

HCSD Board Members:

Karen Boulas, Lisa Christiansen, Warren Conklin, Kristine Dale, James Jacobus, Doug Johnson, Brian Lynch, David Sadler, Pamela Stollo, Student Rep. Sruti Akula, and Co-Alternates Shuchi Amin & Meredith Braiman

Central Administrative Team:

Dr. Susan Gray, Interim Superintendent
Judy Christiansen, Human Resources, Dir.
Kim Williams, Student Servs. Director
Karen Bracy, Elementary Ed. Director
Tony Gill, Secondary Ed. Director
Katy Buzzetti, School Business Administrator

**HORSEHEADS CENTRAL SCHOOL DISTRICT
ANNUAL BOARD OF EDUCATION ORGANIZATIONAL MEETING
JULY 1, 2015, AT 6 P.M.
HIGH SCHOOL MULTI-MEDIA CENTER**

AGENDA

PLEDGE OF ALLEGIANCE

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| 1. OPENING OF MEETING | JUDY CHRISTIANSEN |
| 2. OATHS OF OFFICE--
(All newly elected Board Members, District Clerk, Student Rep. to BOE, and Superintendent) | JUDY CHRISTIANSEN |
| 3. ELECTION OF BOARD PRESIDENT | PRESIDING OFFICER--
JAMES JACOBUS
(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 |

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| 5. APPOINTMENTS & OATHS OF OFFICE | BOARD PRESIDENT |
| 5.1. CLERK OF THE BOARD—CANDY MAINE | BOARD ACTION |
| 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—MEGAN LEACH
(ALTERNATE GST BOCES CBO) | BOARD ACTION |
| 5.5.1 OATH OF OFFICE | |
| 5.6 CLAIMS AUDITOR—LINDSEY TICE,
GST BOCES CBO AS THE ALTERNATE | BOARD ACTION |
| 5.7 CHIEF FACULTY COUNSELORS—KAREN DONAHUE,
RON HOLLOWAY, AND BERT CONKLIN | BOARD ACTION |
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| 6. APPOINTMENTS | BOARD PRESIDENT |
| 6.1 DIRECTOR OF SCHOOL HEALTH SERVICES—
DR. RODRIGO T. SAMODAL, JR., OF GUTHRIE
CLINIC, LTD. | 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 (TERRI CLARK
AND JUDY CHRISTIANSEN, ALTERNATE) | BOARD ACTION |
| 6.9 INTERNAL AUDITOR—JULIE KEPHART
(ALTERNATE TST BOCES) | BOARD ACTION |
| 6.10 EXTERNAL AUDITORS—RAYMOND F. WAGER,
CPA, P.C. | BOARD ACTION |
| 6.11 EXTRACURRICULAR FUND TREASURERS | BOARD ACTION |
| 6.11.1 HIGH SCHOOL—DEBBIE LANE | |
| 6.11.2 MIDDLE SCHOOL—ROSEMARIE RUTHERFORD | |
| 6.11.3 ATHLETICS—BILL FINNERTY | |
| 6.12 CASH ACCOUNT AUTHORIZED SIGNATURES—
KATY BUZZETTI, LINDA KLIEVONEIT, AND
AND MARTHA CLARK | BOARD ACTION |
| 6.13 PURCHASING AGENT—TERESA GOLDTHWAIT
(ALTERNATE GST BOCES CBO) | BOARD ACTION |
| 6.14 DISTRICT HEARING OFFICER—JUDY
CHRISTIANSEN AND ALTERNATE KAREN BRACY | BOARD ACTION |
| 6.15 DISTRICT'S HOMELESS LIAISON—
KIM WILLIAMS | 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--
MICHAEL COGLAN | BOARD ACTION |
| 6.19 DIGNITY ACT COORDINATOR—JUDY
CHRISTIANSEN | 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: | INFORMATION ONLY |
| 7.3.1 PURCHASING CALENDAR 2015-16 | |
| 7.3.2 CALENDAR FOR 2016-17 BUDGET DEVELOPMENT | |
| 7.3.3 CALENDAR FOR 2016-17 BUDGET VOTE | |
| 7.4 ADOPTION OF ROTATIONAL LIST OF IMPARTIAL
HEARING OFFICERS AS PROVIDED BY SED | BOARD ACTION |
| 8. SCHOOL DISTRICT MEMBERSHIPS: | BOARD ACTION |
| 8.1 NEW YORK STATE SCHOOL BOARDS ASSOC. | |
| 8.2 CHEMUNG COUNTY CHAMBER OF COMMERCE | |
| 8.3 STATEWIDE SCHOOL FINANCE CONSORTIUM | |
| 8.4 RURAL SCHOOLS ASSOCIATION | |
| 9. BONDING OF PERSONNEL: | BOARD PRESIDENT |
| 9.1 SCHOOL TAX COLLECTOR (\$1 MILLION) | BOARD ACTION |
| 9.2 DISTRICT TREASURER (\$1 MILLION) | BOARD ACTION |
| 9.3 CLAIMS AUDITOR (\$1 MILLION) | BOARD ACTION |
| 9.4 SCHOOL BUSINESS OFFICIAL (\$1 MILLION) | BOARD ACTION |
| 9.5 SUPERINTENDENT OF SCHOOLS (\$1 MILLION) | BOARD ACTION |
| 10. AUTHORIZATION: | BOARD PRESIDENT |
| 10.1 OF PERSON TO CERTIFY PAYROLLS—
INTERIM SUPT. OF SCHOOLS AND THE
SUPERINTENDENT OF SCHOOL | BOARD ACTION |
| 10.2 OF SCHOOL PURCHASING AGENT—TERESA
GOLDTHWAIT (ALTERNATE GST BOCES CBO) | BOARD ACTION |
| 10.3 OF ATTENDANCE AT CONFERENCES—BOARD OF
EDUCATION (for Supt.) AND KATY BUZZETTI | BOARD ACTION |
| 10.4 TO ESTABLISH PETTY CASH FUNDS--KATY
BUZZETTI AND LINDA KLIEVONEIT | BOARD ACTION |
| 10.5 TO DESIGNATE AUTHORIZED SIGNATURES ON
CHECKS—LINDA KLIEVONEIT (ALTERNATE
MARTHA CLARK) | BOARD ACTION |
| 10.6 OF INTERIM SUPT. OF SCHOOLS AND
SUPERINTENDENT OF SCHOOLS TO APPROVE
BUDGET TRANSFERS (\$10,000 OR LESS) | BOARD ACTION |

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| 10.7 OF POSITIONS ENTITLED TO USE DISTRICT-OWNED CELL PHONES AND CREDIT CARDS | BOARD ACTION |
| 11. DECLARATION OF ANY BOARD MEMBER CONFLICTS OF INTEREST | BOARD MEMBERS |
| 12. DISTRIBUTION OF BOARD POLICY 2160 (SCHOOL DISTRICT OFFICER AND EMPLOYEE CODE OF ETHICS) AND DISTRIBUTION AND <u>SIGNATURE</u> OF BOARD EXHIBIT 2111 (SCHOOL BOARD MEMBER CODE OF CONDUCT) | BOARD PRESIDENT |
| 13. RESOLUTION DELEGATING POWER TO THE SCHOOL BUSINESS OFFICIAL TO HANDLE THE DUTIES UNDER REAL PROPERTY TAX LAW §554 | BOARD ACTION |
| 14. 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 |
| 15. RESOLUTION APPOINTING ALTERNATE OFFICIALS TO EXECUTE OBLIGATIONS OF, AND TO ATTEST TO, THE SEAL OF THE HHCS D | BOARD ACTION |
| 16. RESOLUTION TO INDEMNIFY AND SAVE HARMLESS DISTRICT EMPLOYEES FROM JUDGEMENTS | BOARD ACTION |
| 17. ANNUAL REVIEW OF BOARD POLICIES: STUDENT CONDUCT, STUDENT DISCIPLINE, PURCHASING, INVESTMENTS, AND BOARD MEMBER CONFLICT OF INTEREST | BOARD ACTION |
| 18. BOE PROCESS TO FOLLOW FOR WRITTEN APPEALS PERTAINING TO INSTRUCTIONAL ISSUES, AS PER BOE POLICY AND REGULATION 1440: COMPLAINTS ABOUT SCHOOL PERSONNEL | BOARD ACTION |
| 19. REAFFIRM APPROVAL OF BOARD POLICIES | BOARD ACTION |
| 20. REAFFIRM 2015-16 BOE MEETING SCHEDULE | BOARD ACTION |
| 21. ADJOURN TO REGULAR BUSINESS MEETING OF THE BOARD. | |