

**REORGANIZATIONAL MEETING  
WILLIAMSON CENTRAL SCHOOL DISTRICT  
JULY 10, 2002**

1. Reorganizational Meeting  
Appointments:
  - a. Appoint District Clerk - Wendy Feeney **M**
  - b. Appoint Deputy District Clerk- Joanne DeCracker
  
2. Administer oath to newly elected Board Member –
  
3. Elect President for the 2002-2003 school year **M**  
Nominations are open for the position of President of the Board of Education.  
Seconded  
Nominations closed
  
4. Newly elected President assumes charge of the meeting. **M**  
Elect Vice-President for the 2002-2003 school year – New President  
Nominations are open for the position of Vice-President of the Board of Education  
Seconded  
Nominations closed
  
5. Appoint Board Committees **M**  
Building & Grounds  
Public Relations  
Negotiations  
Transportation/Food Service  
BOCES Representative  
Scholarship  
Curriculum  
Finance  
CSE Committee  
Technology
  
6. Appointments for 2002-2003 **M**  
District Treasurer Kenneth Lee, CPA  
District Tax Collector Anne VanEenwyck  
School Census Enumerator Steve Parker  
School Physician Dr. Krishna Persaud  
School Attorney Wayne VanderByl  
Independent Auditors Raymond F. Wager, C.P.A. P.C.  
Title IX Compliance Officer Wendy Feeney  
Records Management Officer Janet Follette  
Records Access Officer Wendy Feeney  
ADA Compliance Officer Wendy Feeney

Petty Cash Custodians	Lois Richman – High School Kelly Slater – Middle School Jan Crudele Reiss- Elementary School
M.S. Extra Classroom Funds Treasurer	Kristy Mottler
H.S. Extra Classroom Funds Treasurer	Lois Richman
Adult Education Director	Nancy Orbaker

7. Designations: **M**

BE IT RESOLVED THAT District Funds be deposited in Commercial Banks or Trusts according to Board Policy Section 5200.  
BE IT FURTHER RESOLVED, that the “Sun & Record” be designated as the official newspaper for publication of all District Legal Notices.

8. Authorizations **M**

- A. Superintendent of Schools to approve Field Trips and Conferences for staff.
- B. Superintendent of Schools to sign checks in absence of Clerk or Treasurer.
- C. Superintendent of Schools to certify payroll. Business Executive to act in Superintendent’s absence.
- D. Business Executive as Purchasing Agent.
- E. Superintendent of Schools and/or Business Executive to sign applications, reports and reimbursement claims for National School Lunch Program.
- F. Superintendent of Schools to approve Budget Transfers and send copies to Board Members in the next Board Packet.
- G. All checks except payroll checks to be signed by District Treasurer, countersigned by District Clerk; Superintendent of Schools shall be authorized to sign in absence of Treasurer or Clerk.
- H. Treasurer to dispense funds to establish a Petty Cash Fund in each Building not to exceed \$100 each. Such funds shall be in the name of the Building Principal.  
Also, Treasurer to provide temporary change funds in the amount of \$200 to the tax collector and \$90 to the School Lunch Program with the Cafeteria Manager as custodian.
- I. Permission to pay bills by due date when Board of Education Meetings do not coincide with such date.
- J. Treasurer to disburse or transfer funds for the following in advance of audit or claims by the Board of Education:
  - Payroll
  - Postage
  - Utilities and Fuel Bills
  - Freight and Expense Charges
  - Student activity registration fees, etc. for musical events and other activities

Transfer between District Accounts and/or Investment Accounts  
 Board members and Administration registration fees, etc.,  
 Association meetings, conferences, workshops  
 Employee Insurance Premiums  
 Staff registration fees for workshops, conferences and meetings  
 where such attendance has had prior approval of the Superintendent (8a)

- K. Vice-President being allowed to sign documents when the President is not available. **M**
  
- 9. Approve membership for 2002-2003  
     New York State School Boards Association (\$4,465 for calendar yr. 2002-2003)
  
- 10. To approve the 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of the month for regular scheduled Board of Education Meetings. **M**
  
- 11. Recommendation to approve the Bonding of District Treasurer in the amount of \$1,300,000 for the 2002-2003 school year (except for November and December – 1<sup>st</sup> and 3<sup>rd</sup> Wednesday). **M**
  
- 12. Recommendation to approve the Bonding of District Tax Collector in the amount of \$1,500,000 for the 2002-2003 school year. **M**
  
- 13. Recommend to approve the mileage reimbursement rate (currently at \$ .31/mile) for the 2002-2003 school year. **M**
  
- 14. Approve Substitute Teacher rate at \$70/day for 20 days, \$80/day after 20 days. Williamson Retirees will receive \$80/day commencing on day one. **M**
  
- 15. Approve Tutorial Rate at \$16/hr. **M**
  
- 16. Recommendation to approve participation in various Commodities/Services Cooperative Bidding with BOCES during the 2002-2003 school year. **M**
  
- 17. Recommendation to approve borrowing of school buses in extraordinary circumstances (See School Bus Leave Agreement). **M**

This concludes the Reorganizational Meeting.

