



Central Islip Union Free School District

Board of Education & School District Policy Book

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Section	Section Title	Type
2000	School Board Governance & Operations	Local
Policy	Policy Title	
2230	Appointed Board Officials	

District Clerk

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

1. Keep an accurate record of the proceedings of the Board of Education and shall submit a copy of the proceedings to each Board member and the Superintendent of Schools;
2. Ensure the action to file all correspondence and records relating to matters of the school district, involving the Board;
3. Ensure to action to prepare and arrange publication of legal notices;
4. Attend all public meetings of the Board (Regular and Special) as well as public hearings of the Board and, when requested;
5. Perform duties pertaining to the preparation for, and conduct of district elections, budget votes, and special district referendum elections;
6. Ensure the action to sends notices of special meetings to Board members, contacts and communicates with members as necessary;
7. In the absence of both the President and Vice-President of the Board at a duly constituted meeting, determine the member with the longest tenure on the Board, in alphabetical order, and that member shall then assume all the usual duties of the President until either the President or Vice-President is in attendance;
8. Administer the Oath of Office for all Board members and school district officers;
9. Ensure the action to maintain and up-to-date record of Board policies; and
10. 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. The District Treasurer shall:

1. Act as custodian of all monies belonging to the district;
2. Ensure the action to receive all monies belonging to the district and issue receipt for same;
3. Ensure the action to deposit monies received in banks designated by the Board;
4. Be bonded in such sum as shall be required before entering into the duties of the office;
5. Ensure the action to pay out district monies on written order of officials of the Board; and
6. Give detailed accounts of monies received and disbursed.

Adoption date: February 9, 2009

Reference:

Education Law §§2121; 2122; 2130