

GENERAL BROWN CENTRAL SCHOOL DISTRICT
 BOARD OF EDUCATION
Annual Organizational Meeting
 Preliminary Agenda
 July 1, 2016 – 7:00 a.m.
 General Brown Room - Jr.-Sr. High School

7:00 a.m.: Call to Order by Superintendent Morrison - Pledge of Allegiance

1. The **Oath of Faithful Performance in Office** will be administered to the following:

- Brien Spooner and Sandra Young Klindt - Re-elected Board of Education members to serve from 7/1/16 - 6/30/19
- Cammy J. Morrison - Superintendent of Schools
- Debra L. Bennett - District Clerk

2. **Election of Board of Education Officers for the 2016-2017 school year:**

- The District Clerk will call for nominations for the Offices of President and Vice President of the Board of Education
 - 1) A nomination is requested for the **Office of President** of the Board of Education.
 [Made by _____, nominating _____.]

 Are there any other nominations for President?
 If there are no other nominations for President, a motion is requested to approve [_____] as President of the Board of Education, and is seconded by _____, with motion approved ____ - ____.
 - 2) A nomination is requested for the **Office of Vice President** of the Board of Education, with authority to sign documents in the absence of the President.
 [Made by _____, nominating _____.]

 Are there any other nominations for Vice President?
 If there are no other nominations for Vice President, a motion is requested to approve [_____] as Vice President of the Board of Education, and is seconded by _____, with motion approved ____ - ____.

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

The President will resume the meeting.

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

Motion for approval by _____, seconded by _____, with motion approved ____ - ____.

	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
E.	Attendance Officers	T. Gunn / L. Gracey / D. Higgins	None	T. Gunn / L. Gracey / D. Higgins

5. The **Oath of Faithful Performance in Office** will be administered by the District Clerk to the above officers within 30 days of their appointment.

6. **Other Appointments as listed:**

Motion for approval by _____, seconded by _____, with motion approved ____ - ____.

	TITLE	INCUMBENT	PRESENT SALARY	RECOMMENDED
A.	Medical Director	Occupational Medicine		Occupational Medicine
B.	School Attorney.....	JLBOCES Ofc of Inter-Municipal Legal Svcs.	Per agreement	JLBOCES Ofc of Inter-Municipal Legal Svcs.
	Bond Attorney.....	Bond, Schoeneck, King	Per agreement	Bond, Schoeneck & King
	Special Counsel.....	Ferrara Law Firm	Per agreement	Ferrara Law Firm
	Title IX Hearing Officer...	O'Hara & Ciotoli	Per agreement	O'Hara & Ciotoli
C.	Extra-Classroom Activity Fund Central Treasurer...	Shellie Miner	None	Shellie Miner
	Chief Faculty Counselor..	Joseph O'Donnell	None	Joseph O'Donnell
	Faculty Auditor.....	None	Tina Lane
D.	Independent Auditor.....	Bowers & Co CPA PLLC	Per agreement	Bowers & Co. CPA PLLC

Organizational Meeting – July 1, 2016

E.	Internal Auditor.....	Crowley & Halloran	Per agreement	Crowley & Halloran, CPAs
F.	Fiscal Advisor.....	Fiscal Advisors & Marketing, Inc.	Per agreement	Fiscal Advisors & Marketing, Inc.
G.	Chairman District meetings & elections..... BOE meetings.....	Lisa Smith President, BOE	None None	Lisa Smith President, BOE
H.	Records Access and Retention	Lisa Smith Debra Bennett	None None	Lisa Smith Debra Bennett
I.	Capital Assets Preservation Officer	Lisa Smith	None	Lisa Smith
J.	Asbestos Designee	Gary Grimm	None	Gary Grimm
K.	Purchasing Agent	Cammy Morrison	None	Cammy J. Morrison

7. Authorizations as listed:

Motion for approval by _____, seconded by _____, with motion approved ____-_____.

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 Harassment 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 Tina Lane
	District Technology Coordinator	Tina Lane
	Odyssey of the Mind Coordinator(s)	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 Lane
	Staff Development Coordinator	Babette Valentine
	Instructional Material Replacement	Babette Valentine
	Reading Coordinator(s)	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
	Designated Educational Official (DEO)	Lisa Smith
	AIS Coordinator	Babette Valentine
	Character Education	Hope Ann LoPresti
	District Health Coordinator	Tina Lane
C.	Athletic Director	Joseph O'Donnell
D.	Petty Cash Funds: ▪ Mrs. Lane (Jr.-Sr. High School) ▪ Mrs. LoPresti (Brownville Glen Park Elementary) ▪ Mr. Ramie (Dexter Elementary) ▪ Mrs. Morrison (District Office) ▪ Mr. Flath (Bus Garage) ▪ Mr. Grimm (Buildings & Grounds)	\$100 \$100 \$100 \$100 \$ 50 \$ 50

Organizational Meeting – July 1, 2016

E.	Designation of signature on checks	Lisa Smith
F.	Tax Collection Dates: Section 924-a of the Real Property Tax Law (RPTL) enacted a "Variable Interest Rate Law". The Commissioner of Taxation and Finance will establish a rate by July 15, 2016. (Usually set at 1% per month or 12% per annum)	To be determined
G.	Committee on Special Education-General Brown Central School District CSE Committee: <ul style="list-style-type: none"> ▪ Committee on Special Education Alternative Chairperson ▪ Student's Parent/Guardian(s) ▪ Regular Edu. Teachers employed by GBCSD/School in which child attends ▪ Special Edu. Teachers employed by GBCSD/BOCES/School in which child attends ▪ School Psychologist ▪ GBCSD Representative/Chairperson ▪ School Physician ▪ Parent Member(s) ▪ Related Service Personnel (those servicing the student if not employed by GBCSD): Speech Therapist/Occupational Therapist/Physical Therapist/Teacher of the Deaf/ Audiologist/School Counselors/Student 	Katie Ledbury Katie Ledbury Kathaleen Beattie Occupational Medicine TBD if required
H.	General Brown CSD CPSE Committee: <ul style="list-style-type: none"> ▪ Student's Parent/Guardian(s) ▪ Regular Education Teacher of the child ▪ Special Education Teacher of the child ▪ GBCSD Representative/Chairperson ▪ School Physician ▪ Parent member(s) ▪ Related Service Personnel: Speech Therapist/Occupational Therapist/Physical Therapist/Teacher of the Deaf/Audiologist/Counselors/Social Worker ▪ Municipality Representative (County) Agency Representative 	Kathaleen Beattie Occupational Medicine TBD if required
I.	General Brown CSD CSE Sub-Committee: <ul style="list-style-type: none"> ▪ Student's Parent/Guardian(s) ▪ Regular Edu. Teachers employed by GBCSD/School in which child attends ▪ Special Edu. Teachers employed by GBCSD/BOCES/School in which child attends ▪ School Psychologist ▪ GBCSD Representative/Chairperson ▪ Related Service Personnel (those servicing the student if not employed by GBCSD): Speech Therapist/Occupational Therapist/Physical Therapist/Teacher of the Deaf/ Audiologist/School Counselors/Student 	Katie Ledbury Kathaleen Beattie
J.	District Health/Safety Committee	G.Grimm / D. Ramie H. LoPresti / J. O'Donnell T. Lane
K.	All scholarships to be approved as written	

8. Designations as listed:

Motion for approval by _____, seconded by _____, with motion approved ____ - ____.

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

9. Bonding of Personnel as listed:

Motion for approval by _____, seconded by _____, with motion approved ____ - ____.

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

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

10. Other Items as listed:

Motion for approval by _____, seconded by _____, with motion approved ____ - ____.

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 2016-2017 school year
C.	Approval of Mileage Reimbursement Rate at the official IRS rate in effect on this day
D.	Approval of the 2016-2017 listing of Substitute Instructional and Non-Instructional personnel as attached
E.	<p>BE IT RESOLVED that the General Brown Central School District Board of Education establishes the following as a standard workday for the purpose of determining days worked reportable to the NYS ERS:</p> <ul style="list-style-type: none"> ▪ Cleaners, Driver Service, Head Custodians, Mechanic Helper, and Senior Mechanic - 7 hours per day ▪ Account Clerks and Typists - 7.5 hours per day ▪ Cook, Nurses, Occupational Therapist, Secretaries and Teacher Aides - 7 hours per day ▪ Bus Drivers, Cashiers, Food Service Helpers, and Food Service Helper/Laborer - 6 hours per day <p>This resolution shall continue in full force and effect until otherwise modified by further action of the Board of Education.</p>
F.	<p>BE IT RESOLVED that the General Brown Central School District Board of Education agrees to participate in the St. Lawrence/Lewis BOCES Cooperative Purchasing Programs in accordance with the guidelines set forth in the "Cooperative Purchasing Agreement" for the 2016-2017 school year.</p>
G.	Annual Review of vendors as provided

At this time the Board will proceed with the regular meeting agenda.

Organizational Meeting – July 1, 2016

[Attachment #1]

**GENERAL BROWN CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION MEETING SCHEDULE
2016-2017
(Revised 6-6-16)**

(As approved by the Board of Education - February 8, 2016 and revised on June 6, 2016)

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 8	Regular Meeting
September 12	Regular Meeting
October 3	Regular Meeting
November 7	Regular Meeting
December 5	Regular Meeting
January 9	Regular Meeting
February 6	Regular Meeting
March 13	Regular Meeting
April 10	Regular Meeting
May 8	Regular Meeting followed by Annual Meeting / Budget Hearing at 6:00 p.m.
Tuesday - May 16	Budget Vote / Election - New Gymnasium JSHS - Noon to 9 PM
June 12	Regular Meeting

[Attachment #2]

2016-2017 Substitute Listing

Instructional:

Substitute Teachers 2016-2017

Raymond Anderson
Catherine Behling
Ashley Blanchette
Thomas Campbell
Christina Corey
Marjorie Cuddeback
Kathy Gardner
Valerie Halpin
Wendy Johnson
Julie Keggins
Cynthia Lamon
Heather Little
Andrea Murray
Cayla O'Connor
Stephanie Parker
Elizabeth Perry
Anthony Pike
Maria Schueler
Megan Scordo
Trishia Seymour
Tonya Stean
Nathan Sturdivant
Nicole Wetzell
Maria Wietig

Non-Instructional:

Substitute Teacher Aide 2016-2017

Dawn Comins
Lori Elmer
Kathy Gardner
Carol Grant
Colleen Hurley
Cynthia Lamon
Heather Little
Debora Manos
Stephanie Shorkey

Substitute Food Service 2016-2017

Breean Black
Barbara Cross
Tina Phelan
Melissa Schillinger

Substitute Nurses 2016-2017

Renee Stano

Substitute Cleaners 2016-2017

Francis Parker, Jr.
Scott Topping

Substitute Bus Drivers 2016-2017

Willis McIntosh