

**GENERAL BROWN CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION
Annual Organizational Meeting
Minutes
July 3, 2018 – 7:00 a.m.
General Brown Room - Jr.-Sr. High School**

ORGANIZATIONAL MEETING

The meeting was called to order at 7:07 a.m. by Superintendent Case, followed by the Pledge of Allegiance

Members Present: Daniel Dupee II; Sandra Young Klindt; Brien Spooner; Jamie Lee; Natalie Hurley; Albert Romano, Jr.; Kelly Milkowich

Others Present: Barbara J. Case, Superintendent of Schools; Lisa K. Smith, Assistant Superintendent; Joseph O’Donnell, Brownville-Glen Park Elementary Principal; David Ramie, Dexter Elementary Principal; Debra Bennett, District Clerk

— **Welcome** Mrs. Kelly Milkowich, our newly elected Board of Education member.

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

- Kelly Milkowich - Board of Education member elected to serve from July 1, 2018 to June 30, 2021.
- Barbara J. Case - Superintendent of Schools
- Debra L. Bennett - District Clerk

2. Election of Board of Education Officers for the 2018-2019 school year:

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

- A nomination was requested for the **Office of President** of the Board of Education.

A motion was made by Natalie Hurley, and seconded by Albert Romano to nominate **Sandra Young Klindt**, as **President of the Board of Education for the 2018-2019 school year**.

With no other nominations for President, the nominations were closed and a vote was taken to approve Sandra Young Klindt as President. The motion was approved 6-0 with Dr. Klindt abstaining.

- 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.

A motion was made by Sandra Klindt, and seconded by Albert Romano to nominate **Natalie Hurley**, as **Vice President of the Board of Education for the 2018-2019 school year**.

With no other nominations for Vice President, the nominations were closed and a vote taken to approve Natalie Hurley as Vice President. The motion was approved 6-0 with Ms. Hurley abstaining.

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

— President Klindt resumed the meeting.

4. Approval of Agenda for Organizational Meeting

Motion for approval by Natalie Hurley, seconded by Daniel Dupee, with motion approved 7-0.

5. Appointment of Officers as listed:

Motion for approval by Brien Spooner, seconded by Jamie Lee, with motion approved 7-0.

	TITLE	INCUMBENT	PRESENT SALARY	RECOMMENDED
A.	Treasurer..... Deputy Treasurer.....	Lisa Smith Rebecca Flath	Per agreement None	Lisa K. 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

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

7. Other Appointments as listed:

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Motion for approval by Natalie Hurley, seconded by Albert Romano, with motion approved 7-0.

	TITLE	INCUMBENT	PRESENT SALARY	RECOMMENDED
A.	School Physicians.....	Occupational Medicine	Per agreement	River Hospital / Occupational Medicine
B.	School Attorneys.....	JLBOCES Ofc of Inter-Municipal Legal Svcs.	Per agreement	JLBOCES Ofc of Inter-Municipal Legal Svcs. / Ferrara Law Firm
	Bond Attorney.....	Bond, Schoeneck, King	Per agreement	Bond, Schoeneck, King
	Title IX Hearing Officer.....	O’Hara & Ciotoli	Per agreement	O’Hara & Ciotoli
C.	Extra-Classroom Activity Fund Central Treasurer.....	Chris Doldo	None	Chris Doldo
	Chief Faculty Counselor.....	Nicole Donaldson	None	Nicole Donaldson
	Faculty Auditor.....	Nicole Donaldson	None	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.....	Lisa Smith	None	Lisa K. Smith
	BOE meetings.....	President, BOE	None	President, BOE
G.	Records Access and Retention.....	Lisa Smith Debra Bennett	None None	Lisa K. Smith Debra Bennett
H.	Capital Assets Preservation Officer.....	Lisa Smith	None	Lisa K. Smith
I.	Asbestos Designee.....	Gary Grimm	None	Gary Grimm
J.	Purchasing Agent.....	Barbara J. Case	None	Barbara J. Case

8. Authorizations as listed:

Motion for approval by Brien Spooner, seconded by Jamie Lee, with motion approved 7-0.

A.	Payroll Certification.....	Barbara J. Case
	Conferences.....	Barbara J. Case
	Workshops.....	Barbara J. Case
	Conventions.....	Barbara J. Case
	District Director of Physical Education.....	Barbara J. Case
	District Property Control Officer.....	Barbara J. Case
	Budget Transfers.....	Lisa K. Smith
B.	Title IX Coordinator.....	David Ramie
	District Sexual Hararassment Officers.....	David Ramie Lisa K. Smith
	District Complaint Officer.....	David Ramie
	Dignity Act Building Coordinators:	
	▪ Brownville-Glen Park Elementary.....	Joseph O’Donnell
	▪ Dexter Elementary.....	David Ramie
	▪ Jr.-Sr. High School.....	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.....	Barbara J. Case
	District Biennial Review Coordinator.....	David Ramie
	Standardized Testing Coordinator.....	Nicole Donaldson
	Staff Development Coordinator.....	Barbara J. Case
	Instructional Material Replacement.....	Lisa K. Smith
	Reading Coordinator(s).....	D. Ramie / J. O’Donnell
	Mentor Program Coordinator.....	Lisa K. Smith
	Chairperson Committee on Special Education.....	TBD
	Section 504 Coordinator.....	TBD

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	Section 504 District Coordinator.....	Lisa K. Smith
	Preschool Education.....	Lisa K. Smith
	School Security/Safety Officer.....	Gary Grimm
	Coordinator Compensatory Programs.....	Lisa K. Smith
	Migrant Education.....	Lisa K. Smith
	Designated Educational Official (DEO).....	Lisa K. Smith
	AIS Coordinator.....	Lisa K. Smith
	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"> ▪ Ms. Donaldson (Jr.-Sr. High School)..... \$100 ▪ Mr. O'Donnell (Brownville Glen Park Elementary)..... \$100 ▪ Mr. Ramie (Dexter Elementary)..... \$100 ▪ Mrs. Smith (District Office)..... \$100 ▪ Mr. Flath (Bus Garage)..... \$ 50 ▪ Mr. Grimm (Buildings & Grounds)..... \$ 50 	
E.	Designation of signature on checks.....	Lisa K. 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, 2018. (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..... Katie Ledbury ▪ 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..... Katie Ledbury ▪ GBCSD Representative/Chairperson..... TBD ▪ School Physician..... River Hospital ▪ Parent Member(s)..... TBD if required ▪ 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 	
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..... TBD ▪ School Physician..... River Hospital ▪ Parent member(s)..... TBD if required ▪ Related Service Personnel: Speech Therapist/Occupational Therapist/Physical Therapist/Teacher of the Deaf/Audiologist/Counselors/Social Worker ▪ Municipality Representative (County) Agency Representative 	
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..... Katie Ledbury ▪ GBCSD Representative/Chairperson..... TBD ▪ 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 	
J.	District Health/Safety Committee.....	G. Grimm / D. Ramie / J. O'Donnell / N. Donaldson
K.	All scholarships to be approved as written	

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9. Designations as listed:

Motion for approval by Daniel Dupee, seconded by Brien Spooner, with motion approved 7-0.

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 Attachment #1
	Regular meeting time unless otherwise noted.....	5:30 p.m.
	Regular meeting place unless otherwise noted.....	General Brown Room JSHS

10. Bonding of Personnel as listed:

Motion for approval by Albert Romano, seconded by Brien Spooner, with motion approved 7-0.

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

11. Other Items as listed:

Motion for approval by Jamie Lee, seconded by Natalie Hurley, with motion approved 7-0.

A.	Re-adoption of all policies, student handbooks, employee handbooks, operational manuals, confidential / management handbook, and code of ethics in effect during the previous years.
B.	Re-adoption of the Strategic Action Plan for the 2018-2019 school year
C.	Approval of Mileage Reimbursement Rate at the official IRS rate in effect on this day: \$0.545
D.	Approval of the 2018-2019 listing of Substitute Instructional and Non-Instructional personnel - as per Attachment #2
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 2018-2019 school year.</p>
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: 2018-2019 Board of Education Meeting Schedule

Attachment #2: 2018-2019 Substitute Listing

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[Attachment #1]

GENERAL BROWN CENTRAL SCHOOL DISTRICT
Board of Education Meeting Schedule
2018-2019

[Revised 8/13/18]

(As approved by the Board of Education - March 12, 2018)

(As revised by the Board of Education - May 7, 2018)

Board of Education meetings will be held in the **General Brown Room** of the Jr.-Sr. High School beginning at 5:30 p.m., unless otherwise stated.

Tuesday July 3	Annual Organizational Meeting followed by Regular Meeting - Time: 7:00 a.m.
August 13	Regular Meeting
September 10	Regular Meeting
October 1	Regular Meeting
Tuesday November 13	Regular Meeting
December 3	Regular Meeting
January 7	Regular Meeting
February 11	Regular Meeting
March 11	Regular Meeting
April 8	Regular Meeting
May 13	Regular Meeting followed by the Annual Meeting /Budget Hearing at 6:15 p.m. (in the JSHS auditorium)
Tuesday - May 21	Budget Vote / Election - New Gymnasium JSHS - Noon to 9 PM
June 17	Regular Meeting

Date of Special Meeting / Workshop (If scheduled)	Purpose of the Meeting	Date of Special Meeting / Workshop (If scheduled)	Purpose of the Meeting

[Attachment #2] Substitute Listing 2018-2019

Substitute Teachers 2018-2019

Catherine Behling
Thomas Campbell
Kelly D'Aigle
Valerie Halpin
Janet Heady
Drew Heise
Susan Heise
Julie Keggins
Ryan Lamon
Nikki Leeper
Jeffrey Lorenc
Nicholas Nortz
Cayla O'Connor
Nathan Rose
Joanne Rowsam
Sally Walters
Wendy Yodice

Substitute Teacher Aide 2018-2019

Carol Grant
Drew Heise
Susan Heise
Ryan Lamon
Stacy Latham
Jeffrey Lorenc

Substitute Bus Drivers 2018-2019

Bruce Ostrander

Substitute Cleaners 2018-2019

Francis Parker, Jr.

Substitute Food Service Helper 2018-2019

Barbara Cross
Melissa Schillinger

Substitute Nurse 2018-2019

Richard Lashway