

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

**Preliminary
AGENDA**

REGULAR MEETING will commence immediately following the Annual Organizational Meeting

A. APPROVAL OF AGENDA

B. PRESENTATIONS - None at this time.

C. PUBLIC COMMENT REQUESTS

D. CONSENT AGENDA

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
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.

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.
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.
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.

- 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 NYSPHSAA Section III, to compete in the sport of **Football** at the Varsity, Junior Varsity and Modified levels for the 2019-2020 school year.
- 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 daily
- 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)
- 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)
- 14. Board Action - Approval of **Committee on Special Education Reports**

F. ITEMS FOR BOARD ACTION - PERSONNEL

15. Board Action Personnel changes as listed:

(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

- 16. Assistant Superintendent - Mrs. Smith
- 17. Superintendent - Mrs. Case

H. CORRESPONDENCE & UPCOMING EVENTS

18. Correspondence Log

I. ITEMS FOR NEXT MEETING

- 19. **August 12, 2019 - Regular Meeting** will begin at 5:15 p.m. in the General Brown Room of the Jr.-Sr. High School
 - Board Discussion regarding a Board/Leadership retreat immediately following the August meeting.

J. PROPOSED EXECUTIVE SESSION

20. **A motion will be requested to enter executive session** for the discussion of collective negotiations pursuant to Article 14 of the Civil Service Law.

K. RETURN TO OPEN SESSION

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

L. ITEMS FOR BOARD DISCUSSION / ACTION

22. Board Discussion / Action - Review of Superintendent’s contract

M. MOTION FOR ADJOURNMENT

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

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

REGULAR MEETING
June 17, 2019 at 5:15 p.m.
Cafeteria - Jr.-Sr. High School

Unapproved
MINUTES

REGULAR MEETING

The meeting was called to order at 5:15 p.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; Lisa K. Smith, Assistant Superintendent; Gary Grimm, Operations Manager/Transportation Supervisor; Melissa Nabinger, Director of Student Services; Nicole Donaldson, Principal Jr.-Sr. High School; David Ramie, Principal Dexter Elementary; Joseph O'Donnell, Principal Brownville Glen Park Elementary; Michael Parobeck, Network Administrator; Alving Hasner, District Claims Auditor; Kelley Fahey and Family; Melissa Zehr and Family; Lisa VanBrocklin, President GBTA; Faculty; Students; Community Members

A. APPROVAL OF AGENDA

Motion for approval by Natalie Hurley, seconded by Albert Romano, with motion approved 6-0.

B. REQUEST FOR EXECUTIVE SESSION

A motion was requested to enter executive session for the discussion of collective negotiations pursuant to Article 14 of the Civil Service Law.

Motion for approval by Kelly Milkowich, seconded by Jamie Lee, with motion approved 6-0. Time entered: 5:16 p.m.

C. RETURN TO OPEN SESSION

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

Motion for approval by Albert Romano, seconded by Natalie Hurley, with motion approved 6-0. Time: 5:45 p.m.

D. ITEMS FOR BOARD ACTION PERSONNEL - TENURE

1. **BE IT RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education of the General Brown Central School District hereby takes action to **grant tenure to Melissa Zehr** in the tenure area of **Health, effective September 1, 2019**.

Motion for approval by Natalie Hurley, seconded by Kelly Milkowich, with motion approved 6-0.

2. **BE IT RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education of the General Brown Central School District hereby takes action to **grant tenure to Kelley Fahey** in the tenure area of **Special Education, effective September 1, 2019**.

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

E. TENURE CELEBRATION

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

Following adjournment of the Audit Committee Meeting:

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

Motion for approval by Natalie Hurley, seconded by Jamie Lee, with motion approved 6-0.

G. PUBLIC COMMENT REQUESTS

— No requests at this time.

H. CONSENT AGENDA

A motion for approval of the following items as listed under the CONSENT AGENDA is made by Kelly Milkowich, and seconded by Jamie Lee - Motion approved 6-0.

1. Approval of Minutes as listed:
 - May 13, 2019 - Regular Meeting
 - May 13, 2019 - Annual Meeting / Budget Hearing
 - May 21, 2019 - Budget Vote / Election
2. Approval of Building and Grounds Requests as listed:
 - JSHS turf field - March 14 to April 29, 2019 as per game schedules - Jefferson Community College, Jeffrey Wiley Director of Athletics - men's and women's lacrosse games
 - JSHS turf field - May 19, 2019 from 11:00 a.m. to 12:00 p.m. - Underground Lacrosse, Mike Burdick, Director - practice
 - BGP restrooms by cafeteria - June 1, 2019 from 4:45 pm. to 7:15 p.m. - General Brown Weekend Committee - use of facilities during parade set-up
 - JSHS turf field - June 6, 2019 from 3:30 p.m. to 5:30 p.m. - Underground Lacrosse, Mike Burdick, Director - practice
 - JSHS baseball field - June 10, 2019 - July 29, 2019 from 4:30 p.m. to 9:00 p.m. as attached - Dexter 15U Babe Ruth Baseball as per revised schedule
 - DEX classroom 401 - July 1-August 30, 2019 from 8:00 a.m. to 3:30 p.m. - Jillian Goodrich - summer tutoring
3. Approval of Conferences and Workshops as listed:
 - Barbara J. Case - The NYSCOSS Council's Summer Retreat - Harbor Hotel, Clayton - June 30-July 1, 2019
 - Mary Paige - Code.org's CS Fundamentals Into Workshop - Watertown High School - August 23, 2019
 - Amy Moore - Code.org's CS Fundamentals Into Workshop - Watertown High School - August 23, 2019
 - Barbara J. Case - PBIS District Level Meetings 2019-2020 - Jefferson-Lewis BOCES - October 23, 2019; February 6, 2020 and May 20, 2020
 - Lisa K. Smith - PBIS District Level Meetings 2019-2020 - Jefferson-Lewis BOCES - October 23, 2019; February 6, 2020 and May 20, 2020
4. Approval of Conferences and Workshops as per *My Learning Plan* Report 6/13/2019
5. Approval of Financial Reports / Warrants

I. REGULAR AGENDA

Other Discussion and Action Items

Board Member Reports / Staff Member Reports and Presentations

1. Comments / Information from Board Members - JLSBA Annual Dinner with Regent Elizabeth Hakanson: Concerns were expressed regarding the continued teacher and substitute teacher shortages, and state aid allocations. Also, Natalie Hurley was named as Treasurer for the Jefferson-Lewis School Board's Association.
2. Staff Member Reports as provided
3. Staff Member Presentations - None at this time.

Items for Board Information / Discussion

4. Board Information / Discussion - 3rd Quarter Marking Period Data for review (Elementary) - No questions at this time.
5. Board Information / Discussion - As per the 2019-2020 Board of Education meeting schedule, the **Annual Organizational Meeting** will be held on Monday, July 1, 2019 in the General Brown Room of the Jr.-Sr. High School, followed immediately by the **Regular Monthly Meeting** of the Board of Education. Following discussion, the meeting time was set at 7:00 a.m.

Items for Board Discussion / Action

6. Board Discussion / Action - NYSSBA is requesting nominations for Area 5 Director. Nominations will be received by the Association until 5 p.m. July 31, 2019. There has been a request to nominate Mr. William Miller for a term commencing January 1, 2020 through December 31, 2021 as follows:

BE IT RESOLVED, that the General Brown Central School District Board of Education takes action to nominate Mr. William Miller as Area 5 Director of New York State School Boards Association.
Motion for approval by Kelly Milkowich, seconded by Natalie Hurley, with motion approved 6-0.

7. Board Action - Approval for renewal of membership to the **New York State School Boards Association** for the year beginning July 1, 2019 to June 30, 2020 in the amount of \$7,778. (2018-2019 - \$7,625)
Motion for approval by Albert Romano, seconded by Natalie Hurley, with motion approved 6-0.
8. Board Action - **BE IT RESOLVED**, that the General Brown Central School District Board of Education takes action to **authorize the transfer of funds into the following reserve accounts**, in amounts *not* to exceed the following:
 - \$135,000 TRS Retirement Fund
 - \$750,000 Capital Reserve FundMotion for approval by Albert Romano, seconded by Jamie Lee, with motion approved 6-0.
9. Board Action - **BE IT RESOLVED**, that the General Brown Central School District Board of Education takes action to **authorize an inter-fund transfer** of an amount *not* to exceed \$8,000 from the Debt Service Fund the General Fund.
Motion for approval by Natalie Hurley, seconded by Albert Romano, with motion approved 6-0.
10. Board Action - Approval of **Committee on Special Education Reports** (posted)
Motion for approval by Jamie Lee, seconded by Kelly Milkowich, with motion approved 6-0.

J. ITEMS FOR BOARD ACTION - PERSONNEL

11. Board Action - **BE IT RESOLVED**, that upon the recommendation of the Superintendent of Schools, the General Brown Central School District Board of Education hereby approves the **Memorandum of Agreement with the General Brown Administrators' Association dated May 22, 2019, and signed May 29, 2019**, and, further, authorizes the Superintendent of Schools to sign the resulting final collective bargaining agreement consistent therewith.
Motion for approval by Albert Romano, seconded by Kelly Milkowich, with motion approved 6-0.
12. Board Action - **BE IT RESOLVED**, that upon the recommendation of the Superintendent of Schools, the General Brown Central School District Board of Education hereby approves the **Memorandum of Agreement by and between the General Brown Central School District, Laurie Nohle, and the General Brown Administrators' Association**, and, further, authorizes the Superintendent of School to sign the resulting agreement.
Motion for approval by Albert Romano, seconded by Natalie Hurley, with motion approved 6-0.
13. Board Action - **BE IT RESOLVED**, that upon the recommendation of the Superintendent of Schools, the General Brown Central School District Board of Education hereby approves and ratifies the **Memorandum of Agreement with the General Brown Teachers' Association dated May 28, 2019, for a new four (4) year collective bargaining agreement from July 1, 2019 to June 30, 2023**, and, further, authorizes the Superintendent of Schools to sign the resulting final collective bargaining agreement consistent therewith.
Motion for approval by Albert Romano, seconded by Natalie Hurley, with motion approved 5-0 with Mr. Dupee abstaining.
14. Board Action - **BE IT RESOLVED**, that upon the recommendation of the Superintendent of Schools, approval is requested for the **Management/Confidential salary increases for the 2019-2020 school year**, in an amount *not* to exceed \$24,000 to be distributed by the Superintendent of Schools to eligible employees.
Motion for approval by Albert Romano, seconded by Jamie Lee, with motion approved 6-0.
15. Board Action - **BE IT RESOLVED**, that upon the recommendation of the Superintendent of Schools and pursuant to the requirements of Civil Service Law Section 73, the General Brown Central School District Board of Education takes action to **terminate the employment of Brenda Parrish, Bus Driver, effective June 18, 2019**.
Motion for approval by Albert Romano, seconded by Jamie Lee, with motion approved 6-0.
16. Board Action - **BE IT RESOLVED**, that upon the recommendation of the Superintendent of Schools, the General Brown Central School District Board of Education takes action to approve the employment of **Raymond Peters** for up to 60 hours per month at \$30 per hour, effective August 11, 2019.
Motion for approval by Natalie Hurley, seconded by Albert Romano, with motion approved 6-0.

17. Board Action - **BE IT RESOLVED**, that upon the recommendation of the Superintendent of Schools, the General Brown Central School District Board of Education takes action to **approve the appointment of Laurie M. Nohle as ASSISTANT PRINCIPAL, effective July 1, 2019, for a period of one (1) year to conclude on June 30, 2020.** The salary for this position shall be \$75, 000 for the 2019-2020 school year.
 Motion for approval by Albert Romano, seconded by Natalie Hurley, with motion approved 6-0.

18. 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 Kelly Milkowich, with motion approved 6-0.

(A) Retirements:

Name	Position	Effective Date
John P. Ratigliano	Cleaner	^Amend retirement date from August 2, 2019 to July 31, 2019
Raymond Peters	Custodian	^Amend retirement date from August 2, 2019 to August 10, 2019

(B) Resignations:

Name	Position	Effective Date
Cretora J. Miller	Teacher Aide	June 26, 2019
Jessica L. (Cupernall) Sheldon	Occupational Therapist	June 30, 2019
William Zehr	Cleaner	July 5, 2019
Lauren Labiendo	Physical Education Teacher	June 28, 2019
Casey L. Nicol	Counselor	August 31, 2019

(C) Appointments: None at this time.

K. ITEMS FOR BOARD ACTION - FINAL FINGERPRINT CLEARANCE

19. 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 Albert Romano, seconded by Natalie Hurley, with motion approved 6-0.
 ▪ **Laurie M. Nohle** - School District Administrator

L. SUPERINTENDENTS’ REPORTS

20. Assistant Superintendent provided an update regarding the AT&T Cell Tower and an increase in substitute daily rates to be acted on at the July 1 meeting.
 21. Superintendent Case shared information regarding the Transportation Study. It was a good review and she will be communicating with parents as soon as possible. There have been road closures on Pillar Point. Mr. Grimm is monitoring the situation and there has been little inconvenience to families in the affected area. Mrs. Case shared that she has been selected to represent NYSCOSS for the St. Lawrence and Jefferson-Lewis BOCES areas.

M. CORRESPONDENCE & UPCOMING EVENTS

22. Correspondence Log

N. ITEMS FOR NEXT MEETING

- **July 1, 2019 - Annual Organizational Meeting** will begin at 7:00 a.m. in the General Brown Room of the Jr.-Sr. High School
- **July 1, 2019 - Regular Meeting** will immediately follow the Organizational Meeting in the General Brown Room of the Jr.-Sr. High School

O. REQUEST FOR EXECUTIVE SESSION

A motion is requested to enter executive session for the discussion of the performance history of two specific individuals, and for the discussion of litigation strategy regarding two specific legal matters.
 Motion for approval by Natalie Hurley, seconded by Kelly Milkowich, with motion approved 6-0. Time entered: 6:20 p.m.

P. RETURN TO OPEN SESSION

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

Motion for approval by Albert Romano, seconded by Jamie Lee, with motion approved 6-0. Time: 8:19 p.m.

Q. MOTION FOR ADJOURNMENT

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

Motion for approval by Natalie Hurley, seconded by Jamie Lee, with motion approved 6-0. Time adjourned: 8:19 p.m.

Respectfully submitted:

Debra L. Bennett, District Clerk

- Supporting documents may be found in supplemental file dated June 17, 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, _____

***General Brown Central
School District***



Professional Development Plan

July 1, 2019 - June 30, 2022

School District
Professional Development Plan

DISTRICT NAME:	General Brown Central School
BEDS CODE:	220401040000
SUPERINTENDENT:	Barbara J. Case
ADDRESS:	PO Box 500, Dexter, NY 13634
PHONE:	315-779-2300
CTLE PROVIDER NUMBER:	034
YEAR(S) PLAN IS EFFECTIVE:	2019-2022

GENERAL BROWN CENTRAL SCHOOL DISTRICT MISSION:

❖ *To prepare and inspire each student to meet future challenges.*

INTRODUCTION:

The General Brown Central School District Professional Development Plan reflects the diversity of the teachers, administrators, parents and community members within the district. The members of the team are committed to representing the needs of their grades, departments, schools and homes. Working collaboratively, the team develops a plan which reflects the needs of the staff and includes opportunities to engage in professional development that will enable them to provide high quality instruction to the students of the district. This continuous cycle of learning and reflecting will provide the foundation for the students of the General Brown Central School District to fulfill the mission and leave with the preparation and personal inspiration needed to meet the challenges that each of their futures will bring.

Composition of Professional Development Team

The General Brown Central School District team is comprised of both administration and instructional staff representing all departments and grade levels from each of the three buildings included in the district.

PROFESSIONAL DEVELOPMENT TEAM MEMBERS

Kelly Biedekapp	Kindergarten Teacher – Dexter
Lindsey Davis	Vocal Music – Dexter & Brownville Glen-Park
Heather Devine	First Grade Teacher – Brownville Glen-Park
Nicki Donaldson	Junior-Senior High School Principal
Becky Dupee	Sixth Grade Teacher – Brownville Glen-Park
Tom Frears	Physical Education – Jr./Sr. High School
Mike Hartle	Physical Education Teacher - Dexter
Lisa Kessler	Social Studies Teacher - Jr./Sr. High School
Michelle Lamon	English Teacher - Jr./Sr. High School
Ashley Lothrop	Special Education - Dexter & Brownville Glen-Park
Melissa Nabinger	Director of Student Services
Sheri Nichols	Fourth Grade Teacher - Brownville Glen-Park
Joe O'Donnell	Brownville Glen-Park Elementary Principal
Janell Pickeral	Foreign Language - Jr./Sr. High School
Dave Ramie	Dexter Elementary Principal
Renee Stano	Aide – SRP
Lisa Smith	Assistant Superintendent
Lisa VanBrocklin	Special Education/GBTA President - Jr./Sr. High School
Kate Wiley	Second Grade Teacher – Dexter
Tina Zehr	Pre-K Teacher – Dexter

NYSED PART 100.2 PROFESSIONAL DEVELOPMENT PLAN PURPOSE

In compliance with Commissioner Regulation 100.2 (dd), the district professional development plan is a collaboratively created document which is reviewed annually. Additionally, the professional development plan provides for the inclusion of opportunities for teachers and Level III teaching assistants to meet and maintain the Continuing Teacher Leader Education (CTLE) requirements as defined by The Board of Regents in Subpart 80-6 of the Regulations of the Commissioner of Education.

The purpose of the General Brown Central School District Professional Development Plan is to improve the quality of teaching and learning by ensuring all teachers and staff members participate in substantial, high-quality, research-based professional development in order that they remain current with their profession and meet the learning needs of their students. This plan also ensures that holders of Level III teaching assistant certificates and that substitute teachers who work on a long-term basis are provided the opportunity to participate in the professional development program of the district. Finally, this plan recognizes that all teachers, teaching assistants and staff need to participate in professional development to implement the best professional strategies to maximize student learning and success.

PROFESSIONAL DEVELOPMENT TIME ANALYSIS

The General Brown Central School District is an approved CTLE provider and committed to providing opportunities for required staff to participate in professional development. The average number of hours that a teacher will be involved in district provided professional development is included in the chart below. Staff will also have the opportunity to participate in outside professional development opportunities to further expand their skill set.

	State Required Hours Over 5 Years	Average Hours Per Year in District	Hours Over Term of PD Plan in District
Teachers	100	25	75
Level III Teaching Assistants	100	25	75

PROFESSIONAL DEVELOPMENT RECORD RETENTION

The district will maintain a record of all professional development according to the State set guidelines defined in 100.2 General School Requirements. Staff will be provided a certificate acknowledging the completions of trainings. Certificates will include program titles, number of hours completed, sponsor's name and all necessary participant information.

PROFESSIONAL DEVELOPMENT PLAN NEEDS/DATA ANALYSIS

The General Brown Central School District has developed a three-year, long-range professional development plan that will be reviewed annually by the district level Professional Development Committee and is approved annually by the Board of Education. This plan reflects the mission and needs of the district. This plan also incorporates values and goals established in the Strategic Plan 2019-2022. District needs were identified through an analysis of multiple sources providing both qualitative and quantitative data. Sources utilized are listed below.

- District/School Report Cards
- District/School Accountability Reports
- BEDS Data
- Student Attendance Rate
- Graduation Rates
- Drop Out Rates
- Regents & Advanced Designation Diploma Rates
- Special Education Reports
- Teacher Surveys
- Teacher Self-Assessments
- Curriculum Surveys
- SSEC: VADIR Reports/DASA
- Longitudinal Data
- Student Performance on NYSED tests (disaggregated by sub groups)

Ongoing analysis of data allows the district to identify areas of strengths and weaknesses in instruction and respond to these needs.

GOALS:

2019-2020 Goal: Increase student engagement to improve positive student behaviors and expand student achievement.

In a district where this happens:

- Student engagement is a priority.
- Focus is on classroom management and instructional techniques that meet the needs of all students.
- Positive Behavioral Interventions and Supports are present.
- Decisions are driven by data.
- Focus is on finding solutions.
- Strong connections are established between staff, students and the community.

SUSTAINED AND CONTINUOUS PROFESSIONAL DEVELOPMENT

As a district, we strive to provide professional development which aligns with the New York State Professional Development Standards which provide a blueprint for high-quality professional development for all educators to improve instruction and student achievement. (<http://www.highered.nysed.gov/tcert/pdf/pdstds.pdf>) These standards (listed below) promote and sustain continuous development, growth and examination of practice. Providing clearly defined expectations and commitment to change, these standards also support the New York State Learning Standard and the New York State Teaching Standards (See Appendix A).

New York State Professional Development Standards

1. **Designing Professional Development:** Professional development design is based on data; is derived from the experience, expertise and needs of the recipients; reflects best practices in sustained job-embedded learning; and incorporates knowledge of how adults learn.
2. **Content Knowledge and Quality Teaching:** Professional development expands educators' content knowledge and the knowledge and skills necessary to provide developmentally appropriate instructional strategies and assess student progress.

3. **Research-based Professional Learning:** Professional development is research-based and provides educators with opportunities to analyze apply and engage in research.
4. **Collaboration:** Professional development ensures that educators have the knowledge, skill and opportunity to collaborate in a respectful and trusting environment.
5. **Diverse Learning:** Professional development ensures that educators have the knowledge and skill to meet the diverse learning needs of all students.
6. **Student Learning Environments:** Professional development ensures that educators are able to create safe, secure, supportive, and equitable learning environments for all students.
7. **Parent, Family and Community Engagement:** Professional development ensures that educators have the knowledge, skill, and opportunity to engage and collaborate with parents, families, and other community members as active partners in children's education.
8. **Data-driven Professional Practice:** Professional development uses disaggregated student data and other evidence of student learning to determine professional development learning needs and priorities, to monitor student progress, and to help sustain continuous professional growth.
9. **Technology:** Professional development promotes technological literacy and facilitates the effective use of all appropriate technology.
10. **Evaluation:** Professional development is evaluated using multiple sources of information to assess its effectiveness in improving professional practice and student learning.

Supporting the continuous development, growth and examination of practice is the focused training on curriculum, instruction and assessment by conducting curriculum cycles on a three year rotation. The rotation can be adjusted to accommodate state initiatives that require attention to a particular content area(s). Within the cycles, content areas will receive at least one year of focus to address standards implementation, instructional approaches, research-based strategies, assessment improvement, and work on anything else deemed relevant by

administration and curricular experts. Particular attention will be given to provisions for both internal and external professional development opportunities for the designated content area(s).

<i>Focus Areas for Curriculum Cycles</i>		
2019-2020	2020-2021	2021-2022
Science	ELA Math	College and Career Readiness

*additions to cycle in response to state initiatives

Aside from curriculum cycles, continuous development, growth and examination of practice will be promoted through a variety of professional development opportunities. (See Appendix B) Through both internal and external trainings, staff will engage in sessions that adhere to the New York State Professional Development Standards and promote the development of skills set forth in the New York State Teaching Standards. Further enhancing this ongoing process, the General Brown Central School District’s instructional staff completes an Individual Professional Action Plan (IPAP) each year. This plan is part of the agreement between the Chief School Officer and the General Brown Central School Teachers’ Association. Yearly plans will reflect the districts Strategic Action Plan and Board of Education goals and be supported through the models set forth in the professional development plan. Individual Professional Action Plans will be evaluated annually based on their alignment with the professional development model adopted by the District.(See Appendix C)

EVALUATION

The professional development document is a comprehensive plan intended for all professionals. The direct recognizes the diversity of needs among individual teachers based on experience levels and educational opportunities. The district has prioritized the provision of ongoing opportunities for grade levels, departments and buildings to work together for the purpose of continuous growth. All professional development opportunities will be evaluated using a variety of formats. These include formal and informal observations, lesson plans and units, curriculum maps, evaluation forms on MLP, session specific surveys, feedback from stakeholders and self-reflections from staff. The professional development plan will be evaluated annually for revisions by the district Professional Development Committee.

PROVISIONS FOR PROFESSIONAL DEVELOPMENT TO MEET THE NEEDS OF ENL STUDENTS

Provisions for Teachers Certified in Bilingual and English Language Learner (ELL) Education:

Teachers possessing a Professional certificate in the title of English to Speakers of Other Languages or a holder of a bilingual extension under section 80-4.3, must complete a minimum of 50 percent of their CTLE hours in language acquisition aligned with the core content area of instruction taught, including a focus on best practices for co-teaching strategies and integrating language and content instruction for English language learners. District ENL instructors will engage in a minimum of 10 hours per year on topics outlined below.

Provisions for Teachers Possessing a Professional Certificate:

Teachers possessing a Professional Certificate or a Level II Teaching Assistant Certificate must complete a minimum of 15 percent of their CTLE hours in language acquisition addressing the needs of English language learners, including co-teaching strategies, and integrating language and content instruction for English language learners. District staff holding a Professional Certificate or a Level III Teaching Assistant Certificate will engage in a minimum of 3 hours per year on topics outlined below.

2019-2020	2020-2021	2021-2022
Understanding ENL - Regulations	Building a culturally inclusive classroom - What does it mean to be culturally inclusive	Moving beyond the classroom - How else can we support ENL students and families?
Awareness of Needs - Academic - Linguistic	Culture Building - Where are we now as a district/school/classroom?	Awareness of Needs - Social - Emotional
Building Capacity - Resources - Co-Teaching - Instructional Strategies	Building Capacity - Strategies to ensure all students engage in meaningful learning	Outreach - Extra-Curricular involvement - Connecting with families - Building community partnerships

MENTORING PROGRAM

The General Brown Central School District recognizes the valuable role provided by a mentor to new teachers. The purpose of the mentoring program, as set forth in the Commissioners Regulations, is to provide support for new teachers in order to ease the transition from preparation to practice. The goal of mentoring is to increase the skills of new teachers and assist districts in retaining highly qualified teachers. More importantly, the benefits accrued from a mentoring relationship ultimately help the students.

Procedure for Selecting Mentors:

Upon selection of a new staff member, the principal is made aware of the hire by the Superintendent of Schools. The principal identifies a potential mentor from a pool of mentor candidates that have met the district criteria for serving as a mentor, applied and been approved for a potential mentoring assignment. Once selected, the building Principal is responsible for contacting the mentor and notifying the Superintendent that the mentor has accepted the assignment.

Role of the Mentor:

The role of the mentor is to serve as an instructional leader, providing guidance and support to the new teacher in regards to setting goals, instructional practices, classroom management, building relationships and district and building logistics.

Preparation of Mentors:

Mentors attend training during New-Staff Orientation which takes place in August. Training includes the expectations and role of a mentor and the benefits of the mentoring relationship to both the new teacher and the mentor. Mentors are supported throughout the school year by both the building Principals. Mentors are expected to attend the required monthly training sessions with the new teacher. Additionally, they attend a mid-year and end of year meeting with the new teacher and Principal to assess progress on set goals and submit monthly logs documenting time spent mentoring.

Types of Mentoring Activities:

A variety of activities are available for the mentors and new teacher:

- Monthly, in district, focus meetings (Required – Mentor and New Teacher)
- Access to My Learning Plan and the Jefferson-Lewis BOCES Professional Development calendar to attend workshops
- Classroom visits
- Release time
- Effective Teaching Training (Required – New Teacher Only)
- New Staff Orientation Activities (Required – Mentor and New Teacher)

Time Allotted for Mentoring:

Mentors will be compensated for up to seven (7) hours of time per year outside of the instructional day to meet with new teachers. These hours are in addition to the required in-district training sessions. Mentors and new teachers will attend mid-year and end of year meetings with their building Principal to assess goals.

PROVISIONS FOR SCHOOL VIOLENCE PREVENTION AND INTERVENTION TRAINING

The district is committed to hiring teachers who have fulfilled the requirements for certification which includes training in school violence prevention and interventions. Yearly refreshers are provided for all staff in district.

APPENDIX A

NEW YORK STATE TEACHING STANDARDS

STANDARD 1: *Knowledge of Students and Student Learning*

Teachers acquire knowledge of each student, and demonstrate knowledge of student development and learning to promote achievement for all students.

STANDARD 2: *Knowledge of Content and Instructional Planning*

Teachers know the content they are responsible for teaching, and plan instruction that ensures growth and achievement for all students.

STANDARD 3: *Instructional Practice*

Teachers implement instruction that engages and challenges all students to meet or exceed the learning standards.

STANDARD 4: *Learning Environment*

Teachers work with all students to create a dynamic learning environment that supports achievement and growth.

STANDARD 5: *Assessment for Student Learning*

Teachers use multiple measures to assess and document student growth, evaluate instructional effectiveness, and modify instruction.

STANDARD 6: *Professional Responsibilities and Collaboration*

Teachers demonstrate professional responsibility and engage relevant stakeholders to maximize student growth, development, and learning.

STANDARD 7: *Professional Growth*

Teachers set informed goals and strive for continuous professional growth.

APPENDIX B

Professional Development Opportunities

Below are examples of Professional Development opportunities available to staff. Additional topics will be added based on needs assessment and/or mandated initiatives.

- Curriculum Process (lesson design, unit planning, etc.)
- Instructional Techniques
- Supporting and Engaging ENL Students
- Learning Standards
- Google Suite Training
- Project Based Learning
- Student Engagement
- Social/Emotional Wellness
- Co-teaching
- SMARTBoard Training
- Instructional Technology
- Data Driven Instruction
- Positive Behavioral Interventions & Supports
- Accommodating SWD's (Students with Disabilities)
- Building an inclusive culture
- PD related to learning needs of students who comprise their teaching assignment
- Other topics related to District/BOE Goals

Outside Professional Development Providers

The New York State Education Department has requested that any outside Professional Development providers be listed and approved within our plan. The following list of providers may provide CTLE training on behalf of the General Brown Central School District.

- All 37 BOCES in NYS
- ACR Health
- ASCD (Association for Supervision & Curriculum Development)
- BER (Bureau of Education)
- McGraw – Hill Education
- PESI
- RSE-TASC
- Jefferson Community College
- MORIC (Mohawk Regional Information Center)
- Jefferson-Lewis Teachers Center
- CNRIC (Central New York Regional Information Center)
- College Board
- CPI (Crisis Prevention Institute)
- NYSED
- R-BERN
- *Additional providers added as deemed appropriate

APPENDIX C

Individual Professional Action Plan

Every professional staff member in the General Brown School District will prepare an annual Individual Professional Action Plan to assist the District in meeting its annual goals.

This plan should be consistent with the District, building, grade level/department annual plan.

A District plan will be in place by April 1 for the following school year. This plan will be developed by the District Professional Development Committee, subject to the approval of the Superintendent.

A building plan will be developed in accordance with the District plan by May 1 for the following school year. A draft of the plan will be developed by the Professional Development Committee and submitted to building EAPs for revision and approval. A final draft is then submitted to the Superintendent for approval.

Every professional staff member will submit their Individual Professional Action Plan to their building administrator by the first Monday of each school year.

Building administrators will review Individual Professional Action Plans, and provide professional staff with their approval or recommended changes by the Wednesday following submission of the IPAPs. Individual plans requiring modification will be re-submitted to building administrators for approval by the second Monday of the school year.

Each professional staff member will annually develop his / her own Individual Professional Action Plan, listing areas of strengths, goals and plans for improving the educational / instructional services provided to students. The Individual Professional Action Plan will be considered in the implementation of professional development programs. However, such consideration by the District of staff members' Individual Professional Action Plan is not to be construed as imposing any financial obligation on the District beyond previously budgeted Board approved costs.

APPENDIX C

IPAP (Individual Professional Action Plan) Form
(Due by first Monday of each school year)

Approved

Needs Modification

Name: _____

Date: _____

Grade Level or Department _____

My goals for the _____ school year are:

These are consistent with District / building goals in that:

Key strategies that will be used to meet this goal include:

How will you evaluate your progress on this goal?

Teacher: _____

Date: _____

APPENDIX C

Principal: _____

Date: _____

District PDC (IPAP- Individual Professional Action Plan) Goal 2019-2020

During the **2019-2020** school year, the General Brown Professional Development committee will provide teachers with effective professional development in order to enhance their instructional skills and improve student achievement for the purpose of preparing and inspiring students to meet future challenges.

Emphasis will be placed on professional development opportunities which support the yearly goal of the district. Additional opportunities will include the effective use of technology to enhance instruction, communication and utilization of multiple data sources for decision making and instruction to support student learning.

The focus will also be on the development and implementation of an instructional curriculum PK-12, which infuses the NYS Learning Standards and meets the learning needs of all students.

Elementary PDC (IPAP- Individual Professional Action Plan) Goal 2019-2020

During the **2019-2020** school year, all PK-6 teachers will continue to develop refine curriculum to enhance their professional abilities, as well as to improve learning. Emphasis will be placed on the following areas:

- Positive Behavioral Intervention Supports
- Inclusive Schools
- Co-teaching
- Student Engagement
- Utilization of data for the purpose of adjusting instruction according to students' needs
- Collaborating with colleagues to enhance instructional strategies with the purpose of meeting the needs of all students
- Integrating research-based technology instructional strategies into the curricula.

Junior/Senior High School PDC (IPAP-Individual Professional Action Plan) Goal 2019-2020

During the **2019-2020** school year, all 7-12 teachers will continue to develop refine curriculum to enhance their professional abilities, as well as to improve learning. Emphasis will be placed on the following areas:

- Positive Behavioral Intervention Supports
- Inclusive Schools
- Co-teaching
- Student Engagement
- Engaging with the NYS Learning Standards
- Utilization of data for the purpose of adjusting instruction according to students' needs
- Collaborating with colleagues to enhance instructional strategies with the purpose of meeting the needs of all students
- Integrating research-based technology instructional strategies into the curricula.

APPENDIX C

Continuing Education Hours Certification

To meet the N.Y.S.E.D. Professional Development Plan requirement that teachers with a Professional Certificate must complete 100 hours of staff development training every five years, our school will follow this procedure:

- Staff development activities that qualify for credit toward the 100 hour mandate shall include but will not be limited to: the planning, preparation and presentation of staff development for district staff; approved college coursework; attendance and participation at professional development days; district approved conferences; after-school staff development activities presented at school, by BOCES, the Jeff-Lewis Teacher's Center, RSE-TASC and others as approved District Administration.
- Teachers will be responsible for keeping their own records of completed professional development activities. Teachers who hold a *Professional Certificate* will submit a copy of the Continuing Education Hours/Professional Development Documentation Form to their building secretary by May 1 of each school year.
- Teachers holding either a Permanent or Professional certificate will be responsible for re-registering every five years during their birth month by logging into the TEACH system and completing the process.
- Approved college courses shall be credited at the rate of 4 hours of credit for each hour of college credit earned with a grade of B- and above.
- Two hours of Project SAVE staff training will be offered annually to meet state requirements. Staff members will sign an affidavit of their attendance at such training.
- Attendance at any other mandated training will be verifiable using sign-in procedures (comparable to those for SAVE training) or certificates of completion, if said training is given by service providers other than the District.

Continuing Education Hours Certification / Professional Development Documentation Form

Directions: This form is provided for use by all professionally certified personnel in the GBTA (teachers and teacher assistants, speech therapists/pathologists, guidance counselors, and school psychologists). Although documentation is not required by New York State, General Brown has provided this format as a method of record keeping in an effort to help us reach our collective goals. Its intended use is as a planning tool for completing professional development activities in accordance with 100-hour certification requirements from SED, as well as those from our District Professional Development Plan.

1. Record activities in the table below. Include District-sponsored, BOCES, Teacher Center, and other Professional Development activities. Also include graduate level courses, Model Schools classes outside Staff Development days, scoring of NYS assessments, mentoring, and summer curriculum work. Highlight those activities that focus on your IPAP goal (s).
2. Do not include clock hours for travel or meals.
3. Keep registration forms, and /or other documentation with this record. Documentation must be retained for seven years.
4. Upon completion of professional development activities for the year, re-submit a COPY of the form to your building principal as evidence that progress toward your goals has been made. Retain the original for your records.

Name of Certificate Holder:		Teacher Certification Identification number:		
Certificate Title:		General Brown Central School District		
Employment Period: July 1, 20__ through June 30, 20__ (If other, please note.)				
Title/Activity	Provider	Date (s)	Location	Clock Hour Equivalent (Estimated)



Jefferson-Lewis School Boards Association

20104 STATE RT9, WATERBURY, NY 13601 • PHONE (315) 779-7020 • FAX (315) 779-7009

Member Districts

Adirondack
Central School

Alexandria
Central School

Beaver River
Central School

Belleville Henderson
Central School

Carthage
Central School

Copenhagen
Central School

General Brown
Central School

Indian River
Central School

Jefferson
Community College

Jefferson-Lewis
B.O.C.E.S.

LaFargeville
Central School

Lowville Academy
and Central School

Lyme
Central School

Sackets Harbor
Central School

South Jefferson
Central School

South Lewis
Central School

Thousand Islands
Central School

Town of Webb
Union Free School

Watertown
City Schools

TO: Superintendents of Schools

**FROM: Angela Green
President**

DATE: June 13, 2019

**RE: Dues for the 2019-2020 School Year
Executive Committee Members
Board Member Directory Information
Board Meeting Dates
Board Member Email Addresses**

Enclosed is the invoice for dues for the 2019-2020 school year. Would you please prepare the dues for approval by your Board of Education at a meeting prior to July 31st.

Kindly forward the name of your delegate and alternate that was chosen at your organizational meeting in July. Additionally, please list your Legislative representative in the spot designated. Please use the enclosed form to forward the names to Patti LaClair at BOCES.

Additionally, we need to have a listing of your board meeting dates for the 2019-20 school year and the names and email addresses of all your board members to update our database. If a member does not have an email address, kindly forward their mailing address instead.

We are constantly searching for ways to make the Association benefit board members and superintendents, so please encourage your board members to attend the executive committee meetings to give their opinions and ideas for future meetings, workshops, etc.

Thank you!

Jefferson-Lewis School Boards Association

2019-2020 Dues

INVOICE

ENROLLMENT

DUES

0 – 500	\$250
501 – 1000	\$310
1001 – 1500	\$370
1501 – 2000	\$430
2001 – 2500	\$490
2501 –	\$540
BOCES	\$375
JCC	\$375

Enter your June 2019 enrollment and your annual dues:

ENROLLMENT

DUES

Make checks payable to: **JEFFERSON-LEWIS SCHOOL BOARDS ASSOCIATION**

Mail to: Patti LaClair
Jefferson-Lewis BOCES
20104 State Route 3
Watertown, N.Y. 13601

Please Enclose Stub

JEFFERSON-LEWIS SCHOOL BOARDS ASSOCIATION

School _____

Enrollment _____

Dues _____

**Jefferson-Lewis School Boards Association
Executive Committee Members**

At the _____ meeting of the _____
(Date) (District)

Board of Education, the following member was elected **to serve as delegate on the Executive Committee:**

Name _____
Mailing Address _____
Email Address _____
Phone (Home) _____ (Business) _____

The alternate member for the Executive Committee is:

Name _____
Mailing Address _____
Email Address _____
Phone (Home) _____ (Business) _____

The Legislative representative for the Executive Committee is:

Name _____
Mailing Address _____
Email Address _____
Phone (Home) _____ (Business) _____

Superintendent of Schools

Mail to: Patti LaClair
Jefferson-Lewis School Boards Association
20104 State Route 3
Watertown, NY 13601