

GENERAL BROWN CENTRAL SCHOOL DISTRICT BOARD OF EDUCATION

17643 Cemetery Road – P.O. Box 500 – Dexter, NY 13634

Annual Organizational Meeting

July 1, 2022 – 7:00 a.m.

The Board of Education will meet in the General Brown Room of the Jr.-Sr. High School

ORGANIZATIONAL MEETING – 7:00 A.M.

Call to Order by Superintendent Barbara J. Case with the Pledge of Allegiance

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

1. **The Oath of Faithful Performance in Office** will be 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 will call for nominations for the Offices of President and Vice President of the Board of Education
3. **The Oath of Faithful Performance in Office** will be administered by the District Clerk to the newly elected President and Vice President of the Board of Education.

— The President will resume the meeting.

4. Approval of the Agenda for the Organizational Meeting

5. Appointment of Officers as listed:

	TITLE	INCUMBENT	PRESENT SALARY	RECOMMENDED
A.	Treasurer..... Deputy Treasurer.....	Lisa Smith Rebecca Flath	Per agreement None	Lisa Smith Rebecca Flath
B.	District Clerk.....	Debra Bennett	Per agreement	Debra Bennett thru 9/2/22 Lisa Leubner effective 9/3/22
C.	Internal Claims Auditor.....	Alvin Hasner	Per agreement	Alvin Hasner
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:

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

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	Retention.....	Debra Bennett	None	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:

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.....	David Ramie Lisa 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
	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:	
	▪ Mr. Ramie (Jr.-Sr. High School).....	\$100
	▪ Mrs. Nabinger (Brownville Glen Park Elementary).....	\$100
	▪ TBD (Dexter Elementary).....	\$100
	▪ Mrs. Smith (District Office).....	\$100
	▪ Mr. Shepard (Bus Garage).....	\$ 50
	▪ Mr. Watson (Buildings & Grounds).....	\$ 50
E.	Designation of signature on checks.....	Lisa Smith

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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 ▪ Municipality Representative (County) Agency Representative 	TBD River Hospital TBD if required
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:

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

10. Bonding of Personnel as listed:

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

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

11. Other Items as listed:

A.	Re-adoption of all policies, student handbooks, employee handbooks, operational manuals, confidential/management handbook, and code of ethics in effect during the previous years.
B.	Re-adoption of the <i>Strategic Action Plan</i> for the 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.	<p>BE IT RESOLVED that the General Brown Central School District Board of Education establishes the following as a standard workday for the purpose of determining days worked reportable to the NYS ERS:</p> <ul style="list-style-type: none"> ▪ Cleaners, Driver Service, Head Custodians, Mechanic Helper, and Senior Mechanic - 8 hours per day ▪ Account Clerks and Typists - 7.5 hours per day ▪ Cook, Nurses, Occupational Therapist, Secretaries and Teacher Aides - 7 hours per day ▪ Bus Drivers, Cashiers, Food Service Helpers, Food Service Helper/Laborer and Student Workers - 6 hours per day <p>This resolution shall continue in full force and effect until otherwise modified by further action of the Board of Education.</p>
F.	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

Strategic Plan 2019-2022

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



We believe ...

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

Strategic Focus Areas:

Academic Achievement

Intentional Investment in Learning

School Culture and Community

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



Board of Cooperative Educational Services

Thomas R. Burns
District Superintendent
Executive Officer

Cooperative Purchasing

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

Darlene Bessette
Supervisor of Purchasing Services

St. Lawrence/Lewis BOCES Cooperative Purchasing Agreement

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

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

**St. Lawrence/Lewis BOCES
Bid List**

- ~ A.V. Equipment & Supplies
- ~ Art Supplies
- ~ Athletic Equipment & Supplies
- ~ Bread
- ~ Cafeteria Foods/Frozen Entrees-Meat/Fish
- ~ Computer Supplies
- ~ Construction/Art Paper
- ~ Copy Paper
- ~ Cosmetology Supplies
- ~ Custodial Supplies
- ~ ULS Diesel Fuel / ULS Kero
- ~ ULS Fuel Oil
- ~ Furnishings
- ~ Gasoline
- ~ General School & Office Supplies
- ~ Health Supplies
- ~ Ice Cream
- ~ Institutional Paper
- ~ Milk/Juice
- ~ Musical Instruments
- ~ Natural Gas
- ~ Printed Envelopes
- ~ Produce
- ~ Propane
- ~ Science Classroom Supplies
- ~ Teaching Aids
- ~ Technology & Shop Supplies
- ~ Transportation Supplies

**General Brown Central School District
Conflict of Interest Disclosure Form**

Name: _____

Position: Board of Education Member

Please describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest between General Brown Central School District and your personal interests, financial or otherwise:

_____ I have no conflict of interest to report

_____ I have the following conflict of interest to report (please specify other nonprofit and for-profit boards you (and your spouse) sit on, any for-profit businesses for which you or an immediate family member are an officer or director, or a majority shareholder, and the name of your employer and any businesses you or a family member own):

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

I hereby certify that the information set forth above is true and complete to the best of my knowledge. I have reviewed, and agree to abide by, the Policy of Conflict of Interest of The General Brown Central School District

Signature: _____

Date: _____

BOARD OF EDUCATION CONFLICT OF INTEREST

A Board member shall not have a direct or indirect interest in any contract with or claim against the District when such member individually or as a member of the Board has the ability to negotiate, approve, prepare, or authorize the contract or authorize or approve payment thereunder; audit bills or claims under the contract; or appoint an officer or employee who has any of the powers or duties set forth above.

The Board shall not purchase supplies, equipment, or personal service from any member of the Board or from any employee of the Board, or from a firm or corporation in which a Board member or an employee has a significant interest. The provisions of this article shall not apply to (as set forth in Section 802 of General Municipal Law):

- a) A contract with a person, firm, corporation or association in which an officer or employee of the General Brown Central School District has an interest which is prohibited solely by reason of employment as an officer or employee of the District, if the remuneration of such employment will not be directly affected as a result of such contract and the duties of such employment do not directly involve the procurement, preparation or performance of any part of such contract;
- b) The purchase by the District of real property or an interest therein, provided the purchase and the consideration is approved by order of the supreme court upon petition of the governing board;
- c) A contract with a membership corporation or other voluntary non-profit corporation or association;
- d) A contract in which an officer or employee of the District has an interest if such contract was entered into prior to the time he/she was elected or appointed as such officer or employee, but this paragraph shall in no event authorize the renewal of any such contract;
- e) Employment of a duly licensed physician as school physician for a district upon authorization by a two-thirds vote of the Board, notwithstanding the fact that such physician shall have an interest as defined above in such employment;
- f) A contract for the furnishing of public utility services when the rates or changes therefore are fixed or regulated by the public service commission for such services controlled directly or indirectly by such officer or employee;
- g) A contract with a corporation in which an officer or employee has an interest by reason of stockholdings of less than five percent (5%) of the company's stock;
- h) A contract for the payment of a reasonable rental of a room or rooms owned or leased by an officer or employee of the District when the same are used in the performance of his/her official duties and are so designated as an office or chamber;

BOARD OF EDUCATION CONFLICT OF INTEREST

- i) A contract for which an officer or employee has an interest if the total consideration payable under the contract, during the fiscal year, does not exceed the sum of one hundred dollars (\$100);
- j) A contract with a member of a private industry council established in accordance with the federal job training partnership act or any firm, corporation or association in which such Board member holds interest, provided the Board member discloses such interest to the council and the member does not vote on the contract;
- k) All other exceptions as permitted by law.

General Brown Central School District
Education Law Section 2103
General Municipal Law Article 18
Adopted: 5/10/10

CODE OF ETHICS FOR BOARD MEMBERS AND ALL DISTRICT PERSONNEL

General Provisions

Pursuant to the provisions of General Municipal Law Section 806, the Board of Education of the General Brown Central School District recognizes that there are rules of ethical conduct for members of the Board and employees of the District that must be observed if a high degree of moral conduct is to be obtained in our unit of local government. It is the purpose of this policy to promulgate these rules of ethical conduct for the Board members and employees of the District. These rules shall serve as a guide for official conduct of the Board members and employees of the District. The rules of ethical conduct of this policy, as adopted, shall not conflict with, but shall be in addition to any prohibition of General Municipal Law Sections 800-809 or any other general or special law relating to ethical conduct and interest in contracts of Board members and employees.

Standards of Conduct

Every Board member or employee of the General Brown Central School District shall be subject to and abide by the following standards of conduct:

Gifts

Pursuant to General Municipal Law Section 805-a, he/she shall not, directly or indirectly, solicit any gift or accept or receive any gift having a value of seventy-five dollars (\$75) or more, whether in the form of money, services, loan, travel, entertainment, hospitality, thing or promise, or any other form, under circumstances in which it could reasonably be inferred that the gift was intended or expected to influence him/her in the performance of official duties or was intended as a reward for any official action on his/her part.

Confidential Information

He/she shall not disclose confidential information acquired by him/her in the course of his/her official duties or use such information to further his/her personal interest.

Disclosure of Interest in Contracts

Any District officer or employee, as well as his/her spouse, who has, will have, or later acquires an interest in any actual or proposed contract, purchase agreement, lease agreement or other agreement, including oral agreements, with the District shall publicly disclose the nature and extent of such interest in writing to his/her immediate supervisor and to the Board of Education as soon as he/she has knowledge of such actual or prospective interest. Such written disclosure shall be made part of and set forth in the Board minutes.

Representation before one's own agency

He/she shall not receive, or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before any municipal agency of which he/she is an officer, member or employee or of any municipal agency over which he/she has jurisdiction or to which he/she has the power to appoint any member, officer or employee.

Representation before any agency for a contingent fee

He/she shall not receive, or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before any agency of his/her municipality, whereby his/her compensation is to be dependent or contingent upon any action by such agency with respect to such matter, provided that this paragraph shall not prohibit the fixing at any time of fees based upon the reasonable value of services rendered.

Disclosure of interest in resolution

To the extent that he/she knows thereof, a member of the Board of Education or employee of the General Brown Central School District, whether paid or unpaid, who participates in the discussion or gives official opinion to the Board of Education on any resolution before the Board of Education shall publicly disclose on the official record the nature and extent of any direct or indirect financial or other private interest he/she has in such resolution.

Investments in conflict with official duties

He/she shall not invest or hold any investment directly or indirectly in any financial, business, commercial, or other private transaction, that creates a conflict with his/her official duties.

Private employment

He/she shall not engage in, solicit, negotiate for or promise to accept private employment or render services for private interests when such employment or service creates a conflict with or impairs the proper discharge of his/her official duties.

Future employment

He/she shall not, after the termination of service or employment with the School District, appear before any board or agency of the General Brown Central School District in relation to any case, proceeding, or application in which he/she personally participated during the period of his/her service or employment or which was under his/her active consideration.

Legal Remedies

District Officers

In accordance with the Penal Law 60.27(5), if a District officer is convicted of a violation against the District under Penal Law Article 155 relating to larceny, the courts may require an amount of restitution up to the full amount of the offense or reparation up to the full amount of the actual out-of-pocket loss suffered by the District.

Board Members and Employees

Nothing herein shall be deemed to bar or prevent the timely filing by a present or former Board member or employee of any claim, account, demand or suit against the General Brown Central School District, or any agency thereof on behalf of himself/herself or any member of his/her family arising out of any personal injury or property damage or for any lawful benefit authorized or permitted by law.

Distribution/Posting of Code of Ethics

The Superintendent of the General Brown Central School District shall cause a copy of this code of ethics to be distributed to every Board member and employee of the School District within thirty (30) days after the effective date of this policy. Each Board member and employee elected or appointed thereafter shall be furnished a copy before entering upon the duties of his/her office or employment. The Superintendent shall also cause a copy of General Municipal Law Sections 800-809 to be kept posted in each building in the District in a place conspicuous to its Board members and employees. Failure to distribute any such copy of this code of ethics or failure of any Board member or employee to receive such copy, as well as failure to post any such copy of General Municipal Law, Sections 800-809, shall have no effect on the duty of compliance with such code or Sections 800-809, nor with the enforcement of provisions thereof.

Penalties

In addition to any penalty contained in any other provision of law, any person who shall knowingly and intentionally violate any of the provisions of this code may be fined, suspended or removed from office or employment, as the case may be, in the manner provided by law.

Effective Date

This resolution shall take effect immediately.

General Brown Central School District
 Education Law Section 410
 General Municipal Law Article 18 and Sections 800-809
 Labor Law Section 201-d
 Penal Law Article 155 and Section 60.27(5)
 Adopted: 5/10/10