

BOARD REORGANIZATIONAL MEETING

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

The reorganizational meeting of the Board shall be held as determined by a Board resolution between the 1st and 15th of July. The meeting shall be held at a time and place designated by the Board.

I. Administration of 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.

The District Clerk shall also administer the oath of office to the Superintendent of Schools.

II. Call Meeting to Order

The District Clerk or his/her designee shall call the meeting to order, and shall preside until the election of a new president.

III. Pledge of Allegiance

IV. 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.

V. Appointment of District Officers

The Board President shall administer the oath of office to the District Clerk. The District Clerk shall administer the oath of office to the following:

District Treasurer
Tax Collector

Deputy Treasurer
Claims Auditor

VI. Appointment of Other Positions

The Board shall make such other appointments as it deems advisable with the remuneration (if any) to be established by the Board at the time of appointment:

School Attorney	Bonding Attorney	School
Attorney for Family Court	School Physician	
Attendance Officer	Asbestos Officer	
Records Management Officer	Records Access Officer	
Independent Auditor		
Confidential Secretary to Superintendent of Schools		
Extraclassroom Fund Central Auditor		
Faculty Counselor: High School Extraclassroom Funds		
Faculty Counselor: Middle School Extraclassroom Funds		
Health Consortium Trustee		
Continuing Education Coordinator		
Automated External Defibrillator (AED) Program Coordinator		

Committee Members for the following:

- Committee on Special Education
- Sub-committee on Special Education
- Committee on Pre-school Special Education
- Impartial Hearing Officers
- Surrogate Parents
- Board-designated 504 Compliance Officer

Board of Education member as Legislative Liaison & Voting Delegate at NYSSBA's Annual Convention is _____

Board of Education member to act as District representative to Clinton County School Boards' Association is _____

VII. Bonding of Personnel

The Board shall maintain a blanket dishonesty bond in the amount of \$100,000 for all district employees and the following additional coverage for specific positions noted:

District Treasurer	\$1,000,000
Deputy Treasurer	\$1,000,000
Tax Collector	\$1,000,000

VIII. Designations

The Board shall designate:

Official depositories for district funds
 Official district newspaper
 Polling Site

The Board shall fix the day, time and place for regular meetings of the Board of Education and Committee Workshop/Board of Education Meetings:

Workshop/BOE meetings – first Monday of each month (exceptions noted)
 BOE meetings – third Monday of each month (exceptions noted)
 Time – 6:30 P.M.
 Place – District Office, Dannemora, NY
 Executive Sessions – As needed (to be announced)
 Special Meetings to be held with 24-hour notice to Board of Education.

IX. Authorizations:

- a. of person to certify payrolls
- b. of school purchasing agent
- c. of person to invest funds
- d. of person to establish petty cash funds (and to set amount of such funds)
- e. of Superintendent of Schools to sign applications for all federal title programs and Grants-in Aid (State and Federal)
- f. of persons to use check signing device
- g. of Superintendent to approve budget transfers up to \$_____
- h. of District Treasurer to make cash advances from the General Fund to other operating funds of the district provided that corresponding revenues are anticipated with which to reimburse or accrue to the general fund prior to June 30
- i. of mileage reimbursement rate
- j. of non-resident tuition rate
- k. to participate in the St. Lawrence/Lewis BOCES Cooperative Purchasing Programs in accordance with current “Cooperative Purchasing Agreement”
- l. of Superintendent to approve attendance of staff and Board members at conferences, conventions, workshops, etc., with designated expenses

IX. Other Items

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

Ref: New York State Constitution, Article XIII, §1
General Municipal Law §103(2)
Public Officers Law §§10; 13; 30
Education Law §§ 701; 1707; 2130

Adoption date: August 16, 2010