

## SCHOOL BOARD GOVERNANCE AND OPERATIONS

### ORGANIZATION OF THE BOARD

#### Board Reorganizational Meeting

The Board of Education recognizes its obligation to hold an annual reorganizational meeting. The purpose of the reorganizational 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 reorganizational meeting of the Board of Education is generally held the first Tuesday in July, or on Wednesday if Tuesday is a legal holiday. The Board of Education may, however, by resolution, determine that its annual meeting be held at any time during the first fifteen (15) days of July.

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 reorganization meeting shall include the following items required or implied by state law and/or regulation:

#### I. 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 Public Officers Law; the Clerk shall countersign the oath. No new Board member shall be permitted to vote until he/she has taken the oath of office.

#### II. 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.

#### III. Appointment of Officers

The Board shall appoint the following district officials:

District Treasurer  
District Clerk  
Acting District Clerk  
Deputy District Treasurer

Internal Claims Auditor(s)  
Deputy Internal Claims Auditor  
Tax Collector

#### IV. Other Appointments

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

District Auditor	Central Treasurer
Asbestos Designee	Extra Classroom Activity Account
Appointing Officer	Records Access Officer
School District Attorneys	Workers' Compensation Consortium Designee
School District Internal Auditor	Central New York Health Trust Designee
Medicaid Compliance Officer	Third Party Administrator - District Benefit Plan
Records Management Officer	

#### V. Bonding of Personnel

The Board shall bond the following personnel handling district funds:

Tax Collector	District Treasurer
District Deputy Treasurer (if any)	Central Treasurer of Student Activity Account

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

#### VI. Designations

The Board shall designate:

Official depositories for district funds  
Official district newspapers

#### VII. Authorizations

The Board shall authorize:

- a. a person to certify payrolls
- b. a school purchasing agent
- c. attendance at conferences, conventions, workshops, etc., with designated expenses
- d. establishment of petty funds and custodians (and the amount of such funds)
- e. a person(s) to authorize signatures on checks as well as the use of facsimile signatures
- f. the Superintendent of Schools to approve budget transfers
- g. the Superintendent of Schools to make temporary personnel and impartial hearing officer appointments.

VIII. Other Items:

The Board shall establish:

- a. 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
- b. annual disclosure of outside business interests
- c. any other items it deems appropriate to enhance district operations.

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

Update  
Presentation: 3/18/25

First  
Vote: 4/1/15

Second  
Vote: 4/15/15