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

Wednesday, July 6, 2016
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 Member (by District Clerk)

IV. Election of Officers (Oath administered after election by District Clerk)
   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 (John McKeown)

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 (John McKeown)

B. School Purchasing Agent (July 7 – 21, 2016 – Robert Nole)


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. School Safety Deposit Box
   (Board President, Clerk, Assistant Superintendent
    for Business Affairs)

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

H. 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)

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

IX. Adjournment
DESIGNATION -- OFFICIAL BANK DEPOSITORY
Deposit of Accounts and Funds – 2016 - 2017

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

07/06/16
### 2016-2017

**New Hartford Central School District**

**Board of Education Meeting Dates**

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