

HCSD Board Members:

Karen Boulas, Lisa Christiansen, Daniel Christmas,
Warren Conklin, Kristine Dale, Doug Johnson,
Brian Lynch, David Sadler, Pamela Strollo
Student Rep. Matthew Minor

Superintendent of Schools:

Dr. Thomas J. Douglas

**HORSEHEADS CENTRAL SCHOOL DISTRICT
ANNUAL BOARD OF EDUCATION ORGANIZATIONAL MEETING
WEDNESDAY, JULY 6, 2016, AT 6 P.M.
HIGH SCHOOL MULTI-MEDIA CENTER**

AGENDA

PLEDGE OF ALLEGIANCE

1. OPENING OF MEETING

(2015-16 Deputy Clerk Judy Christiansen will open the meeting)

2. APPOINTMENT OF DISTRICT CLERK AND DEPUTY DISTRICT CLERK FOR 2016-17

It is recommended that the Board of Education approve the following appointments for action (items 2.1 and 2.2):

2.1 CATHERINE SUTTON AS DISTRICT CLERK

2.2 CANDY MAINE AS DEPUTY DISTRICT CLERK

3. OATH OF OFFICE FOR DISTRICT CLERK—Catherine Sutton

(Judy Christiansen will administer the Oath of Office on the next business day)

4. OATH OF OFFICE FOR DEPUTY DISTRICT CLERK—Candy Maine

(Judy Christiansen will administer the Oath of Office)

5. OATHS OF OFFICE FOR NEWLY ELECTED BOARD MEMBERS--(Karen Boulas, Daniel Christmas, and David Sadler)

(Candy Maine will administer the Oaths of Office)

6. OATH OF OFFICE FOR THE SUPERINTENDENT

(Candy Maine will administer the Oath of Office)

7. ELECTION OF BOARD OFFICERS

Senior Board Member Brian Lynch will ask for nomination(s) for the position of Board President

7.1 ELECTION OF A BOARD PRESIDENT—**BOARD ACTION**

7.2 OATH OF OFFICE FOR THE NEWLY ELECTED BOARD PRESIDENT

(Candy Maine will administer the Oath of Office)

Newly Elected Board President will ask for nomination(s) for the position of Board Vice-President

7.3 ELECTION OF BOE VICE-PRESIDENT--**BOARD ACTION**

7.4 OATH OF OFFICE FOR THE NEWLY ELECTED BOARD VICE-PRESIDENT
(Candy Maine will administer the Oath of Office)

8. NEWLY ELECTED BOARD PRESIDENT WILL ASK FOR BOE MEMBERS (no more than four per committee) TO SERVE ON THE FOLLOWING COMMITTEES:

8.1 AUDIT COMMITTEE

8.2 POLICY COMMITTEE

9. APPOINTMENT OF OFFICERS

It is recommended that the Board of Education approve the following appointment of officers action items 9.1 – 9.6:

9.1 TREASURER

LINDA KLIEVONEIT

9.2 DEPUTY TREASURER

ANGELA ROGERS

9.3 TAX COLLECTOR

MEGAN LEACH

9.4 ALTERNATE TAX COLLECTOR

GST BOCES CBO

9.5 CLAIMS AUDITOR

LINDSEY TICE

9.6 ALTERNATE CLAIMS AUDITOR

GST BOCES CBO

(Catherine Sutton will administer the Oaths of Office on the next business day)

10. OTHER APPOINTMENTS

It is recommended that the Board of Education approve the following additional district appointment action items 10.1-10.32:

10.1 CHIEF FACULTY ADVISOR FOR
THE HIGH SCHOOL

KAREN DONAHUE

10.2 CHIEF FACULTY ADVISOR FOR
THE MIDDLE SCHOOL

RON HOLLOWAY

10.3 CHIEF FACULTY ADVISOR FOR
ATHLETICS

BERT CONKLIN

10.4 ALTERNATE CHIEF FACULTY ADVISOR FOR
HIGH SCHOOL, MIDDLE SCHOOL, AND
ATHLETICS

KATY BUZZETTI

10.5 DIRECTOR OF SCHOOL HEALTH SERVICES

DR. RODRIGO T. SAMODAL

10.6 RECORDS RETENTION AND DISPOSITION
OFFICER

JUDY CHRISTIANSEN

10.7 CIVIL RIGHTS COMPLIANCE OFFICER

JUDY CHRISTIANSEN

10.8 CIVIL RIGHTS COMPLIANCE OFFICER

ANTHONY GILL

10.9 SECTION 504 COORDINATOR

KIM WILLIAMS

10.10 LEGAL COUNSEL (Retainer)

HOGAN, SARZYNSKI, ETAL.

10.11 LEGAL COUNSEL

SAYLES, EVANS, ETAL.

10.12 BOND COUNSEL

BARCLAY DAMON, LLP.

10.13 CENSUS ENUMERATOR

KIM WILLIAMS

10.14 INTERNAL AUDITOR

JULIE KEPHART

10.15 ALTERNATE INTERNAL AUDITOR

TST BOCES

10.16 EXTERNAL AUDITORS

RAYMOND F. WAGER, CPA

10.17 EXTRACURRICULAR HIGH SCHOOL
FUND TREASURER

DEBBIE LANE

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| 10.18 | EXTRACURRICULAR MIDDLE SCHOOL FUND TREASURER | ROSEMARIE RUTHERFORD |
| 10.19 | EXTRACURRICULAR ATHLETICS FUND TREASURER | BILL FINNERTY |
| 10.20 | DISTRICT HEARING OFFICER | DR. THOMAS J. DOUGLAS |
| 10.21 | DISTRICT HEARING OFFICER | JUDY CHRISTIANSEN |
| 10.22 | ALTERNATE DISTRICT HEARING OFFICER | ANTHONY GILL |
| 10.23 | DISTRICT'S HOMELESS LIAISON | KIM WILLIAMS |
| 10.24 | DISTRICT'S DESIGNEE FOR HOMELESS DETERMINATIONS | ANTHONY GILL |
| 10.25 | SUPERVISOR OF ATTENDANCE | SHAWN MCDONOUGH |
| 10.26 | DISTRICT DESIGNEE FOR RESIDENCY DETERMINATION | JUDY CHRISTIANSEN |
| 10.27 | FINANCIAL CONSULTATION SERVICES | FISCAL ADVISORS & MARKETING, INC. MICHAEL COGHLAN |
| 10.28 | DESIGNATED ASBESTOS REPRESENTATIVE | |
| 10.29 | DIGNITY ACT COORDINATOR | JUDY CHRISTIANSEN |
| 10.30 | PURCHASING AGENT | TERESA GOLDTHWAIT |
| 10.31 | ALTERNATE PURCHASING AGENT | GST BOCES CBO |
| 10.32 | RESOLUTION APPOINTING ALTERNATE OFFICIALS TO EXECUTE OBLIGATIONS OF, AND TO ATTEST TO, THE SEAL OF THE HCSD | |

11. DESIGNATIONS:

It is recommended that the Board of Education approve the following designation action items 11.1-11.3:

- 11.1 OFFICIAL NEWSPAPERS—STAR-GAZETTE and THE LEADER
- 11.2 OFFICIAL DEPOSITORIES FOR DISTRICT FUNDS, WITH MAXIMUM ALLOWABLE BALANCES AS FOLLOWS:
 - CHEMUNG CANAL TRUST COMPANY--\$50,000,000
 - JP MORGAN CHASE BANK—\$50,000,000
 - ELMIRA SAVING BANK--\$150,000
 - FIRST HERITAGE FEDERAL CREDIT UNION--\$50,000
- 11.3 SCHOOL BOARD MEMBERSHIPS:
 - NEW YORK STATE SCHOOL BOARDS ASSOC.
 - CHEMUNG COUNTY CHAMBER OF COMMERCE
 - STATEWIDE SCHOOL FINANCE CONSORTIUM
 - RURAL SCHOOLS ASSOCIATION

12. AUTHORIZATIONS:

It is recommended that the Board of Education approve the following authorizations action items 12.1 – 12.16:

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| 12.1 | SIGNING FOR CASH ACCOUNTS | KATY BUZZETTI |
| 12.2 | SIGNING FOR CASH ACCOUNTS | LINDA KLIEVONEIT |
| 12.3 | SIGNING FOR CASH ACCOUNTS | ANGELA ROGERS |
| 12.4 | CERTIFYING PAYROLLS | DR. THOMAS J. DOUGLAS |
| 12.5 | ALTERNATE FOR CERTIFYING PAYROLLS | KATY BUZZETTI |
| 12.6 | CONFERENCE REQUESTS | DR. THOMAS J. DOUGLAS |
| 12.7 | ESTABLISHING PETTY CASH FUNDS | KATY BUZZETTI |

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| 12.8 ESTABLISHING PETTY CASH FUNDS | LINDA KLIEVONEIT |
| 12.9 SIGNING CHECKS | LINDA KLIEVONEIT |
| 12.10 ALTERNATE FOR SIGNING CHECKS | ANGELA ROGERS |
| 12.11 APPROVING BUDGET TRANSFERS (\$10,000 OR LESS) | DR. THOMAS J. DOUGLAS |
| 12.12 JOINTLY APPROVING BUDGET TRANSFERS FOR YEAR-END ADJUSTMENTS AND ACCRUAL ENTRIES | DR. THOMAS J. DOUGLAS AND KATY BUZZETTI |
| 12.13 DISTRICT STAFF ENTITLED TO USE DISTRICT-OWNED CELL PHONES AND CREDIT CARDS (list attached) | |
| 12.14 SCHOOL BUSINESS ADMINISTRATOR TO HANDLE THE DUTIES UNDER REAL PROPERTY TAX LAW §554 | |
| 12.15 PRESIDENT OF THE BOARD OF EDUCATION TO AUTHORIZE THE ISSUANCE OF AND TO SELL REVENUE ANTICIPATION NOTES OF THE HORSEHEADS CENTRAL SCHOOL DISTRICT | |
| 12.16 SUPERINTENDENT TO APPLY FOR GRANTS IN FEDERAL, STATE, AND OTHER AID | |

13. BONDING OF PERSONNEL:

It is recommended that the Board of Education approve the following appointment of bonding of personnel action items 13.1-13.7:

- 13.1 SCHOOL TAX COLLECTOR (\$1 MILLION)
- 13.2 DISTRICT TREASURER (\$1 MILLION)
- 13.3 DEPUTY TREASURER (\$1 MILLION)
- 13.4 CLAIMS AUDITOR (\$1 MILLION)
- 13.5 EXTRACURRICULAR FUND TREASURERS (\$1 MILLION)
- 13.6 SCHOOL BUSINESS ADMINISTRATOR (\$1 MILLION)
- 13.7 SUPERINTENDENT OF SCHOOLS (\$1 MILLION)

14. ANNUAL REVIEW AND APPROVAL OF SPECIFIC BOARD POLICIES

It is recommended that the Board of Education approve the following policy action items 14.1.1 – 14.1.7 :

- 14.1 ANNUAL REVIEW AND APPROVAL OF THE FOLLOWING BOARD POLICIES:
 - 14.1.1 5300 STUDENT CONDUCT
 - 14.1.2 5310 STUDENT DISCIPLINE
 - 14.1.3 6700 PURCHASING
 - 14.1.4 6240 INVESTMENTS
 - 14.1.5 2170 BOARD MEMBER CONFLICT OF INTEREST
 - 14.1.6 1440 COMPLAINTS ABOUT SCHOOL PERSONNEL
 - 14.1.7 3230-E ORGANIZATIONAL CHART

15. OTHER ITEMS

It is recommended that the Board of Education approve the following action items 15.1 – 15.6:

- 15.1 ROTATIONAL LIST OF IMPARTIAL HEARING OFFICERS AS PROVIDED BY SED

- 15.2 BOARD MEETING DATES FOR 2016-17
- 15.3 RESOLUTION TO INDEMNIFY AND SAVE HARMLESS DISTRICT EMPLOYEES FROM JUDGEMENTS
- 15.4 DECLARATION BY BOARD MEMBER OF ANY CONFLICTS OF INTEREST
- 15.5 DISTRIBUTION OF BOARD POLICY 2160 (SCHOOL DISTRICT OFFICER AND EMPLOYEE CODE OF ETHICS)
- 15.6 DISTRIBUTION AND SIGNATURE OF BOARD EXHIBIT 2111 (SCHOOL BOARD MEMBER CODE OF CONDUCT FORM)

16. ADJOURN TO REGULAR BUSINESS MEETING OF THE BOARD