

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

REGULAR MEETING

Monday September 10, 2018 5:30 p.m.

General Brown Room - Jr./Sr. High School

Preliminary

AGENDA

5:30 p.m. Call to Order - Pledge of Allegiance

REGULAR MEETING

Approval of Agenda

Presentations -

Public Comment Requests -

CONSENT AGENDA

1. Approval of Minutes as listed:
  - August 13, 2018 - Regular Meeting
  - August 27, 2018 - Special Meeting
2. Approval of Building and Grounds Requests as listed:
  - JSHS Fisher Field - September 1 through October 13, 2018 as per schedule - Dexter Pop Warner Football - games
  - DEX Elementary gymnasium, cafeteria and band room - Thursdays from September 6, 2018 through June 20, 2019 from 6:00 p.m. to 8:00 p.m. - YMCA Karate Club - classes
  - BGP Elementary OT/PT room - Monday - Fridays from September 10, 2018 through June 26, 2019 from 3:30 p.m. to 5:30 p.m. - Jillian Goodrich - Reading/Math Tutoring (fee TBD)
  - DEX Elementary music room - Wednesdays and Thursdays from September 12, 2018 through June 20, 2019 from 4:00 p.m. to 6:30 p.m. - Lindsey Davis - private piano & woodwind lessons - \$12.50 per lesson
  - DEX Elementary room - Wednesdays from October 1, 2018 through June 19, 2019 from 3:45 p.m. to 5:30 p.m. - Tanna Fleming - yoga classes - (fee TBD)
3. Approval of Conferences and Workshops as listed:
  - Rebecca L. Flath - Benefit Services Group Fall Seminar - Hilton Garden Inn, Watertown, NY - September 19, 2018
4. Approval of Conferences and Workshops as per *My Learning Plan* Report 9/13/18
5. Approval of Financial Reports / Warrants (none at this time)

REGULAR AGENDA

Other Discussion and Action

Board Member Reports / Staff Member Reports / Presentations

1. Comments / Information from Board Members  
\_\_\_\_\_ / \_\_\_\_\_

2. Staff Member Reports

3. Staff Member Presentations

Items for Board Information / Discussion

4. Board Information - Policy Review
  - ❖ Board Discussion - 1<sup>st</sup> Reading - *draft Policy #5660* - School Food Service Program and Meal Charge Policy
  - ❖ Board Discussion - Delete Policy #5662 - Food Service Account Charging Policy (to be deleted following adoption of Policy #5660)
5. Board Information - "Friendship" payment in lieu-of-taxes has been received from Frontier Housing Corporation for Poole Memorial Park Apartments (\$2000), and Smith Hill Apartments (\$500).

6. Board Information - Invitation from Jefferson-Lewis School Boards Association Fall Dinner Meeting - Topic: “*New Mental Health Laws to Provide Instruction to All Students*” - Ryan’s Lookout, Henderson, NY - September 27, 2018

**Items for Board Discussion / Action**

7. Board Discussion / Action - Approval of **New York State School Boards Association** membership dues for the period of July 1, 2018 to June 30, 2019 - \$7,625. (2017-2018 dues \$7,475)
8. Board Discussion / Action - Nomination of Voting Delegate for the 2018 NYSSBA Annual Business Meeting - Saturday, October 27, 2018 at 8:00 a.m. at the Sheraton New York Times Square Hotel.

The Voting Delegate must be present from the opening of the annual meeting at 8:00 a.m. on Saturday, October 27<sup>th</sup>, until the termination of Association Business.

9. 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

Substitute Teachers	Substitute Aides	Substitute Food Service	Substitute Bus Drivers

10. Board Action - Approval of **Committee on Special Education Reports** (motion required)

**Items for Board Action - Personnel**

11. Board Action - Personnel changes as listed:

(A) Retirements:

(B) Resignations:

Name	Position	Effective Date
Rebecca Beaudoin	Teacher Assistant	8/31/2018

(C) Appointments:

Name	Position	Annual Salary / Rate of Pay	Probationary or Tenure Track Appt. (if applicable)	Effective Date
Kathy A. West (correction)	Substitutute Teacher	Correction from August 13, 2018 \$90/day	n/a	9/1/2018

(D) PAID Coaching Appointments:

Name	Fall 2018 Sports	Coaching Certification	Effective Date

(E) UNPAID Coaching Appointments:

Name	Fall 2018 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 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 \*\*\*\*

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

12. 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:

▪

**SUPERINTENDENTS’ REPORTS**

13. Assistant Superintendent - Mrs. Smith

14. Superintendent - Mrs. Case

**CORRESPONDENCE & UPCOMING EVENTS**

15. Correspondence Log

**ITEMS FOR NEXT MEETING *Monday, October 1, 2018*** - Regular Meeting will begin at 5:30 p.m. in the General Brown Room

16. \_\_\_\_\_

**PROPOSED EXECUTIVE SESSION**

17. **A motion is requested to enter executive session** for the discussion of.....

**RETURN TO OPEN SESSION**

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

**MOTION FOR ADJOURNMENT**

19. **There being no further business or discussion**, a motion is requested 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**  
17643 Cemetery Road - P.O. Box 500 - Dexter, New York 13634  
**REGULAR MEETING**  
**Monday, August 13, 2018 7:00 a.m.**  
General Brown Room - Jr./Sr. High School

**Unapproved  
MINUTES**

**REGULAR MEETING**

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

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

**MEMBERS ABSENT:** Daniel Dupee II

**OTHERS PRESENT:** Barbara J. Case, Superintendent of Schools; Lisa K. Smith, Assistant Superintendent; Gary Grimm, Transportation Supervisor/Operations Manager; Joseph O'Donnell, Principal Brownville Glen Park Elementary; David Ramie, Principal Dexter Elementary; Nicole Donaldson, Principal Jr.-Sr. High School; Debra Bennett, District Clerk; Lisa VanBrocklin, President GBTA; Renee Stano, President GBSRP; Dominic D'Imperio, Director and George Shaffer III, School Attorney with Jefferson-Lewis BOCES Labor Relations Office; New staff members Melissa Nabinger and Jennifer Stanton

**(A) APPROVAL OF AGENDA**

Motion for approval was made by Albert Romano, and seconded by Kelly Milkowich, with motion approved 6-0.

— Mrs. Case welcomed new staff members in attendance: Melissa Nabinger, Director of Student Services and Jennifer Stanton, Assistant Principal

**(B) PRESENTATIONS** - None at this time.

**(C) PUBLIC COMMENT REQUESTS** - No requests at this time.

**(D) CONSENT AGENDA**

Motion for approval by Natalie Hurley, seconded by Brien Spooner, with motion approved 6-0.

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:

- None at this time

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 99<sup>th</sup> 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)

**(E) BOARD MEMBER REPORTS / STAFF MEMBER REPORTS / PRESENTATIONS**

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

**(F) 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. (Make-up dates will be provided for Members who are not available on August 30<sup>th</sup>.)
5. Board Information - Opening Day of School - Tuesday, September 4, 2018

**(G) 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 for approval by Jamie Lee, seconded by Kelly Milkowich, with motion approved 6-0.
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 for approval by Natalie Hurley, seconded by Albert Romano, with motion approved 6-0.

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 Wetzel	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 for approval by Jamie Lee, seconded by Albert Romano, with motion approved 6-0.
  - Tuesday, September 4<sup>th</sup> to Tuesday, October 2<sup>nd</sup> with no penalty
  - Wednesday, October 3<sup>rd</sup> to Wednesday, October 31<sup>st</sup> with 2% penalty
  - Thursday, November 1<sup>st</sup> to Friday, November 2<sup>nd</sup> 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 for approval by Natalie Hurley, seconded by Brien Spooner, with motion approved 6-0.

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 for approval by Albert Romano, seconded by Kelly Milkowich, with motion approved 6-0.

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  
 Motion for approval by Kelly Milkowich, seconded by Albert Romano, with motion approved 6-0.
7. Board Action - Approval of **Railroad Crossings for 2018-2019**  
 Motion for approval by Natalie Hurley, seconded by Brien Spooner, with motion approved 6-0.
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 for approval by Natalie Hurley, seconded by Brien Spooner, with motion approved 6-0.
  - \$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 6<sup>th</sup> to Monday, May 13, 2019. The Budget Vote/Board of Education Election will be held on Tuesday, May 21, 2019.  
 Motion for approval by Jamie Lee, seconded by Natalie Hurley, with motion approved 6-0.
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
 Motion for approval by Albert Romano, seconded by Brien Spooner, with motion approved 6-0.
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.  
 Motion for approval by Jamie Lee, seconded by Albert Romano, with motion approved 6-0.
12. Board Action - Approval of **Committee on Special Education Reports**  
 Motion for approval by Kelly Milkowich, seconded by Natalie Hurley, with motion approved 6-0.

**(H) ITEMS FOR BOARD ACTION - PERSONNEL**

Motion for approval by Albert Romano, seconded by Kelly Milkowich, with motion approved 6-0.

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
Sheri Travers	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	\$68,300 annually-Step 23 (M+20)	3-Year probationary tenure period as Industrial Arts Education commencing 9/1/2018	9/1/2018
Janel Smith	Special Education Teacher	\$51,060 annually-Step 6 (MB+39)	3-Year probationary tenure period as Special Education Teacher commencing 9/1/2018	9/1/2018
Julia M. Nieves-Soto	Spanish Teacher	\$45,880 annually-Step 1 (MB+39)	4-Year probationary tenure period as Language Teacher commencing 9/1/2018	9/1/2018
Pamela Jewett	Cashier	\$6,179 annually- Step 6	n/a	8/14/2018
Michael Tundo	Substitute Cleaner	\$11.51 per hour	n/a	8/14/2018
Stephanie Shorkey	7-Hour Teacher Aide	\$13,875 annually-Step 3	n/a	9/1/2018
Sheri Travers	7-Hour Aide	\$17,283 annually -Step 10	n/a	9/1/2018
John P. Middlestate	Substitute Bus Driver	\$15.14 per hour	n/a	8/14/2018
Tyler Clark	Cleaner	\$23,945 annually-Step 3	n/a	8/14/2018
Kathy A. West	Substitutute Teacher	\$95 per day	n/a	9/1/2018
Mauro A. Orcesi	Substtute Teacher	\$95 per day	n/a	9/1/2018
Jennifer Gregory	Substitute Teacher	\$95 per day	n/a	9/1/2018

4. PAID Coaching Appointments as listed:

Name	Fall 2018 Sports	Coaching Certification	Effective Date
Philip Jenner	Varsity Boys Soccer	Teacher-Coach*	8/14/2018
Bethany Todd	Varsity Cheerleading	Temporary Coaching License 2 <sup>nd</sup> to 4 <sup>th</sup> Renewal****	8/14/2018
Stephanie Karandy	Modified Soccer	Teacher-Coach*	8/14/2018
Gary Black	Varsity Football	Professional Coaching License****	8/14/2018
Andrew Shaw	Varsity Football	Temporary Coaching License 2 <sup>nd</sup> to 4 <sup>th</sup> Renewal****	8/14/2018
Patrick Amell	Varsity Football	Temporary Coaching License 2 <sup>nd</sup> to 4 <sup>th</sup> Renewal****	8/14/2018
Mark Heller	Junior Varsity Football	Professional Coaching License****	8/14/2018
Jessica Bower	Varsity Girls Soccer	Teacher-Coach*	8/14/2018
Lindsay Labiendo	Junior Varsity Girls Soccer	Teacher-Coach*	8/14/2018
Malcolm Jones	Junior Varsity Boys Soccer	Teacher-Coach*	8/14/2018
Jose Bernier	Modified Boys Soccer	Teacher-Coach*	8/14/2018
Megan Scordo	Varsity Cheerleading	Temporary Coaching License 1 <sup>st</sup> Renewal****	8/14/2018
William Covey	Girls Tennis	Teacher-Coach*	8/14/2018
Drew T. Heise	Junior Varsity Football	Temporary Coaching License ****	8/14/2018

5. UNPAID Coaching Appointments as listed:

Name	Fall 2018 Sports	Coaching Certification	Effective Date
Justin Hall	Junior Varsity Football	Temporary Coaching License 1 <sup>st</sup> Renewal****	8/14/2018
Tyler J. Darby	Modified Football	Temporary Coaching License****	8/14/2018

**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 \*\*\*\*

**(I) ITEMS FOR BOARD ACTION - FINAL FINGERPRINT CLEARANCE**

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:

Motion for approval by Jamie Lee, seconded by Albert Romano, with motion approved 6-0.

- **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
- **Mauro A. Orcesi** - Substitute Teacher
- **Tyler Clark** - Cleaner
- **Jennifer Gregory** - Substitute Teacher
- **Drew T. Heise** - Coach
- **Tyler J. Darby** - Coach

**(J) ITEMS FOR BOARD ACTION - PERSONNEL** continued

1. Board Action - Approval of **Authorizations**, as continued from the Organizational Meeting held July 3, 2018:

Motion for approval by Kelly Milkowich, seconded by Jamie Lee, with motion approved 6-0.

- **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

**(K) SUPERINTENDENTS’ REPORTS**

1. Assistant Superintendent Smith commented on the external audit as well as upcoming audits; capital reserve fund; NYCLASS revenue; and the Inclusion-Fest 2018 Summer Leadership Institute
2. Superintendent Case spoke regarding the Strategic Plan revision process; TTL and TIL funding opportunities available through the Title IV grant will enable the program to be implemented this year

**(L) CORRESPONDENCE & UPCOMING EVENTS**

**(M) ITEMS FOR NEXT MEETING**

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

**(N) ADJOURNMENT OF MEETING**

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

Motion for approval by Brien Spooner, seconded by Kelly Milkowich, with motion approved 6-0. Time adjourned: 5:58 p.m.

— A Board of Education/Leadership Workshop immediately followed the regular meeting. Mr. Dominic D’Imperio, Director and George Shaffer III, Esq. of Jefferson-Lewis BOCES Labor Relations Office provided information for the Board.

Respectfully submitted:

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Debra L. Bennett, District Clerk

- Supporting documents may be found in supplemental file dated August 13, 2018

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

**SPECIAL MEETING**  
**Monday August 27, 2018 - 7:00 a.m.**  
District Conference Room  
**Unapproved**  
**MINUTES**

**SPECIAL MEETING**

**CALL TO ORDER - PLEDGE OF ALLEGIANCE**

The meeting was called to order at 7:00 a.m. by President Klindt, followed by the Pledge of Allegiance

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

**MEMBERS ABSENT:** Brien Spooner

**OTHERS PRESENT:** Barbara J. Case, Superintendent of Schools; Lisa K. Smith, Assistant Superintendent

**(A) APPROVAL OF AGENDA**

Motion for approval by Jamie Lee, seconded by Albert Romano, with motion approved 6-0.

**(B) ITEMS FOR BOARD ACTION**

- Board Action - **BE IT RESOLVED**, that the General Brown Central School District Board of Education takes action to appoint Barbara J. Case as Clerk Pro-tem of the Board of Education for the 2018-2019 school year, in the event of the absence of Debra Bennett, District Clerk.

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

— Superintendent Case will serve as Clerk Pro-tem for this meeting.

**(C) ITEMS FOR BOARD ACTION - PERSONNEL**

Motion for approval of the following PERSONNEL CHANGES, with *effective* dates as listed by Jamie Lee, seconded by Natalie Hurley, with motion approved 6-0.

- Appointments as listed:

Name	Position	Annual Salary / Rate of Pay	Probationary or Tenure Track Appt. (if applicable)	Effective Date
Angela J. Kittle	7-Hour Teacher Aide	\$14,443 annually	n/a	9/1/2018
Jennifer Gregory	Mathematics 7-12 Teacher	\$45,880 annually-Step 1 (MB+39)	4-Year probationary tenure period as Mathematics Teacher commencing 9/1/2018	9/1/2018
Christy D. Houghtaling	Substitute Teacher	\$90 per day	n/a	9/1/2018
William A. Zehr	Cleaner	\$23,945 annually-Step 3	n/a	10/1/2018
Victoria Hughes	Substitute Bus Driver	\$15.14 per hour	n/a	8/28/2018

- PAID Coaching Appointments as listed:

Name	2018 Fall Sports	Coaching Certification	Effective Date
Jared R. Knowlton	Modified Football	Teacher-Coach*	8/28/2018
Ralph K. Martinez	Modified Football	Temp. Coaching License****	8/28/2018 pending completion of 1 <sup>st</sup> Aid Course 8/24-25/18 (completed)
Shellie L. Miner	Modified Cheerleading	Temp. Coaching License****	8/28/18

- UNPAID Coaching Appointments as listed:

Name	2018 Fall Sports	Coaching Certification	Effective Date
Lila Ward	Girls Soccer	Temp. Coaching License****	8/28/2018
Danielle E. Jenner	Girls Soccer	Temp. Coaching License****	8/28/2018 pending completion of 1 <sup>st</sup> Aid Course 8/24-25/18 (completed)
Christopher R. Adams	Football	Prof. Coaching License****	8/28/2018 pending completion of CPR Course 8/27/18 and renewal application of professional coaching license

**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 \*\*\*\*

**(D) ITEMS FOR BOARD ACTION - FINAL FINGERPRINT CLEARANCE**

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:

Motion for approval by Kelly Milkowich, seconded by Albert Romano, with motion approved 6-0.

- **Angela J. Kittle** - Teacher Aide
- **Jennifer Gregory** - Teacher
- **Christy D. (Windover) Houghtaling** - Substitute Teacher
- **William A. Zehr** - Cleaner
- **Lila Ward** - Coach
- **Ralph K. Martinez** - Coach
- **Shellie L. Miner** - Coach
- **Danielle E. Jenner** - Coach
- **Christopher R. Adams** - Coach

**(E) ADJOURNMENT OF MEETING**

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

Motion for adjournment by Daniel Dupee, seconded by Albert Romano, with motion approved 6-0. Time adjourned: 7:02 a.m.

Respectfully submitted:

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Barbara J. Case, Clerk Pro-tem

- Supporting documents may be found in supplemental file dated August 27, 2018

ReportResults

Building_Name	Last_First_Name	Activity_Title	Start_Date	End_Date
BGP	LOTHROP, ASHLEY	Effective Teaching Level I	8/13/2018	8/17/2018
BGP	FAHEY, KELLEY	3rd Annual North Country Teacher Technology Fair (Day 1)	8/21/2018	8/21/2018
BGP	FAHEY, KELLEY	3rd Annual North Country Teacher Technology Fair (Day 2)	8/22/2018	8/22/2018
DEXTER	AUMELL, EMILY	Bozeman Science: Paul Andersen Supporting New York State Science Learr	7/27/2018	7/27/2018
DEXTER	LOTHROP, ASHLEY	Effective Teaching Level I	8/13/2018	8/17/2018
DEXTER	AUMELL, EMILY	3rd Annual North Country Teacher Technology Fair (Day 1)	8/21/2018	8/21/2018
DEXTER	PAIGE, MARY	3rd Annual North Country Teacher Technology Fair (Day 1)	8/21/2018	8/21/2018
DEXTER	AUMELL, EMILY	3rd Annual North Country Teacher Technology Fair (Day 2)	8/22/2018	8/22/2018
DEXTER	PAIGE, MARY	3rd Annual North Country Teacher Technology Fair (Day 2)	8/22/2018	8/22/2018
DISTRICT OF	CASE, BARBARA	Gear Up for Fall - A Focus on the Standards for Administrators	7/30/2018	7/30/2018
DISTRICT OF	O'DONNELL, JOSEPH	Gear Up for Fall - A Focus on the Standards for Administrators	7/30/2018	7/30/2018
DISTRICT OF	SMITH, LISA	Gear Up for Fall - A Focus on the Standards for Administrators	7/30/2018	7/30/2018
DISTRICT OF	O'DONNELL, JOSEPH	Lead Evaluator Recertification Training	8/17/2018	8/17/2018
DISTRICT OF	DONALDSON, NICOLE	Seal of Biliteracy Committee Meeting	9/19/2018	9/19/2018
DISTRICT OF	IPAROBEC, MICHAEL	Staff Evaluation Rating Reporting Webinar	9/20/2018	9/20/2018
JR-SR HS	NEVVINE, DUSTIN	Apple's Swift Coding - Level 1: for K-8 teachers who are new to Swift	7/17/2018	7/17/2018
JR-SR HS	NEVVINE, DUSTIN	Apple's Swift Coding - Level 2: for K-12 teachers who have completec	7/18/2018	7/18/2018
JR-SR HS	MINCER, DANIEL	Bozeman Science: Paul Andersen Supporting New York State Science Learr	7/27/2018	7/27/2018
JR-SR HS	NEVVINE, DUSTIN	Bozeman Science: Paul Andersen Supporting New York State Science Learr	7/27/2018	7/27/2018
JR-SR HS	KARANDY, STEPHANIE	Spanish World Language Assessment Development Committee	8/13/2018	8/13/2018
JR-SR HS	KARANDY, STEPHANIE	Spanish World Language Assessment Development Committee	8/14/2018	8/14/2018
JR-SR HS	KARANDY, STEPHANIE	Spanish World Language Assessment Development Committee	8/15/2018	8/15/2018
JR-SR HS	KARANDY, STEPHANIE	3rd Annual North Country Teacher Technology Fair (Day 1)	8/21/2018	8/21/2018
JR-SR HS	LASAGE, CARRIE	3rd Annual North Country Teacher Technology Fair (Day 1)	8/21/2018	8/21/2018
JR-SR HS	LASAGE, CARRIE	3rd Annual North Country Teacher Technology Fair (Day 2)	8/22/2018	8/22/2018
JR-SR HS	Stanton, Jennifer	Lead Evaluator Initial Certification Training	9/13/2018	9/13/2018
JR-SR HS	ROSE, JOLIE	JCC Edge Math Training Session 1	9/18/2018	9/18/2018
JR-SR HS	LASAGE, CARRIE	Interlibrary Loan Training	9/21/2018	9/21/2018
JR-SR HS	SEYMOUR, FRANCES	Music Teacher Network Meeting	9/26/2018	9/26/2018

## SCHOOL FOOD SERVICE PROGRAM AND MEAL CHARGE POLICY

### **Purpose.**

The goal of the General Brown Central School District is to provide student access to nutritious no or low-cost meals each school day and to ensure that a pupil whose parent/guardian has unpaid school meal fees is not shamed or treated differently than a pupil whose parent/guardian does not have unpaid meal fees.

The purpose of this policy is to insure compliance with federal requirements for the USDA Child Nutrition Program and to provide oversight and accountability for the collection of outstanding student meal balances to ensure that the student is not stigmatized, distressed or embarrassed.

This policy establishes procedures to address unpaid meal charges throughout the General Brown Central School District in a way that does not stigmatize distress or embarrass students. The provisions of this policy pertain to regular priced reimbursable school breakfast, lunch. The General Brown Central School District provides this policy as a courtesy to those students in the event that they forget or lose their money. Charging of items outside of the reimbursable meals (a la carte items, adult meals, etc.) is prohibited.

### **Policy.**

Free Meal Benefit - Free eligible students will be allowed to receive a free breakfast and lunch meal of their choice each day. A la carte items or other similar items must be paid/prepaid.

Reduced Meal Benefit - Reduced eligible students will be allowed to receive a breakfast of their choice for 25¢ and lunch of their choice for 25¢ each day. The charge meals offered to students will be reimbursable meals available to all students, unless the student's parent or guardian has specifically provided written permission to the school to withhold a meal (Appendix B: Parent Flag Instructions). A la carte items or other similar items must be paid/prepaid.

Full Pay Students - Students will pay for meals at the school's published paid meal rate each day. The charge meals offered to students will be the reimbursable meals available to all students, unless the student's parent or guardian has specifically provided written permission to the school to withhold a meal (Appendix B: Parent Flag Instructions). A la carte items or other similar items must be paid/prepaid.

Ongoing Staff Training - Staff will be trained annually and on an as needed basis on the procedures for managing meal charges using the NYSED Webinar or the school's training program.

Parent Notification - The Food Service Director will review all student accounts twice monthly. The Food Service Department will contact the parent or guardian once an account is \$10 or more in arrears (Appendix A: Food Service Account Charging Policy).

Parent Outreach - The Food Service Director will make 2 documented attempts to reach out to parents/guardians to complete a Free and Reduced application (F&R Application). The first attempt will be part of the Food Service Day 1 package. The second attempt will be to reach out

POLICY

Draft 08/17/18

NON-INSTRUCTIONAL BUSINESS

5660

SCHOOL FOOD SERVICE PROGRAM AND MEAL CHARGE POLICY

to those previously enrolled in the Free and Reduced program within the first 45 academic days of the school year.

The Food Service Day 1 package will also include a flag instruction form so that parents can convey any special instructions concerning student's accounts (Appendix B).

School staff will contact the parent/guardian to offer assistance with completion of meal application to determine if there are other issues within the household causing the child to have insufficient funds, offering any other assistance that is appropriate.

The parent/guardian should contact the Food Service Department if they need assistance with completing the Free and Reduced application (F&R Application).

Minimizing Student Distress - The General Brown Central School District will not publicly identify or stigmatize any student on the line or discuss any outstanding meal debt in the presence of any other students.

The General Brown Central School District will not take any action directed at a student to collect unpaid school meal fees.

Students who incur meal charges will not be required to wear a wristband or handstamp, to do chores or work to pay for meals.

Schools will not throw away a meal after it has been served because of the student's inability to pay for the meal or because of previous meal charges.

The General Brown Central School District will deal directly with parents/guardians regarding unpaid school meal fees (Appendix A). Students will not be confronted about any unpaid school meal fees.

Ongoing Eligibility Certification - The Food Service Director or designated individual will conduct direct certification with NYSSIS or using NYSED Roster Upload every 2 months to maximize free eligibility.

The Food Service Director or designated individual will provide parents/guardians with free and reduced price application and instructions at the beginning of each school year in school enrollment packet. If enrollment is after the beginning of the school year, the initial day 1 packet will be given out during the enrollment process.

The General Brown Central School District will accept electronic meal applications, and will provide an explanation of the process in the school enrollment packet along with instructions on how to request a paper application at no cost. Electronic meal applications and instructions are provided on our website at [www.gbliions.org](http://www.gbliions.org) using the Food Service quick link in the right column on the page (Food Service Department).

POLICY

**Draft 08/17/18**

NON-INSTRUCTIONAL BUSINESS

5660

SCHOOL FOOD SERVICE PROGRAM AND MEAL CHARGE POLICY

The General Brown Central School District will provide additional free and reduced price applications throughout the school year to families identified as owing meal charges.

The General Brown Central School District will use administrative prerogative judiciously, only after using all efforts to obtain a completed application from the parent/guardian only with available information on family size and income that falls within approvable guidelines.

The General Brown Central School District will coordinate with the foster, homeless, migrant, runaway coordinators at least monthly to certify eligible students.

Students/Parents/Guardians may pay for meals in advance via MySchoolBucks or with a check payable to General Brown Cafeteria. Further details are available on our webpage at General Brown. Funds should be maintained in accounts to minimize the possibility that a child may be without meal money on any given day. Any remaining funds for a particular student may/will be carried over to the next school year.

A written or emailed request for a refund for any money remaining in their account must be submitted to the Food Service Director for withdrawn or graduating students. Students who are graduating at the end of the year will be given the option to transfer to a sibling's account with a written request.

Unclaimed Funds must be requested within one school year. Afterwards, all unclaimed funds become the property of the General Brown Central School District Food Service Program.

POLICY

Draft 08/17/18

NON-INSTRUCTIONAL BUSINESS

5660

SCHOOL FOOD SERVICE PROGRAM AND MEAL CHARGE POLICY

Appendix A

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FOOD SERVICE ACCOUNT CHARGING POLICY

**Student Accounts**

Charging a meal is a courtesy that the General Brown Central School District extends to its students in the event that a child does not have available funds to purchase a school breakfast or lunch. Parent(s)/guardian(s) should ensure accounts are up to date and balanced.

- a) Snacks may be charged only if there is enough money in the student's pre-paid account to cover the full amount of the charge.
- b) The Food Service Director will review all student accounts twice monthly. The Food Service Department will contact the parent or guardian once an account is \$10 or more in arrears.
- c) 15 days after 1<sup>st</sup> contact, if the account is still in arrears, the Food Service Department will mail a letter for restitution that includes a Free and Reduced application (F&R Application). Applications received and approved will not clear up the current debt, but will alleviate any future balances and debts from incurring from the date of approval.
- d) If after 45 days the account remains in arrears, The District Business Office will send a third letter via certified mail seeking restitution.

**Adult Accounts**

In accordance with the New York State Child Nutrition Program Administration memorandum dated May 2006, all adults, including staff and faculty of the General Brown School District, should pay for their meals at the time of service or set up pre-paid accounts. Adults, including staff and faculty, will be allowed to charge meals against pre-paid account balances only. No other charges will be allowed.

POLICY

Draft 08/17/18

NON-INSTRUCTIONAL BUSINESS

5660

SCHOOL FOOD SERVICE PROGRAM AND MEAL CHARGE POLICY

Appendix B

**PARENT FLAG INSTRUCTIONS**

If you would like to place a flag on your student's account please fill out this form and return it to the food service department. **Please fill out 1 form per student.**

**Flags from previous years have been removed.**

Students name: \_\_\_\_\_

School: \_\_\_\_\_

Please check the box(s) that describes your flag instructions best.

- Do not allow my student to charge extra items using lunch account.
- Student must use cash to purchase extras and doubles.
- Do not allow my student to purchase extras or doubles.
- Do not allow my student to charge anything, this includes Breakfast and Lunch.
- Do not allow my student to purchase Breakfast for any reason.
- Do not allow my student to purchase Lunch for any reason.
- Allergy (please specify/ Doctor's not needed to alter meal pattern)
- Other (reason not specified) \_\_\_\_\_

\*\*\*We will do our best to serve your wishes and assist in controlling your student's account.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

POLICY

**Draft 08/17/18**

NON-INSTRUCTIONAL BUSINESS

5660

SCHOOL FOOD SERVICE PROGRAM AND MEAL CHARGE POLICY

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General Brown Central School District  
Child Nutrition and WIC Reauthorization Act of 2004, Public Law Section 108-265 Section 204  
Richard B. Russell National School Lunch Act 1946, 42 United States Code (USC) Section 1751 et seq.  
Child Nutrition Act of 1966, 42 United States Code (USC) Section 1771 et seq.  
7 Code of Federal Regulations (CFR) Section 210.10  
Adopted: 5/10/10

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

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NON-INSTRUCTIONAL BUSINESS

FOOD SERVICE ACCOUNT CHARGING POLICY

**Student Accounts**

Charging a meal is a courtesy that the General Brown Central School District extends to its students in the event that a child does not have available funds to purchase a school breakfast or lunch. Parent(s)/guardian(s) should ensure accounts are up to date and balanced.

- a) Snacks may be charged only if there is enough money in the student's pre-paid account to cover the full amount of the charge.
- b) The Food Service Director will review all student accounts twice monthly. The Food Service Department will send a letter or a note home once an account is ten dollars (\$10) or more in arrears.
- c) Once a student's account reaches the ten dollar (\$10) amount only reimbursable meals may be charged.
- d) After fifteen (15) days, if a second letter is required for restitution, the Food Service Department will include a Free and Reduced application to the mailing. (Any applications received and approved will not clear up the current debt, but possibly alleviate balances and debts for increasing.)
- e) The District Business Office will send a third letter via certified mail if the account remains in arrears after forty-five (45) days.

**Adult Accounts**

In accordance with the New York State Child Nutrition Program Administration memorandum dated May 2006, (see attachment) all adults, including staff and faculty of the General Brown School District, should pay for their meals at the time of service or set up pre-paid accounts. Adults, including staff and faculty, will be allowed to charge meals against pre-paid account balances only. No other charges will be allowed.

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General Brown Central School District  
Child Nutrition and WIC Reauthorization Act of 2004, [Public Law Section 108-265 Section 204](#)  
Richard B. Russell National School Lunch Act 1946, [42 United States Code \(USC\) Section 1751 et seq.](#)  
Child Nutrition Act of 1966, [42 United States Code \(USC\) Section 1771 et seq.](#)  
[7 Code of Federal Regulations \(CFR\) Section 210.10](#)  
Adopted: 5/10/10