

BOARD 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 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 District Clerk or Superintendent 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:

- a. The Clerk shall administer the oath of office to new Board members.
- b. The Board shall elect a president and vice president for the ensuing year. A majority of all members of the Board shall be necessary for a choice.

c. Appointment of District Officers:

- | | |
|----------------|--------------------|
| District Clerk | District Treasurer |
| Claims Auditor | Deputy Treasurer |

d. Appointment of Other Positions:

- | | |
|-------------------------------|--|
| School Attorney | Internal Auditor |
| Special Counsels | External Auditor |
| Student Activities Treasurer | Purchasing Agent |
| Deputy Activities Treasurer | Deputy Purchasing Agent |
| Records Access Officer | Homeless Liaison |
| Records Management Officer | Title IX/Sec. 504 Officer |
| Asbestos Designee | Dignity Act Coordinators |
| Committee on Special Ed (CSE) | Committee on PreSchool Special Ed (CPSE) |

e. The Board shall bond the District Treasurer and President and Vice President of the Board and all other employees handling district funds.

f. The Board shall designate/approve:

- 1. depositories for district funds,
- 2. official district newspapers,
- 3. rate for mileage reimbursement

- f. 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 rooms provided for the Board, unless otherwise ordered by the Board.

- g. Authorizations:
 - of person to certify payrolls,
 - of person to submit bid notices,
 - to establish petty cash funds (and to set amount of such funds)
 - to designate authorized signatures on checks,
 - to offer school district employee and officer indemnification under Public Officer's Law § 18,
 - of positions entitled to use district-owned cell phones;
 - of Board members for appointments of Impartial Hearing Officers

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

Cross-ref: 2220 Board Officers
2230 Appointed Board Officials
2270, School Attorney
2310, Regular Meeting
5252, Student Activities Funds Management

Ref: Education Law §§1707; 1804(4); 213 0

Adoption date: November 22, 1993
Revised: October 25, 2016
Revised: November 26, 2019