

SUBJECT: APPOINTMENTS AND DESIGNATIONS BY THE BOARD**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 will be appointed annually:

- a) District Clerk;
- b) Deputy District Clerk;
- c) District Treasurer;
- d) Deputy Treasurer;
- e) Tax Collector and Deputies;
- f) External (Independent) Auditor;
- g) Central Treasurer, Extra Classroom Activities Account;
- h) Faculty Auditor, Extra classroom Activities Account;
- i) 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 (District 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;

(Continued)

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

- h) Compliance Officer (Title IX/Section 504/ADA) for discrimination and harassment issues;
- i) Liaison for Homeless Children and Youth;
- j) Chemical Hygiene Officer;
- k) Dignity Act Coordinator (one in each building).
- l) Chief Emergency Officer

The following may also be appointed:

- a) School Attorney;
- b) Claims Auditor/Deputy Claims Auditor;
- c) Insurance Advisor;
- d) Copyright Officer.

Designations

The following designations will be made by the Board at the Annual Organizational meeting in July, or as specified below:

- a) Petty Cash Fund(s);
- b) Official Newspaper(s)
- c) Official Bank Depositories – which shall be designated at the Annual Organizational Meeting in July, and may be updated at any other meeting of the Board;
- d) Official Bank Signatories – which shall be designated at the Annual Organizational meeting in July, and may be updated at any other meeting of the Board;
- e) Purchasing Agent;
- 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;

(Continued)

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

- 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).

Authorizations

The following authorizations will be made by the Board at the Annual Organizational Meeting in July:

- 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) Establish mileage reimbursement rate;
- e) Other(s) as deemed appropriate/necessary.

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

29 CFR § 1910.1450

Education Law §§ 305(31), 1709 and 2503

8 NYCRR Part 185

21 NYCRR Parts 1401, 9760

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