

Bylaws

SUBJECT: ANNUAL ORGANIZATIONAL MEETING

The Board will hold its Annual Organizational Meeting at any time during the first fifteen days of July at a date set at the convenience of the Board no later than the month of June. The Clerk of the Board will serve as temporary chairperson, who will open the meeting and conduct the election of the President. The President will assume office immediately, and will conduct the remainder of the Board's business.

Agenda

- a) Appoint Temporary Chairperson. (Clerk of the Board is designated.)
- b) Administration of Oath to newly elected Board Members.
- c) Election of Officers:
 - 1. President;
 - 2. Vice President.
- d) Administration of Oaths to Elected Officers.
- e) The following will be appointed annually:
 - 1. Clerk of the Board;
 - 2. BOCES Treasurer;
 - 3. Deputy BOCES Treasurer;
 - 4. External (Independent) Auditor;
 - 5. Audit Committee.
- f) The following must be appointed but need not be reappointed annually:
 - 1. Committee on Special Education and Committee on Preschool Special Education;
 - 2. Records Access Officer;
 - 3. Records Management Officer;
 - 4. Records Retention and Disposition Officer;
 - 5. Asbestos Hazard Emergency Response Act (AHERA) Local Educational Agency (LEA) designee;

(Continued)

Bylaws

SUBJECT: ANNUAL ORGANIZATIONAL MEETING (Cont'd.)

6. Civil Rights Compliance Officer(s) (coordinates the District's efforts to comply with civil rights laws such as Title VI, Section 504, the Americans with Disabilities Act, and the Age Discrimination Act);
7. Title IX Coordinator for students and Title IX Coordinator for employees;
8. Liaison for Homeless Children and Youth (McKinney-Vento Liaison);
9. Foster Care Liaison;
10. Chemical Hygiene Officer;
11. Dignity Act Coordinator (one in each building);
12. Chief Emergency Officer;
13. BOCES Educational Consortium;
14. Purchasing Agent;
15. Back-up Purchasing Agent;
16. Chief Information Officer;
17. Chief Information Security Officer;
18. Data Protection Officer;
19. BOCES Integrity Officer for SED Test Security;
20. COVID-19 Safety Coordinator;
21. DEI Coordinator;
22. Website Manager.

g) The following may also be appointed:

1. School Attorney;
2. Claims Auditor/Deputy Claims Auditor;
3. Internal Auditor;

(Continued)

Bylaws

SUBJECT: ANNUAL ORGANIZATIONAL MEETING (Cont'd.)

4. Insurance Advisor;
5. Copyright Officer.
- h) Administration of Oaths to Appointed Officers who are present; oaths to others to be annually administered prior to initiating duties.
- i) Designations:
 1. Regular Monthly Meetings;
 2. Petty Cash Fund(s);
 3. Official Newspaper(s);
 4. Official Bank Depositories;
 5. Official Bank Signatories;
 6. Purchasing Agent;
 7. Back-up Purchasing Agent.
- j) Authorizations:
 1. District Superintendent to certify payroll.
 2. Designation of Treasurer to sign all checks; in the absence of the Treasurer, the Deputy Treasurer will sign all checks.
 3. District Superintendent to approve part-time, temporary, and substitute personnel at approved Board salary/wage rates until final action at the next scheduled Board of Education meeting.
 4. District Superintendent to approve attendance at conference/workshops for all employees; in the absence of the District Superintendent, the Assistant Superintendent will approve attendance at conference/workshops for all employees.
 5. President of the Board and/or District Superintendent to sign necessary contracts on behalf of the Board of Cooperative Educational Services (BOCES).
 6. Vice President to sign contracts in the absence of President.

(Continued)

Bylaws

SUBJECT: ANNUAL ORGANIZATIONAL MEETING (Cont'd.)

7. District Superintendent to approve all budget transfers in accordance with Commissioner's Regulations Section 170.3.
 8. Reauthorization and approval for SLL BOCES membership in New York State School Boards Association, National School Boards Association, and the BOCES Educational Consortium.
 9. District Superintendent to approve change orders up to \$50,000.
 10. District Superintendent is approved to purchase meals for component district superintendents during meetings and conferences with the school credit card. All receipts will be turned into the Business Office for proper payment.
- k) Bonding of Personnel:
1. BOCES Treasurer;
 2. Deputy BOCES Treasurer;
 3. All employees who handle cash;
 4. All positions and persons required by law or regulation to be bonded.
- l) Establishment of the mileage rate.
- m) Readoption of Board policies.
- n) Appointment of legislative liaison for NYSSBA.
- o) Participate in the St. Lawrence-Lewis BOCES Cooperative Purchasing Programs for the school year.

McKinney-Vento Homeless Education Assistance Act, Section 722, as reauthorized by the Every Student Succeeds Act (ESSA) of 2015
29 CFR Section 1910.1450
Education Law Sections 305(31), 1709, and 2503
Public Officers Law Article 7
8 NYCRR Part 185
21 NYCRR Parts 1401, 9760

Adoption Date: 12/12/24