

SUBJECT: ANNUAL ORGANIZATIONAL MEETING

The Board shall hold its Annual Organizational Meeting at any time during the first fifteen (15) 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 shall serve as temporary chairperson, who shall open the meeting and conduct the election of the President. The President shall assume office immediately, and shall 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) Appointment of Officers:
 1. Clerk of the Board;
 2. Treasurer;
 3. Internal Claims Auditor;
 4. BOCES Attorney;
 5. Records Retention and Disposition Officer;
 6. Records Access Officer;
 7. Records Management Officer.
- f) Administration of Oaths to Appointed Officers who are present; oaths to others to be annually administered prior to initiating duties.
- g) Other appointments:
 1. Extraclassroom Activity Personnel;
 2. Independent Auditor;
 3. Purchasing Agent;
 4. Alternate Purchasing Agent;
 5. Civil Rights Officer;
 6. AHERA Local Educational Agency (L.E.A.) designee.

(Continued)

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h) Designations:

1. Official Bank Depositories;
2. Regular Monthly Meetings;
3. Official Newspaper.

i) Authorizations:

1. District Superintendent to certify payrolls;
2. District Superintendent to approve part-time personnel at previously approved Board salary/wage rates;
3. Approval for Board Members and Administrators to attend meetings;
4. Establishment of Petty Cash Fund;
5. Designation of Treasurer to sign all checks;
6. President and/or District Superintendent of the Board to sign necessary contracts on behalf of the Board of Cooperative Educational Services;
7. Vice President to sign contracts in the absence of President;
8. District Superintendent to approve all budget adjustments in accordance with Commissioner's Regulations Section 170.3.

j) Bonding of Personnel:

1. Treasurer;
2. All employees who handle cash.

k) Establishment of the mileage rate.

l) Readoption of Board policies.

m) Approval of Advisory Councils' Memberships.

n) Appointment of representatives to St. Lawrence and Lewis Counties School Boards Association Committees.

o) Conference Attendance Resolution.

Public Officers Law Article 7

Adopted: 7/10/02