

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

**REGULAR MEETING**

**August 8, 2022**

General Brown Room / Jr.-Sr. High School

**Unapproved  
MINUTES**

**REGULAR MEETING** - The meeting was called to order at 5:30 p.m. by Vice President Tiffany Orcesi, followed by the Pledge of Allegiance.

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

**MEMBER ABSENT:** Jamie Lee

**OTHERS PRESENT:** Mary Anne Dobmeier, Interim Superintendent; Lisa K. Smith, Assistant Superintendent; Debra L. Bennett, District Clerk; Missie Nabinger, Principal Brownville Glen Park; Joseph Folino, Assistant Principal Jr.-Sr. High School; Faculty; New Staff Members; Members of the Community

**A. APPROVAL OF AGENDA**

Motion for approval by Natalie Hurley, seconded by Kimberly Shuler, with motion approved 6-0.

**B. PUBLIC HEARING** – Code of Conduct

The regular meeting was opened with a **Public Hearing regarding the Code of Conduct**, which has been posted publicly on the District website with opportunity to provide feedback and comments. Interim Superintendent Dobmeier reported that no questions or comments had been submitted for the public record. The Board of Education provided suggestions for clarification, and those changes may be incorporated at a later date.

Following discussion, the Board of Education took action to adopt the Code of Conduct for the 2022-2023 school year. Motion for approval by Tiffany Orcesi, seconded by Albert Romano, Jr., with motion approved 6-0.

**C. PRESENTATIONS** – None

**D. PUBLIC COMMENT REQUESTS** – None

**E. CONSENT AGENDA**

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

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
- Kelly Milkowich – NYSSBA Annual Convention & Education Expo – Oncenter and Marriott Syracuse Downtown – Syracuse

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 – The Board will meet on Wednesday, August 10 at 1:00 p.m. in the General Brown Room to review Superintendent candidates. The community will be informed of future meetings, tentatively August 24 and August 25, 2022.

2. Staff Member Reports – Mr. Folino and Mrs. Nabinger provided comments to the Board.

#### 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
  - 2<sup>nd</sup> Reading / Adoption - **Policy #5621 (as revised) – Accounting of Fixed Assets**  
Motion for approval by Tiffany Orcesi, seconded by Kimberly Shuler, with motion approved 6-0.
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.**  
Motion for approval by Albert Romano, seconded by Natalie Hurley, with motion approved 6-0.
8. Board Action – Approval is requested to **excess the attached equipment listing** as surplus / obsolete / unusable as per Board of Education Policy #5250.  
Motion for approval by Tiffany Orcesi, seconded by Jason Reynolds, with motion approved 6-0.
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.  
Motion for approval by Tiffany Orcesi, seconded by Kimberly Shuler, with motion approved 6-0.
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) - \$80Motion for approval by Natalie Hurley, seconded by Albert Romano, with motion approved 6-0.
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 1<sup>st</sup> to Friday, September 30<sup>th</sup> with no penalty
  - Monday, October 3<sup>rd</sup> to Monday, October 31<sup>st</sup> with 2% penaltyMotion for approval by Jason Reynolds, seconded by Tiffany Orcesi, with motion approved 6-0.
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**  
Motion for approval by Albert Romano, seconded by Natalie Hurley, with motion approved 6-0.
13. Board Action – Approval of **Railroad Crossings for the 2022-2023 school year**  
Motion for approval by Kimberly Shuler, seconded by Jason Reynolds, with motion approved 6-0.
14. 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.

#### 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 Substitute Teacher	\$95	\$100

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

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

Motion for approval by Kimberly Shuler, seconded by Jason Reynolds, with motion approved 6-0.

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 Company Nancy Charlebois Michael Chitro Julie Covey Mackenzi Goutremout Valerie Halpin Kimberlee Mattraw Megan Milkowich Ashley Morrow Brendon Scordo Tyler Scordo Diana Schullette Jill Smith Christina Tarzia	Carol Grant Julie Grieco Ashley Morrow Christina Tarzia	Victoria Hughes	Lori Plantz Laurie Quencer	Melissa Schillinger

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

**H. ITEMS FOR BOARD ACTION – PERSONNEL continued**

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

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
<b>William Shepard</b>	Transportation Director	\$70,000 annual salary	Provisional Promotion	<b>08/09/2022</b>
<b>Leann M. Hill</b>	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	<b>08/10/2022</b>
<b>Anne M. Kissell</b>	Substitute Food Service Helper	\$13.30 per hour	n/a	<b>08/30/2022</b>
<b>Jenny L. Kissell</b>	Food Service Helper	\$13.30 per hour	n/a	<b>08/30/2022</b>
<b>Leona E. Sharp</b>	Food Service Helper	\$13.50 per hour	n/a	<b>08/30/2022</b>
<b>Rosanne M. Hatch</b>	Food Service Helper	\$14.50 per hour	n/a	<b>08/30/2022</b>
<b>Bruce Parker</b>	5-Hour Bus Driver (was 4.5-Hour)	unchanged	n/a	<b>08/31/2022</b>
<b>Randy VanTassel</b>	4.5-Hour Bus Driver (was 4-Hour)	unchanged	n/a	<b>08/31/2022</b>
<b>Casey Raines</b>	Substitute Teacher	\$100 per day	n/a	<b>09/01/2022</b>
<b>Chen Jiang</b>	Teacher Assistant	^Correction: Step 2 (not Step 1) Annual salary is unchanged	unchanged	<b>09/01/2022</b>
<b>Angela J. Kittle</b>	Teacher Assistant	\$20,000 annually, Step 1	4-year probationary tenure appt. as TA	<b>09/01/2022</b>
<b>Amanda Eastham</b>	7-Hour Teacher Aide	\$13.60 per hour	n/a	<b>09/01/2022</b>
<b>Janelle R. Dupee</b>	Principal	\$103,000 annually	3-year probationary tenure appt. as School District Administrator	<b>09/01/2022</b>
<b>Debra L. Bennett</b>	0.5 Typist	Unchanged	n/a	^correction <b>09/01/2022 from 9/02/2022</b>
<b>Joshua E. Velasquez</b>	Elementary Teacher	\$50,215 annually, Step 1-MB+39	4-year probationary tenure appt. as Elem. Teacher	<b>09/01/2022</b>
<b>Alicia M. McDermott</b>	Elementary Teacher	\$57,565 annually, Step 8-MB+39	4-year probationary tenure appt. as Elem. Teacher	<b>09/01/2022</b>
<b>Donald Eastham</b>	Substitute Bus Driver	\$17.72 per hour	n/a	<b>08/09/2022</b>

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

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

**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 motion for approval of the following coaching appointments, with *effective dates* as listed, is made by Jason Reynolds, seconded by Tiffany Orcesi, with motion approved 6-0.

(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 <sup>nd</sup> to 4 <sup>th</sup> 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 <sup>nd</sup> -4 <sup>th</sup> 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 <sup>st</sup> 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 <sup>nd</sup> to 4 <sup>th</sup> 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 <sup>nd</sup> to 4 <sup>th</sup> 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 <sup>st</sup> 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 2<sup>nd</sup>-4<sup>th</sup> 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
- **Ericka 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

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

**L. SUPERINTENDENTS' REPORTS**

24. Assistant Superintendent Smith updated the Board regarding the UPK grant, recently submitted, and the external audit set to begin next week. The auditors will report to the Board at the October meeting.
25. Superintendent Dobmeier commented on the Code of Conduct survey; District Wide Safety Plan; Data Analysis; and the loss of a significant administrative position following Mrs. Smith's departure. Following discussion, the Board of Education came to consensus to authorize Mrs. Dobmeier to engage the services of Jefferson-Lewis BOCES to contract for an interim business administrator.

**M. CORRESPONDENCE LOG**

26. Correspondence Log

**N. ITEMS FOR NEXT MEETING**

27. **Wednesday – August 10, 2022 – Special Meeting** will begin at 1:00 p.m. in the *General Brown Room of the JSHS*
28. **Wednesday – August 24, 2022 – Special Meeting** – Time TBD
29. **Tentative – Thursday – August 25, 2022 – Special Meeting** if required
30. **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**

31. **There being no further business or discussion**, a motion is requested adjourn the regular meeting.  
Motion for approval by Tiffany Orcesi, seconded by Natalie Hurley, with motion approved 6-0. Time 6:00 p.m.

Respectfully submitted:

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Debra L. Bennett, District Clerk

\*Supporting documents may be found in supplemental file dated August 8, 2022