

SUBJECT: APPOINTMENTS BY THE BOARD OF EDUCATION

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.

Board appointments will include the following:

- a) District Clerk
- b) District Treasurer and Deputy Treasurer
- c) Tax Collector
- d) ~~School Physician~~ *Medical Director*
- e) District Auditors (internal and independent)
- f) Legal Counsel
- g) Treasurer, Extra-classroom Activities Account
- h) Purchasing Agent and Assistant Purchasing Agent
- i) Insurance Company
- j) Records Management Officer and Records Access Officer
- k) AHERA Local Educational Agency (L.E.A.) designee
- l) Racial Harassment and Sexual Harassment Officer
- m) Residency Officer
- n) Student Disciplinary Hearing Officer
- o) Title IX Coordinator*
- p) Chemical Hygiene Officer*
- q) Liaison for Homeless Children and Youth*
- r) Attendance Officer*
- s) Data Protection Officer*
- t) Dignity Act Coordinators*
- u) Substance Abuse Prevention Coordinator(s)*

By-Laws

SUBJECT: APPOINTMENTS BY THE BOARD OF EDUCATION [continued]**Designations**

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

- a) Official Newspaper(s);
- b) Official Bank Depositories;
- c) *Official Bank Signatories;*
- d) Bid Officer;
- e) Certifier of Payrolls;
- f) *Designated Educational Official (DEO);*
- g) *School Pesticide Representative;*
- h) *Reviewing Official, Hearing Office and Verification Official for participation in the Federal Child Nutrition Program;*
- i) Purchasing Officer *Agent.*

Authorization/Purchasing

- a) Superintendent to approve budget transfers within limits prescribed by Commissioner's Regulation Section 170.2 and Board guidelines;
- b) Establish mileage reimbursement rate;
- c) *Superintendent to apply for Grants in Aid (State and Federal) as appropriate;*
- d) Other(s) as deemed appropriate/necessary, including, but not limited to:
 - 1. Chaperone Rate;
 - 2. Substitute Rate;
 - 3. Tutoring Rate.

Education Law Section 1709

SUBJECT: RECORDS MANAGEMENT

A Records Management Officer shall be designated by the Superintendent, subject to the approval of an appointment by the Board of Education. The Records Management Officer shall coordinate the development of and oversee a program for the orderly and efficient management of records, including the legal disposition or destruction of obsolete records, and shall be given the authority and responsibility to work with other local officials at all levels in the development and maintenance of the records management program.

In addition, a Records Advisory Board may be created to assist in establishing and supporting the records management program. The District's legal counsel, the fiscal officer, and the Superintendent/designee may comprise the Advisory Board.

Retention and Disposition of Records

The Superintendent *District* shall *will* retain records for such a period and dispose of them in the manner described *in accordance with the* Records Retention and Disposition Schedule *ED-1 for New York Local Government Records (LGS-1)*, or as otherwise approved by the Commissioner of Education. *Further, if any law specifically provides a retention period longer than that established by this schedule, the retention period established by the law will govern.*

Replacing Original Records with Microforms or Electronic Images

The District will follow procedures prescribed by the Commissioner of Education to ensure accessibility and intelligibility for the life of any microform or electronic records that replace paper originals or micrographic copies.

Retention and Preservation of Electronic Records

The District shall ensure that record retention requirements are incorporated into any program, plan or process for design, redesign, or substantial enhancement of an information system that stores electronic records. The District will also ensure that electronic records are not rendered unusable because of changing technology before their retention and preservation requirements expire.

Arts and Cultural Affairs Law Section 57.19 *Article 57-a*
8 New York Code of Rules and Regulations (NYCRR) Part 185