

BOARD ORGANIZATIONAL MEETING

The Board of Education (the Board) 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 Bethlehem Central School District (the District) employees for the proper management of the District during the school year.

The annual reorganizational meeting of the Board of Education shall be held during the first fifteen days of the month 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 reorganizational meeting shall include the following items required or implied by state law and/or regulations.

The District clerk 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. The Board may also conduct general District business, including properly entering into executive session, if necessary, at the end of the meeting before adjourning.

- 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
 - Deputy Treasurer
 - Tax Collector
 - Claims Auditor
 - Deputy Clerk

The Board shall appoint, and the Board president shall administer the oath of office to, the following District officer:

District Clerk

- IV. Appointment of Other Positions**
 The Board shall appoint and establish the stipend (if any) for the following positions:
- School Physician
 - School Attorney
 - Internal Auditor
 - External Auditor

Audit Committee
 Insurance Consultant
 Records Management Officer
 Title IX/Section 504 Coordinator
 Title IX/Section 504 Compliance Officer
 Central Treasurer, Extracurricular Activity Account

V. Bonding of Personnel

The Board may bond the following personnel handling District funds:

District Clerk
 School Attorney
 Tax Collector
 Claims Auditor
 District Treasurer
 Deputy Treasurer
 Treasurer of Student Activity Account

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:

Official depositories for District funds
 Official District newspapers
 The Law Enforcement Unit
 The day and time of regular meetings
 The rate for mileage reimbursement
 The calendar for the upcoming school year
 The prices for school meals

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. of person to certify payrolls;
- B. of school purchasing agent;
- C. of person to approve attendance at conferences, conventions, workshops, etc.;
- D. to establish petty cash funds (and to set amount of such funds);
- E. to designate authorized signatures on checks;
- F. of superintendent to approve budget transfers;
- G. of person to file grant applications for federal funds;
- H. of a person to sign applications for renewal of the school lunch and school milk program and to sign contracts for health and welfare services with other districts to cover services received by students residing in the Bethlehem Central School District attending nonpublic schools in other districts;

- I. of a District signatory for tuition contracts with private schools for children with disabilities.

The Board shall review its policies on Investments (6240) and Purchasing (6700), and the Code of Conduct (5300), as required by law. The Board shall also review building-level student attendance data as required under Commissioner's Regulations section 104.1 and, if the data shows a decline in attendance rates, shall review its policy on Attendance (5100).

Cross-ref:	2270,		School		Attorney
	2220,		Board		Officers
	2230,	Appointed		Board	Officials
	2310,		Regular		Meetings
	5100,				Attendance
	5252,	Student	Activities	Funds	Management
	5300,	Code		of	Conduct
	6240,				Investments
	6650,		Claims		Auditor
	6680,	Internal		Audit	Function
	6690,		Audit		Committee
	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)

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