

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

REGULAR MEETING / PUBLIC HEARING

November 12, 2019 – 5:30 p.m.

Cafeteria - Jr.-Sr. High School

Preliminary

AGENDA

REGULAR MEETING / PUBLIC HEARING – 5:30 P.M.

Call to Order – Pledge of Allegiance

A. APPROVAL OF AGENDA

B. PUBLIC HEARING – District-Wide Safety Plan

C. PRESENTATION – National Merit Scholarship Letter of Commendation presentation to Peter T. Harvill

D. PUBLIC COMMENT REQUESTS –

E. CONSENT AGENDA

Approval of Minutes as listed:

- October 7, 2019 – Regular Meeting
- October 22, 2019 – Special Meeting

1. Approval of Building and Grounds Requests as listed:

- BGP gymnasium – October 22 & 23, 2019 from 6:00 p.m. to 8:00 p.m. – Dexter Pop Warner football practice
- JSHS gymnasium – October 26, 2019 from 8:00 a.m. to 8:00 p.m. – Victory Athletics basketball tournament
- JSHS turf field – November 1, 2019 from 4:00 p.m. to 10:00 p.m. – Section III football playoffs
- JSHS cafeteria – November 8, 2019 thru June 10, 2020 Wednesdays from 6:00 p.m. to 7:30 p.m. – 4-H Group meetings
- DEX gymnasium – November 19, 2019 thru March 26, 2020 Tuesdays and Thursdays from 6:00 p.m. to 8:15 p.m. – Mighty Lions PeeWee Wrestling Club practices

2. Approval of Conferences and Workshops as listed:

- James Nevers – Child Nutrition Update Meeting – Onondaga Cortland Madison BOCES, Liverpool, NY – October 10, 2019
- Rebecca Flath – nVision User Group Workshop – JLBOCES – October 23, 2019
- Kristi Bice – nVision User Group Workshop – JLBOCES – October 23, 2019
- Barbara J. Case – Summit Security Workshop: “Behavioral Warning Signs: The Pathway to Workplace and School Violence” – NYS Fairgrounds, Syracuse – November 12, 2019
- Lisa K. Smith – Summit Security Workshop: “Behavioral Warning Signs: The Pathway to Workplace and School Violence” – NYS Fairgrounds, Syracuse – November 12, 2019
- Barbara J. Case – Jefferson-Lewis School Boards Association Dessert Workshop: “Fiscal Issues Facing School Districts” – JLBOCES – November 13, 2019
- Lisa K. Smith – Jefferson-Lewis School Boards Association Dessert Workshop: “Fiscal Issues Facing School Districts” – JLBOCES – November 13, 2019
- Natalie Hurley – Jefferson-Lewis School Boards Association Dessert Workshop: “Fiscal Issues Facing School Districts” – JLBOCES – November 13, 2019
- Tiffany Orcesi – Jefferson-Lewis School Boards Association Dessert Workshop: “Fiscal Issues Facing School Districts” – JLBOCES – November 13, 2019
- Katie Ledbury – Practical Strategies for Improving Behavior of Attention-Seeking, Manipulative and Challenging Students – Hilton Garden Inn, East Syracuse – December 6, 2019
- James Nevers – SNA 2019 Regional Industry Seminar – December 17, 2019 – Holiday Inn-Liverpool, NY

3. Approval of Conferences and Workshops as per *My Learning Plan Report* November 7, 2019

4. Approval of Financial Reports / Warrants for September 2019

F. REGULAR AGENDA

Other Discussion and Action Items:

Board Member Reports / Staff Member Reports and Presentations

1. Comments / Information from Board Members
 - NYSSBA's 100th Annual Convention & Education Expo – President Klindt
2. Staff Member Reports
3. Staff Member Presentations – None

Policy items for Board Discussion / Action

4. Board Discussion / Action – Policy Adoption
 - 2nd Reading/Adoption: Revised *Policy #7420-Sports and the Athletic Program*
 - 2nd Reading/Adoption: Revised *Policy #7522-Concussion Management*
 - 2nd Reading/Adoption: New *Policy #8505-Skills and Achievement Commencement Credential*
 - Delete – *Policy #6140-Employee Medical Examinations*

Items for Board Information / Discussion

5. Board Information – Invitation from Jefferson-Lewis School Boards Association for their Dessert Workshop: *“Fiscal Issues Facing School Districts”* – November 13, 2019
6. Board Information – “Friendship” payment in lieu of taxes has been received from Brown Park Housing Corporation in the amount of \$400.

Items for Board Discussion / Action

7. Board Action – ***BE IT RESOLVED*** that the Board of Education of the General Brown Central School District takes action to approve the following SEQR resolution: *(resolution language not yet available)*.
8. Board Action – Approval is requested for the ***adoption of the District-Wide Safety Plan*** for the 2019-20 school year
9. Board Action – Approval is requested for the ***Long Range Financial Plan 2019-2020***
10. Board Action – Approval is requested to accept a ***donation in the amount of \$3815*** from the *Friends of General Brown Football's Autism Awareness* fundraiser
11. Board Action – Approval is requested for the ***Faith Fellowship School to combine with the GBCSD as host*** for the purpose of athletic competition, pending approval of the Frontier League, to compete in the sport of Golf at the Varsity level for the 2019-2020 school year.
12. Board Discussion / Action – Approval is requested for the following resolution: ***BE IT RESOLVED that upon the recommendation of the Superintendent of Schools, the Board of Education hereby authorizes payment to Jefferson-Lewis BOCES for training courses for new employees, prior to their Board appointment.***
13. Board Action – Approval of ***Changes/Corrections to the 2019 Tax Roll*** for the following parcel:
 - Larry and Carol Allen / Parcel 73.08-1-23 / -\$300
14. Board Action – Approval of ***Final School Tax Collector Reports and Warrant***
15. Board Action - Approval of ***Committee on Special Education Reports***

G. 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 approve the employment of Steven M. Flath for 20 hours of employment at a rate of \$27.06 per hour, effective October 1, 2019.
17. Board Action Personnel changes as listed:

(A) Retirements: none

(B) Resignations:

Name	Position	Effective Date
Justin Corbett	Bus Driver Service	11/06/2019
Melissa S. Schillinger	5-Hour Food Service Helper	11/12/2019
Cheryl Byerly	4-Hour Food Service Helper	11/12/2019

(C) Appointments:

Name	Position	Annual Salary / Rate of Pay	Probationary or Tenure Track Appt. (if applicable)	Effective Date
Monique A. Merchant	4-Hour Teacher Aide	\$8,573 annually-Step 5 (prorated)	n/a	11/13/2019
Melissa S. Schillinger	4-Hour Food Service Helper	\$8,239 annually-Step 6 (prorated)	n/a	11/13/2019
Cheryl Byerly	5-Hour Food Service Helper	\$10,682 annually-Step 7 (prorated)	n/a	11/13/2019
Jason S. Valentin	Assistant Transportation Director	\$52,500 annually (prorated)	Provisional 52-wk appt. from 11/13/19 to 11/12/2020	11/13/2019
Hannah E. Peebles	Substitute Teacher / Substitute Aide	\$90 per day / \$11.91 per hour	n/a	11/13/2019
Gina M. Wirth	Substitute Teacher / Substitute Aide	\$85 per day / \$11.91 per hour	n/a	11/13/2019
Krysta H. Stupp	Substitute Food Service Helper	\$11.86 per hour	n/a	11/13/2019
Mary-Ann Lanham-Livingston	Substitute Food Service Helper	\$11.86 per hour	n/a	11/13/2019

(D) PAID / UNPAID Coaching Appointment corrections:

^Corrections:	Fall 2019 Sports
^Matthew Milkowich	Modified Football Assistant Coach ^Changed from Unpaid to PAID
^Jared R. Knowlton	Modified Football Assistant Coach ^Changed from PAID to UNPAID

(E) PAID Coaching Appointments:

Name	Winter 2019-2020 Sports	Coaching Certification	Effective Date
James Covey	Boys Basketball-Varsity	Teacher-Coach*	11/18/2019
Matthew Fiske	Boys Basketball-Jr. Varsity	Teacher-Coach*	11/18/2019
Shawn E. McManaman	Boys Basketball-Modified Gr. 7	Temporary Coaching License****	01/13/2020
Jared Knowlton	Boys Basketball-Modified Gr. 8	Teacher-Coach*	01/13/2020
Lindsay Hanson	Girls Basketball-Varsity	Teacher-Coach*	11/18/2019
Brian Nortz	Girls Basketball-Jr. Varsity	Teacher-Coach*	11/18/2019
Lucy A. Smoot	Girls Basketball-Modified	Temporary Coaching License****	01/13/2020
Carrie A. LaSage	Volleyball-Varsity	Teacher-Coach*	11/18/2019
Amy O'Riley	Volleyball-Jr. Varsity	Teacher-Coach*	11/18/2019

(F) UNPAID Coaching Appointments:

Name	Winter 2019-2020 Sports	Coaching Certification	Effective Date

Coaches possess the following [as mandated by NYSED]:

Teaching Certificate: Child Abuse / School Violence / DASA / First Aid / CPR / Concussion Workshop / Fingerprint Clearance / [Philosophies & Principals / Theories and Techniques [sport specific] / Health Sciences as required] *

Non-Teaching Temporary or Professional Coaching License and/or 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 ****

H. ITEMS FOR BOARD ACTION - FINAL FINGERPRINT CLEARANCE

18. 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:

- **Hannah E. Peebles** – Substitute Teacher
- **Gina M. Wirth** – Substitute Teacher
- **Krysta H. Stupp** – Substitute Food Service
- **Mary-Ann Lanham-Livingston** – Substitute Food Service
- **Katie S. Aldrich** – Student Teacher
- **Lucy A. Smoot** – Coach

I. SUPERINTENDENTS' REPORTS

- 19. Assistant Superintendent - Mrs. Smith
- 20. Superintendent - Mrs. Case

J. CORRESPONDENCE & UPCOMING EVENTS

- 21. Correspondence Log

K. ITEMS FOR NEXT MEETING - Monday, December 9, 2019 - Regular Meeting will begin at 5:30 p.m. in the auditorium.

- 22. _____/_____/_____

L. PROPOSED EXECUTIVE SESSION

- 23. A motion is requested to enter executive session for discussion of matters regarding

M. RETURN TO OPEN SESSION

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

N. MOTION FOR ADJOURNMENT

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

*Items added after the preliminary agenda was sent to the Board of Education.

**General Brown Central School District
District-Wide School Safety Plan**

Revised October 11, 2019

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INTRODUCTION

The General Brown Central School District District-Wide Safety Plan is responsive to the needs of all schools within the district and is consistent with the more detailed emergency response plans required at the school and building level. Districts are at risk from a wide variety of acts of violence, natural, and manmade disasters. To address these threats, the State of New York has enacted the Safe Schools Against Violence in Education (SAVE) law. Project SAVE is a comprehensive planning effort that addresses prevention, response, and recovery with respect to a variety of emergencies in each school district and its schools.

The General Brown Central School District supports the SAVE Legislation, and intends to facilitate the planning process. The District Superintendent of Schools and the Board of Education encourages and advocates on-going district-wide cooperation and support of Project SAVE.

SECTION I: GENERAL CONSIDERATIONS AND PLANNING GUIDELINES

A. Purpose

The General Brown Central School District District-Wide School Safety Plan was developed pursuant to Commissioner's Regulation 155.17. At the direction of the General Brown Central School District Board of Education, the District Superintendent appointed a District-Wide School Safety Team and charged it with the development and maintenance of the District-Wide School Safety Plan.

B. Identification of School Teams

The District has created a District-Wide School Safety Team including the following persons:

Position	Name
Administrative Representatives	Barbara Case, Lisa Smith, Nicole Donaldson, Laurie Nohle, Joseph O'Donnell, David Ramie, Melissa Nabinger, Garrett Grimm, Paul Mendez, Michael Parobeck
Board of Education Representative	Sandy Young Klindt
Teacher Representative	Lisa Vanbrocklin
Parent Organization Representative	Dionne Hamilton Jackie Orvis
School Safety Personnel	Gary Grimm
Other School Personnel	Tabitha Lutz, Greg Abbate
Student Representative	Alexander Klindt

C. Concept of Operations

1. The District-Wide School Safety Plan shall be directly linked to the individual Building-Level Emergency Response Plans for each school building. This District-Wide School Safety Plan will guide the development and implementation of Building Level Safety Plans.
2. In the event of an emergency or violent incident, the initial response to all emergencies at an individual school will be by the **School Emergency Response Team**.
3. Upon the activation of the **School Emergency Response Team**, the District Superintendent of Schools or his/her designee will be notified and, where appropriate, local emergency officials will also be notified.
4. County and State resources through existing protocols may supplement emergency response actions, including Post Incident Response.

D. Plan Review and Public Comment

1. Pursuant to Commissioner's Regulation 155.17 (e) (3), this plan was made available for public comment at a public hearing held at the General Brown Jr/Sr High School on November 12, 2019, and provided for participation of school personnel, parents, students, and any other interested parties. The Board subsequently adopted the District-Wide and Building-Level Plans on November 12, 2019. The most recent revision of the District-Wide Safety Plan as reflected in this document was adopted by the Board of Education on October 05, 2015.
2. Full copies of the District-Wide School Safety Plan were submitted to the New York State Education Department on November 13, 2019. Building-Level Safety Plans were uploaded on the web site on October 9 & 10, 2019.
3. This plan shall be reviewed and maintained by the District-Wide School Safety Team and reviewed on an annual basis on or before July 1 of each year after its adoption by the Board of Education. A copy of the plan will be available at the Office of the District Superintendent of the General Brown Central School District.
4. While linked to the District-Wide School Safety Plan, Building-Level Safety Plans shall be confidential and shall not be subject to disclosure under Article 6 of the Public Officers Law or any other provision of law, in accordance with Education Law Section 2801-a.

SECTION II: RISK REDUCTION/PREVENTION AND INTERVENTION

The General Brown Central School District utilizes identification badges, reference checks and fingerprinting in accordance with the SAVE requirements for all staff. Each instructional building will maintain their respective security policies and procedures, as appropriate, and may be found in the confidential Building-Level Plans.

A. Prevention/Intervention Strategies

Program Initiatives

The General Brown Central School District continues to develop and investigate various strategies regarding violence prevention and intervention. These strategies may include, but are not limited to:

1. Use of resources such as the New York State Police Safe Schools Program for staff. The four modules of one hour each include:
 - Awareness - identifies school violence as a problem. Defines and identifies the difference between conflict vs. violence, provides overview of conflict resolution and communication skills, identifies early indicators of violent behavior.
 - Prevention – discusses suggestions for the prevention of school violence. Provides calming and de-escalation techniques, discusses the identification of gangs and bullies, defines the difference between a prank and a crime, and provides suggestions for development of a student assistance program.
 - Effective Response – provides techniques in responding to specific incidents. Presents methods on how to respond to potentially violent situations, provides strategies for dealing with a disruptive person or hostage situation, and assists in developing post-incident response teams.
 - Incident Management – reviews guidelines for an incident management plan. Provides a guide to developing an incident management plan, supplies information on legal issues involving locker searches and school related crime, and assists in creating a list of resources and emergency support needed during all phases of an incident.
2. Code of Conduct – Follow Board Approved Policy along with the new Red Flag Law (Appendix 6).
3. Education programs are operated by District and address the criteria under B-1, for those students who may be at risk to drop out of a formal education program.
4. Peer mediation and conflict resolution – counselors, principals, school resource officer, school social worker, psychologists, and teachers work with students who are potentially violent.
5. General Brown Central School District encourages students to report school violence and any symptoms of potentially violent behavior to counselors, principals, school resource officer, school social worker, psychologists, and teachers or any other mentor without fear of retaliation by communicating this to all students at the beginning of the school year and periodically throughout the school year as appropriate.
6. Online bully report which can be anonymous.
7. PIVOT Counselor. 1 at the HS and 1 shared between the 2 elementary schools.
8. Leadership team reviews safety issues, concerns, and practices twice per month.

Training, Drills, and Exercises

The District will conduct annual training for both staff and students in school safety issues. Training will be coordinated by General Brown Central School District Full Cabinet Leadership Team has incorporated regulations including conducting four (4) lockdown drills, 8 fire drills, and 1 emergency evacuation drill pursuant to the regulations.

Drills and other exercises may be coordinated with local, county, and state emergency responders and preparedness officials. Existing plans will be revised in response to post-incident critiques of these drills.

Additional staff development will take place as needed.

Screening of potential new employees includes:

- Providing a resume'
 - Providing three references
 - Fingerprinting
1. Training of new employees may utilize the New York State Police Safe Schools Program or other similar programs as determined by the General Brown Central School District Full Cabinet Leadership Team.
 2. As of July 1, 2013 all applicants for certification are required to complete six hours of coursework in training in accordance with Article 2 Section 10-10 of the New York State Education Law (DASA).

Implementation of School Security

The District will consider and implement, where prudent, the recommended school actions for the current threat level as declared by the Department of Homeland Security. Building-specific plans will include more detailed actions.

In addition to the above, regardless of the threat level, the following security measures are in place at all times.

1. Every door will be accessible as an exit.
2. All external doors will remain locked, with buzz in access only.
3. A sign at the main entrance will prompt visitors to report to the Main Office.
4. All visitors will enter through the main door.
5. All visitors are required to sign in, stating name, time, date, and purpose of visit; issued a Visitor's Pass (through the Raptor System) and/or escorted by an employee if access is needed to other areas of the building.
6. All inside classroom doors will be locked when unattended and during instructional hours.
7. Main office and classroom doors will have windows with an unobstructed view of the hallway.
8. Cameras and monitors have been strategically placed for safety and security purposes.
9. Lockdown buttons have been placed in the District Office, Business Office, main offices of each building, and principal's offices. These are connected to a voice announcement, lockdown visual alarm, building fire doors, and the Jefferson County 911 Center.

10. All staff have the ability to initiate a lockdown from their school phone.

Vital Educational Agency Information

Each Building-Level Safety Plan will include the following information:

- School population
- Number of staff
- Transportation needs
- Business and home telephone numbers of key officials of each educational agency

The Building-Level School Safety Teams will insure that this information is updated routinely and accurate.

B. Early Detection of Potentially Violent Behaviors

1. There are early warning signs in most cases of violence to self and others. Certain emotional and behavioral signs that, when viewed in context, can signal a troubled student. Teachers are trained to recognize the signs that can be used to signal a student that may need help. The more signs a student exhibits, the more likely he/she may need intervention. The early warning signs include:
 - Social withdrawal
 - Excessive feelings of isolation
 - Excessive feelings of rejection
 - Being a victim of violence
 - Feelings of being picked on
 - Low school interest and poor academic performance
 - Expression of violence in writings and drawings
 - Uncontrolled anger
 - Patterns of impulsive, chronic hitting and bullying
 - History of discipline problems
 - History of violent and aggressive behavior
 - Intolerance for differences and prejudicial attitudes
 - Alcohol and drug use
 - Affiliation with gangs
 - Inappropriate access/use of firearms
 - Serious threats of violence
2. Information will be available to parents/guardians on how to identify potentially violent behaviors.
3. If a teacher or administrator feels help for a student is warranted, it will be discussed with appropriate school personnel to determine the next step, to include but not limited to using outside agencies like the Children's Home programs of Therapeutic Crisis Respite Program (TCRP) and the Community Clinic of Jefferson County.
4. An interpersonal violence prevention education package will be taught as appropriate.

5. The District Superintendent will set specific times for the building principals, in conjunction with the General Brown Central School District Professional Development Plan, to organize activities of particular concern.
6. The Full Cabinet Leadership Team will continue to review best practices associated with threat assessments.

C. Hazard Identification

The District has established procedures in the Building-Level Safety Plans for the identification of potential sites and the internal and/or external hazards that may be present in them. These procedures are developed in coordination with the local Emergency Management Office, Fire Department, and law enforcement agencies, and the use of a Risk Probability Checklist. Appendix 2 of this Plan shows the results of this procedure.

SECTION III: RESPONSE

The District uses the Incident Command System model for emergency actions. For district-wide emergencies, the Incident Commander will be the Operations Manager. In building-level emergencies, the District Superintendent or his/her designee will act as the Incident Commander. The Incident Commander is authorized to activate such resources and personnel as are appropriate to the incident. The Incident Commander is empowered to render such decisions as may be necessary in keeping with the response actions as identified in the Building Level Emergency Response Plan. Building-Level Incident Command staffs are identified in the Building-Level Emergency Response Plan. Information regarding the General Brown Central School District Incident Command Center post, staging area, transportation, and guidance on family reunification plans and procedures are identified in the Building-Level Emergency Response Plans.

A. Notification and Activation (Internal and External Communications)

1. Law enforcement officials will be contacted by the Incident Commander in line with the Building-Level Safety Plans, and will be requested based upon the “*closest response agency*” concept to ensure that the response to the incident is as rapid as possible.
2. The District will notify any appropriate educational agencies within its boundaries as well as adjacent to its boundaries in the case of a disaster that would affect any of these agencies. The Incident Commander will determine the extent of notification and delegate its delivery. The following forms of communication may be utilized:

Telephone	Intercom
Cellular Phones	District Radio System (Portable)
Fax/Email	Local Media
Emergency Alert System (EAS)	Website
NOAA Weather Radio	Others As Appropriate
3. The District will contact BOCES who will notify regional schools and Fort Drum officials of pertinent information.
4. The District will contact appropriate parents, guardians, or persons in parental relation to the students/staff via media release, telephone contact, or other appropriate means in the

event of a violent incident or early dismissal. Conditions requiring such notification are outlined in the Building-Level Safety Plans.

B. Situational Responses

Multi-Hazard Response

The District has identified in the Building-Level Safety Plans the following general response actions to emergency situations. These actions include school cancellation, early dismissal, evacuation, and sheltering. The Building-Level Safety Plans include identification of specific procedures for each action depending upon the emergency.

Emergencies include, but are not limited to:

Civil Disturbance	Natural/Weather Related
Environmental	School Bus Accident/Breakdown
Fire and Explosion	Systems Failure
Hazardous Material	Threats of Violence
Hostage/Kidnapping	Weapons Found on Property/Student
Medical	Others as Deemed Necessary

Responses to Acts of Violence: Implied or Direct Threats

The District has enacted policies and procedures dealing with violence. These policies and procedures deal with the safety of the school community, as well as the range of discipline of those making the threat or committing the act of violence.

The normal procedures to respond to implied or direct threats of violence will be:

- Use of staff trained in de-escalation or other strategies to diffuse the situation.
- Inform Building Principal of implied or direct threat.
- Determine appropriate action to respond to level of threat with Building Principal/Designee.
- Contact appropriate law enforcement agency, if necessary.
- Monitor situation, adjust response as appropriate, including the possible use of the Emergency Response Team.
- If the situation warrants, isolate the immediate area and evacuate if appropriate.
- If necessary, initiate lockdown procedure, early dismissal, or sheltering.
- Inform District Superintendent/Designee.

Response Protocols

The District recognizes that appropriate response to emergencies, such as bomb threats, intrusions, hostage takings and kidnappings, varies greatly depending on the situation. The Building-Level Safety Plans detail the appropriate response to such emergencies utilizing the following protocols:

- Identification of decision makers
- Plans to safeguard students and staff
- Procedures to provide transportation, if necessary
- Procedures to notify parents
- Procedures to notify media
- Debriefing procedures

Procedures for Obtaining Emergency Assistance from Local Government

During emergencies, local government agencies, including emergency services, can be obtained by contact with the County Directors of Emergency Management. The Incident Commander will authorize the request for assistance from these agencies.

911	911
Jefferson County Emergency Services	(315) 786-2654

The district resources, which may be available during an emergency, include the following:

- Red Cross
- Local Fire Departments
- NYS Police
- Jefferson County Sheriff's Office
- Local Police Departments
- Private Industry
- Private Individuals
- Citizen Advocates, Inc.
- NYS Department of Environmental Conservation
- NYS Department of Transportation
- NYS Department of Health (518-891-1800)
- State Emergency Management Office (SEMO 518-457-2200)
- Department of Homeland Security (202-282-8000)
- CHEMTREC (800-424-9300)
- Religious Organizations
- BOCES
- NRCIL
- Fort Drum School Liaison Officer
- Children's Home of Jefferson County – community school liaison crisis intervention specialist.

District Resources Available for Use in an Emergency

The District has committed the full inventory of its resources to be available for use during an emergency. The Incident Command Team will utilize these resources in line with the Building-Level Safety Plans as deemed appropriate. Specific personnel and resources are identified in the Building-Level Safety Plans.

Procedures to Coordinate the Use of School District Resources and Manpower during Emergencies

The District uses the Incident Command system model for emergency actions. For district-wide emergencies the Incident Commander will be the Operations Manager, or his/her designee. In building-level emergencies, the administrator in charge or his/her designee will act as the Incident Commander. The Incident Commander is authorized to activate such resources and personnel as are appropriate to the incident. The Incident Commander is empowered to render such decisions as may be necessary in keeping with the response actions as identified in the Building-Level Safety Plans. Building-Level Incident Command staff is identified in the Building-Level Safety Plans.

Protective Action Options

Depending on the emergency, response actions may include: school cancellation, early dismissal, evacuation and sheltering. Decisions are made by the District Superintendent in consultation with the Assistant Superintendent, Operations Manager, and building Principals. Elements to be considered for these actions include:

- School Cancellation
 - Monitor any situation that may warrant a school cancellation
 - Make determination
 - Contact local media
 - Utilize School Messenger to share pertinent information to parents as appropriate
- Early Dismissal
 - Monitor situation
 - If conditions warrant, close school
 - Contact component schools to arrange transportation
 - Contact local media to inform parents of early dismissal – incident reporting form
 - Set up an information center so that parents may make inquiries as to the situation
 - Retain appropriate district personnel until all students have been returned home
 - Utilize School Messenger to share pertinent information to parents as appropriate
- Evacuation (before, during and after school hours, including security during evacuation and evacuation routes)
 - Determine the level of threat
 - Contact component schools to arrange transportation
 - Clear all evacuation routes and sites prior to evacuation
 - Evacuate all staff and students to pre-arranged evacuation sites. District buildings are on ground level so all persons, including all non-ambulatory students, staff and visitors, shall evacuate the building to an alternate location. Nearby staff shall aid non-ambulatory personnel, including students, staff and visitors, in exiting the building. Staffs that are in component school buildings should be aware of that building's procedure for non-ambulatory personnel.
 - Account for all student and staff population. Report any missing staff or students to Building Principal
 - Make determination regarding early dismissal
 - If determination was made to dismiss early, contact local media to inform parents of early dismissal – Incident Reporting Form
 - Ensure adult supervision or continued school supervision/security
 - Set up an information center so that parents may make inquiries as to the situation
 - Retain appropriate district personnel until all students have been returned home
 - Utilize School Messenger to share pertinent information to parents as appropriate
- Sheltering Sites (internal and external)
 - Determine the level of threat
 - Determine location of sheltering depending on nature of incident
 - Account for all students and staff, report any missing staff or students to Designee
 - Determine other occupants in the building
 - Make appropriate arrangements for human needs
 - Take appropriate safety precautions

- Establish a public information officer to provide information and current status of the situation to parents and other inquiring parties
- Retain appropriate district personnel until all students have been returned home
- Utilize School Messenger to share pertinent information to parents as appropriate

SECTION IV: RECOVERY

A. District Support for Buildings

After a critical incident has occurred, the General Brown Central School District is committed to a thorough and comprehensive recovery for students, staff, and families. To achieve this goal, the Post Incident Response Team should consider the following steps (1-8):

- Step 1: Consult with administrators and others to:
- Determine advisability of team involvement
 - Determine nature of team involvement
 - If team is needed, acquire release from currently assigned responsibility
 - Inform District Superintendent of nature of the incident
- Step 2: Acquire facts and circumstances as to the nature of the trauma/loss
- Step 3: Determine those groups and/or individuals most affected by the trauma (target population).
- Step 4: Assist building administrator in the following areas:
- Arrange staff meeting
 - Formulate staff meeting agenda
 - Dissemination of information to staff, parents, students, media, etc. (e.g., letters, electronic messages.)
 - Determine logistical needs (e.g., time, work space, crisis center, counseling rooms, class schedules, etc.)
- Step 5: Assignment of team members and other staff to individual tasks.
- Step 6: Provide Crisis Team Services
- Conduct faculty meeting with all building staff
 - Provide educational information to teachers to be used in class
 - Conduct classroom meetings with team member and teacher in seriously affected classes
 - Assess needs and arrange for follow-up meetings with individuals and small groups
 - End of day staff meeting to update staff and administrators to plan for next day
 - Crisis Team “debriefing” at the end of day
 - Provide substitutes and aides as back-up staff for teachers
 - Offer a separate room for parent contact, if necessary
 - Crisis workers in offices to aid office staff to deal with parents’ telephone calls and questions
- Remind staff about “Teachable Moments”
- Death and grief education
 - Personal safety
 - Sorting rumor from fact

- Anatomy of the injury (e.g., what type, extent, what it means)

Step 7: Assist in creating a committee that can coordinate and plan for memorial contributions, expressions of sympathy, scholarship funds, etc., should be composed of staff, students, and parents.

Step 8: Follow-up plans for ending Crisis Team involvement

- Staff meeting
- Alert staff to important aspects of responses to grief and loss
- Respond to individual staff questions and needs
- Provide feedback to teachers regarding individual student needs
- Referral of literature
- Refer students and others to appropriate building personnel or other helping resources in the community
- Arrange for meeting with Crisis Response Team to determine effectiveness of the Crisis Response Plan in addressing the needs in this particular incident.

B. Disaster Mental Health Services

The General Brown Central School District will work closely with local mental health services to:

- Provide services to children and families that are appropriate for the type of emergency/disaster.
- Assess condition and immediate needs of children and family including food, shelter, clothing, medical treatment.
- Refer children and other family members to agencies and organizations that provide needed services.
- Follow-up on referrals.
- Decrease the internal and external stressors which affect the children and family.
- Provide opportunities for children and families to verbalize their feelings and provide emotional support to aid recovery.
- Guide the family through the emergency/disaster and provide tools and techniques for the family to help themselves to recover.

APPENDICES

APPENDIX 1:

Listing of all school buildings covered by the District-Wide School Safety Plan with addresses of buildings, and contact names and telephone numbers for building staff. The District Office is located in the Jr/Sr High School.

Building Name	Address	Contact Name	Work Phone Number
Jr/Sr High School	17643 Cemetery Rd Dexter, NY 13634	Nicole Donaldson	(315) 779-2300
Brownville-Glen Park Elementary School	771 Main St Glen Park, NY 13601	Joseph O'Donnell	(315) 779-2300
Dexter Elementary School	415 E. Grove St Dexter, NY 13634	Dave Ramie	(315) 779-2300

APPENDIX 2:

Building Risk Determination

Building Name	Address	Internal Hazard	External Hazard
Jr/Sr High School	17643 Cemetery Rd Dexter, NY 13634	See Below	See Below
Brownville-Glen Park Elementary School	771 Main St Glen Park, NY 13601		
Dexter Elementary School	415 E. Grove St Dexter, NY 13634		

Internal Hazards

Civil Disturbance

- Explosive/Bomb Threat
- Hostage
- Intruder
- Kidnapped Person
- Civil Unrest
- Bio-terrorism

Fire and Explosion

- Explosion
- Fire

Systems Failure

- Electrical System Failure
- Fuel Shortage
- Gas Leak
- Heating System Failure (loss of heat)
- Roofing Failure (leak)
- Sewage System Failure
- Structural Failure
- Water System Failure

Medical Emergency

- Allergic Reaction/Bleeding/Blow to the Head
- Food Poisoning
- Heart Attack
- Toxic Exposure
- Epidemic

Death/Suicide

External Hazards

Natural/Weather Related

- Flood/Mudslide
- Storm/Snow/Ice/Wind/Hurricane
- Thunderstorm
- Tornado

Environmental

- Air Pollution
- Flood/Mudslide
- Hazardous Material Spills/Releases
- Radiological
- Storm/Snow/Ice/Wind/Hurricane
- Extreme Cold/Heat
- Thunderstorm/Lightning Storm
- Tornado
- Toxic Material Spill/Releases
- Water Contamination
- Biological
- Epidemic

Other External Hazards

- Airplane Crash
- School Bus Accident
- Earthquake

APPENDIX 3:

Regulation references

- 155.17 Education Law – School Safety Plans
- Executive Law 2B

APPENDIX 4:

Building-Level Emergency Response Plans are filed with local and state law enforcement agencies. Identification of local and state law enforcement agencies where building-level plans are filed.

APPENDIX 5:

Policies and procedures for responding to implied, or direct threats of violence or acts of violence by students, teachers, other school personnel, and visitors to the school:

- Corporal Punishment Policy
- Alcohol and Other Substances Policy
- Child Abuse and Maltreatment Policy & Procedures
- Drug Free Workplace Policy
- Firearms in School Policy
- Policy for Maintenance of Public Order on School Property
- Code of Conduct
- Policy Against Sex Discrimination and Sexual Harassment
- Student Management Policy
- Title IX/504/Civil Rights/Age Discrimination Policy
- DASA (Dignity for All Students Act)

APPENDIX 6:

- Red Flag Law State Education Department Memo, September 20, 2019

September 20, 2019

Dear Colleagues:

On August 29, 2019, the New York State Education Department provided school districts with a legislative update regarding the “Red Flag Law” (Chapter 19 of the Laws of 2019), which authorizes extreme risk protection orders to be sought by multiple entities, including school districts.

The law specifically authorizes a school administrator or designee to work with law enforcement or a District Attorney to obtain an extreme risk protection order to remove guns from a student when he or she may be an imminent threat of harm to themselves or others.

While field guidance and school district policies are being developed, it is important for school districts, charter schools and BOCES to identify a single point of contact. Therefore, in the absence of another clear policy established by the local school board, we ask that you inform your staff that:

- If a parent or student raises a concern about a particular student being an imminent threat of harm to themselves or others to a teacher or other school employee, that employee should immediately contact the Principal.
- The Principal will then determine appropriate next steps, which could include contacting local law enforcement, the District Attorney or the County Attorney depending on the facts and circumstances.

It is important to remember that the indemnification provisions of the Education Law §3023 may protect teachers and school employees when reporting any such concerns to the Principal.

The law provides for parents and families to seek orders directly, however, if a teacher or school district employee is made aware of the concern, they should follow the protocol above, even if an order has been sought by a parent or family.

More information can be found on the Governor’s [website](#) or by calling 877-NYS-0101.

Very truly yours,

Kathleen R. DeCataldo

GENERAL BROWN CENTRAL SCHOOL DISTRICT BOARD OF EDUCATION

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

REGULAR MEETING

October 7, 2019 5:30 p.m.

Cafeteria - Jr.-Sr. High School

**Unapproved
MINUTES**

REGULAR MEETING

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

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

OTHERS PRESENT: Barbara J. Case, Superintendent; Lisa K. Smith, Assistant Superintendent; Gary Grimm, Operations Manager/Transportation Supervisor; Melissa Nabinger, Director of Student Services; David Ramie, Principal Dexter Elementary; Joseph O'Donnell, Principal Brownville Glen Park Elementary; Michael Parobeck, Data Coordinator; Debra L. Bennett, District Clerk; Faculty; Students

A. APPROVAL OF AGENDA

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

B. PRESENTATION

- The presentation of *National Merit Scholarship Letter of Commendation* to Peter T. Harvill was postponed.

C. AUDIT COMMITTEE MEETING – See Audit Committee Meeting agenda

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 *Independent Auditors' Report*, as presented by Laurie Podvin and Lyndi Hill of Bowers & Company.
Motion for approval by Kelly Milkowich, seconded by Daniel Dupee, with motion approved 7-0.

D. PUBLIC COMMENT REQUESTS (No requests)

E. PRESENTATION

- BCA Architects & Engineers – Representative Mari L. Cecil presented the bid award summary and recommendations for Phase 2 Capital Reconstruction Project.

F. CONSENT AGENDA

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

1. Approval of Minutes as listed:
 - September 9, 2019 – Regular Meeting
2. Approval of Building and Grounds Requests as listed:
 - DEX art room – Wednesdays from October 30 thru December 11, 2019 – 3:00 p.m. to 4:30 p.m. – Watertown YMCA after school art program
 - BGP art room – Thursdays from October 31 thru December 12, 2019 – 3:00 p.m. to 4:30 p.m. – Watertown YMCA after school art program
 - BGP soccer fields/bathrooms – September 1, 2019 thru October 31, 2019 – Mondays / Wednesdays / Tuesdays / Thursdays / Saturdays various times – Eastern Shore Youth Soccer – recreational practices and games
3. Approval of Conferences and Workshops as listed:
 - Laurie Nohle – Section III Mandatory Athletic Director Workshop – Tailwater Lodge, Pulaski – September 25, 2019
 - Lisa K. Smith – Utica National's School Threat Assessment Training – Hilton Garden Inn, Watertown - October 1, 2019
 - Jason Valentin – 6-Hour Pre-Service Course for Bus Drivers – JLBOCES – October 4, 2019
 - Barbara J. Case – Jefferson-Lewis BOCES Superintendents' Retreat (with expenses) – Millowbrook Conference Center, Blue Mountain Lake – October 17-18, 2019

- Stephanie Parker – Early Childhood Transition Summit – Hilton Garden Inn, Watertown – October 29, 2019
 - Wendy Yodice – Kindergarten Transition Summit – Hilton Garden Inn, Watertown – October 29, 2019
 - Tasha Dillabough – Powerful Intervention Strategies to Help Young Children with Developmental Problems and Challenging Behaviors – Sheraton, Syracuse, NY – November 19, 2019
 - Lisa Tyo – Practical Strategies for Improving the Behavior of Attention-Seeking Manipulative and Challenging Students – Hilton Garden Inn, East Syracuse, NY – December 6, 2019
 - Erin Heller – Practical Strategies for Improving the Behavior of Attention-Seeking Manipulative and Challenging Students – Hilton Garden Inn, East Syracuse, NY – December 6, 2019
 - Haleigh Flint – Practical Strategies for Improving the Behavior of Attention-Seeking Manipulative and Challenging Students – Hilton Garden Inn, East Syracuse, NY – December 6, 2019
 - Amy Moore – Practical Strategies for Improving the Behavior of Attention-Seeking Manipulative and Challenging Students – Hilton Garden Inn, East Syracuse, NY – December 6, 2019
4. Approval of Conferences and Workshops as per *My Learning Plan Report* October 3, 2019
 5. Approval of Financial Reports / Warrants for June-July-August 2019

G. REGULAR AGENDA

Other Discussion and Action Items:

Board Member Reports / Staff Member Reports and Presentations

1. Comments / Information from Board Members
 - Fall Dinner Meeting Update – President Klindt shared information regarding 1st amendment considerations.
 - Discussion of NYSSBA Proposed Bylaw Amendments & Resolutions – President Klindt reviewed the report and obtained consensus on all propositions and amendments.
2. Staff Member Reports
3. Staff Member Presentations (none)

Items for Board Information / Discussion

4. Board Information – Policy Review
 - 1st Reading - **Policy #7420 Sports and the Athletic Program** as revised (Changes were discussed and policy will appear as 1st Reading again on November 12, 2019)
 - 1st Reading - **Policy #7522 Concussion Management** as revised (Consensus to move to 2nd Reading)
 - 1st Reading - **Policy #8505 Skills and Achievement Commencement Credential** (Consensus to move to 2nd Reading)
5. Board Discussion – Board of Education GOALS – Following discussion, the 2019-2020 GOALS were adopted as presented. Motion for approval by Jamie Lee, seconded by Albert Romano, with motion approved 7-0.

Items for Board Discussion / Action

6. Board Discussion / Action – Nomination of **Voting Delegate for the 2019-2020 NYSSBA Annual Business Meeting** to be held on Saturday, October 26, 2019 at 8:00 a.m. at the Convention Center, Grand Lilac Ballroom, Rochester, NY. The Voting Delegate must be present from the opening of the annual meeting at 8:00 a.m. on Saturday, October 26th, until the termination of Association Business.
Motion for nomination of Sandra Young Klindt, as Delegate by Jamie Lee, seconded by Natalie Hurley, with motion approved 7-0. There was no nomination for an Alternate Delegate.
7. Board Action – Resolution accepting low bids as follows:
BE IT RESOLVED, the Board of Education has received and accepted bids for the four (4) contracts for construction on September 26, 2019 for the General Brown Central School District **Phase 2 Capital Reconstruction Project**.

BE IT FURTHER RESOLVED that the Board of Education is awarding the contracts for construction as follows, and as outlined in BCA Architects & Engineers correspondence dated October 4, 2019:

Contract No. 5 General Construction

Continental Construction, LLC
Gouverneur, New York

Total Base bid: \$850,000
Alternates totaling: \$571,367
Total Contract Award: \$1,421,367

Contract No. 6 Mechanical

Black River Plumbing, Heating & AC, Inc.
Black River, New York

Total Base bid: \$1,061,000
Alternates totaling: Not Applicable
Total Contract Award: \$1,061,000

Contract No. 7 Plumbing

J.E. Sheehan Contracting Corporation
Potsdam, New York

Total Base bid: \$156,400
Alternates totaling: \$ 16,900
Total Contract Award: \$173,300

Contract No. 8 Electrical

Watson Electric, Inc.
Norwood, New York

Total Base bid: \$130,108
Alternates totaling: \$ 32,568
Total Contract Award: \$162,676

Total Contract Award Phase 2 (all Contracts): \$2,818,343

The Superintendent of Schools, as Chief Executive Officer of the District, is hereby authorized and directed to sign a contract on behalf of the District with the contractors set forth above in a form approved by the Board’s attorneys.

This resolution shall take effect immediately.

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

Sandra Young Klindt	Voting – Yes
Natalie Hurley	Voting – Yes
Daniel Dupee II	Voting – Yes
Tiffany Orcesi	Voting – Yes
Jamie Lee	Voting – Yes
Albert Romano, Jr.	Voting – Yes
Kelly Milkowich	Voting – Yes

CLERK’S CERTIFICATION

I, DEBRA L. BENNETT, School District Clerk of the General Brown Central School District, Jefferson County, New York, DO HEREBY CERTIFY:

That I have compared the foregoing resolution of the Board of Education of the General Brown Central School District, adopted the 7th day of October 2019, with the original thereof on file in my office, and the same is a true and correct copy of said original and of the whole of said original so far as the same relates to the subject matters therein referred to, and

That all members of the Board of Education of said school district had due notice of said meeting, and

That, pursuant to §103 of the Public Officers Law (Open Meetings Law), said meeting was open to the general public.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the General Brown Central School District this 7th day of October, 2019.

[SEAL]

DEBRA L. BENNETT
School District Clerk

8. 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
 Motion for approval by Tiffany Orcesi, seconded by Daniel Dupee, with motion approved 7-0.

Substitute Teachers	Substitute Aides	Substitute Food Service	Substitute Bus Drivers
Theresa Thilges Tonya Stean	Theresa Tilges	Ashley Kudlack (Effective 09/25/2019)	

9. Board Action – Approval of **School Tax Collector Report**
 Motion for approval by Kelly Milkowich, seconded by Albert Romano, with motion approved 7-0.
10. Board Action – Approval of **Changes/Corrections to the 2019 Tax Roll** for the following parcels:
- Earl, Daniel and Michael Gardner / Parcel 73.06-1-23.2 / +\$599.00
 - Doreen & Todd Schneckenburger / Parcel 72.16-1-16 / -\$599.00
 - Gerald Bretsch / Parcel 64.47-1-4 / -\$578.00
 - Lamar Outdoor Advertising / 74.17-1-5.1-301 / -\$78.45
 - Certificate of Divided Assessment / Converse Construction to Ricky J. & Kristin L. Best / Parcels 72.51-1-1.1 & 72.51-1-1.6 / \$0 net change
- Motion for approval by Kelly Milkowich, seconded by Tiffany Orcesi, with motion approved 7-0.
11. Board Action – Approval of **2019-2020 Class/Club Advisors** as listed:
 Motion for approval by Albert Romano, seconded by Jamie Lee, with motion approved 7-0.

Club/Class	Advisor	Club/Class	Advisor
Class of 2020 Class of 2020	Elizabeth Stephens Julia Nieves-Soto	International Club International Club International Club International Club International Club	Jannell Pickeral Stephanie Karandy Jose' Bernier Julia Nieves-Soto Amy O'Riley
Class of 2021 Class of 2021	Stephanie Karandy Sabrina Dettmer	Key Club Key Club	Karen Crosby Marjorie Cuddeback
Class of 2022 Class of 2022	Lisa Fowler Susan Menapace	Student Council Student Council	Michelle Lamon Brian Nortz
Class of 2023 Class of 2023	Ellen Sheen Lindsay Hanson	Performing Arts Performing Arts	Frances Seymour Marietta Kitto
Class of 2024 Class of 2024	Susan Menapace Amy Smith	Dance	Hannah Cottrell
GB Gazette	Michelle Lamon	SADD	Melissa Zehr
FCCLA	Hannah Cottrell	Teen Advisory Group	Carrie LaSage
Sr. Honor Society Sr. Honor Society	Ellen Sheen Marietta Kitto	TTL Facilitator TIL Facilitator	Carrie LaSage Erin Heller
Jr. Honor Society Jr. Honor Society	Lisa Kessler Elizabeth Stephens	Teacher Instructional Leaders	Julia Russell; Amy Moore; Lisa Tyo; Sabrina Dettmer; Stephanie Karandy; Lindsay Hanson
Whiz Quiz	William Covey	Teacher Technology Leaders	Becky Dupee; Kelley Fahey; Mary Paige; Emily Aumell; Susan Menapace; Lindsay Labiendo
Yearbook	Casilda Peckham		

12. Board Action – Adoption of the following **Resolution for Lead Evaluator of Teachers:**
WHEREAS, the Board of Education has been provided evidence that the following have completed training which meets the requirements of 8 NYCRR 30-2.9 and the General Brown Central School District Annual Professional Performance Review Plan for certification as a Lead Evaluator of Teachers, therefore, **BE IT RESOLVED**, that upon recommendation of the Superintendent of Schools, the following be certified as Lead Evaluator of Teachers:
- David Ramie (8/15/19)
 - Joseph O'Donnell (8/15/19)
- Motion for approval by Kelly Milkowich, seconded by Albert Romano, with motion approved 7-0.

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

Motion for approval by Tiffany Orcesi, seconded by Daniel Dupee, with motion approved 7-0.

H. ITEMS FOR BOARD ACTION - PERSONNEL

14. 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 Jamie Lee, with motion approved 7-0.

(A) Retirements:

Name	Position	Effective Date
Nancy Vincent	Teacher Aide	10/18/2019

(B) Resignations:

Name	Position	Effective Date
Jackie Crump	Food Service Helper	09/20/2019
John A. Carroll	Bus Driver	09/27/2019
Corrine F. Willis	Vocal Music Teacher	10/01/2019

(C) Appointments:

Name	Position	Annual Salary / Rate of Pay	Probationary or Tenure Track Appt. (if applicable)	Effective Date
^Andrea C. Swan	School Counselor	^Salary correction from August 12 appt. \$53,470 annually-Step 7 (M+30)	unchanged	unchanged
Kendra M. Benware	Substitute Teacher / Substitute Teacher Aide	\$90 per day / \$11.91 per hour	n/a	10/08/2019
Ann E. Bedard	0.6 FTE Physical Therapist	\$34,282.80 annually-Step 7 (prorated)	n/a	10/16/2019
Michael J. Bowen	Substitute Bus Driver	\$15.14 per hour	n/a	09/24/2019
Debra L. Vaughn	Substitute Bus Driver	\$15.14 per hour	n/a	09/24/2019
Melanie L. Clark	Substitute Bus Driver	\$15.14 per hour	n/a	09/24/2019
Monique A. Merchant	Substitute Teacher / Substitute Teacher Aide	\$85 per day / \$11.91 per hour	n/a	10/08/2019
Carlee A. Burns	7-Hour Teacher Aide	\$15,011 annually-Step 5 (prorated)	n/a	10/08/2019
Melissa S. Schillinger	5-Hour Food Service Helper	\$10,306 annually-Step 6 (prorated)	n/a	10/08/2019
Marietta R. Kitto	Vocal Music Teacher	\$55,480 annually-Step 10 (MB+39) (prorated)	4-year probationary tenure appointment in the area of Music	10/08/2019
Hailey J. Pooler	Substitute Teacher / Substitute Teacher Aide	\$90 per day / \$11.91 per hour	n/a	10/08/2019
Diana L. Smith	Substitute Teacher / Substitute Teacher Aide	\$85 per day / \$11.91 per hour	n/a	10/08/2019
Judith A. Bennett	Substitute Teacher / Substitute Teacher Aide	\$100 per day / \$11.91 per hour	n/a	10/08/2019
Robert J. Pickeral, Jr.	Substitute Teacher / Substitute Teacher Aide	\$90 per day / \$11.91 per hour	n/a	10/08/2019
Lydia C. Dale	Substitute Teacher / Substitute Teacher Aide	\$90 per day / \$11.91 per hour	n/a	10/08/2019
Holley M. Russell	Substitute Teacher / Substitute Teacher Aide	\$85 per day / \$11.91 per hour	n/a	10/08/2019
Nichole E. Babcock	Substitute Teacher / Substitute Teacher Aide	\$85 per day / \$11.91 per hour	n/a	10/08/2019

I. ITEMS FOR BOARD ACTION - FINAL FINGERPRINT CLEARANCE

15. 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 Tiffany Orcesi with motion approved 7-0.

- **Kendra M. Benware** – Substitute Teacher
- **Ann E. (Compo) Bedard** – Physical Therapist
- **Monique A. Merchant** – Substitute Teacher
- **Evan Y. Klindt** – Volunteer
- **Hailey J. Pooler** – Substitute Teacher
- **Diana L. Smith** – Substitute Teacher

- **Judith A. (Neujean) Bennett** – Substitute Teacher
- **Robert J. Pickeral, Jr.** – Substitute Teacher
- **Lydia C. Dale** – Substitute Teacher
- **Holley M. Russell** – Substitute Teacher
- **Nicole E. Babcock** – Substitute Teacher

J. SUPERINTENDENTS' REPORTS

16. Assistant Superintendent Smith shared that SED Project submission for the cell tower will need to be approved prior to the Board approving the contract with AT&T. She also shared the *Buffalo Business First's* school rankings just published.
17. Superintendent Case shared that the Title IX presentation from Ferrara Law Firm will be scheduled as soon as there is a mutually agreeable date. Mrs. Case has also committed General Brown to adopting a Fort Drum Platoon this fall. Additional information will be forthcoming. She also shared that clarifications to regulations regarding the approval of the District Safety Plan require a public hearing to be held annually. Ours will be held on November 12, 2019. The Plan will be posted for the public for 30 days prior to the hearing. Mrs. Case requested that the Board hold a special meeting, (date yet to be determined), for the appointment of modified coaches, as their season begins prior to the next regularly scheduled Board meeting.

K. CORRESPONDENCE & UPCOMING EVENTS

18. Correspondence Log

L. ITEMS FOR NEXT MEETING

19. **Tuesday, November 12, 2019 - Regular Meeting** will begin at 5:30 p.m. in the cafeteria of the Jr.-Sr. High School: Public Hearing for District Safety Plan / Student Presentation / 1st Reading of Policy #7420 as revised / 2nd Reading-Adoption of Polices #7522 and #8505

M. PROPOSED EXECUTIVE SESSION

20. **A motion was requested to enter executive session** for discussion of matters regarding nine specific legal issues. Motion for approval by Albert Romano, seconded by Tiffany Orcesi, with motion approved 7-0. Time entered: 6:35 p.m.

N. RETURN TO OPEN SESSION

21. **A motion was requested to adjourn the executive session** and reconvene the regular meeting. Motion for approval by Jamie Lee, seconded by Tiffany Orcesi, with motion approved 7-0. Time: 7:05 p.m.

O. MOTION FOR ADJOURNMENT

22. **There being no further business or discussion**, a motion was requested adjourn the regular meeting. Motion for approval by Daniel Dupee, seconded by Albert Romano, with motion approved 7-0. Time adjourned: 7:08 p.m.

Respectfully submitted:

Debra L. Bennett, District Clerk

- Supporting documents may be found in supplemental file dated October 7, 2019

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

SPECIAL MEETING
October 22, 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

MEMBERS PRESENT: Sandra Young Klindt, President; Daniel Dupee II; Tiffany Orcesi; Jamie Lee; Albert Romano, Jr.

MEMBERS ABSENT: Natalie Hurley, Vice President; Kelly Milkowich

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

A. APPROVAL OF AGENDA

Motion for approval by Albert Romano, seconded by Tiffany Orcesi, with motion approved 5-0.

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 Tiffany Orcesi, seconded by Jamie Lee, with motion approved 5-0.

(A) Appointments:

Name	Position	Annual Salary Or Rate of Pay	Probationary or Tenure Track Appt. (if applicable)	Effective Date
John A. Carroll	5-Hour Bus Driver	\$19,097 annually-Step 13	n/a	10/21/2019

(B) PAID Coaching Appointments:

Name	Winter 2019-2020 Sports	Coaching Certification	Effective Date
Melissa Zehr	Volleyball – Modified Gr.7	Teacher-Coach*	10/28/2019
Catherine Behling	Volleyball – Modified Gr.8	Teacher-Coach*	10/28/2019
Stephen P. Brenon	Wrestling – Modified	Temporary Coaching 1 st Renewal****	10/28/2019
Michael Hartle	Wrestling – Varsity	Teacher-Coach*	11/11/2019
Darrick W. Smith	Wrestling – Jr. Varsity	Temporary Coaching 2 nd -4 th Renewal****	11/11/2019

(C) UNPAID Coaching Appointments:

Name	Winter 2019-2020 Sports	Coaching Certification	Effective Date
Chad O. Snow	Wrestling Assistant – Modified/JV/Varsity	Temporary Coaching 2 nd -4 th Renewal****	10/28/2019

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. MOTION FOR ADJOURNMENT

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

Motion for approval by Tiffany Orcesi, seconded by Daniel Dupee, with motion approved 5-0. Time adjourned: 7:03 a.m.

Respectfully submitted:

Debra L. Bennett, District Clerk

*Supporting documents may be found in supplemental file dated October 22, 2019

SPORTS AND THE ATHLETIC PROGRAM

Athletics are an integral part of a well balanced educational program. Therefore, the Board supports within its resources a broad sports program with equal access for both males and females, with an emphasis on maximum participation, through interscholastic and intramural activity. The District will comply with recommendations from the U.S. Department of Education's Office for Civil Rights (OCR) regarding Title IX equal opportunity for males and females in the District's total athletic program regarding any of the following factors which may be applicable:

- a) The nature and extent of the sports program to be offered (including the levels of competition, such as varsity, club, etc.);
- b) The provision of equipment and supplies;
- c) The scheduling of games and practice time;
- d) The provision of travel and per diem allowances;
- e) The nature and extent of the opportunity to receive coaching and academic tutoring;
- f) The assignment and compensation of coaches and tutors;
- g) The provision of locker rooms, practice and competitive facilities;
- h) The provision of medical and training facilities and services;
- i) The provision of housing and dining facilities and services; and
- j) The nature and extent of support, publicity and promotion including cheerleading, bands, published programs distributed at games, and booster club activities.

The interscholastic athletic program shall conform to the Regulations of the Commissioner of Education as well as the established rules of the New York State Public High Schools Athletic Association and the State Education Department.

Eligibility for interscholastic athletic competition requires that the students:

- a) Provide written parental/guardian consent;
- b) Pass satisfactorily the medical examination administered by the school physician/nurse practitioner or the student's personal physician. The school physician/nurse practitioner retains final approval on all physicals performed by the student's personal physician; and
- c) Meet the requirements for interscholastic competition as set forth by the Commissioner's Regulations and the New York State Public High School Athletic Association.

SPORTS AND THE ATHLETIC PROGRAM

Booster Clubs

The School District has a responsibility under Title IX to ensure that boys' and girls' programs are provided with equivalent benefits, treatment, services and opportunities regardless of their source. When determining equivalency, benefits, services and opportunities attained through the use of private funds (e.g., "booster clubs"), such funds are considered in combination with all benefits, services and opportunities.

Private fundraising, including student-initiated fundraising, is permissible under Title IX. Further, compliance with Title IX does not mean that teams must "share" proceeds from fundraising activities. It does, however, place a responsibility on the District to ensure that benefits, services, treatment and opportunities overall, regardless of funding sources, are equivalent for male and female athletes.

In accordance with OCR, in order for the District to be in continuing compliance with Title IX requirements, the District must assure that services, benefits and opportunities in its athletic programs are provided on an equivalent basis to both boys and girls, including those services, benefits and opportunities that are provided through the use of outside financial assistance such as donations, fundraising by coaches, and booster clubs.

Selection/Classification Process

~~The Board approves the use of the selection/classification process for all secondary school interscholastic team members. The Board directs the Superintendent to implement the procedures and maintain a file of those students deemed eligible as a result of those procedures.~~

Athletic Placement Process

- A. The Board permits pupils in grades no lower than seventh to compete on any senior high school team, provided the pupils are placed at levels of competition appropriate to their physiological maturity, physical fitness and skills in relationship to other pupils on those teams in accordance with standards established by the commissioner.
- B. The Board directs the Superintendent to implement the procedures and maintain a file of those students deemed eligible as a result of those procedures.

Student Athletic Injuries

No student should be allowed to practice or play in an athletic contest if he/she is suffering from an injury. The diagnosis of and prescription of treatment for injuries is strictly a medical matter and should under no circumstances be considered within the province of the coach. A coach's responsibility is to see that injured players are given prompt and competent medical attention, and that all details of a doctor's instructions concerning the student's functioning as a team member are carried out. No student will be allowed to practice or compete if there is a question whether he/she is in adequate physical condition.

A physician's certificate may be required before an athlete is permitted to return to practice or competition.

SPORTS AND THE ATHLETIC PROGRAM

Athletic Program - Safety

The District will take reasonable steps to see that physical risks to students participating in the interscholastic athletic program shall be kept at a minimum by:

- a) Requiring medical examinations of participants;
- b) Obtaining appropriately certified and/or licensed officials to coach all varsity, junior varsity, and modified games; and
- c) Ensuring that equipment is both safe and operative within approved guidelines.

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General Brown Central School District
 Title IX of the Education Amendments of 1972, 20 United States Code (USC) Section 1681 et seq.
 45 Code of Federal Regulations Part 86
 8 New York Code of Rules and Regulations (NYCRR) Section 135
 Adopted: 5/10/10
 Revised: _____

CONCUSSION MANAGEMENT

I. Policy

The Board of Education of the General Brown Central School District recognizes the importance of raising awareness about concussion throughout the school community and to educate students, parents and others about how to prevent, recognize and respond to concussions.

II. Definition

For purposes of this policy, concussion is defined as a type of traumatic brain injury, or TBI, caused by a bump, blow, or jolt to the head or by a hit to the body that causes the head or brain to move rapidly back and forth.¹

III. Staff Qualification

Each school coach, physical education teacher, nurse, and certified athletic trainer, who works with and/or provides instruction to pupils engaged in school sponsored athletic activities, shall complete, on a biennial basis, a course of instruction relating to recognizing the symptoms of mild traumatic brain injuries and monitoring and seeking proper medical treatment for pupils who suffer mild traumatic brain injuries. This course must be approved by the State Education Department. Coaches may also meet the mandatory training every two (2) years by taking the approved course Concussion in Sports-V2.0 from the National Federation of State High School Associations or Center for Disease Control and Prevention.

IV. Awareness and Acknowledgement

A. While district staff will exercise reasonable care to protect students, head injuries may still occur. Any student exhibiting signs, symptoms or behaviors associated with concussion while participating in a school sponsored class, extracurricular activity, or interscholastic sport shall be removed from the class, game, or activity and be evaluated as soon as possible by an appropriate health care professional. The coach, advisor, school nurse or doctor will notify the student's parents or guardians and recommend appropriate monitoring to parents or guardians. In the event that there is any doubt as to whether a student has sustained a concussion, it shall be presumed that the student has been so injured until proven otherwise.

B. If a student sustains a concussion at a time other than when engaged in a school sponsored activity, the district expects the parent/legal guardian to report the condition to the school nurse so that the district can support the appropriate management of the condition.

¹ Center for Disease Control and Prevention <http://www.cdc.gov/concussion/sports/index.html>

STUDENTS

CONCUSSION MANAGEMENT

- C. Any permission form or consent form required to be signed and returned as a condition of participation in interscholastic sports will include a copy of the information posted on the State Education Department’s website relating to mild traumatic brain injury, as referenced in Section 136.5(c)(1) of the Commissioner’s Regulations.
- D. An informational packet provided by the New York State Department of Health’s website about concussions and sub-concussive blows, and the injuries that might occur as a result of receiving such blows, will be provided by the district/BOCES to parents or guardians of all children participating in tackle football programs.
- ~~D.~~ E. The District’s website shall include a link to the State Education Department’s website page relating to mild traumatic brain injury.
- V. Return to School and/or Activity
 - A. The student shall resume athletic activity only after he/she have been symptom free for not less than twenty-four hours, and has been evaluated by and received written and signed authorization from a licensed physician.
 - B. The school district medical director will make the final decision on return to activity including physical education class and interscholastic athletic activity.
 - C. Authorization shall be kept on file in the student’s permanent health record.
 - D. The District shall follow any directives issued by the student’s treating physician with regard to limitations and restrictions on school attendance and activities for the student.
 - E. Any student who continues to have signs or symptoms upon return to school and/or activity must be removed from school sponsored class, extracurricular activity, or interscholastic athletic activity and re-evaluated by a licensed physician.

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General Brown Central School District
 Legal Ref: 8 NYCRR 136.5; NYS Education Law Section 305(42)
 Adopted: 05/10/10, 06/11/12
 Revised: 12/05/16, _____

INSTRUCTION

SKILLS AND ACHIEVEMENT COMMENCEMENT CREDENTIAL

- I. Students who are eligible to take the New York State Alternate Assessment (NYSAA) and meet other specified conditions pursuant to 8 NYCRR 100.6 shall be provided with the appropriate opportunities to earn a skill and achievement commencement credential.
 - A. The credential shall be similar in form to the diploma issued by the district, with a clear annotation to indicate that the credential is based on achievement of alternate achievement standards;
 - B. The credential shall be issued together with a summary of the student's academic achievement and functional performance as required by 8 NYCRR 200.4.
- II. The District will ensure that the following conditions are met:
 - A. The student has been recommended by the committee on special education to be eligible for the alternate assessment in lieu of a regular State assessment;
 - B. The student meets the definition of a student with a severe disability as defined in 8 NYCRR 100.1;
 - C. The student has been afforded appropriate opportunities to participate in community experiences and development of employment and other instructional activities to prepare the student for post-secondary living, learning and employment.
 - D. The student has attended school for at least 12 years, excluding kindergarten, or has received a substantially equivalent education elsewhere, or the student has attained the age of 21;
 - E. If the credential is awarded before the student turns 21 years of age, it must include a written statement of assurance that the student continues to be eligible to attend public school until the student has earned a regular high school diploma or the end of the school year in which the student turns 21, whichever occurs first.
- III. Reports

The District shall submit to the State Education Department, a report concerning students awarded skills and achievement commencement credential in that school year.
- IV. Graduation
 - A. Students may elect to participate in the graduation ceremony of their high school graduation class and all related activities if the student:

SKILLS AND ACHIEVEMENT COMMENCEMENT CREDENTIAL

1. Qualified to receive a skills and achievement commencement credential or career development and occupational studies commencement credentials; and
 2. Has not otherwise qualified for a regents or local diploma.
- B. If the student's individualized education program prescribes special education, transition planning, transition services, or related services beyond the student's four academic years after the student's entry into high school, the student may elect to participate in the graduation ceremony and activities for the twelfth grade class with which the student entered ninth grade.
- C. The Superintendent will consider the recommendation, if any, of the student's committee on special education as well as the student's own expressed preference regarding participation.
- D. The District shall provide annual written notice to all students with disabilities and their parents/guardians of this policy.

General Brown Central School District

Legal Ref: 8 NYCRR 100.1, 100.6, 200.4; Education Law §4402(9)

Adopted: _____

SUBJECT: EMPLOYEE MEDICAL EXAMINATIONS**Preemployment Medical Examinations**

In accordance with the Americans with Disabilities Act, as amended, the School District shall not require applicants for positions to undergo a medical examination prior to an offer of employment. Further, the District shall not make inquiries of a job applicant as to whether the applicant is an individual with a disability or as to the nature or severity of a disability.

However, the District may make preemployment inquiries into the ability of an applicant to perform job-related functions.

Employment Entrance Examinations

All entering employees are required to obtain a medical examination after an offer of employment has been made and prior to the commencement of the employment duties of such applicant. Further, the District may condition an offer of employment on the results of the examination in accordance with law.

When such examination is made by the school physician/nurse practitioner the cost of such examination shall be borne by the District. A staff member, however, may elect to have a medical examination at his/her own expense by a physician of his/her own choice.

The Board reserves the right to request a medical examination at any time during employment, at School District expense, in order to determine whether any employee can perform the essential functions of the position with or without reasonable accommodation.

Annual or more frequent examinations of any employee may be required, when, in the judgment of the school physician/nurse practitioner and the Superintendent, such procedure is deemed necessary.

All bus drivers and substitute bus drivers shall have yearly physical examinations. Each bus driver initially employed by the School District shall have a physical examination within the four (4) weeks prior to the beginning of service. In no case shall the interval between physical examinations exceed a thirteen-month period.

The final acceptance or rejection of a medical report with reference to the health of an employee lies within the discretion of the Board. The decision of the physician designated by the Board as the determining physician shall take precedence over all other medical advice.

All medical and health related information will be kept in accordance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

(Continued)

POLICY

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2 of 2

Personnel

SUBJECT: EMPLOYEE MEDICAL EXAMINATIONS (Cont'd.)

Examinations and Inquiries

Acceptable

The District may conduct voluntary medical examinations, including voluntary medical histories, which are part of an employee health program available to employees at that work site. The District may make inquiries into the ability of an employee to perform job-related functions.

Prohibited

The District shall not require a medical examination and shall not make inquiries as to whether such employee is an individual with a disability or as to the nature or severity of the disability, unless the examination or inquiry is shown to be job related and consistent with business necessity.

Americans with Disabilities Act Amendments Act (ADAAA) of 2008, Public Law 110-325)
Health Insurance Portability and Accountability Act of 1996 (HIPAA), Public Law 104-191
45 Code of Federal Regulations (CFR) Parts 160 and 164
Education Law Sections 913 and 3624
8 New York Code of Rules and Regulations (NYCRR) Section 156.3(2)
10 New York Code of Rules and Regulations (NYCRR) Part 14
15 New York Code of Rules and Regulations (NYCRR) Part 6

Adopted: 5/10/10

General Brown Central School District



Long Range Financial Plan and Fund Balance Management 2019-2020

The mission of the General Brown Central School District is to prepare and inspire each student to meet future challenges.

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❖ **The Purpose and Benefit of Long Range Planning**

Multiyear planning improves management and service delivery and allows for early identification of potential problems. It aids in projecting the future costs of existing services, and in determining whether existing revenue streams will be sufficient to cover these costs by the end of the planning period.

Multiyear financial planning provides information needed for program evaluation. It helps District officials examine the need for new programs, given projected growth and demographic changes. Multiyear planning also allows District officials to look at the efficiency and effectiveness of existing programs and determine what improvements are needed.

Strategic Action Plan

The School District needs to maintain, at all costs the high academic standards of our students, as they are the future of the district and will become our witness as to how we have passed or failed our mission. In February, 2019, the Board of Education approved a Strategic Action Plan for the District, which included three strategic focus areas: Academic Achievement, Intentional Investment in Learning, and School Culture and Community.

❖ **School District Revenues**

Local Tax Levy

The tax levy is the total dollars that a school district collects from property owners within the district in order to balance its budget. The levy is determined after accounting for all other sources of income, including state aid.

The tax rate is used to calculate what each property owner will pay in school taxes. The district tax levy rate is just one factor, along with assessment rates and equalization rates that figure into determining the tax rate. The district does not set individual tax rates.

At the end of June 2011, the New York State Legislature enacted a property tax “cap” that seeks to limit the annual increase in the tax levies of local governments and school districts. Although the new law has been referred to as a “2 percent tax cap,” it does not, in fact, restrict any proposed tax levy increase to 2 percent. What it does is establish a tax levy limit (which will be determined by each district according to an eight-step, complex formula dictated by the law, and will vary by district) that determines the number of votes needed to pass a school budget. For the 2014-2015 fiscal year, the taxpayers voted to override the tax cap with a 60% supermajority. In all subsequent years, the tax levy increase stayed within the tax levy limit.

State and Federal Aid

About 64% of total revenues are procured through State and Federal Aid. In 2009, the State announced drastic reductions in State Aid to Schools through the Gap Elimination Adjustment (GEA) in order to balance the State budget. Over a six year period, the District lost over 7.8 million dollars through the GEA. The State eliminated the Gap Elimination Adjustment for the 2016-2017 fiscal year. The State has also placed periodic freezes on Foundation Aid. State budget controls funding for many districts that derive a high percentage of their revenue from State Aid. Long Range planning becomes difficult, if not impossible, without consistent

expectations of State Aid revenue. Even after the State passes their budget on time, our funding stream may still be disrupted and payments extended past the original schedule due to lack of cash flow from the State. Given the economic climate and state of the State, the school system has found ways to save money and consolidate services whenever possible.

❖ **School District Expenditures**

The periodic freezes on Foundation Aid and the Gap Elimination Adjustments applied over the 6 budget cycles from 2010-2016 created a funding cliff on the revenue side of the budget. This coupled with escalating health care and contractual obligations and unpredictable retirement contributions posed significant challenges for the Board of Education as they prepared a spending plan each year.

In 2013, following years of depleting the District's fund balance, the District was forced to significantly decrease expenses through layoffs. This marked decrease in expenditures was the beginning of financial recovery for the District. After losing 46 positions, the District was able to restore many positions during the 2015-2016, 2016-2017 and 2017-2018 school years and replenish reserve accounts that had been depleted during the economic downturn.

Employee compensation and related fringe benefit costs is the largest area of expense. These costs are mainly affected by two non-controllable factors: number of staff and contracts with collective bargaining units. The District employs approximately 215 full and part time employees. The teachers' association has a collective bargaining agreement which expires on June 30, 2023. The Administrators' collective bargaining agreement expires on June 30, 2021. The school related professionals' collective bargaining agreement expired on June 30, 2019 and is currently in negotiations.

Each year, the rising cost of providing pension and insurance benefits, factors beyond the district's control, complicates the development of the annual school budget. Health insurance costs have been increasing by 2-5% each year.

Both the New York State Teachers' Retirement System (TRS) and Employees' Retirement System (ERS) employer contribution rates have risen every year from 2002 through 2013. In 2014, we began to see contribution rates stabilize with a decrease realized in years 2015-2017. Rates are now expected to stabilize for the near future.

Bus Purchases

The District is on a bus replacement schedule that calls for the purchase of 3-4 new buses each year. The bus replacement plan evens out the transportation costs and ensures that buses are replaced every 6-7 years. Planned purchasing ensures that the district has safe buses to transport students. As buses exceed their warranty and mileage recommendations, they become more costly to maintain and less efficient to run. Most of the purchase price is reimbursed through state transportation aid when purchased with local taxpayer dollars.

❖ **Looking to the future - Financial Analysis/Plan**

Under the Office of the State Comptroller's fiscal stress monitoring system, the District has improved from a District with "significant" fiscal stress in 2013 to a District with "no designation" in 2015. The District has continued to receive the "no designation" status in every subsequent school year.

9 Year Financial Analysis

**General Brown Central School District
Four Year Financial Plan, Fiscal Years
2020-2023
General Fund**

	Actual					Estimated 2020	Projected		
	2015	2016	2017	2018	2019		2021	2022	2023
Revenues									
Real Property Tax Items	7,214,216	7,361,589	7,583,693	7,734,561	7,887,811	7,913,032	8,071,293	8,232,718	8,397,373
Charges for Services	46,018	182,890	120,815	48,711	49,122	10,100	10,605	11,135	11,692
State Aid	12,893,156	12,866,742	13,043,730	13,322,202	13,598,143	15,500,695	15,500,695	15,810,709	16,126,923
Federal Aid	100,997	92,792	119,312	90,915	189,551	80,000	90,000	91,800	93,636
Other (includes Sale of Property, Misc.)	542,422	424,162	318,749	424,662	428,684	241,550	300,000	300,000	350,000
Interfund Transfers	0	0	0	8,000	8,000	18,000	30,000	100,000	200,000
Appropriated Fund Balance						1,400,000	900,000	900,000	900,000
Total Revenues and Other Sources	\$20,796,809	\$20,928,175	\$21,186,299	\$21,629,051	\$22,161,311	\$25,163,377	\$24,902,593	\$25,446,363	\$26,079,624
Expenditures by Function									
General Support	1,847,275	2,020,338	2,003,742	2,020,316	2,241,161	3,777,077	2,559,077	2,623,054	2,688,630
Instruction	9,737,207	10,105,756	10,459,445	11,127,182	11,532,092	12,303,650	12,642,000	12,995,976	13,359,864
Pupil Transportation	931,740	847,933	860,340	911,773	1,017,799	1,065,700	1,087,014	1,108,754	1,130,929
Employee Benefits	4,899,161	4,883,527	4,887,785	4,936,406	5,116,137	5,837,600	6,071,104	6,313,948	6,566,506
Debt Service (Principal and Interest)	1,586,482	1,107,975	1,075,362	1,229,579	1,237,304	1,679,350	1,652,365	1,934,380	1,934,835
Interfund Transfers	321,596	450,848	1,967,481	447,651	439,985	500,000	465,000	375,000	375,000
Total Expenditures and Other Uses	\$19,323,461	\$19,416,377	\$21,254,155	\$20,672,907	\$21,584,478	\$25,163,377	\$24,476,560	\$25,351,113	\$26,055,764
Surplus (Deficit)	\$1,473,348	\$1,511,798	(\$67,856)	\$956,144	\$576,833	\$0	\$426,032	\$95,250	\$23,860
Budgetary Reserves									
Fund Equity, Beg. of Year	\$1,935,240	\$3,408,588	\$4,920,386	\$4,852,530	\$5,808,674	\$6,485,507	\$6,485,507	\$6,911,539	\$7,006,789
Fund Equity, End of Year	3,408,588	4,920,386	4,852,530	5,808,674	6,485,507	6,485,507	6,911,539	7,006,789	7,030,649
Nonspendable and Restricted Fund Balance	1,616,916	3,182,752	2,393,939	2,839,526	3,781,946	3,700,000	3,500,000	3,500,000	3,500,000

❖ **The Purpose and Benefit of Fund Balance Management**

The Board of Education and Administration considers several aspects of Fund Balance in balancing the overall fiscal health of the District.

Why do we need Fund Balance?

Fund balance is necessary in order to cover cash flow deficits in the summer and to plan for future liabilities as well as to accommodate unforeseen issues. A good Fund Balance Management Plan will substantially reduce or eliminate a negative effect on the normal operation of our District in order to accommodate liabilities that may arise. The General Fund budget voted upon by the community is established to pay for the expenses for that year. There is little room in that budget to pay for extraordinary or unanticipated expenses. We create Fund Balance with the idea that we can support future liabilities – known and unknown – without negatively affecting the instructional program or the taxpayers.

How is Fund Balance created?

Fund Balance is created when unexpended funds remain at the end of the fiscal year primarily by the design and management of annual district budgets. Over the last several years, the General Brown Central School District Board of Education and Administration have been improving their efforts at prudent budget design. We have been conservative with our revenue estimates by acknowledging that the executive and legislative budget proposals are simply projections and estimates... not a guarantee of funding to the district. The actual dollars to be received from the state are not provided to us until November of the year following the vote. By being conservative, we avoid the risk of over stating budgeted revenues.

The appropriate development of the expenditure side of each budget is another area that has progressed and increased in accuracy in recent years. As a strategy to avoid unanticipated expenditures in the budget, the Board of Education strives to anticipate changes in regulations and student population. We receive updates from many sources in Albany and share information received by both the Superintendent and School Business Official from these sources in order to develop the most accurate financial plans possible. We work with the building administrators and department supervisors much more closely to determine changes in placements and programming for the future. Even after the budget is adopted, we monitor the fiscal plan on at least a weekly and sometimes more frequent basis looking for variances from our assumptions.

GASB 54

As of June 30, 2011, GASB Statement Number 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, was issued, which replaced fund balance classifications with the following:

Fund Balance Classifications

Nonspendable – consists of assets that are inherently nonspendable in the current period either because of their form or because they must be maintained intact, including prepaid items, inventories, long-term portions of loans receivable, financial assets held for resale, and principal of endowments.

Restricted – consists of amounts that are subject to externally enforceable legal purpose restrictions imposed by creditors, grantors, contributors, or laws and regulations of other governments; or through constitutional provisions or enabling legislation.

Committed – consists of amounts that are subject to a purpose constraint imposed by a formal action of the government's highest level of decision-making authority before the end of the fiscal year, and that require the same level of formal action to remove the constraint.

Assigned – consists of amounts that are subject to a purpose constraint that represents an intended use established by the government's highest level of decision-making authority, or by their designated body or official. The purpose of the assignment must be narrower than the purpose of the general fund, and in funds other than the general fund, assigned fund balance represents the residual amount of fund balance.

Unassigned – represents the residual classification for the government's general fund, and could report a surplus or deficit, limited to 4 percent of the annual budget.

❖ **Fund Balance and Reserve Plan**

Reserve Funds, like other savings plans, are mechanisms for accumulating cash for future capital outlays and other allowable purchases. The practice of planning ahead and systematically saving for contingencies is considered prudent management. The District feels strongly that Reserves must be funded adequately in order to serve as a revenue source during periods of economic downturn and/or State Aid decreases. This helps safeguard against the loss of educational programming/services and dramatic increases in the tax levy. The District uses conservative budgeting practices to ensure adequate funding of the following reserves and fund balance categories:

Unassigned Fund Balance – These funds are unrestricted and may be used for any valid purpose. They are used for unanticipated, unbudgeted expenditures.

Funding Target: 4% of the ensuing year's budget

Assigned Appropriated Fund Balance – These funds are set aside and returned to the community by lowering the required tax levy of the ensuing year's budget. They also provided the necessary cash flow during the summer months.

Funding Target: \$800,000 - \$1,000,000

Unemployment Reserve – This reserve fund is used to pay the cost of reimbursement to the State Unemployment Insurance Fund for payments made to claimants.

Funding Target: \$170,000 - \$255,000 (2-3% of payroll)

Workers' Compensation Reserve – The purpose of this reserve fund is to pay for compensation benefits and other expenditures authorized by Article 2 of the Workers' Compensation Law, and for payment of expenditures of administering this self-insurance program.

Funding Target: \$300,000 (Three years of anticipated medical expense claims and administrative costs)

Capital Reserve – The Capital Reserve Fund is used to pay the cost of any object or purpose for which bonds may be issued. Voter authorization is required for both the establishment of the reserve and payments from the reserve.

Funding Target: \$1,800,000

Employee Benefit Accrued Liability – The purpose of this account is to reserve funds for the payment of any accrued employee benefit due an employee upon termination of the employee's service.

Funding Target: \$170,000 (Actual calculated short-term liability for employees' unused accumulated leave time); will spend down reserve to meet target over next few years.

Retirement Contribution Reserve – This reserve fund is used to pay for district expenses to the NYS Employees' Retirement System only.

Funding Target: \$1,400,000 (Four years of anticipated contribution amounts)

Teachers' Retirement System Reserve – This is a sub-fund of the Retirement Contribution Reserve. This reserve fund is used to pay for district expenses to the NYS Teachers' Retirement System only.

Funding Target: The moneys contributed annually shall not exceed 2% of the total salaries of all teachers employed by the District who are members of TRS paid during the immediately preceding fiscal year. The funding target is 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.

**General Brown Central School District
Historical Review of Fund Balance
2007-2008 to 2018-2019**

Year Ending	Unemployment Reserve	Retirement Reserve		Workers Comp Reserve	Employee Benefits Accrued Liability Reserve	Capital Reserve	Assigned Appropriated Fund Balance	Unassigned Fund Balance	TOTAL
		ERS	TRS						
2007-2008	\$374,162	\$0	\$0	\$0	\$446,267	\$0	\$1,490,000	\$606,304	\$3,021,032
2008-2009	\$360,985	\$452,676	\$0	\$0	\$0	\$0	\$1,490,000	\$1,292,015	\$2,782,015
2009-2010	\$327,096	\$454,424	\$0	\$0	\$0	\$0	\$1,195,355	\$2,268,903	\$4,245,778
2010-2011	\$301,605	\$773,551	\$0	\$203,049	\$90,255	\$0	\$1,195,000	\$816,000	\$3,379,460
2011-2012	\$274,135	\$457,419	\$0	\$113,563	\$81,083	\$0	\$895,000	\$420,820	\$2,242,020
2012-2013	\$263,932	\$50,419	\$0	\$17,563	\$28,475	\$0	\$459,345	\$0	\$819,734
2013-2014	\$233,939	\$50,419	\$0	\$17,563	\$11,126	\$0	\$895,000	\$677,822	\$1,885,869
2014-2015	\$233,939	\$1,150,419	\$0	\$117,563	\$101,193	\$0	\$895,000	\$781,430	\$3,279,544
2015-2016	\$233,940	\$1,150,419	\$0	\$117,563	\$101,236	\$1,500,000	\$895,000	\$789,337	\$4,787,495
2016-2017	\$233,940	\$1,350,419	\$0	\$267,563	\$241,270	\$0	\$895,000	\$1,492,604	\$4,480,796
2017-2018	\$233,942	\$1,350,419	\$0	\$267,563	\$223,800	\$750,000	\$910,000	\$2,016,014	\$5,751,738
2018-2019	\$238,677	\$1,377,727	\$135,000	\$272,974	\$229,025	\$1,514,743	\$1,400,000	\$1,158,801	\$6,326,947

TAXES REMAINING UNPAID AND DUE:

TOWN OF...Brownville.....	AMOUNT OF	\$ 146,776.85
TOWN OF...Hounsfield.....	AMOUNT OF	\$ 15,129.86
TOWN OF...Lyme.....	AMOUNT OF	\$ 8,343.79
TOWN OF...Pamelia.....	AMOUNT OF	\$ 98,106.16
TOWN OF...Watertown.....	AMOUNT OF	\$ 28,202.61
CITY OF.....Watertown.....	AMOUNT OF	None (not returnable to Jefferson County)

TOTAL RETURNED TO JEFFERSON COUNTY: (unpaid tax) 296,559.27 + (3% Interest) 8,896.78 = 305,456.05

STATE OF NEW YORK }
COUNTY OF JEFFERSON } SS:
SCHOOL DISTRICT OF...General Brown.....

I, .Donna Keefer., BEING DULY SWORN, SAY THAT I AM THE COLLECTOR OF SCHOOL DISTRICT NO...222601... THAT THE FOREGOING IS A TRUE ACCOUNT OF THE TAXES REMAINING UNPAID AND DUE UPON THE LANDS IN SAID DISTRICT, ASSESSED UPON THE TAX-LIST, AND WARRANT DELIVERED TO SAID COLLECTOR ON THE ...12th.... DAY OF ...August 2019... AND WHICH SAID WARRANT IS RETURNABLE ON THE ...13th... DAY OF ...November 2019... THAT THE TAXES MENTIONED IN SAID ACCOUNT REMAIN UNPAID, AND THAT AFTER DILIGENT EFFORTS I HAVE NOT BEEN ABLE TO COLLECT THE SAME.

Donna Keefer
.....
Donna Keefer, General Brown Tax Collector

COLLECTOR DIST. NO...222601.....

SCHOOL DISTRICT OF...General Brown.....SUBSCRIBED AND SWORN TO BEFORE ME
NOTARY PUBLIC STATE OF NEW YORK
No. 01BE6185315
Qualified in Jefferson County

THIS...7th.....DAY OF...November2019.....

Debra L. Bennett
.....
My Commission Expires April 14, 2022

THE UNDERSIGNED TRUSTEES OF SCHOOL DISTRICT NO...222601.....SCHOOL DISTRICT OF...General Brown....., COUNTY OF JEFFERSON, HEREBY CERTIFY THAT THE PRECEDING IS AN ACCOUNT OF TAXES ASSESSED ON THE REAL ESTATE IN SAID DISTRICT, DELIVERED TO THE TRUSTEES BY...Donna Keefer ...COLLECTOR OF TAXES THEREIN, AND THAT WE HAVE EXAMINED AND COMPARED THE SAME WITH THE ORIGINAL TAX-LIST, AND FOUND IT TO BE CORRECT.

DATED AT.....Dexter....., N.Y.,.....November 12 , 2019.....

- _____
- _____
- _____
- _____
- _____

GENERAL BROWN CENTRAL SCHOOL DISTRICT

**Donna Keefer
SCHOOL TAX COLLECTOR**

Board of Education Meeting November 7, 2019

2019 WARRANT TOTAL	\$ 7,150,595.17
Total Monies Deposited as of November 7, 2019	\$ 6,393,343.89
Duplicate/Overpayments	\$ (8,409.08)
Total Tax	\$ 6,384,934.81
Total Tax Collected Full Payments/Installment	\$ 6,361,500.18
Installment Surcharge/Interest Penalty	\$ 23,434.63
Total Collected	\$ 6,384,934.81
Correction to the tax warrant	\$ (300.00)
2019 Adjusted Tax Warrant	\$ 7,150,295.17
Taxes collected as of November 7, 2019	\$ 6,384,934.81
Outstanding Tax as of the end of collection period	\$ 765,360.36

**Respectfully submitted:
Donna Keefer
School Tax Collector**

GENERAL BROWN CENTRAL SCHOOL DISTRICT

COUNTY OF JEFFERSON

2019 SCHOOL TAX

MAKE CHECK OR MONEY ORDER PAYABLE TO: GENERAL BROWN CENTRAL SCHOOL DISTRICT DONNA KEEFER, SCHOOL TAX COLLECTOR PO BOX 530 DEXTER, NY 13634	SEQUENCE NO.	PAGE NO.	ROLL SEC.	BILL NO.
	Page 1 of 1	01 of 01	1	264436
	FISCAL YEAR		WARRANT DATE	BANK CODE
	7/1/19-6/30/20		08/12/2019	810
TO PAY IN PERSON		ESTIMATED STATE AID		SEE BACK FOR MORE INFORMATION
PAYMENTS CAN BE MADE AT THE DISTRICT OFFICE MONDAY-FRIDAY 9AM - 1:30PM; SEPT 17TH & 24TH THE OFFICE WILL RE-OPEN FROM 4PM-6PM TO ACCEPT PAYMENTS		SCHL 15,500,695		

FOR YOUR INFORMATION

****VIEW/PRINT TAX BILL ONLINE @ [HTTP://JEFFERSON.SDGNYS.COM/](http://JEFFERSON.SDGNYS.COM/)****

NO ONLINE PAYMENTS -- NO CREDIT OR DEBIT CARDS ACCEPTED.

AFTER THE LOCAL COLLECTION PERIOD, UNPAID TAXES ARE RETURNED TO THE JEFFERSON COUNTY TREASURER WITH ADDITIONAL INTEREST AND PENALTIES. FOR MORE INFORMATION, CALL 315-785-3055.

224889 73.08-1-23 Allen Larry V Allen Carol C 25120 Co Rte 53 Watertown, NY 13601	EXEMPTION ENH STAR	VALUE 39,160	FULL VALUE 68,702	EXEMPTION	VALUE	FULL VALUE
PROPERTY DESCRIPTION & LOCATION						
TAX MAP: 224889 73.08-1-23						
LOCATION: 25120 Co Rte 53						
SIZE: Fr Ft: 0.00 DEPTH: 0.00 ACREAGE: 2.04						
SCHOOL DIST: General Brown						
PROPERTY CLASS: 210 1 Family Res						
Assessor Estimates The Full Market Value Of This Property At:						\$122,632
Uniform Percentage Of Value Used To Establish Assessments Is:						67.00%
Assessed Value Of This Property Is:						\$69,900

LEVY DESCRIPTION	TOTAL TAX LEVY	% CHANGE FROM PRIOR YEAR	TAXABLE VALUE	TAX RATE	TAX AMOUNT
School Tax	7,856,032	0.5	\$69,900.00	17.314785	\$1,210.30
Library Tax	53,500	0	\$69,900.00	0.117915	\$8.24
Installment Fee					\$19.22

Your tax savings this year resulting from the New York State School Tax Relief (STAR) Program is: **578.00**

Note: This year's STAR tax savings cannot exceed last year's.

LATE PAYMENT SCHEDULE ON TOTAL TAX DUE		
IF PAID BY:	10/31/19	
PENALTY	\$12.81	
TOTAL DUE	\$653.35	

DETACH AND RETURN APPROPRIATE
STUB WITH YOUR PAYMENT

TOTAL TAX	\$640.54
DUE BY:	10/2/2019

COLLECTOR'S COPY

----- cut along dotted line ----- ✂

Tax Map No.: 224889 73.08-1-23	Bank Code: 810	<input type="checkbox"/> Check Here for Receipt (ADDED CHARGES AFTER DUE DATE)
Bill No.: 264436	Make Payable and Mail to:	
Allen Larry V	JEFFERSON COUNTY TREASURER	
Allen Carol C	175 ARSENAL STREET	
25120 Co Rte 53	WATERTOWN, NY 13601	
Watertown, NY 13601		
3RD INSTALLMENT		DUE BY: 11/29/19
		AMOUNT: \$213.52

----- cut along dotted line ----- ✂

Tax Map No.: 224889 73.08-1-23	Bank Code: 810	<input type="checkbox"/> Check Here for Receipt (ADDED CHARGES AFTER DUE DATE)
Bill No.: 264436	Make Payable and Mail to:	
Allen Larry V	JEFFERSON COUNTY TREASURER	
Allen Carol C	175 ARSENAL STREET	
25120 Co Rte 53	WATERTOWN, NY 13601	
Watertown, NY 13601		
2ND INSTALLMENT		DUE BY: 10/31/19
		AMOUNT: \$213.52

----- cut along dotted line ----- ✂

Tax Map No.: 224889 73.08-1-23	Bank Code: 810	<input type="checkbox"/> Check Here for Receipt
Bill No.: 264436	Make Payable and Mail to:	
Allen Larry V	GENERAL BROWN CENTRAL SCHOOL DISTRICT	
Allen Carol C	DONNA KEEFER, SCHOOL TAX COLLECTOR	
25120 Co Rte 53	PO BOX 530	
Watertown, NY 13601	DEXTER, NY 13634	
1ST INSTALLMENT		DUE BY: 10/2/2019
		AMOUNT: \$232.73
OR		
FULL PAYMENT		DUE BY: 10/2/2019
		AMOUNT: \$640.54

Levy Year	Property Key	County Code	SMS Code	School Code	Print Key	Unit	Property Location	Name 1	Name 2
2019	RA2W29Q	22	224889	222601	73.08-1-23		25120 CO RTE 53	LARRY ALLEN	CAROL ALLEN

10/10/19 List

Bas to Srh

Original 940.54
 - 300.00 Enhanced Star
640.54