
APPOINTED BOARD OFFICIALS

At the annual organizational meeting of the Board of Education, a District Treasurer, a District Clerk, a School Tax Collector, a Census Enumerator, and an Attendance Officer shall be appointed. Thereafter, each vacancy shall be filled at the next meeting of the Board following the occurrence of a vacancy.

District Clerk

The Board of Education shall annually appoint a District Clerk. Such appointment shall continue until the next annual organizational meeting. The salary of the District Clerk shall also be fixed annually at the annual organizational 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. Maintain the voter registration list and oversee the maintenance of the voter registration books;
5. Conduct the annual district election, budget votes, and special district referendum, including the library budget vote;
6. Notify the Town Clerks of the results of all elections and school district votes;
7. Give official notice to persons duly elected or appointed to office;
8. Take the oath of office of new members of the Board as well as new officers of the Board, the Superintendent and members of the library Board;
9. Prepare and coordinate items for the Annual Organizational Meeting of the Board;
10. Call the Annual District Meeting to Order, call for nominations of a Chairman of the meeting, and, if nominated, serve as Clerk of the meeting;
11. Maintain all official records of the school district;
12. Be the custodian of the records of the school district for Freedom of Information Law purposes, and public access to records;
13. Keep the policy manual of the Board and add and distribute material to the Board and administration after Board action;
14. File all correspondence and records relating to matters of the school district, involving the Board;
15. Keep and file all information regarding special committees of the Board;
16. Act as a secretarial liaison between Board, administration, town, and village governments, Chamber of Commerce, library and residents of the school district;
17. Prepare and arrange publication of legal notices;
18. Act as liaison to the Citizen Register which he/she provides reporter with meeting notices and follows up on the Board releases;

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19. 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;
20. Transcribe Board minutes of executive sessions as recorded by the Superintendent;
21. Receive, copy, distribute, follow-up and file all incoming correspondence of Board members and keep administration and attorney apprised of correspondence relating to specific situations;
22. Handle all outgoing correspondence of the Board President as well as the other members of the Board;
23. Receive and answer telephone requests from school Board members, administration, the school attorney, and the community whenever necessary;
24. Process registrations for Board members attending various seminars and workshops, make travel arrangements for Board members on Board-related trips, and process expense accounts;
25. Process all purchase orders for supplies and services relating to the Board;
26. Prepare the expenses of the district meetings, the District Clerk, and Board for the annual budget;
27. Participate in the handling of bond sales to ensure successful completion;
28. Have a working relationship with school district attorney;
29. 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
30. Perform any other work requested of him/her by the Board or the Superintendent.

District Treasurer

The Board of Education shall also annually appoint a District Treasurer. Such District Treasurer shall serve until the next annual organizational meeting, or until a successor has been appointed. The District Treasurer shall perform such duties imposed upon the office by statute or law: i.e., shall report, at least monthly, to the Board the state of all accounts; shall act as official custodian of all district funds; shall sign all checks, including those for which facsimile signatures have been approved; and, shall perform such other duties as may be assigned to the office by the Board. 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.

School Tax Collector

The School Tax Collector shall be responsible for executing the requirements of the tax warrant. B protection shall be afforded as required by law for the position of School Tax Collector.

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Census Enumerator

The Census Enumerator shall take the census of all children between birth and 18 years of age at least every other year as required by law. The census report shall be filed in duplicate with the Superintendent, as required in Section 3242. The Census Enumerator shall complete the Census and Enrollment Report in duplicate during the third and fourth weeks of school.

Attendance Officers

The Attendance Officers shall investigate cases of student absence referred to him/her by school authorities and shall make home visits for this purpose. They shall carry out the duties prescribed in Section 3213(2) of the Education Law.

Cross-ref: 2210, Board Annual Organizational Meeting

Ref: Education Law §§902; 2121; 2122; 2130

Adoption date: July 2003

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