

**GENERAL BROWN CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION**
17643 Cemetery Road - P.O. Box 500 - Dexter, New York 13634
REGULAR MEETING
Monday June 11, 2018 5:30 p.m.
Cafeteria - Jr./Sr. High School

MINUTES

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

OTHERS PRESENT: Barbara J. Case, Superintendent of Schools; Lisa K. Smith, Executive Director of Administrative Services; Nicole Donaldson, Principal Jr.-Sr. High School; Kylee Monroe, Director of Student Services; David Ramie, Principal Dexter Elementary; Joseph O'Donnell, Principal Brownville Glen Park Elementary; Alvin Hasner, District Claims Auditor; Brian Nortz, Athletic Coordinator; Teachers and Guests; Lisa VanBrocklin, GBTA President; Debra L. Bennett, District Clerk; Doug Black, Football Coach; Kelly Milkowich, Board Member-elect; Guests from Questar; Staff Members / Community Members

1. CALL TO ORDER - PLEDGE OF ALLEGIANCE

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

2. APPROVAL OF AGENDA

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

— Superintendent Case welcomed our teachers and their guests, and shared her excitement and anticipation of what lies ahead for our newest group of Teacher-Leaders.

3. ITEMS FOR BOARD ACTION - TENURE

Motion for approval of the following tenure appointments was made by Jamie Lee, and seconded by Natalie Hurley, with motion approved 7-0.

- (A) **BE IT RESOLVED**, that Upon the Recommendation of the Superintendent of Schools, the Board of Education of the General Brown Central School District hereby grants tenure to **Hannah L. Cottrell** in the tenure area of **Family & Consumer Science, effective September 1, 2018.**
- (B) **BE IT RESOLVED**, that Upon the Recommendation of the Superintendent of Schools, the Board of Education of the General Brown Central School District hereby grants tenure to **Stephanie A. Doney** in the tenure area of **Special Education, effective September 1, 2018.**
- (C) **BE IT RESOLVED**, that Upon the Recommendation of the Superintendent of Schools, the Board of Education of the General Brown Central School District hereby grants tenure to **Alicia A. Kiechle** in the tenure area of **Reading, effective September 1, 2018.**
- (D) **BE IT RESOLVED**, that Upon the Recommendation of the Superintendent of Schools, the Board of Education of the General Brown Central School District hereby grants tenure to **Carrie LaSage** in the tenure area of **Library Media Specialist, effective September 1, 2018.**
- (E) **BE IT RESOLVED**, that Upon the Recommendation of the Superintendent of Schools, the Board of Education of the General Brown Central School District hereby grants tenure to **Julia Russell** in the tenure area of **Elementary Education, effective September 1, 2018.**
- (F) **BE IT RESOLVED**, that Upon the Recommendation of the Superintendent of Schools, the Board of Education of the General Brown Central School District hereby grants tenure to **Lindsey A. Davis** in the tenure area of **Music, effective September 1, 2018, conditioned upon the District's receipt of the required APPR rating pursuant to Education Law 3012-d.**
- (G) **BE IT RESOLVED**, that Upon the Recommendation of the Superintendent of Schools, the Board of Education of the General Brown Central School District hereby grants tenure to **Stephanie Karandy** in the tenure area of **Language 7-12 (Spanish), effective September 1, 2018, conditioned upon the District's receipt of the required APPR rating pursuant to Education Law 3012-d.**

4. **TENURE CELEBRATION** - The Board of Education took a short recess to enjoy refreshments with teachers and their guests as we congratulate them and celebrate their tenure appointments.

— The meeting resumed at 5:50 p.m.

5. **AUDIT COMMITTEE MEETING** (See agenda) - Presentation of the Internal Claims Auditor Report - Mr. Alvin Hasner

Following adjournment of the Audit Committee:

- (A) Board Action - **BE IT RESOLVED**, that the General Brown Central School District Board of Education takes action to approve the **Internal Claims Auditor Report** as presented by Mr. Alvin Hasner.

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

6. **PRESENTATIONS**

- (A) **Bernier & Carr** - Representatives Andrew Garlock and Bob Ingerson provided updates of the Smart Schools and Capital Project (Phases A & B).

7. **PUBLIC COMMENT** - No requests at this time.

8. **CONSENT AGENDA**

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

- (A) Approval of Minutes as listed:

- May 7, 2018 - Regular Meeting
- May 7, 2018 - Annual Meeting / Budget Hearing
- May 15, 2018 - Budget Vote / Election

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

- DEX library or conference room - June 25-August 24, 2018 from 7:30 a.m. to 3:30 p.m. - Summer Tutoring - Jillian Goodrich

- (C) Approval of Conferences and Workshops as listed:

- Joseph O'Donnell - Elementary Principal Meeting - JLBOCES - May 21, 2018

- (D) Approval of Conferences and Workshops as per *My Learning Plan* Report 6/8/2018

- (E) Approval of Financial Reports / Warrants for April 2018

9. **BOARD MEMBER REPORTS / STAFF MEMBER REPORTS / PRESENTATIONS**

- (A) Comments and Information from Board Members:

- Information Session: Supporting Families and Youth through Prevention held May 16, 2018
- Jefferson-Lewis School Board Association Annual Meeting with speaker Regent Elizabeth Hakanson

- (B) Staff Member Reports (as provided)

- (C) Staff Member Presentations:

- Mr. Brian Nortz - Summary of Spring Sports Season

10. **ITEMS FOR BOARD INFORMATION / DISCUSSION**

- (A) Board Information - As per the revised 2018-2019 Board of Education meeting schedule, the **Annual Organizational Meeting** will be held on **Tuesday, July 3, 2018 at 7:00 a.m. in the General Brown Room** of the Jr.-Sr. High School, followed immediately by the regular monthly meeting of the Board of Education.

- (B) Board Information / Discussion - Football Program: Following discussion, the Board of Education scheduled a Special Meeting to be held on Thursday June 14, 2018 at 5:30 p.m. in the cafeteria of the Jr.-Sr. High School to follow a parent meeting.

11. **ITEMS FOR BOARD DISCUSSION / ACTION**

- (A) Board Action - **BE IT RESOLVED**, that Upon the Recommendation of the Superintendent of Schools, the General Brown Central School District Board of Education hereby takes action to approve the **Inter-Municipal Cooperation Agreement for**

Legal Services through Jefferson-Lewis BOCES, in the amount of \$20,000 for the period of **July 1, 2018 to June 30, 2019**, to be billed in two installments, July 2018 and February 2019, and authorizes the Superintendent of Schools to execute the contract.

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

- (B) Board Action - **BE IT RESOLVED**, that Upon the Recommendation of the Superintendent of Schools, the General Brown Central School District Board of Education hereby takes action to approve **Hearing Officer Services** through the Office of Inter-Municipal Legal Services at Jefferson-Lewis BOCES in the amount of \$3,600 for the period of **July 1, 2018 to June 30, 2019**, to be billed through an approved CoSer subject to State aids reimbursement rates, and authorizes the Superintendent of Schools to execute the contract.

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

- (C) Board Action - **BE IT RESOLVED**, that the General Brown Central School District Board of Education takes action to authorize the use of funds from the **Employee Benefit Accrued Liability Reserve**, in an amount *not* to exceed \$17,500.

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

- (D) Board Action - **BE IT RESOLVED**, that the General Brown Central School District Board of Education takes action to authorize the inter-fund transfer of an amount not to exceed \$8,000 from the **Debt Service Fund to the General Fund**.

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

- (E) Board Action - **BE IT RESOLVED**, that the General Brown Central School District Board of Education takes action to authorize the **NYCLASS Municipal Cooperation Resolution** as follows:

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

WHEREAS, New York General Municipal law, Article 5-G, Section 119-o (“Section 119-o” empowers municipal corporations [defined in Article 5-G, Section 119-n to include school districts boards of cooperative educational services, counties, cities, town and villages] and districts to enter into, amend, cancel and terminate agreements for the performance among themselves (or one for the other) of their respective functions, powers and duties on a cooperative or contract bases; **WHEREAS**, the General Brown Central School District wishes to invest certain of its available investments funds in cooperation with other corporations and/or districts pursuant to a municipal cooperation agreement;

WHEREAS, the General Brown Central School District wishes to assure the safety and liquidity of its funds;

NOW, therefore, it is hereby resolved as follows: That **Lisa K. Smith** is hereby authorized to execute and deliver the **Cooperative Investment Agreement** in the name of and on behalf of the General Brown Central School District.

- (F) Board Action - Approval of **Committee on Special Education Reports**

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

12. ITEMS FOR BOARD ACTION - PERSONNEL

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

- (A) Retirements as listed:

Name	Position	Effective Date
Deanna M. Guyette	Network Administrator	2/1/2019
Elizabeth J. Robinson	Elementary Teacher	7/4/2019

- (B) Resignations as listed:

Name	Position	Effective Date
Nathan Gilchrist	Cleaner	5/25/2018
Regina Thomas	Cleaner	6/8/2018
Stephanie A. Doney	Special Education Teacher	6/22/2018
Alan R. Weston	5-Hour Bus Driver	6/25/2018
Tara Cole	School Social Worker	6/30/2018
Kelly Monroe	Elementary Teacher	8/1/2018
Nathan B. Nadelen	Technology Education	8/28/2018

(C) Appointments as listed:

Name	Position	Annual Salary / Rate of Pay	Probationary or Tenure Track Appt. (if applicable)	Effective Date
Jay Zimmer Lauren E. Edwards	5-Hour Bus Driver Elementary Teacher K-6	\$13,625 annually-Step 1 \$43,630 annually-Step 1 (B+9)	n/a 4-Year probationary tenure period for Elementary K-6 Education commencing September 1, 2018	7/1/2018 9/1/2018

13. ITEMS FOR BOARD ACTION - FINAL FINGERPRINT CLEARANCE

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

(A) 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:

- **Lauren E. Edwards** - Teacher

14. ADDITIONAL ITEMS FOR BOARD ACTION - PERSONNEL

(A) Board Action - Upon the Recommendation of the Superintendent of Schools, the General Brown Central School District Board of Education takes action to approve a **long-term leave of absence for Mrs. Ann Duffany** as per attached. Motion for approval was made by Albert Romano, and seconded by Daniel Dupee, with motion approved 7-0.

(B) Board Action - The General Brown Central School District Board of Education takes action to approve the **retirement of Mrs. Ann Duffany** - Elementary Teacher - **effective July 1, 2019** as per attached. Motion for approval was made by Brien Spooner, and seconded by Jamie Lee, with motion approved 7-0.

(C) Board Action - Upon the Recommendation of the Superintendent of Schools, approval is requested for the **Management/Confidential salary increases for the 2018-2019 school year**, in an amount *not* to exceed \$26,000, to be distributed by the Superintendent of Schools to eligible employees. Motion for approval was made by Natalie Hurley, and seconded by Jamie Lee, with motion approved 7-0.

(D) Board Action - The General Brown Central School District Board of Education takes action to approve the **2018-2019 annual salary of Barbara J. Case, Superintendent of Schools**, in the amount of \$132,275. Motion for approval was made by Albert Romano, and seconded by Daniel Dupee, with motion approved 7-0.

(E) Board Action - Upon the Recommendation of the Superintendent of Schools, the General Brown Central School District Board of Education hereby **abolishes the position of Director of Athletics & Discipline, effective June 30, 2018**. Motion for approval was made by Brien Spooner, and seconded by Sandra Klindt, with motion approved 7-0.

(F) Board Action - Upon the Recommendation of the Superintendent of Schools, the General Brown Central School District Board of Education hereby **creates a 1.0 FTE 12-month position of Assistant Principal, effective July 1, 2018**, which shall be included in the General Brown Administrators’ Association bargaining unit. Motion for approval was made by Natalie Hurley, and seconded by Daniel Dupee, with motion approved 7-0.

(G) Board Action - Upon the Recommendation of the Superintendent of Schools, the General Brown Central School District Board of Education hereby approves the **reassignment of Kylee Monroe** to the position of **Assistant Principal, effective July 1, 2018**, at an annual salary of \$81,200, which shall be in the same tenure area of Mrs. Monroe’s current assignment, District Administrator. Motion for approval was made by Sandra Klindt, and seconded by Daniel Dupee, with motion approved 7-0.

(H) Board Action - Upon the Recommendation of the Superintendent of Schools, the General Brown Central School District Board of Education hereby approves of the **increase of the Director of Student Services title from a 10-month plus 10-days in the summer position to a 12-month position, effective July 1, 2018**. Motion for approval was made by Natalie Hurley, and seconded by Jamie Lee, with motion approved 7-0.

- (I) Board Action - Upon the Recommendation of the Superintendent of Schools, effective July 1, 2018, the General Brown Central School District Board of Education pursuant to Section 3014-b of the N.Y. Education Law, hereby takes back and **assumes responsibility for the duties of Curriculum Coordinator formerly provided by the Jefferson-Lewis-Hamilton-Herkimer-Oneida BOCES.**
Motion for approval was made by Albert Romano, and seconded by Daniel Dupee, with motion approved 7-0.

- (J) Board Action - Upon the Recommendation of the Superintendent of Schools, **effective July 1, 2018**, the General Brown Central School District Board of Education hereby **abolishes the 1.0 FTE position of Curriculum Coordinator.**
Motion for approval was made by Sandra Klindt, and seconded by Albert Romano, with motion approved 7-0.

15. SUPERINTENDENT REPORTS

- (A) Business Official - Mrs. Smith
- (B) Superintendent - Mrs. Case shared news that Senator Ritchie has secured a grant through the Dormitory Authority of the State of New York for \$50,000. Details regarding the grant will be forthcoming.

16. CORRESPONDENCE & UPCOMING EVENTS (as provided)

- (A) Correspondence was received from Superintendent Jennifer Gaffney of Sackets Harbor Central School District to thank the District and the Board of Education for the use of our bus lift, and to recognize Mr. Gary Grimm for his hospitality and support during their time of need.
- (B) Recognition was recently awarded to Mrs. Jillian Goodrich at a celebration of staff members at Dexter Elementary, *“For Being an Outstanding Professional and Going Above and Beyond for Students!”* Mrs. Goodrich performed the Heimlich maneuver on a student in distress, while on lunch duty in the Dexter Elementary cafeteria.

17. ITEMS FOR NEXT MEETING

- (A) **Tuesday July 3, 2018** - Annual Organizational meeting beginning at 7:00 a.m. in the General Brown Room
- (B) **Tuesday July 3, 2018** - Regular Meeting immediately following

18. EXECUTIVE SESSION

A motion was requested to enter executive session for the discussion of litigation strategy regarding a current specific legal matter; as well as the discussion of the performance history of a particular individual.
Motion for approval was made by Brien Spooner, and seconded by Daniel Dupee, with motion approved 7-0. Time: 6:47 p.m.

— Mrs. Bennett was excused from the meeting at 6:47 p.m. The following motion was provided by Superintendent Case.

RETURN TO OPEN SESSION

A motion was requested to adjourn the executive session and reconvene the regular meeting.
Motion for approval was made by Natalie Hurley, and seconded by Brien Spooner, with motion approved 7-0. Time: 7:38 p.m.

— Mrs. Bennett was asked to rejoin the meeting at 7:38 p.m.

ADDITIONAL ITEMS FOR BOARD ACTION - PERSONNEL

- (A) Board Action - Upon the recommendation of the Superintendent of Schools, the General Brown Central School District Board of Education takes action to approve the **creation of the Administrative position of Assistant Superintendent, effective July 1, 2018.**

Motion for approval was made by Natalie Hurley, seconded by Brien Spooner, with motion approved 7-0.

- (B) Board Action - Upon the recommendation of the Superintendent of Schools, the General Brown Central School District Board of Education takes action to **approve the following appointment, effective July 1, 2018:**

Name:	Lisa K. Smith
Position:	Assistant Superintendent
Salary:	\$110,000 annually
Certifications:	School Building Leader (Professional); School District Leader (Professional); Reading K-12 (Permanent); Nursery, Kindergarten, Elementary 1-6 (Permanent)
Professional Tenure Area:	Assistant Superintendent
Probationary Period/Tenure Date:	4-Year Probationary Period (July 1, 2018 to June 30, 2022)

Motion for approval was made by Natalie Hurley, seconded by Brien Spooner, with motion approved 7-0.

- (C) Board Action - Upon the recommendation of the Superintendent of Schools, the General Brown Central School District Board of Education takes action to approve the **abolishment of the Administrative position of Executive Director of Administrative Services, effective July 1, 2018.**

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

ADJOURNMENT OF MEETING

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

A motion for approval was made by Natalie Hurley, seconded by Brien Spooner, with motion approved 7-0. Time: 7:40 p.m.

Respectfully submitted:

Debra L. Bennett, District Clerk

- Supporting documents may be found in supplemental file dated June 11, 2018