

**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.

**I. The following shall be appointed annually:**

- a) District Clerk;
- b) District Treasurer;
- c) External (Independent) Auditor;
- d) Treasurer, Extra-classroom Activities Account;
- e) Audit Committee.
- f) School Attorney/Chief Legal Officer

**II. The following must be appointed but need not be reappointed annually:**

- a) Director of School Health Services (District Physician/Nurse Practitioner);
- b) Attendance Officer
- c) Committee on Special Education and Committee on Preschool Special Education;
- d) Records Access/Management Officer;
- e) Asbestos Hazard Emergency Response Act (AHERA) Local Educational Agency (LEA) designee;
- f) Title IX/Section 504/ADA Compliance Officer;
- g) Liaison for Homeless Children and Youth;
- h) Chemical Hygiene Officer.
- i) Students Residency Officer.

(Continued)

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(Cont'd.)**

**III. The following must also be appointed but need not be reappointed annually:**

- a) Claims Auditor;
- b) Internal Auditor;
- c) Insurance Advisor.

**IV. Designations**

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

- a) Petty Cash Fund(s);
- b) Official Newspaper(s);
- c) Official Bank Depositories;
- d) Official Bank Signatories;
- e) Purchasing Agent;
- f) Certifier of Payrolls;
- g) School Pesticide Representative;
- h) 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).

**V. 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;

(Continued)

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**V. Authorizations (Cont'd.)**

- 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, 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

**Re-Adopted: November 9, 2011**