

APPOINTED BOARD OFFICIALS***District Clerk***

The Board of Education shall annually appoint a District Clerk. The District Clerk shall:

1. keep an accurate record of the proceedings of the Board of Education and shall submit a copy of the proceedings to each Board member and the Superintendent of Schools;
2. file all correspondence and records relating to matters of the School District, involving the Board;
3. prepare and arrange publication of legal notices;
4. attend all public meetings of the Board (Regular and Special) as well as public hearings of the Board;
5. perform duties pertaining to the preparation for and conduct of District elections, budget votes, and special District referendum elections;
6. administer the Oath of Office for all Board members and School District officers; and
7. perform any other work requested by the Board or the Superintendent.

District Treasurer

The Board of Education shall also annually appoint a District Treasurer. The District Treasurer shall:

1. act as custodian of all monies belonging to the District;
2. receive all monies belonging to the District and issue receipt for same;
3. deposit monies received in banks designated by the Board;
4. be bonded in such sum as shall be required before entering into the duties of the office;
5. pay out District monies on written order of officials of the Board; and
6. give detailed accounts of monies received and disbursed.

Ref: Education Law §§2121; 2122; 2130

Adopted: June 21, 2006

Revised: June 17, 2009

Reaffirmed: January 9, 2013

Reaffirmed: April 6, 2016