

**Monroe 2-Orleans BOCES Policy**  
**Series 1000 – By-Laws**  
**Policy #1438 – REORGANIZATIONAL MEETING**

The Board shall hold its Annual Reorganization 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 and swearing in of the President and Vice 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 et al:
  1. Treasurer
  2. Assistant Treasurer
  3. Clerk of the Board and Alternate
  4. Internal Claims Auditor and alternate
  5. Records Retention and Disposition Officer
  6. Records Access Officer
  7. Records Management Officer
  8. Registrars of attendance
  9. Medicaid Compliance Officer
  10. Purchasing Agent and alternates
  11. Asbestos Designee
  12. FERPA Compliance Officer
  13. Rochester Area Schools Health Plan Designee
  14. Rochester Area Schools Health Plan II Designee
  15. Rochester Area Schools Workers' Compensation Plan Designee
- f) Administration of Oaths to Appointed Officers et al who are present; oaths to others to be administered prior to initiating duties.
- g) Other appointments:
  1. BOCES Attorney
  2. Extra classroom Activity Personnel:
    - (a) SkillsUSA Advisor
    - (b) Central Treasurer
    - (c) Faculty Auditor
    - (d) National Technical Honor Society
  3. Independent Auditor
  4. Internal Auditor
  5. Civil Rights Compliance Officer, two (2), one for each gender
  6. BOCES Physicians
  7. Nurse Practitioner to be utilized in lieu of the BOCES physician
  8. Chemical Hygiene Officer and alternate
  9. Liaison for Homeless Children and Youth

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10. Official designated to receive student sentence/adjudication in criminal and juvenile delinquency proceedings
  11. Radiation Safety Officer
  12. Compliance Officer
  13. Copyright Officer
  14. Integrated Pest Management Coordinator (IPMC)/Pesticide Representative
  15. BOCES-wide Dignity for All Students Act Coordinator
  16. School-level Dignity for All Students Act Coordinator
  17. Chief Emergency Officer
- h) Designations:
1. Official Bank Depositories
  2. Official Newspaper
  3. Official bulletin board for postings
- i) Authorizations:
1. District Superintendent/designee to certify payrolls.
  2. District Superintendent to approve part-time personnel at previously approved Board salary/wage rates.
  3. District Superintendent to sign and/or approve any and all documents requiring the signature of the District Superintendent.
  4. Approval for Board Members and Administrators to attend meetings.
  5. Establishment of Petty Cash and Change Fund.
  6. Designation of Treasurer or Assistant Treasurer to sign all checks.
  7. President and/or Chief Executive Officer to sign necessary documents and contracts on behalf of the Board.
  8. Vice President to sign contracts and documents in the absence of President.
  9. District Superintendent or designee to approve all budget appropriations in accordance with Commissioner's Regulations Section 170.2.
- j) Bonding of Personnel:
1. Treasurer, Central Treasurer of Extra Classroom Activity Account, Director of Finance, Assistant Treasurer.
  2. Other employees who handle cash to be covered by \$1,000,000.00 Public Employees Blanket Bond.
- k) Approval of Advisory Councils' Membership.
- l) Appointment of representatives and alternates to Monroe County School Boards Association Committees.

Public Officers Law Article 7

Adopted: 7/13/1999  
Revised: 3/19/2008  
Revised: 9/15/2010  
Revised: 5/9/2012  
Revised: 8/21/2013  
Revised: 8/17/2016  
Reviewed: 9/18/2019  
Revised: 5/11/2022