



Board of Education Policy Manual

2000 Series: School Board Governance & Operations

Policy 2210

ORGANIZATION OF THE BOARD

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. If that day is a legal holiday, the Board will hold the meeting on the first Wednesday in July. 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 District Clerk will call the meeting to order, and preside until the election of a new president. The order of business to be conducted at the organizational meeting will 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 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.** The Board will appoint and the Board President administer the oath of office to the following district officers:

District Treasurer	Deputy Treasurer	Claims Auditor
District Clerk	Tax Collector	

IV. **Appointment of Other Positions.** The Board will appoint and establish the stipend (if any) for the following positions:

<i>Director of School Health Services</i>	School Attorney
Registrar	Chemical Hygiene Officer
<i>Designated Education Official</i>	Attendance Officer
<i>Internal Auditor</i>	<i>Records Access Officer</i>
<i>External Auditor</i>	<i>Records Management Officer</i>
<i>Audit Committee</i>	Parent Surrogates
<i>Title IX/Section 504 Officer(s)</i>	<i>Asbestos Designee</i>
Treasurer(s) of Student Activity Account	Purchasing Agent
Election Clerks and Inspectors	Deputy Purchasing Agent
<i>Dignity Act Coordinator(s)</i>	<i>McKinney-Vento Liaison</i>
<i>Data Protection Officer</i>	<i>Residential Facility Transition Liaison(s)</i>
<i>Committee on Special Education (CSE)</i>	<i>Comm. on Preschool Special Edu. (CPSE)</i>

V. **Bonding of Personnel.** The Board will bond the following personnel handling district funds:

Tax Collector	Claims Auditor
District Treasurer	District Clerk
Deputy Treasurer	School Attorney
Treasurer of Student Activity Account	

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/Approvals.** The Board will designate/approve:

- Official depositories for district funds
- Official district newspapers
- The day and time of regular meetings
- The rate for mileage reimbursement
- The calendar for the upcoming school year
- The prices for school meals
- Tuition rates for non-resident students
- Travel and meal expense reimbursement limits

The Board will 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 contracts 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;
- i. of Superintendent to approve temporary staffing appointments;
- j. of Board representative(s) for appointing Impartial Hearing Officers; and
- k. of Superintendent of Schools to approve budget transfers, and the monetary limits of such transfers.

The Board will review its policies on Investments (6240) and Purchasing (6700), the Code of Conduct (5300), and Parental Involvement, as required by law. The Board will also review building-level student attendance data as required under Commissioner's Regulations section 104.1, and if the data shows a decline in attendance rates, will review and revise its policy on Attendance (5100).

Cross-ref: 1900, Parental and Family Engagement
 2270, Legal Counsel
 2220, Officers of the Board
 2230, Clerk of the Board, Treasurer, Collector of Taxes
 2310, Regular Meetings
 5100, Student Attendance
 5252, Management of Student Activities Funds
 5300, Code of Conduct
 6240, Investments of Surplus Cash
 6650, Independent/External Audits
 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 §§112(1) (residential facility transition liaison); 305(31) (designated educational official); 1701 (meeting to elect president, may elect vice president); 1707 (union free school districts date of meeting); 1904 (central high school districts in Nassau county); 1720(2) (bonding of personnel); 2130 (appoint clerk, bonded treasurer and bonded tax collector); 2502, 2502(9-a) (City of Rensselaer); 2504 (small city meetings); 2527 (bonding officials in small city school districts); 2553(9) (City of Rochester), (10) (City of Buffalo); 2563 (large city meetings)
 8 NYCRR §§104.1 (requirement to review attendance data); 100.2(ff) (residential facility transition liaison); 170.2 (bonding of tax collector, treasurer, claims auditor); 170.12 (bonding of claims auditor); 172.5 (bonding of extraclassroom activity treasurer)