

GENERAL BROWN CENTRAL SCHOOL DISTRICT BOARD OF EDUCATION

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

REGULAR MEETING

October 5, 2020 – 5:30 p.m.

JSHS Auditorium / WebEx

Preliminary
AGENDA

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

Call to Order – Pledge of Allegiance

A. APPROVAL OF AGENDA

B. PUBLIC HEARING – *District-Wide Safety Plan*

C. AUDIT COMMITTEE MEETING – See Audit Committee Meeting agenda

Following adjournment of the Audit Committee Meeting:

1. Board Action – ***BE IT RESOLVED*** that the General Brown Central School District Board of Education takes action to approve the ***Independent Auditors' Report for 2019-2020***, as presented by Bowers & Company.

D. PRESENTATIONS – none

E. PUBLIC COMMENT REQUESTS

F. CONSENT AGENDA

1. Approval of Minutes as listed:
 - September 14, 2020 – Regular Meeting
2. Approval of Building and Grounds Requests - none
3. Approval of Conferences and Workshops
 - Barbara J. Case – NYSSBA Leadership Development Webinar – Equity and Inclusivity: Answering the Call to Action (virtual) – October 7, 2020
4. Approval of Conferences and Workshops as per *My Learning Plan* report
5. Approval of Financial Reports / Warrants – August 2020

G. REGULAR AGENDA

Other Discussion and Action Items:

Board Member Reports / Staff Member Reports and Presentations

1. Comments / Information and updates from Board Members
2. Staff Member Reports
3. End of Year Report – Jr.-Sr. High School
4. Staff Member Presentations – none

Items for Board Information / Discussion

5. Board Information – NYSSBA will host a complimentary ***Leadership Development Webinar “Equity and Inclusivity: Answering the Call to Action”*** on Wednesday, October 7, 2020 from noon to 1:30 p.m.
6. Board Information – The Jefferson-Lewis School Boards Association will be holding a Virtual Workshop on Wednesday, October 28, 2020 beginning at 5:00 p.m. The topic is to be determined.
7. Board Information - “Friendship payment in lieu of taxes” for 2020 has been received from Brown Park Housing Corporation in the amount of \$400.

8. Board Information / Discussion – Board of Education Goals for the 2020-2021 school year.

Items for Board Discussion / Action

9. Board Discussion / Action – Nomination of **Voting Delegate for the 2020 NYSSBA Annual Business Meeting** to be held virtually on Saturday, October 31, 2020 beginning at 8:30 a.m. With this year’s meeting being conducted virtually, and in order to preserve a secure and verified voting system, use of alternate delegates will not be permitted.
10. Board Action – Approval is requested for the following resolution:
BE IT RESOLVED that the General Brown Central School District Board of Education takes action to **amend the title of the previously designated “Compliance Coordinator” to “Title IX Coordinator”** as per US Department of Education regulation and implementation of Part 106 of the Title IX Education Amendments of 1975; **and Lisa K. Smith, “Compliance Coordinator”, is hereby designated and authorized to act as the District’s “Title IX Coordinator”, effective immediately.**
11. Board Action – Approval is requested for the adoption of the **District-Wide Safety Plan** for the 2020-2021 school year following a public hearing. The plan was posted publicly on the District website with opportunity to provide feedback and comments.
12. Board Action – Approval is requested for the adoption of the **Code of Conduct** for the 2020-2021 school year following a public hearing. The code of conduct was posted publicly on the District website with opportunity to provide feedback and comments.
13. Board Action – Approval is requested to accept the **donation of a trombone by Mrs. Christina Wheeler.**
14. Board Action – Board Action – Approval is requested for the **2020-2021 Substitute Instructional and Non-Instructional Personnel Item #11-D**, as continued from the Organizational meeting held July 1, 2020:

Substitute Teachers	Substitute Aides
Hailey Pooler Jeralee Jobson	Stacy Latham Dawn Comins

15. Board Action – Approval of **School Tax Collector Report**
16. Board Action - Approval of **Committee on Special Education Reports**

H. ITEMS FOR BOARD ACTION – PERSONNEL

17. Board Action – Personnel changes as listed:
 (A) Retirements: none
 (B) Resignations:

Name	Position	Effective Date
Billie St. Joseph	Bus Driver	09/18/2020
Kathy Smith	Cleaner	10/07/2020
Christopher Snider	Cleaner	10/13/2020
Joseph R. O’Donnell	School District Administrator	11/01/2020

- (C) Appointments:

Name	Position	Salary or Rate of Pay	Probationary or Tenure Track Appt. (if applicable)	Effective Date
Maria Castillo-Brandle	Bus Driver	\$15.32 per hour	n/a	10/06/2020
Joseph R. O’Donnell	Social Studies Teacher	\$80,145 annually-Step 29 (M+30)	3-year probationary tenure period in the area of Social Studies 7-12	11/02/2020

I. ITEMS FOR BOARD ACTION - FINAL FINGERPRINT CLEARANCE – none

J. SUPERINTENDENTS’ REPORTS

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

K. CORRESPONDENCE & UPCOMING EVENTS

20. Correspondence Log

L. ITEMS FOR NEXT MEETING

21. **November 9, 2020** – Regular meeting to begin at 5:30 p.m.

_____ / _____

M. MOTION FOR ADJOURNMENT

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

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

Preliminary

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

Revised September 09, 2020

NLT October 15, 2020

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INTRODUCTION

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

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

SECTION I: GENERAL CONSIDERATIONS AND PLANNING GUIDELINES

A. Purpose

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

B. Identification of School Teams

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

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

C. Concept of Operations

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

D. Plan Review and Public Comment

1. Pursuant to Commissioner's Regulation 155.17 (e) (3), this plan was made available for public comment at a public hearing held at the General Brown Jr/Sr High School on October 05, 2020, and provided for participation of school personnel, parents, students, and any other interested parties. The Board subsequently adopted the District-Wide and Building-Level Plans on October 05, 2020. The most recent revision of the District-Wide Safety Plan as reflected in this document was adopted by the Board of Education on November 19, 2019.
2. Full copies of the District-Wide School Safety Plan were submitted to the New York State Education Department on October 06, 2020. Building-Level Safety Plans were uploaded on the web site on October 09, 2020.
3. This plan shall be reviewed and maintained by the District-Wide School Safety Team and reviewed on an annual basis on or before July 1 of each year after its adoption by the Board of Education. A copy of the plan will be available at the Office of the District Superintendent of the General Brown Central School District.
4. While linked to the District-Wide School Safety Plan, Building-Level Safety Plans shall be confidential and shall not be subject to disclosure under Article 6 of the Public Officers Law or any other provision of law, in accordance with Education Law Section 2801-a.

SECTION II: RISK REDUCTION/PREVENTION AND INTERVENTION

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

A. Prevention/Intervention Strategies

Program Initiatives

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

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

Training, Drills, and Exercises

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

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

Additional staff development will take place as needed.

Screening of potential new employees includes:

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

Implementation of School Security

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

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

1. Every door will be accessible as an exit.
2. All external doors will remain locked, with buzz in access only. Under Covid-19 restrictions, most visitors will not be allowed. Drop boxes are now available at each school's main entrance.
3. A sign at the main entrance will prompt visitors to report to the Main Office.
4. All visitors will enter through the main door. Under Covid-19, they will also undergo a temperature check via kiosks located by each school's main entrance.
5. All visitors are required to sign in, stating name, time, date, and purpose of visit; issued a Visitor's Pass (through the Raptor System) and/or escorted by an employee if access is needed to other areas of the building.
6. All inside classroom doors will be locked when unattended and during instructional hours.
7. Main office and classroom doors will have windows with an unobstructed view of the hallway.
8. Cameras and monitors have been strategically placed for safety and security purposes.

9. Lockdown buttons have been placed in the District Office, Business Office, main offices of each building, and principal's offices. These are connected to a voice announcement, lockdown visual alarm, building fire doors, the Jefferson County 911 Center.
10. All staff have the ability to initiate a lockdown from their school phone.

Vital Educational Agency Information

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

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

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

B. Early Detection of Potentially Violent Behaviors

1. There are early warning signs in most cases of violence to self and others. Certain emotional and behavioral signs that, when viewed in context, can signal a troubled student. Teachers are trained to recognize the signs that can be used to signal a student that may need help. The more signs a student exhibits, the more likely he/she may need intervention. The early warning signs include:
 - Social withdrawal
 - Excessive feelings of isolation
 - Excessive feelings of rejection
 - Being a victim of violence
 - Feelings of being picked on
 - Low school interest and poor academic performance
 - Expression of violence in writings and drawings
 - Uncontrolled anger
 - Patterns of impulsive, chronic hitting and bullying
 - History of discipline problems
 - History of violent and aggressive behavior
 - Intolerance for differences and prejudicial attitudes
 - Alcohol and drug use
 - Affiliation with gangs
 - Inappropriate access/use of firearms
 - Serious threats of violence
2. Information will be available to parents/guardians on how to identify potentially violent behaviors.
3. If a teacher or administrator feels help for a student is warranted, it will be discussed with appropriate school personnel to determine the next step.
4. An interpersonal violence prevention education package will be taught as appropriate.

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

C. Hazard Identification

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

SECTION III: RESPONSE

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

A. Notification and Activation (Internal and External Communications)

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

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

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

B. Situational Responses

Multi-Hazard Response

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

Emergencies include, but are not limited to:

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

Responses to Acts of Violence: Implied or Direct Threats

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

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

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

Response Protocols

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

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

Procedures for Obtaining Emergency Assistance from Local Government

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

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

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

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

District Resources Available for Use in an Emergency

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

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

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

Protective Action Options

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

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

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

SECTION IV: RECOVERY

A. District Support for Buildings

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

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

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

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

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

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

B. Disaster Mental Health Services

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

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

APPENDICES

APPENDIX 1:

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

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

APPENDIX 2:

Building Risk Determination

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

Internal Hazards

Civil Disturbance

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

Fire and Explosion

- Explosion
- Fire

Systems Failure

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

Medical Emergency

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

Death/Suicide

External Hazards

Natural/Weather Related

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

Environmental

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

Other External Hazards

- Airplane Crash
- School Bus Accident
- Earthquake

APPENDIX 3:

Regulation references

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

APPENDIX 4:

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

APPENDIX 5:

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

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

APPENDIX 6:

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

September 20, 2019

Dear Colleagues:

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

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

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

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

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

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

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

Very truly yours,

Kathleen R. DeCataldo

APPENDIX 6:

1. Purpose

The purpose of this appendix is to provide general procedures intended to mitigate spread of pandemic disease and reduce impact to school and surrounding communities.

2. Scope

In the event of a pandemic event, schools will contact the local Department of Health office for further guidance and support. Precautionary measures are outlined in the building level plans to keep school personnel and students safe from undue exposure to the pandemic. Efforts are made to remain calm, to avoid contaminating others to keep everyone safe.

Goals and Objectives

Prevention of pandemic disease within school community.

- Policies and procedures for preventative measures and response processes.
- Cooperative relationships with local medical and health services.
- Education of students and staff on preventative and protective practices.

Minimize exposure, illnesses and deaths.

- Identification and confirmation of pandemic.
- Effective mobilization of medical and health services.
- Limit exposure to school community.

Mitigation of impact to school community and educational operations.

- Assessment of exposed facilities.
- Organized return to normal educational operations.
- Evaluation of impact.

3. General Overview

A pandemic is a global disease outbreak for which there is little to no immunity. A virus or disease can spread quickly when students, staff or visitors are exposed outside the school so precautionary measures are necessary to reduce potential impact to the school community and educational operations.

According to the Centers for Disease Control (CDC), the distinction between an epidemic and a pandemic is an epidemic refers to an increase, often sudden, in the number of cases of a disease above what is normally expected in the population of a community or geographical area. Whereas, a pandemic refers to an epidemic that has spread over several countries or continents, usually affecting a large portion of the population.

General Brown Central School district will work with local officials on the proper response, reporting, and other actions to take once an epidemic or pandemic is identified in our area.

GENERAL BROWN CENTRAL SCHOOL DISTRICT
Audit Committee Agenda
October 5, 2020

1. Presentation of *Independent (External) Auditors' Report* - Bowers & Company – via WebEx

2. Approval of the *Audit Committee minutes from June 15, 2020* (attached)
Motion for approval by _____, seconded by _____, with motion approved ____/____.

3. Adjournment of Audit Committee
Motion to adjourn the Audit Committee meeting by _____, seconded by _____, with the motion approved ____/____.

[Note: Once the audit committee meeting is adjourned, the Board will take action to approve the external audit report.]

GENERAL BROWN CENTRAL SCHOOL DISTRICT
Audit Committee Meeting
June 15, 2020

Unapproved
MINUTES

Members in attendance: Natalie Hurley, Vice President; Kelly Milkowich; Jamie Lee; Tiffany Orcesi
Members attending via Webex: Daniel Dupee II; Albert Romano

1. **Board Information / Discussion** – District audit scheduled to begin in June by Bowers & Company CPAs, PLLC.
2. **Internal Claims Auditor’s Report** - Mr. Alvin Hasner provided a written report due to COVID-19 restrictions.
3. **Board Action** - Approval of the Audit Committee minutes from October 7, 2019 (attached)
Motion for approval by Kelly Milkowich, seconded by Tiffany Orcesi, with approval by roll call: Daniel Dupee voting yes and Albert Romano, Jr. voting yes. Motion approved 6-0.
4. **ADJOURNMENT** of Audit Committee
Motion for approval by Jamie Lee, seconded by Kelly Milkowich, with approval by roll call: Daniel Dupee II voting yes and Albert Romano, Jr. voting yes. Motion approved 6-0.

Note: Once the audit committee meeting is adjourned, the Board will take action to approve the Internal Claims Auditor’s Report in regular session.

GENERAL BROWN CENTRAL SCHOOL DISTRICT BOARD OF EDUCATION

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

REGULAR MEETING

September 14, 2020 – 5:30 p.m.

Jr.-Sr. High School Auditorium / WebEx

Unapproved

MINUTES

REGULAR MEETING – This meeting was held in the auditorium of the Jr.-Sr. High School and was available to the public via WebEx. The meeting was called to order at 5:30 p.m. by President Kelly Milkowich, followed by the Pledge of Allegiance.

MEMBERS PRESENT – Kelly Milkowich, President; Sandra Young Klindt, Vice President; Natalie Hurley; Daniel Dupee II (via WebEx until 5:50 p.m., at which time he joined the meeting); Tiffany Orcesi; Jamie Lee; Scott Lytle

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

A. APPROVAL OF AGENDA

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

B. PROPOSED EXECUTIVE SESSION

A motion was requested to enter executive session for discussion of matters regarding a current specific legal matter and a specific personnel matter.

Motion for approval by Sandra Klindt, seconded by Scott Lytle, with motion approved 7-0. Time entered: 5:31 p.m.

— Mr. Dupee joined the meeting in person at 5:50 p.m.

C. RETURN TO OPEN SESSION

A motion was requested to adjourn the executive session and reconvene the regular meeting.

Motion for approval by Tiffany Orcesi, seconded by Scott Lytle, with motion approved 7-0. Time: 6:32 p.m.

D. BOARD ACTION following Executive Session:

1. Board Action – ***BE IT RESOLVED***, upon the recommendation of the Superintendent of Schools, the Board of Education of the General Brown Central School District hereby approves of a settlement agreement with the General Brown School Related Professionals Union related to the Improper Practice Charge filed by the SRPU and pending before the Public Employment Relations Board.

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

E. PUBLIC HEARING – The regular meeting was opened with a ***Public Hearing regarding the Code of Conduct***, which has been posted publicly on the District website with opportunity to provide feedback and comments. Superintendent Case reported that one question/comment had been submitted for the public record.

F. PRESENTATIONS – None

G. PUBLIC COMMENT REQUESTS – None

H. CONSENT AGENDA

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

1. Approval of Minutes as listed:

— August 10, 2020 – Regular Meeting

2. Approval of Building and Grounds Requests - none

3. Approval of Conferences and Workshops

- Barbara J. Case – NYSCOSS 2020 Fall Leadership Summit – Fostering Connections with Each Other (virtual) – October 5-6, 2020

4. Approval of Conferences and Workshops as per *My Learning Plan* report

5. Approval of Financial Reports / Warrants – June and July 2020

I. **REGULAR AGENDA**

Other Discussion and Action Items:

Board Member Reports / Staff Member Reports and Presentations

1. Comments / Information and updates from Board Members – President Milkowich shared that she enjoyed the virtual Open Houses provided for students and parents.
2. Staff Member Reports
3. Staff Member Presentations - None

Items for Board Information

4. Board Information – The 2020 NYSSBA Annual Convention will be a two-week virtual event from October 20-22 and October 27-29, 2020. The Annual Business Meeting will be held virtually on October 31, 2020. The registration fee will be \$285.

Items for Board Discussion / Action

5. Board Discussion / Action – **RESOLUTION** to suspend any district policy that may conflict with federal, state and local directives in light of the pandemic, as well as provide authority for the Superintendent to take steps to implement a reopening plan consistent with the reopening guidance.

WHEREAS, on March 16, 2020, the New York State Governor declared, under Executive Order 202.4, all schools within New York State to be closed to students no later than March 18, 2020 for a period of two weeks, ending on April 1, 2020; and

WHEREAS, various subsequent executive orders were issued by the New York State Governor resulting in the closure of schools to students for the remainder of the 2019-2020 school year as a result of the COVID-19 pandemic; and

WHEREAS, on or about July 13, 2020, the New York State Department of Health issued interim guidance for in-person instruction at Pre-K to Grade 12 schools during the COVID-19 public health emergency for the 2020-2021 school year; and

WHEREAS, on or about July 16, 2020, the New York State Education Department released reopening guidance for schools for the 2020-2021 school year.

NOW, THEREFORE, the General Brown Central School District Board of Education resolves as follows:

- 1) In an effort to comply with reopening requirements, the Board of Education hereby temporarily suspends any Board policy that conflicts with any current or future federal, state, or county law, regulation, executive order, or guidance released for the purpose of reopening of schools during the period of the COVID-19 pandemic.
 - 2) The Superintendent of Schools is directed to follow the federal, state, or county laws, regulations, executive orders, or guidance and is thereby authorized to take such action(s) as reasonably necessary and proper for the purpose of reopening schools in compliance with said guidance.
 - 3) This resolution shall terminate at the discretion of the Superintendent of Schools or shall expire on June 30, 2021, unless extended by formal resolution by the Board of Education.
Motion for approval by Sandra Young Klindt, seconded by Tiffany Orcesi, with motion approved 7-0.
6. Board Action – Approval is requested for the **acceptance of a \$125 donation** from Staci Martin for support of our backpack program.
Motion for approval by Natalie Hurley, seconded by Scott Lytle, with motion approved 7-0.
 7. Board Action – Approval is requested for the **acceptance of a \$1500 donation** from the member donors of Jefferson Lewis Board of Realtors to the Northern New York Community Foundation’s COVID-19 Community Support Fund in support of the District’s backpack program.
Motion for approval by Natalie Hurley, seconded by Sandra Klindt, with motion approved 7-0.

8. Board Action – Board Action – Approval is requested for the **2020-2021 Substitute Instructional and Non-Instructional Personnel Item #11-D**, as continued from the Organizational meeting held July 1, 2020:
Motion for approval by Scott Lytle, seconded by Tiffany Orcesi, with motion approved 7-0.

Substitute Teachers	Substitute Bus Drivers
Theresa Parker Katelyn Longamore	Aaron Ryor Victoria Hughes Maria Castillo-Brandle Melanie Clark

9. Board Action – Approval of **School Tax Collector Report**
Motion for approval by Jamie Lee, seconded by Sandra Klindt, with motion approved 7-0.

10. Board Action – Approval of **change/adjustment to the 2020 School Tax Warrant:**
 ▪ Increase of \$14.52 per adjustment made by Jefferson County Real Property Tax Service
 Motion for approval by Sandra Klindt, seconded by Tiffany Orcesi, with motion approved 7-0.

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

J. ITEMS FOR BOARD ACTION – PERSONNEL – TENURE

12. Board Action - **BE IT RESOLVED** that upon the recommendation of the Superintendent of Schools, the Board of Education of the General Brown Central School District **hereby takes action to grant tenure to Marjorie Cuddeback** in the tenure area of **Teacher Assistant, effective October 3, 2020.**
Motion for approval by Natalie Hurley, seconded by Daniel Dupee, with motion approved 7-0.

K. ITEMS FOR BOARD ACTION – PERSONNEL

13. Board Action – **BE IT RESOLVED** that upon the recommendation of the Superintendent of Schools, the Board of Education of the General Brown Central School District **hereby takes action to reduce the position of Physical Therapist to 0.5 FTE from 0.6 FTE effective September 1, 2020.**
Motion for approval by Natalie Hurley, seconded by Sandra Klindt, with motion approved 7-0.

14. Board Action – Personnel changes as listed:
A motion for approval of the following PERSONNEL CHANGES, with *effective dates* as listed, made by Natalie Hurley, seconded by Jamie Lee, with motion approved 6-0 with Daniel Dupee abstaining.

(A) Retirements: none

(B) Resignations:

Name	Position	Effective Date
Ashley Morrow	Teacher Aide	06/05/2020
Joseph Machia	Cleaner	08/24/2020
Eric D. Phillips	Social Studies Teacher	08/31/2020
Erica Hartle	Elementary Teacher	08/31/2020
Stephanie Shorkey	Teacher Aide	09/11/2020
Bryan Benson	Social Studies Teacher	10/09/2020

(C) Appointments:

Name	Position	Annual Salary or Rate of Pay	Probationary or Tenure Track Appt. (if applicable)	Effective Date
Cassandra B. Storey	Elementary Teacher	\$48,045 (MB+39, Step 1)	4-year probationary tenure period in the area of Elementary K-6	Emergency appointment effective date: 09/01/2020

Michael B. Spalding	Substitute Bus Driver	\$15.32 per hour	n/a	Emergency appointment effective date: 09/01/2020
Gary D. Black, Jr.	Substitute Teacher	\$95 per day	n/a	09/15/2020
Michael N. Chitro	Substitute Teacher	\$95 per day	n/a	09/15/2020
Julie A. Hulbert	Substitute Nurse Substitute Aide	\$17.25 per hour \$12.50 hour	n/a	09/15/2020
Ashley Morrow	Substitute Teacher Substitute Aide	\$90 per day \$12.50 per hour	n/a	09/15/2020
Joseph Machia	Cleaner	\$12.68 per hour	n/a	09/28/2020

L. ITEMS FOR BOARD ACTION - FINAL FINGERPRINT CLEARANCE

15. FINAL Fingerprint Clearance - Upon the recommendation of the Superintendent of Schools – WHEREAS, on behalf of the General Brown Central School District, two sets of the following prospective employees’ fingerprints for employment have been submitted to NYSED, along with the signed Consent Form, and a request for conditional clearance. The following employees have received FINAL CLEARANCE from SED:

- **Cassandra B. Storey** – Teacher
- **Jacob M. Heller** – Custodial
- **Michael N. Chitro** – Substitute Teacher
- **Julie A. Hulbert** – Substitute Nurse
- **Joseph Machia** – Cleaner

Motion for approval by Sandra Klindt, seconded by Jamie Lee, with motion approved 7-0.

M. SUPERINTENDENTS’ REPORTS

16. Assistant Superintendent Smith shared information regarding the annual audit / 20% state aid reduction / \$115,000 spent regarding costs related to COVID-19 and re-opening / implications of using funds from Capital Reserve

17. Superintendent Case shared information regarding athletics / political pressure / health and safety issues / inequity issues. She answered questions regarding remote learning and student support with technology.

N. CORRESPONDENCE & UPCOMING EVENTS

18. Correspondence Log

O. ITEMS FOR NEXT MEETING

19. **October 5, 2020** – Regular meeting to begin at 5:30 p.m.

— Board of Education GOALS

P. MOTION FOR ADJOURNMENT

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

Motion for approval by Tiffany Orcesi, seconded by Scott Lytle, with motion approved 7-0. Time adjourned: 7:30 p.m.

Respectfully submitted:

Debra L. Bennett, District Clerk

- Supporting documents may be found in supplemental file dated September 14, 2020

GENERAL BROWN CENTRAL SCHOOL DISTRICT

**Donna Keefer
SCHOOL TAX COLLECTOR**

Board of Education Meeting October 5,2020

2020 WARRANT TOTAL	\$ 7,605,581.24
Total Monies Deposited as of September 30, 2020	\$ 2,856,408.61
Duplicate/Overpayments	\$ 182.07
Total	\$ 2,856,590.68
Total Tax Collected Full Payments/Installment	\$ 2,848,838.59
Installment Surcharge/Interest Penalty	\$ 7,570.02
Total Collected	\$ 2,856,590.68
2020 Tax Warrant	\$ 7,605,581.24
Taxes collected as of September 30,2020	\$ 2,848,838.59
Outstanding Tax as of September 30,2020	\$ 4,756,742.65

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