

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

ORGANIZATIONAL MEETING

7:00 a.m.: **Call to Order** by Superintendent Barbara J. Case with the Pledge of Allegiance

1. The **Oath of Faithful Performance in Office** will be administered to all elected members of the Board of Education; Superintendent Barbara J. Case; and District Clerk Debra L. Bennett for the 2018-2019 school year.

— **Welcome** our new Board of Education member, Kelly Milkowich, who was elected to serve as trustee from July 1, 2018 to June 30, 2021.

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

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

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

— The President will resume the meeting.

4. **Approval of Agenda for Organizational Meeting** (motion required)

5. **Appointment of Officers as listed:** (motion required)

	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

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:** (motion required)

	TITLE	INCUMBENT	PRESENT SALARY	RECOMMENDED
A.	School Physicians	Occupational Medicine	Per agreement	River Hospital / Occupational Medicine
B.	School Attorneys..... Bond Attorney..... Title IX Hearing Officer.....	JLBOCES Ofc of Inter- Municipal Legal Svcs. Bond, Schoeneck, King O’Hara & Ciotoli	Per agreement Per agreement Per agreement Per agreement	JLBOCES Ofc of Inter- Municipal Legal Svcs. / Ferrara Law Firm Bond, Schoeneck, King O’Hara & Ciotoli
C.	Extra-Classroom Activity Fund Central Treasurer..... Chief Faculty Counselor..... Faculty Auditor.....	Chris Doldo Nicole Donaldson Nicole Donaldson	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

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J.	Purchasing Agent.....	Barbara J. Case	None	Barbara J. Case
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7. Authorizations as listed: (motion required)

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 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 Smith
	Reading Coordinator(s).....	D. Ramie / J. O'Donnell
	Mentor Program Coordinator.....	Lisa Smith
	Chairperson Committee on Special Education.....	TBD
	Section 504 Coordinator.....	TBD
	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
	ALS Coordinator.....	Lisa Smith
	Character Education.....	Joseph O'Donnell
	District Health Coordinator.....	Nicole Donaldson
C.	Athletic Coordinator.....	Brian Nortz
D.	Petty Cash Funds:	
	▪ 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 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:	
	▪ Committee on Special Education Alternative Chairperson.....	Katie Ledbury
	▪ Student's Parent/Guardian(s)	
	▪ Regular Edu.Teachers employed by GBCSD/School in which child attends	

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	<ul style="list-style-type: none"> ▪ 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 	<p>Katie Ledbury TBD River Hospital TBD if required</p>
H.	<p>General Brown CSD CPSE Committee:</p> <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 	<p>TBD River Hospital TBD if required</p>
I.	<p>General Brown CSD CSE Sub-Committee:</p> <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 	<p>Katie Ledbury TBD</p>
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 required)

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 Attachment #1 5:30 p.m. General Brown Room JSHS

9. Bonding of Personnel as listed: (motion required)

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 required)

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

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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

[Attachment #1]

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

(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 6	Regular Meeting followed by the Annual Meeting /Budget Hearing at 6:15 p.m. (in the JSHS auditorium)
Tuesday - May 14	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 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

Substitute Teacher Aide 2018-2019

Carol Grant

Drew Heise

Susan Heise

Ryan Lamon

Stacy Latham

Jeffrey Lorenc



Board of Cooperative Educational Services

Thomas R. Burns
District Superintendent
Executive Officer

Cooperative Purchasing

Special Education Building
20104 NYS RT 3
Watertown, NY 13601
(315) 779-7390
(800) 954-1929

E-mail: cooppur@slloboces.org

Amy M. Pastuf
Cooperative Purchasing Agent

St. Lawrence/Lewis BOCES Cooperative Purchasing Agreement

All school districts participating in the St. Lawrence/Lewis BOCES Cooperative Purchasing program through annual board resolution, agree to the following:

- 1.) To bid jointly any or all commodities on the attached list together with a number of public school districts comprising Clinton-Essex, Franklin-Essex, Jefferson-Lewis and St. Lawrence-Lewis BOCES in New York State.
- 2.) The school district will participate with other schools in the BOCES listed above in the joint bidding of any or all commodities on the attached list as authorized by General Municipal Law, Section 119-0.
- 3.) The school district agrees to appoint the St. Lawrence/Lewis BOCES Cooperative Purchasing Agent and related committees to assume the responsibility for drafting of specifications, advertising for bids, accepting and opening bids, tabulating bids, reporting results to the boards of education and making recommendations thereon.
- 4.) The Board of Education of the school district agrees to appoint the St. Lawrence/Lewis BOCES Cooperative Purchasing Agent and related committees to represent it in all matters related above.
- 5.) The Board of Education of the school district authorizes the above mentioned to represent it in all matters leading up to the entering into a contract for the purchase of any and /or all commodities on the attached list.
- 6.) The Board of Education agrees to assume its equitable share of the costs of cooperative bidding.
- 7.) The Board of Education agrees:
 - a.) To abide by majority decisions of the participating districts on quality standards;
 - b.) That unless all bids are rejected, it will award contracts according to the recommendations of the St. Lawrence/Lewis BOCES Cooperative Purchasing Agent and related committees.
 - c.) That after the award of contract(s) it will conduct all negotiations with the successful bidder(s).



St. Lawrence-Lewis
BOCES

Building Futures *
Creating Meaningful Lives

Board of Cooperative Educational Services

Thomas R. Burns
District Superintendent
Executive Officer

Cooperative Purchasing

Special Education Building
20104 NYS RT 3
Watertown, NY 13601
(315) 779-7390
(800) 954-1929
e-mail: cooppur@sllboces.org

Amy M. Pastuf
Cooperative Purchasing Agent

Resolution of Board of Education

Be it resolved that the _____ 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.

Certification of Board Clerk

I, _____, district clerk of the _____ Board of Education, hereby certify that the above resolution was adopted by the required majority vote of the board of education at its meeting held on the _____ day of _____, 2018.

Date

Signature of District Clerk