

BOARD REORGANIZATIONAL MEETING

The Board of Education recognizes its obligation to hold an annual reorganizational meeting. The purpose of the reorganizational 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 reorganizational meeting on the second Tuesday in July at 8:00 p.m.

The District Clerk shall call the meeting to order, shall read the names of Board members appointed from component districts, and shall preside until the election of a new president. The order of business to be conducted at the reorganizational meeting shall include items required or implied by state law and/or regulation. The Board may also conduct general district business at the end of the meeting before adjourning.

I. Oath of Office

The District Clerk shall administer and countersign the oath of office to newly-appointed Board members. The oath shall conform to Article XIII-1 of the New York State Constitution, and Section 10 of the Public Officers Law. No new Board member shall be permitted to vote until he/she has taken the oath of office.

II. Election of Board 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.

III. Appointment of District Officers

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

District Treasurer

Deputy Treasurer

IV. Appointment of Other Positions

The Board shall appoint and establish the stipend (if any) for the following positions:

Acting Purchasing Agent	Purchasing Agent
Architect	Records Access Officer
Asbestos Compliance Officer	Records Management Officer
District Auditor	Records Retention & Disposition Officer
Engineer	School Attorney
Claims Auditor	School Physician
Insurance Consultants	Third Party Administrator
Internal Auditor	Title IX Officer
Payroll Certification Officer	Section 504 Hearing Officer
Property Control Manager	403(b) Liaison

V. Bonding of Personnel

The Board may bond the following personnel handling district funds:

District Treasurer	Deputy Treasurer
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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

The Board shall designate:

- Official depositories for district funds and the maximum amount which may be kept on deposit at any time
- Official district newspapers
- The day and time of regular meetings
- Rate for mileage reimbursement

VII. Authorizations:

- a. of person to certify payrolls
- b. of school purchasing agent
- c. to establish petty cash funds (and to set amount of such funds)
- d. to designate authorized signatures on checks

Cross-ref: 2310, Regular Meetings
5252, Student Activities Funds Management

Ref: New York State Constitution, Article XIII, §1
General Municipal Law §103(2) (official newspapers)
Public Officers Law §§10; 13; 30
Education Law §§701 (meeting to elect president, may elect vice president); 1707
(date of meeting); 1904 (central high school districts in Nassau county); 2130
(appoint clerk, bonded treasurer and bonded tax collector)

Adoption date:	05/06/2009
2nd Reading (Revised):	05/06/2009
1st Reading (Revised):	04/01/2009

ANNUAL ORGANIZATION MEETING PROCEDURE

The Annual Organization Meeting of the Board of Education shall be held on the second Tuesday in July at 8:00 p.m. (Education Law §1707) in the official meeting place of the Board of Education. The purpose of this meeting shall be to organize the Board of Education for the ensuing year.

The Annual Organization meeting shall be called to order by the District Clerk who shall act as temporary chairperson.

The agenda is as follows:

- District Clerk calls the meeting to order.
- Clerk reads the list of appointments from the component districts.
- Clerk calls for nominations for the Office of President.
- Board of Education votes for President.
- New President is installed as presiding officer for remainder of the meeting.
(It is traditional for the Office of President to rotate each year.)
- President calls for nominations for the Office of Vice President.
- Board of Education votes for Vice President.
- Vice President is installed.
- Board of Education approves appointments and salaries for:
 - Attorney
 - Auditor
 - District Clerk
 - Physician(s)
 - Treasurer
- Board of Education names official depositories for school funds.
- Board of Education authorizes Treasurer and Deputy Treasurer to sign all checks pertaining to school funds; President is authorized as an alternate for signing checks.
- Board of Education approves Treasurer's and Deputy Treasurer's security bond in the amount of \$500,000.