

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

REGULAR MEETING
November 8, 2021 – 5:30 p.m.

The Board of Education will meet in the auditorium of the Jr.-Sr.High School.
COVID-19 physical distancing guidelines will be followed.

Preliminary
AGENDA

REGULAR MEETING – 5:30 P.M.

Call to Order – Pledge of Allegiance

A. APPROVAL OF AGENDA

B. PRESENTATION - Daniel Hodge will be performing the song "*Beautiful City*" from the musical "*Godspell*"

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

D. AUDIT COMMITTEE MEETING – See Audit Committee Meeting agenda for presentation of the Independent Auditors' Report

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 2020-2021*, as presented by Bowers & Company.

E. PUBLIC COMMENT REQUESTS

F. CONSENT AGENDA

1. Approval of Minutes as listed:
 - October 4, 2021 – Regular Meeting
2. Approval of Buildings and Grounds Requests as listed:
 - JSHS new gymnasium / weight room – October 20, 2021 – GB Cheer Program – Showcase for Varsity/Modified
 - JSHS Fisher Field – Belleville Henderson CSD – November 3-5, 2021 – Boys' Varsity soccer practice
3. Approval of Conferences and Workshops as listed:
 - Julia LaVere – Non Violent Crisis Prevention Training the Trainer – Jefferson-Lewis BOCES – October 19, 25, and 26, 2021
 - Barbara J. Case – JLSBA Workshop – "Student Mental Health" presented by Dr. Samuel Rubenzahl, Ph.D. – October 21, 2021
 - Rebecca L. Flath – nVISION-Year End User Group – virtual – November 8, 2021
 - Kristi Bice – Financial User Group-Year End Processing-Part 2 – virtual – November 9, 2021
4. Approval of Conferences and Workshops as per *My Learning Plan Report*
5. Approval of Financial Reports / Warrants – June/July/August/September 2021

G. REGULAR AGENDA

Other Discussion and Action Items:

Board Member Reports/Staff Member Reports and Presentations

1. Comments / Information shared by Board Members
2. Staff Member Reports
3. Staff Member Presentations

Items for Board Information/Discussion

4. Board Information – There will be an Overnight Field Trip Sporting Event for Varsity Boys' Wrestling in Satatoga, NY on January 7-8, 2022.

5. Board Information – Invitation to attend Jefferson-Lewis School Boards Association Hybrid Presentation – Superintendent/Board Roles and Responsibilities presented by Barry Entwistle, Director of Member Relations NYSSBA – December 2, 2021 6:00 p.m. in-person or via Webex.

Items for Board Discussion/Action

6. Board Action – Approval is requested for the following “CRRSA” resolution:

WHEREAS, the Board of Education of the General Brown Central School District (“Board”) is considering to undertake a project involving renovations to its existing Brownville-Glen Park Elementary, Dexter Elementary, and High School Buildings the project includes upgrades to existing mechanical including heating system piping, boiler replacements, ventilation system improvement and mechanical systems controls (“the Project”); and

WHEREAS, the Board intends to fund the Project with monies received under the federal Coronavirus Response and Relief Supplemental Appropriations Act (“CRRSA”) in the amount of \$1,243,597 per the District’s application therefore; and

WHEREAS, the Board’s approval of the Project is necessary in order for the District’s architects, BCA Architects & Engineers, to file the necessary paperwork for approval of the Project by the New York State Education Department’s Office of Facilities Planning;

NOW, THEREFORE, BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the District is hereby authorized to undertake the necessary work described above utilizing the CRRSA funding in the amount of \$1,243,597 and to expend an amount not to exceed \$1,243,597 for this purpose.

7. Board Action – Approval is requested for the adoption of the **2021-2022 District GOALS**
8. Board Action – Approval is requested for the adoption of the **District-Wide Safety Plan** for the 2021-2022 school year following a public hearing. The plan was posted publicly on the District website with opportunity to provide feedback and comments.
9. Board Action – Approval is requested for the approval of the **Long Range Financial Plan and Fund Balance Management** for 2021-2022
10. Board Action – Approval is requested for the **Final School Tax Collector Report and Warrant** including approval of an **Application for Corrected Tax Roll** as follows:
 - Parcel 63.00-1-15.5 Tammy Darou – Error in essential fact-Assessor failed to value improvements on parcel. Current billing \$79.71 / Corrected billing \$1961.40 per Jefferson County Office of Real Property
11. Board Action – Approval is requested to accept a **donation of \$250 from Community Bank, N.A.** in support of the District’s Backpack Program
12. Board Action – Approval is requested for **2021-2022 Substitute Instructional and Non-Instructional Personnel Item #11-D**, as continued from the Organizational meeting held July 1, 2021:
 - **Nancy J. (Ramsdell) Charlabois** – Substitute Interpreter
 - **Sally Walters** – Substitute Teacher
13. Board Action – Approval is requested for **Nathan Ward** and **Nathaniel Gray** to participate with the **Immaculate Heart Central School District Hockey Team for the 2021-2022 season**, contingent upon parents signing a statement releasing General Brown Central School district from all liability, transportation and equipment costs, any other fees where applicable, and provided COVID-19 restrictions are conducive to this request.
14. Board Action – Approval is requested for the **Committee on Special Education Reports**

H. ITEMS FOR BOARD ACTION – PERSONNEL

15. Board Action – Approval is requested for the **Management/Confidential Handbook** as revised.
16. Board Action – Approval is requested to increase the long-term substitute certified teacher rate to \$140 per day, and to establish a daily substitute rate of \$140 for retired certified teachers.

I. ITEMS FOR BOARD ACTION – PERSONNEL - continued

- 17. Board Action – Retirements: none
- 18. Board Action – Resignations:

Name	Position	Effective Date
Jason Valentin	Asst. Transportation Director	11/14/2021

- 19. Board Action – Appointments:

Name	Position	Annual Salary or Rate of Pay	Probationary or Tenure Track Appt. (if applicable)	Effective Date
Cindy L. Parker	Substitute Teacher	\$95 daily	n/a	Emerg. appt. eff. 10/06/2021
Luke M. James	Substitute Teacher	\$95 daily	n/a	Emerg. appt. eff. 10/21/2021
Randy VanTassel	Substitute Bus Driver	\$17.36 hourly	n/a	Emerg. appt. eff. 10/25/2021
Lucas W. Goodwin	Substitute IT Technician	\$20.00 hourly	n/a	Emerg. appt. eff. 10/25/2021
Christopher Beebe	Sub Teacher/Sub Aide	\$95 daily/\$12.90 hourly	n/a	Emerg. appt. eff. 10/26/2021
Kaylynn N. Raso	Substitute Teacher	\$95 daily	n/a	Emerg. appt. eff. 10/29/2021
Sheryl Gail S. Millan	Substitute Teacher	\$100 daily	n/a	Emerg. appt. eff. 10/29/2021
Randy VanTassel	4-Hour Bus Driver	\$17.36 hourly	n/a	Emerg. appt. eff. 11/01/2021
Julie K. Covey	Substitute Teacher	\$100 daily	n/a	Emerg. appt. eff. 11/04/2021
Chen Jiang	Sub Aide/Sub Food Service	\$12.90 hourly	n/a	Emerg. appt. eff. 11/04/2021
Nicholas R. Robinson	Substitute Teacher	\$95 daily	n/a	Emerg. appt. eff. 11/04/2021
Alicia Shannon	Sub Aide/Sub Food Service	\$12.90 hourly	n/a	Emerg. appt. eff. 11/04/2021
Amanda M. Stein	Sub Teacher/Sub Aide	\$95 daily/\$12.90 hourly	n/a	Emerg. appt. eff. 11/04/2021
Lisa J. Lane	Substitute Teacher	\$140 daily	n/a	Emerg. appt. eff. 11/05/2021
Mary-Ann Lanham-Livingston	4-Hour Food Service Helper	\$13.20 hourly	n/a	11/09/2021
Lori Plantz	Substitute Aide	\$12.90 hourly	n/a	11/09/2021
Michele M. Groff	Account Clerk	\$15.98 hourly	1-yr prob. appt.	11/09/2021
Jon E. Bick	Inclusion Coach	\$350 daily	n/a	11/09/2021
Kristin M. Matteson	Teacher Assistant	\$24,600 annually-Step 11	3-yr prob. appt. TA	11/29/2021

J. ITEMS FOR BOARD ACTION – PERSONNEL continued – Coaching Appointments

- 20. Board Action – In the event that the season is shortened, stipends will be prorated in proportion to the actual duration of service.

(A) PAID Coaching Appointments:

Name	Sport / Season Winter 2021-2022	Coaching Certification	Effective Date
Philip Jenner	Modified Wrestling	Teacher Coach	Emergency appt. eff. 10/27/2021
Janelle Ferris	Varsity Basketball-Girls'	Teacher Coach	11/15/2021
Brian Nortz	Jr. Varsity Basketball-Girls'	Teacher Coach	11/15/2021
Matthew Fiske	Varsity Basketball-Boys'	Teacher Coach	11/15/2021
Shawn McManaman	Jr. Varsity Basketball-Boys'	Temporary Coaching 1 st Renewal	11/15/2021
Michael Hartle	Varsity Wrestling	Teacher Coach	11/15/2021
Carrie LaSage	Varsity Volleyball	Teacher Coach	11/15/2021
Timothy J. Corbett	Jr. Varsity Volleyball	Professional Coaching License	11/15/2021
Ryan T. Snow	Jr. Varsity Wrestling	Teacher Coach	11/15/2021
Jared Knowlton	Modified Basketball-Boys'	Teacher Coach	01/04/2021

(B) UNPAID Coaching Appointments:

Name	Sport / Season Winter 2021-2022	Coaching Certification	Effective Date
Michael Hartle	Modified Wrestling Asst.	Teacher Coach	Emergency appt. eff. 10/27/2021
Lindsay Hanson	Varsity Basketball-Girls' Asst.	Teacher Coach	11/15/2021
Jeffrey Wiley	Jr. Varsity Basketball-Girls' Asst.	Temporary Coaching License 1 st Renewal	11/15/2021
Chad O. Snow	Varsity Wrestling Assistant	Professional Coaching License	11/15/2021
Amy O'Riley	Varsity Volleyball Assistant	Teacher Coach	11/15/2021
Nicholas Nortz	Varsity Basketball-Boys' Asst.	Teacher Coach	11/15/2021

Coaches possess the following [as mandated by NYSED]:

Teaching Certificate: Child Abuse / School Violence / DASA / First Aid / CPR / Concussion Workshop / Fingerprint Clearance / [Philosophies & Principals / Theories and Techniques [sport specific] / Health Sciences as required] *

Non-Teaching Temporary or Professional Coaching License and/or 2nd-4th Renewal as required: Child Abuse/School Violence/ DASA/ First Aid CPR/Concussion Workshop/ Philosophies & Principals/Theories and Techniques [sport specific] /Health Sciences/Fingerprint Clearance ****

K. ITEMS FOR BOARD ACTION - FINAL FINGERPRINT CLEARANCE

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

- **Timothy J. Corbett** – Coach
- **Luke M. James** – Substitute Teacher
- **Lucas W. Goodwin** – Substitute IT Tech
- **Kaylynn N. Raso** – Substitute Teacher
- **Sheryl Gail S. Millan** – Substitute Teacher
- **Michele M. Groff** – Account Clerk
- **Ryan T. Snow** – Coach
- **Kristin M. Matteson** – Teacher Assistant
- **Julie K. Covey** – Substitute Teacher
- **Chen Jiang** – Substitute Aide
- **Nicholas R. Robinson** – Substitute Teacher
- **Alicia Shannon** – Substitute Aide
- **Amanda M. Stein** – Substitute Teacher
- **Jon E. Bick** - Teacher

L. SUPERINTENDENTS’ REPORTS

- 22. Assistant Superintendent Smith
- 23. Superintendent Case

M. CORRESPONDENCE & UPCOMING EVENTS

- 24. Correspondence Log

N. ITEMS FOR NEXT MEETING

- 25. **December 6, 2021 – Regular Meeting** to begin at 5:30 p.m.

O. PROPOSED EXECUTIVE SESSION

- 26. **A motion is requested to enter executive session** for the discussion of

P. RETURN TO OPEN SESSION

- 27. **A motion is requested to adjourn the executive session** and reconvene the regular meeting.

Q. MOTION FOR ADJOURNMENT

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

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

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

REGULAR MEETING
October 4, 2021
Jr.-Sr. High School Auditorium

COVID-19 physical distancing guidelines were followed.

Unapproved
MINUTES

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

MEMBERS PRESENT – Kelly Milkowich, President; Sandra Young Klindt, Vice President; Natalie Hurley; Albert Romano, Jr.; Tiffany Orcesi; Jamie Lee

OTHERS PRESENT – Barbara J. Case, Superintendent; Lisa K. Smith, Assistant Superintendent (attended virtually); Debra L. Bennett, District Clerk; Gary Grimm, Operations/Transportation Supervisor; Kathaleen Beattie, Director of Student Services; Melissa Nabinger, Principal Brownville Glen Park Elementary; David Ramie, Principal Jr.-Sr. High School; Joseph Folino, Assistant Principal Jr.-Sr. High School; Laurie Nohle, Principal Dexter Elementary; Michael Parobeck, Network Administrator; Joseph Watson, Director of Facilities; Faculty, Students and Community Members

A. APPROVAL OF AGENDA

Motion for approval by Natalie Hurley, seconded by Tiffany Orcesi, with motion approved 6-0.

A. PRESENTATIONS

- Mrs. Case shared in the recognition of our School Board Members for their dedicated leadership in public education and their continuing service to the children of this community. New York State School Boards Association recognizes October 18–22 as a time to promote awareness and understanding of the important work performed by our members. Since the Board will not meet again this month, sweet treats were provided as a sincere thank you.
- Mari Cecil, A.I.A. of Bernier Carr and Associates presented the **2021 Building Condition Survey and Five-Year Plan**

B. PUBLIC COMMENT REQUESTS – Willis & Julie McIntosh – Mrs. McIntosh spoke regarding transportation Child Safety Zones

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 Sandra Young Klindt, with motion approved 6-0.

1. Approval of Minutes as listed:
 - September 13, 2021 – Regular Meeting
2. Approval of Buildings and Grounds Requests as listed:
 - JSHS Fisher Field – October 3, 2021 from 11:00 a.m. to 3:00 p.m. – GB Booster Club
3. Approval of Conferences and Workshops as listed:
 - Tricia Nortz – Tools for Reading Sound Wall – virtual workshop – September 20-23, 2021
 - Lisa Tyo – Tools for Reading Sound Wall – virtual workshop – September 20-23, 2021
 - Melissa Grimes – Marijuana Impact on the Community – Hilton Garden Inn, Watertown – October 18, 2021
4. Approval of Conferences and Workshops as per *My Learning Plan Report*

D. REGULAR AGENDA

Other Discussion and Action Items:

Board Member Reports/Staff Member Reports and Presentations

1. Comments / Information shared by Board Members
 - Comments were made regarding the celebration of life for Coach Fisher. The Board was proud of the turn-out and they were very thankful to Mr. Ramie for coordinating the event for the family. It was a moving tribute.

- There will be a virtual workshop through JLBOCES to be held on October 21st at 6:00 p.m.
 - The NYSSBA Annual Convention will now be held virtually at no cost.
2. Staff Member Reports - Mrs. Nohle shared her focus on literacy and the opportunities provided by the placement of the wooden stumps outside her building. Teachers and students are enjoying and taking advantage of using them. Mrs. Nabinger shared a motivational piece through the PBIS program with the award of the Golden Spatula Award for engaging in positive behavior in the cafeteria. Mr. Folino shared a very complimentary email received from the manager of a grocery store when the football team stopped for food following a recent game. Mr. Folino said he did not know Coach Fisher personally; however he believed the behavior exhibited by members of the football team reflected the values instilled by the former coach. Mr. Ramie commented that last week was long, exciting, and emotional. He was very appreciative of the participation of staff members with the week-long events to make homecoming week meaningful and enjoyable for our students. There was much positive feedback from thankful parents as well. Ms. Beattie spoke about a bike riding unit begun by Mr. Hartle and assisted by Mrs. Bedard. Students are enjoying learning balancing and bike riding skills.
 3. Staff Member Presentations – None at this time.

Items for Board Information/Discussion

4. Board Information / Discussion / Action - Policy Review
 - **1st Reading: Policy #7420 – Sports and the Athletic Program draft** – Following discussion, the Board came to consensus regarding the modifications to the policy and requested a motion to waive the second reading. Motion for approval by Tiffany Orcesi, seconded by Albert Romano, with motion approved 6-0.
 - **Adoption: Policy #7420 – Sports and the Athletic Program** Motion for adoption by Jamie Lee, seconded by Tiffany Orcesi, with motion approved 6-0.
5. Board Information – **NYSSBA 2021 Voting Delegates Guide** for the Annual Business Meeting which will take place virtually on Monday, October 18, 2021 at 4:00 p.m. Registration of voting delegate must be completed by October 13, 2021.
6. Board Action – Discussion of nominating a voting delegate to represent General Brown CSD at the NYSSBA Annual Business Meeting. Motion to nominate Albert Romano as Delegate by Natalie Hurley, seconded by Jamie Lee, with motion approved 6-0.
7. Board Information – Resignation of Board of Education member Scott Lytle was received effective September 20, 2021.

Items for Board Discussion/Action

8. Board Discussion / Action – Board of Education vacancy from September 20, 2021 to June 30, 2023 due to the resignation of Board member Scott Lytle received and effective on September 20, 2021. Summary of Options:
 - **Option 1** – The remaining Board of Education may appoint a person to fill the vacancy and such person shall hold his/her position until the next regular school district election.
 - **Option 2** – The Board of Education may order a special election, within ninety (90) days after the vacancy occurs to fill a vacant seat where the individual duly elected begins serving immediately and serves for the entire remainder of the vacant term.
 - **Option 3** – The Board has the discretion to not fill the vacant position or to not order a special election. However, such vacant seat will then be up for election at the District’s next annual election with the successful candidate then immediately fulfilling the remainder of the vacant term.Following discussion, a motion for approval of Option #3 was made by Albert Romano, seconded by Natalie Hurley, with motion approved 6-0.
9. Board Discussion –**2021-2022 District GOALS** Following discussion, there was no action taken on the GOALS. More information will be provided for the November meeting.
10. Board Action – Approval of civil service title classification:
BE IT RESOLVED, that the Board of Education of the General Brown Central School District hereby takes action to approve an additional civil service title classification for Network Administrator. Motion for approval by Jamie Lee, seconded by Natalie Hurley, with motion approved 6-0.

11. Board Action – Approval of the **School Tax Collector Report** including approval of an **Application for Corrected Tax Roll** as follows:
 - Divided Parcel #225800 82.08-1-3.1 Onondaga Development LLC (-\$37.02)/Parcel #225800 82.08-1-3.2 JCIDA (exempt)
 Motion for approval by Tiffany Orcesi, seconded by Albert Romano, with motion approved 6-0.
12. Board Action – Approval of **2021-2022 Substitute Instructional and Non-Instructional Personnel Item #11-D**, as continued from the Organizational meeting held July 1, 2021:
 - Ashley Morrow – Substitute Teacher / Substitute Aide
 - Ashley Kudlack – Substitute Food Service Helper
 Motion for approval by Sandra Klindt, seconded by Jamie Lee, with motion approved 6-0.
13. Board Action – Approval of the Constitution for the formation of a **Gender and Sexuality Alliance (GSA) Club**
 Motion for approval by Jamie Lee, seconded by Tiffany Orcesi, with motion approved 6-0.
14. Board Action – Approval of **Class / Club Advisors for the 2021-2022 school year** as listed. In the event a club does not meet, no stipend will be paid.

Club/Class	Advisor
Class of 2022	Lisa Fowler / Sue Menapace
Class of 2023	Ellen Sheen / Lindsay Hanson
Class of 2024	Sue Menapace / Amy Smith
Class of 2025	Carrie LaSage / Kristy Makuch
Dance Company	Hannah Cottrell
FCCLA	Hannah Cottrell
Gender and Sexuality Alliance (GSA)	Sabrina Dettmer / Fran Seymour
Jr. Honor Society	Maria Mesires
Sr. Honor Society	Ellen Sheen
International Club	Julia Nieves-Soto (Lead Advisor) / Jose Bernier / Stephanie Newvine
Key Club	-----
Performing Arts	Kenneth Krempf / Fran Seymour
Robotics Club	Julia Nieves-Soto (Lead Advisor) / Robert Jaspersohn
SADD	Melissa Grimes
Student Council	Michelle Lamon / Brian Nortz
Teen Advisory	Carrie LaSage / Kristy Makuch
Whiz Quiz	Robert Jaspersohn
Yearbook	Casilda Peckham / Wendy Johnson

Motion for approval by Albert Romano, seconded by Natalie Hurley, with motion approved 6-0.

15. Board Action - Approval of **Committee on Special Education Reports**
 Motion for approval by Sandra Klindt, seconded by Tiffany Orcesi, with motion approved 6-0.

E. ITEMS FOR BOARD ACTION – PERSONNEL

16. Board Action – Resolution for appointment as follows:
WHEREAS, District employee, Joseph Getman resigned as a cleaner and was provisionally appointed as a Head Custodian by the Board of Education on August 12, 2019; and
WHEREAS, Mr. German became eligible to be appointed to a probationary term as Head Custodian in or about October 2020; and
WHEREAS, the District reported to the Jefferson County Department of Civil Service Mr. Getman’s probationary appointment to the position of Head Custodian for the period of October 19, 2020; and
WHEREAS, a thorough review of the Board of Education minutes does not disclose a resolution so appointing Mr. Getman;
NOW THEREFORE, upon the recommendation of the Superintendent of Schools, the Board hereby appoints Joseph Getman to the civil service position of Head Custodian effective retroactively on October 19, 2020 for a one year probationary term expiring on October 18, 2021.
 Motion for approval by Albert Romano, seconded by Sandra Klindt, with motion approved 6-0.

F. ITEMS FOR BOARD ACTION – PERSONNEL – continued:

A motion for approval of the following PERSONNEL CHANGES, with *effective dates* as listed, is made by Jamie Lee, seconded by Sandra Klindt, with motion approved 6-0.

17. Board Action – Retirements: None

18. Board Action – Resignations:

Name	Position	Effective Date
Maria P. Castillo-Brandle	Bus Driver	09/24/2021
Tracy Baxter	4-Hour Food Service Helper	10/04/2021
Trista St. Onge	Elementary Teacher	10/15/2021

19. Board Action – Appointments:

Name	Position	Annual Salary or Rate of Pay	Probationary or Tenure Track Appt. (if applicable)	Effective Date
Kristen E. Beebee	Substitute Teacher	\$95 per day	n/a	Emergency appt. eff. 09/27/2021
Tracy Baxter	5-Hour Food Service Helper	Unchanged	n/a	10/05/2021
Tiffany M. Simoneau	Substitute Nurse	\$20.45 per hour	n/a	10/05/2021

G. ITEMS FOR BOARD ACTION – PERSONNEL continued – Coaching Appointments

20. Board Action – In the event that the season is shortened, stipends will be prorated in proportion to the actual duration of service.

A motion for approval of the following coaching appointments, with *effective dates* as listed, is made by Jamie Lee, seconded by Sandra Klindt, with motion approved 6-0.

(A) **PAID** Coaching Appointments:

Name	Sport / Season Winter 2021-2022	Coaching Certification	Effective Date
Catherine Behling	Modified Volleyball-7 th Grade	Teacher Coach*	10/25/2021
Melissa Grimes	Modified Volleyball-8 th Grade	Teacher Coach*	10/25/2021

Coaches possess the following [as mandated by NYSED]:

Teaching Certificate: Child Abuse / School Violence / DASA / First Aid / CPR / Concussion Workshop / Fingerprint Clearance / [Philosophies & Principals / Theories and Techniques [sport specific] / Health Sciences as required] *

Non-Teaching Temporary or Professional Coaching License and/or 2nd-4th Renewal as required: Child Abuse/School Violence/ DASA/ First Aid CPR/Concussion Workshop/ Philosophies & Principals/Theories and Techniques [sport specific] /Health Sciences/Fingerprint Clearance ****

H. ITEMS FOR BOARD ACTION - FINAL FINGERPRINT CLEARANCE

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

- **Kristen E. Beebee** – Substitute Teacher
- **Tiffany M. Simoneau** – Substitute Nurse

Motion for approval by Tiffany Orcesi, seconded by Natalie Hurley, with motion approved 6-0.

I. SUPERINTENDENTS’ REPORTS

22. Assistant Superintendent Smith spoke about the minimum wage increase effective January 1, 2022. It impacts 19 non-instructional employees. She also shared that the Comptroller announced a decrease in the employer contribution rate from 16.2% to 11.6% for the 2022-2023 school year. Mrs. Smith also shared that Jefferson-Lewis BOCES has begun a transportation study with 10 component districts, including General Brown, to look at regional solutions for addressing bus driver shortages.

23. Superintendent Case shared that we are very concerned about any quarantines of school bus drivers. Leadership has been brainstorming solutions to limit the transition to remote-only instruction should too many drivers or sub drivers have to quarantine. The state has put out a list of commercial drivers that may be interested in transitioning to school bus drivers and

we will be contacting any interested parties. Mrs. Case also shared that a national news outlet has contacted her to share our story regarding the bus driver shortage. Once published, the article will be shared.

J. CORRESPONDENCE & UPCOMING EVENTS

24. Correspondence Log

K. ITEMS FOR NEXT MEETING

25. **November 8, 2021 – Regular Meeting** to begin at 5:30 p.m.

- Audit Committee Meeting
- District GOALS

L. PROPOSED EXECUTIVE SESSION

26. **A motion is requested to enter executive session** for the discussion of a specific legal matter.

Motion for approval by Tiffany Orcesi, seconded by Natalie Hurley, with motion approved 6-0. Time 7:23 p.m.

M. RETURN TO OPEN SESSION

27. **A motion is requested to adjourn the executive session** and reconvene the regular meeting.

Motion for approval by Jamie Lee, seconded by Natalie Hurley, with motion approved 6-0. Time 7:39 p.m.

N. MOTION FOR ADJOURNMENT

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

Motion for approval by Natalie Hurley, seconded by Sandra Klindt, with motion approved 6-0. Time 7:39 p.m.

Respectfully submitted:

Debra L. Bennett, District Clerk

Supporting documents may be found in supplemental file dated October 4, 2021.

GENERAL BROWN CENTRAL SCHOOL DISTRICT
Audit Committee Agenda
November 8, 2021

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

2. Approval of the *Audit Committee minutes from June 14, 2021* (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 has adjourned, the Board will take action to approve the external audit report.]

General Brown Central School District
2021-2022 District Goals
Aligned with Strategic Plan 2019-2022

Goal 1: By August 31, 2022, the percentage of elementary students identified as “At Risk” for reading will decrease by 10% (from 44% to 34%) as measured by universal screening and iReady data.

Strategies will include:

- implementing Heggerty Phonemic Awareness Programs in all K-2 classrooms.
- conducting data chats at all Grade Level Meetings
- affording all teachers the opportunity to attend The Science of Reading professional development at JLBOCES
- expanding after-school and summer school opportunities
- providing professional development opportunities related to differentiation and inclusion practices
- celebrating individual student differences as attributes and strengths to support them for academic success
- providing ongoing support to new teachers through Instructional Technology Leaders and Mentoring Program

Goal 2: By August 31, 2022, the number of Junior/Senior High School students proficient (85 or higher) in final report card grades will increase by 20% (from 55% to 75%).

Strategies will include:

- implementing Standards-Based Grading practices as recommended by Grading Committee
- expanding after-school and summer school opportunities
- providing professional development opportunities related to differentiation, student engagement, and inclusion practices
- conducting data chats at all Department Meetings
- celebrating individual student differences as attributes and strengths to support them for academic success
- providing continued support to new teachers through Instructional Technology Leaders and Mentoring Program

Goal 3: By June 30, 2022, every 10th grade student will participate in goal-driven activities through the CFES Brilliant Pathways initiative. Each student will explore their college and career interests through surveys and at least one virtual college visit and one virtual mentoring opportunity during the 2021-2022 school year.

Strategies will include:

- collaborating with CFES Program Manager
- working with CFES and team of teachers from General Brown
- surveying students to determine areas of interest and need (November)
- presenting to 10th grade students to “kick-off” the program (November)
- working with CFES to find virtual college presentations or career presentations that align with our students’ areas of interest
- beginning to discuss mentoring for students (virtual, in-person, local, broad-reaching)
- gathering feedback from students following the virtual experiences

General Brown Central School District



Long Range Financial Plan and Fund Balance Management 2021-2022

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

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❖ **The Purpose and Benefit of Long Range Planning**

Multiyear planning improves management and service delivery and allows for early identification of potential problems. It aids in projecting the future costs of existing services, and in determining whether existing revenue streams will be sufficient to cover these costs by the end of the planning period.

Multiyear financial planning provides information needed for program evaluation. It helps District officials examine the need for new programs, given projected growth and demographic changes. Multiyear planning also allows District officials to look at the efficiency and effectiveness of existing programs and determine what improvements are needed.

Strategic Action Plan

The School District needs to maintain, at all costs the high academic standards of our students, as they are the future of the district and will become our witness as to how we have passed or failed our mission. In February, 2019, the Board of Education approved a Strategic Action Plan for the District, which included three strategic focus areas: Academic Achievement, Intentional Investment in Learning, and School Culture and Community.

❖ **School District Revenues**

Local Tax Levy

The tax levy is the total dollars that a school district collects from property owners within the district in order to balance its budget. The levy is determined after accounting for all other sources of income, including state aid.

The tax rate is used to calculate what each property owner will pay in school taxes. The district tax levy rate is just one factor, along with assessment rates and equalization rates that figure into determining the tax rate. The district does not set individual tax rates.

At the end of June 2011, the New York State Legislature enacted a property tax “cap” that seeks to limit the annual increase in the tax levies of local governments and school districts.

Although the new law has been referred to as a “2 percent tax cap,” it does not, in fact, restrict any proposed tax levy increase to 2 percent. What it does is establish a tax levy limit (which will be determined by each district according to an eight-step, complex formula dictated by the law, and will vary by district) that determines the number of votes needed to pass a school budget. For the 2014-2015 fiscal year, the taxpayers voted to override the tax cap with a 60% supermajority. In all subsequent years, the tax levy increase stayed within the tax levy limit.

State and Federal Aid

About 65% of total revenues are procured through State and Federal Aid. In 2009, the State announced drastic reductions in State Aid to Schools through the Gap Elimination Adjustment (GEA) in order to balance the State budget. Over a six year period, the District lost over 7.8 million dollars through the GEA. The State eliminated the Gap Elimination Adjustment for the 2016-2017 fiscal year. The State has also placed periodic freezes on Foundation Aid. State budget controls funding for many districts that derive a high percentage of their revenue from State Aid. Long Range planning becomes difficult, if not impossible, without consistent

expectations of State Aid revenue. Even after the State passes their budget on time, our funding stream may still be disrupted and payments extended past the original schedule due to lack of cash flow from the State. In the current year, the District is receiving additional federal stimulus monies through the Coronavirus Response and Relief Appropriations Act (CRRSA) and the American Rescue Plan (ARP) for pandemic related expenses including learning loss. Given the current economic climate due to the pandemic, the school system will continue to find all available options to curtail expenditures and save money.

❖ **School District Expenditures**

The periodic freezes on Foundation Aid and the Gap Elimination Adjustments applied over the 6 budget cycles from 2010-2016 created a funding cliff on the revenue side of the budget. This coupled with escalating health care and contractual obligations and unpredictable retirement contributions posed significant challenges for the Board of Education as they prepared a spending plan each year.

In 2013, following years of depleting the District's fund balance, the District was forced to significantly decrease expenses through layoffs. This marked decrease in expenditures was the beginning of financial recovery for the District. After losing 46 positions, the District was able to restore many positions during the 2015-2016, 2016-2017 and 2017-2018 school years and replenish reserve accounts that had been depleted during the economic downturn. In the current year, the District has healthy reserve accounts as well as fund balance.

Employee compensation and related fringe benefit costs is the largest area of expense. These costs are mainly affected by two non-controllable factors: number of staff and contracts with collective bargaining units. The District employs approximately 215 full and part time employees. The teachers' association has a collective bargaining agreement which expires on June 30, 2023. The Administrators' collective bargaining agreement expires on June 30, 2022. The school related professionals' collective bargaining agreement expires on June 30, 2024.

Each year, the rising cost of providing pension and insurance benefits, factors beyond the district's control, complicates the development of the annual school budget. Health insurance costs have been increasing by 2-4% each year.

Both the New York State Teachers' Retirement System (TRS) and Employees' Retirement System (ERS) employer contribution rates have risen every year from 2002 through 2013. In 2014, we began to see contribution rates stabilize with a decrease realized in years 2015-2021. Rates are expected to stabilize in the near future.

Bus Purchases

The District is on a bus replacement schedule that calls for the purchase of 3-4 new buses each year. The bus replacement plan evens out the transportation costs and ensures that buses are replaced every 6-7 years. Planned purchasing ensures that the district has safe buses to transport students. As buses exceed their warranty and mileage recommendations, they become more costly to maintain and less efficient to run. Most of the purchase price is reimbursed through state transportation aid when purchased with local taxpayer dollars.

❖ **Looking to the future - Financial Analysis/Plan**

Under the Office of the State Comptroller's fiscal stress monitoring system, the District has improved from a District with "significant" fiscal stress in 2013 to a District with "no designation" in 2015. The District has continued to receive the "no designation" status in every subsequent school year.

9 Year Financial Analysis

General Brown Central School District									
Four Year Financial Plan, Fiscal Years 2022-2025									
General Fund									
	Actual					Estimated	Projected		
	2017	2018	2019	2020	2021	2022	2023	2024	2025
Revenues									
Real Property Tax Items	7,583,693	7,734,561	7,887,811	7,931,739	8,362,252	8,529,497	8,700,087	8,874,089	9,051,570
Charges for Services	120,815	48,711	49,122	32,454	40,766	42,397	44,516	46,742	49,079
State Aid	13,043,730	13,322,202	13,598,143	15,203,669	14,761,959	15,352,437	15,966,535	16,445,531	16,938,897
Federal Aid	119,312	90,915	189,551	55,500	389,575	90,000	90,000	90,000	90,000
Other (includes Sale of Property, Misc.)	318,749	424,662	428,684	288,510	264,470	250,000	300,000	350,000	350,000
Interfund Transfers	0	8,000	8,000	10,000	0	30,000	100,000	200,000	200,000
Appropriated Fund Balance				1,400,000	900,000	1,200,000	1,000,000	900,000	900,000
Total Revenues and Other Sources	\$21,186,299	\$21,629,051	\$22,161,311	\$24,921,872	\$24,719,022	\$25,494,331	\$26,201,138	\$26,906,362	\$27,579,547
Expenditures by Function									
General Support	2,003,742	2,020,316	2,241,161	3,580,639	2,397,686	2,840,900	2,911,923	2,984,721	3,059,339
Instruction	10,459,445	11,127,182	11,532,092	11,355,491	10,997,762	13,070,200	13,429,631	13,832,519	14,247,495
Pupil Transportation	860,340	911,773	1,017,799	979,286	906,572	1,184,200	1,207,884	1,232,042	1,256,683
Employee Benefits	4,887,785	4,936,406	5,116,137	5,181,485	5,235,226	5,884,936	6,120,333	6,334,545	6,556,254
Debt Service (Principal and Interest)	1,075,362	1,229,579	1,237,304	1,491,287	1,620,215	1,919,356	1,934,380	1,934,835	1,934,835
Interfund Transfers	1,967,481	447,651	439,985	482,592	485,565	555,000	375,000	375,000	375,000
Total Expenditures and Other Uses	\$21,254,155	\$20,672,907	\$21,584,478	\$23,070,780	\$21,643,026	\$25,454,592	\$25,979,150	\$26,693,662	\$27,429,605
Surplus (Deficit)	(\$67,856)	\$956,144	\$576,833	\$1,851,092	\$3,075,996	\$39,739	\$221,988	\$212,700	\$149,941
Budgetary Reserves									
Fund Equity, Beg. of Year	\$4,920,386	\$4,852,530	\$5,808,674	\$6,485,507	\$7,206,970	\$6,911,539	\$7,006,789	\$7,030,649	\$7,243,349
Fund Equity, End of Year	4,852,530	5,808,674	6,485,507	6,936,599	9,382,966	7,006,789	7,030,649	7,243,349	7,393,290
Nonspendable and Restricted Fund Balance	2,393,939	2,839,526	3,781,946	3,804,992	5,144,605	3,500,000	3,500,000	3,500,000	3,500,000

❖ **The Purpose and Benefit of Fund Balance Management**

The Board of Education and Administration considers several aspects of Fund Balance in balancing the overall fiscal health of the District.

Why do we need Fund Balance?

Fund balance is necessary in order to cover cash flow deficits in the summer and to plan for future liabilities as well as to accommodate unforeseen issues. A good Fund Balance Management Plan will substantially reduce or eliminate a negative effect on the normal operation of our District in order to accommodate liabilities that may arise. The General Fund budget voted upon by the community is established to pay for the expenses for that year. There is little room in that budget to pay for extraordinary or unanticipated expenses. We create Fund Balance with the idea that we can support future liabilities – known and unknown – without negatively affecting the instructional program or the taxpayers.

How is Fund Balance created?

Fund Balance is created when unexpended funds remain at the end of the fiscal year primarily by the design and management of annual district budgets. Over the last several years, the General Brown Central School District Board of Education and Administration have been improving their efforts at prudent budget design. We have been conservative with our revenue estimates by acknowledging that the executive and legislative budget proposals are simply projections and estimates... not a guarantee of funding to the district. The actual dollars to be received from the state are not provided to us until November of the year following the vote. By being conservative, we avoid the risk of over stating budgeted revenues.

The appropriate development of the expenditure side of each budget is another area that has progressed and increased in accuracy in recent years. As a strategy to avoid unanticipated expenditures in the budget, the Board of Education strives to anticipate changes in regulations and student population. We receive updates from many sources in Albany and share information received by both the Superintendent and School Business Official from these sources in order to develop the most accurate financial plans possible. We work with the building administrators and department supervisors much more closely to determine changes in placements and programming for the future. Even after the budget is adopted, we monitor the fiscal plan on at least a weekly and sometimes more frequent basis looking for variances from our assumptions.

GASB 54

As of June 30, 2011, GASB Statement Number 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, was issued, which replaced fund balance classifications with the following:

Fund Balance Classifications

Nonspendable – consists of assets that are inherently nonspendable in the current period either because of their form or because they must be maintained intact, including prepaid items, inventories, long-term portions of loans receivable, financial assets held for resale, and principal of endowments.

Restricted – consists of amounts that are subject to externally enforceable legal purpose restrictions imposed by creditors, grantors, contributors, or laws and regulations of other governments; or through constitutional provisions or enabling legislation.

Committed – consists of amounts that are subject to a purpose constraint imposed by a formal action of the government’s highest level of decision-making authority before the end of the fiscal year, and that require the same level of formal action to remove the constraint.

Assigned – consists of amounts that are subject to a purpose constraint that represents an intended use established by the government’s highest level of decision-making authority, or by their designated body or official. The purpose of the assignment must be narrower than the purpose of the general fund, and in funds other than the general fund, assigned fund balance represents the residual amount of fund balance.

Unassigned – represents the residual classification for the government’s general fund, and could report a surplus or deficit, limited to 4 percent of the annual budget.

❖ **Fund Balance and Reserve Plan**

Reserve Funds, like other savings plans, are mechanisms for accumulating cash for future capital outlays and other allowable purchases. The practice of planning ahead and systematically saving for contingencies is considered prudent management. The District feels strongly that Reserves must be funded adequately in order to serve as a revenue source during periods of economic downturn and/or State Aid decreases. This helps safeguard against the loss of educational programming/services and dramatic increases in the tax levy. The District uses conservative budgeting practices to ensure adequate funding of the following reserves and fund balance categories:

Unassigned Fund Balance – These funds are unrestricted and may be used for any valid purpose. They are used for unanticipated, unbudgeted expenditures.

Funding Target: Minimum 4% of the ensuing year’s budget

Assigned Appropriated Fund Balance – These funds are set aside and returned to the community by lowering the required tax levy of the ensuing year’s budget. They also provided the necessary cash flow during the summer months.

Funding Target: \$1,000,000 - \$1,500,000

Unemployment Reserve – This reserve fund is used to pay the cost of reimbursement to the State Unemployment Insurance Fund for payments made to claimants.

Funding Target: \$180,000 - \$260,000 (2-3% of payroll)

Workers' Compensation Reserve – The purpose of this reserve fund is to pay for compensation benefits and other expenditures authorized by Article 2 of the Workers' Compensation Law, and for payment of expenditures of administering this self-insurance program.

Funding Target: \$300,000 (Three years of anticipated medical expense claims and administrative costs)

Capital Reserve – The Capital Reserve Fund is used to pay the cost of any object or purpose for which bonds may be issued. Voter authorization is required for both the establishment of the reserve and payments from the reserve.

Funding Target: \$2,800,000

*The District plans to ask voter to establish another Capital Reserve in May of 2022

Employee Benefit Accrued Liability – The purpose of this account is to reserve funds for the payment of any accrued employee benefit due an employee upon termination of the employee's service.

Funding Target: \$200,000 (Actual calculated short-term liability for employees' unused accumulated leave time); will spend down reserve to meet target over next few years.

Retirement Contribution Reserve – This reserve fund is used to pay for district expenses to the NYS Employees' Retirement System only.

Funding Target: \$1,400,000 (Four years of anticipated contribution amounts)

Teachers' Retirement System Reserve – This is a sub-fund of the Retirement Contribution Reserve. This reserve fund is used to pay for district expenses to the NYS Teachers' Retirement System only.

Funding Target: The moneys contributed annually shall not exceed 2% of the total salaries of all teachers employed by the District who are members of TRS paid during the immediately preceding fiscal year. The funding target is 10% of the total compensation or salaries of all teachers employed by the District who are members of TRS paid during the immediately preceding fiscal year.

**General Brown Central School District
Historical Review of Fund Balance
2008-2009 to 2020-2021**

Year Ending	Unemployment Reserve	Retirement Reserve		Workers Comp Reserve	Employee Benefits Accrued Liability Reserve	Capital Reserve	Assigned Appropriated Fund Balance	Unassigned Fund Balance	TOTAL
		ERS	TRS						
2008-2009	\$360,985	\$452,676	\$0	\$0	\$0	\$0	\$1,490,000	\$1,292,015	\$2,782,015
2009-2010	\$327,096	\$454,424	\$0	\$0	\$0	\$0	\$1,195,355	\$2,268,903	\$4,245,778
2010-2011	\$301,605	\$773,551	\$0	\$203,049	\$90,255	\$0	\$1,195,000	\$816,000	\$3,379,460
2011-2012	\$274,135	\$457,419	\$0	\$113,563	\$81,083	\$0	\$895,000	\$420,820	\$2,242,020
2012-2013	\$263,932	\$50,419	\$0	\$17,563	\$28,475	\$0	\$459,345	\$0	\$819,734
2013-2014	\$233,939	\$50,419	\$0	\$17,563	\$11,126	\$0	\$895,000	\$677,822	\$1,885,869
2014-2015	\$233,939	\$1,150,419	\$0	\$117,563	\$101,193	\$0	\$895,000	\$781,430	\$3,279,544
2015-2016	\$233,940	\$1,150,419	\$0	\$117,563	\$101,236	\$1,500,000	\$895,000	\$789,337	\$4,787,495
2016-2017	\$233,940	\$1,350,419	\$0	\$267,563	\$241,270	\$0	\$895,000	\$1,492,604	\$4,480,796
2017-2018	\$233,942	\$1,350,419	\$0	\$267,563	\$223,800	\$750,000	\$910,000	\$2,016,014	\$5,751,738
2018-2019	\$238,677	\$1,377,727	\$135,000	\$272,974	\$229,025	\$1,514,743	\$1,400,000	\$1,158,801	\$6,326,947
2019-2020	\$242,078	\$1,397,789	\$135,000	\$276,864	\$213,818	\$1,525,641	\$900,000	\$2,120,689	\$6,811,879
2020-2021	\$242,259	\$1,398,926	\$282,000	\$277,069	\$204,050	\$2,726,499	\$1,200,000	\$2,972,427	\$9,303,229