

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

REGULAR MEETING

May 13, 2019 at 5:30 p.m.

General Brown Room - Jr.-Sr. High School

MINUTES

REGULAR MEETING

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

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

OTHERS PRESENT: Barbara J. Case, Superintendent; Lisa K. Smith, Assistant Superintendent; Gary Grimm, Operations Manager/Transportation Supervisor; Nicole Donaldson, Principal Jr.-Sr. High School; David Ramie, Principal Dexter Elementary; Joseph O'Donnell, Principal Brownville Glen Park Elementary; Michael Parobeck, Network Administrator; Staff members; Students; and Ms. Mesires, Ms. Hall and Ms. Beagle

APPROVAL OF AGENDA

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

PRESENTATIONS / GUESTS

- Mr. Rick Tague, A.I.A. and Mari Cecil, A.I.A. - Bernier and Carr Associates provided an update of Phase II of Capital Project and introduced Mari Cecil as our contact at Bernier Carr.

PUBLIC COMMENTS (No requests)

CONSENT AGENDA

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

1. Approval of Minutes as listed:
 - April 8, 2019 - Regular Meeting
 - April 25, 2019 - Special Meeting

2. Approval of Building and Grounds Requests as listed:
 - BGP baseball/softball field - April 16-July 31, 2019 - Mondays-Fridays from 5:30 p.m. to 9:00 p.m. and Saturdays from 10:00 a.m. to 4:00 p.m. - Dexter Citizens' Committee - Baseball/Softball Program 2019
 - BGP cafeteria - April 23, 2019 from 6:00 p.m. to 7:00 p.m. - Dexter Pop Warner - parent meeting for football
 - BGP gymnasium - April 25, 2019 from 6:30 p.m. to 8:00 p.m. - Youth Basketball - practice
 - DEX art room - May 1-June 1, 2019 from 3:00 p.m. to 4:30 p.m. - Watertown Family YMCA - art education
 - JSBS auditorium/General Brown Room/music room - March 5, 2020 (March 9, 2020 snow date) - Jefferson-Lewis BOCES - Scripps Regional Spelling Bee

3. Approval of Conferences and Workshops as listed:
 - Kristi Bice - nVision User Group meeting - JLBOCES - May 15, 2019
 - Rebecca Flath - nVision User Group meeting - JLBOCES - May 15, 2019
 - Barbara J. Case - JLSBA Annual Dinner Meeting / Regents Forum - Hilton Garden Inn, Watertown - May 15, 2019
 - Lisa K. Smith - JLSBA Annual Dinner Meeting / Regents Forum - Hilton Garden Inn, Watertown - May 15, 2019
 - Natalie Hurley - JLSBA Annual Dinner Meeting / Regents Forum with expenses - Hilton Garden Inn, Watertown - May 15, 2019
 - Barbara J. Case - LEAF Supporting Women in Leadership - Woodcliff Hotel, Victor, NY - June 6-7, 2019
 - Bethany Goodspeed - Microsoft Excel Basics & Microsoft Excel: Beyond the Basics - Comfort Inn & Suites, Watertown, NY - June 10-11, 2019
 - Paul M. Mendez - 2019 SNYPJOA Annual Training Conference - Fort William Henry Conference Center, Lake George, NY - August 26-30, 2019

4. Approval of Conferences and Workshops as per *My Learning Plan* Report 5/9/2019

5. Approval of Financial Reports / Warrants

REGULAR AGENDA

Other Discussion and Action Items

Board Member Reports / Staff Member Reports and Presentations

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

Items for Board Information / Discussion

4. Board Information - Results of voting held on Thursday, April 25, 2019 for the 2019-2020 Administrative Budget of the Jefferson-Lewis-Hamilton-Herkimer-Oneida BOCES, and the election of two members to the Jefferson-Lewis BOCES Board of Education:
 - Approval of the 2019-2020 Administrative Budget: Voting Yes - 18 Voting No - 0
 - Members elected to serve three year terms of office to commence July 1, 2019:
 - Peter E. Monaco - Watertown City School District Votes received - 18
 - Michael J. Kramer - Adirondack Central School District Votes received - 18
5. Board Information - Invitation from Jefferson-Lewis School Boards Association - Annual Dinner Meeting with Elizabeth Hakanson, Regent of the University of the State of New York - Hilton Garden Inn, Watertown - May 15, 2019
6. Board Information - Tri-County 36th Annual Art Show - May 6-15, 2019 at Dulles State Office Building, Watertown.
7. Board Information - Preliminary Tenure appointment recommendations are as follows, with final Board approval scheduled for the June 17, 2019 meeting, with tenure dates effective as noted:

Name:	Effective Hire Date:	Tenure Area:	Tenure Period to begin:
Melissa Zehr	September 1, 2015	Health Teacher	September 1, 2019
Kelly Fahey	September 1, 2016	Special Education Teacher	September 1, 2019

8. Board Information / Discussion - 3rd Quarter Marking Period Data for review (Jr.-Sr. High School)
9. Board Information / Discussion - Organizational Meeting followed by the Regular Meeting is currently scheduled for Monday, July 1st. Start time has yet to be determined.

Items for Board Discussion / Action

10. Board Action - Approval is requested to accept a donation from the Busy-BG’s Senior Group in the amount of \$89. Motion for approval by Jamie Lee, seconded by Albert Romano, with motion approved 7-0.
11. Board Action - Approval is requested for the **General Brown Central School District to combine with Immaculate Heart Central School District** (host), for the purpose of athletic competition, pending the approval of the NYSPHSAA Section III, to compete in the sport of **Ice Hockey** at the Boys’ Varsity level for the 2019-2020 school year. Motion for approval by Brien Spooner, seconded by Natalie Hurley, with motion approved 7-0.
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 takes action to approve the **Inter-Municipal Cooperation Agreement for Legal Services** through Jefferson-Lewis BOCES, in the amount of \$22,000 for the period of July 1, 2019 to June 30, 2020, and authorizes the Superintendent of Schools to execute the contract. Motion for approval by Natalie Hurley, seconded by Albert Romano, with motion approved 7-0.
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 takes action to approve **Hearing Officer Services** through the Office of Inter-Municipal Legal Services at Jefferson-Lewis BOCES in the amount of \$3,600 for the period of July 1, 2019 to June 30, 2020, to be billed through an approved CoSer subject to State aids reimbursement rates, and authorizes the Superintendent of Schools to execute the contract. Motion for approval by Brien Spooner, seconded by Natalie Hurley, with motion approved 7-0.

14. Board Action - **BE IT RESOLVED**, that the General Brown Central School District Board of Education takes action to approve the following resolution:

Retirement Contribution Reserve Sub-Fund Resolution

WHEREAS, the General Brown Central School District participates in the New York State Teachers' Retirement System ("TRS"); and

WHEREAS, the Board of Education of the General Brown Central School District by resolution established a Retirement Contribution Reserve Fund known as the Retirement Contribution Reserve pursuant to Section 6-r of the General Municipal Law; and

WHEREAS, the Board of Education has determined it is also appropriate to establish a sub-fund within said Retirement Contribution Reserve Fund pursuant to Education Law §521.

NOW THEREFORE, BE IT RESOLVED, by the Board of Education of the General Brown Board of Education School District, pursuant to Section 6-r of the General Municipal Law, as follows:

1. The Board hereby establishes a sub-fund within the Retirement Contribution Reserve to be known as the General Brown Central School District Retirement Contribution Reserve Sub-Fund;
2. The source of funds for this Reserve Sub-Fund shall be:
 - a. such amounts as may be provided therefore by budgetary appropriation or raised by tax therefore;
 - b. such revenues as are not required by law to be paid into any other fund or account;
 - c. such other funds as may be legally appropriated; and
 - d. notwithstanding any law to the contrary, such amounts as may be transferred from a reserve fund established pursuant to Section 6-c, 6-d, 6-e, 6-f or 6-g of Article 2 of the General Municipal Law, comprised of moneys raised from the same tax base as the moneys in the retirement contribution reserve fund, or a reserve fund established pursuant to Education Law Section 3651, provided that any such transfer shall only be made by Board resolution adopted after a public hearing held on at least 15 days prior notice published in at least one newspaper having general circulation in the District.
3. By resolution, the Board of Education may authorize expenditures from this Reserve Sub-Fund. Except as otherwise provided by law, moneys in this Reserve Sub-Fund may only be appropriated to finance retirement contributions to the New York State Teachers' Retirement System, and/or to offset all or a portion of the amount deducted from the moneys apportioned to the District from the State for the support of schools pursuant to Section 521 of the Education Law.
4. No member of the Board of Education or employee of the District shall:
 - a. authorize a withdrawal from this Reserve Sub-Fund for any purpose except as provided in Section 6-r of the General Municipal Law; or
 - b. expend any money withdrawn from this Reserve Sub-Fund for a purpose other than as provided in Section 6-r of the General Municipal Law.
5. The moneys contributed annually to the Reserve Sub-Fund shall not exceed 2% of the total compensation or salaries of all teachers employed by the District who are members of TRS paid during the immediately preceding fiscal year.
6. The balance of the Reserve Sub-Fund shall not exceed 10% of the total compensation or salaries of all teachers employed by the District who are members of TRS paid during the immediately preceding fiscal year.
7. The moneys in this Reserve Sub-Fund shall be deposited and secured in the manner provided by Section 10 of the General Municipal Law. The Board of Education or its authorized designee may invest the moneys in this Reserve Sub-Fund in the manner provided by Section 11 of the General Municipal Law. Any interest earned or capital gain realized on the money so deposited or invested shall accrue to and become part of this Reserve Sub-Fund.
8. The chief fiscal officer shall account for this Reserve Sub-Fund separate and apart from all other funds of the District. Such accounting shall show: the source, date and amount of each sum paid into the sub-fund; the interest earned by such sub-fund; capital gains or losses resulting from the sale of investments of this sub-fund; the order, purpose thereof, date and amount of each payment from this sub-fund; the assets of the sub-fund, indicating cash balance and a schedule of

investments. The chief fiscal officer shall annually furnish a detailed report of the operation and condition of this sub-fund to the Board of Education.

9. This Resolution shall take effect immediately.

Motion for approval by Albert Romano, seconded by Kelly Milkowich, with motion approved 7-0.

15. Board Action - Approval of **Committee on Special Education Reports**

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

ITEMS FOR BOARD ACTION - PERSONNEL

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 **create a 6-Hour Cashier position**.

Motion for approval by Kelly Milkowich, seconded by Jamie Lee, with motion approved 7-0.

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 **appoint the following personnel to 6-Hour Cashier positions** at their current hourly rate, effective May 14, 2019:

- **Lori Macaulay**
- **Katie L. Loomis**
- **Kristina Wheeler**

Motion for approval by Natalie Hurley, seconded by Jamie Lee, with motion approved 7-0.

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 Albert Romano, with motion approved 7-0.

(A) Retirements: none

(B) Resignations:

Name	Position	Effective Date
Rachel Knox	Teacher Aide	June 28, 2019

(C) Appointments:

Name	Position	Annual Salary Rate of Pay	Probationary or Tenure Track Appt. (if applicable)	Effective Date
Julie A. Shaver	Reading Teacher	Step 16 (MB+39) at the established 2019-2020 salary schedule	3-Year Probationary Tenure Track Appointment effective 09/01/2019	09/01/2019
Maria T. Mesires	Living Environment Teacher	Step 17 (M+60) at the established 2019-2020 salary schedule	3-Year Probationary Tenure Track Appointment effective 09/01/2019	09/01/2019
Molly E. Hall	Elementary Teacher	Step 4 (MB+39) at the established 2019-2020 salary schedule	4-Year Probationary Tenure Track Appointment effective 09/01/2019	09/01/2019
Lauren Labiendo	Physical Education Teacher (increase from 0.75 to 1.0)	Step 3 (B+0) at the established 2019-2020 salary schedule	4-Year Probationary Tenure Track Appointment effective 09/01/2019	09/01/2019
Kathryn A. Beagle	Elementary Teacher	Step 1 (MB+39) at the established 2019-2020 salary schedule	4-Year Probationary Tenure Track Appointment effective 09/01/2019	09/01/2019

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 Brien Spooner, seconded by Jamie Lee, with motion approved 7-0.

- **Julie A. Shaver** - Teacher
- **Maria T. Mesires** - Teacher
- **Molly E. (Gray) Hall** - Teacher
- **Kathryn A. Beagle** - Teacher

SUPERINTENDENTS' REPORTS

20. Assistant Superintendent - Mrs. Smith recapped information regarding budget / NYS Comptroller Audit / Cafeteria Audit / Capital Project update
21. Superintendent - Mrs. Case shared confirmation of unofficial NYSED acceptance of reconfiguration / Steering Committee meeting soon / Planning underway for fall professional development / Success of SUNY Cortland Job Fair with thanks to Ms. Donaldson for attending and screening applicants / Elementary assemblies with Lecelle Providence and school visitations will take place on May 17th. Thank you to Mr. Ramie and Mr. O'Donnell for working to bring students together and promoting the opportunities this reconfiguration will provide for staff and students.

CORRESPONDENCE & UPCOMING EVENTS

22. Correspondence Log

ITEMS FOR NEXT MEETING

June 17, 2019 - Regular Meeting will begin at 5:30 p.m. in the **cafeteria** of the Jr.-Sr. High School

23. Tenure Celebration

MOTION TO ENTER EXECUTIVE SESSION

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

Motion for approval by Kelly Milkowich, seconded by Jamie Lee, with motion approved 7-0. Time entered: 5:51 p.m.

— Mrs. Bennett was excused from the meeting. The following motions were provided by Clerk Pro-Tem, Barbara J. Case.

If necessary to adjourn for the Annual Meeting / Budget Hearing:

MOTION FOR ADJOURNMENT:

A motion is requested to adjourn the regular meeting executive session to move to the auditorium to begin the Annual Meeting - Budget Hearing. The regular meeting will reconvene here, immediately following the Budget Hearing.

Motion for adjournment by Brian Spooner, seconded by Jamie Lee, with motion approved 7-0. Time 6:11 p.m.

MOTION TO RECONVENE THE EXECUTIVE SESSION

25. **A motion is requested to reconvene the executive session**

Motion for approval by Brien Spooner, seconded by Natalie Hurley, with motion approved 7-0. Time: 6:55 p.m.

MOTION TO RETURN TO OPEN SESSION

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

Motion for approval by Brien Spooner, seconded by Albert Romano, with motion approved 7-0. Time: 7:25 p.m.

MOTION FOR ADJOURNMENT

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

Motion for approval by Brien Spooner, seconded by Natalie Hurley, with motion approved 7-0. Time adjourned: 7:25 p.m.

Respectfully submitted:

Debra L. Bennett, District Clerk

*Supporting documents may be found in supplemental file dated May 13, 2019.