

**GENERAL BROWN CENTRAL SCHOOL DISTRICT  
BOARD OF EDUCATION  
Annual Organizational Meeting  
MINUTES  
July 1, 2020 – 7:00 a.m.  
Auditorium / WebEx - Jr.-Sr. High School**

**ORGANIZATIONAL MEETING**

The meeting was called to order at 7:02 a.m. by Superintendent Barbara J. Case followed by the Pledge of Allegiance

— **Welcome** was extended to Mr. Scott Lytle, our newly elected Board of Education member.

**MEMBERS PRESENT:** Sandra Young Klindt; Natalie Hurley; Daniel Dupee II, Jamie Lee; Kelly Milkowich, Tiffany Orcesi; Scott Lytle

**OTHERS PRESENT:** Barbara J. Case, Superintendent; Debra L. Bennett, District Clerk

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

- Natalie Hurley and Scott Lytle - Board of Education members elected to serve from July 1, 2020 to June 30, 2023.
- Barbara J. Case - Superintendent of Schools
- Debra L. Bennett - District Clerk

2. **Election of Board of Education Officers for the 2020-2021 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 was made to nominate Kelly Milkowich as President of the Board of Education for the 2020-2021 school year by Tiffany Orcesi.
- A motion was made to nominate Sandra Young Klindt as President of the Board of Education for the 2020-2021 school year by Natalie Hurley.

With no other nominations for President, the nominations were closed and a vote was taken:

A vote was taken to approve ***Kelly Milkowich as President***. The nomination was approved 4-3

A vote was taken to approve Sandra Young Klindt as President. The nomination was defeated 3-4

2) A nomination was requested for the ***Office of Vice-President*** of the Board of Education, with the authority to sign documents in the absence of the President.

- A motion was made to nominate Sandra Young Klindt as Vice President of the Board of Education for the 2020-2021 school year by Jamie Lee.

With no other nominations for Vice President, the nominations were closed and a vote was taken:

A vote was taken to approve ***Sandra Young Klindt as Vice President***. The nomination was approved 7-0

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 Milkowich resumed the meeting.

4. **Approval of the Agenda for the Organizational Meeting**

Motion for approval by Sandra Klindt, seconded by Daniel Dupee II, with motion approved 7-0

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

Motion for approval by Tiffany Orcesi, seconded by Sandra Klindt, with motion is approved 7-0

	<b>TITLE</b>	<b>INCUMBENT</b>	<b>PRESENT SALARY</b>	<b>RECOMMENDED</b>
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

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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 Jamie Lee, seconded by Daniel Dupee, with motion is approved 7-0

	TITLE	INCUMBENT	PRESENT SALARY	RECOMMENDED
A.	School Physicians	River Hospital / Occupational Medicine	Per agreement	River Hospital / Occupational Medicine
B.	School Attorneys..... Bond Attorney..... Title IX Hearing Officer.....	JLBOCES Ofc of Inter-Municipal Legal Svcs. / Ferrara Law Firm Bond, Schoeneck, King Ferrara Law Firm	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
K.	Data Protection Officer.....	Michael Parobeck	None	Michael Parobeck
L.	Data Privacy Officer.....	Barbara J. Case	None	Barbara J. Case

8. **Authorizations as listed:**

Motion for approval by Tiffany Orcesi, seconded by Sandra Klindt, with motion is 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..... Dignity Act Building Coordinators: ▪ Brownville-Glen Park Elementary..... ▪ Dexter Elementary..... ▪ Jr.-Sr. High School..... District Technology Coordinator..... Odyssey of the Mind Coordinator(s)..... District Pre-K Coordinator(s)..... District Arts in Education Coordinator..... Drug and Alcohol Coordinator..... District PDP Coordinator..... District Biennial Review Coordinator..... Standardized Testing Coordinator.....	David Ramie David Ramie Lisa Smith David Ramie Joseph O'Donnell David Ramie Nicole Donaldson Nicole Donaldson D. Ramie / J. O'Donnell D. Ramie / J. O'Donnell Joseph O'Donnell Nicole Donaldson Barbara J. Case David Ramie Nicole Donaldson

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	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
	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
	ALS 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"> <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. Valentin (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, 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"> <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 Missie Nabinger River Hospital 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>	Missie Nabinger River Hospital 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 Missie Nabinger

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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 Jamie Lee, with motion is 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..... Regular meeting time unless otherwise noted..... Regular meeting place unless otherwise noted.....	As per Attachment #1 5:30 p.m. General Brown Room

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

Motion for approval by Sandra Klindt seconded by Tiffany Orcesi, 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 Sandra Klindt, seconded by Daniel Dupee, with motion is 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 2020-2021 school year
C.	Approval of Mileage Reimbursement Rate at the official IRS rate in effect on this day: \$0.575
D.	The 2020-2021 listing of Substitute Instructional and Non-Instructional personnel will be presented for approval at the August 10, 2020 Board of Education meeting.
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 - 8 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, Food Service Helper/Laborer and Student Workers - 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 2020-2021 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: 2020-2021 Board of Education Meeting Schedule

[Attachment #1]

**GENERAL BROWN CENTRAL SCHOOL DISTRICT**  
***Board of Education Meeting Schedule***  
**2020-2021**

(As approved by the Board of Education – March 9, 2020)

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 AM
August 10	Regular Meeting
September 14	Regular Meeting
October 5	Regular Meeting
November 9	Regular Meeting
December 7	Regular Meeting
January 4	Regular Meeting
February 8	Regular Meeting
March 8	Regular Meeting
April 12	Regular Meeting
May 10	Regular Meeting followed by the Annual Meeting / Budget Hearing at 6:00 p.m. (in the JSHS auditorium)
<b>Tuesday</b> May 18	Budget Vote / Election - New Gymnasium JSHS - Noon to 9 PM
June 14	Regular Meeting