

**WATERTOWN CITY SCHOOL DISTRICT  
ANNUAL ORGANIZATIONAL MEETING  
District Office Conference Room  
WATERTOWN, NY 13601  
4 p.m., Tuesday, July 7, 2020**

- I. Call to Order**
  - A. Pledge of Allegiance
  
- II. Administration of Oath to District Clerk**
  
- III. Administration of Oath to Newly Elected Board Members & Superintendent of Schools**
  
- IV. Election of Officers**
  - a. Election of the President of the Board of Education for the 2020-21 School Year.
  - b. Election of the Vice President of the Board of Education for the 2020-21 School Year.
  - c. Administer Oath of Faithful Performance in Office to Above.
  
- V. Agenda Changes**
- VI. Public Comments**
- VII. Communications**
  
- VIII. Board and Staff Reports**
  
- IX. Items for Consent Agenda:**
  - A. Appointment of Officers**
    - a. District Clerk
    - b. District Treasurer
    - c. External Auditor
    - d. Central Treasurers, Extracurricular Activity Funds Accounts
    - e. Borrowing and Investment Officer
    - f. Internal Auditor
    - g. Custodians of Petty Cash Funds
    - h. Purchasing Agent
    - i. Certifier of Payrolls
    - j. Tax Collector
    - k. Federal Impact Aid PL-874 Officer
    - l. PL103-382 Officer (Federal Programs That Include Drug-Free Schools)
    - m. Insurance Consultant
    - n. Fiscal Consultant
    - o. Liaison for Homeless and Youth
    - p. School Pesticide Representative
    - q. Finance, Audit, and Facilities Committee
    - r. Policy Committee
    - s. Substance Abuse Resource Officers
  
  - B. Other Appointments**
    - a. School Physician

- b. School Dentist
- c. Designated Educational Officials
- d. Deputy Claims Auditor
- e. School Attorney
- f. Attendance Officers
- g. Records Access Officer and Records Management Officer
- h. Asbestos Designee
- i. Title IX/Section 504 Hearing Officer
- j. Committee on Special Education (CSE)
- k. Committee on Preschool Special Education (CPSE)
- l. Americans With Disabilities and 504 Plan Coordinator
- m. Medicaid Compliance Officer
- n. DASA Coordinators
- o. Adoption of "Best Value" Purchasing
- p. Adoption of "Piggyback" Purchasing
- q. Architects and Engineers

**C. Designations**

- a. Petty Cash Fund(s)
- b. Official Newspaper
- c. Official Bank Depositories
- d. Official Bank Signatories
- e. Dates and Times of Board of Education Meetings

**D. Authorizations**

- a. Superintendent Approval to Attend Conferences, Conventions, Workshops by Board Members and Staff.
- b. Superintendent to Approve Budget Transfers Within Limits Prescribed by Commissioner's Regulation Section 170.2 and Board Guidelines.
- c. Superintendent of Schools to Apply for Grants in Aid (State and Federal).
- d. Designate Authorized Signature on Checks.
- e. Positions Entitled to Use District-Owned Cell Phones and Credit Cards.
- f. Appointment of Impartial Hearing Officers.
- g. Coordinator of the Committee on Special Education Authorized Representative for the Required Signature on STAC-1 Forms.
- h. Other(s) as Deemed Appropriate/Necessary.

**E. Official Undertakings (Bonds)**

- a. District Clerk
- b. District Treasurer/Tax Collector
- c. Deputy Treasurer
- d. Central Treasurers Extracurricular Activity Funds
- e. Claims Auditor
- f. All Persons and Positions Required by Law or Regulation to be Bonded

**F. Other:**

- a. Approval of the Minutes of the Board of Education Meetings on June 10, and 17, 2020.
- b. Approval of the Monthly Treasurer's Report for May 2020.
- c. Approval of the Monthly Financial Report for May 2020.
- d. Approval of Committee on Pre-School Special Education Minutes.
- e. Approval of Committee on Special Education Minutes.

- g. Approval of the Monthly Extra-Curricular Reports for HT Wiley, Case, and Watertown High School ending April 30, 2020.
- h. Approval of the Monthly Extra-Curricular Reports for HT Wiley, Case, and Watertown High School Ending May 30, 2020.
- i. Re-adoption of Board of Education Policies in Effect During the 2019-20 School Year inclusive of the Code of Conduct.
- j. Mileage Reimbursement

**X. Other Items for Board Action:**

- A. Approval to Participate in the St. Lawrence/Lewis BOCES Cooperative Purchasing Program.
- B. Approval of AS-7 Contract for Services Provided by Jefferson-Lewis BOCES for the 2020-21 School Year.
- C. Approval of Payment of Dues for the 2020-21 School Year to the Jefferson-Lewis School Boards Association.
- D. Approval of Dues for National Association of Federally Impacted Schools.
- E. Approval for the Superintendent of Schools to Make Application Under PL-874, Impact Aid, for the 2020-21 School Year.
- F. Approval of Bids for the 2020-21 School Year for the School Nutrition Program.
  - a. Milk and Juice –
  - b. Paper Supplies –
- G. Approval of Refuse Bid for 2020-21 School Year.
- H. Approval of Emergency Preparedness Agreements for the 2020-21 School Year:
  - Knickerbocker School and A New Way Assembly of God
  - North Elementary School and Starbuck School and Sacred Heart School
  - North Elementary School and Starbuck School and the Watertown Industrial Center
  - Sherman School and Stone Presbyterian Church
  - H.T. Wiley Intermediate School and IHC Jr./ Sr. High School
  - Case Middle School and IHC High School
  - Case Middle School and First Presbyterian Church
  - Watertown High School and Trinity Episcopal Church
  - Samaritan Summit Village Assisted Living and Watertown High School.
- I. Approval to Dispose/Recycle Books and Videos from Starbuck Elementary, Sherman Elementary, Ohio Elementary, North Elementary, HT Wiley and Knickerbocker Elementary Schools.
- J. Approval of Personnel Report
  - Retirement
  - Resignations
  - Appointment(s):
    - Term-Non-Probationary
    - Permanent

- Permanent – Part-time
- Provisional
- Summer School
- Non-Instructional Substitutes
- Coaching-Fall-Boys
- Coaching-Fall-Girls

K. Approval of Claims Auditor for the 2020-21 School Year.

L. Approval of Standard Work Day.

M. Approval for Watertown High School Girls' Hockey Team to Combine With Alexandria Central's Girls' Hockey Team for the 2020-21 School Year.

N. Approval of Donation to the Watertown High FFA.

O. Election of an Official Delegate and an Alternate to Attend the NYS School Boards Association Meeting in October 2020.

P. Election of a Member and an Alternate of the Board of Education to Serve on the Executive Committee of the Jefferson-Lewis School Boards Association.

**XI. Items for Discussion/Information**

- A. Report - District Credit Cards
- B. Report - Superintendent of Schools
- C. Report - Assistant Superintendent of Instruction
- D. Report – Assistant Superintendent for Personnel and Student Services
- E. Report – School Business Manager

**XII. Upcoming Dates:**

- **July 21 (Tuesday), Board Retreat**
- **August 4 (Tuesday), Board of Education Meeting, 4pm @ D.o.**
- **August 18 (Tuesday), Board of Education Meeting, 4pm @ D.O.**

**XIII. Adjournment**