

By-Laws

SUBJECT: AGENDA FOR THE ANNUAL ORGANIZATIONAL MEETING

The Agenda for the Annual Organizational Meeting will be as follows:

- 1) Administration of Oath
 - a. Administer Oath to Newly Elected Board Members
- 2) Election of Officers
 - a. President of the Board
 - b. Vice-President
 - c. Administer Oath to above
- 3) Appointment of Officers
 - a. District Treasurer
 - b. Clerk of the Board
 - c. Tax Collector and Deputy
 - d. Administer Oath to Above
- 4) Other Appointments
 - a. School Physician
 - b. School Attorney
 - c. Central Treasurer - Extracurricular Activity Account
 - d. District Independent Auditor
 - e. Delegate Capital District School Board's Association
 - f. Board Members co-editors of School Board News
 - g. Public Relations Director
 - h. Committee on Special Education
 - i. Committee on Preschool Special Education
 - j. Records Management Officer
- 5) Designations
 - a. Official Bank Depository
 - b. Regular Monthly Meeting
 - c. Official Newspapers
- 6) Authorizations
 - a. Business Administrator to Certify Payrolls
 - b. Business Administrator as School Purchasing Agent
 - c. Attendance at Conferences, Conventions, Workshops, etc.
 - d. Authorization to Establish Petty Cash Funds
 - e. Designation of Authorized Signature of Checks

(Continued)

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- f. Superintendent and Business Administrator authorization to sign Federal Aid Claims and applications and the School Lunch Manager and Business Administrator to sign hot lunch claims and the Superintendent to sign other claims and reports.
 - g. Chief School Officer authorized to approve budget transfers.
 - h. Chief School Officer authorized to sign all Federal Aid applications.
 - i. Treasurer and Business Administrator to invest surplus funds.
- 7) Bonding of Personnel
- a. District Treasurer
 - b. District Tax Collector
 - c. Central Treasurer Activity Funds
- 8) Designations
- a. Petty Cash Fund(s);
 - b. Official Newspaper(s);
 - c. Official Bank Depositories;
 - d. Official Bank Signatories;
 - e. Purchasing Agent;
 - f. Certifier of Payrolls.
- 9) Authorizations
- a. Approval of attendance at conferences, conventions, workshops, and the like;
 - b. Superintendent to approve budget transfers within limits prescribed by Commissioner's Regulation Section 170.2 and Board guidelines;
 - c. Superintendent to apply for Grants in Aid (State and Federal) as appropriate;
 - d. Establish mileage reimbursement rate;
 - e. Other(s) as deemed appropriate/necessary.
10. Re-adoption of all policies and Code of Ethics in effect during previous year.

Education Law 1709

Adopted: 2/13/01
Reviewed: 1/13/05-no changes