

GENERAL BROWN CENTRAL SCHOOL DISTRICT  
 BOARD OF EDUCATION  
**Annual Organizational Meeting**  
 Minutes  
**July 5, 2017 – 7:00 a.m.**  
 General Brown Room - Jr.-Sr. High School

**ORGANIZATIONAL MEETING**

The meeting was called to order at 7:00 a.m. by Superintendent Moesel, followed by the Pledge of Allegiance

**Members Present:** Jeffrey West; Daniel Dupee II; Sandra Young Klindt; Brien Spooner; Natalie Hurley; Albert Romano, Jr.

**Members Absent:** Jamie Lee

**Others Present:** Jamie A. Moesel, Superintendent of Schools; Lisa K. Smith, Executive Director of Administrative Services; Gary Grimm, Transportation Supervisor/Operations Manager; Nicole Donaldson, Jr.-Sr. High School Principal; Joseph O'Donnell, Brownville-Glen Park Elementary Principal; David Ramie, Dexter Elementary Principal; Kylee Monroe, Director of Student Services; Debra Bennett, District Clerk

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

- Albert Romano, Jr. - Board of Education member elected to serve from July 1, 2017 to June 30, 2020
- Natalie Hurley - Board of Education member elected to serve from July 1, 2017 to June 30, 2020
- Jamie A. Moesel - Interim Superintendent of Schools
- Debra L. Bennett - District Clerk

*(Officers signed the blue oath of office card, and the Official Oath of Office Book.)*

**2. Election of Board of Education Officers for the 2017-2018 school year:**

- The District Clerk called for nominations for the Offices of President and Vice President of the Board of Education

- 1) A nomination was requested for the **Office of President** of the Board of Education.  
 Jeffrey West was nominated by Daniel Dupee.

Are there any other nominations for President?

With no other nominations for President, a motion was requested to approve Jeffrey West as President of the Board of Education. The motion was seconded by Sandra Klindt, with motion being approved 5-0 with Mr. West abstaining.

- 2) A nomination was requested for the **Office of Vice President** of the Board of Education, with authority to sign documents in the absence of the President.  
 Daniel Dupee II was nominated by Jeffrey West.

Are there any other nominations for Vice President?

With no other nominations for Vice President, a motion was requested to approve Daniel Dupee II as Vice President of the Board of Education. The motion was seconded by Brien Spooner, with motion being approved 5-0 with Mr. Dupee abstaining.

**3. The Oath of Faithful Performance in Office was be administered by the District Clerk to the elected President and Vice President of the Board of Education. *(The blue oath of office card, and the Official Oath of Office Book were signed.)***

— President West resumed the meeting.

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

Motion for approval by Daniel Dupee, seconded by Brien Spooner, with motion approved 6-0.

	TITLE	INCUMBENT	PRESENT SALARY	RECOMMENDED
A.	Treasurer.....	Lisa Smith	Per agreement	Lisa Smith
	Deputy Treasurer.....	Rebecca Flath	None	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 Brien Spooner, seconded by Sandra Klindt, with motion approved 6-0.

	TITLE	INCUMBENT	PRESENT SALARY	RECOMMENDED
A.	Medical Director	Occupational Medicine		Occupational Medicine
B.	School Attorney..... Bond Attorney..... Special Counsel..... Title IX Hearing Officer...	JLBOCES Ofc of Inter-Municipal Legal Svcs. Bond, Schoeneck, King Ferrara Law Firm O'Hara & Ciotoli	Per agreement Per agreement Per agreement Per agreement	JLBOCES Ofc of Inter-Municipal Legal Svcs. Bond, Schoeneck & King Ferrara Law Firm O'Hara & Ciotoli
C.	Extra-Classroom Activity Fund Central Treasurer...  Chief Faculty Counselor.. Faculty Auditor.....	Shellie Miner  Joseph O'Donnell Tina Lane	None  None None	Chris Doldo  Nicole Donaldson Nicole Donaldson
D.	Independent Auditor.....	Bowers & Co CPA PLLC	Per agreement	Bowers & Co. CPA PLLC
E.	Fiscal Advisor.....	Fiscal Advisors & Marketing, Inc.	Per agreement	Fiscal Advisors & Marketing, Inc.
F.	Chairman District meetings & elections..... BOE meetings.....	Lisa Smith President, BOE	None None	Lisa Smith President, BOE
G.	Records Access and Retention.....	Lisa Smith Debra Bennett	None None	Lisa Smith Debra Bennett
H.	Capital Assets Preservation Officer.....	Lisa Smith	None	Lisa Smith
I.	Asbestos Designee.....	Gary Grimm	None	Gary Grimm
J.	Purchasing Agent.....	Cammy Morrison	None	Jamie A. Moesel

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

A.	Payroll Certification..... Conferences..... Workshops..... Conventions..... District Director of Physical Education..... District Property Control Officer..... Budget Transfers.....	Jamie A. Moesel Jamie A. Moesel Jamie A. Moesel Jamie A. Moesel Jamie A. Moesel Jamie A. Moesel Lisa K. Smith
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.....	Joseph O'Donnell David Ramie Nicole Donaldson
	District Technology Coordinator.....	Nicole Donaldson
	Odyssey of the Mind Coordinator(s).....	D. Ramie / J. O'Donnell
	District Pre-K Coordinator(s).....	D. Ramie / J. O'Donnell
	District Arts in Education Coordinator.....	Joseph O'Donnell
	Drug and Alcohol Coordinator.....	Nicole Donaldson
	District PDP Coordinator.....	Babette Valentine
	District Professional Development Committee Coordinator.....	Babette Valentine
	District Biennial Review Coordinator.....	David Ramie
	Standardized Testing Coordinator.....	Nicole Donaldson
	Staff Development Coordinator.....	Babette Valentine
	Instructional Material Replacement.....	Babette Valentine
	Reading Coordinator(s).....	D. Ramie / J. O'Donnell

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	Mentor Program Coordinator.....	Babette Valentine
	Chairperson Committee on Special Education.....	Kylee Monroe
	Section 504 Coordinator.....	Kylee Monroe
	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.....	Joseph O'Donnell
	District Health Coordinator.....	Nicole Donaldson
C.	Athletic Coordinator.....	Brian Nortz
D.	Petty Cash Funds: <ul style="list-style-type: none"> <li>▪ Ms. Donaldson (Jr.-Sr. High School).....</li> <li>▪ Mr. O'Donnell (Brownville Glen Park Elementary).....</li> <li>▪ Mr. Ramie (Dexter Elementary).....</li> <li>▪ Mrs. Smith (District Office).....</li> <li>▪ Mr. Flath (Bus Garage).....</li> <li>▪ Mr. Grimm (Buildings &amp; Grounds).....</li> </ul>	\$100 \$100 \$100 \$100 \$ 50 \$ 50
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"> <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>	Katie Ledbury  Katie Ledbury Kylee Monroe Occupational Medicine TBD if required
H.	General Brown CSD CPSE Committee: <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) Agency Representative</li> </ul>	Kylee Monroe Occupational Medicine TBD if required
I.	General Brown CSD CSE Sub-Committee: <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>	Katie Ledbury Kylee Monroe
J.	District Health/Safety Committee.....	G.Grimm / D. Ramie / J. O'Donnell / N. Donaldson
K.	All scholarships to be approved as written	

**8. Designations as listed:**

Motion for approval by Brien Spooner, seconded by Sandra Klindt, with motion approved 6-0.

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

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

Motion for approval by Daniel Dupee, seconded by Brien Spooner, with motion approved 6-0.

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

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

**10. Other Items as listed:**

Motion for approval by Brien Spooner, seconded by Sandra Klindt, with motion approved 6-0.

A.	Re-adoption of all Policies, Student Handbooks, Employee Handbooks, Operational Manuals, Confidential / Management Handbook (as revised for 2017-18), and Code of Ethics in effect during the previous years.
B.	Re-adoption of the Strategic Action Plan for the 2017-2018 school year
C.	Approval of Mileage Reimbursement Rate at the official IRS rate in effect on this day
D.	Approval of the 2017-2018 listing of Substitute Instructional and Non-Instructional personnel (TBD)
E.	<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: <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> This resolution shall continue in full force and effect until otherwise modified by further action of the Board of Education.
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 2017-2018 school year.
G.	Annual Review of vendors, (listing provided), for disclosure of conflict of interest.

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

Attachment #1: 2017-2018 Board of Education Meeting Schedule

Organizational Meeting – July 5, 2017

[Attachment #1]

**GENERAL BROWN CENTRAL SCHOOL DISTRICT  
BOARD OF EDUCATION MEETING SCHEDULE  
2017-2018**

(As approved by the Board of Education - February 6, 2017)

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 5	Annual Organizational Meeting followed by Regular Meeting - Time 7:00 AM
August 14	Regular Meeting
September 11	Regular Meeting
October 2	Regular Meeting
November 13	Regular Meeting
December 4	Regular Meeting
January 8	Regular Meeting
February 12	Regular Meeting
March 12	Regular Meeting
April 9	Regular Meeting
May 7	Regular Meeting followed by the Annual Meeting / Budget Hearing at 6:00 p.m. in the JSHS Auditorium
Tuesday - May 15	Budget Vote / Election - New Gymnasium JSHS - Noon to 9 PM
June 11	Regular Meeting

Special Meetings (If scheduled)	Purpose of the Meeting