

GENERAL BROWN CENTRAL SCHOOL DISTRICT BOARD OF EDUCATION

17643 Cemetery Road - P.O. Box 500 - Dexter, New York 13634

REGULAR MEETING

August 12, 2019 5:30 p.m.

General Brown Room - Jr.-Sr. High School

**Preliminary
AGENDA**

REGULAR MEETING - 5:30 p.m.

CALL TO ORDER & PLEDGE OF ALLEGIANCE

A. APPROVAL OF AGENDA

B. PRESENTATIONS - Award of the C. Gerard Hoard Scholarship to Alexander Klindt

C. PROPOSED EXECUTIVE SESSION

1. **A motion will be requested to enter executive session** for discussion regarding the employment history of one specific individual and one specific legal matter.

RETURN TO OPEN SESSION

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

D. PUBLIC COMMENT REQUESTS – No requests at this time.

E. CONSENT AGENDA

1. Approval of Minutes as listed:
 - July 1, 2019 - Organizational Meeting
 - July 1, 2019 - Regular Meeting
 - July 30, 2019 - Special 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 – Inclusive Schooling Annual Leadership Institute (with expenses) – Syracuse University, Syracuse, NY – August 5-7, 2019
 - Lisa K. Smith – Inclusive Schooling Annual Leadership Institute – Syracuse University, Syracuse, NY – August 5-7, 2019
 - Joseph O’Donnell - Inclusive Schooling Annual Leadership Institute – Syracuse University, Syracuse, NY – August 5-7, 2019
 - Nicole Donaldson - Inclusive Schooling Annual Leadership Institute – Syracuse University, Syracuse, NY – August 5-7, 2019
 - Missie Nabinger - Inclusive Schooling Annual Leadership Institute – Syracuse University, Syracuse, NY – August 5-7, 2019
 - David Ramie - Inclusive Schooling Annual Leadership Institute – Syracuse University, Syracuse, NY – August 5-7, 2019
 - Laurie Nohle - Inclusive Schooling Annual Leadership Institute – Syracuse University, Syracuse, NY – August 5-7, 2019
 - Joseph O’Donnell - Inclusive Schooling Annual Leadership Institute – Syracuse University, Syracuse, NY – August 5-7, 2019
 - Lorraine Comins - Inclusive Schooling Annual Leadership Institute – Syracuse University, Syracuse, NY – August 5-7, 2019
 - Lisa Tyo - Inclusive Schooling Annual Leadership Institute – Syracuse University, Syracuse, NY – August 5-7, 2019
 - Sabrina Dettmer - Inclusive Schooling Annual Leadership Institute – Syracuse University, Syracuse, NY – August 5-7, 2019
 - Ashley Lothrop - Inclusive Schooling Annual Leadership Institute – Syracuse University, Syracuse, NY – August 5-7, 2019
 - Janel Smith - Inclusive Schooling Annual Leadership Institute – Syracuse University, Syracuse, NY – August 5-7, 2019
 - Kristi Bice – ERS Employer Education Seminar – NC Library System – Watertown, NY – September 12, 2019
 - Barbara J. Case – 2019 Fall Leadership Summit-NYSCOSS (with expenses) – Saratoga Springs, NY – September 22-24, 2019
 - Debra L. Bennett – NYSSBA Clerk’s Training – JLBoces – October 1, 2019
4. Approval of Conferences and Workshops as per *My Learning Plan Report* August 8, 2019

F. REGULAR AGENDA

Other Discussion and Action Items

Board Member Reports / Staff Member Reports and Presentations

1. Comments / Information from Board Members
2. Staff Member Reports

3. Staff Member Presentations – None at this time.

Items for Board Information / Discussion

4. Board Information - The 100th NYSSBA Annual Convention and Educational Expo will be held in Rochester, NY from October 24-26, 2019. Early registration dates from July 15-August 16, 2019.
5. Board Information - PIVOT Student Assistance Program 2018-2019 Second Semester Report
6. Board Information - NYSSBA confirmation of nomination of William Miller to serve as Area 5 Director of the New York State School Boards Association
7. Board Information - Professional Development Days - September 3 & 4, 2019 beginning at 7:50 a.m. in the auditorium of the Jr.-Sr. High School. The Board of Education is welcome to attend.
8. Board Information – Opening Day of School – Thursday, September 5, 2019
9. Board Information - The school photographer will be available to take Board member photographs on Tuesday, September 3, 2019 starting at 7:15 a.m. in the old gymnasium.

Items for Board Discussion / Action

10. Board Action - Policy Review
 - 2nd Reading / Adoption- *draft Policy #7511 as revised - Immunization and Dental Health of Students*
11. Board Discussion / Action: **School Meal Prices - BE IT RESOLVED**, that the General Brown Central School District Board of Education takes action to approve an increase of 5 cents in the lunch fee, and 5 cents in the breakfast fee. The lunch fee will be \$2.65, and the breakfast fee will be \$1.45 for the 2019-2020 school year.
12. Board Action - Approval of the following **correction** to the **Standard Workday** for the purpose of determining days worked reportable to NYS ERS, **Other Items #11-E**, as continued from the Organizational Meeting held July 1, 2019:
 - Cleaners, Driver Service, Head Custodians, Mechanic Helper, and Senior Mechanic - 8 hours per day (corrected from 7 hours per day)
 - Student Workers – 6 hours per day (omitted)
13. Board Action - Approval of **2019-2020 Substitute Instructional and Non-Instructional Personnel Item #11-D**, as continued from the Organizational Meeting held July 1, 2019

Substitute Teachers	Substitute Aides	Substitute Food Service	Substitute Bus Drivers
Cynthia Fusco Dustyn Helmer Jenna Matthews Joanne Rowsam	Stacy Latham	Barbara Cross Melissa Schillinger	Victoria Hughes

14. Board Action - Approval of **Authorizations Item #8-F - Final Tax Collection Dates**, as continued from the Organizational Meeting held July 1, 2019:
 - Tuesday, September 3rd to Wednesday, October 2nd with no penalty
 - Thursday, October 3rd to Thursday, October 31st with 2% penalty
 - Friday, November 1st to Monday, November 4th with 3% penalty
15. Board Action - **BE IT RESOLVED**, that the General Brown Central School District Board of Education takes action to approve the **2019 School Tax Collection Procedures** and **2019 School Tax Warrant**
16. 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 2019-2020 school year** as listed:

Non-Instructional Positions	Hourly Rate
Substitute Aide	\$11.91
Substitute Food Service	\$11.86
Substitute Cleaner	\$11.98
Substitute Bus Driver	\$15.14
Substitute Nurse	\$13.64

- 17. Board Action - Approval of **Rural Schools Association of New York State** membership dues for the period of July 1, 2019 to June 30, 2020 - \$750 (no change from 2018-2019)
- 18. Board Action - Approval of **Railroad Crossings** for 2019-2020
- 19. Board Action - Approval of **Committee on Special Education Reports**

G. ITEMS FOR BOARD ACTION - PERSONNEL

20. Board Action Personnel changes as listed:

(A) Retirements: None at this time.

(B) Resignations:

Name	Position	Effective Date
Desiree Zimmer	4-Hour Bus Driver	08/12/2019

(C) Appointments:

Name	Position	Annual Salary / Rate of Pay	Probationary or Tenure Track Appt. (if applicable)	Effective Date
Bryan R. Fazio	Substitute Cleaner	\$11.98 per hour	n/a	09/03/2019
Andrea C. Swan	School Counselor	\$53,170 annually at Step 7 (M+20)	3-year probationary appointment in the tenure area of School Counseling and Guidance	09/01/2019
Ashley E. Morrow	7-Hour Teacher Aide	\$15,011 annually at Step 5	n/a	09/01/2019
Wendy S. Yodice	Special Education Teacher	\$46,160 annually at Step 1	4-year probationary appointment in the tenure area of Special Education	09/01/2019
Kaycee M. Simpson	Long-term Substitute Teacher	\$125 per day	n/a	09/01/2019
Desiree Zimmer	5-Hour Bus Driver	\$14,233 annually at Step 2 (prorated)	n/a	08/13/2019
Melissa L. Watts	Long-term Substitute Teacher	\$125 per day	n/a	09/01/2019

H. ITEMS FOR BOARD ACTION - FINAL FINGERPRINT CLEARANCE

21. 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:

- **Bryan R. Fazio** – Substitute Cleaner
- **Andrea C. Swan** – School Counselor
- **Ashley E. Morrow** – Teacher Aide

- **Wendy S. Yodice** – Teacher
- **Kaycee M. Simpson** – Substitute Teacher
- **Melissa L. Watts** – Substitute Teacher

I. SUPERINTENDENTS' REPORTS

- 22. Assistant Superintendent - Mrs. Smith
- 23. Superintendent - Mrs. Case

J. CORRESPONDENCE & UPCOMING EVENTS

- 24. Correspondence Log

K. ITEMS FOR NEXT MEETING

- 25. **September 9, 2019 - Regular Meeting** will begin at 5:30 p.m. in the General Brown Room of the Jr.-Sr. High School

L. MOTION FOR ADJOURNMENT

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

— There will be a **Board / Leadership Retreat** immediately following 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 1, 2019 – 7:00 a.m.
General Brown Room - Jr.-Sr. High School**

ORGANIZATIONAL MEETING

The meeting was called to order at 7:01 a.m. by Superintendent Barbara J. Case followed by the Pledge of Allegiance

— **Welcome** was extended to Mrs. Tiffany Orcesi, our newly elected Board of Education member.

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

OTHERS PRESENT: Barbara J. Case, Superintendent; Lisa K. Smith, Assistant Superintendent; Debra L. Bennett, District Clerk

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

- Tiffany Orcesi and Sandra Young Klindt - Board of Education members elected to serve from July 1, 2019 to June 30, 2022.
- Barbara J. Case - Superintendent of Schools
- Debra L. Bennett - District Clerk

2. **Election of Board of Education Officers for the 2019-2020 school year:**

- The District Clerk will call for nominations for the Offices of President and Vice President of the Board of Education

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

- A motion is made to nominate Sandra Young Klindt as President of the Board of Education for the 2019-2020 school year by Natalie Hurley and seconded by Jamie Lee.

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

2) 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 to nominate Natalie Hurley as Vice President of the Board of Education for the 2019-2020 school year by Jamie Lee and seconded by Albert Romano.

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 Albert Romano, seconded by Jamie Lee, with motion approved 7-0.

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

Motion for approval by Tiffany Orcesi, seconded by Natalie Hurley, with motion approved 7-0.

	TITLE	INCUMBENT	PRESENT SALARY	RECOMMENDED
A.	Treasurer..... Deputy Treasurer.....	Lisa Smith Rebecca Flath	Per agreement None	Lisa 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.

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..... Bond Attorney..... Title IX Hearing Officer.....	JLBOCES Ofc of Inter-Municipal Legal Svcs. Bond, Schoeneck, King O’Hara & Ciotoli	Per agreement Per agreement Per agreement Per agreement	JLBOCES Ofc of Inter-Municipal Legal Svcs. / Ferrara Law Firm Bond, Schoeneck, King Ferrara Law Firm
C.	Extra-Classroom Activity Fund Central Treasurer..... Chief Faculty Counselor..... Faculty Auditor.....	Chris Doldo Nicole Donaldson Nicole Donaldson	None None None	Chris Doldo Nicole Donaldson 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..... BOE meetings.....	Lisa Smith President, BOE	None None	Lisa Smith President, BOE
G.	Records Access and Retention.....	Lisa Smith Debra Bennett	None None	Lisa Smith Debra Bennett
H.	Capital Assets Preservation Officer.....	Lisa Smith	None	Lisa 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 Jamie Lee, seconded by Natalie Hurley, with motion approved 7-0.

A.	Payroll Certification..... Conferences..... Workshops..... Conventions..... District Director of Physical Education..... District Property Control Officer..... Budget Transfers.....	Barbara J. Case Barbara J. Case Barbara J. Case Barbara J. Case Barbara J. Case Barbara J. Case Lisa K. Smith
B.	Title IX Coordinator..... District Sexual Hararassment Officers..... District Complaint Officer.....	David Ramie David Ramie Lisa Smith David Ramie
	Dignity Act Building Coordinators: ▪ Brownville-Glen Park Elementary..... ▪ Dexter Elementary..... ▪ Jr.-Sr. High School.....	Joseph O’Donnell David Ramie 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 Smith
	Reading Coordinator(s).....	D. Ramie / J. O’Donnell
	Mentor Program Coordinator.....	Lisa Smith
	Chairperson Committee on Special Education.....	Missie Nabinger

Organizational Meeting – July 1, 2019

	Section 504 Coordinator.....	Missie Nabinger
	Section 504 District Coordinator.....	Lisa Smith
	Preschool Education.....	Lisa Smith
	School Security/Safety Officer.....	Gary Grimm
	Coordinator Compensatory Programs.....	Lisa Smith
	Migrant Education.....	Lisa Smith
	Designated Educational Official (DEO).....	Lisa Smith
	AIS Coordinator.....	Lisa Smith
	Character Education.....	Joseph O'Donnell
	District Health Coordinator.....	Nicole Donaldson
C.	Athletic Director.....	Laurie Nohle
D.	Petty Cash Funds: <ul style="list-style-type: none"> ▪ Ms. Donaldson (Jr.-Sr. High School)..... \$100 ▪ Mr. O'Donnell (Brownville Glen Park Elementary)..... \$100 ▪ Mr. Ramie (Dexter Elementary)..... \$100 ▪ Mrs. Smith (District Office)..... \$100 ▪ Mr. Flath (Bus Garage)..... \$ 50 ▪ Mr. Grimm (Buildings & Grounds)..... \$ 50 	
E.	Designation of signature on checks.....	Lisa 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, 2019. (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 Missie Nabinger 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 	Missie Nabinger 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 Missie Nabinger
J.	District Health/Safety Committee.....	G. Grimm / D. Ramie / J. O'Donnell / N. Donaldson
K.	All scholarships to be approved as written	

9. Designations as listed:

Motion for approval by Tiffany Orcesi, seconded by Natalie Hurley, 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 Jamie Lee, seconded by Albert Romano, 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 Albert Romano, 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 2019-2020 school year
C.	Approval of Mileage Reimbursement Rate at the official IRS rate in effect on this day: \$0.58
D.	Approval of the 2019-2020 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.	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 2019-2020 school year.
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: 2019-2020 Board of Education Meeting Schedule
- Attachment #2: 2019-2020 Substitute Listing

[Attachment #1]

GENERAL BROWN CENTRAL SCHOOL DISTRICT
Board of Education Meeting Schedule
2019-2020

(As approved by the Board of Education - March 11, 2019)

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.

July 1	Annual Organizational Meeting followed by Regular Meeting - Time: 7:00 a.m.
August 12	Regular Meeting
September 9	Regular Meeting
October 7	Regular Meeting
Tuesday November 12	Regular Meeting
December 9	Regular Meeting
January 6	Regular Meeting
February 10	Regular Meeting
March 9	Regular Meeting
April 6	Regular Meeting
May 11	Regular Meeting followed by the Annual Meeting / Budget Hearing at 6:15 p.m. (in the JSHS auditorium)
Tuesday May 19	Budget Vote / Election - New Gymnasium JSHS - Noon to 9 PM
June 15	Regular Meeting

[Attachment #2]

SUBSTITUTE LISTING FOR 2019-2020:

Substitute Teacher

Catherine Behling
Michael Branski
Meganne Brenon
Thomas Campbell
Bryanna Fazio
Valerie Halpin
Drew Heise
Susan Heise
Christopher Jones
Cynthia Lamon
Nicholas Nortz
Anthony Pike
Nolan Pitkin
Jacqueline Richard
Maria Schueler
Kyle Scordo
Jill Smith
Hannah Smithers
Helen Timerman
Kathy West
Wendy Yodice
Kayla Yost

Substitute Teacher Aide

Amber Gordon
Drew Heise
Susan Heise
Cynthia Lamon

Substitute Bus Driver

Willis McIntosh
Bruce Ostrander
Aaron Ryor

Substitute Cleaners

Francis Parker, Jr.
Kathy Smith

Substitute Food Service Helper

Substitute Nurse

Richard Lashway
Lori Plantz

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

REGULAR MEETING
July 1, 2019 immediately following Organizational Meeting
General Brown Room - Jr.-Sr. High School

Unapproved
MINUTES

The **REGULAR MEETING** commenced immediately following the Annual Organizational Meeting.

A. APPROVAL OF AGENDA

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

B. PRESENTATIONS - None at this time.

C. PUBLIC COMMENT REQUESTS - No requests at this time.

D. CONSENT AGENDA

A motion for approval of the following items as listed under the CONSENT AGENDA by Jamie Lee, and seconded by Albert Romano - Motion approved 7-0.

1. Approval of Minutes as listed:
 - June 17, 2019 - Regular Meeting
2. Approval of Building and Grounds Requests as listed: none
3. Approval of Conferences and Workshops as listed:
 - Barbara J. Case - Ferrara Fiorenza 2019 Annual School Law Conference - The Lodge at Welch Allyn, Skaneateles Falls, NY - July 25, 2019
4. Approval of Conferences and Workshops as per *My Learning Plan* Report June 27, 2019
5. Approval of Financial Reports / Warrants for May 31, 2019

E. REGULAR AGENDA

Other Discussion and Action Items

Board Member Reports / Staff Member Reports and Presentations

1. Comments / Information from Board Members - None at this time.
2. Staff Member Reports - None at this time.
3. Staff Member Presentations - None at this time.

Items for Board Information / Discussion

4. Board Information - Policy Review
 - Board Discussion - 1st Reading - *draft Policy #7511 as revised - Immunization and Dental Health of Students*
5. Board Information - 31 student workers have been hired for summer 2019.
6. Board Information - The 100th NYSSBA Annual Convention and Educational Expo will be held in Rochester, NY from October 24-26, 2019. President Klindt will attend through BOCES.

Items for Board Discussion / Action

7. Board Action - **BE IT RESOLVED**, that the General Brown Central School District Board of Education takes action to appoint Superintendent Barbara J. Case, Clerk Pro-tem in the event of the absence of District Clerk Debra Bennett. Motion for approval by Natalie Hurley, seconded by Albert Romano, with motion approved 7-0.

8. Board Action - **BE IT RESOLVED**, that the General Brown Central School District Board of Education takes action to approve the **Professional Development Plan**, for the period July 1, 2019 to June 30, 2022.
Motion for approval by Albert Romano, seconded by Tiffany Orcesi, with motion approved 7-0.
9. Board Action - Approval is requested for **Aurora Jarvie** to participate with the **South Jefferson Central School District Swim Team**, as an independent swimmer for the 2019-2020 season, contingent upon the parents signing a statement releasing General Brown Central School District from all liability, transportation and equipment costs, and any other fees where applicable.
Motion for approval by Albert Romano, seconded by Kelly Milkowich, with motion approved 7-0.
10. Board Action - Approval is requested for the **LaFargeville Central School District to combine with the General Brown Central School District (host)** for the purpose of athletic competition, pending the approval of the NYSPPSAA Section III, to compete in the sport of **Football** at the Varsity, Junior Varsity and Modified levels for the 2019-2020 school year.
Motion for approval by Albert Romano, seconded by Tiffany Orcesi, with motion approved 7-0.
11. Board Action - Approval of the following **pay rates for Substitute Instructional Staff**, effective September 1, 2019:
 - Non-Certified Substitute Teacher - \$85 daily
 - Bachelor's/Non-Certified Substitute Teacher - \$90 daily
 - Certified Substitute Teacher - \$100 daily
 - Long-term (4-weeks+) Substitute Teacher - \$125 dailyMotion for approval by Jamie Lee, seconded by Natalie Hurley, with motion approved 7-0.
12. Board Action - Approval of **Jefferson-Lewis School Boards Association dues** for the period of July 1, 2019 to June 30, 2020 - \$370, based on current enrollment. (2018-2019: \$370)
Motion for approval by Natalie Hurley, seconded by Kelly Milkowich, with motion approved 7-0.
13. Board Action - Election of delegate and alternate members for the **Executive Committee and Legislative Representative of Jefferson-Lewis School Boards Association for the 2019-2020 school year**. (2018-2019: Albert Romano as Delegate and Legislative Representative and Sandra Klindt as Alternate)
 - a) Nomination of **Albert Romano as Delegate** by Sandra Young Klindt, seconded by Tiffany Orcesi, with motion approved 7-0.
 - b) Nomination of **Sandra Young Klindt as Alternate** by Natalie Hurley, seconded by Albert Romano, with motion approved 7-0.
 - c) Nomination of **Albert Romano as Legislative Representative** by Sandra Young Klindt, seconded by Natalie Hurley, motion approved 7-0.
14. Board Action - Approval of **Committee on Special Education Reports**
Motion for approval by Kelly Milkowich, seconded by Natalie Hurley, with motion approved 7-0.
15. Board Discussion / Action - Tax Certiorari - Home Depot USA, Inc.

RESOLUTION

At a Regular Meeting of the Board of Education of the General Brown Central School District (the "Board of Education"), held on July 1, 2019 located at 17643 Cemetery Road, Dexter, State of New York;

The meeting was called to order by Sandra Young Klindt, President of the Board of Education, and upon roll being called, the following members were:

PRESENT: Sandra Young Klindt; Natalie Hurley; Daniel Dupee II; Tiffany Orcesi; Jamie Lee; Albert Romano; Kelly Milkowich

ABSENT: None

OTHERS ALSO PRESENT: Barbara J. Case, Superintendent; Lisa K. Smith, Assistant Superintendent; Debra L. Bennett, District Clerk.

The following Resolution was offered by Kelly Milkowich, and seconded by Natalie Hurley:

WHEREAS, Home Depot USA, Inc. filed a tax certiorari proceeding challenging the assessment on its property located at 391 College Heights in the City of Watertown, for the 2018-19 tax year; and

WHEREAS, Home Depot USA, Inc. has proposed settlement of the proceeding upon the following terms:

- a) Reduce the 2018 assessment to \$2,362,500; and

WHEREAS, the City of Watertown supports the settlement proposal; and

WHEREAS, the Board of Education is willing to settle the proceeding pursuant to the terms outlined above.

NOW, THEREFORE, BE IT RESOLVED that:

1. The Board of Education agrees to settle the tax certiorari proceeding commenced by Home Depot USA, Inc. in accordance with the terms set forth above and in the form approved by Ferrara Fiorenza PC and hereby delegates to Ferrara Fiorenza PC the authority to execute such settlement documents.
2. This Resolution shall take effect immediately.

The question of the adoption of the foregoing Resolution was duly put to a vote, which resulted as follows:

AYES: 7 NAYS: 0

The Resolution was thereupon declared adopted.

Dated: July 1, 2019

Debra L. Bennett, School District Clerk
General Brown Central School District

F. ITEMS FOR BOARD ACTION - PERSONNEL

16. Board Action Personnel changes as listed:

A motion for approval of the following PERSONNEL CHANGES, with *effective dates* as listed is made by Jamie Lee, seconded by Albert Romano, with motion approved 7-0.

(A) Retirements: None at this time.

(B) Resignations:

Name	Position	Effective Date
Stacey Messimore	Teacher Aide	August 31, 2019

(C) Appointments: None at this time.

G. SUPERINTENDENTS' REPORTS

17. Assistant Superintendent - Mrs. Smith shared that two Ryder trucks are here today moving classrooms. Student workers are assisting. The move is scheduled to be completed on July 9th.

18. Superintendent - Mrs. Case shared that she and Ms. Donaldson will be updating graduation plans for next year to allow for an unexpected weather event. Elementary Leadership will be promoting Family Nights on July 30 and August 13 and will invite elementary families to visit their respective buildings to talk with Leadership, ask questions, and enjoy activities as a family. Specific transportation information will be sent home prior to the start of school. Families were given transportation surveys to update and return. Elementary secretaries will be reviewing the surveys, student by student, to be sure the information in the system is correct.

H. CORRESPONDENCE & UPCOMING EVENTS

19. Correspondence Log

I. ITEMS FOR NEXT MEETING

20. **July 30, 2019 - Special Meeting** will begin at 7:00 a.m. in the General Brown Room of the Jr.-Sr. High School

21. **August 12, 2019 - Regular Meeting** will begin at 5:30 p.m. in the General Brown Room of the Jr.-Sr. High School
 - Board/Leadership retreat immediately following the August meeting.
 - 2nd Reading/Adoption - *draft Policy #7511 as revised - Immunization and Dental Health of Students*

J. EXECUTIVE SESSION

22. **A motion will be requested to enter executive session** for the discussion of collective negotiations pursuant to Article 14 of the Civil Service Law; discussion of the employment history of a particular individual; and proposed litigation strategy regarding a specific legal matter.

Motion for approval by Jamie Lee, seconded by Natalie Hurley, with motion approved 7-0. Time entered: 7:31 a.m.

K. RETURN TO OPEN SESSION

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

Motion for approval by Albert Romano, seconded by Natalie Hurley, with motion approved 7-0. Time: 8:21 a.m.

L. ITEMS FOR BOARD DISCUSSION / ACTION

24. Board Discussion - Review of Superintendent's contract and Board discussion regarding the merits of a 5-year contract for the Superintendent.

Comments / Concerns from Board Members:

- Questions regarding insurance upon retirement were explained by Superintendent Case
- Stability in the District would allow time to fully execute initiatives, (School District Security/Safety; Strategic Plan 2019-2022; Reconfiguration of Elementary Schools; Inclusion,) that have already begun, and to ensure there is time for completion. Three to five years is usually required for completion.
- Ensure continuity to improve academics for all students, and ensure that plans are put in place to continue initiatives. A change in leadership could be disastrous.
- Research indicates that the turn-over of a Superintendent can derail ongoing reform initiatives that take several years to complete and begin show results.
- Enduring change requires commitment and oftentimes will challenge the system. Even though it can be a bumpy ride, a longer term shows that the District is committed to these initiatives for the long-haul. Positive change doesn't happen overnight.
- It's helpful if educators can adjust to one leader's vision, and if there is a change in the Superintendent, it requires educators to adjust to a new leader and a new vision. Less Superintendent turn-over would again ensure stability.
- Concern that 5-year Superintendent contracts do not coincide with 3-year Board terms. Only a 3-year contract would.
- Since most Board members serve more than one 3-year term, and as they alternate, this should not an issue.

25. Board Action - **BE IT RESOLVED** that the General Brown Central School District Board of Education takes action to approve **Amendment #2 to Employment Agreement of Barbara J. Case, Superintendent of Schools to expire on June 30, 2024.**

Motion for approval by Kelly Milkowich, seconded by Natalie Hurley, with motion approved 7-0.

M. MOTION FOR ADJOURNMENT

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

Motion for approval by Dan Dupee, seconded by Jamie Lee, with motion approved 7-0. Time adjourned: 8:35 a.m.

Respectfully submitted:

Debra L. Bennett, District Clerk

- Supporting documents may be found in supplemental file dated July 1, 2019

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

SPECIAL MEETING
July 30, 2019 7:00 a.m.
General Brown Room - Jr.-Sr. High School

Unapproved
MINUTES

SPECIAL MEETING

The meeting was called to order at 7:02 a.m. by President Klindt, followed by the Pledge of Allegiance

A. APPROVAL OF AGENDA

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

B. REGULAR AGENDA

ITEMS FOR BOARD ACTION - PERSONNEL

1. Board Action - Personnel changes as listed:

A motion for approval of the following PERSONNEL CHANGES, with *effective dates* as listed is made by Natalie Hurley, seconded by Tiffany Orcesi, with motion approved 7-0.

(A) Retirements:

Name	Position	Effective Date
Steven M. Flath	Assistant Transportation Director	09/28/2019

(B) Resignations:

Name	Position	Effective Date
Joseph Getman	Cleaner	08/12/2019

(C) Appointments:

Name	Position	Annual Salary Rate of Pay	Probationary or Tenure Track Appointment (if applicable)	Effective Date
Brian S. Oatridge	Cleaner	\$24,925 annually (prorated)-Step 4	n/a	08/01/2019
Christopher M. Snider	Cleaner	\$24,925 annually (prorated)-Step 4	n/a	08/01/2019
Christopher S. McGraw	Cleaner	\$24,925 annually (prorated)-Step 4	n/a	08/01/2019
Amanda L. Eastham	Substitute Food Service Helper	\$11.86 per hour	n/a	09/03/2019
Joseph Getman	Head Custodian	\$33,444 annually (prorated)-Step 7	1-Year provisional 52 week appt. from 8/12/19 to 8/11/20	08/12/2019
Marietta R. Kitto	Long-Term Substitute Teacher (Vocal Music)	\$125 per day	n/a	09/01/2019
Amy J. O'Riley	English as a New Language Teacher	\$64,614 annually-Step 17	4-Year Probationary appointment in the certification area of English as a New Language	08/19/2019
Matthew D. McCarthy	Science Teacher 7-12	\$65,956 annually-Step 18 (M+9)	3-Year Probationary appointment in the certification area of Sci 7-12	09/01/2019
Jason S. Valentin	Substitute Assistant Transportation Director	\$25.24 per hour	n/a	08/01/2019
Jeffrey M. Lorenc	7-Hour Teacher Aide	\$15,011 annually-Step 5	n/a	09/01/2019
Cassandra L. O'Riley-Smith	7-Hour Teacher Aide (increased from 4-Hour Teacher Aide)	\$15,011 annually-Step 5	n/a	09/01/2019

Nicholas B. Elkin	Physical Education Teacher	\$49,270 annually-Step 4 (MB+39)	4-Year Probationary appointment in the certification area of Phy. Ed.	08/19/2019
Rebecca A. Taylor	Special Education Teacher B-6	\$47,200 annually-Step 2 (MB+39)	4-Year Probationary appointment in the certification area of Sp. Edu.	09/01/2019
Alexander J. Finley	Long-Term Substitute Teacher (Elementary Education)	\$125 per day	n/a	09/01/2019
Heather R. O'Malley	Long-Term Substitute Teacher (Elementary Education)	\$125 per day	n/a	09/01/2019
Robert P. Jaspersohn	Science 7-12 Teacher	\$46,960 annually-Step 1 (M+20)	4-Year Probationary appointment in the certification area of Science	09/01/2019

(D) PAID Coaching Appointments:

Name	Fall 2019 Sports	Coaching Certification	Effective Date
Gary D. Black	Varsity Football Coach	Professional Coaching License****	08/19/2019
Andrew T. Shaw	Varsity Football Assistant Coach	Temporary Coaching 2 nd to 4 th Renewal****	08/19/2019
Drew T. Heise	Jr. Varsity Football Coach	Temporary Coaching License****	08/19/2019
Shawn E. McManaman	Jr. Varsity Football Assistant Coach	Temporary Coaching License****	08/19/2019
Ralph K. Martinez	Modified Football Coach	Temporary Coaching License****	08/19/2019
Jared R. Knowlton	Modified Football Assistant Coach	Teacher-Coach*	08/19/2019
Lindsay Labiendo	Varsity Girls' Soccer Coach	Teacher-Coach*	08/19/2019
Amy O'Riley	Varsity Girls' Soccer Assistant Coach	Teacher-Coach*	08/19/2019
Nicholas Elkin	Jr. Varsity Girls' Soccer Coach	Teacher-Coach*	08/19/2019
Stephanie Karandy	Modified Girls' Soccer Coach	Teacher-Coach*	08/19/2019
Philip Jenner	Varsity Boys' Soccer Coach	Teacher-Coach*	08/19/2019
Eric Phillips	Jr. Varsity Boys' Soccer Coach	Teacher-Coach*	08/19/2019
Jose' F. Bernier	Modified Boys' Soccer Coach	Teacher-Coach*	08/19/2019
Megan A. Scordo	Varsity Girls' Cheerleading Coach	Teacher-Coach*	08/19/2019
Shellie L. Miner	Modified Girl's Cheerleading Coach	Temporary Coaching License****	08/19/2019
William K. Covey	Varsity Girls' Tennis Coach	Teacher Coach*	08/19/2019

(E) UNPAID Coaching Appointments:

Name	Fall 2019 Sports	Coaching Certification	Effective Date
Mark Heller	Varsity Football Assistant Coach	Professional Coaching License****	08/19/2019
Justin R. Hall	Varsity Football Assistant Coach	Temporary Coaching License 1 st Renewal****	08/19/2019
Christopher R. Adams	Varsity Football Assistant Coach	Professional Coaching License****	08/19/2019
Patsy V. Doldo	Modified Football Assistant Coach	Temporary Coaching License****	08/19/2019

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 ****

C. 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 Kelly Milkowich, with motion approved 7-0.

- **Brian S. Oatridge** - Cleaner
- **Christopher M. Snider** - Cleaner
- **Christopher S. McGraw** - Cleaner

- **Amanda L. Eastham** - Substitute Food Service Helper
- **Marietta R. Kitto** - Substitute Teacher
- **Amy O'Riley** - Teacher
- **Matthew D. McCarthy** - Teacher
- **Jeffrey M. Lorenc** - Teacher Aide
- **Nicholas B. Elkin** - Teacher
- **Rebecca A. Taylor** - Teacher
- **Alexander J. Finley** - Substitute Teacher
- **Heather R. O'Malley** - Substitute Teacher
- **Robert P. Jaspersohn** - Teacher
- **Shawn E. McManaman** - Coach
- **Patsy V. Doldo** - Coach

D. ITEMS FOR BOARD INFORMATION / DISCUSSION

1. Board Information: Athletics – Superintendent Case introduced Laurie Nohle, Assistant JSBS Principal and Athletic Director, and asked Mrs. Nohle to provide an overview of various issues she has been working on since July 1.

Mrs. Nohle shared the following:

- Mrs. Nohle reported concerns with keys / facilities used without proper approvals / facilities left unsecured / keys held by former employees and/or coaches / access available to areas not warranted. Mrs. Nohle created a short Google survey to help identify key holders, as well as to learn of areas of need that are not currently being met.
- Mrs. Nohle reported Title IX concerns shared by parents and coaches with regard to equipment storage (in and out of season) / unsecured equipment / missing items / coaches' office space / turf time / scheduling inequities, and steps taken to remediate any issues.
- Mrs. Nohle also shared concerns regarding the age maturity process. Our process differs from Section III recommendations. She has surveyed area schools regarding their philosophies and practices, and shared concerns from the school nurse regarding numbers. Due to the large number of students interested in tennis, there was consensus to explore the formation of a Tennis Club. There was also consensus to support Mrs. Nohle as she proceeds with the age maturity screening process.

Following discussion, Mrs. Case shared that the Leadership Team had not yet met to discuss these concerns and suggested that we begin the process to review and develop best practices/procedures for the future that are in compliance with regulations, involve all stakeholders, and meet the requirements of our Strategic Plan. Mrs. Nohle was asked to develop a draft for future discussion.

E. MOTION FOR ADJOURNMENT

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

Motion for approval by Jamie Lee, seconded by Kelly Milkowich with motion approved 7-0. Time adjourned: 8:16 a.m.

Respectfully submitted:

Debra L. Bennett, District Clerk

- Supporting documents may be found in supplemental file dated June 30, 2019

STUDENTS

IMMUNIZATION AND DENTAL HEALTH OF STUDENTS

- I. In order to safeguard the school community from the spread of certain communicable diseases and in recognition that prevention is a means of combatting the spread of disease, the Board requires that all pupils be immunized against certain diseases in accordance with New York State Education Law §903 and Public Health Law §2164.
- II.
 - A. No child may be admitted to school or allowed to attend school in excess of fourteen (14) calendar days without appropriate certification of immunization. The fourteen (14) calendar day period may be extended by the Building Principal to thirty (30) days for a student transferring from out of state/out of country. If the child is obtaining serological tests, the parent(s) or guardian(s) has a total of thirty (30) days from the start of attendance to provide test results and, if negative test results, appointment dates to begin or complete the vaccine series.
 - B. Each student must present a certificate of immunization specifying the dates of administration and signed by a health practitioner upon registration. Such certificate must meet the New York State requirements for immunization against poliomyelitis, pertussis, tetanus, Hepatitis B, varicella, mumps, measles, diphtheria, rubella, meningococcal disease and, where applicable due to enrollment in a Pre-Kindergarten program, haemophilus influenza type b (Hib) and pneumococcal conjugate (PCV). Acceptable documents and proof of immunity also include:
 1. An electronic health record.
 2. An immunization record issued by New York State Immunization Information System (NYSIIS) or Citywide Immunization Registry (CIR).
 3. An out-of-state immunization registry specifying the dates and products administered.
 4. An official record from a foreign nation may be accepted without a health practitioner's signature.
 5. Immunization records from a previous school.
 6. A statement verifying history of varicella, diagnosed by a physician, nurse practitioner, or physician assistant (10 NYCRR 66-1.3(a)).
 7. Serological proof of immunity for specific diseases (10 NYCRR 66-1.5).
 - C. The only exceptions which may excuse a student from the above immunization requirements are:
 1. if a physician testifies or certifies that administering the vaccine is detrimental to the specific youngster's health, or
 2. ~~if such student's parent(s) or guardian hold genuine and sincere religious beliefs which are contrary to required immunization practices. The parent or guardian must complete the State Education Department Request for~~

IMMUNIZATION AND DENTAL HEALTH OF STUDENTS

~~Religious Exemption to Immunization form. The form originates from the Registered Professional Nurses Office and is then submitted to the building principal for review and approval or denial. A copy of all documents must be kept in the student's cumulative health record, or~~

32. if a student has had the first dose of all required immunization series and has appointments to complete the series in accordance with the Advisory Committee for Immunization Practices (ACIP) catch up schedule as published by the Center for Disease Control and Prevention (CDC).
- D. Medical exemptions to immunizations must be reissued annually. The written exemption must identify:
1. the immunization exempted,
 2. the medical contraindication for the exemption, and
 3. the length of time immunization is contraindicated.
- III. A. The District will develop procedures for documenting all communication, along with efforts undertaken by school personnel to assist the parent/guardian in meeting the immunization requirements.
- B. The District must notify the local health department of any child who is refused admittance or continued attendance due to the lack of immunizations.
- C. The District shall notify the Child Protective Services (CPS) after more than fourteen (14) days of the student's exclusion from school if the parent refuses to allow the local department of health or another appropriate health practitioner to immunize their child, and no action steps are reported by the parent/guardian for pursuing another education option such as home schooling.
- D. The District shall annually provide an immunization survey to the New York State Commissioner of Health on the Health Commence System website.
- E. A student denied entrance or attendance due to failure of meeting health immunization standards may appeal to the Commissioner of Education.
- IV. Dental Health
- A. Each student shall be requested to furnish a dental health certificate in the same year the health appraisal is required. If a dental certificate is provided, it must meet the standards of the Commissioner's Regulations and may be signed by a registered dental hygienist or licensed dentist.
- B. The list of dentists available to conduct examination on a free or reduced cost basis compiled by SED is available to parents/guardians by calling the New York State Dental Foundation at 518-465-0044.

POLICY

Draft 06/21/19

STUDENTS

7511

IMMUNIZATION AND DENTAL HEALTH OF STUDENTS

General Brown Central School District

Legal Ref: New York State Education Law, Section 903, 914(1), 310(6-a); Public Health Law, Section 613, 2164 and 2805-h; 10 N.Y.C.R.R. Part 66.

Adopted: 5/10/10

Revised: 02/08/16, 05/09/16, _____

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

Board of Education Meeting
August 12, 2019

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, \$ 1,400,000.00 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 3, 2019.
(In accordance with the provision of Section 1322 of the Real Property Tax Law)
2. To give notice that tax collection will end November 4, 2019.
3. To collect taxes in the total sum of \$ 7,909,532.00=(\$7,856,032.00 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 current 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.)

GENERAL DIRECTIONS TO TRUSTEE (S) AND BOARDS OF EDUCATION

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).

WARRANT ISSUED BY UNION FREE AND CENTRAL SCHOOL DISTRICTS

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.

BUDGET

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 in the county of Jefferson State of New York
You are hereby commanded: \$7,856,032.00 + 53,500.00 Library Tax

1. To collect taxes in total sum of \$ \$7,909,532.00 in the same manner that collectors are authorized to collect town and county taxes.
2. To give notices in accordance with Section Real Property Tax Law Section 1322, 1338.
3. 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.
4. 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 84 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 the trustee or a majority of trustees.

Given under, hand this 12th day of August, 1919.

Signatures of trustee (s)
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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
2019-2020 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	\$465,840,788.00	1.0000	\$465,840,788.00	\$795,996,729.22	0.5852295	\$7,856,032.00	\$4,597,581.88	\$465,840,788.00	0.00986943	\$9.869427	(\$0.040273)	-0.406395%
PAMELIA	\$136,872,077.00	0.5700	\$240,126,450.88		0.3016676		\$2,369,910.59	\$136,872,077.00	0.01731479	\$17.314785	(\$0.070715)	-0.406747%
HOUNSFIELD	\$28,658,878.00	0.9100	\$31,493,272.53		0.0395646		\$310,820.57	\$28,658,878.00	0.01084552	\$10.845525	(\$0.044875)	-0.412063%
WATERTOWN	\$30,730,238.00	0.6300	\$48,778,155.56		0.0612793		\$481,412.47	\$30,730,238.00	0.01566576	\$15.665758	\$0.181758	1.173843%
LYME	\$6,599,584.00	1.0000	\$6,599,584.00		0.0082910		\$65,134.12	\$6,599,584.00	0.00986943	\$9.869427	(\$0.040273)	-0.406395%
WATER-CITY	\$2,905,800.00	0.9200	\$3,158,478.26		0.0039680		\$31,172.37	\$2,905,800.00	0.01072764	\$10.727639	\$0.296339	2.840859%
Total	\$671,607,365.00		\$795,996,729.22		1.0000000	\$7,856,032.00	\$7,856,032.00	\$671,607,365.00				

2019-2020 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	\$465,840,788.00	1.0000	\$465,840,788.00	\$795,996,729.22	0.5852295	\$53,500.00	\$31,309.78	\$465,840,788.00	0.00006721	\$0.067211	(\$0.000646)	-0.951514%
PAMELIA	\$136,872,077.00	0.5700	\$240,126,450.88		0.3016676		\$16,139.22	\$136,872,077.00	0.00011791	\$0.117915	(\$0.001132)	-0.951207%
HOUNSFIELD	\$28,658,878.00	0.9100	\$31,493,272.53		0.0395646		\$2,116.70	\$28,657,378.00	0.00007386	\$0.073862	(\$0.000710)	-0.951467%
WATERTOWN	\$30,730,238.00	0.6300	\$48,778,155.56		0.0612793		\$3,278.44	\$30,730,238.00	0.00010668	\$0.106685	\$0.000658	0.620269%
LYME	\$6,599,584.00	1.0000	\$6,599,584.00		0.0082910		\$443.57	\$6,599,584.00	0.00006721	\$0.067211	(\$0.000646)	-0.951514%
WATER-CITY	\$2,905,800.00	0.9200	\$3,158,478.26		0.0039680		\$212.29	\$2,905,800.00	0.00007306	\$0.073056	\$0.001628	2.278931%
	\$671,607,365.00		\$795,996,729.22		1.0000000	\$53,500.00	\$53,500.00	\$671,605,865.00				

7/26/2019

GENERAL BROWN CENTRAL SCHOOL DISTRICT

**TRUE TAX RATE
FOR LAST TEN YEARS**

2019-2020	\$9.869427
2018-2019	\$9.909700
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

**TRUE TAX RATE-LIBRARY
FOR LAST TEN YEARS**

2019-2020	\$0.067211
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

Equalization Rates Comparison

	2019-2020	2018-2019	Difference
BROWNVILLE	1.0000	1.0000	0.00
PAMELIA	0.5700	0.5700	0.00
HOUNSFIELD	0.9100	0.9100	0.00
WATERTOWN	0.6300	0.6400	-0.01
LYME	1.0000	1.0000	0.00
WATER-CITY	0.9200	0.9500	-0.03

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

Year	Levy increase	Tax rate inc.
2019-2020	0.55%	-0.41%
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%

* Revaluation

Tax Rate Increase Summary

Town	2019-2020		
	Rate	Increase/Decre	% Increase
BROWNVILLE	\$9.87	(\$0.04)	-0.41%
PAMELIA	\$17.31	(\$0.07)	-0.41%
HOUNSFIELD	\$10.85	(\$0.04)	-0.41%
WATERTOWN	\$15.67	\$0.18	1.17%
LYME	\$9.87	(\$0.04)	-0.41%
WATER-CITY	\$10.73	\$0.30	2.84%