

APPOINTED BOARD OFFICIALS*District Clerk/Deputy District Clerk*

The Board of Education shall annually appoint a District Clerk and a Deputy District Clerk. Such appointment shall continue until the next reorganizational meeting. The duties of the District Clerk are:

1. to attend meetings of the Board and keep a record of all proceedings in the form of minutes;
2. to furnish copies of the minutes;
3. to be responsible for publishing of all legal notices concerning school district business; and
4. to perform the usual and ordinary duties of the office.

District Treasurer

The Board 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: i.e.:

1. to act as custodian of all monies belonging to the district;
2. to receive all monies belonging to the district;
3. to deposit monies received in banks designated by the Board;
4. to give a bond in such amount as shall be required before entering on the duties of the office;
5. to pay out district monies on written order of officials of the Board; and
6. to give detailed accounts of monies received and disbursed.

Tax Collector

The Tax Collector will perform those duties outlined in the Education Law, including:

1. to give a bond in such sum as shall be required before entering on the duties of the office;
2. to collect tax monies on warrant received by him/her from the Board and upon giving proper notice;
3. to pay over to the Treasurer monies as received; and
4. to return to the Board a list of unpaid taxes.

School Attorney

The School Attorney shall:

1. draw up legal papers as required by the school district;
2. serve as a legal consultant on a variety of matters;
3. represent the school district as may be requested;
4. perform such other duties as set forth in policy 2270.

Treasurer for Extracurricular Accounts

The Treasurer for Extracurricular Accounts shall:

1. supervise the work of the student treasurer of the individual activity accounts;
2. verify deposits and expenditures;
3. reconcile all accounts; and
4. prepare an annual report.
5. approve all expenditures;
6. oversee verifications of the Treasurer;
7. administer the financial aspects of the various student activities through the faculty advisors; and
8. approve the financial reports.

Purchasing Agent

The Purchasing Agent shall:

1. examine and approve or disapprove purchase requests for the school district. These requests come from the various departments in the school and generally have had prior approval from subordinate administrators to the Superintendent of Schools;
2. examine and approve or disapprove payment of items to be prepared for warrant to be presented to the Board. These items have generally been previously examined by subordinate administrators to the Superintendent.

External Auditor

The External Auditor shall:

1. submit an annual audit report to the Board based on a thorough examination of all financial sources of the district, school board minutes and related documents;
2. submit a management letter to the Board;
3. submit an opinion to the Board regarding the status of the district's financial statements as related to proper form as prescribed by the Commissioner of Education and the laws of the State of New York.

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 §§902; 2121; 2122; 2130

Adopted by the Board of Education: February 10, 1997