

**REORGANIZATIONAL MEETING
WILLIAMSON CENTRAL SCHOOL DISTRICT
JULY 9, 2003**

1. Reorganizational Meeting
 Appointments:
 a. Appoint District Clerk - Wendy Feeney **M**

2. Administer oath to newly elected Board Member –

3. Elect President for the 2003-2004 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 2003-2004 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 2003-2004 **M**
 District Treasurer Kenneth Lee, CPA
 District Tax Collector Anne VanEenwyck
 School Census Enumerator Steve Parker
 School Physician Dr. 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

M.S. Extra Classroom Funds Treasurer
H.S. Extra Classroom Funds Treasurer
Adult Education Director

Kelly Slater – Middle School
Jan Crudele-Reiss- Elementary School
Kelly Slater (60 day appointment)
Lois Richman
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” and the “Times of Wayne County” be designated as the official newspapers 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. Treasurer to act in Superintendent’s absence.
 - D. Superintendent as Purchasing Agent. (60 day appointment)
 - E. Superintendent of Schools and/or Treasurer 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 2003-2004
 New York State School Boards Association (\$4,875 for calendar yr. 2003-2004)

- 10. To approve the 2nd and 4th Wednesday of the month for regular scheduled Board of Education Meetings. (except for November and January– 1st and 3rd Wednesday) and one meeting in December (10th). **M**

- 11. Recommendation to approve the Bonding of District Treasurer in the amount of \$1,300,000 for the 2003-2004 school year. **M**

- 12. Recommendation to approve the Bonding of District Tax Collector in the amount of \$1,500,000 for the 2003-2004 school year. **M**

- 13. Recommend to approve the mileage reimbursement rate (currently at \$.31/mile) for the 2003-2004 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 2003-2004 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.