

GENERAL BROWN CENTRAL SCHOOL DISTRICT  
BOARD OF EDUCATION

ANNUAL ORGANIZATIONAL MEETING  
July 1, 2021 – 5:30 p.m.  
Jr.-Sr. High School – Auditorium

COVID-19 Screening and physical distancing guidelines were followed.

**MINUTES**

**ORGANIZATIONAL MEETING**

The meeting was called to order at 5:30 p.m. by Superintendent Barbara J. Case followed by the Pledge of Allegiance.

— **Superintendent Case extended a welcome** to Mr. Albert Romano, Jr. newly elected Board of Education member, and re-elected members Mrs. Jamie Lee and Mrs. Kelly Milkowich.

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

**MEMBERS ABSENT:** Scott Lytle

**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:
  - Albert Romano, Jr.; Jamie Lee; Kelly Milkowich - Board of Education members elected to serve from July 1, 2021 to June 30, 2024.
  - Barbara J. Case - Superintendent of Schools
  - Debra L. Bennett - District Clerk
  
2. **Election of Board of Education Officers for the 2021-2022 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.  
  
A motion was made to nominate Kelly Milkowich as President of the Board of Education for the 2021-2022 school year by Tiffany Orcesi, and was seconded by Sandra Young Klindt, with the motion approved 6-0.
  
  - 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 2021-2022 school year by Kelly Milkowich, and was seconded by Tiffany Orcesi with the motion approved 6-0.
  
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 Tiffany Orcesi, seconded by Jamie Lee. Motion approved 6-0.
  
5. **Appointment of Officers as listed:**  
Motion for approval by Sandra Klindt, seconded by Albert Romano, Jr., Motion approved 6-0.

|    | TITLE                                   | INCUMBENT                    | PRESENT SALARY        | RECOMMENDED                 |
|----|---|------------------------------|-----------------------|-----------------------------|
| A. | Treasurer.....<br>Deputy Treasurer..... | Lisa Smith<br>Rebecca Flath  | Per agreement<br>None | Lisa Smith<br>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                  | L. Gracey/D. Higgins/TBD    |

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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 Natalie Hurley, seconded by Sandra Klindt. Motion approved 6-0.

|    | TITLE  | INCUMBENT   | PRESENT SALARY | RECOMMENDED   |
|----|--|---|----------------|---|
| A. | School Physicians                                    | River Hospital / Occupational Medicine                        | Per agreement  | River Hospital / Occupational Medicine                        |
| B. | School Attorneys.....                                | JLBOCES Ofc of Inter-Municipal Legal Svcs. / Ferrara Law Firm | 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.....                        | Ferrara Law Firm  | Per agreement  | Ferrara Law Firm  |
| C. | Extra-Classroom Activity Fund Central Treasurer..... | Chris Doldo   | None           | Chris Doldo   |
|    | Chief Faculty Counselor.....                         | Nicole Donaldson  | None           | David Ramie   |
|    | Faculty Auditor.....                                 | Nicole Donaldson  | None           | David Ramie   |
| 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 Smith  |
|    | BOE meetings.....                                    | President, BOE  | None           | President, BOE  |
| G. | Records Access and Retention.....                    | Lisa Smith<br>Debra Bennett                                   | None<br>None   | Lisa Smith<br>Debra Bennett                                   |
| H. | Capital Assets Preservation Officer.....             | Lisa Smith  | None           | Lisa Smith  |
| I. | Asbestos Designee.....                               | Gary Grimm  | None           | TBD   |
| 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 Albert Romano, seconded by Natalie Hurley. Motion approved 6-0.

|    |  |                           |
|----|--|---------------------------|
| 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.....                    | Lisa K. Smith             |
|    | District Sexual Hararassment Officers.....   | David Ramie<br>Lisa Smith |
|    | District Complaint Officer.....              | David Ramie               |
|    | Dignity Act Building Coordinators:           |                           |
|    | ▪ Brownville-Glen Park Elementary.....       | Missie Nabinger           |
|    | ▪ Dexter Elementary.....                     | Laurie Nohle              |
|    | ▪ Jr.-Sr. High School.....                   | David Ramie               |
|    | District Technology Coordinator.....         | David Ramie               |
|    | Odyssey of the Mind Coordinator(s).....      | M. Nabinger/L. Nohle      |
|    | District Pre-K Coordinator(s).....           | M. Nabinger/L. Nohle      |
|    | District Arts in Education Coordinator.....  | M. Nabinger               |
|    | Drug and Alcohol Coordinator.....            | David Ramie               |
|    | District PDP Coordinator.....                | Barbara J. Case           |
|    | District Biennial Review Coordinator.....    | David Ramie               |

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|    |   |  |
|----|---|--|
|    | Standardized Testing Coordinator.....   | David Ramie  |
|    | Staff Development Coordinator.....  | Barbara J. Case  |
|    | Instructional Material Replacement.....   | Lisa Smith   |
|    | Reading Coordinator(s).....   | M. Nabinger/L. Nohle   |
|    | Mentor Program Coordinator.....   | Lisa Smith   |
|    | Chairperson Committee on Special Education.....   | Kathaleen Beattie  |
|    | Section 504 Coordinator.....  | Kathaleen Beattie  |
|    | 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.....  | Missie Nabinger  |
|    | District Health Coordinator.....  | David Ramie  |
| C. | Athletic Director.....  | Joseph Folino  |
| D. | Petty Cash Funds: <ul style="list-style-type: none"> <li>▪ Mr. Ramie (Jr.-Sr. High School).....</li> <li>▪ Mrs. Nabinger (Brownville Glen Park Elementary).....</li> <li>▪ Mrs. Nohle (Dexter Elementary).....</li> <li>▪ Mrs. Smith (District Office).....</li> <li>▪ Mr. Valentin (Bus Garage).....</li> <li>▪ TBD (Buildings &amp; Grounds).....</li> </ul>  | \$100<br>\$100<br>\$100<br>\$100<br>\$ 50<br>\$ 50   |
| E. | Designation of signature on checks.....   | Lisa Smith   |
| F. | Tax Collection Dates:<br>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, 2021. (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):<br/>Speech Therapist/Occupational Therapist/Physical Therapist/Teacher of the Deaf/<br/>Audiologist/School Counselors/Student</li> </ul> | Katie Ledbury<br><br>Katie Ledbury<br>Kathaleen Beattie<br>River Hospital<br>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>   | Kathaleen Beattie<br>River Hospital<br>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):<br/>Speech Therapist/Occupational Therapist/Physical Therapist/Teacher of the Deaf/</li> </ul>   | Katie Ledbury<br>Kathaleen Beattie   |

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|    |  |  |
|----|--|--|
|    | Audiologist/School Counselors/Student      |  |
| J. | District Health/Safety Committee.....      | D. Ramie / M. Nabinger /<br>L. Nohle / TBD |
| K. | All scholarships to be approved as written |  |

**9. Designations as listed:**

Motion for approval by Tiffany Orcesi, seconded by Jamie Lee. 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.....<br>Regular meeting time unless otherwise noted.....<br>Regular meeting place unless otherwise noted..... | As per Attachment #1<br>5:30 p.m.<br>General Brown Room |

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

Motion for approval by Tiffany Orcesi, seconded by Sandra Klindt. 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

**11. Other Items as listed:**

Motion for approval by Albert Romano, seconded by Natalie Hurley. Motion approved 6-0.

|    |   |
|----|---|
| 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 <i>Strategic Action Plan</i> for the 2021-2022 school year   |
| C. | Approval of Mileage Reimbursement Rate at the official IRS rate in effect on this day: \$0.56   |
| D. | Approval of the 2021-2022 listing of Substitute Instructional and Non-Instructional Personnel – As per Attachment #2  |
| 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:<br><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 <i>“Cooperative Purchasing Agreement”</i> for the 2021-2022 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: 2021-2022 Board of Education Meeting Schedule

Attachment #2: 2021-2022 Substitute Instructional and Non-Instructional Personnel

[Attachment #1]

**GENERAL BROWN CENTRAL SCHOOL DISTRICT**  
**Board of Education Meeting Schedule**  
**2021-2022**

(As approved by the Board of Education – May 10, 2021)

The tentative location of the Board of Education meetings will be the General Brown Room of the Jr.-Sr. High School. Meetings will begin at 5:30 p.m., unless otherwise stated.

Please note that approved meeting dates are subject to change.

|                                 |  |
|---------------------------------|--|
| <b>Thursday, July 1, 2021</b>   | Annual Organizational Meeting followed by Regular Meeting – (Time: 5:30 p.m.)                  |
| August 9, 2021                  | Regular Meeting  |
| September 13, 2021              | Regular Meeting  |
| October 4, 2021                 | Regular Meeting  |
| November 8, 2021                | Regular Meeting  |
| December 6, 2021                | Regular Meeting  |
| January 10, 2022                | Regular Meeting  |
| February 7, 2022                | Regular Meeting  |
| March 7, 2022                   | Regular Meeting  |
| <b>Wednesday, April 6, 2022</b> | Regular Meeting  |
| May 9, 2022                     | Regular Meeting followed by the Annual Meeting / Budget Hearing at 6:00 p.m. (JSHS Auditorium) |
| <b>Tuesday, May 17, 2022</b>    | Budget Vote / Election - New Gymnasium JSHS - Noon to 8 PM                                     |
| June 13, 2022                   | Regular Meeting  |

[Attachment #2]

**2021-2022 Listing of Instruction and Non-Instructional Personnel**

**Sub Teacher :**

Barker, Zachary  
Behling, Catherine  
Black, Doug  
Black, Shea  
Brenon, Meganne  
Company, Christine  
Campbell, Thomas  
Cean, Brittany  
Covey, Maria  
Fazio, Bryanna  
Halpin, Valerie  
Hutchinson, Cheyenne  
Keggins, Julie  
Lamon, Cynthia  
Makuch, Eric  
Omalley, Heather  
Pickeral, Carson  
Pike, Anthony  
Rebelo, Jessica  
Rose, Hanna  
Schueler, Maria  
Scordo, Tyler  
Smith, Diana  
Timerman, Helen  
Walker, Mallory  
Heise, Susan

**Sub Aide:**

Comins, Dawn  
Gordon, Amber  
Grant, Carol  
Hulbert, Julie  
Lamon, Cynthia  
Latham, Stacy  
Parker, Cindy  
Heise, Susan

**Sub Nurse:**

Burdick, Vivian  
Hulbert, Julie

**Sub Cleaner:**

Fazio, Bryan  
Matthews, Bruce  
Tyler, Phillip

**Sub Driver:**

McIntosh, Willis  
Spaulding, Michael

**Sub Food Svc:**

Lanham-Livingston, MaryAnn