

GENERAL BROWN CENTRAL SCHOOL DISTRICT BOARD OF EDUCATION
17643 Cemetery Road – P.O. Box 500 – Dexter, NY 13634

Annual Organizational Meeting
General Brown Room of the Jr.-Sr. High School
July 1, 2022 – 7:00 a.m.

UNAPPROVED MINUTES

ORGANIZATIONAL MEETING – 7:00 A.M.

The meeting was called to order at 7:00 a.m. by Superintendent Barbara J. Case with the Pledge of Allegiance.

— **Superintendent Case welcomed** Mrs. Kimberly Shuler newly elected Board of Education member, Mr. Jason Reynolds recently elected Board of Education member, and re-elected member Tiffany Orcesi.

MEMBERS PRESENT: Kelly Milkowich; Natalie Hurley; Albert Romano, Jr.; Tiffany Orcesi; Jason Reynolds; Kimberly Shuler

MEMBERS ABSENT: Jamie Lee

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

1. **The Oath of Faithful Performance in Office** was administered to the following:
 - Kimberly Shuler and Tiffany Orcesi - Board of Education members elected to serve from July 1, 2022 to June 30, 2025.
 - Barbara J. Case - Superintendent of Schools
 - Debra L. Bennett - District Clerk
2. **Election of Board of Education Officers for the 2022-2023 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 2022-2023 school year by Albert Romano, Jr., and was seconded by Tiffany Orcesi. The motion was 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 **Natalie Hurley** as Vice President of the Board of Education by Albert Romano, Jr.
A motion was made to nominate **Tiffany Orcesi** as Vice President of the Board of Education by Kimberly Shuler. The motion was seconded by Jason Reynolds. The motion was approved 5-1.
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 Albert Romano. Motion approved 6-0.
5. **Appointment of Officers as listed:**
Motion for approval by Kimberly Shuler, seconded by Jason Reynolds. Motion approved 6-0.

	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 thru 9/2/22 Lisa Leubner effective 9/3/22
C.	Internal Claims Auditor....	Alvin Hasner	Per agreement	Alvin Hasner

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D.	Tax Collector.....	Donna Keefer	Per agreement	Michele Groff
E.	Attendance Officers.....	T. Gunn/L. Gracey/D. Higgins	None	L. Gracey/D. Higgins/P. Ulmen

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 Tiffany Orcesi, seconded by Kimberly Shuler. 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.....	David Ramie	None	David Ramie
	Faculty Auditor.....	David Ramie	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 Debra Bennett	None None	Lisa Smith Debra Bennett thru 9/2/22 Lisa Leubner effective 9/3/22
H.	Capital Assets Preservation Officer.....	Lisa Smith	None	Lisa Smith
I.	Asbestos Designee.....	Gary Grimm	None	Joseph Watson
J.	Purchasing Agent.....	Barbara J. Case	None	Superintendent of Schools
K.	Data Protection Officer.....	Michael Parobeck	None	Michael Parobeck
L.	Data Privacy Officer.....	Barbara J. Case	None	Superintendent of Schools

8. **Authorizations as listed:**

Motion for approval by Tiffany Orcesi, seconded by Albert Romano. Motion approved 6-0.

A.	Payroll Certification.....	Superintendent
	Conferences.....	Superintendent
	Workshops.....	Superintendent
	Conventions.....	Superintendent
	District Director of Physical Education.....	Superintendent
	District Property Control Officer.....	Superintendent
	Budget Transfers.....	Lisa K. Smith
B.	Title IX Coordinator.....	Lisa K. Smith
	District Sexual Harassment Officers.....	D. Ramie/L. Smith
	District Complaint Officer.....	David Ramie
	Dignity Act Building Coordinators:	
	▪ Brownville-Glen Park Elementary.....	Missie Nabinger
	▪ Dexter Elementary.....	TBD
	▪ Jr.-Sr. High School.....	David Ramie
	District Technology Coordinator.....	David Ramie
	Odyssey of the Mind Coordinator(s).....	M. Nabinger/TBD

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	District Pre-K Coordinator(s).....	M. Nabinger/TBD
	District Arts in Education Coordinator.....	M. Nabinger
	Drug and Alcohol Coordinator.....	David Ramie
	District PDP Coordinator.....	Superintendent
	District Biennial Review Coordinator.....	David Ramie
	Standardized Testing Coordinator.....	David Ramie
	Staff Development Coordinator.....	Superintendent
	Instructional Material Replacement.....	Lisa Smith
	Reading Coordinator(s).....	M. Nabinger/TBD
	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.....	TBD
	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"> ▪ Mr. Ramie (Jr.-Sr. High School)..... ▪ Mrs. Nabinger (Brownville Glen Park Elementary)..... ▪ TBD (Dexter Elementary)..... ▪ Mrs. Smith (District Office)..... ▪ Mr. Shepard (Bus Garage)..... ▪ Mr. Watson (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, 2022. (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 TBD 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 	TBD River Hospital TBD if required

	<ul style="list-style-type: none"> ▪ 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..... ▪ 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 TBD
J.	District Health/Safety Committee.....	D. Ramie / M. Nabinger / P. Ulmen / TBD
K.	All scholarships to be approved as written	

9. Designations as listed:

Motion for approval by Tiffany Orcesi, seconded by Natalie Hurley. 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.....	As per Attachment #1
	Regular meeting time unless otherwise noted.....	5:30 p.m.
	Regular meeting place unless otherwise noted.....	General Brown Room

10. Bonding of Personnel as listed:

Motion for approval by Albert Romano, seconded by Tiffany Orcesi. 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 Natalie Hurley, seconded by Tiffany Orcesi. 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 2022-2023 school year
C.	Approval of Mileage Reimbursement Rate at the official IRS rate in effect on this day: 62.5 Cents
D.	Approval of the 2022-2023 listing of Substitute Instructional and Non-Instructional Personnel – As per Attachment #2
E.	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: <ul style="list-style-type: none"> ▪ Cleaners, Driver Service, Head Custodians, Mechanic Helper, and Senior Mechanic - 8 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, Food Service Helper/Laborer and Student Workers - 6 hours per day This resolution shall continue in full force and effect until otherwise modified by further action of the Board of Education.

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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 <i>“Cooperative Purchasing Agreement”</i> for the 2022-2023 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: 2022-2023 Board of Education Meeting Schedule

Attachment #2: 2022-2023 Substitute Instructional and Non-Instructional Personnel

[Attachment #1]

GENERAL BROWN CENTRAL SCHOOL DISTRICT
Board of Education Meeting Schedule
2022-2023

(As approved by the Board of Education – March 7, 2022)

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.

Friday, July 1, 2022	Annual Organizational Meeting followed by Regular Meeting - Time: 7 AM
August 8, 2022	Regular Meeting
September 12, 2022	Regular Meeting
October 3, 2022	Regular Meeting
November 7, 2022	Regular Meeting
December 5, 2022	Regular Meeting
January 9, 2023	Regular Meeting
February 6, 2023	Regular Meeting
March 13, 2023	Regular Meeting
Wednesday, April 5, 2023	Regular Meeting
May 8, 2023	Regular Meeting followed by the Annual Meeting / Budget Hearing at 6:00 p.m. (JSHS Auditorium)
Tuesday, May 16, 2023	Budget Vote / Election - New Gymnasium JSHS - Noon to 8 PM
June 12, 2023	Regular Meeting

[Attachment #2]

2022-2023 Listing of Instruction and Non-Instructional Personnel

Sub Teacher :

Behling, Catherine
Cean, Brittany
Coughlin, Misty
Eyestone, Brendan
Gaige, Akasha
Jenner, David
Keggins, Julie
Lamon, Cynthia
Lane, Lisa
Lawlee, Cathy
Millan, Sheryl
Parker, Cindy
Pike, Anthony
Plantz, Lori
Pooler, Hailey
Stein, Amanda
Walker, Mallory
Walters, Sally
Watson, Melissa

Sub Aide:

Cean, Brittany
Comins, Dawn
Coughlin, Misty
Gordon, Amber
Lamon, Cynthia
Latham, Stacy
Lawlee, Cathy
Piper, Amy
Plantz, Lori
Stein, Amanda
Watson, Melissa

Sub Cleaner:

Tyler, Phillip

Sub Driver:

McIntosh, Willis

Sub Food Svc:

Sub Nurse:

Gunn, Tana