



**MILFORD CENTRAL SCHOOL DISTRICT
EXHIBIT # 2210-E1**

<input type="checkbox"/> REQUIRED
<input checked="" type="checkbox"/> LOCAL
<input type="checkbox"/> NOTICE

BOARD ORGANIZATIONAL MEETING TEMPLATE – JULY 2020

TASK	PERSON RESPONSIBLE	NOTES		
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	Committee of the Whole	
		CDEP Representative(s)		
		Liaison Representatives		
		Negotiations Committee		
		Policy Committee		
		Safety Committee Rep		
		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 & Oath of Office	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 Collector(s)	Cory Jacobs, Sachi West	
Oath of Office to District Officers	Board Clerk	Role		
		Central Treasurer		
		District Clerk		
		District Treasurer		
		Deputy Treasurer		
		Internal Claims Auditor		
		Tax Collector		
		Superintendent		

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	\$800
		Central Treasurer, Extra-Classroom Activity Account	Brenda Lang	
		Chemical Hygiene Officer	Donald Harvey	
		DASA Coordinator(s)	Amy Swatling	
		Data Protection Officer	Mark Place	
		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	Hogan, Sarzynski, Lynch, DeWind & Gregory LLP			
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		07/02/2020	7:00 PM	BOE MEETING		03/25/2021	7:00 PM
		BOE MEETING		07/30/2020	7:00 PM	BOE MEETING		04/22/2021	7:00 PM
		BOE MEETING		08/20/2020	7:00 PM	BUDGET HEARING		05/04/2021	7:00 PM
		BOE MEETING		09/17/2020	7:00 PM	BOE MEETING		05/04/2021	7:30 PM
		BOE MEETING		10/15/2020	7:00 PM	BOE MEETING		05/24/2021	7:00 PM
		BOE MEETING		11/12/2020	7:00 PM	BOE MEETING		06/17/2021	7:00 PM
		BOE MEETING		12/10/2020	7:00 PM				
		BOE MEETING		01/14/2021	7:00 PM				
		BOE MEETING		02/11/2021	7:00 PM				
		BOE MEETING		03/11/2021	7:00 PM				
		Authorizations	Board President	Role			Person Authorized/Authorization		
Person to Certify Payrolls				Mark Place					
Person to Sign Checks Person to Sign Checks in their Absence				Marissa Christensen Brenda Lang					
School Purchasing Agent Person To Sign Requisitions & Purchase Orders in their Absence				Mark Place 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	
		Establish rate for mileage reimbursement	
		Establish tuition rate for out-of-district students	
		Establish prices for school meals	
		Breakfast	
		PK-8: \$1.25	
		9-12: \$1.50	
		Lunch	
		PK-8: \$2.60	
		9-12: \$2.70	
Establish substitute rates		Substitute Position	
Certificated Substitutes (Teacher/LTA/Aide Positions)		\$16.50/hour (\$115.50/day)	
Uncertificated Substitutes (Teacher/LTA/Aide Positions)		\$14.50/hour (\$101.50/day)	
Teachers---Long-Term		\$175/day Benefits only for those appointed for a year.	
Bus Drivers		\$25.00/hour	
Cafeteria Workers		\$14.50/hour	
Cleaners		\$14.50/hour	
Office & Teacher Aides		\$14.50/hour	
Review of Plans and Policies	Board President	Action	
		Review the District's Disaster Recovery Plan	
		Review Policies	
		Policy Number	
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 1, 2018

Revised: March 5, 2020