

() Required
(X) Local
(X) Notice

APPOINTED BOARD OFFICIALS

District Clerk

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

1. Attend all public meetings of the Board (Regular and Special) as well as public hearings of the Board and keeps a record of its proceedings and records, by name, those in attendances;
2. Prepare minutes of the meetings of the Board, obtains approval of the minutes by the Board at the next meeting, signs the minutes to signify their official standing and forwards copies of the minutes to each member of the Board of Education and the Superintendent of Schools;
3. Send notices of special meetings to members of the Board; contacts and communicates with members as required;
4. Prepare and arranges the publication of legal notices and announcements in accordance with state law;
5. Maintain an up-to-date record of Board policies and by-laws;
6. Perform duties pertaining to the preparation for, and conduct of district elections, budget votes, and special district referendum elections;
7. Administer the Oath of Office for all Board members and school district officers;
8. Call all meetings to order in the absence of the President and Vice President.
9. Perform any other work requested of them by the Board or the Superintendent.

The above duties of the District Clerk are not intended to be complete, but serve as a comprehensive guide in undertaking the duties of this office.

The District Clerk shall perform such other duties as may be assigned from time to time by the Board.

District Treasurer

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

1. Act as custodian of all moneys belonging to the School District and deposits these moneys in the depositories designated by the Board;
2. Pay all authorized obligations of the District as directed, including payments of bond principal and interest;
3. Maintain proper records and files.
4. Make all such entries and posts to all such financial ledgers, records and reports, including bond and note registers, as may be properly required to afford the District an acceptable and comprehensive financial accounting of the use of its moneys and financial transactions;
5. Assume other duties customary to the office.

Tax Collector

The Board of Education shall also annually appoint a Tax Collector. The Tax Collector shall:

1. prepare and mail tax notices;
2. use suitable printed tax forms as prescribed by the State Tax Commission;
3. collect taxes in the amount of the warrant, upon issuance of the tax warrant by the Board of Education and penalty fees in accordance with the terms of such warrant;

4. turn over daily to the District Treasurer all money collected;
5. submit a report to the Board of Education, showing the amount of taxes and fees collected along with the unpaid listing. The combination of taxes collected and uncollected shall equal the amount of the warrant;
6. turn over to the County Treasurer, prior to November 15th, a list of unpaid taxes; and,
7. carries out such other duties of the position as prescribed in Real Property Tax law.

Ref: Education Law §§2121; 2122; 2126; 2130

Adoption date: March 9, 2021