

BOARD REORGANIZATIONAL MEETING

The Board of Education recognizes its obligation to hold an annual reorganizational meeting. The purpose of the reorganizational 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 reorganizational meeting of the Board of Education shall be held on the first Tuesday in July at 6:00 p.m. in the school on Montauk Highway (unless it is a legal holiday, in which case the meeting will be held on the first Wednesday at the same time and place). The Board may alternately hold the 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.

The meeting shall be called to order by the previous Board President or 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 regulations:

I. Administration of Oath

The District Clerk shall administer the oath of office to newly-elected Board members who have not already taken the oath of office, or plan to within 30 days after commencement of their term. Such oath shall conform to Article XIII-1 of the New York State Constitution and Section 10 of the Public Officers Law; the District Clerk shall countersign the oath. Any oaths taken outside of the reorganizational meeting will be entered into the minutes of the next Board meeting. No new Boards member~~shall~~ will be permitted to take office or vote until he/she has taken the oath of office.

II. Election of Officers

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

III. Appointment of Officers

The Board President or District Clerk or designee of the Board of Education will appoint and administer the oath of office to the following officials:

District Clerk
District Treasurer

Claims Auditor

IV. Other Appointments

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

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| School Physician | School Attorney |
| Compliance Officer for Title IX | Attendance Officer |
| CSE Chairperson | Records Access Officer |
| District Auditor | Records Management Officer |
| Asbestos Designee | |
| Central Treasurer, Extra-classroom Activity Account | |

V. Bonding of Personnel

The Board shall bond the following personnel handling district funds:

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|------------------------|--|
| District Clerk | All personnel authorized to sign district checks |
| District Treasurer | Central Treasurer of Student Activity Account |
| Business Administrator | Assistant Business Administrator |
| Superintendent | Claims Auditor |
| BOE President | |

The Board will, 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 will designate:

Official depositories for district funds - The Board will designate one or more banks as depositories of district monies. If more than one bank shall be designated, the resolution shall specify which one of the district's several funds shall be deposited in each bank designated.

Official district newspapers - The Southampton Press and Sag Harbor Express will be designated as the newspapers to carry the legal notices of the Bridgehampton Union Free School District.

The Board will 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.

The Board may 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. attendance of the Superintendent at conferences, conventions, workshops, etc.
- d. to establish petty cash funds (and to set the amount of such funds)
- e. to designate authorized signatures on checks
- f. of Superintendent to approve budget transfers

VIII. Other Items:

- a. establish rate for mileage reimbursement
- b. other

The Board may take action on any item other than those listed above only by the majority consent of the Board, or if the additional items have been listed on an agenda and sent to Board members at least two (2) calendar days prior to the annual reorganizational meeting. The Board will conduct general business at this meeting before it adjourns if it so desires.

Cross-ref: 5252, Student Activities Funds Management

Ref: New York State Constitution, Article XIII, §1
Education Law §§701; 1707; 1804(4); 2130
General Municipal Law §103(2)
Public Officers Law §§10; 13; 30

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