

BOARD ORGANIZATIONAL MEETING

The annual organizational meeting of the Board of Education shall be held on the first Tuesday of July, unless such day is a legal holiday, in which case the meeting shall be held on the first Wednesday in July. The Board of Education may, by resolution, determine that the annual meeting may be held at any time during the first fifteen (15) days of July.

The order of the business at the meeting shall include:

1. The District Clerk will administer the Oath of Office to all the newly elected members. The Superintendent of Schools will preside over the meeting until the newly elected President of the Board has taken the Oath of Office.
2. Election of Officers:
 - a. President
 - b. Vice President
3. Appointment of Board Officers and Representatives:
 - a. Clerk
 - b. Treasurer
 - c. Collector
 - d. Attorney
 - e. Internal Auditor

The Treasurer and Collector shall, within ten (10) days after receiving notice of his/her appointment, in writing, execute and deliver to the Board an official undertaking conditioned for the faithful discharge of the duties of his/her office. The Superintendent of Schools shall approve such undertakings and they shall be filed in the office of the District Clerk. Failure to provide such undertakings within ten (10) days shall render the office vacant.

4. Other Appointments:
 - a. Attendance Clerks
 - b. Auditor
 - c. Extra Classroom Activities Accounts Officers
 - d. Insurance Consultant
 - e. Purchasing Agent
 - f. Records Management Officer
 - g. School Physical
5. Designation of Official Bank Depository

Other business conducted shall include the selection of a regular Board meeting time and place, adoption of policies and by-laws, adoption of a payroll calendar, and approval of religious holidays for attendance purposes.

Authorization shall be granted to submit applications and reports for federal school lunch programs and milk programs, file federal grant applications, certify payrolls, invest and borrow money, allow for single signature checks, open bids, and set up petty cash and change funds.

The Superintendent of Schools shall preside over the meeting until the newly elected President has taken the Oath of Office.

Reference: Education Law §§1707; 2130

Approved: June 19, 2001