

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

REGULAR MEETING  
August 10, 2020 – 5:30 p.m.  
Preliminary  
AGENDA  
JSBS Auditorium / Webex

REGULAR MEETING – 5:30 P.M.

Call to Order – Pledge of Allegiance

A. APPROVAL OF AGENDA

B. PRESENTATIONS – None at this time.

C. PUBLIC COMMENT REQUESTS –

D. CONSENT AGENDA

1. Approval of Minutes as listed:
  - July 1, 2020 – Organizational Meeting **with correction to Item #8-D Petty Cash Funds:** Replace Mr. Flath with Mr. Valentin \$50
  - July 1, 2020 – Regular Meeting
2. Approval of Building and Grounds Requests
  - none
3. Approval of Conferences and Workshops
  - Kelly Milkowich – NYSSBA’s 2020 School Board Officers Academy – October 9, 2020 – JLBOCES Watertown, NY
  - Sandra Young Klindt – NYSSBA’s 2020 School Board Officers Academy – October 9, 2020 – JLBOCES Watertown, NY
4. Approval of Conferences and Workshops as per *My Learning Plan* report
5. Approval of Financial Reports / Warrants – None at this time.

E. REGULAR AGENDA

**Other Discussion and Action Items:**

**Board Member Reports / Staff Member Reports and Presentations**

1. Comments / Information and updates from Board Members
2. Staff Member Reports
3. End of Year Report 2019-2020 – Brownville Glen Park / Dexter Elementary Schools
4. Staff Member Presentations – None at this time.

**Items for Board Information**

5. Board Information – PIVOT Student Assistance Program 2019-2020 Second Semester Report
6. Board Information - Preliminary Tenure appointment recommendation as follows, with final Board approval scheduled for the September 14, 2020 meeting, with tenure date effective as noted:

Name:	Effective Hire Date:	Tenure Area:	Tenure Period to begin:
Marjorie Cuddeback	10/04/2016	Teacher Assistant	10/03/2020

**Items for Board Discussion / Action**

7. Board Discussion / Action - Approval of **Jefferson-Lewis School Boards Association dues** for the period of July 1, 2020 to June 30, 2021 - \$370, based on current enrollment. (Same as 2019-2020).
8. Board Discussion / Action - Election of delegate and alternate members for the **Executive Committee and Legislative Representative of Jefferson-Lewis School Boards Association for the 2020-2021 school year.** (2019-2020: Albert Romano as Delegate and Legislative Representative, and Sandra Klindt as Alternate)

9. Board Action – Approval of **2020-2021 Substitute Instructional and Non-Instructional Personnel Item #11-D**, as continued from the Organizational meeting held July 1, 2020:

Substitute Teachers	Substitute Aides	Substitute Food Service	Substitute Bus Drivers	Substitute Cleaners	Substitute Nurses
Zachary Barker Catherine Behling Meganne Brenon Christine Company Bryanna Fazio Cynthia Fusco Valerie Halpin Drew Heise Susan Heise Cynthia Lamon Nicholas Nortz Heather O’Malley Hanna Pebbles Anthony Pike Jessica Rebelo Hanna Rose Joanne Rowsam Jill Smith Hannah Smithers Helen Timerman Judith Bennett	Brittany Cean Amber Gordon Susan Heise Alicia Hewitt Cynthia Lamon Cindy Parker Hannah Peebles Bethany Rogers Hanna Rose Keely Rose Diana Smith Carol Grant	MaryAnn Lanham-Livingston Krysta Stupp	Willis McIntosh Bruce Ostrander	Bryan Fazio	n/a

10. Board Action – Approval of **Authorizations Item #8-F - Final Tax Collection Dates**, as continued from the Organizational meeting held July 1, 2020:
- Tuesday, September 1<sup>st</sup> to Wednesday, September 30<sup>th</sup> with no penalty
  - Thursday, October 1<sup>st</sup> to Friday, October 30<sup>th</sup> with 2% penalty
11. Board Action – **BE IT RESOLVED**, that the General Brown Central School District Board of Education takes action to approve the **2020 School Tax Collection Procedures** and **2020 School Tax Warrant**
12. Board Action - **BE IT RESOLVED**, that the General Brown Central School District Board of Education takes action to approve the **hourly pay rates for non-instructional substitute staff for the 2020-2021 school year** as listed:

Non-Instructional Positions	Hourly Rate
Substitute Aide	\$12.50
Substitute Food Service	\$12.50
Substitute Cleaner	\$12.50
Substitute Bus Driver	\$15.32
Substitute Nurse	\$17.25

13. 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, **BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the following be certified as Lead Evaluator of Teachers:**
- David Ramie (7/29/2020)
  - Joseph O’Donnell (7/29/2020)
14. Board Action – Approval of **Railroad Crossings** for the 2020-2021 school year

15. Board Discussion / Action – Approval is requested for the **General Brown Central School District to combine with the Alexandria Central School District** as host, for the purpose of athletic competition pending approval of NYSPHSAA, to compete in the sport of **Girls’ Hockey at the Varsity Level** for the 2020-2021 school year.
16. Board Discussion / Action – Approval is requested for **Jalynn Castro** to participate with **Alexandria CSD Girls’ Hockey Team**, for the 2020-2021 season, contingent upon the parents signing a statement releasing General Brown Central School District from all liability, transportation and equipment costs, and any other fees where applicable.
17. Board Action – **BE IT RESOLVED**, that the General Brown Central School District Board of Education takes action to approve the following **Teacher Instructional Leaders, Technology Leaders, and Facilitators for the 2020-2021 school year**:

Teacher Instructional Leaders (TIL)	Teacher Technology Leaders (TTL)	Teacher Instructional Leader Facilitator	Teacher Technology Leader Facilitator
Sabrina Dettmer Lindsay Hanson Stephanie Newvine Julia Russell Lisa Tyo	Emily Aumell Kelley Fahey Lindsay Labiendo Susan Menapace Mary Paige Rebecca Dupee	Erin Heller	Carrie LaSage

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

**F. ITEMS FOR BOARD ACTION – PERSONNEL**

19. Board Action – Personnel changes as listed:

- (A) Retirements: none
- (B) Resignations:

Name	Position	Effective Date
<b>Kayla Yost</b>	Instrumental Music Teacher	<b>07/13/2020</b>
<b>Kaycee Simpson</b>	Long-term Substitute Teacher	<b>07/23/2020</b>
<b>Jose’ Bernier</b>	Language Teacher	<b>08/31/2020</b>

- (C) Appointments:

Name	Position	Annual Salary or Rate of Pay	Probationary or Tenure Track Appt. (if applicable)	Effective Date
<b>John Smith</b>	5-Hour Bus Driver	\$15.32 per hour	n/a	<b>08/11/2020</b>
<b>Bruce Matthews</b>	4.5-Hour Bus Driver	\$15.32 per hour	n/a	<b>08/11/2020</b>
<b>Amy O’Riley</b>	ENL / Special Education Teacher	\$65,895 annually (step 18)	4-Year probationary tenure track appointment commencing 9/1/2020 in the area of Special Education	<b>09/01/2020</b>
<b>Kathryn E. Loveland</b>	Elementary Teacher	\$48,045 annually (MB+39,step 1)	4-Year probationary tenure track appointment commencing 9/1/2020 in the area of Elementary Education K-6	<b>09/01/2020</b>
<b>Jose’ Bernier</b>	Social Studies Teacher	\$70,245 annually (step 22)	4-Year probationary tenure track appointment commencing 9/1/2020 in the area of Social Studies 7-12	<b>09/01/2020</b>

<b>Bryan C. Benson, Jr.</b>	Social Studies Teacher	\$50,145 annually (MB+39, step 3)	4-Year probationary tenure track appointment commencing 9/1/2020 in the area of Social Studies 7-12	<b>09/20/2020</b>
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**G. ITEMS FOR BOARD ACTION - FINAL FINGERPRINT CLEARANCE**

20. 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:

- **Kathryn E. Loveland** - Teacher
- 

**H. SUPERINTENDENTS’ REPORTS**

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

**I. CORRESPONDENCE & UPCOMING EVENTS**

- 23. Correspondence Log

**J. ITEMS FOR NEXT MEETING**

- 24. **September 10, 2020** – Regular meeting to begin at 5:30 p.m.  
\_\_\_\_\_ / \_\_\_\_\_

**K. MOTION FOR ADJOURNMENT**

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

— There will be a **Board / Leadership Retreat** immediately following the regular meeting.

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

**GENERAL BROWN CENTRAL SCHOOL DISTRICT  
BOARD OF EDUCATION  
Annual Organizational Meeting  
Unapproved MINUTES  
July 1, 2020 – 7:00 a.m.  
Auditorium / Webex - Jr.-Sr. High School**

**ORGANIZATIONAL MEETING**

The meeting was called to order at 7:02 a.m. by Superintendent Barbara J. Case followed by the Pledge of Allegiance

— **Welcome** was extended to Mr. Scott Lytle, our newly elected Board of Education member.

**MEMBERS PRESENT:** Sandra Young Klindt; Natalie Hurley; Daniel Dupee II, Jamie Lee; Kelly Milkowich, Tiffany Orcesi; Scott Lytle

**OTHERS PRESENT:** Barbara J. Case, Superintendent; Debra L. Bennett, District Clerk

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

- Natalie Hurley and Scott Lytle - Board of Education members elected to serve from July 1, 2020 to June 30, 2023.
- Barbara J. Case - Superintendent of Schools
- Debra L. Bennett - District Clerk

2. **Election of Board of Education Officers for the 2020-2021 school year:**

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

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

- A motion was made to nominate Kelly Milkowich as President of the Board of Education for the 2020-2021 school year by Tiffany Orcesi.
- A motion was made to nominate Sandra Young Klindt as President of the Board of Education for the 2020-2021 school year by Natalie Hurley.

With no other nominations for President, the nominations were closed and a vote was taken:

A vote was taken to approve ***Kelly Milkowich as President***. The nomination was approved 4-3

A vote was taken to approve Sandra Young Klindt as President. The nomination was defeated 3-4

2) A nomination was requested for the ***Office of Vice-President*** of the Board of Education, with the authority to sign documents in the absence of the President.

- A motion was made to nominate Sandra Young Klindt as Vice President of the Board of Education for the 2020-2021 school year by Jamie Lee.

With no other nominations for Vice President, the nominations were closed and a vote was taken:

A vote was taken to approve ***Sandra Young Klindt as Vice President***. The nomination was approved 7-0

3. The **Oath of Faithful Performance in Office** was administered by the District Clerk to the newly elected President and Vice President of the Board of Education.

— President Milkowich resumed the meeting.

4. **Approval of the Agenda for the Organizational Meeting**

Motion for approval by Sandra Klindt, seconded by Daniel Dupee II, with motion approved 7-0

5. **Appointment of Officers as listed:** (motion required)

Motion for approval by Tiffany Orcesi, seconded by Sandra Klindt, with motion is approved 7-0

	<b>TITLE</b>	<b>INCUMBENT</b>	<b>PRESENT SALARY</b>	<b>RECOMMENDED</b>
A.	Treasurer..... Deputy Treasurer.....	Lisa Smith Rebecca Flath	Per agreement None	Lisa Smith Rebecca Flath
B.	District Clerk.....	Debra Bennett	Per agreement	Debra Bennett
C.	Internal Claims Auditor.....	Alvin Hasner	Per agreement	Alvin Hasner
D.	Tax Collector.....	Donna Keefer	Per agreement	Donna Keefer
E.	Attendance Officers.....	T. Gunn/L. Gracey/D. Higgins	None	T. Gunn/L. Gracey/D. Higgins

Organizational Meeting – July 1, 2020

6. **The Oath of Faithful Performance in Office** will be administered by the District Clerk to the above officers within 30 days of their appointment.

7. **Other Appointments as listed:**

Motion for approval by Jamie Lee, seconded by Daniel Dupee, with motion is approved 7-0

	TITLE	INCUMBENT	PRESENT SALARY	RECOMMENDED
A.	School Physicians	River Hospital / Occupational Medicine	Per agreement	River Hospital / Occupational Medicine
B.	School Attorneys..... Bond Attorney..... Title IX Hearing Officer.....	JLBOCES Ofc of Inter-Municipal Legal Svcs. / Ferrara Law Firm Bond, Schoeneck, King Ferrara Law Firm	Per agreement Per agreement Per agreement	JLBOCES Ofc of Inter-Municipal Legal Svcs. / Ferrara Law Firm Bond, Schoeneck, King Ferrara Law Firm
C.	Extra-Classroom Activity Fund Central Treasurer..... Chief Faculty Counselor..... Faculty Auditor.....	Chris Doldo Nicole Donaldson Nicole Donaldson	None None None	Chris Doldo Nicole Donaldson Nicole Donaldson
D.	Independent Auditor.....	Bowers & Co CPA PLLC	Per agreement	Bowers & Co CPA PLLC
E.	Fiscal Advisor.....	Fiscal Advisors & Marketing, Inc.	Per agreement	Fiscal Advisors & Marketing, Inc.
F.	Chairman District meetings & elections..... BOE meetings.....	Lisa Smith President, BOE	None None	Lisa Smith President, BOE
G.	Records Access and Retention.....	Lisa Smith Debra Bennett	None None	Lisa Smith Debra Bennett
H.	Capital Assets Preservation Officer.....	Lisa Smith	None	Lisa Smith
I.	Asbestos Designee.....	Gary Grimm	None	Gary Grimm
J.	Purchasing Agent.....	Barbara J. Case	None	Barbara J. Case
K.	Data Protection Officer.....	Michael Parobeck	None	Michael Parobeck
L.	Data Privacy Officer.....	Barbara J. Case	None	Barbara J. Case

8. **Authorizations as listed:**

Motion for approval by Tiffany Orcesi, seconded by Sandra Klindt, with motion is approved 7-0

A.	Payroll Certification..... Conferences..... Workshops..... Conventions..... District Director of Physical Education..... District Property Control Officer..... Budget Transfers.....	Barbara J. Case Barbara J. Case Barbara J. Case Barbara J. Case Barbara J. Case Barbara J. Case Lisa K. Smith
B.	Title IX Coordinator.....	David Ramie
	District Sexual Hararassment Officers.....	David Ramie Lisa Smith
	District Complaint Officer.....	David Ramie
	Dignity Act Building Coordinators: ▪ Brownville-Glen Park Elementary..... ▪ Dexter Elementary..... ▪ Jr.-Sr. High School.....	Joseph O'Donnell David Ramie Nicole Donaldson
	District Technology Coordinator.....	Nicole Donaldson
	Odyssey of the Mind Coordinator(s).....	D. Ramie / J. O'Donnell
	District Pre-K Coordinator(s).....	D. Ramie / J. O'Donnell
	District Arts in Education Coordinator.....	Joseph O'Donnell
	Drug and Alcohol Coordinator.....	Nicole Donaldson
	District PDP Coordinator.....	Barbara J. Case
	District Biennial Review Coordinator.....	David Ramie
	Standardized Testing Coordinator.....	Nicole Donaldson

Organizational Meeting – July 1, 2020

	Staff Development Coordinator.....	Barbara J. Case
	Instructional Material Replacement.....	Lisa Smith
	Reading Coordinator(s).....	D. Ramie / J. O'Donnell
	Mentor Program Coordinator.....	Lisa Smith
	Chairperson Committee on Special Education.....	Missie Nabinger
	Section 504 Coordinator.....	Missie Nabinger
	Section 504 District Coordinator.....	Lisa Smith
	Preschool Education.....	Lisa Smith
	School Security/Safety Officer.....	Gary Grimm
	Coordinator Compensatory Programs.....	Lisa Smith
	Migrant Education.....	Lisa Smith
	Designated Educational Official (DEO).....	Lisa Smith
	ALS Coordinator.....	Lisa Smith
	Character Education.....	Joseph O'Donnell
	District Health Coordinator.....	Nicole Donaldson
C.	Athletic Director.....	Laurie Nohle
D.	Petty Cash Funds: <ul style="list-style-type: none"> <li>▪ Ms. Donaldson (Jr.-Sr. High School).....</li> <li>▪ Mr. O'Donnell (Brownville Glen Park Elementary).....</li> <li>▪ Mr. Ramie (Dexter Elementary).....</li> <li>▪ Mrs. Smith (District Office).....</li> <li>▪ Mr. Valentin (Bus Garage).....</li> <li>▪ Mr. Grimm (Buildings &amp; Grounds).....</li> </ul>	\$100 \$100 \$100 \$100 \$ 50 \$ 50
E.	Designation of signature on checks.....	Lisa Smith
F.	Tax Collection Dates: Section 924-a of the Real Property Tax Law (RPTL) enacted a "Variable Interest Rate Law". The Commissioner of Taxation and Finance will establish a rate by July 15, 2019. (Usually set at 1% per month or 12% per annum)	To be determined
G.	Committee on Special Education-General Brown Central School District CSE Committee: <ul style="list-style-type: none"> <li>▪ Committee on Special Education Alternative Chairperson.....</li> <li>▪ Student's Parent/Guardian(s)</li> <li>▪ Regular Edu.Teachers employed by GBCSD/School in which child attends</li> <li>▪ Special Edu.Teachers employed by GBCSD/BOCES/School in which child attends</li> <li>▪ School Psychologist.....</li> <li>▪ GBCSD Representative/Chairperson.....</li> <li>▪ School Physician.....</li> <li>▪ Parent Member(s).....</li> <li>▪ Related Service Personnel (those servicing the student if not employed by GBCSD): Speech Therapist/Occupational Therapist/Physical Therapist/Teacher of the Deaf/ Audiologist/School Counselors/Student</li> </ul>	Katie Ledbury  Katie Ledbury Missie Nabinger River Hospital TBD if required
H.	General Brown CSD CPSE Committee: <ul style="list-style-type: none"> <li>▪ Student's Parent/Guardian(s)</li> <li>▪ Regular Education Teacher of the child</li> <li>▪ Special Education Teacher of the child</li> <li>▪ GBCSD Representative/Chairperson.....</li> <li>▪ School Physician.....</li> <li>▪ Parent member(s).....</li> <li>▪ Related Service Personnel: Speech Therapist/Occupational Therapist/Physical Therapist/Teacher of the Deaf/Audiologist/Counselors/Social Worker</li> <li>▪ Municipality Representative (County) Agency Representative</li> </ul>	Missie Nabinger River Hospital TBD if required
I.	General Brown CSD CSE Sub-Committee: <ul style="list-style-type: none"> <li>▪ Student's Parent/Guardian(s)</li> <li>▪ Regular Edu.Teachers employed by GBCSD/School in which child attends</li> <li>▪ Special Edu.Teachers employed by GBCSD/BOCES/School in which child attends</li> <li>▪ School Psychologist.....</li> <li>▪ GBCSD Representative/Chairperson.....</li> <li>▪ Related Service Personnel (those servicing the student if not employed by GBCSD): Speech Therapist/Occupational Therapist/Physical Therapist/Teacher of the Deaf/ Audiologist/School Counselors/Student</li> </ul>	Katie Ledbury Missie Nabinger

Organizational Meeting – July 1, 2020

J.	District Health/Safety Committee.....	G. Grimm / D. Ramie / J. O'Donnell / N. Donaldson
K.	All scholarships to be approved as written	

**9. Designations as listed:**

Motion for approval by Tiffany Orcesi, seconded by Jamie Lee, with motion is approved 7-0

A.	Official bank depositories for school accounts.....	Community Bank, NA
B.	Official newspaper for legal notices.....	Watertown Daily Times
C.	Regular meeting dates..... Regular meeting time unless otherwise noted..... Regular meeting place unless otherwise noted.....	As per Attachment #1 5:30 p.m. General Brown Room

**10. Bonding of Personnel as listed:**

Motion for approval by Sandra Klindt seconded by Tiffany Orcesi, with motion approved 7-0

A.	Treasurer.....	\$1.1M
	Deputy Treasurer.....	\$1.1M
	Tax Collector.....	\$1.1M
	Central Treasurer Activity Funds.....	\$110,000
	Internal Claims Auditor.....	\$200,000

All persons and positions required by law and which are covered under the Faithful Performance Blanket Bond for Central Treasurer Activity Funds and Internal Claims Auditor

**11. Other Items as listed:**

Motion for approval by Sandra Klindt, seconded by Daniel Dupee, with motion is approved 7-0

A.	Re-adoption of all policies, student handbooks, employee handbooks, operational manuals, confidential / management handbook, and code of ethics in effect during the previous years.
B.	Re-adoption of the Strategic Action Plan for the 2020-2021 school year
C.	Approval of Mileage Reimbursement Rate at the official IRS rate in effect on this day: \$0.575
D.	The 2020-2021 listing of Substitute Instructional and Non-Instructional personnel will be presented for approval at the August 10, 2020 Board of Education meeting.
E.	<b>BE IT RESOLVED</b> that the General Brown Central School District Board of Education establishes the following as a standard workday for the purpose of determining days worked reportable to the NYS ERS: <ul style="list-style-type: none"> <li>▪ Cleaners, Driver Service, Head Custodians, Mechanic Helper, and Senior Mechanic - 8 hours per day</li> <li>▪ Account Clerks and Typists - 7.5 hours per day</li> <li>▪ Cook, Nurses, Occupational Therapist, Secretaries and Teacher Aides - 7 hours per day</li> <li>▪ Bus Drivers, Cashiers, Food Service Helpers, Food Service Helper/Laborer and Student Workers - 6 hours per day</li> </ul> This resolution shall continue in full force and effect until otherwise modified by further action of the Board of Education.
F.	<b>BE IT RESOLVED</b> that the General Brown Central School District Board of Education agrees to participate in the St. Lawrence/Lewis BOCES Cooperative Purchasing Programs in accordance with the guidelines set forth in the "Cooperative Purchasing Agreement" for the 2020-2021 school year.
G.	Annual Review of vendors, (listing provided), for disclosure of conflict of interest.

— At this time the Board will proceed with the regular meeting agenda.

Attachment #1: 2020-2021 Board of Education Meeting Schedule



[Attachment #1]

**GENERAL BROWN CENTRAL SCHOOL DISTRICT**  
**Board of Education Meeting Schedule**  
**2020-2021**

(As approved by the Board of Education – March 9, 2020)

Board of Education meetings will be held in the **General Brown Room** of the Jr.-Sr. High School beginning at 5:30 p.m., unless otherwise stated.

July 1	Annual Organizational Meeting followed by Regular Meeting - Time: 7 AM
August 10	Regular Meeting
September 14	Regular Meeting
October 5	Regular Meeting
November 9	Regular Meeting
December 7	Regular Meeting
January 4	Regular Meeting
February 8	Regular Meeting
March 8	Regular Meeting
April 12	Regular Meeting
May 10	Regular Meeting followed by the Annual Meeting / Budget Hearing at 6:00 p.m. (in the JSHS auditorium)
<b>Tuesday</b> May 18	Budget Vote / Election - New Gymnasium JSHS - Noon to 9 PM
June 14	Regular Meeting

**GENERAL BROWN CENTRAL SCHOOL DISTRICT BOARD OF EDUCATION**

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

**REGULAR MEETING**

**July 1, 2020**

**Unapproved**

**MINUTES**

Auditorium / Webex – Jr.-Sr. High School

**REGULAR MEETING** will commence immediately following the Annual Organizational Meeting  
Call to Order – Pledge of Allegiance

**A. APPROVAL OF AGENDA**

Motion for approval by Jamie Lee, seconded by Daniel Dupee, with motion approved 7-0.

**B. PRESENTATION**

Presentation of NYSSBA's **Level 4 Board Lifetime Achievement Award and Convention Scholarship** was made to former Board President Sandra Young Klindt for her dedication and participation in various Association professional development opportunities, and to acknowledge her efforts to continually expand her governance knowledge and skills. President Klindt will also receive recognition in NYSSBA's *On Board* newspaper publication.

**C. PUBLIC COMMENT REQUESTS** – No requests at this time.

**D. CONSENT AGENDA**

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

1. Approval of Minutes as listed:
  - June 15, 2020 – Regular Meeting
  - June 16, 2020 – Annual Meeting / Budget Vote and Election
  - June 24, 2020 – Special Meeting
2. Approval of Building and Grounds Requests – None
3. Approval of Conferences and Workshops – None
4. Approval of Conferences and Workshops as per *My Learning Plan Report* – None
5. Approval of Financial Reports / Warrants for May 2020

**E. REGULAR AGENDA**

**Other Discussion and Action Items:**

**Board Member Reports / Staff Member Reports and Presentations**

1. Comments / Information and updates from Board Members – Mrs. Milkowich shared information from a webinar regarding fiscal responsibilities and realistic budgeting with following CDC guidelines.
2. Staff Member Reports – None at this time
3. Staff Member Presentations – None at this time

**Items for Board Discussion / Action**

4. Board Action – **BE IT RESOLVED**, that the General Brown Central School District Board of Education takes action to appoint Superintendent Barbara J. Case as Clerk Pro-tem in the event of the absence of District Clerk, Debra Bennett. Motion for approval by Natalie Hurley, seconded by Jamie Lee, with motion approved 7-0.
5. Board Action – Approval is requested for **Aurora Jarvie** to participate with the **South Jefferson Central School District Swim Team**, as an independent swimmer for the 2020-2021 season, contingent upon the parents signing a statement releasing the General Brown Central School District from all liability, transportation and equipment costs, and any other fees where applicable. Motion for approval by Scott Lytle, seconded by Tiffany Orcesi, with motion approved 7-0.
6. 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 **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:**

- Nicole Donaldson (6/2/2020)

Motion for approval by Jamie Lee, seconded by Tiffany Orcesi, with motion approved 7-0.

7. Board Action – Approval of the following **pay rates for Substitute Instructional Staff**, effective September 1, 2020:
  - Non-Certified Substitute Teacher - \$90 daily
  - Bachelor’s/Non-Certified Substitute Teacher - \$95 daily
  - Certified Substitute Teacher - \$100 daily
  - Long-term (4-weeks+) Substitute Teacher - \$125 daily

Motion for approval by Scott Lytle, seconded by Sandra Klindt, with motion approved 7-0.

8. Board Action – Approval is requested for the **LaFargeville Central School District to combine with the General Brown Central School District, (as host)**, for the purpose of athletic competition, pending the approval of the NYSPHSAA Section III, to compete in the sport of **Football** at the Varsity, Junior Varsity, and Modified levels for the 2020-2021 school year. Motion for approval by Jamie Lee, seconded by Tiffany Orcesi, with motion approved 7-0.

9. Board Action - Approval of **Committee on Special Education Reports**  
Motion for approval by Sandra Klindt, seconded by Daniel Dupee, with motion approved 7-0.

**F. ITEMS FOR BOARD ACTION – PERSONNEL**

10. Board Action - Personnel changes as listed:

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

- (A) Retirements: None
- (B) Resignations: None
- (C) Appointments:

Name	Position	Annual Salary or Rate of Pay	Probationary or Tenure Track Appt. (if applicable)	Effective Date
Laurie Nohle	Assistant Principal	\$82,800 annually	4-Year probationary tenure track appointment commencing July 1, 2020 as School District Administrator	07/01/2020
Amanda Eastham	Food Service Laborer	\$12.50 per hour	n/a	08/03/2020
Phillip Tyler	Substitute Cleaner	\$12.50 per hour	n/a	09/01/2020

**G. SUPERINTENDENTS’ REPORTS** – None at this time

**H. CORRESPONDENCE & UPCOMING EVENTS**

11. Correspondence Log

**I. ITEMS FOR NEXT MEETING**

12. **August 10, 2020** – Regular Meeting – 5:30 p.m. followed immediately by a Board retreat.

**J. MOTION FOR ADJOURNMENT**

**There being no further business or discussion**, a motion is requested adjourn the regular meeting.  
Motion for approval by Tiffany Orcesi, seconded by Jamie Lee, with motion approved 7-0. Time adjourned: 7:48 a.m.

Respectfully submitted:

\_\_\_\_\_  
Debra L. Bennett, District Clerk

— Supporting documents can be found in supplemental file dated July 1, 2020

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

Board of Education Meeting  
August 10, 2020

Motion made by \_\_\_\_\_

Seconded by \_\_\_\_\_

**WHEREAS:**

Chapter 73 of the Laws of 1977, amended Section 1318, subdivision 1 of the Real Property Tax Law and

**WHEREAS:**

The entire fund balance at the close of the last fiscal year must be applied in determining the amount of school tax levy except for an amount not to exceed 4% of the current school year budget; and

**WHEREAS:**

This latter amount may be held as surplus funds during the current school year; now therefore

**BE IT RESOLVED:**

That the Board of Education retain as surplus funds, \$900,000.00 from the total fund balance to be applied to the reduction of tax levy.

**BE IT ADDITIONALLY RESOLVED AS FOLLOWS:**

To the collector of General Brown Central School District of Brownville and Dexter, Towns of Brownville, Pamelaia, Hounsfield, Watertown, and Lyme, City of Watertown, County of Jefferson, State of New York

You are hereby commanded:

1. To give notice and start collection on September 1, 2020.  
(In accordance with the provision of Section 1322 of the Real Property Tax Law)
2. To give notice that tax collection will end October 30, 2020
3. To collect taxes in the total sum of \$ 8,334,146.00 = (\$8,280,646.00 District Levy plus \$ 53,500.00 Library Levy) in the same manner that collectors are authorized to collect town and county taxes in accordance with provisions of Section 1318 of the Real Property Tax Law.
4. To make no changes or alterations in the tax warrant or the attached tax rolls but shall return the same to the Board of Education. The board may recall its warrant and tax rolls for correction of errors of omissions in accordance with the provisions of Section 1316 of the Real Property Tax Law.
5. To forward by mail to each owner of real property listed on the tax rolls within ten days after the start of collection of statement of taxes due on his property on press-numbered tax bill forms provided by the school district in accordance with the provisions of Section 922 of the Real Property Tax Law. To forward by mail, without interest penalties, to the office of the county treasurer a detailed tax bill of all state land parcels liable for taxes on the school tax rolls in accordance with provisions of Sections 540 and 544 of the Real Property Tax Law.

6. To receive from each of the taxable corporations and natural persons the sums listed on the attached tax rolls without interest penalties when such sums are paid before the end of the first month of the tax collection period. To add two percent interest penalties to all taxes collected during the second month of the tax collection and to add three percent interest penalties to all taxes collected during any part of the third month of the tax collection period and to account for such sums as income due to the school district.
7. To issue receipts only on forms provided by the school district in acknowledgement of receipt of payments of taxes and to retain, preserve and file exact carbon copies of all such receipts issued as required by Section 987 of the Real Property Tax Law.
8. To promptly return the warrant at its expiration and if any taxes on the attached tax rolls shall be unpaid at that time, deliver an accounting thereof on forms showing by town and assessed valuation, tax rate, the total amounts remaining uncollected as required by Section 1330 of the Real Property Tax Law.
9. Installment payments will be collected by the school tax collector for the first payment only. The remaining payments will be collected by the Treasurer of Jefferson County for the current tax warrant.

The warrant is issued pursuant to Sections 910, 912, and 914 of the Real Property Tax Law and is delivered in accordance with Sections 1306 and 1318 of this law. It is effective immediately after it is properly signed by a majority of the Board of Education. The warrant shall expire on the date stated above unless a renewal or extension has been endorsed on the face of this warrant in writing in accordance with Section 1318, subdivision of the Real Property Tax Law.

**Signatures – Board of Education:**

**Vote**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Signed in the affirmative by all BOE members present:

This warrant is for use by trustees of common school districts and boards of education in union free, central and village superintendencies. (The word trustee as used throughout the explanation below refers to trustee, trustees or board of education alike.)

**BUDGET**

**GENERAL DIRECTIONS TO TRUSTEE (S) AND BOARDS OF EDUCATION**

1. Prepare or cause to be prepared the tax list, extend or cause to be extended the taxes to be collected, and total or cause to be totaled the amounts of the tax levy by towns. The Town Board of Assessors is required to furnish a duplicate copy of the appropriate portion of the town assessment roll on or before August 1. (*Real Property Tax Law Section 1302 (2)*) but such lists must be checked for completeness and accuracy even though this requires going back to the town assessment roll and/or the previous year's school tax list, as school authorities are not relieved from full responsibility for ascertaining whether real property is within the school district boundaries.

If any improvements on land destroyed or exemptions added between June 1st. (May 1st., effective January 1, 1964) and date of confirmation of roll see *Real Property Tax Law Section 1302 (3)*.

2. Attach to the tax list the tax warrant signed by the sole trustee or by at least a majority of the trustees or board of education to direct and establish authority of the collector (*Real Property Tax Law Section 1318 (1)*).

3. Fill in "Estimated Receipts" and "Estimated Expenditures" from the "Annual School Budget Form" presented and approved at the annual school meeting (*Real Property Tax Law Section 1306 (1)*).

4. Fill out the tax report to district superintendent, Form 3, in the trustee's Order-Check Book and forward this report to the district superintendent at the time this warrant is placed in the hands of the collector. Union free, central and village districts have a separate Form for Report of Tax Levy.

5. The trustee (s) or board of education may not legally turn the warrant and tax list over to the collector until said collector is duly bonded. The purchase of a fidelity bond by the trustee (s) is a proper charge against the school district. The trustee (s) shall indorse his (their) approval on the bond and forward it to the district superintendent, who will indorse his approval and either the superintendent or trustee (s) shall file the same in the office of the county clerk of the county in which the collector resides (*Education Law, sections 2124 and 2130-5*).

6. On or before September 1st, but not before thirty-one days after tax is voted, place the tax list in the hands of the collector (*Real Property Tax Law Section 1306 (1), 1318 (2)*).

7. No corrections or additions may be made to the school tax roll or refunds of taxes made by the trustee (s) or board of education without the approval in writing of the district superintendent in all cases of districts within the jurisdiction of a district superintendent and without the written approval of the commissioner of education in many cases. See (*Real Property Tax Law Section 1316*).

8. The regular tax warrant authorizing the collection to start on or before September 1st should be issued to expire before November 15th, so that the return tax claim may be filed by November 15th. The trustee, as an emergency measure, may grant the collector a renewal of a special school tax warrant but not beyond the time it must be returned to the County Treasurer by dating and signing his indorsement on the face of the warrant, (*Real Property Tax Law Section 1318 (3), 1330 (2)*).

9. The trustee shall require the collector to return the warrant immediately after its expiration. At the same time the collector shall make a full and complete statement of the taxes remaining unpaid on forms provided by the county treasurer. Said statement shall include amount of interest on unpaid taxes if collector received compensation in lieu of fees (*Real Property Tax Law Section 1330 (1)*). On or before the 15th day of November the trustee (s) shall file with the county treasurer and return tax claim bearing certificate of the trustee(s) and the collector's affidavit. Said certificate should state that the statement has been compared with original tax roll and is correct (*Real Property Tax Law Section 1330(2)*).

10. Within 15 days after this tax list and warrant is returned to the trustee (s) by the collector, it must be filed with the district superintendent (*Real Property Tax Law Section 1330 (3)*), who in turn must file it with the town clerk of the town in which the principal school building of the district is located, on or before July 1st of each year. In superintendencies it shall be filed directly with the town clerk by the board of education.

11. For equalization in school districts located in more than one town or city, see (*Real Property Tax Law Section 1314*).

12. For districts allowing installment payments, see (*Real Property Tax Law Section 1340*).

**WARRANT ISSUED BY UNION FREE AND CENTRAL SCHOOL DISTRICTS**

1. The board of education should, by resolution duly adopted, authorize its warrant to be attached to the tax list. This resolution fixing the amount of the total levy confirms the extension of the roll and fixes the exact date of validity of the tax lien upon the real property.

2. Tax warrants should be issued for a specific period, as determined by the board of education, this period to be not less than one month nor to extend later than the date on which return of taxes must be made. For example, the warrant could be issued for the period September 1 through November 10, thus allowing five days for preparing and filing the returned tax certificate by November 15.

3. The board of education should instruct the collector to make a report in writing at the expiration of the warrant, listing by towns the total assessed valuation, the tax rate, the total tax levy, the total amounts collected and the total amounts remaining uncollected, together with interest.

4. On receipt of the collector's account of unpaid taxes, the board of education, on comparing the collector's return of unpaid taxes with the original tax list and determining that it be correct, shall so certify and immediately transmit the account, affidavit and certificate to the treasurer of the county so that the same shall be received by him not later than the 15th day of November following the levy of the tax (*Real Property Tax Law Section 1330 (2)*).

**APPOINTMENT OF COLLECTOR BY BOARD OF EDUCATION**

1. The resolution of appointment should place this officer either on a fee basis as provided by *Real Property Tax Law Section 1328*, or on a salary as provided by *Section 2130 of the Education Law*.

2. In a school district in which the collector receives a fixed compensation in lieu of fees the delinquent tax penalties are fixed by law as follows:

*All of the taxes remaining unpaid after the expiration of the one month period bear interest at the rate of 1 per cent per month, until the return of the collector's warrant. The account of unpaid taxes filed with the county treasurer should include the amount of the taxes remaining unpaid, plus the amount of such interest on such unpaid taxes as computed as of the date of the return of the collector's warrant. All such interest collected by the district tax collector or paid by the county treasurer shall belong to the school district.*

3. In a school district in which the collector is on a fee basis, the collector may retain only such fees as are actually collected by the collector. No collector's fees based on delinquent taxes reported as unpaid may be added to the return tax claim.

**DIRECTIONS TO COLLECTOR**

1. Read warrant and ascertain that it is properly signed and dated by sole trustee or a majority of trustees or board of education.

2. Return this warrant and original tax list to the trustee (s) or board of education at date of expiration.

3. Obtain from the county treasurer's office the necessary blank forms on which to make your complete account of all taxes remaining unpaid at the time of the expiration of the warrant.

4. Return to the trustee (s) or board of education your complete account of unpaid taxes, certifying by your signed affidavit that "after diligent efforts you are unable to collect," witnessed by any notary public, justice of the peace, or any other officer authorized to administer oaths. The trustee (s) or board of education, on comparing your return of unpaid taxes with the original tax list and determining that it be correct, shall so certify and immediately transmit the account, affidavit and certificate to the treasurer of the county so that the same shall be received by him not later than the 15th day of November following the levy of the tax.

5. Complete and file the collector's tax report showing by towns the totaled assessed valuation, the tax rate, the total tax levy, the total amount collected and the total amounts remaining uncollected.

**Estimated Receipts:**

Surplus estimated to be available for appropriations	\$ _____
State Aid	_____
Federal Aid	_____
Tax on Property	_____
Tuition	_____
Other Sources	_____
Total Revenues (Estimated)	\$ _____

**Estimated Expenditures:**

Board of Education	\$ _____
Central Administration	_____
Instruction - Regular Day School	_____
Instruction - Special Schools	_____
Community Services	_____
Transportation	_____
Operation & Maint. of Plant	_____
Undistributed Expenses	_____
Debt Service	_____
Inter-fund Transfers	_____
Total Estimated General Fund Expenditures	\$ _____

**Other Purposes For Which Taxes**

are Levied	\$ _____
Specify	_____

Balance-End of Budget Year (use only for a Planned Balance)

Total Estimated Expenditures and Planned Balance	\$ _____
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**TAX WARRANT**

To the collector of school district No. \_\_\_\_\_ towns of **Brownville, Lyme, Hounsfield, Pamela, Watertown.**

in the county of **Jefferson** State of **New York**

You are hereby commanded: **8,280,646.00 + 53,500.00 (library tax)**

1. To collect taxes in total sum of **\$8,334,146.00** in the same manner that collectors are authorized to collect town and county taxes.

2. To give notices in accordance with *Section Real Property Tax Law Section 1322, 1338*.

3. To receive from each of the taxable corporations and natural persons on the attached tax roll the sums listed or so much thereof as is voluntarily paid to you within one month from date of this warrant, together with one cent on each dollar thereof, where collector is on fee basis.

4. To collect after the expiration of one month the residue of the sums not paid, together with the fees prescribed in *sections Education Law 2130 and Real Property Tax Law Section 1328*.

5. To return this warrant within **82** days and if any taxes in this list shall be unpaid at that time you shall deliver to us an account thereof.

This warrant is issued by authority of article 13 of the *Real Property Tax Law*, and has the same force and effect as a warrant and tax list issued by the board of supervisors. It is effective immediately after it is properly signed by the trustee or a majority of trustees.

Given under \_\_\_\_\_ hand this **10th** day of **August**, ~~19~~ **2020**

Signatures of trustee (s) \_\_\_\_\_

NOTE: THE AMOUNT OF TAXES TO BE COLLECTED SHOULD CORRESPOND WITH THE TOTAL ENTERED ON THE SUMMARY ON THE BACK OF THIS FORM.

**GENERAL BROWN CENTRAL SCHOOL DISTRICT  
2020-2021 TAX RATE COMPUTATION - FINAL**

TOWN	ASSESSED VAL (include clergy)	EQUAL RATE	FULL VAL BY TOWN	TOTAL VAL SCHOOL DIST	% TO BE LEVIED	AMOUNT TO BE LEVIED TOTAL	AMT TO BE LEVIED	ASSESS VAL BY TOWN (no clergy)	TAX RATE PER ASSESS	TAX RATE PER \$1.00	\$ INCREASE IN TAX RATE	% INCREASE IN TAX RATE
BROWNVILLE	\$469,088,363.00	1.0000	\$469,088,363.00	\$802,000,228.30	0.5848980	\$8,280,646.00	\$4,843,333.63	\$469,088,363.00	0.01032499	\$10.324992	\$0.455565	4.615922%
PAMELIA	\$138,574,014.00	0.5700	\$243,112,305.26		0.3031325		\$2,510,132.62	\$138,574,014.00	0.01811402	\$18.114021	\$0.799236	4.615917%
HOUNSFIELD	\$28,648,214.00	0.9300	\$30,804,531.18		0.0384096		\$318,056.54	\$28,646,714.00	0.01110272	\$11.102723	\$0.257198	2.371470%
WATERTOWN	\$30,655,195.00	0.6300	\$48,659,039.68		0.0606721		\$502,404.20	\$30,655,195.00	0.01638888	\$16.388876	\$0.723118	4.615916%
LYME	\$6,633,712.00	1.0000	\$6,633,712.00		0.0082715		\$68,493.02	\$6,633,712.00	0.01032499	\$10.324992	\$0.455565	4.615922%
WATER-CITY	\$3,406,095.00	0.9200	\$3,702,277.17		0.0046163		\$38,225.98	\$3,406,095.00	0.01122282	\$11.222817	\$0.495178	4.615913%
Total	\$677,005,593.00		\$802,000,228.30		1.0000000	\$8,280,646.00	\$8,280,646.00	\$677,004,093.00				

**2020-2021 Library Tax Rate Computation**

TOWN	ASSESSED VAL +clergy	EQUAL RATE	FULL VAL BY TOWN	TOTAL VAL SCHOOL DIST	% TO BE LEVIED	AMOUNT TO BE LEVIED TOTAL	AMT TO BE LEVIED	ASSESS VAL BY TOWN (no clergy)	TAX RATE PER ASSESS	TAX RATE PER \$1.00	\$ INCREASE IN TAX RATE	% INCREASE IN TAX RATE
BROWNVILLE	\$469,088,363.00	1.0000	\$469,088,363.00	\$802,000,228.30	0.5848980	\$53,500.00	\$31,292.05	\$469,088,363.00	0.00006671	\$0.066708	(\$0.000503)	-0.748076%
PAMELIA	\$138,574,014.00	0.5700	\$243,112,305.26		0.3031325		\$16,217.59	\$138,574,014.00	0.00011703	\$0.117032	(\$0.000883)	-0.748888%
HOUNSFIELD	\$28,648,214.00	0.9300	\$30,804,531.18		0.0384096		\$2,054.92	\$28,646,714.00	0.00007173	\$0.071733	(\$0.002129)	-2.882383%
WATERTOWN	\$30,655,195.00	0.6300	\$48,659,039.68		0.0606721		\$3,245.96	\$30,655,195.00	0.00010589	\$0.105886	(\$0.000799)	-0.748888%
LYME	\$6,633,712.00	1.0000	\$6,633,712.00		0.0082715		\$442.52	\$6,633,712.00	0.00006671	\$0.066708	(\$0.000503)	-0.748076%
WATER-CITY	\$3,406,095.00	0.9200	\$3,702,277.17		0.0046163		\$246.97	\$3,406,095.00	0.00007251	\$0.072509	(\$0.000547)	-0.748844%
	\$677,005,593.00		\$802,000,228.30		1.0000000	\$53,500.00	\$53,500.00	\$677,004,093.00				

7/15/2020

**GENERAL BROWN CENTRAL SCHOOL DISTRICT**

**TRUE TAX RATE  
FOR LAST TEN YEARS**

2020-2021	\$10.324992
2019-2020	\$9.869427
2018-2019	\$9.909700
2017-2018	\$9.753640
2016-2017	\$9.553556
2015-2016	\$9.603462
2014-2015	\$9.530026
2013-2014	\$9.104817
2012-2013	\$8.466471
2011-2012	\$8.550193

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

2020-2021	\$0.066708
2019-2020	\$0.067211
2018-2019	\$0.067857
2017-2018	\$0.061670
2016-2017	\$0.061607
2015-2016	\$0.063471
2014-2015	\$0.044357
2013-2014	\$0.045332
2012-2013	\$0.042237
2011-2012	\$0.043290

**Equalization Rates Comparison**

	2020-2021	2019-2020	Difference
BROWNVILLE	1.0000	1.0000	0.00
PAMELIA	0.5700	0.5700	0.00
HOUNSFIELD	0.9300	0.9100	0.02
WATERTOWN	0.6300	0.6300	0.00
LYME	1.0000	1.0000	0.00
WATER-CITY	0.9200	0.9200	0.00

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

Year	Levy increase	Tax rate inc.
2020-2021	5.40%	4.62%
2019-2020	0.55%	-0.41%
2018-2019	1.86%	1.60%
2017-18	1.99%	2.09%
2016-17*	2.49%	-35.26%
2015-16	1.96%	0.77%
2014-15	6.97%	5.30%
2013-14	5.38%	0.79%
2012-13	2.75%	2.97%

\* Revaluation

**Tax Rate Increase Summary**

Town	2020-2021		
	Rate	Increase/Decre	% Increase
BROWNVILLE	\$10.32	\$0.46	4.62%
PAMELIA	\$18.11	\$0.80	4.62%
HOUNSFIELD	\$11.10	\$0.26	2.37%
WATERTOWN	\$16.39	\$0.72	4.62%
LYME	\$10.32	\$0.46	4.62%
WATER-CITY	\$11.22	\$0.50	4.62%