

**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 the first Tuesday in July. If that day is a legal holiday, the Board will hold the meeting on the first Wednesday in July. 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 Superintendent of Schools 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.

The order of the business at the meeting shall include:

I. Oath of Office

The District Clerk shall administer and countersign the oath of office to newly-elected Board members. The oath 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 they have 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 Board Officers and Representatives:

The Board shall appoint and the Board President administer the oath of office to the following district officers.

- a. District Clerk
- b. District Treasurer
- c. Tax Collector
- d. Attorney
- e. Internal Auditor
- f. Claims Auditor

**IV. Appointment of Other Positions:**

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

- a. Attendance Clerks
- b. External Auditor
- c. Extra Classroom Activities Accounts Officers
- d. Insurance Consultant
- e. Purchasing Agent
- f. Records Management Officer
- g. Records Access Officer
- h. School Physician
- i. LEA Asbestos Designee
- j. Retiree Health Plan Administrator
- k. Chemical Hygiene Officer
- l. Data Security Officer
- m. Designated Privacy Official
- n. AED Coordinator
- o. Title IX Coordinator
- p. Gender Equity Coordinator
- q. Residency Administrator
- r. McKinney-Vento Liaison
- s. Foster Care Student Point of Contact
- t. Medical Director
- u. 504 Coordinator
- v. District Representatives for Dollars for Scholars
- w. Officers for Superintendent’s Hearings

**V. Bonding of Personnel**

The Board may bond the following personnel handling district funds.

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|---|------------------|
| District Clerk                            | School Attorney  |
| Tax Collector                             | Claims Auditor   |
| District Treasurer                        | Deputy Treasurer |
| Extra Classroom Activity Account Officers |                  |

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.

These personnel must, within ten (10) days after receiving notice of their appointment, in writing, execute and deliver to the Board an official undertaking conditioned for the faithful discharge of the duties of the office. The Superintendent of Schools shall approve such undertakings and they shall be filed in the office of the District Clerk. Failure to provide such undertakings within ten (10) days shall render the office vacant.

VI. Designations

The Board shall designate/approve:

- Official depositories for district funds
- The day and time of regular meetings
- Adoption of a payroll calendar
- Approval of religious holidays for attendance purposes
- Official district newspapers
- The rate for mileage reimbursement
- The prices for school meals
- Tuition rates for non-resident students

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. to submit applications and reports for federal school food programs;
- b. to file federal grant applications;
- c. of person to certify payrolls;
- d. to invest and borrow money;
- e. to allow for single signature checks and to designate authorized signatures;
- f. of person to open bids;
- g. to set up petty cash and change funds and to set the amount of such funds;
- h. of contracts for student services (such as health, cafeteria), and tuition contracts, when necessary;
- i. of attendance at conferences, conventions, workshops, etc., with designated expenses;
- j. of Board and district memberships in professional organizations;
- k. of Board representative(s) for appointing Impartial Hearing Officers; and
- l. of Superintendent of Schools to approve budget transfers, and the monetary limits of such transfers.

The Board shall review its policies on Investments (6240) and Purchasing (6700), and the Code of Conduct (5300), as required by law. The Board shall also review building-level student attendance data as required under Commissioner's Regulations section 104.1, and if the data shows a decline in attendance rates, shall review its policy on Attendance (5100).

Cross-ref: 2270, School Attorney  
2220, Board Officers  
2230, Appointed Board Officials  
2310, Regular Meetings  
5100, Attendance  
5252, Student Activities Funds Management  
5300, Code of Conduct  
6240, Investments  
6650, Claims Auditor  
6680, Internal Audit Function  
6690, Audit Committee  
6700, Purchasing  
6741, Contracting for Professional Services

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); 1720(2) (bonding of personnel); 1904 (central high school districts in Nassau county); 2130 (appoint clerk, bonded treasurer and bonded tax collector); 2502(9) (City of Albany), (9-a) (City of Rensselaer); 2504 (small city meeting during the first week of July, day and time of regular meetings); 2527 (bonding officials in small city school districts); 2553(9) (City of Rochester), (10) (City of Buffalo); 2563 (large city meetings)  
8 NYCRR §§104.1 (requirement to review attendance data); 170.2 (bonding of tax collector, treasurer, claims auditor); 170.12 (bonding of claims auditor); 172.5 (bonding of extraclassroom activity treasurer)

Adoption date: May 31, 2022