

GENERAL BROWN CENTRAL SCHOOL DISTRICT  
BOARD OF EDUCATION  
**Annual Organizational Meeting**  
Minutes  
July 1, 2014 – 8:00 a.m.  
General Brown Room - Jr.-Sr. High School

**Annual Organizational Meeting**

The meeting was called to order at 8:00 a.m. by Superintendent Morrison followed by the Pledge of Allegiance.

**Members Present:** Jeffrey West; Daniel Dupee II; Sandra Young Klindt; Brien Spooner; Jamie Lee and Cathy Pitkin

**Member Absent:** Michael Ward

**Others Present:** Cammy J. Morrison, Superintendent of Schools; Lisa Smith, Executive Director of Administrative Services; Tina Heckman, High School Principal; Joseph O'Donnell, Junior High School Principal/Athletic Director; Hope Ann LoPresti, Brownville Elementary Principal; David Ramie, Dexter Elementary Principal; Debra Bennett, District Clerk

1. **The Oath of Faithful Performance in Office** was administered by the District Clerk to elected members of the Board of Education for the 2014-2015 school year. (Mr. Michael Ward was sworn in on June 24, 2014 in the office of the Superintendent of Schools.)
2. **Election of Officers for the 2014-2015 school year:**
  - President of the Board of Education:  
Nomination of **Jeffrey West** by Cathy Pitkin for President of the Board of Education. There were no other nominations for President. The motion to approve **Jeffrey West** as President of the Board of Education was seconded by Sandra Young Klindt. Motion approved 5-0 with Mr. West abstaining.
  - Vice-President of the Board of Education:  
Nomination of **Daniel Dupee II** by Jeffrey West for Vice President of the Board of Education with the authority to sign documents in the absence of the President. There were no other nominations for Vice President. The motion to approve **Daniel Dupee II** as Vice President was seconded by Sandra Young Klindt. The motion was approved 5-0 with Mr. Dupee abstaining.
3. **The Oath of Faithful Performance in Office** was administered by the District Clerk to the President and Vice President. The President and Vice President resumed the meeting.

4. **Appointment of Officers as listed:**

Motion for approval by Brien Spooner, seconded by Jamie Lee, with motion approved 6-0.

	TITLE	INCUMBENT	PRESENT SALARY	RECOMMENDED
A.	Treasurer Deputy Treasurer	Lisa Smith Rebecca Flath	Per agreement None	Lisa Smith Rebecca Flath
B.	District Clerk	Debra Bennett	Per agreement	Debra Bennett
C.	Internal Claims Auditor	Alvin Hasner	Per agreement	Alvin Hasner
D.	Tax Collector	Donna Keefer	Per agreement	Donna Keefer

5. **The Oath of Faithful Performance in Office** will be administered by the District Clerk to all appointed officers.

6. **Other Appointments as listed:**

Motion for approval by Cathy Pitkin, seconded by Sandra Klindt, with motion approved 6-0.

	TITLE	INCUMBENT	PRESENT SALARY	RECOMMENDED
A.	Census Taker	None required		
B.	Medical Director	Occupational Medicine		Occupational Medicine
C.	Attendance Officer			
D.	School Attorney Bond Attorney Special Counsel Title IX Hearing Officer	JLBOCES Ofc of Inter-Municipal Legal Svcs Bond, Schoenick & King O'Hara & Ciotoli Ferrara... & Reitz, P.C.	Per agreement	JLBOCES Office of Inter-Municipal Legal Services Bond, Schoenick & King O'Hara & Ciotoli JLBOCES if needed
E.	Extra-Classroom Activity Fund Central Treasurer Chief Faculty Counselor Faculty Auditor	Shellie Miner David Ramie	None None	Shellie Miner Joseph O'Donnell
F.	Independent Auditor	Poulsen & Podvin		Bowers & Co. CPA PLLC
G.	Internal Auditor	Crowley & Halloran		Crowley & Halloran
H.	Fiscal Advisor	Fiscal Advisors &		Fiscal Advisors &

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		Marketing, Inc.		Marketing, Inc.
I.	Chairman District meetings & elections Board of Education meetings	Lisa Smith President, Board of Education	None None	Lisa Smith President, Board of Education
J.	Records Access and Retention	Lisa Smith Debra Bennett	None None	Lisa Smith Debra Bennett
K.	Capital Assets Preservation Officer	Lisa Smith	None	Lisa Smith
L.	Asbestos Designee	Gary Grimm	None	Gary Grimm
M.	Purchasing Agent	Cammy Morrison	None	Cammy Morrison

**7. Authorizations as listed:**

Motion for approval by Sandra Klindt, seconded by Daniel Dupee, with motion approved 6-0.

A.	Payroll Certification Conferences Workshops Conventions Budget Transfers Adult Education Director District Director of Physical Education District Property Control Officer	Cammy J. Morrison Cammy J. Morrison Cammy J. Morrison Cammy J. Morrison Cammy J. Morrison Cammy J. Morrison Cammy J. Morrison Cammy J. Morrison
B.	Title IX Coordinator	
	District Sexual Hararassment Officers	D. Ramie / L. Smith
	District Complaint Officer	David Ramie
	Dignity Act Building Coordinators: ▪ Brownville-Glen Park Elementary ▪ Dexter Elementary ▪ Jr.-Sr. High School	Hope Ann LoPresti David Ramie T. Heckman / J.O'Donnell
	District Technology Coordinator	
	Gifted / Talented Coordinator	
	Odyssey of the Mind Coordinator	
	District Pre-K Coordinator	David Ramie
	District Arts in Education Coordinator	
	Drug and Alcohol Coordinator	
	District PDP Coordinator	
	District Professional Development Committee Coordinator	
	District Biennial Review Coordinator	
	Standardized Testing Coordinator	Tina Heckman
	Staff Development Coordinator	
	Instructional Material Replacement: ▪ Elementary ▪ Jr.-Sr. High School	Tina Heckman
	Reading Coordinator	
	Mentor Program Coordinator	
	Chairperson Committee on Special Education	Kathaleen Beattie
	Section 504 Coordinator	Kathaleen Beattie
	Section 504 District Coordinator	Lisa Smith
	Preschool Education	Lisa Smith
	School Security/Safety Officer	
	Coordinator Compensatory Programs	Lisa Smith
	Migrant Education	Lisa Smith
	Assistant Adult Education Director	Lisa Smith
	Designated Educational Official (DEO)	
	AIS Coordinator	
	Character Education	
C.	District Health Coordinator	
D.	Athletic Director	Joseph O'Donnell
E.	Petty Cash Funds: ▪ Mrs. Heckman (Jr.-Sr. High School) ▪ Mrs. LoPresti (Brownville Glen Park Elementary)	\$100 \$100

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	<ul style="list-style-type: none"> <li>▪ Mr. Ramie (Dexter Elementary)</li> <li>▪ Mrs. Morrison (District Office)</li> <li>▪ Mr. Flath (Bus Garage)</li> <li>▪ Mr. Grimm (Buildings &amp; Grounds)</li> </ul>	<p>\$100 \$100 \$ 50 \$ 50</p>
F.	Designation of signature on checks	Lisa Smith
G.	Tax Collection Dates: Section 924-a of the Real Property Tax Law (RPTL) enacted a “Variable Interest Rate Law”. The Commissioner of Taxation and Finance will establish a rate by July 15, 2014. (Usually set at 1% per month or 12% per annum)	To be determined
H.	<p>Committee on Special Education-General Brown Central School District CSE Committee:</p> <ul style="list-style-type: none"> <li>▪ Committee on Special Education Alternative Chairperson</li> <li>▪ Student’s Parent/Guardian(s)</li> <li>▪ Regular Edu.Teachers employed by GBCSD/School in which child attends</li> <li>▪ Special Edu.Teachers employed by GBCSD/BOCES/School in which child attends</li> <li>▪ School Psychologist</li> <li>▪ GBCSD Representative/Chairperson</li> <li>▪ School Physician</li> <li>▪ Parent Member(s)</li> <li>▪ Related Service Personnel (those servicing the student if not employed by GBCSD): Speech Therapist/Occupational Therapist/Physical Therapist/Teacher of the Deaf/ Audiologist/School Counselors/Student</li> </ul>	<p>Katie Ledbury</p> <p>Katie Ledbury Kathaleen Beattie Occupational Medicine TBD</p>
I.	<p>General Brown CSD CPSE Committee:</p> <ul style="list-style-type: none"> <li>▪ Student’s Parent/Guardian(s)</li> <li>▪ Regular Education Teacher of the child</li> <li>▪ Special Education Teacher of the child</li> <li>▪ GBCSD Representative/Chairperson</li> <li>▪ School Physician</li> <li>▪ Parent member(s)</li> <li>▪ Related Service Personnel: Speech Therapist/Occupational Therapist/Physical Therapist/Teacher of the Deaf/Audiologist/Counselors/Social Worker</li> <li>▪ Municipality Representative (County)</li> <li>▪ Agency Representative</li> </ul>	<p>Kathaleen Beattie Occupational Medicine TBD</p>
J.	<p>General Brown CSD CSE Sub-Committee:</p> <ul style="list-style-type: none"> <li>▪ Student’s Parent/Guardian(s)</li> <li>▪ Regular Edu.Teachers employed by GBCSD/School in which child attends</li> <li>▪ Special Edu.Teachers employed by GBCSD/BOCES/School in which child attends</li> <li>▪ School Psychologist</li> <li>▪ GBCSD Representative/Chairperson</li> <li>▪ Related Service Personnel (those servicing the student if not employed by GBCSD): Speech Therapist/Occupational Therapist/Physical Therapist/Teacher of the Deaf/ Audiologist/School Counselors/Student</li> </ul>	<p>Katie Ledbury Kathaleen Beattie</p>
K.	District Health/Safety Committee	TBD
L.	All scholarships to be approved as written	

**8. Designations as listed:**

**Motion for approval by Jamie Lee, seconded by Cathy Pitkin, with motion approved 6-0.**

A.	Official bank depositories for school accounts	Community Bank, NA Key Bank of NY Chase Bank
B.	Official newspaper for legal notices	Watertown Daily Times
C.	Regular meeting dates Regular meeting time unless otherwise noted Regular meeting place unless otherwise noted	Schedule attached 5:15 p.m. GB Room of JSHS

**9. Bonding of Personnel as listed:**

**Motion for approval by Sandra Klindt, seconded by Daniel Dupee, with motion approved 6-0.**

A.	Treasurer Deputy Treasurer Tax Collector Central Treasurer Activity Funds Internal Claims Auditor	\$1.1M \$1.1M \$1.1M \$110,000 \$200,000
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All persons and positions required by law and which are covered under the Faithful Performance Blanket Bond for Central Treasurer Activity Funds and Internal Claims Auditor

10. Other Items as listed:

Motion for approval by Daniel Dupee, seconded by Cathy Pitkin, with motion approved 6-0.

A.	Re-adoption of all policies, handbooks, operation manuals and code of ethics in effect during the previous years
B.	Re-adoption of the Strategic Action Plan for the 2014-2015 school year
C.	Approval of Mileage Reimbursement Rate at the official IRS rate in effect on this day
D.	Approval of the 2014-2015 listing of Substitute Teachers and Non-Instructional Substitutes as attached
E.	<p><b>BE IT RESOLVED</b> that the General Brown Central School District Board of Education establishes the following as a standard workday for the purpose of determining days worked reportable to the NYS ERS:</p> <ul style="list-style-type: none"> <li>▪ Cleaners, Driver Service, Head Custodians, Mechanic Helper, and Senior Mechanic - 7 hours per day</li> <li>▪ Account Clerks and Typists - 7.5 hours per day</li> <li>▪ Cook, Nurses, Occupational Therapist, Secretaries and Teacher Aides - 7 hours per day</li> <li>▪ Bus Drivers, Cashiers, Food Service Helpers, and Food Service Helper/Laborer - 6 hours per day</li> </ul> <p>This resolution shall continue in full force and effect until otherwise modified by further action of the Board of Education.</p>
F.	<b>BE IT RESOLVED</b> that the General Brown Central School District Board of Education agrees to participate in the St. Lawrence/Lewis BOCES Cooperative Purchasing Programs in accordance with the guidelines set forth in the "Cooperative Purchasing Agreement" for the 2014-2015 school year.
G.	Annual Review of vendors as provided

At this time the Board proceeded with the Regular Meeting agenda. Time: 8:07 a.m.

**GENERAL BROWN CENTRAL SCHOOL DISTRICT  
BOARD OF EDUCATION  
MEETING SCHEDULE  
2014-2015**

(As approved by the Board of Education - April 10, 2014)

Board of Education meetings will be held in the **General Brown Room** of the JSHS unless otherwise stated.  
**Meeting time 5:15 p.m.** unless otherwise stated.  
 All executive sessions will be held in the Conference Room of the District Office.

July 1	Annual Organizational Meeting followed by Regular Meeting - Meeting Time 8 AM
Thursday - August 7	Regular Meeting
September 8	Regular Meeting
October 6	Regular Meeting
November 3	Regular Meeting
December 8	Regular Meeting
January 12	Regular Meeting
February 9	Regular Meeting
March 9	Regular Meeting
March 23	Regular Meeting
April 13	Regular Meeting
May 11	Annual Meeting/Budget Hearing (auditorium) followed by Regular Meeting
Tuesday - May 19	Budget Vote / Election - New Gymnasium JSHS - Noon to 9 PM
June 8	Regular Meeting

Special Meetings Dates (if scheduled)	Purpose of Meeting

Approved / Board of Education - April 10, 2014

**Instructional:**

**Substitute Teachers 2014-2015**

Raymond Anderson  
Jennifer Bailey  
Catherine Behling  
Joan Carlo  
Christina Corey  
Christine Cosentino  
Marjorie Cuddeback  
Patrick Curry  
Lindsey Davis  
Barry Eyestone  
Briana Felice  
Cynthia Lamon  
Sarah Majo  
Sarah Morgan  
Paul Nicol  
Jaime Ocean  
Maria Schueler  
Trishia Seymour  
Chad Sidmore  
Tanya Stean  
Meagan Sykes  
Joseph Vaadi  
Andrew Walldroff  
Nicole Wetzel

**Substitute Teacher Assistant 2014-2015**

Andrea Brand

**Non-Instructional:**

**Substitute Teacher Aide 2014-2015**

Jennifer Bailey  
Lori Elmer  
Carol Grant  
Cynthia Lamon  
Stacy Latham  
Debora Manos  
Debra Matusiak

**Substitute Food Service 2014-2015**

Wanda Anderson  
Judith Gillespie  
Tabatha Lutz  
Lori Macaulay

**Substitute Bus Drivers 2014-2015**

Seaborn Hall  
Willis McIntosh  
Darlene Mitchell  
Bruce Ostrander

**Substitute Nurses 2014-2015**

Barry Eyestone  
Debora Manos

**Substitute Cleaners 2014-2015**

William Furchak  
Francis Parker, Jr.