

SUBJECT: APPOINTMENTS, DESIGNATIONS, AND AUTHORIZATIONS BY THE BOARD OF EDUCATION

Appointments

The Board is authorized to appoint individuals to positions which will facilitate the meeting of its responsibilities to the State, the School System, and the community. These appointments usually take place at the Annual Organizational Meeting.

The following shall be appointed annually:

- a) District Clerk;
- b) Assistant District Clerk
- c) District Treasurer;
- d) Deputy Treasurer;
- e) Tax Collector;
- f) External (Independent) Auditor;
- g) Claims Auditor
- h) Internal Auditor
- i) Purchasing Agent
- j) Central Treasurer, Extraclassroom Activities Account.
- k) District Audit Committee
- l) District Attorneys
- m) Bond Council
- n) Census Enumerator;
- o) Director of School Health Services (District Physician/Nurse Practitioner);
- p) Attendance Hearing Officer;
- q) Committee on Special Education and Committee on Preschool Special Education;
- r) Records Management Officer/Records Access Officer;
- s) Asbestos Hazard Emergency Response Act (AHERA) Local Educational Agency (L.E.A.) designee;
- t) Title IX/Section 504/ADA Compliance Officer;
- u) McKinney-Vento Liaison;
- v) Chemical Hygiene Officer
- w) Coordinator of Federal Projects
- x) Records Access Officer/Freedom of Information Officer (FOIL);
- y) School Pesticide Representative;
- z) Reviewing and Verification Official for Child Nutrition Program;
- aa) Hearing Official for Child Nutrition Program
- bb) Dignity Act Coordinator [one (1) in each building]
- cc) Neglected and Delinquent Transition Liaison
- dd) Drug and Alcohol Liaison
- ee) Lead Evaluators
- ff) Lead Education Agency Foster Care Point of Contact
- gg) Test Security Integrity Officer
- hh) Data Protection Officer

(Continued)

SUBJECT: APPOINTMENTS, DESIGNATIONS, AND AUTHORIZATIONS BY THE BOARD OF EDUCATION (CONT'D.)

Designations

The following designations shall be made by the Board of Education at the Annual Organizational Meeting in July:

- a) Official Newspaper(s);
- b) Official Bank Depositories;
- c) Dates and time for Regular Board of Education meetings;
- d) School Related Organizations. (*see Advertising Policy 3272*)
- e) Standard Work Day
- f) Designated Education Official – to receive court notification regarding a student’s sentence/adjudication in certain criminal cases and juvenile delinquency proceedings

Authorizations

- a) Certifier of Payrolls;
- b) Approval of attendance at conferences, conventions, workshops, and the like;
- c) Superintendent to approve budget transfers within limits prescribed by Commissioner's Regulation Section 170.2 and Board guidelines;
- d) Petty Cash Fund(s) and Change Fund(s);
- e) Superintendent to apply for Grants in Aid (State and Federal) as appropriate;
- f) Establish mileage reimbursement rate;
- g) Education tutoring rate
- h) Outside use of school bus rate
- i) Official Bank Signatories
- j) Safe Deposit Box Access
- k) National School Lunch Program
- l) Cooperative Bidding
- m) District Treasurer & Claims Auditor Bonding
- n) Adoption of Policy Manual
- o) Annual cell phone charge to employees issued a district-owned cell
- p) Inter-Municipal Agreement
- q) Correction of errors on tax rolls/refund of taxes
- r) Other(s) as deemed appropriate/necessary.

McKinney-Vento Homeless Education Assistance Act, Section 722, as reauthorized by the No Child Left Behind Act of 2001
Education Law Sections 170.2, 305(31), 1709 and 2503
29 Code of Federal Regulations (CFR) 1910.1450
Real Property Tax Law sections 554 and 556

Adopted: 7/10/2001

Revised: 3/8/2005, 3/28/2006, 7/11/2006, 6/12/2007, 8/14/2007, 9/25/2012, 7/9/2019, 2/9/2021