

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

REGULAR MEETING

May 11, 2020 – 5:30 p.m.

The Board will be meeting remotely.

FINAL

AGENDA

REGULAR MEETING – 5:30 P.M.

Call to Order – Pledge of Allegiance

Members present by roll call:

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

A. APPROVAL OF AGENDA

B. PUBLIC COMMENT REQUESTS - None at this time.

C. CONSENT AGENDA

1. Approval of Minutes as listed:
 - April 6, 2020 – Regular Meeting
 - April 21, 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 March 2020

D. REGULAR AGENDA

Other Discussion and Action Items:

Board Member Reports / Staff Member Reports and Presentations

1. Comments / Information from Board Members
2. Staff Member Reports
3. Staff Member Presentations – None at this time.

Items for Board Information / Discussion

4. Board Information – Board of Education candidates providing written statements and photos by June 1st to be posted
5. Board Information – Policy Review
 - 1st Reading – **Policy #5672 Information Security Breach Policy** (Required)
 - 1st Reading – **Policy #7240 Education Records** (Required and Replacing 7240; 7242; 7243)
 - 1st Reading – **Policy #7317 Protection of Student, Teacher, and Principal Personal Information (Data Security and Privacy)** (Required)
6. Board Information – Results of voting held on Tuesday, April 21, 2020 for the 2020-2021 Administrative Budget of the Jefferson-Lewis-Hamilton-Herkimer-Oneida BOCES, and the election of four members to the Jefferson-Lewis BOCES Board of Education:
 - Approval of the 2020-2021 Administrative Budget Voting Yes: 18 Voting No: 0
 - Members elected to serve three year terms of office to commence July 1, 2020:
 - Alice Draper / Belleville Henderson Central School District Votes received – 18
 - Grace H. Rice / South Lewis Central School District Votes received – 18
 - Barbara Lofink / Carthage Central School District Votes received – 18

- Member elected to serve a two year term of office to commence April 22, 2020:
 - Jennifer Jones / Beaver River Central School District Votes received – 17

7. Board Information – Twenty-Week Marking Period Report – Jr./Sr. High School

Items for Board Discussion / Action

- 8. Board Action – Approval of \$500 donation from Northern New York Community Foundation in support of our backpack program.
- 9. Board Action – Approval of \$125 donation from Watertown Evening Rotary Charitable Fund
- 10. Board Action – Approval of the 2019-2020 Fire Inspection Report
- 11. Board Action – **BE IT RESOLVED**, that the General Brown Central School District Board of Education takes action on the following resolution regarding the Black River Hydroelectric, LLC tax certiorari:

RESOLUTION

At a Regular Meeting of the Board of Education of the General Brown Central School District (the “Board of Education”), virtually held on May 11, 2020 [messenger @webex.com];

The meeting was called to order by Sandra Young Klindt, President of the Board of Education, and upon roll being called, the following members were:

PRESENT:

ABSENT:

OTHERS ALSO PRESENT:

The following Resolution was offered by _____, and seconded by _____.

WHEREAS, Black River Hydroelectric, LLC (“Black River”) filed tax certiorari proceedings challenging the assessment of its property located on Main Street in the Town of Brownville, for the 2018-19 and 2019-20 tax years; and

WHEREAS, Black River has proposed discontinuing these proceedings with no real property tax refunds if the 2020 assessment is reduced to \$38,500,000; and

WHEREAS, the Town of Brownville supports the settlement proposal; and

WHEREAS, the Board of Education is willing to settle the proceedings pursuant to the terms outlined above.

NOW, THEREFORE, BE IT RESOLVED that:

- 1. The Board of Education agrees to settle the tax certiorari proceedings commenced by Black River in accordance with the terms set forth above and in the form approved by Ferrara Fiorenza PC and hereby delegates to Ferrara Fiorenza PC the authority to execute such settlement documents.
- 2. This Resolution shall take effect immediately.

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

The Resolution was thereupon declared adopted.

Dated: _____

Debra L. Bennett, School District Clerk
General Brown Central School District

- 12. Board Action – **BE IT RESOLVED**, that Upon the Recommendation of the Superintendent of Schools, the General Brown Central School District Board of Education hereby takes action to approve the **Inter-Municipal Cooperation Agreement for Legal Services** through Jefferson-Lewis BOCES, in the amount of \$22,000 for the period of July 1, 2020 to June 30, 2021, and authorizes the Superintendent of Schools to execute the contract.

13. Board Action – **BE IT RESOLVED**, that Upon the Recommendation of the Superintendent of Schools, the General Brown Central School District Board of Education hereby takes action to approve **Hearing Officer Services** through the Office of Inter-Municipal Legal Services at Jefferson-Lewis BOCES in the amount of \$3,700 for the period of July 1, 2020 to June 30, 2021, to be billed through an approved CoSer subject to State aids reimbursement rates, and authorizes the Superintendent of Schools to execute the contract.

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

E. ITEMS FOR BOARD ACTION – PERSONNEL

15. Board Action Personnel changes as listed:

(A) Retirements: None

(B) Resignations:

Name	Position	Effective Date
Jessica (Bower) Smay	Social Studies Teacher	June 30, 2020
Jillian Goodrich	Elementary Teacher (AIS)	August 31, 2020

(C) Appointments: None

F. SUPERINTENDENTS’ REPORTS

16. Assistant Superintendent - Mrs. Smith

17. Superintendent - Mrs. Case

G. CORRESPONDENCE & UPCOMING EVENTS

18. Correspondence Log

H. ITEMS FOR NEXT MEETING

19. **June 1, 2020 – Annual Meeting/Budget Hearing**

20. **June 15, 2020 – Regular Meeting**

I. MOTION FOR ADJOURNMENT

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

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

GENERAL BROWN CENTRAL SCHOOL DISTRICT BOARD OF EDUCATION

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

REGULAR MEETING

April 6, 2020 – 5:30 p.m.

The Board met remotely via Webex

Unapproved

MINUTES

REGULAR MEETING

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

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

OTHERS PARTICIPATING via Webex – Barbara J. Case, Superintendent; Lisa K. Smith, Assistant Superintendent; Michael Parobeck, Network Administrator; Debra L. Bennett, District Clerk

REMOTE ATTENDEES – Administrators, Faculty and Staff

A. APPROVAL OF AGENDA

Motion for approval by Albert Romano, seconded by Tiffany Orcesi, with roll call vote as follows:

Natalie Hurley	voting	Yes
Daniel Dupee	voting	Yes
Tiffany Orcesi	voting	Yes
Jamie Lee	voting	Yes
Albert Romano	voting	Yes
Kelly Milkowich	voting	Yes
Sandra Klindt	voting	Yes

The motion is approved 7-0.

B. PUBLIC COMMENT REQUESTS - No requests at this time.

C. CONSENT AGENDA

A motion for approval of the following items as listed under the CONSENT AGENDA is made by Jamie Lee, and seconded by Daniel Dupee with roll call vote as follows:

Natalie Hurley	voting	Yes
Daniel Dupee	voting	Yes
Tiffany Orcesi	voting	Yes
Jamie Lee	voting	Yes
Albert Romano	voting	Yes
Kelly Milkowich	voting	Yes
Sandra Klindt	voting	Yes

The motion is approved 7-0

1. Approval of Minutes as listed:
 - March 9, 2020 – Regular Meeting
 - March 17, 2020 – Special Meeting
2. Approval of Building and Grounds Requests – None at this time.
3. Approval of Conferences and Workshops – None at this time.
4. Approval of Conferences and Workshops as per *My Learning Plan Report* – None at this time.
5. Approval of Financial Reports / Warrants for February 2020

D. REGULAR AGENDA

Other Discussion and Action Items:

Board Member Reports / Staff Member Reports and Presentations

1. Comments / Information from Board Members – Board member statements of appreciation for all those continuing to serve our students will be posted on the website.
2. Staff Member Reports as provided.
3. Staff Member Presentations – None at this time.

Items for Board Information / Discussion

4. Board Information – 2020-2021 Proposed Jefferson-Lewis BOCES Administrative Budget

5. Board Information – Candidates for election to the Jefferson-Lewis-Herkimer-Oneida Board of Cooperative Education Services (BOCES) as follows:

Four (4) vacancies exist on the Board of Cooperative Educational Services to be filled at the annual election to be held in component school districts on April 21, 2020. Four (4) candidates have been nominated to fill these four vacancies. The members of the Board of Education of each component school district vote as a block by adopting a resolution and casting one (1) vote for each of the four vacancies to be filled. No more than one vote may be cast for any candidate. The term of office for three (3) of the vacancies is three (3) years (July 1, 2020-June 30, 2023). The term of office for one (1) of the vacancies is two (2) years beginning immediately following the election on April 21, 2020 and concludes on June 30, 2022. The three (3) candidates receiving the highest number of votes will be elected to the three (3) year terms and the one (1) candidate receiving the least number of votes will fill the two (2) year term on the BOCES Board. No more than one person residing in a particular component school district may be elected to serve on the Board of Cooperative Educational Services at one time, except as provided in Education Law §1950 (2-a).

The District Clerk, or other officer authorized to certify that a Board resolution has been adopted, shall complete the ballot by placing an (“X”) next to the names of each candidate for whom a vote has been cast, and by completing the certification at the bottom of the ballot. Candidates are listed in the order in which their nominations were received along with their address and school district of residence:

- Mrs. Alice Draper – Belleville Henderson Central School District
- Mrs. Jennifer Jones Beaver River Central School District
- Mrs. Grace H. Rice – South Lewis Central School District
- Mrs. Barbara Lofink – Carthage Central School District

There will be a **Special Meeting of the General Brown Central School District Board of Education to be held electronically on April 21, 2020 - Time TBD**, for the purpose of voting on the proposed 2020-2021 BOCES budget and the election of four members to the BOCES Board of Education.

Items for Board Discussion / Action

6. Board Action – Approval of Assistant Clerks / Inspectors for the Annual Proposed Budget Vote and Board of Education Election as follows:

- Assistant Clerks: Rebecca Flath – Kristi Bice – Lisa Leubner – Deanna Oliver
- Inspector: Jefferson County Board of Elections Inspector, with Donna Keefer serving as Chief Inspector
- Lisa Smith will serve as Chairperson for the Annual Meeting / Budget Vote election

Motion for approval by Albert Romano, seconded by Daniel Dupee, with roll call vote as follows:

Natalie Hurley	voting	Yes	
Daniel Dupee	voting	Yes	
Tiffany Orcesi	voting	Yes	
Jamie Lee	voting	Yes	
Albert Romano	voting	Yes	
Kelly Romano	voting	Yes	
Sandra Klindt	voting	Yes	The motion is approved 7-0

7. Board Action – Approval of a donation in the amount of \$500 from Blackstone Electric Inc.

Motion for approval by Tiffany Orcesi, seconded by Kelly Milkowich, with roll call vote as follows:

Natalie Hurley	voting	Yes	
Daniel Dupee	voting	Yes	
Tiffany Orcesi	voting	Yes	
Jamie Lee	voting	Yes	
Albert Romano	voting	Yes	
Kelly Milkowich	voting	Yes	
Sandra Klindt	voting	Yes	The motion is approved 7-0

8. Board Action – **RESOLUTION OF THE BOARD OF EDUCATION FOR THE GENERAL BROWN CENTRAL SCHOOL DISTRICT** regarding Multi-Year Technology Purchase:

WHEREAS, the Board of Education of the General Brown Central School District desires to enter into a 4-year contract with the Madison-Oneida BOCES in order for the Regional Information Center to furnish certain services to the District pursuant to Education Law 1950(4)(jj), those services being: CoSer 505 Instructional Technology Services.

NOW THEREFORE, it is **RESOLVED**, that the Board of Education of the General Brown Central School District agrees to enter into a contract with the Madison-Oneida BOCES for the provision of said services to the District not to exceed \$334,184.43 plus related borrowing fees, plus yearly Regional Information Center support during the term of this contract, finalized by the Superintendent, subject to the approval of the Commissioner of Education, for a period of 4 year(s); 2020-21, 2021-22, 2022-23, 2023-24.

Motion for approval by Kelly Milkowich, seconded by Natalie Hurley, with roll call vote as follows:

Natalie Hurley	voting	Yes	
Daniel Dupee	voting	Yes	
Tiffany Orcesi	voting	Yes	
Jamie Lee	voting	Yes	
Albert Romano	voting	Yes	
Kelly Milkowich	voting	Yes	
Sandra Klindt	voting	Yes	The motion is approved 7-0.

CERTIFICATION OF DISTRICT CLERK

I, Debra L. Bennett, District Clerk of the General Brown Central School District, hereby certify that the attached resolution was adopted by the required majority vote of the Board of Education at its meeting held on April 6, 2020.

Date: April 6, 2020

Signed: _____, District Clerk

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

RESOLUTION

WHEREAS, COVID-19 has resulted in the Federal, State and County governments declaring state of emergency; and

WHEREAS, on March 17, 2020 the Board adopted a resolution regarding matters related to school closure; and

WHEREAS, numerous Executive Orders have been issued by the Governor since the Board last acted, and additional guidance has been released by various administrative agencies relative to the reasons for school closure; and

WHEREAS, the Board wishes to ensure that the ongoing school closure remains consistent with applicable law and guidance, and that the Superintendent of Schools is authorized to take all necessary steps during the period of school closure.

NOW, THEREFORE, the Board of Education resolves as follows:

1. The Board of Education hereby declares the COVID-19 virus is an emergency for the School District.
2. The School District remains closed to students until April 29, 2020, pursuant to the Governor’s Order.
3. During the period of school closure for students, all District stakeholders shall establish plans to ensure the continuity of learning to the extent feasible and appropriate in accordance with consultation with the State Education Department, Department of Health and the Office of Children and Family Services consistent with Executive Order 202.4.
4. The Board of Education may be required to amend the school calendar to address these extraordinary circumstances and make up instructional days.
5. The Board of Education meetings from March 18, 2020 forward until further notice shall be closed to the public under Governor Executive Order 202.1. The school district shall make the meeting accessible to public participation through video streaming or by conference call at the time of the meeting and the school district will record the Board of Education meeting and post the video, audio or transcript on the district website.

- 6. The Superintendent of Schools is authorized to follow the Federal, State and County orders and to take such action as necessary and proper to operate the school district during this time of emergency.
- 7. For hourly employees:
 - A. To the extent not already provided for in a collective bargaining agreement, hourly employees shall continue to be paid for the period of March 18 to April 15, 2020 during the School District closure for students, provided such employees are available for work and report to work when directed to do so. This is meant to make such employees whole for missed work due to the school closure and shall be consistent with such employees’ regular compensation during normal school district operations.
 - B. Depending on the length of School District closure, the Superintendent of Schools may extend the length of payment to reflect an extended School District closure.
 - C. This resolution shall apply only for the specific and limited purpose of addressing the unique challenges presented by the outbreak of COVID-19. It shall not set any precedent or practice regarding any aspect of the Resolution.
- 8. To the extent this resolution is deemed inconsistent with the prior resolution of the Board adopted on March 17, 2020, the terms of this resolution shall control.

Motion for approval by Tiffany Orcesi, seconded by Albert Romano, with roll call vote as follows:

Natalie Hurley	voting	Yes	
Daniel Dupee	voting	Yes	
Tiffany Orcesi	voting	Yes	
Jamie Lee	voting	Yes	
Albert Romano	voting	Yes	
Kelly Milkowich	voting	Yes	
Sandra Klindt	voting	Yes	The motion is approved 7-0.

10. Board Action – Resolution regarding *Spring 2020 Athletic Coaches*:

RESOLUTION

Spring 2020 Athletic Coaches

WHEREAS, on March 9, 2020, prior to the beginning of the season, the Board appointed individuals to serve as coaches for the Spring 2020 athletic season; and

WHEREAS, as a result of various executive orders and declarations of emergency, schools were closed effective March 16, 2020; and

WHEREAS, schools are tentatively scheduled to reopen as of April 29, 2020, but it is uncertain whether schools will actually reopen on April 29, 2020; and

WHEREAS, Spring 2020 athletic seasons did not begin prior to school closure, and Spring 2020 extra-curricular athletics are not occurring during the period of school closure; and

WHEREAS, it is unknown whether there will be a Spring 2020 athletic season given the indefinite duration of school closure; and

WHEREAS, the District wishes to ensure coaches are compensated on a pro-rata basis for any portion of the Spring 2020 extra-curricular athletic season for which students participate in athletics, but that coaches do not receive compensation for services that are not provided in the event that there is no student participation in Spring 2020 athletic seasons; and

WHEREAS, the Board recognizes that coaches receive a longevity stipend based upon the number of years of service an individual has served as a coach.

NOW, THEREFORE, IT IS RESOLVED:

1. In the event that school resumes and students participate in extra-curricular athletics for any portion of the Spring 2020 athletic season, coaching stipends will be pro-rated to reflect the duration of the Spring 2020 athletic season, and coaches shall receive longevity credit for service during the Spring 2020 athletic season.
2. In the event that students do not participate in any portion of what would have been the Spring 2020 athletic season, all coaching appointments for the Spring 2020 athletic season are deemed rescinded, and no stipends shall be paid. Coaches shall not receive longevity credit for the Spring 2020 athletic season.

Motion for approval by Albert Romano, seconded by Kelly Milkowich, with roll call vote as follows:

Natalie Hurley	voting	Yes	
Daniel Dupee	voting	Yes	
Tiffany Orcesi	voting	Yes	
Jamie Lee	voting	Yes	
Albert Romano	voting	Yes	
Kelly Milkowich	voting	Yes	
Sandra Klindt	voting	Yes	The motion is approved 7-0.

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

Motion for approval by Tiffany Orcesi, seconded by Jamie Lee, with roll call vote as follows:

Natalie Hurley	voting	Yes	
Daniel Dupee	voting	Yes	
Tiffany Orcesi	voting	Yes	
Jamie Lee	voting	Yes	
Albert Romano	voting	Yes	
Kelly Milkowich	voting	Yes	
Sandra Klindt	voting	Yes	The motion is approved 7-0.

12. Board Discussion – Budget discussion regarding the Proposed Spending Plan for the 2020-2021 school year

13. Board Action – Following discussion, the Board of Education took action for the adoption of the Proposed Spending Plan for the 2020-2021 school year:

BE IT RESOLVED, that the General Brown Central School District Board of Education takes action to approve the **Proposed Spending Plan for the 2020-2021 school year, resulting in a 5.4 % increase in the tax levy, in an amount not to exceed \$24,334,794** and to raise the taxes therefore.

Motion for approval by Natalie Hurley, seconded by Albert Romano, with roll call vote as follows:

Natalie Hurley	voting	Yes	
Daniel Dupee	voting	Yes	
Tiffany Orcesi	voting	No	
Jamie Lee	voting	Yes	
Albert Romano	voting	Yes	
Kelly Milkowich	voting	Yes	
Sandra Klindt	voting	Yes	The motion is approved 6-1.

E. ITEMS FOR BOARD ACTION – PERSONNEL

14. Board Action Personnel changes as listed:

A motion for approval of the following PERSONNEL CHANGES, with *effective dates* as listed is made by Tiffany Orcesi, seconded by Natalie Hurley, with roll call vote as follows:

Natalie Hurley	voting	Yes	
Daniel Dupee	voting	Yes	
Tiffany Orcesi	voting	Yes	
Jamie Lee	voting	Yes	
Albert Romano	voting	Yes	
Kelly Milkowich	voting	Yes	
Sandra Klindt	voting	Yes	The motion is approved 7-0.

(A) Retirements: None at this time

(B) Resignations:

Name	Position	Effective Date
Haleigh Flint	Elementary Teacher	April 17, 2020

(C) Appointments:

Name	Position	Annual Salary / Rate of Pay	Probationary or Tenure Track Appt. (if applicable)	Effective Date
Jenna A. Gerstenschlager	Elementary Teacher	\$46,160 annually-Step 1 (MB+39)	4-year probationary appointment in the area of Elementary Education K-6	April 20, 2020
Gabrielle M. Slate	Elementary Teacher	\$43,460 annually-Step 1 (B)	4-year probationary appointment in the area of Elementary Education K-6	April 20, 2020

F. ITEMS FOR BOARD ACTION - FINAL FINGERPRINT CLEARANCE

15. FINAL Fingerprint Clearance - Upon the recommendation of the Superintendent of Schools – WHEREAS, on behalf of the General Brown Central School District, 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:

- Jenna A. Gerstenschlager - Teacher
- Gabrielle M. Slate - Teacher

Motion for approval by Albert Romano, seconded by Jamie Lee, with roll call vote as follows:

Natalie Hurley	voting	Yes	
Daniel Dupee	voting	Yes	
Tiffany Orcesi	voting	Yes	
Jamie Lee	voting	Yes	
Albert Romano	voting	Yes	
Kelly Milkowich	voting	Yes	
Sandra Klindt	voting	Yes	The motion is approved 7-0.

G. SUPERINTENDENTS’ REPORTS

16. Assistant Superintendent Smith added that the Budget Vote / Board of Education Election has been postponed until after June 1, 2020. The District is awaiting guidance from SED. There was discussion regarding the availability, due date and submission of Board candidate packets.

17. Superintendent Case added that today the Gouvernor extended school closures until April 29, 2020 and has canceled regents exams. She also shared recommendations discouraging auto parades.

H. CORRESPONDENCE & UPCOMING EVENTS

18. Correspondence Log

I. ITEMS FOR NEXT MEETINGS

19. **April 21, 2020 – Special Meeting** will be held remotely for the JLBOCES Budget Vote/Election and will begin at 5:30 p.m.
20. **May 11, 2020 – Regular Meeting** will be held remotely and will begin at 5:30 p.m.

J. MOTION FOR ADJOURNMENT

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

Motion for approval by Albert Romano, seconded by Daniel Dupee, with roll call vote as follows:

Natalie Hurley	voting	Yes
Daniel Dupee	voting	Yes

Tiffany Orcesi	voting	Yes		
Jamie Lee	voting	Yes		
Albert Romano	voting	Yes		
Kelly Milkowich	voting	Yes		
Sandra Klindt	voting	Yes	The motion is approved 7-0.	Time adjourned: 6:17 p.m.

Respectfully submitted:

Debra L. Bennett, District Clerk

- Supporting documents may be found in supplemental file dated April 6, 2020

Unapproved

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

SPECIAL MEETING
Tuesday, April 21, 2020 at 5:30 p.m.
The Board met remotely via Webex

Unapproved
MINUTES

SPECIAL MEETING

The meeting was called to order at 5:41 p.m. by President Klindt, followed by the Pledge of Allegiance.

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

OTHERS PARTICIPATING via Webex – Barbara J. Case, Superintendent; Lisa K. Smith, Assistant Superintendent; Michael Parobeck, Network Administrator; Debra L. Bennett, District Clerk

A. APPROVAL OF AGENDA

Motion for approval by Albert Romano, seconded by Natalie Hurley, with roll call vote as follows:

Natalie Hurley	voting	Yes
Daniel Dupee	voting	Yes
Tiffany Orcesi	voting	Yes
Jamie Lee	voting	Yes
Albert Romano	voting	Yes
Kelly Milkowich	voting	Yes
Sandra Klindt	voting	Yes

The motion is approved 7-0.

B. REGULAR AGENDA

ITEMS FOR BOARD DISCUSSION / ACTION

1. Board Discussion / Action - **BE IT RESOLVED**, that the General Brown Central School District Board of Education takes action to (approve or disapprove) the proposed 2020-2021 Administrative Budget for the Jefferson-Lewis-Hamilton-Herkimer-Oneida Board of Cooperative Educational Services as mailed to component districts and presented (remotely) at the BOCES Annual Meeting on April 8, 2020.

Motion for approval by Tiffany Orcesi, seconded by Albert Romano, with roll call vote as follows:

Natalie Hurley	voting	Yes
Daniel Dupee	voting	Yes
Tiffany Orcesi	voting	Yes
Jamie Lee	voting	Yes
Albert Romano	voting	Yes
Kelly Milkowich	voting	Yes
Sandra Klindt	voting	Yes

The motion is approved 7-0.

2. Board Discussion / Action - Voting for the election of members to the Jefferson-Lewis (BOCES) Board of Cooperative Education Services. Four (4) vacancies exist, and four (4) candidates have been nominated to fill these vacancies for three (3) three-year terms from July 1, 2020 through June 30, 2023; and one (1) two-year term of office beginning immediately following the election on April 21, 2020, concluding on June 30, 2022.

The three candidates receiving the highest number of votes will be elected to the three year terms, and the one candidate receiving the least number of votes will fill the two-year term.

- ❖ Is there a motion to cast one vote for ***Alice Draper of the Belleville Henderson Central School District***, to fill one vacancy on the BOCES Board of Education? Motion by Kelly Milkowich. Is there anyone opposed? None
- ❖ Is there a motion to cast one vote for ***Jennifer Jones of the Beaver River Central School District***, to fill one vacancy on the BOCES Board of Education? Motion by Albert Romano. Is there anyone opposed? None
- ❖ Is there a motion to cast one vote for ***Grace H. Rice of the South Lewis Central School District***, to fill one vacancy on the BOCES Board of Education? Motion by Jamie Lee. Is there anyone opposed? None

- ❖ Is there a motion to cast one vote for **Barbara Lofink of the Carthage Central School District**, to fill one vacancy on the BOCES Board of Education? Motion by Daniel Dupee. Is there anyone opposed? None

THEREFORE, BE IT RESOLVED that the General Brown Central School District Board of Education directs the District Clerk to cast one ballot for each vacancy on its behalf for the candidates above receiving the most votes.

Therefore, the following nominees will receive one vote each:

- ❖ Alice Draper
- ❖ Jennifer Jones
- ❖ Grace H. Rice
- ❖ Barbara Lofink

Motion for approval by Daniel Dupee, seconded by Tiffany Orcesi, with roll call vote as follows:

Natalie Hurley	voting	Yes	
Daniel Dupee	voting	Yes	
Tiffany Orcesi	voting	Yes	
Jamie Lee	voting	Yes	
Albert Romano	voting	Yes	
Kelly Milkowich	voting	Yes	
Sandra Klindt	voting	Yes	The motion is approved 7-0.

3. Board Action - Approval is requested for the **2020-2021 Property Tax Report Card**

Motion for approval by Natalie Hurley, seconded by Albert Romano, with roll call vote as follows:

Natalie Hurley	voting	Yes	
Daniel Dupee	voting	Yes	
Tiffany Orcesi	voting	Yes	
Jamie Lee	voting	Yes	
Albert Romano	voting	Yes	
Kelly Milkowich	voting	Yes	
Sandra Klindt	voting	Yes	The motion is approved 7-0.

6. **ADJOURNMENT OF SPECIAL MEETING**

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

Motion for approval by Daniel Dupee, seconded by Tiffany Orcesi, with roll call vote as follows:

Natalie Hurley	voting	Yes	
Daniel Dupee	voting	Yes	
Tiffany Orcesi	voting	Yes	
Jamie Lee	voting	Yes	
Albert Romano	voting	Yes	
Kelly Milkowich	voting	Yes	
Sandra Klindt	voting	Yes	The motion is approved 7-0. Time: 5:47 p.m.

Respectfully submitted:

Debra L. Bennett, District Clerk

- Supporting documents may be found in supplemental file dated April 21, 2020.

NON-INSTRUCTIONAL OPERATIONS

POLICY IS REQUIRED
INFORMATION SECURITY BREACH POLICY

I. Statement of Policy

The District takes reasonable administrative, technical, and physical measures to protect the security of private information, as defined in State Technology Law Section 208, held in the District's digitally-stored records. If the District learns of a breach of the security of its digitally-stored records, the District notifies affected data subjects as set forth in this Policy, and also notifies the appropriate State agencies. This Policy applies to information stored by the District or stored by a third party on behalf of the District.

II. Scope of Information Protected

A. Information that is Protected

1. In connection with any software platform or application that requires the creation of a user account with a password, disclosure of the user name or email address in combination with a password or security question and answer that would permit access to an online account is considered disclosure of private information.
2. Private information also is deemed to have been disclosed if the following conditions are met:
 - a. one of the following data elements related to the data subject has been disclosed:
 - i. social security number, or
 - ii. driver's license number or non-driver identification card number, or
 - iii. account number, credit or debit card number, in combination with any required security code, access code, password, or other information which would permit access to an individual's financial account, or
 - iv. account number, or credit or debit card number, if circumstances exist where such number could be used to access an individual's financial account without additional identifying information, security code, access code, or password, or
 - v. biometric information, meaning data generated by electronic measurements of an individual's unique physical

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INFORMATION SECURITY BREACH POLICY

characteristics, such as fingerprint, voice print, or retina or iris image, or other unique physical representation or digital representation which are used to authenticate or ascertain the individual's identity; and

- b. any other information about the data subject has been disclosed, and
- c. either the data element or the combination of personal information plus the data element is not encrypted or is encrypted with an encryption key that has also been accessed or acquired.

B. Information Not Covered by This Policy

- 1. Publicly available information that is lawfully made available to the general public from Federal, State, or local governmental records is not private information within the meaning of this Policy.
- 2. Personally identifiable information of students, eligible students, and teachers or principals governed by Education Law Section 2-d is managed by the District, and data breach notifications are provided, in accordance with Policy 7317 and is not private information within the meaning of this Policy.

III. When Notification is Required

A. General Rule

The District shall provide notification of any breach of its system for storing private information following discovery or notification of the breach of the security of the system to any resident of New York State whose private information was, or is reasonably believed to have been, accessed or acquired by a person without valid authorization.

B. Determining Whether a Breach of Security Occurred

- 1. "Breach of the security of the system" shall mean unauthorized acquisition or acquisition without valid authorization of computerized data which compromises the security, confidentiality, or integrity of private information maintained by the District.
- 2. In determining whether information has been acquired, or is reasonably believed to have been acquired, by an unauthorized person or a person without valid authorization, the District may consider the following factors, among others:

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INFORMATION SECURITY BREACH POLICY

- a. indications that the information is in the physical possession and control of an unauthorized person, such as a lost or stolen computer or other device containing information; or
- b. indications that the information has been downloaded or copied; or
- c. indications that the information was used by an unauthorized person, such as fraudulent accounts opened or instances of identity theft reported.

C. Inadvertent Disclosure by Authorized Persons

Notice to affected persons under this Policy is not required if the exposure of private information was an inadvertent disclosure by persons authorized to access private information, and the District reasonably determines such exposure will not likely result in misuse of such information, or financial or emotional harm to the affected persons. Such a determination shall be documented in writing and maintained for at least five years. If the incident affected over five hundred residents of New York, the District/BOCES shall provide the written determination to the state attorney general within ten days after the determination.

IV. Notification Procedures

A. Notification Methods

The District will notify the affected data subject(s) by one of the following methods:

- 1. written notice;
- 2. electronic notice, provided that the person to whom the notice is required has expressly consented to receiving said notice in electronic form; a log of each such notification shall be kept by the District;
- 3. telephone notification; a log of each such notification shall be kept by the District;
- 4. substitute notice, if the cost of providing notice would exceed two hundred fifty thousand dollars, or the affected class of persons to be notified exceeds five hundred thousand, or the District does not have sufficient contact information. Substitute notice shall consist of all of the following:
 - a. e-mail notice when the District has an e-mail address for the subject persons;

NON-INSTRUCTIONAL OPERATIONS

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INFORMATION SECURITY BREACH POLICY

- b. conspicuous posting of the notice on the District's web site page, if the District maintains one; and
- c. notification to major District-wide media.

B. Notification Content

The notice must include the District's contact information, and a description of the categories of information that were, or are reasonably believed to have been, accessed or acquired by a person without valid authorization, including specification of which elements of private information were, or are reasonably believed to have been, accessed or acquired. The notice shall also include the telephone numbers and website addresses of state and federal agencies that provide information regarding security breach response and identity theft prevention and protection information.

C. Notification Timing

Disclosure of the unauthorized access to or acquisition of private information shall be made in the most expedient time possible and without unreasonable delay, consistent with the needs of law enforcement and the measures necessary to first determine the scope of the breach and restore the integrity of the information storage system.

D. Coordination with Law Enforcement

Notification may be delayed if a law enforcement agency determines that such notification impedes a criminal investigation. The notification required shall be made after such law enforcement agency determines that such notification does not comprise such investigation.

V. Other Notifications

When notification of individual data subjects is necessary, the District shall also notify the New York State Attorney General, the New York Department of State, and the New York State Office of Information Technology Services, providing them with information about the timing, content, and distribution of the notices and approximate number of affected persons. If more than 5,000 New York State residents are required to be notified of a particular incident, the District will also notify consumer reporting agencies with the same information and without waiting to complete notifications to the individual affected data subjects.

General Brown Central School District

Legal Ref: NYS State Technology Law §208,

Adopted: 05/10/10

Revised: 01/12/15, _____

Regulation

Draft 04/01020
5672.1

NON-INSTRUCTIONAL OPERATIONS

NEW YORK STATE SECURITY BREACH REPORTING FORM
Pursuant to the Information Security Breach and Notification Act
(State Technology Law §208)

Name and address of Entity that owns or licenses the computerized data that was subject to the breach:

Street Address: _____
City: _____ State: _____ Zip Code: _____

Submitted by: _____ Title: _____ Dated: _____
Firm Name (if other than entity): _____
Telephone: _____ Email: _____
Relationship to Entity whose information was compromised: _____

Type of Organization (please select one): Governmental Entity in New York State; Other Governmental Entity;
 Educational; Health Care; Financial Services; Other Commercial; Not-for-profit

Number of Persons Affected:
Total (Including NYS residents): _____ NYS Residents: _____
If the number of NYS residents exceeds 5,000, have the consumer reporting agencies been notified? Yes; No.

Dates: Breach Occurred: _____ Breach Discovered: _____ Consumer Notification: _____

Description of Breach (please select all that apply):
 Loss or theft of device or media (e.g., computer, laptop, external hard drive, thumb drive, CD, tape);
 Internal system breach; Insider wrongdoing; External system breach (e.g., hacking); Inadvertent disclosure;
 Other (specify): _____

Information Acquired: Name or other personal identifier in combination with (please select all that apply):
 Social Security Number
 Driver's license number or non-driver identification card number
 Financial account number or credit or debit card number, in combination with the security code, access code, password, or PIN for the account

Manner of Notification to Affected Persons - ATTACH A COPY OF THE TEMPLATE OF THE NOTICE TO AFFECTED NYS RESIDENTS:
 Written; Electronic; Telephone; Substitute notice.
List dates of any previous (within 12 months) breach notifications: _____

Identify Theft Protection Service Offered: Yes; No.
Duration: _____ Provider: _____
Brief Description of Service: _____

NON-INSTRUCTIONAL OPERATIONS

NEW YORK STATE SECURITY BREACH REPORTING FORM
Pursuant to the Information Security Breach and Notification Act
(State Technology Law §208)

PLEASE COMPLETE AND SUBMIT THIS FORM TO
EACH OF THE THREE STATE AGENCIES LISTED BELOW:

Fax or Email this form to:

New York State Attorney General's Office

SECURITY BREACH NOTIFICATION

Consumer Frauds & Protection Bureau

120 Broadway, 3rd Floor

New York, NY 10271

Fax: 212-416-6003

Email: breach.security@ag.ny.gov

New York State Office of Information Technology Services

Enterprise Information Security Office

SECURITY BREACH NOTIFICATION

1220 Washington Avenue

State Office Campus

Building 5, 1st Floor

Albany, NY 12242

Email: eiso@its.ny.gov

New York State Department of State Division of Consumer Protection

Attention: Director of the Division of Consumer Protection

SECURITY BREACH NOTIFICATION

99 Washington Avenue, Suite 650

Albany, NY 12231

Fax: 518-473-9055

Email: security_breach_notification@dos.ny.gov

To access the most recent online version of the NYS Security Breach Reporting Form:

<http://its.ny.gov/eiso/breach-notification>

General Brown Central School District

Approved by the Superintendent:, _____

Policy

Draft 04/01/2020

STUDENTS

7240 Replaces 7240, 7242, 7243

POLICY IS REQUIRED
EDUCATION RECORDS

I. Purpose

The Board of Education recognizes its obligation to maintain the confidentiality of student education records and to grant parents/guardians and eligible students access to those records in accordance with the Family Educational Rights and Privacy Act.

II. Definitions and Designations

A. Records Access Officer: The District's Records Access Officer is the Clerk of the Board:

Debbie Bennett

B. Parent: The term "Parent" includes natural parent, a guardian or an individual acting as parent or guardian in the absence of the student's parent or guardian.

C. Eligible Student: The term "Eligible Student" means a student who has reached age 18 or is attending post-secondary school.

D. Education Records: The term "Education Records" includes records, files, documents and other materials which contain information directly related to a student and are maintained by the District or a person acting on behalf of the District.

Education Records may exist in any form, including but not limited to print, computer media, video or audiotape, film, microfilm, microfiche and other materials which contain confidential information directly related to a student and which are maintained by the District or a party acting on behalf of the District. Education records do not include:

1. Certain Records in the Sole Possession of the Maker: Records made by instructional, supervisory, administrative personnel or ancillary educational personnel which are in the sole possession of the maker and which are not accessible or revealed to any other person except a substitute for the maker of the record;
2. Employee Records: Records maintained solely with respect to a person's status as an employee rather than as a student;
3. Certain Medical & Psychological Records: Medical and psychological treatment records of an eligible student are not education records if they are maintained and used only in connection with treatment of the eligible

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student and disclosed only to individuals providing the treatment, including treatment providers in the student's school.

4. Post Enrollment Records: Records that only contain information about an individual after he/she is no longer a student at the District (for example, records of alumni activities);

- E. Directory Information: The District designates the following information as Directory Information: student's name, parent's name, address, date and place of birth, telephone number, email address, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, and awards received, most recent previous educational agency attended by student, photograph, and video images of students engaged in routine activities when those images are not records of the district's law enforcement unit.

III. Rights of Parents and Eligible Students:

- A. Each parent of a student has the rights described in this policy, unless the District has been provided with evidence that there is a court order, statute or legally binding document related to such matters as divorce, separation or custody that specifically revokes these rights.
- B. When a student becomes an eligible student (18 or attending a post-secondary school) all rights accorded to parents and consent required of parents, transfer from the parents to the eligible student. However, the District does not require the consent of the eligible student:
 1. To disclose the education record to the parent if the eligible student is claimed by the parent as a dependent for tax purposes.
 2. To disclose the education record to appropriate parties in connection with a health or safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.
 3. A school official may generally share with a parent information that is based on that official's personal knowledge or observation of the student.

IV. Confidentiality of Education Records:

- A. The District will not release education records, including personally identifiable information contained in Education Records, except:
 1. Written Consent: The District may release the information, if prior to the release of information, the District receives written consent from the

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parent. The written consent must specify the information to be released, the reason for the release, and to whom the information may be released. The District will give the parent or student a copy of the information released, if requested by the parent.

2. Directory Information: The District may release Directory Information if the District has properly circulated its annual FERPA notification to parents of students in attendance and eligible students in attendance, unless the parent or eligible student has submitted Regulation 7240.4 restricting the District's ability to release this information.
3. Military Recruiters: The District will disclose to requesting military recruiters the names, addresses and telephone numbers of juniors and seniors, unless the parent or eligible student has submitted Regulation 7240.4 prohibiting such release.
4. School Officials with a legitimate educational interest: The District may release the information to other school officials, including teachers within the District who have a legitimate educational interest in the information. The District will use reasonable methods to ensure that school officials have access only to the education records in which the school officials have a legitimate educational interest.
 - A school official is: A person employed by the District as an administrator, supervisor, instructor, or support staff member, including health or medical staff; a person elected to the School Board; a person or company employed by or under contract to the District to perform a special task, such as an attorney, auditor, medical consultant, or therapist; a parent or student serving on an official committee, such as a disciplinary or grievance committee, or who is assisting another school official in performing his or her tasks. A school official may be a contractor, consultant, volunteer or other party to whom the District has outsourced instructional services and functions if that individual or entity is performing services district employees otherwise perform (is not selling products or services), is under the direct control of the district with respect to the use and maintenance of the education records and is restricted from re-disclosing the education records except as permitted by FERPA.
 - A school official has a legitimate educational interest if the official is: Performing a task that is specified in his or her position description or by a contract agreement; performing a task related to a student's education; performing a task related to the discipline of a student; providing a service or benefit relating to the student or student's

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family, such as health care, counseling, job placement, or financial aid; or maintaining the safety and security of the campus.

- The District receives services from the Madison-Oneida BOCES Regional Information Center and its vendors in accordance with FERPA. A request for a complete list of current vendors may be submitted to the Records Access Officer.
5. Student seeks to enroll in a different school: The District may release student records to officials of other schools in which the student seeks or intends to enroll, provided that the student's parents are notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record.
 6. Certain State and Federal Officials: The District may release information to authorized officials of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education or certain State and Local Educational authorities.
 7. Financial Aid: The District may release information to appropriate parties in connection with a student's application for or receipt of financial aid.
 8. Authorized organizations performing studies: The District may release information to organizations conducting studies for or on behalf of the District to develop, validate or administer predictive tests, administer student aid programs or improve instruction, provided that appropriate safeguards are implemented in accordance with federal regulations.
 9. Accrediting Organizations: The District may release information to authorized accrediting organizations to carry out their accrediting functions.
 10. Court Order or Subpoena: The District may release information pursuant to a valid court order or subpoena, provided that the District makes a reasonable effort to notify the affected parent or eligible student of the court order or subpoena in advance of the release of the information (except that in certain cases, such as in the case of certain subpoenas issued under the U.S. Patriot Act, the court order or subpoena may require release of information without advance notice to the parents).
 11. Victim of Specified Crimes: In certain instances, the District may release to the victim of a specified crime, the final results of a disciplinary proceeding commenced against the alleged perpetrator, provided that the release conforms to the requirements of 34 CFR 99.39. The final results

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may only include the name of the student, the offense committed and the sanction imposed by the District.

12. Information Concerning Registered Sex Offenders: The District may release information provided to it under 42 USC 14071 and the applicable Federal Guidelines.
13. Child Welfare Agencies: The District may release information to an agency caseworker or other representative of a State or local child welfare agency, or tribal organization who has the right to access a student's case plan and when the agency or organization is legally responsible for the child's care and protection to provide accurate information about a child's education history and needs to make informed placement recommendations to the court.
14. Release in connection with an emergency necessary to protect health or safety: The District may release information to appropriate parties in connection with an emergency if the release is necessary to protect the health or safety of the student or other persons. The District will consider the following criteria when determining whether the information should be disclosed:
 - The seriousness of the threat to the health of the student or other individuals;
 - The need for the information to meet the emergency;
 - Whether the parties to whom the information is disclosed are in a position to deal with the emergency;
 - The extent to which time is of the essence in dealing with the emergency.

The District will record the articulable and significant threat that formed the basis for the disclosure and the parties to whom the information was disclosed

- B. If the District discloses student records to a third party as permitted by this policy, the District will:
 1. Advise the third party of its duty to refrain from redisclosing the information and of its obligation to maintain the confidentiality of the information in accordance with the *Family Educational Rights and Privacy Act*.

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2. If possible, attach to the disclosed record the following statement: “This document contains personal information from a student’s education records. It is protected by the Family Educational Rights and Privacy Act (20 U.S.C. 1232g) and may not be re-released without consent of the parent or eligible student.”

V. Requests to Inspect Education Records:

- A. Request: A parent who is interested in inspecting the student’s education record must submit his/her request to the Records Access Officer between the hours of 9 am and 3 pm on any school day. Requests should be submitted in writing, on a form provided by the District (Regulation 7240.1). Copies of the form are available in the office of the Records Access Officer. If a parent makes an oral request for access to the education record during a school conference, the District may provide the parent access to the education record even though it has not received the request in writing. The District shall take appropriate steps to verify the identity of parents or eligible students who submit requests to inspect and review an education record and verify the individual’s authority to do so.
- B. Response: Within forty-five days of his/her receipt of a request for inspection, the Records Access Officer must provide the parent/guardian with an opportunity to inspect and review his or her child’s education records or advise the person making the request, the records specified in the request are not available for inspection.
 1. Records Available: If the records are available for inspection, the Records Access Officer will advise the requestor when and where the record will be available for inspection. If the records contain information about more than one student, the Records Access Officer will remove from the copy of the records shown to the requester, any information which in his/her judgment would constitute an unwarranted invasion of personal privacy of any party (other than the student for whom the inspection has been requested).
 2. Records Not Available: If the records are not available for inspection, the Records Access Officer will note the reason for the unavailability on the request form and will return a copy of the request form to the requesting party.
 3. Explanation of Records: The Records Access Officer will respond to reasonable requests for explanations and interpretations of the records.
 4. Copying Fee: The fee for copies of records is twenty-five cents per page, which is required to be paid at the time the copy is requested. The District

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will waive the fee if the fee effectively denies the parent an opportunity to inspect and review the education record.

5. Maintaining a record of requests: The Records Access Officer shall keep with the education record of each student, a record of all individuals, agencies or organizations which have requested or obtained access to the student's record (Regulation 7240.2) and a record of all re-disclosures it has authorized.
 - The record will indicate the parties who requested or received the information and the legitimate interest the party had in the information.
 - The District does not have to keep this record if the requester is the parent or eligible student, a school official with a legitimate educational interest in the information, a party with written consent from the parent or eligible student, a party seeking directory information, or a party seeking information through certain subpoenas or court orders where the issuing court or agency has ordered that the existence or the contents of the subpoena or information not be disclosed.

VI. Request to Amend Education Records:

- A. If a Parent believes the education records relating to the student contain information that is inaccurate, misleading, or in violation of the student's rights of privacy, he or she may ask the educational agency or institution to amend the record.
 1. The request shall be directed to the Records Access Officer during regular business hours on the prescribed form. Copies of the form are available in the Superintendent's office or the office of the Records Access Officer. (See Regulation No. 7240.3).
 2. The request shall identify, in writing, the record or records which the Parent believes to be inaccurate, misleading or otherwise in violation of the student's rights of privacy, with a statement of the reasons for the challenge to the record.
- B. The Records Access Officer will make a written response to the request to amend an education record within twenty days of his/her receipt of the request. The response will indicate whether the Records Access Officer:

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1. Finds that the record in question is inaccurate, misleading or an invasion of the student's rights of privacy and that the record will be amended as requested, or
 2. Finds that there is an insufficient basis to amend the record in question. If the Records Access Officer finds that there is an insufficient basis to amend the record in question, he/she will notify in writing the requesting party of the opportunity for a hearing and will provide the requesting party with a form to request the hearing.
- C. Through informal meetings with the Parents, the settlement of a dispute regarding content of education records is encouraged.
- VII. Request for Hearing:
- A. Request: If a parent disagrees with the Records Access Officer's finding that there is an insufficient basis to amend the education record the parent may request a hearing. The request must be submitted to the Superintendent within ten days of the parent's receipt of the Records Access Officer's decision, on a form provided by the District. The hearing will be conducted within ten days of the Superintendent's receipt of the request for a hearing.
 - B. Notice: The District will mail a hearing notice to the requesting party reasonably in advance of the hearing. The hearing notice will include the date, time and place of the hearing.
 - C. Hearing: The Hearing will be conducted by the Superintendent (or by another person designated by the Superintendent who does not have a direct interest in the outcome of the hearing). During the hearing, the requesting party may be represented by an individual or individuals (including an attorney) at his/her own expense. The requesting party will have a full and fair opportunity to present relevant evidence.
 - D. Decision: The Superintendent (or designee) will submit a written decision within ten days after completion of the hearing. The decision must be based solely on the evidence presented at the hearing, and must include a summary of the evidence and the reasons for the decision.
 1. If the Superintendent (or designee) finds that the record should be amended, he/she will amend the record and will inform the parent of the amendment in writing.
 2. If the Superintendent (or designee) finds that the record should not be amended, he/she will inform the parent in writing of the right to place a statement in the record commenting on the contested information and/or

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stating why he/she disagrees with the decision of the District. The District will maintain the statement with the contested part of the record for as long as the record is maintained and will disclose the statement whenever it discloses the portion of the record to which the statement relates.

VIII. Notification of Rights:

- A. The District shall annually disseminate a notice to parents and eligible students of their rights relative to education records. The notice will allow parents at least thirty days to ask the District not to disclose some or all of the directory information. (See Regulation No. 7240.4).
- B. Parents and eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures to comply with FERPA. Written complaints may be filed with: The Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5920.

General Brown Central School District

Legal Ref: The Federal Family Educational Rights and Privacy Act, 20 U.S.C. 1232; 34 CFR 99; October 9, 2002 Joint Memorandum from Secretary of Education Rod Paige and Secretary of Defense Donald H. Rumsfeld; February 7, 2003 Memorandum to Superintendent's from LeRoy S. Rooker, Director of the Family Policy Compliance Office, US Dept. of Education; Uninterrupted Scholars Act, 8 NYCRR 121.12(b)

Adopted:

Regulation

Draft 04/01/2020
7240.1

STUDENTS

APPLICATION TO INSPECT FERPA RECORDS

To: Student Records Access Officer

I hereby apply to inspect the following student's records: _____
(Name of Student)

I hereby apply to inspect the following records: _____

I am the: Natural Parent
 Legal Guardian
 Individual acting as parent or guardian in the absence of student's parent or guardian
 Student over 18 years of age

Signature

Date

Representing

Address

FOR SCHOOL DISTRICT/BOCES ONLY

Approved: _____

Denied: _____

- Requested record cannot be found
- Requested record has been destroyed
- Requested record not maintained by school

Signature

Title

Date

NOTICE: You have a right to request correction of the content of the school records examined if you believe such records to be inaccurate, misleading or otherwise in violation of the privacy or other rights of the student by making a request on a prescribed form directed to the above referenced Records Access Officer.

I hereby request a correction.

Signature

Date

General Brown Central School District
Approved by the Superintendent: _____

Regulation

Draft 04/01/2020
7240.2

STUDENTS

STUDENT PRIVACY – RECORD OF FERPA REQUESTS

Name of Person, Agency or Organization Seeking Access	Date Requested	Records Requested	Reason for Request	Access Granted/Denied	Disposition of Request	Remarks

General Brown Central School District
Approved by the Superintendent: _____

Regulation

Draft 04/01/2020
7240.3

STUDENTS

REQUEST TO CORRECT FERPA RECORDS

To: Student Records Access Officer

I request a correction of the following school records related to: _____
(Name of Student)

My grounds for requesting such correction are as follows:

Signature

Date

Representing

Mailing Address

General Brown Central School District
Approved by the Superintendent: _____

STUDENTS

STUDENT PRIVACY FERPA NOTICE

Date: _____

Dear Parent or Eligible Student:

The Family Educational Rights and Privacy Act of 1974 (FERPA) affords parents or “eligible students” (students who are over 18 years of age or enter a postsecondary educational institution) certain rights with respect to the student’s education records. The purpose of this letter is to inform you of some of those rights and to provide you with the following contact information for the District’s Records Access Officer:

Telephone

Examples of *FERPA* rights include:

1. The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access. Written requests for such access may be submitted to the Records Access Officer between **8:30 a.m. and 3:00 p.m.** on any school day. Such requests should be submitted on the District’s *Application for Inspection of Student Records* form that is located in the Office of the Records Access Officer.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate, misleading or an invasion of the student’s privacy rights. A request for an amendment may be submitted to the Records Access Officer during regular business hours. Such requests should be submitted on the District’s *Request For Correction of Student Records* form that is located in the Office of the Records Access Officer. If the Records Access Officer denies a properly submitted request for an amendment, the person seeking the amendment will be advised of his/her right to a hearing regarding the requested amendment.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that *FERPA* authorizes disclosure without consent. For example, the District may, without consent, disclose:
 - a. Personally identifiable information to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member, including health or medical staff; a person elected to the School Board; a person or company with whom the School has employed by or under contract to perform a special task,

STUDENT PRIVACY FERPA NOTICE

such as an attorney, auditor, medical consultant, or therapist, and including entities that host and disseminate student information such as grades, homework and messages from teachers on the Internet; or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or who is assisting another school official in performing his or her tasks. A school official may be a contractor, consultant, volunteer or other party to whom the District has outsourced instructional services and functions if that individual or entity is performing services district employees otherwise perform (is not selling products or services), is under the direct control of the district with respect to the use and maintenance of the education records and is restricted from re-disclosing the education records except as permitted by FERPA. A school official has a legitimate educational interest if the official is performing a task that is specified in his or her position description or by a contract agreement; performing a task related to a student's education; performing a task related to the discipline of a student; providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid; or maintaining the safety and security of the campus. The District receives services from the _____ **BOCES Regional Information Center** and its vendors in accordance with FERPA. A request for a complete list of current vendors may be submitted to the Records Access Officer.

- b. Appropriately designated "directory information", unless the parent or eligible student has advised the District to the contrary by filling out and returning the below attached *Request to Limit Disclosure of Directory Information* form. The primary purpose of directory information is to allow the District to include this type of information from the student's education records in certain school publications such as a playbill (showing the student's role in a drama production), an annual yearbook, an honor roll or other recognition list, a graduation program, or a sports activity sheet (such as a wrestling program that discloses participants height or weight), etc. Directory information may also be disclosed to outside organizations such as companies that manufacture class rings or publish yearbooks or other companies. Additionally, Federal Law requires Districts receiving certain federal assistance to provide requesting military recruiters with secondary school names, addresses, telephone listings and possibly other directory information, unless parents or eligible students have advised the District that they do not want their student's information disclosed without prior written consent.
4. The right to know that the District has designated the following information as directory information: Directory Information: student's name, parent's name, address, date and place of birth, telephone number, email address, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous

STUDENTS

STUDENT PRIVACY FERPA NOTICE

educational agency attended by student, photograph, and video images of students engaged in routine activities. Parents and eligible students may choose not to allow the District to release directory information. If you do not want the District to disclose directory information without your prior written consent, you must complete and return to the District the below attached form by _____ (insert date thirty or more days from the date of this notice).

5. The right to file a complaint with the following office if you believe the District has violated your *FERPA* rights: Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

Additionally, please be aware that:

- It is the District's policy to disclose education records without consent to officials of another school district in which a student seeks or intends to enroll, and;
- The District uses video surveillance cameras on school property and in school vehicles to maintain the physical security and safety of the campus. The District has designated its Security Office as its law enforcement unit and has assigned to them the responsibility of maintaining the video surveillance images.

Sincerely,

STUDENTS

STUDENT PRIVACY FERPA NOTICE

Request To Limit Disclosure of Directory Information

Records Access Officer

Dear Records Access Officer:

Please secure my written consent before releasing my child's name, address, telephone number and directory information to military recruiters.

Please secure my written consent before releasing the following directory information to anyone:

Parent Signature

Date of Request

=====
For District Use Only
=====

Request Received By

Date Request Received

=====
General Brown Central School District
Approved by the Superintendent: _____
=====

Policy

New Draft 04/01/2020

7317

STUDENTS

POLICY IS REQUIRED

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

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

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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.
- 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 Education Department of that information within ten calendar days of

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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.

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

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NCE Environmental Consultants

May 5, 2020

Mr. Gary Grimm
Superintendent Buildings and Grounds
General Brown Central School District
Dexter, New York 13634

Re: School Board 2019 Fire Inspection Report

Dear Mr. Grimm:

I have completed the fire inspections of all the buildings in the district and the following violations were noted

High School – No violations noted.

Baseball Storage - No violations noted.

Maintenance Storage - No violations noted.

Football Tower - No violations noted.

Bus Garage

1. Item 23A Oil spill on floor in wash bay and sand bay.

Dexter Elementary – No violations noted.

Dexter Pole Barn – No violations noted.

Brownville/Glen Park Elementary

1. Item 2E2 Rescue window blocked in room 105.
2. Item 10A2 Exit directions missing in room 104.
3. Item 15A2 Window in door is covered in room 114.

This year during the inspection, only a four items were found within all your buildings. Brownville/Glen Park had three of the violations. The item where the door was covered was related to the inspection taking place at Christmas time.

**36173 NYS Rt. 12E Clayton, New York 13624
315-654-5077**

Overall when I compare General Brown to other Districts you are better than other districts. This is a result of your teachers and custodial staff hard work.

This year's coming inspection will occur from October 15 thru November 30th.

Even if the schools happen to be closed because of Covid, and let us hope that is not the case, the inspection will still be required. SED has already required districts to perform their fire inspection in other areas of the State where the time period was during March and April. SED considers fire inspections as an essential service.

In December, the State Legislature passed new laws regarding fire inspections. This was the results of issues that had occurred at private schools downstate. However, the regulations when they come out will cover all schools. What is being proposed will more than likely increase the cost of the inspections both in performing them, more frequent re-inspections will be required and staying the cost of staying in compliance.

One item that has already gone into effect, is that on top of the SED mandated fire drills, schools will now have to do 12 additional fire drills, one each month of the year.

Stay well.

Sincerely yours,

John Warneck