

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 during the first week in July, unless otherwise specified by law.

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 at the end of the meeting before adjourning.

The Superintendent shall administer the oath of office to the District Clerk.

I. Oath of Office

The District Clerk shall administer and countersign the oath of office to newly-elected Board members and annually to the Superintendent of Schools. 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 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 District Clerk shall administer the oath of office to the following District officers:

District Treasurer
Deputy Treasurer
Asst. District Clerk (Business Administrator)
Tax Collector
Internal Claims Auditor

IV. Appointment of Other Positions

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

School Physician	School Attorney
Census Enumerator	Attendance Officer
District Auditor	Records Access Officer
Title IX/Section 504 Hearing Officer(s)	Records Management Officer
Treasurer of Student Activity Account	Asbestos Designee

BOARD ORGANIZATIONAL MEETING, Con't.V. Bonding of Personnel

The Board may bond the following personnel handling District funds:

District Clerk	School Attorney
Tax Collector	Internal 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: Official depositories for District funds

Official District newspapers
The day and time of regular meetings
Rate for mileage reimbursement

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 (and to set amount of such funds)
- e. to designate authorized signatures on checks
- f. of Business Official to approve budget transfers within limits established by the Board.

Cross-ref: 2310, Regular Meetings
5252, Student Activities Funds Management

Ref: New York State Constitution, Article XIII, §1
General Municipal Law §103(2) (official newspapers)
Public Officers Law §§10; 13; 30
Education Law §§ 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)

Adopted: June 21, 2006