



Book Ogdensburg City School District  
 Section 2000  
 Title BOARD ORGANIZATIONAL MEETING  
 Code 2210  
 Status First Reading  
 Last Revised September 9, 2024

( ) Required  
 (X) Local  
 (X) Notice

NOTE: The following is offered to replace and combine policies 1330 (Appointments and Designations by the Board of Education) and 1620 (Annual Organizational Meeting). This policy represents a more comprehensive approach to the topic.  
 Titles have been updated to reflect current requirements. Please revise as appropriate.

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 during the first week in July, unless the Board passes a resolution to hold the meeting during the first fifteen days in July.

The District Clerk will call the meeting to order, and preside until the election of a new president. The order of business to be conducted at the organizational meeting will 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

NOTE: Oaths of office may be administered to Board members by a person authorized by law to administer oaths any time within 30 days after their term of office has started. Such oath of office must be filed with the District Clerk, who will include that the oath has been taken in the minutes of the next Board meeting.

The District Clerk will administer and countersign the oath of office to newly-elected Board members who have not already taken the oath of office, or plan to within 30 days after commencement of their term. The oath will conform to Article XIII-1 of the New York State Constitution, and Section 10 of the Public Officers Law. Any oaths taken outside of the Organizational meeting will be entered into the minutes of the next Board meeting. No new Board members may take office or vote until they have taken the oath of office.

II. Election of Board Officers

The Board will elect a president and vice-president for the ensuing year, and the District Clerk will administer the oath of office to them. A majority of all members of the Board is necessary for a valid election.

Tax Collector  
 District Treasurer  
 Deputy Treasurer  
 Treasurer of Student Activity Account

Claims Auditor  
 District Clerk  
 School Attorney

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/Approvals

*NOTE: In city school districts with a population less than 125,000 inhabitants, the Board must designate the dates and times for regular Board meetings, which must occur at least monthly. Most other districts set these dates and times at the organizational meeting as well, so we have included it in this sample policy.*

The Board will 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  
 Tuition rates for non-resident students  
 Travel and meal expense reimbursement limits

*NOTE: The Board is required to designate one or more banks or trust companies as a depository or depositories for district funds in accordance with e General Municipal Law §10. The formal Board resolution designating such a depository must state the maximum amount which may be kept on deposit at any time in each designated bank or trust company; such amounts may be changed by the Board at any time by resolution.*

*Also note that the school calendar is likely to have been set prior to the annual organizational meeting, but the Board can "officially" approve it at the meeting.*

*The Board may wish to consider designating its "law enforcement unit," the individuals the district employs, or contracts with, to monitor safety and security in and around schools, for purposes of managing investigations and the records produced under FERPA.*

The Board will 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 contracts for student services (such as health, cafeteria), and tuition contracts, when necessary;**
- c. **of attendance at conferences, conventions, workshops, etc., with designated expenses;**
- d. **to establish petty cash funds (and to set amount of such funds);**
- e. **to designate authorized signatures on checks;**
- f. **of Board and district memberships in professional organizations;**
- g. **to offer school district employee and officer indemnification under Public Officer's Law §18;**
- h. **of positions entitled to use district-owned cell phones and credit cards;**
- i. **of Board representative(s) for appointing Impartial Hearing Officers; and**
- j. **of Superintendent of Schools to approve budget transfers, and the monetary limits of such transfers.**

*NOTE: Boards are required to review certain policies on an annual basis (Investments, Purchasing, the Code of Conduct, and Parental Involvement (for Title I)). While this review is not required to be done at the organizational meeting, the Board may wish to consider including it then. The following paragraph is drafted for that option.*