



MILFORD CENTRAL SCHOOL DISTRICT
July 2, 2019
BOARD ORGANIZATIONAL MEETING

TASK	PERSON RESPONSIBLE	NOTES		
Call to order, roll call and quorum.	Board Clerk			
Administration of Oath to Newly-Elected Board Members	Board Clerk			
Election of Officers and Oath of Office	Board Clerk	Role		PERSON
		President		
		Vice President		
Establishment of Board Committees & Representatives	Board President	Committee/Reps		PERSON(S)
		Audit Committee		
		CDEP Representatives		
		Finance Committee		
		Liaison Representatives		
		Negotiations Committee		
		Policy Committee		
		Safety Committee Reps		
Sick Bank Reps				
Establishment of District Committees and Positions	Board President	COMMITTEE	POSITIONS	PERSON(S)
		CSE/CPSE	CSE/CPSE Chairperson Alternate Chairperson(s) School Psychologist Administrator(s) Parent Member(s) Secretary	Kimberly Armstrong Nicole Lippitt Kimberly Armstrong Teresa Glavin Jennifer Moore Pamela Dubreuil
		Safety	Teacher Administrator(s) Community Member School Safety Officer(s)	Jennifer Maison Mark Place Damon West Donald Harvey, Jolene Chase

TASK	PERSON RESPONSIBLE	NOTES		
Appointment of District Officers	Board President	Role	PERSON	STIPEND (if applicable)
		District Clerk	Brenda Lang	\$1500
		District Treasurer	Marissa Christensen	
		Deputy Treasurer	Cory Jacobs	
		Internal Claims Auditor	Lorre Gregory	\$2667
		Tax Collectors	Sachi West and Cory Jacobs Eileen Leach (Substitute)	\$22/hour
Oath of Office to District Officers	Board Clerk			

TASK	PERSON RESPONSIBLE	NOTES		
Other Appointments	Board President	Role	PERSON(S)	Stipend (if applicable)
		ADA Coordinator	Mark Place	
		Asbestos Designee	Donald Harvey	
		Attendance Officer(s)	Jolene Chase	
		Census Enumerator	Jolene Chase	\$760
		Central Treasurer, Extra-Classroom Activity Account	Brenda Lang	
		Chemical Hygiene Officer	Donald Harvey	
		DASA Coordinator(s)	Amy Swatling	
		Equal Opportunities Coordinator	Mark Place	
		External Auditor	Cwynar & Company, PLLC	
		Fiscal Advisor & Bond Counsel	Bernie P. Donegan Inc. and Law Offices of Timothy R. McGill respectively	
		Impartial Hearing Officer Designee	Lorre Gregory	
		Lead Teacher Evaluator(s)	Mark Place, Teresa Glavin	
		Lead Principal Evaluator	Mark Place	
		MCS Trustee Rep to CASEBP	Mark Place	
		Alternative MCS Trustee Rep to CASEBP	Marissa Christensen	
		Pesticide Control Officer	Donald Harvey	
		Purchasing Agent	Mark Place	
		Records Access Officer	Marissa Christensen	
		Records Retention Management Officer	Sachi West	
School Attorney/General Legal Counsel	The Firm of Hogan, Sarzynski, Lynch, Dewind, and Gregory located in Johnson City, NY and Frank W. Miller located in Syracuse, NY			
School Physician	Bassett School Based Health Center			
Surrogate Parent Rep for Special Ed	Robert Moore Jr.			
Title IX/Section 504 Hearing Officer(s)	Mark Place			
Bonding of Personnel	Board President	Bond all MCS Employees for \$1,000,000		

TASK	PERSON RESPONSIBLE	NOTES							
Designations	Board President	Role			Designee				
		Official depositories for district funds			NBT Bank, Norwich NY JP Morgan Chase, Vestal, NY				
		Official district newspaper(s)			The Daily Star, Oneonta, NY				
		General Liability Insurance Provider			NYSIR				
Establishment of Board Meeting Schedule	Board President	Insert Board Meeting Schedule							
		Subject		Start Date	Start Time	Subject		Start Date	Start Time
		BOE MEETING		7/2/2019	7:00 PM	BOE MEETING		2/13/2020	7:00 PM
		BOE MEETING		7/25/2019	7:00 PM	BOE MEETING		3/5/2020	7:30 PM
		BOE MEETING		8/22/2019	7:00 PM	BOE MEETING		3/19/2020	7:30 PM
		BOE MEETING		9/19/2019	7:30 PM	BOE MEETING		4/2/2020	7:30 PM
		BOE MEETING		10/10/2019	7:30 PM	BOE MEETING		4/23/2020	7:30 PM
		BOE MEETING		10/24/2019	7:30 PM	BUDGET HEARING		5/5/2020	7:00 PM
		BOE MEETING		11/14/2019	7:00 PM	BOE MEETING		5/5/2020	7:30 PM
		BOE MEETING		12/12/2019	7:00 PM	BOE MEETING		5/21/2020	7:30 PM
		BOE MEETING		1/16/2020	7:30 PM	BOE MEETING		5/4/2020	7:30 PM
		BOE MEETING		1/30/2020	7:30 PM	BOE MEETING		6/18/2020	7:30 PM
		Authorizations	Board President	Role			Person Authorized/Authorization		
Person to Certify Payrolls				Mark Place					
Person to Sign Checks				Marissa Christensen					
Person to Sign Checks in their Absence				Brenda Lang					
School Purchasing Agent				Mark Place					
Person To Sign Requisitions & Purchase Orders in their Absence				Teresa Glavin					
Approve Budget Transfers up to \$10,000				Mark Place					
Apply for Grants in Aid (State and Federal)				Mark Place					
Approve attendance at conferences, conventions, workshops, etc				Mark Place					
Submit applications for free and reduced breakfast/lunch and other federally funded programs.			Mark Place						

TASK	PERSON RESPONSIBLE	NOTES		
Establishment of Rates	Board President	Action	Notes	
		Establish rate for mileage reimbursement	IRS Rate	
		Establish tuition rate for out-of-district students	\$3000 per student	
		Establish prices for school meals	Breakfast	Lunch
			PK-8: \$1.25	PK-8: \$2.55
			9-12: \$1.50	9-12: \$2.65
		Establish substitute rates	Substitute Position	Rate
			Certificated Substitutes (Teacher/LTA/Aide Positions)	\$15.80/hour (\$110.60/day)
			Uncertified Substitutes (Teacher/LTA/Aide Positions)	\$13.80/hour (\$96.60/day)
			Teachers---Long-Term	\$175/day Benefits only for those appointed for a year.
Bus Drivers	\$25.00/hour			
Cafeteria Workers	\$13.80/hour			
Cleaners	\$13.80/hour			
Review of Plans and Policies	Board President	Action	Notes	
		Review the District's Disaster Recovery Plan		
		Review Policies	Policy Number	Name
			2160	Code of Ethics
			5300	Student Code of Conduct
			6240	Investments
6700	Purchasing			
The Board shall also review building-level student attendance data as required under Commissioner's Regulations section 104.1, if the data shows a decline in attendance rates, shall review Policy 5100: Attendance				
Policy Resolution	Board President	The Board re-adopts Policy 2160: Code of Ethics, and affirms that all policies in effect during the previous year remain in effect until such time that the Board acts to revise or delete such policies.		

Adopted March 21, 2018