

## **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 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. 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 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 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 administer the oath of office to the following district officers:

District Treasurer  
District Clerk  
Claims Auditor

Deputy Treasurer  
Tax Collector

IV. Appointment of Other Positions

The Board shall appoint and establish the stipend (if any) for the following positions (*include only those that are appropriate for the district*):

School Physician	School Attorney
Census Enumerator	Special Counsels
Designated Education Official	Attendance Officer
School Dentist	Insurance Consultant
Internal Auditor	Records Access Officer
External Auditor	Records Management Officer
Audit Committee	Parent Surrogates
Title IX/Section 504 Hearing Officer(s)	Asbestos Designee
Treasurer(s) of Student Activity Account	Purchasing Agent
Election Clerks and Inspectors	Deputy Purchasing Agent
Committee on Special Education (CSE)	Other Consultants
Committee on Preschool Special Education (CPSE)	
School Board Secretary	

V. Bonding of Personnel

The Board may bond the following personnel handling district funds:

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

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  
The Law Enforcement Unit  
The day and time of regular meetings  
The rate for mileage reimbursement  
The calendar for the upcoming school year  
The prices for school meals

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 contracts for student services (such as health, cafeteria), and tuition contracts, when necessary;
- 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 Board and district memberships in professional organizations;
- g. to offer school district employee and officer indemnification under Public Officer's Law §18;
- h. of positions entitled to use district-owned cell phones and credit cards;
- i. of Board representative(s) for appointing Impartial Hearing Officers; and
- j. 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); 1904 (central high school districts in Nassau county); 2130 (appoint clerk, bonded treasurer and bonded tax collector); 2504 (small city meeting during the first week of July, day and time of regular meetings)  
8 NYCRR § 104.1 (requirement to review attendance data)

Adoption Date: February 4, 2009

Revised Date: March 3, 2010