

GENERAL BROWN CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION
Annual Organizational Meeting
MINUTES
July 1, 2019 – 7:00 a.m.
 General Brown Room - Jr.-Sr. High School

ORGANIZATIONAL MEETING

The meeting was called to order at 7:01 a.m. by Superintendent Barbara J. Case followed by the Pledge of Allegiance

— **Welcome** was extended to Mrs. Tiffany Orcesi, our newly elected Board of Education member.

MEMBERS PRESENT: Sandra Young Klindt; Natalie Hurley; Daniel Dupee II, Jamie Lee; Albert Romano, Jr., Kelly Milkowich, Tiffany Orcesi

OTHERS PRESENT: Barbara J. Case, Superintendent; Lisa K. Smith, Assistant Superintendent; Debra L. Bennett, District Clerk

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

- Tiffany Orcesi and Sandra Young Klindt - Board of Education members elected to serve from July 1, 2019 to June 30, 2022.
- Barbara J. Case - Superintendent of Schools
- Debra L. Bennett - District Clerk

2. **Election of Board of Education Officers for the 2019-2020 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 was requested for the ***Office of President*** of the Board of Education.

- A motion is made to nominate Sandra Young Klindt as President of the Board of Education for the 2019-2020 school year by Natalie Hurley and seconded by Jamie Lee.

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

- A motion was made to nominate Natalie Hurley as Vice President of the Board of Education for the 2019-2020 school year by Jamie Lee and seconded by Albert Romano.

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 Albert Romano, seconded by Jamie Lee, with motion approved 7-0.

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

Motion for approval by Tiffany Orcesi, seconded by Natalie Hurley, 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
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 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..... 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 Ferrara Law Firm
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
J.	Purchasing Agent.....	Barbara J. Case	None	Barbara J. Case

8. Authorizations as listed:

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

A.	Payroll Certification..... Conferences..... Workshops..... Conventions..... District Director of Physical Education..... District Property Control Officer..... Budget Transfers.....	Barbara J. Case Barbara J. Case Barbara J. Case Barbara J. Case Barbara J. Case Barbara J. Case Lisa K. Smith
B.	Title IX Coordinator..... District Sexual Hararassment Officers..... District Complaint Officer.....	David Ramie David Ramie Lisa Smith 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.....	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.....	Missie Nabinger

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	Section 504 Coordinator.....	Missie Nabinger
	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.....	Lisa Smith
	Character Education.....	Joseph O'Donnell
	District Health Coordinator.....	Nicole Donaldson
C.	Athletic Director.....	Laurie Nohle
D.	Petty Cash Funds: <ul style="list-style-type: none"> ▪ Ms. Donaldson (Jr.-Sr. High School)..... ▪ Mr. O'Donnell (Brownville Glen Park Elementary)..... ▪ Mr. Ramie (Dexter Elementary)..... ▪ Mrs. Smith (District Office)..... ▪ Mr. Flath (Bus Garage)..... ▪ Mr. Grimm (Buildings & Grounds)..... 	\$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, 2019. (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 Missie Nabinger River Hospital 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 	Missie Nabinger River Hospital 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 Missie Nabinger
J.	District Health/Safety Committee.....	G. Grimm / D. Ramie / J. O'Donnell / N. Donaldson
K.	All scholarships to be approved as written	

9. Designations as listed:

Motion for approval by Tiffany Orcesi, seconded by Natalie Hurley, 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 Jamie Lee, seconded by Albert Romano, 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 Albert Romano, 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 2019-2020 school year
C.	Approval of Mileage Reimbursement Rate at the official IRS rate in effect on this day: \$0.58
D.	Approval of the 2019-2020 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.	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 2019-2020 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: 2019-2020 Board of Education Meeting Schedule
- Attachment #2: 2019-2020 Substitute Listing

[Attachment #1]

GENERAL BROWN CENTRAL SCHOOL DISTRICT
Board of Education Meeting Schedule
2019-2020

(As approved by the Board of Education - March 11, 2019)

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.

July 1	Annual Organizational Meeting followed by Regular Meeting - Time: 7:00 a.m.
August 12	Regular Meeting
September 9	Regular Meeting
October 7	Regular Meeting
Tuesday November 12	Regular Meeting
December 9	Regular Meeting
January 6	Regular Meeting
February 10	Regular Meeting
March 9	Regular Meeting
April 6	Regular Meeting
May 11	Regular Meeting followed by the Annual Meeting / Budget Hearing at 6:15 p.m. (in the JSHS auditorium)
Tuesday May 19	Budget Vote / Election - New Gymnasium JSHS - Noon to 9 PM
June 15	Regular Meeting

[Attachment #2]

SUBSTITUTE LISTING FOR 2019-2020:

Substitute Teacher

Catherine Behling
Michael Branski
Meganne Brenon
Thomas Campbell
Bryanna Fazio
Valerie Halpin
Drew Heise
Susan Heise
Christopher Jones
Cynthia Lamon
Nicholas Nortz
Anthony Pike
Nolan Pitkin
Jacqueline Richard
Maria Schueler
Kyle Scordo
Jill Smith
Hannah Smithers
Helen Timerman
Kathy West
Wendy Yodice
Kayla Yost

Substitute Teacher Aide

Amber Gordon
Drew Heise
Susan Heise
Cynthia Lamon

Substitute Bus Driver

Willis McIntosh
Bruce Ostrander
Aaron Ryor

Substitute Cleaners

Francis Parker, Jr.
Kathy Smith

Substitute Food Service Helper

Substitute Nurse

Richard Lashway
Lori Plantz