 607-255-8709

Barbara Case, Superintendent of Schools
General Brown Central School District
PO Box 500, 17643 Cemetery Rd.
Dexter, NY 13634-9731

RECEIVED

JUN 25 2018

GENERAL BROWN CSD
DISTRICT OFFICE

Dear Barbara,

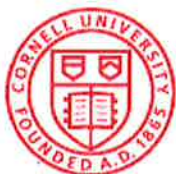
As we enter this critically important time in the lives of our rural schools and their students, I am reaching out to you to ask that your district join your fellow rural schools in becoming a member of the **Rural Schools Association of New York State**. I have enclosed an invoice hoping that you will promptly join our organization for the coming year.

Over the past two years, the **RSA**'s membership has increased dramatically. We now represent three hundred and twenty school districts and BOCES. Representing nearly half of all of our state's school districts has required RSA to purposefully shift its focus to legislative and regulatory advocacy, while retaining all of our member service and our Cornell University research component. As a result, this past legislative session, RSA greatly increased the visibility of rural school issues and the political influence of rural schools. We held press conferences at the Capitol, appeared on statewide television and radio shows, and hosted public education rallies, all to address the state's deficient approach to public education in general and the issues specific to our rural school districts.

The result? An aid increase largely directed at our most financially challenged districts and deflection of the most onerous proposals for new state mandates. We have also dramatically increased our member programming with our daylong Rural Schools Summit at the NYSSBA Convention in Lake Placid, as well as adding a Winter Summit and Spring Summit to highlight the most affordable, innovative and replicable programs and services for rural districts. We are beefing up our research at Cornell University to ensure that our members continue to receive the most timely and relevant information. To facilitate this, we have hired Deputy Director Dr. Gretchen Rymarchyk.

This shift in focus makes it essential for the RSA to continue to strengthen our membership!

Fact is, your RSA needs to be known for representing all rural districts. This is more vital



Rural Schools Program
Cornell University
College of Agriculture and Life Sciences
<https://cardi.cals.cornell.edu/programs/rsa>

to our mission than the amount of the membership dues you are being asked to contribute. RSA dues are only \$750. But if your district is experiencing fiscal distress, we know that you need RSA most of all. Do not let those fiscal challenges prevent you from allowing RSA to support you! If the amount of the annual dues are a burden, please give me a call. We'll work something out!

As we look forward to the 2018-19 school year, your RSA is focused on creating a legitimate school funding formula that accurately reflects a community's ability to contribute to the education of its children and provides sufficient state resources.

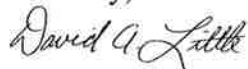
The issues facing our rural districts are not specific to any one region of our state. All rural districts need to act and speak with unity to exert the force needed to correct years of state neglect. Having your school district become an RSA member will help amplify the RSA's voice in Albany and continue our ability to improve instruction in your district!

As a statewide (but specifically focused association), the RSA can act as a relentless, strong and unified voice speaking to the concerns of rural districts. The RSA never needs to moderate our message in recognition of the diverse interests of urban and suburban districts. They have always had their own powerful political champions. Now our rural districts have their own. Elected officials in Albany now know that rural school districts are unified in working on behalf of our children and communities. We hope that your district will become a member and reap the benefits of advocacy, research tools, targeted summits and other member services (while doing your share to ensure that these benefits inure to all rural districts.)

Thank you for considering this request to join our organization. I know that you will find that our comparatively small membership cost is well worth the investment in the future of your students. If you have any questions about the work of the Rural Schools Association, please contact me by phone or e-mail. On behalf of your fellow rural districts, I send you our heartfelt best wishes as the 2018 school year winds down and you begin preparing for the 2018-19 school year!

All the best,

Sincerely,



DAVID A. LITTLE, Esq.
Executive Director

Communities Committed to Educational Excellence



**Rural Schools Association
Of New York State**
Cornell University
Warren Hall 275 Flex
Ithaca, NY 14853
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Fax: 607-254-2896
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Thomas Marzeski, Assistant Director
tem75@cornell.edu

Natalie Mitchell, Admin. Assist.
nam33@cornell.edu 607-255-8709

**Invoice 1718227
June 15, 2018**

To:
Barbara Case, Superintendent of Schools
General Brown Central School District
PO Box 500, 17643 Cemetery Rd.
Dexter, NY 13634-9731

For: July 1, 2018 – June 30, 2019 Rural Schools Association Annual Membership...
\$750.00

Thank you,
Natalie Mitchell, Office Manager

Please return this form with your payment.

June 15, 2018

Invoice 1718227

Dues Amount \$ 750.00

From: Barbara Case, Superintendent of Schools
General Brown Central School District
PO Box 500, 17643 Cemetery Rd.
Dexter, NY 13634-9731

_____ **Authorization signature for Rural Schools Association
services provided to district.**

Please make checks payable to **Rural Schools Association.** Thank you!

**Return to: Rural Schools Association
Warren Hall 275 Flex
Cornell University
Ithaca, NY 14853**



Rural Schools Program
Cornell University
College of Agriculture and Life Sciences
<https://cardi.cals.cornell.edu/programs/rsa>

GENERAL BROWN CENTRAL SCHOOL DISTRICT

General Brown Junior-Senior High School

17643 Cemetery Road
Dexter, NY 13634
Tel 315-779-2300 / Fax 639-3444

Brownville/Glen Park Elementary School

PO Box 10
Brownville, NY 13615
Tel 315-779-2300 / Fax 788-6976

Dexter Elementary School

415 East Grove Street
Dexter, NY 13634
Tel 315-779-2300 / Fax 639-6845



Board of Education

Sandra Young Klindt, President
Natalie Hurley, Vice President
Daniel Dupee II
Brien Spooner
Jamie Lee
Albert J. Romano, Jr.
Kelly Milkowich

www.gblions.org

TO: Barbara J. Case, Superintendent of Schools
FROM: Gary Grimm, Transportation Supervisor / Operations Manager
SUBJECT: Railroad Crossings
DATE: July 25, 2018

Listed and described below are the railroad crossings used by our buses, in the area of our school district. These crossings are noted in each bus route involved.

1. The crossing on Bradley Street Road guarded by flashing lights

Listed and described below are the railroad crossings used by our buses, but not within our school district. These crossings are noted in each bus route involved.

1. The crossing on Burdick Street between Bradley and LeRay Streets.
2. The crossing on Noble Street between Main Street and Co. Rt. 46 in Evans Mills

Approved by Board of Education - _____

MOTION CONCERNING TAX WARRANT
(Collector Appointed to Serve on a Salary Basis)
Tax Collection Procedures

Board of Education Meeting
August 13, 2018

Motion made by _____

Seconded by _____

WHEREAS:

Chapter 73 of the Laws of 1977, amended Section 1318, subdivision 1 of the Real Property Tax Law and

WHEREAS:

The entire fund balance at the close of the last fiscal year must be applied in determining the amount of school tax levy except for an amount not to exceed 4% of the current school year budget; and

WHEREAS:

This latter amount may be held as surplus funds during the current school year; now therefore

BE IT RESOLVED:

That the Board of Education retain as surplus funds, \$ 910,000.00 from the total fund balance to be applied to the reduction of tax levy.

BE IT ADDITIONALLY RESOLVED AS FOLLOWS:

To the collector of General Brown Central School District of Brownville and Dexter, Towns of Brownville, Pamela, Hounsfield, Watertown, and Lyme, City of Watertown, County of Jefferson, State of New York

You are hereby commanded:

1. To give notice and start collection on September 4, 2018.
(In accordance with the provision of Section 1322 of the Real Property Tax Law)
2. To give notice that tax collection will end November 2, 2018.
3. To collect taxes in the total sum of \$ 7,866,594.00 = (\$ 7,813,094.00 District Levy plus \$53,500.00 Library Levy) in the same manner that collectors are authorized to collect town and county taxes in accordance with provisions of Section 1318 of the Real Property Tax Law.
4. To make no changes or alterations in the tax warrant or the attached tax rolls but shall return the same to the Board of Education. The board may recall its warrant and tax rolls for correction of errors of omissions in accordance with the provisions of Section 1316 of the Real Property Tax Law.
5. To forward by mail to each owner of real property listed on the tax rolls within ten days after the start of collection of statement of taxes due on his property on press-numbered tax bill forms provided by the school district in accordance with the provisions of Section 922 of the Real Property Tax Law. To forward by mail, without interest penalties, to the office of the county treasurer a detailed tax bill of all state land parcels liable for taxes on the school tax rolls in accordance with provisions of Sections 540 and 544 of the Real Property Tax Law.

6. To receive from each of the taxable corporations and natural persons the sums listed on the attached tax rolls without interest penalties when such sums are paid before the end of the first month of the tax collection period. To add two percent interest penalties to all taxes collected during the second month of the tax collection and to add three percent interest penalties to all taxes collected during any part of the third month of the tax collection period and to account for such sums as income due to the school district.
7. To issue receipts only on forms provided by the school district in acknowledgement of receipt of payments of taxes and to retain, preserve and file exact carbon copies of all such receipts issued as required by Section 987 of the Real Property Tax Law.
8. To promptly return the warrant at its expiration and if any taxes on the attached tax rolls shall be unpaid at that time, deliver an accounting thereof on forms showing by town and assessed valuation, tax rate, the total amounts remaining uncollected as required by Section 1330 of the Real Property Tax Law.
9. Installment payments will be collected by the school tax collector for the first payment only. The remaining payments will be collected by the Treasurer of Jefferson County for the currant tax warrant.

The warrant is issued pursuant to Sections 910, 912, and 914 of the Real Property Tax Law and is delivered in accordance with Sections 1306 and 1318 of this law. It is effective immediately after it is properly signed by a majority of the Board of Education. The warrant shall expire on the date stated above unless a renewal or extension has been endorsed on the face of this warrant in writing in accordance with Section 1318, subdivision of the Real Property Tax Law.

Signatures – Board of Education:

Vote

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Signed in the affirmative by all BOE members present:

This warrant is for use by trustees of common school districts and boards of education in union free, central and village superintendencies. (The word trustee as used throughout the explanation below refers to trustee, trustees or board of education alike.)

BUDGET

GENERAL DIRECTIONS TO TRUSTEE (S) AND BOARDS OF EDUCATION

WARRANT ISSUED BY UNION FREE AND CENTRAL SCHOOL DISTRICTS

1. Prepare or cause to be prepared the tax list, extend or cause to be extended the taxes to be collected, and total or cause to be totaled the amounts of the tax levy by towns. The Town Board of Assessors is required to furnish a duplicate copy of the appropriate portion of the town assessment roll on or before August 1. (Real Property Tax Law Section 1302 (2) but such lists must be checked for completeness and accuracy even though this requires going back to the town assessment roll and/or the previous year's school tax list, as school authorities are not relieved from full responsibility for ascertaining whether real property is within the school district boundaries.

If any improvements on land destroyed or exemptions added between June 1st. (May 1st., effective January 1, 1964) and date of confirmation of roll see Real Property Tax Law Section 1302 (3).

2. Attach to the tax list the tax warrant signed by the sole trustee or by at least a majority of the trustees or board of education to direct and establish authority of the collector (Real Property Tax Law Section 1318 (1)).

3. Fill in "Estimated Receipts" and "Estimated Expenditures" from the "Annual School Budget Form" presented and approved at the annual school meeting (Real Property Tax Law Section 1306 (1)).

4. Fill out the tax report to district superintendent, Form 3, in the trustee's Order-Check Book and forward this report to the district superintendent at the time this warrant is placed in the hands of the collector. Union free, central and village districts have a separate Form for Report of Tax Levy.

5. The trustee (s) or board of education may not legally turn the warrant and tax list over to the collector until said collector is duly bonded. The purchase of a fidelity bond by the trustee (s) is a proper charge against the school district. The trustee (s) shall indorse his (their) approval on the bond and forward it to the district superintendent, who will indorse his approval and either the superintendent or trustee (s) shall file the same in the office of the county clerk of the county in which the collector resides (Education Law, sections 2124 and 2130-5).

6. On or before September 1st, but not before thirty-one days after tax is voted, place the tax list in the hands of the collector (Real Property Tax Law Section 1306 (1), 1318 (2)).

7. No corrections or additions may be made to the school tax roll or refunds of taxes made by the trustee (s) or board of education without the approval in writing of the district superintendent in all cases of districts within the jurisdiction of a district superintendent and without the written approval of the commissioner of education in many cases. See (Real Property Tax Law Section 1316).

8. The regular tax warrant authorizing the collection to start on or before September 1st should be issued to expire before November 15th, so that the return tax claim may be filed by November 15th. The trustee, as an emergency measure, may grant the collector a renewal of a special school tax warrant but not beyond the time it must be returned to the County Treasurer by dating and signing his indorsement on the face of the warrant, (Real Property Tax Law Section 1318 (3), 1330 (2)).

9. The trustee shall require the collector to return the warrant immediately after its expiration. At the same time the collector shall make a full and complete statement of the taxes remaining unpaid on forms provided by the county treasurer. Said statement shall include amount of interest on unpaid taxes if collector received compensation in lieu of fees (Real Property Tax Law Section 1330 (1)). On or before the 15th day of November the trustee (s) shall file with the county treasurer and return tax claim bearing certificate of the trustee(s) and the collector's affidavit. Said certificate should state that the statement has been compared with original tax roll and is correct (Real Property Tax Law Section 1330(2)).

10. Within 15 days after this tax list and warrant is returned to the trustee (s) by the collector, it must be filed with the district superintendent (Real Property Tax Law Section 1330 (3)), who in turn must file it with the town clerk of the town in which the principal school building of the district is located, on or before July 1st of each year. In superintendencies it shall be filed directly with the town clerk by the board of education.

11. For equalization in school districts located in more than one town or city, see (Real Property Tax Law Section 1314).

12. For districts allowing installment payments, see (Real Property Tax Law Section 1340).

1. The board of education should, by resolution duly adopted, authorize its warrant to be attached to the tax list. This resolution fixing the amount of the total levy confirms the extension of the roll and fixes the exact date of validity of the tax lien upon the real property.

2. Tax warrants should be issued for a specific period, as determined by the board of education, this period to be not less than one month nor to extend later than the date on which return of taxes must be made. For example, the warrant could be issued for the period September 1 through November 10, thus allowing five days for preparing and filing the returned tax certificate by November 15.

3. The board of education should instruct the collector to make a report in writing at the expiration of the warrant, listing by towns the total assessed valuation, the tax rate, the total tax levy, the total amounts collected and the total amounts remaining uncollected, together with interest.

4. On receipt of the collector's account of unpaid taxes, the board of education, on comparing the collector's return of unpaid taxes with the original tax list and determining that it be correct, shall so certify and immediately transmit the account, affidavit and certificate to the treasurer of the county so that the same shall be received by him not later than the 15th day of November following the levy of the tax (Real Property Tax Law Section 1330 (2)).

APPOINTMENT OF COLLECTOR BY BOARD OF EDUCATION

1. The resolution of appointment should place this officer either on a fee basis as provided by Real Property Tax Law Section 1328, or on a salary as provided by Section 2130 of the Education Law.

2. In a school district in which the collector receives a fixed compensation in lieu of fees the delinquent tax penalties are fixed by law as follows:

All of the taxes remaining unpaid after the expiration of the one month period bear interest at the rate of 1 per cent per month, until the return of the collector's warrant. The account of unpaid taxes filed with the county treasurer should include the amount of the taxes remaining unpaid, plus the amount of such interest on such unpaid taxes as computed as of the date of the return of the collector's warrant. All such interest collected by the district tax collector or paid by the county treasurer shall belong to the school district.

3. In a school district in which the collector is on a fee basis, the collector may retain only such fees as are actually collected by the collector. No collector's fees based on delinquent taxes reported as unpaid may be added to the return tax claim.

DIRECTIONS TO COLLECTOR

1. Read warrant and ascertain that it is properly signed and dated by sole trustee or a majority of trustees or board of education.

2. Return this warrant and original tax list to the trustee (s) or board of education at date of expiration.

3. Obtain from the county treasurer's office the necessary blank forms on which to make your complete account of all taxes remaining unpaid at the time of the expiration of the warrant.

4. Return to the trustee (s) or board of education your complete account of unpaid taxes, certifying by your signed affidavit that "after diligent efforts you are unable to collect," witnessed by any notary public, justice of the peace, or any other officer authorized to administer oaths. The trustee (s) or board of education, on comparing your return of unpaid taxes with the original tax list and determining that it be correct, shall so certify and immediately transmit the account, affidavit and certificate to the treasurer of the county so that the same shall be received by him not later than the 15th day of November following the levy of the tax.

5. Complete and file the collector's tax report showing by towns the totaled assessed valuation, the tax rate, the total tax levy, the total amount collected and the total amounts remaining uncollected.

Estimated Receipts:

Surplus estimated to be available for appropriations	\$ _____
State Aid	_____
Federal Aid	_____
Tax on Property	_____
Tuition	_____
Other Sources	_____
Total Revenues (Estimated)	\$ _____

Estimated Expenditures:

Board of Education	\$ _____
Central Administration	_____
Instruction - Regular Day School	_____
Instruction - Special Schools	_____
Community Services	_____
Transportation	_____
Operation & Maint. of Plant	_____
Undistributed Expenses	_____
Debt Service	_____
Inter-fund Transfers	_____
Total Estimated General Fund Expenditures	\$ _____

Other Purposes For Which Taxes

are Levied	_____
Specify	_____
	\$ _____

Balance-End of Budget Year (use only for a Planned Balance)

Total Estimated Expenditures and Planned Balance	\$ _____
--	----------

TAX WARRANT

To the collector of school district No. _____ towns of Brownville, Lyme, Hounsfield, Pamela, Watertown City of Watertown in the counties of Jefferson State of New York

You are hereby commanded: 7,813,094.00

- To collect taxes in total sum of 53,500.00 Library Tax in the same manner that collectors are authorized to collect town and county taxes.
- To give notices in accordance with 7,866,594.00 Section Real Property Tax Law Section 1322, 1338.

- To receive from each of the taxable corporations and natural persons on the attached tax roll the sums listed or so much thereof as is voluntarily paid to you within one month from date of this warrant, together with one cent on each dollar thereof, where collector is on fee basis.
- To collect after the expiration of one month the residue of the sums not paid, together with the fees prescribed in sections Education Law 2130 and Real Property Tax Law Section 1328.

5. To return this warrant within 82 days and if any taxes in this list shall be unpaid at that time you shall deliver to us an account thereof.

This warrant is issued by authority of article 13 of the Real Property Tax Law, and has the same force and effect as a warrant and tax list issued by the board of supervisors. It is effective immediately after it is properly signed by a majority of trustees.

Given under hand this. 13th day of August xxx 2018

Signatures of trustee (s)

NOTE: THE AMOUNT OF TAXES TO BE COLLECTED SHOULD CORRESPOND WITH THE TOTAL ENTERED ON THE SUMMARY ON THE BACK OF THIS FORM.

**GENERAL BROWN CENTRAL SCHOOL DISTRICT
2018-2019 TAX RATE COMPUTATION - FINAL**

TOWN	ASSESSED VAL (include clergy)	EQUAL RATE	FULL VAL BY TOWN	TOTAL VAL SCHOOL DIST	% TO BE LEVIED	AMOUNT TO BE LEVIED TOTAL	AMT TO BE LEVIED	ASSESS VAL BY TOWN (no clergy)	TAX RATE PER ASSESS	TAX RATE PER \$1.00	\$ INCREASE IN TAX RATE	% INCREASE IN TAX RATE
BROWNVILLE	\$463,002,508.00	1.0000	\$463,002,508.00	\$788,422,720.50	0.5872516	\$7,813,094.00	\$4,588,251.99	\$463,002,508.00	0.00990978	\$9.909778	\$0.156138	1.600819%
PAMELIA	\$134,648,708.00	0.5700	\$236,225,803.51		0.2996182		\$2,340,945.23	\$134,648,708.00	0.01738558	\$17.385575	\$0.273926	1.600819%
HOUNSFIELD	\$28,475,957.00	0.9100	\$31,292,260.44		0.0396897		\$310,099.35	\$28,474,457.00	0.01089044	\$10.890439	\$0.729857	7.183216%
WATERTOWN	\$30,712,712.00	0.6400	\$47,988,612.50		0.0608666		\$475,556.49	\$30,712,712.00	0.01548403	\$15.484028	\$0.478428	3.188331%
LYME	\$6,611,115.00	1.0000	\$6,611,115.00		0.0083852		\$65,514.68	\$6,611,115.00	0.00990978	\$9.909778	\$0.156138	1.600819%
WATER-CITY	\$3,137,300.00	0.9500	\$3,302,421.05		0.0041886		\$32,726.26	\$3,137,300.00	0.01043135	\$10.431345	(\$0.170437)	-1.607628%
Total	\$666,588,300.00		\$788,422,720.50		1.0000000	\$7,813,094.00	\$7,813,094.00	\$666,586,800.00				

2018-2019 Library Tax Rate Computation

TOWN	ASSESSED VAL +clergy	EQUAL RATE	FULL VAL BY TOWN	TOTAL VAL SCHOOL DIST	% TO BE LEVIED	AMOUNT TO BE LEVIED TOTAL	AMT TO BE LEVIED	ASSESS VAL BY TOWN (no clergy)	TAX RATE PER ASSESS	TAX RATE PER \$1.00	\$ INCREASE IN TAX RATE	% INCREASE IN TAX RATE
BROWNVILLE	\$463,002,508.00	1.0000	\$463,002,508.00	\$788,422,720.50	0.5872516	\$53,500.00	\$31,417.96	\$463,002,508.00	0.00006786	\$0.067857	\$0.006187	10.032813%
PAMELIA	\$134,648,708.00	0.5700	\$236,225,803.51		0.2996182		\$16,029.57	\$134,648,708.00	0.00011905	\$0.119047	\$0.010855	10.032813%
HOUNSFIELD	\$28,475,957.00	0.9100	\$31,292,260.44		0.0396897		\$2,123.40	\$28,474,457.00	0.00007457	\$0.074572	\$0.010329	16.078502%
WATERTOWN	\$30,712,712.00	0.6400	\$47,988,612.50		0.0608666		\$3,256.36	\$30,712,712.00	0.00010603	\$0.106027	\$0.011150	11.752076%
LYME	\$6,611,115.00	1.0000	\$6,611,115.00		0.0083852		\$448.61	\$6,611,115.00	0.00006786	\$0.067857	\$0.006187	10.032813%
WATER-CITY	\$3,137,300.00	0.9500	\$3,302,421.05		0.0041886		\$224.09	\$3,137,300.00	0.00007143	\$0.071428	\$0.004396	6.558093%
	\$666,588,300.00		\$788,422,720.50		1.0000000	\$53,500.00	\$53,500.00	\$666,586,800.00				

GENERAL BROWN CENTRAL SCHOOL DISTRICT

Summary Data

2018-2019 Appropriated Revenue Budget

Interest - Real Pr	\$12,000.00
Admissions	\$6,147.00
Payment in Lieu	\$40,000.00
Tuition	\$3,000.00
Interest - Investm	\$2,250.00
Rental Real Prop	\$9,000.00
Rental - BOCES	\$2,000.00
Rental - Equip	\$3,000.00
Sale - Equip	\$500.00
Sale - Trans Equi	\$500.00
Sale - Instruct Su	\$100.00
Insurance Recovr	\$100.00
Comp - Other Loc	\$150.00
Refund Prior Yr E	\$150,000.00
Gifts/Donations	\$9,000.00
Other Unclassifie	\$20,000.00
State Aid	\$13,760,909.00
Other State Aid	\$0.00
Other Fed Aid	\$50,000.00
Medicaid Reimb	\$40,000.00
Interfund Transfe	\$8,000.00
Reserves	\$10,000.00
Appop Fund Bal	\$910,000.00
Other Misc. Reve	\$0.00
Tax Levy	\$7,813,094.00
TOTAL REVENU	\$22,849,750.00
BUDGET	\$22,849,750.00

TRUE TAX RATE FOR LAST TEN YEARS

2018-2019	\$9.909778
2017-2018	\$9.753640
2016-2017	\$9.553556
2015-2016	\$9.603462
2014-2015	\$9.530026
2013-2014	\$9.104817
2012-2013	\$8.466471
2011-2012	\$8.550193
2010-2011	\$8.339937
2009-2010	\$8.619088

TRUE TAX RATE-LIBRARY FOR LAST TEN YEARS

2018-2019	\$0.067857
2017-2018	\$0.061670
2016-2017	\$0.061607
2015-2016	\$0.063471
2014-2015	\$0.044357
2013-2014	\$0.045332
2012-2013	\$0.042237
2011-2012	\$0.043290
2010-2011	\$0.043873
2009-2010	\$0.046679

Equalization Rates Comparison

	2018-2019	2017-2018	Difference
BROWNVILLE	1.0000	1.0000	0.00
PAMELIA	0.5700	0.5700	0.00
HOUNSFIELD	0.9600	0.9600	0.00
WATERTOWN	0.6500	0.6500	0.00
LYME	1.0000	1.0000	0.00
WATER-CITY	0.9200	0.9200	0.00

Tax levy inc. vs. tax rate inc. (Brownville)

Year	Levy increase	Tax rate inc.
2018-2019	1.86%	1.60%
2017-18	1.99%	2.09%
2016-17*	2.49%	-35.26%
2015-16	1.96%	0.77%
2014-15	6.97%	5.30%
2013-14	5.38%	0.79%
2012-13	2.75%	2.97%
2011-12	1.49%	1.51%

* Revaluation

Tax Rate Increase Summary

Town	2017-2018		
	Rate	Increase/Decre	% Increase
BROWNVILLE	\$9.75	\$0.16	1.60%
PAMELIA	\$17.11	\$0.27	1.60%
HOUNSFIELD	\$10.16	\$0.73	7.18%
WATERTOWN	\$15.01	\$0.48	3.19%
LYME	\$9.75	\$0.16	1.60%
WATER-CITY	\$10.60	(\$0.17)	-1.61%