

THE SCHOOL DISTRICT CLERK

Pursuant to Section 2121 of the Education Law of the State of New York, the school district clerk shall, in addition to performing the duties prescribed by law, act as clerk of the Board of Education, and shall: attend all regular and special meetings of the school board; make full and accurate minutes of the proceedings of the school board; give notice of all meetings of the school board; keep all records and official papers pertaining to district meetings and elections; and perform all other such duties as the Board of Education or superintendent of schools may require.

Policy Adopted:
August 28, 1973

Policy Revised:
December 16, 1991

Policy Reviewed:
January 24, 2022