

## SCHALMONT CENTRAL SCHOOL DISTRICT

2210  
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( ) Required  
(x) Local  
(X) Notice

### BOARD ORGANIZATIONAL MEETING

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 within the first 15 days of July. The Board will choose this date by resolution at a Board meeting before July.

The District Clerk, who shall act as a Temporary Chairperson, shall call the meeting to order, and shall preside until the election of a new president. The order of business to be conducted at the organizational meeting shall include items required or implied by state law and/or regulation.

#### I. Oath of Office

The District Clerk shall administer and countersign the oath of office to newly-elected 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 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 the following district officers:

District Treasurer  
Tax Collector  
Clerk of the Board  
Internal Claims Auditor

#### IV. Appointment of Other Positions

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

Internal Auditor  
Independent Auditor  
Records Access Officer  
Title IX Compliance Officer  
Purchasing Agent  
Dignity for All Students (DASA) Coordinators  
Extraclassroom Activity Account Advisors  
School Attorney  
School Resource Officer  
School Physicians

#### V. Bonding of Personnel

The Board may bond the following personnel handling district funds:

District Treasurer  
District Tax Collector  
Central Treasurer Activity Funds

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/approve:

- a. Petty Cash Fund(s);
- b. Official Newspaper(s);
- c. Official Bank Depositories;
- d. Certifier of Payrolls;
- e. Purchasing Agent

The Board shall also adopt the rotational list of impartial hearing officers for the district as provided by the State Education Department.

VII. 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 § 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.

Cross-ref: 2220, Board Officers  
2230, Appointed Board Officials  
5100, Attendance  
5252, Student Activities Funds Management  
6240, Investments  
6650, Claims Auditor  
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 §§ 305(31) (designated educational official); 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); 2504 (small city meeting during the first week of July, day and time of regular meetings)  
8 NYCRR § 104.1 (requirement to review attendance data)

Adoption date: March 9, 2021