

**LITTLE FALLS CITY SCHOOL DISTRICT
LITTLE FALLS, NEW YORK 13365**

**Organizational Meeting of the Little Falls City School District Board of Education
on Tuesday, July 2, 2019 at 5:00 p.m. in the Benton Hall Academy Library, One
Ward Square, Little Falls, New York 13365.**

AGENDA

- I. Pledge to the Flag**
- II. Administer Oath of Office to Superintendent**
- III. Administer Oath to New Board Members**
- IV. Appointment of Temporary Chairperson**
- V. Election of Officers**
 - A.** President of the Board
 - B.** Vice President of the Board
 - C.** Administer Oath to Above
- VI. Comments from the Floor**
- VII. Agenda Revisions**
- VIII. 1. Appointment of Officers**
 - A.** District Treasurer
 - B.** Deputy District Treasurer
 - C.** Clerk of the Board
 - D.** Deputy Clerk of the Board
 - E.** Tax Collector
 - F.** Deputy Tax Collector
 - G.** Administer Oath to Above
- IX. Other Appointments**
 - A.** School Attorney
 - B.** Extra Classroom Activity Fund: Central Treasurer, Deputy Treasurer and Faculty Auditor, Chief Faculty Counselors, Accounts.
 - C.** Attendance Officers
 - D.** School Dental Supervisor
 - E.** Access/Records Management Officer - Release of Directory Information
 - F.** Claims Auditor
 - G.** Asbestos Designee
 - H.** Legislative Liaison - NYSSBA
 - I.** Voting Delegate to the NYSSBA
 - J.** Fire Codes Enforcement Officer
 - K.** Coordinator - Capital Assets Preservation Project
 - L.** Acceptance of Free and Reduced Price Meal Verification Officials
 - 1.** Reviewing Official
 - 2.** Hearing Official
 - 3.** Verification Official
 - 4.** Confirming Official

- IX. Other Appointments (continued)**
M. Appointment of Audit Committee
N. Adoption of Audit Committee Charter
O. Dignity Act Coordinator
P. Appointment of Independent Auditor
Q. Title IX Coordinator
R. Qualified Lead Evaluators
S. Qualified Lead Evaluators for Administration
T. CSE/CPSE Chairperson, CSE/CPSE Substitute Chairperson, School Psychologist
- X. Designations**
A. Official Bank Depository - All Funds
B. Regular Monthly Meetings
C. Official Newspaper
- XI. Authorizations**
A. Chief School Officer to Certify Payrolls
B. Business Manager as School Purchasing Agent and Transportation Director
C. Attendance at Conferences, Conventions, Workshops, etc.
D. Chief School Officer to Apply for State and Federal Funds
E. Chief School Officer to Approve Budget Transfers
F. Chief School Officer to Approve Inter-fund Transfers
G. Re-adopt Policies of the Board
H. AHERA Notification
I. Substitute Teacher Wage Scale
J. Establish Mileage Reimbursement Rate
K. Designation of Signatures on Checks
- XII. Bonding of Personnel**
\$ 100,000 Blanket on each employee
\$ 300,000 Additional on claims auditor (\$400,000 total)
\$1,000,000 A/P Clerk (\$1,100,000 total)
\$1,100,000 Business Manager
- XIII. Other Items**
A. Appointments of Standing Committees
- XIV. Consent Agenda**
A. Approval of the Minutes of the Regular Meeting of June 12, 2019
B. Treasurer's Report
C. Schedule of claims
- XV. Other Financial Matters**
A. Approval of Non-Resident Tuition Rate for the 2019-2020 School Year
B. Retainer Agreement – Mark Rose Law Firm
C. Retainer Agreement – Honeywell Law Firm
D. Contract with Mary Imogene Bassett Hospital
- XVI. Superintendent's Report**
- XVII. President's Report**

XVIII. Personnel

1. Instructional Appointments

- a. Ed. Com Director
- b. Coaching Appointments
- c. Extra-curricular Advisors and Team Leaders
- d. BHA Social Worker/Counselor

2. Instructional Resignation

- a. Long-term substitute - French

3. Non-instructional Appointments

- a. Cleaner
- b. Cleaner
- c. Lunch Monitors, school year 2019-2020

4. Non-instructional Resignations

- a. Lunch Monitor
- b. Cleaner

5. Contract Revision

6. Create School Psychologist position

7. Create Teacher on Special Assignment

XIX. Old Business

A. Second Reading of Policies

- #4001 – Fiscal Responsibilities
- #4002 – Reports of Possible Violations of Policy or Law
- #4100 – System of Accounts
- #4101 – Bonding of District Personnel
- #4102 – Periodic Financial Reports
- #4200 – Budget Planning
- #4201 – Budget Publication and Hearing
- #4202 – Budget Transfers
- #4203 – Contingency Budget
- #4204 – Collection of Taxes
- #4301 – Investments
- #4302 – Insurance

B. Third Reading of Policy

- #5102 – NYSDOH Registered Opioid Overdose Prevention Program
- #7200 – Reporting Possible Child Abuse or Maltreatment
- #7201 – Child Abuse in an Educational Setting
- #7400 – Student Complaints and Grievances
- #7500 – Education Records

C. Adoption of Policies

- #5102 – NYSDOH Registered Opioid Overdose Prevention Program
- #7101 – Immunization and Dental Health of Students
- #7200 – Reporting Possible Child Abuse or Maltreatment
- #7201 – Child Abuse in an Educational Setting
- #7400 – Student Complaints and Grievances
- #7500 – Education Records

XX. New Business

A. CSE/CPSE Recommendations

B. First Reading of Policies

#3102 – Assistant Superintendent for Instruction

#3103 – Director of Athletics

#4303 – Accounting of Fixed Assets, Inventory and Tracking

#4400 – Audit Committee

#4401 – Annual Audit

#4402 – Auditing Claims for Payment

#4501 – General Procurement Standards

#4502 – Competitive Bidding

#4503 – Non-Bid Purchasing

#4503.1 – Procurement of Goods and Services Quote Form

#4504 – Sale of Surplus Property

#4601 – Use of District Credit Card

#4602 – Use of District Owned Cell Phones

#4700 – Gifts and Donations from the Public

#4701 – Solicitation of Charitable Donations from School Children

#5001 – District-Wide Safety Plans and Building-Level Emergency Response Plans

C. Non-Resident Attendance Requests

D. 2020 Prom Request

E. Facility Use Request

XXI. Information & Proposals

A. Communications

XXII. Future Business & Meetings:

**Special Meeting –
Tuesday, July 10, 2018 at 5 pm**

**Regular Meeting -
Wednesday, August 21, 2019 at 5 pm**

TXXIII. Adjournment

**Keith T. Levatino, Ed.D
Superintendent of Schools**