DISTRICT CLERK

The District Clerk shall be appointed by the Board and shall perform the duties prescribed by the Education Law and the Regulations of the Commissioner of Education. The clerk shall, in addition:

- Attend all Board meetings and meetings of committees of the Board when so requested.
- Take accurate minutes of all Board meeting proceedings. Reproduce and distribute copies of the approved minutes to Board members, the superintendent, the school attorney, the treasurer, and the administrators designated by the superintendent and other appropriate individuals and agencies, prior to the next scheduled Board meeting.
- Post Board of Education agendas, approved minutes, and other important Board of Education announcements on the district's website.
- Mail meeting notice and copy of agenda to each Board member and school official.
- Manage Board correspondence and keeping proper files on both incoming and outgoing mail. Answering correspondence as directed by the Board.
- Make travel and conference arrangements for Board members.
- Prepare revised collective bargaining agreements as per Board of Education approved Memorandum of Agreement and distribution to all appropriate parties.
- Prepare materials relating to negotiations at the direction of the district's negotiating team as designated by the Board of Education.
- Be knowledgeable of state law concerning annual and special taxpayers' meetings, registrations and elections.
- Prepare, publish, and post legal notices for registration of all special and annual meetings.
- Notarize BOE and District confidential documents
- Assist in handling confidential correspondence for the BOE and the superintendent (or designee).

- Order voting machines, printing of strip for voting machines, printing of ballots for annual meetings, etc.
- Attend to the proper appointment of board of registry, assistant clerks, and inspectors of election, and give proper notice to the persons so appointed.
- Receive nominating positions for candidates for Board membership.
- Deliver proper ballots to election inspectors.
- Call annual meeting to order and conducting it until a President is elected.
- Act as clerk of all meetings and elections.
- Assist the Board of Registration in the preparation of the register of qualified voters.
- Furnish necessary blank books and blanks for registration of voters.
- Maintain custody of the registry of voters and make it available for inspection as required by law.
- Receive and file statements and challengers concerning the registry and recording any action relative to them.
- Deliver on the day of the meeting or election a copy of the registration list to election inspectors before the polls open.
- Keep a poll list of every person whose vote is received.
- Make and keep a true and accurate record of all district meeting proceedings.
- Serve written notice on each person elected to the North Merrick Board of Education.
- Attend BOE executive sessions as required
- Administer the oath of allegiance to Board members, and keeping record of this administration.
- Advertise and post proper notices at conclusion of registration as required by state law.
- Sign all contracts and documents requiring the clerk’s signature and notarizing signatures as required.

- Maintain file of all Board of Education approved contracts and distribute copies as required

- Prepare and properly publish all required legal notices, in particular those associated with the annual audit of the budget.

- Be custodian of all of district records including those in the district safe deposit box.

- Serve as records access officer.

- Maintain official copies of all district contracts and collective bargaining agreements and forwarding authorized copies of same to all involved parties as directed by the Board of Education President and/or Superintendent of Schools (or his/her designees).

- Maintain the Board's policy reference files, provide proper coding for new policy statements and maintain the Board's policy manual and serve as liaison between the Board and any policy update service that the Board may subscribe to.

- Act as district registrar responsible for the enrollment of new students

- Assist the Superintendent (or designee) in preparing all personnel records that may be needed by the Board of Education in making tenure determinations and other related personnel decisions of a confidential nature**.**

- Assist the Superintendent (or designee) in preparing all programs relating to awards given to staff and/or students by the Board of Education**.**

- Log in all checks and cash sent to the district and Board Education.

- Perform other related duties as directed by the Board of Education and or the superintendent of school as the Board's designee.

- Perform such duties and responsibilities as are more specifically set forth in Sections 2121 and 2130(1)(2) and (3) of the Education Law of the State of New York

- Manage all phases of the District's Free and Reduced Lunch program

- At the direction of the Superintendent, participate in district investigations as the official recorder/transcriber

- Under the direction of district counsel, serve as liaison between the district, attorneys, appropriate governmental agencies and/or insurers concerning matters of litigation

- At the direction of the Superintendent, assist in the planning and execution of districtwide events
- Provide oversight to conference approval process

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