

**PISECO COMMON SCHOOL DISTRICT
1722 ROUTE 8, POST OFFICE BOX 7
PISECO, NEW YORK 12139**

Minutes from the September 11, 2023 School Board Meeting

Members in Attendance: Chris Michienzi, Sue Casey **Absent:** Jaime Parslow
Others in Attendance: Richard Rose, Vickie Orr

1. **Call to Order:** The meeting was called to order at 5pm by President, Chris Michienzi.
2. **Public Comment**
3. **Approval of Minutes:** A motion was made by Chris Michienzi and seconded by Sue Casey to approve the minutes from the August 10, 2023 School Board Meeting, all in favor.
4. **Financial Reports:** Not available for the meeting.
5. **Student Enrollment:** The Board reviewed the student enrollment for the opening of the 2023-24 school year.
6. **Credit Card Policy:** A motion was made by Chris Michienzi and seconded by Sue Casey to approve the Credit Card Policy for the PCSD, all in favor. Attached.
7. **Agreements with LPCSD:** A motion was made by Chris Michienzi and seconded by Sue Casey to approve the following agreements with LPCSD, all in favor.
 - A. **Bus Maintenance Agreement**
 - B. **Transportation Services Agreement**
 - C. **Shared Services Agreement for Special Education**
8. **Building Project Update:** Richard Rose reported that there are still a few portions of the Building Project that need to be completed. Upon completion of those portions of the project, a final "punch list" will be generated, reviewed and completed in order to close out the project.
9. **Next Meeting: Thursday, October 12, 2023 @ 5pm.**
10. **Adjourn:** A motion was made by Chris Michienzi and seconded by Sue Casey to adjourn, all in favor.

Victoria Orr 9/18/23

Piseco Common School

Policy for Review and Consideration of Adoption

September 11, 2023

USE OF CREDIT CARDS

The Board of Education permits the use of a district credit card by authorized persons to pay for actual and necessary expenses incurred in the performance of work-related duties for the district. The credit card may only be used by authorized persons and for legitimate school district business expenditures. Credit cards will only be for those purchases that require a credit card and do not accept other payment methods. Any other reason for credit card use must be approved by the Superintendent of Schools, prior to use.

The user must submit detailed documentation, including itemized receipts for commodities, services, travel and/or other actual and necessary expenses which have been incurred in connection with school-related business for which the credit card has been used.

The name of the individual that will be issued a district credit card will be maintained in the district office and reported to the Board each year at its reorganizational meeting in July. All credit cards will be in the name of the school district.

The district shall establish a credit line not to exceed \$5,000.00. Expenses incurred shall be paid in such a manner as to avoid interest charges.

The relationship between the district and the credit card company is such that the district preserves its right to refuse to pay any claim or portion thereof that is not expressly authorized, does not constitute a proper district charge, or supersedes any laws, rules, regulations, or policies otherwise applicable.

The use of the credit card is not intended to circumvent the district's policy on purchasing. Individuals who make unauthorized purchases shall be required to reimburse the School for such purchase. Purchases that are unauthorized, illegal, represent a conflict of interest, are personal in nature or violate the intent of this policy may result in credit card revocation and discipline of the employee.

The Superintendent must take proper care of this credit card and take all reasonable precautions against damage, loss, or theft. The credit card shall be kept in a secure place in the Superintendent's Office.

ADOPTION DATE: 9/11/23