

GENERAL BROWN CENTRAL SCHOOL DISTRICT BOARD OF EDUCATION

17643 Cemetery Road - P.O. Box 500 - Dexter, New York 13634

REGULAR MEETING

May 8, 2023 – 5:30 p.m.

Library/ Jr. Sr. High School

Preliminary

AGENDA

REGULAR MEETING – 5:30 P.M.

Call to Order – Pledge of Allegiance

A. APPROVAL OF AGENDA

B. PRESENTATIONS – None

C. PUBLIC COMMENT REQUESTS – Michelle Peckham

D. CONSENT AGENDA

1. Approval of Minutes as listed:
  - April 5, 2023 – Regular Meeting
  - April 17, 2023 – Special Meeting
  - April 25, 2023 – Special Meeting
2. Approval of Buildings and Grounds Requests as listed:
  - BGP restrooms – June 3, 2023 from 5:00 p.m. to 7:30 p.m. – General Brown Weekend Committee – restrooms for parade participants
  - JSHS auditorium / music room / GB room – March 7, 2024 (March 12, 2024 snow date) from 5:00 p.m. to 9:00 p.m. – Jefferson-Lewis BOCES Regional Spelling Bee
3. Approval of Conferences and Workshops as listed:
  - Kelly Milkowich – JLSBA Annual Dinner Meeting – May 22, 2023-Lowville, NY
  - Tiffany Orcesi – JLSBA Annual Dinner Meeting – May 22, 2023-Lowville, NY
  - Natalie Hurley – JLSBA Annual Dinner Meeting – May 22, 2023-Lowville, NY
  - Brian Moore – JLSBA Annual Dinner Meeting – May 22, 2023, Lowville, NY
4. Approval of Conferences and Workshops as per *My Learning Plan Report*
5. Approval of Financial Reports – Warrants – March 2023

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

**Items for Board Information/Discussion**

3. Board Information – 3<sup>rd</sup> Quarter **Marking Period Data** – Jr-Sr High School/Elementary
4. Board Information – As per the GBTA Contract, “If the District has two (2) unused snow days as of April 10<sup>th</sup>, one (1) day will be added to the Memorial Day recess, as long as there is a minimum of one (1) snow day remaining. **Therefore, the District will be closed on May 26, 2023.** Changes to the June calendar include early dismissal June 21 & 22, and no students on June 23, 2023.
5. Board Information – Results of voting held on Tuesday, April 25, 2023 for the **2023-2024 Administrative Budget of the Jefferson-Lewis-Hamilton-Herkimer-Oneida BOCES**, and the election of members to the Jefferson-Lewis BOCES Board of Education:

Approval of the 2023-2024 Administrative Budget

Voting Yes: 17 / Voting No: 0

Members elected to serve three year terms of office to commence July 1, 2023:

- Mrs. Alice Draper Votes received - 17
- Mr. Peter Monaco Votes received – 17
- Mrs. Grace H. Rice Votes received – 17

Member elected to serve the two year term of office effective immediately and concluding June 30, 2025:

- Mr. Stephen Dreizler Votes received – 16

6. Board Information – Preliminary tenure appointment recommendations are being made, with Board approval scheduled for the June 12, 2023 meeting. At that time the Board of Education will celebrate with those being awarded tenure, as well as family members who will be invited to share in the achievements of our faculty members. We will adjourn to the lobby to share refreshments and celebration.
7. Board Information – NYSSBA Board Excellence Awards presented to **Natalie Hurley** and **Tiffany Orcesi** for participation in NYSSBA leadership development opportunities.

**Items for Board Discussion / Action**

8. Board Action – Policy Adoption
  - *4th Reading/Adoption – Policy #8110 (as revised) – Curriculum Development, Resources, and Evaluation*
  - *4th Reading/Adoption – Policy #8320 (as revised) – Textbooks, Library Materials, and other Instructional Materials*
  - *4th Reading/Adoption – Policy #8330 (as revised) – Objection to Instructional Materials and Controversial Issues*
9. Board Action - Approval is requested to accept a donation from **Community Bank, N.A. of \$4,000** in support of “A Book in Every Hand” initiative and **\$1,000** in support of the District Back Pack Program.
10. Board Action – Approval of the following resolution: **Multi-Year Request for Telecommunications Broadband Service**

**WHEREAS**, the Board of Education of the General Brown Central School District desires to enter into a 3 year contract with the Madison-Oneida BOCES in order for the Mohawk Regional Information Center to furnish certain services to the District pursuant to Education Law 1950(4)(jj), those services being Broadband Telecommunications as defined on the attached sheet(s).

**NOW, THEREFORE, it is RESOLVED**, that the Board of Education of the General Brown Central School District agrees to enter into a contract with the Madison-Oneida BOCES through the provision of said services to the District not to exceed \$454.00 monthly (Jr/Sr High School, Brownville Elementary, Dexter Elementary), plus any one time vendor installation costs, subject to the approval of the Commissioner of Education, for a period of 3 years, beginning on or about July 1, 2023, and ending on or about June 30, 2026.

**CERTIFICATION**

It is hereby certified that the above motion was approved by the General Brown Central School District Board of Cooperative Education at its meeting, duly noticed, held on

\_\_\_\_\_  
Date \_\_\_\_\_, 2023 \_\_\_\_\_

11. 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 approve a contractual agreement with **Dr. Shari Hogan** as the School Physician for the 2023-2024 school year not to exceed \$12,000/year.
12. Board Action – Approval is requested to **excess the attached equipment listing** as surplus / obsolete / unusable as per Board of Education Policy #5250.

13. Board Action – Approval is requested for the **Committee on Special Education Reports**.

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

14. 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 approve the requested correction to the Tenure expiration date as follows:

**Lindsey Heath** – Original temporary appointment date as a **School Social Worker** was effective February 10, 2022. Provisional certification as a School Social Worker was issued effective September 2, 2022. The District has determined that Ms. Heath should be re-appointed to a probationary appointment with a retroactive date of September 2, 2022. Ms. Heath’s anticipated tenure date is set for September 2, 2026.

15. Board Action – **BE IT RESOLVED**, that upon the recommendation of the Superintendent of Schools, approval is requested for a **Class/Club Advisor for the 2022-2023** school year.

- Robotics League – **Dustin Newvine/Anthony Augliano**

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

16. Board Action – Retirements: None

17. Board Action – Resignations:

Name	Position	Effective Date
Thomas C. Manos	Cleaner	06/02/2023

18. Board Action – Appointments:

Name	Position	Annual Salary or Rate of Pay	Probationary or Tenure Track Appt. (if appl.)	Effective Date
Stacey K. Little	School Counselor	\$58,615 annually Step 9 (M+39)	Term appt: in the area of School Counselor effective July 17, 2023 to July 17, 2024. Ms. Little is filling a vacancy created by the retirement of Bridget Grimm.	07/17/2023
Robert J. Pickeral	Substitute Teacher	\$100 per day	n/a	05/09/2023
Brenda L. Furchak	Substitute Teacher Substitute Teacher Aide	\$100 per day \$14.20 per hour	n/a	05/09/2023
Christopher M. Snider	Cleaner	Unchanged	Permanent appointment	05/24/2023
Marina M. Spadaccini	Teacher Aide	Unchanged	Permanent appointment	05/10/2023
Stacy R. Doldo	Elementary Teacher	\$71,215 annually Step 17 (M+60)	3 year Probationary appt. in the area of Elementary Education effective September 1, 2023 to September 1, 2026. Ms. Doldo is filling a library vacancy created by the retirement of Nancy Hardwick.	09/01/2023
Molly S. Bryant	English Teacher	\$65,415 annually Step 15 (M+9)	Term appt: in the area of English 7-12 effective September 1, 2023 to September 1, 2024. Ms. Bryant if filling a vacancy created by the retirement of Michelle Lamon. *Pending Fingerprint Clearance	09/01/2023

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

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

**PAID** Coaching Appointments:

Name	Sport / Season Winter/Spring 2022-2023	Coaching Certification	Effective Date
Monica Makuch	Modified – Softball Assistant ^changed from Unpaid to Paid	Temporary Coaching License	04/03/2023

**UNPAID** Coaching Appointments: None

**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**

20. 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:

- **Stacy K. Little** – School Counselor
- **Robert J. Pickeral** – Substitute Teacher
- **Stacy R. Doldo** – Elementary Teacher
- **Brenda L. Furchak** – Substitute Teacher

**J. SUPERINTENDENT REPORTS**

- 21. Business Administrator – Christine Wheeler
- 22. Superintendent – Brian Moore

**K. CORRESPONDENCE LOG**

- 23. Correspondence Log

**L. FUTURE AGENDA ITEMS**

- 24. K-6 ELA Presentation – June 12, 2023

**M. ITEMS FOR NEXT MEETING**

- 25. **Tuesday – May 16, 2023 - Annual Budget Vote/Election** will be held in the gymnasium of the Jr.-Sr. High School – Noon-8 PM
- 26. **Monday – June 12, 2023 – Regular Meeting** will begin at 5:30 p.m. in the General Brown Room of the Jr.-Sr. High School.

**N. MOTION FOR ADJOURNMENT for Annual Meeting / Budget Hearing at 6:00 p.m. [if necessary]**

- 27. A motion is requested to adjourn the regular meeting to begin the Annual Meeting.  
The regular meeting will reconvene immediately following the Budget Hearing.

**O. PROPOSED EXECUTIVE SESSION**

- 28. **A motion is requested to enter executive session** for the discussion of the performance history of nine individuals.

**P. RETURN TO OPEN SESSION**

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

**Q. MOTION FOR ADJOURNMENT**

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

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

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

**REGULAR MEETING**  
**April 5, 2023 – 5:30 p.m.**  
The Library/ 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.; 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; Sarah Carpenter, Curriculum Coordinator; David Ramie, Principal Jr.-Sr. High School; Joseph Folino, Assistant Principal Jr.-Sr. High School; Michael Parobeck, Network Administrator; William Shepard, Director of Transportation; Faculty, Students and Community Members.

**A. APPROVAL OF AGENDA**

Motion for approval by Tiffany Orcesi, seconded by Kimberly Shuler, with motion approved 7 – 0.

**B. PRESENTATIONS** – Drew Reinhardt/Jalynn Castro; Gabe Malcolm/Armondo Orcesi; Qiana Rollins; Kori Nichols/Emma Hughes

**C. PUBLIC COMMENT REQUESTS** – Ashley Jones spoke regarding Policy #7132 Non-Resident students of General Brown staff.

**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:
  - March 13, 2023 – Regular Meeting
2. Approval of Buildings and Grounds Requests as listed: None
3. Approval of Conferences and Workshops as per *My Learning Plan Report*
4. Approval of Financial Reports – Warrants – February 2023

**E. REGULAR AGENDA**

**Other Discussion and Action Items:**

**Board Member Reports/Staff Member Reports and Presentations**

1. Comments / Information shared by Board Members
  - Ms. Hurley shared that her and Mrs. Milkowich attended the Jefferson-Lewis Honor Society senior night and that there will be a Jefferson-Lewis School Boards Dinner coming in May.
2. Staff Member Reports

**Items for Board Information/Discussion**

3. Board Information/Discussion – Policy Review
  - **Review Policy #7420 – Sports and the Athletic Program** – after discussion the Board decided to keep the policy in place with no changes.
  - **3rd Reading – Policy #8110 (as revised) – Curriculum Development, Resources, and Evaluation**
  - **3rd Reading – Policy #8320 (as revised) – Textbooks, Library Materials, and other Instructional Materials**
  - **3rd Reading – Policy #8330 (as revised) – Objection to Instructional Materials and Controversial Issues**
4. Board Information/Discussion – **NYSSBA** pamphlet on **Custom Board Retreats**-Creating Effective School Boards.

5. Board Information – Candidates for election to the Jefferson-Lewis-Hamilton-Herkimer-Oneida Board of Cooperative Education Services are as follows:
- Mrs. Alice Draper
  - Mr. Peter Monaco
  - Mrs. Grace Rice
  - Mr. Stephen Dreizler

Four (4) vacancies exist, and four (4) candidates have been nominated. The term of office for three (3) of the vacancies is three (3) years beginning July 1, 2023, and concludes on June 30, 2026. The term of office for one (1) of the vacancies is two (2) years beginning immediately following the election on April 25, 2023 and concludes on June 30, 2025. The election and vote on the proposed 2023-2024 BOCES administrative budget will take place on Tuesday, April 25, 2023.

There will be a **Special Meeting of the Board of Education held on Tuesday, April 25, 2023 at 5:30 p.m.** for the purpose of voting on the proposed 2023-2024 budget and the election of members to the BOCES Board of Education.

6. Board Information - Letter from **BOCES candidate** Grace H. Rice.
7. Board Information – Rates for **Legal Services from Ferrara Fiorenza PC** for the School Year 2023-2024.
8. Board Discussion – Budget discussion regarding the **Proposed Spending Plan for the 2023-2024 school year.**

**Items for Board Discussion / Action**

9. Board Action - Approval is requested for a **Memorandum of Agreement between General Brown Central School District and the General Brown School Related Professionals Union to modify Article XVI- Retirement Incentive.**  
Motion for approval by Tiffany Orcesi, seconded by Jason Reynolds, with motion approved 7 – 0.
10. Board Action – Approval is requested for the contracted **Health and Welfare Services** provided to the GBCSD students who are attending **parochial schools** in Watertown City School District in the 2022-2023 school year.  
Motion for approval by Tiffany Orcesi, seconded by Kimberly Shuler, with motion approved 7 – 0.
11. Board Action – Approval is requested for **Denmark Termulo** to participate with the **Watertown City School District Track & Field 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 by Albert Romano, seconded by Jamie Lee, with motion approved 7 – 0.
12. Board Action – Approval of the **2023-2024 General Brown District Instructional Calendar.**  
Motion for approval by Tiffany Orcesi, seconded by Kimberly Shuler, with motion approved 7 – 0.
13. Board Action – Approval of the **2023-2024 Board of Education Meeting Schedule.**  
Motion for approval by Jason Reynolds, seconded by Kimberly Shuler, with motion approved 7 – 0.
14. 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 Natalie Hurley, seconded by Albert Romano, with motion approved 7 – 0.
15. Board Action – **Approval of Assistant Clerks / Inspectors** for the Annual Proposed Budget Vote and election as follows:
- Assistant Clerks: Rebecca Flath – Kristi Bice – Marli Eystone – Donna Keefer
  - Inspector: Jefferson County Board of Elections Inspector, with Michele Groff serving as Chief Inspector
  - Chairperson for the Annual Meeting / Budget Vote-Election – Christine Wheeler
- Motion for approval by Natalie Hurley, seconded by Albert Romano, with motion approved 7 – 0.
16. Board Action – Approval is requested for the **Committee on Special Education Reports.**  
Motion for approval by Albert Romano, seconded by Jamie Lee, with motion approved 7 – 0.

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

17. 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 approve the requested corrections to Tenure expiration dates as follows:

- **Kelly L. Henderson** – Corrected appointment due to Jarema credit for serving in a long term appointment during the 2021-2022 school year. Original appointment date was December 7, 2021. Her corrected four year probationary appointment in the tenure area of Elementary Education is effective retroactive to November 9, 2021. Ms. Henderson’s anticipated tenure date is set for November 9, 2025.
- **Rachel M. Skipper** – Corrected appointment due to Jarema credit for serving in a long term appointment during the 2021-2022 school year. Original appointment date was April 7, 2022. Her corrected four year probationary appointment in the tenure area of Elementary Education is effective retroactive to November 13, 2021. Ms. Skipper's anticipated tenure date is set for November 13, 2025.

Motion for approval by Tiffany Orcesi, seconded by Albert Romano, with motion approved 7 – 0.

18. Board Action – **BE IT RESOLVED**, that upon the recommendation of the Superintendent of Schools, approval is requested for a **Class/Club Advisor for the 2022-2023** school year.

- Class of 2026 – **Donna Keefer**

Motion for approval by Kimberly Shuler, seconded by Jamie Lee, with motion approved 7 – 0.

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

**BE IT RESOLVED** that upon the recommendation of the Superintendent of Schools a motion is requested for approval of the following PERSONNEL CHANGES, with *effective dates* as listed, is made by Tiffany Orcesi, seconded by Jason Reynolds, with motion approved 7 – 0.

19. Board Action – Retirements:

Name	Position	Effective Date
Elizabeth Shawcross	Bus Driver	12/15/2023

20. Board Action – Resignations:

Name	Position	Effective Date
Melissa L. Nabinger	School District Administrator	06/30/2023

21. Board Action – Appointments:

Name	Position	Annual Salary or Rate of Pay	Probationary or Tenure Track Appt. (if appl.)	Effective Date
Quinn K. Peters	Cleaner	Unchanged	Permanent appointment	05/03/2023
Dylan R. Davis	Substitute Teacher	\$120 per day	n/a	04/06/2023
Robin L. Davis	Substitute Aide Substitute Food Service	\$14.20 per hour \$14.20 per hour	n/a	04/06/2023

**H. 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 Tiffany Orcesi, seconded by Kimberly Shuler, with motion approved 7 – 0.

**PAID** Coaching Appointments:

Name	Sport / Season Spring 2023	Coaching Certification	Effective Date
Michael Chitro	Jr. Varsity – Baseball Coach	Temporary Coaching License 1 <sup>st</sup> Renewal	Emergency appt. eff. 03/13/2023-corrected start date
Zachary Barker	Modified – Baseball Coach	Temporary Coaching License	Emergency appt. eff. 4/03/2023

**UNPAID** Coaching Appointments: None

**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**

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:

- **Dylan R. Davis** – Substitute Teacher
- **Robin L. Davis** – Substitute Aide

Motion for approval by Jamie Lee, seconded by Kimberly Shuler, with motion approved 7 – 0.

**J. SUPERINTENDENT REPORTS**

- 24. Business Administrator – Christine Wheeler
- 25. Superintendent – Brian Moore

**K. CORRESPONDENCE LOG**

- 26. Correspondence Log

**L. ITEMS FOR NEXT MEETING**

- 27. **Monday – April 17, 2023 – Special Meeting** will begin at 5:30 p.m. in the General Brown Room of the Jr.-Sr. High School.
- 28. **Tuesday – April 25, 2023 – Special Meeting** will begin at 5:30 p.m. for the purpose of voting on the JLBOCES Spending Plan and election of members to the Jefferson-Lewis BOCES Board of Education.
- 29. **Monday – May 8, 2023 – Regular Meeting** will begin at 5:30 p.m. in the Auditorium of the Jr.-Sr. High School.
- 30. **Monday – May 8, 2023 – Annual Meeting/Budget Hearing** will begin at 6:00 p.m. in the Auditorium of the Jr.-Sr. High School

**M. PROPOSED EXECUTIVE SESSION**

31. **A motion is requested to enter executive session** for collective negotiations pursuant to Article 14 of the Civil Service Law: Specifically, General Brown Teachers Association.

Motion for approval by Natalie Hurley, seconded by Kimberly Shuler, with motion approved 7 – 0. Time 6:59 p.m.

— Mrs. Leubner was excused from the meeting at 6:59 p.m. The following motions were provided by Superintendent Moore.

**N. RETURN TO OPEN SESSION**

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

Motion for approval by Jamie Lee, seconded by Albert Romano, with motion approved 7 – 0. Time 7:19 p.m.

**O. MOTION FOR ADJOURNMENT**

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

Motion for approval by Kimberly Shuler, seconded by Tiffany Orcesi, with motion approved 7 – 0. Time 7:20 p.m.

Respectfully submitted,

\_\_\_\_\_  
Lisa Leubner, District Clerk

\*Supporting documents may be found in supplemental file dated April 5, 2023.



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

SPECIAL MEETING

April 17, 2023 – 5:30 p.m.

General Brown Room/ Jr. Sr. High School

Unapproved

Minutes

**SPECIAL MEETING** – The meeting was called to order at 5:30 P.M. by President Kelly 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

**A. APPROVAL OF AGENDA**

Motion for approval by Albert Romano, seconded by Kimberly Shuler, with motion approved 7 – 0.

**B. REGULAR AGENDA**

**Items for Board Discussion / Action**

1. Board Information - Invitation for the **JLSBA Annual Dinner Meeting** to be held Monday, **May 22, 2023** at the Tug Hill Vineyards, Lowville. Please RSVP by May 5, 2023.

2. Board Discussion /Action - Approval of **Multi-Year Technology Purchase with Mohawk Regional Information Center** as follows:

**BE IT RESOLVED** that the Board of Education of the General Brown Central School District takes action to approve the following resolution:

**WHEREAS**, the Board of Education of the General Brown Central School District desires to enter into a four (4) year contract with the Madison-Oneida BOCES in order for the Regional Information Center to furnish certain services to the District pursuant to Education Law 1950(4)(jj), those services being: CoSer 505-6360 Instructional Technology Services and CoSer 602-7710 Administrative Computer Services.

**NOW, THEREFORE**, it is **RESOLVED**, that the Board of Education of the General Brown Central School District agrees to enter into a contract with the Madison-Oneida BOCES for the provision of said services to the District not to exceed \$196,115.20 plus related borrowing fees, plus Regional Information Center Support during the term of this contract, finalized by the Superintendent, subject to the approval of the Commissioner of Education, for a period of four (4) year(s): 2023-2024; 2024-2025; 2025-2026; 2026-2027.

Motion for approval by Natalie Hurley, seconded by Tiffany Orcesi, with motion approved 7 – 0.

3. Board Discussion – Budget discussion regarding the **Proposed Spending Plan for the 2023-2024 school year**.

4. Board Action – Following discussion, the Board of Education took action to adopt the **Proposed Spending Plan 2023-2024** as per the following resolution:

**BE IT RESOLVED**, that the General Brown Central School District Board of Education takes action to approve the **Proposed Spending Plan for the 2023-2024 school year**, resulting in a 3.39% increase in the tax levy, in an amount not to exceed \$27,916,460 and to raise the taxes therefore.

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

5. Board Action - Approval is requested for the 2023 - 2024 Property Tax Report Card.

Motion for approval by Kimberly Shuler, seconded by Jason Reynolds, with motion approved 7 – 0.

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

**BE IT RESOLVED** that upon the recommendation of the Superintendent of Schools a motion is requested for approval of the following PERSONNEL CHANGES, with *effective dates* as listed, is made by Tiffany Orcesi, seconded by Albert Romano, with motion approved 7 – 0.

6. Board Action – Resignations:

Name	Position	Effective Date
Brian S. Oatridge	Cleaner	04/11/2023

**D. ITEMS FOR NEXT MEETING**

- 7. **Tuesday – April 25, 2023 – Special Meeting** will begin at 5:30 p.m. for the purpose of voting on the JLBOCES Spending Plan and election of members to the Jefferson-Lewis BOCES Board of Education.
- 8. **Monday – May 8, 2023 – Regular Meeting** will begin at 5:30 p.m. in the Auditorium of the Jr.-Sr. High School.
- 9. **Monday – May 8, 2023 – Annual Meeting/Budget Hearing** will begin at 6:00 p.m. in the Auditorium of the Jr.-Sr. High School

**E. MOTION FOR ADJOURNMENT**

10. **There being no further business or discussion**, a motion is requested to adjourn the regular meeting. Motion for approval by Natalie Hurley, seconded by Tiffany Orcesi, with motion approved 7 – 0. Time 5:58 p.m.

Respectfully submitted,

\_\_\_\_\_  
Lisa Leubner, District Clerk

\*Supporting documents may be found in supplemental file dated April 17, 2023.

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

SPECIAL MEETING

April 25, 2023 – 5:30 p.m.

General Brown Room/Jr. Sr. High School

Unapproved  
Minutes

**SPECIAL MEETING** – The meeting was called to order at 5:30 p.m. by Albert Romano, Jr., followed by the Pledge of Allegiance.

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

**MEMBERS ABSENT:** Kelly Milkowich, President

**OTHERS PRESENT:** Brian Moore, Superintendent; Lisa Leubner, District Clerk

**A. APPROVAL OF AGENDA**

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

**B. AGENDA**

**ITEMS FOR BOARD DISCUSSION / ACTION**

1. Board Discussion / Action - **BE IT RESOLVED**, that the General Brown Central School District Board of Education takes action to approve the proposed **2023-2024 Administrative Budget** for the Jefferson-Lewis-Hamilton-Herkimer-Oneida Board of Cooperative Educational Services as mailed to component districts and presented at the BOCES Annual Meeting on April 5, 2023.

Motion for approval by Jamie Lee, seconded by Albert Romano, with motion is approved 6 – 0.

2. Board Discussion / Action - Voting for the election of members to the Jefferson-Lewis (BOCES) Board of Cooperative Education Services. Four (4) vacancies exist, and four (4) candidates have been nominated to fill these four vacancies. The term of office for three of the vacancies is three (3) years from July 1, 2023 through June 30, 2026. The term of office for one (1) of the vacancies is two (2) years beginning immediately following the election on April 25, 2023 and concludes on June 30, 2025.

The three candidates receiving the highest number of votes will be elected to the three-year terms and the one (1) candidate receiving the least number of votes will fill the two (2) year term.

- ❖ Is there a motion to cast one vote for **Alice Draper of Belleville Henderson Central School District**, to fill one vacancy on the BOCES Board of Education? Yes
- ❖ Is there a motion to cast one vote for **Peter Monaco of Watertown City School District**, to fill one vacancy on the BOCES Board of Education? Yes
- ❖ Is there a motion to cast one vote for **Grace H. Rice of South Lewis Central School District**, to fill one vacancy on the BOCES Board of Education? Yes
- ❖ Is there a motion to cast one vote for **Stephen Dreizler of Alexandria Central School District**, to fill one vacancy on the BOCES Board of Education? Yes

**THEREFORE, BE IT RESOLVED** that the General Brown Central School District Board of Education directs the District Clerk to cast one ballot for each vacancy on its behalf for the candidates above receiving the most votes.

Therefore, the following nominees will receive one vote each:

- ❖ Alice Draper of Belleville Henderson CSD
- ❖ Peter Monaco of Watertown CSD
- ❖ Grace H. Rice of South Lewis CSD
- ❖ Stephen Dreizler of Alexandria CSD

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

3. Board Action - Approval is requested for the contracted **Health and Welfare Services** provided to the GBCSD student who is attending a **parochial school** in Jamesville-Dewitt Central School District in the 2022-2023 school year.  
Motion for approval by Jamie Lee, seconded by Kimberly Shuler, with motion approved 6 – 0.

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

4. Board Action – **BE IT RESOLVED**, that upon the recommendation of the Superintendent of Schools, approval is requested to amend the date of retirement for **Bridget G. Grimm**, School Counselor, from June 30, 2023 to July 16, 2023.  
Motion for approval by Natalie Hurley, seconded by Jason Reynolds, with motion is approved 6 – 0.

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

**BE IT RESOLVED** that upon the recommendation of the Superintendent of Schools a motion is requested for approval of the following PERSONNEL CHANGES, with *effective dates* as listed, is made by Natalie Hurley, seconded by Albert Romano, with motion approved 6 – 0.

5. Board Action – Resignations:

Name	Position	Effective Date
Mikel J. Fiske	Cleaner	04/20/2023

**E. ADJOURNMENT OF SPECIAL MEETING**

**There being no further business or discussion**, a motion is requested to adjourn the special meeting.  
Motion for approval by Jamie Lee, seconded by Kimberly Shuler, with the motion approved 6 – 0. Time: 5:35 p.m.

Respectfully submitted:

\_\_\_\_\_  
Lisa Leubner, District Clerk

\*Supporting documents may be found in supplemental file dated April 25, 2023

My Learning Plan  
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Building_Name	Last_First_Name	Activity_Title	Start__Date	End__Date
BGP	Abbate, Greg	BGP Safety Meeting	1/26/2023	1/26/2023
BGP	Abbate, Greg	BGPE Safety Meeting	2/13/2023	2/13/2023
BGP	AHLHEIM, PAULA	BGP April Faculty Meeting	4/18/2023	4/18/2023
BGP	AHLHEIM, PAULA	4th Grade Science Standards/Investigations Meeting	5/9/2023	5/9/2023
JR-SR HS	AUGLIANO, JENNIFER	Jeff-Lewis Association of Counseling & Development	11/18/2022	11/18/2022
BGP	AUMELL, EMILY	BGP Safety Meeting	1/26/2023	1/26/2023
BGP	AUMELL, EMILY	BGPE Safety Meeting	2/13/2023	2/13/2023
BGP	AUMELL, EMILY	BGP March Faculty Meeting	3/7/2023	3/7/2023
BGP	AUMELL, EMILY	A Study of the Four Middle Level Investigations	3/16/2023	3/16/2023
BGP	AUMELL, EMILY	BGP April Faculty Meeting	4/18/2023	4/18/2023
DEXTER	Bedard, Ann	March Faculty Meeting	3/7/2023	3/7/2023
BGP	Brooker, Olivia	BGP March Faculty Meeting	3/7/2023	3/7/2023
BGP	Brooker, Olivia	BGP April Faculty Meeting	4/18/2023	4/18/2023
BGP	BURGESS, LAUREL	BGP April Faculty Meeting	4/18/2023	4/18/2023
BGP	BURGESS, LAUREL	3rd Grade Science Standards/Investigations Meeting	5/9/2023	5/9/2023
BGP	BURGESS, LAUREL	STEM in Math K-12	5/16/2023	5/16/2023
BGP	Burns, Carlee	BGP March Faculty Meeting	3/7/2023	3/7/2023
BGP	Burns, Carlee	BGP April Faculty Meeting	4/18/2023	4/18/2023
BGP	CANTWELL, KELLY	LETRS (Language Essentials for Teachers of Reading and Spelling): Year 1, Volume 1 (4-Day Training)	8/10/2022	11/30/2022
BGP	CANTWELL, KELLY	Computer Based Testing Q&A Panel for Teachers	1/18/2023	1/18/2023
BGP	CANTWELL, KELLY	BGP March Faculty Meeting	3/7/2023	3/7/2023
BGP	CANTWELL, KELLY	STEM in ELA K-12	4/5/2023	4/5/2023
BGP	CANTWELL, KELLY	BGP April Faculty Meeting	4/18/2023	4/18/2023
BGP	CANTWELL, KELLY	STEM in Math K-12	5/16/2023	5/16/2023
DISTRICT OFFICE	Carpenter, Sarah	MTSS Learning Communities	4/4/2023	5/23/2023
DISTRICT OFFICE	Carpenter, Sarah	April Administrative Team Meeting	4/26/2023	4/26/2023
DISTRICT OFFICE	Carpenter, Sarah	Reflecting on Non-Verbal Communication: Enhancing Your Presentation Skills and Charisma through Debriefing and Feedback	5/10/2023	5/10/2023
DISTRICT OFFICE	Carpenter, Sarah	Accurate, Ethical, Equitable Assessment and Grading with Richard Wormeli	6/7/2023	6/7/2023
BGP	Chambers, Kathryn	BGP March Faculty Meeting	3/7/2023	3/7/2023
BGP	Chambers, Kathryn	BGP April Faculty Meeting	4/18/2023	4/18/2023
BGP	COMINS, LORRAINE	BGP EAP Meeting	2/14/2023	2/14/2023
BGP	COMINS, LORRAINE	BGP April Faculty Meeting	4/18/2023	4/18/2023
BGP	CONNELL, MEREDITH	BGP EAP Meeting	12/20/2022	12/20/2022
BGP	CONNELL, MEREDITH	BGP March Faculty Meeting	3/7/2023	3/7/2023
BGP	CONNELL, MEREDITH	BGP April Faculty Meeting	4/18/2023	4/18/2023
JR-SR HS	COVEY, JAMES	HS Superintendent's Conference Day	1/13/2023	1/13/2023
JR-SR HS	CROSBY, KAREN	Diploma and Credential Options for Students with Disabilities	3/8/2023	3/8/2023
JR-SR HS	CROSBY, KAREN	Transition in the IEP	3/23/2023	3/23/2023
JR-SR HS	CUDDEBACK, MARJORIE	Utilizing the 7 E's of Instructional Design as a Facilitator of Student Learning: September 2022 - December 2022	9/1/2022	9/1/2022
JR-SR HS	CUDDEBACK, MARJORIE	Developing Engaging Tasks to Support Student Empowerment: January 2023 - June 2023	1/1/2023	1/1/2023
DEXTER	Davis, Julie	March Faculty Meeting	3/7/2023	3/7/2023
BGP	DAVIS, LINDSEY	BGP February Faculty Meeting	2/6/2023	2/6/2023
DEXTER	DAVIS, LINDSEY	BGP February Faculty Meeting	2/6/2023	2/6/2023
BGP	DAVIS, LINDSEY	BGP March Faculty Meeting	3/7/2023	3/7/2023
DEXTER	DAVIS, LINDSEY	BGP March Faculty Meeting	3/7/2023	3/7/2023
BGP	DAVIS, LINDSEY	March Faculty Meeting	3/7/2023	3/7/2023
DEXTER	DAVIS, LINDSEY	March Faculty Meeting	3/7/2023	3/7/2023
BGP	DAVIS, LINDSEY	BGP April Faculty Meeting	4/18/2023	4/18/2023
DEXTER	DAVIS, LINDSEY	BGP April Faculty Meeting	4/18/2023	4/18/2023
BGP	Delaney, Ashley	December Brownville-Glen Park Faculty Meeting	12/13/2022	12/13/2022
BGP	Delaney, Ashley	BGP March Faculty Meeting	3/7/2023	3/7/2023
BGP	Delaney, Ashley	BGP April Faculty Meeting	4/18/2023	4/18/2023

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BGP	DELANO, SHERRI	3rd Grade Science Standards/Investigations Meeting	5/9/2023	5/9/2023
BGP	DELANO, SHERRI	STEM in Math K-12	5/16/2023	5/16/2023
DEXTER	DILLABOUGH, TASHA	March Faculty Meeting	3/7/2023	3/7/2023
BGP	DOLDO, CHRISTINE	December Brownville-Glen Park Faculty Meeting	12/13/2022	12/13/2022
DISTRICT OFFICE	Dupee, Janelle	MTSS Learning Communities	4/4/2023	5/23/2023
DISTRICT OFFICE	Dupee, Janelle	April Administrative Team Meeting	4/26/2023	4/26/2023
DISTRICT OFFICE	Dupee, Janelle	Accurate, Ethical, Equitable Assessment and Grading with Richard Wormeli	6/7/2023	6/7/2023
BGP	DUPEE, REBECCA	Computer Based Testing Q&A Panel for Teachers	1/18/2023	1/18/2023
BGP	DUPEE, REBECCA	BGP March Faculty Meeting	3/7/2023	3/7/2023
BGP	DUPEE, REBECCA	BGP April Faculty Meeting	4/18/2023	4/18/2023
BGP	Elkin, Nicholas	BGP March Faculty Meeting	3/7/2023	3/7/2023
BGP	Elkin, Nicholas	BGP April Faculty Meeting	4/18/2023	4/18/2023
BGP	Elliott, Scott	Developing Engaging Tasks to Support Student Empowerment: January 2023 - June 2023	1/1/2023	1/1/2023
BGP	Elliott, Scott	Strategies for All Classrooms: January 2023 - June 2023	1/1/2023	1/1/2023
BGP	Elliott, Scott	BGP March Faculty Meeting	3/7/2023	3/7/2023
BGP	Elliott, Scott	A Study of the Four Elementary Level Investigations	3/28/2023	3/28/2023
BGP	Elliott, Scott	BGP April Faculty Meeting	4/18/2023	4/18/2023
BGP	Elliott, Scott	Explicit Instruction: An Evidence-Based Practice for Effective and Long-Term Learning (2 day)	5/24/2023	5/25/2023
BGP	Eveleigh, Delaney	BGP April Faculty Meeting	4/18/2023	4/18/2023
BGP	FAHEY, KELLEY	Explicit Instruction: An Evidence-Based Practice for Effective and Long-Term Learning (2 day)	5/24/2023	5/25/2023
BGP	Farrell, Ericka	Computer Based Testing Q&A Panel for Teachers	1/18/2023	1/18/2023
BGP	Farrell, Ericka	Explicit Instruction: An Evidence-Based Practice for Effective and Long-Term Learning (2 day)	5/24/2023	5/25/2023
DEXTER	Fein, Krista	March Faculty Meeting	3/7/2023	3/7/2023
DEXTER	Fennell, Ashleigh	Test Accommodations for Students with Disabilities	4/27/2023	4/27/2023
DEXTER	Fennell, Ashleigh	Creating Welcoming and Affirming Learning Environments	5/24/2023	5/24/2023
JR-SR HS	FERRIS, JANELLE	HS Superintendent's Conference Day	1/13/2023	1/13/2023
JR-SR HS	Flath, Diane	HS Superintendent's Conference Day	1/13/2023	1/13/2023
DISTRICT OFFICE	Folino, Joseph	Assistant Principals Meeting - In Person	1/19/2023	1/19/2023
DISTRICT OFFICE	Folino, Joseph	MTSS Learning Communities	4/4/2023	5/23/2023
DISTRICT OFFICE	Folino, Joseph	April Administrative Team Meeting	4/26/2023	4/26/2023
BGP	Foss, Kimberly	December Brownville-Glen Park Faculty Meeting	12/13/2022	12/13/2022
DEXTER	Foss, Kimberly	December Brownville-Glen Park Faculty Meeting	12/13/2022	12/13/2022
BGP	Foss, Kimberly	BGP February Faculty Meeting	2/6/2023	2/6/2023
DEXTER	Foss, Kimberly	BGP February Faculty Meeting	2/6/2023	2/6/2023
BGP	Foss, Kimberly	BGP March Faculty Meeting	3/7/2023	3/7/2023
DEXTER	Foss, Kimberly	BGP March Faculty Meeting	3/7/2023	3/7/2023
BGP	Foss, Kimberly	March Faculty Meeting	3/7/2023	3/7/2023
DEXTER	Foss, Kimberly	March Faculty Meeting	3/7/2023	3/7/2023
BGP	Foss, Kimberly	OPALS Virtual User Group	4/6/2023	4/6/2023
DEXTER	Foss, Kimberly	OPALS Virtual User Group	4/6/2023	4/6/2023
BGP	Foss, Kimberly	BGP April Faculty Meeting	4/18/2023	4/18/2023
DEXTER	Foss, Kimberly	BGP April Faculty Meeting	4/18/2023	4/18/2023
JR-SR HS	Fowler, LISA	Science! Content (Chemistry, Earth Science, Living Environment & Physics) Teachers - Where Are You??	5/11/2023	5/11/2023
DEXTER	Furchak, William	March Faculty Meeting	3/7/2023	3/7/2023
JR-SR HS	Gardner, Kathy	HS Superintendent's Conference Day	1/13/2023	1/13/2023
DEXTER	GRACEY, LINDA	March Faculty Meeting	3/7/2023	3/7/2023
BGP	Gregory, Shannon	December Brownville-Glen Park Faculty Meeting	12/13/2022	12/13/2022
DEXTER	Gregory, Shannon	December Brownville-Glen Park Faculty Meeting	12/13/2022	12/13/2022
JR-SR HS	Gregory, Shannon	December Brownville-Glen Park Faculty Meeting	12/13/2022	12/13/2022
BGP	Gregory, Shannon	HS Superintendent's Conference Day	1/13/2023	1/13/2023
DEXTER	Gregory, Shannon	HS Superintendent's Conference Day	1/13/2023	1/13/2023
JR-SR HS	Gregory, Shannon	HS Superintendent's Conference Day	1/13/2023	1/13/2023
BGP	Gregory, Shannon	March Faculty Meeting	3/7/2023	3/7/2023

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DEXTER	Gregory, Shannon	March Faculty Meeting	3/7/2023	3/7/2023
JR-SR HS	Gregory, Shannon	March Faculty Meeting	3/7/2023	3/7/2023
JR-SR HS	GRIMM, BRIDGET	JLACD meeting	11/18/2022	11/18/2022
JR-SR HS	GRIMM, BRIDGET	HS Superintendent's Conference Day	1/13/2023	1/13/2023
DEXTER	Gunn, Carol	March Faculty Meeting	3/7/2023	3/7/2023
BGP	HARDWICK, NANCY	March Faculty Meeting	3/7/2023	3/7/2023
DEXTER	HARDWICK, NANCY	March Faculty Meeting	3/7/2023	3/7/2023
BGP	Heath, Lindsey	Youth-Serving Organization Summit	11/8/2022	11/8/2022
BGP	Heath, Lindsey	Autism: De-Escalate Meltdowns and Diffuse Explosive Behaviors in Children and Adolescents	11/16/2022	11/16/2022
BGP	Heath, Lindsey	Autism: De-Escalate Meltdowns and Diffuse Explosive Behaviors in Children and Adolescents	11/16/2022	11/16/2022
BGP	Heath, Lindsey	Regional School Social Worker Meeting	12/21/2022	12/21/2022
BGP	Heath, Lindsey	Regional School Social Worker Meeting	1/18/2023	1/18/2023
BGP	Heath, Lindsey	BGP Safety Meeting	1/26/2023	1/26/2023
BGP	Heath, Lindsey	BGPE Safety Meeting	2/13/2023	2/13/2023
BGP	Heath, Lindsey	BGP March Faculty Meeting	3/7/2023	3/7/2023
BGP	Heath, Lindsey	Regional School Social Worker Meeting	3/15/2023	3/15/2023
BGP	Heath, Lindsey	BGP April Faculty Meeting	4/18/2023	4/18/2023
BGP	Heath, Lindsey	Regional School Social Worker Meeting	4/19/2023	4/19/2023
BGP	Heath, Lindsey	Maintaining Appropriate Boundaries: Exploring Ethical Obligations of Mental Health Professionals	5/12/2023	5/12/2023
BGP	Heath, Lindsey	Regional School Social Worker Meeting	5/17/2023	5/17/2023
BGP	Heath, Lindsey	Regional School Social Worker Meeting	6/21/2023	6/21/2023
DEXTER	HELLER, ERIN	MTSS Learning Communities	4/4/2023	5/23/2023
DEXTER	HELLER, ERIN	Frontline Employee Evaluation Management	4/26/2023	4/26/2023
DEXTER	HELLER, ERIN	Frontline Professional Learning Management	4/26/2023	4/26/2023
DEXTER	HELLER, ERIN	Reflecting on Non-Verbal Communication: Enhancing Your Presentation Skills and Charisma through Debriefing and Feedback	5/10/2023	5/10/2023
DEXTER	HELLER, ERIN	Instructional Coaches Academy Network - In-person Meeting	5/15/2023	5/15/2023
BGP	HIGGINS, DEBORAH	BGP Safety Meeting	1/26/2023	1/26/2023
BGP	HIGGINS, DEBORAH	BGPE Safety Meeting	2/13/2023	2/13/2023
BGP	HIGGINS, DEBORAH	BGP March Faculty Meeting	3/7/2023	3/7/2023
BGP	HIGGINS, DEBORAH	BGP April Faculty Meeting	4/18/2023	4/18/2023
DISTRICT OFFICE	Hill, Leann	April Administrative Team Meeting	4/26/2023	4/26/2023
DISTRICT OFFICE	Hoppel, Blaine	April Administrative Team Meeting	4/26/2023	4/26/2023
DEXTER	Hulbert, John	March Faculty Meeting	3/7/2023	3/7/2023
BGP	HUNT, AYESHA	BGP March Faculty Meeting	3/7/2023	3/7/2023
BGP	HUNT, AYESHA	BGP April Faculty Meeting	4/18/2023	4/18/2023
BGP	HUNT, AYESHA	4th Grade Science Standards/Investigations Meeting	5/9/2023	5/9/2023
BGP	Ingrassia, Louis	BGP Safety Meeting	1/26/2023	1/26/2023
BGP	Ingrassia, Louis	BGPE Safety Meeting	2/13/2023	2/13/2023
BGP	Ingrassia, Louis	BGP March Faculty Meeting	3/7/2023	3/7/2023
BGP	Ingrassia, Louis	BGP April Faculty Meeting	4/18/2023	4/18/2023
BGP	Jiang, Chen	Computer Based Testing Q&A Panel for Teachers	1/18/2023	1/18/2023
BGP	Jiang, Chen	BGP March Faculty Meeting	3/7/2023	3/7/2023
BGP	Jiang, Chen	Parent Square	3/10/2023	3/10/2023
BGP	Jiang, Chen	BGP April Faculty Meeting	4/18/2023	4/18/2023
JR-SR HS	KEEFER, DONNA	Administrative Professionals Training	3/17/2023	3/17/2023
JR-SR HS	Kennedy, Christine	BGP Safety Meeting	1/26/2023	1/26/2023
JR-SR HS	Kennedy, Christine	BGPE Safety Meeting	2/13/2023	2/13/2023
BGP	KETCHAM, HELEN	Computer Based Testing Q&A Panel for Teachers	1/18/2023	1/18/2023
BGP	KETCHAM, HELEN	BGP March Faculty Meeting	3/7/2023	3/7/2023
BGP	KETCHAM, HELEN	STEM in ELA K-12	4/5/2023	4/5/2023
BGP	KETCHAM, HELEN	BGP April Faculty Meeting	4/18/2023	4/18/2023
BGP	KETCHAM, HELEN	3rd Grade Science Standards/Investigations Meeting	5/9/2023	5/9/2023
BGP	KETCHAM, HELEN	STEM in Math K-12	5/16/2023	5/16/2023

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JR-SR HS	LaClair, Connie	HS Superintendent's Conference Day	1/13/2023	1/13/2023
BGP	LALONDE, STACEY	BGP March Faculty Meeting	3/7/2023	3/7/2023
BGP	LALONDE, STACEY	BGP April Faculty Meeting	4/18/2023	4/18/2023
BGP	Lambert, Julia	BGP April Faculty Meeting	4/18/2023	4/18/2023
JR-SR HS	LAMON, MICHELLE	HS Superintendent's Conference Day	1/13/2023	1/13/2023
JR-SR HS	LASAGE, CARRIE	Media Literacy in NY: Reports from the Field	5/17/2023	5/17/2023
JR-SR HS	LASAGE, CARRIE	SLS Communication Coordinator Meeting - In Person Meeting	5/18/2023	5/18/2023
JR-SR HS	LASAGE, CARRIE	SLS Council Meeting - In Person Meeting	5/18/2023	5/18/2023
DEXTER	LEDBURY, KATIE	March Faculty Meeting	3/7/2023	3/7/2023
JR-SR HS	Lorenc, Jeffrey	HS Superintendent's Conference Day	1/13/2023	1/13/2023
BGP	Luo, Zhenyu	December Brownville-Glen Park Faculty Meeting	12/13/2022	12/13/2022
BGP	Luo, Zhenyu	BGP March Faculty Meeting	3/7/2023	3/7/2023
BGP	Luo, Zhenyu	BGP April Faculty Meeting	4/18/2023	4/18/2023
BGP	MAJO, SARAH	BGP April Faculty Meeting	4/18/2023	4/18/2023
DEXTER	MAJO, SARAH	BGP April Faculty Meeting	4/18/2023	4/18/2023
JR-SR HS	Makuch, Kristy	School Library System Administrative Breakfast Event Session 1: Content, Collection Management, and Communication	3/15/2023	3/15/2023
JR-SR HS	Makuch, Kristy	School Library System Administrative Breakfast Event Session 2: Content, Collection Management, and Communication	3/15/2023	3/15/2023
JR-SR HS	Makuch, Kristy	OPALS Virtual User Group	4/6/2023	4/6/2023
DEXTER	Matusiak, Debra	March Faculty Meeting	3/7/2023	3/7/2023
JR-SR HS	MENAPACE, SUSAN	STEM in Math K-12	5/16/2023	5/16/2023
JR-SR HS	Mesires, Maria	Computer Based Testing Q&A Panel for Teachers	1/18/2023	1/18/2023
BGP	MOORE, AMY	BGPE Safety Meeting	2/13/2023	2/13/2023
BGP	MOORE, AMY	BGP March Faculty Meeting	3/7/2023	3/7/2023
BGP	MOORE, AMY	BGP April Faculty Meeting	4/18/2023	4/18/2023
BGP	MOORE, AMY	4th Grade Science Standards/Investigations Meeting	5/9/2023	5/9/2023
DISTRICT OFFICE	Moore, Brian	April Administrative Team Meeting	4/26/2023	4/26/2023
DISTRICT OFFICE	Nabinger, Melissa	Elementary Principals Meeting	11/9/2022	11/9/2022
DISTRICT OFFICE	Nabinger, Melissa	Elementary Principals Meeting - In Person	1/18/2023	1/18/2023
DISTRICT OFFICE	Nabinger, Melissa	Computer Based Testing Q&A Panel for Teachers	1/18/2023	1/18/2023
DISTRICT OFFICE	Nabinger, Melissa	Elementary Principals Meeting	2/8/2023	2/8/2023
DISTRICT OFFICE	Nabinger, Melissa	Science Investigations Overview and Insight	2/9/2023	2/9/2023
DISTRICT OFFICE	Nabinger, Melissa	Presentation and Charisma for Leaders with Michael Grinder	3/21/2023	3/22/2023
DISTRICT OFFICE	Nabinger, Melissa	April Administrative Team Meeting	4/26/2023	4/26/2023
DEXTER	Nelson, Tammie	March Faculty Meeting	3/7/2023	3/7/2023
JR-SR HS	NEVVINE, STEPHANIE	Seal of Biliteracy Meeting - Check-In Meeting, Pacing of Student Work, Number of Students, Languages	11/9/2022	11/9/2022
JR-SR HS	NEVVINE, STEPHANIE	Seal of Biliteracy Meeting - Check-In Meeting, Suggestions for Judges, Q & A	2/8/2023	2/8/2023
JR-SR HS	NEVVINE, STEPHANIE	Seal of Biliteracy Meeting - Final Meetings with Confirmation of Student Participation	3/14/2023	3/14/2023
BGP	NICHOLS, SHERI	BGP April Faculty Meeting	4/18/2023	4/18/2023
BGP	NICHOLS, SHERI	4th Grade Science Standards/Investigations Meeting	5/9/2023	5/9/2023
JR-SR HS	O'Brien, Allison	Diploma and Credential Options for Students with Disabilities	3/8/2023	3/8/2023
JR-SR HS	O'Brien, Allison	Transition in the IEP	3/23/2023	3/23/2023
JR-SR HS	O'DONNELL, JOSEPH	Network Meetings are BACK!!! (Social Studies)	11/15/2022	11/15/2022
BGP	Orcesi, Mauro	BGP March Faculty Meeting	3/7/2023	3/7/2023
BGP	Orcesi, Mauro	BGP April Faculty Meeting	4/18/2023	4/18/2023
BGP	Orcesi, Mauro	3rd Grade Science Standards/Investigations Meeting	5/9/2023	5/9/2023
BGP	Orcesi, Mauro	STEM in Math K-12	5/16/2023	5/16/2023
JR-SR HS	O'RILEY, AMY	Foundation Social Work Field/Internship	1/17/2023	5/5/2023
JR-SR HS	O'RILEY, AMY	Social Work Practice in Mental Health	1/17/2023	5/5/2023
JR-SR HS	O'RILEY, AMY	Social Work Practice with Individuals	1/17/2023	5/5/2023
JR-SR HS	O'RILEY, AMY	Trauma Theory & Interventions	1/17/2023	5/5/2023
JR-SR HS	O'RILEY, AMY	Regional School Social Worker Meeting	1/18/2023	1/18/2023
JR-SR HS	O'RILEY, AMY	Diploma and Credential Options for Students with Disabilities	3/8/2023	3/8/2023
JR-SR HS	O'RILEY, AMY	Regional School Social Worker Meeting	3/15/2023	3/15/2023



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JR-SR HS	O'RILEY, AMY	Regional School Social Worker Meeting	4/19/2023	4/19/2023
JR-SR HS	O'RILEY, AMY	Regional School Social Worker Meeting	5/17/2023	5/17/2023
BGP	O'Riley-Smith, Cassandra	BGP March Faculty Meeting	3/7/2023	3/7/2023
BGP	O'Riley-Smith, Cassandra	BGP April Faculty Meeting	4/18/2023	4/18/2023
BGP	PAIGE, MARY	BGP April Faculty Meeting	4/18/2023	4/18/2023
BGP	PAIGE, MARY	4th Grade Science Standards/Investigations Meeting	5/9/2023	5/9/2023
DISTRICT OFFICE	PAROBECK, MICHAEL	Data Protection Officer User Group	1/24/2023	1/24/2023
DISTRICT OFFICE	PAROBECK, MICHAEL	CBT 102	3/7/2023	3/7/2023
DISTRICT OFFICE	PAROBECK, MICHAEL	Crowdstrike Regional Overview	3/8/2023	3/8/2023
DISTRICT OFFICE	PAROBECK, MICHAEL	Regional Google User Group	3/21/2023	3/21/2023
DISTRICT OFFICE	PAROBECK, MICHAEL	Technology Leadership Meeting - Onsite	3/24/2023	3/24/2023
DISTRICT OFFICE	PAROBECK, MICHAEL	Webinar: SchoolTool User Group	4/5/2023	4/5/2023
DISTRICT OFFICE	PAROBECK, MICHAEL	April Administrative Team Meeting	4/26/2023	4/26/2023
JR-SR HS	PICKERAL, JANNELL	HS Superintendent's Conference Day	1/13/2023	1/13/2023
JR-SR HS	Quencer, Laurie	HS Superintendent's Conference Day	1/13/2023	1/13/2023
DISTRICT OFFICE	RAMIE, DAVID	Secondary Principals Meeting	11/9/2022	11/9/2022
DISTRICT OFFICE	RAMIE, DAVID	Secondary Principals Meeting - In Person	1/18/2023	1/18/2023
DISTRICT OFFICE	RAMIE, DAVID	CBT 102	3/7/2023	3/7/2023
DISTRICT OFFICE	RAMIE, DAVID	School Library System Administrative Breakfast Event Session 1: Content, Collection Management, and Communication	3/15/2023	3/15/2023
DISTRICT OFFICE	RAMIE, DAVID	April Administrative Team Meeting	4/26/2023	4/26/2023
DISTRICT OFFICE	RAMIE, DAVID	Secondary Principals Meeting	5/17/2023	5/17/2023
BGP	Riley, Robin	December Brownville-Glen Park Faculty Meeting	12/13/2022	12/13/2022
BGP	Riley, Robin	BGP February Faculty Meeting	2/6/2023	2/6/2023
BGP	Riley, Robin	BGP March Faculty Meeting	3/7/2023	3/7/2023
BGP	Riley, Robin	BGP April Faculty Meeting	4/18/2023	4/18/2023
JR-SR HS	ROSE, JOLIE	HS Superintendent's Conference Day	1/13/2023	1/13/2023
JR-SR HS	Ruscio, Melissa	Science! Content (Chemistry, Earth Science, Living Environment & Physics) Teachers - Where Are You??	5/11/2023	5/11/2023
DEXTER	SCORDO, TAMARA	March Faculty Meeting	3/7/2023	3/7/2023
DISTRICT OFFICE	Scott, Amy	Computer Based Testing Q&A Panel for Teachers	1/18/2023	1/18/2023
DISTRICT OFFICE	Scott, Amy	MTSS Learning Communities	4/4/2023	5/23/2023
DISTRICT OFFICE	Scott, Amy	April Administrative Team Meeting	4/26/2023	4/26/2023
DISTRICT OFFICE	Scott, Amy	ChatGPT for Administrators	5/11/2023	5/11/2023
DISTRICT OFFICE	Scott, Amy	Discipline Procedures for Students with Disabilities	5/15/2023	6/15/2023
DISTRICT OFFICE	Scott, Amy	Assistant Principals Meeting	5/18/2023	5/18/2023
BGP	Scott, Victoria	BGP April Faculty Meeting	4/18/2023	4/18/2023
DEXTER	Scott, Victoria	BGP April Faculty Meeting	4/18/2023	4/18/2023
JR-SR HS	SEYMOUR, FRANCES	NYSSMA	12/1/2022	12/3/2022
BGP	Shannon, Alicia	December Brownville-Glen Park Faculty Meeting	12/13/2022	12/13/2022
BGP	Shaver, Julie	BGP March Faculty Meeting	3/7/2023	3/7/2023
BGP	Shaver, Julie	BGP April Faculty Meeting	4/18/2023	4/18/2023
JR-SR HS	SHEEN, ELLEN	STEM in ELA K-12	4/5/2023	4/5/2023
DISTRICT OFFICE	SHEPARD, WILLIAM	April Administrative Team Meeting	4/26/2023	4/26/2023
BGP	Siver, Laure	BGP March Faculty Meeting	3/7/2023	3/7/2023
BGP	Siver, Laure	BGP April Faculty Meeting	4/18/2023	4/18/2023
JR-SR HS	SMITH, AMY	STEM in Math K-12	5/16/2023	5/16/2023
JR-SR HS	SMITH, JANEL	Transition in the IEP	3/23/2023	3/23/2023
BGP	Smith, Nicolette	December Brownville-Glen Park Faculty Meeting	12/13/2022	12/13/2022
BGP	Smith, Nicolette	BGP March Faculty Meeting	3/7/2023	3/7/2023
BGP	Smith, Nicolette	BGP April Faculty Meeting	4/18/2023	4/18/2023
DEXTER	Snider, Christopher	March Faculty Meeting	3/7/2023	3/7/2023
BGP	Spadaccini, Marina	December Brownville-Glen Park Faculty Meeting	12/13/2022	12/13/2022
BGP	Spadaccini, Marina	BGP March Faculty Meeting	3/7/2023	3/7/2023
BGP	Spadaccini, Marina	BGP April Faculty Meeting	4/18/2023	4/18/2023

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JR-SR HS	Strock, Tracy	STEM in Math K-12	5/16/2023	5/16/2023
DEXTER	Stupp, Krysta	March Faculty Meeting	3/7/2023	3/7/2023
JR-SR HS	Taylor, Rebecca	Transition in the IEP	3/23/2023	3/23/2023
BGP	Tibbles, Kelsey	3rd Grade Science Standards/Investigations Meeting	5/9/2023	5/9/2023
BGP	Tibbles, Kelsey	STEM in Math K-12	5/16/2023	5/16/2023
DEXTER	Tracy, Baxter	March Faculty Meeting	3/7/2023	3/7/2023
JR-SR HS	VANBROCKLIN, LISA	Transition in the IEP	3/23/2023	3/23/2023
JR-SR HS	VANBROCKLIN, LISA	Edmentum Courseware (formerly PLATO) Training with Edmentum - Advanced Level	6/1/2023	6/1/2023
BGP	Velasquez, Joshua	Impacts of Computing	5/1/2023	5/7/2023
DISTRICT OFFICE	Watson, Joseph	April Administrative Team Meeting	4/26/2023	4/26/2023
DEXTER	Weaver, Randy	March Faculty Meeting	3/7/2023	3/7/2023
DISTRICT OFFICE	Wheeler, Christine	April Administrative Team Meeting	4/26/2023	4/26/2023
BGP	WORDEN, DEXTER	BGP March Faculty Meeting	3/7/2023	3/7/2023
BGP	WORDEN, DEXTER	BGP April Faculty Meeting	4/18/2023	4/18/2023
BGP	WORDEN, DEXTER	STEM in Math K-12	5/16/2023	5/16/2023
BGP	Wratten, Kathryn	A Study of the Four Elementary Level Investigations	3/28/2023	3/28/2023
BGP	Wratten, Kathryn	BGP April Faculty Meeting	4/18/2023	4/18/2023
JR-SR HS	Wright, Katlyn	HS Superintendent's Conference Day	1/13/2023	1/13/2023
JR-SR HS	Yerdon, Alexiah	Science! Content (Chemistry, Earth Science, Living Environment & Physics) Teachers - Where Are You??	5/11/2023	5/11/2023
DEXTER	Young, Roxanne	March Faculty Meeting	3/7/2023	3/7/2023
DEXTER	YOUNGS, ASHLEY	Differentiation? How Do I Achieve That In My Classroom?	2/15/2023	2/16/2023

## INSTRUCTION

### CURRICULUM DEVELOPMENT, RESOURCES, AND EVALUATION

#### I. Policy Statement

The Board of Education (the Board) ~~are~~ is responsible for ~~ensuring state learning standards for what all students should know and be able to do as a result of skilled instruction are in place~~ adopting the course of study to be used by the district. The General Brown School District (herein, the District) must provide students with instruction on certain specified topics as outlined in law, regulation, and guidance and will develop curriculum based on established state learning standards, laws, regulations, and guidance.

#### II. Definitions

For purposes of this Policy, the following definitions apply:

- A. "Curriculum" means the outline or scope and sequence of the content, concepts, and skills students will learn to enable them to meet state learning standards.
- B. "Instruction" means the ways (e.g., approaches, strategies, environments, materials, interactions) that an educator chooses to teach the curriculum, based on the needs of their students.
- C. "State learning standards" means the knowledge, skills, and understandings that individuals can and do habitually demonstrate over time as a consequence of instruction and experience. These standards reflect educational goals for students and are organized by subject area and grade levels.

#### III. Curriculum Development, Resources, and Evaluation

District curriculum will align with state learning standards and include any specific topics required by law, regulation, or guidance. The Superintendent will work with District staff and school Board to make recommendations, develop and improve curriculum in the District. The Superintendent has the authority to prescribe curriculum in the District within the parameters established by state learning standards, law, regulation, and guidance.

Instructional staff will initiate curriculum development and improvement and respond to changing conditions in curriculum needs and requirements. Curriculum changes may be prompted by changes in state learning standards, trends in specific content areas, changes to educational best practices, and student input. Instructional staff are expected to continually evaluate District curriculum in order to improve learning and foster student growth.

There are many resources that instructional staff may utilize to develop and improve

CURRICULUM DEVELOPMENT, RESOURCES, AND EVALUATION

curriculum. Resources may originate from a variety of sources including NYSED, BOCES, colleges and universities. Instructional staff, under the guidance of District administrators, are expected to consider those resources for possible improvement to the instructional program.

The District will work with instructional staff to develop, improve, and evaluate the District's curriculum. District administrators and instructional staff in an academic department may work together to develop recommendations related to their specific academic area. District administrators will work to ensure that curriculum is evaluated on a regular basis.

Recommended curriculum changes will be presented to the Superintendent for review and action. Upon the Superintendent's approval, the recommended changes will then be presented to the Board for approval. District administrators and/or instructional staff may be invited to Board meetings to discuss changes to District curriculum.

The Board may periodically request that the Superintendent present reports necessary to evaluate the effectiveness of the District's curriculum.

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General Brown Central School District  
Adopted: 05/10/10  
Revised: \_\_\_\_\_

## TEXTBOOKS, LIBRARY MATERIALS, AND OTHER INSTRUCTIONAL MATERIALS

### I. Statement of Policy

The General Brown Central School District's (the District) instructional program is enriched and supported by the selection of quality print and non-print instructional materials. Selected instructional materials will align with New York State learning standards, reflect different viewpoints, and meet the varied needs and interests of staff and students.

### II. Definitions

For purposes of this Policy, the following definitions apply:

- A. *"Instructional material"* means any print or non-print material with instructional content or an instructional function that is used to facilitate formal or informal learning either in the classroom, library media center, or elsewhere in the District. Examples of instructional materials include, but are not limited to: textbooks; workbooks; hardcover and paperback books; eBooks; online databases; DVDs; streaming videos; sound recordings; magazines; newspapers; pamphlets; pictures; charts; games; kits; maps; models; microforms; slides; specimens; and transparencies.
- B. *"Library material"* means any print or non-print material which is cataloged and processed as part of the library media center for use by students and staff. Examples of library materials include, but are not limited to: hardcover and paperback books; eBooks; online databases; DVDs; streaming videos; sound recordings; magazines; newspapers; pamphlets; pictures; charts; games; kits; maps; models; microforms; slides; specimens; and transparencies.
- C. *"Textbook"* means a text, or a text-substitute, that a student is required to use in a particular class or program of the District. Textbooks include:
  - 1. Books, or book substitutes, including hardcover or paperback books, workbooks, or manuals; and
  - 2. Courseware or other content-based instructional materials in an electronic format.

### III. Overview of Instructional Materials

#### A. Textbooks

## POLICY

Draft 10/28/22  
DSL added 2.9.23  
8320

Instruction

### TEXTBOOKS, LIBRARY MATERIALS, AND OTHER INSTRUCTIONAL MATERIALS

The Superintendent will work with District administrators and instructional staff to determine what textbooks should be used as part of the District's instructional program. Upon the recommendation of the Superintendent, the Board will designate the textbooks to be used. Textbooks, once designated, cannot be superseded within a period of five (5) years except by a 3/4 vote of the Board.

The District will ensure that students who require alternative formats of instructional materials receive those materials in a format that meets the National Instructional Materials Accessibility Standard (NIMAS).

The District participates NIMAS, which is an online repository of source files in the NIMAS format. Contracts with publishers executed on and after December 3, 2006 for textbooks and other printed core materials must include a provision that requires the publisher to produce NIMAS files and send them to the NIMAC (this will not add any cost to the contract).

The Board will make provision for funds to be budgeted for the purchase of textbooks. Students may be required to pay for lost or excessively damaged textbooks.

#### B. Calculators

The New York State Education Department (NYSED) requires the use of calculators for intermediate and high school level mathematics and science assessments. Students are not required to purchase their own calculators. To the extent that calculators are a necessary part of the instructional program, the District will provide them.

Calculators must be considered a classroom teaching material for which the District is authorized to levy a tax. Even if operating under a contingent budget, the District must purchase and provide calculators if required for participation in an instructional program. Students may be required to pay for lost calculators.

#### C. Library Materials

The District will establish and maintain a library media center in each school which will contain library materials. The library media center in each school ~~the District school~~ will meet the needs of students and staff, and provide an adequate complement to the instructional program in the various areas of the curriculum. The District will employ certified school library media specialists in accordance

## POLICY

**Draft 10/28/22**  
**DSL added 2.9.23**  
**8320**

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### TEXTBOOKS, LIBRARY MATERIALS, AND OTHER INSTRUCTIONAL MATERIALS

with specific standards contained in regulation, unless equivalent service is provided by an alternative arrangement approved by the Commissioner.

The Board delegates its authority to designate library materials to be used in the District to the school library media specialist(s). When appropriate, the school library media specialist(s) will work cooperatively with the Superintendent, other District administrators, instructional staff, the Board, students, and/or District community members to identify, order, and organize library materials.

When appropriate, the school library media specialist(s) will utilize shared services such as Boards of Cooperative Educational Services (BOCES) to improve programs and services, build collections, utilize new technologies, and maximize funding.

The Board will make provision for funds to be budgeted for the purchase of library materials. Students may be required to pay for library materials that are lost, excessively damaged, or overdue.

#### D. Objectives in the Selection of Instructional Materials.

The broad range and varying suitability of all forms of instructional materials which are available for purchase demand careful evaluation before they are selected for use in the District's classrooms and library media centers. In order to select quality print and non-print instructional materials to enrich and support the District's instructional program, the Board endorses and supports the selection of instructional materials that:

1. Align with New York State learning standards;
2. Implement, enrich, and support the District's curriculum and instructional program, taking into consideration the varied interests, abilities, and learning styles of students;
3. Meet the varied needs and interests of staff and students;
4. Present various sides of controversial issues so that students may develop critical thinking and reading skills resulting in the ability to make informed decisions;

POLICY

**Draft 10/28/22**  
**DSL added 2.9.23**  
**8320**

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TEXTBOOKS, LIBRARY MATERIALS, AND OTHER INSTRUCTIONAL  
MATERIALS

5. Offer global perspectives and promote diversity by including materials by authors and illustrators of all cultures -- materials will not be excluded because of the race, (including but not limited to hair texture and protective hair styles) nationality, religion, gender (including gender identity), gender expression, sexual orientation, political views, or social views of the author;
6. Provide staff and students with a wide range of up-to-date instructional materials of all levels of difficulty in a variety of physical and digital formats including print and non-print such as electronic and multimedia (including subscription databases and other online products, eBooks, educational games, and other forms of emerging technologies);
7. Afford students the opportunity to explore a diverse range of literature to develop and strengthen a lifelong love of reading.

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General Brown Central School District

Legal Ref: Americans with Disabilities Act, 42 United States Code (USC) §12101 et. seq.  
Education Law §207 8 New York Code of Rules and Regulations (NYCRR) §§  
21.4, 91.1, 91.2  
Adopted: 5/10/10  
Revised: \_\_\_\_\_



# Regulation

Draft 03/29/23  
8320.1

## INSTRUCTION

### SELECTION OF INSTRUCTIONAL MATERIALS

#### I. Statement

The District's instructional program is enriched and supported by the selection of quality print and non-print instructional materials. Selected instructional materials will align with New York State learning standards, reflect different viewpoints, and meet the varied needs and interests of students.

#### II. Definitions

For purposes of this regulation, the following definitions apply:

- A. *"Instructional material"* means any print or non-print material with instructional content or an instructional function that is used to facilitate formal or informal learning either in the classroom, library media center, or elsewhere in the District. Examples of instructional materials include, but are not limited to: textbooks; workbooks; hardcover and paperback books; eBooks; online databases; DVDs; streaming videos; sound recordings; magazines; newspapers; pamphlets; pictures; charts; games; kits; maps; models; microforms; slides; specimens; and transparencies.
- B. *"Library material"* means any print or non-print material which is cataloged and processed as part of the library media center for use by students and staff. Examples of library materials include, but are not limited to: hardcover and paperback books; eBooks; online databases; DVDs; streaming videos; sound recordings; magazines; newspapers; pamphlets; pictures; charts; games; kits; maps; models; microforms; slides; specimens; and transparencies.
- C. *"Textbook"* means a text, or a text-substitute, that a student is required to use in a particular class or program of the District. Textbooks include:
  - 1. Books, or book substitutes, including hardcover or paperback books, workbooks, or manuals; and
  - 2. Courseware or other content-based instructional materials in an electronic format.

#### III. Responsibility for the Selection of Instructional Materials

The Board is responsible for providing the necessary equipment and supplies in the District, including the purchase of instructional materials. The responsibility for the selection of instructional materials is delegated through the Superintendent to the professionally trained personnel employed by the District.

SELECTION OF INSTRUCTIONAL MATERIALS

School library media specialists are responsible for identifying, ordering, and organizing print and non-print library materials for the library media centers which, in their professional opinion, will implement, enrich, and support the instructional programs of the school and meet the needs, interests, goals, concerns, and abilities of students.

The curriculum coordinator or designee is responsible for identifying, ordering, and organizing print and non-print textbooks and instructional materials for classroom use which, in their professional opinion, will best facilitate the accomplishment of the goals and objectives of District curriculum. Special education teachers will be included in the review of possible new material.

Where possible, students, instructional staff, administrators, the Board, and District community members will be involved in the evaluation and selection of instructional materials.

**IV. Evaluation Criteria**

The value and impact of any instructional material must be judged as a whole. An instructional material may be purchased if it is the most appropriate to fit a given need, even if it does not meet every selection criteria.

Instructional materials should be evaluated on the following criteria:

1. The needs of the District, which are based upon the:
  - a. Curriculum in the school
  - b. Existing collection;
  - c. Requests from District staff and students;
  - d. needs of the students; and
  - e. Interest of students;
2. Aligning textbooks and other instructional materials for classroom use with New York State learning standards and curriculum guidance;
3. Appropriateness for the subject area, age, emotional development, ability level, learning styles, and social, emotional, and intellectual development of the intended audience;
4. Overall purpose, importance of subject matter, and educational significance;
5. Authoritativeness, validity, factual accuracy, and objectivity;

SELECTION OF INSTRUCTIONAL MATERIALS

6. Timeliness or permanence;
7. Reputation and the significance of the author, artist composer, publisher, or producer, etc.;
8. Quality of writing/production;
9. High degree of readability and/or comprehensibility;
10. Clarity, adequacy, and scope of the text or presentation;
11. Organization and presentation of contents;
12. Artistic quality or literary style;
13. Point of view, including unbiased treatment of minorities, ideologies, gender, gender expression, etc.;
14. Representation of opposing sides of controversial issues in order to develop critical reading, listening, viewing, and thinking skills;
15. Presentation of controversial and/or sensitive topics without promoting misinformation, intolerance, or discrimination;
16. Portrayals of different backgrounds and human experiences that are free from stereotypes, caricatures, or other characteristics likely to misrepresent, offend, or defame particular segments of the population;
17. Popularity;
18. Need and value to the collection for which the material is being evaluated;
19. Variety of formats;
20. Value commensurate with cost and/or need.

**IV. Procedures for Identifying, Selecting, and Purchasing Instructional Materials****A. Textbooks and Other Instructional Materials for Classroom Use**

In identifying and selecting textbooks and other instructional materials to be purchased for classroom use, the following should be consulted:

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Draft 03/29/23

8320.1

INSTRUCTION

SELECTION OF INSTRUCTIONAL MATERIALS

1. The objectives for the selection of instructional materials listed in Policy #8320 –Textbooks. Library Materials, and Other Instructional Materials;
2. The evaluation criteria;
3. Reputable, unbiased, professionally prepared selection aids;
4. The Board, students, parents, and other District community members when appropriate;
5. The actual materials, whenever possible.
6. The actual materials, whenever possible.
7. Affected staff will be informed of the Board's decision as soon as possible following the Board meeting.
8. If approved by the Board, the material will be ordered through the channel that will supply the material in the shortest time and at the least expense. Preference will be given to those vendors who agree to provide instructional materials in alternative formats.

B. Library Materials

School library media specialists are responsible for selecting what library materials are purchased. Any requests to purchase library materials should be given to a school library media specialist who will evaluate the request. In identifying and selecting library materials to be purchased, school library media specialists should consult:

1. The objectives for the selection of instructional materials listed in Policy #8320 - Textbooks. Library Materials, and Other Instructional Materials;
2. The New York State Education Department's School Library Program Rubric which values accessibility, cultural responsiveness, equity, ethics, intellectual freedom, and privacy;
3. Reputable, unbiased, professionally prepared selection aids;
4. Instructional staff, administrators, the Board, students, parents, and other District community members when appropriate;

## INSTRUCTION

SELECTION OF INSTRUCTIONAL MATERIALS

5. The existing collection to ensure that a broad and varied collection is being created;
6. The actual materials, whenever possible.
7. Free and inexpensive materials should be evaluated and either accepted or rejected using the same process.

## C. Collection Maintenance

Each year, the school library media specialists will conduct an inventory of the library media centers' collections and equipment. The inventory can be used to determine losses and remove damaged or worn materials which can then be considered for replacement. The inventory can also be used to deselect and remove materials that are no longer relevant to the curriculum or of interest to students. Additionally, school library media specialists should develop a collection maintenance plan that includes systematic inspection of materials that would result in weeding outdated, damaged, or irrelevant materials from the collection.

Collection maintenance is the responsibility of school library media specialists and their staff. Other District staff should not be involved in the process unless requested by school library media specialists and their staff. It is not a process for objectionable materials to be removed. Materials will be discarded pursuant to BOE Policy #5250.

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General Brown Central School District  
Approved by the Superintendent: \_\_\_\_\_ -



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INSTRUCTION

OBJECTION TO INSTRUCTIONAL MATERIALS AND CONTROVERSIAL ISSUES

I. Policy Statement

The Board of Education (the Board) recognizes the right of the General Brown Central School District (herein, the District) community members to voice concerns and objections about instructional materials and the discussion of controversial issues. This policy addresses how those concerns and objections can be raised.

II. Definitions

- A. *"Controversial issues"* means questions, subjects, or problems which can create a difference of opinion. They can include issues which may have political, social, environmental, or personal impacts on students and/or the wider community: locally, nationally, or internationally.
- B. *"Instructional material"* means any print or non-print material with instructional content or an instructional function that is used to facilitate formal or informal learning either in the classroom, library media center, or elsewhere in the District. Examples of instructional materials include, but are not limited to: textbooks; workbooks; hardcover and paperback books; eBooks; online databases; DVDs; streaming videos; sound recordings; magazines; newspapers; pamphlets; pictures; charts; games; kits; maps; models; microforms; slides; specimens; and transparencies.
- C. *"Library material"* means any print or non-print material which is cataloged and processed as part of the library media center for use by students and staff. Examples of library materials include, but are not limited to: hardcover and paperback books; eBooks; online databases; DVDs; streaming videos; sound recordings; magazines; newspapers; pamphlets; pictures; charts; games; kits; maps; models; microforms; slides; specimens; and transparencies.
- D. *"Textbook"* means a text, or a text-substitute, that a student is required to use in a particular class or program of the District. Textbooks include:
1. Books, or book substitutes, including hardcover or paperback books, workbooks, or manuals; and
  2. Courseware or other content-based instructional materials in an electronic format.

## INSTRUCTION

OBJECTION TO INSTRUCTIONAL MATERIALS AND CONTROVERSIAL ISSUES

## III. Objections to Instructional Materials

The Board has authority to ~~prescribe curriculum in the District and to designate the textbooks to be~~ adopt the courses of study to be used in by the District. The parent of a student cannot compel the Board to use a particular textbook or discontinue the use of a particular textbook. Further, the District may not be compelled to assign an alternate curriculum to a student based upon a parent's disapproval of classroom assignments. Students may be able to be excused from instruction in very limited circumstances outlined in law and regulation.

District community members who have informal questions or concerns about instructional materials are encouraged to bring these questions and concerns to instructional staff and/or the school library media specialist(s).

District community members who wish to formally object to instructional materials must submit their objections in writing to the Superintendent on form 8330.3. District staff who object to instructional materials must follow the same process as all District community members. Challenged instructional materials will remain in use and/or circulation until a final decision has been made. The Board will be informed of any objection the Superintendent receives.

The Superintendent will designate a review committee to investigate and evaluate the challenged instructional material. The committee will include, among others, the school library media specialist from the building where the objection originated and the building principal. The committee will evaluate the challenged material according to the District's criteria for the evaluation and selection of instructional materials.

The review committee will submit a written report of the results of their review to the Superintendent within sixty (60) days of receipt of the formal written objection. Appeals of decisions by the review committee may be submitted in writing to the Superintendent who will then submit the appeal to the Board for action.

If subsequent objections after an appeal are issued for the same material within a period of five years, the Superintendent can deny the objection based on the previous review and decision.

## IV. Controversial Issues

Controversial issues may be studied as part of the curriculum. Instructional staff will present these issues in their classrooms in an impartial and objective manner. It is expected that a library media center's collection, both print and digital, will include items that are considered to be controversial.



POLICY

Draft 03/29/23  
8330

INSTRUCTION

OBJECTION TO INSTRUCTIONAL MATERIALS AND CONTROVERSIAL ISSUES

Instructional staff wishing to call upon outside speakers to present on controversial issues are required to work with the building principal who will keep in mind the obligation to present balanced viewpoints. The building principal will inform the Superintendent of the presentation on the controversial issue prior to it occurring.

Any objection to how a controversial issue is being taught, including the use of a guest speaker, should be directed to the building principal who will consult with appropriate instructional staff to address the objection.

If the objection is related to an instructional material being used in the teaching of a controversial issue, the process requesting reconsideration of library or instructional materials should be followed. Formal objections to instructional materials by District community members must be submitted in writing to the Superintendent. If the objection is related to the curriculum or New York State learning standards, the building principal will address the matter with the individual(s) raising the objection.

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General Brown Central School District

Cross Ref: Policy 8320, 8360

Legal Ref: Americans with Disabilities Act, 42 United States Code (USC) §12101 et. seq.;  
Education Law §3204(5) ; 8 New York Code of Rules and Regulation (NYCRR)  
§135.3

POLICY

**Draft 03/29/23**  
**8330**

INSTRUCTION

OBJECTION TO INSTRUCTIONAL MATERIALS AND CONTROVERSIAL ISSUES

Adopted: 05/10/10  
Revised: \_\_\_\_\_

# Regulation

Draft 03/29/23  
8330.1

## INSTRUCTION

### OBJECTION TO INSTRUCTIONAL MATERIALS

#### I. Introduction

Objections to instructional materials by General Brown Central School District (the District) community members must be submitted in writing to the Superintendent on form #8330.3 - Request for Re-Evaluation of Instructional Materials. The District will not consider any objections to instructional materials unless form #8330.3 has been completed. The District will not respond to petitions, verbal challenges, or public demands unless there is sufficient information to justify such a challenge.

Challenged instructional materials will remain in use and/or circulation until a final decision has been made.

#### II. Review Process

A. Upon receipt of form #8330.3, the Superintendent will designate a review committee to investigate and evaluate the challenged instructional material. The building Principal from the building where the objection originated will lead the review committee which will include:

1. The school library media specialist from the building where the objection originated;
2. A certified teacher of an appropriate curriculum content and grade level;
3. The curriculum coordinator or an equivalent administrator; and
4. Where appropriate, a parent/person(s) of parental relation and/or student.

B. Review committee members will all be given the challenged material to read, watch, and/or listen to in its entirety. The review committee will evaluate the challenged material according to the District's criteria for the evaluation and selection of instructional materials. The review committee's evaluation will also consider the:

1. Principles of freedom to read and freedom from censorship;
2. Culturally Responsive-Sustaining (CR-S) Education Framework (Framework);
3. American Library Association's (ALA) Library Bill of Rights and statement on The Freedom to Read.

C. Within sixty (60) days of receipt of form #8330.3, the review committee will submit a report and any supporting evidence of its findings in writing to the Superintendent via the building principal.

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- D. The Superintendent will provide the review committee's findings and decision in writing to the individual who submitted the objection.
- E. If the majority of the review committee recommends removal, the challenged material will only be removed from the specific District library media center or school building where the objection was filed, unless the review committee indicates otherwise in its report. Instructional materials for classroom use may remain in the curriculum in the District's library media center if the report determines that it is appropriate.

III. Appeals

- A. appeals of decisions by the review committee must be submitted in writing to the Superintendent who will then submit the appeal to the Board for action.
- B. All Board members will be given the challenged material to read, watch, and/or listen to in its entirety. The Board will evaluate the challenged material according to the District's criteria for the evaluation and selection of instructional materials. The Board's evaluation will also consider the:
  - 1. Principles of freedom to read and freedom from censorship;
  - 2. Culturally Responsive-Sustaining (CR-S) Education Framework (Framework);
  - 3. American Library Association's (ALA) Library Bill of Rights and statement on The Freedom to Read.
- C. The Board may not remove books from a library media center solely to restrict access to certain social, political, and moral ideas of which the Board disapproves.
- D. Within sixty (60) days of receipt of the appeal, the Board will direct the Superintendent on the action to be taken with the challenged material.

IV. Records Management and Retention

All documents pertaining to an objection and any subsequent appeal will be maintained and archived in accordance with applicable record retention schedules and as outlined in any records management policies, regulations, and/or procedures.

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General Brown Central School District  
Approved by the Superintendent: \_\_\_\_\_

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## INSTRUCTION

### CONTROVERSIAL ISSUES

#### I. Statement of Regulation

Opportunities should be provided within the instructional program to study controversial issues under competent guidance from instructional staff. At all grade levels, these opportunities should be provided to students with consideration of their age and ability to analyze and discuss the concepts involved.

#### II. Location of Controversial Issues - Library

- A. A library media center's collection, both print and digital, will include items that are considered to be controversial. Widely differing perspectives may be controversial, but they are essential for learning. Materials from other sources, such as interlibrary loans may also contain controversial items.

#### III. Study of Controversial Issues

- A. The study of controversial issues should, at all times, minimize the emphasis on opinion and be objective, scholarly, and reflective of New York State learning standards and curriculum guidance issued by the New York State Education Department (NYSED). Instructional staff must approach controversial issues in an impartial and unprejudicial manner and must refrain from using the classroom to promote a partisan or personal point of view. All sides to any issue should be presented.
- B. Planning for the teaching of any controversial issue must be carried out with the acknowledgment of the building Principal as to the topic, materials used, guest speakers, etc. An informed building Principal is better able to support instructional staff and the instruction regarding concerns, questions, and/or challenges to what is being taught and discussed.
  - 1. Students and/or parents/person(s) of parental relation are to be informed before beginning a planned unit of study which may be considered controversial in nature.
  - 2. Spontaneous discussion of an issue is permitted when the occasion arises naturally in the course of a lesson.
- C. In discussing controversial issues, instructional staff should consider that the classroom is a forum for discussion, and not a committee for reaching a consensus or solution. During classroom discussions, students should not be made to feel responsible for reaching a consensus or solution regarding controversial issues.

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CONTROVERSIAL ISSUES

- D. The consideration of any controversial issue should require only as much time as is needed for satisfactory study by the class, but sufficient time should be provided to cover the issue adequately.

IV. Educator Responsibility

It is the responsibility of all educators, including but not limited to building Principals, assistant Principals, educators, administrative staff, etc. to bring out the facts concerning controversial questions. They have the right to express an opinion, but in doing so it is important that students understand it is an opinion and is not to be accepted as an authoritative answer.

V. Objections

Any objection to how a controversial issue is being taught, including the use of a guest speaker, should first be directed informally to the building principal who will consult with appropriate instructional staff to address the objection.

If the objection is related to an instructional material being used in the teaching of a controversial issue, the process for requesting reconsideration of library or instructional materials should be followed. If the objection is related to the curriculum or New York State learning standards, the building principal will address the matter with the individual(s) raising the objection. Objections to instructional materials by District community members must be submitted in writing to the Superintendent on Regulation #8330.3 - Request for Re-Evaluation of Instructional Materials.

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General Brown Central School District  
Approved by the Superintendent: \_\_\_\_\_

# Regulation

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REQUEST FOR RE-EVALUATION OF INSTRUCTIONAL MATERIALS

Complaints, objections, or challenges to instructional materials by District community members must be submitted in writing to the Superintendent using this form.

Information about Person Completing Form

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Preferred Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Relationship to the District:

Parent or person in parental relation      OR       Community member

If a parent/person in parental relation, provide your student's name:

\_\_\_\_\_

Are you representing a group or an organization?  Yes     No

If yes, provide the group/organization's contact information and your position in the group/organization:

Group/organization's name: \_\_\_\_\_

Position within group/organization: \_\_\_\_\_  
\_\_\_\_\_

Address: \_\_\_\_\_





REQUEST FOR RE-EVALUATION OF INSTRUCTIONAL MATERIALS

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Phone: \_\_\_\_\_

**Instructional Material in Question**

Where is the instructional material being used in the District?  Library Media Center  Classroom

What is the type of instructional material?

Textbook     Book     Magazine/newspaper

Sound recording     Video     Other (Specify)

Include below as many identifying details about the instructional material as possible. This includes, but is not limited to: title, author, published, format (physical or digital), location of the material (in the library media center, classroom, streaming, etc.), etc.

1. Have you read, watched, and/or listened to this material in it's entirety?

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1a. If not, what parts have you reviewed?

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2. What are you objecting to? (Please cite specific passages, pages, etc.)

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3. What do you believe is the main idea of this material?

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REQUEST FOR RE-EVALUATION OF INSTRUCTIONAL MATERIALS

4. What do you feel might result from the use of this material?

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5. What reviews of this material have you read? (Author's name and date of publication of the review)

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5a. Your reaction to the reviews?

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6. For what other age group might this material be suitable?

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7. Is this material used in an Advance Placement AP or International Baccalaureate IB am?

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8. What action do you recommend that the District take on this material?

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9. In its place, what material do you recommend that would provide adequate information on the subject?

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10. Was your student required to read/work with this material for a specific class? Were they provided with an alternative material to use?

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Signature: \_\_\_\_\_

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General Brown Central School District

Approved by the Superintendent: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_

**For District Use Only.**

Date and time form received by the Superintendent: \_\_\_\_\_



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REQUEST FOR RE-EVALUATION OF INSTRUCTIONAL MATERIALS

Additional Comments by Superintendent/designee:

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General Brown Central School District  
Approved by the Superintendent: \_\_\_\_\_

