

**BRIGHTON CENTRAL SCHOOL DISTRICT  
2035 MONROE AVENUE  
ROCHESTER, NEW YORK 14618**

**BOARD OF EDUCATION  
ORGANIZATIONAL AND BUSINESS MEETING**

**JULY 10, 2018**

**9:00 A.M.**

**TWELVE CORNERS ELEMENTARY SCHOOL BOARD ROOM**

**MINUTES**

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The Board of Education of the Brighton Central School District held an Organizational and Business Meeting on Tuesday, July 10, 2018, at 9:00 a.m. at the Twelve Corners Elementary School Building.

Present: Larry Davis  
Julene Gilbert  
Mark Kokanovich  
Marvin Sachs  
Andrea Costanza  
Karen Hatch  
Christina Lee

Also present: Dr. Kevin McGowan, Superintendent of Schools; Louis Alaimo, Assistant Superintendent for Administration; Dr. Debby Baker, Assistant Superintendent for Curriculum and Instruction; Dan Goldman, Communications Coordinator and Kim Lanzafame, District Clerk.

- I. At 9:10 a.m., Kim Lanzafame, District Clerk, called the meeting to order.
- II. Election of the President and Vice President of the Board of Education  
Motion to elect Mark Kokanovich as President of the Board of Education: Dr. Sachs  
Second: Mrs. Costanza  
Approval: Unanimous (6 Yes and 0 No)
- III. Approval of Amended Agenda  
Motion to approve Amended Agenda: Mr. Davis  
Second: Dr. Sachs  
Approval: Unanimous (6 Yes and 0 No)
- IV. Approval of Minutes from the June 12, 2018 Business Meeting  
Motion to approve Minutes: Dr. Sachs  
Second: Mr. Davis  
Approval: Unanimous (6 Yes and 0 No)

## V. Consideration of Organizational Requirements

- A. Election of the Vice-President of the Board of Education – Julene Gilbert was nominated by Dr. Sachs and seconded by Mrs. Hatch. Julene Gilbert was unanimously elected as Vice-President of the Board of Education.

Approval: Unanimous (6 Yes and 0 No)

The Oath of Office were administered to Mark Kokanovich as President, Julene Gilbert as Vice-President and all board members at the conclusion of the meeting.

## B. Appointments for 2018-2019

- |  |   |
|--|---|
| 1. Superintendent  | Kevin McGowan   |
| 2. District Clerk  | Kim Lanzafame   |
| 3. Deputy Clerk  | Louis Alaimo  |
| 4. Treasurer   | Dahlia Watts  |
| 5. Deputy Treasurer  | Louis Alaimo  |
| 6. Internal Claims Auditor                                   | Christine Tickyj  |
| 7. School Physicians   | Robert Tuite, MD  |
| 8. Independent Auditor                                       | Raymond Wager   |
| 9. Independent Internal Auditor                              | EFP Rotenberg   |
| 10. Central Treasurers for<br>Extra Classroom Activity Funds | Rose Muir (BHS, TCMS)<br>Maureen Wedgewood (FRES)                                     |
| 11. Records Access Officer                                   | Louis Alaimo  |
| 12. Records Retention Officer                                | Kim Lanzafame   |
| 13. Asbestos Designee  | Rob Luce  |
| 14. School Pesticide Representative                          | Rob Luce  |
| 15. Verification Official for School Nutrition               | Nicole Vandermeid   |
| 16. Hearing Official for Child Nutrition                     | Louis Alaimo  |
| 17. Purchasing Agent   | Louis Alaimo  |
| 18. Civil Rights Compliance Officers                         | Louis Alaimo<br>Lisa Hartman  |
| 19. ADA Coordinator/504 Coordinator                          | Carolyn Rabidoux  |
| 20. Homeless Liaison   | Carolyn Rabidoux  |
| 21. Title IX Compliance Officers                             | Louis Alaimo<br>Lisa Hartman  |
| 22. Dignity for All Students Act (DASA)<br>Coordinators      | Thomas Hall (BHS)<br>Robert Thomas (TCMS)<br>Matt Comeau (FRES)<br>Matt Tappon (CRPS) |
| 23. Legal Counsel  | Harris Beach, LLC   |
| 24. Financial Advisor  | Bernard P. Donegan, Inc.  |
| 25. Architects   | SEI Design, Inc., SWBR  |



JP Morgan Chase Bank  
Canandaigua National Bank, NA  
Tompkins Bank of Castile

M&T Bank  
First Niagara Bank

BE IT FURTHER RESOLVED: That Dahlia Watts as Treasurer for the period of 7/1/18-6/30/19, and Louis Alaimo as Deputy Treasurer of the District are authorized to make deposits and temporary investments of District monies, in accordance with Education Law, Section 1723.a and other applicable laws and regulations, and in the process of so investing, they are authorized, when necessary, to open accounts and enter into such transactions in the name of the District with JP Morgan Chase Bank, M&T Bank, Canandaigua National Bank, NA., First Niagara Bank, and Tompkins Bank of Castile.

The maximum amount of funds that may be deposited in any one institution is established and limited to 75% of the combined total of district’s annual operating budget and the special revenue and capital funds.

4. Payroll Certification

RESOLVED: That the Superintendent of Schools and the Assistant Superintendent for Administration be authorized to certify the payroll.

5. Meal Prices

RESOLVED, that the Board of Education of the Brighton Central School District authorizes the increase in school lunch prices from \$2.75 to \$2.85 and school breakfast prices from \$1.75 to \$1.85.

6. Cooperative Bidding

RESOLVED: That the District is authorized to participate in cooperative bids with BOCES, other school districts, and/or other governmental agencies which are legal and proper under the General Municipal Law, when it is in the best interest of the Brighton Central School District.

7. Approval for Conference Attendance

RESOLVED: That the Superintendent of Schools be authorized to approve conference attendance by members of the District staff with the appropriations identified in the annual District budget.

8. Petty Cash Funds

RESOLOVED: That Petty Cash Funds for the 2018-19 school year to be established as follows:

Brighton High School	\$100	Principal
Council Rock Primary School	\$100	Principal

French Road Elementary School	\$100	Principal
Twelve Corners Middle School	\$100	Principal
Athletic Fund	\$300	Director
Administration	\$ 50	District Treasurer
High School Media Center	\$100	Principal
School Lunch Program	School Lunch --	CR \$60
		FR \$60
		TCMS \$60
		BHS \$400

9. Facsimile Signature for Treasurer

RESOLVED: That facsimile signatures for the Treasurer and Deputy Treasurer be permitted for the signing of all checks up to an amount of \$20,000 per Education Law 1720.2.

10. Mileage Reimbursement Rate

The Commissioner’s regulations require that a rate for travel reimbursement be established.

RESOLVED: That the rate be established, effective July 1, 2018 through June 30, 2019 to reflect the rate recognized by the Internal Revenue Service as of January 1, 2018.

11. Disposal of District Assets

RESOLVED: That the Assistant Superintendent for Administration be authorized to dispose of damaged, obsolete and surplus equipment and trackable assets by means of letter, offer, public sale, donation, trade-in, scrap or any other method deemed to be in the best interest of the District during the 2018-2019 fiscal year.

Motion to approve Authorizations 1-11 for 2018-2019: Mrs. Costanza

Second: Mr. Davis

Approval: Unanimous (7 Yes and 0 No)

D. Designation

Official Newspapers

Each year the Board of Education is required to make formal designations for the official newspapers.

RESOLVED: That the *Brighton-Pittsford Post*, *The Daily Record* and/or the *Rochester Democrat & Chronicle* be designated as the official newspapers for the Brighton Central School District for the publication of all School District legal notices, bid advertising, etc.

Motion to approve Official Newspapers: Mrs. Gilbert

Second: Mrs. Hatch

Approval: Unanimous (7 Yes and 0 No)

E. Approval for Bond for Treasurer and School Business Official

RESOLVED: That the bond for Treasurer be set in the amount of \$1,000,000 and the bond for School Business Official be set at \$1,000,000.

Motion to approve Bond for Treasurer and School Business Official: Dr. Sachs

Second: Mr. Davis

Approval: Unanimous (7 Yes and 0 No)

VI. Bids

1. Approval of Bid Evaluation For Science Supplies and Equipment For Brighton High School

Motion to approve Bid Evaluation For Science Supplies and Equipment For Brighton High School: Mrs. Hatch

Second: Mrs. Gilbert

Approval: Unanimous (7 Yes and 0 No)

2. Approval of Cooperative Bid Evaluation For School Lunch Supply

Motion to approve Cooperative Bid Evaluation For School Lunch Supply: Dr. Sachs

Second: Mr. Davis

Approval: Unanimous (7 Yes and 0 No)

3. Approval of Cooperative Bid Evaluation For Natural Gas:

Motion to approve Cooperative Bid Evaluation For Natural Gas: Mrs. Costanza

Second: Mr. Davis

Approval: Unanimous (7 Yes and 0 No)

VII. Approval of the First Reading of the Following Policies:

1. Approval of Policy 5410 – Purchasing

Motion to approve the First Reading of Policy 5410: Mrs. Hatch

Second: Mrs. Costanza

Approval: Unanimous (7 Yes and 0 No)

2. Approval of Policy 7513 – Administration of Medication

Motion to approve the First Reading of Policy 7513: Mrs. Gilbert

Second: Dr. Sachs

Approval: Unanimous (7 Yes and 0 No)

3. Approval of Policy 5660 – Meal Charging and Prohibition Against Meal Shaming

Motion to approve the First Reading of Policy 5660: Mrs. Costanza

Second: Mrs. Hatch

Approval: Unanimous (7 Yes and 0 No)

VIII. Approval of the Second Reading of the Following Policies:

A. Policy 7242 – Limited Disclosure of Student Directory Information

Motion to approve Second Reading of Policy 7242: Mr. Davis

Second: Mrs. Hatch

Approval: Unanimous (7 Yes and 0 No)

B. Policy 7243 – Military Recruiters and Institutions of Higher Education

Motion to approve Second Reading of Policy 7243: Mrs. Gilbert

Second: Mrs. Costanza

Approval: Unanimous (7 Yes and 0 No)

C. Policy 7512 – Student Physicals – change strike the word “in” 10b

Motion to approve Second Reading of Policy 7512: Mr. Davis

Second: Dr. Sachs

Approval: Unanimous (7 Yes and 0 No)

D. Policy 6212 – Certifications and Qualifications

Motion to approve Second Reading of Policy 6212: Dr. Sachs

Second: Mrs. Gilbert

Approval: Unanimous (7 Yes and 0 No)

IX. Approval of Executive Summary and Budget Status Report for the period ending May 31, 2018

Motion to approve Executive Summary and Budget Status Report: Mrs. Costanza

Second: Mr. Davis

Approval: Unanimous (7 Yes and 0 No)

X. Consent Agenda

- A. Appointment of Members to the District’s Committee on Special Education and Committee on Pre-School Special Education for 2018-2019

Recommendation: The Superintendent recommends that the Board of Education approve the appointment of members to the District’s Committee on Special Education and the Committee on Pre-School Special Education as explained in the accompanying material.

- B. Appointment of Impartial Hearing Officer List for 2018-2019

Recommendation: The Superintendent recommends that the Board of Education approve the appointment of the Impartial Hearing Officer List for 2018-2019 as explained in the accompanying material.

- C. Approval of Surrogate Parents for 2018-2019

Recommendation: The Superintendent recommends that the Board of Education approve the appointment of Rachel Rosner and Cynthia Kerber-Gowan as surrogate parents for 2018-2019 as explained in the accompanying material.

- D. Personnel Changes

Recommendation: The Superintendent recommends that the Board of Education approve the personnel changes as explained in the accompanying material.

- E. Transportation Contracts

Recommendation: The Superintendent recommends that the Board of Education approve the transportation contracts as explained in the accompanying material.

- F. Employment Contracts

Recommendation: The Superintendent recommends that the Board of Education approve the transportation contracts as explained in the accompanying material.

- G. Approval of Fund-Raising Activities

- 1. Brighton Field Hockey – Car Wash – Brighton High School Parking Lot – September 3, 2018.

Recommendation: The Superintendent recommends that the Board of Education approve the fund raising activities listed 1 above and as explained in the accompanying materials.



- I. Approval for the Purchasing Agent for Monroe 2-Orleans BOCES to enter into any and all cooperative bidding ventures conducted during the 2018-2019 school year.

Recommendation: The Superintendent recommends that the Board of Education approve Monroe 2-Orleans BOCES as Purchasing Agent and as explained in the accompanying materials.

Motion to approve the Consent Agenda: Dr. Sachs

Second: Mr. Davis

Approval: Unanimous (7 Yes and 0 No)

The Board congratulated new Board member Christina Lee on starting her term.

Superintendent Dr. Kevin McGowan congratulated Maurin Jeffries on being named assistant principal at Council Rock Primary School. Blueprint Day Discussion was a great planning day with about 50 stakeholders. The group worked through the priority areas and came up with strategies. They also analyzed the Thought Exchange data. Thought Exchange will also be providing their own analysis. The District will present the data when it is available. The Blueprint group will meet again in August to dig through the “what’s” and determine the how and when. That information will be presented at the August 14, 2018 Board of Education meeting. Dr. McGowan thanked the Brighton Farmers’ Market for altering their layout to accommodate the roofing material that was delivered for BHS.

Assistant Superintendent Lou Alaimo reports that summer construction activities are on schedule. Some soils were deemed unsuitable (compaction testing, not contamination), which required some modifications. Once the carpet is laid down, the track needs to cure for 28 days. There may not be visible work, but it is an active construction site and residents need to stay off the surface. On July 5, the chiller was removed at TCMS. The new one will go in soon and that will require all staff to vacate the building.

Dr. McGowan said hiring is moving along very well.

Assistant Superintendent Dr. Debby Baker said lots of work is happening in our buildings this summer. There are over 100 different professional development programs. Highlights include technology and curriculum development.

Gilbert said graduation was an outstanding event this year.

Kokanovich said the Blueprint day was one of the better ones they have had with getting new feedback and perspectives.

The next meeting is Tuesday, August 14, 2018 at 9:00 a.m. for Business Meeting Goal Setting.

XI. Motion to Adjourn to Executive Session to discuss a particular employee at 9:52 a.m.

Motion for approval: Dr. Sachs

Second: Mr. Davis

Approval: Unanimous (7 Yes and 0 No)

Respectfully Submitted,

Kim Lanzafame

District Clerk

APPROVED: