

## APPOINTED BOARD OFFICIALS

### *District Clerk*

The Board of Trustees shall annually appoint a District Clerk. Such appointment shall continue until the next reorganizational meeting. The salary of the District Clerk shall also be fixed annually at the reorganizational meeting. The District Clerk shall:

1. have working knowledge of the state Education Law concerning the office of the District Clerk, such as the laws governing procedures for annual district meetings and elections, candidates' petitions and qualifications, teacher tenure hearings, etc.;
2. be a Notary Public;
3. verify and sign official documents;
4. give written notice of appointment to persons appointed as inspectors of election;
5. conduct the annual district election, budget votes, and special district referendum, including the library budget vote;
6. give official notice to persons duly elected or appointed to office;
7. take the oath of office of new trustees of the Board as well as new trustees of the library Board;
8. prepare and coordinate items for the Annual Reorganizational Meeting of the Board;
9. call the Annual District Meeting to order, call for nominations of a Chairperson of the meeting, and, if nominated, serve as Clerk of the meeting;
10. call all other meetings to order in the absence of the president and vice president;
11. maintain all official records of the school district;
12. keep the policy manual of the Board, add, and distribute material to the Board and administration after Board action;
13. file all correspondence and records relating to matters of the school district, involving the Board;
14. keep and file all information regarding special committees of the Board;
15. act as a secretarial liaison between the Board, administration, and residents of the school district;
16. prepare and arrange publication of legal notices;
17. act as liaison to the official newspapers of the district to which he/she shall provide reporters with meeting notices; follows up on Board news releases;
18. attend all public meetings of the Board (Regular and Special) as well as public hearings of the Board and, when requested:
  - a. record minutes,
  - b. handle follow-up correspondence,
  - c. transcribe and distribute completed minutes;
19. transcribe Board minutes of executive sessions;
20. receive, copy, distribute, follow-up and file all incoming correspondence of Board members and keep the administration and school attorney apprised of correspondence relating to specific situations;
21. handle all outgoing correspondence of the Board President as well as the other members of the Board;
22. receive and answer telephone requests from school Board members, administration, the school attorney, and the community whenever necessary;
23. process registrations for Board members attending various seminars and workshops, make travel arrangements for Board members on Board-related trips, and process expense accounts;
24. participate in the handling of bond sales to ensure successful completion;
25. receive subpoenas and claims against the school district as well as process appeals to the Commissioner of Education (see Policy 2270.1, Litigation Procedures.); and
26. perform any other work requested of him/her by the Board or the Superintendent.

### *District Treasurer*

The Board of Trustees shall also annually appoint a District Treasurer. Such District Treasurer shall serve until the next reorganizational meeting, or until a successor has been appointed. The District Treasurer shall perform such duties imposed upon the office by statute or law. Among the duties of the District Treasurer are to:

1. act as custodian of all monies belonging to the district; receive all monies belonging to the district; deposit all monies received in banks designated by the Board; pay out district monies on written order of the Board; and sign salary checks. The Board may designate a limit on hand drawn checks that the District Treasurer may issue without additional signatures or approval;
2. keep proper books of account in conformity with requirements of the State Education Department, the Uniform System of Accounts as prescribed by the Comptroller of the State of New York in accordance with Section 36 of the General Municipal Law, and of the Board;
3. render a monthly report for each fund showing the cash balance on hand at the beginning of the month, receipts by source during the month, total disbursements during the month, cash balance on hand at the end of the month, and reconciliation with bank statements;
4. render a monthly report for each fund including no less than the revenue and appropriations accounts required in the annual state budget form. This report must show the status of these accounts as to:
5. be the custodian of the records of the school district for Freedom of Information Law purposes, and public access to records;
6. prepare the expenses of the district meetings, the District Clerk, and Board for the annual budget;

#### Revenue Accounts:

- a. estimated revenues
- b. amounts received to date of report
- c. revenues estimated to be received during balance of the fiscal year

#### Appropriation Accounts:

- a. original appropriations
- b. transfers and adjustments
- c. revised appropriations
- d. expenditures to date
- e. outstanding encumbrances
- f. unencumbered balances

The Treasurer also has the responsibility for filing, keeping and protecting all district financial reports and records after current use.

The District Treasurer shall file a bond for the faithful performance of his/her duties, or be covered under a blanket undertaking pursuant to policy 2210, V.

The Board may appoint, fix the term, and fix the compensation of such other officials as may be necessary for its proper functioning.

Ref: Education Law 2121; 2122; 2130

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