

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

REGULAR MEETING

August 8, 2022 – 5:30 p.m.

General Brown Room of the Jr.-Sr.High School.

FINAL
AGENDA

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

A. APPROVAL OF AGENDA

B. PUBLIC HEARING – Code of Conduct

C. PRESENTATIONS – None

D. PUBLIC COMMENT REQUESTS – None

E. CONSENT AGENDA

1. Approval of Minutes as listed:
 - July 1, 2022 – Organizational Meeting
 - July 1, 2022 – Regular Meeting
2. Approval of Buildings and Grounds Requests as listed:
 - JSHS Fisher Field (old gym in the event of inclement weather) – August 15-19, 2022 from 9:00 a.m. to 12:00 p.m. – Lady Lions Lacrosse – K-6 Youth LAX Camp
3. Approval of Conferences and Workshops as listed:
 - Natalie Hurley – NYSSBA Annual Convention & Education Expo – Oncenter and Marriott Syracuse Downtown – Syracuse, NY
4. Approval of Conferences and Workshops as per *My Learning Plan Report*

F. 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

Items for Board Information/Discussion

3. Board Information – PIVOT Student Assistance Program 2021-2022 Second Semester Report
4. Board Information – End of Year Reports 2021-2022
5. Board Information – ***The 2022 NYSSBA Annual Convention and Education Expo*** will be held at the Oncenter and Marriott Syracuse Downtown, Syracuse NY on October 27-29, 2022. Registration fee will be \$515 from August 1-September 11, 2022. The registration fee will be \$565 from September 12 and after. The Education Expo will be held in Buffalo for 2023.

Items for Board Discussion / Action

6. Board Action – Policy Review
 - 2nd Reading / Adoption - ***Policy #5621 (as revised) – Accounting of Fixed Assets***
7. Board Action – ***BE IT RESOLVED***, that the General Brown Central School District Board of Education takes action to approve the ***cafeteria flooring bid, submitted by D & L Massey, Inc. in the amount of \$28,488.***
8. Board Action – Approval is requested to ***excess the attached equipment listing*** as surplus / obsolete / unusable as per Board of Education Policy #5250.

9. *Board Action – **School Meal Prices – BE IT RESOLVED**, that the General Brown Central School District Board of Education takes action to approve an increase of 15 cents in the lunch fee, and 10 cents in the breakfast fee. **The lunch fee will now be \$2.75, and the breakfast fee will be \$1.50 for the 2022-2023 school year.**
10. Board Action – Approval of an additional item under **Authorizations Item #8-D – Petty Cash Funds**, as continued from the Organizational meeting held July 1, 2022:
 - Mr. Nevers (Cafeteria) - \$80
11. Board Action – Approval of **Authorizations Item #8-F - Final Tax Collection Dates**, as continued from the Organizational meeting held July 1, 2022:
 - Thursday, September 1st to Friday, September 30th with no penalty
 - Monday, October 3rd to Monday, October 31st with 2% penalty
12. Board Action – **BE IT RESOLVED**, that the General Brown Central School District Board of Education takes action to approve the **2022 School Tax Collection Procedures** and the **2022 School Tax Warrant**
13. Board Action – Approval of **Railroad Crossings for the 2022-2023 school year**
14. Board Action – Approval is requested for the **Committee on Special Education Reports**

G. ITEMS FOR BOARD ACTION – PERSONNEL

15. Board Action – **BE IT RESOLVED**, that upon the recommendation of the Superintendent of Schools, the General Brown Central School District Board of Education takes action to approve the following **corrected Instructional Substitute Rate** for the 2022-2023 school year effective September 1, 2022:

	Previous Rate 2021-2022	Proposed Daily Rate 2022-2023
Non-Certified	\$95	\$100

16. Board Action – **BE IT RESOLVED**, that upon the recommendation of the Superintendent of Schools, the General Brown Central School District Board of Education takes action to approve the following **Non-Instructional Substitute Pay Rates** for the 2022-2023 school year effective July 1, 2022:

	Previous Rate 2021-2022	Proposed Hourly Rate 2022-2023
Substitute Teacher Aide	\$13.20	\$13.30
Substitute Food Service Helper	\$13.20	\$13.30
Substitute Cleaner	\$13.20	\$13.30
Substitute Bus Driver	\$17.36	\$17.72
Substitute Nurse	\$20.45	\$21.25

17. Board Action – Approval of **2022-2023 Substitute Instructional and Non-Instructional Personnel Item #11-D**, as continued from the Organizational meeting held July 1, 2022:

Substitute Teachers	Substitute Aides	Substitute Bus Drivers	Substitute Nurses	Substitute Food Service
Christine Campany Nancy Charlebois Michael Chitro Julie Covey Mackenzi Groutremout Valerie Halpin Kimberlee Matraw Megan Milkowich Ashley Morrow Brendon Scordo Tyler Scordo	Carol Grant Julie Grieco Ashley Morrow Christina Tarzia	Victoria Hughes	Lori Plantz Laurie Quencer	Melissa Schillinger

Diana Schullette				
Jill Smith				
Christina Tarzia				

H. ITEMS FOR BOARD ACTION – PERSONNEL continued

18. Board Action – Retirements:

Name	Position	Effective Date
John A. Carroll	Bus Driver	07/15/2022
*Debra L. Bennett	Secretary to Superintendent	^correction 09/01/2022 from 09/02/2022

19. Board Action – Resignations:

Name	Position	Effective Date
Colleen Hurley	Teacher Aide	07/13/2022
Gabrielle Slate	Elementary Teacher	08/25/2022
Laurie Knight	Elementary Teacher	08/30/2022
Casey Raines	Teacher Assistant	08/31/2022
Amanda Eastham	Food Service Laborer / Distribution	08/31/2022
Lisa K. Smith	Assistant Superintendent	08/31/2022

20. Board Action – Appointments:

Name	Position	Annual Salary or Rate of Pay	Probationary or Tenure Track Appt. (if appl.)	Effective Date
William Shepard	Transportation Director	\$70,000 annual salary	Provisional Promotion	08/09/2022
Leann M. Hill	Director of Students Services (Internship Certification SDL)	\$80,000 annually, will increase to \$85,000 upon receipt of Provisional Certification	Probationary tenure as SDA will begin upon award of Provisional Certification	08/10/2022
Anne M. Kissell	Substitute Food Service Helper	\$13.30 per hour	n/a	08/30/2022
Jenny L. Kissell	Food Service Helper	\$13.30 per hour	n/a	08/30/2022
Leona E. Sharp	Food Service Helper	\$13.50 per hour	n/a	08/30/2022
Rosanne M. Hatch	Food Service Helper	\$14.50 per hour	n/a	08/30/2022
Bruce Parker	5-Hour Bus Driver (was 4.5-Hour)	unchanged	n/a	08/31/2022
Randy VanTassel	4.5-Hour Bus Driver (was 4-Hour)	unchanged	n/a	08/31/2022
Casey Raines	Substitute Teacher	\$100 per day	n/a	09/01/2022
Chen Jiang	Teacher Assistant	^Correction: Step 2 (not Step 1) Annual salary is unchanged	unchanged	09/01/2022
Angela J. Kittle	Teacher Assistant	\$20,000 annually, Step 1	4-year probationary tenure appt. as TA	09/01/2022
Amanda Eastham	7-Hour Teacher Aide	\$13.60 per hour	n/a	09/01/2022
Janelle R. Dupee	Principal	\$103,000 annually	3-year probationary tenure appt. as School District Administrator	09/01/2022
*Debra L. Bennett	0.5 Typist	Unchanged	n/a	^correction 09/01/2022 from 9/02/2022

*Joshua E. Velasquez	Elementary Teacher	\$50,215 annually, Step 1-MB+39	4-year probationary tenure appt. as Elem. Teacher	09/01/2022
*Alicia M. McDermott	Elementary Teacher	\$57,565 annually, Step 8-MB+39	4-year probationary tenure appt. as Elem. Teacher	09/01/2022
*Donald Eastham	Substitute Bus Driver	\$17.72 per hour	n/a	08/09/2022

I. ITEMS FOR BOARD ACTION – PERSONNEL continued

21. Board Action – Approval of **Authorizations Item #7C and #8B-I**, as continued from the Organizational meeting held July 1, 2022:

- **Marli Eyestone** – Classroom Activity Fund Central Treasurer
- **Janelle Dupee** – Dignity Act Building Coordinator-Dexter / Odyssey of the Mind Co-Coordinator / District Pre-K Co-Coordinator / Reading Co-Coordinator / Petty Cash \$100
- **Leann Hill** – Chairperson and Representative for Committee on Special Education, CPSE, and CSE Sub-Committee / Section 504 Coordinator

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

22. 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 Fall 2022-2023	Coaching Certification	Effective Date
Gary Black	Football-Varsity Coach	Professional Coaching License	08/20/2022
Megan Schweitzer	Cheerleading-Varsity Coach	Teacher Coach	08/22/2022
Nicholas Nortz	Boys’ Soccer-Varsity Coach	Teacher Coach	08/22/2022
Philip Jenner	Boys’ Soccer-Modified Coach	Teacher Coach	09/06/2022
Melissa Grimes	Girls’ Soccer-Modified Coach	Teacher Coach	09/06/2022
Anthony Secreti	Football-Jr. Varsity Assistant Coach	Temporary Coaching License	08/20/2022
William Covey	Tennis-Varsity Coach	Teacher Coach	08/22/2022
Christopher Beebe	Football-Modified Coach	Temporary Coaching 2 nd to 4 th Renewal	08/29/2022
Erica Natali	Cheerleading-Modified Coach	Temporary Coaching License	09/06/2022
Monica Makuch	Girls’ Soccer-Jr. Varsity Coach	Temporary Coaching License	08/22/2022
Shawn McManaman	Football-Jr. Varsity Coach	Temporary Coaching License 2 nd -4 th Renewal	08/20/2022
Michael Chitro	Cross-Country-Modified Coach	Temporary Coaching License	09/06/2022
Hannah Smithers	Girls’ Soccer-Jr. Varsity Assistant Coach	Teacher Coach	08/22/2022
Robert Pauly	Football-Modified Assistant Coach	Temporary Coaching License 1 st Renewal	08/29/2022
Stephanie Newvine	*Girls’ Soccer-Varsity Assistant Coach	Teacher Coach	08/22/2022
Jose’ Bernier	Boys’ Soccer-Varsity Assistant Coach	Teacher Coach	08/22/2022
Brightlynn J. Sharlow	Cheerleading-Varsity Assistant Coach	Teacher Coach	08/22/2022
Andrew Shaw	Football-Varsity Assistant Coach	Professional Coaching License	08/20/2022 conditional appt. pending completion of CPR course 08/06 and 08/09
Matthew Milkowich	Girls’ Soccer-Varsity Coach	Temporary Coaching License 2 nd to 4 th Renewal	08/22/2022 conditional appt. pending completion of Theories & Techniques course 08/15/22
Amy O’Riley	Girls’ Soccer-Modified Assistant Coach	Teacher Coach	09/06/2022 conditional appt. pending completion of CPR course 08/16 and 08/18/22
Brennon T. Derouchie	Boys’ Soccer-Modified Assistant Coach	Temporary Coaching License	09/06/2022

(B) **UNPAID** Coaching Appointments:

Name	Sport / Season Fall 2022-2023	Coaching Certification	Effective Date
Alan Rawleigh	Football-Varsity Assistant Coach	Temporary Coaching 2 nd to 4 th Renewal	08/20/2022
Mark Heller	Football-Varsity Assistant Coach	Professional Coaching License	08/20/2022
Christopher Williams	Football-Modified Assistant Coach	Temporary Coaching License	08/29/2022
Drew Heise	Football-Varsity Assistant Coach	Temporary Coaching License 1 st Renewal	08/20/2022
Justin Hall	Football-Varsity Assistant Coach	Professional Coaching License	08/20/2022

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

23. 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:

- **Mary Anne Dobmeier** – Interim Superintendent
- **Erica L. Natali** – Coach
- **Anne M. Kissell** – Cafeteria
- **Jenny L. Kissell** – Cafeteria
- **Leona E. Sharp** – Cafeteria
- **Rosanne M. Hatch** – Cafeteria
- **Leann M. Hill** – School District Administrator
- **Janelle R. Dupee** – School District Administrator
- **Brightlynn J. Sharlow** – Coach
- **Brennen T. Derouchie** – Coach
- ***Joshua E. Velasquez** – Teacher
- ***Alicia M. McDermott** – Teacher

L. SUPERINTENDENTS’ REPORTS

- 24. Assistant Superintendent - Lisa K. Smith
- 25. Superintendent – Mary Anne Dobmeier

M. CORRESPONDENCE LOG

- 26. Correspondence Log

N. ITEMS FOR NEXT MEETING

- 27. **Monday – September 12, 2022 – Regular Meeting** will begin at 5:30 p.m. in the *General Brown Room* of the JSHS

O. 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, NY 13634

Annual Organizational Meeting
General Brown Room of the Jr.-Sr. High School
July 1, 2022 – 7:00 a.m.

UNAPPROVED MINUTES

ORGANIZATIONAL MEETING – 7:00 A.M.

The meeting was called to order at 7:00 a.m. by Superintendent Barbara J. Case with the Pledge of Allegiance.

— **Superintendent Case welcomed** Mrs. Kimberly Shuler newly elected Board of Education member, Mr. Jason Reynolds recently elected Board of Education member, and re-elected member Tiffany Orcesi.

MEMBERS PRESENT: Kelly Milkowich; Natalie Hurley; Albert Romano, Jr.; Tiffany Orcesi; Jason Reynolds; Kimberly Shuler

MEMBERS ABSENT: Jamie Lee

OTHERS PRESENT: Barbara J. Case, Superintendent; Lisa K. Smith, Assistant Superintendent; Debra L. Bennett, District Clerk; Mary Ann Dobmeier

1. **The Oath of Faithful Performance in Office** was administered to the following:
 - Kimberly Shuler and Tiffany Orcesi - Board of Education members elected to serve from July 1, 2022 to June 30, 2025.
 - Barbara J. Case - Superintendent of Schools
 - Debra L. Bennett - District Clerk
2. **Election of Board of Education Officers for the 2022-2023 school year:** The District Clerk called for nominations for the Offices of President and Vice President of the Board of Education:
 - 1) A nomination was requested for the **Office of President** of the Board of Education.
A motion was made to nominate **Kelly Milkowich** as President of the Board of Education for the 2022-2023 school year by Albert Romano, Jr., and was seconded by Tiffany Orcesi. The motion was approved 6-0.
 - 2) A nomination was requested for the **Office of Vice President** of the Board of Education, with the authority to sign documents in the absence of the President.
A motion was made to nominate **Natalie Hurley** as Vice President of the Board of Education by Albert Romano, Jr.
A motion was made to nominate **Tiffany Orcesi** as Vice President of the Board of Education by Kimberly Shuler. The motion was seconded by Jason Reynolds. The motion was approved 5-1.
3. **The Oath of Faithful Performance in Office** was administered by the District Clerk to the newly elected President and Vice President of the Board of Education.

— President Milkowich resumed the meeting.
4. **Approval of the Agenda for the Organizational Meeting**
Motion for approval by Tiffany Orcesi, seconded by Albert Romano. Motion approved 6-0.
5. **Appointment of Officers as listed:**
Motion for approval by Kimberly Shuler, seconded by Jason Reynolds. Motion approved 6-0.

	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 thru 9/2/22 Lisa Leubner effective 9/3/22
C.	Internal Claims Auditor....	Alvin Hasner	Per agreement	Alvin Hasner

Organizational Meeting – July 1, 2022

D.	Tax Collector.....	Donna Keefer	Per agreement	Michele Groff
E.	Attendance Officers.....	T. Gunn/L. Gracey/D. Higgins	None	L. Gracey/D. Higgins/P. Ulmen

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:**

Motion for approval by Tiffany Orcesi, seconded by Kimberly Shuler. Motion approved 6-0.

	TITLE	INCUMBENT	PRESENT SALARY	RECOMMENDED
A.	School Physicians.....	River Hospital / Occupational Medicine	Per agreement	River Hospital / Occupational Medicine
B.	School Attorneys.....	JLBOCES Ofc of Inter-Municipal Legal Svcs. / Ferrara Law Firm	Per agreement	JLBOCES Ofc of Inter-Municipal Legal Svcs. / Ferrara Law Firm /
	Bond Attorney.....	Bond, Schoeneck, King	Per agreement	Bond, Schoeneck, King
	Title IX Hearing Officer.....	Ferrara Law Firm	Per agreement	Ferrara Law Firm
C.	Extra-Classroom Activity Fund Central Treasurer.....	Chris Doldo	None	Chris Doldo
	Chief Faculty Counselor.....	David Ramie	None	David Ramie
	Faculty Auditor.....	David Ramie	None	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.....	Lisa Smith	None	Lisa Smith
	BOE meetings.....	President, BOE	None	President, BOE
G.	Records Access and Retention.....	Lisa Smith Debra Bennett	None None	Lisa Smith Debra Bennett thru 9/2/22 Lisa Leubner effective 9/3/22
H.	Capital Assets Preservation Officer.....	Lisa Smith	None	Lisa Smith
I.	Asbestos Designee.....	Gary Grimm	None	Joseph Watson
J.	Purchasing Agent.....	Barbara J. Case	None	Superintendent of Schools
K.	Data Protection Officer.....	Michael Parobeck	None	Michael Parobeck
L.	Data Privacy Officer.....	Barbara J. Case	None	Superintendent of Schools

8. **Authorizations as listed:**

Motion for approval by Tiffany Orcesi, seconded by Albert Romano. Motion approved 6-0.

A.	Payroll Certification.....	Superintendent
	Conferences.....	Superintendent
	Workshops.....	Superintendent
	Conventions.....	Superintendent
	District Director of Physical Education.....	Superintendent
	District Property Control Officer.....	Superintendent
	Budget Transfers.....	Lisa K. Smith
B.	Title IX Coordinator.....	Lisa K. Smith
	District Sexual Harassment Officers.....	D. Ramie/L. Smith
	District Complaint Officer.....	David Ramie
	Dignity Act Building Coordinators:	
	▪ Brownville-Glen Park Elementary.....	Missie Nabinger
	▪ Dexter Elementary.....	TBD
	▪ Jr.-Sr. High School.....	David Ramie
	District Technology Coordinator.....	David Ramie
	Odyssey of the Mind Coordinator(s).....	M. Nabinger/TBD

Organizational Meeting – July 1, 2022

	District Pre-K Coordinator(s).....	M. Nabinger/TBD
	District Arts in Education Coordinator.....	M. Nabinger
	Drug and Alcohol Coordinator.....	David Ramie
	District PDP Coordinator.....	Superintendent
	District Biennial Review Coordinator.....	David Ramie
	Standardized Testing Coordinator.....	David Ramie
	Staff Development Coordinator.....	Superintendent
	Instructional Material Replacement.....	Lisa Smith
	Reading Coordinator(s).....	M. Nabinger/TBD
	Mentor Program Coordinator.....	Lisa Smith
	Chairperson Committee on Special Education.....	TBD
	Section 504 Coordinator.....	TBD
	Section 504 District Coordinator.....	Lisa Smith
	Preschool Education.....	Lisa Smith
	School Security/Safety Officer.....	TBD
	Coordinator Compensatory Programs.....	Lisa Smith
	Migrant Education.....	Lisa Smith
	Designated Educational Official (DEO).....	Lisa Smith
	AIS Coordinator.....	Lisa Smith
	Character Education.....	Missie Nabinger
	District Health Coordinator.....	David Ramie
C.	Athletic Director.....	Joseph Folino
D.	Petty Cash Funds: <ul style="list-style-type: none"> ▪ Mr. Ramie (Jr.-Sr. High School)..... ▪ Mrs. Nabinger (Brownville Glen Park Elementary)..... ▪ TBD (Dexter Elementary)..... ▪ Mrs. Smith (District Office)..... ▪ Mr. Shepard (Bus Garage)..... ▪ Mr. Watson (Buildings & Grounds)..... 	\$100 \$100 \$100 \$100 \$ 50 \$ 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, 2022. (Usually set at 1% per month or 12% per annum)	To be determined
G.	Committee on Special Education-General Brown Central School District CSE Committee: <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 	Katie Ledbury Katie Ledbury TBD River Hospital TBD if required
H.	General Brown CSD CPSE Committee: <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 	TBD River Hospital TBD if required

	<ul style="list-style-type: none"> ▪ Municipality Representative (County) Agency Representative 	
I.	General Brown CSD CSE Sub-Committee: <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 	Katie Ledbury TBD
J.	District Health/Safety Committee.....	D. Ramie / M. Nabinger / P. Ulmen / TBD
K.	All scholarships to be approved as written	

9. Designations as listed:

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

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:

Motion for approval by Albert Romano, seconded by Tiffany Orcesi. Motion approved 6-0.

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:

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

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 2022-2023 school year
C.	Approval of Mileage Reimbursement Rate at the official IRS rate in effect on this day: 62.5 Cents
D.	Approval of the 2022-2023 listing of Substitute Instructional and Non-Instructional Personnel – As per Attachment #2
E.	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: <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 This resolution shall continue in full force and effect until otherwise modified by further action of the Board of Education.

Organizational Meeting – July 1, 2022

F.	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 2022-2023 school year.
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: 2022-2023 Board of Education Meeting Schedule

Attachment #2: 2022-2023 Substitute Instructional and Non-Instructional Personnel

[Attachment #1]

GENERAL BROWN CENTRAL SCHOOL DISTRICT
Board of Education Meeting Schedule
2022-2023

(As approved by the Board of Education – March 7, 2022)

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.

Friday, July 1, 2022	Annual Organizational Meeting followed by Regular Meeting - Time: 7 AM
August 8, 2022	Regular Meeting
September 12, 2022	Regular Meeting
October 3, 2022	Regular Meeting
November 7, 2022	Regular Meeting
December 5, 2022	Regular Meeting
January 9, 2023	Regular Meeting
February 6, 2023	Regular Meeting
March 13, 2023	Regular Meeting
Wednesday, April 5, 2023	Regular Meeting
May 8, 2023	Regular Meeting followed by the Annual Meeting / Budget Hearing at 6:00 p.m. (JSHS Auditorium)
Tuesday, May 16, 2023	Budget Vote / Election - New Gymnasium JSHS - Noon to 8 PM
June 12, 2023	Regular Meeting

[Attachment #2]

2022-2023 Listing of Instruction and Non-Instructional Personnel

Sub Teacher :

Behling, Catherine
Cean, Brittany
Coughlin, Misty
Eyestone, Brendan
Gaige, Akasha
Jenner, David
Keggins, Julie
Lamon, Cynthia
Lane, Lisa
Lawlee, Cathy
Millan, Sheryl
Parker, Cindy
Pike, Anthony
Plantz, Lori
Pooler, Hailey
Stein, Amanda
Walker, Mallory
Walters, Sally
Watson, Melissa

Sub Aide:

Cean, Brittany
Comins, Dawn
Coughlin, Misty
Gordon, Amber
Lamon, Cynthia
Latham, Stacy
Lawlee, Cathy
Piper, Amy
Plantz, Lori
Stein, Amanda
Watson, Melissa

Sub Cleaner:

Tyler, Phillip

Sub Driver:

McIntosh, Willis

Sub Food Svc:

Sub Nurse:

Gunn, Tana

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

REGULAR MEETING
July 1, 2022 following Organizational Meeting
General Brown Room of the Jr.-Sr.High School.

Unapproved
MINUTES

REGULAR MEETING

Immediately following the Organizational meeting

MEMBERS PRESENT: Kelly Milkowich, President; Tiffany Orcesi, Vice President; Natalie Hurley; Albert Romano, Jr.; Jason Reynolds; Kimberly Shuler

MEMBERS ABSENT: Jamie Lee

OTHERS PRESENT: Barbara J. Case, Superintendent; Lisa K. Smith, Assistant Superintendent; Debra L. Bennett, District Clerk; Mary Ann Dobmeier

A. APPROVAL OF AGENDA

Motion for approval by Tiffany Orcesi, seconded by Albert Romano, Jr., with motion approved 6-0.

B. PRESENTATIONS – none

C. PUBLIC COMMENT REQUESTS – none

D. CONSENT AGENDA

A motion for approval of the following items as listed under the CONSENT AGENDA is made by Natalie Hurley and seconded by Tiffany Orcesi, with motion approved 6-0.

1. Approval of Minutes as listed:
 - June 13, 2022 – Regular Meeting
2. Approval of Buildings and Grounds Requests as listed:
 - JSHS gymnasium – July 11-15, 2022 from 8:00 a.m. to 2:00 p.m. – Lyme Central School District Varsity Club – basketball clinic
 - JSHS weight room – July 30, 2022 from 8:30 a.m. to 1:00 p.m. – Lyme Central School District Varsity Club – cheerleading clinic
3. Approval of Conferences and Workshops as listed - none
4. Approval of Conferences and Workshops as per *My Learning Plan Report*
5. Approval of Financial Reports / Warrants – May 2022

E. REGULAR AGENDA

Other Discussion and Action Items:

Board Member Reports/Staff Member Reports and Presentations

1. Comments / Information shared by Board Members – Discussion of workshop ideas for JLSBA for the coming year.
2. Staff Member Reports - none

Items for Board Information/Discussion

3. Board Discussion – Policy Review
 - 1st Reading – ***Policy #5621 (as revised) – Accounting of Fixed Assets***
4. Board Discussion – Superintendent hiring process: Open, confidential search by JL-BOCES

Items for Board Discussion / Action

5. Board Action – ***BE IT RESOLVED***, that the General Brown Central School District Board of Education takes action to ***appoint Assistant Superintendent Lisa K. Smith as Clerk Pro-tem*** in the event of the absence of the District Clerk.
Motion for approval by Tiffany Orcesi, seconded by Natalie Hurley, with motion approved 6-0.

- 6. Board Discussion / Action – Approval of **Jefferson-Lewis School Boards Association dues** for the period of July 1, 2022 to June 30, 2023 in the amount of \$470, based on current enrollment. (2021-2022: \$370).
Motion for approval by Tiffany Orcesi, seconded by Kimberly Shuler, with motion approved 6-0.
- 7. Board Discussion / Action - Election of delegate and alternate members for the **Executive Committee and Legislative Representative of Jefferson-Lewis School Boards Association for the 2022-2023 school year**. (2021-2022: Albert Romano as Delegate; Natalie Hurley as Legislative Representative, and Jamie Lee as Alternate)
Nomination of **Albert Romano as Delegate** by Natalie Hurley, seconded by Tiffany Orcesi, with motion approved 6-0.
Nomination of **Tiffany Orcesi as Alternate** by Albert Romano, seconded by Kimberly Shuler, with motion approved 6-0.
Nomination of **Natalie Hurley as Legislative Representative** by Kelly Milkowich, seconded by Tiffany Orcesi, motion approved 6-0.
- 8. Board Action – Approval is requested for the **Committee on Special Education Reports**
Motion for approval by Tiffany Orcesi, seconded by Kimberly Shuler, with motion approved 6-0.

F. ITEMS FOR BOARD ACTION – PERSONNEL

- 9. Board Action – **BE IT RESOLVED**, that upon the recommendation of the Superintendent of Schools, the General Brown Central School District Board of Education takes action **to increase one 10-month typist position to 12-months, effective August 1, 2022**.
Motion for approval by Jason Reynolds, seconded by Natalie Hurley, with motion approved 6-0.
- 10. Board Action – **BE IT RESOLVED**, that upon the recommendation of the Superintendent of Schools, the General Brown Central School District Board of Education takes action to approve the employment of **James Nevers for up to 14 hours per week at his current hourly rate, effective September 2, 2022**.
Motion for approval by Natalie Hurley, seconded by Albert Romano, with motion approved 6-0.
- 11. Board Action – **BE IT RESOLVED**, that upon the recommendation of the Superintendent of Schools, the General Brown Central School District Board of Education takes action to approve the following **Substitute Teacher Rates for the 2022-2023 school year effective September 1, 2022**:

	Current Rate 2021-2022	Proposed Daily Rate 2022-2023
Non-Certified	\$90	\$95
Bachelor’s/Non-Certified	\$100	\$105
Certified	\$110	\$120
Long-term (4 weeks +)	\$140	\$150

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

G. ITEMS FOR BOARD ACTION – PERSONNEL continued

A motion for approval of the following PERSONNEL CHANGES, with *effective dates* as listed, is made by Natalie Hurley, seconded by Tiffany Orcesi, with motion approved 6-0.

- 12. Board Action – Retirements:

Name	Position	Effective Date
James P. Nevers	Food Service Director	09/01/2022

- 13. Board Action – Resignations:

Name	Position	Effective Date
Laurie Nohle	Principal	06/30/2022

- 14. Board Action – Appointments:

Name	Position	Annual Salary or Rate of Pay	Probationary or Tenure Track Appt. (if appl.)	Effective Date
Chen Jiang	Teacher Assistant Level 1	\$20,500 annually Step 1	4-year probationary appt. in the tenure area of Teacher Assistant	09/01/2022

Ashleigh A. McKinney	Special Education Teacher	\$52,315 annually Step 3 (MB+30)	4-year probationary appt. in the tenure area of Special Education	09/01/2022
Olivia J. Brooker	Special Education Teacher	\$49,415 annually Step 3 (B)	4-year probationary appt. in the tenure area of Special Education	09/01/2022
Tracy A. Strock	Mathematics Teacher	\$75,015 annually Step 22 (MB+30)	3-year probationary appt. in the Tenure area of Mathematics	09/01/2022
Andrew R. Derouin	Mathematics Teacher	\$53,365 annually Step 4 (MB+30)	4-year probationary appt. in the tenure area of Mathematics	09/01/2022
Hannah Smithers-Worden	Physical Education Teacher	\$50,315 annually Step 2 (B+30)	4-year probationary appt. in the tenure area of Physical Education	09/01/2022

H. ITEMS FOR BOARD ACTION - FINAL FINGERPRINT CLEARANCE

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

- **Ashleigh A. McKinney** - Teacher
- **Olivia J. Brooker** – Teacher
- **Tracy A. Strock** – Teacher

Motion for approval by Tiffany Orcesi, seconded by Albert Romano, with motion approved 6-0.

I. SUPERINTENDENTS’ REPORTS – none

J. CORRESPONDENCE LOG

16. Correspondence Log

K. ITEMS FOR NEXT MEETING

- 17. **Monday – August 8, 2022 – Regular Meeting** will begin at 5:30 p.m. in the *General Brown Room* of the JSHS
- 18. **Monday – November 7, 2022 – Regular meeting will be held at Brownville Glen Park Elementary**
- 19. **Monday – February 6, 2023 – Regular meeting will be held at Dexter Elementary**

L. PROPOSED EXECUTIVE SESSION #1

20. **A motion is requested to enter executive session** for the discussion of two specific legal matters.
Motion for approval by Albert Romano, seconded by Natalie Hurley, with motion approved 6-0. Time 7:42 a.m.

RETURN TO OPEN SESSION

21. **A motion is requested to adjourn the executive session** and reconvene the regular meeting.
Motion for approval by Natalie Hurley, seconded by Tiffany Orcesi, with motion approved 6-0. Time 8:10 a.m.

M. ITEMS FOR BOARD ACTION – PERSONNEL continued

22. Board Action – **BE IT RESOLVED**, that the General Brown Central School District Board of Education takes action to approve the following:

Resolution Approving an Employment Agreement for the Interim Superintendent of Schools:

WHEREAS, on June 7, 2022, the Board of Education authorized Board President Kelly Milkowich, on behalf of the Board of Education, to negotiate an appropriate contract of employment for the duties of Interim Superintendent of Schools for the General Brown Central School District with Mary Anne Dobmeier; and

WHEREAS, the Board and Mrs. Dobmeier have now agreed upon the terms and conditions of employment for a contract of employment for the duties of Interim Superintendent of Schools from July 26, 2022, through November 1, 2022, subject to mutual extension, and wish to execute a written contract setting forth the same.

NOW THEREFORE, BE IT RESOLVED, by the Board of Education of the General Brown Central School District hereby agrees as follows:

- 1) The Board hereby approves the Employment Agreement for Mary Anne Dobmeier for Interim Superintendent of Schools for the term commencing July 26, 2022, through November 1, 2022, subject to mutual extension, and contingent upon the District’s receipt of final fingerprint clearance from NYSED prior to July 26, 2022.
- 2) The Board hereby authorizes Board President Kelly Milkowich to sign the negotiated Employment Agreement on behalf of the Board.
- 3) This resolution shall take effect immediately.

Motion for approval by Albert Romano, seconded by Jason Reynolds, with motion approved 6-0.

23. Board Action – **BE IT RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education takes action to **accept an agreement with a certain employee to extend their probationary period by one (1) year.**

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

N. PROPOSED EXECUTIVE SESSION #2

24. **A motion is requested to enter executive session** for the discussion of the performance history of a particular individual.

Motion for approval by Tiffany Orcesi, seconded by Kimberly Shuler, with motion approved 6-0. Time 8:15 a.m.

— Mrs. Bennett was excused from the meeting. The following motions were provided by President Milkowich.

RETURN TO OPEN SESSION

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

Motion for approval by Natalie Hurley, seconded by Tiffany Orcesi, with motion approved 6-0. Time 9:00 a.m.

O. MOTION FOR ADJOURNMENT

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

Motion for approval by Jason Reynolds, seconded by Kimberly Shuler, with motion approved 6-0. Time 9:01 a.m.

Respectfully submitted:

Debra L. Bennett, District Clerk

- Supporting documents may be found in supplemental file dated July 1, 2022

ReportResults

My Learning Plan for Board of Education approval August 8, 2022			Start__Date	End__Date
Building_Nr	Last_First_Name	Activity_Title		
BGP	Beagle, Kathryn	Effective Teaching Level 1	8/22/2022	8/26/2022
BGP	BUCHER, MARY	Effective Teaching Level 2	8/23/2022	8/25/2022
BGP	Burns, Carlee	Introduction to the Behavior Pathway	8/19/2022	8/19/2022
BGP	CANTWELL, KELLY	LETRS (Language Essentials for Teachers of Reading and Spelling): Year 1, Volum	8/10/2022	1/17/2023
BGP	DAVIS, LINDSEY	RESPONSIVE CLASSROOM® - Elementary Core 4-Day Course	7/26/2022	7/29/2022
DEXTER	DAVIS, LINDSEY	RESPONSIVE CLASSROOM® - Elementary Core 4-Day Course	7/26/2022	7/29/2022
BGP	DAVIS, LINDSEY	Effective Teaching Level 2	8/23/2022	8/25/2022
DEXTER	DAVIS, LINDSEY	Effective Teaching Level 2	8/23/2022	8/25/2022
JR-SR HS	DETTMER, SABRINA	The Writing Revolution -- The Principles and Getting Started	7/26/2022	7/28/2022
BGP	Farrell, Ericka	Effective Teaching Level 1	8/22/2022	8/26/2022
BGP	HARDWICK, NANCY	Effective Teaching Level 2	8/23/2022	8/25/2022
DEXTER	HARDWICK, NANCY	Effective Teaching Level 2	8/23/2022	8/25/2022
JR-SR HS	Krempl, Kenneth	Effective Teaching Level 1	8/22/2022	8/26/2022
JR-SR HS	LASAGE, CARRIE	Computer Science and Digital Fluency Learning Standards Overview	8/18/2022	8/18/2022
JR-SR HS	LASAGE, CARRIE	Share Google Form Results with Google Docs	8/19/2022	8/19/2022
DEXTER	MARTIN, STACI	LETRS (Language Essentials for Teachers of Reading and Spelling): Year 1, Volum	8/10/2022	1/17/2023
DEXTER	Mehaffy, Angela	Effective Teaching Level 1	8/22/2022	8/26/2022
BGP	Nabinger, Melissa	Discover sign language	7/13/2022	7/13/2022
JR-SR HS	NEWVINE, STEPHANIE	World Language: Implementation of Revised Standards and Aligned Assessments	7/19/2022	7/27/2022
JR-SR HS	NEWVINE, STEPHANIE	World Language Assessment Committee Meeting	7/29/2022	7/29/2022
JR-SR HS	NEWVINE, STEPHANIE	World Language Assessment Development: Spanish	8/3/2022	8/4/2022
BGP	NICHOLS, SHERI	Discover Sign Language	8/17/2022	8/17/2022
JR-SR HS	Nieves-Soto, Julia	World Language: Implementation of Revised Standards and Aligned Assessments	7/19/2022	7/27/2022
JR-SR HS	Nieves-Soto, Julia	Effective Teaching Level 2	8/23/2022	8/25/2022
DEXTER	Nohle, Laurie	Management for Administrators	9/27/2022	9/28/2022
JR-SR HS	NORTZ, BRIAN	Effective Teaching Level 2	8/23/2022	8/25/2022
JR-SR HS	Nortz, Nicholas	Effective Teaching Level 1	8/22/2022	8/26/2022
DEXTER	NORTZ, TRICIA	LETRS (Language Essentials for Teachers of Reading and Spelling): Year 1, Volum	8/10/2022	1/17/2023
DEXTER	NORTZ, TRICIA	Effective Teaching Level 2	8/23/2022	8/25/2022
BGP	Orcesi, Mauro	RESPONSIVE CLASSROOM® - Elementary Core 4-Day Course	7/26/2022	7/29/2022
BGP	Orcesi, Mauro	Effective Teaching Level 2	8/23/2022	8/25/2022
BGP	PAIGE, MARY	LETRS (Language Essentials for Teachers of Reading and Spelling): Year 1, Volum	8/10/2022	1/17/2023
JR-SR HS	PICKERAL, JANNELL	World Language: Implementation of Revised Standards and Aligned Assessments	7/26/2022	7/27/2022
JR-SR HS	PICKERAL, JANNELL	World Language Assessment Committee Meeting	7/29/2022	7/29/2022
JR-SR HS	PICKERAL, JANNELL	World Language Assessment Development: French	8/12/2022	8/15/2022

ReportResults

JR-SR HS	RAMIE, DAVID	Lead Evaluator Recertification - In-person Workshop	7/13/2022	7/13/2022
DEXTER	Rawleigh, Shelly	Effective Teaching Level 1	8/22/2022	8/26/2022
BGP	Scott, Amy	Lead Evaluator Initial Certification - In-person Workshop	10/19/2022	10/19/2022
DEXTER	Scott, Amy	Lead Evaluator Initial Certification - In-person Workshop	10/19/2022	10/19/2022
DEXTER	Skipper, Rachel	Effective Teaching Level 1	8/22/2022	8/26/2022
BGP	Tibbles, Kelsey	Effective Teaching Level 2	8/23/2022	8/25/2022
JR-SR HS	Yerdon, Alexiah	Effective Teaching Level 1	8/22/2022	8/26/2022
DEXTER	YOUNGS, ASHLEY	RESPONSIVE CLASSROOM® - Elementary Core 4-Day Course	7/26/2022	7/29/2022
DEXTER	YOUNGS, ASHLEY	Effective Teaching Level 2	8/23/2022	8/25/2022

ACCOUNTING OF FIXED ASSETS

The School Business Administrator shall be responsible for accounting for general fixed assets according to the procedures outlined by the Uniform System of Accounts for School Districts and GASB Statement 34 Regulations.

These accounts will serve to:

- a) Maintain a physical inventory of assets;
- b) Establish accountability;
- c) Determine replacement costs; and
- d) Provide appropriate insurance coverage.

Fixed assets with a minimum value established by the Board that have a useful life of one (1) year or more and physical characteristics not appreciably affected by use or consumption shall be inventoried and recorded on an annual basis. Fixed assets shall include land, buildings, equipment and materials.

Fixed assets are reported at actual cost. Donated assets are reported at estimated fair market value at the time received. The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized. Capitalization thresholds (the dollar value above which asset acquisitions are added to the Fixed Asset inventory), depreciation methods, and estimated useful lives of fixed assets reported areas follow:

	<u>Capitalization Threshold</u>	<u>Depreciation Method</u>	<u>Estimated Useful Life</u>
Buildings and Improvements	\$25,000	Straight-line	50 years
Furniture and Equipment	\$3,000 <u>5,000</u>	Straight-line	5-20 years

Fixed assets acquired having a value equal to or greater than the established threshold are considered depreciable assets and shall be inventoried for the purposes of GASB 34 accounting practices and placed on a depreciation schedule according to its asset class and estimated useful life as stipulated by the NY State Comptroller's Office or the IRS.

Assets shall be recorded at initial cost or, if not available, at estimated initial cost; gifts of fixed assets shall be recorded at estimated fair value at the time of the gift. A property record will be maintained for each asset and will contain, where possible, the following information:

- a) Date of acquisition;
- b) Description;

POLICY

NON-INSTRUCTIONAL BUSINESS

5621

ACCOUNTING OF FIXED ASSETS

- c) Cost or value;
- d) Location;
- e) Asset type;
- f) Estimated useful life;
- g) Replacement cost;
- h) Current value;
- i) Salvage value;
- j) Date and method of disposition; and
- k) Responsible official.

The School Business Administrator shall arrange for the annual inventory and appraisal of School District property, equipment and material. Any discrepancies between an inventory and the District's property records on file should be traced and explained.

General Brown Central School District
Adopted: 5/10/10
Revised: _____

For August agenda....

----- Forwarded message -----

From: **Joseph Folino** <jfolino@gbliions.org>

Date: Wed, Jul 27, 2022 at 12:02 PM

Subject: Weight room equipment list to surplus

To: Smith, Lisa <lsmith@gbliions.org>

Lisa,

Here is the next phase of surplus equipment to excise.

- (2) Tectrix Climb Max
- Tectrix Bike Max R
- Tectrix Bike Max
- Cybex Arm Curl
- Cybex Leg Extension
- Cybex Leg Curl
- Cybex Shoulder Press
- BFS Neck machine
- Cybex Incline Press
- Cybex Flat Bench
- (2) Cybex Squat Racks
- Champion Barbell Rack
- Cybex Universal Machine

MOTION CONCERNING TAX WARRANT
(Collector Appointed to Serve on a Salary Basis)
Tax Collection Procedures

Board of Education Meeting
August 8, 2022

Motion made by _____

Seconded by _____

WHEREAS:

Chapter 73 of the Laws of 1977, amended Section 1318, subdivision 1 of the Real Property Tax Law and

WHEREAS:

The entire fund balance at the close of the last fiscal year must be applied in determining the amount of school tax levy except for an amount not to exceed 4% of the current school year budget; and

WHEREAS:

This latter amount may be held as surplus funds during the current school year; now therefore

BE IT RESOLVED:

That the Board of Education retain as surplus funds, \$1,200,000 from the total fund balance to be applied to the reduction of tax levy.

BE IT ADDITIONALLY RESOLVED AS FOLLOWS:

To the collector of General Brown Central School District of Brownville and Dexter, Towns of Brownville, Pamela, Hounsfield, Watertown, and Lyme, City of Watertown, County of Jefferson, State of New York

You are hereby commanded:

1. To give notice and start collection on September 1, 2022.
(In accordance with the provision of Section 1322 of the Real Property Tax Law)
2. To give notice that tax collection will end October 31, 2022.
3. To collect taxes in the total sum of \$8,940,722.00 = (\$8,887,222.00 District Levy plus \$53,500.00 Library Levy) in the same manner that collectors are authorized to collect town and county taxes in accordance with provisions of Section 1318 of the Real Property Tax Law.
4. To make no changes or alterations in the tax warrant or the attached tax rolls but shall return the same to the Board of Education. The board may recall its warrant and tax rolls for correction of errors of omissions in accordance with the provisions of Section 1316 of the Real Property Tax Law.
5. To forward by mail to each owner of real property listed on the tax rolls within ten days after the start of collection of statement of taxes due on his property on press-numbered tax bill forms provided by the school district in accordance with the provisions of Section 922 of the Real Property Tax Law. To forward by mail, without interest penalties, to the office of the county treasurer a detailed tax bill of all state land parcels liable for taxes on the school tax rolls in accordance with provisions of Sections 540 and 544 of the Real Property Tax Law.

6. To receive from each of the taxable corporations and natural persons the sums listed on the attached tax rolls without interest penalties when such sums are paid before the end of the first month of the tax collection period. To add two percent interest penalties to all taxes collected during the second month of the tax collection and to add three percent interest penalties to all taxes collected during any part of the third month of the tax collection period and to account for such sums as income due to the school district.
7. To issue receipts only on forms provided by the school district in acknowledgement of receipt of payments of taxes and to retain, preserve and file exact carbon copies of all such receipts issued as required by Section 987 of the Real Property Tax Law.
8. To promptly return the warrant at its expiration and if any taxes on the attached tax rolls shall be unpaid at that time, deliver an accounting thereof on forms showing by town and assessed valuation, tax rate, the total amounts remaining uncollected as required by Section 1330 of the Real Property Tax Law.
9. Installment payments will be collected by the school tax collector for the first payment only. The remaining payments will be collected by the Treasurer of Jefferson County for the currant tax warrant.

The warrant is issued pursuant to Sections 910, 912, and 914 of the Real Property Tax Law and is delivered in accordance with Sections 1306 and 1318 of this law. It is effective immediately after it is properly signed by a majority of the Board of Education. The warrant shall expire on the date stated above unless a renewal or extension has been endorsed on the face of this warrant in writing in accordance with Section 1318, subdivision of the Real Property Tax Law.

Signatures – Board of Education:

Vote

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Signed in the affirmative by all BOE members present:

This warrant is for use by trustees of common school districts and boards of education in union free, central and village superintendencies. (The word trustee as used throughout the explanation below refers to trustee, trustees or board of education alike.)

**GENERAL DIRECTIONS TO TRUSTEE (S)
AND BOARDS OF EDUCATION**

1. Prepare or cause to be prepared the tax list, extend or cause to be extended the taxes to be collected, and total or cause to be totaled the amounts of the tax levy by towns. The Town Board of Assessors is required to furnish a duplicate copy of the appropriate portion of the town assessment roll on or before August 1. (*Real Property Tax Law Section 1302 (2)*) but such lists must be checked for completeness and accuracy even though this requires going back to the town assessment roll and/or the previous year's school tax list, as school authorities are not relieved from full responsibility for ascertaining whether real property is within the school district boundaries.
If any improvements on land destroyed or exemptions added between June 1st. (May 1st., effective January 1, 1964) and date of confirmation of roll see *Real Property Tax Law Section 1302 (3)*.
2. Attach to the tax list the tax warrant signed by the sole trustee or by at least a majority of the trustees or board of education to direct and establish authority of the collector (*Real Property Tax Law Section 1318 (1)*).
3. Fill in "Estimated Receipts" and "Estimated Expenditures" from the "Annual School Budget Form" presented and approved at the annual school meeting (*Real Property Tax Law Section 1306 (1)*).
4. Fill out the tax report to district superintendent, Form 3, in the trustee's Order-Check Book and forward this report to the district superintendent at the time this warrant is placed in the hands of the collector. Union free, central and village districts have a separate Form for Report of Tax Levy.
5. The trustee (s) or board of education may not legally turn the warrant and tax list over to the collector until said collector is duly bonded. The purchase of a fidelity bond by the trustee (s) is a proper charge against the school district. The trustee (s) shall indorse his (their) approval on the bond and forward it to the district superintendent, who will indorse his approval and either the superintendent or trustee (s) shall file the same in the office of the county clerk of the county in which the collector resides (*Education Law, sections 2124 and 2130-5*).
6. On or before September 1st, but not before thirty-one days after tax is voted, place the tax list in the hands of the collector (*Real Property Tax Law Section 1306 (1), 1318 (2)*).
7. No corrections or additions may be made to the school tax roll or refunds of taxes made by the trustee (s) or board of education without the approval in writing of the district superintendent in all cases of districts within the jurisdiction of a district superintendent and without the written approval of the commissioner of education in many cases. See (*Real Property Tax Law Section 1316*).
8. The regular tax warrant authorizing the collection to start on or before September 1st should be issued to expire before November 15th, so that the return tax claim may be filed by November 15th. The trustee, as an emergency measure, may grant the collector a renewal of a special school tax warrant but not beyond the time it must be returned to the County Treasurer by dating and signing his indorsement on the face of the warrant, (*Real Property Tax Law Section 1318 (3), 1330 (2)*).
9. The trustee shall require the collector to return the warrant immediately after its expiration. At the same time the collector shall make a full and complete statement of the taxes remaining unpaid on forms provided by the county treasurer. Said statement shall include amount of interest on unpaid taxes if collector received compensation in lieu of fees (*Real Property Tax Law Section 1330 (1)*). On or before the 15th day of November the trustee (s) shall file with the county treasurer and return tax claim bearing certificate of the trustee(s) and the collector's affidavit. Said certificate should state that the statement has been compared with original tax roll and is correct (*Real Property Tax Law Section 1330(2)*).
10. Within 15 days after this tax list and warrant is returned to the trustee (s) by the collector, it must be filed with the district superintendent (*Real Property Tax Law Section 1330 (3)*), who in turn must file it with the town clerk of the town in which the principal school building of the district is located, on or before July 1st of each year. In superintendencies it shall be filed directly with the town clerk by the board of education.
11. For equalization in school districts located in more than one town or city, see (*Real Property Tax Law Section 1314*).
12. For districts allowing installment payments, see (*Real Property Tax Law Section 1340*).

**WARRANT ISSUED BY UNION FREE AND
CENTRAL SCHOOL DISTRICTS**

1. The board of education should, by resolution duly adopted, authorize its warrant to be attached to the tax list. This resolution fixing the amount of the total levy confirms the extension of the roll and fixes the exact date of validity of the tax lien upon the real property.
2. Tax warrants should be issued for a specific period, as determined by the board of education, this period to be not less than one month nor to extend later than the date on which return of taxes must be made. For example, the warrant could be issued for the period September 1 through November 10, thus allowing five days for preparing and filing the returned tax certificate by November 15.
3. The board of education should instruct the collector to make a report in writing at the expiration of the warrant, listing by towns the total assessed valuation, the tax rate, the total tax levy, the total amounts collected and the total amounts remaining uncollected, together with interest.
4. On receipt of the collector's account of unpaid taxes, the board of education, on comparing the collector's return of unpaid taxes with the original tax list and determining that it be correct, shall so certify and immediately transmit the account, affidavit and certificate to the treasurer of the county so that the same shall be received by him not later than the 15th day of November following the levy of the tax (*Real Property Tax Law Section 1330 (2)*).

APPOINTMENT OF COLLECTOR BY BOARD OF EDUCATION

1. The resolution of appointment should place this officer either on a fee basis as provided by *Real Property Tax Law Section 1328*, or on a salary as provided by *Section 2130 of the Education Law*.
2. In a school district in which the collector receives a fixed compensation in lieu of fees the delinquent tax penalties are fixed by law as follows:
All of the taxes remaining unpaid after the expiration of the one month period bear interest at the rate of 1 per cent per month, until the return of the collector's warrant. The account of unpaid taxes filed with the county treasurer should include the amount of the taxes remaining unpaid, plus the amount of such interest on such unpaid taxes as computed as of the date of the return of the collector's warrant. All such interest collected by the district tax collector or paid by the county treasurer shall belong to the school district.
3. In a school district in which the collector is on a fee basis, the collector may retain only such fees as are actually collected by the collector. No collector's fees based on delinquent taxes reported as unpaid may be added to the return tax claim.

DIRECTIONS TO COLLECTOR

1. Read warrant and ascertain that it is properly signed and dated by sole trustee or a majority of trustees or board of education.
2. Return this warrant and original tax list to the trustee (s) or board of education at date of expiration.
3. Obtain from the county treasurer's office the necessary blank forms on which to make your complete account of all taxes remaining unpaid at the time of the expiration of the warrant.
4. Return to the trustee (s) or board of education your complete account of unpaid taxes, certifying by your signed affidavit that "after diligent efforts you are unable to collect," witnessed by any notary public, justice of the peace, or any other officer authorized to administer oaths. The trustee (s) or board of education, on comparing your return of unpaid taxes with the original tax list and determining that it be correct, shall so certify and immediately transmit the account, affidavit and certificate to the treasurer of the county so that the same shall be received by him not later than the 15th day of November following the levy of the tax.
5. Complete and file the collector's tax report showing by towns the totaled assessed valuation, the tax rate, the total tax levy, the total amount collected and the total amounts remaining uncollected.

BUDGET

<u>Estimated Receipts:</u>	
Surplus estimated to be available for appropriations	\$ _____
State Aid	_____
Federal Aid	_____
Tax on Property	_____
Tuition	_____
Other Sources	_____
Total Revenues (Estimated)	\$ _____

<u>Estimated Expenditures:</u>	
Board of Education	\$ _____
Central Administration	_____
Instruction - Regular Day School	_____
Instruction - Special Schools	_____
Community Services	_____
Transportation	_____
Operation & Maint. of Plant	_____
Undistributed Expenses	_____
Debt Service	_____
Inter-fund Transfers	_____
Total Estimated General Fund Expenditures	\$ _____

<u>Other Purposes For Which Taxes are Levied</u>	
Specify	\$ _____
Balance-End of Budget Year (use only for a Planned Balance)	_____
Total Estimated Expenditures and Planned Balance	\$ _____

TAX WARRANT

To the collector of school district No. _____ towns of Brownville, Lyme, Howisfield, Pamela, Watertown City of Watertown in the counties of _____ Jefferson _____ State of New York

You are hereby commanded: $8,887,222.00 + 53,500 = 8,940,722.00$

1. To collect taxes in total sum of \$ _____ in the same manner that collectors are authorized to collect town and county taxes.
2. To give notices in accordance with *Section Real Property Tax Law Section 1322, 1338*.
3. To receive from each of the taxable corporations and natural persons on the attached tax roll the sums listed or so much thereof as is voluntarily paid to you within one month from date of this warrant, together with one cent on each dollar thereof, where collector is on fee basis.
4. To collect after the expiration of one month the residue of the sums not paid, together with the fees prescribed in *sections Education Law 2130 and Real Property Tax Law Section 1328*.
5. To return this warrant within 8 days and if any taxes in this list shall be unpaid at that time you shall deliver to us an account thereof.

This warrant is issued by authority of article 13 of the *Real Property Tax Law*, and has the same force and effect as a warrant and tax list issued by the board of supervisors. It is effective immediately after it is properly signed by the trustee or a majority of trustees.

Given under _____ hand this 8th day of August, 1920.

Signatures of trustee (s)

NOTE: THE AMOUNT OF TAXES TO BE COLLECTED SHOULD CORRESPOND WITH THE TOTAL ENTERED ON THE SUMMARY ON THE BACK OF THIS FORM.

**GENERAL BROWN CENTRAL SCHOOL DISTRICT
2022-2023 TAX RATE COMPUTATION - FINAL**

TOWN	ASSESSED VAL		EQUAL RATE	FULL VAL	TOTAL VAL	% TO BE	AMOUNT TO BE	AMT TO BE	ASSESS VAL	TAX RATE	TAX	\$ INCREASE
	(include clergy exem	no exemption		BY TOWN	SCHOOL DIST	LEVIED	LEVIED TOTAL	LEVIED	BY TOWN	PER ASSESS	RATE PER \$1.00	IN TAX RATE
BROWNVILLE	\$479,245,308.00	\$479,245,308.00	0.9000	\$532,494,786.67	\$911,248,433.80	0.5843574	\$8,887,222.00	\$5,193,314.15	\$479,245,308.00	0.01083644	\$10.836442	\$0.416442
PAMELIA	\$141,560,605.00	\$141,560,605.00	0.5100	\$277,569,813.73		0.3046039		\$2,707,082.35	\$141,560,605.00	0.01912313	\$19.123134	\$0.173134
HOUNSFIELD	\$29,876,695.00	\$29,878,195.00	0.8400	\$35,569,279.76		0.0390336		\$346,900.00	\$29,876,695.00	0.01161106	\$11.611057	\$0.411057
WATERTOWN	\$30,739,364.00	\$30,739,364.00	0.6100	\$50,392,400.00		0.0553004		\$491,466.90	\$30,739,364.00	0.01598819	\$15.988194	(\$2.401806)
LYME	\$6,616,406.00	\$6,616,406.00	0.9400	\$7,038,729.79		0.0077243		\$68,647.31	\$6,616,406.00	0.01037532	\$10.375317	(\$0.144683)
WATER-CITY	\$7,201,413.00	\$7,201,413.00	0.8800	\$8,183,423.86		0.0089805		\$79,811.28	\$7,201,413.00	0.01108273	\$11.082725	(\$0.247275)
Total	\$695,239,791.00	\$695,241,291.00		\$911,248,433.80		1.0000000	\$8,887,222.00	\$8,887,222.00	\$695,239,791.00			

2020-2021 Library Tax Rate Computation

TOWN	ASSESSED VAL		EQUAL RATE	FULL VAL	TOTAL VAL	% TO BE	AMOUNT TO BE	AMT TO BE	ASSESS VAL	TAX RATE	TAX	\$ INCREASE
	+clergy			BY TOWN	SCHOOL DIST	LEVIED	LEVIED TOTAL	LEVIED	BY TOWN(no clergy)	PER ASSESS	RATE PER \$1.00	IN TAX RATE
BROWNVILLE	\$479,245,308.00	\$479,245,308.00	0.9000	\$532,494,786.67	\$911,248,433.80	0.5843574	\$53,500.00	\$31,263.12	\$479,245,308.00	0.00006523	\$0.065234	\$0.000324
PAMELIA	\$141,560,605.00	\$141,560,605.00	0.5100	\$277,569,813.73		0.3046039		\$16,296.31	\$141,560,605.00	0.00011512	\$0.115119	(\$0.002898)
HOUNSFIELD	\$29,876,695.00	\$29,878,195.00	0.8400	\$35,569,279.76		0.0390336		\$2,088.30	\$29,876,695.00	0.00006990	\$0.069897	\$0.000098
WATERTOWN	\$30,739,364.00	\$30,739,364.00	0.6100	\$50,392,400.00		0.0553004		\$2,958.57	\$30,739,364.00	0.00009625	\$0.096247	(\$0.016639)
LYME	\$6,616,406.00	\$6,616,406.00	0.9400	\$7,038,729.79		0.0077243		\$413.25	\$6,616,406.00	0.00006246	\$0.062458	(\$0.003107)
WATER-CITY	\$7,201,413.00	\$7,201,413.00	0.8800	\$8,183,423.86		0.0089805		\$480.45	\$7,201,413.00	0.00006672	\$0.066717	(\$0.003837)
	\$695,239,791.00			\$911,248,433.80		1.0000000	\$53,500.00	\$53,500.00	\$695,239,791.00			

GENERAL BROWN CENTRAL SCHOOL DISTRICT

General Brown Junior-Senior High School

17643 Cemetery Road
Dexter, NY 13634
Tel 315-779-2300 / Fax 639-3444

Brownville/Glen Park Elementary School

PO Box 10
Brownville, NY 13615
Tel 315-779-2300 / Fax 788-6976

Dexter Elementary School

415 East Grove Street
Dexter, NY 13634
Tel 315-779-2300 / Fax 639-6845



RECEIVED

JUL 19 2022

GENERAL BROWN CSD
DISTRICT OFFICE

Board of Education

Kelly Milkowich, President
Tiffany Orcesi, Vice President
Natalie Hurley
Jamie Lee
Albert Romano, Jr.
Jason Reynolds
Kimberly Shuler

www.gblions.org

To: Barbara J. Case, Superintendent of Schools
From: William Shepard, Assistant Transportation Director
Subject: Railroad Crossings
Date July 18, 2022

Listed and described below are the railroad crossings used by General Brown Central School's buses in the surrounding area. All railroad crossings are noted in the bus routes.

1. Bradley St.- Active railroad with proper warning signs, lights, and barriers.

Listed and described below are the railroads that the General Brown buses travel, but they are not within our district.

2. The RR crossing on Burdick St. is properly marked with signage.
3. The crossing on Noble St. in Evans Mills(Next to Stewarts) is properly marked with warning signs, lights, and barriers.

Approved by the Board of Education- _____

A TRADITION IN FINE EDUCATION

Equal Opportunity - Affirmative Action Employer

For more information about our District, please visit our website: www.gblions.org
and subscribe to receive E--Alert Updates.