

APPOINTED BOARD OFFICERS

A. District Clerk

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

1. attend all regular and special meetings of the Board of Education;
2. make a full and accurate record of the proceedings of the Board and submit a copy of the proceedings to each Board member and the Superintendent of Schools;
3. give notices of all meetings of the Board;
4. keep all records and official papers pertaining to School District meetings and elections;
5. maintain the voter registration list and oversee the maintenance of the voter registration;
6. receive applications for absentee ballots, distribute, collect and count the ballots;
7. conduct the annual School District election, budget votes, and special School District referendum;
8. act as custodian of the records of the School District for Freedom of Information Law purposes and public access to records; and
9. perform all other such duties as the Board may require.

District Treasurer

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

1. Be legal custodian of all monies, financial records and reports of the School District;
2. oversee all financial records of the School District;
3. act as custodian of all monies belonging to the School District;
4. receive all monies belonging to the School District and issue receipt for same;
5. keep accurate records of all receipts and disbursements;
6. reconcile bank statements on a regular basis;
7. deposit monies received *in* banks designated by the Board;
8. be bonded in such sum as shall be required before entering into the duties of the office;
9. pay out School District monies on written order of officials of the Board;
10. give detailed monthly accounts to the Board of monies received and disbursed; and
11. perform all other such duties as the Board of Education may require.

The School District Treasurer shall within the ten (10) days after notice in writing of this appointment and before entering upon the duties of his or her office, execute and deliver to the Board of Education an official bond with corporate surety in the amount prescribed by law,

undertaking with corporate surety in the amount of one million dollars. The expenses connected to executing this bond shall be a School District charge.

In the event the appointed Treasurer does not give the required undertaking within the time specified, such office shall become vacant and the Board of Education shall thereupon, fill such vacancy by appointment.

Ref: Education Law §1709

Adopted: June 21, 2016