

## BOARD ORGANIZATIONAL MEETING

The Board of Education recognizes its obligation to hold an annual organizational meeting. 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 will hold its annual organizational meeting on a date during the first 15 days in July that is not a legal holiday. The Board will choose this date by resolution at a Board meeting before July 1.

The District Clerk shall call the meeting to order, and shall preside until the election of a new president. The order of business to be conducted at the organizational meeting shall include items required or implied by state law and/or regulation. The Board may also conduct general district business, including properly entering into executive session, if necessary, at the end of the meeting before adjourning.

### I. Oaths of Office

The District Clerk shall administer and countersign the oaths of office to newly-elected Board members. The oaths shall conform to Article XIII-1 of the New York State Constitution, and Section 10 of the Public Officers Law. 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 the District Clerk shall 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 shall administer the oath of office to the following district officers:

District Treasurer  
District Clerk  
Claims Auditor

Deputy Treasurer  
Deputy District Clerk  
Tax Collector

IV. Appointment of Other Positions

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

School Physician	Legal Counsel
Census Enumerator	Section 504 Coordinator
Records Retention/Disposition Officer	Title IX Coordinator
Board of Registration	Internal Auditor
External Auditor	Purchasing Agent
Extra-Curricular Fund Treasurers	District Hearing Officer
Cash Account Authorized Signatures	Special Legal Counsel
District's Homeless Liaison	<b><u>Bond Counsel</u></b>
District's Delegate for Residency Determination	<b><u>Financial Services Consultant</u></b>

V. Bonding of Personnel

The Board shall bond the following personnel handling district funds: Tax Collector, District Treasurer, Extra-Curricular Central Treasurer(s), **Superintendent, and School Business Administrator.**

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/approve:

- Official depositories for district funds
- Official district newspapers
- Calendars for the upcoming school year (Purchasing, Purchasing Bid, Budget Development, and Budget Vote)

The Board shall also adopt the rotational list of impartial hearing officers for the district as provided by the State Education Department.

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 ;
- e. to designate authorized signatures on checks;
- f. of positions entitled to use district-owned cell phones and credit cards; and
- g. of Superintendent of Schools to approve budget transfers (\$10,000 or less).

VIII. Other items:

- a. declaration of conflicts of interest; and
- b. reaffirm approval of board policies (Investments, Purchasing, and Code of Conduct).

Cross-ref: 2270--School Attorney; 2220--Board Officers; 2310--Regular Meetings; 5252--Student Activities Funds Management; 5300—Code of Conduct; 6240--Investments; 6650--Audits; 6700—Purchasing.

Ref: New York State Constitution, Article XIII, §1  
 General Municipal Law §103(2) (official newspapers)  
 Public Officers Law §§10; 13; 30  
 Education Law §§ 305(31) (designated educational official); 701 (meeting to elect president, may elect vice president); 1707 (date of meeting); 2130 (appoint clerk, bonded treasurer and bonded tax collector); 2504  
 8 NYCRR § 104.1 (requirement to review attendance data)

Approved: July 1, 2001

Revised and Approved: March 2, 2009; August 6, 2009