**Hancock Central School 2210**

**BOARD REORGANIZATIONAL MEETING**

The Board of Education recognizes its obligation to hold an annual reorganizational meeting. The purpose of the reorganizational meeting shall be 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 the first regularly scheduled Board of Education meeting in July. The meeting shall be called to order by the previous Board President or Vice-President, who shall preside until the election of a new president. The order of business to be conducted at the organizational meeting shall include the following items required or implied by state law and/or regulations, unless changed by a two-thirds vote of those present.

1. Administration of Oath

The District Clerk shall administer the oath of office to newly-elected Board members. Such oath shall conform to Article XIII-1 of the Public Officers Law; the Clerk shall countersign the oath. No new Board member shall be permitted to vote until he/she has taken the oath of office.

1. Election of Officers

The Vice-President shall be authorized to act for the President in case of the President’s absence or inability to act, within statutory limitations. In the absence of the President and the Vice-President, the most senior of those Board members present shall execute the duties of the President of the Board.

1. Appointment of Officers

The Board shall appoint and the Board President administers the oath of office to the following:

District Treasurer Deputy Treasurer

Clerk of the Board Tax Collector

Internal Claims Officer

1. Other Appointments

The Board shall appoint and establish the stipend (if any) for the Clerk, Treasurer, Auditor/Internal Auditor and school Physician. Also for Comptroller, Tax Collector, Central Treasurer to handle district accounts, School Attorney, Purchasing Agent, Attendance Officer and Census Enumerator, Records Access Officer, and Records Management Officer.

1. Bonding of Personnel

The Board may bond the following personnel handling district funds:

1. District Tax Collector
2. Treasurer
3. Other employees of the district

The Board may, in each instance, specify the amount of the bond it intends to obtain.

The Board may, rather than bond individuals, include any of the above officers in a blanket undertaking, pursuant to law and Commissioner’s Regulations.

1. Designations

The Board shall designate:

Official depositories for district funds and a source or short-term loans

Official District newspapers

The Board shall fix the day and hour for the holding of regular meetings, which shall be at least once each month in the rooms provided for the Board, unless otherwise ordered by the Board, pursuant to policy 2310.

The Board will also:

* Determine whether the dates and times for regularly month meeting should be changed;
* Authorize the President and/or Clerk to sign a Memorandum of Agreement with the State Education Department and federal government continuing school lunch reimbursement, the special milk program and the surplus food distribution program;
* Authorize the Principal and/or President to sign all reports and claims for the school lunch program;
* Authorize the Vice-President to sign checks and any necessary papers when the President is not available;
* Affirm the various members of the Policy Committee;
* Authorize the Treasurer to sign checks in payment of bills for all utilities, officials, ticket sellers and bus chaperones for athletic contests that occur between the Board meetings when general bills are regularly audited and approved for payment;
* Schedule Board work for the year ahead; and
* Consider any other items deemed necessary by the Superintendent of Schools. The Board shall conduct general business at this meeting before it adjourns, if it so desires.
* Adjournment.

Ref: Education Law §§1707; 1804(4); 2130

Adopted: 09/13/93