

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

**BOARD OF EDUCATION  
ORGANIZATIONAL AND BUSINESS MEETING  
TWELVE CORNERS ELEMENTARY SCHOOL BOARD ROOM  
JULY 9, 2019**

**Executive Session – 8:00 a.m. – Business Office Conference Room**

**Regular Meeting - 9:00 a.m. – Board Room**

# **AGENDA**

---

- I. Call to Order
- II. Election of the President of the Board of Education  
Oath of Office
- III. Approval of Agenda
- IV. Approval of the Minutes from the June 11, 2019 Business Meeting and June 18, 2019 Budget Re-Vote
- V. Consideration of Organizational Requirements
  - A. Election of the President and Vice-President of the Board of Education  
Oath of Office
  - B. Appointments for 2019-2020  
Oath of Office for New Board Members and District Officers
    - 1. Superintendent Kevin McGowan
    - 2. District Clerk Kim Lanzafame
    - 3. Clerk Pro Tem Louis Alaimo/Nancy Butler
    - 4. Treasurer Dahlia Watts
    - 5. Deputy Treasurer Louis Alaimo
    - 6. Internal Claims Auditor Christine Tickyj
    - 7. School Physician – Student Health Robert Tuite, MD
    - 8. School Physician – Occupational Health Carl Devore, MD
    - 9. Independent External Auditor Raymond F. Wager, CPA, P.C.
    - 10. Independent Internal Auditor EFP Rotenberg
    - 11. Central Treasurer for  
Extra Classroom Activity Funds Maureen Vanderwege (BHS, TCMS)
    - 12. Records Access Officer Louis Alaimo
    - 13. Records Retention Officer Kim Lanzafame

- |  |   |
|--|---|
| 14. Asbestos Designee  | Rob Luce  |
| 15. School Pesticide Representative  | Rob Luce  |
| 16. Verification Official for School Nutrition                             | Nicole VanDerMeid   |
| 17. Hearing Official for Child Nutrition                                   | Louis Alaimo  |
| 18. Purchasing Agent   | Louis Alaimo  |
| 19. Civil Rights Compliance Officers                                       | Louis Alaimo<br>Lisa Hartman  |
| 20. ADA Coordinator/504 Coordinator  | Carolyn Rabidou   |
| 21. Homeless and Foster Care Liaisons                                      | Carolyn Rabidou/Betsy Balling   |
| 22. Title IX Compliance Officers   | Louis Alaimo<br>Lisa Hartman  |
| 23. Dignity for All Students Act (DASA)<br>Coordinators                    | Thomas Hall (BHS)<br>Robert Thomas (TCMS)<br>Allison Rioux (FRES)<br>Matt Tappon (CRPS) |
| 24. Legal Counsel  | Harris Beach, LLC   |
| 25. Financial Advisor  | Bernard P. Donegan, Inc.  |
| 26. Architects   | SEI Design, Inc., SWBR  |
| 27. Construction Manager   | Campus Construction   |
| 28. Property and Casualty Insurance<br>Provider and Consultant             | New York Schools Insurance<br>Reciprocal (NYSIR)  |
| 29. RASHP (I and II) Voting Representative                                 | Louis Alaimo/Dahlia Watts (alt)   |
| 30. Chief Emergency Officer  | John McCabe   |
| 31. Information Security Officers  | Louis Alaimo/Deborah Baker  |
| 32. Medicaid Compliance Officer  | Deborah Baker   |
| 33. Representatives to Monroe County School Boards Association Committees: |   |
| a. Legislative Committee   |   |
| b. Labor Relations Committee   |   |
| c. Information Exchange Committee  |   |
| 34. Representative to Genesee Valley School Boards Institute               |   |
| 35. Representative to PTSA   |   |
| 36. Representatives to Individual Brighton Schools                         |   |
| a. Brighton High School  |   |
| b. Twelve Corners Middle School  |   |
| c. French Road Elementary School   |   |
| d. Council Rock Primary School   |   |

C. Authorizations for 2019-2020

Each year, the Board of Education authorizes District officials to perform legally required functions. These authorizations are listed below:

1. Budget Transfers

RESOLVED: That the Superintendent of Schools be authorized to make transfers between and within functional unit appropriations of the budget for teacher salaries and ordinary contingent expenses Pursuant to the Commissioner’s Regulation 170.2 (1), subject to policy 5330 adopted by the Board in 2007 and amended in 2013.

2. Construction Change Orders

RESOLVED: That the Superintendent of Schools and/Purchasing Agent be authorized to approve construction change orders up to an individual value of \$50,000 subject to provisions of Board policy and General Municipal Law. Where the interests of the School District so dictate, the Board trustees appointed to the District’s Audit Committee may authorize the administration to proceed with the change order work pending approval by the Board of Education after the fact.

3. Depositories and Temporary Investments

RESOLVED: That the following banks and institutions be authorized as Official Bank Depositories for district funds and/or authorized as institutions that the district may invest funds with. Additionally, the following banks and institutions be authorized and directed to honor checks, drafts, or other orders for payment of money drawn in this corporation’s name, including those payable to the individual order of any person or persons whose name or names appear thereon as a signor or signors thereof, when bearing or purporting to bear the facsimile signature of either Dahlia Watts for the period of 7/1/19-6/30/20 or Louis Alaimo. All of these banks are acceptable for use by the district for deposits and investments:

JP Morgan Chase Bank	M&T Bank
Canandaigua National Bank, NA	First Niagara Bank
Tompkins Bank of Castile	

BE IT FURTHER RESOLVED: That Dahlia Watts as Treasurer for the period of 7/1/19-6/30/20, 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 following individuals be authorized to certify the payroll:

- Superintendent of Schools
- Assistant Superintendent for Administration
- Treasurer/Director of Finance

5. Meal Prices

RESOLVED, that the Board of Education of the Brighton Central School District authorizes school lunch prices at \$2.85 and school breakfast prices at \$1.85. This reflects consistent pricing from the 2018-19 school year.

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. Purchasing Contracts

RESOLVED: that the District for the 2018/2019 school year may participate in the 2012 amendment to GML 103, “Piggybacking Exception” to purchase goods and services (apparatus materials, equipment and supplies) through the use of contracts let by the United States or any agency thereof, any state, any country, political subdivision or district of any state. The method of this exception of procurement is permitted on contracts issued by other governmental entities through a compliant competitive bidding process.

8. 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.

9. 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
St. John Fisher – Transition Program	\$500	Director/Teacher Leader
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, 2019 through June 30, 2020 to reflect the rate recognized by the Internal Revenue Service as of January 1, 2019.

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 2019-2020 fiscal year.

12. Applications for Grants in Aid (State and Federal)

RESOLVED: The Superintendent of Schools, or designee is authorized to apply for grants in aid on behalf of the District.

13. Employment of Necessary Personnel

RESOLVED: That the Superintendent of Schools is authorized to employ necessary personnel on a conditional basis, subject to subsequent confirmation of the Superintendent’s recommended appoints by the Board of Education at its first available meeting.

D. Designations

Official Newspapers

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

RESOLVED: That the *Daily Record* and/or the *Rochester Business Journal* and/or *Rochester Democrat and Chronicle* (for capital bid advertisements) be designated as the official newspapers for the Brighton Central School District for the publication of all School District legal notices, bid advertising, etc.

E. Approval for Bond for Treasurer and School Business Official

RESOLVED: The Superintendent of Schools, or designee is directed to assure that all Brighton Central School District employees are covered under a crime policy with limits no less than \$1,000,000 for 2019-20.

VI. Approval of Executive Summary and Budget Status Report for the period ending May 31, 2019

VII. Approval for the Purchasing Agent for Monroe 2-Orleans BOCES to enter into any and all cooperative bidding ventures conducted during the 2019-2020 school year.

VIII. Approval of a Settlement Agreement by and Between the Brighton Central School District and a Particular Employee

IX. Consent Agenda

A. Appointment of Members to the District’s Committee on Special Education and Committee on Pre-School Special Education for 2019-2020

B. Approval of Impartial Hearing Officer List for 2019-2020

C. Approval of Surrogate Parent for 2019-2020

E. Personnel Changes

F. Transportation Contracts

1. Monroe #1 BOCES Summer

2. Monroe #1 BOCES 2019-20 School Year

G. School Physician Contract

H. Approval of Fund-Raising Activities:

1. Key Club – Car Wash – BHS Parking Lot – September 14, 2019

I. Gifts

1. A gift of \$100 from Carlyle and Christopher Miller to the Visual and Performing Arts Department Dennis Miller Scholarship in honor of the late Arthur Miller.
2. A gift of \$100 from Nancy Wolfe Jordan to the Visual and Performing Arts Department Dennis Miller Scholarship in honor of the late Arthur Miller.
3. A gift of a back sequin dress to the Visual and Performing Arts Department theatre department.

X. Adjourn