

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

REGULAR MEETING
December 7, 2020 – 5:30 p.m.
JSHS Auditorium / WebEx

Preliminary
AGENDA

REGULAR MEETING – 5:30 P.M.

Call to Order – Pledge of Allegiance

A. APPROVAL OF AGENDA

B. PRESENTATIONS – None

C. PUBLIC COMMENT REQUESTS

D. CONSENT AGENDA

1. Approval of Minutes as listed:
 - November 9, 2020 – Regular Meeting
2. Approval of Building and Grounds Requests – none
3. Approval of Conferences and Workshops
 - Kelley Fahey – NYSCATE Annual Conference (virtual) – November 23, 2020
4. Approval of Conferences and Workshops as per *My Learning Plan* report
5. Approval of Financial Reports / Warrants – September 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
2. Staff Member Reports
3. Staff Member Presentations - none

Items for Board Information / Discussion

4. Board Information – Policy Review
 - 1st Reading – draft **Policy #5670** as revised – RECORDS MANAGEMENT
 - 1st Reading – draft **Policy #7317** as revised – PROTECTION OF STUDENT, TEACHER, AND PRINCIPAL INFORMATION (DATA SECURITY AND PRIVACY)
5. Board Information – 1st Quarter Data for review

Items for Board Discussion / Action

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 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:
 - Laurie Nohle (10/15/2020)
7. Board Action – Approval for a **donation of \$250 from Maria Mesires/The Elpis Fund, administered by the Northern New York Community Foundation** for the District's Backpack Program

8. Board Action – Approval for a **donation of \$498 from the Donors-Choose** organization in support of a Character Education and Social-Emotional Well-Being project at the high school level, submitted by Carrie LaSage. This was funded largely in part by the AllState Foundation.
9. Board Action – Approval of the **Spending Plan Development Schedule** for the 2021-2022 school year
10. Board Action - Approval of **Committee on Special Education Reports**

F. ITEMS FOR BOARD ACTION – PERSONNEL

11. Board Action – **Discontinuation of Appointment** – Civil Service
BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, and pursuant to the requirements of Civil Service Law, the General Brown Central School District Board of Education takes action to hereby **discontinue the appointment of Cheryl Byerly**, who was originally appointed to the position of Food Service Helper on November 8, 2016. The termination will be effective December 8, 2020.

G. ITEMS FOR BOARD ACTION – PERSONNEL continued

12. Board Action – Retirements:

Name	Position	Effective Date
Tom Frears	Physical Education Teacher	07/02/2021

13. Board Action – Resignations:

Name	Position	Effective Date
Nicole Donaldson	School District Administrator	12/31/2020

14. Board Action – Appointments:

Name	Position	Salary or Rate of Pay	Probationary or Tenure Track Appt. (if applicable)	Effective Date
Julie A. Keggins	Substitute Teacher Substitute Aide	\$95 per day \$12.50 per hour	n/a	Emergency Appointment effective 11/17/2020
Maria J. Covey	Substitute Teacher Substitute Aide	\$90 per day \$12.50 per hour	n/a	Emergency Appointment effective 11/30/2020
Tyler B. Scordo	Substitute Teacher	\$90 per day	n/a	12/08/2020
Thomas D. Campbell (returning from 2019-2020 SY)	Substitute Teacher	\$95 per day	n/a	12/08/2020
Dustyn Helmer (returning from 2019-2020 SY)	Substitute Teacher	\$90 per day	n/a	12/08/2020
Mallory E. Walker	Substitute Teacher	\$90 per day	n/a	12/08/2020
Karen M. Denny	Interim Principal	\$400 per day	n/a	12/10/2020
Kathaleen M. Beattie	Director of Student Services	\$97,500 annually	4-Year Probationary Tenure Appointment as School District Administrator	01/11/2021

H. ITEMS FOR BOARD ACTION - FINAL FINGERPRINT CLEARANCE

15. Board Action - 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:
 - **Julie A. Keggins** – Substitute Teacher
 - **Maria J. Covey** – Substitute Aide

- **Tyler B. Scordo** – Substitute Teacher
- **Mallory E. Walker** – Substitute Teacher
- **Karen M. Denny** – School District Administrator
- **Kathaleen M. Beattie** – School District Administrator

I. SUPERINTENDENTS' REPORTS

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

J. CORRESPONDENCE & UPCOMING EVENTS

18. Correspondence Log

K. ITEMS FOR NEXT MEETING

19. **January 4, 2021** – Regular meeting to begin at 5:30 p.m.

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L. MOTION FOR ADJOURNMENT

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

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

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

REGULAR MEETING
November 9, 2020 – 5:30 p.m.
Jr.-Sr. High School Auditorium / WebEx

Unapproved
MINUTES

REGULAR MEETING – This meeting was held in the auditorium of the Jr.-Sr. High School and was available to the public via WebEx. The meeting was called to order at 5:31 p.m. by President Kelly Milkowich, followed by the Pledge of Allegiance.

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

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

WEBEX PARTICIPANTS – Gary Grimm, Operations Manager/Transportation Supervisor; Melissa Nabinger, Principal Brownville Glen Park Elementary; Nicole Donaldson, Principal Jr.-Sr. High School; Laurie Nohle, Assistant Principal Jr.-Sr. High School; David Ramie, Principal Dexter Elementary; Michael Parobeck, Network Administrator

A. APPROVAL OF AGENDA

Motion for approval by Tiffany Orcesi, seconded by Scott Lytle, with motion approved 7-0.

B. PRESENTATIONS – 2020 Annual Fire Inspection Report (virtual) – Mr. Gary Grimm provided a summary of the annual fire inspection report.

C. PUBLIC COMMENT REQUESTS – No requests

D. CONSENT AGENDA

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

1. Approval of Minutes as listed:
 - October 5, 2020 – Regular Meeting
2. Approval of Building and Grounds Requests – none
3. Approval of Conferences and Workshops
 - Tricia Nortz – The 4th Annual Reading League Conference (virtual) – October 27, 2020
 - Barbara J. Case – JLSBA Workshop (virtual) - *Opening of School 2020: Successes, Challenges, & Experiences* – October 28, 2020
 - Lisa K. Smith – JLSBA Workshop (virtual) - *Opening of School 2020: Successes, Challenges, & Experiences* – October 28, 2020
 - Kelly Milkowich – JLSBA Workshop (virtual) - *Opening of School 2020: Successes, Challenges, & Experiences* – October 28, 2020
 - Natalie Hurley – JLSBA Workshop (virtual) - *Opening of School 2020: Successes, Challenges, & Experiences* – October 28, 2020
 - Barbara J. Case – Women’s Initiative Fall 2020 Series (virtual) – November 5 & 17, 2020 and December 1 & 10, 2020
 - Lisa K. Smith – Women’s Initiative Fall 2020 Series (virtual) – November 5 & 17, 2020 and December 1 & 10, 2020
 - Barbara J. Case - MASLA Title IX Training & Roundtable (virtual) – November 16, 2020
 - Laurie Nohle – MASLA Title IX Training & Roundtable (virtual) – November 16, 2020
 - Gary Grimm - MASLA Title IX Training & Roundtable (virtual) – November 16, 2020
 - David Ramie - MASLA Title IX Training & Roundtable (virtual) – November 16, 2020
 - Barbara J. Case – ASBO 2020 School Business Management Workshop (virtual) – November 18-20, 2020
 - Lisa K. Smith - ASBO 2020 School Business Management Workshop (virtual) – November 18-20, 2020
 - Barbara J. Case – All In! Including Students with Down Syndrome in PK-12 Schools (virtual) – November 19, 2020
 - Lisa K. Smith – All In! Including Students with Down Syndrome in PK-12 Schools (virtual) – November 19, 2020
 - Barbara J. Case – Ferrara Fiorenza Legal Update: Looking Forward to a Post-COVID 19 School Environment (virtual) – December 8, 2020
 - Barbara J. Case – Syracuse University Study Council 2020-2021: Supporting & Supervising Instruction During Remote Learning (virtual) – January 27, 2021

4. Approval of Conferences and Workshops as per *My Learning Plan* report
5. Approval of Financial Reports / Warrants – September 2020

E. REGULAR AGENDA

Other Discussion and Action Items:

Board Member Reports / Staff Member Reports and Presentations

1. Comments / Information / Updates from Board Members:

Vice President Klindt shared information from the Jefferson Lewis BOCES professional development team. General Brown teachers have been leading schools in the region with regard to professional development. She also thanked Lindsay Labiendo for participating in a presentation at BOCES. Mrs. Case added that Ms. Labiendo has also been assisting teachers at Dexter Elementary with technology.

Both President Milkowich and Vice President Klindt shared information from the virtual NYSSBA Annual Convention. They will share their notes when available. There was also discussion regarding the possibility of showcasing student art work on our social media page when possible.

2. Staff Member Reports
3. Staff Member Presentations – none

Items for Board Discussion / Action

4. Board Discussion / Action – Approval is requested for the adoption of the ***Long Range Financial Plan and Fund Balance Management for 2020-2021***.
Motion for approval by Natalie Hurley, seconded by Sandra Young Klindt, with motion approved 7-0.
5. Board Action – Approval of the ***2020 Annual Fire Inspection Report*** as presented by Mr. Gary Grimm
Motion for approval by Daniel Dupee, seconded by Scott Lytle, with motion approved 7-0.
6. Board Action – Approval for a ***donation of art supplies for Mrs. Vodicka's classroom from DonersChoose.org*** a nonprofit organization that helps public school teachers obtain resources for their classrooms.
Motion for approval by Natalie Hurley, seconded by Tiffany Orcesi, with motion approved 7-0.
7. Board Action – Approval for a ***donation of 150 youth face masks from Fidelis Care, Gouverneur, NY***
Motion for approval by Sandra Young Klindt, seconded by Scott Lytle, with motion approved 7-0.
8. Board Action – Approval is requested for the ***2020-2021 Substitute Instructional / Non-Instructional Personnel Item #11-D***, as continued from the Organizational meeting held July 1, 2020:
Motion for approval by Tiffany Orcesi, seconded by Natalie Hurley, with motion approved 7-0.
 - Jeffrey Reynolds – Substitute Teacher
9. Board Action – Approval of ***Final School Tax Collector Report and Warrant***
Motion for approval by Scott Lytle, seconded by Daniel Dupee, with motion approved 7-0.
10. Board Action - Approval of ***Committee on Special Education Reports***
Motion for approval by Tiffany Orcesi, seconded by Scott Lytle, with motion approved 7-0.

F. ITEMS FOR BOARD ACTION – PERSONNEL

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.

11. Board Action – Approval of title change for **Donna Keefer** from Tax Collector/Aide to Tax Collector/Typist, effective November 10, 2020 with no change to salary.
12. Board Action – Approval of stipend payment, effective November 2, 2020, in the amount of \$250/week for **Missie Nabinger** for the remainder of the school year for additional duties associated with the Director of Student Services position.

13. Board Action – Retirements:

Name	Position	Effective Date
Renee Stano	Teacher Aide	11/09/2020

14. Board Action – Resignations: none

15. Board Action – Appointments:

Name	Position	Salary or Rate of Pay	Probationary or Tenure Track Appt. (if applicable)	Effective Date
Kraig Weaver	Substitute Teacher / Substitute Aide	\$90 per day / \$12.20 per hour	n/a	11/10/2020
Cheyenne N. Hutchinson	Substitute Teacher / Substitute Aide	\$95 per day / \$12.50 per hour	n/a	11/10/2020
Brittany N. Koelmel	Substitute Teacher	\$95 per day	n/a	11/10/2020
David L. Pennock	Cleaner	\$12.50 per hour	n/a	11/23/2020
Alec J. Erdner	Cleaner	\$12.50 per hour	n/a	12/01/2020

G. ITEMS FOR BOARD ACTION - FINAL FINGERPRINT CLEARANCE –

16. 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:

- **Kraig Weaver** – Substitute Teacher
- **Cheyenne N. Hutchinson** – Substitute Teacher
- **Brittany N. Koelmel** – Substitute Teacher
- **David L. Pennock** – Cleaner
- **Alec J. Erdner** – Cleaner

Motion for approval by Natalie Hurley, seconded by Scott Lytle, with motion approved 7-0.

H. SUPERINTENDENTS’ REPORTS

17. Assistant Superintendent – Lisa K. Smith

Smith shared that the District has applied for the Summer Food Service Program, which has recently become available, and provides for a larger federal reimbursement.

Mrs. Smith also talked about our Per Pupil Expenditure for 2020-2021 and how it is calculated.

Mrs. Smith also reported that the Shared Work Program through the Department of Labor is going well.

Both Mrs. Smith and Mrs. Case reported that an additional 200 Chromebooks remain on backorder. These will be distributed to families and teachers who are currently experiencing shortages.

18. Superintendent – Barbara J. Case

Mrs. Case noted that we have received notice through NYSED that January Regents Exams have been canceled. Mrs. Case also shared that there may be a reduction in our transportation aid from the March 2020 school closure to June 2021. The State Education Department is working with Governor Cuomo to mitigate the loss of aid. Also organizations such as NYSSBA, Rural Schools, and NYSCOSS are advocating on schools’ behalf.

I. CORRESPONDENCE & UPCOMING EVENTS

19. Correspondence Log

J. ITEMS FOR NEXT MEETING

20. **December 7, 2020** – Regular meeting to begin at 5:30 p.m.

- Grade cohort comparison from 2019 to 2020 will be reported

— Before adjourning to executive session, President Milkowich, on behalf of the Board of Education, welcomed Mrs. Nabinger as the new Brownville Glen Park Elementary Principal. She also thanked the Administration, Teachers, and Staff Members for the work they continue to do to keep school open, children learning, and keeping the facilities clean and safe.

K. PROPOSED EXECUTIVE SESSION

21. **A motion is requested to enter executive session** for discussion of the performance history of a particular individual. Motion for approval by Tiffany Orcesi, seconded by Scott Lytle, with motion approved 7-0. Time entered: 6:21 p.m.

RETURN TO OPEN SESSION

22. **A motion is requested to adjourn the executive session** and reconvene the regular meeting. Motion for approval by Scott Lytle, seconded by Jamie Lee, with motion approved 7-0. Time adjourned: 7:03 p.m.

MOTION FOR ADJOURNMENT

23. **There being no further business or discussion**, a motion is requested adjourn the regular meeting. Motion for approval by Tiffany Orcesi, seconded by Scott Lytle, with motion approved 7-0. Time adjourned: 7:06 p.m.

Respectfully submitted:

Debra L. Bennett, District Clerk

- Supporting documents may be found in supplemental file dated November 9, 2020

ReportResults

My Learning Plan Report for BOE approval - December 7, 2020

Building_Name	Last_First_Name	Activity_Title	Start_Date	End_Date
BGP	BURGESS, LAUREL	How to Use Virtual Whiteboards	8/4/2020	8/4/2020
BGP	BURGESS, LAUREL	Google Classroom for Beginners	8/5/2020	8/5/2020
BGP	VODICKA, MARY	Building Relationships with Students in an Online Environment	8/10/2020	8/10/2020
BGP	VODICKA, MARY	Motivating Students in an Online Environment	8/10/2020	8/10/2020
BGP	Shaver, Julie	Science of Reading	8/17/2020	8/20/2020
BGP	MAJO, SARAH	Art Network (K-12)	8/17/2020	8/17/2020
BGP	BURGESS, LAUREL	How to Create Interactive Documents	8/17/2020	8/17/2020
BGP	KNOWLTON, JARED	Health and PE Network (K-12)	8/17/2020	8/17/2020
BGP	BURGESS, LAUREL	EDpuzzle	8/17/2020	8/17/2020
BGP	BURGESS, LAUREL	GooseChase	8/18/2020	8/18/2020
BGP	CANTWELL, KELLY	Video-Based Instruction for the Flipped Classroom	8/25/2020	8/25/2020
BGP	Beagle, Kathryn	Google Sites- Classroom Websites and Student Portfolios	8/27/2020	8/27/2020
BGP	Beagle, Kathryn	Google Classroom- Starting a New Year	8/28/2020	8/28/2020
BGP	Beagle, Kathryn	Interactive Presentations using Google Slides	8/28/2020	8/28/2020
BGP	AHLHEIM, PAULA	The Flipped Classroom	9/1/2020	9/1/2020
BGP	AUMELL, EMILY	The Flipped Classroom	9/1/2020	9/1/2020
BGP	Beagle, Kathryn	The Flipped Classroom	9/1/2020	9/1/2020
BGP	BUCHER, MARY	The Flipped Classroom	9/1/2020	9/1/2020
BGP	BURGESS, LAUREL	The Flipped Classroom	9/1/2020	9/1/2020
BGP	CANTWELL, KELLY	The Flipped Classroom	9/1/2020	9/1/2020
BGP	COMINS, LORRAINE	The Flipped Classroom	9/1/2020	9/1/2020
BGP	CONNELL, MEREDITH	The Flipped Classroom	9/1/2020	9/1/2020
BGP	DUPEE, REBECCA	The Flipped Classroom	9/1/2020	9/1/2020
BGP	Elkin, Nicholas	The Flipped Classroom	9/1/2020	9/1/2020
BGP	FAHEY, KELLEY	The Flipped Classroom	9/1/2020	9/1/2020
BGP	Hall, Molly	The Flipped Classroom	9/1/2020	9/1/2020
BGP	HAMILTON, DIONNE	The Flipped Classroom	9/1/2020	9/1/2020
BGP	HUNT, AYESHA	The Flipped Classroom	9/1/2020	9/1/2020
BGP	KNOWLTON, JARED	The Flipped Classroom	9/1/2020	9/1/2020
BGP	LALONDE, STACEY	The Flipped Classroom	9/1/2020	9/1/2020
BGP	Loveland, Kathryn	The Flipped Classroom	9/1/2020	9/1/2020
BGP	MAJO, SARAH	The Flipped Classroom	9/1/2020	9/1/2020
BGP	NICHOLS, SHERI	The Flipped Classroom	9/1/2020	9/1/2020
BGP	Orcesi, Mauro	The Flipped Classroom	9/1/2020	9/1/2020

ReportResults

BGP	PAIGE, MARY	The Flipped Classroom	9/1/2020	9/1/2020
BGP	SAMPSON, LISA	The Flipped Classroom	9/1/2020	9/1/2020
BGP	Shaver, Julie	The Flipped Classroom	9/1/2020	9/1/2020
BGP	WIDRICK, ALISON	The Flipped Classroom	9/1/2020	9/1/2020
BGP	WORDEN, DEXTER	The Flipped Classroom	9/1/2020	9/1/2020
BGP	MAJO, SARAH	Seesaw	9/2/2020	9/2/2020
BGP	CANTWELL, KELLY	Boom Cards	9/23/2020	9/23/2020
BGP	WORDEN, DEXTER	Boom Cards	9/23/2020	9/23/2020
BGP	LaVere, Julia	School Counselors Meeting (K-8)	9/23/2020	9/23/2020
BGP	Johnson, Wendy	How to Create a Virtual Classroom Using Google Slides and Bitmoji	9/30/2020	9/30/2020
BGP	Nabinger, Melissa	APPR Update	10/8/2020	10/8/2020
BGP	LaVere, Julia	School Counselors Meeting (K-8)	10/14/2020	10/14/2020
BGP	Johnson, Wendy	Social Emotional Learning in the Classroom	10/14/2020	10/14/2020
BGP	Elkin, Nicholas	Inclusion and Diversity in Sports	10/14/2020	10/14/2020
BGP	KNOWLTON, JARED	Inclusion and Diversity in Sports	10/14/2020	10/14/2020
BGP	Nabinger, Melissa	Lead Evaluator Training - Continuing Education (morning Syracuse)	10/19/2020	11/1/2020
BGP	Nabinger, Melissa	ESSA in the 20-21 School Year	10/27/2020	10/27/2020
BGP	Nabinger, Melissa	MASLA - Title IX Training & Roundtable	11/16/2020	11/16/2020
BGP	Nabinger, Melissa	Elementary Principals Meeting	11/17/2020	11/17/2020
BGP	RUSSELL, JULIA	Seminar - Crafting a Learning Community for Classroom and Virtual	1/4/2021	1/4/2021
BGP	RUSSELL, JULIA	Seminar - Effective Questioning (WKS PROF213)	1/11/2021	1/11/2021
DEXTER	HARDWICK, NANCY	Google Forms to Check for Understanding	8/3/2020	8/3/2020
DEXTER	HARDWICK, NANCY	Canvas: The Basics	8/3/2020	8/3/2020
DEXTER	HARDWICK, NANCY	Google Classroom- Advanced	8/5/2020	8/5/2020
DEXTER	HARDWICK, NANCY	How to Organize Your Google Drive for the Fall	8/6/2020	8/6/2020
DEXTER	PACINI, MISTY	Building Relationships with Students in an Online Environment	8/10/2020	8/10/2020
DEXTER	HARDWICK, NANCY	SLS "Imagine Your Inquiry" for a Virtual Environment	8/10/2020	8/10/2020
DEXTER	HARDWICK, NANCY	Motivating Students in an Online Environment	8/10/2020	8/10/2020
DEXTER	PACINI, MISTY	Motivating Students in an Online Environment	8/10/2020	8/10/2020
DEXTER	LOTHROP, ASHLEY	Google Classroom for Primary Teachers (K-2)	8/10/2020	8/10/2020
DEXTER	HARDWICK, NANCY	SLS Database Overview	8/11/2020	8/11/2020
DEXTER	HARDWICK, NANCY	SLS School Librarian Conversations: Preparing for Fall	8/12/2020	8/12/2020
DEXTER	HARDWICK, NANCY	Recharging for September: Tools for Educator Self-Care	8/13/2020	8/13/2020
DEXTER	HARDWICK, NANCY	Courageous Conversations: "Everyday Anti-Racism" Book Study	8/13/2020	8/20/2020
DEXTER	HARDWICK, NANCY	SLS Library Lesson Idea Sharing	8/14/2020	8/14/2020
DEXTER	DAVIS, LINDSEY	Music Network - General & Instrumental *Joint Session*	8/17/2020	8/17/2020
DEXTER	MAJO, SARAH	Art Network (K-12)	8/17/2020	8/17/2020

ReportResults

DEXTER	GOODRICH, JILLIAN	GooseChase	8/18/2020	8/18/2020
DEXTER	LOTHROP, ASHLEY	Identifying + Intensifying Interventions	8/18/2020	8/20/2020
DEXTER	GOODRICH, JILLIAN	Social Emotional Learning/Mental Health	8/18/2020	8/18/2020
DEXTER	GOODRICH, JILLIAN	K-5 Educators	8/20/2020	8/20/2020
DEXTER	Gerstenschlager, Jenna	Seesaw	8/20/2020	8/20/2020
DEXTER	HELLER, ERIN	Seesaw	8/20/2020	8/20/2020
DEXTER	PACINI, MISTY	Seesaw	8/20/2020	8/20/2020
DEXTER	HARDWICK, NANCY	Pear Deck	8/25/2020	8/25/2020
DEXTER	HARDWICK, NANCY	SLS Orientation	8/28/2020	8/28/2020
DEXTER	Gerstenschlager, Jenna	Building Relationships with Students in an Online Environment	8/31/2020	8/31/2020
DEXTER	BIEDEKAPP, KELLY	The Flipped Classroom	9/1/2020	9/1/2020
DEXTER	CLOONAN, KAREN	The Flipped Classroom	9/1/2020	9/1/2020
DEXTER	DAVIS, LINDSEY	The Flipped Classroom	9/1/2020	9/1/2020
DEXTER	DEVINE, HEATHER	The Flipped Classroom	9/1/2020	9/1/2020
DEXTER	DUPEE, KRISTA	The Flipped Classroom	9/1/2020	9/1/2020
DEXTER	Gerstenschlager, Jenna	The Flipped Classroom	9/1/2020	9/1/2020
DEXTER	HARDWICK, NANCY	The Flipped Classroom	9/1/2020	9/1/2020
DEXTER	HARTLE, MICHAEL	The Flipped Classroom	9/1/2020	9/1/2020
DEXTER	KEENAN, KATHRYN	The Flipped Classroom	9/1/2020	9/1/2020
DEXTER	KIECHLE, ALICIA	The Flipped Classroom	9/1/2020	9/1/2020
DEXTER	KNIGHT, LAURIE	The Flipped Classroom	9/1/2020	9/1/2020
DEXTER	LOTHROP, ASHLEY	The Flipped Classroom	9/1/2020	9/1/2020
DEXTER	MAJO, SARAH	The Flipped Classroom	9/1/2020	9/1/2020
DEXTER	MARTIN, STACI	The Flipped Classroom	9/1/2020	9/1/2020
DEXTER	NORTZ, TRICIA	The Flipped Classroom	9/1/2020	9/1/2020
DEXTER	PACINI, MISTY	The Flipped Classroom	9/1/2020	9/1/2020
DEXTER	PARKER, STEPHANIE	The Flipped Classroom	9/1/2020	9/1/2020
DEXTER	Slate, Gabrielle	The Flipped Classroom	9/1/2020	9/1/2020
DEXTER	Smith, Nicolette	The Flipped Classroom	9/1/2020	9/1/2020
DEXTER	ST. ONGE, TRISTA	The Flipped Classroom	9/1/2020	9/1/2020
DEXTER	Storey, Cassandra	The Flipped Classroom	9/1/2020	9/1/2020
DEXTER	Yodice, Wendy	The Flipped Classroom	9/1/2020	9/1/2020
DEXTER	ZEHR, TINA	The Flipped Classroom	9/1/2020	9/1/2020
DEXTER	BIEDEKAPP, KELLY	Seesaw	9/2/2020	9/2/2020
DEXTER	DAVIS, LINDSEY	Seesaw	9/2/2020	9/2/2020
DEXTER	KEENAN, KATHRYN	Seesaw	9/2/2020	9/2/2020
DEXTER	KIECHLE, ALICIA	Seesaw	9/2/2020	9/2/2020

ReportResults

DEXTER	MAJO, SARAH	Seesaw	9/2/2020	9/2/2020
DEXTER	Smith, Nicolette	Seesaw	9/2/2020	9/2/2020
DEXTER	ST. ONGE, TRISTA	Seesaw	9/2/2020	9/2/2020
DEXTER	Storey, Cassandra	Seesaw	9/2/2020	9/2/2020
DEXTER	TYO, LISA	Seesaw	9/2/2020	9/2/2020
DEXTER	Yodice, Wendy	Seesaw	9/2/2020	9/2/2020
DEXTER	BELLINGER, JOANN	Getting started with See Saw	9/3/2020	9/3/2020
DEXTER	BIEDEKAPP, KELLY	Getting started with See Saw	9/3/2020	9/3/2020
DEXTER	CLOONAN, KAREN	Getting started with See Saw	9/3/2020	9/3/2020
DEXTER	DEVINE, HEATHER	Getting started with See Saw	9/3/2020	9/3/2020
DEXTER	DUPEE, KRISTA	Getting started with See Saw	9/3/2020	9/3/2020
DEXTER	Gerstenschlager, Jenna	Getting started with See Saw	9/3/2020	9/3/2020
DEXTER	HELLER, ERIN	Getting started with See Saw	9/3/2020	9/3/2020
DEXTER	KEENAN, KATHRYN	Getting started with See Saw	9/3/2020	9/3/2020
DEXTER	KIECHLE, ALICIA	Getting started with See Saw	9/3/2020	9/3/2020
DEXTER	KNIGHT, LAURIE	Getting started with See Saw	9/3/2020	9/3/2020
DEXTER	LOTHROP, ASHLEY	Getting started with See Saw	9/3/2020	9/3/2020
DEXTER	MCINTOSH, MARTHA	Getting started with See Saw	9/3/2020	9/3/2020
DEXTER	NORTZ, TRICIA	Getting started with See Saw	9/3/2020	9/3/2020
DEXTER	PACINI, MISTY	Getting started with See Saw	9/3/2020	9/3/2020
DEXTER	PARKER, STEPHANIE	Getting started with See Saw	9/3/2020	9/3/2020
DEXTER	Slate, Gabrielle	Getting started with See Saw	9/3/2020	9/3/2020
DEXTER	ST. ONGE, TRISTA	Getting started with See Saw	9/3/2020	9/3/2020
DEXTER	Storey, Cassandra	Getting started with See Saw	9/3/2020	9/3/2020
DEXTER	Gerstenschlager, Jenna	Video-Based Instruction for the Flipped Classroom	9/4/2020	9/4/2020
DEXTER	Storey, Cassandra	Building Relationships with Students in an Online Environment	9/16/2020	9/16/2020
DEXTER	LaVere, Julia	School Counselors Meeting (K-8)	9/23/2020	9/23/2020
DEXTER	HARDWICK, NANCY	SLS Mentoring for School Librarians	9/30/2020	9/30/2020
DEXTER	LaVere, Julia	School Counselors Meeting (K-8)	10/14/2020	10/14/2020
DEXTER	HARTLE, MICHAEL	Inclusion and Diversity in Sports	10/14/2020	10/14/2020
DEXTER	MARTIN, STACI	Preparing and Delivering Hybrid Lessons	11/16/2020	12/21/2020
DEXTER	HARDWICK, NANCY	SLS Mentoring for School Librarians	11/18/2020	11/18/2020
DEXTER	HARDWICK, NANCY	SLS Customizing Database Portal and Website Ideas	12/2/2020	12/2/2020
DEXTER	Storey, Cassandra	PBS in the Classroom: Science Grades K-6	12/9/2020	12/9/2020
DEXTER	Storey, Cassandra	PBS in the Classroom: Math Grades K-6	12/16/2020	12/16/2020
DISTRICT OFFICE	SMITH, LISA	Building Relationships with Students in an Online Environment	8/10/2020	8/10/2020
DISTRICT OFFICE	RAMIE, DAVID	The Flipped Classroom	9/1/2020	9/1/2020

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DISTRICT OFFICE	RAMIE, DAVID	Seesaw	9/2/2020	9/2/2020
DISTRICT OFFICE	RAMIE, DAVID	Getting started with See Saw	9/3/2020	9/3/2020
DISTRICT OFFICE	RAMIE, DAVID	Elementary Principals Meeting	9/15/2020	9/15/2020
DISTRICT OFFICE	CASE, BARBARA	APPR Update	10/8/2020	10/8/2020
DISTRICT OFFICE	PAROBECK, MICHAEL	APPR Update	10/8/2020	10/8/2020
DISTRICT OFFICE	RAMIE, DAVID	APPR Update	10/8/2020	10/8/2020
DISTRICT OFFICE	SMITH, LISA	APPR Update	10/8/2020	10/8/2020
DISTRICT OFFICE	PAROBECK, MICHAEL	Data Protection User Group - Virtual	10/14/2020	10/14/2020
DISTRICT OFFICE	CASE, BARBARA	Inclusion and Diversity in Sports	10/14/2020	10/14/2020
DISTRICT OFFICE	PAROBECK, MICHAEL	Mimecast Administrator Overview	10/20/2020	10/20/2020
DISTRICT OFFICE	SMITH, LISA	Assistant Superintendents Meeting	10/26/2020	10/26/2020
DISTRICT OFFICE	CASE, BARBARA	ESSA in the 20-21 School Year	10/27/2020	10/27/2020
DISTRICT OFFICE	RAMIE, DAVID	ESSA in the 20-21 School Year	10/27/2020	10/27/2020
DISTRICT OFFICE	SMITH, LISA	ESSA in the 20-21 School Year	10/27/2020	10/27/2020
DISTRICT OFFICE	PAROBECK, MICHAEL	Google Enterprise for Education	11/10/2020	11/10/2020
DISTRICT OFFICE	FLATH, REBECCA	nVision User Group (Part One)	11/16/2020	11/16/2020
DISTRICT OFFICE	RAMIE, DAVID	Elementary Principals Meeting	11/17/2020	11/17/2020
DISTRICT OFFICE	BICE, KRISTI	nVision User Group (Part Two)	11/17/2020	11/17/2020
DISTRICT OFFICE	FLATH, REBECCA	nVision User Group (Part Two)	11/17/2020	11/17/2020
DISTRICT OFFICE	PAROBECK, MICHAEL	Technology Leadership Meeting - Virtual	11/18/2020	11/18/2020
DISTRICT OFFICE	CASE, BARBARA	Creating Suicide Safety in School	12/16/2020	12/17/2020
JR-SR HS	DETTMER, SABRINA	Boom Cards	8/4/2020	8/4/2020
JR-SR HS	Nohle, Laurie	Secondary Principals Meeting	8/4/2020	8/4/2020
JR-SR HS	AUGLIANO, JENNIFER	Bohlen Technical Center High School Counselor Meetings	8/5/2020	5/12/2021
JR-SR HS	GRIMM, BRIDGET	Bohlen Technical Center High School Counselor Meetings	8/5/2020	5/12/2021
JR-SR HS	DETTMER, SABRINA	How to Organize Your Google Drive for the Fall	8/6/2020	8/6/2020
JR-SR HS	CUDDEBACK, MARJORIE	Building Relationships with Students in an Online Environment	8/10/2020	8/10/2020
JR-SR HS	DETTMER, SABRINA	Building Relationships with Students in an Online Environment	8/10/2020	8/10/2020
JR-SR HS	CUDDEBACK, MARJORIE	Motivating Students in an Online Environment	8/10/2020	8/10/2020
JR-SR HS	SEYMOUR, FRANCES	Music Network - General & Instrumental *Joint Session*	8/17/2020	8/17/2020
JR-SR HS	FREARS, TOM	Health and PE Network (K-12)	8/17/2020	8/17/2020
JR-SR HS	LENNOX, LISA	Health and PE Network (K-12)	8/17/2020	8/17/2020
JR-SR HS	ZEHR, MELISSA	Health and PE Network (K-12)	8/17/2020	8/17/2020
JR-SR HS	Taylor, Rebecca	Social Emotional Learning/Mental Health	8/18/2020	8/18/2020
JR-SR HS	DETTMER, SABRINA	Pear Deck	8/18/2020	8/18/2020
JR-SR HS	Taylor, Rebecca	Pear Deck	8/18/2020	8/18/2020
JR-SR HS	KESSLER, LISA	Creating a Virtual Field Trip with Google Tours	8/19/2020	8/19/2020

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JR-SR HS	Jaspersohn, Robert	Science Network (6-12)	8/19/2020	8/19/2020
JR-SR HS	DETTMER, SABRINA	English Language Arts Network (6-12)	8/19/2020	8/19/2020
JR-SR HS	Taylor, Rebecca	English Language Arts Network (6-12)	8/19/2020	8/19/2020
JR-SR HS	Taylor, Rebecca	Time to Teach - Time to Learn - Working with MS and HS Altered S	8/19/2020	8/19/2020
JR-SR HS	COTTRELL, HANNAH	Video-Based Instruction for the Flipped Classroom	8/25/2020	8/25/2020
JR-SR HS	Fowler, LISA	Assessments (via Forms) through Google Classroom	8/26/2020	8/26/2020
JR-SR HS	KESSLER, LISA	Assessments (via Forms) through Google Classroom	8/26/2020	8/26/2020
JR-SR HS	ST. PIERRE, KATIE	Assessments (via Forms) through Google Classroom	8/26/2020	8/26/2020
JR-SR HS	Fowler, LISA	Google Sites- Classroom Websites and Student Portfolios	8/27/2020	8/27/2020
JR-SR HS	KESSLER, LISA	Google Sites- Classroom Websites and Student Portfolios	8/27/2020	8/27/2020
JR-SR HS	KESSLER, LISA	Google Classroom- Starting a New Year	8/28/2020	8/28/2020
JR-SR HS	KESSLER, LISA	Interactive Presentations using Google Slides	8/28/2020	8/28/2020
JR-SR HS	Benson, Bryan	The Flipped Classroom	9/1/2020	9/1/2020
JR-SR HS	BLUNDEN, JAMES	The Flipped Classroom	9/1/2020	9/1/2020
JR-SR HS	COTTRELL, HANNAH	The Flipped Classroom	9/1/2020	9/1/2020
JR-SR HS	COVEY, JAMES	The Flipped Classroom	9/1/2020	9/1/2020
JR-SR HS	COVEY, WILLIAM	The Flipped Classroom	9/1/2020	9/1/2020
JR-SR HS	CROSBY, KAREN	The Flipped Classroom	9/1/2020	9/1/2020
JR-SR HS	DETTMER, SABRINA	The Flipped Classroom	9/1/2020	9/1/2020
JR-SR HS	Elkin, Nicholas	The Flipped Classroom	9/1/2020	9/1/2020
JR-SR HS	FERRIS, JANELLE	The Flipped Classroom	9/1/2020	9/1/2020
JR-SR HS	Fowler, LISA	The Flipped Classroom	9/1/2020	9/1/2020
JR-SR HS	FREARS, TOM	The Flipped Classroom	9/1/2020	9/1/2020
JR-SR HS	Jaspersohn, Robert	The Flipped Classroom	9/1/2020	9/1/2020
JR-SR HS	JENNER, PHILIP	The Flipped Classroom	9/1/2020	9/1/2020
JR-SR HS	Kitto, Marietta	The Flipped Classroom	9/1/2020	9/1/2020
JR-SR HS	LAMON, MICHELLE	The Flipped Classroom	9/1/2020	9/1/2020
JR-SR HS	LENNOX, LISA	The Flipped Classroom	9/1/2020	9/1/2020
JR-SR HS	MENAPACE, SUSAN	The Flipped Classroom	9/1/2020	9/1/2020
JR-SR HS	NELSON, JENNIFER	The Flipped Classroom	9/1/2020	9/1/2020
JR-SR HS	NEWVINE, DUSTIN	The Flipped Classroom	9/1/2020	9/1/2020
JR-SR HS	NEWVINE, STEPHANIE	The Flipped Classroom	9/1/2020	9/1/2020
JR-SR HS	Nieves-Soto, Julia	The Flipped Classroom	9/1/2020	9/1/2020
JR-SR HS	Nohle, Laurie	The Flipped Classroom	9/1/2020	9/1/2020
JR-SR HS	NORTZ, BRIAN	The Flipped Classroom	9/1/2020	9/1/2020
JR-SR HS	O'RILEY, AMY	The Flipped Classroom	9/1/2020	9/1/2020
JR-SR HS	RAMIE, JENNIFER	The Flipped Classroom	9/1/2020	9/1/2020

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JR-SR HS	ROSE, JOLIE	The Flipped Classroom	9/1/2020	9/1/2020
JR-SR HS	Ruscio, Melissa	The Flipped Classroom	9/1/2020	9/1/2020
JR-SR HS	SEYMOUR, FRANCES	The Flipped Classroom	9/1/2020	9/1/2020
JR-SR HS	SHEEN, ELLEN	The Flipped Classroom	9/1/2020	9/1/2020
JR-SR HS	ST. PIERRE, KATIE	The Flipped Classroom	9/1/2020	9/1/2020
JR-SR HS	Taylor, Rebecca	The Flipped Classroom	9/1/2020	9/1/2020
JR-SR HS	VANBROCKLIN, LISA	The Flipped Classroom	9/1/2020	9/1/2020
JR-SR HS	ZEHR, MELISSA	The Flipped Classroom	9/1/2020	9/1/2020
JR-SR HS	MENAPACE, SUSAN	Assessments (via Forms) through Google Classroom	9/3/2020	9/3/2020
JR-SR HS	ROSE, JOLIE	Assessments (via Forms) through Google Classroom	9/3/2020	9/3/2020
JR-SR HS	ST. PIERRE, KATIE	Assessments (via Forms) through Google Classroom	9/3/2020	9/3/2020
JR-SR HS	MENAPACE, SUSAN	Google Sites- Classroom Websites and Student Portfolios	9/3/2020	9/3/2020
JR-SR HS	KESSLER, LISA	Video-Based Instruction for the Flipped Classroom	9/4/2020	9/4/2020
JR-SR HS	Nohle, Laurie	Secondary Principals Meeting	9/15/2020	9/15/2020
JR-SR HS	O'DONNELL, JOSEPH	Elementary Principals Meeting	9/15/2020	9/15/2020
JR-SR HS	BERNIER, JOSE	Preparing Hybrid Lessons to Support Student Learning	9/29/2020	9/29/2020
JR-SR HS	AUGLIANO, JENNIFER	School Counselors Meeting (K-8)	9/30/2020	9/30/2020
JR-SR HS	GRIMM, BRIDGET	School Counselors Meeting (K-8)	9/30/2020	9/30/2020
JR-SR HS	Swan, Andrea	Bohlen Technical Center High School Counselor Meetings	10/7/2020	5/12/2021
JR-SR HS	Nohle, Laurie	APPR Update	10/8/2020	10/8/2020
JR-SR HS	BERNIER, JOSE	Social Emotional Learning in the Classroom	10/14/2020	10/14/2020
JR-SR HS	SMITH, JANEL	Social Emotional Learning in the Classroom	10/14/2020	10/14/2020
JR-SR HS	COVEY, JAMES	Inclusion and Diversity in Sports	10/14/2020	10/14/2020
JR-SR HS	COVEY, WILLIAM	Inclusion and Diversity in Sports	10/14/2020	10/14/2020
JR-SR HS	Elkin, Nicholas	Inclusion and Diversity in Sports	10/14/2020	10/14/2020
JR-SR HS	FERRIS, JANELLE	Inclusion and Diversity in Sports	10/14/2020	10/14/2020
JR-SR HS	Hanson, Lindsay	Inclusion and Diversity in Sports	10/14/2020	10/14/2020
JR-SR HS	JENNER, PHILIP	Inclusion and Diversity in Sports	10/14/2020	10/14/2020
JR-SR HS	MINER, SHELLIE	Inclusion and Diversity in Sports	10/14/2020	10/14/2020
JR-SR HS	NEWVINE, STEPHANIE	Inclusion and Diversity in Sports	10/14/2020	10/14/2020
JR-SR HS	Nohle, Laurie	Inclusion and Diversity in Sports	10/14/2020	10/14/2020
JR-SR HS	O'RILEY, AMY	Inclusion and Diversity in Sports	10/14/2020	10/14/2020
JR-SR HS	ZEHR, MELISSA	Inclusion and Diversity in Sports	10/14/2020	10/14/2020
JR-SR HS	Nohle, Laurie	Lead Evaluator Recertification	10/15/2020	10/15/2020
JR-SR HS	Nohle, Laurie	Leadership Development Series for New Leaders	10/15/2020	3/11/2021
JR-SR HS	SMITH, JANEL	Motivating Students in an Online Environment	10/20/2020	10/20/2020
JR-SR HS	Nohle, Laurie	Secondary Principals Meeting	10/26/2020	10/26/2020

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JR-SR HS	Nohle, Laurie	ESSA in the 20-21 School Year	10/27/2020	10/27/2020
JR-SR HS	Nohle, Laurie	Evaluating Support Staff	10/27/2020	10/27/2020
JR-SR HS	AUGLIANO, JENNIFER	School Counselors Meeting (K-8)	10/28/2020	10/28/2020
JR-SR HS	BERNIER, JOSE	Engage and Excite Readers with TeachingBooks!	10/28/2020	10/28/2020
JR-SR HS	LEUBNER, LISA	ClearTrack Coffee Talks	11/10/2020	11/10/2020
JR-SR HS	Nohle, Laurie	Secondary Principals Meeting	11/17/2020	11/17/2020
JR-SR HS	BERNIER, JOSE	Assessment in the Remote Learning Environment - Self-Paced Goo	11/18/2020	12/22/2020
JR-SR HS	LASAGE, CARRIE	SLS Council Meeting	12/9/2020	12/9/2020

NON-INSTRUCTIONAL BUSINESS

RECORDS MANAGEMENT

A Records Management Officer shall be designated by the Superintendent, subject to the approval of the Board of Education. Such Records Management Officer shall coordinate the development of and oversee a program for the orderly and efficient management of records, including the legal disposition or destruction of obsolete records, and shall be given the authority and responsibility to work with other local officials at all levels in the development and maintenance of the records management program.

In addition, a Records Advisory Board may be created to assist in establishing and supporting the records management program. The District's legal counsel, the fiscal officer, and the Superintendent/designee may comprise the Advisory Board.

Retention and Disposition of Records

~~The District Superintendent shall retain records for such a period and dispose of them in the manner described in Records Retention and Disposition Schedule ED-1, established pursuant to Part 185, Title VIII of the Official Compilation of Codes, Rules and Regulations of the State of New York and in accordance with Article 57-A of the Arts and Cultural Affairs Law. To ensure that these records are properly preserved, the Board of Education adopts the Retention and Disposition Schedule for the New York Local Government (LGS-1).~~

Special Approvals for Disposition of Records not Included in Schedule/Records Damaged by Natural or Manmade Disasters

Records not listed on the Retention and Disposition Schedule for the New York Local Government (LGS-1) ~~a records retention and disposition schedule~~ shall not be disposed of without the approval of the Commissioner of Education.

Records that have been damaged by natural or manmade disaster and constitute a human health or safety risk also require the Commissioner's prior approval before disposition.

Replacing Original Records with Microforms or Electronic Images

Digital images of public records may be stored on electronic media, and such electronic records may replace paper originals or micrographic copies of these records. To ensure accessibility and intelligibility for the life of these records, the School District shall follow the procedures prescribed by the Commissioner of Education.

Retention and Preservation of Electronic Records

The District shall ensure that records retention requirements are incorporated into any plan and process for design, redesign, or substantial enhancement of an information system that stores electronic records.

STUDENTS

PROTECTION OF STUDENT, TEACHER, AND PRINCIPAL PERSONAL INFORMATION (DATA SECURITY AND PRIVACY)

I. Statement of Policy

In order to conduct a successful education program, the District receives, creates, stores, and transfers information about students, teachers, and principals that is protected by state and federal law. The District takes active steps to protect the confidentiality of protected information in compliance with all applicable state and federal laws. The District expects all District officers, employees, and partners to maintain the confidentiality of protected information in accordance with state and federal law and all applicable Board Policies.

This Policy shall be published on the District website.

II. Scope of Policy

A. Protected Information

1. The term Protected Information used in this Policy includes both, Protected Student Information, and Protected Teacher and Principal Information that is recorded in any form, including paper or digital, and text or image or sound.
2. The term Protected Student Information means personally identifiable information as defined in the federal regulations implementing the Family Educational Rights and Privacy Act (FERPA), found at 34 C.F.R. Section 99.3.
3. The term Protected Teacher and Principal Information means personally identifiable information about an individual's Annual Professional Performance Review (APPR) rating, as described in Education Law Section 3012-c(10).

B. Affected Persons and Entities

1. The term Student includes any person attending school in an educational agency, or seeking to become enrolled in an educational agency.
2. The term Parent includes the parent, legal guardian, or person in parental relation to a Student.

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3. The term Data Subject includes any Student and the Parent of the Student, and any teacher or principal who is identified in Protected Information held by the District.
4. As used in this Policy, the term Third Party means any person or organization that (a) is not employed by this District and is not an Educational Agency and (b) receives Protected Information from this District. The term Third Party includes for-profit organizations, not-for-profit organizations, higher education institutions, and governmental agencies that are not Educational Agencies (such as law enforcement agencies).
5. As used in this Policy, the term Educational Agency includes public school districts, boards of cooperative educational services, charter schools, the State Education Department, certain pre-k programs, and special schools described in Section 2-d of the Education Law; higher education institutions are not Educational Agencies for purposes of this Policy.

C. Other Important Definitions

1. The term Breach means the unauthorized acquisition of, access to, use of, or disclosure of Protected Information by or to a person who is not authorized to acquire, access, use, or receive that Protected Information.
2. A Disclosure of Protected Information occurs when that information is released, transferred, or otherwise communicated to an unauthorized party by any means, including oral, written, or electronic; a disclosure occurs whether the exposure of the information was intentional or unintentional. A Disclosure is Unauthorized if it is not permitted by state or federal law or regulation, or by any lawful contract, or not made in response to a lawful order of a court or tribunal.
3. The term Commercial or Marketing Purpose means (a) the sale of Protected Student Information, (b) the use or disclosure of Protected Student Information by any party (including the District) for purposes of receiving remuneration, either directly or indirectly, (c) the use of Protected Student Information for advertising purposes, (d) the use of Protected Student Information to develop or improve a Third Party product or service, or (e) the use of Protected Student Information to market products or services to students.

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D. Implementation with Other Policies and Laws

The District has adopted other Policies and practices to comply with state and federal laws such as FERPA, IDEA, and the National School Lunch Act. This Policy will be implemented to supplement, and not replace, the protections provided by those laws, as recognized in District Policies and practices.

III. General Principles for Use and Security of Protected Information

A. Intentional Use of Protected Information

1. All District staff and officers are expected to receive, create, store, and transfer the minimum amount of Protected Information necessary for the District to implement its education program and to conduct operations efficiently. In particular, the number of email documents containing Protected Information should be minimized.
2. Protected Student Information will only be disclosed to other District staff or Third Parties when that person or entity can properly be classified as a school official with a legitimate educational interest in that Protected Information, meaning that the person or entity requires that information to perform their job or fulfill obligations under a contract with the District.
3. Protected Information shall not be disclosed in public reports or other public documents.
4. Before Protected Student Information is disclosed to a Third Party, there shall be a determination that the disclosure of the Protected Information to that Third Party will benefit the student(s) whose information is being disclosed and the District.
5. Except as required by law or in the case of educational enrollment data, the District shall not report to the State Education Department student juvenile delinquency records, student criminal records, student medical and health records, or student biometric information.

B. Commercial and Marketing Use of Protected Information Prohibited

The District shall not sell protected information or use or disclose protected information for the purpose of receiving remuneration either directly or indirectly. The District shall not facilitate the use of Protected Information by another party for that party's commercial or marketing purpose.

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IV. Data Protection Officer

A. Board Designation

Upon the recommendation of the Superintendent, the Board will designate a Data Protection Officer. The designation shall be made by formal action at a Board meeting.

B. Responsibilities of Data Protection Officer

1. The Data Protection Officer shall be responsible for the implementation of this Policy, under the supervision of the Superintendent and consistent with other Board Policies.
2. The Data Protection Officer shall serve as the initial point of contact for data security and privacy matters affecting the District, including communications with the Chief Privacy Officer of the State Education Department.
3. In addition to specific responsibilities identified in this Policy, the Data Protection Officer shall oversee the District assessment of its risk profile and assist the Superintendent in identifying appropriate steps to decrease the risk of Breach or Unauthorized Disclosure of Protected Information, in alignment with the National Institute of Standards and Technology (NIST) Cybersecurity Framework.

V. Actions to Reduce Cybersecurity Risk

A. NIST Cybersecurity Framework

1. The District shall plan, install, maintain, operate, and upgrade its digital information network systems, infrastructure, and practices in alignment with the NIST Cybersecurity Framework, version 1.0, with the goal of steadily reducing the risk of unauthorized disclosure of, or access to, the Protected Information stored on and transmitted through the network.
2. In accordance with the approach of the NIST Cybersecurity Framework, the Superintendent shall direct appropriate District personnel, including the Data Protection Officer, to continually assess the current cybersecurity risk level of the District, identify and prioritize appropriate “next steps” for the District to take to reduce cybersecurity risk, and implement actions

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to reduce that risk, consistent with available fiscal and personnel resources of the District.

3. Decisions regarding procurement and implementation of hardware and software, and decisions regarding the collection and use of Protected Information, shall take into consideration the anticipated benefit to the education program or operations of the District, and the potential increase or decrease in the risk that Protected Information will be exposed to unauthorized disclosure.

B. Setting Expectations for Officers and Employees

1. Notice of this Policy shall be given to all officers and employees of the District.
2. Officers and employees of the District shall receive cybersecurity training designed to help them identify and reduce the risk of unauthorized disclosures of Protected Information. Each employee shall receive such training at least annually. This training shall include information about the state and federal laws that govern Protected Information and how to comply with those laws and meet District expectations for use and management of Protected Information.

VI. Parents Bill of Rights for Data Privacy and Security

A. Content of the Parents Bill of Rights for Data Privacy and Security

The District publishes on its website and will maintain a Parents Bill of Rights for Data Privacy and Security that includes all elements required by the Commissioner's Regulations, including supplemental information about data-sharing agreements as described in Part B below.

B. Public Access to the Parents Bill of Rights for Data Privacy and Security.

The Parents Bill of Rights for Data Privacy and Security shall be posted on the District website. The website copy of the Parents Bill of Rights for Data Privacy and Security shall include links to the following supplemental information about each contract between the District and a Third Party that receives Protected Information:

1. The exclusive purpose(s) for which the District is sharing the Protected Information with the Third Party;

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2. How the Third Party will ensure that any other entities with which it shares the Protected Information, if any, will comply with the data protection and security provisions of law and the contract;
3. When the agreement expires and what happens to the Protected Information when the agreement expires;
4. That a Data Subject may challenge the accuracy of the Protected Information through the process for amending education records under the Education Records Policy of the District (Protected Student Information) or the appeal process under the APPR Plan of the District (Protected Teacher and Principal Information);
5. Where the Protected Information will be stored (described in a way that protects data security); and
6. The security protections that will be taken by the Third Party to ensure that the Protected Information will be protected, including whether the data will be encrypted.

VII. Standards for Sharing Protected Information with Third Parties

A. Written Agreement For Sharing Protected Information With a Third Party Required

1. Protected Information shall not be shared with a Third Party without a written agreement that complies with this Policy and Section 2-d of the Education Law.
2. Disclosing Protected Information to other educational agencies does not require a specific written agreement, because educational agencies are not Third Parties. However, any such sharing must comply with FERPA and Board Policy.
3. When the District uses a cooperative educational services agreement (CoSer) with a BOCES (the CoSer BOCES) to access an educational technology platform that will result in Protected Information from this District being received by a Third Party, this District will confirm that the product is covered by a contract between the CoSer BOCES and the Third Party that complies with Education Law Section 2-d. This District will confirm with the CoSer BOCES the respective responsibilities of this District and the CoSer BOCES for providing breach notifications and publishing supplemental information about the contract.

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B. Review and Approval of Online Products and Services Required

1. District staff do not have authority to bind the District to the Terms of Use connected to the use of online software products, regardless of whether there is a price attached to the use of the online product. Any staff member considering the use of an online product to perform the duties of their position should carefully read the online Terms of Service to determine whether accepting those terms will be considered binding on the District by the vendor.
2. If the use of an online product will result in the vendor receiving Protected Information, then the vendor is a Third Party and any agreement to use the online product must meet the requirements of this Policy and Education Law Section 2-d. Therefore, no staff member may use an online product that shares Protected Information until use of that product has been reviewed and approved by the Data Protection Officer.
3. The Superintendent, in consultation with the Data Protection Officer, shall establish a process for the review and approval of online technology products proposed for use by instructional or non-instructional staff.

C. Minimum Required Content for Third Party Contracts

1. Protected Information may not be shared with a Third Party unless there is a written, properly authorized contract or other data-sharing agreement that obligates the Third Party to:
 - a. maintain the confidentiality of the Protected Information in accordance with all applicable state and federal laws;
 - b. maintain the confidentiality of the Protected Information in accordance with this Policy;
 - c. use the shared Protected Information only for the purpose(s) specifically described in the contract, and to not use the Protected Information for any Commercial or Marketing Purpose;
 - d. limit access to Protected Information to only those officers and employees who need access in order to perform their duties in fulfilling the contract on behalf of the Third Party;

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- e. ensure that no officer or employee of the Third Party will be given access to Protected Information until they have received training in the confidentiality requirements of state and federal laws and this Policy;
 - f. not disclose any Protected Information to any other party who is not an authorized representative of the Third Party using the information to carry out Third Party's obligations under the contract, unless (i) Third Party has the prior written consent of the Data Subject to disclose the information to that party, or (ii) the disclosure is required by statute or court order, and notice of the disclosure is provided to the source of the information no later than the time of disclosure, unless such notice is expressly prohibited by the statute or court order;
 - g. maintain reasonable administrative, technical, and physical safeguards to protect the security, confidentiality, and integrity of Protected Information in its custody;
 - h. use encryption technology to protect data while in motion or in its custody from unauthorized disclosure using a technology or methodology specified by the secretary of the U S. Department of HHS in guidance issued under P.L. 111-5, Section 13402(H)(2);
 - i. notify the District of any breach of security resulting in an unauthorized release of Protected Information by the Third Party or its assignees in violation of state or federal law, or in violation of contractual obligations relating to data privacy and security in the most expedient way possible and without unreasonable delay but no more than seven calendar days after the discovery of the breach; and
 - j. where a breach or unauthorized disclosure of Protected Information is attributed to the Third Party, the Third Party shall pay for or promptly reimburse the District for the full cost incurred by this District to send notifications required by the Education Law.
2. The contract or other data-sharing agreement with the Third Party must include the Third Party's Data Security and Privacy Plan that is accepted by the District. The Plan must include a signed copy of the District Parents Bill of Rights for Data Privacy and Security, and shall:

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- a. warrant that the Third Party's practices for cybersecurity align with the NIST Cybersecurity Framework 1.0;
 - b. equal industry best practices including, but not necessarily limited to, disk encryption, file encryption, firewalls, and password protection;
 - c. outline how the Third Party will implement all state, federal, and local data security and privacy contract requirements over the life of the contract, consistent with this Policy;
 - d. specify the administrative, operational and technical safeguards and practices it has in place to protect Protected Information that it will receive under the contract;
 - e. demonstrate that it complies with the requirements of Section 121.3(c) of the Commissioner's Regulations;
 - f. specify how officers or employees of the Third Party and its assignees who have access to Protected Information receive or will receive training on the federal and state laws governing confidentiality of such data prior to receiving access;
 - g. specify if the Third Party will utilize sub-contractors and how it will manage those relationships and contracts to ensure Protected Information is protected;
 - h. specify how the Third Party will manage data security and privacy incidents that implicate Protected Information including specifying any plans to identify breaches and unauthorized disclosures, and to promptly notify the District; and
 - i. describe whether, how, and when data will be returned to the District, transitioned to a successor contractor, at the District's option and direction, deleted or destroyed by the Third Party when the contract is terminated or expires.
3. The contract or other data-sharing agreement with the Third Party must also include information sufficient for the District to publish the supplemental information about the agreement described in Part VI-B of this Policy.

VIII. District Response to Reported Breaches and Unauthorized Disclosures

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- A. Local Reports of Possible Breach or Unauthorized Disclosures
1. Data Subjects and other District staff who have information indicating that there has been a Breach or Unauthorized Disclosure of Protected Information may report that information to the Data Protection Officer.
 2. The report of suspected Breach or Unauthorized Disclosure must be made in writing. A report received by email will be considered a written report. The report shall provide as much information as is available to the reporting party concerning what Protected Information may have been compromised, when and how the possible Breach or Unauthorized Disclosure was discovered, and how the Data Privacy Officer may contact the reporting party. The Data Protection Officer shall make a form available online and in each school office to be used for reporting a suspected Breach or Unauthorized Disclosure.
 3. The Data Protection Officer, or designee, shall take the following steps after receiving a report of a possible Breach or Unauthorized Disclosure of Protected Information:
 - a. promptly acknowledge receipt of the report;
 - b. determine, in consultation with appropriate technical staff, what, if any, technology-based steps should be taken immediately to secure against further compromise of Protected Information;
 - c. conduct a thorough factfinding to determine whether there has been a Breach or Unauthorized Disclosure of Protected Information, and, if so, the scope of the Breach or Unauthorized Disclosure and how it occurred;
 - d. if a Breach or Unauthorized Disclosure of Protected Information is found to have occurred, implement the Cybersecurity Incident Response Plan to correct and ameliorate the Breach or Unauthorized Disclosure and provide appropriate notifications to the SED Chief Privacy Officer and affected Data Subjects; and
 - e. when the factfinding process is complete, provide the reporting party with the findings made at the conclusion of the factfinding process; this should occur no later than 60 days after the receipt of the initial report, and, if additional time is needed, the reporting

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party shall be given a written explanation within the 60 days that includes the approximate date when the findings will be available.

4. The Data Protection Officer shall maintain a record of each report received of a possible Breach or Unauthorized Disclosure, the steps taken to investigate the report, and the findings resulting from the investigation in accordance with applicable record retention policies, including Records Retention and Disposition Schedule ~~ED-1~~ for New York Local Government Records (LGS-1).
5. When this reporting and factfinding process results in confirmation of a Breach or Unauthorized Disclosure of Protected Information, the Data Protection Officer, or designee, shall follow the notification procedures described in Part VIII. B., below.
6. The availability of this process for reporting suspected Breaches or Unauthorized Disclosures of Protected Information shall be communicated to all staff and all student households, in addition to the general posting of this Policy on the District website.

B. Notification of Breach or Unauthorized Disclosure of Protected Information

1. Third Parties who learn of the Breach or Unauthorized Disclosure of Protected Information received from the District are required by law to notify the District of that occurrence no more than seven days after their discovery of the Breach or Unauthorized Disclosure. When the District receives such a notification, the Data Protection Officer, or designee, shall promptly obtain from the Third Party the following information if it is not already included in the notice:
 - a. a brief description of the Breach or Unauthorized Disclosure;
 - b. the dates of the incident;
 - c. the dates of the discovery by the Third Party;
 - d. the types of Protected Information affected; and
 - e. an estimate of the number of records affected.
2. When the District is notified by a Third Party of a Breach or Unauthorized Disclosure of Protected Information in the custody of the Third Party, the Data Protection Officer shall notify the Chief Privacy Officer of the State

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Education Department of that information within ten calendar days of receiving it from the Third Party, using the form provided by the Chief Privacy Officer.

3. When the District learns of an Unauthorized Disclosure of Protected Information originating within the District, whether as the result of a report made under this Policy or otherwise, the Data Protection Officer shall notify the Chief Privacy Officer of the State Education Department of that information within ten calendar days of discovering the Unauthorized Disclosure, using the form provided by the Chief Privacy Officer.
4. When the District has received notification from a Third Party of a Breach or Unauthorized Disclosure of Protected Information, or has otherwise confirmed that a Breach or Unauthorized Disclosure of Protected Information has occurred, the District shall notify all affected Data Subjects by first class mail to their last known address, by email, or by telephone, of the Breach or Unauthorized Disclosure. Notifications by email shall be copied into the record of the incident. Logs of telephone notifications shall be maintained with each record signed by the District employee making the contact. Each notification shall include the following information:
 - a. each element of information described in paragraph 1 above,
 - b. a brief description of the District investigation of the incident or plan to investigate; and
 - c. contact information for the Data Protection Officer as a point of contact for any questions the Data Subject may have.
5. The notification of affected Data Subjects shall be made in the most expedient way possible and without unreasonable delay, but no later than 60 calendar days after the discovery of the Breach or Unauthorized Disclosure or the receipt of the notice from the Third Party. If notification within the 60 day period would interfere with an ongoing law enforcement investigation or would risk further disclosure of Protected Information by disclosing an unfixed security vulnerability, notification may be delayed until no later than seven calendar days after the risk of interfering with the investigation ends or the security vulnerability is fixed.
6. Where notification of affected Data Subjects is required because of a Breach or Unauthorized Disclosure attributed to a Third Party, the Data

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Protection Officer shall prepare and submit to the Third Party a claim for reimbursement, as provided in Section 2-d of the Education Law.

- 7. Where notification of affected Data Subjects is required because of a Breach or Unauthorized Disclosure of Protected Information under this Policy, the Data Protection Officer shall also determine whether the District is required to provide any notifications pursuant to the Information Security Breach policy.

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General Brown Central School District

Legal Ref: NYS Education Law Section 2-d; Family Educational Rights and Privacy Act
FERPA 20 U.S.C. 1232g

Cross Ref: 7240, Education Records
5672, Information Security Breach

Adopted: 06/15/20

Revised: _____

**GENERAL BROWN CENTRAL SCHOOL DISTRICT
2021-2022 Spending Plan Development Schedule**

- **November 2020** Distribute budget information and requisition forms to all staff
- **December 2020** Budget Estimate Sheets provided to Building Principals for their review.
- **January 15, 2021** Due date for Budget Request Summary from Building Principal (submit to District Office). This Request Summary is prepared from the Budget Estimate Sheets and compiles all equipment, furniture, major repairs, renovations, textbook needs, or other major requests and indicates priority items for the budget. Staff meetings with administrators on budget will be scheduled.
- During **January, February, and March**, the Superintendent of Schools and Assistant Superintendent will review budget items and submit preliminary information on the budget to the Board of Education. Several administrative staff meetings on the budget will be scheduled.
- **February 8, 2021 (BOE Meeting Date)** Preliminary budget forecast and budget assumptions prepared for the Board of Education. Tentative Spending Plan Draft prepared for the Board of Education, and includes proposed revenue and expenses for 2021-2022. Board of Education provides specific input and recommends modifications during **February and March**.
- **March 1, 2021** Submit information to calculate Tax Levy Limit on Office of State comptroller's website.
- **March 8, 2021 (BOE Meeting Date)** Tentative Spending Plan Draft prepared for the Board of Education, and includes estimated tax levy impact.
- **March 15, 2021** Deadline date for submittal of any unusual financial considerations identified during March; adjustments will be made to proposed Spending Plan prior to the tentative Board of Education meeting to adopt the budget.
- **April 2, 2021** First Legal Notice of School Budget Hearing and Annual Budget Vote submitted for publication in the District's Official Newspaper; this legal notice must appear four (4) times prior to the Annual Budget Vote, with the first notice published at least 45 days prior to the Annual Budget Vote.
- **April 12, 2021 (BOE Meeting Date)** A final **Proposed Spending Plan Draft** is provided to the Board of Education. Proposed 2021-2022 Spending Plan to be finalized for board resolution and presentation to voters at the Annual District Budget Hearing (May 10, 2021). Annual Budget Vote is scheduled for Tuesday, May 18, 2021 from 12:00 noon to 8:00 P.M. **Approval of 2021-2022 Spending Plan.**
- **April 9, 2021** Second Legal Notice of School Budget Hearing and Annual Budget Vote.
- **April 16, 2021** Third Legal Notice of School Budget Hearing and Annual Budget Vote.
- **April 19, 2021** Deadline for submission of all voter submitted petitions and petitions for nominations of Board candidates to the District Clerk, no later than 5:00 P.M. that day. Drawing for order of candidate listing on ballot is 11:00 A.M. on **April 20, 2021**

- **April 23, 2021** Military Absentee ballots mailed, and Absentee ballots mailed to qualified voters who request one.
- **April 23, 2021** Deadline for submittal of the **Property Tax Report Card** to NYSED and the official newspaper.
- **April 27, 2021** 2021-2022 Spending Plan Budget available upon request at all District Buildings.
- **April 30, 2021** Fourth Legal Notice of School Budget Hearing and Annual Budget Vote.
- **May 10, 2021 (BOE Meeting Date)** Annual Budget Hearing is held at 6:00 PM (following the Regular BOE Meeting at 5:30 PM).
- **May 12, 2021** Deadline to mail School Budget Notice to all qualified voters of the school district after the Budget Hearing but no later than six days prior to Annual Budget Vote.
- **May 18, 2021** A listing of those residents who were given absentee ballots is posted in the District Office. A copy of this listing is posted in the gymnasium on Election Day. Voting machines are prepared for the Annual Vote and Board Election at the High School Gymnasium
- **May 18, 2021** Annual Budget Vote and Election of Board of Education Candidates, from 12:00 noon to 8:00 PM. A Notary Public will swear in Inspectors of Elections prior to voting session.

Jefferson Lewis BOCES

20104 State Route 3

Watertown, NY 13601

Phone: 3157797041

Email: kpaluzzi@boces.com

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NOV 04 2020

GENERAL BROWN CSD
DISTRICT OFFICE

(Authorized Provider #: 683)

This certifies that Laurie Nohle
(DOB:3/30/1974, SSN:n/a) has

successfully completed the following course/activity:

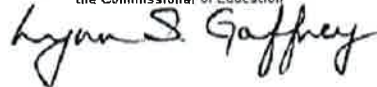
Lead Evaluator Recertification

This started on 10/15/2020 and was completed on 10/15/2020

2.5 - CTLE Hours

Category - Content

I certify that the individual listed completed the CTLE
cited pursuant to Subpart 80-6 of the Regulations of
the Commissioner of Education



Lynn Gaffney

Director of Programs and Professional Development