

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.

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	Deputy Treasurer
District Clerk	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 Taker/Attendance Supervisor	Special Counsels
Designated Education Official	Internal Auditor
Records Access Officer	Records Retention Officer
Independent Auditor	Records Appeal Officer

Title IX Officer	Section 504 Coordinator	LEA
Asbestos Designee	Purchasing Agent	
Integrated Pest Management Officer	Homeless Liaison	
Committee on Special Education (CSE)		
Committee on Preschool Special Education (CPSE)		
Custodians of Petty Cash Funds and Amount of Each Fund		
Internal Auditor – Extraclassroom Activity Funds		
Central Treasurers for Extraclassroom Activity Funds at Middle School and High School		

V. Bonding of Personnel

A blanket dishonesty bond in the amount of \$100,000 for all District employees and the following specific coverage:

- Tax Collector (\$1,000,000)
- District Treasurer (\$1,000,000)
- Associate Superintendent (\$1,000,000)

VI. Designations

The Board shall designate/approve:

- Official depositories for district funds
- Official district newspapers
- The day and time of regular meetings
- Location for posting of notices of meetings of the Board of Education
- The rate for mileage reimbursement
- The prices for school meals
- Safe Deposit Box
- Records Retention and Disposition Schedule (ED-1)
- Substitute Pay Rates

The Board shall also adopt the rotational list of impartial hearing officers for the district as provided by the State Education Department via the Impartial Hearing Reporting System (IHRS).

VII. Authorizations:

- a. of person to certify payrolls;
- b. of attendance at conferences, conventions, workshops, etc., with designated expenses;
- c. to designate authorized signatures on checks and wire transfers
- d. of Board memberships in professional organizations;
- e. to offer school district employee and officer indemnification under Public Officer's Law §18;
- f. of positions entitled to use district-owned cell phones and credit cards;
- g. of Board representative(s) for appointing Impartial Hearing Officers;
- h. of Superintendent of Schools to approve budget transfers, and the monetary limits of such transfers;

- i. temporary investment of idle funds;
- j. State and Federal Fund applications and certifications;
- k. Title IX and 504 Statement;
- l. Authorized Signatures on Extraclassroom Activity Accounts;
- m. Property Tax Refunds and Tax Roll Adjustments; and
- n. Board Policies and Code of Ethics.

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 Internal Claims Auditor
6700 Purchasing

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: August 13, 2009

Revised: August 25, 2011