

GENERAL BROWN CENTRAL SCHOOL DISTRICT  
BOARD OF EDUCATION  
**Annual Organizational Meeting**  
Minutes  
July 1, 2015 – 7:00 a.m.  
General Brown Room - Jr.-Sr. High School

**ORGANIZATIONAL MEETING**

The meeting was called to order at 7:02 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; Cathy Pitkin and Michael Ward

**Others Present:** Cammy J. Morrison, Superintendent of Schools; Gary Grimm, Transportation Supervisor/Operations Manager; Tina Heckman, High School Principal; Joseph O'Donnell, Junior High School Principal/Athletic Director; Hope Ann LoPresti, Brownville Glen Park Principal; David Ramie, Dexter Elementary Principal; Debra Bennett, District Clerk; Renee Stano, President GBSRP

1. **The Oath of Faithful Performance in Office** was administered by the District Clerk to all elected members of the Board of Education for the 2015-2016 school year
2. **Election of Officers for the 2015-2016 school year:**
  - **President** of the Board of Education:  
Nomination of Jeffrey West by Jamie Lee for President of the Board of Education:  
Motion to approve Jeffrey West as President, seconded by Sandra Klindt. Motion approved 6-0 with Mr. West abstaining.
  - **Vice-President** of the Board of Education:  
Nomination of Daniel Dupee by Jeffrey West for Vice President of the Board of Education with the authority to sign documents in the absence of the President:  
Motion to approve Daniel Dupee as Vice President, seconded by Sandra Klindt. Motion approved 6-0 with Mr. Dupee abstaining.
3. **The Oath of Faithful Performance in Office** was administered by the District Clerk to the President and Vice President.
4. **Appointment of Officers as listed:**  
Motion for approval by Daniel Dupee, seconded by Michael Ward, with motion approved 7-0.

	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 appointed officers
6. **Other Appointments as listed:**  
Motion for approval by Brien Spooner, seconded by Sandra Klindt, with motion approved 7-0.

	TITLE	INCUMBENT	PRESENT SALARY	RECOMMENDED
A.	Census Taker	None required		N/A
B.	Medical Director	Occupational Medicine		Occupational Medicine
C.	Attendance Officers	T. Gunn / L. Gracey / D. Higgins		T. Gunn / L. Gracey / D. Higgins
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 Per agreement Per agreement Per agreement	JLBOCES Ofc of Inter- Municipal Legal Svcs. Bond, Schoenick & King O'Hara & Ciotoli Ferrara...& Reitz, P.C.
E.	Extra-Classroom Activity Fund Central Treasurer Chief Faculty Counselor.. Faculty Auditor.....	Shellie Miner David Ramie	None None	Shellie Miner Jospeh O'Donnell TBD
F.	Independent Auditor.....	Bowers & Co CPA PLLC		Bowers & Co. CPA PLLC
G.	Internal Auditor.....	Crowley & Halloran		Crowley & Halloran
H.	Fiscal Advisor.....	Fiscal Advisors Inc.		Fiscal Advisors Mkt, Inc.

Organizational Meeting – July 1, 2015

I.	Chairman District meetings & elections..... BOE meetings.....	Lisa Smith President, BOE	None None	Lisa Smith President, Board of Edu.
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 Brien Spooner, with motion approved 7-0.

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	David Ramie
	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	Tina Heckman
	Gifted / Talented Coordinator	TBD
	Odyssey of the Mind Coordinator	D. Ramie / H. LoPresti
	District Pre-K Coordinator(s)	D. Ramie / H. LoPresti
	District Arts in Education Coordinator	Hope Ann LoPresti
	Drug and Alcohol Coordinator	Joseph O'Donnell
	District PDP Coordinator	Babette Valentine
	District Professional Development Committee Coordinator	Babette Valentine
	District Biennial Review Coordinator	David Ramie
	Standardized Testing Coordinator	Tina Heckman
	Staff Development Coordinator	Babette Valentine
	Instructional Material Replacement	Babette Valentine
	Reading Coordinator	D. Ramie / H. LoPresti
	Mentor Program Coordinator	Babette Valentine
	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	Gary Grimm
	Coordinator Compensatory Programs	Lisa Smith
	Migrant Education	Lisa Smith
	Assistant Adult Education Director	TBD
	Designated Educational Official (DEO)	Lisa Smith
	AIS Coordinator	Babette Valentine
	Character Education	Hope Ann LoPresti
	Chief Faculty Advisor(s)	TBD
C.	District Health Coordinator	Tina Heckman
D.	Athletic Director	Joseph O'Donnell
E.	Petty Cash Funds: ▪ Mrs. Heckman (Jr.-Sr. High School) ▪ Mrs. LoPresti (Brownville Glen Park Elementary) ▪ Mr. Ramie (Dexter Elementary) ▪ Mrs. Morrison (District Office)	\$100 \$100 \$100 \$100

Organizational Meeting – July 1, 2015

	<ul style="list-style-type: none"> <li>▪ Mr. Flath (Bus Garage)</li> <li>▪ Mr. Grimm (Buildings &amp; Grounds)</li> </ul>	<p>\$ 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 Sandra Klindt, seconded by Brien Spooner, with motion approved 7-0.

A.	Official bank depositories for school accounts	Community Bank, NA 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 JSBS

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

Motion for approval by Sandra Klindt, seconded by Michael Ward, with motion approved 7-0.

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 Brien Spooner, seconded by Sandra Klindt, with motion approved 7-0.

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 2015-2016 school year
C.	Approval of Mileage Reimbursement Rate at the official IRS rate in effect on this day
D.	Approval of the 2015-2016 listing of Substitute Instructional and Non-Instructional personnel 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 - 8 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.	<p><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 2015-2016 school year.</p>
G.	Annual Review of vendors as provided

At this time the Board proceeded with the regular meeting agenda.

Respectfully submitted:

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Debra L. Bennett, District Clerk

- Supporting documents may be found in supplemental file dated July 1, 2015

Organizational Meeting – July 1, 2015

**GENERAL BROWN CENTRAL SCHOOL DISTRICT  
BOARD OF EDUCATION MEETING SCHEDULE  
2015-2016**

(As approved by the Board of Education - 3/9/15)

Board of Education meetings will be held in the **General Brown Room** of the JSHS unless otherwise stated.

**Meeting Time 5:15 PM** (Unless otherwise stated.)

All executive sessions will be held in the Conference Room of the District Office.

Wednesday - July 1	Annual Organizational Meeting followed by Regular Meeting - Time 7:00 AM
August 10	Regular Meeting
September 14	Regular Meeting
October 5	Regular Meeting
November 9	Regular Meeting
December 7	Regular Meeting
January 11	Regular Meeting
February 8	Regular Meeting
March 7	Regular Meeting
March 21	Regular Meeting
April 11	Regular Meeting
May 9	Regular Meeting followed by Annual Meeting / Budget Hearing at 6:00 p.m.
Tuesday - May 17	Budget Vote / Election - New Gymnasium JSHS - Noon to 9 PM
June 6	Regular Meeting

**Instructional:**

**Substitute Teachers 2015-2016**

Raymond Anderson  
Jennifer Bailey  
Catherine Behling  
Erica Bonham  
Thomas Campbell  
Christina Corey  
Marjorie Cuddeback  
Patrick Curry  
Briana Felice  
Julie Keggins  
Cynthia Lamon  
Suzanne Malone  
Andrea McCabe  
Allison O'Brien  
Thomas O'Riley  
LeeAnn Roberts  
Maria Schueler  
Trishia Seymour  
Miranda Smith  
Tonya Stean  
Nathan Sturdivant  
Andrew Walldroff  
Maria Wietig

**Non-Instructional:**

**Substitute Teacher Aide 2015-2016**

Jennifer Bailey  
Patrick Curry  
Carol Grant  
Tanja Heck  
Cynthia Lamon  
Stacy Latham  
Debora Manos

**Substitute Food Service 2015-2016**

Barbara Cross  
Judith Gillespie  
Tabatha Lutz  
Lori Macaulay  
Melissa Schillinger  
Regina Thomas

**Substitute Bus Drivers 2015-2016**

Justin Corbett  
Dalon Crump  
Richard Desormeau  
Samuel Kroeger  
Debora Manos  
Willis McIntosh  
Bruce Ostrander

**Substitute Nurses 2015-2016**

Debora Manos

**Substitute Cleaners 2015-2016**

Francis Parker, Jr.