

Mapleton School District 32

Code: **BCA**
Adopted: 7/12/01
Readopted: 12/18/13
Orig. Code(s): BCA

Organizational Meeting

No later than the next regular meeting following July 1, the following actions shall be taken:

1. Election of Board officers;
2. Naming of confidential employees excluded from the bargaining units;
3. Designation of the superintendent as:
 - a. District clerk;
 - b. Executive officer;
 - c. Budget officer;
 - d. Federal project planner and director;
 - e. State surplus purchasing agent;
 - f. Agent to receive federal funds;
 - g. Americans with Disabilities Act (ADA) compliance officer.
4. Assignment or temporary administrative authority in absence of the superintendent;
5. Identification of the clerk and deputy clerk as authorized to sign checks and make salary payments;
6. Designation of the depository for school funds for savings and checking;
7. Designation of the auditor for the school year;
8. Designation of the legal advisor for the school year;
9. Designation of the newspaper for all legal publications;
10. Setting of the time and place for Board meetings;
11. Authorization of bonds for district clerk and others handling funds;
12. Appointment of budget committee members for vacancies and set terms of office;
13. Authorization for the clerk or deputy clerk to expend for minor contingencies such as per diem advances, payroll errors, freight and postage. These will go to the Board at the next regular meeting.

END OF POLICY

Legal Reference(s):

[ORS 255.335](#)

[ORS 332.040 - 332.045](#)

[ORS 332.057](#)