

# POLICY

2016

1330  
1 of 3

BY-LAWS

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**SUBJECT: APPOINTMENTS AND DESIGNATIONS BY THE BOARD OF EDUCATION**

## **Appointments**

The Board is authorized to appoint individuals to positions which will facilitate the meeting of its responsibilities to the State, the School System, and the community. These appointments usually take place at the Annual Organizational Meeting.

The following shall be appointed annually:

- a) District Clerk;
- b) District Treasurer;
- c) Deputy Treasurer;
- d) Tax Collector and Deputies;
- e) External (Independent) Auditor
- f) Central Treasurer, Extra classroom Activities Account;
- g) Faculty Auditor, Extraclassroom Activities Account;
- h) Audit Committee
- i) School Physician
- j) School Attorney
- k) Insurance Carrier
- l) Internal Claims Auditor
- m) Committee on Special Education and Committee on Preschool Special Education;
- n) Parent Surrogates
- o) Records Access Officer;
- p) Records Management Officer;
- q) Asbestos Hazard Emergency Response Act (AHERA) Local Educational Agency (L.E.A.) designee;
- r) Compliance Officer (Title IX/Section 504/ADA) for discrimination and harassment issues;

# POLICY

2016

1330  
2 of 3

BY-LAWS

- s) Liaison for Homeless Children and Youth;
- t) Chemical Hygiene Officer;
- u) Dignity Act Coordinator [One (1) in each building];
- v) Purchasing Agent and Alternate Purchasing Agent;
- w) Title I Coordinator
- x) Medical and Workers Compensation Representative

## **Bonding of Personnel**

The Board may provide excess bonding coverage for the following personnel handling district funds:

Tax Collector      District Treasurer      Deputy Treasurer

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.

Paying Agent for Bonds & coupons Accounts  
Cooperative Purchasing Agreement

## **Designations**

The following designations shall be made by the Board of Education at the Annual Organizational Meeting in July:

- a) Petty Cash Fund(s) and to set amount of such funds;
- b) Official Newspaper(s);
- c) Official Bank Depositories;
- d) Official Bank Signatories;
- e) Certifier of Payrolls;
- f) Designated Educational Official (DEO) to receive court notification regarding a student's sentence/adjudication in certain criminal cases and juvenile delinquency proceedings;
- h) School Pesticide Representative;
- i) Reviewing Official, Hearing Official and Verification Official for participation in the federal Child Nutrition Program. (The Hearing Official may not be the same person as the Reviewing and/or Verification Official.)
- j) Cooperative Purchasing Agreement;

# POLICY

2016

1330  
3 of 3

BY-LAWS

- k) Continuation of bylaws, plans, and policies of the District;
- l) The day and time of regular meetings for the School Board;
- m) The rate of mileage reimbursement;
- n) The price for school meals;
- o) Business Disclosures of District officials
- p) Hourly and substitute pay rates
- q) ERS Standard Workday and Reporting Resolution
- r) School Tuition Rates

## **Authorizations**

- a) Approval of attendance at conferences, conventions, workshops, and the like;
- b) Superintendent to approve budget transfers within limits prescribed by Commissioner's Regulation Section 170.2 and Board guidelines;
- c) Superintendent to apply for Grants in Aid (State and Federal) as appropriate;
- d) Person to certify payrolls;
- e) Board and district memberships in professional organizations;
- f) Positions entitle to use district-owned cell phones and credit cards;
- g) Board representatives for appointing Impartial Hearing Officers;
- h) Other(s) as deemed appropriate/necessary.

The Board shall review its policies on Investments and Purchasing, and the Student Conduct 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 Student Attendance.

McKinney-Vento Homeless Education Assistance Act,  
Section 722, as reauthorized by the No Child Left  
Behind Act of 2001  
Education Law Sections 305(31), 1709 and  
2503  
8 New York Code of Rules and Regulations  
(NYCRR) Part 185  
21 New York Code of Rules and Regulations  
(NYCRR) Parts 1401, 9760

Adopted: 2/25/16