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

Tuesday, July 9, 2013
Robert L. Bradley Elementary School Library
5:00 p.m.
Robert J. Nole, Superintendent

AGENDA

I. Election of Chairman

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

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

IV. Appointment of Officers (administered by oath)
   A. District Treasurer (Kimberly Hibbard) with bonding of $1,100,000
   B. Deputy District Treasurer (Elizabeth Heil) with bonding of $100,000
   C. Clerk of the Board (Aurelia Greico)
   D. Tax Collector (Robin Kennedy) with bonding of $1,100,000
   E. Claims Auditor (Sandra D’Onofrio) with bonding of $100,000

V. Other Appointments
   A. School Physician (Dr. Brown – OHM BOCES)
B. School Attorney (Anthony Hallak)

V. Other Appointments (cont’d.)

C. District Auditor (Dermody, Burke & Brown)

D. Extra-Classroom Activity Fund Treasurers with bonding of $100,000

   Senior High School       (Sr. High Office Specialist)
   Junior High School       (Jr. High Office Specialist)

E. Asbestos (LEA) Designee (Andrew Morgan)

F. Records Management Officer (Mary Mandel)

VI. 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)

VII. Authorizations

A. Payroll Certification (Mary Mandel)

B. School Purchasing Agent (Mary Mandel)

C. 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

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
VII. Authorizations (continued)

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

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

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

G. Authorized Signatures for Extracurricular 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 Program  
   (Superintendent)

VIII. Re-adoption of Bylaws of the Board of Education

   It is recommended that the Bylaws of the Board of Education be  
   re-adopted.