

BOARD ORGANIZATIONAL MEETING

The annual organizational meeting of the Board of Education shall be held no later than July 15. The purpose of the organizational meeting is to elect officers of the Board and make the proper appointments and designations of other district employees for the proper management of the school district during the school year. The Board shall also perform such annual functions as are designated by law.

The meeting shall be called to order by the Board Clerk or President of the previous year, who shall preside until the election of a new president. The order of business to be conducted at the organizational meeting shall include the following items required or implied by state law and/or regulation:

I. Oath of Office

The Board Clerk shall administer the oath of office to newly-elected Board members. Such oath shall conform to Article XIII-1 of the New York State Constitution, and Section 10 of the Public Officers Law; the Clerk shall countersign the oath. No new Board member shall be permitted to vote until he/she has taken the oath of office.

II. Election of Board Officers

The Board shall elect a president and vice-president for the ensuing year, and administer the oath of office to them. A majority of all members of the Board shall be necessary for a valid election.

III. Appointment of District Officers

The Board shall appoint and the Board President or Clerk shall administer the oath of office to the following officials:

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|-------------------------|------------------|
| District Treasurer | Deputy Treasurer |
| Clerk of the Board | Tax Collector |
| Internal Claims Auditor | |

IV. Appointment of Other Positions

The Board shall appoint and establish the stipend (if any) for the following positions:

| | |
|---|----------------------------|
| School Physician | School Attorney |
| Census Enumerator | Attendance Officer |
| Insurance Consultant | Records Access Officer |
| District Auditor | Records Management Officer |
| Asbestos Designee | |
| Title IX/Section 504 Hearing Officer(s) | |
| Central Treasurer, Extra classroom Activity Account | |

V. Bonding of Personnel

The Board may bond the following personnel handling district funds:

| | |
|----------------|------------------|
| District Clerk | School Attorney |
| Tax Collector | Deputy Treasurer |

Internal Claims Auditor
 District Treasurer
 Central Treasurer of Student Activity Account

The Board may, in each instance, specify the amount of the bond it intends to obtain.

The Board may include any of the above officers in a blanket undertaking, pursuant to law and Commissioner's Regulations, rather than bond individuals.

VI. Designations

The Board shall designate:

Official depositories for district funds
 Official district newspapers

The Board shall fix the day and hour for the holding of regular meetings, which shall be at least once each month while school is in session, in the rooms provided for the Board, unless otherwise ordered by the Board.

VII. Authorizations:

- a. of person to certify payrolls
- b. of school purchasing agent
- c. of attendance at conferences, conventions, workshops, etc., with designated expenses
- d. to establish petty cash funds (and to set amount of such funds)
- e. to designate authorized signatures on checks
- f. of Superintendent of Schools to approve budget transfers
- g. establish rate for mileage reimbursement

The Board shall conduct general business at this meeting before it adjourns, if it so desires.

Cross-ref: 2310, Regular Meetings

Ref: New York State Constitution, Article XIII, §1
 Public Officers Law §§10; 13
 Education Law §§1707; 1804(4); 2130

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