

HCSD Board Members:

Mark Brinthaup, Michael Buck, Warren Conklin,
Mary Anne Holleran, James Jacobus, John Lively,
Brian Lynch, Ruth Miller, Pamela Stollo
and Student Rep. Kaitlyn O'Malley or Alternate
Claire Blaney

Central Administrative Team:

Ralph Marino, Jr., Ed.D., Superintendent
and Acting School Business Administrator
Alice Learn, Assistant Superintendent
Judy Christiansen, Human Resources, Dir.
Kim Williams, Student Servs. Director

**HORSEHEADS CENTRAL SCHOOL DISTRICT
ANNUAL BOARD OF EDUCATION ORGANIZATIONAL MEETING
JULY 7, 2011, AT 6 P.M.
MULTI-MEDIA CENTER**

AGENDA

PLEDGE OF ALLEGIANCE

1. OPENING OF MEETING

**CANDY MAINE,
DISTRICT CLERK**

**2. OATHS OF OFFICE--
(Newly elected Board Members, Student BOE
Member, and Superintendent)**

CANDY MAINE

3. ELECTION OF BOARD PRESIDENT

**PRESIDING OFFICER--
MARK BRINTHAUP
(SENIOR BOARD
MEMBER)**

3.1 NOMINATION(S) FOR BOE PRESIDENT

BOARD ACTION

**3.2 CLOSE NOMINATION(S) FOR BOE
PRESIDENT**

BOARD ACTION

3.3 ELECTION OF BOARD PRESIDENT

BOARD ACTION

3.4 OATH OF OFFICE

CANDY MAINE

4. ELECTION OF BOARD VICE PRESIDENT

**PRESIDING OFFICER:
NEWLY ELECTED BOARD
PRESIDENT**

4.1 NOMINATION(S) FOR BOE V-PRES.

BOARD ACTION

**4.2 CLOSE NOMINATION(S) FOR BOE
VICE-PRESIDENT**

BOARD ACTION

4.3 ELECTION OF BOE VICE-PRESIDENT

BOARD ACTION

4.4 OATH OF OFFICE

CANDY MAINE

(OVER)

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| 5. APPOINTMENTS & OATHS OF OFFICE | BOARD PRESIDENT |
| 5.1. CLERK OF THE BOARD—CANDY MAINE | BOARD ACTION |
| 5.1.1 OATH OF OFFICE | |
| 5.2 DEPUTY BOE CLERK—JUDY CHRISTIANSEN | BOARD ACTION |
| 5.2.1 OATH OF OFFICE | |
| 5.3 TREASURER—LINDA KLIEVONEIT | BOARD ACTION |
| 5.3.1 OATH OF OFFICE | |
| 5.4 DEPUTY TREASURER—MARTHA CLARK | BOARD ACTION |
| 5.5 TAX COLLECTOR—HILARIE DYER | BOARD ACTION |
| 5.5.1 OATH OF OFFICE | |
| 5.6 CLAIMS AUDITOR—SUSAN BENJAMIN AND
GST BOCES CBO AS THE ALTERNATE | BOARD ACTION |
| 5.7 CHIEF FACULTY COUNSELORS—KAREN DONAHUE,
BOBBI BROCK, AND MICHAEL MCCAWLEY | BOARD ACTION |
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| 6. APPOINTMENTS | BOARD PRESIDENT |
| 6.1 DIRECTOR OF SCHOOL HEALTH SERVICES—
DR. SOBEL OF SOUTHERN TIER PEDIATRICS | BOARD ACTION |
| 6.2 RECORDS RETENTION AND DISPOSITION
OFFICER--JUDY CHRISTIANSEN | BOARD ACTION |
| 6.3 TITLE IX COORDINATOR—JUDY CHRISTIANSEN | BOARD ACTION |
| 6.4 SECTION 504 COORDINATOR—KIM WILLIAMS | BOARD ACTION |
| 6.5 LEGAL COUNSEL--SAYLES, EVANS, ETAL.
AND HOGAN, SARZYNSKI, ETAL. (Retainer) | BOARD ACTION |
| 6.6 BOND COUNSEL—HISCOCK & BARCLAY | BOARD ACTION |
| 6.7 CENSUS ENUMERATOR—KIM WILLIAMS | BOARD ACTION |
| 6.8 BOARD OF REGISTRATION—CHEMUNG
COUNTY BOARD OF ELECTIONS (HILARIE
DYER AND CANDY MAINE. ALTERNATE) | BOARD ACTION |
| 6.9 INTERNAL AUDITOR—JESSICA LAWRENCE,
TST BOCES (ALTERNATE JULIE KEPHART) | BOARD ACTION |
| 6.10 EXTERNAL AUDITORS—BONADIO GROUP | BOARD ACTION |
| 6.11 EXTRACURRICULAR FUND TREASURERS | BOARD ACTION |
| 6.11.1 HIGH SCHOOL—DANIELLE COLLIER | |
| 6.11.2 MIDDLE SCHOOL—NANCY SIMONS | |
| 6.11.3 ATHLETICS—TIM SEIFFERT | |
| 6.12 CASH ACCOUNT AUTHORIZED SIGNATURES—
RALPH MARINO, JR., LINDA KLIEVONEIT,
AND MARY ANNE BLY | BOARD ACTION |
| 6.13 PURCHASING AGENT—MARK PRUTSMAN
AND GST BOCES CBO AS THE ALTERNATE | BOARD ACTION |
| 6.14 DISTRICT HEARING OFFICER—JUDY
CHRISTIANSEN (AND ASSIST. SUPT. ALICE
LEARN AS ALTERNATE) | BOARD ACTION |
| 6.15 DISTRICT'S HOMELESS LIAISON—
SHAWN MCDONOUGH | BOARD ACTION |
| 6.16 BOARD DELEGATE FOR RESIDENCY
DETERMINATION—JUDY CHRISTIANSEN | BOARD ACTION |

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| 6.17 FINANCIAL CONSULTATION SERVICES—
FISCAL ADVISORS & MARKETING, INC. | BOARD ACTION |
| 6.18 DESIGNATED ASBESTOS REPRESENTATIVE
(Tom Pollard and/or Jay Hillman) | BOARD ACTION |
| 7. DESIGNATIONS: | BOARD PRESIDENT |
| 7.1 OFFICIAL NEWSPAPERS—STAR-GAZETTE
AND THE LEADER | BOARD ACTION |
| 7.2 OFFICIAL DEPOSITORIES FOR DISTRICT FUNDS—
CHEMUNG CANAL TRUST CO. AND JP MORGAN
CHASE BANK | BOARD ACTION |
| 7.3 CALENDARS: | BOARD ACTION |
| 7.3.1 PURCHASING CALENDAR 2011-12 | |
| 7.3.2 PURCHASING BID CALENDAR 2011-12 | |
| 7.3.3 CALENDAR FOR 2012-13 BUDGET DEVELOPMENT | |
| 7.3.4 CALENDAR FOR 2012-13 BUDGET VOTE | |
| 7.4 ADOPTION OF ROTATIONAL LIST OF IMPARTIAL
HEARING OFFICERS AS PROVIDED BY SED | BOARD ACTION |
| 7.5 APPROVAL OF PETTY CASH ACCOUNTS | BOARD ACTION |
| 8. BONDING OF PERSONNEL: | BOARD PRESIDENT |
| 8.1 SCHOOL TAX COLLECTOR (\$1 MILLION) | BOARD ACTION |
| 8.2 DISTRICT TREASURER (\$1 MILLION) | BOARD ACTION |
| 8.3 EXTRA-CURRICULAR CENTRAL TREASURERS
(\$1 MILLION) | BOARD ACTION |
| 8.4 SCHOOL BUSINESS ADMINISTRATOR AND
SUPERINTENDENT OF SCHOOLS (\$1 MILLION EACH) | BOARD ACTION |
| 9. AUTHORIZATION: | BOARD PRESIDENT |
| 9.1 OF PERSON TO CERTIFY PAYROLLS—
RALPH MARINO, JR. | BOARD ACTION |
| 9.2 OF SCHOOL PURCHASING AGENT—MARK
PRUTSMAN (GST BOCES CBO AS THE ALTERNATE) | BOARD ACTION |
| 9.3 OF ATTENDANCE AT CONFERENCES—BOARD OF
EDUCATION (for Supt.) AND RALPH MARINO, JR. | BOARD ACTION |
| 9.4 TO ESTABLISH PETTY CASH FUNDS—RALPH
MARINO, JR., AND LINDA KLIEVONEIT | BOARD ACTION |
| 9.5 TO DESIGNATE AUTHORIZED SIGNATURES ON
CHECKS—LINDA KLIEVONEIT (ALTERNATE
RALPH MARINO, JR.) | BOARD ACTION |
| 9.6 OF RALPH MARINO, JR. TO APPROVE
BUDGET TRANSFERS (\$10,000 OR LESS) | BOARD ACTION |
| 9.7 OF POSITIONS ENTITLED TO USE DISTRICT-
OWNED CELL PHONES AND CREDIT CARDS | BOARD ACTION |
| 10. DECLARATION OF ANY BOARD MEMBER
CONFLICTS OF INTEREST | BOARD MEMBERS |

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| 11. DISTRIBUTION AND SIGNATURE OF SCHOOL BOARD MEMBER CODE OF CONDUCT | BOARD PRESIDENT |
| 12. RESOLUTION DELEGATING POWER TO THE PRESIDENT OF THE BOARD OF EDUCATION TO AUTHORIZE THE ISSUANCE OF AND TO SELL REVENUE ANTICIPATION NOTES OF THE HHCS D | BOARD ACTION |
| 13. RESOLUTION APPOINTING ALTERNATE OFFICIALS TO EXECUTE OBLIGATIONS OF, AND TO ATTEST TO, THE SEAL OF THE HHCS D | BOARD ACTION |
| 14. SUPERINTENDENT'S MEMBERSHIP IN NOT-FOR-PROFIT AGENCIES | BOARD ACTION |
| 15. ANNUAL REVIEW OF BOARD POLICIES: STUDENT CONDUCT, STUDENT DISCIPLINE, PURCHASING, INVESTMENTS, AND BOARD MEMBER CONFLICT OF INTEREST | BOARD ACTION |
| 16. REAFFIRM APPROVAL OF BOARD POLICIES | BOARD ACTION |
| 17. ADJOURN TO REGULAR BUSINESS MEETING OF THE BOARD. | |

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