BOARD ORGANIZATIONAL MEETING

The Board of Education recognizes its obligation to hold an annual organizational meeting. The purpose of the organizational meeting will be 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 also perform such annual functions as are designated by law.

The annual organizational meeting of the Board of Education will be held on the first Tuesday in July (unless it is a legal holiday, in which case the meeting will be held on the first Wednesday). 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 meeting will be called to order by the District Clerk or Superintendent or his/her designee, who will preside until the election of a new president. The order of business to be conducted at the organization meeting will include the following:

I. Oath of Office

The District Clerk will administer and countersign the oath of office to newly-elected Board members who have not already taken the oath of office, or plan to within 30 days after commencement of their term. The oath will conform to Article XIII-1 of the New York State Constitution, and Section 10 of the Public Officers Law. Any oaths taken outside of the Organizational meeting will be entered into the minutes of the next Board meeting. No new Board members may take office or vote until they have taken the oath of office.

II. Election of Board Officers

The Board will elect a president and vice-president for the ensuing year, and the District Clerk will administer the oath of office to them. A majority of all members of the Board is necessary for a valid election.

III. Appointment of District Officers:

- District Clerk
- District Treasurer
- Claims Auditor
- Deputy Treasurer

IV. Appointment of Other Positions:

- School Attorney
- Internal Auditor
- Special Counsels
- External Auditor
- School Physician
- Data Protection Officer
- Student Activities Treasurer
- Purchasing Agent
- Deputy Activities Treasurer
- Deputy Purchasing Agent
- Records Access Officer
- McKinney-Vento Liaison
- Records Management Officer
- Title IX/Sec. 504 Officer
- Asbestos Designee
- Dignity Act Coordinators
- Committee on Special Ed (CSE)
- Committee on PreSchool Special Ed (CPSE)
- Chief Emergency Officer
- Audit Committee
- Dignity Act Coordinators
- Designated Educational Official
V. Bonding of Personnel

The Board will bond the District Treasurer and President and Vice President of the Board and all other employees handling district funds.

VI. Designations/Approvals

The Board will designate/approve:

1. depositories for district funds,
2. official district newspapers,
3. rate for mileage reimbursement

The Board will also adopt the rotational list of impartial hearing officers for the district as provided by the State Education Department.

The Board will fix the day and hour for the holding of regular meetings, which shall be at least once each month while school is in session, in rooms provided for the Board, unless otherwise ordered by the Board.

VII. Authorizations:

of person to certify payrolls,
of person to submit bid notices,
to establish petty cash funds (and to set amount of such funds)
to designate authorized signatures on checks,
to offer school district employee and officer indemnification under Public Officer’s Law § 18,
of positions entitled to use district-owned cell phones;
of Board members for appointments of Impartial Hearing Officers

The Board will conduct general business at this meeting before it adjourns, if it so desires.

Cross-ref: 2220 Board Officers
2230 Appointed Board Officials
2270, School Attorney
2310, Regular Meeting
5252, Student Activities Funds Management

Ref: Education Law §§1707; 1804(4); 213 0

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