

**GENERAL BROWN CENTRAL SCHOOL DISTRICT**  
**BOARD OF EDUCATION**  
17643 Cemetery Road - P.O. Box 500 - Dexter, New York 13634  
**REGULAR MEETING**  
**Monday March 12, 2018 5:30 p.m.**  
General Brown Room - Jr./Sr. High School

**MINUTES**

**MEMBERS PRESENT:** Jeffrey West, President; Daniel Dupee II, Vice President; Sandra Young Klindt; Brien Spooner (arrived at 5:32 p.m.); Jamie Lee; Albert Romano, Jr.; Natalie Hurley

**OTHERS PRESENT:** Barbara J. Case, Superintendent of Schools; Lisa K. Smith, Executive Director of Administrative Services; Babette Valentine, Curriculum Coordinator; Nicole Donaldson, Principal Jr.-Sr. High School; Kylee Monroe, Director of Student Services; Gary Grimm, Operations Manager/Transportation Director; Debra Bennett, District Clerk; Student / Staff / 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 Natalie Hurley, and seconded by Sandra Klindt, with motion approved 6-0.

— Brien Spooner joined the meeting at 5:32 p.m.

**3. PRESENTATIONS:**

(A) **2017-2018 FIRE INSPECTION REPORT** - Presentation by Mr. John Warneck - NCE Environmental Consultants

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

(B) **BERNIER & CARR** - Representatives Rick Tague and Andrew Garlock explained the bidding process and presented the bid award recommendations

**4. PUBLIC COMMENTS** - Mrs. Tonia Stephenson presented information regarding the need for education concerning the current opiate epidemic, as well as the effects of student exclusion from specific youth sports teams.

**5. CONSENT AGENDA**

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

(A) Approval of Minutes as listed:

- February 12, 2018 - Regular Meeting

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

- JSBS new gymnasium - February 26 & 28, 2018 from 6:30 p.m. to 9:00 p.m. - GB Performing Arts Booster Club open volleyball for tournament
- DEX gymnasium - March 7,14,21 and 28, 2018 from 7:00 p.m. to 8:00 p.m. - Watertown Baseball Umpires' Association training
- DEX cafeteria - March 13 & 14, 2018 from 6:00 p.m. to 8:00 p.m. - Dexter Citizens' Committee baseball/softball sign-ups
- JSBS gymnasiums - March 18, 2018 from 7:00 a.m. to 9:00 p.m. - Victory Athletics basketball tournament
- JSBS turf field - March 20, 2018 from 10:00 a.m. to 1:00 a.m. - IHC Jr.-Sr. High School Varsity Lacrosse game
- BGP baseball/softball fields - Monday thru Saturday April 16 - July 31, 2018 from 5:30 p.m. to 9:00 p.m. and 10:00 a.m. to 4:00 p.m. on Saturdays - Dexter Citizens' Committee - 2018 Summer Baseball/Softball Program
- DEX baseball/softball fields - Monday thru Saturday April 16 - July 31, 2018 from 5:30 p.m. to 9:00 p.m. and 10:00 a.m. to 4:00 p.m. on Saturdays - Dexter Citizens' Committee - 2018 Summer Baseball/Softball Program
- JSBS new gymnasium - May 5-6, 2018 from 7:00 p.m. to 7:00 a.m. - General Brown Lock-In Committee after prom lock-in
- JSBS cafeteria - May 10, 2018 from 4:30 p.m. to 8:00 p.m. - Jefferson County Area Transportation Council Public Meeting
- JSBS baseball field - May 25 to August 14, 2018 from 5:30 p.m. to 9:00 p.m. weekdays and 10:00 a.m. to 4:00 p.m. Saturdays - Dexter Citizens' Committee 2018 Babe Ruth Baseball
- JSBS auditorium / General Brown Room / music room - March 7, 2019 from 5:00 p.m. to 9:00 p.m. - JLBOCES Scripps Regional Spelling Bee - Snow date March 11, 2019

(C) Approval of Conferences and Workshops as listed:

- Lisa K. Smith - Jefferson County Suicide Prevention Coalition Strategic Planning Workshop - The Anchor Recovery Center, Watertown - March 5, 2018

- Barbara J. Case - Jefferson-Lewis School Boards Association Dessert Workshop/Executive Meeting “*Make Way for Makerspaces!*” - JLBOCES - March 14, 2018
- Lisa K. Smith - Jefferson-Lewis School Boards Association Dessert Workshop/Executive Meeting “*Make Way for Makerspaces!*” - JLBOCES - March 14, 2018
- Natalie Hurley - Jefferson-Lewis School Boards Association Dessert Workshop/Executive Meeting “*Make Way for Makerspaces!*” - JLBOCES - March 14, 2018
- Lisa K. Smith - Utica National School Risk Management Seminar “*Understanding Mental Health: Shining Light On The Invisible*” - Hilton Garden Inn, Watertown - March 27, 2018
- Barbara J. Case - School Law Breakfast Briefing - Ogdensburg Free Academy, Ogdensburg NY - March 28, 2018
- Barbara J. Case - Jefferson-Lewis School Boards Association “*National Honor Society Recognition Program*” - Watertown High School - March 28, 2018

(D) Approval of Conferences and Workshops as per *My Learning Plan* Report 3/8/2018

(E) Approval of Financial Reports / Warrants for January 2018

## 6. BOARD MEMBER REPORTS / STAFF MEMBER REPORTS / PRESENTATIONS

(A) Comments and Information shared by Board Members - None at this time

(B) Staff Member Reports (as provided)

(C) Staff Member Presentations - Brian Nortz, Athletic Coordinator provided a Winter Sports Summary 2017-2018 Athletic Report

## 7. ITEMS FOR BOARD INFORMATION / DISCUSSION

(A) Board Information / Discussion - There is a Budget Advisory Workshop meeting tentatively scheduled for Wednesday, April 4<sup>th</sup> beginning at 6:00 p.m. in the cafeteria of the Jr.-Sr. High School.

Mrs. Smith suggested a change in format for next year. In lieu of a “presentation” format, the Board agreed to develop an actual workshop format with input from all stakeholder groups.

(B) Board Information / Discussion - Invitation from Jefferson-Lewis School Boards Association Dessert Workshop / Executive Committee Meeting: “*Make Way for Makerspaces!*” - BOCES Administration Building - March 14, 2018

(C) Board Information / Discussion - Invitation from Jefferson-Lewis School Boards Association: *National Honor Society Recognition Program* - Watertown High School - March 28, 2018

(D) Board Information / Discussion - Invitation from Jefferson-Lewis School Boards Association: Jefferson-Lewis BOCES Annual Dinner Meeting and Presentation of the proposed 2018-2019 BOCES Budget - Howard G. Sackett Technical Center, Glenfield NY - April 11, 2018 (Please RSVP by April 5)

(E) Board Information / Discussion - Term expiration for members of the General Brown Central School District Board of Education are as listed below. Petitions are available, and will be accepted in the Office of the District Clerk until 5:00 p.m. on Monday, April 16, 2018.

- 2018 - Jeffrey West
- 2018 - Daniel Dupee II
- 2018 - Jamie Lee
- 2019 - Brien Spooner
- 2019 - Sandra Young Klindt
- 2020 - Albert Romano, Jr.
- 2020 - Natalie Hurley

(F) Board Information / Discussion - Policy Updates:

- 1<sup>st</sup> Reading of Policy #7133 (new) - *Educational Stability for Students in Foster Care*
- 1<sup>st</sup> Reading of Policy #8460 (revised) - *Field Trip Policy*
- 1<sup>st</sup> Reading of Policy #8260 (revised) - *Parent and Family Engagement in Title I Programs*

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

(A) 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 12th day of March, 2018.

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

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

**RESOLUTION ACCEPTING LOW BIDS**

**WHEREAS**, the duly qualified voters of the General Brown Central School District (the “District”) voting at a special district meeting duly called, held and conducted on February 13, 2017, met to consider the *District’s proposed Capital Improvements Project* (“Project”), with a maximum estimated cost of \$9.4 million dollars; and

**WHEREAS**, the qualified voters of the District subsequently passed the aforesaid Project; and

**WHEREAS**, on March 6, 2018 several competitive bids were received by the District in response to a Notice and Invitation to Bidders to perform the work regarding the aforesaid Project, identified as “Contract No. 1 - General Construction,” “Contract No. 2 - Roofing,” “Contract No. 3 – Plumbing,” and “Contract No. 4 – Sitework,” together with three alternates, all for Project No. 2017-025, ; and

**WHEREAS**, the bids and alternates submitted by the responsible bidders in response to the request for bids regarding the contracts set forth above are reported to be as follows, as reflected by the Bid Tabulation Sheet prepared by BCA Architects & Engineers and attached as Exhibit “A,” hereto, and;

**WHEREAS**, the District has determined that it is desirous of contracting for all the proposed alternate work, in addition to the base bid work proposed under the aforementioned Contracts.

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

Section 1. A contract to perform the general construction work as set forth in **Contract No. 1 – General Construction, for Project No. 2017-025** is hereby awarded as follows:

Continental Construction – Total Base Bid \$757,962 plus Alt. #1 of \$15,394 and Alt. #2 of \$76,977  
**TOTAL CONTRACT AWARD \$850,333**

Section 2. A contract to perform the roofing work as set forth in **Contract No. 2 – Roofing, for Project No. 2017-025** is hereby awarded as follows:

PTL Contracting – Total Base Bid \$2,962,000  
**TOTAL CONTRACT AWARD \$2,962,000**

Section 3. A contract to perform the plumbing work as set forth in **Contract No. 3 – Plumbing, for Project No. 2017-025** is hereby awarded as follows:

Hyde Stone Mechanical Contractors – Total Base Bid \$54,056  
**TOTAL CONTRACT AWARD \$54,056**

Section 4. A contract to perform the sitework as set forth in **Contract No. 4 – Sitework, for Project No. 2017-025** is hereby awarded as follows:

Barrett Paving – Total Base Bid \$938,151 plus Alt. #1 of \$128,883  
**TOTAL CONTRACT AWARD \$1,172,034**

Section 5. The 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 contractors set forth above in a form approved by the Board’s attorneys.

Section 6. This resolution shall take effect immediately.

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

Jeffrey West	Voting Yes
Daniel Dupee	Voting Yes
Sandra Young Klindt	Voting Yes
Brian Spooner	Voting Yes
Jamie Lee	Voting Yes
Albert Romano Jr.	Voting Yes
Natalie Hurley	Voting Yes

**CLERK’S 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 12th day of March, 2018, 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 12<sup>th</sup> day of March, 2018.

[SEAL]

\_\_\_\_\_  
DEBRA L. BENNETT  
*School District Clerk*

(B) Board Discussion / Action - Dr. Sandra Young Klindt’s three year term of office serving on the Jefferson-Lewis-Hamilton-Herkimer-Oneida Board of Cooperative Education Services (BOCES) will expire June 30, 2018. Nominations of candidates will be accepted by the Clerk of the Jefferson-Lewis BOCES until March 19, 2018.

President West requested nominations for candidates to the BOCES Board. Dr. Sandra Klindt expressed an interest in running for the BOCES Board of Education.

President West nominated Dr. Klindt to serve as a representative for a three (3) year term of office beginning July 1, 2018 and concluding on June 30, 2021.

The above nomination is seconded by Jamie Lee, with the motion approved 6-0 with Dr. Klindt abstaining.

(C) Board Discussion / Action - Approval of the Madison-Oneida BOCES Services Request Form / Contract for 2018-2019: **BE IT RESOLVED** that the General Brown Central School District Board of Education takes action to approve participation in the specific services marked positively on the **2018-2019 Madison-Oneida BOCES Services Commitment Form**, effective July 1, 2018

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

(D) Board Discussion / Action - Approval of the Madison-Oneida BOCES FINAL Services Commitment Form for 2018-2019, effective July 1, 2018:

**BE IT RESOLVED** that the General Brown Central School District Board of Education takes action to approve participation for the **2018-2019 school year in the programs/services shown on the 2018-2019 Madison-Oneida BOCES FINAL Services Commitment Form / Contract**

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

- (E) Board Discussion / Action - Adoption of the following Resolution for Lead Evaluator of Principals: **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 Principals**, therefore: **BE IT RESOLVED, upon the recommendation of the Superintendent of Schools, the following shall be certified as Lead Evaluator of Principals:**

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

- Barbara J. Case
- Lisa K. Smith
- Babette Valentine

- (F) Board Discussion / Action - Approval of the **2018-2019 General Brown DISTRICT and 10-MONTH STAFF Calendars**  
Motion for approval was made by Sandra Klindt, and seconded by Brien Spooner, with motion approved 7-0.

- (G) Board Discussion / Action - Approval of the **2018-2019 Board of Education Meeting Schedule**  
Motion for approval was made by Brien Spooner, and seconded by Jamie Lee, with motion approved 7-0.

- (H) Board Discussion / Action - Approval of Committee on Special Education Reports  
Motion for approval was made by Sandra Klindt, and seconded by Albert Romano, with motion approved 7-0.

**9. ITEMS FOR BOARD ACTION - PERSONNEL**

- (A) 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 Paul Mendez, as School Resource Officer**, effective July 1, 2018, at an annual salary of \$30,000 as per agreement.  
Motion for approval was made by Brien Spooner, and seconded by Albert Romano, 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 takes action to enter into an **agreement with Paul Mendez to serve as the District's School Resource Officer**, and that the Board of Education authorizes Mr. Mendez to carry a firearm while on duty, and that this Resolution shall serve as written authorization to do the same.  
Motion for approval was made by Brien Spooner, and seconded by Albert Romano, with motion approved 7-0.

**10. ITEMS FOR BOARD ACTION - PERSONNEL continued**

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

- (A) Retirements as listed: none

- (B) Resignations as listed:

Name	Position	Effective Date
Emily Cean	7-Hour Teacher Aide	3/5/2018

- (C) Appointments as listed:

Name	Position	Annual Salary / Rate of Pay	Probationary or Tenure Track Appt. (if applicable)	Effective Date
Brittany M. Cean	Substitute Teacher	\$75 per day	n/a	3/13/2018
Alexandria K. Rice	Substitute Teacher	\$90 per day	n/a	3/13/2018
Mercedes S. Mackin	Substitute Teacher	\$85 per day	n/a	3/13/2018
Drew T. Heise	Sub. Teacher / Sub. Teacher Aide	\$75 per day / \$10.40 per hour	n/a	3/13/2018
Nikki J. Leeper	Sub. Teacher / Sub. Teacher Aide	\$85 per day / \$10.40 per hour	n/a	3/13/2018
Sophia L. Putnam	Sub. Teacher / Sub. Teacher Aide	\$75 per day / \$10.40 per hour	n/a	3/13/2018
Amber K. O'Connor	Sub. Teacher / Sub. Teacher Aide	\$75 per day / \$10.40 per hour	n/a	3/13/2018

(D) PAID Coaching Appointments as listed:

Name	Spring 2017-2018 Sports	Coaching Certification	Effective Date
<b>Tom Frears</b>	Modified Boys Lacrosse	Teacher Coach (PE)*	<b>3/13/2018</b>
<b>Ryan Gentile</b>	Modified Baseball	Temporary Coaching License****	<b>3/13/2018</b>

(E) UNPAID Coaching Appointments as listed:

Name	Spring 2017-2018 Sports	Coaching Certification	Effective Date
<b>James W. Covey</b>	Golf	Teacher Coach*	<b>3/13/2018</b>
<b>Matthew M. Milkowich</b>	Girls Lacrosse	Temporary Coaching 1 <sup>st</sup> Renewal****	<b>3/13/2018</b>

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

**11. ITEMS FOR BOARD ACTION - FINAL FINGERPRINT CLEARANCE**

Motion for approval was made by Sandra Klindt, 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:

- **Laurel A. Blackmore** - Volunteer chaperone
- **Tina M. LaMarche** - Volunteer chaperone
- **Eric Soliz** - Volunteer coach
- **Tanya Soliz** - Volunteer coach
- **David L. Dean** - Volunteer coach
- **Brittany M. Cean** - Substitute Teacher
- **Alexandria K. Rice** - Substitute Teacher
- **Mercedes S. Mackin** - Substitute Teacher
- **Drew T. Heise** - Substitute Teacher
- **Nikki J. Leeper** - Substitute Teacher
- **Sophia L. (Derrigo) Putnam** - Substitute Teacher
- **Amber K. O’Connor** - Substitute Teacher
- **Ryan Gentile** - Coach

**12. SUPERINTENDENT’S REPORTS**

(A) Business Official - Mrs. Smith shared information regarding a Capital Reserve proposition / NYCLASS

(B) Superintendent - Mrs. Case shared information regarding school safety / plans for March 14 student walkout / BOCES Capital Project vote / P-Tech grant / celebration of tenure

**13. CORRESPONDENCE & UPCOMING EVENTS** as provided

**14. ITEMS FOR NEXT MEETING** - April 9, 2018 - General Brown Room / Jr.-Sr. High School beginning at 5:30 p.m.

(A) 2<sup>nd</sup> reading / adoption of policies #7133 #8460 #8260

**15. PROPOSED EXECUTIVE SESSION**

A motion is requested to enter executive session for the discussion of the performance history of four particular individuals; collective negotiations pursuant to Article 14 of the Civil Service Law; and litigation strategy regarding three current specific legal matters.

Motion was made by Daniel Dupee, and seconded by Brien Spooner, with motion approved 7-0. Time entered: 6:41 p.m.

— Mrs. Bennett was excused from the meeting at 6:41 p.m. The following motions were provided by Superintendent Case.

**16. ADJOURNMENT OF EXECUTIVE SESSION**

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

Motion was made by Daniel Dupee, and seconded by Brien Spooner, with motion approved 7-0. Time adjourned: 7:15 p.m.

**17. ADJOURNMENT OF REGULAR MEETING**

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

Motion was made by Brien Spooner, and seconded by Jamie Lee, with motion approved 7-0. Time adjourned: 7:15 p.m.

Attachment: EXHIBIT "A" addendum to bidder resolution

Respectfully submitted:

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Debra L. Bennett, District Clerk

\*Supporting documents may be found in supplemental file dated March 12, 2018