

## 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, or within the first 15 days in July when the Board has so resolved.

The previous Board of Education President or his/her designee 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 or a notary public 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 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 Officers

The Board shall appoint and the Board President administers the oath of office to the following district officers:

District Treasurer	Deputy Treasurer
District Clerk	Tax Collector
Claims Auditor	

### IV. Other Appointments

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

School Physician	School Attorney
Census Enumerator	Attendance Officer
School Dentist	Insurance Consultant
External Auditor	Records Access Officer
Title IX/Section 504 Hearing Officer(s)	Records Management Officer
Asbestos Designee	Parent Surrogates
Purchasing Agent	Other Consultants

Committee on Special Education (CSE)	Audit Committee
Election Clerks and Inspectors	Internal Auditor
Committee on Preschool Special Education (CPSE)	
Central Treasurers, Extraclassroom Activity Accounts	

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
Central Treasurer, Extraclassroom Activity Accounts	

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 depository for district funds  
 Official district newspapers  
 The day and time of regular meetings  
 Rate for mileage reimbursement  
 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 contract 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; and
- i. 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.

Cross-ref: 2220, Board Officers  
2230, Appointed Board Officials  
2310, Regular Meetings  
5100, Attendance  
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 §§ 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)

Adoption date: October 22, 2008