NEW HARTFORD CENTRAL SCHOOL DISTRICT
ANNUAL REORGANIZATION MEETING OF THE BOARD OF
EDUCATION

Thursday, July 13, 2017
Robert L. Bradley Elementary School Library
5:00 p.m.
Robert J. Nole, Superintendent

AGENDA

I. Call to Order and Election of Chairperson (by District Clerk)

II. Pledge of Allegiance

III. Administration of Oath to Newly Elected Board Members (by District Clerk)

IV. Election of Officers (Oath administered by District Clerk after election)
   A. President of the Board
   B. Vice-President of the Board

V. Appointment of Officers (administered by oath)
   A. Superintendent of Schools (Robert J. Nole)
   B. District Treasurer (Kimberly Hibbard)
      with bonding of $1,100,000
   C. Deputy District Treasurer (Denise Owens)
      with bonding of $1,100,000
   D. Clerk of the Board (Betty Heil)
   E. Tax Collector (Robin Kennedy) with bonding of $1,100,000
   F. Claims Auditor (Wendy Stillman) with bonding of $1,100,000
   G. Deputy Internal Claims Auditor (Sandy D’Onofrio) with bonding of $1,100,000
VI. Other Appointments

A. School Physician (Dr. Christopher Alinea – OHM BOCES)
B. School Attorney (Anthony Hallak)
C. District Auditor (Dermody, Burke & Brown)
D. Internal Auditor (Questar III BOCES)
E. Extra-Classroom Activity Fund Treasurers with bonding of $100,000
   Senior High School (Sr. High Office Specialist)
   Junior High School (Jr. High Office Specialist)
F. Asbestos (LEA) Designee (Andrew Morgan)
G. Records Management Officer (Assistant Superintendent for Business Affairs)

VII. Designations

A. Official Bank Depositories (See attached list)
B. Financial Consultants (Bernard P. Donegan, Inc.)
C. Official Newspaper (The Observer-Dispatch)
D. Approval of Meeting Dates & Location (See attached list)

VIII. Authorizations

A. Payroll Certification (Assistant Superintendent for Business Affairs)
B. School Purchasing Agent (Assistant Superintendent for Business Affairs)
D. Establish Petty Cash and Change funds
   $100 for Junior & Senior High Schools
   $100 for Myles Elementary School
   $100 for Hughes Elementary School
   $100 for Bradley Elementary School
   $100 for Business Office
   $ 80 for Athletic Office Change Fund
VIII. Authorizations (cont'd.)

Petty Cash Custodians
Sr. High School – Office Specialist
Jr. High School – Office Specialist
Myles Elementary – Office Specialist
Hughes Elementary – Office Specialist
Bradley Elementary – Office Specialist
Business Office – Account Clerk
Athletic Office – John Brigantino

E. Authorized Signature on Checks
   (One Signature -- District Treasurer)

F. Agreements with Other Districts to Transport Students
   (Superintendent)

G. Authorized Signatures for Extraclassroom Activity Accounts
   (Sr. High – 2 signatures – Office Specialist, Sr. High Principal and/or
   Dean of Students)
   (Jr. High – 2 signatures – Office Specialist and Principal)

H. Agreement for Services – School Resource Officer and School Safety
   Officer Programs (Superintendent)

IX. Adjournment
DESIGNATION -- OFFICIAL BANK DEPOSITORY
Deposit of Accounts and Funds – 2017 - 2018

General Fund -- M&T Bank
Health Benefit Plan Accounts -- M&T Bank
School Food Service Fund -- M&T Bank
Trust and Agency Fund -- M&T Bank
Payroll Account -- M&T Bank
Federal Withholding Account -- M&T Bank
Federal Aid Fund -- M&T Bank
Extra-Curricular Activity Accounts -- M&T Bank
Capital Accounts -- M&T Bank

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