

POLICY

2012

1330
1 of 3

T/EB

By-Laws

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 Reorganization 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(s), Extraclassroom Activity Funds;
- g) Audit Committee.

The following must be appointed but need not be reappointed annually:

- a) Census Enumerator and assistants if District conducts census;
- b) Director of School Health Services (School Physician/Nurse Practitioner);
- c) Supervisors of Attendance;
- d) Committee on Special Education and Committee on Preschool Special Education;
- e) Records Access Officer;
- f) Records Management Officer;
- g) Asbestos Hazard Emergency Response Act (AHERA) Local Educational Agency (LEA) designee;
- h) Title IX/Section 504/ADA Compliance Officer and District Harassment Officer;
- i) Liaison for Homeless Children and Youth;
- j) Chemical Hygiene Officer;
- k) Dignity Act Coordinator (one (1) in each building)

(Continued)

POLICY

2012

1330
2 of 3

T/EB

By-Laws

**SUBJECT: APPOINTMENTS AND DESIGNATIONS BY THE BOARD OF EDUCATION
(Cont'd.)**

The following may also be appointed:

- a) School Attorney(s);
- b) Claims Auditor;
- c) Internal Auditor;
- d) Insurance Advisor;
- e) Copyright Officer;
- f) Chief Fiscal Officer;
- g) Records Appeal Officer;
- h) Consulting School Dentist;
- i) Chief Faculty Advisor of the Extraclassroom Activity Accounts;
- j) Faculty Auditor of the Extraclassroom Activity Accounts;
- k) Appointment of Spokesperson(s) to Media;
- l) Other(s) as deemed appropriate/necessary.

Designations

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

- a) Petty Cash Fund(s);
- b) Official Newspaper(s);
- c) Official Bank Depositories;
- d) Official Bank Signatories;
- e) Purchasing Agent;

(Continued)

POLICY

2012

1330
3 of 3

T/EB

By-Laws

SUBJECT: APPOINTMENTS AND DESIGNATIONS BY THE BOARD OF EDUCATION (Cont'd.)

- f) Certifier of Payrolls;
- g) 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) Other(s) as deemed appropriate/necessary.

Authorizations

The following authorizations shall be made by the Board of Education at the Annual Reorganization Meeting in July.

- a) Superintendent/designee to approve all budgeted conference and workshop requests for the ensuing fiscal year;
- 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) Establish mileage reimbursement rate;
- e) Designation of date and time of regular Board meetings;
- f) Adoption of Board of Education Policies/By-Laws and Code of Ethics;
- g) Other(s) as deemed appropriate/necessary.

McKinney-Vento Homeless Education Assistance Act, Section 722, as reauthorized by the No Child Left Behind Act of 2001

29 Code of Federal Regulations (CFR) Section 1910.1450

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

Adoption Date 9/28/10

Revised 12/11/12