

**GENERAL BROWN CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION
Annual Organizational Meeting
FINAL AGENDA
July 1, 2021 – 5:30 p.m.
Auditorium / Webex - Jr.-Sr. High School**

ORGANIZATIONAL MEETING

5:30 p.m.: **Call to Order** by Superintendent Barbara J. Case with the Pledge of Allegiance

— **Welcome** Mr. Albert Romano, Jr. newly elected Board of Education member, and re-elected members Jamie Lee and Kelly Milkowich.

1. **The Oath of Faithful Performance in Office** will be administered to the following:
 - Albert Romano, Jr.; Jamie Lee; Kelly Milkowich - Board of Education members elected to serve from July 1, 2021 to June 30, 2024.
 - Barbara J. Case - Superintendent of Schools
 - Debra L. Bennett - District Clerk
2. **Election of Board of Education Officers for the 2021-2022 school year:**
 - The District Clerk will call for nominations for the Offices of President and Vice President of the Board of Education
3. **The Oath of Faithful Performance in Office** will be administered by the District Clerk to the newly elected President and Vice President of the Board of Education.

— The President will resume the meeting.

4. Approval of the Agenda for the Organizational Meeting

5. Appointment of Officers as listed:

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

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

7. Other Appointments as listed:

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

Organizational Meeting – July 1, 2021

| | | | | |
|----|------------------------------|------------------|------|------------------|
| I. | Asbestos Designee..... | Gary Grimm | None | TBD |
| J. | Purchasing Agent..... | Barbara J. Case | None | Barbara J. Case |
| K. | Data Protection Officer..... | Michael Parobeck | None | Michael Parobeck |
| L. | Data Privacy Officer..... | Barbara J. Case | None | Barbara J. Case |

8. Authorizations as listed:

| | | |
|----|--|---------------------------|
| A. | Payroll Certification..... | Barbara J. Case |
| | Conferences..... | Barbara J. Case |
| | Workshops..... | Barbara J. Case |
| | Conventions..... | Barbara J. Case |
| | District Director of Physical Education..... | Barbara J. Case |
| | District Property Control Officer..... | Barbara J. Case |
| | Budget Transfers..... | Lisa K. Smith |
| B. | Title IX Coordinator..... | Lisa K. Smith |
| | District Sexual Harassment Officers..... | David Ramie Lisa Smith |
| | District Complaint Officer..... | David Ramie |
| | Dignity Act Building Coordinators: | |
| | ▪ Brownville-Glen Park Elementary..... | Missie Nabinger |
| | ▪ Dexter Elementary..... | Laurie Nohle |
| | ▪ Jr.-Sr. High School..... | David Ramie |
| | District Technology Coordinator..... | David Ramie |
| | Odyssey of the Mind Coordinator(s)..... | M. Nabinger/L. Nohle |
| | District Pre-K Coordinator(s)..... | M. Nabinger/L. Nohle |
| | District Arts in Education Coordinator..... | M. Nabinger |
| | Drug and Alcohol Coordinator..... | David Ramie |
| | District PDP Coordinator..... | Barbara J. Case |
| | District Biennial Review Coordinator..... | David Ramie |
| | Standardized Testing Coordinator..... | David Ramie |
| | Staff Development Coordinator..... | Barbara J. Case |
| | Instructional Material Replacement..... | Lisa Smith |
| | Reading Coordinator(s)..... | M. Nabinger/L. Nohle |
| | Mentor Program Coordinator..... | Lisa Smith |
| | Chairperson Committee on Special Education..... | Kathaleen Beattie |
| | Section 504 Coordinator..... | Kathaleen Beattie |
| | Section 504 District Coordinator..... | Lisa Smith |
| | Preschool Education..... | Lisa Smith |
| | School Security/Safety Officer..... | Gary Grimm |
| | Coordinator Compensatory Programs..... | Lisa Smith |
| | Migrant Education..... | Lisa Smith |
| | Designated Educational Official (DEO)..... | Lisa Smith |
| | ALS Coordinator..... | Lisa Smith |
| | Character Education..... | Missie Nabinger |
| | District Health Coordinator..... | David Ramie |
| C. | Athletic Director..... | Joseph Folino |
| D. | Petty Cash Funds: | |
| | ▪ Mr. Ramie (Jr.-Sr. High School)..... | \$100 |
| | ▪ Mrs. Nabinger (Brownville Glen Park Elementary)..... | \$100 |
| | ▪ Mrs. Nohle (Dexter Elementary)..... | \$100 |
| | ▪ Mrs. Smith (District Office)..... | \$100 |
| | ▪ Mr. Valentin (Bus Garage)..... | \$ 50 |
| | ▪ TBD (Buildings & Grounds)..... | \$ 50 |
| E. | Designation of signature on checks..... | Lisa Smith |
| F. | Tax Collection Dates: Section 924-a of the Real Property Tax Law (RPTL) enacted a "Variable Interest Rate Law". The Commissioner of Taxation and Finance will establish a rate by July 15, 2021. (Usually set at 1% per month or 12% per annum) | To be determined |

Organizational Meeting – July 1, 2021

| | | |
|----|--|---|
| G. | <p>Committee on Special Education-General Brown Central School District CSE Committee:</p> <ul style="list-style-type: none"> ▪ Committee on Special Education Alternative Chairperson..... ▪ Student’s Parent/Guardian(s) ▪ Regular Edu.Teachers employed by GBCSD/School in which child attends ▪ Special Edu.Teachers employed by GBCSD/BOCES/School in which child attends ▪ School Psychologist..... ▪ GBCSD Representative/Chairperson..... ▪ School Physician..... ▪ Parent Member(s)..... ▪ Related Service Personnel (those servicing the student if not employed by GBCSD): Speech Therapist/Occupational Therapist/Physical Therapist/Teacher of the Deaf/ Audiologist/School Counselors/Student | <p>Katie Ledbury</p> <p>Katie Ledbury Kathaleen Beattie River Hospital TBD if required</p> |
| H. | <p>General Brown CSD CPSE Committee:</p> <ul style="list-style-type: none"> ▪ Student’s Parent/Guardian(s) ▪ Regular Education Teacher of the child ▪ Special Education Teacher of the child ▪ GBCSD Representative/Chairperson..... ▪ School Physician..... ▪ Parent member(s)..... ▪ Related Service Personnel: Speech Therapist/Occupational Therapist/Physical Therapist/Teacher of the Deaf/Audiologist/Counselors/Social Worker ▪ Municipality Representative (County) Agency Representative | <p>Kathaleen Beattie River Hospital TBD if required</p> |
| I. | <p>General Brown CSD CSE Sub-Committee:</p> <ul style="list-style-type: none"> ▪ Student’s Parent/Guardian(s) ▪ Regular Edu.Teachers employed by GBCSD/School in which child attends ▪ Special Edu.Teachers employed by GBCSD/BOCES/School in which child attends ▪ School Psychologist..... ▪ GBCSD Representative/Chairperson..... ▪ Related Service Personnel (those servicing the student if not employed by GBCSD): Speech Therapist/Occupational Therapist/Physical Therapist/Teacher of the Deaf/ Audiologist/School Counselors/Student | <p>Katie Ledbury Kathaleen Beattie</p> |
| J. | District Health/Safety Committee..... | D. Ramie / M. Nabinger / L. Nohle / TBD |
| K. | All scholarships to be approved as written | |

9. Designations as listed:

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

10. Bonding of Personnel as listed:

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

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

11. Other Items as listed:

| | |
|----|--|
| A. | Re-adoption of all policies, student handbooks, employee handbooks, operational manuals, confidential / management handbook, and code of ethics in effect during the previous years. |
| B. | Re-adoption of the <i>Strategic Action Plan</i> for the 2021-2022 school year |

Organizational Meeting – July 1, 2021

| | |
|----|--|
| C. | Approval of Mileage Reimbursement Rate at the official IRS rate in effect on this day: \$0.56 |
| D. | Approval of the 2021-2022 listing of Substitute Instructional and Non-Instructional Personnel – As per Attachment #2 |
| E. | <p>BE IT RESOLVED that the General Brown Central School District Board of Education establishes the following as a standard workday for the purpose of determining days worked reportable to the NYS ERS:</p> <ul style="list-style-type: none"> ▪ Cleaners, Driver Service, Head Custodians, Mechanic Helper, and Senior Mechanic - 8 hours per day ▪ Account Clerks and Typists - 7.5 hours per day ▪ Cook, Nurses, Occupational Therapist, Secretaries and Teacher Aides - 7 hours per day ▪ Bus Drivers, Cashiers, Food Service Helpers, Food Service Helper/Laborer and Student Workers - 6 hours per day <p>This resolution shall continue in full force and effect until otherwise modified by further action of the Board of Education.</p> |
| F. | <p>BE IT RESOLVED that the General Brown Central School District Board of Education agrees to participate in the St. Lawrence/Lewis BOCES Cooperative Purchasing Programs in accordance with the guidelines set forth in the <i>“Cooperative Purchasing Agreement”</i> for the 2021-2022 school year.</p> |
| G. | Annual Review of vendors, (listing provided), for disclosure of conflict of interest. |

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

Attachment #1: 2021-2022 Board of Education Meeting Schedule

Attachment #2: 2021-2022 Substitute Instructional and Non-Instructional Personnel

[Attachment #1]

GENERAL BROWN CENTRAL SCHOOL DISTRICT
Board of Education Meeting Schedule
2021-2022

(As approved by the Board of Education – May 10, 2021)

The tentative location of the Board of Education meetings will be the General Brown Room of the Jr.-Sr. High School. Meetings will begin at 5:30 p.m., unless otherwise stated.

Please note that approved meeting dates are subject to change.

| | |
|---------------------------------|--|
| Thursday, July 1, 2021 | Annual Organizational Meeting followed by Regular Meeting – (Time: 5:30 p.m.) |
| August 9, 2021 | Regular Meeting |
| September 13, 2021 | Regular Meeting |
| October 4, 2021 | Regular Meeting |
| November 8, 2021 | Regular Meeting |
| December 6, 2021 | Regular Meeting |
| January 10, 2022 | Regular Meeting |
| February 7, 2022 | Regular Meeting |
| March 7, 2022 | Regular Meeting |
| Wednesday, April 6, 2022 | Regular Meeting |
| May 9, 2022 | Regular Meeting followed by the Annual Meeting / Budget Hearing at 6:00 p.m. (JSHS Auditorium) |
| Tuesday, May 17, 2022 | Budget Vote / Election - New Gymnasium JSHS - Noon to 8 PM |
| June 13, 2022 | Regular Meeting |

[Attachment #2]

2021-2022 Listing of Instruction and Non-Instructional Personnel

Sub Teacher :

Barker, Zachary
Behling, Catherine
Black, Doug
Black, Shea
Brenon, Meganne
Company, Christine
Campbell, Thomas
Cean, Brittany
Covey, Maria
Fazio, Bryanna
Halpin, Valerie
Hutchinson, Cheyenne
Keggins, Julie
Lamon, Cynthia
Makuch, Eric
Omalley, Heather
Pickeral, Carson
Pike, Anthony
Rebelo, Jessica
Rose, Hanna
Schueler, Maria
Scordo, Tyler
Smith, Diana
Timerman, Helen
Walker, Mallory
Heise, Susan

Sub Aide:

Comins, Dawn
Gordon, Amber
Grant, Carol
Hulbert, Julie
Lamon, Cynthia
Latham, Stacy
Parker, Cindy
Heise, Susan

Sub Nurse:

Burdick, Vivian
Hulbert, Julie

Sub Cleaner:

Fazio, Bryan
Matthews, Bruce
Tyler, Phillip

Sub Driver:

McIntosh, Willis
Spaulding, Michael

Sub Food Svc:

Lanham-Livingston, MaryAnn

General Brown Central School District

Strategic Plan 2019-2022

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



We believe ...

- Everyone can learn.
- Positive expectations, behaviors, and attitudes are modeled by adults.
- Risk taking, innovation and creativity are encouraged.
- There should be celebrations for what is going well.
- Students learn by cultivating their interests and talents.
- A positive school culture reflects a focus on cultural diversity.
- Acceptance of each other promotes a positive learning environment.
- Success is enhanced when all students take responsibility for their learning.
- The responsibility for a rigorous, goal-oriented education and for the well-being of each student is shared by the entire community.
- Each student is cared about, and in turn cares about and respects all others.

Strategic Focus Areas:

Academic Achievement

Intentional Investment in Learning

School Culture and Community

Goal 1: Academic Achievement: Each student will meet or exceed the expectations of the curriculum and instruction of the General Brown School District and New York State Standards.

Outcome A: Curriculum and Instruction: All curriculum and instruction will be aligned to maximize student learning

- All *teachers* will develop curriculum, instruction, and assessments aligned to New York State Standards.
- All *students* will be exposed to curriculum that is relevant, engaging, and culturally responsive aligning to both New York State Standards and corresponding curriculum and instruction.
- All *teachers* will utilize data analysis skills to monitor and maximize student performance according to the New York State Standards.

Outcome B: Instructional Practices: Maximized student learning and high expectations for all students will be met through the use of differentiated instruction and effective instructional tools and assessment.

- All *preK-12 students* will be provided integrated instructional opportunities to achieve the best academic outcomes.
- All *teachers* will utilize innovative pedagogy to engage and teach all students.

Goal 1 Strategic Actions for Academic Achievement: Create Curriculum and Instruction Team(s) to

- map, review and update curriculum
 - align instructional practices and create linkages with common and state assessments
 - unpack New York State Standards
 - design professional development and support turnkey trainers to help facilitate the implementation of district initiatives
 - explore grading and scheduling alternatives
 - review homework policy
 - analyze student data, climate survey data, test data and report card data
 - embed data review in team meetings, department meetings, faculty meetings and leadership meetings and develop professional learning communities.
-

Goal 2: Intentional Investment in Learning: Each student will be provided opportunities for authentic learning, collaboration and skill development in college, career, and citizenship while demonstrating an innovation mindset and appropriate use of technology.

Outcome A: Engagement and Investment: All students will be fully engaged in teaching and learning that meets their skills and needs to be college, career, and citizen ready (CCC).

- All **students** will engage in preparing to meet their future goals and responsibilities for college and/or career, and civic duties.

Outcome B: Opportunities: A wide range of teaching and learning opportunities will be provided to meet the needs of students at all grade levels and with all abilities to ensure both community and global perspectives.

- All **students** will communicate and/or collaborate with community, business, global and/or education partners each year.
- All **students** will continue to explore opportunities to expand and deepen trans-disciplinary learning and problem solving skills that can be applied and transferred to college, career, and civic readiness.

Outcome C: Consideration of Reconfiguration of the two elementary schools to align grade levels in each building.

- An analysis of the current building grade configuration will be conducted to determine the best configuration to meet the needs of all elementary students.
- A discussion and decision-making process will be initiated by the General Brown School District to consider reconfiguration of the district schools, specifically the two elementary schools in order to attain the horizontal and vertical alignment, congruence, and consistency of curriculum, instruction, assessment, space utilization, inclusivity, and opportunities.

Goal 2 Strategic Actions for Intentional Investment in Learning: Create a Team to

- develop a counseling/guidance and CCC plan and to embed career development K-12
- continue to advance offerings for all students especially in the areas of technology and in the community
- explore necessary resources to support new opportunities including realignment of grades to maximize alignment of curriculum, instruction, coordination and communication

Goal 3: School Culture and Community: Each student will demonstrate behaviors congruent with a school culture and community that reflect the values, beliefs, attitudes, perceptions, respect, and relationships that promote academic success and social and emotional well-being for all in inclusive, safe settings, and with family engagement.

Outcome A: Inclusive environment: The teaching and learning environment will be enhanced to ensure that students are engaged in learning in an inclusive environment that is socially, emotionally and physically safe.

- All **students** will engage in extracurricular activities that promote leadership development.
- All **students** will be educated in inclusive settings.
- All **students, staff, parents and community members** will feel welcome in all school settings, and they will support and promote cultural awareness and sensitivity.

Outcome B: Staff and Community Development: We will hire, mentor, develop and retain teachers and staff to model all aspects of this inclusive school culture and community.

- All **staff hires** will reflect the mission and vision of GB to provide an inclusive teaching and learning environment for students.
- All **staff members** will engage in community outreach.

Outcome C: Safety Student and staff safety will be at the forefront of decisions about facility and classroom procedures and space to ensure a focus on teaching and learning.

- All **schools** will be safe and secure at all times.

Goal 3 Strategic Actions for School Culture and Community: Create a Team to

- analyze student engagement data in activities
- develop strategies for increasing engagement to meet the learning and social needs of all students within school and the community
- develop a plan for enhancing a welcoming culture in all schools
- ensure all professional development aligns with district goals
- update the School Safety Plan to support physical safety & security, mental health and student discipline
- implement a robust mentoring program



Board of Cooperative Educational Services

Thomas R. Burns
District Superintendent
Executive Officer

Cooperative Purchasing

ESC Building
40 W Main Street, PO Box 231
Canton, NY 13617
(315) 386-4504 ext 10127
Email: dbessette@sllboces.org

Darlene Bessette
Supervisor of Purchasing Services

St. Lawrence/Lewis BOCES Cooperative Purchasing Agreement

All school districts participating in the St. Lawrence/Lewis BOCES Cooperative Purchasing program through annual board resolution, agree to the following:

- 1.) To bid jointly any or all commodities on the attached list together with a number of public school districts comprising Clinton-Essex, Franklin-Essex, Jefferson-Lewis and St. Lawrence-Lewis BOCES in New York State.
- 2.) The school district will participate with other schools in the BOCES listed above in the joint bidding of any or all commodities on the attached list as authorized by General Municipal Law, Section 119-0.
- 3.) The school district agrees to appoint the St. Lawrence/Lewis BOCES Cooperative Purchasing Agent and related committees to assume the responsibility for drafting of specifications, advertising for bids, accepting and opening bids, tabulating bids, reporting results to the boards of education and making recommendations thereon.
- 4.) The Board of Education of the school district agrees to appoint the St. Lawrence/Lewis BOCES Cooperative Purchasing Agent and related committees to represent it in all matters related above.
- 5.) The Board of Education of the school district authorizes the above mentioned to represent it in all matters leading up to the entering into a contract for the purchase of any and /or all commodities on the attached list.
- 6.) The Board of Education agrees to assume its equitable share of the costs of cooperative bidding.
- 7.) The Board of Education agrees:
 - a.) To abide by majority decisions of the participating districts on quality standards;
 - b.) That unless all bids are rejected, it will award contracts according to the recommendations of the St. Lawrence/Lewis BOCES Cooperative Purchasing Agent and related committees.
 - c.) That after the award of contract(s) it will conduct all negotiations with the successful bidder(s).