

POLICY

2008

Governance & Operations

BOARD ANNUAL ORGANIZATIONAL MEETING

The Board of Education recognizes its obligation to hold an annual organizational meeting. The purpose of the organizational meeting shall be 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 annual organizational meeting of the Board of Education shall be held on the first Tuesday in July (unless it is a legal holiday, in which case the meeting will be held on the first Wednesday).

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

I. *Administration of Oath*

The District Clerk shall administer the oath of office to newly-elected (including re-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 Officers*

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

III. *Appointment of Officers*

The Board shall appoint and the Board President shall administer the oath of office to the District Clerk.

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

District Treasurer
Claims Auditor

Deputy Treasurer
School Tax Collector

POLICY

2008

Governance & Operations

IV. *Other Appointments*

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

School Physician	School Attorney
Census Enumerator	Attendance Officer
Consultant	District External Auditor
Records Access Officer	Records Appeal Officer
Asbestos Designee	Records Management Officer
Residency Officers	School Pesticide Representative
Treasurer(s)	Purchasing Agent
Inventory Manager	Internal Auditor
Title VII/IX/Section 504/ADA Hearing Officer(s)	Homeless Liaison
Title VI Officer	EEO Officer
Chemical Hygiene Officer (OSHA)	
Treasurer, Extra-classroom Activity Account	

V. *Bonding of Personnel*

The Board shall bond the following personnel handling district funds:

District Clerk	Tax Collector
Claims Auditor	District Treasurer
Deputy Treasurer	Central Treasurer of Student Activity Account

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

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

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.

POLICY

2008

Governance & Operations

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. of person to apply for grants-in-aid

VIII. *Other Items*

- a. establish rate for mileage reimbursement
- b. re-adoption of policies and Code of Ethics in effect during previous year
- c. other

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

Cross-ref: 2230, Appointed Board Officials

Ref: Education Law §§1707; 1804(4); 2130

Adoption date: July 2003

Revised/Adopted: 10/11/06

Revised/Adopted: 5/14/08