

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

**REGULAR MEETING**  
**December 5, 2022 – 5:30 p.m.**  
General Brown Room of the Jr. Sr. High School

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

**OTHERS PRESENT:** Brian Moore, Superintendent; Christine Wheeler, Business Administrator; Lisa Leubner, District Clerk; Leann Hill, Director of Student Services; Missie Nabinger, Principal Brownville Glen Park; Amy Scott, Assistant Principal Brownville Glen Park; David Ramie, Principal Jr.-Sr. High School; Joseph Folino, Assistant Principal Jr.-Sr. High School; Michael Parobeck, Network Administrator; Joseph Watson, Director of Facilities; William Shepard, Director of Transportation; Faculty and Students.

**A. APPROVAL OF AGENDA**

Motion for approval by Tiffany Orcesi, seconded by Albert Romano, with motion approved 7 – 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 Jamie Lee, and seconded by Natalie Hurley, with motion approved 7 – 0.

1. Approval of Minutes as listed:
  - November 7, 2022 – Regular Meeting
2. Approval of Buildings and Grounds Requests as listed: None
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 – October 2022

**E. 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
  - Mr. Ramie shared the High School has two holiday concerts and a canned food drive planned for December.
  - Mr. Folino congratulated the scholar athletes on the General Brown Football Team for making it all the way to the State Championships.
  - Mrs. Nabinger and Ms. Scott shared that parents and faculty were excited to have Parent/Teacher conferences in person again.
  - Mrs. Dupee shared they are focusing the Dexter building around The Polar Express book for the holidays. Students have been enjoying the book vending machine.
  - Mrs. Hill shared they have started Annual Review meetings for the year.
  - Mr. Watson shared the staff worked hard to get the buildings ready after the recent snow storm.
  - Mr. Shepard shared there has been an increase in bus referrals

**Items for Board Information/Discussion**

3. Board Information/Discussion – Policy Review
  - 1<sup>st</sup> Reading – **New Policy - #3400.1 - Title IX Grievance Process**
  - 1<sup>st</sup> Reading – **Revised Policy - #3440 – Nondiscrimination in Public Accommodations**
  - 1<sup>st</sup> Reading – **Revised Policy - #6121 – Prohibition of Discrimination and Harassment (Including Sexual Harassment in Employment)**
  - 1<sup>st</sup> Reading – **Revised Policy - #7550 – Prohibition of Discrimination, Harassment and Bullying (DASA)**
  - 1<sup>st</sup> Reading – **Revised Policy - #7590 – Nondiscrimination in Educational Services**
4. Board Information/Discussion - 1<sup>st</sup> Quarter Marking Period Data – Jr/Sr High School, Dexter Elementary, Brownville/Glen Park Elementary  
- Discussion in regards to Standard Based grading
5. Board Information - There will be an Overnight Field Trip Sporting Event for Varsity Boys’ Wrestling in Saratoga, NY on January 6-7, 2023.
6. Board Information - There will be an Overnight Field Trip Sporting Event for Varsity Girls’ Basketball in Utica, NY on January 14-15, 2023.

**Items for Board Discussion / Action**

7. Board Action – Approval is requested to appoint Superintendent, Brian A. Moore as Clerk Pro-tem in the absence of the District Clerk.  
Motion for approval by Tiffany Orcesi, seconded by Jamie Lee, with motion approved 7 – 0.
8. Board Action – Approval is requested for **Aidan Trimper and Noah Thompson** to participate **with the Immaculate Heart Central School Varsity Hockey Team for the 2022-2023 season**, contingent upon the parents signing a statement releasing General Brown Central School District from all liability, transportation and equipment costs, any other fees where applicable.  
Motion for approval of Jason Reynolds, seconded by Kimberly Shuler, with motion approved 7 – 0.
9. Board Action – Approval is requested for the **General Brown Central School District to combine with South Jefferson Central School District, (as host)**, for the purpose of athletic competition, pending the approval of the NYSPHSAA Section III, and the Frontier League, to compete in the sport of **Girls’ Swimming at the Varsity and Modified levels for the 2023-2024 school year**.  
Motion for approval by Jason Reynolds, seconded by Natalie Hurley, with motion approved 7 – 0.
10. Board Action – Approval is requested for the **Budget Calendar** for the 2023-2024 school year.  
Motion for approval by Tiffany Orcesi, seconded by Kimberly Shuler, with motion approved 7 – 0.
11. Board Action – Approval is requested for the **Committee on Special Education Reports**  
Motion for approval by Kimberly Shuler, seconded by Jamie Lee, with motion approved 7 – 0.

**F. ITEMS FOR BOARD ACTION – PERSONNEL**

12. Approval of **2022-2023 Substitute Instructional and Non-Instructional Personnel Item #11-D**, as continued from the Organizational meeting held July 1, 2022:
  - Rylan LaValley
 Motion for approval by Kimberly Shuler, seconded by Jason Reynolds, with motion approved 7 – 0.
13. Board Action – **BE IT RESOLVED**, that upon the recommendation of the Superintendent of Schools, the General Brown Central School District Board of Education hereby takes action to **grant tenure to Nicolette A. Smith in the tenure area of Teacher Assistant, effective January 8, 2023**.  
Motion for approval by Jamie Lee, seconded by Jason Reynolds, with motion approved 7 – 0.
14. 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**, effective December 31, 2022 due to increase in the minimum wage rates.
  - Substitute Teacher Aide - \$14.20 per hour
  - Substitute Food Service Helper - \$14.20 per hour

- Substitute Cleaner - \$14.20 per hour

Motion for approval by Natalie Hurley, seconded by Albert Romano, with motion approved 7 – 0.

- Board Action - Approval is requested to appoint **Diana Shullette, as a Long Term Substitute Teacher for the 2022-2023 school year** at a per diem rate of \$150 per day as per Long-Term Substitute Employment Agreement  
Motion for approval by Kimberly Shuler, seconded by Jason Reynolds, with motion approved 7 – 0.
- Board Action – Approval is requested to appoint **Amanda Stein, as a Long Term Substitute Teacher for the 2022-2023 school year** at a per diem rate of \$150 per day as per Long-Term Substitute Employment Agreement  
Motion for approval by Jamie Lee, seconded by Albert Romano, with motion approved 7 – 0.
- Board Action – **BE IT RESOLVED**, that upon the recommendation of the Superintendent of Schools, the General Brown Central School District Board of Education hereby takes action to terminate the employment of **Michael J. Bowen**, 5-Hour Bus Driver.  
Motion for approval by Tiffany Orcesi, seconded by Albert Romano, with motion approved 7 – 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 Kimberly Shuler, seconded by Tiffany Orcesi, with motion approved 7 – 0.

- Board Action – Retirements:

Name	Position	Effective Date
Carol Stacey	Cashier	01/06/2023
Diane Flath	Teacher Aide	08/31/2023

- Board Action – Resignations:

Name	Position	Effective Date
Shawn McManaman	Varsity - Basketball Assistant-Boys'	11/29/2022

- Board Action – Appointments:

Name	Position	Annual Salary or Rate of Pay	Probationary or Tenure Track Appt. (if appl.)	Effective Date
Jenna P. McIntosh	Substitute Teacher	\$100 per day	n/a	Emergency Appointment Effective 11/14/2022
Krista Fein	6-Hour Cashier (from 4-Hour Cashier)	Hourly rate unchanged	n/a	12/06/2022
Candice B. Grose	Substitute Food Service Helper	\$13.30 per hour	n/a	12/06/2022
Jillian L. O'Connell	Substitute Teacher	\$100 per day	n/a	12/06/2022
Amy J. Sherrer	Substitute Teacher	\$120 per day	n/a	12/06/2022
Makayla M. Dillenback	Substitute Teacher	\$120 per day	n/a	12/06/2022
Taylor R. Montroy	Substitute Teacher Assistant Substitute Aide	\$100 per day \$13.30 per hour	n/a	12/06/2022
Jacob A. King	Substitute Aide	\$13.30 per hour	n/a	12/06/2022
William L. Magovney	Substitute Teacher	\$105 per day	n/a	12/06/2022
Ann B. Major-Stevenson	Substitute Teacher	\$105 per day	n/a	12/06/2022

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

- 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 Natalie Hurley, seconded by Tiffany Orcesi, with motion approved 7 – 0.

**PAID Coaching Appointments:**

Name	Sport / Season Winter 2022-2023	Coaching Certification	Effective Date
Monica Makuch	Girls' Basketball - Modified - 7 <sup>th</sup> Grade	Temporary Coaching License 1 <sup>st</sup> Renewal	01/09/2023
Hannah Smithers-Worden Robert Pauly	Girls' Basketball - Modified - 8 <sup>th</sup> Grade Boys' Basketball - Modified - 7 <sup>th</sup> Grade	Teacher Coach Temporary Coaching License 1 <sup>st</sup> Renewal	01/09/2023 01/09/2023

**UNPAID Coaching Appointments:**

Name	Sport / Season Winter 2022-2023	Coaching Certification	Effective Date
Kailin McManaman	Volleyball Assistant-Jr. Varsity/Varsity	Temporary Coaching License	12/12/2022 Conditional Appt. pending completion of 1 <sup>st</sup> Aid course & SAVE
Monica Makuch	Girls' Basketball Assistant-Varsity	Temporary Coaching License 1 <sup>st</sup> Renewal	12/06/2022
Hannah Smithers-Worden	Girls' Basketball Assistant-Varsity	Teacher Coach	12/06/2022

**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 \*\*\*\*

**I. ITEMS FOR BOARD ACTION - FINAL FINGERPRINT CLEARANCE**

22. 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:

- **Matthew McManaman** – Coach
- **Jenna P. McIntosh** – Substitute Teacher
- **Jillian L. O’Connell** – Substitute Teacher
- **Amy J. Sherrer** – Substitute Teacher
- **Makayla M. Dillenback** – Substitute Teacher
- **Taylor R. Montroy** – Substitute Teacher Assistant
- **Jacob A. King** – Substitute Aide
- **William L. Magovney** – Substitute Teacher
- **Ann B. Major-Stevenson** – Substitute Teacher

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

**J. SUPERINTENDENT REPORTS**

23. Business Administrator – Christine Wheeler shared that the Business Office staff has been a great help to her in her new position. She stated more information will be coming in regards to a Capital Project proposed focusing on the Bus Garage.
24. Superintendent – Brian Moore thanked the Village of Brownville, Dexter and Town of Brownville for helping to clear the snow from the recent storm. He shared the Administrative team has been working on goals and District/Building safety as well as the Strategic Plan. He also shared how proud he is of the accomplishments of the students that participate in Extra-Curricular activities with a special acknowledgement to the General Brown Football Team for making it to the NYSPHSAA Class C State Championship.

**K. CORRESPONDENCE LOG**

25. Correspondence Log

**L. ITEMS FOR NEXT MEETING**

26. **Monday – January 9, 2023 – Regular Meeting will begin at 5:30 p.m. in the General Brown Room of the JSHS**

**M. MOTION FOR ADJOURNMENT**

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

Motion for approval by Kimberly Shuler, seconded by Jamie Lee, with motion approved 7 – 0. Time 6:17 p.m.

Respectfully submitted:

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Lisa Leubner, District Clerk

\*Supporting documents may be found in supplemental file dated December 5, 2022