

ORGANIZATIONAL MEETING OF THE BOARD OF EDUCATION

The Board of Education shall convene an annual organizational meeting within the first fifteen days of July when the Board has so resolved.

The agenda for this meeting shall consist of the administration of the oath of office for new board members and the election of officers of the board. The board will then provide for the appointment and designation of school district employees and officers and such other matters as may be necessary for the management and operation of the school district or required by law.

The clerk of the board shall preside as chair until the election of a president of the board, by majority vote of the board. The district clerk shall administer the oath of office prescribed by Article XIII-1 of the Public Officers Law to the new board members and conduct the election to fill the office of president. Any member of the board is eligible to hold the office of president. Such election shall continue until one candidate receives a majority vote of the board.

Upon the election of the board president, the clerk shall administer the oath of office to the president, at which point the president shall preside over the order of business as follows:

- I. Conduct of election for the office of vice-president.
- II. Appointment of the officers of the district including: district treasurer, clerk of the board, internal claims auditor, tax collector, school physician, census enumerator, asbestos designee, student activities treasurer, school attorney, attendance officer, records access officer, records management officer, Title IX Officer and Section 504 Hearing Officer, external auditor, internal auditor, STAC designee, hearing officers, health & safety designee, Material Safety Data Sheet designee, Committee on Special Education members, privacy official, and comptroller of the student activities.
- III. Provide for bonding of those individuals handling district funds including the treasurer, tax collector and student activities treasurer.
- IV. Designate the official depositories of district funds and the official district newspapers.
- V. Adopt the day and hour for the conduct of regular meetings at least once per month while school is in session.

- VI. Provide for the following designations and authorizations: a person to certify payrolls; a person to serve as school purchasing agent; persons authorized to approve attendance at conferences, conventions, workshops, etc., with designated expense limits; establishment of petty cash funds and amounts for such funds; designation of specific individuals' signatures on checks drawn from District funds; and designation of the Superintendent of Schools to approve budget transfers up to three thousand five hundred dollars (\$3,500.00), within budget categories.
- V. Other matters as appropriate.

References:

N.Y. State Constitution art. XIII-1
Education Law Secs. 1701; 1707(2); 1708; 1904
Public Officers Law Sec. 10
Gen. Construction Law Sec. 41