

ANNUAL RE-ORGANIZATIONAL MEETING

I. Statement of Policy

The annual reorganization meeting shall be to elect officers of the Board of Education (the Board) and make the proper appointments and designations of other district employees for the proper management of the Waterville Central School District (the District). The meeting shall be held on the first Tuesday in July unless a legal holiday occurs, in which case it will be held on the first Wednesday in July. By resolution, the Board may instead hold the annual organizational meeting of the Board at any time during the first 15 days of July. The agenda shall include at least the business set forth in this Policy.

II. Election and Oaths of Board Officers

The meeting shall be called to order by the District Clerk, who shall preside until the election of a new president. The order of business to be conducted at the re-organizational meeting shall include the following items required or implied by state law and/or regulation.

A. Administration of Oath

The District Clerk shall administer the oath of office to newly-elected Board members. Such oath shall conform to Article XIII -1 of the NY Public Officers Law; the District Clerk shall countersign the oath. No new Board member shall be permitted to vote until they have taken the oath of office.

B. Election of Officers

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

C. Appointment of Officers

The Board shall appoint and the District Clerk shall administer the oath of office to the following officers:

District Treasurer

Internal Claims Auditor

Deputy Treasurer

Tax Collector

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D. 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
District Auditor	Records Access Officer
Asbestos Designee	Records Mgt. Officer
Central Treasurer, Extra classroom Activity Account	
Title IX/Section 504 Hearing Officer(s)	

E. 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
Central Treasurer of Student Activity Account	

The Board may, in each instance, specify the amount of the bond it intends to obtain.

The Board may, rather than bonding individuals, include any of the above officers in a blanket bond, pursuant to law and Commissioner's Regulations.

III. Designations

A. The Board shall designate:

1. Official depositories for district funds
2. Official district newspapers

B. The Board shall 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 the rooms provided for the Board, unless otherwise ordered by the Board.

IV. Authorizations

- A. person to certify payrolls
- B. school purchasing agent

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- C. attendance at conferences, conventions, workshops, etc., with designated expenses
 - D. designate authorized signatures on checks
 - E. Board to approve budget transfers
- V. Other Items
- A. establish rate for mileage reimbursement
 - B. other

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

Waterville Central School District

Legal Ref: NYS Education Law §§ 305(31), 1604, 1701, 1708, 1709, 1710 and 1804

Adopted: 02/23/94, 10/08/96

Revised: 06/24/14, 03/08/22