

**WATERTOWN CITY SCHOOL DISTRICT
ANNUAL ORGANIZATIONAL MEETING
District Office Conference Room
WATERTOWN, NY 13601
4 p.m., Tuesday, July 6, 2021**

INFORMATION SHEET

- 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 2021-22 School Year.
b. Election of the Vice President of the Board of Education for the 2021-22 School Year.
c. Administer Oath of Faithful Performance in Office to Above.
- V. Agenda Changes**
- VI. Public Comments** *Per BoE Policy #2306: Persons wishing to address the Board shall state their name and address, name of organization represented (if any), and a brief description of the topic to be addressed. Any group or organization wishing to address the Board must identify a single spokesperson. No Speaker will be permitted to speak for longer than three minutes. Speakers may comment on matters related to any agenda item. The Board will not permit in public session discussion involving individual district personnel or students. Persons wishing to discuss matters involving individual district personnel or students should present their comments and/or concerns to the Superintendent of Schools during regular business hours. Persons wishing to have matters included on the agenda shall contact the Superintendent of Schools in accordance with Agenda Preparation and Dissemination Policy.*
- 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. Claims Auditor and 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. School Physician
- l. Committee on Preschool Special Education (CPSE)
- m. Americans With Disabilities and 504 Plan Coordinator
- n. Medicaid Compliance Officer
- o. DASA Coordinators
- p. Adoption of "Best Value" Purchasing
- q. Adoption of "Piggyback" Purchasing
- r. 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
- f. Establishment of Standard Work Day

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 1, and 15, 2021.
- b. Approval of the Monthly Treasurer's Report for May 2021.
- c. Approval of the Monthly Financial Report for May 2021.
- d. Approval of Committee on Pre-School Special Education Minutes.
- e. Approval of Committee on Special Education Minutes.
- f. Approval of the Monthly Extra-Curricular Reports for HT Wiley, Case, and Watertown High School ending April 30, 2021.
- g. Approval of the Monthly Extra-Curricular Reports for HT Wiley, Case, and Watertown High School Ending May 30, 2021.
- h. Re-adoption of Board of Education Policies in Effect During the 2020-21 School Year inclusive of the Code of Conduct.
- i. Mileage Reimbursement
- j.

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 2021-22 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 2021-22 School Year.
- F. Approval of Corrective Action Plan for the 2019-20 Annual Financial Audit.
- G. Approval of Refuse Bid for 2021-22 School Year.
- H. Approval of Emergency Preparedness Agreements for the 2021-22 School Year:
- I. Approval of Intermunicipal Agreement for the use of City Facilities.
- J. Approval of School Resource Officer MOA.
- K. Approval of Separation Agreement and General Release.
- L. Approval of Settlement Agreement.
- M. Approval of Personnel Report
 - ❖ Resignations

- ❖ Leaves of Absence
- ❖ Appointment(s)
 - Permanent-Part Time
 - Lead Teacher
 - Probationary (Instructional)
 - Summer School
 - Extended School Year Special Education Staff
 - Summer STEM Camp
 - Substitutes-Non-Instructional

- N. Approval of 3.5% Salary Increase for Student Information Systems Specialist.
- O. Approval of the Sale of Maintenance Department Vehicle.
- P. Approval to Dispose Of/Recycle Outdated, Unused Textbooks from North, Knickerbocker, Ohio, Starbuck and Sherman Elementary Schools.
- Q. Approval of an Educational Student Trip.
- R. Approval to Discontinue Probationary Appointment of an Employee.
- S. Approval of a Termination of a Non-Instructional Employee.
- T. Approval to Appoint an Interim Treasurer.
- U. Election of an Official Delegate and an Alternate to Attend the NYS School Boards Association Meeting in October 2021.
- V. 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 20 (Tuesday), Board Retreat, 4p.m. @ D.O.**
- **August 3 (Tuesday), Board of Education Meeting, 4pm @ D.O.**
- **August 17 (Tuesday), Board of Education Meeting, 4pm @ D.O.**

XIII. Adjournment