

**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 3, 2024**

**Regular Meeting - 9:00 a.m.**

**Executive Session – 10:00 a.m.**

# **AGENDA**

---

- I. Call to Order
- II. Election of the President and Vice President of the Board of Education Oath of Office
- III. Approval of Agenda
- IV. Approval of the Minutes from the June 11, 2024 Business Meeting
- V. Public Participation
- VI. Consideration of Organizational Requirements
  - A. Appointments for 2024-2025  
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 Michelle Norton
    - 7. School Physician – Student Health Robert Tuite, MD
    - 8. School Physician – Occupational Health Carl Devore, MD
    - 9. Independent External Auditor Mengel Metzger Barr & Co. LLP
    - 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 John Novelli
    - 15. School Pesticide Representative John Novelli

16. Verification Official -School Nutrition	Nicole VanDerMeid
17. Hearing Official for Child Nutrition	Louis Alaimo
18. Purchasing Agent	Louis Alaimo
19. Civil Rights Compliance Officers	Louis Alaimo Lisa Hartman
20. ADA Coordinator/504 Coordinator	Deanna Spagnola
21. Homeless and Foster Care Liaisons	Deanna Spagnola/Jeff Green
22. Title IX Compliance Officers	Louis Alaimo Deanna Spagnola
23. Dignity for All Students Act (DASA) Coordinators	Dr. Thomas Hall (BHS) Dr. Danielle Edmunds (TCMS) Colleen Coggins (FRES) Matt Tappon (CRPS)
24. Legal Counsel	Honeywell Law Firm, PLCC Bond, Schoeneck & King PLLC 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	New York Schools Insurance Provider and Consultant Reciprocal (NYSIR)
29. RASHP (I and II) Voting Rep.	Louis Alaimo Lisa Hartman
30. Chief Emergency Officer	Teresa Mosher
31. Information Security Officers	Dr. Tracie Glazer
32. Medicaid Compliance Officer	Dr. Allison Rioux
33. Chemical Hygiene Officer	Joseph Foster

B. Authorizations for 2024-25

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 7/1/24-6/30/25 or Louis Alaimo. All of these banks are acceptable for use by the district for deposits and investments:

- JP Morgan Chase Bank
- Canandaigua National Bank, NA
- Tompkins Bank of Castile
- M&T Bank
- First Niagara Bank
- NYCLASS Local Government Investment Pool
- Mellon Bank

BE IT FURTHER RESOLVED: That Dahlia Watts as Treasurer for the period of 7/1/24-6/30/25, 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
- Deputy Superintendent
- Treasurer/Director of Finance

5. Meal Prices

RESOLVED, that the Board of Education of the Brighton Central School District authorizes school lunch prices at \$3.35 and school breakfast prices at \$2.35.

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 2024-2025 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.

BE IT FURTHER RESOLVED: In accordance with § 200.322 Domestic preferences for procurements the District, as appropriate, to the extent consistent with law, and to the greatest extent practicable under a Federal award, shall provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this policy must be included in all subawards including all contracts and purchase orders for work or products purchased with federal funds

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

RESOLVED: That Petty Cash Funds for the 2024-25 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
Student Activity Funds	\$300	Central Treasurer
School Lunch Program	School Lunch --	CR \$60
		FR \$60
		TCMS \$60
		BHS \$400
Petty Cash Fund for Concession Stands	\$1,200	

10. 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.

11. 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, 2024 through June 30, 2025 to reflect the rate recognized by the Internal Revenue Service as of June 2024.

12. Disposal of District Assets

RESOLVED: That the Deputy Superintendent and Director of Buildings and Grounds 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 2024-2025 fiscal year.

13. 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.

14. 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 appointments by the Board of Education at its first available meeting.

C. 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.

D. 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 2024-2025.

VII. Approval of 2024 Summer Transportation Contract

VIII. Approval of Food Service Vending Commissions Agreement

IX. Bids

- A. Co-Operative Bid for Athletic Supplies
- B. Co-Operative Bid for Food Supply

X. Consent Agenda

- A. Appointment of Members to the District’s Committee on Special Education and Committee on for 2024-2025
- B. Approval of Impartial Hearing Officer List for 2024-2025
- C. Approval of Surrogate Parent for 2024-2025
- D. Approval of Committee on Preschool SPED and SPED Reports
- E. Personnel Agenda
- F. School Physician Contract
- G. Fundraising Activities
  - a. Brighton Field Hockey Boosters – Carwash – BHS Parking Lot – August 31, 2024

H. Gifts

- a. A scholarship award in the amount of \$1,000 to Brighton High School from the American Red Cross.
- b. A gift from The Brighton Education Fund to the Brighton Central School District in the amount of \$1,000 to provide positive reinforcement for personal accomplishments for events like birthdays, for group lunches with facilitated conversations to build and reinforce group relationships and for rewarding attendance goals.
- c. A gift from The Brighton Education Fund to the Brighton Central School District in the amount of \$815 for Heartmath biofeedback equipment to help students learn to manage stress and anxiety.
- d. A gift from The Brighton Education Fund to the Brighton Central School District in the amount of \$777 for a variety of casual furnishings (rugs, floor pillows, upholstered chairs, lamps, etc.) to change a standard classroom space into a cozy, comfortable multipurpose space for students in this program.
- e. A grant in the amount of \$9,000 from CrossFit Foundation to the Brighton Central School District to support the purchase of gym equipment and related materials.
- f. A gift of a Kahlert #0501 Saxophone from Jennifer Watson to the Brighton Central School District.
- g. A gift of a Yamaha Trumpet and case from Susan Solomon to the Brighton Central School District.
- h. A gift of a Ludwig Drum set from Judy Massare to the Brighton Central School District
- i. A gift from The Brighton Education Fund in the amount of \$500 to the Brighton Central School District to purchase supplies for an emergency food cupboard that the counselors maintain for students who have food insecurities and who need snacks during the day.

XI. Adjourn