

## DISTRICT CLERK

### I. Policy Statement

The District Clerk will be appointed by the Board of Education (the Board) at the last meeting of the school year and will serve for a period of one (1) year. The District Clerk shall perform such duties as are required by NYS Education Law § 2121.

- A. To record proceedings of all meetings of the voters of the Waterville Central School District (the District) in a book to be provided for that purpose by the District, and to enter therein true copies of all reports made by the Board of the Superintendent.
- B. To give notice, of the time and place of holding special district meetings called by the Board pursuant to NYS Education Law § 2001(2).
- C. To affix a notice in writing of the time and place of any adjourned meeting in at least five of the most public places of the District, when the meeting shall have been adjourned for a longer time than one month. Such notice shall be so affixed at least five days before the time for such adjourned meeting.
- D. To prepare the required notice of every annual district meeting.
- E. To give notice immediately to every person elected or appointed to office of their election or appointment; and also to report to the town clerk of the District, the names, and post-office addresses of such officers.
- F. To notify the Board of every resignation duly accepted by the Superintendent.
- G. To keep and preserve all records, books and papers belonging to the District office and to deliver same to the successor.
- H. In the event that the District shall be dissolved, to deposit the books, papers and records of the District office with the clerk of the successor school district.
- I. To attend all meetings of the Board when notified of all proceedings.
- J. To call special meetings of the inhabitants whenever all the members of the Board shall have vacated their offices.
- K. To immediately notify the county treasurer of the name and address of persons elected to the office of District Treasurer, if the treasurer is elected, and to the office of District Collector.

REGULATION

SCHOOL BOARD OPERATIONS

2102

DISTRICT CLERK

- L. To receive, keep and preserve any and all record, books and papers of the respective dissolved school districts deposited with them pursuant to NYS Education Law § 1519, and such records together with any records of dissolved school districts heretofore deposited shall be considered to be records of the successor school district.

II. Additional Duties

The District Clerk shall perform such other duties as may be assigned from time to time by the Board.

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Waterville Central School District

Legal Ref.: NYS Education Law § 2121, NYS Public Officers Law § 104

Adopted: 02/24/88

Revised: 10/08/96, 05/27/14, 05/24/22