

THREE VILLAGE CENTRAL SCHOOL DISTRICT

2210

BOARD ORGANIZATIONAL MEETING

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

The annual organizational meeting of the Board of Education shall be held during the first Tuesday in July (unless it is a legal holiday, in which case the meeting will be held on the first Wednesday).

The meeting shall be called to order by the previous President, Vice President or in their absence the most senior member of the Board who shall preside until the election of a new president. The order of business to be conducted at the organizational meeting shall include the following:

- a. The Clerk shall administer the oath of office to new 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.
- b. The Board shall elect a President, Vice-President, and Acting District Clerk for the ensuing year. A majority of all members of the Board shall be necessary for a choice.
- c. The Board shall appoint the District Clerk and the Board President will administer the oath of office.
- d. The Board shall appoint and the District Clerk will administer the oath of office to the following District officers:

District Treasurer
Claims Auditor

Deputy Treasurer

- e. The Board shall appoint and establish the stipend (if any) for the following positions as needed:

School Physician
Registrar
Residency Officer
Records Access Officer
Internal Auditor
External Auditor
Audit Committee
Treasurer(s) of Student
Activity Account(s)
Board of Registration

School Attorney
Attendance Officer
Designated Education Official
Records Management Officer
Parent Surrogates
Asbestos Designee
Purchasing Agent
Chief Legal Officer for Taylor Law
Superintendent Hearing Officer(s)
Committee on Special Education (CSE)

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Election Clerks and Inspectors
Payroll Certification Officer
Title IX/Section 504/ADA
Compliance Officer

Committee on Preschool Special
Education (CPSE)
Title IX/Section 504 Hearing Officer(s)

- f. The Board shall bond the following District personnel:

District Clerk	Claims Auditor
District Treasurer	Deputy Treasurer
Treasurer(s) of Student Activity Account(s)	

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.

- g. The Board shall designate:

The depositories for District funds
The official District newspapers
The calendar for the upcoming school year
The prices for school meals

- h. 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.

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

The Board shall review its policies annually on Investments (6240) and Purchasing (6700), and the Code of Conduct (5300), as required by law. The Board shall 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, shall review its policy on Attendance (5100).

- j. In addition, the Board of Education authorizes the following:

- The Board President to appoint Impartial Hearing Officers on an as needed basis;
- The establishment of petty cash funds;
- The Superintendent to make budget transfers under \$10,000;
- The Superintendent or designee to apply for grants in aid consistent with District goals and objectives.

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Cross-ref: 2270, School Attorney
2220, Board Officers
2230, Appointed Board Officials
2310, Regular Meetings
5100, Attendance
5252, Student Activities Funds Management
5300, Code of Conduct
6150, Budget Transfers
6240, Investments
6400, Depositories of Funds
6410, Authorized Signatures
6500, Bonded Employees and Officers
6650, Claims Auditor
6670, Petty Cash Accounts
6680, Internal Audit Function
6690, Audit Committee
6700, Purchasing
6710, Purchasing Authority
6711, Authorization for Purchasing Meals and Refreshments
6741, Contracting for Professional Services
6840, Expense Reimbursement

Ref: New York State Constitution, Article XIII, §1
General Municipal Law §103(2) (official newspapers)
Public Officers Law §§10; 13; 30
Education Law §§1707; 1804(4); 2130

Adoption Date: December, 1991

Revised: March 9, 2010